



# ONLINE RISK MANAGEMENT TOOL

## Application Manual

June 2017

Prepared by:  
Environmental Protection Agency & ALPHA CONSULT

Developed by



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## WaterWorks2015 Online Risk Management Tool

**WaterWorks2015** has been designed to support the implementation of the Joint Programming Initiative “Water Challenges for a Changing World” (Water JPI). **WaterWorks2015** responds to the Horizon 2020 (H2020) Societal Challenge 5 (SC5) 2015 Call topic Water-3 [2015]: *Stepping up EU research and innovation cooperation in the water area*.

**WaterWorks2015** is a collaboration between the Joint Programming Initiatives (JPIs), Water JPI “Water Challenges for a Changing World” and FACCE JPI “Agriculture, Food Security and Climate Change”.

The strategy behind the **WaterWorks2015** work plan is to contribute to the development of the Water JPI by implementing a Cofunded Call for proposals and developing Additional Activities aimed at supporting the Water JPI strategy and implementation. The work plan rests upon the following principles:

- ⇒ Taking advantage of the complementary capacities and skills of all **WaterWorks2015** consortium members, derived from their previous experience in the Water JPI, Water RDI programme ownership or management, other JPIs and previous ERA-NETs;
- ⇒ Using a certain degree of flexibility in the design, particularly in the Additional Activities. The five-year duration of this initiative will require fine-tuning of the **WaterWorks2015** activities during its life cycle;
- ⇒ Respecting the variable geometry principle in regards to the Water JPI implementation activities; and
- ⇒ Simplifying the operational aspects of the Water JPI implementation: **WaterWorks2015** will contribute to developing simple procedures for the Water JPI.

The **WaterWorks2015** Task 1.5: *Project Quality and Risk Control*, started at the inception of the **WaterWorks2015** project (January 2016) and will continue until its completion (December 2020). It is led by the Environmental Protection Agency (EPA) and is composed of all partners. Task 1.5 is part of the WP 1: Coordination and Management, which is led by Agence Nationale de la Recherche (ANR).

The **WaterWorks2015** Management Team will ensure through this task that all partners adhere to their contractual obligations and ensure timely and quality project results. This includes:

- ⇒ Developing and applying quality control procedures;
- ⇒ Monitoring the progress of the project in terms of tasks, deliverables, milestones, and budget execution, using specific project management tools; and
- ⇒ Using a Risk Management Plan to identify and monitor risks, and to elaborate and apply contingency plans. These circumstances will be properly documented and project partners will be informed and consulted.

Quality Management principles will be derived from recognised approaches, such as ISO 9000.

This document is the Internal Users Guide Manual to the **WaterWorks2015** Online Risk Management Tool. It has been prepared by the external consultant ALPHA CONSULT, with the collaboration of ISPRA and the EPA (**WaterWorks2015** Task 1.5 partners). It is related to the **WaterWorks2015** Deliverable D1.2, which was prepared by the EPA in May 2017.

## Accessing the tool

The **WaterWorks2015** Online Risk Management Tool can be accessed via the Water JPI Intranet WaterWorks2015 Section:

- Tab **“WaterWorks2015”**
  - **“WW2015 RMT Application”** thereafter logging into the application.

Water JPI | Task Forces | WaterWorks 2014 | **WaterWorks 2015** | CSA IC4WATER | Events | Newsletter | Presentation

Participants

General Documents

Meetings Documents

Proposal documents

WP1

WP2

WP3

WP4

WP5

WP6

WP7

WW2015 RMT Application

The credentials to log in are the same credentials as for logging in to the Water JPI Intranet.



### WaterWorks2015 - Risk Management Tools Application

The [WaterWorks2015 Risk Management Tools application area](#) is meant for internal uses only to support WaterWorks2015 development and implementation. In this restricted WaterWorks2015 area members have the possibility to publish, download and exchange documents and other materials.

Direct access to the applications area

Username \*

Password \*

[Forgot your password?](#)

[Forgot your username?](#)

## Structure of the tool

The Risk screening and management for the **WaterWorks2015** will be carried at several levels and throughout the duration of the project. They will be composed of:

1. Scoring progress in relation to each of the **WaterWorks2015** Tasks / Milestones / Deliverables
2. Risk identification & monitoring, and remedial actions / controls in relation to achieving the **WaterWorks2015** objectives, including:
  - 2.1. **Specific risks** which may happen or have happened – *This will be done by each WP leader in collaboration with the Coordinator*
  - 2.2. **General risks and external factors** (for which control/remedial actions may not be of the remit of the **WaterWorks2015** Management Team), which have / will be identified, as potential risks for **WaterWorks2015** – *This will be done by the Management Team*

The **WaterWorks2015** Online Risk Management Tool is composed of the following sections:

- Home,
- Work Packages (*for information*),
- Deliverables (*for scoring progress*),
- Tasks (*for scoring progress*),
- Milestones (*for scoring progress*),and
- Online Risk Register (*Risk Identification & monitoring*).

