



Minutes - Applied Risk Management Specialty Group
Officers' teleconference - April 23 2019

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

Summary of actions and person responsible

- AQT Battery - Willy to submit to SRA for 'formal hearing'
- Funding applications
 - Willy to submit literature review
 - Decision post meeting - Willy to also submit for AQT software tool
- AQT Battery citation - officers to receive suggestion from John Lathrop
- 'Best of' Author Guideline - Patricia to submit to Jim Butler to post on webpage
 - Patricia to also contact SRA for guidance on this initiative
- SRA 2019 - Officers to submit a Round Table focused on AQT Battery - deadline May 28
- ARMSG webinar - further discussion at June meeting
 - Ronald to research potential for ongoing discussion thread

Next call: Tuesday June 11th 11am Eastern

- Update - AQT Battery 'formal hearing'
- Update - any news regarding funding applications
- Outreach - webinar details
- ARMSG Logo
- ARMSG Social media strategy
- Other ... tbd

1. Analysis Quality Test Battery

- Decision to submit to SRA Board for 'formal hearing'
- ARMSG will also initiate a process to engage with broader membership through Specialty Group chairs and ask for feedback on their domain, especially to begin to extend Section P

- John Lathrop to provide suggested citation for this work; officers will provide feedback to Willy for decision

2. Funding applications - SRA Strategic Initiatives

- Secondary literature review - agreed for Willy to submit by May 1
 - Once funding is secured the ARMSG will choose a process to identify a researcher
- Development of AQT document into a software tool
 - Funding application postponed 1 year in order to develop and test user requirements, thereby obtain a baseline first
 - John and Ron will work to refine specifications
 - ****Note:** email exchange following the officers' call resulted in the tool proposal being submitted for funding - if approved, anticipated start in January 2020

3. Reference List of Relevant Scientific Literature

- Proposed literature review (item #2) will inform 'Best of' list in due course.
- List will represent a variety of domains; simple applied real world advice
- There may be special calls around a particular issue
- Approach for officers to discern quality
 - peer reviewed literature preferred but with consideration of other submissions
- Author Guideline accepted; will not specify only peer reviewed papers
- Patricia will ask SRA for guidance on what they are looking for/criteria for inclusion, as this initiative is based on SRA request
- Author Guidelines will be reviewed and updated in 1 year

4. Outreach

- ARMSG Blast completed
- Webinar - September 4, 2019
 - Willy led discussion of webinar content focused on AQT Battery
 - ARMSG will promote the event as a workshop and develop momentum towards SRA 2019
 - Webinar will attempt interactivity, and not one way communication
 - Idea for a discussion forum following the webinar
 - Potential for webinar participants and others to contribute further reflections post webinar
 - May have the form of an ongoing discussion thread, a combination of live and later contributions
 - Could we expand SRA post to keep a live blog going?
 - Recommendation to also generate a webinar report

- Decisions:
 - Ronald will follow up with options to extend discussion
 - Willy will provide a 2nd draft in advance of June 11 meeting
 - Webinar announcements through SRA monthly newsletter in June and August

- 5. ARMSG Logo and Social Media
 - ARMSG members have been asked to make logo suggestions (ARMSG blast)
 - Both logo and social media to be discussed further at next meeting

- 6. Next meetings
 - Officers, by skype, 11am eastern: June 11, August 27, October 1
 - Webinar: September 4

Respectfully submitted,
Patricia Larkin, Secretary