

## Software tip: Aconex – Risk Register

The risk register process utilizes the “Document” and “Workflow” modules in Aconex, as outlined below.

**Step 1:** UNHCR uploads the risk register in the Aconex Document Register, as follows:

- i. Download the risk register template from the intranet [here](#) (only applicable for first PW of the PFA) or upload previous year's final risk register as a new separate document (see 'Note' far below).
- ii. Select “Add/Update Documents” from the “Documents” tab and then drag and drop the risk register template.
- iii. Select “Risk Register” for the document type.
- iv. Enter **zero** for the total number of risks and opportunities for each of the 7 categories listed in the form.
- v. Set the revision number to zero (“0”) and select the status of “Not started”.
- vi. Click “Register” and the document is immediately stored in the Document Register.

**Step 2:** UNHCR sends the risk register template to the partner, as follows:

- i. Select the risk register template from the Document Register (by checking the box in the left column) and transmit it on a workflow using the “Risk Register” workflow template.
- ii. In the workflow wizard, edit the workflow name to include the partnership agreement contract number, assign participants to the workflow steps and enter the step deadlines.
- iii. Click “Submit” to initiate the workflow.

**Step 3:** The partner provides inputs to the risk register and sends it back to UNHCR, as follows:

- i. Receive the workflow transmittal, open the “Partner Proposal” workflow step and download the risk register.
- ii. Modify the file and upload the modified file in the workflow step as the replacement file.
- iii. Complete the workflow step by selecting either “Agreed” or “Revise & resubmit” for the review outcome.

**NB:** It does not matter which review outcome the partner selects because the workflow will always proceed to the second step.

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**Step 4:** UNHCR opens the “UNHCR Agreement” workflow step, downloads the risk register and reviews the partner’s inputs.

- a)** If in agreement with the proposal, UNHCR selects the review outcome of “Agreed” and completes the workflow step. The partner receives the final agreed risk register and the workflow ends.

**NB:** UNHCR may or may not need to upload a replacement file before selecting “Agreed”. It depends if UNHCR makes any final changes/tweaks to the version of the risk register that was sent by the partner on the workflow.

**OR:**

- b)** If not in agreement with the partner’s inputs (major concerns) and the entire workflow review period needs to be reset, UNHCR enters inputs in the downloaded file, uploads the modified risk register into the workflow step and selects the “Revise & resubmit” status option. The workflow ends and UNHCR returns to **step 2**.

**OR:**

- c)** If modifications are required by the partner that can be achieved within the deadline of the “UNHCR Agreement” workflow step, UNHCR enters concerns in the downloaded file, uploads the modified file in the workflow step and transmits it on a “Partner Sub Workflow” to reach agreement with the partner, as follows:
  - i. Within the sub workflow, the partner selects either “Proceed”, if in agreement with UNHCR’s changes/requests, or “Revise & resubmit” if the partner does not agree with the proposal from UNHCR.
  - ii. If the partner selects “Revise & resubmit”, UNHCR can initiate another new “Partner Sub Workflow” until there is mutual agreement on the risk register. Once agreement is met with the partner, the sub workflow(s) end and the final version of the file is automatically sent to the parent “UNHCR Agreement” workflow step that still needs to be completed [return to **step 4a**].

**NB:** The sub workflow timing does not extend the review of the parent workflow step (“UNHCR Agreement”) and falls within the deadline of this parent workflow step.

**Step 5:** UNHCR updates the metadata of the completed risk register, as follows:

- i. Select the “Agreed” risk register in the Document Register and select “Update document”.

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- ii. Enter the correct total number of risks and opportunities for each of the 7 categories listed in the finalized form.
- iii. Leave the revision number as zero and select the status of “Final”.

This metadata will allow for analytical reporting of all risk registers in the project environment.

**Note:** For updating the risk register during project implementation, as risks evolve and the statuses of their respective treatment plans change over time, UNHCR and partners can use this process starting from **step 2** and completing until the end (**step 5**). The same original risk register excel file that was finalized during the negotiations of the project workplan is used and updated – there is no need to upload separate versions of the risk register during implementation for one project workplan.

In addition, throughout the duration of a PFA, there is no need to download a new risk register template from the intranet when transitioning from one project workplan to the next. Instead, the risk register from the first completed project workplan is uploaded as a separate new document in the Document Register and registered with the second project workplan Cloud ERP contract ID number. This process continues from one project workplan risk register to the next within the PFA period, using the risk register content of the recently completed project workplan to serve as the baseline content for the following project workplan.