Home

Online Risk Register

Work Packages

Deliverables

Tasks

Milestones

Logout

It is expected that as part of the monitoring of the **WaterWorks2015** project, 6-monthly updates will be provided as follows:

<b>Item</b>	<b>To be updated by:</b>	<b>Frequency Update</b>
Work Packages	<i>No update required</i>	<i>No update required</i>
Deliverables	T1.5 leader in collaboration with the Coordinator & WP leaders	Every 6 months
Tasks	T1.5 leader in collaboration with the Coordinator & WP leaders	Every 6 months
Milestones	T1.5 leader in collaboration with the Coordinator & WP leaders	Every 6 months
Online Risk Register	T1.5 leader in collaboration with the Coordinator & WP leaders	Every 6 months

## Home

The Home section explains the overall objectives of the **WaterWorks2015** Online Risk Management Tool.

**WaterWorks2015** has been designed to support the implementation of the Joint Programming Initiative “Water Challenges for a Changing World” (Water JPI). **WaterWorks2015** responds to the Horizon 2020 (H2020) Societal Challenge 5 (SC5) 2015 Call topic Water-3 [2015]: *Stepping up EU research and innovation cooperation in the water area*.

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- ⇒ Taking advantage of the complementary capacities and skills of all **WaterWorks2015** consortium members, derived from their previous experience in the Water JPI, Water RDI programme ownership or management, other JPIs and previous ERA-NETs;
- ⇒ Using a certain degree of flexibility in the design, particularly in the Additional Activities. The five-year duration of this initiative will require fine-tuning of the **WaterWorks2015** activities during its life cycle;
- ⇒ Respecting the variable geometry principle in regards to the Water JPI implementation activities; and
- ⇒ Simplifying the operational aspects of the Water JPI implementation: **WaterWorks2015** will contribute to developing simple procedures for the Water JPI.

The **WaterWorks2015** Task 1.5: *Project Quality and Risk Control*, started at the inception of the **WaterWorks2015** project (January 2016) and will continue until its completion (December 2020). It is led by the Environmental Protection Agency (EPA) and is composed of all partners. Task 1.5 is part of the WP 1: Coordination and Management, which is led by Agence Nationale de la Recherche (ANR).

The **WaterWorks2015** Management Team will ensure through this task that all partners adhere to their contractual obligations and ensure timely and quality project results. This includes:

- ⇒ Developing and applying quality control procedures;
- ⇒ Monitoring the progress of the project in terms of tasks, deliverables, milestones, and budget execution, using specific project management tools; and
- ⇒ Using a Risk Management Plan to identify and monitor risks, and to elaborate and apply contingency plans. These circumstances will be properly documented and project partners will be informed and consulted.

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1. Scoring Progress in relation to each of the **WaterWorks2015** Tasks/Milestones/Deliverables
2. Risk Identification & monitoring, and remedial actions/controls in relation to achieving the **WaterWorks2015** objectives, including:

**2.1. Specific risks** which may happen or have happened – *This will be done by each WP leader in collaboration with the Coordinator*

**2.2. General risks and external factors** (for which control/remedial actions may not be of the remit of the **WaterWorks2015** Management Team), which have / will be identified, as potential risks for **WaterWorks2015** – *This will be done by the Management Team*



[Home](#) [Online Risk Register](#) [Work Packages](#) [Deliverables](#) [Tasks](#) [Milestones](#) [Logout](#)

### WaterWorks2015 Online Risk Management Tool

**WaterWorks2015** has been designed to support the implementation of the Joint Programming Initiative "Water Challenges for a Changing World" (Water JPI). WaterWorks2014 responds to the Horizon 2020 (H2020) Societal Challenge 5 (SC5) 2014 Call topic Water-3 [2014]: Stepping up EU research and innovation cooperation in the water area. The strategy behind the WaterWorks2014 work plan is to contribute to the development of the Water JPI by implementing a Cofunded Call for proposals and developing Additional Activities aiming at supporting the Water JPI strategy and implementation.

The **WaterWorks2015** Task 1.5: Project Quality and Risk Management, started at the inception of the WaterWorks2015 project (February 2015) and will continue until its completion (January 2020). It is led by the Environmental Protection Agency (EPA) and is composed of the following participants: MINECO, FCT, RPF and ISPRA. Task 1.5 is part of the Work Package (WP) 1: Coordination and Management, which is led by MINECO.

