

# Risk Register for Partners

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# Outline



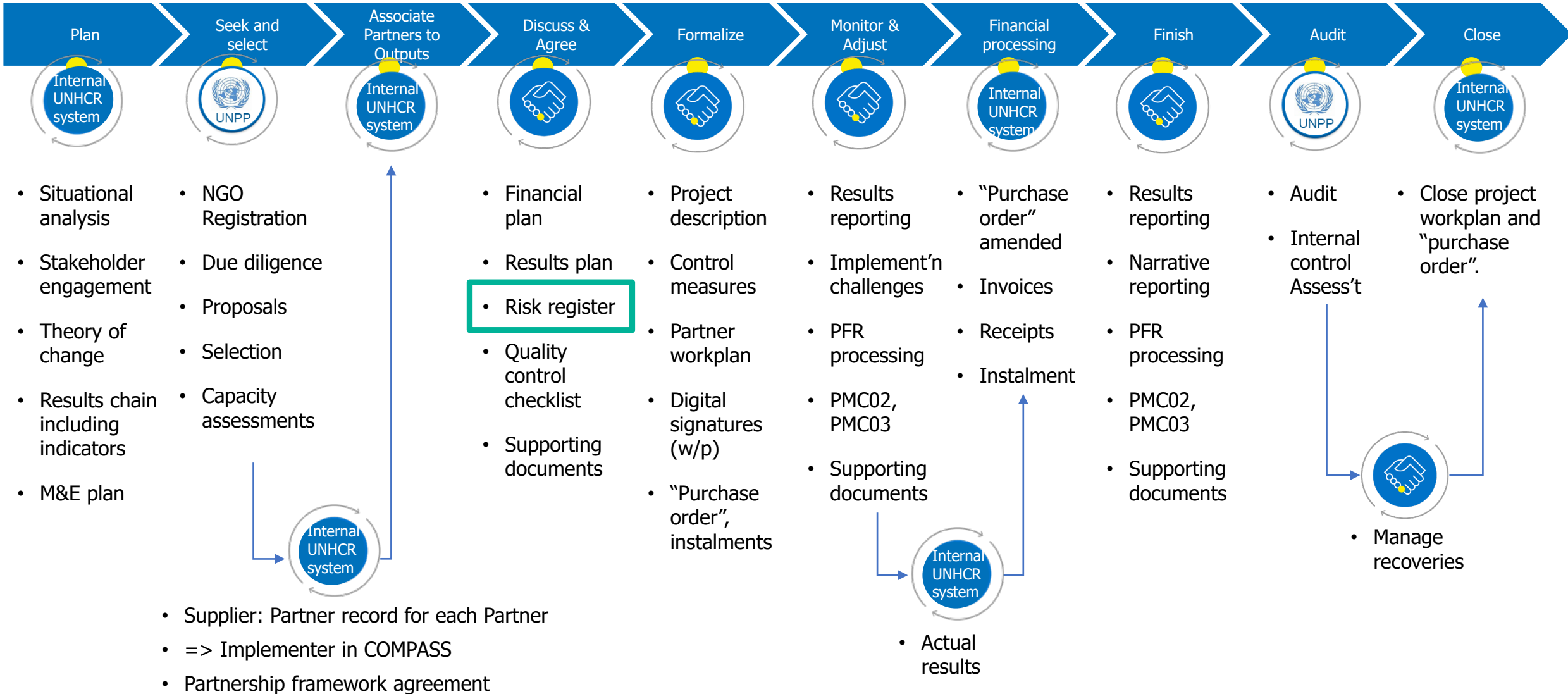
- What is the Risk Register?
- Steps for Completing the Risk Register
- High Level Process Overview
- Process Overview - Technical Steps
- Risk Register Template



# What is the Risk Register?

- The **risk register** captures risks or opportunities and treatment plans for each project and is completed before signing the project workplan.
- UNHCR and the partner prioritize at least three risks or opportunities and their treatment plans.
- The risk register is uploaded and shared with the partner and approved in PROMS (document and workflows modules).
- Actions on the treatment plans are monitored during the implementation period, and challenges can be raised in PROMS for follow-up.

