Induction Booklet

Contents

SCRI

1.1. Background Information on SCRI

SCRI is a non-profit making limited company established under the Companies Act which has charitable status. With an annual turnover of approximately £15 million it receives over 50% of its total funding from the Rural and Environment Research and Analysis Directorate (RERAD) of the Scottish Government. It is one of three Research Institutes in Scotland which, together with those of the Biotechnology and Biological Sciences Research Council (BBSRC), form the agricultural and food research service of the UK.

About 300 people work on the SCRI site, including staff from SCRI, Mylnefield Research Services Ltd, Biomathematics and Statistics Scotland and the Division of Plant Services of the University of Dundee. A special emphasis is placed on providing training for PhD students and visitors from overseas. In the last five years, collaborative links have been maintained with over 300 institutions in 54 countries.

SCRI aims to increase knowledge in the basic biological and environmental sciences; to improve crop quality and utilisation by the application of conventional and molecular genetic techniques and novel agronomic practices; and to develop environmentally benign methods of protecting crops from depredations by pests, pathogens and weeds.

The research is supported by Finance and Administration, Engineering and Maintenance; Estate, Glasshouse and Field Research; Human Resources and Communication and Information Services.

SCRI's Mission is to

"To conduct excellent research in plant and environmental sciences. Our vision is to deliver innovative products, knowledge and services that enrich the life of the community and address the public goods of sustainability and high quality and healthy food. We will achieve our vision by developing a culture that promotes and supports scientific curiosity and celebrates the contribution of all staff and students."

To achieve this Mission, the Institutes high-level aims are to:

- Identify potential customers for our research and focus on and strengthen areas of established and emerging research excellence for which there are realistic opportunities to receive funding.

- Work with universities, business and other institutions to develop partnerships that allow SCRI to become the acknowledged centre for plant and environment based research in Scotland.

- Redirect our resources to achieve these ends.

- Provide a stimulating, challenging and exciting atmosphere in which to undertake plant and environmental science.

The Institutes Core Values are a fundamental set of guiding principles that help us all to work effectively and act consistently.

People
We respect people and recognise that they are our most important resource and vital to our success. We believe in creating opportunities for everyone to achieve their maximum potential. We respect diversity, recognise each other's individual contribution and encourage mutual trust and respect.

High Standards and Achievements
We conduct our work with integrity and honesty and aspire to excellence. We value teamwork, flexibility,

open two-way communication and responsive leadership.

Culture

We value originality, creativity and innovation. Calculated risk taking and having fun is an important element of our success.

Community

We respect the communities and environments in which we operate. We are committed to a working environment that encourages co-operation and mutual support and to making both our external and internal environments better places to live and work.

Research Programmes

Plant Pathology
Programme Leader: Lesley Torrance

The programme conducts research on economically important pathogens and pests of potato, barley and soft fruit to understand pathogenicity and disease processes. Studies are conducted over a range of scales from plant-pathogen interactions at the level of cells and molecules to the dynamics of pest and pathogen populations in the field. The discoveries and innovations are used to deliver crop improvement through durable host resistance and sustainable disease control strategies.

Genetics
Programme Leader: Robbie Waugh

The programme conducts innovative basic and applied genetic research to identify and associate variation in genes and genomes with variation in phenotypes which are relevant to end user needs.

Understanding and utilising genetic biodiversity by exploiting the power of genetics can provide a platform for long-term crop improvement and promote the development of environmentally enhanced and sustainable production systems.

Plant Products and Food Quality
Programme Leader: Derek Stewart

The programme conducts research into the chemical, biochemical and genetic bases of nutritional quality in plant-derived foods and products. It aims to enhance the health benefits of foods to the public by improving the nutritional and organoleptic properties of both raw and processed products.

Environment Plant Interactions
Programme Leader: Philip White

The central theme of the programme is the efficient use of resources in resilient and sustainable managed systems. The resources are energy, carbon, nitrogen, phosphorus and water. Sustainability involves a healthy environment and economic viability.

Mylnefield Research Services

Mylnefield Research Services (MRS) Ltd was established in 1989 as the commercial arm of SCRI. The primary function of MRS Ltd is to market products, intellectual property and the expertise of both MRS Ltd and SCRI scientists. MRS Ltd acts as the gateway to a variety of skills unique within the UK biological, agricultural and horticultural research service.

MRS has an option on all intellectual property (IP) generated at SCRI and has access to a unique range of scientific expertise, laboratory, glasshouse and field facilities and germplasm collections. MRS uses a variety of routes to generate income from IP and expertise, including licensing, contract research and the sale of products and services. The profit made on these transactions is gifted back to SCRI either directly or indirectly through the Mylnefield Trust.

BioSS

Biomathematics and Statistics Scotland (BioSS) undertakes research, consultancy and training in mathematics and statistics as applied to agriculture, the environment, food and health. BioSS comprises a group of statisticians, mathematicians and computing experts located at SCRI and Macaulay Institute and also at the University of Edinburgh and the University of Aberdeen. Further information is available on the BioSS website on www.bioss.ac.uk
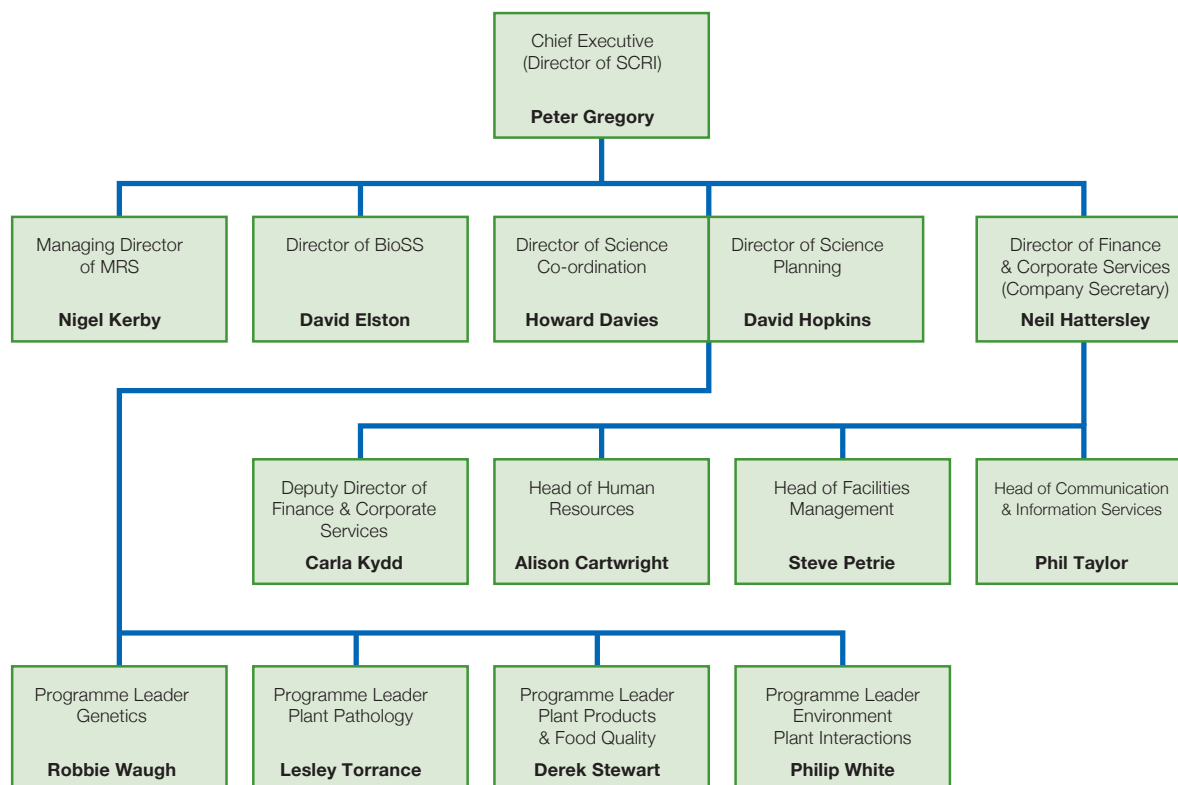
Governing Board

SCRI has a Governing Board consisting of 12 Directors who have collective responsibility for the strategic direction of SCRI.