The **WaterWorks2015** Management Team will ensure through this task that all partners adhere to their contractual obligations and ensure timely and quality project results. This includes:

- ▷ Developing and applying quality control procedures;
- ▷ Monitoring the progress of the project in terms of tasks, deliverables, milestones, and budget execution, using specific project management tools; and
- ▷ Using a Risk Management Plan to identify and monitor risks, and to elaborate and apply contingency plans. These circumstances will be properly documented and project partners will be informed and consulted.

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1. Scoring Progress in relation to each of the WaterWorks2015 Tasks/Milestones/Deliverables
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  - 2.1. Specific risks which may happen or have happened – This will be done by each WP leader in collaboration with the Coordinator
  - 2.2. General risks and external factors (for which control/remedial actions may not be of the remit of the **WaterWorks2014** Management Team), which have / will be identified, as potential risks for WaterWorks 2014 – This will be done by the Management Team

## Work Packages Table

This section provides the list of the [WaterWorks2015](#) Work Packages.



[Home](#) [Online Risk Register](#) [Work Packages](#) [Deliverables](#) [Tasks](#) [Milestones](#) [Logout](#)

### Work Packages list

Details

Category: High

Created: Super User 16 November 2016

Last Updated: Super User 16 November 2016

Hits: 16



WP	Work Package Title	Lead Participant Short Name	Start Month	End month
1	Coordination and management	ANR	1	60
2	Co-funded Call management: from preparation to launch	FCT	1	14
3	Co-funded Call management: from evaluation to proposal selection	FCT	4	18
4	Monitoring and assessment of the projects funded through the WaterWorks2015 co-funded call	MINECO	13	60
5	Communication, exploitation and dissemination of the results from the co-funded call	ISPRA	1	60
6	Additional activities on strategy	ANR	1	60
7	Additional activities on implementation	EPA	1	60
All	-	-	1	60

While the detail of the [WaterWorks2015](#) Work Packages on this table is provided here **for information only**, it is editable – should such a need arise during the lifetime of the project.



## Deliverables Table

**WaterWorks2015** will be managed on outputs. Tasks will result in clearly identified deliverables under the responsibility of specific partners. **33** Deliverables have been identified as the outputs for the **WaterWorks2015** project.

The **Deliverables Table** can be accessed by clicking on the “**Deliverables**” Deliverables Tab. This table allows the recording of the status and completion date of the **33** deliverables for **WaterWorks2015**.

### Deliverables list

Details

Category: High

Created: Super User 16 November 2016

Last Updated: Murphy Aine 08 June 2017

Hits: 21



Deliv. num.	Deliverable name	WP num.	Lead beneficiary	Type	Dissemin. level	Status	Due Date (Mo.)	Completion Date
D1.1	Project Management Plan	1	ANR	R	CO		2	7
D1.2	Risk Management Plan	1	EPA	R	CO		4	7
D1.2.a	Quality Management Plan	1	EPA	R	CO		4	10
D1.2.b	Online RMT	1	ISPRA / EPA	Interactive tool	CO		4	13
D1.3	Evaluation report on Management processes and procedures	1	ANR	R	CO		24	
D1.4	Final reports to EC	1	ANR	R	CO		60	
D1.5	Progress report	1	ANR	R	CO		36	
D1.6	First Report on cumulative expenditure incurred	1	ANR	R	CO		12	
D1.7	Second Report on cumulative expenditure incurred	1	ANR	R	CO		24	
D1.8	Third Report on cumulative expenditure incurred	1	ANR	R	CO		36	

### Who will update the Deliverables Table?

The **Deliverables Table** section of the Online Risk Management Tool will be completed by the **WaterWorks2015 T1.5 leader in collaboration with the Coordinator & WP leaders**.

### When?

The **Deliverables Table** section of the Online Risk Management Tool will be updated on a **6-monthly basis**.

### Editing a Deliverable:

The **Deliverables Table** section allows the editing of the status of the **WaterWorks2015** Deliverables. The history of the changes made is shown in the top left part of the section as follows:

## Deliverables list

### Details

Category: High

Created: Super User 16 November 2016

Last Updated: Murphy Aine 22 February 2017

Hits: 18

The Table consists in 9 editable columns.

Deliv. num.	Deliverable name	WP num.	Lead beneficiary	Type	Dissemin. level	Status	Due Date (Mo.)	Completion Date
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To make the table editable, click on the **function** button on the right  , and select **“Edit”**.



The Table Editor will then open.

