

HANDBOOK FOR COUNCIL, BOARD, PANEL AND COMMITTEE MEMBERS

*The Handbook is due to be updated later in 2018, mainly in light
of changes relating to UKRI.*

Issued by
Council Secretariat
July 2015

HANDBOOK FOR MEMBERS OF BBSRC COUNCIL, BOARDS, PANELS AND COMMITTEES*

The contents of this book are intended to familiarise members of BBSRC Council, Boards, Panels and Committees with the terms of their appointment.

The contents also relate to members of groups included in specific short-term activities such as Initiative or Evaluation Panels as well as members of any other long standing BBSRC panel or committee.

Members of BBSRC Council are also governed by a [Code of Practice](#) which sets out their responsibilities as holders of public appointments.

Queries which relate to a specific appointment including the payment of attendance fees should be directed to the secretary of the relevant committee in the first instance.

Queries that relate to the contents of this book should be directed to bbsrc.cau@bbsrc.ac.uk

** For the purpose of simplicity for the remainder of this document, BBSRC Council, Boards, Panels, Committees will be referred to as “committees”.*

CONTENTS

1. BBSRC

- Structures
- Investments
- Reporting, Planning and Strategies
- Relationship with Research Councils UK (RCUK)
- Relationship with Government
- Evaluation

2. CONDUCT OF MEMBERS

- Conflict of Interests Declarations
- Confidentiality
- Peer Review – Assessment of Applications
- Communications of Decisions
- Information Legislation
- Gifts and Material Hospitality

3. COUNCIL HONORARIA, ATTENDANCE FEES AND EXPENSES

- Council Honoraria
- Attendance Fees
- Eligibility for Attendance Fees
- Claiming Expenses for Attendance at BBSRC Meetings and Events
- Income Tax
- National Insurance
- Value Added Tax (VAT)

4. EQUALITY AND DIVERSITY

- Responsibilities and reasonable adjustments

5. SKILLS

- Investing in doctoral training
- Developing research careers
- Investing in leadership
- Enhancing skills and capabilities
- Culture Change and Organisational Development

6. COMMUNICATIONS AND PUBLIC ENGAGEMENT

7. INNOVATION

- Enabling collaboration
- Sharing challenges
- Maximising impact
- Enabling access to research

8. INTERNATIONAL RELATIONS

ANNEX 1 CONFLICT OF INTERESTS

1 BBSRC

1.1 The Biotechnology and Biological Sciences Research Council (BBSRC) was established by [Royal Charter](#) in 1994 by the incorporation of the former Agricultural and Food Research Council (AFRC) with the biotechnology and biological sciences programmes of the former Science and Engineering Research Council (SERC). BBSRC is a Non-Departmental Public Body principally funded through the Science Budget by the [Department for Business, Innovation and Skills \(BIS\)](#).

1.2 The [Mission](#) and [Vision](#) for BBSRC can be found on the [BBSRC website](#).

Structures

1.3 The governance and decision making structure for BBSRC, including terms of reference, membership, meeting dates, minutes and how they interact can be found on the [BBSRC website](#).

Investments

1.4 Information about Institutes strategically funded by BBSRC can be found on the [website](#).

1.5 The mechanisms for BBSRC investments via research grants, special opportunities, studentships, fellowships and Institute Strategic Programme Grants can be found on the [website](#).

Reporting, Planning and Strategies

1.6 The spending overview for BBSRC can be found on the [website](#). BBSRC produces [Annual Report and Accounts](#) and [Strategic and Delivery Plans](#).

Relationship with Research Councils UK (RCUK)

1.7 [RCUK](#) is a strategic partnership through which the UK's Research Councils work together to champion the research, training and innovation they support. BBSRC plays a full and active part in RCUK and the Chief Executive is a member of the RCUK Executive Group (RCUK EG), which is composed of the Chief Executives of all the Research Councils.

