



NEW WORK ITEM PROPOSAL	
Date of presentation 2005-02-03	Reference number (to be given by the Secretariat)
Proposer JISC (Japan)	ISO/TC / SC N
Secretariat	

A proposal for a new work item within the scope of an existing committee shall be submitted to the secretariat of that committee with a copy to the Central Secretariat and, in the case of a subcommittee, a copy to the secretariat of the parent technical committee. Proposals not within the scope of an existing committee shall be submitted to the secretariat of the ISO Technical Management Board.

The proposer of a new work item may be a member body of ISO, the secretariat itself, another technical committee or subcommittee, or organization in liaison, the Technical Management Board or one of the advisory groups, or the Secretary-General.

The proposal will be circulated to the P-members of the technical committee or subcommittee for voting, and to the O-members for information.

See overleaf for guidance on when to use this form.

IMPORTANT NOTE: Proposals without adequate justification risk rejection or referral to originator.

Guidelines for proposing and justifying a new work item are given overleaf.

Proposal (to be completed by the proposer)

Title of proposal (in the case of an amendment, revision or a new part of an existing document, show the reference number and current title) English title General Guidelines for Principles and Implementation of Risk Management French title (if available)	
Scope of proposed project See Annex A	
Concerns known patented items (see ISO/IEC Directives Part 1 for important guidance) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If "Yes", provide full information as annex	
Envisaged publication type (indicate one of the following, if possible) <input checked="" type="checkbox"/> International Standard <input type="checkbox"/> Technical Specification <input type="checkbox"/> Publicly Available Specification <input type="checkbox"/> Technical Report	
Purpose and justification (attach a separate page as annex, if necessary) See Annex B	
Target date for availability (date by which publication is considered to be necessary) 3 years from approval of the NWIP (2008)	
Relevant documents to be considered See Annex C	
Relationship of project to activities of other international bodies	
Liaison organizations IEC/TC57, IEC/ACOS, IFRIMA and other Risk related organizations	Need for coordination with: <input checked="" type="checkbox"/> IEC <input type="checkbox"/> CEN <input type="checkbox"/> Other (please specify)

New work item proposal

<p>Preparatory work (at a minimum an outline should be included with the proposal)</p> <p><input type="checkbox"/> A draft is attached <input checked="" type="checkbox"/> An outline is attached. It is possible to supply a draft by Sept 2005. See Annex D</p> <p>The proposer or the proposer's organization is prepared to undertake the preparatory work required <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>Proposed Project Leader (name and address)</p> <p>Kevin Knight (SA), Yutaka OKAMOTO (JSA)</p> <p>This project will be collaborated between SA and JISC. SA serves as convener and JISC as secretariat</p>	<p>Name and signature of the Proposer (include contact information)</p> <p>ISO/TMB, SA-JISC</p>
<p>Comments of the TC or SC Secretariat</p> <p>Supplementary information relating to the proposal</p> <p><input checked="" type="checkbox"/> This proposal relates to a new ISO document;</p> <p><input type="checkbox"/> This proposal relates to the amendment/revision of an existing ISO document;</p> <p><input type="checkbox"/> This proposal relates to the adoption as an active project of an item currently registered as a Preliminary Work Item;</p> <p><input type="checkbox"/> This proposal relates to the re-establishment of a cancelled project as an active project.</p> <p>Other:</p> <p>Voting information</p> <p>The ballot associated with this proposal comprises a vote on:</p> <p><input checked="" type="checkbox"/> Adoption of the proposal as a new project</p> <p><input type="checkbox"/> Adoption of the associated draft as a committee draft (CD) (see ISO Form 5, question 3.3.1)</p> <p><input type="checkbox"/> Adoption of the associated draft for submission for the enquiry vote (DIS or equivalent) (see ISO Form 5, question 3.3.2)</p> <p>Other:</p>	

Annex(es) are included with this proposal (give details)

Date of circulation	Closing date for voting	Signature of the TC or SC Secretary
2005-03-08	2005-06-08	M A. Smith Senior Adviser, Technical Policy Standards Department

Use this form to propose:

- a) a new ISO document (including a new part to an existing document), or the amendment/revision of an existing ISO document;
 - b) the establishment as an active project of a preliminary work item, or the re-establishment of a cancelled project;
 - c) the change in the type of an existing document, e.g. conversion of a Technical Specification into an International Standard.
- This form is not intended for use to propose an action following a systematic review - use ISO Form 21 for that purpose.
- Proposals for correction (i.e. proposals for a Technical Corrigendum) should be submitted in writing directly to the secretariat concerned.