The newest members are Peter Berry CMG and Professor Wilson Sibbett CBE, FRS, FRSE who joined the Governing Board on the 1st April 2007. Sandy Morrison joined the Governing Board on the 1st May 2008.

The Board must:

- Ensure that the highest standards of corporate governance are observed at all times;
- Establish the overall strategic direction of the organisation; and
- Respond appropriately to complaints

1.2. Organisational Structure Chart

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                        Chief Executive
                       (Director of SCRI)
                         Peter Gregory

Managing Director   Director of BioSS   Director of Science   Director of Science   Director of Finance
    of MRS                              Co-ordination           Planning          & Corporate Services
                                                                                  (Company Secretary)
  Nigel Kerby        David Elston       Howard Davies         David Hopkins        Neil Hattersley

              Deputy Director of      Head of Human        Head of Facilities    Head of Communication
              Finance & Corporate      Resources             Management         & Information Services
                  Services
                 Carla Kydd         Alison Cartwright       Steve Petrie           Phil Taylor

Programme Leader    Programme Leader   Programme Leader     Programme Leader
    Genetics        Plant Pathology    Plant Products         Environment
                                       & Food Quality       Plant Interactions
  Robbie Waugh       Lesley Torrance   Derek Stewart         Philip White
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1.3 Information on Central Services Providers

1.3.1 Facilities Management

Glasshouse and Field Services

The Glasshouse and Field Services Unit fulfils the fundamental and crucial roles of producing and maintaining plant material for the Institute's scientific research programmes and contractual undertakings. The Unit provides a fully equipped and professionally expert service to fulfil the requirements of its clients with regard to the preparation of land, growing medium, sowing, drilling, planting, propagation, plant maintenance, environmental control, harvest and clearance of residues for the Institute's field and glasshouse research objectives.

Contact Details – Wendy Patterson ext. 2700

Engineering and Maintenance Department

The Engineering and Maintenance Department Unit (EM) within SCRI has a wide-ranging remit regarding site services and facilities. The Unit consists of 15 engineering and technical posts along with three ancillary posts covering site security and administration. The Unit has a reputation for providing quality work and this has resulted in its role evolving into not only one of dealing with maintenance but also managing and carrying out refurbishment projects.

Contact Details – Wendy Patterson ext. 2700

1.3.2 Finance

Finance Services aims to encourage good practice in accounting, reporting, financial planning and purchasing and provides financial information to staff, Governing Board, Senior Management Board and other bodies to enable informed decisions to be made. It ensures compliance with regulations in respect of statutory, RERAD and funding bodies and provides professional advice across the group.

The unit comprises 9 staff in the following divisions:-
- Contracts Division
- Finance Division
- Purchasing & Stores Division

Contact Details - accounts@scri.ac.uk

1.3.3 Human Resources

The HR department plays an important part in the development of staff and the provision of a positive working environment, providing support and guidance in all areas of staff welfare and ensuring that the policies and procedures in the BBSRC Employment Code are implemented effectively. HR is also responsible for the operation of effective induction and probation procedures to ensure that new staff become productive and effective members of the Institute quickly. On an ongoing basis HR continues to work with all managers to ensure that there is effective performance management throughout an individuals' career.

Contact Details – hr@scri.ac.uk

1.3.4 Communication and Information Services (CIS)

CIS are responsible for SCRI's external and internal communications and for working with the science programmes on Knowledge Exchange projects and data bases. CIS also has responsibility for the IT section and for the Information Centre which houses

our library, journals collections and archives. CIS has an Education and Events Officer responsible for links to the education sector especially primary and secondary schools and for the wide programme of shows and displays that we attend each year. An Information and Online Services Officer maintains the SCRI website (and partner sites) and assists with media relations. The department can also advise on visits. A Visual Aids Officer works with staff on posters and other display material and publications. Advice can also be obtained about photographic requirements.

Contact Details – Phil Taylor ext 2614

Information Technology (IT)

Information Technology (IT) plays a crucial role in the work of the Institute because of the extent of the Institute's reliance upon IT both for administration and for scientific research, particularly mathematical biology. The IT department administers the SCRI Information Management System (SIMS) and provides full services and support for all IT throughout the Institute including servers, network performance and rapid troubleshooting.

Contact Details – Scott Clark ext 2604

Visual Aids Unit

The Visual Aids Unit provides a comprehensive service in presenting the work of SCRI in publications, at specialist and public events and online. This involves taking photographs and preparing scientific posters for presentations.

Contact Details – Ian Pitkethly ext 2023

Reception

Reception provide a switchboard service and greet visitors to the Institute. They can also provide help when booking accommodation for visitors and arranging for the provision of badges etc for when meetings are being held at SCRI.

The receptionist will connect any telephone calls you require to make from work if you are unable to connect to an outside/international line via your own telephone ext number. All SCRI outgoing mail should be brought to reception before 4.30pm each week day. Fax messages can be sent from and received at the reception area.

Reception is located in A building and can be contacted by dialling extension 0.

Information Services

Information Services are provided from the Information Centre and through the SIMS Portal. Information Services are managed by Sarah Stephens ext 3742 and Ursula McKean is the Information Centre Manager ext 2013

All email enquiries should be directed to library@scri.ac.uk

The Information Centre

Location: Building A next to Reception.

Opening hours: The Centre is open whenever Building A is open and is staffed Mon – Fri; 8.30am – 5.30pm. Wireless Network reception is available

- The Lounge contains:

   Comfortable chairs, newspapers, magazines and current journals as well as displays, SCRI publications and a coffee machine.

- The Reading Area contains:

   Books, journals, abstracts and annual reports

   Computers, photocopiers, printers and a scanner for anyone to use

   Tables and chairs for private work

   The enquiry point where books may be borrowed, inter-library loans collected and Sarah and Ursula consulted

- Electronic Resources

   Information Services can be accessed from the front page of the SIMS portal by clicking "library".

Datasets provide a comprehensive way of tracing scientific publications. ATHENS usernames are available from the Information Centre staff

The SCRI Online catalogue lists books and journals in print and links directly to electronic journals and websites. SCRI has access to the full text of over 5,000 journal titles in electronic format; the most popular are listed on the Electronic Journals list. Information on how to find EU and other grants is also provided with links to current funding opportunities

- Library

    The SCRI library services are available to everyone who works or studies here. Please ask your colleagues or supervisor to introduce you to the Library Staff or email or phone extension 2013. The Library's page on SIMS has a complete description of services and all necessary Internet links. This includes the catalogue, current awareness services, electronic journals, internal and interlibrary lending, and bibliographic datasets.

Contacts Details – Sarah Stephens ext 3742 or
Ursula McKean ext 2013

1.4   Staff List and Telephone System Numbers

A full and current version of the Staff List and internal telephone directory is available on SIMS or from Reception.