Relationship with Government

- 1.8 The broad remit of BBSRC means that there are a number of areas in which it overlaps with the policy interests of Government Departments. Where this occurs, BBSRC employs a number of different mechanisms to ensure that the Council's priorities are aligned with the Government policy needs and that the Government policy makers are aware of what research has to offer. In particular, BBSRC has close working relationships with BIS, the Department for Environment, Food and Rural Affairs (Defra), Department of Health (DH), Department for International Development (DfID), Food Standards Agency (FSA) and the devolved administrations. It also works closely with the Foreign and Commonwealth Office in developing the BBSRC's science strategy abroad.
- 1.9 In order to promote interactions with the Government Departments named above, BBSRC relies on several different mechanisms, including:

Departmental Observers – Direct input from Government Departments to the formulation of BBSRC policy is achieved by the presence of representatives from various Departments on BBSRC Boards, Panels and Committees. Membership of these bodies is published on the BBSRC website.

Bilateral Meetings – BBSRC holds regular bilateral meetings with Government Departments in order to discuss common research and policy areas.

Strategic Reviews – BBSRC is committed to carrying out a series of Strategic Reviews of important areas of science that are used to inform Council's future research priorities. Government representatives sit on the panels that lead the reviews to ensure that outputs and recommendations are influenced by Government policies.

BBSRC Staff – BBSRC senior staff sit on Government bodies.

Evaluation

- 1.10 All research supported by BBSRC is subject to regular and rigorous evaluation.
- 1.11 The overall programme of work at universities and strategically funded Institutes is subject to regular strategic review, through which the existing research portfolio is considered to assess the overall scale of effort and identify strengths, weaknesses, gaps or overlaps. In addition, reviews of subject areas of interest to BBSRC are carried out. The [BBSRC's evaluation framework](#) is available on the BBSRC website.

2. CONDUCT OF MEMBERS

- 2.1 Members and observers on BBSRC committees should conduct all their dealings in an open and responsible way and ensure full compliance with government policies and information legislation, including the Freedom of Information Act 2000 and Data Protection Act 1998. They are expected to follow the [Seven Principles of Public Life](#) (selflessness, integrity, objectivity, accountability, openness, honesty, and leadership).
- 2.2 All committee members are expected to conduct themselves appropriately in meetings and when representing BBSRC. At all times members must be aware they

are representing BBSRC and should consider their actions and the reflection they could have on BBSRC's reputation.

Conflict of Interests Declarations

- 2.3 In agreeing to join a BBSRC committee, members are required to declare, before and during the course of their appointment, all personal or business interests which may conflict with their responsibilities as a member. BBSRC policy and guidance on what constitutes a conflict of interests is set out at **Annex 1**, together with the declaration form and guidance notes.
- 2.4 Declarations are compiled in registers of interests which are regularly updated and are either publicly available on the BBSRC website or available on request. Members are best placed to know what these activities are, and are required to regularly check and update their entries.
- 2.5 If there are potential conflicts of interests for member generated by items on the agenda these should be drawn to the attention of the Chair by either the secretariat, using the conflict of interests register, or the member themselves. A decision will be made on whether or not the member should be asked to withdraw from the meeting for that item. In circumstances, where an interest is declared and the member remains for the item, a note will be made in the formal record of the meeting to this effect. In all instances, it will be a matter for consideration by the Chair on what action to take.
- 2.6 In the case of studentship, grant or other funding applications, it will be normal practice for any member whose own application is under consideration, or who is from the same department as an applicant, to be asked to withdraw from the meeting for that item.
- 2.7 Members will also be expected to declare during meetings any interests that may be perceived as being in conflict with the business of the meeting, which have not been identified to the Chair.

Confidentiality

- 2.8 All papers, documents and correspondence are handled using the BBSRC Information Security Classification Policy (which aligns with the Government Security Policy Framework). All restricted documents should hold an OFFICIAL marking. In these cases members must take steps to ensure the security of the document, and to ensure its contents are treated as confidential. Members must also respect such classification by not disclosing or discussing the content or nature of the documents with any other person(s) other than those whom they know to have officially received the same documents. However, if at any time a member feels it will be beneficial to both BBSRC and the committee to share documents with an individual not currently in receipt of that document, prior agreement must be sought from the Secretariat of that committee.
- 2.9 Members should observe the requirement for confidentiality and to keep papers that come to them in their official capacity secure and, when their term of office has come to an end, to make sure that all papers are returned or destroyed.
- 2.10 Anyone who receives information knowing it to be confidential is legally bound to its provider, not because they have signed any confidentiality agreements but simply

because they received it knowing it to be confidential. This places a duty of responsibility on recipients which they cannot avoid.

