

IALA WWA Risk Register

Updated 20200504

WWAB18-4.2

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.

The COVID-19 pandemic has made it difficult for the Academy to produce its traditional results (requiring a extensive travel activity), which may affect willingness to sponsor.

The Academy is working hard on developing its Internet based activities in order to improve its ability to produce results, despite the pandemic.

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 sponsorships Develop online, internet based solutions to deliver training courses, seminars and to conduct online fact finding missions despite COVID-19.			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) Ensure good communication lines by introducing Satellite telephones Perform risk assessment prior to mission when appropriate (check travel advisory websites etc.)			12	Dean