



Universities Space Research Association



Unlearning Racism in Geoscience

Unlearning Racism in Geoscience (URGE) USRA 2021 Pod Guidelines (aka “Rules of the Road”)

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Pod Leaders: Kennda Lynch and Tabb Prissel

Scope: This document defines a set of pod guidelines (also known as “Rules of the Road”) for how the USRA Pod members will interact, come to agreement, and ensure a safe, inclusive environment for everyone participating. These rules were developed by inputs and efforts of Pod members.

General Ground Rules:

1. **Be Open and Welcoming to Questions:** All team members agree to remain open in discussions and interactions and welcoming to questions and comments that help foster and deepen discussion.
2. **Maintain Confidentiality:** It is important to create a space where our Pod members can speak freely, truthfully and honestly, so we all agree that the confidentiality of the discussions be maintained.
3. **No Judgement & Respect Differences:** As we have a diverse group of people representing different backgrounds including: race, ethnicity, cultures, countries, neurodiversity, gender, and sexuality we all agree to reserve judgement and be open to other and different levels of understanding to social science language, cultural differences, etc.
4. **Listen Actively:** Every member should be willing to listen actively, especially while others are sharing their experience. Consider the diversity of backgrounds and experience before asking questions, but please do ask questions.

Operational Procedures:

Virtual Meetings

1. **Cameras ON During Group Meetings:** To ensure a fully interactive environment and whenever possible, all participants should keep their cameras on.
2. **Avoid Chat at Discussion:** To have a shared space to discuss freely and support active listening, all members agree to avoid chat discussion, when possible, during group Pod discussions.
3. **Please Use “Raise Hand” Indicator in Teams:** To make sure to give space for everyone to have their say, please do your best to use the “Raise Hand” indicator and wait until the discussion moderator calls you before you speak.



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Making Decisions as a Group

We'll use a two-step process to achieve consensus and make decisions as a group:

1. Step 1 – Group Consensus: if we have a good general discussion where we can come to easy group consensus, we will use this process to make final group decisions.
2. Step 2 – Majority Vote: if we have a good discussion, but still significant dissenting opinion that we cannot come to common ground on, then we will use majority vote.

Pod Member Roles and Responsibilities

1. **Pod Leadership:** There will be two Pod Co-leaders. Their duties will be to:
 - a. Coordinate Pod communication with URGE and the LPI/USRA Leadership,
 - b. Schedule & Communicate Pod Meetings to all members,
 - c. Manage the URGE Pod TEAMS account,
 - d. Take attendance & upload deliverables to URGE Website, and
 - e. If there is no group lead for a session, the Pod Leaders will step in to help lead Pod discussions and draft & manage editing/reviewing session deliverables.
2. **Session Discussion Leaders:** For each session discussion we hope to have a different volunteer from the Pod to lead. In addition to leading the discussion, session leaders will be responsible for drafting and managing the editing and reviewing of session deliverables and delivering the final document to the Co-leaders.
3. **Pod Participants:** All participants are responsible for:
 - a. Doing their session assigned readings
 - b. Attending the live interview or watching the taped session after-the-fact
 - c. To the best of their ability and schedule, attending the virtual Pod meetings
 - d. Participating in the asynchronous discussions on Teams & help edit/review deliverables.