- 2.11 Any information that is not already publically available but does not bear a protective marking should still be treated as confidential and handled as above.
- 2.12 Members who chair committees may receive advice from the BBSRC in the form of written briefing in advance of meetings. Any such briefing materials are provided in confidence solely for the purposes of those meetings and should either be collected by the Secretariat or destroyed immediately after the meeting.
- 2.13 Guidance can be given by BBSRC Office, on request, on the appropriate handling of information.

Peer Review – Assessment of Applications

- 2.14 Members who undertake review of applications for funding must treat all details of such applications in strict confidence. It may be necessary to seek comments or advice from colleagues but this should be done solely on the understanding that their views are being sought in confidence. In return, BBSRC will treat the comments and identification of peer reviewers as confidential. BBSRC will not disclose a reviewer's identity without express permission from that reviewer. Reviewers' comments are open to potential disclosure under the Freedom of Information and Data Protection Acts and should therefore be written with disclosure in mind. However comments will not be disclosed unless one of the following conditions are met:

- Consent to disclose is/are given by the reviewer(s)
- Disclosure is required to appropriately respond to a Subject Access
- Request under the Data Protection Act 1998
- If there is an over-riding public interest in disclosure

Communications of Decisions

- 2.15 Only the Chair of a BBSRC committee and authorised members of BBSRC staff may communicate committee decisions or recommendations. In reporting committee business, they will take special care to keep confidential any part played in discussion by individual members, to maintain the convention that any decision is the collective responsibility of the whole committee and to safeguard the anonymity of any referees. Committee members should not respond to any requests for information or to provide an explanation of how a particular decision was reached. All committee discussions must be treated in confidence and any such information requests referred to BBSRC Office.

Information Legislation

- 2.16 There are three types of legislation that relate to the right of access to information:

[Freedom of Information Act](#) which provides general right to anyone regarding access to information held by public authorities;

[Environmental Information Regulations](#) which provide access to information specifically relating to the environment;

[Data Protection Act](#) which protects information relating to individuals and ensures that information is held, processed and released according to the

data protection principles. The Data Protection Act overrides both the Freedom of Information Act and the Environmental Information Regulations.

- 2.17 Under the Freedom of Information Act 2000, anyone can request to see or receive information held by a public authority. BBSRC is listed as a public authority under the Act and must comply with the requirements of this legislation.
- 2.18 BBSRC has in place procedures to deal with requests for information, including a [Publication Scheme](#), which provides details of information that is already available to the public.
- 2.19 All requests for information should be referred to BBSRC Office. The email address for Freedom of Information requests is sofoi@bbsrc.ac.uk.
- 2.20 All requests for members' personal information should be referred to BBSRC Office. The email address for Data Protection Subject Access Requests is dataprotectionenquiries@bbsrc.ac.uk.

Gifts and Material Hospitality

- 2.21 There may be occasions where the acceptance of gifts and material hospitality by members may be in conflict with their appointment to a BBSRC committee. While in the majority of cases acceptance or provision of gifts and hospitality may not be significant, there will always be the instance which may attract a disproportionate amount of attention either from the research community, the public in general, or the press.
- 2.22 Acceptance of gifts and hospitality can also raise concerns of regularity and propriety, which could be seen to compromise personal judgement or integrity. This is particularly relevant to members of committees where decisions are being taken or recommendations made on BBSRC funding. Members who have concerns that their acceptance of some form of hospitality may be in conflict with their appointment should declare as such to the Chair of their Committee (also see Conflicts of Interests above).

3. COUNCIL HONORARIA, ATTENDANCE FEES AND EXPENSES

Council Honoraria

- 3.1 Members of BBSRC Council (with the exception of those who are civil servants and employees of non-departmental public bodies and agencies) receive an honorarium of £6,850 per year. Council members who also chair Boards of Council receive a higher honorarium of £9,110 per year. The payment of an honorarium is in respect of all duties members carry out during their appointment to Council. The expectation is that Council activities will amount to approximately 25 days per year, varying between years depending on the amount of Council business.
- 3.2 The acceptance to serve on BBSRC Council will be regarded as denoting a willingness to receive the honorarium unless BBSRC is advised to the contrary. Members will be paid automatically throughout the duration of their appointment.

