

IALA WWA
SCHEDULE OF SIGNIFICANT BUSINESS RISKS
(BASED ON THE FORMAT USED BY THE IALA RISK MODEL – APRIL 2012)

Last Update: 21st January 2013

| No. | Risk Description | Consequence | * Risk Estimation (Prior to Mitigation) | | Control & Treatment | Risk Estimation (Post Mitigation) | | Additional Actions (to reduce further the likelihood of adverse events and mitigate residual impact if they do occur) | Residual Risk: Reported to & Owned/ Monitored by: |
|------------------------|--|--|--|--------|--|--------------------------------------|--------|---|---|
| | | | Probability ** | Impact | | Probability ** | Impact | | |
| Strategic Risks | | | | | | | | | |
| 1 | 1. Failure of IALA as an International Organisation | 1. IALA WWA would cease to function effectively Withdrawal of sponsorship | ↔ | ↔ | 1. Application of IALA mitigation measure 1.1. | ↔ | ↔ | 1. Targeted PR strategy | 1. Ownership: Council |
| | 2. Excessive Commitments | 2. Loss of credibility Damage to IALA reputation | ↔ | ↔ | 2. Board match resources with Master Plan commitments | ↓ | ↔ | 2. Identify replacement or additional staff | 2. Ownership: Board |
| Financial Risks | | | | | | | | | |
| 2 | 1. Loss of major sponsorship | 1. Failure to fund capacity building (CB) commitments | ↓ | ↔ | 1. Regular and effective briefing of major sponsors | ↔ | ↔ | 1. Identify and encourage new sponsors | 1. Ownership: Board |
| | 2. Late payment of sponsorship | 2. Cash flow adversely affected | ↔ | ↔ | 2. Terms of payment set out in MOU Courteous reminders to major sponsors Reports sent in good time | ↔ | ↔ | 2. Retain % of profit in reserve fund | 2. Ownership: Dean |
| | 3. Financial governance | 3. Damage to reputation Loss of confidence by Council | ↓ | ↔ | 3. Maintain proper management accounts with external audit WWA Consultants subject to strict financial controls and approvals (See IALA Risk Register No. 10) | ↔ | ↔ | 3. Empower Executive Officer with full audit rights Dean to approval all invoices | 3. Ownership: Dean |

| Operational Risks | | | | | | | | | |
|-------------------|--|--|--|--|---|--|--|--|-------------------------------------|
| 3 | Model course documentation <ul style="list-style-type: none"> VTS model courses AtoN model courses | 1. Loss of reputation and claims | | | 1. Follow IALA mitigation measures and disclaimers for Recommendations and Guidelines Instigate and follow process flow for creating and approving documents Close liaison with IALA Committees | | | 1. Quality Management system for WWA | 1. Ownership: Dean |
| 4 | Training Accreditation and Approval <ol style="list-style-type: none"> Level 1+ Certificates of Attendance issued by WWA Level 1 Certificates of Competence for Model courses delivered by WWA <p>Note: Competent Authorities remain wholly responsible for all Certificates that they issue in accordance with IALA Guidelines</p> | 1. Loss of reputation and attendance | | | 1. Careful selection of Presenters Tailored MS PP presentations | | | 1. As for 5 below | 1. Ownership: Dean |
| | | 2. Loss of reputation and attendance Loss of revenue | | | 2. Level Rigorous course planning based on model course syllabi Instigate formal Training Management System Rigorous selection of lecturers External audit by Classification Society or other body | | | 2. Analyse feedback forms to generate improvements | 2. Ownership: Dean |
| 5 | Organise Workshops and Seminars <ul style="list-style-type: none"> Risk Management Level 1+ (Stage 1 Awareness) Awareness and Risk (latter two generate output conclusions and recommendations) | 1. Loss of reputation and attendance Loss of revenue Loss on seminar total costs | | | 1. All events to be approved by WWA Board (Action List) Create and review model courses for each workshop and seminar Analyse feedback forms to generate improvements Identify potential co-sponsors | | | 1. Instigate and follow process flow Use Regional points of Contact to assist with administration and costs Analyse regional questionnaires to improve targeting | 1. Ownership: Dean |
| 6 | IALA WWA Website | 1. Loss of reputation | | | 1. Strict control by website administrator Careful selection of website provider Planned updates | | | 1. Instigate and follow process flow for website maintenance Train deputy administrator | 1. Ownership: WWA Programme Manager |
| 7 | Needs Assessment Missions <ul style="list-style-type: none"> Stage 2 – Assessment Stage 3- Analysis Stage 4 – Actions Adoption of WWA Mission report recommendations <p>Note: Competent Authorities remain wholly responsible for the implementation of WWA report recommendations</p> | 1. Loss of reputation Potential claims Loss of sponsorship | | | 1. All events to be approved by WWA Board (Action List) Tailored MOU for each mission Disclaimer on each MOU Rigorous selection of experts Liaison with IMO | | | 1. Analyse feedback to improve targeting Provide feedback to IMO | 1. Ownership: Dean |
| | | 2. Marine accidents or incidents Potential claims | | | 2. Rigorous selection of experts Strict supervision over drafting of post visit recommendations Strict control of expert's report | | | 2. Cross reference to IALA Recommendations and Guidelines Rigorous checks during Stage 3 and 4 missions | 2. Ownership: Dean |

