**REPORT OF THE RISK MANAGEMENT COMMITTEE MEETING**

**HELD ON THURSDAY 30TH MARCH 2017**

**Attendance:**

1. Maziya-Dixon Bussie
2. Fagbenro Rasheed
3. Oyedeji Musendeeq
4. Lopez Kathy
5. Oyinlola Sylvia
6. Popoola Francis
7. David Oluwadare

**Apologies:**

1. Scott Jim
2. Oladokun Wole
3. Awobajo Kayode
4. Lava Kumar

**Online Participants:** No internet Connectivity set up

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| **SN** | **ISSUES** | **DISCUSSIONS/ACTION REQUIRED** | **LEAD PERSON (ACTION BY)** |
| 1 | **Review of last minutes** | * Secretary to forward draft minute to Kathy for editing before final circulation * meeting apologies by Kathy, Lava and Dontsop not reflected in the minute * no agenda prepared for the meeting, the minutes adopted as basis for deliberation * members tasked on station RMC training required to factor this into their work plan * Update on BOT Report revisited for necessary follow up. The Board request was for all Megaprojects to appear on the Risk Register. ENABEL Youth and TAAT projects to develop their Risk reporting format using the RMC template | Wole |
| 2 | **Matters Arising** | Questions rose on the Institute Risk Appetite, and how to handle IP issues related to BIP. It was agreed that the BIP Risk should be incorporated into the RMC Risk Register. the DG brief to BOT on IITA Risk Appetite informed that they are on case by case basis ranging from zero to 100% | All |
| 3 | **RMC 2016 Activities Assessment** | * Not yet completed * Kathy to send video link for members review | Kathy |
|  | **Risk Activities Report from hubs and stations** | * Assigned team for station training yet to travel due to visa challenges | All |
|  | **Project Managers Risk Training** | * Training Payment effected * Program postponed due to accommodation shortages * Francis nominated to attend by the RMC | Rasheed |
|  | **RMC Budget** | Uploaded online | Francis |
|  | **RMC Posters** | Kathy authorized to print the posters and debit RMC cc 1592 | Kathy |
|  | **BOT Report** | * Ms Cramer is requesting for report submissions by 3rd week in April * Report to focus on mega project risk * Need to send back Risk Register to units/stations and request for updates on the mitigation plan * Proposed Committee retreat cancelled | Sylvia/Rasheed |
|  | **Station Activities** | * $10,000 to be transferred to each hubs * Hubs to present their proposed activity plan | Chair |
|  | **Feedback from meeting with Kwame** | * Hub committee not functional * Make Regional Administrators as chair to revitalize the Hub * RMC Chair to write the Hub Directors (excluding the West Africa Hub) on this suggestions | Chair |
|  | **Adjournment** | * Motion for meeting adjournment moved by Oyinlola and seconded by Oyedeji. Meeting came to a close at about 1215pm. |  |