Attendance Fees

- 3.3 Members of BBSRC committees (with the exception of those listed under paragraph 3.12) will normally receive a fee of £170 for attendance at meetings and other

approved BBSRC business. Chairs of committees receive a higher fee of £230 when acting in the role of Chair. Deputy Chairs do not receive this higher fee unless they are acting in the role as the Chair for the duration of the meeting in the absence of the Chair. Co-Chairs of Peer Review Core Committees are eligible to receive higher attendance fee if they substitute for the Chair at the meeting.

- 3.4 Attendance fees are based on attendance and not duration i.e. a member attending only half a meeting is still entitled to receive a full attendance fee.
- 3.5 If a member is joining a meeting by video/teleconference then an attendance fee should only be paid if they would have received a fee if they had been joining the meeting in person (e.g. a member joining a formal Panel meeting by teleconference would receive a fee).
- 3.6 Members are eligible to receive an attendance fee if a meeting they join by video/teleconference relates to business of that committee and their attendance at the video/teleconference is one hour or more.
- 3.7 For a member travelling from outside Europe up to two additional attendance fees can be paid if the member has worked on meeting business whilst travelling to and from the UK.
- 3.8 The acceptance to serve on a BBSRC committee will be regarded as denoting willingness to receive fees unless BBSRC is advised to the contrary. Fees need not be claimed, they will be paid automatically once the member is set up to receive fees, unless the member indicates that no fee is required.
- 3.9 Attendance fees also can be paid to those below (with the exception of those listed in paragraph 3.12)
 - Members of Visiting Groups, Review Teams and other ad-hoc or 'one-off' groups. Chairs of these groups/teams are eligible for the higher rate.
 - Invited speakers at BBSRC workshops/conferences
- 3.10 There will be exceptions when the office will negotiate an attendance fee with an individual to attend a BBSRC arranged event who is not currently a committee member e.g. a key note speaker at a conference. When negotiating this fee both parties should bear in mind the use of public funds. A suggestion is to base it on current attendance fees or if a higher fee is required the Council Honoraria of £6,850 (£9,110 chair) divided between the expected requirement of 25 days of activity.
- 3.11 Members wishing their honoraria or fee payments to be dealt with in any other way (e.g. self-employed or VAT registered individuals) must invoice BBSRC for their fees if appropriate.

Eligibility for Attendance Fees

- 3.12 Members of BBSRC committees are eligible to receive attendance fees with the exception of the following:
 - Council members

- BBSRC employees and those employed by Institutes strategically funded by BBSRC on **BBSRC terms and conditions**.¹
 - Employees of [Scottish Government Main Research Providers](#)
 - Employees of other Research Councils
 - Civil Servants and employees of Non-Departmental Public Bodies and Agencies, i.e. bodies whose funds are derived wholly or partly from Votes of Parliament.
 - Research and Technology Club Steering Group members who are employed by a Company Club member.
 - Assessors or Observers
 - Referees
 - Attendees at BBSRC arranged workshops
- 3.13 An eligible member will receive the full attendance fee regardless of whether they are employed on a part-time basis.
- 3.14 Those who are employed both at eligible and non-eligible organisations are entitled to receive full attendance fees.
- 3.15 Employees at BBSRC strategically funded Institutes employed on the **Institute terms and conditions** are eligible to receive attendance fees. It will be for the secretariat of the committee to establish with the member who they are employed by.
- 3.16 Members falling into the groups listed above can claim their travel expenses from BBSRC.
- 3.17 Attendance fees or travel expenses are not payable if members attend meetings/conferences etc. on their own initiative or at the personal request of the organisers even if the topic is BBSRC-related.

Claiming Expenses for Attendance at BBSRC Meetings and Events

- 3.18 Members will be reimbursed their actual and necessary expenses incurred in attending meetings or when otherwise engaged on BBSRC business. Members should refer to the Research Council Travel, Subsistence and Expenses Policy found at <http://www.rcuk.ac.uk/documents/terms/TravelSubsistenceandExpensesPolicy-pdf/> for rules and limits on claiming expenses.
- 3.19 Members are expected to ensure that claims are submitted on the non-employee expenses claim form within one month of the meeting in which the expenses were incurred. Detailed receipts must be included as evidence of the expenses incurred. Un-itemised credit/debit card receipts are not sufficient.

