

RISK REGISTER

Department: PIS / ICC Core Secretariat

FUNCTIONAL QUALITY OBJECTIVE RISK ASSESSMENT

Rev. No.: 0

Code: RAM-ICC-CS-03

QUALITY OBJECTIVE	CONTEXT (functional / process)		RISK DEFINITION - Potential Problem, Failure or Uncertainty	POTENTIAL EFFECT(S) / CONSEQUENCES	TYPE*	EXISTING CONTROL MEASURES, if any	RISK ASSESSMENT			RISK RE-ASSESSMENT		
	Positive Issues	Negative Issues					IMPACT	LIKELIHOOD	RATING	EVALUATION	IMPACT	LIKELIHOOD

Post-ICC Meeting Process

Timely and Accurate Preparation, Validation and Issuance of ICC Action Letter (target: 90% accuracy and timeliness; 5 working days)	1. Meeting recordings and other materials are always available. 2. Multiple levels of review and approval ensures accuracy and correctness of the contents of the letter.	Heavy workload of technical staff and officials.	The heavy workload of technical staffs and officials might cause the untimely issuance of ICC Action letter, thus, delayed delivery of the ICC instructions to the proponent agency.	The untimely delivery of the ICC instructions to the proponent might cause delay in their compliance to the same, which, might also delay the project implementation.	R	Buddy system in the delivery of tasks/ assignments.	3	4	12	SIGNIFICANT	RCP-PIS-QI-ICC-CS-04-09 (Workload/ Tasking Management)**						
							3	3	9	NOT SIGNIFICANT							
Timely and Accurate Preparation, Validation and Issuance of ICC Minutes of the Meeting (target: 90% accuracy and timeliness; 8 working days)	1. Meeting recordings and other materials are always available. 2. The differing writing style and technique of the technical staffs causes inconsistency in the consolidation of the final minutes.	1. Heavy workload of technical staff and officials. 2. The differing writing style and technique of the technical staffs causes inconsistency in the consolidation of the final minutes.	The heavy workload of technical staffs and officials causes the untimely submission of the materials to the ICC Members.	The untimely submission of the ICC minutes to the Secretariat might cause delay in the provision of the materials to the ICC Members in advance, for their review.	R	Buddy system in the delivery of tasks/ assignments.	3	4	12	SIGNIFICANT	RCP-PIS-QI-ICC-CS-04-09 (Workload/ Tasking Management)**						
3							3	9	NOT SIGNIFICANT								


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<p>Timely and accurate records filing and updating of database (target: 90% accuracy and timeliness; 2 working days for both filing and updating)</p>	<p>1. There is inefficient records management system among the divisions, and there is limited storage area for records. 2. No readily accessible database of projects.</p>	<p>The lack of storage space, and inefficient system of records keeping greatly affect the proper filing of project records and documents.</p>	<p>If project records and documents are not filed properly, the quick retrieval of needed information is not possible, thus, provision of timely inputs to Management will not be possible.</p>	<p>R</p>	<p>Scanning of documents and individual filing system per Division.</p>	<p>4</p>	<p>3</p>	<p>12</p>	<p>SIGNIFICANT</p>	<p>RCP-PI5-QF-ICC-CS-04-08</p>						
		<p>Technical staffs, financing divisions have their own offline database which is not updated regularly and accessible real-time.</p>	<p>If there is no functional and easy to use project database, the provision of timely information to principals is a challenge.</p>	<p>R</p>	<p>Individual databases per desk officer. Google drive databases.</p>	<p>4</p>	<p>3</p>	<p>12</p>	<p>SIGNIFICANT</p>	<p>RCP-PI5-QF-ICC-CS-04-07</p>						

* Type of Effect - R (Risk or negative effect); O - Opportunity (positive effect)
 ** RCP-PI5-QF-ICC-CS-04-09 (Workload Management) - For development of plan in managing task assignments (c/o PIS/ICC Core Secretariat).

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