

## USGS-Hazards URGE Pod

### Pod Guidelines

#### Discussion 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. On the other hand, come to discussions expecting to expand your perspective, and try to approach challenges as opportunities to reflect and learn. When the instinct is to be defensive, instead try to be curious.
4. Participate to the fullest of your ability -- community growth depends on the inclusion of every individual voice.
5. Instead of invalidating somebody else's story with your own spin on their experience, share your own story and experience.
6. The goal is not to always agree -- it is to gain a deeper understanding.
7. Be conscious of body language and nonverbal responses -- they can be as disrespectful as words (even over Teams!)
8. Assume everyone's good intentions but also acknowledge the impact of saying something that hurts someone else, even if it is unintended. Be an active bystander.
9. Maintain confidentiality. 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. We all have experiences that may not be apparent on the surface. Recognize that we all wear multiple hats and have multiple roles both in and outside of the USGS, and we may have different, or even conflicting, views on a topic. Each participant should feel empowered to make their own choices about which aspects of their professional and personal lives they choose to discuss as part of participating in URGE.
11. Be additive when editing deliverables. Do not delete others' comments.
12. All pod members will adhere to the USGS Code of Conduct, as described here:  
<https://www.usgs.gov/about/organization/science-support/human-capital/us-geological-survey-code-conduct#:~:text=USGS%20employees%20must%20adhere%20to,%2C%20valuing%20differences%2C%20and%20collaboration>.

#### Pod Member Roles & Responsibilities

**Pod Leaders** are the main points of contact between URGE and the pods. Pod leaders submit files to the URGE website (e.g., sign up form, updates to pod membership, and deliverables). *Nadine Reitman* is the designated person from the USGS-Hazards pod who submits files to URGE.

We have five **Discussion Group Organizers** for the discussion meetings: *Andy Michael and Evelyn Roeloffs* for ESC, *Nadine Reitman and Katy Barnhart* for GHSC/ASL, and *Andi Ellis (co-leader: Seth Moran)* for VSC.

We expect all pod members to be active participants. Many tasks will be assigned on a rotating basis—this spreads out the job of facilitating discussion meetings, moderating discussions, and finalizing edits, in addition to engaging all pod members and leveling any power dynamics.

Here is a list of roles that will be **assigned to rotating group members**. When assigning tasks, please keep in mind that white women and people of color are more often asked to do 'secretarial' tasks than white men.

- Deliverable Leader (2 people per deliverable. Everyone needs to do this at least once)
  - Read supplemental articles / materials for deliverables as needed (for example, the asset mapping deliverable will be accompanied by a short paper about the purpose of creating community asset maps and how to generate your own.)
  - Draft deliverables with deliverable leaders from all USGS-Hazards pod discussion groups.
  - Share/present deliverable to your own discussion group for review/edits/discussion
  - Reconcile suggestions/edits with other deliverable leaders
  - Upload working draft of deliverable to shared site or send to Nadine Reitman (nreitman@usgs.gov)
- Paper Discussion Leader
  - Evolves as necessary
  - May be same as the Deliverable Leaders
- Note Taker
  - Taking attendance (important for accountability)
  - Take notes as needed, especially in discussions of deliverables
  - May be same as Deliverable Leaders

### Group Decision Making Method

Each pod needs to decide how we want to make decisions as a group. This will be relevant during the formation of deliverables, reporting back to the larger URGE group on activities, etc. Some options are group consensus (<https://www.seedsforchange.org.uk/shortconsensus>) or majority vote. Make sure the group discusses these decisions before beginning on deliverables.