¹ In some circumstances, holders of recognised fellowships at BBSRC Institutes may be eligible to receive an attendance fee

- 3.20 BBSRC will meet the accommodation costs for all attendees where the event requires an overnight stay at the same venue as the meeting. Attendees who are accompanied by non-participants must meet the additional costs of those accompanying them in full.
- 3.21 Where applicable, BBSRC will consider the reimbursement of reasonable childcare or other carer costs. BBSRC will also take into account circumstances where a member has a disability and requires, for example, a mode of travel or accommodation which is more expensive
- 3.22 Members should contact the recognised BBSRC secretariat to their committee if they are in doubt over their claims or require further information.

Income Tax

- 3.23 Honoraria and fees are taxable under Pay as You Earn (PAYE) procedures at the time of payment by all Committee Members even if they are not UK residents,, unless BBSRC receives instructions to the contrary from Her Majesty's Revenue and Customs (HMRC). Non UK residents are able to reclaim any deductions using the [HMRC web site](#). Attendance fee payments are made from UK SBS on instruction from BBSRC. After attending a meeting new Committee Members will be contacted and asked to complete a new starter form by BBSRC staff.
- 3.24 Travelling expenses reimbursed for travelling to meetings are free of tax and National Insurance to members and members are therefore not required to record travel expenses on their tax returns.

National Insurance

- 3.25 National Insurance contributions are payable on each employment in which earnings (honoraria, fees and taxable travel) are above the minimum laid down. An individual is not liable to pay more than the prescribed maximum level of contributions. National Insurance will be deducted from honoraria and fees at the normal basic rate unless BBSRC is notified by the Contributions Agency that National Insurance is not payable on this income. The appropriate HMRC Contributions Agency exemption leaflet must be requested from the Agency via the member. The member is responsible for making the application for exemption.

Value Added Tax (VAT)

- 3.26 If a member is personally registered for Value Added Tax (VAT), payment of honoraria and travel and subsistence expenses will attract VAT. BBSRC can pay VAT only on receipt of a valid VAT invoice, i.e. the member must endorse the claim with their VAT registration number and include the VAT in the amount claimed. Where these circumstances apply, the BBSRC cannot deduct income tax and National Insurance contributions under the PAYE arrangements; it will be the member's personal responsibility to declare the income for tax and national insurance purposes, and to arrange the appropriate pay-over.

4. EQUALITY AND DIVERSITY

- 4.1 Like all public bodies in the UK, BBSRC has legal obligations in employment and the provision of services to eliminate discrimination and promote equality. In

addition BBSRC recognises that diverse ideas, experiences, backgrounds and perspectives are fundamental to successful science and innovation. BBSRC's aims to embed equality and diversity in the way we operate and the way we work with our partners and stakeholders, sharing best practice and considering how we can use our position as an opinion leader in the biosciences to influence culture change.

- 4.2 Our [Equality and Diversity Strategy](#) and Action Plan sets out the areas in which we will work in order to achieve the vision, our targets and the actions we want to achieve by March 2017.
- 4.3 Every person working in or on behalf of BBSRC has a personal responsibility for implementing and promoting the Research Council [Equality and Diversity policy](#) and principles in their day-to-day dealings with customers, with each other and with partners and collaborators outside BBSRC. Members are expected to use their networks and influence to promote and lead culture change in relation to equality and diversity.

Responsibilities and reasonable adjustments

- 4.4 Members should be mindful of the following responsibilities:
- Demonstrating a commitment to and raising awareness of BBSRC's diversity strategy and action plan, particularly in any selection or award processes.
 - Promoting good equality and diversity practices.
 - Championing measures introduced by BBSRC to promote equality and eliminate discrimination
 - To act as mentors and sponsors for potential and newly appointed members and to champion and promote membership of Councils when attending meetings, visits and other events.
- 4.5 Equality monitoring indicates that under-representation remains an issue for many groups of people. Unconscious biases can influence key decisions as these are based on an individual's background, cultural environment and personal experiences. Members should recognise the possibility of unconscious bias and be aware of their own general views etc. when evaluating information and making decisions. Members who are involved in making decisions, comparing candidates etc, should consider reasonable adjustments. Failure to make such reasonable adjustments may result in BBSRC having to defend a claim of discrimination on the grounds of sex, race, age, religion or belief, disability etc. as the burden of proof now falls on the organisation to show that there has been no breach of the principle of equal treatment.