| | | | | | | | | | |
|---|--|--|---------|---|--|---------|---|--|---|
| 8 | Use of IALA endorsed experts | 1. Loss of reputation Potential claims Loss of sponsorship | 1. ↔ | ↔ | Formal IALA expert endorsement procedure using Committee Chairs Rigorous pre and post briefing process Formal contracts for each mission which include liability clauses | 1. ↔ | ↔ | Internal expert assessment process Follow mitigation measures at IALA Risk register No. 9 | 1. Ownership: Dean |
| 9 | Hazards to WWA Staff and Experts on external Missions | 1. Claims | ↔ | ↔ | 1. Salaried staff covered by IALA Insurance 2. Consultants and Experts to obtain their own all risk travel insurance (part of standard contract terms) | ↔ | ↔ | 1. Check travel advisory websites before travel | 1. Ownership: Secretary General 2. Ownership: Dean |
| Hazard Risks: IALA WWA adopts IALA Hazard Risk without amendment | | | | | | | | | |

Key:

* Probability of Occurrence is calculated according to the table below:

** Named individual responsible for managing each risk

Probability of Occurrence and Impact

| Estimation^x | Description | Indicators | Consequence of Impact |
|-------------------------------|---|---|--|
| Very High | Very likely to occur within 1 year or more than 80% chance of occurrence. | Has occurred within last 1 to 2 years. | Financial impact on IALA WWA likely to exceed 250,000€ Major impact on IALA WWA strategic plans and delivery of operational services Major political and stakeholder concern Very low defensibility of realisation of risk Reinstatement to pre-risk condition extremely difficult requiring considerable resources and possible additional funding |
| High | Likely to occur every 1 to 2 years or 50% to 80% chance of occurrence. | Potential of it occurring within 5 years Has occurred. | Financial impact on IALA WWA likely to be in region of 100,000€ to 250,000 € Significant impact on IALA WWA strategic plans and delivery of operational services Significant political and stakeholder concern Low defensibility of realisation of risk Reinstatement to pre-risk condition requiring commitment of a high level of resources. |
| Medium | Possibility of occurrence in 10-year period or 20% to 50% chance of occurrence. | Has occurred, to varying degrees, within last 10 years History of some occurrence. | Financial impact on IALAWWA likely to be in region of 25,000€ to 100,000 € Moderate impact on IALAWWA strategic plans and delivery of operational services Moderate stakeholder impact/concern Some defensibility of realisation of risk probable Reinstatement to pre-risk condition possible with the commitment of a moderate level of resources. |
| Low | Unlikely to occur in a 10 year period or 10% to 20% chance of occurrence. | Has not occurred in last 10 years Low history of occurrence. | Financial impact of IALAWWA likely to be in the region of 5,000€ to 25,000€ Low impact on IALA WWA strategic plans and delivery of operational services Low stakeholder impact/concern Defensibility of realisation of risk likely Reinstatement to pre-risk condition likely to be achieved with the minimum commitment of resources. |
| Very Low | Highly unlikely to occur in a 20 year period or less than 10% chance of occurrence. | Has not occurred Occurrence more than 20 years ago. | Financial impact on IALAWWA likely to be below 5,000€ Very low (if any) impact on IALA WWA strategic plans and delivery of operational services Little (if any) stakeholder concern/impact Excellent prospect of defensibility of realisation of risk Reinstatement to pre-risk condition very likely to be achieved. |