



University of California Risk Management Workgroup Requirements

July 2007

Overview

Risk Management Offices at UC Campuses, Medical Centers, Office of the President, and Agriculture and Natural Resources will sponsor standing workgroups to collaborate on projects and programs of common interest. These workgroups will produce very valuable work products which result in either financial or operational benefits to all participants. This document will formalize the process and expectations for these workgroups, and shall be shared with all group representatives by distribution from each group's chair.

Purpose

The UC Risk Management Workgroups, in coordination with the UC Risk Management Leadership Council, will harness the enormous risk management capabilities throughout the University. Their purpose is to create work products and expert position papers with recommended outcomes that represent UC which cannot be effectively achieved by the efforts of any one individual office.

The UC Risk Management Workgroups will support UC systemwide Risk Management initiatives by:

- Assessing, analyzing, developing and recommending positions and procedures for consideration by the Leadership Council Member and UCOP for UC adoption
- Producing work products that can improve effectiveness and reduce individual campus/medical center costs and that are of benefit to the group, colleagues, Risk Management departments and UC
- Taking advantage of group expertise not available at any individual site
- Providing a forum for exchange of professional ideas
- Reducing inefficiency and redundancy
- Sharing best practices and common experiences (problems and successes).
- Acting as expert advisory panels to Leadership Council Member
- Reviewing legislation, regulatory proposals and other issues common to most or all, and recommend a course of action

Authorized Workgroups

- Camps
- Driver & Vehicle Safety
- Fine Arts
- Foundation & Support Groups
- Student Related Risks
- Volunteer Clinical Faculty (VCF)

Membership and Participation

Each workgroup will, at a minimum, consist of one representative from each campus and medical center or their designee. The Leadership Council member at each of the campuses and medical centers will designate representatives best qualified based on the workgroup topic. Any changes in the representation must be approved by the respective Risk Management Leadership

Council member. Each workgroup will have a Risk Management Leadership Council Liaison and a UCOP Liaison.

Expectations of membership are that ALL members actively participate and contribute on a reasonably consistent basis. Consistent participation includes taking on various limited duties and responsibilities, following through on assignments, producing work products as agreed on specified schedules, and routinely participating in conference calls and meetings. This will assure the greatest value to the entire group and the UC system and an equitable distribution of workload. It is understood that there are special circumstances that may preclude someone from being active for a period of time. The decision to participate in any of the groups is up to each Leadership Council member.

In general it is intended for all groups to meet without any non-UC participants. Guest participants may be relevant under some special circumstances. Guest speakers may be utilized as appropriate. Some groups also conduct regular meetings with Cal State campuses, which is approved as long as sufficient time is reserved for exclusive UC meeting.

Costs

Meetings will rotate through each of the sites. Each **host site will pay for all basic meeting costs** (meeting rooms, morning and afternoon refreshments, and lunch). There will be **no recharges** for any meetings by any of the workgroups for routine meeting costs. Special presentations, equipment or other extraordinary costs may be recharged as determined by the group and approved by the Leadership Council Member prior to the meeting.

Workgroup Charter

Each workgroup shall develop a clear statement defining the scope of their responsibilities and the intent of their group. The Leadership Council Liaison will review each workgroup charter for approval.

Workgroup Structure

Each -workgroup shall appoint a:

- **Chair**---coordinate activities, facilitate meetings, calls, and track action items; schedule conference calls and meetings; serve as group spokesperson; intermediary with Leadership Council Member and other workgroups; and develop agendas.
The chair position shall be reconsidered on an annual basis for rotation or retaining the existing chair.
 - **Vice-chair** ---assist chair as necessary and warranted
 - **Secretary**--take and distribute minutes from all calls and meetings
 - **Host**—the meeting locations will rotate amongst the campuses and medical centers, and each host will be responsible for the meeting logistics.
- Leadership Council Liaison** --The Leadership Council Liaison will provide general oversight and direction to the groups, and will assure that group efforts support the enhancement of the joint UC Risk Management efforts. The Leadership Council Member will:

- Assure that a senior program representative from each site is designated to each group (if feasible)
 - Support that individual's contributions to the group
 - Review and comment on project proposals
 - Provide a liaison to each group
- **UCOP Liaison**

Leadership Council Liaison

Each workgroup will be assigned one member of the Leadership Council to serve as the group's Liaison to the UC Risk Management Leadership Council. The Leadership Council Member Liaison's role is to represent the Risk Management Leadership Council's consensus and intent to the workgroup. The Liaison will review proposed agendas, facilitate the flow of information in both directions, and coordinate needs/activities with the group's chair. In order to ensure the proper flow of information all group and Leadership Council Member participants' requests should proceed through their respective Chair/Liaison pairing.

The meeting agendas will be provided to the Liaison at least one week before the meeting so that comments and changes may be solicited. The Liaison will share the agenda with the Leadership Council Member, and will determine whether formal approval by the entire Leadership Council Member group is needed or consent may be given directly by the Liaison. The Liaison will make it a priority to attend their group's meetings.

UCOP Liaison

UCOP will also provide a liaison to each group. This liaison will be the most qualified person in that discipline available at UCOP. The UCOP Liaison will normally come from the Office of Risk Services but may be selected from other OP departments. The UCOP Liaison will make it a priority to attend all meeting and participate in all conference calls for the workgroup they are assigned to.

Meetings

Meetings will generally be two full days. Most groups will meet semi-annually unless otherwise approved by the Leadership Council liaison.

