

WORLD OVARIAN CANCER COALITION - RISK REGISTER 2024-25

RISK IDENTIFIED	LIKELIHOOD	SEVERITY	OVERALL RISK	CONTROL PROCEDURES	RETAINED RISK	MONITORING	RESPONSIBILITY	FURTHER ACTION/CORRECTIVE	REVIEW
GOVERNANCE									
1.1 Board lacks skill and knowledge to meet regulatory & governance responsibilities	LOW	LOW	LOW	2024 Board recruitment informed by skills identified in 2022 Audit. Nominations Committee established	LOW	Annual Board Development review led by Nominations Committee	Chair of Board Nominations Committee CEO	2024 Board Summit to include Board Development on program. To consider as part of Board recruitment plans 2024	Annual as part of Nominations Committee and Board Business schedule
	MEDIUM	MEDIUM	MEDIUM		MEDIUM				
	HIGH	HIGH	HIGH		HIGH				
1.2. Board lacks information and process required to provide financial oversight	LOW	LOW	LOW	Board approves annual budgets; Quarterly financial reports developed; Reserves Policy in place; Treasurer	LOW	Quarterly Finance Reports; Annual approval of Reserves Policy	CEO/Finance Manager; Treasurer	July 2024 special Board meeting to review/approve Finance Manual and policies	Re-visit at next Board Risk Review
	MEDIUM	MEDIUM	MEDIUM		MEDIUM				
	HIGH	HIGH	HIGH		HIGH				
1.3. Board lacks information required to take informed strategic decisions	LOW	LOW	LOW	Annual Board development review to establish board info requirements. Bi-annual Board Summit.	LOW	Annual Board development review identifies Director information strategic info requirements	Chair/CEO	Incorporate overview of global cancer/OC landscape into Board Summit; Board to be provided in 2024-25 with summaries/	To include on 2024-25 Board Summit program
	MEDIUM	MEDIUM	MEDIUM		MEDIUM				
	HIGH	HIGH	HIGH		HIGH				
1.4. Board lacks diversity/understanding of DEI responsibilities	LOW	LOW	LOW	Diversity (including geographic) considered in director recruitment process.	LOW	Board diversity (ethnicity/cultural/geographic in particular) to be considered priority by Board/NC in future recruitment	Chair/CEO; Nominations Committee	DEI training for Board is required. DEI Coalition Policy to be developed 2024-25	Review as part of development of annual training schedule
	MEDIUM	MEDIUM	MEDIUM		MEDIUM				
	HIGH	HIGH	HIGH		HIGH				
FINANCIAL									
RISK IDENTIFIED	LIKELIHOOD	SEVERITY	OVERALL RISK	CONTROL PROCEDURES	RETAINED RISK	MONITORING	RESPONSIBILITY	FURTHER ACTION/CORRECTIVE	REVIEW
2.1 Insufficient funds to support implementation of Coalition strategy/plans	LOW	LOW	LOW	Income and expenditure budget approved annually; budget reviewed qtrly - reforecast as required; regular meetings with	LOW	Income update provided as part of financial and CEO reports; reserve policy in place and contingency plans in	CEO; Fundraising Working Group	Fundraising Working Group to continue to look for new income sources Development expertise input to fundraising	Regular Fundraising Working Group report to Board (on meeting agenda)
	MEDIUM	MEDIUM	MEDIUM HIGH		MEDIUM HIGH				
	HIGH	HIGH	HIGH		HIGH				
2.2 Reserves fall below agreed policy level	LOW	LOW	LOW	Reserve Policy approved by Board; expenditure analysed based on fixed/variable costs; actions identified to	LOW	Reserve level reviewed and approved annually; Included in Qtrly financial reports	CEO/Finance Manager/Board	No further action required	Reserve level for 2024-25 included in Policy to be reviewed and approved as part of annual business plan
	MEDIUM	MEDIUM HIGH	MEDIUM		MEDIUM				
	HIGH	HIGH	HIGH		HIGH				
2.3 Inadequate internal processes for planning, budgeting monitoring finances resulting in negative financial impact and	LOW	LOW	LOW	Annual budgets and reforecasts are in line with plans, regular monitoring and reporting of progress; Reserves policy	LOW	CEO/finance manager regularly review financial information; Board receives Qtrly reports; annual budgets approved and	CEO/Finance Manager	Finance manual setting out processes and policies to be approved 2024-25	Re-visit at next Board Risk Review
	MEDIUM	MEDIUM	MEDIUM		MEDIUM				
	HIGH	HIGH	HIGH		HIGH				
2.4 Mis-use or misappropriation of Coalition Funds	LOW	LOW	LOW	CEO approved level of delegation; checks in place for authorization and payment of	LOW	Annual financial review	CEO/Finance Manager	Finance manual setting out processes to be approved 2024	Re-visit at next Board Risk Review
	MEDIUM	MEDIUM	MEDIUM		MEDIUM				

