

Interview Agenda for Chesapeake Bay Program:
Understanding Organizational Operations and Efforts Towards Diversity, Equity and Inclusion

Interview Goals

- Share information about the anticipated activities to support the development of a Diversity, Equity and Inclusion Strategy (DEI Strategy) for Chesapeake Bay Program (CBP).
- Understand how different groups/teams within CBP operate.
- Learn about how DEI currently does and potentially could fit into CBP's operations.
- Provide an overview of topics to be covered in the DEI Framework and collect initial reactions and additional suggestions.

AGENDA

Opening and Introductions (15 minutes)

- Opening Comments
- Brief introductions
 - Ask the Management Board members to share how long they have been working with CBP and what their position is within their own organization.
- Overview of anticipated tasks to support development of a DEI Strategy for CBP
- Purpose of the discussion and how we will be using this information
- Q&A

DEI Perceptions (35 minutes)

1. What are characteristics of CBP of which you are most proud?
2. Can you identify any characteristics of which you are least proud?
3. What other CBP groups/teams do you interact with most often?
4. Who are the main partners that advance your group/team's work?
5. Is Diversity, Equity and Inclusion of value to your group/team?
6. How does DEI currently factor into your work?
7. What is working well in terms of DEI in the organization?
8. What are some of the key challenges to promoting DEI in the organization?
9. Is there interest and motivation to advance DEI within your group and the organization?

Diversity, Equity and Inclusion (DEI) Framework Overview & Feedback (5 minutes)

We will be developing a DEI Readiness Assessment to help assess attitudes towards DEI across the organization. This assessment may include a survey as well as some focus groups. Topics for the assessment could include:

- *Internal Culture*
- *Practice Areas*
- *Partners and Partnership Building*

Feedback:

- Are there any topics or specific questions you think are particularly important to explore in the survey or in the focus groups?

Next Steps (2 min)

- Share next potential point of contact with each group/team.
- Closing