Guidance Note 1 –Management Responsibilities

Council manages Research Continuity through a structured organisation that has responsibility for managing and co-ordinating the Research continuity process. A brief description of the structure is as follows:

Executive Board

The Executive Board directs, and monitors Research Continuity arrangements across the Council. It promotes research continuity preparation and planning that will detect, prevent and, if necessary, handle events that could disrupt the Research of the Council. The Executive Board receives biannual reports from the Corporate Head of Safety, Security & Resilience (SSR).

Corporate Head of Safety, Security & Resilience

The Corporate Head of SSR is the focal point for Research Continuity management within the Council. This involves co-ordinating and steering Research Continuity arrangements, ensuring the Council is prepared to respond to and recover from events that could disrupt its Research. The Corporate Head of SSR works closely with the Risk Steering Group, Head Office groups and research units on both Research continuity and emergency management.

Key responsibilities include:

- Raising the profile of Research Continuity across the MRC
- Ensuring the progress of a central programme for Research Continuity
- Reviewing the MRC Research Continuity Programme to ensure it remains fit-for-purpose
Corporate SSR Section

The Corporate SSR Section is responsible for standards and guidance relating to Research Continuity, Contingency and Resilience across Council. The Corporate SSR Section offers the appropriate training and assistance to Research Continuity Coordinators in producing, testing and maintaining their unit’s Research continuity plans and fulfills a monitoring role. The Corporate SSR Section act as the subject matter experts within the MRC for Research Continuity, supported by third parties where appropriate, and support the Corporate Head of SSR.

Unit Research Continuity Coordinators

The unit Director is responsible for Research continuity within his/her unit. Directors may delegate the day to day duties concerning Research Continuity to a Research Continuity Coordinator (RCC). RCCs are responsible for implementing Research continuity within units including development, maintenance and testing of plans. A RCC may be responsible for either a single unit, or a number of units in a geographical region.