RSC Networks Contract Review Process

Negotiation Review Instruction Signing Submission Varies – usually up to 6 2 working weeks 2 working days 5 working days working weeks RSC Legal team will Network submits Networks team review RSC Legal team will Once contract approved the Networks team will contact the other party to completed legal and the form and instruct review the contract. negotiate terms. The ask the other party and MCB form with any RSC Legal team. length of time negotiating authorised RSC staff to contracts to MCB approval is primarily dictated by the sign the contract via networks@rsc.org 2 working weeks work flow and turnaround DocuSign. time of the third party not If Member Communities RSC staff. A copy of the Board (MCB) approval countersigned contract is required ¹, approval is sent to the organiser. sought at the same time as the RSC Legal team are instructed. MCB approval panel ² are given two weeks to respond.

² Please be mindful that the MCB panel are volunteers who are involved in our member networks in addition to the Board, as such, we ask that you provide as much time as possible for them to review your request.



¹ If a single contract is over £10K, or the total event value is over £15K, approval from Member Communities Board (MCB) approval panel is required.