

THE LUNAR AND PLANETARY INSTITUTE'S INDEPENDENT INCLUSION, DIVERSITY, EQUITY, AND ACCESSIBILITY ADVISORY COMMITTEE. K. E. Vander Kaaden¹, E. G. Rivera-Valentín², B. Bell³, K. Gardner-Vandy⁴, J. Jones⁵, R. Mayne⁶, C. Shupla², ¹NASA Headquarters, 300 E Street SW, Washington, DC 20546, ²Lunar and Planetary Institute (LPI), University Space Research Association (USRA), ³Morgan State University/NASA Goddard Space Flight Center, ⁴Oklahoma State University, ⁵University of Houston Libraries, ⁶Texas Christian University. (Corresponding Author E-mail Address: Kathleen.E.VanderKaaden@nasa.gov).

Introduction: Service is at the heart of the Lunar and Planetary Institute's (LPI) mission. To support and better serve members of the diverse planetary science community, the Universities Space Research Association (USRA) team at the LPI wanted to take actions to ensure the institute facilitates a culture and a profession that is inclusive, diverse, equitable, and accessible (IDEA). The LPI has recently announced an initiative incorporating a variety of actions to promote IDEA at the LPI (see <https://www.lpi.usra.edu/idea/>) as it supports the planetary science community. As part of this initiative, and as a mechanism for direct community feedback and accountability, the LPI has formed an Independent IDEA Advisory Committee. This committee's goal is to provide guidance to the LPI on its institutional practices to foster an inclusive, diverse, equitable, and accessible environment at LPI organized activities. These activities range in scope from meetings and conferences to public and planetary community engagement activities (e.g., scientist engagement efforts, internships, early career development programming), as well as community engagement forums like social media, newsletters, publications, and websites. To that end, the LPI Independent IDEA Advisory Committee is charged with two activities:

- 1) Assess current LPI practices and procedures to provide a list of findings, with an emphasis on committee observations of LPI practices and procedures that impact inclusion, diversity, equity, and accessibility.
- 2) Provide actionable recommendations with mechanisms of accountability that improve institutional practices and promote an inclusive, particularly along multiple axes of representation, accessible, and respectful environment at all LPI-organized activities.

The Committee: The advisory committee is composed of external community members and two LPI staff members. The committee reports to the LPI Director and provides findings and recommendations on specific topics, such as the Lunar and Planetary Science Conference (LPSC). The co-leads of the committee as well as the additional LPI staff member were selected by the Director of the LPI, in part because of their strong records of community activism on behalf of IDEA principles. Applicants for committee members were solicited throughout the planetary science community and adjacent disciplines. All applicants were requested to submit a cover letter (up to two pages) and a brief CV

(up to 2 pages) highlighting the applicant's experience and interest in supporting IDEA efforts. Service on this committee is supported through an honorarium to eligible members. The committee is expected to meet at least twice a year to provide community feedback on LPI-organized activities, with additional meetings occurring in response to events or specific requests. The current committee is co-led by Kathleen Vander Kaaden (she/her) of NASA Headquarters and Edgard Rivera-Valentín (they/them) of the LPI/USRA. Current committee members include Benita Bell (she/her) of Morgan State University/NASA Goddard Space Flight Center, Kat Gardner-Vandy (she/her) of Oklahoma State University, Jerrell Jones (he/him) of the University of Houston Libraries, Rhiannon Mayne (she/her) of Texas Christian University, and Christine Shupla (she/her) of LPI/USRA. In support of transparency, committee recommendations along with the LPI's progress towards those activities will be provided at <https://www.lpi.usra.edu/idea/advisory-committee/>.

