ARMSG Officer Meeting

19th January 2021

Attendees: Willy Roed (WR) , Patricia Larkin(PL) (Chair), John Lathrop (JL), Steve Ackerlund (SA), Robert Waller (RW), Ronald Dyer (RD), Ian Hall (IH) (Secretary)

	Action Ref	Who	By when
1. **Welcome**			
PL welcomed all to the meeting and thanked Willy for his service as past chair.			
2. Review of SRA 2020			
A request was made to amend the minutes from the 2020 speciality group meeting to December 2022 for PL's chairship to end (currently at 2023)	**2021/01**	**PL**	**Jan 31 2021**
JL asked what was the format of the meeting for 2021 – He felt that a Hybrid meeting would lead to fewer travelling to the meeting due to cost savings and thus may create a 'Death Spiral' for SRA as an organisation. He did however feel that the online approach created a greater engagement in sessions SA commented that he liked the convenience of the virtual meeting but felt opportunities for engagement / networking were limited. RW suggested that he felt the virtual meeting had less value than a Face to Face conference			
Round Table: JL indicated he felt this went well. There is a need to operationalise the RAQT and perhaps others could support this during 2021 and beyond. WR felt that as a group ARMSG falls between the chairs as there is no Thematic Area for the Speciality Group to engage in.			
Business Meeting The committee felt this went well			
3. Establishment of working groups for activities **Case Studies – Establishing & Disseminating** JL is looking to pitch the RAQT to other speciality groups and to get some case study presentations within the 2021 SRA Meeting. There was a suggestion that a user manual could be developed, however RW was not supportive of this idea as it was felt that the model was designed to be generic and a manual may be written from a particular perspective			
RW proposed using a presentation that he had on adapting the RAQT Model for Museum Collections. RW to liaise with JL	**2021/02**	**RW**	**March 2021**
JL suggested that the SRA is not a standards organisation and hence it may be possible to get the tool included within other standards and agreed to investigate how this might be done	**2021/03**	**JL**	**March 2021**

Content	Ref	Owner	Date
RW Suggested it might be possible to include within a review of ISO 31000 or the subsidiary guidance			
SA advised that the committee should not bite off too much, but should evangelise the use of the tool within the SRA.			
There was a desire for papers on Applied Risk Management to be put forward to the Journal of Risk Analysis and he would like to see a process created for the use of the RAQT – he may be able to contribute to this during 2021	2021/04	SA	Jun 2021
It was highlighted that there is a need to finish the software tool, however no current funds allow for this to be completed – a suggestion was made that ARMSG should consider pitching the idea for a grant with an external organisation			
RW indicated his belief that there is a gap between what we do, and what Risk Managers do on a day-to-day basis and the use of the tool may be an initiative to allow this gap to be closed			
JL wanted to propose a category in a future issue of the Journal of RA which used an applied case study or lessons learned approach to reflect on the use of the tool			
SA suggested that this may be better suited to a more Applied Research Journal.			
RW proposed that we may wish to consider a Blog of Application cases			
RD suggested perhaps approaching the Journal of Risk Assessment, providing a description of the tool and process with a call to action for its use			
It was agreed that SA, RD and RW would lead on a review of approaches proposed	2021/04	SA,RD,RW	March 2021
A commitment was given to production of ideas, a problem statement by March 2021	2021/05	SA,RD,RW	March 2021
A commitment to delivery of a distribution list was given by May 2021	2021/06	SA,RD,RW	May 2021
A commitment to providing examples of the Blogs of other was given by March 2021	2021/07	SA,RD,RW	March 2021
Software Development RD may be able to support via a research grant he is bidding for. It was also agreed to revisit SRA funding & also commercial funding with co-branding of the tool	2021/08	RD	March 2021
Webinar in September 2021 PL highlighted that we typically hold a webinar in September and asked if there were any volunteers – c.fwd to March	2021/09	All	March 2021
PL agreed to look at Policy statements and Risk Management frameworks to understand the words & concepts and Cross Reference to the Speciality Group	2021/10	PL	May 2021

WR proposed the Webinar should focus on something other than the RAQT and asked
- How do we relate to other Speciality Groups?
- How can we raise awareness about the SG within SRA?

SA suggested we may be able to do this via a Blog and suggested the use the Blog to promote initiatives, present case studies and link to other resources

RW indicated the need to move Technical Risk Management Decisions to a binary (Y/N) decision for senior stakeholders

JL suggested that we can only provider recommendations for our Exec's perspective, and there is a need to stay in our lane within an applied environment

4. Communications / Outreach / Member Engagement			
Need to post Business Meeting minutes to the SRA ARMSG webpage and forum	**2021/11**	**IH/WR**	**March 2021**
WR to support IH in use of the forum to allow him to communicate change in officers. He has admin rights and will transfer to IH			
IH to speak to SRA re getting admin rights – WR will provide contact	**2021/12**	**IH/WR**	**March 2021**
RD proposed the use of a blog for early careers researchers to raise awareness and will take this forward	**2021/13**	**RD**	**March 2021**
PL proposed the use of a newsletter to broadcast what the group is doing and perhaps get a short paragraph in the SRA newsletter			
5. Administration Activities	**2021/14**	**IH**	**March 2021**
IH to make the change to the byelaws and amend officers			
JL, SA, RW to continue as advisors			
6. Next Meeting Dates			
Dates agreed			
March 23			
May 18 meeting to be used to prepare for Abstracts for 2021			
July 20 meeting may not be required			
September 21			
November 23 meeting to be used for Final SRA 2021 Preparation			
It was agreed that a shared OneDrive folder would be created to allow interaction between the group	**2021/15**	**RW, RD, WR, SA**	**March 2021**
RW, RD, WR, SA to progress			
7. AOB			
None			