How SCRI Operates

2.1 BBSRC Employment Code

The Employment Code sets out the duties and responsibilities which employees and management have towards each other. The terms and conditions in these documents are negotiated by management with national union representatives. Any changes in these terms and conditions are similarly negotiated with the unions at either national or local level.

The Code can be accessed via the Internet at www.bbsrc.ac.uk/organisation/policies/employment/code/index.html or through the SCRI Intranet. Extracts from the Employment Code are available in hard copy from HR. BioSS staff can access hard copies by contacting Betty Heyburn at betty@bioss.scri.ac.uk.

2.1.1 Probation

All employees commence employment under a 6 month probationary period with regular reports throughout the period – at 2, 4 and 6 months. If, at any time during this period, your work, health attendance or conduct is not satisfactory and it is considered that you will not be able to reach the required standard before the end of the probationary period your appointment may be terminated within or at the end of that period. The probationary period may in certain circumstances be extended, but the appointment may still be terminated if the conditions of the extension are not met during or by the end of it. Further details are available in the Employment Code, Section A1.

2.2 Health and Safety Policy

The Institute aims to achieve the highest possible standards of health and safety. You are expected to make a positive contribution to achieving these standards. There is a comprehensive Health and Safety manual accessible via SIMS and you should familiarise yourself with the health and safety policy and arrangements therein. The SCRI Health, Safety and Welfare Guidebook issued to all staff summarises the Health and Safety management of the Institute. The guide covers all necessary areas including accident reporting, protective clothing, specific hazards and evacuation procedures. You will also speak to the Institutes Health and Safety Officer.

Function	Name	Telephone
H&S Co-ordinator	Mike De Maine	2611
Deputy HSC	George Young	2982
First Aid Officer	Heather Ross	2909 and 6357
Emergency Contact	Reception	0
Emergency Services	Police, Fire, Ambulance	3333
Caretakers	Chris	6370
	Jim	6372

2.3 Equal Opportunities Policy

The Institute's equal opportunities policy supports three key human resource objectives:

- To ensure that all staff are able to fulfil their potential at work

- To maintain and protect human dignity in the workplace

- To ensure fair treatment for all staff

Equality of opportunity also has an important role in enabling the Institute to meet its mission. It is therefore committed to:

- Opportunity for development based on merit and job performance alone

- The elimination of discrimination on grounds of gender, marital status, race, colour, ethnic or national origins, disability, age, religious belief or sexual orientation

- The elimination of harassment of any nature

- Progress towards these goals by setting targets which are regularly reviewed.

Further information is available in the BBSRC Employment Code.

2.4   Code of Conduct - Duties and Responsibilities

Employees of RERAD sponsored research institutes should familiarise themselves with this Code of Conduct and conduct themselves in accordance with its principles. In particular they should observe the overriding duties:

- To discharge public functions reasonably and according to the law, and,

- To recognise any ethical standards governing their profession.

- To adhere to the BBSRC Statement on Safeguarding Good Scientific Practice. Failure to do so may be regarded as gross misconduct under the disciplinary rules.

- To comply with RERAD financial rules and regulations.

Full details can be found at www.bbsrc.ac.uk/organisation/policies/employment/code/index.html

2.5   Computer System and SIMS

As part of your duties you may be granted access to Institute computing facilities, including the use of e-mail and Internet systems. You must only use the systems for the purposes intended and must not abuse either the hardware or software provided. The Institute may carry out regular monitoring of the volume, origin and destination of both e-mail and Internet traffic. Details covering the use of computing systems can be found in the Employment Code Appendix A2.2.

Please refer to Appendix 3 which is the documentation with regard to computing regulations within the Institute. It includes a form for you to complete which will then be used by the IT department to create your unique user account. Please also refer to Appendix 6 for information on photocopying and copyright.

2.6 Car Parking Facilities

All cars must be parked in the designated areas and the main car park is situated to the right at the top of the main drive at the Institute; however there are a number of other spaces around the Institute. The spaces at the front of the Administration block are for visitors so it is requested that employees do not use these.   Vehicle registration forms must be completed for any car you intend to park on Institute premises (forms available from Reception & Wendy Patterson, Maintenance).

There is a speed limit of 15 mph on Institute ground.

2.7 Information Notice Boards

There are a number of notice boards located around the Institute where information can be found. The notice boards include vacancies, training, unions and staff association.

2.8 Staff Canteen

The canteen is operated by an external contractor and offers for sale a range of hot and cold meals, snacks, hot beverages, soft drinks and filled rolls etc. The canteen is open from 10am until 3.45pm. Lunch is available from 12 noon until 1pm. Staff are also permitted to eat their own food in the canteen which is located in building D (upper floor).

2.9 Smoking Policy

Please note that smoking is prohibited throughout the Institute.

2.10 Unions and NCC

Trade Unions are recognised individually and collectively as representatives of staff employed by the BBSRC and other JNCC Employers. Negotiating and Consultative Committees discuss the following items:

- conditions of service and the operation of procedures as they affect SCRI employees (e.g. local pay arrangements including performance pay, allowances, hours of work, the operation of appointment, promotion or disciplinary procedures)

- changes in terms and conditions

- training and further education

- keeping under regular review the human resources practices of SCRI and its employee relations procedures, to maintain consistency of centrally agreed principles

- health, safety and security

- equity of treatment, equality of opportunity and diversity

- considering disputes relating to the Responsibility Review Procedure

- notification of redundancies

- discussion of the financial situation and future prospects of the establishment

- the operation of spin-out companies

Staff may join an appropriate Trade Union and play an active part within it, making sure their views are represented. If you wish to find out more about the services offered by Prospect at SCRI you can access their page through www.prospect.org.uk or by contacting Brian Fenton b.fenton@scri.ac.uk

Prospect is an independent, thriving and forward-looking trade union with more than 102,000 members in the public and private sectors. Prospect's members are engineers, scientists, managers and specialists in areas as diverse as agriculture, defence, energy, environment, heritage, shipbuilding and transport.

2.11 Staff Association

The SCRI has had a very active Staff Association for the past 8 years and, currently, there are approximately 200 members. The primary aim of the Association is to raise funds for charity through raffles, prize draws, functions and donations from companies. The Staff Association organises several outings for staff including golf competitions, angling competitions, surfing, snowboarding and ten-pin bowling. Currently there is a weekly yoga class and there are netball, volleyball, softball, badminton and football teams who are provided with equipment and strips from Association funds. Membership fees for the Association are £1.50 per month. Further information is given in Appendix 5 along with a form for joining the Staff Association and is also available from Jim Wilde j.wilde@scri.ac.uk .

Career Development

3.1 Career Development

The quality and effectiveness of the Institute's human resources are vital to the achievement of our objectives. The Institute is committed to your continued personal and professional development. To this end, the Institute spends 1% of its annual salary budget on training provisions for staff. The cornerstone of our training policy is the annual Performance and Personal Development Review (PPDR), at which your training needs for the following year will be identified and a plan of action drawn up.

Further information can be found at www.bbsrc.ac.uk/organisation/policies/employment/code/index.html

3.2 PPDR

The SCRI staff appraisal system – the Performance and Personal Development Review (PPDR) – enables you to discuss and review your past performance and agree future targets with your line manager. It provides you with an opportunity to discuss how you can build on your strengths; how you can improve areas in which you are weak; what training might be needed for the coming year; and what your career prospects are.   Full details can be found in the BBSRC Employment Code section A5.

The principles of the PPDR review system can be found in Appendix 8.

Key Terms and Conditions

4.1 Terms and Conditions

The majority of the standard Terms and Conditions are explained in detail in the BBSRC Employment Code which is available at www.bbsrc.ac.uk/staff. However, SCRI has some locally agreed rules/procedures which are described in the following section.