# Risk Register within the Overall Partnership Management Process



# Steps for Completing the Risk Register



1. **UNHCR** may either enter some initial proposed risks in the template (at least three will eventually be needed to complete the risk register) or start the process with a blank template.
2. **UNHCR** uploads the risk register in the document register as a "risk register" document type, entering zero for the total number of risks/opportunities for each of the 7 categories and selects "Not Started". UNHCR transmits the file to the partner, using the "risk register" workflow template.
3. **Partner** receives an email notification of the workflow transmittal and downloads the risk register.
4. **Partner** modifies and re-uploads the file, as necessary. The workflow is completed by selecting the appropriate status option.
5. **UNHCR** receives an email notification, reviews the partner's inputs. If in agreement, selects the "agreed" status to complete the workflow step. If not in agreement, edit the document and reshare it with the partner through a sub workflow, until a final agreement is reached.
6. **Partner** receives agreed risk register and workflow ends.
7. **The risk register is completed.**

# High-Level Process Overview



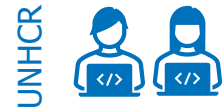
## START



Fills the risk register, uploads it in the Document Register and shares it with partner.



Reviews and modifies if needed and shares back.



Reviews and completes the workflow and the risk register is completed.



✓ **UNHCR** proceeds with the next steps for the finalization of the agreement **OR**

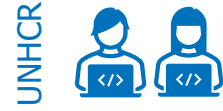
## CONTINUATION



Shares the risk register back with the partner.



Reviews and modifies if needed and shares back.



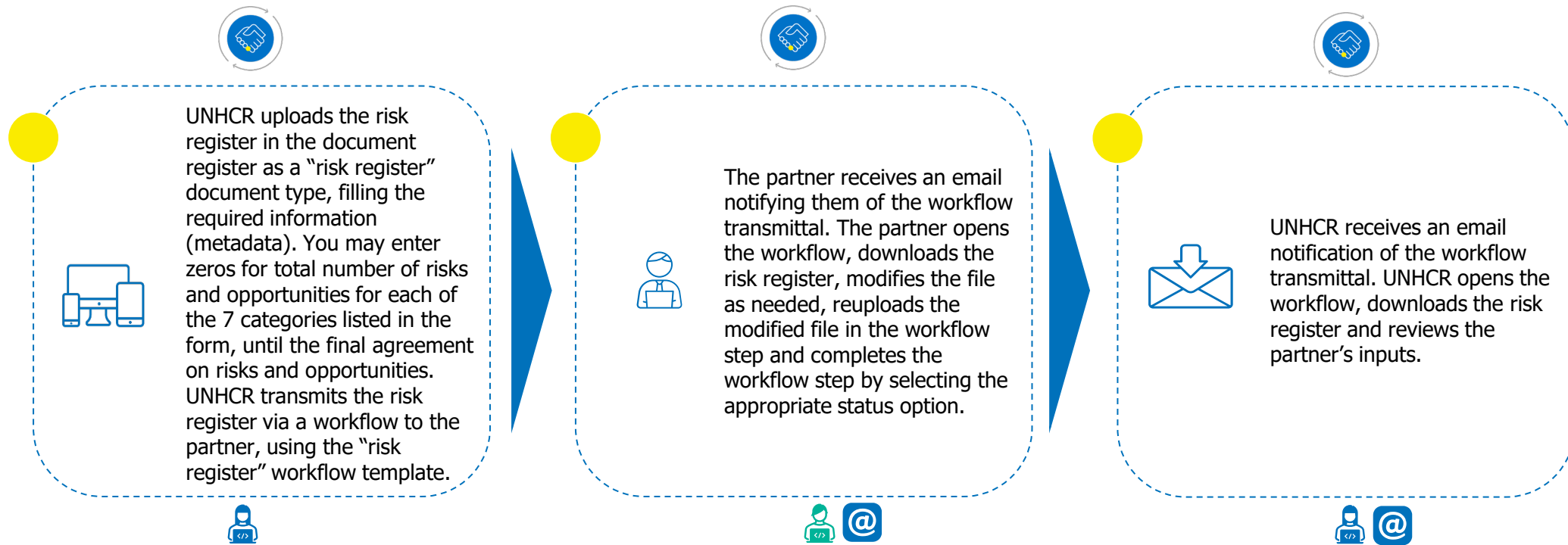
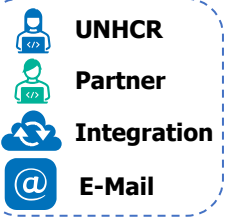
Reviews and completes the workflow and the risk register is completed.