Home Online Risk Register Work Packages **Deliverables** Tasks Milestones Logout

Save Cancel Versions

Content

Title \*  
Deliverables list

Version Note

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Deliv. num.	Deliverable name	WP num.	Lead beneficiary	Type	Dissemin. level	Status	Due Date (Mo.)	Completion Date
D1.1	Project Management Plan	1	ANR	R	CO		2	7
D1.2	Risk Management Plan	1	EPA	R	CO		4	7
D1.2.a	Quality Management Plan	1	EPA	R	CO		4	10
D1.2.b	Online RMT	1	ISPRA / EPA	Interactive tool	CO		4	13
D1.3	Evaluation report on Management processes and procedures	1	ANR	R	CO		24	
D1.4	Final reports to EC	1	ANR	R	CO		60	
D1.5	Progress report	1	ANR	R	CO		36	
D1.6	First Report on cumulative expenditure incurred	1	ANR	R	CO		12	

**WP leaders** will be requested to provide the information relating to the last 3 columns, i.e.:

- Status
- Completion date (Month).

The other columns can also be edited if / when required.

To save the changes, click on the “**Save**”  button.

## Tasks Table

The timing of the different deliverables was designed according to the general project planning (see [WaterWorks2015](#) Grant Agreement). The [WaterWorks2015](#) Project is composed of **24** Tasks.

The **Tasks Table** can be accessed by clicking on the “**Tasks**”  Tab. This table allows the recording of the status, actual completion date of the **24** tasks for [WaterWorks2015](#), as well as the recording of any specific comments related to a particular task.

[Home](#) [Online Risk Register](#) [Work Packages](#) [Deliverables](#) **[Tasks](#)** [Milestones](#) [Logout](#)

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### Tasks List

Details 

Category: High  
Created: Super User 16 November 2016  
Last Updated: Murphy Aine 22 February 2017  
Hits: 15

Task num.	WaterWorks2015 Tasks	Status	Lead	Start	End	Comments
T.1.1.	ERA-NET Steering and overall coherence with the Water and FACCE JPIs		ANR	1	60	
T.1.2.	Consortium coordination and project management		ANR	1	60	
T.1.3.	Financial management		ANR	1	60	
T.1.4.	Project communication and reporting to the EC		ANR	1	60	
T.1.5.	Project quality and risk control		EPA	1	60	
T.2.1	Co-funded Call definition and preparation: scope, documents and tools		FCT	1	14	
T.2.2	Establishment of the Joint Call secretariat and Guidance of applicants through national contact points		FCT	3	14	
T.3.1	Establishment of the list of evaluators and scientific evaluation committee		FORMAS	7	9	
T.3.2	Eligibility check, Evaluation Step1 and communication with applicants		FCT	7	9	

### Who will update the Tasks Table?

The **Tasks Table** section of the Online Risk Management Tool will be completed by the [WaterWorks2015 T1.5 leader in collaboration with the Coordinator & WP leaders](#).

### When?

The **Tasks Table** section of the Online Risk Management Tool will be updated on a **6-monthly basis**.

### Editing a Task:

The **Tasks Table** section allows the editing of the status of the [WaterWorks2015](#) Tasks. The history of the changes made is shown in the top left part of the section as follows:

## Tasks List

### Details

Category: High

Created: Super User 16 November 2016

Last Updated: Murphy Aine 22 February 2017

Hits: 15

The Table consists of 8 editable columns.

Task num.	WaterWorks2015 Tasks	Lead	Start	End	Status	Completion Date	Comments
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To make the table editable, click on the **function** button on the right  , and select **“Edit”**.



The Table Editor will then open.

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Save Cancel Versions

Content

Title \*  
Tasks List

Version Note

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Task num.	WaterWorks2015 Tasks	Status	Lead	Start	End	Comments
T.1.1.	ERA-NET Steering and overall coherence with the Water and FACCE JPIs		ANR	1	60	
T.1.2.	Consortium coordination and project management		ANR	1	60	
T.1.3.	Financial management		ANR	1	60	
T.1.4.	Project communication and reporting to the EC		ANR	1	60	
T.1.5.	Project quality and risk control		EPA	1	60	
T.2.1	Co-funded Call definition and preparation: scope, documents and tools		FCT	1	14	
T.2.2	Establishment of the Joint Call secretariat and Guidance of applicants through national contact points		FCT	3	14	

**WP leaders** will be requested to provide the information relating to the following 3 columns, i.e.:

- Status
- Completion date (Month).
- Comments.

The other columns can also be edited if / when required.

To save the changes, click on the “**Save**”  button.

## Milestones Table

The timing of the different deliverables has been designed according to the general project planning (see [WaterWorks2015 Grant Agreement](#)). The [WaterWorks2015](#) Project is composed of **29** Milestones.

The **Milestones Table** can be accessed by clicking on the “**Milestones**”  Tab. This table allows recording the status and completion date of the **29** milestones [WaterWorks2015](#).