4.2 Special Leave

Employees have the statutory right under the Employment Relations Act (1999) to take a reasonable amount of unpaid time off (leave) during working hours to deal with emergencies related to dependants. There is no minimum period of employment for eligibility. The duration of statutory time off (leave) for these purposes is such as is reasonable in order to take the necessary action to deal with a particular case.

Further information can be found at www.bbsrc.ac.uk/organisation/policies/employment/code/index.html

4.3 Health and Attendance Strategy

As a good employer SCRI is making a dedicated effort to monitor and control the level of sickness absence within the Institute to ensure that it tackles any areas of concern. It follows the guidelines as set out in the BBSRC Employment Code, Appendix A9.4. Please refer to Appendix 9 for the full sickness absence procedure

4.4 Flexible Working Conditions

In order to help its staff manage work-balance more effectively, SCRI provides a flexible working system. The main objective of a system of flexible working hours is to afford staff a degree of freedom in arriving at and departing from work providing that they complete their conditioned hours. The system involves a core time when everyone must be at work and flexible bands when staff are able to arrange their working time. Obviously, the work of the Institute must have priority over any such system and any abuse of the system or general inefficiency of the arising will inevitably lead to its termination. Head of Units may temporarily suspend flexible working hours when the work programme requires it. The rules governing the system are set out in Appendix 6 but reference should also be made to the Staff Code – relevant sections include: -

Section A2	Hours of Attendance
Appendix A7.3	Overtime
Section A2	Travelling Times
Section A5	Training
Section A2	Working Time

4.5 Salary Payment

Payment of all salaries will be made on the 28th day of every month. This payment will be made via the Bankers Automated Clearing System (BACS).

4.6 Expenses and Claims

While travelling on authorised journeys on the Institute's business you will be reimbursed and paid subsistence in accordance with the rules in the Employment Code, Appendix A7.14.

Applications for reimbursement of expenses can be submitted via SIMS, your administrator will make sure you know how to submit claims.

Appendices

Appendix 1

Institutes supported by the Biotechnology and Biological Services Research Council (BBSRC)

BBSRC Office	Polaris House, North Star Avenue, Swindon, Wilts SN2 1UH	01793 413200
BBSRC Bioscience IT Services	West Common, Harpenden, Herts AL5 2JE	01582 714900
Babraham Institute	Babraham Research Campus, Cambridge CB22 3AT	01223 496000
Institute for Animal Health Compton Laboratory	Compton, Newbury, Berkshire RG20 7NN	01635 578411
Pirbright Laboratory	Ash Road, Pirbright, Woking, Surrey GU24 0NF	01483 232441
Rothamsted Research	Harpenden, Herts AL5 2JQ	01582 763133
Institute of Food Research	Norwich Research Park, Colney, Norwich NR4 7UA	01603 255000
John Innes Centre	Norwich Research Park, Colney, Norwich NR4 7UH	01603 450000

Scottish Institutes

The Institute is one of four Institutes funded by the Rural and Environment Research and Analysis Directorate (RERAD). The other main research providers are: -

Macaulay Research Institute

The Macaulay Research Institute is uniquely equipped for biological and socio-economic research to meet the needs of sustainable rural development and environmental management in Scotland and elsewhere. Its mission is to be an international leader in research in the management of rural land resources for the benefit of people and the environment.

Craigiebuckler, Aberdeen AB15 8QH
01224 498200
www.macaulay.ac.uk

Moredun Research Institute

The Moredun Research Institute is internationally recognised for its work on infectious diseases of livestock. Its mission is to conduct distinguished scientific research on infectious diseases of livestock including those of comparative relevance to man.

Pentlands Science Park, Bush Loan, Penicuik, Midlothian EH26 0PZ
0131 4455111
www.mri.ac.uk

Scottish Crop Research Institute
Invergowrie, Dundee DD2 5DA
01382 562731
www.scri.ac.uk

Biomathematics and Statistics Scotland (Administered by SCRI)
University of Edinburgh, James Clerk Maxwell Building, King's Buildings, Mayfield Road, Edinburgh EH9 3JZ
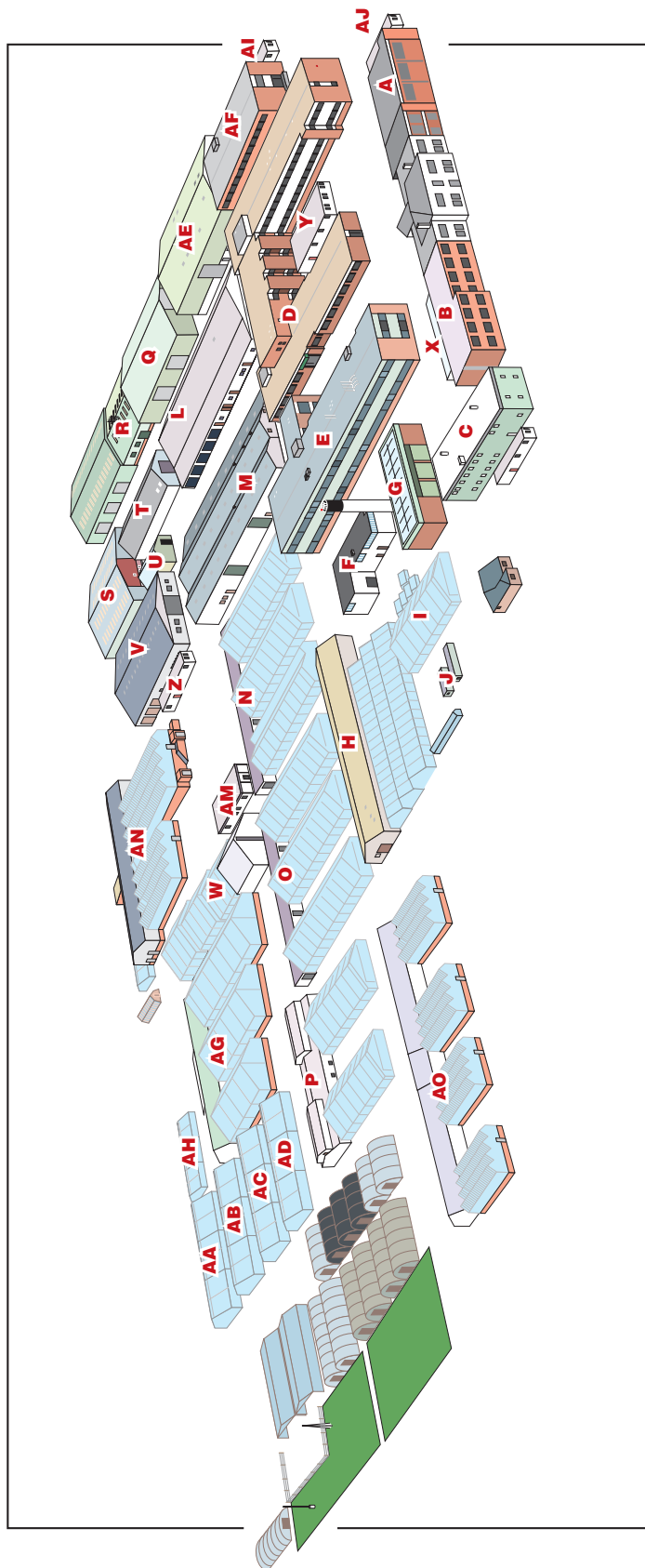
0131 6504900

Appendix 2

Appendix 3

Scottish Crop Research Institute Computing Regulations & Policies

Anyone wishing additional information about these regulations, should contact IT services

Regulations for the Use of SCRI Computing Facilities

Introduction and Definitions

These regulations cover the use of all computing facilities administered by the Scottish Crop Research Institute, including use by staff and students of the Institute and by any person outside the Institute authorised to use these facilities.