Guidelines on the completion of a proposal for a new work item

(see also the ISO/IEC Directives Part 1)

- a) **Title:** Indicate the subject of the proposed new work item.
- b) **Scope:** Give a clear indication of the coverage of the proposed new work item. Indicate, for example, if this is a proposal for a new document, or a proposed change (amendment/revision). It is often helpful to indicate what is not covered (exclusions).
- c) **Envisaged publication type:** Details of the types of ISO deliverable available are given in the ISO/IEC Directives, Part 1 and/or the associated ISO Supplement.
- d) **Purpose and justification:** Give details based on a critical study of the following elements wherever practicable. *Wherever possible reference should be made to information contained in the related TC Business Plan.*
 - 1) The specific aims and reason for the standardization activity, with particular emphasis on the aspects of standardization to be covered, the problems it is expected to solve or the difficulties it is intended to overcome.
 - 2) The main interests that might benefit from or be affected by the activity, such as industry, consumers, trade, governments, distributors.
 - 3) Feasibility of the activity: Are there factors that could hinder the successful establishment or general application of the standard?
 - 4) Timeliness of the standard to be produced: Is the technology reasonably stabilized? If not, how much time is likely to be available before advances in technology may render the proposed standard outdated? Is the proposed standard required as a basis for the future development of the technology in question?

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5) Urgency of the activity, considering the needs of other fields or organizations. Indicate target date and, when a series of standards is proposed, suggest priorities.

6) The benefits to be gained by the implementation of the proposed standard; alternatively, the loss or disadvantage(s) if no standard is established within a reasonable time. Data such as product volume or value of trade should be included and quantified.

7) If the standardization activity is, or is likely to be, the subject of regulations or to require the harmonization of existing regulations, this should be indicated.

If a series of new work items is proposed having a common purpose and justification, a common proposal may be drafted including all elements to be clarified and enumerating the titles and scopes of each individual item.

e) Relevant documents: List any known relevant documents (such as standards and regulations), regardless of their source. When the proposer considers that an existing well-established document may be acceptable as a standard (with or without amendment), indicate this with appropriate justification and attach a copy to the proposal.

f) Cooperation and liaison: List relevant organizations or bodies with which cooperation and liaison should exist.

1. Scope of proposed project

This document provides principles and practical guidance to the risk management process.

The document is applicable to all organizations, regardless of type, size, activities and location and should apply to all type of risk.

The document should:

- establish a common concept of risk management process and common related concepts.
- provide practical guidelines to:
 - understand how to implement risk management
 - identify and treat all types of risk,
 - treat and manage the identified risks,
 - improve an organization's performance through risk management,
 - maximize opportunities and minimize losses in the organization;
- raise awareness of the need to treat and manage risk in organizations; and

The issues to be considered in development of the documents are that the document;

- is to be written with plain expressions and terminology for easy understanding, especially for SMEs,
- is to follow ISO/IEC Guide 73 in its terms and definitions,
- should be based on the best practice of risk management and contribute to continuous improvement,
- may be used to complement and be compatible with existing documents, and
- to provide guidelines for organizations to manage risk systematically.

2. Type of deliverable

The standard to be developed is a Guideline document, and is not to be used for the purpose of certification.

Annex B

1. Purpose and justification

Risk management is a key business process within both the private and public sector around the world. Sound and effective implementation of risk management is part of best business practice at a corporate and strategic level as well as a means of improving operational activities.

Effective risk management and the resulting control environment are central to sound corporate governance and for this reason much of the law that has been created in response to corporate collapses and scandals now requires effective risk management. Evidence of good risk management practice is also increasingly being required before insurance can be obtained.

It is widely understood that to be truly effective, Risk Management must become part of the culture of the organization and be part of everyday business practice.

Although the concept of risk terminology has been defined in ISO/IEC Guide 73, the ISO has not yet made clear the concept of risk or the management of risk.

There are a number of risk-related standards published by ISO and other standards bodies as well as many standards that refer to risk management processes, but there is no central ISO document that provides a consistent approach. In the absence of an explicit process for the management of risk, these standards cause confusion among users regarding practical interpretation and implementation.

For these reasons, an International Standard which provides the concept of and guideline to implement risk management, and sets out a process for the management of risk needs to be developed.

The purposes of the standard to be developed can be described as follows:

- to define the concept of the risk management process;
- to provide practical guidelines for organizations to manage and treat risk;
- to enhance social stability and minimize unnecessary burdens on society;
- to achieve and enhance stakeholder confidence and trust;
- to improve corporate governance; and
- to provide tools for communication and consultation between stakeholders and organizations.

2. Users

A wide range of organizations, including companies, public sector entities at the national, regional and local level, non-governmental organizations, and government agencies.

