

RISK REGISTER

PUSTAKA NEGERI SARAWAK

PUSTAKA INSTITUTE: LEARNING AND KNOWLEDGE CREATION DIVISION

RISK CATEGORY	1. RISK IDENTIFICATION			2. RISK ANALYSIS AND EVALUATION				3. RISK CONTROL		STATUS
	Activity/ Process	Risk/ Opportunity	Cause	Current Risk Control	Likelihood	Impact	Level	Recommended Action/ Additional Control	Person In Charge (Risk Owner)	
Operational	Management of Publication	Delay in arrangement of Research and Publication (RPC) Meeting	RPC members are not available for discussion and meetings due to other commitments and only conducted depending on their availability.	Documented procedure on the Management of Publication.	2 (Unlikely)	2 (Minor)	4 (LOW)	Find a replacement date base on availability of Chairman and other RPC members.	Mohd. Nazari Razali	On going
		Publication of books not in accordance to the standard procedures and processes.	The progress of the publication is not being monitored by the Responsible Officer (RO) due to unawareness of his/ her responsibility to monitor the progress of the publication and lack of knowledge on the Management of the Publication process systematically.	Documented procedure on the Management of Publication.	3 (Possible)	3 (Moderate)	9 (MEDIUM)	To brief all ROs on the process as in accordance to QP: Management of Publication on their roles and functions via online meeting/ discussion.	M. Shahrul Bahro	On going
		Ad hoc request to publish book that is not within the scope for publication.	The topics proposed is not within the scope due to ad hoc topics request and directive by the management for publication	Documented procedure on the Management of Publication	3 (Possible)	3 (Moderate)	9 (MEDIUM)	1. To table in PC/ Board of Management Meeting for comments and decision before implementation. 2. This is part of the requirement before new book is published.	M. Shahrul Bahro	On going
Operational	Management of High Aptitude Meeting and Discourse (HAMeed)	Identified speakers rejected the appointment.	The invited speaker rejected the invitation without informing the Secretariat and the Rapporteurs/ moderator turned down the appointment last minute without any replacement identified due to other work commitments.	Documented Procedure of Management of High Aptitude Meeting and Discourse (HAMeed)	2 (Unlikely)	2 (Minor)	4 (LOW)	To arrange and find replacement as and when required.	Afiza Ibrahim	On going
		Unplanned topic	Ad hoc topics requested for HAMeed was due to the management directive.	Documented Procedure of Management of High Aptitude Meeting and Discourse (HAMeed)	1 (Rare)	3 (Moderate)	3 (LOW)	To re-adjust and replace with the next planned topic.	Afiza Ibrahim	On going
		Inconsistency of reports produced based on required standards.	Reports produced by the rapporteurs are inconsistent and not in accordance to the required standard. Reports has to be merged as a final report for submission to the relevant departments.	Documented Procedure of Management of High Aptitude Meeting and Discourse (HAMeed)	3 (Possible)	2 (Minor)	6 (MEDIUM)	1. To arrange for a training session for HAMeed's secretariat and Rapporteurs on how to operate CAS system. 2. To upload the Rapporteur's report in CAS system and merge as one (1) single report before sending to the relevant departments.	Afiza Ibrahim	On Going
		Incomplete form/ information received.	Incomplete information on the sources of topics selected from IS Division due to the Topic Selection Form is not accompanied with the relevant sources of information and lack of awareness of the responsible officer in IS Division.	Documented Procedure of Management of High Aptitude Meeting and Discourse (HAMeed)	3 (Possible)	3 (Moderate)	9 (MEDIUM)	To improve Topic Selection Form to make it compulsory for officer IS Division to attach with relevant sources/ references/ links to the form. To do briefing with the officers	Afiza Ibrahim	On going