1. Approval of Agenda

The meeting agenda was approved as circulated, with the addition of an update on sexualized violence (Mr. Dunsdon).

2. Chair’s Remarks

Ms. Simpson welcomed the committee to the meeting and noted that she would be chairing in Ms. Gorrill’s absence.

3. Adoption of minutes of the meeting held October 26, 2015

The minutes of the meeting held October 26, 2015 were approved as circulated.

4. Business Arising:

   • International Risk Management Policy (K. Mateer)

Dr. Mateer reported to the committee on behalf of the IRAP (International Research Advisory Planning group) sub-committee. The group is working towards a draft policy and of procedures for July 1st. Campus consultation includes:

   • Co-op
   • Business
   • Athletics
   • Continuing Studies
   • Risk Management
   • OHSE

The group is examining practices across North America and the end result will involve multi-layer procedures, depending on the travel destination and type of work being conducted. The
new policy will still reside with the President’s office, as does the current one. Guidelines and procedures will be developed once the policy is implemented.

5. **New Business**

5.1. **Risk Management Policy (A. Coward)**

Mr. Coward gave the committee some background on risk management policy (GV0225), which is being updated as part of the regular policy review cycle. Risk management was re-termed “enterprise risk management” (ERM) in 2014; at the same time the likelihood and impact scales were updated.

**Action:** Mr. Coward to take draft policy update for consultation with Ms. Johnson and Ms. Dewis.

5.2 **Enterprise Risk Management – Medium Risks (B. McAllister)**

Mr. McAllister referenced for the committee the annual process of risk reviews:

- The April RMSC meeting involves reviewing/updating the editorial sections of the risks; identifying changes to the indicators, mitigation strategies and any other necessary future strategies.
- The October meeting is for examining the scoring of risks to ensure the medium risk ratings are still current, and identifying that trends and risk mitigation owners are still appropriate.

The committee proceeded to conduct an overview of each medium risk, with risk owners asked to provide comments for the committee and speak to any changes.

5.3 **Emergency Planning Update (R. Johns)**

New emergency planner, Mr. Johns, was welcomed to his first RMSC meeting.

Mr. Johns referenced two recent emergency exercises of note:

- Executive exercise involving a reputational risk
- Same exercise conducted with Communications and Marketing

The first week of May is emergency preparedness week. On May 18th UVic will be hosting the quake zone/quake cottage, with 12 organizations involved.

Mr. Johns asked the committee to forward any ideas to him for inclusion in a future workplan.

5.4 **Business Continuity Update (B. McAllister)**

Mr. McAllister referenced the October 2015 RMSC meeting, at which Internal Audit presented on the “Core Systems Assurance Review,” wherein a number of items were identified for attention. One recommendation coming out of this review was that the BCP program should be expanded to prioritize critical activities completed by departments.
An unofficial planning group, including representation by several areas including, academics, research, student affairs and administration, was formed to provide assistance and guidance.

The updated program will result in many units having face-to-face interviews to prioritize critical activities and identify reliance on key units (such as systems, financial services, OREG, FMGT, ORS).

From a timeline perspective, Mr. McAllister advised the committee is currently developing necessary backgrounds, with interviews starting mid-June and finishing in October, with a report going to the Board of Governors in 2017.

A progress report will be provided to RMSC at the October meeting.

5.5 Sexualized Violence Update (J. Dunsdon)

Mr. Dunsdon noted that the President committed to a process of on-campus consultation with the goal of a new policy on sexualized violence. This process will commence shortly. A large committee will work for 8-10 months to identify gaps/major areas of focus. Mr. Dunsdon asked that the committee familiarize themselves with the materials when they are released.

6. Reports

6.1 Due Diligence Reports

- Finance
- OHSE

There being no further discussion, the meeting was adjourned at 4:15 pm.

Next meeting: October 24th, 2016 - ASB Boardroom 120, 3:00 – 4:30 pm