GCRP

Gendered Ceremony and Ritual in Parliament
PROCEDURE AND INFORMATION MANUAL
Programme Communication Procedure

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Purpose of Document
To outline the procedures to be adopted by all Programme Leads and fellows and students carrying out GCRP programme development work; to ensure that appropriate communication and liaison takes place between stakeholders during the life of the programme.

1. Introduction

1.1 A formal procedure for the conduct of communication has been developed in order to facilitate the smooth running of the programme.

1.2 This procedure ensures that there is an appropriate flow of existing information between the University of Warwick as lead organisation and the contracted Universities of Sheffield, Bristol and London (Birkbeck College) as well as appropriate communications between support roles and the supported staff within the programme (Leads, Fellows, students and the Project Manager).

1.3 The following procedure is not intended to be bureaucratic and restrictive but aims to be a framework whereby all stakeholders can put forward their ideas and observations to the benefit of the end product.

2. Procedure

2.1 The appointed Project Manager, Programme Director and programme Leads will be responsible for the overall implementation and management of the programme Communication Procedure.

2.2 The communication procedure should be followed by all participants of the GCRP programme.

2.3 The Project Manager and programme Leads should formally include any specialist University departments, recruited associates and programme participants into the process as appropriate.

2.4 The process may be formalised by the keeping of records where necessary, i.e. minuted supervisory meetings, recording of interviews.

3. Process

3.1 The programme communication procedure sets out the preferred communication procedure as a guideline for project stakeholders. It will be the responsibility of the programme Leads and the Project Manager to ensure that appropriate levels of communication and liaison take place and that this document is appropriately filtered to the participants of the GCRP programme. It will also be the responsibility of the programme Leads to inform the Project Manager of any amendments or additions to this working document as the need is identified in order for the procedures to be kept up to date.

GCRP PROGRAMME COMMUNICATION PROCEDURE
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RESEARCH

A.   **Liaising with Funding Body**
- On all occasions communication with the Leverhulme Trust must be done by the Programme Director or University of Warwick designated staff in the full knowledge of the Programme Leads.

B.   **Meetings – Supervisory, Advisory, Steering Group**
- All formal meetings between members of the programme must be minuted and regarded as 'public' documents and must be retained as a part of the monitoring and evaluation mechanisms of the Programme.
- Minutes of these meetings must be kept on record by the Programme Manager and must be circulated within two weeks following said meetings.
- Minutes of research progress or supervisory meetings between Programme Leads and Fellows or students must be kept on their respective records, but may be requested by the Programme Director as a part of the monitoring and evaluation of the programme.
- These can also be posted on the website forum which is a closed section for all on the programme to access.

C.   **Share research findings/ documents**
- Sharing of research findings within the GCRP programme should be frequent, open and an inclusive process amongst all programme stakeholders.
- LT and GCRP should be fully accredited when publishing findings of research.
- The intellectual property of research output is owned by all respective Universities involved in the GCRP programme.

D.   **Data storage and circulation**
- Data includes bibliographies, interview transcripts, online resources and links, audio- visual files and sources, authorised copies of documents and any other form of information of use to the progression of the GCRP research.
- It is the responsibility of all programme participants to responsibly store and circulate data according to copyright and personal data legislation and the information sharing act as emphasised within their respective organisations.
- GCRP bibliographical data will be stored by each participant but should be sent at least quarterly to the Programme Manager for central collation to the benefit of the Programme resource library which will also be posted on the Programme website.

E. Requesting Programme activity authorisation, travel, conference/ workshop attendance, workshop/conference or seminar delivery

- Programme activities accounted for within the budget must be led by the respective Programme Leads with the full knowledge and authority of the Programme Director. Such programmes will receive the full administrative support of the Programme Manager.
- Programme activities that are not accounted for directly within the budget must be discussed with the Programme Director in order to seek additional funding sources where possible to the benefit of the GCRP programme.
- Attendance to workshops and conferences by Fellows or students must be requested of their respective Programme Lead particularly where budgetary authorisation is needed.
- Should activities appear outside of sub-contracted budgets Programme Leads must discuss these activities from the Programme Director to determine funding options.