5 SKILLS

- 5.1 Developing and supporting people with a range of advanced bioscience skills is a key element of BBSRC's mission. A highly skilled and trained workforce is a key driver for economic growth. A constant supply of highly qualified, skilled and trained researchers is required to retain the UK's pre-eminence in bioscience research.
- 5.2 BBSRC accomplishes this through the following:

Investing in doctoral training

- [Aspects of doctoral training](#)

- [Doctoral training partnerships \(DTP\)](#)
- [Professional internships for PhD students \(PIPS\)](#)
- [Industrial CASE Partnerships \(ICPs\)](#)
- [CASE studentships –collaborative/industrial placements](#)
- [Supporting doctoral training with other funders](#)
- [Good practice in doctoral training](#)

Developing research careers

- [Vision for postdoctoral researchers](#)
- [Postdoctoral Researchers Advisory Group](#)

Investing in leadership

- [Why does BBSRC support fellowships?](#)
- [How does BBSRC support fellowships?](#)
- [Our fellows](#)
- [Fellowship case studies](#)

- 5.3 BBSRC also provides (with MRC) the UK financial contributions to the Human Frontiers Science Program and the European Molecular Biology Organisation which offer fellowship and other opportunities to the UK bioscience community.

Culture Change and Organisational Development

- 5.4 BBSRC has two Impact Incentive Schemes in order to help promote how bioscience research can lead to a wide range of impacts, and the importance of being able to demonstrate the large number of different types of benefit which can result.

- [Innovator of the Year](#)
- [Excellence with Impact](#)

6. COMMUNICATIONS AND PUBLIC ENGAGEMENT

- 6.1 BBSRC's Communication and Engagement Strategy aims to secure and maintain the best possible environment for the UK bioscience community to undertake research and to realise the potential of bioscience to deliver economic growth, wellbeing and improved quality of life in the UK and beyond. BBSRC seeks to achieve this by raising awareness of BBSRC, BBSRC research, its impact and relevance with the aim of creating advocates and supporters, and by building and maintaining trust with stakeholders, including the public, by being open, transparent and by considering a diversity of views in strategic decision making.
- 6.2 BBSRC works closely with the other Research Councils and as Research Councils UK where this delivers greatest value and impact.
- 6.3 Strategic communications and engagement is led by the External Relations Unit which acts as a professional centre and strategic function for the Council but the delivery of BBSRC's integrated communications and engagement involves all part of the organisation, including Council, and close working with partners.
- 6.4 The Corporate Communications and Engagement Strategy is a public document and is available on [BBSRC website](#).
- 6.5 Communications and engagement programmes are overseen by the independent [Bioscience for Society Strategy Panel](#). Secretariat for the panel is provided by the External Relations Unit. The panel is made up of experts in communications, media, public engagement, education, social science, dialogue, public policy, bioscience, industry and civil society organisations. The panel has an important role in challenging BBSRC's decision making, the inclusion of diverse stakeholder views and in acting as an ethical review body.
- 6.6 The Strategy provides a framework for all BBSRC's communications and engagement activities. These are delivered as an integrated programme including corporate communications, events, media and news content, digital communications and social media, issues management, policy communication, horizon scanning, branding, stakeholder engagement and insight, public engagement and strategic dialogue.
- 6.7 BBSRC works in partnership to deliver communications and engagement objectives, including through existing and new relationships with the strategically-funded Institutes, Society of Biology, Science Media Centre, Natural History Museum, Forum for the Future and others.