In these Regulations "Computing facilities" includes central services such as those provided by the IT Department; departmental computers; peripherals; networks and all programmable equipment; any associated software and data, including data created by other users.

In these Regulations "Institute purposes" means use by staff in connection with their theme/programme and other Institute activities, and by students in connection with their Institute education.

These regulations must be read, understood, and signed before a computer account will be given out.

Regulations

1. Institute computing facilities are provided solely for Institute purposes, unless otherwise authorised.

2. No person shall deliberately or recklessly impair or undermine the usability or performance of computing facilities, the communications network, systems programs, or other stored information or data.

3. Users must comply with the provisions of current United Kingdom data protection law, which regulates access to and use of personal data, and with any related Institute requirements.

4. Users must comply with the provisions of current United Kingdom copyright law, which extends to machine-readable data and software.

5. Users must comply with the provisions of current United Kingdom law relating to the misuse of computing facilities.

6. Users are required to take all reasonable precautions to maintain the integrity of passwords and any other security mechanisms.

7. Users must comply with any additional restrictions relating to the use of particular facilities.

8. Information provided over the Institute computer network is the copyright of the Institute and may not be exported from the Institute without authorisation.

9. Breaches of these Regulations will be dealt with under the appropriate disciplinary code or procedures and may, in appropriate circumstances, be reported to the police.

Notes for guidance

(The notes are numbered according to the Regulations to which they refer.)

1. On special application being made, the Institute may authorise the use of Institute computing facilities for work outside the scope of normal departmental duties, functions or course of study for private purposes including consultancy or by external users. Any person making use of facilities for other than Institute purposes shall be personally responsible for payment of any charges by such date as may be specified by the Institute.

2. When required to, authorised staff may restrict the use of facilities, for example to allow preventative or remedial maintenance to take place, or to protect the facilities and data from damage or destruction by threat from unauthorised users or system fault or failure. In all cases every effort must be made to maintain the integrity of the facilities and the data contained therein.

3. The Institute holds personal data within many of its scientific and administrative departments. Access to such data is restricted in terms of the Data Protection Act 1998 and the Institute has an obligation to ensure that such data remain confidential. The Institute has drawn up a Code of Practice for the security of computer-based personal data. Copies of the Code are available from departments and from the Institute's Data Protection Co-ordinator. Disks removed from computers, even when faulty, may contain sensitive information; users should seek advice from Information Technology Services, e.g. before disks are removed for repair. Those who have been duly authorised to access data must respect the strict confidentiality, integrity and security of all data that they encounter in the performance of their duties.

4. The Copyright, Designs and Patents Act 1988 explicitly recognises a computer program as a "literary work" for the purpose of affording copyright protection. Generally, only the copyright holder has the right to copy, or to permit another person to copy, software. Every user must comply with the requirements of the Act, and of the Copyright (Computer Programs) Regulations Act 1992 which amend it and, in particular, must not copy software except to the extent (if any) permitted in the relevant licence agreement. Copyright subsists for the lifetime of the author plus 50 years.

In addition to observing copyright, every user must comply with the terms of any licence agreement made by the Institute with a third party which governs the use of software. Licence agreements mean what they say and their terms must be observed, however inconvenient. Every user must take reasonable precautions to satisfy himself/herself that the use of any item of software is within the terms of the licence agreement. Some typical restrictions are:

- Software to be used only for the purposes set out in the agreement and only on computer systems covered by that agreement. Note: use for other than educational purposes is usually prohibited; even departmental administrative use is prohibited in some cases.

- Copyright statement to be maintained on all copies of the software.

- Obligation to ensure security and confidentiality.

- Prohibition on transferring or lending the software to any other person.

- Prohibition on incorporating a modified version of the software in any program without express permission of Licensor.

- Prohibition on translating software into another language or code.

- Only a personal, non-transferable and non-exclusive right to use a copy of the software is granted and no title to the software or to the intellectual property (e.g. copyright) in the software is transferred to the purchaser or user.

- The software must not be exported from the UK,

either directly or indirectly. In particular, the US Export Administration

- Regulations prohibit the export of US-derived software to certain countries and these prohibitions are rigidly enforced.

- The software must not be altered, reverse engineered, decompiled, reverse translated, or disassembled or any source code otherwise derived from the binary portions of the software.

- All obligations relating to confidentiality may continue to apply indefinitely or until the information relating to the software becomes available without restriction to the general public by acts not attributable to the Institute.

5. The Computer Misuse Act 1990 creates three criminal offences:

- Unauthorised access to computer material: this makes illegal the activity of "hacking": whether by a "remote" hacker, working from a distance, who attempts to gain unauthorised access to any program or data held in any computer; or by persons such as employees or students who may have limited authorisation to use the computer but knowingly exceed that authority. The "hacking" need not be directed at a particular computer, program or data. For example, it is unlawful, without proper authority: to use another person's ID and password in order to access a computer or use data or a program; to alter, delete, copy or move a program or data, or simply to output a program or data; to lay a trap to obtain a password.

- Unauthorised access to a computer system with intent to commit or facilitate the commission of a further offence: this covers the situation where an unauthorised access offence (as in 5.1 above) is committed with intent to commit a further offence. It covers a range of situations, e.g. where a person gains unauthorised access to computer material in order to commit theft by re-directing funds to his/her own bank account.

- Unauthorised modification of computer material: this offence includes the deliberate erasure

or corruption of programs or data, including introduction of viruses and worms, modifying or destroying another user's file or system files, etc.

6. Passwords are issued in order to restrict access to, and to protect, certain facilities. Use of another person's password is only exceptionally permitted and may in some circumstances infringe the Data Protection Act 1998 and the Computer Misuse Act 1990 (see regulations 3 and 5 above).

Where it is necessary for a user to divulge his or her password to a member of the Information Technology Services, the person to whom the password is divulged must maintain the confidentiality of the password. As soon as is practicable, a new secure password should be implemented.

7. Additional authorisation may be required to use particular facilities. Such authorisation may impose restrictions on the use of specific facilities additional to those contained in these Regulations. The charges for the provision of such facilities shall be determined from time to time by the relevant Institute officers.

8. Where a serious offence under the Computer Misuse Act 1990 has been committed, the circumstances will also be reported to the Police. When appropriate, Scottish Crop Research Institute staff or students may have their right to use the Institute computing facilities immediately suspended pending an investigation by an authorised officer in the Institute. The Institute reserves the right to take legal action against individuals who cause it to be involved in legal proceedings as a result of a breach of these Regulations, and to seek reimbursement of any consequent damages, costs or other expenditure awarded against the Institute or incurred by it. In the event of loss being incurred by the Institute as a result of a breach of these Regulations by a user, that user may be held responsible for reimbursement of that loss.

Scottish Crop Research Institute

Computing Regulations & Policies

In signing this agreement, I acknowledge that I have read and will abide by the "Regulations for the Use of SCRI Computing Facilities".

First Name:_____
(Must Print clearly & include any middle names)

Surname:_____
(Must Print Clearly)

Signed:_____

Date:_____

Line Manager: _____

Room No: _____Tel No:_____

Please circle your Programme:				
PP	Genetics	PPFQ	EPI	FHR SLIS EM EGFR
Other (please specify):				

Date leaving (if known):_____

Any additional network groups you need access to (not including theme/Programme)

[_ _ _ _ _ _]

Appendix 4

Security Pass and Access System Information

The system operates on the basis that each building is locked 24 hours a day. Access to these buildings will only be via a valid card.