✓ **UNHCR** proceeds with the next steps for the finalization of the agreement

IF NEEDED (IN CASE OF DIFFERENT INPUTS)

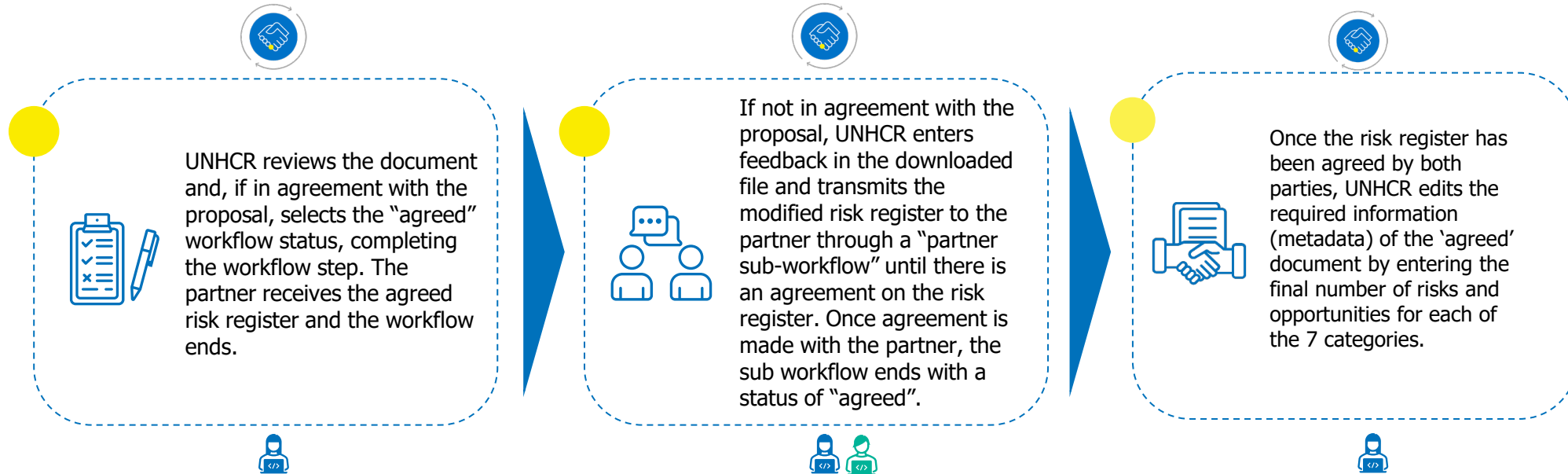
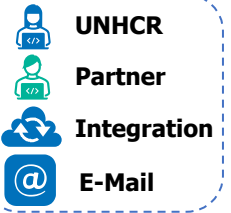
# Process Overview - Technical Steps



## BUSINESS IMPACT

- Document management functionality to enable version control and clear audit trails
- Workflow functionality to facilitate partner collaboration and electronic approval process

# Process Overview - Technical Steps



See the system step-by-step guide (coming soon).

## BUSINESS IMPACT

- Document management functionality to enable version control and clear audit trails
- Workflow functionality to facilitate partner collaboration and electronic approval process



# Risk Register Template



Select from the drop-down menu in these fields.

Add text in these fields.

Risk ID1:	Name (Event)	Category	Causes	Consequences	Likelihood	Impact	Rating	Comments
	[Free Text]	Operational Context	[Free Text]	[Free Text]	Medium	Insignificant	Low	[Free Text]
Treatments	Action			Lead	Target Date	Status		
Action 1	[Free Text]				1/1/2023	Not in place		
Action 2	[Free Text]				1/1/2023	Work in Progress		
Action n	[Free Text]				1/1/2023	Not in place		
<i>Insert row to add action</i>								

Risk ID2:	Name (Event)	Category	Causes	Consequences	Likelihood	Impact	Rating	Comments
	[Free Text]	Operational Context	[Free Text]	[Free Text]	Medium	Minor	Low	[Free Text]
Treatments	Action			Lead	Target Date	Status		
Action 1	[Free Text]				1/1/2023	In place		
Action 2	[Free Text]				1/1/2023	Work in Progress		
Action n	[Free Text]				1/1/2023	Not in place		
<i>Insert row to add action</i>								

Risk IDn:	Name (Event)	Category	Causes	Consequences	Likelihood	Impact	Rating	Comments
	[Free Text]	Planning, Programme	[Free Text]	[Free Text]	Low	Disastrous	Medium	[Free Text]
Treatments	Action			Lead	Target Date	Status		
Action 1	[Free Text]				1/1/2023	Not in place		
Action 2	[Free Text]				1/1/2023	Not in place		
Action n	[Free Text]				1/1/2023	In place		
<i>Insert row to add action</i>								

Copy and paste this part, if you need to add more than three risks.

**NOTE:** To add another risk - copy and paste one of the risk ID boxes above and replace the relevant text fields with the information for the new risk.



**THANK YOU**

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