Risk Management Steering Committee

MINUTES OF THE MEETING of October 26th, 2015
3:00 – 4:30 pm, ASB Boardroom 120

Attendees: Gayle Gorrill (Chair), Kristi Simpson, Kane Kilbey, Andrew Coward, Tom Downie, Behram Dadachanji, Don Barnhardt, Katy Mateer, Rachael Scarth, Paul Stokes, Murray Griffith, Ben McAllister, Andy Mavretic, Maureen McDonald, Bill Trott (for Julia Eastman), Joanne McGachie (for Bruce Kilpatrick), Rhonda Ljunggren (recorder)

Regrets: Jim Dunsdon, Adrian Round, Ron Proulx

1. Approval of Agenda

The meeting agenda was approved as circulated.

2. Chair’s Remarks

Ms. Gorrill welcomed the committee to the fall RMSC meeting.

3. Adoption of minutes of the meeting held April 20, 2015

The minutes of the meeting held April 20, 2015 were approved as circulated.

4. Business Arising:

   • Core Systems Continuity Assurance Review (B. Dadachanji/G. Tranter)

   Mr. Dadachanji noted that the topic was briefly touched upon at the last RMSC meeting. The core systems continuity assurance review report was issued June 29, 2015 and went to the Audit Committee at the September Board of Governors meeting.

   Given the university’s ongoing reliance on technology, Internal Audit undertook this review to assess UVic’s capability and maturity with regard to operational continuity planning, both from a business as well as an information technology perspective.

   The following key themes were found to warrant management’s attention:

   • Consider additional means of communicating UVic’s BCP objectives highlighting and articulating centralized support versus departmental and/or individual responsibilities.
   • A formal business impact analysis should be performed to identify UVic’s critical application and information needs following a disruption.
• Key stakeholders should meet to discuss in depth the intended purpose of the TRU core systems and data backups, service expectations related to the purpose, and the technical achievability of intended or additional purposes.

• Plans and capability for core systems at TRU should be proven through ongoing testing, preferably on an annual basis and/or when underlying systems/services undergo change.

• Depending on UVic’s desired BCP maturity, moving forward with maturing UVic-wide BCM might benefit from the formalization of a dedicated BCM function, a broad cross-institutional perspective, and promotion of a common understanding and approach.

Ms. Simpson advised that as a result of the Audit an unofficial Project Planning Group had been convened to establish the methodology to be used to address the need to perform a Business Impact Assessment.

Mr. Stokes advised that the BIA would be useful from an IT perspective in determining criticality of data and applications and would guide future considerations on the use of TRU as more than a data back-up location.

5. New Business


Mr. Coward reviewed the annual process for updating the university strategic risk register for the committee: meetings with Deans and department heads over the summer, followed by a meeting of the AVPs, who:

• Review the risk register, discuss each risk/risk mitigation strategy to determine if the ratings are still appropriate given the current environment; review whether the previously assigned risk owners are still appropriate; consider new risks for inclusion if needed, as well as identifying current/future mitigation strategies; and consider the downgrading of any current medium risks, or removal from the register.

At the October meeting, the RMSC reviews the risks rated as “medium,” to ensure the ratings, risks trends and risk mitigation owners are appropriate. These owners are then responsible for bringing detailed summaries of the respective risks to the April meeting of the RMSC. Mr. Coward also noted that the high and very high risks will first go to Integrated Planning to be ranked.

Mr. Coward led a review of the medium risks with the committee. The risk owners will next receive their risk sheets to update.

5.2 Emergency Planning Update (T. Downie)

1) Emergency Alert system was tested recently with good success and all components worked well. A new updated, easier to use version was employed. Another test will be conducted, likely in the spring, at which point the old version will be shelved.

2) ShakeOut – The October 15th event had good participation and was aligned with the ONC presentation on earthquakes. Still waiting for debrief report. Committee
discussion included the distribution of emergency alerts – are alerts distributed to anyone off-campus, and is there any external people who should be included?

3) Interviews scheduled early November for new Emergency Manager.

5.3 Business Continuity Update (B. McAllister)

Reminders to departments were sent out in July for updating departmental BCPs by the end of September, with particular attention to key administrative functions, updating of contact lists and other critical information. Of 115 plans, approximately 80-90 were completed this year.

Committee discussion included the need to consider EOC membership when compiling the departmental BCP continuity teams. There was also a question regarding escalation plan if the BCP is not completed – should there be a one-up notification moving forward?

6. Reports

6.1 Due Diligence Reports

• FMGT
  The FMGT due diligence report was received for information, with no questions or discussion.

7. Other Issues

• Mr. Stokes advised that phishing is a huge issue on campus, and a big security issue needing more awareness. Work is underway to put together an anti-phishing campaign.
• Mr. Mavretic noted that he is working with equity and human rights to produce an eLearning campaign around harassment and discrimination.

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

Next meeting: April 26, 2016 - ASB Boardroom 120, 3:00 – 4:30 pm