OFFLINE RISK LOG

(see Deliverable Description for the Risk Log regarding its purpose and use)

Project Title:		Award ID:		Date:

#	Description	Date Identified	Type	Impact & Probability	Countermeasures / Mngt response	Owner	Submitted, updated by	Last Update	Status
1	Enter a brief description of the risk *(In Atlas, use the Description field.* **Note: This field cannot be modified after first data entry)**	When was the risk first identified *(In Atlas, select date. Note: date cannot be modified after initial entry)*	Environmental Financial Operational Organizational Political Regulatory Strategic Other Subcategories for each risk type should be consulted to understand each risk type (see Deliverable Description for more information) *(In Atlas, select from list)*	Describe the potential effect on the project if this risk were to occur Enter probability on a scale from 1 (low) to 5 (high) P = Enter impact on a scale from 1 (low) to 5 (high) I = *(in Atlas, use the Management Response box. Check "critical" if the impact and probability are high)*	What actions have been taken/will be taken to counter this risk *(in Atlas, use the Management Response box. This field can be modified at any time. Create separate boxes as necessary using "+", for instance to record updates at different times)*	Who has been appointed to keep an eye on this risk *(in Atlas, use the Management Response box)*	Who submitted the risk *(In Atlas, automatically recorded)*	When was the status of the risk last checked *(In Atlas, automatically recorded)*	e.g. dead, reducing, increasing, no change *(in Atlas, use the Management Response box)*
2	Impact of COVID-19 regarding, inter alia, access on-the-ground, human/financial resources (donor and recipient); changing stakeholder priorities.	March 2020	contextual	P =5 I = 3	Continuous review of country-specific public health context and risk factors. Ensure implementation modalities can be aligned with public health directives (i.e. use of PPE, social distancing, et cetera).	Project Manager			
3	Political instability, armed violence, conflict in the country; neighbouring countries; or in the region.	January 2020	contextual	Text P =4 I = 4	Conduct regular assessments of that risk. Seek implementation modalities and partners that mitigate such risk.	Project Manager			
	Political groups, institutions, civil society groups resist	January 2020	contextual	P =3 I = 3	Develop participatory and inclusive processes at every step of the	Project Manager			

more control on small arms.				project. Promote ownership of the programme activities by local stakeholders.				
Activities discontinued after initiatives end.	January 2020	Programmatic	P =3 I = 3	One of the criteria for selection of proposals request the project to be part of a broader umbrella programme. Request an exit strategy for the project	Project Manager			
Lack of access to modern technologies reduce the effectiveness of small arms control.	January 2020	Programmatic	P =3 I = 3	Conduct needs-assessment at the outset of the project in order to acquire necessary technologies adaptable to the context.	Project Manager			
Lack of access to data.	January 2020	Programmatic	P =2 I = 2	Discuss possible options with government authorities to ensure alternative data collection and dissemination in cases where the capacity and/or technology are not available. Request projects to include activities on capacity-development of national institutions to collect and analyse data.	Project Manager			
Legislation not implemented due to lack of capacity and/or budget allocations.	January 2020	Institutional	P =3 I = 4	Identify the risks and probability for legislation not to be implemented at the onset of the project. Work on by-laws and regulations of existing legislation	Project Manager			
High rate of turnover in the targeted	January 2020	Institutional	P =3 I = 4	Identify institutions at-risk from the outset of	Project Manager			

institutions resulting in interruption in service delivery and knowledge/skill transfer.				the project. Develop training materials and capacity development initiatives that can be easily applied on a rolling basis.				
No trickling-down of new funds to grassroots activities, due to lack of access to the fund by sub-regional and local NGOs, because of their limited capacity, particularly in handling large sums of grants.	January 2020	Institutional	P =3 I = 3	Partner with UN entities that have programmes and project in the country. Undertake assessment of the financial management capacity of partners through UN Agencies, Funds and Programmes who have presence at sub-regional and local level and utilize their Harmonized Approach to Cash Transfer (HACT) assurance plan.	Project Manager			