

ESTABLISHMENT PLAN FOR THE NEW ZEALAND RISK GROUP

DRAFT

Preamble

On the 13th of December 1999, a first meeting was held of people interested in forming a New Zealand risk group. There was widespread support for the initiative and some broad parameters for the nature of the group (in terms of aims, purpose and activities) were established. Around 30 people volunteered to assist further in the Group's formation. Outlined below is a plan for utilising these offers of assistance.

Groupings of key tasks

With the number of people involved, it seems most efficient to cluster the tasks and establish a number of working parties which would work in parallel. Outlined below is a proposal to this end. A fair degree of direction with respect to all of the tasks below was given at the 13 December meeting; the challenge is to take that initial steer and develop it further.

Working party one: Constitution

The objective of this Group is to develop a draft constitution for the Group. Matters to be covered include:

- Name of the group;
- Aims;
- Executive and offices (eg, President, Secretary, Treasurer);
- Constitutional matters (eg, annual general meetings, election of officers, term of office holders, membership requirements, fee structure and levels, etc.);
- Necessary administrative arrangements (eg, bank account, any tax or legal arrangements);
- International linkages or affiliations.

Note; It will be important for this working party to remember the desire for informality, low or no fees etc. expressed at the December meeting, while at the same time providing enough structure for the Group to function effectively and efficiently.

Working party two: Communication initiatives

Facilitating communication amongst risk professionals emerged from the 13 December meeting as a key theme and we need to develop some concrete proposals in this area. Actions to consider include:

- A newsletter (consideration should be given to the continuation and/or development of Janet Gough's "Risknet");
- An annual conference (perhaps combined with an annual general meeting);
- Regional activities (perhaps periodic seminars or other activities);
- Internet communication initiatives (eg, risk group site plus chat facilities, etc.).

I suggest that this group also consider the specifics of the first Annual General Meeting (plus any associated event) scheduled for late 2000 (see timetable).

Working party three: Other activities

The objective of this group will be to develop concrete proposals for other activities of the Group (ie, other than the communication initiatives already mentioned). Some of the activities mentioned at the December meeting which would fall into this category include:

- Raising the public profile of risk assessment, risk management including its limitations;
- Reviewing and developing recommendations with respect to training in risk assessment and risk management (from the perspective of the trainee and/or trainer);
- Identification of research needs, and a peer review facility for researchers;
- The development of a facility for the review of software (or books and journals) and the investigation of discounts for members.

Modus operandi

I propose that we meet within the individual groups in the first instance. Once group tasks have been completed to a draft stage, I will convene a meeting of all of the working parties at which we can peer review each other's work prior to it being circulated more widely to the prospective membership.

As the tasks are not mutually exclusive, I anticipate that there will be a need for each of the working party's to liaise with one another. Thus each working party should select a liaison person who can carry out this role and report generally on the working party's progress.

In the first instance, I would like people to self-select into a group in accord with their particular interest. If this results in a skewed distribution, I will approach particular individuals with a view to encouraging them to work on another aspect of the Group's establishment.

Similarly, if you are happy to participate in any of the Groups, please indicate so and I'll use you as a float to balance out the numbers.

Given the geographic spread, I am hopeful that at least one of the working parties could be based (ie, meet) in each of Wellington, Auckland and Christchurch. However, we will have to see how things pan out.

Timetable

I am conscious that we all have other commitments and obligations and am thus loathed to suggest a timetable that is overly ambitious. However, it would be useful to maintain the momentum that currently exists. I hope the timetable below provides the right balance. It

is directed towards a first formal Annual General Meeting of the group in the last quarter of this year.

Task	Date
• Development of the Establishment Plan	31 January 2000
• Review of establishment plan and preliminary formation of Working Parties	15 February 2000
• Circulation of final Establishment Plan plus Working Party composition to all prospective NZRG members	28 February 2000
• Working Party tasks completed to an advanced draft stage and circulated for peer review to other Working Party members.	30 April 2000
• Plenary session of all Working Party members.	30 May 2000
• Finalisation of Working Party tasks in line with discussion at the Plenary.	15 July 2000
• Circulation of draft constitution plus proposals for the Party's activities.	15 August 2000
• Annual General Meeting (plus associated event?)	November 2000

Agp! 27/2

Stephen Thornton
5 February 2000

Maraea-Faulkner → Emma-John