7. INNOVATION

- 7.1 BBSRC recognises that there are major opportunities for the UK to derive economic and social benefit from our world-class bioscience research base and, in order for this to be realised, it is essential that knowledge be effectively exchanged between academic and potential users of bioscience research. BBSRC considers that within its sphere of activity the management and exploitation of intellectual property arising from research it supports is most effectively performed by the research generator. Against this background, BBSRC has in place a programme of activities to promote business interaction, knowledge exchange and commercialisation to enhance the

economic and social impact of the research it supports in both universities and institutes. Furthermore, these activities are tailored to meet the diverse needs of the different bioscience using businesses. This programme includes:

Enabling Collaboration

- [Industrial Partnership Awards](#)
- [‘Stand –alone’ LINK](#)
- [Exploring innovation](#)
- [Collaborative programmes of research](#)
- [Innovate UK competitions](#)
- [Innovation Resources](#)

Sharing Challenges

- [Research and Technology Clubs](#)

Maximising impact

- [Follow-on Funding Pathfinder](#)
- [Follow-on Funding](#)
- [Enterprise Fellowships](#)
- [Biotechnology Young Entrepreneurs Scheme](#)
- [Rainbow Seed Fund](#)
- [Fostering innovation](#)

Enabling access to research

- [Knowledge Transfer Partnerships](#)
- [UK research and innovation campuses](#)

8. INTERNATIONAL RELATIONS

8.1 International linkages and funding contribute to the UK’s leading position in many areas of biotechnology and biological sciences. There is increasing awareness of the value of international collaborations in facilitating Research Councils achieving their twin targets of a healthy UK science and engineering base, and better exploitation. BBSRC has for many years been active in promoting international collaborations through direct funding, provision of international opportunities, encouraging the international movement of scientists and through raising awareness of international opportunities.

8.2 BBSRC international activities are founded upon four key areas:

Promoting the movement of people: BBSRC supports a range of schemes to encourage mobility such as David Philips Fellowships, Dorothy Hodgkin Awards, and financial contribution to international programmes such as the [Human Frontiers Science Program](#) (HFSP) and the [European Molecular Biology Organisation](#) (EMBO). BBSRC promotes UK participation in other opportunities in Europe (through the [European Cooperation in Science and](#)

[Technology](#) (COST), [Marie Skłodowska-Curie Actions](#) and from other organisations such as the [Royal Society](#) and the [British Council](#).

Enabling international research and collaboration: BBSRC supports research collaborations through international visits, workshops and research grants and co-funds initiatives with organisations in other countries to foster and deepen links between researchers and between countries. [BBSRC International Schemes](#) are open to UK researchers funded by BBSRC to take forward international linkages. BBSRC is the managing partner of the [UK Research Office in Brussels](#) (UKRO) which is the leading source of information and guidance on EU funding to the UK research community.

Ensuring access to world-class infrastructure and information
Within the EU, BBSRC plays a key role, with the Science and Technology Facilities Council, within the [European Strategy Forum on Research Infrastructures](#) (ESFRI) prioritising future infrastructure needs of Europe. BBSRC also takes forward issues through RCUK and with other stakeholders (e.g. BIS).

Sustainable development: BBSRC has co-funded research programmes with DfID in specific areas. BBSRC is also a co-founder of the [UK Collaborative on Development Sciences](#) (to achieve closer coordination between DfID, the Research Councils and other stakeholders (e.g. the Wellcome Trust)). A key programme for underpinning development goals is the BIS [Newton Fund](#), where BBSRC plus other delivery partners plan bilateral programmes for research, training and innovation with 15 countries. An important partner in working on sustainable development is [CGIAR](#).

- 8.3 BBSRC also works within RCUK on international issues and with [RCUK Overseas Teams](#) in China, USA and India to help facilitate deeper links with counterpart agencies in these countries.

Council Secretariat
July 2015

ANNEX 1 CONFLICT OF INTERESTS

1. All members of BBSRC committees will be required, on taking up their appointment, to declare any private, professional or commercial interests that might conceivably conflict with the interests of the BBSRC, or which members of the public might reasonably think could influence or bias their judgement when discussing, voting and/or reaching decisions. Such interests will include company appointments, directorships, consultancies and honorary appointments.
2. In most cases only current interests need be declared but it is possible that, on occasions, there may be suggestions that a past interest would or could influence present behaviour, in which case a continuation of a declaration of that interest may be appropriate.