Home Online Risk Register Work Packages Deliverables Tasks **Milestones** Logout

### Milestones list

Details 

Category: High  
Created: Super User 16 November 2016  
Last Updated: Murphy Aine 22 February 2017  
Hits: 16

Milestone number	Milestone name	Related work package(s)	Status	Estimat. Date (Month:)	Completion Date	Means of verification
MS1	Kick-off meeting	1		2	1	The project has an energetic start, which is verified by the meeting minutes.
MS2	Internal evaluation of management procedures and processes completed	1		24		The recommendations of this evaluation will be taken on board in Months 25 to 60.
MS3	Co-funded Call	2		3	1	Verified at the Water and FACCE JPIs web Pages.
MS4	Evaluation Step 1 concluded	2		9	5	List of Go and No-Go pre- proposals.
MS5	Deadline for full proposal submission (Step 2 of the application process)	3		11	3	Full proposals loaded in the Call database.
MS6	Evaluation Step 2 concluded	3		15	10	Ranking list.
MS7	Funding decisions communicated	3		17	11	Communication in writing to all proposers

### Who will update the Tasks Table?

The **Milestones Table** section of the Online Risk Management Tool will be completed by the [WaterWorks2015 T1.5 leader in collaboration with the Coordinator & WP leaders](#).

### When?

The **Milestones Table** section of the Online Risk Management Tool will be updated on a **6-monthly basis**.

### Editing a Milestone:

The **Milestones Table** section allows the editing of the status of the [WaterWorks2015](#) Milestones. The history of the changes made is shown in the top left part of the section as follows:

### Milestones list

Details  
Category: High  
Created: Super User 16 November 2016  
Last Updated: Murphy Aine 22 February 2017  
Hits: 16

The Table consists of 7 editable columns.

Milestone number	Milestone name	Related work package(s)	Status	Estimat. Date (Month:)	Completion Date	Means of verification
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To make the table editable, click on the **function** button on the right  , and select “**Edit**”.



The Table Editor will then open.

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Save Cancel Versions

Content

Title \*  
Milestones list

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Milestone number	Milestone name	Related work package(s)	Status	Estimat. Date (Month:)	Completion Date	Means of verification
MS1	Kick-off meeting	1		2	1	The project has an energetic start, which is verified by the meeting minutes.
MS2	Internal evaluation of management procedures and processes completed	1		24		The recommendations of this evaluation will be taken on board in Months 25 to 60.
MS3	Co-funded Call	2		3	1	Verified at the Water and FACCE JPIs web Pages.
MS4	Evaluation Step 1 concluded	2		9	5	List of Go and No-Go pre- proposals.
MS5	Deadline for full proposal submission (Step 2 of the application process)	3		11	3	Full proposals loaded in the Call database.

**WP leaders** will be requested to provide the information relating to the following 2 columns, i.e.:

- Status
- Completion date (Month).

The other columns can also be edited if / when required.

To save the changes, click on the “**Save**”  button.

## Online Risk Register

During the lifetime of the **WaterWorks2015** project, the consortium will identify processes and roles to control risks. Results will be documented in this Online Risk Register and in the associated Risk Management Plan. The **WaterWorks2015** Task 1.5 will screen the tasks, partners and funded projects incurring significant risks of failure to deliver.

As part of the Management activities in **WaterWorks2015**, all partners can follow the identified risks, their probability and the corresponding corrective action(s) or strategy for risk avoidance and mitigation.

The risk screening, monitoring and assessment will be carried out on a 6-monthly basis. The new risks identified will be reviewed and response strategies discussed at the WaterWorks2015 SC meeting. Risks and related remedial /mitigation measures, which require discussion at the SC or GB meetings will be identified in collaboration with the Coordinator and included in the agenda of the SC or GB meeting. The frequency of the risk monitoring can be increased, if required.

The WP leaders will be asked to identify risks related to the completion of their WP tasks and deliverables. The monitoring of risks will be performed, as follows, for each identified risk:

- ⇒ Evaluation of the risk probability of occurrence, Low, Medium or High
- ⇒ Evaluation of the risk impact on the WP (in the case the risk eventually occurs), from Low, Medium or High
- ⇒ Proposal of contingency plan for the risk
- ⇒ Where relevant review and identify any new emerging External or General risks.

The aim of the Risk Register is to expand on the general areas of risk identified in the Ex-ante risk assessment, including additional specific risks encountered. This list of risks will be continuously updated throughout the execution of the **WaterWorks2015** project.

The response strategies will fall into four categories:

- **Avoidance:** The avoidance strategy eliminates the possible deviation by changing the **WaterWorks2015** deliverables against which the deviation is defined.
- **Mitigation:** The mitigation strategy sets out to alter the likelihood or the impact of the risk.
- **Transference:** The transference strategy transfers the impact of the deviation to a third party.
- **Acceptance:** The acceptance strategy merely acknowledges the risk, but does not specify any immediate action to take in response to the risk, although a contingency plan should be defined.
- 

### How to access the Online Risk Register?

To access the Online Risk Register, click on the “Online Risk Register”  tab. The list of the 27 risks identified in the **WaterWorks2015** Deliverable 1.2 will then be listed.

