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

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

Summary of actions	*Person responsible/When*
Analysis Quality Test Guidline	
• Clean up John's document	Patricia - 2 weeks
• Obtain SRA Executive/Terje Aven feedback	Willy - March
• Draft SRA funding application	Willy - March/April
• Submit SRA funding application	Willy - deadline May 1
• Obtain SRA membership feedback	ARMSG webinar - Fall 2019
'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

- o Potential for an example paper to be linked to each criteria
- o 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
  - o September; good lead for round table at SRA
  - o Multiple presenters; participation; ask for new ideas
  - o 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
  - o AQT software/presentation - Willy
    - ▪ Guidelines document will be appended to demonstrate progress
  - o 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
  - o Our work draws across SGs
  - o Our interests are both normative and empirically based

6. **SRA 2019**
- Round Table decision pending
- Call for paper submissions - through SRA newsletter
  - o 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!
  - o Our meeting could be broadcast
  - o 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