

### **ANNEX 3 - Duties and Responsibilities of a Facility Contact Point within SFMT**

Provide link between NERC and the Facility;

Store and update electronic files: contracts/SLAs, guidance notes, forms etc;

Know the location of information on: staff; recurrent spends; minor and major capital; and be able to advise management on these;

Be able to locate information on NERC science;

Liaise with other sections within NERC Swindon Office;

Monitor and/or stimulate publicity and marketing;

Proactively engage with the NERC community to promote understanding of what NERC facilities can do and their policy and processes via, for example, engagement with research programmes etc;

Maintain and update facilities section of the NERC website;

Communicate user and Steering Committee views to line-management and senior NERC management;

Distribute relevant communications to Facility Heads and/or Steering Committee secretaries as appropriate: eg changes to NERC Strategy, S&F/NC Business Plan, Policy Manual amendments, Corporate Plan, Publicity;

Depending on competence, advise enquirers on:

- relevance of the service;
- application and peer review procedure
- application closing dates;
- committee meeting date and membership;
- precision, accuracy, turnaround time;
- real and notional costs;
- peer review arbitration and communication of decisions and feedback;
- NERC data policy;
- NERC acknowledgement and authorship policies;
- Annual Report content, format and deadline;
- how to apply for funding to host a service and the ensuing mechanism;
- contracts - liaise with UK Shared Business Services (UKSBS) and service provider