The cards include an identity photograph and the SCRI or MRS logo. Where the member is staff is also on flexitime (Section 3.2), their card will incorporate a bar code to enable it to be used with the time and attendance system. In summary, the card serves for identity, access and flexitime.

The default setting for each card will give access to all buildings except for a few specified areas during the hours of 7am to 6.30pm each weekday. Any new member of staff wishing access out with normal hours will have to apply through their Programme Leader.

It is vital that each person entering or exiting a building presents his or her card to the reader. A card which has not been used in the proper sequence i.e. enter-exit-enter-exit-etc. will be automatically invalidated and will not allow the holder to access any building. Only the system administer can reactivate cards invalidated in this way.

The administrator of the system is Wendy Patterson who occupies an office in the Engineering and Maintenance workshops (M building, tel. 2700) in the mornings and an office in the Estate Glasshouse and Field Services area (L building, tel. 2801) in the afternoons. In Wendy's absence the administrator will be Barbara Gunn (in the Administration area (A building, tel. 3005). If you are unable to contact them, you should contact a member of the Engineering and Maintenance Department.

If a card is lost or damaged so that it will not function, a replacement will be issued by the administrator.

A charge not exceeding £5 may be made for replacing a card more than once.

The access system is linked to the fire alarm and will provide an accurate nominal list of staff in a building during an alarm incident. In the event of an emergency there is no need to use a card to exit. If you are in a building and the alarm sounds, instead of assembling at the assembly point for the building in which you usually work you must go to the assembly point for the building you are in when the alarm for that building is activated.

All visitors must report to Reception and thereafter be met and escorted by a member of staff while on site. The visitor will be the responsibility of the host member of staff and will not be able to walk around alone. If they leave a building by themselves they will not get back in.

In the event of a fire, visitors must also report to the fire point for the building they are in with their host, in order that they can be accounted for.

Appendix 5

SCRI Staff Association

I wish to join the Staff Association of the Scottish Crop Research Institute. I agree to abide by the Terms of the Association' s Constitution and Rules, of which I have received a copy, and I agree to a subscription of £1.50 per month being deducted from my salary.

Signed . . . .

Print Name . . . .

Date . . . .

Appendix 6

Flexible Working Hours

The main objective of a system of flexible working hours is to afford staff a degree of freedom in arriving at and departing from work provided that they complete their conditioned hours. The system involves a core time when everyone must be at work and flexible bands when staff are able to arrange their working time. Obviously, the work of the Institute must have priority over any such system and any abuse of the system or general inefficiency arising will inevitably lead to its termination. Heads of Units may temporarily suspend flexible working hours when the work programme requires it.

The rules governing the system are as follows, but reference should also be made to the BBSRC Employment Code – relevant sections include

- Section A2 – Hours of Attendance;
- Appendix A7.3 – Overtime;
- Section A2 – Travelling Times;
- Section A5 – Training;
- Section A2 – Working Time

Please also note the comments on Health & Safety at the end of the rules.

The System Administrator is HR – extension 2007

1. **Conditioned Hours**

   The conditioned hours are 37 hours per week giving a conditioned day of 7 hours 24 minutes, Monday to Friday inclusive.

2. **Daily Time Span**

   You may start and finish work at times outside the core period, <u>provided that you have the consent of your line manager, and neither the work of the department, nor safety, is adversely affected</u>. Hours worked outwith the following periods will not be recorded for flexi-time purposes.

   a) Monday to Friday -   07.00 hours to 22.00 hours
   b) Saturday and Sunday - 08.00 hours to 18.00 hours

   You may clock in and out up to 4 times within these periods.

   For overtime, travelling time and training, see sections 7 and 8 below.

3. **Core Period**

   Core time will cover the period 10.00 hrs to 16.00 hrs each weekday and you are required to present for at least 4 hours of the 6 hour core period each weekday – i.e you may clock in after 10.00 hrs or out before 16.00 hrs. As you are also required to take a lunch break of at least 30 minutes (see section 4), you will require be present for at least 4.5 hours each weekday.

4. **Lunch Break**

   You must clock out and in at lunchtime, regardless of whether you leave the Institute.

   The lunch break may be taken at any time between 11.30 hours and 14.00 hours. It must be at least 30 minutes and not more that 2 hours.

   Failure to swipe the card on both occasions at lunchtime will result in a default situation where 2 hours will be deducted.

   Clocking on only one occasion will require an adjustment to be made to the system and any failure to clock should be notified to the System Administrator. It is not necessary to complete an Absence Authorisation form. However, if member of staff persistently fails to clock correctly, their Head of Unit will be informed and their time record will only be amended on production of an Absence Authorisation form, signed by their Head of Unit.

5. **Accounting Period**

The 'flexi- time year' runs in conjunction with an individual's annual holiday year, and the 'accounting periods' are the equivalent of the calendar months within that year.

6. **Carry Forward Balance**

a) *Debit balance*

Any deficit of working hours caused by working shorter hours must be made up the in the next accounting period. The carry-over deficit must never exceed 8 hours.

b) *Credit Balance*

If a credit balance is accumulated, it may be used in the following ways: -

i) By working shorter hours.

ii) By carrying the balance forward to the next period, however, the maximum credit, which can be carried forward, is 12 hours.

iii) By taking 'flexi-leave'- see sub section c) for the conditions regarding 'flexi-leave'.

c) *Flexi-leave*

Flexi-leave may be taken in units of 1 day or ½ day, however the maximum flexi-leave that can be taken in one accounting period is a total of 1½ days.

It is only possible to take "flexi-leave" if you have already accumulated sufficient credit.

Flexi-leave may be taken during the period of accumulation or by using hours accumulated during previous flexi periods. If you wish to take flexi-leave, then you must obtain the prior permission of your line manager. Details of flexi-leave should be recorded on the Annual Leave Card and authorised by the Head of Unit prior to the flexi-leave being taken. When you take a day's flexi-leave there will obviously be no recorded time on your card for that day and your accumulated credit will be automatically reduced by the conditioned hours. Where a flexi ½ day is taken in the morning, you must not clock in before 12.30 pm, and if taken in the afternoon, you must

clock out before 1.30 pm, unless authorised in advance by the Head of Unit.

If a flexi-day or ½ day is taken without sufficient credit accrued then the annual leave entitlement will be reduced accordingly.

7. **Overtime**

Overtime can only be authorised by the Head of Unit and authorisation must be obtained in advance. Staff who are requested to work overtime by their Head of Unit must clock out at the end of their flexi-time working, in at the beginning of the overtime period and out at the end of the overtime period. Obviously where overtime is worked off station it may not be possible to clock in and out for a period of overtime working. This does not remove the need for prior authorisation, and the completion of the necessary overtime and absence record sheets.

No period prior to 17.00 hours will be considered for overtime.

For further information on overtime, please see sections 5.2 and 5.3 of the Employment Code.

8. **Long Days and Overtime**

It is not the policy of the Institute to encourage the working of excessive hours, although it recognises that there may be periods where the normal working pattern does not match the requirements of the work and additional or unsocial hours may require to be worked.

You should be aware of the details contained within the BBSRC Employment Code relating to the Working Time Directive – section 15.3. Your attention is drawn to the following sub sections

– sub section 3 - if you wish to work in excess of an average 48 hours per week, you must opt out of this limit, in writing.