In the case whereby, new risks are identified, these will be created (request to be made through ISPRA). **Each risk is updated individually.**



## Online Risk Register

Risk ID	Risk Name
01.	Additional Activities: Outputs
02.	Additional Activities: Planned Work
03.	Cofunded Call: Call Dissemination
04.	Cofunded Call: Change in FPOs
05.	Cofunded Call: Continuity of Funding
06.	Cofunded Call: Low Funding Commitments
07.	Cofunded Call: Low response to co-funded call
08.	Cofunded Call: National Eligibility Criteria
09.	Cofunded Call: Two funders can't agree
10.	Cofunded Call: Withdrawal of a FPO from the WW2015 Joint Call
11.	Cofunded Call: Shortfall from individual national funding pot
12.	Communication: Dissemination/Communication Plan
13.	Communication: Water JPI/WaterWorks2015
14.	Economic, social and political (e.g. Brexit) uncertainties – as well as Refugees Crisis in Europe
15.	Funded Projects: Outputs from Funded projects
16.	Funded Projects: Poor Performance
17.	Governance: Discrepancies with the Water JPI
18.	Governance: Secretariat
19.	Governance: Withdrawal of a partner from the WW2015 Consortium
20.	Management: High number of meetings/workshops

### **Who will update the Online Risk Register?**

This section of the Online Risk Management Tool will be completed by the **WaterWorks2015 Task 1.5 partners**, following discussion with the relevant WP leaders and the coordinator.

### **When?**

The Online Risk Register will be updated on a **6-monthly basis** by the Task 1.5 Partners & Coordination.

### **Editing a risk:**

By clicking on one of the specific risks, the Application allows to view and modify the details associated with the risk, as per the initial Risk Register submitted with the Deliverable D1.2.

## Additional Activities: Outputs

Details

Category: Medium  
 Created: Super User 16 November 2016  
 Last Updated: Murphy Aine 27 June 2017  
 Hits: 22



Print  
 Edit

<b>Risk ID (alphabetical order)</b>	<i>Assign ID number</i>	1
<b>Risk Name</b>	<i>Give a brief name for the risk</i>	<b>Additional Activities: Outputs</b>
<b>Risk Description</b>	<i>Describe the risk and discuss potential impacts</i>	The Additional Activities show limited ambition and delivery.
<b>Type</b>	<i>Indicate if the identified risk is: External or Internal General or Specific</i>	Internal / Specific
<b>Related WW2015 WP(s)</b>		6, 7
<b>Risk Factors to Monitor</b>	<i>Describe factors to monitor that may trigger realisation of this risk.</i>	Lack of clarity in the work plan for the additional activities.
<b>Probability</b>	<i>From project likelihood categories (High, Medium, Low)</i>	Low
<b>Impact level</b>	<i>From project impact categories (High, Medium, Low)</i>	High
<b>Date Risk Identified:</b>		Ex-Ante

**T1. Partners and Coordinator** will be requested to edit/complete the third column as relevant.

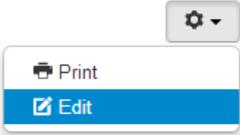
In the top part of the page, the history of the latest changes is recorded, for each risk.

**Details**  
 Category: Medium  
 Created: Super User 16 November 2016  
 Last Updated: Murphy Aine 27 June 2017  
 Hits: 22

The application allows the specification and storage the following information for a future retrieval:

- **The category** of the risk classification;
- **When** the risk table **was created**;
- **When the latest changes were made**;
- **Who** made the latest changes;
- **How many times** the risk was viewed.

To edit a specific Risk, click on the “**Function**” button on the right  , and then select “**Edit**”.



The application allows the user to change the selected risk category, based on the combination of Risk Probability and Risk Impact, as described in the [WaterWorks2015](#) Deliverable 1.2. To assign a Risk Category, select the relevant category from the dropdown menu, in accordance with the legend:

Title \*  
 Economic uncertainties in Europe

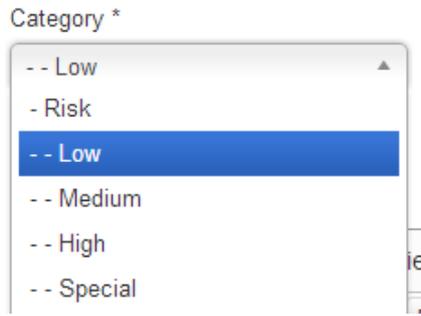
**Classification of Probability and Occurrence for a Risk**

	Low	Medium	High
Probability	Rare	Possible	Most likely Has happened
Impact	Not important	Medium	Major

**Category**

	Probability * Impact		For External risks which have been identified but are related to long-term management/implementation of the Water JPI For risks, which have happened, for which no	
	Low * Low	Low * Medium Low*High Medium * Medium		High * High Medium * High
Colour coding	Green	Yellow	Red	

Category \*  
 -- Low



To save the changes, click on the “**Save**”  button.

