



Erasmus+

ERASMUS+ PROGRAMME

STRATEGIC PARTNERSHIPS (KEY ACTION 2)

AGREEMENT NUMBER 2019-1-FI01-KA202-060805

Best Practice in Equine Facilitated Interventions – Education

Information included in the Application (pp 54 – 55)

What are your plans for handling risks which could happen during the project (e.g. delays, budget, conflicts, etc.)?

In order to handle risks the project will firstly put in place a risk management plan. There are several things which may occur which could have the potential to hamper the progress of the project for example partners unable to continue, planned activities not going to plan, travel, conflict and delays or issues with the budget. We believe first it is important to have a realistic expectation that even the best planned project can experience some kind of unexpected problems.

To begin we will devise a risk assessment plan for this project which includes both the identification of potential risks and the evaluation of the potential impact of these risks to our project. An initial list of potential risks will be generated by each partner. This will be shared through password protected online platform prior to the first transnational meeting. Here it is also particularly important to utilize the experience of our partners who have previously worked on similar projects. We will then create a framework to evaluate the potential risks so as to determine the probability that a risk event may occur and the potential loss to the project associated with it. This will also allow us to collectively to develop a plan to reduce the impact of an unexpected event, this may be through seeing how we can avoid risks, how we can share them and reduce them.

It will be the responsibility of each partner to disseminate this to all coordinators working on the project within each organisation. It is also necessary to point out that time spent identifying potential risks in this project is not solely a once off activity. As this project progresses, new risks may evolve or become known while others may no longer be relevant as a result we will keep 'Potential Risks' on the agenda for each meeting so as to provide the space and time for

partners to voice any concerns. As a result we see this document as being fluid and open to changes and amendments as the project matures and the working group develops.

All of the participating organizations have a long history in conducting international tasks and are familiar with this kind of work. Through networking and collaborating on previous projects each partner organisation is already familiar with one another although may not have worked together in this capacity in the past. A general code of conduct has been developed by HETI in order to outline the basic requirements of each partner when working collaboratively on the project. This code outlines general areas such as maintaining respect for one another, providing input, and attendance at meetings, responding to communications, adhering to deadlines and what to do when conflict hinders the progression of the project. Time will be given to gain a clearer understanding of the code of conduct during the first transnational meeting, this will occur before the roles and responsibilities of each group are discussed and agreed upon.

It is envisaged that the experience of participants from HETI's organization who conduct regular International meetings taking into account diverse cultural backgrounds, needs and customs will be invaluable when organizing and conducting our monthly transnational meetings via zoom. Suomen ratsastusterapeutit ry holds strongly the belief that in working openly and transparently with clear and open communication channels many unnecessary risks can be avoid. As a result it is the aim at the first transnational meeting held in Finland to create an inviting, warm, supportive and safe environment where partners can feel comfortable and can begin working collaboratively to achieve shared goals. Overall by keeping communication channels open at all times we believe this will minimize potential risks occurring in this project.

Risk Assessment Plan

Risk Assessment Plan – What is it?

Risk management is a systematic process of identifying and assessing risks and taking actions to protect a partnership against them. The purpose of Project Risk Management is to identify project risks and develop strategies to prevent them from occurring or minimize their impact to the project if they do occur.

Project risks exist because of uncertainty. There is always the possibility that something known or unknown could impact the achievement of project's goals. Risk management is about being prepared to handle these risks.

Group brainstorm Activity

Project Partners are asked to brainstorm any potential risks or obstacles the project could incur during the duration of the project. Encourage partners to draw on experiences from past projects and to highlight any unexpected obstacles or setbacks they incurred. (*Approximately 10 – 15 minutes*) These can be listed on a flipchart by the coordinator to ensure all partners are in agreement.

Once this list is completed partners are asked to suggest some general suggestions for overcoming or avoiding these obstacles. (Approximately 10 - 15 minutes)

Some Suggestions below to generate discussion:

Risk	Ways to overcome or avoid the risk
Budget	Partners ensure all transactions are recorded and if aspects of the project are becoming too costly for partners communication with coordinators is essential.
Travel and safety	Clear details regarding travel arrangements, directions, accommodation names and address will be provided in advance to all partners
Conflicting schedules	Dates of meetings and training events to be provided at least 6 months in advance
Conflict between partners	Communication channels remain open. If required outside mediation can be employed in the event of partners unable to resolve disagreement or conflict
External Conditions – political, legal, Brexit etc.	Alternative back up plans made available if necessary
Delay of project	Meticulous planning of project activities and scheduling during the preparation phase. Clear organizational skills, communication with partners, ensuring all work is completed on agreed deadlines

Frequency of Risk Management Assessment:

During the implementation of the project, risk assessment will be made on regular intervals, in order to ensure that objectives are met and risk management strategies are in action. If required, project partners may change or adapt risk strategies to respond to current and expectant conditions.

Dissemination of Information to Partners:

Information generated from the group brainstorming session will be amalgamated to form the projects risk management plan.