



DRAFT Minutes - Applied Risk Management Specialty Group
Officers' teleconference - August 18, 2020

Present: Willy Roed, Steve Ackerlund, Ronald Dyer, John Lathrop, Patricia Larkin, Rob Waller

Commitments for October 20 2020 meeting:

- John
 - With Ronald, complete webinar planning, webinar, and any follow up
 - Confirm that Melanie/Big Voice completes designed RAQT document and provides link in webinar announcement
 - Provide legal/usage issues document to Seth for SRA consideration
- Patricia
 - Check for new webpage placement of ARMSG initiatives
- Ronald
 - With John, ongoing webinar activities (above)
 - Discuss outstanding RAQT workplan with Omar
- Robert
 - Logo completion in house 😊
 - Confirm whether non-SRA members can be invited to webinar; and how to provide announcement
- Willy
 - Roger Flage re link to ARMSG Relevant Literature on the Foundational Issues SG link to same
 - SRA / Stavenger / Sheffield re funding to complete the RAQT tool

1. Planning of webinar September 2nd

- SRA Announcement drafted
 - Will be sent out August 26; includes link to designed RAQT text version
 - Will either be open to public or ability to provide link to others later
- John explained the webinar plan. All in order.
 - Software version in good shape except for report generation (below re RAQT)
- Feedback from webinar for definitive decisions on what want RAQT portal to do
 - Note need for additional funding
- Marketing
 - Limit to SRA blast

- Robert will find out if non-SRA members can be invited; and how to provide announcement. Will alert officers.

2. Risk Analysis Quality Test

- Ronald provided officers with link to AQT portal in July
 - Everyone is thankful to John and Ronald for all that has been done, as well as being impressed with the portal to date
- Software tool built except for report generation
 - Value of tool increasing
 - Reports are a 'must have'; varied potential outputs. Currently incomplete
 - Council members (Seth, Terje, others) will be invited to attend webinar to familiarize with product
- Agreed for portal admin site to include some limited user statistics
 - No access to answers / explanatory text. This will be conveyed very clearly.
 - Might there be interest in cross-survey analyses? Unlikely.
 - Only record will be email of people ... so that they can get back in.
- Revisions underway for RAQT document - final edits provided by John
 - Webinar invitation August 26 will provide link to Big Voice designed version
- Marketing
 - Alert SRA / Brett Burke / Big Voice of intention for RAQT launch; requesting help with publicity after webinar
 - SRA2020 - could include flashy video at one of the lunches?
- Financing
 - Funding depleted; report generation incomplete (as per above)
 - Need approximately \$5-\$10K
 - Suggest to ask SRA; then Stavenger and/or Sheffield (in that order) with co-branding
 - Workplan could be completed in 90 days / end 2020 - SRA2020
 - Possible to ask for financing ideas at webinar
 - Further possibility is to attach \$10 membership fee for ARMSG
- Legal / usage issues document circulated
 - John will respond to Seth re comments as agreed/revised during the meeting

3. New SRA website

- As SRA resource, RAQT will be promoted on new website
- Patricia will undertake to have Minutes and ARMSG Literature initiatives reposted
- All officers invited to review the ARMSG webpages / whole SRA website

4. Literature Review

- Patricia noticed that there exists a web page with 'high quality risk analysis examples' - <https://www.sra.org/2020/05/18/high-quality-risk-analysis-examples/>
- Indeed, all SGs were asked to develop a list of high quality papers for their own areas
- Officer discussion regarding limitation to peer reviewed journal articles
 - Our members may appreciate applied tools - to attract practitioners more so than academics; would differentiate from SRA journal
 - E.g., as provided by International Association for Public Participation (IAP2)

Question whether to integrate ARMSG with FRASG?

- Decision to continue with own activity; to keep developing the ARMSG vision
 - Willy to approach Roger Flage about cross listing; how to post ARMSG literature on FRASG web page re the same
 - Potential to provide link in FRASG table later
 - Our list of relevant literature will be reinstated on our webpage

5. Logo Initiative

- Rob will continue to develop idea of rubber meets the road
- New logo approved by Officers in the week following the meeting, as indicated at the top of the minutes 😊

6. Other issues

- Officer position vacant after SRA 2020 - Secretary
 - Need announcement in next ARMSG blast
 - Also highlight RAQT; Relevant Scientific Literature
- Decision immediately following the meeting: That SRA 2020 will be run completely virtually

7. Next ARMSG meeting: October 20. Same time.