Charter: To set clear expectations for all involved, a charter was developed by the LPI and modified and agreed to by members of the Independent Advisory Committee. The charter consists of seven (7) sections:

- 1) Goal and Objectives
 - a. Details the goals and objectives of the committee.
- 2) Committee Tasks
 - a. Sets expectations for the duties of the committee.
- 3) Committee Membership and Roles
 - a. Describes the various roles on the committee, who can hold them, the term limits, and how recruitment shall be conducted.
- 4) Conflicts of Interest
 - a. Defines restrictions to membership to ensure the committee operates independently.
- 5) Additions, Changes, and Amendments
 - a. Describes what modifications can be made to the charter and by whom.
- 6) Transparency
 - a. Details how information will be shared, and importantly, what information cannot be shared.
- 7) Voting and Committee Procedures

- a. Outlines procedures and rules for voting.

Code of Conduct: A Code of Conduct was established and agreed upon by all members of the LPI Independent Advisory Committee. The Code of Conduct is not meant to be a static document and will continuously be reviewed and modified to reflect the best community practices, at minimum, on a yearly basis. The Code of Conduct was largely adopted from the Mercury Exploration Assessment Group Code of Conduct that was adopted by their Steering Committee and can be found here: <https://www.lpi.usra.edu/mexag/documents/>. The Code of Conduct for the LPI Independent Advisory Committee consists of five (5) main parts:

- 1) Conduct Standards
 - a. Defines standards by which the committee members agree to abide.
- 2) Unacceptable Behavior
 - a. Describes behavior that is considered unacceptable and will not be tolerated.
- 3) Explanation of Enforcement
 - a. Provides guidelines for enforcement of Conduct Standards and Unacceptable Behavior.
- 4) Incident Reporting
 - a. Discusses actions to take if one witnesses or experiences an incident.
- 5) References for Further Information
 - a. Offers resources for committee members to further their learning about Codes of Conduct and provides information regarding references utilized to create the Code of Conduct.

Activities Thus Far: The inaugural virtual meeting of the full committee was held on December 7, 2021. This meeting included an introduction of committee members, an introduction to the LPI and the USRA, a review of the committee charter, and a discussion of a request for presentations for our January meeting. A partial-day meeting was conducted virtually on January 14, 2022 with members internal and external to the LPI reporting on the LPSC and other conferences convened by the LPI. Presentations reviewed the organization of LPSC and other conferences, including the program committee, public and early-career engagement events, conference site selection, and the meeting portal. The committee also invited external expertise from Jennifer Piatek (Central Connecticut State University) to discuss the accessibility of LPSC. The committee reviewed and discussed the provided information. A compiled document of findings and recommendations was provided to the LPI in early February 2022. A list of findings and recommendations, along with LPI's progress towards those activities, will be made publicly available after discussion with the LPI/USRA executive

team: <https://www.lpi.usra.edu/idea/advisory-committee/>.

Future Plans: In the coming years, the committee will provide guidance to the LPI on all aspects of the institution. This will include, in no specific order, the science library, scientific research, communications, intern programs, and education and public engagement efforts. For each of the meetings, members both internal and external to the LPI may be invited as appropriate to give presentations and provide information regarding the various aspects of this institution to the committee. The committee can recommend and request any external speakers to join and give presentations regarding the specific topic being addressed as they deem necessary. Following each meeting, the committee will provide guidance to the LPI in the manner of findings and recommendations.

Acknowledgments: The committee thanks the LPI for its continued commitment to IDEA-related efforts and for the formation of this committee. The LPI is operated by USRA under a Cooperative Agreement with NASA's Science Mission Directorate.

Additional Information: If you have any feedback regarding LPI activities that you would like discussed and/or reviewed by the Independent IDEA Advisory Committee, please feel free to reach out to any members of the committee. Contact information is provided below: Kathleen Vander Kaaden (Kathleen.e.vanderkaaden@nasa.gov), Ed Rivera-Valentín (rivera-valentin@lpi.usra.edu), Benita Bell (benitab6@gmail.com), Kat Gardner-Vandy (kat.gardner-vandy@okstate.edu), Jerrell Jones (jerrelljones@gmail.com), Rhiannon Mayne (r.g.mayne@tcu.edu), Christine Shupla (shupla@lpi.usra.edu).