F. Record Keeping

- It is the responsibility of all Programme participants to keep records of all essential communication and events done during the lifespan of the GCRP Programme.
- This includes keeping records of travel, receipts for expenditure and diary entries.
- Programme participants are encouraged to make use of the GCRP forum, and e-Portfolios for managing events and activities during the Programme lifespan where the knowledge of such events and activities are of mutual benefit to all participants.
- Records sent to the Programme Manager or placed on the website will be kept on file as a part of the monitoring an evaluation of the Programme.

G. Specialist audio visual and computer requests

- The Programme Leads are responsible for holding specific audio-visual recording items and computers (i.e. laptops) for Programme related use only.
- Where such recording items are needed it is recommended that a request form be kept as a record to trace usage by each Programme Lead.
- It will be the responsibility of the Programme Leads to ensure the appropriate use, storage, maintenance, return and transport of these items to prevent losses being incurred against the Programme.
- Where data is stored electronically on AV equipment it is the responsibility of the Programme participant using the equipment to ensure data is appropriately stored or passworded.
- The email and internet usage policies of each respective University applies to the usage of all GCRP IT equipment.

- IT passwords protecting GCRP information must be held and shared responsibly by the respective Programme lead where the equipment passworded is a shared Programme resource. It is encouraged that such passwords be changed at least once every 6 months.
- Where damage/ theft of shared IT resources and AV equipment occurs please adhere to the repair and insurance policies and procedures within each respective University, reimbursing the Programme where appropriate.

ADMINISTRATION

H. Report on Programme development on a quarterly basis or as and when required
- The Programme's monitoring and evaluation is the responsibility of the University of Warwick which is fully accountable to the funding body, Leverhulme Trust (LT) for the duration of the GCRP programme.
- The Programme Leads based at the University of Bristol, Sheffield and London (Birkbeck College) are, therefore, accountable to the Programme Director as sub-contracted parties of the GCRP programme.
- A quarterly report form has been generated for use by all Programme Leads (including Warwick). This should be completed on time and returned to the Programme Manager. These documents are accessible to all Programme Leads, University departmental managers and the LT upon request from the Director of the Programme.

I. Report on expenditure and budget issues on a quarterly basis or as and when required
- The budget allocated to each stakeholder of the Programme must be managed within the financial systems of the respective institutions according to the guidelines under the authorized GCRP terms and conditions of the Leverhulme Trust.
- The overall budget is held by Warwick University as the lead institution for GCRP and current and projected spend is managed by the Programme Manager through the established finance systems in place at Warwick University.
- All sub-contracted parties are accountable to the University of Warwick's finance officers for their expenditure during the lifespan of the programme.
- Financial spend should be submitted to the relevant Warwick University Officer on a quarterly basis. However, as a part of the monitoring process, the Programme Director reserves the right to request spend to date from any stakeholder.
- Funds for each sub-contracted party must be invoiced yearly in advance to the University of Warwick via the Programme Manager in order for budget allocations to be received.

J.   Claim Programme related expenses
- All programme participants must make expense claims according to the guidelines of their respective Universities.
- All due internal processes must be adhered to bearing in mind the potential for a financial audit from the funding body.
- Expenses must be Programme related costs and where costs are not incurred by Programme Leads, must receive the correct authorisation before accruing.

K.   Requesting an expenditure
- Where the expenditure needed is part of the sub-contracted budget, requests for spends must be made to the respective Programme lead.
- Where the sub-contracted spend is not included within the budget the requests for spend must come from the Programme Lead to the Programme Director and copied to the Programme Manager.
- Requests for purchasing must not be made directly to the Programme Director or Manager by Fellows or students. This should be done via the Programme Leads for individual institutions.

L.   Requesting administrative support
- The Programme Manager's role within the GCRP Programme is to provide administrative support as well as to monitor the budget.
- The Programme Manager is directly line managed by the Programme Director.
- In order to monitor the work load of the Programme Manager all initial requests for administrative support by other Programme parties must firstly be sent to the Programme Director who will delegate the task to the Programme Manager as appropriate.

M.   Complaints
- Please note that programme staff, Fellows, Leads and students are subject to the complaint procedure of their respective university.
- All programme related complaints should be submitted to the Programme Lead and copied to the Programme Director.

N.   Health & Safety
- All Programme participants must operate within the health and safety policies and procedures of each respective University.

DISSEMINATION

O.   Press/ Media
- When mentioning the work of the programme in interviews or print, due recognition to LT must be given.

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