3. Benefits from standard

- Provision of a consistent framework for use of risk management in international standards.
- Provision of a framework and supporting tools for the organization to embed effective and efficient management of risk
- Assistance to the organization to manage its risks appropriately
- Communication and awareness-raising of the value of the management of risk within the organization
- Enhancement of suitability and effectiveness of decision-making including authority and accountability
- Contribution to more effective and efficient use/allocation of capital and other resources in the organization
- Stabilization and improvement of the activities of the organization through reduction and avoidance of social costs and/or losses caused by risk
- Protection of the organization's people, assets, image and brand value
- Enhancement of opportunities and social valuation
- Enhancement of the organizational ability to achieve better performance
- Contribution to social stability through suitable risk management
- Enhancement of stakeholder satisfaction and confidence
- Development of "Risk Management Culture" throughout organizations

Relevant documents to be considered (non-exhaustive)

No.	Titles	Organization
ISO 10006	Quality management systems - Guidelines for quality management in projects	ISO
ISO 14971	Medical devices - Application of risk management to medical devices	ISO
IEC 60300-3-9	Risk analysis of technological systems - Application guide	IEC
ISO/IEC guide73:2002	Risk management - Vocabulary - guidelines for use in standards	ISO/IEC
ISO/IEC Guide 51:1999	Safety aspects – Guidelines for their inclusion in standards	ISO/IEC
IEC 62198	Project risk management – Application guidelines	IEC
AS HB 254:2004	Guide to control assurance and risk management	AS
AS/NZS 4360:2004	Risk Management	AS/SNZ
AS/NZS HB 436:2004	Risk Management Guidelines – Companion to ASA/NZS 4360:2004	AS/SNZ
AS/NZS HB 203:2004	Environmental Risk Management – Principals and process	AS/SNZ
AS HB205:2004	OHS Risk Management Hand Book	AS
AS/NZS HB 221:2004	Business Continuity Management	AS/SNZ
AS/NZS HB 240:2004	Guidelines for managing risk in outsourcing utilizing the AS/NZS 4360 process	AS/SNZ
AS/NZS 4810.1	Medical devices - Risk management - Application of risk analysis	AS/SNZ
SNZ HB 8669:2004	Guideline for Risk Management in Sport and Recreation	SNZ
BS 6079-3	Project Management - Part3: Guide to the management of business related project risk	BSI
ONR 49000	Risk management for organizations and systems -Terms and principles	ON
ONR 49001	Risk management for organizations and systems -Elements of the risk Management system	ON
ONR 49002-1	Risk management for organizations and systems, Part 1: Guidelines for risk	ON

	management	
ONR 49002-2	Risk management for organizations and systems, Part 2: Guidelines for the integration of risk management into the general management system	ON
ONR 49003	Risk management for organizations and systems, - Qualification of the risk manager	ON
PD6668	Managing Risk for Corporate Governance	BSI
PAS 56:2003	Guide to Business Continuity Management	BSI
CSA Q 850:1997	Risk Management Guidelines for Decision Makers	CSA
JISQ 2001:2001	Guidelines for development and implementation of risk management system	JISC

Outline of proposed standard

The proposed standard is focused on the principles and framework of the process to facilitate and assist organizations to manage risk effectively, and is designed to be compatible and complementary with other existing documents.

Detailed structure and content will be decided at the 1st WG meeting, but herein is an outline of the proposed structure and concepts of the standard for information and reference:

0. Introduction

- Necessity for risk to be effectively managed in an organization
- Applicability to all organizations
- Compatibility and complementary issues
- Benefits of good risk management

1. Scope

- Provision of principles and practical guidelines of the risk management process
- Explicit statement that this standard is not to be used for certification
- Applicable to all organizations large and small, public and private
- Applicable to all type of risks both positive and negative

2. Reference standards

3. Definitions

- Reference to ISO/IEC Guide 73 in principle to ensure consistency among the standards,
- Addition of other terminologies which are not defined in ISO/IEC Guide 73 as necessary

4. Principle of risk management

- Provision of explicit principles of risk management
- Relationship among the principles and the elements specified in this standard

5. Implementing the risk management process in Organizations

5.1 Overview of Risk management process

- Overview of whole process to manage risk (including interactions among the processes)

5.2 Risk management Process

5.2.1 Risk communication and consultation (including Risk Perception)

- Function and necessity of this process
- Provision of practical guide

5.2.2 Evaluation of external and internal context

- Function and necessity of this process
- Provision of practical guide

5.2.3 Risk identification

- Function and necessity of this process
- Provision of practical guide including tools and techniques to identify the risks

5.2.4 Risk estimation

- Function and necessity of this process
- Provision of practical guide including tools and techniques to identify the risks

5.2.5 Risk evaluation

- Function and necessity of this process
- Provision of practical guide including tools and techniques to estimate the identified risk

5.2.6 Risk treatment

- Function and necessity of this process
- Provision of practical guide including tools and techniques to respond to the identified risk including negative and positive, and tolerable and intolerable
- Emergency preparedness and responses (contingency planning)

5.2.7 Monitor, measurement and reviews

- Function and necessity of this process
- Provision of practical guide
- Guidance to utilize the results of the Monitor, measurement and reviews

6. Implementing Risk Management into an Organizations culture

- Provision of guide to develop Risk Management throughout an organization as a part of its daily business processes
- Other applicability of Risk Management