

Research Support Network: Code of Practice

1. Preamble

This code of practice sets out the standards and proper practices for members of the Research Support Network at Cerebra. Its purpose is to clearly set out what is expected from members. It should be read alongside the Research Support Network Terms of Reference.

2. Responsibilities of the Research Support Network (RSN) members

2.1 General

It is the responsibility of each RSN member to:

- ensure the network's recommendations have a direct benefit to the families of children affected by brain conditions and make effective use of charitable funds;
- act with impartiality at all times, considering what is best for Cerebra and its beneficiaries;
- be aware and committed to the objectives, vision and values of Cerebra;
- accept the responsibilities of their role (as set out in the RSN Terms of Reference);
- follow the policies and procedures of the charity, making sure to obtain a working knowledge of such documents;
- have a thorough understanding of Cerebra's Research Strategy;
- keep all information submitted to them (organisational and individual) secure and confidential at all times;
- use Cerebra's resources responsibly, and when claiming expenses do so in line with the charity's volunteer Expense policy.

2.2 Confidentiality and managing interests

Members of the RSN have to manage conflicts of interest responsibly and effectively by self-declaration of any conflicts of interest, or potential conflicts of interest, at the earliest time this becomes known to them, in accordance with the RSN Terms of Reference.

All RSN members will be required to sign the Cerebra's Conflict of Interest policy and must commit to take responsibility for their own impartiality and integrity.

2.3 Meetings/Teleconferences

RSN members will be invited to attend meetings/teleconferences when appropriate. If attendance for the entire meeting duration proves problematic, members should notify staff as soon as possible and consider whether there are other ways to engage with the charity.

Preparation for all meetings/teleconferences is essential. This will include reading all the information supplied, thinking through issues and completing any tasks assigned in the agreed time.

When attending meetings, RSN members are encouraged to engage in discussion, contribute their opinion in a considered and constructive way and pose questions for the purpose of clarity and further understanding.

Members of the RSN must develop and maintain a sound and up-to-date understanding of the charity's activities, the nature and extent of its work and the external environment in which it operates.

Members are encouraged to contribute ideas towards improving the governance of RSN and ensure the network's priority is the needs of families of children affected by brain conditions.

2.4 Working with others

Members of the RSN are expected to treat members of staff, other RSN members, volunteers and anyone else they come into contact with at Cerebra with respect and courtesy. Where members also volunteer with the charity, they must maintain the separation of their role as a RSN member and as a volunteer.

Members should not make public comments about the charity unless authorised to do so and must inform staff of any engagements to speak publicly on any subject related to the work of the charity.

3. Role of the Research Support Network (RSN)

As an RSN member you will be invited to review our draft publications, participate in grant application reviews and evaluate the impact of our current research.

1. Reviewing draft publications will involve reading and commenting on draft publications, within an allotted time frame, before they are finalised. Your views on readability, relevance and presentation will be invited and fed into the final design of the information we provide for families.
2. Grant reviews will involve reading, evaluating and submitting scores and comments on grant applications within an allotted time frame. Your views will feed into final grant awarding decisions. The applications will contain a detailed summary of the proposed research in plain English and you will be asked to comment on whether the research is relevant and important to children and young people affected by brain conditions.
3. Evaluating the impact of our current research will involve reviewing documentation and, potentially, site visits.

4. Leaving the Research Support Network (RSN)

RSN members need to be aware that:

- Substantial breach of any part of this code may result in procedures being put in motion that may result in their removal from the network.
- If members wish to stop being a RSN member at any time they have to inform the charity, in writing, stating their reasons for leaving.

Review

The charity will revise this Code of Practice on a regular basis and notify members of amendments.

Full name (Block Capitals):

Signature:

Date completed:

If you have queries about this document or membership to RSN, please contact Georgia Mappa at GeorgiaM@cerebra.org.uk