# Tool 7: Example Terms of Reference for Risk Management Committee Meeting purpose

The Risk Management Committee (RMC) works to ensure that an NGO proactively manages, identifies and manages the risk to its people. It ensures that the NGO continuously works to maintain and improve the organisation’s security stance, where necessary remediating identified issues and risks.

The group’s responsibilities and duties include:

* Ownership of the Security Risk Management Framework and strategies.
* Approve all high and very high threat level trip requests.
* Conduct post-incident and crisis reviews.
* Manage compliance to the Security Risk Management Framework.
* Agree security risk management activities and priorities.
* Ensure appropriate security risk management and crisis funding.
* Agree security communications and messaging to staff.

The group provides all functions with the opportunity to flag issues from within their teams. It ensures that solutions to identified risks encapsulate the needs of the organisation.

Attendees

|  |  |
| --- | --- |
| **Role** | **Committee Role** |
|  | Chair / Committee Member |
|  | Deputy Chair / Committee Member |
|  | Committee Member |
|  | Committee Member |
|  | Committee Member |

Scheduling

1. The RMC Meeting will be scheduled as a monthly meeting.
2. The Chair or any committee member may arrange an emergency meeting should circumstances require such a meeting.
3. The meeting location will be confirmed by the Chair on a per event basis.
4. The meeting duration is set at 90 minutes.

Agenda

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Paper reference** | **Presented by** | **Actions** |
| Agenda |  | Chair |  |
| Incidents since last RMC | Incident reports / lessons identified report | Chair / Committee member | Update Global Incident Database and/or risk register if necessary |
| Update on actions from the last SRMG | Meeting minutes | Chair / Committee Member |  |
| Key security risk management achievements, issues or risks |  | Chair / Committee Member |  |
| Review very high-risk Trip Forms (if necessary) |  | Committee Member |  |
| Next meeting |  | Chair |  |
| Any other business |  | Chair |  |

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Terms

1. The Chair reports to the CEO / Board when necessary.
2. Each Committee Member carries a vote.
3. At least three Committee Members need to be in attendance for the meeting to be quorate.
4. Attendance in person is not mandatory but is preferred. Attendance via video or audio conference is acceptable.
5. In the event of absence of Committee Members, authorised deputies may attend.
6. Attendees will be authorised to make recommendations within the context and confines of their areas of knowledge.
7. In the absence of both the Chair and Deputy Chair, the Meeting should be rescheduled.
8. Decisions will be made by consensus of Committee Members and will be recorded.
9. Invited parties may present to the Committee if such a decision is carried at a previous meeting.

Responsibilities and authorities

1. Providing a confidential forum to identify issues/risks to the organisation or departmental actions which may affect the organisation’s security.
2. Ensure that the working group is a working group and demonstrates continuous improvement in safety and security.
3. Own the organisation’s Security Risk Management Framework and strategies, including signing off protocols and tools.
4. Approve all high and very high threat level trip requests.
5. Conduct post incident and crisis reviews.
6. Manage compliance to the Security Risk Management Framework.
7. Agree security risk management activities and priorities.
8. Ensure appropriate security risk management and crisis funding.
9. Agree security communications and messaging to staff.
10. When digital and legal risks may exacerbate the threat to staff or those under the organisation’s instruction, factor this into risk management strategies and risk reduction measures.
11. Review and agree changes to the terms of reference for the Security Risk Management Framework.

*Example provided by* [*International Location Safety*](https://www.locationsafety.com/)