

IALA WWA Risk Register

C79-11.2.1

Updated 2023.11.16: Increased the impact of risk factor 10 to 5 resulting in a score of 15.

Discussion:

While most risk factors are unchanged, the probability of the loss of major sponsorship is one of the two highest risk factors and must be continuously mitigated through effective briefing of major sponsors as well as sponsorship diversification.

As travel activities are have now been restored to normal level or even more, the risk to personal safety of staff during missions is still increasing. At its 25th meeting in October 2023, the Academy Board decided to raise the Impact score of the risk factor related to the personal safety of staff members while on mission in dangerous areas, to 5 which increases the total score of this factor to 15.

The positive development in the IALA IGO project, now that the Convention is being ratified by governments, means that the risk of IALA failing as an international organisation continues to stay at a low level.

There is a need to start discussing the consequences of transforming IALA to an IGO since this may influence the structure of the Academy as well as sponsorships.

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.. Convention now ready for signatures. Both probability and impact reduced.	↔ 1	↔ 3	3	IALA Council
2	Excessive Commitments	Loss of credibility Damage to IALA reputation	Match commitments with available resources Manage staff effectively	↔ 3	↔ 3	9	Gerardine
3	The transformation of IALA to an IGO may influence the structure of the Academy as well as sponsorships.	More (or perhaps less) resources. Structure may become more complex.	Start discussion about the consequences of transforming IALA to an IGO.	↔ 2	↔ 2	4	Dean

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.	↔ 3	↔ 5	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	↔ 2	↔ 2	4	Dean
3	Costed activity exceeds revenue	WWA cannot fund planned activity	Sufficiently detailed activity planning Sufficiently detailed budgets	↔ 2	↔ 2	4	Gerardine
4	Poor financial governance	Reputation damage Loss of confidence by IALA council	Proper management of accounts External audit Strict approval regime	↔ 4	↔ 4	16	Dean & IALA Financial Manager

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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	↔ 2	↔ 4	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	↔ 3	↔ 3	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	↔ 3	↔ 3	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	↔ 3	↔ 3	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	↔ 2	↔ 3	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	↔ 2	↔ 3	6	Dean Gerardine
7	Quality of WWA Website	Reputation damage Reduced communication efficiency	Assign clear Website roles and responsibilities Monitor Website Liaise with secretariat	↔ 2	↔ 2	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	↔ 3	↔ 3	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	↔ 3	↔ 2	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.). Always have an exit strategy.	↔ 3	↑ 5	15	Dean

↑ Increasing
↔ Stable

↓ Reducing