At the conclusion of each meeting a written report must be prepared and presented to the Leadership Council Liaison prior to the next Risk Management Leadership Council meeting. The Liaison will then provide this report at the next Risk Management Leadership Council meeting. This report will include:

- Description and status of projects
- A report of major items discussed
- List of action items (what, anticipated completion date, etc.)
- Other pertinent reports

For special issues, the Liaison may invite a workgroup member to make a presentation at a Leadership Council meeting.

Conference Calls

Routine conference calls, generally monthly, should be used for efficiency, follow-up, meeting planning, progress and accountability. The calls will be organized and facilitated by the workgroup chair, utilizing the most cost-effective system available. The campuses/medical centers will share in the costs of these calls.

Request for Action

Each workgroup is to (if not already done):

1. Formalize the structure of their workgroups
2. Establish specific goals and objectives *consistent with the University's mission and goals* for their workgroup
3. Establish the scope of the work
4. Establish a protocol for regular progress reports on assigned projects, as well as the final product

Project Proposals

In response to a request from the Leadership Council Liaison or at their own initiative, the groups will develop work plans. To evaluate the appropriateness and cost effectiveness of any work proposal each workgroup or task force must provide a written proposal to the Leadership Council Liaison for review and approval. The proposal should include the following elements:

- Clear description of the project and the justification for its need
- Expected benefits including pros and cons of alternatives
- Expected duration of the project, including clear timelines for each phase if applicable
- Accurate estimates of cost, including travel, teleconferencing, material, etc.
- Description of how the results and/or progress reports will be communicated to Leadership Council Member.
- The magnitude of the effort is not expected to be large, but may entail several hours per month on a regular basis. Some special projects may require more effort but the Leadership Council Member will review these for approval.

The attached form shall be utilized to facilitate meeting this requirement. Once the Leadership Council Liaison approves a work proposal for action, the workgroup chair will be notified to proceed with the project.

Listserv

Each workgroup will maintain one listserv, and it will include all group members from the campuses, medical centers and the UCOP and Leadership Council Liaisons.

Websites

It is desired that each group develop a secure website that houses their minutes, products and other useful information.

UC Risk Management Workgroups

	GROUP	CHAIR	CHAIR E-MAIL	LEADER- SHIP COUNCIL MEMBER LIAISON	LISTSERV	LISTSERV MANAGER	WEBSITE URL
1	Campus			Pam Lombardo, UCSB			
2	Driver & Vehicle Safety			Dean Malilay, UCLA			
3	Fine Arts			Deborah Luthi, UCD & Barbara Van Cleave-Smith, UCB			
4	Foundation & Support Groups			Bruce Flynn, UCSF			
5	Student Related Risks			Rick Coulon, UCI			
6	Volunteer Clinical Faculty (VCF)			Anna Orłowski, UCD HS & Nance Hove, UCI MV			

Workgroup – Project Status Summaries

Project: _____

Chair: _____

Project Description:

Period Covering:

Tasks	Responsible Person/ Party	Target Date	Time Needed to Complete Project	Cost Estimate (ID Item and Cost)	Check if Completed

UCRM Workgroup – Project Status Summaries (SAMPLE)

Fine Arts WORKGROUP

Project: Fine Arts Survey & General Recommendations

Chair: _____

Project Description:

Period Covering: July 2006 – February 2007

The workgroup will develop survey forms for the University’s art collections. These survey forms will attempt to determine how the UC determines their holdings, valuation, and best practices to protect them. The surveys will be distributed to the system-wide risk managers, who will conduct a survey at each of the UC campuses. The information gained from the surveys will be used to determine the overall system-wide art collection, and to prepare a general written document which will summarize the best procedures for maintaining and preserving these assets.

Tasks	Responsible Person/ Party	Target Date	Time Needed to Complete Project	Cost Estimate (ID Item and Cost)	Check if Completed
Prepare a survey for campuses	Jane Doe, Risk Mgr	9/30/06	Workgroup meetings & Approx. 1-3 hours per group member	Conference calls (one 1½-hour call per month)	X
Prepare a survey for medical centers	Jacob Doe, Med Ctr RM	9/30/06	Workgroup meetings & Approx. 1-3 hours per group member	Conference calls (one 1½-hour call per month)	X
Obtain Risk Management Council approval to institute and distribute the survey	UC RM Council	10/06	At Leadership Council Member’s Meeting	None	
Distribute the survey to identified parties	Joe Raab Gloria Doe	11/1/06	Minimal	None	

UCRM Workgroup – Project Status Summaries (SAMPLE)
Fine Arts WORKGROUP: Fine Arts Survey & General Recommendations (continued)

Tasks	Responsible Person/ Party	Target Date	Time Needed to Complete Project	Cost Estimate (ID Item and Cost)	Check if Completed
Individual campus RMs will complete the survey of their campuses	UCRMs	12/10/06	Variable depending on campus	Variable – time to conduct survey	
Survey results from individual campuses will be collected and analyzed	Workgroup	1/1/07	At workgroup meetings	Conference calls (one 1½-hour call per month)	
Workgroup will prepare a draft document with general recommendations for establishing programs on the campuses	Workgroup	2/29/07	Workgroup meetings & 3-4 hours per month	Conference calls (one 1½-hour call per month)	
Completed draft will be reviewed by UC Leadership Council Member	UC Leadership Council Member	Spring 2007	At Leadership Council Member's Meeting	None	
Completed document: "Fine Arts Recommendations" will be distributed to the campuses	Joe Raab, Gloria Doe	Spring 2007	Minimal	None	
Workgroup will have completed its assigned task.	Workgroup	March 2007	None	None	