

DRAFT

Meeting Record

IRM e-risk SIG - Startup mtg

Meeting purpose: Establish the SIG

Venue: Chubb Insurance Company of Europe, S.A.

Date of meeting: 04/05/2006

Meeting time: 13:00

Hours: 2

Notes:

The meeting room is actually on the 8th floor, however, visitors will need to come to the 14th floor reception and ask for Richard Harrison - UK South Loss Control Manager.

Agenda items

Welcome & Introductions

SIG Purpose/ Objectives

Constitutional issues

SIG Chair

SIG Secretary

SIG Name

SIG Terms of Reference

Framework for Meetings

Methods of Communication

AOB

Meeting attendees

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Nick Bellamy (Chubb Insurance Company of Europe S.A.) Mobile: 07793 314712 email nbellamy@chubb.com

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Key notes

The SIG title/ name was discussed, recognising it to have implications for scope and marketing. Ideas were brainstormed and then considered; three options emerged as favourite: (1) RISE - Risk in Information Systems & e-Business; (2) e-risk and (3) IS Risk. The group favoured RISE on the grounds that it was all encompassing but believed that the options should be put to the SIG members in full by email.

SIG PURPOSE: We discussed the SIG purpose and drafted a statement for consultation. Broadly and subject to refinement we felt the purpose of the SIG was, 'To be the recognised IRM group responsible for the management of RISE knowledge and best practice, providing leadership and an IRM voice on this specialist risk issue'.

COMMITTEE: We recognised the need for the allocation of SIG roles and responsibilities but deferred decisions on this matter until the next meeting in June 2006. In the mean time the attendees agreed to care take the SIG committee role with Phil Kelly performing secretarial duties. Several key roles were identified (1) Chair, (2) Secretary, (3) PR, (4) Education and (5) Liaison/ coordination. Interested IRM members may put themselves forward for the roles by the end of May 2006. Candidates should email their proposal to the interim committee via Phil; proposals will be considered and members elected at the June meeting.

MEETINGS: We discussed the frequency and conduct of future meetings. Presently we agree upon the need for four meetings per year with dates and venues established well in advance. Ideally, meetings will be each quarter with two occurring alongside IRM workshops in Jan/ April (if possible) and one alongside the IRM Forum in September. The typical format of a meeting will include (1) an internal speaker, (2) an external speaker, (3) Knowledge developments report/ discussion, (4) IRM issues, (5) Constitutional issues and (6) AOB. The next meeting will be in June – WC 19th (ideally 21, 22 or 23), Venue: Birmingham - Chubb offices

COMMUNICATION: Full use of the IRM web will be used to facilitate SIG communications.

INVOLVEMENT: Attendees of the JUNE SIG Meeting will be invited to deliver a five minute presentation about their work and interests to facilitate networking and knowledge sharing.

IRM Forum – Sept: We agreed that Phil would approach IRM offering to coordinate a SIG workshop at the forum.

Finally, we thanked Richard for organising the venue and Phil for pulling the meeting together.

Actions

Due date	Priority	Action owner	Action description	Comments	Comp.
11/05/2006	1	PK	email SIG/IRM with minutes of meeting and questionnaire.		<input type="checkbox"/>
11/05/2006	1	PK/RH	arrange date and venue for JUNE SIG		<input type="checkbox"/>
30/05/2006	1	All	conference call to discuss questionnaire responses		<input type="checkbox"/>