Personal Remuneration

3. Members must declare the names of anybody or company where they receive personal remuneration from:
 - a university or research institute or similar body;
 - any directorships or employment or other connection with companies in any field where the company might benefit from support by the BBSRC either as a collaborator in some other way;
 - any position of authority in charities and other bodies providing research funding;
 - any other body involved in biological, biomedical, pharmaceutical, healthcare or related fields.
4. Where a pension is currently received (and possibly where it is to be received in the future) either from anybody that falls within the categories listed above, or from a closely related body that manages its pension scheme, the name of the body, and the fact that a pension is or will be received should be declared.

Shareholdings

5. Members must also declare any shareholdings or other financial interests in companies or bodies listed (above). However, holdings in unit trusts, investment trusts, Open Ended Investment Companies (OEICs), unit linked policies, pension schemes or similar arrangements under which the investor has an interest in a large number of enterprises, need not be disclosed unless they specialise in higher technology companies in the field of the Council, and have a market value of greater than £10,000. Shareholdings, debentures, options and similar rights in a single company listed on the main market of a recognised stock exchange with a market value of less than £10,000, need not be disclosed unless they are known to benefit as participants in collaborative research or other projects funded by BBSRC, or are known to be significant suppliers of goods and services.

Non-Pecuniary Interests

6. Members should declare any unremunerated involvement with anybody in connection with biological, bio-medical, pharmaceutical, healthcare provision and similar activity, including relevant:

appointments at a university or research institute or similar body;

directorships or employment or other connection with companies in any field where the company might benefit from support from BBSRC either as a collaborator or in some other way;

positions of authority in charities and other bodies providing research funding.

7. Except where they come within the scope of the above paragraph, membership of clubs and associations need not be registered.
8. The university and department, or institute, or company, or similar body of any of the member's significant collaborators outside of the member's own institution or organisation, and the nature of the relationship, e.g. research collaboration, should also be included under this heading. The smaller the number of collaborations and the larger the project, the greater the need for disclosure. For example, fellow principal investigators in major projects need to be disclosed, but in most cases there would, for example, be no need to disclose the names of collaborators in large multi-centre trials or the names of all industrial partners in a large collaborative project unless the collaborator was involved in a specific and significant piece of research with them.

Research Income

9. Members should also declare sources of any research funding that they are currently receiving. Bodies supported by BBSRC or which benefit as collaborators or licensees, etc, from which income is received should be declared, however small the amount. The size of the sum need not be closely quantified or declared.

Related Parties

10. Under Government Financial Reporting Standard (FRS) 8 – Related Party Disclosures, all members of Council, its Boards and Committees are required to declare interests on the part of any 'related parties' to:

“ensure that financial statements contain the disclosures necessary to draw attention to the possibility that the reported financial position and results may have been affected by the existence of related parties and by material transactions with them”.

11. Related Parties include family members and members of the same household, partnerships, companies, trusts or other entities in which any individual or member of the close family has a controlling interest. An example of a transaction might include placing a contract with an organisation owned/managed by a member of the family.

REGISTER OF PRIVATE, PROFESSIONAL AND COMMERCIAL INTERESTS THAT MAY POTENTIALLY CONFLICT WITH BBSRC BUSINESS

Name

Name of employing body

Position

BBSRC Council/
Board/Panel/Committee

Please give below details of all private, professional or commercial interests that might conceivably conflict with the interests of the BBSRC. Guidance is set out in BBSRC's Handbook for Committee Members.

Personal Remuneration (please identify bodies or companies from which you receive a personal remuneration including a salary)

.....
.....
.....
.....
.....
.....
.....
.....
.....

Shareholdings (please declare relevant shareholdings or other financial interests)

.....
.....
.....
.....
.....
.....
.....
.....
.....

Non-Pecuniary Interests (please declare any unremunerated involvement with relevant bodies)

.....
.....
.....
.....
.....

Research Income (please declare the sources of any current research income)

.....
.....
.....
.....
.....

Related Parties

Give brief details of any interests pecuniary or otherwise on the part of any 'related parties' as defined in Financial Reporting Standard 8 (i.e. family members or members of the same household) who may be expected to influence, or be influenced by, you in relation to Council business.

.....
.....
.....
.....

I have read the BBSRC Handbook for Council, Board, Panel and Committee Members and agree to abide by the terms of the appointment. I undertake to regularly update the above information and to declare at meetings on BBSRC business any private, professional or commercial interests that may be perceived to conflict with BBSRC interests and which have not been listed above.

Signature Date

Name