Research Continuity Planning

Introduction

Unexpected and untoward events and incidents can seriously delay the planned work and output of an organisation. The impact of such events can be minimised and a speedy return to normal working achieved by having in place well-understood research continuity plans.

The attached guidance notes have been designed to assist MRC establishments in preparing their plans.

Policy

It MRC Policy that all its establishments ensure, so far as is reasonably practicable, the continuity of their research programmes.

As a means to achieving this, establishments must assess the risks to their work programme and put into place plans and procedures to minimise any potential disruptions and to resume normal operation as soon as possible.

In planning for potential disruption, the MRC will satisfy the central government requirements for resilience, aligning to BS 25999 and ISO 22301 where applicable, and satisfying all legislative requirements.

The MRC is committed to continual improvement of research continuity and resilience, and will work towards embedding research continuity planning into MRC culture.

Scope

The scope of the Research Continuity Policy and associated work programme is:
- MRC Head Office and Research Units in the UK and abroad
- MRC-managed offices abroad
- Partner organisations where there is an impact on MRC research, for example, University Hosts and other Research Councils.

Director's Summary

Directors are responsible for the implementation of this policy.

It is important that research continuity arrangements are reviewed and tested regularly, in particular to ensure that MRC establishments are well prepared for foreseeable disruptions. Directors should ensure that:

- A research impact assessment has been completed and the critical activities have been identified.
- A research continuity plan is in place to address potential disruptions to critical activities.
- Adequate resource is devoted to implementing and maintaining research continuity plans.

MRC Safety, Security and Resilience Section
Head Office

MRC Research Continuity Policy
Corporate Safety, Security and Resilience
Version 2, October 2013
Guidance Notes

Guidance Note 1 – Management Responsibilities
Guidance Note 2 – Impact Analysis
Guidance Note 3 – Pre-Incident Planning
Guidance Note 4 – Crisis Management
Guidance Note 5 – Responding to Major Incidents
Guidance Note 6 – Exercising for Resilience

Supporting Documents:
Research Continuity Definitions
Template Research Continuity Plan
For Crisis Management:
• Situation Report
• Handover Form
• Warning Document
• 3IA Board
• Shift Changes
• Log Sheet
• Post-Exercise Report
For Impact Analysis:
• Impact Analysis Template
• Impact Analysis Instructions
• Impact Analysis Draft Example

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<tr>
<th>Version</th>
<th>Reason</th>
<th>Author</th>
<th>Date</th>
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</thead>
<tbody>
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<td>2006</td>
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