Once the risk category has been selected, the background colour of the third column will reflect the risk category, following the colour scheme: green for Low, orange for medium and red for high.

The application will provide the following possible outputs:

### 1- **LOW** Risk

**Details**  
 Category: Low  
 Created: Super User 16 November 2016  
 Last Updated: Super User 16 November 2016  
 Hits: 5

<b>Risk ID (alphabetical order)</b>	<i>Assign ID number</i>	26
<b>Risk Name</b>	<i>Give a brief name for the risk</i>	<b>Timeframe: Delays</b>
<b>Risk Description</b>	<i>Describe the risk and discuss potential impacts</i>	<b>The ERA-NET Cofund is delayed.</b>
<b>Type</b>	<i>Indicate if the identified risk is: External or Internal General or Specific</i>	<b>Internal / Specific</b>
<b>Related WW2015 WPs / Task(s)</b>		1, 2

### 2- **MEDIUM** Risk

**Details**  
 Category: Medium  
 Created: Super User 16 November 2016  
 Last Updated: Murphy Aine 27 June 2017  
 Hits: 28

<b>Risk ID (alphabetical order)</b>	<i>Assign ID number</i>	1
<b>Risk Name</b>	<i>Give a brief name for the risk</i>	<b>Additional Activities: Outputs</b>
<b>Risk Description</b>	<i>Describe the risk and discuss potential impacts</i>	<b>The Additional Activities show limited ambition and delivery.</b>
<b>Type</b>	<i>Indicate if the identified risk is: External or Internal General or Specific</i>	<b>Internal / Specific</b>
<b>Related WW2015 WP(s)</b>		6, 7

### 3- HIGH Risk

Details		
Category: High		
Created: Super User 16 November 2016		
Last Updated: Super User 16 November 2016		
Hits: 10		
<b>Risk ID (alphabetical order)</b>	<i>Assign ID number</i>	2
<b>Risk Name</b>	<i>Give a brief name for the risk</i>	<b>Additional Activities: Planned Work</b>
<b>Risk Description</b>	<i>Describe the risk and discuss potential impacts</i>	<b>Risk of double funding of some Additional Activities (vs. WaterWorks2014 Additional Activities).</b>
<b>Type</b>	<i>Indicate if the identified risk is: External or Internal General or Specific</i>	<b>Internal / Specific</b>
<b>Related WW2015 WPs / Task(s)</b>		<b>6, 7</b>

### 4- SPECIAL Risk

The special risk status is for

- Risks which have realised but are dealt with and the time has passed for them to reoccur
- Risks which have not realised and the time has passed for them to arise

Details		
Category: Special		
Created: Super User 16 November 2016		
Last Updated: Super User 16 November 2016		
Hits: 6		
<b>Risk ID (alphabetical order)</b>	<i>Assign ID number</i>	4
<b>Risk Name</b>	<i>Give a brief name for the risk</i>	<b>Cofunded Call: Change in FPOs</b>
<b>Risk Description</b>	<i>Describe the risk and discuss potential impacts</i>	<b>Funding Participating Organisations within a country has changed (i.e. IWT)</b>
<b>Type</b>	<i>Indicate if the identified risk is: External or Internal General or Specific</i>	<b>Internal / Specific</b>
<b>Related WW2015 WPs / Task(s)</b>		<b>T1.2, T2.1</b>

## Using the Online Risk Management Tool – For All

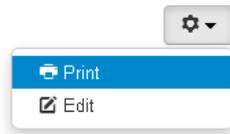
### Printing & Export in PDF Format

To print an individual risk description or one of the Tables: Click on the “**Function**” icon



to the

right and then select “**Print**”.



The following page will appear:

**Additional Activities: Outputs**

**Details** [Print](#)

Category: Medium  
Created: Super User 16 November 2016  
Last Updated: Murphy Aine 27 June 2017  
Hits: 23

<b>Risk ID (alphabetical order)</b>	<i>Assign ID number</i>	<b>1</b>
<b>Risk Name</b>	<i>Give a brief name for the risk</i>	<b>Additional Activities: Outputs</b>
<b>Risk Description</b>	<i>Describe the risk and discuss potential impacts</i>	<b>The Additional Activities show limited ambition and delivery.</b>
<b>Type</b>	<i>Indicate if the identified risk is: External or Internal General or Specific</i>	<b>Internal / Specific</b>
<b>Related WW2015 WP(s)</b>		<b>6, 7</b>
<b>Risk Factors to Monitor</b>	<i>Describe factors to monitor that may trigger realisation of this risk.</i>	<b>Lack of clarity in the work plan for the additional activities.</b>
<b>Probability</b>	<i>From project likelihood categories (High, Medium, Low)</i>	<b>Low</b>

To print, click on the



icon.

