

IALA WWA Risk Register

C70-12.2

Updated 20191029 Post WWAB16 after discussion at LAP20

Discussion:

While most risk factors are unchanged or reducing, the probability possibility of the loss of major sponsorship remains the highest risk factor and must be continuously mitigated through effective briefing of major sponsors as well as sponsorship diversification. In addition, the fact that the low hanging fruits have now been picked and therefore the WWA is moving into more hostile environments such as Somalia, Venezuela and Iraq means that there is an increased probability of safety treats and increased consequence if an incident occurs. This threat has been mitigated by introducing risk assessment procedures prior to a mission to such countries, as well as procedures for frequent reporting to HQ during missions.

Strategic Risk

| No. | Description | Consequence | Control and Treatment | Probability | Impact | Score | Owner |
|-----|--|---|---|-------------|--------|-------|--------------|
| 1 | Failure of IALA as an International Organisation | IALA WWA would cease to function effectively Withdrawal of sponsorship | Application of IALA mitigation . The IALA IGO Project is going very well. Impact reduced to 4 to reduce the total score a bit | ↔ | ↔ | 4 | IALA Council |
| 2 | Excessive Commitments | Loss of credibility Damage to IALA reputation | Match commitments with available resources Manage staff effectively | ↔ | ↔ | 9 | Gerardine |

Financial Risk

| No. | Description | Consequence | Control and Treatment | Probability | Impact | Score | Owner(s) |
|-----|---------------------------------|---|---|-------------|--------|-------|-------------------------------------|
| 1 | Loss of major sponsorship | Failure to fund Capacity Building commitments | Regular and effective briefing of major sponsors Diversify sponsorship | ↔ | ↔ | 15 | Dean |
| 2 | Late payment of sponsorship | Cash-flow affected | Terms of payment defined in MoU Courteous reminders to major sponsors Reports sent in good time | ↔ | ↔ | 4 | Dean |
| 3 | Costed activity exceeds revenue | WWA cannot fund planned activity | Sufficiently detailed activity planning Sufficiently detailed budgets | ↔ | ↔ | 4 | Gerardine |
| 4 | Poor financial governance | Reputation damage Loss of confidence by IALA council | Proper management of accounts External audit Strict approval regime | ↔ | ↔ | 4 | Dean & IALA Financial Manager |

Operational Risk

| No. | Description | Consequence | Control and Treatment | Probability | Impact | Score | Owner(s) |
|-----|---|--|--|-------------|--------|-------|------------------------|
| 1 | Quality of Model Course Documentation | Reputation damage Claims from ATO's | Close liaison with IALA Committees Effective use of disclaimers Instigate formal QMS / Training Management system | ↔ | ↔ | 8 | Kevin |
| 2 | Insufficient Cybersecurity | Unauthorized access to confidential information Loss of business critical information Virus infections | Limit access to certain information Maintain proper IT governance Implement and maintain Virus Protection Establish and maintain firewall policies Efficient backup procedures | ↔ | ↔ | 9 | Dean |
| 3 | Quality of ATO Accreditation (performed by Competent Authorities) | Reputation damage Inefficient Accreditation system Reduced ATO course attendance | Identify and implement methods for ensuring quality of Accreditation process | ↔ | ↔ | 9 | Kevin |
| 4 | Quality of training and certificates delivered by ATO's | Reputation damage Reduced attendance | Monitor the auditing of ATO's QMS / Training Management systems | ↔ | ↔ | 9 | Dean Kevin |
| 5 | Quality of training and certificates delivered by WWA | Reputation damage Reduced attendance Loss of revenue | Instigate formal QMS / Training Management system Careful selection of tutors | ↔ | ↔ | 6 | Dean Gerardine |
| 6 | Quality in Organizing WWA workshops, seminars and courses | Reputation damage Reduced attendance | Instigate formal QMS / Training Management system, including procedures for organizing Workshops, seminars and courses | ↔ | ↔ | 6 | Dean Gerardine |
| 7 | Quality of WWA Website | Reputation damage Reduced communication efficiency | Assign clear Website roles and responsibilities Monitor Website Liaise with secretariat | ↔ | ↔ | 4 | Dean Gerardine |
| 8 | Quality of WWA missions | Reputation damage Claims from States visited Loss of sponsorship | Ensure adequate preparation before missions Define mission related principles and policies Rigorous pre- and post- briefing procedures | ↔ | ↔ | 9 | Dean Mission Leader |
| 9 | Quality of consultants working for WWA | Reputation damage Claims from States visited Loss of sponsorship | Careful selection of consultants Sufficient training procedures | ↔ | ↔ | 6 | Dean |
| 10 | Personal safety of WWA staff and consultants/ experts during missions | Failure of duty of care and related claims | Ensure that permanent staff is covered by IALA insurance Ensure that consultants/experts obtain their own travel insurance (include in their contract) Perform risk assessment prior to mission when appropriate (check travel advisory websites etc.) | ↑ | ↔ | 12 | Dean |