



ENEP RISK REGISTER

ENEP faces a number of risks to its existence, its operations and to its infrastructure. This Risk Register is an attempt to codify and to record these risks along with actions that ENEP has adopted to mitigate them.

A methodology has been adopted that estimates the severity of the risk to ENEP in terms of the probability and impact. Green indicates low risk, Yellow indicates medium risk and Red indicates high risk. A description of the risk weighting is given below together with a definition of the timescales associated with the consequences of each risk:

Scoring: Each entry has been scored on a scale from 1-6 for both probability and impact, (1 being lowest, 6 being highest). The severity has been established by multiplying the two scores.

Because a number of actions have been implemented a residual risk column has been added and colour coded and few now remain as other than low risk. Much of the residual risk now depends on maintaining the current procedures.

Low 1-10	Medium 11-20	High 21-36
LOW	MEDIUM	HIGH

Key to timescale durations:

Short	Up to 3 months
Medium	Up to 12 months
Long	Beyond 12 months

Issue	Risk	Time-scale	Prob.	Impact	Severity	Current Assurance/ mitigation	Action Needed	Residual risk
Contractors								
1	Loss of key personnel	Medium	Medium 3	Medium 3	Low 9	Ensure sufficient funds available and frequent contact with ExCo members.		
ExCo								
2	Long term sickness/ absence/	Medium	Low 1	Medium 3	Low 3	Depends on post – should be able to cover		
3	Sudden Resignation	Medium	Medium 3	Medium 3	Low 9	Seek replacement or co-opt		
Governance								
4	Not having the correct organizational structure to achieve aims and goals	Long	Low 1	Medium 3	Low 3	Structure of General Assembly and ExCo normal and considered satisfactory and fit for purpose		
5	Unclear priorities for ENEP	Long	Low 1	Medium 3	Low 3	Operational plan work plan produced and reviewed by ExCo and General Assembly	Needs to be reviewed and updated annually	
6	Unclear General Assembly/ ExCo responsibilities	Medium	Medium 3	Medium 3	Low 9	Roles explained in statutes and byelaws and roles of ExCo members	Byelaws and ExCo roles to be reviewed when necessary	
Membership								
7	Decline/halt in applications	Medium	Medium 4	Medium, 5	Medium 20		Increased marketing and contacts	

Issue	Risk	Time-scale	Prob.	Impact	Severity	Current Assurance/ mitigation	Action Needed	Residual risk
8	Sudden loss of members	Short	Medium 4	High 5	Medium 20	Ensure all members are fully aware and make full use of the member benefits	Ensure services to members are maintained.	
9	Competition from other Institutes increases	Medium	Medium 3	Medium 3	Low 9	IEEM occupies niche market and has grown despite current competition		
Financial/ Admin								
10	Large scale fraud	Long	Low 2	High 6	Medium 12	Annual audit, financial controls in place e.g. limited access to accounts	Maintain	
11	Accounting errors	Short	Medium 4	Medium 3	Medium 12	Annual audit should identify – currently being undertaken	Maintain	
12	VAT issues	Short	Medium 3	Medium 5	Medium 15	Under review with accountant and now in order	Maintain	
13	Loss of card	Short	Low 2	Medium 4	Low 8	Kept by Co-ordinator	Maintain	
14	Loss of secure or business critical information.	Long	Low 3	Medium 3	Low 12		Passwords recently changed & to be changed 6-monthly	
15	Reduced membership income	Short	Medium 4	High 6	High 24	Ensure all members are fully aware and make full use of the member benefits.	more marketing necessary	
Working Groups								

Issue	Risk	Time-scale	Prob.	Impact	Severity	Current Assurance/mitigation	Action Needed	Residual risk
16	Decline in activities	Short	Medium 4	Medium 5	High 20	Encourage activities, support and reporting at the GA's		
Property								
17	Mundo-B facility withdawn	Medium	Low 3	Medium 5	Medium 15	Business tenancy in negotiation		
18	Loss of all computer Equipment and records	Medium	Low 2	High 6	Medium 12	Double external hard drive	Maintain	
Legal								
19	Failure to comply with Belgian Company Law	Long	Medium 3	Medium 4	Medium 12	Most returns current and believed to be accurate	Maintain and review	
20	Failure to comply with Data Protection	Long	Low 2	Medium 4	Low 8	Registered with Belgian authorities	Maintain	
Activities								
21	Major incident in a GA/event	Long	Medium 3	Medium 4	Medium 12	Incidents usually covered by providers insurance.	Maintain	
22	Major dissatisfaction with a Conference	Long	Medium 3	Medium 4	Medium 12	Programme carefully developed and venue always visited beforehand	Event Insurance?	
Website								
23	Host fails to provide service	Long	Low 2	High 6	Medium 12	Keep other suppliers under review		
24	Illegal/inappropriate material arrives on website or website is high jacked	Long	Low 2	High 6	Medium 12	Password and normal security checks in place	Maintain	
Professional Affairs								

Issue	Risk	Time-scale	Prob.	Impact	Severity	Current Assurance/mitigation	Action Needed	Residual risk
25	ENEP faces major law suit (e.g. for libel or plagiarism or third party liability) with significant financial impact.	Medium	Medium 2	High 6	Medium 12	ExCo to consider	Keep possible insurance under review	
26	ENEP faces major law suit with significant financial impact due to reckless behaviour of Directors.	Long	Low 2	High 6	Medium 12	None	Keep possible insurance under review	
Reputation								
27	Action of a Member negatively affects the Institute's reputation.	Medium	2	6	Medium 15	Keep under review by ExCo	Maintain	
28	Position Statement or consultation response may discredit ENEP.	Medium	2	6	Medium 12	Careful scrutiny of position statements and consultation responses through ExCo.	Maintain	
29	Position statement or consultation response may divide the membership	Medium	3	4	Medium 12	Careful scrutiny of position statements through ExCo.	Maintain	
30	Competition from other organizations as lead body on environmental issues.	Long	3	5	Medium 15	Maintain output and visibility		

Issue	Risk	Time-scale	Prob.	Impact	Severity	Current Assurance/ mitigation	Action Needed	Residual risk
31	Visibility of ENEP diminishes	Long	Low 2	High 6	Medium 12	Attendance at events eg Green Week endorsement of conferences, maintenance of high profile events – awards (EEP), position statements etc	Maintain	
32	Logo Plagiarized	long	Low 2	High 6	Medium 12	Logo and title not registered	Being undertaken	