Minutes - Applied Risk Management Specialty Group
Officers and Advisors teleconference - Feb 20 2019

Present: Chair, Willy Røed; Past chair, John Lathrop; Secretary, Patricia Larkin; Advisors Steve Ackerlund and Ronald Dyer
Regrets: Advisor Rob Waller

Summary of actions

<table>
<thead>
<tr>
<th>Analysis Quality Test Guidline</th>
<th>Person responsible/When</th>
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<tbody>
<tr>
<td>• Clean up John’s document</td>
<td>Patricia - 2 weeks</td>
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<tr>
<td>• Obtain SRA Executive/Terje Aven feedback</td>
<td>Willy - March</td>
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<tr>
<td>• Draft SRA funding application</td>
<td>Willy - March/April</td>
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<tr>
<td>• Submit SRA funding application</td>
<td>Willy - deadline May 1</td>
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<tr>
<td>• Obtain SRA membership feedback</td>
<td>ARMSG webinar - Fall 2019</td>
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‘Best of’ repository

| • Final decisions on ‘possible/orange’ papers | Patricia to coordinate - Feb |
| • Post on our website | Patricia through Jim Butler |

Other planning

| • Revisit webinar voting of fall 2018 | Next meeting - April 26 |
| • Webinar | Willy - ask for September |
| • SRA 2019 - Round table topic | Next meeting - April 26 |

SRA strategic funding applications

| • Inquiry of SRA - format and potential $$ ask | Willy - Feb/early March |
| • AQT (as above) | Willy |
| • Literature review (see item #5 below) | Steve - March/April |

Next meeting April 24, 11am Eastern

Discussion items

1. **Welcome by the Chair**, Willy Røed. Meetings are scheduled every two months, and this will help to advance the work of the ARMSG.
2. **The Analysis Quality Test (AQT) Guideline**
   - John introduced ‘First Draft of ARMSG Guidelines’
     - So far, best practices are defined and taxonomized
     - Question is: How to guide a practitioner to address each item?
     - Our contribution is applicable across domains
   - User/Target group
     - reviewer, practitioner, manager, those interested in ‘quality’ in the organization; 3rd party review;
   - What are mechanics for how this will work?
     - Answer to whether item has been included/addressed - could be yes, no, does not apply
       - What level of detail might be include in ‘response’; careful re time commitment/burden
       - Permit comments
   - How will it be used? Possibly ...
     - Best practices environment
       - Try to ensure consistency
     - To document work - used as 3rd party review
       - RA completed correctly, validated
     - Stakeholders - see what proponent has done in RA
     - Senior managers see what middle managers are doing
     - Gap analysis structure
   - Presentation?
     - Document format - question and comment columns
     - Use of mindmap possible as overview
     - Software
       - Simple spreadsheet ... constraining?
       - 2-3 level list ... database of refined AQTs
     - Potential critical mechanisms:
       - Standard response
       - Room for free text
       - To rank importance in the topics?
       - Links to documents/resources
       - Survey instrument - could include assessment of how far/well completed so far
       - Likert scale - build out diagnostic instrument
   - Room to expand - Domain Specific AQTs

3. **“Best of” submissions**
   - Decisions
     - No tier-2 list
     - Present acceptable submissions as a beginning to a registry, as examples of unique risk management challenges
     - Post Title, DOI (if available), Abstract, link to pdf if permitted
   - Connection to AQT Guidelines
Potential for an example paper to be linked to each criteria
When AQT made public, request additional papers; continue to populate over the next years

4. **ARMSG planning**
   - Host a webinar - feedback/dialogue on AQT and Key papers
     - September; good lead for round table at SRA
     - Multiple presenters; participation; ask for new ideas
     - Use voting
   - Revisit Fall 2019 webinar responses - voting

5. **SRA Strategic Funding application** - deadline May 1 2019
   - Willy will obtain more information as to the format of a proposal and potential value of the ask
   - Two proposals
     - AQT software/presentation - Willy
       - Guidelines document will be appended to demonstrate progress
     - Literature review of seminal works in applied risk management - Steve
       - Potential link to RM best practices within AQT categories
       - Look to refine guidelines based on the paper
       - Will ground what we are doing re verify expertise
   - Justification
     - Our work draws across SGs
     - Our interests are both normative and empirically based

6. **SRA 2019**
   - Round Table decision pending
   - Call for paper submissions - through SRA newsletter
     - Our sessions are inherently more diverse than some other SGs

7. **Risk Policy and Law SG meeting - Feb 2019**
   - Patricia is a member at large of the RPL SG
   - A fall in person/broadcast event is being planned for the Washington area to create some interest in the SG prior to SRA 2019

8. **Administrative/IT matters**
   - Skype worked very well - thank you to Ronald!
     - Our meeting could be broadcast
     - We could run workshops with others
   - Secretary to track progress on action items
   - Approved meeting Minutes will be posted on our website

Respectfully submitted,
Patricia Larkin, Secretary