– sub section 6 – payment of working time

– sub section 9 – health and safety implications

If it is necessary to work outwith the daily time span of 07.00 – 22.00 the actual time must be

recorded on the clocks. Excessive hours may be credited as overtime provided that:

i) at least the conditioned day has been worked that day.

ii) you have not been in deficit at any time that month.

iii) the Head of Unit signs the overtime form <u>in advance</u> stating that they personally required you to work extra time, and the reason for this.

iv) you are eligible for overtime – section 5.2 sub section 2, of the BBSRC Employment Code

Heads of Units will be accountable to the Director for all overtime that they have authorised. It is a serious offence to authorise non-essential overtime.

Except as authorised by the Director, overtime may be taken only as time off in lieu (TOIL), and as soon as practical after it has been worked. TOIL balances may not be carried past the end of the relevant Annual Holiday year.

b) *Travelling time – BBSRC Employment Code section 8.4*

Travelling time rules apply only to members of overtime grades – see section 5.2 sub section 2, of the BBSRC Employment Code

To calculate the time spent on an official journey outside of conditioned hours see section 8.4, sub section 3 of the Employment Code.

In summary, to calculate travelling time -

a) take the total time away from home;

b) deduct the individual's normal travel to work time

c) deduct the greater of the following:
  i. the conditioned day plus the length of the meal break actually taken;
  ii. the hours worked plus the meal break actually taken.

The travelling time calculated will be credited to the individual's flexi-time balance, as will the normal conditioned day.

c) *Absences involving nights away*

Each weekday away from the Institute attending a Course or a Conference will count as a conditioned day. This includes travel to and from the venue.

d) *Training Courses*

For more detailed information, please see section 10.2, of the BBSRC Staff Code

Sub section 8.2 states that unless a course is held on-site, the time taken to travel to and from training venues which is not contained within a standard 7.4 hours working day will be defined as travelling time and the normal rules (see b) above) and the Working Time Directive will apply.

Time spent on training, which is in excess of conditioned hours, does not attract any additional flexi hours (s5.2, sub section 8.1). Part time you should refer to s5.2, sub section 8.2 of the Employment Code

e) *Excess hours worked voluntarily*

Surplus hours, which accumulate as a result of the individual choosing to work longer than the conditioned hours, cannot count as overtime.

9. Medical and Dental appointments

If you need to leave the Institute to attend such an appointment, you are required to clock out. You will be credited for such an absence during your 4 core hours provided an appropriate appointment card is attached to Absence Authorisation slip, which is signed and returned to the System Administrator.

10. Recording of Time

Time clocks are located in the following buildings – A, D, E, H, V, and AF. You may use any clock in the Institute.

Time cards must be swiped <u>at least</u> 4 times per day – Arrival in the morning; departure for lunch;

return from lunch and departure for home. Cards may be swiped up to a maximum of 8 times per day (4 in/out).

No member of staff may swipe a time card on behalf of someone else. Any member of staff found doing so will be subject to disciplinary action, as will any member of staff who commits a breach of these rules.

Absence Authorisation slips should be signed by the Head of Unit and sent to HR.

In order for the system to function effectively and indicate as accurate a flexi-time balance as possible Sick Leave Certificates must be submitted immediately on return. Leave cards and Absence on Official Business forms ('green sheets') must be completed, signed by the Head of Unit, and submitted prior to the proposed absence.

Failure to submit the appropriate forms in advance will result in absences shown on the card being treated as unauthorised.

11. Health & Safety

As noted above, the Institute does not condone the working of excessive hours, even though staff may do so voluntarily, for their own personal interest. The working of excessive hours can be dangerous to the individual in terms of health and to both the individual and other members of staff as fatigue can lead to mistakes and failure to observe safe working practices.

Staff should ensure that they take adequate breaks (at least 15 mins, every 4 hours) and that they do not return to work without an adequate rest period.

If staff are found to be abusing the flexi –time system, their right to use the system will be withdrawn, to protect both themselves and other staff.

Where staff use the flexi system to work outwith the 'normal' working hours of the Institute (weekdays - 8.30 a.m. to 6.30 p.m.), they must ensure that they continue to observe all aspects of the Health & Safety procedures.

They must
– have the consent of their line manager
– record their presence in the 'Out of Hours Working' Log Book
– be adequately trained for the work they are undertaking
– observe all Standard Operating Procedures and safety procedures
– ensure, that when working with hazardous chemicals or equipment, that another, suitably qualified person is in attendance, to assist in case of an emergency
– not work in areas being fumigated or adjoining a fumigated building
– ensure that they are aware of the emergency notification procedures
– ensure that, for their own safety, the entrances to all buildings are kept securely locked

Appendix 7

Photocopying and Copyright

The Institute is not responsible for any breaches of copyright by members of staff. Set out below are some basic guidelines with regard to legal and illegal copying.

Allowed

Fair dealing provisions allow, for the purposes of research or private study, criticism or the reporting of current events:

1. One paper from a journal issue or part on any one occasion.

2. Not more than 5% or the substantial part of any book, whichever is LESS. (This could be the summary recommendations of a report or the conclusions of a book or thesis.)

3. When copying from the Internet staff should check for a copyright statement before making copies for personal use.

Not Allowed

Fair dealing does not allow:

1. Copying from photocopies

2. Copying to meet reprint requests, even if you are the author (unless the publisher of the journal has assigned the copyright to you, which is very unusual).

3. Copying for distribution to anyone within or outwith the Institute.

4. The making of multiple copies of any work.

5. Copying or requesting a copy of more than one article from any single issue of a journal.

6. Copying a complete work (e.g. book, images and artwork).

7. Copying a complete work from a collected source e.g. a method from a laboratory handbook – this includes "working copies" kept at the bench.

8. Obtaining a copy of a work of which another member of the research team/group has already obtained a copy.

9. Copying form archival purposes, particularly if it is accessible and able to be copied by others.

10. Keeping any copies in electronic format (including scanned copies) or copying from an electronic source.

11. Any copying for commercial purposes (that is for any commercially funded project or for any employee of a commercial organisation e.g. MRS). The library has access to a copyright cleared service. Please ask the library staff when you require this service answer yes to the question "Is this request for a commercially funded project?" on the inter-library loan form.

Appendix 8

PPDR review system

The principles of the PPDR review system can be summarised as follows:

- **It is fully open.** This means that individual jobholders are entitled to see all sections of the completed review form. The system is designed to encourage jobholders to play a full and active part in the process. The use of self-assessment is encouraged.

- **It is an objective based system.** All staff should update their job description and set work, developmental and training objectives on an annual basis.

- **It is mandatory** for all staff, including the annual review meeting.

- **Personal development is assessed.** Managers should consider the jobholder's future development and clearly state whether or not they have the potential to work at the next band. They should consider the type or area of work the jobholder is most suited to and how they might gain the necessary skills/experience to develop further.

- **Training needs are reviewed.** Line manager and individual staff members should jointly consider training requirement, in order to: -
  a) Improve or sustain performance in the present post
  b) Meet change (e.g. additional duties or responsibilities, new working practices, new technology, new objectives)
  c) Improve the job holder's prospects for advancement, should a suitable opportunity arise
  d) Provide professional expertise and/or vocational qualifications
  e) Broaden the jobholder's skill base or

perspectives, provide increased job satisfaction and motivation
  f) Accommodate (as far as possible) the jobholders' wishes and aspirations.

- **Standards of reporting are monitored by a co-signatory.** An individual's performance and development is appraised by two people, the line manager and a co-signatory. The co-signatory provides additional comments on the jobholder's performance and ensures that fair and uniform standards are applied.

