

University of Hawai'i at Mānoa (UHM), School of Ocean and Earth Science and Technology (SOEST), PacIOOS Pod

Session 1 Deliverable: *Develop a set of agreed upon guidelines and group norms for your pod.*

Pod Guidelines/Ground Rules

1. Listen actively -- respect others when they are talking.
2. Speak from your own experience instead of generalizing ("I" instead of "they," "we," "you").
3. Do not be afraid to respectfully challenge one another by asking questions, but refrain from personal attacks -- focus on ideas and problems rather than people.
4. Participate to the fullest of your ability -- community growth depends on the inclusion of every individual voice. "Share the air," so that we have the opportunity to hear from everyone.
5. There are no wrong or right comments, questions, or thoughts. The goal is not to always agree -- it is to gain a deeper understanding.
6. Instead of invalidating somebody else's story with your own spin on their experience, share your own story and experience.
7. Be conscious of body language and nonverbal responses -- they can be as disrespectful as words (even over Zoom!)
8. Assume everyone's good intentions but also acknowledge the impact of saying something that hurts someone else, even if it is unintended.
9. Maintain confidentiality. Avoid using names of colleagues when sharing stories/experiences within the pod. All stories shared in this space stay in this space unless explicit permission is given by the person sharing the story that it can be shared in another setting.
10. Be aware that this work/these subjects can be triggering for people. Encourage the freedom to join or dismiss oneself as needed (e.g., turn one's camera off when needed to disengage, etc.)

Pod Decision-Making

Our decision-making process will be through group consensus. We will ensure that everyone has the opportunity to be heard; we will hear any reservations among the group ("share the air"). If someone misses a pod meeting, we ask that they express any reservations or additional opinions to the group within 3 days. It is also the responsibility of the person that missed the meeting to review the notes taken during the meeting and contact the note-taker with any questions or concerns.

We find the terms in <https://www.seedsforchange.org.uk/shortconsensus> helpful, and will utilize the terms from within the document to proceed and make group decisions, which are summarized as follows:

- **Agreement with the proposal:** “I fully support the proposal and am willing to help implement it.”
- **Agree with Reservations:** You are willing to let the proposal go ahead, but want to make the group aware that you aren’t happy with it. You may even put energy into implementing it once your concerns have been acknowledged.
- **Stand Aside:** You want to object, but not block the proposal. This means you are not willing to implement the decision, but you are willing for the group to move ahead with it. The pod agreed to decide on a case-by-case basis whether or not we can accept a stand aside position, or if it requires working on a new proposal.
- **Block:** A block will always stop a proposal from going forward, as it expresses a fundamental objection. Should a block arise, further discussion and action is required to address the concern or accept a fundamental disagreement with the aims of the group.

Pod Members Roles and Responsibilities

The “Pod Leader” is essentially our pod’s Point of Contact with URGE and will upload all deliverables to URGE. Two roles will be rotated among the group each session:

1. **Note-taker:** Takes notes during the pod meeting, especially during discussions on deliverables.
2. **Facilitator:** Prepare ahead of the pod meeting to ensure we meet the session’s objectives; draft deliverables to discuss at the meeting; guide pod through the discussion on the session’s deliverables; refine deliverables after pod meeting for everyone to review and finalize on Google Docs.

We will determine who will schedule meetings with organization/institution leadership further along in the curriculum, after we have had a chance to meet with other pods within SOEST/UHM to determine if we have a common message.

We will determine, as needed, who will be responsible (if not all of us) to read supplemental articles / materials for deliverables as needed.

Sharing Pod Deliverables

We will determine how to best share beyond URGE further into the curriculum to ensure that we are clear in our language and intent.