	HIGH	HIGH	HIGH	transactions; control over credit card use	HIGH			
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OPERATIONAL

RISK IDENTIFIED	LIKELIHOOD	SEVERITY	OVERALL RISK	CONTROL PROCEDURE	RETAINED RISK	MONITORING	RESPONSIBILITY	FURTHER ACTION/CORRECTIVE	REVIEW
3.1 Lack capacity to deliver on commitments in Strategic and Operational Plan	LOW	LOW	LOW	Regular review and reporting to board on Operational Plan; KPIs monitored & plans updated in line with available resources	LOW	Reported to Board with Qly reports; CEO/Chair meet and review	CEO/ Director C&M; Director Programmes	To keep under continuous review (qly)	Re-visit at next Board Risk Review
	MEDIUM	MEDIUM	MEDIUM		MEDIUM				
	HIGH	HIGH	HIGH - MEDIUM		HIGH				
3.2 Burn-out of team members impacting operations	LOW	LOW	LOW	Regular review of plans and timelines; continuous review with team members; recruitment volunteers/secondmen	LOW	Ongoing	CEO	To seek out partners with shared objectives to collaborate on priorities	Re-visit at next Board Risk Review
	MEDIUM - HIGH	MEDIUM	MEDIUM-HIGH		MEDIUM				
	HIGH	HIGH	HIGH		HIGH				
3.3 Disruption of activities due to loss of key team members and inability to recruit/retain staff	LOW	LOW	LOW	Succession planning for key roles.	LOW	Ongoing	CEO/Chair/ Nominations Committee	To include on Board Summit Programme	Board Summit
	MEDIUM	MEDIUM	MEDIUM-HIGH		MEDIUM				
	HIGH	HIGH	HIGH		HIGH				
3.4 Remote working systems and processes do not support efficient operation of the organization	LOW	LOW	LOW	Share drive filing system in use; IT investment in plan; HR/Staff to be approved in 2024-25 to include remote	LOW	Ongoing	CEO/Finance Manager	To keep under review	Re-visit at next Board Risk Review
	MEDIUM	MEDIUM	MEDIUM		MEDIUM				
	HIGH	HIGH	HIGH		HIGH				
3.5 Cyber security breach resulting in unauthorized access to data and disruption of operations	LOW	LOW	LOW	Website/email servers have firewall/encryption protection; passwords maintained in locked files and periodically	LOW	Ongoing	CEO/Dir of Coms/Finance Manager	Cyber-security audit to be undertaken in 2024-25	Re-visit at next Board Risk Review
	MEDIUM	MEDIUM	MEDIUM		MEDIUM				
	HIGH	HIGH	HIGH		HIGH				

REPUTATIONAL

RISK IDENTIFIED	LIKELIHOOD	SEVERITY	OVERALL RISK	CONTROL PROCEDURE	RETAINED RISK	MONITORING	RESPONSIBILITY	FURTHER ACTION/CORRECTIVE	REVIEW
4.1 Coalition's reputation negatively impacted due to our actions or actions associated with Coalition or becomes	LOW	LOW	LOW	Crisis communication plan has been established; ongoing review of scheduling of posts/comments/reports that could trigger	LOW	Ongoing	Chair/CEO/ Dir of C&M	To develop standard statements/positions on controversial issue. Staff board training on responding to potentially sensitive	Re-visit at next Board Risk Review
	MEDIUM	MEDIUM	MEDIUM		MEDIUM				
	HIGH	HIGH	HIGH		HIGH				

EXTERNAL

5.1 Coalition not able to respond to breaking stories about high profile individuals diagnosed with ovarian/gyn cancer	LOW	LOW	LOW	Comms crisis management policy in place; prepared 'generic' statements/releases in place to enable rapid	LOW	Ongoing	CEO/Dir of Comms	Training on crisis management for team/board	Re-visit at next Board Risk Review
	MEDIUM	MEDIUM	MEDIUM		MEDIUM				
	HIGH	HIGH	HIGH		HIGH				
5.2 The Coalition's work is disrupted by external factors outside of our control (pandemic; natural/man-made	LOW	LOW	LOW	Remote working systems/practices are in place. Maintain strong communication channels with funders.	LOW	Ongoing	CEO	To develop back-up systems for data storage	Re-visit at next Board Risk Review
	MEDIUM	MEDIUM	MEDIUM		MEDIUM				
	HIGH	HIGH	HIGH		HIGH				