- **Self-Assessment is encouraged.** Jobholders have the option of completing a personal statement, which gives them the opportunity to add their own comments and observations. This statement cannot be altered in any way by management.

- **Training for staff, line managers and co-signatories is provided.** It is essential that all line managers are trained in appraisal techniques before carrying out this process.

The Main Stages of Performance Review

Planning
The jobholder and the line manager should plan the work for the year ahead. A forward job plan (FJP), showing the purpose of the job, key areas and objectives, should be agreed and both parties should consider what training may be required.

On-going Assessment and Review
It is essential that regular discussion takes place throughout the year between the jobholder and line manager on performance, achievements and difficulties, training needs, resources, implications

of new technology, changes in workload, etc. FJP's and, in particular, objectives must also be reviewed regularly and revised if necessary.

Review Meeting

A formal meeting will take place annually between the jobholder and the line manager. The line manager will give his/her view of the jobholder's performance during the year and both parties will have the opportunity to discuss factors which have had a bearing on that performance. Potential and developmental issues will be identified and discussed.

The line manager and jobholder will also agree requirements (including the FJP and training needs) for the coming reporting year.

Completion of the Form

Following the review meeting, the line manager will then make a formal assessment of the jobholder's work and complete Section 4 of the review form (the line manager's assessment) in the light of the review meeting. The co-signatory reviews the assessment (section 5) and adds views and appropriate additional comments.

Appendix 9

Sickness Absence Procedure

SCRI has various policies and practices to help ensure your wellbeing at work and to help contribute to creating a healthy and safe environment in which you can perform effectively. It is however recognised that there are times when staff need to take time off from work due to sickness. In order that this is managed appropriately staff are obliged to follow the procedure described below.

1.   Notification:

You must inform the HR office by telephone by 10.00 am or within one hour of your scheduled start time. If you are too ill to make contact yourself someone may do this on your behalf. Any unplanned absence must be properly explained. If absent because of illness you are required to give details of the

- nature of the illness
- an indication of your anticipated length of absence
- who else in SCRI should be informed of your absence

You are required to notify the HR Office of your absence by contacting either

- Pam Duncan's direct line - 01382 568562
- Or the main HR Office direct line - 01382 568561

If either Pam Duncan or HR are unavailable, your call will default to an answering machine in the HR/Payroll office, we will then pass the above information onto the relevant parties. The relevant Programme Administrator will also be informed to ensure that the employee's line manager is aware of the absence.

Entitlement to sick pay may be affected by late notification. If you become unwell during the working day you must comply with the notification arrangements above by informing your line manager in person as well as staff in the HR Office. In the unfortunate event that you are sick when you are

taking annual leave you must comply with the notification arrangements above to have the time treated as sickness absence.

If the illness extends beyond the estimated time, the employee (or some one on their behalf) should phone Pam Duncan or HR again to indicate for how long the absence is likely to continue.

2.   Certification:

Regardless of the length of absence you are required to complete a Self-Certification Form, detailing the dates of and reasons for absence immediately following your return to work after absence due to sickness. These forms are available on SIMS or from HR. The forms should be authorized /signed by your line manager before being passed to HR where they will be recorded and then retained in your personnel file.

When any period of absence continues beyond seven calendar days you are required to obtain a medical certificate from your doctor and to forward this to the HR department as soon as possible. If illness continues after expiry of the first certificate, further certificates must be obtained as necessary to cover the whole period of absence and forwarded to SCRI as soon as possible on each occasion. To ensure that you are fit to return to work, a medical certificate showing a specific return to work date must be

provided after any absence of MORE THAN fourteen days (including days not normally worked).

Failure to provide evidence of incapacity will render the employee liable to loss of sick pay. Absence on a working day in such circumstances is treated as absence without authority, which is a disciplinary offence (Staff Code Section 11.1). A day when sick pay is withheld, whether or not there is an entitlement of SSP (Statutory Sick Pay), is treated as a day without pay.

No adjustments to flexi-time records will be made until the appropriate certificate(s)/document(s) are received by the HR/Payroll Office.

Further information on the sickness absence procedure is available in the Employment Code Appendix A9.4.

Appendix 10

List of Useful Abbreviations

AAB	Association of Applied Biologists
ACRE	Advisory Committee on Releases to the Environment
ADAS	Agricultural Development and Advisory Service
BBSRC	Biotechnology & Biological Sciences Research Council
BCPC	British Crop Protection Council
BioSS	Biomathematics and Statistics Scotland
BPC	British Potato Council
BSPB	British Society of Plant Breeders
BTG	British Technology Group
CAPS	Cleaved Amplified Polymorphic Sequence
CEC	Commission of the European Communities
CHABOS	Committee of Heads of Agricultural and Biological Organisations in Scotland
CIP	International Potato Centre - Peru
COST	European Co-operation in the field of Scientific and Technical Research
DEFRA	Department for Environment, Food and Rural Affairs
DfID	Department for International Development
EAPR	European Association for Potato Research
ECRR	Edinburgh Centre for Rural Research
ECSA	European Chips and Snacks Association
EHF	Experimental Husbandry Farm
ELISA	Enzyme linked immunosorbent assay
EPPO	European Plant Protection Organisation
ESTs	Expressed Sequence Tagged Sites
FF	Flexible Funding (ERAD)
FLAIR	Food-Linked Agro-Industrial Research
FSE	Farm Scale Evaluation
GILB	Global Initiative on Late Blight
GIUS	Glasshouse Investigational Unit for Scotland
GMHT	Genetically Modified Herbicide Tolerant
H-GCA	Home-Grown Cereals Authority
HDC	Horticultural Development Council
HPLC	High Performance Liquid Chromatography
HRI	Hannah Research Institute
IACR	Institute of Arable Crops Research
ICTV	International Committee for the Taxonomy of Viruses
INCC	Institute Negotiating and Consultative Committee
IOBC	International Organisation for Biological Control
IMP	Individual Merit Promotion
ISHS	International Society for Horticultural Science
ISPP	International Society for Plant Pathology
IVEM	Institute of Virology and Environmental Microbiology

JNCC	Joint Negotiating and Consultative Committee
JEGS	Job Evaluation and Grading Scheme
MLURI	Macaulay Land Use Research Institute (now the Macaulay Institute)
MRI	Moredun Research Institute
MRS	Mylnefield Research Services Ltd
NERC	National Environmental Research Council
NFT	National Fruit Trials
NFU	National Farmers Union
NIR	Near Infra-Red
NMR	Nuclear Magnetic Resonance
NPTC	National Proficiency Test Council
ORSTOM	Organisation for Research in Science and Technology Overseas
PCR	Polymerase Chain Reaction
PD	Post-doctorate
PIC	Product Innovation Centre
PPDR	Personal Performance and Development Review
PVRO	Plant Variety Rights Office
RAPD	Randomly Amplified Polymorphic DNA
RERAD	Rural and Environment Research and Analysis Directorate
RFLP	Restriction Fragment Length Polymorphism
RNAi	RNA interference
RRI	Rowett Research Institute
SABRI	Scottish Agricultural and Biological Research Institutes
SAC	Scottish Agricultural College
SASA	Scottish Agricultural Science Agency
SCRI	Scottish Crop Research Institute
SEB	Society for Experimental Biology
SET	Scottish Enterprise Tayside
SIMS	SCRI Information Management System
SNSA	Scottish Nuclear Stocks Association
SPD	Senior Post-doctorate
SPP	Standard Pay Point
SSCR	Scottish Society for Crop Research
STS	Sequence Tagged Sites
UNDP	United Nations Development Programme
WHO	World Health Organisation