

Guidelines for Reviewing the DEIJ Strategy

Dear Management Board,

The Chesapeake Bay Program Diversity, Equity, Inclusion and Justice (DEIJ) Strategy, completed by the consultant Skeo Solutions, Inc. with support from the Chesapeake Bay Program's Diversity Workgroup, is attached as a meeting material for your review. Because it is an extremely detailed and lengthy document, we encourage you to focus your attention on the **Executive Summary (pages 1-4)**. If you'd like to dive deeper into the content, please review **Chapter 4: DEIJ Strategy Action Plans (pages 26-40)**. Below are some additional guidelines for reviewing the action plans in Chapter 4.

The action plans detail the specific actions needed to implement the strategy. The tables include additional information on who will likely be involved in implementation (lead and support roles) as well as timeframe and potential resources/tools for each action.

Action Plan Columns

- **Column 1:** The action plans follow the four DEIJ Framework Categories outlined in the executive summary and are separated into recommendations for each category.
 - *Example:* 2.1 from the executive summary lines up with 2.1.a-e in the action plan. (Advancing DEIJ internally: Increase diversity and inclusion for staff, appointees, and volunteer bodies.)
- **Column 2:** You will notice some actions have an asterisk in the timeframe column. This indicates it is a priority for the first two years of implementation and will be incorporated (where applicable) in the 2020-2021 Diversity workplan.
- **Column 3:** This column indicates how we will know if we are successful.
- **Column 4. Roles:** This indicates who will be the leads and supports for each action. Note: The lead and support roles in the action plans were determined by the chair, coordinator, and staffer of the Diversity Workgroup based on their knowledge of the different players of the CBP and the strengths and roles each player can provide in the implementation of the actions. It is possible that these roles will change with further information and discussion with such players as the actions are implemented.
- **Column 5:** These are resources and tools that may be used to help achieve the action.