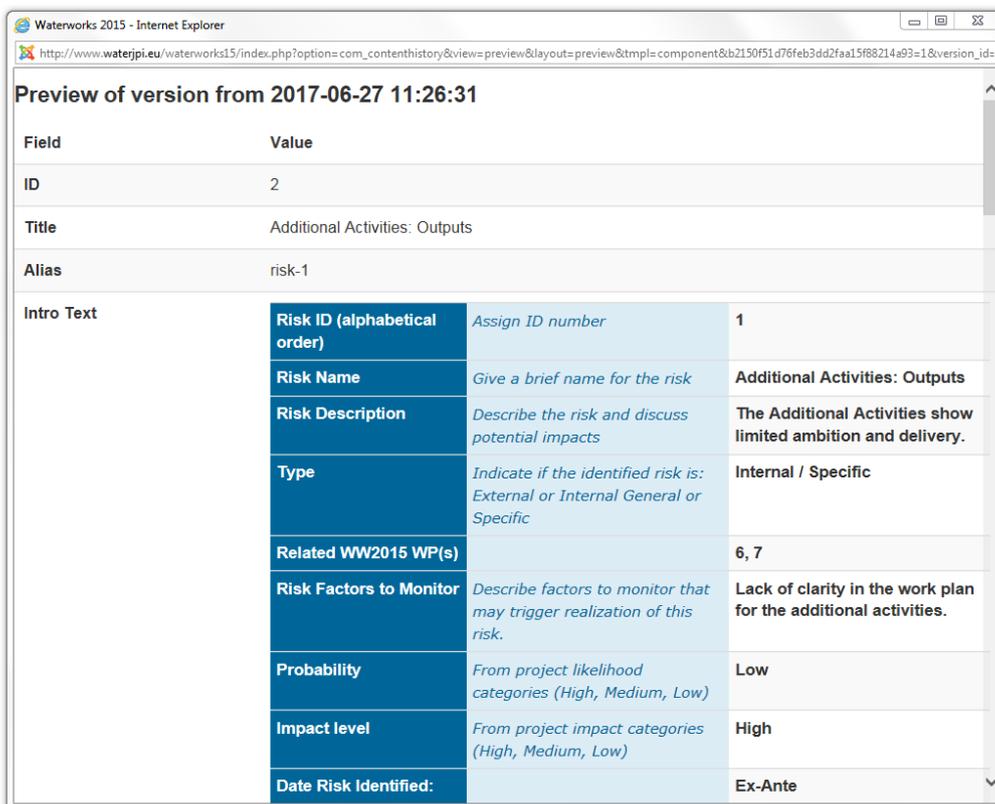
## Versioning

The application allows the tracking of modifications made to each of the risks and their respective tables.

To view the previous versions, select the icon **“Versions”**  and select the version you would like to view.

<input type="checkbox"/>	Date	Version Note	Keep Forever	Author	Character Count
<input type="checkbox"/>	2017-06-27 11:31:18 ★		No	Murphy Aine	10,852
<input type="checkbox"/>	2017-06-27 11:26:31		No	Murphy Aine	9,888
<input type="checkbox"/>	2016-11-16 11:44:22		No	Super User	9,297
<input type="checkbox"/>	2016-11-16 09:24:40		No	Super User	9,300

The previous selected version of the risk or table will then open:



Field	Value
ID	2
Title	Additional Activities: Outputs
Alias	risk-1
Intro Text	
Risk ID (alphabetical order)	Assign ID number 1
Risk Name	Give a brief name for the risk Additional Activities: Outputs
Risk Description	Describe the risk and discuss potential impacts The Additional Activities show limited ambition and delivery.
Type	Indicate if the identified risk is: External or Internal General or Specific Internal / Specific
Related WW2015 WP(s)	6, 7
Risk Factors to Monitor	Describe factors to monitor that may trigger realization of this risk. Lack of clarity in the work plan for the additional activities.
Probability	From project likelihood categories (High, Medium, Low) Low
Impact level	From project impact categories (High, Medium, Low) High
Date Risk Identified:	Ex-Ante

## Locking of record

Once the editing is done, the user MUST close the editor to allow others to modify the some tab unless it

remains blocked. Therefore, the user MUST select the **“Save”** or **“Cancel”** button at the top of the page.



## Saving Changes

To save changes: always use the **“Save”**  button.