**Operational Tool for Conducting National Joint Qualitative Risk Assessments** 

**Joint Risk Assessment Report Template**

1. **Title of assessment:**

Notes/Instructions:

* + A short sentence overview of the event being assessed;
  + e.g. “Joint Risk Assessment of (event, hazard) in (location), (month/year)”.

1. **Date, time, and place assessment took place, dates of previous risk assessments**

Notes/Instructions:

* + The date, time, and place of assessment, and the date of the last risk assessment for this event.

1. **Participants & affiliations**

Notes/Instructions:

* + A list of names and affiliations of participants, identifying the lead/risk assessor.

1. **Event summary**

Notes/Instructions:

* + A brief summary of the event or hazard being assessed. To include a brief description of who, what, where, and when, measures taken to date, and other relevant/key information.

1. **Risk Framing**

Notes/Instructions:

* + Describe hazard, scope, and purpose and objectives as defined by the JRA Steering Committee.

1. **Assessment summary**

Notes/Instructions:

* + A brief “Executive Summary” of the assessment outcomes and technical interpretation including the risk assessment questions and associated estimates of likelihood, impact, and uncertainty, along with those factors contributing most to these estimates and the data gaps, and key management/communication options*.*

1. **Key assumptions underlying JRA (see Technical Element D1, section on “Making assumptions”)**

Notes/Instructions:

* + Any general assumptions on which the JRA is based, especially in cases where very little information about the event is available;
  + For example: “This assessment is based on the assumption that there is an epidemiological link between the disease in the animal population and the human population,” if this is unknown.

1. **Detailed risk assessment results based on risk assessment questions (see Technical Element D3)**

Notes/Instructions:

* + The following sections are completed for *each* risk assessment question.

**8A. What is the likelihood and impact of…**

Notes/Instructions:

* + Provide the entire first risk assessment question assessed.

**Likelihood estimate A:**

Notes/Instructions:

* + Provide the estimated likelihood for this risk assessment question.
* **Rationale for likelihood estimate A:**

Notes/Instructions:

* + Provide, as bullet points, the key information on which this likelihood estimate is based;
  + Provide any assumptions used to estimate this likelihood (e.g. “Assumed that this virus has the same prevalence in poultry as during the last outbreak”, “Assumed that the virus causes similar disease in poultry as during the last outbreak”).
* **Uncertainty level for likelihood estimate A:**

Notes/Instructions:

* + Provide uncertainty level assigned for the likelihood estimate
  + **Rationale for uncertainty level associated with likelihood estimate A:**

Notes/Instructions:

* + - Provide the key information gaps on which this uncertainty level is based (e.g. “Virus subtype not available”; “No prevalence data on the infection in poultry”).

**Impact estimate A:**

Notes/Instructions:

* + Provide the estimated impact for this risk assessment question
* **Rationale for impact estimate A:**

Notes/Instructions:

* + Provide the key information on which this impact estimate is based
  + Provide any assumptions used to estimate this impact (e.g. “Assumed that animal movement control is effective”)
* **Uncertainty level for impact estimate A:**

Notes/Instructions:

* + Provide uncertainty level assigned for this impact estimate
  + **Rationale for uncertainty level associated with impact estimate A:**

Notes/Instructions:

* + - Provide, in bullet points, the key information gaps on which this uncertainty level is based (e.g. “Virus subtype not available”; “No prevalence data on the infection in poultry”)*.*

**Risk matrix for risk assessment question A**



|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | High |  |  | |  | |  | |
| Moderate |  |  | |  | |  | |
| Low |  |  | |  | |  | |
| Negligible |  |  | |  | |  | |
|  |  | Negligible | | Minor | | Moderate | | Severe |
|  |  | Impact | | | | | | |

Notes/Instructions: 

* + Move the black dot to the box that correlates with the likelihood and impact estimates for this risk assessment question.
* **Technical interpretation of risk assessment question A**

Notes/Instructions:

* + Summary of conclusions based on the estimates and uncertainly level, including which key information and information gaps were relevant. Some options for the level of risk management and risk communication messages needed may be included (see example, Technical Element D4).

**8B. What is the likelihood and impact of…**

Notes/Instructions:

* + Provide the entire first risk assessment question assessed.

**Likelihood estimate B:**

Notes/Instructions:

* + Provide the estimated likelihood for this risk assessment question.
* **Rationale for likelihood estimate B:**

Notes/Instructions:

* + Provide, as bullet points, the key information on which this likelihood estimate is based;
  + Provide any assumptions used to estimate this likelihood (e.g. “Assumed that this virus has the same prevalence in poultry as during the last outbreak”, “Assumed that the virus causes similar disease in poultry as during the last outbreak”).
* **Uncertainty level for likelihood estimate B:**

Notes/Instructions:

* + Provide uncertainty level assigned for the likelihood estimate
  + **Rationale for uncertainty level associated with likelihood estimate B:**

Notes/Instructions:

* + - Provide the key information gaps on which this uncertainty level is based (e.g. “Virus subtype not available”; “No prevalence data on the infection in poultry”).

**Impact estimate B:**

Notes/Instructions:

* + Provide the estimated impact for this risk assessment question
* **Rationale for impact estimate B:**

Notes/Instructions:

* + Provide the key information on which this impact estimate is based
  + Provide any assumptions used to estimate this impact (e.g. “Assumed that animal movement control is effective”)
* **Uncertainty level for impact estimate B:**

Notes/Instructions:

* + Provide uncertainty level assigned for this impact estimate
  + **Rationale for uncertainty level associated with impact estimate B:**

Notes/Instructions:

* + - Provide, in bullet points, the key information gaps on which this uncertainty level is based (e.g. “Virus subtype not available”; “No prevalence data on the infection in poultry”)*.*

**Risk matrix for risk assessment question B**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | High |  |  | |  | |  | |
| Moderate |  |  | |  | |  | |
| Low |  |  | |  | |  | |
| Negligible |  |  | |  | |  | |
|  |  | Negligible | | Minor | | Moderate | | Severe |
|  |  | Impact | | | | | | |

Notes/Instructions: 

* + Move the black dot to the box that correlates with the likelihood and impact estimates for this risk assessment question.
* **Technical interpretation of risk assessment question B**

Notes/Instructions:

* + Summary of conclusions based on the estimates and uncertainly level, including which key information and information gaps were relevant. Some options for the level of risk management and risk communication messages needed may be included (see example, Technical Element D4).

**8C, D, etc. What is the likelihood and impact of…**

Notes/Instructions:

* + Provide the rest of the assessments for the remainder of the risk assessment questions.

1. **Overall technical interpretation (optional)**

Notes/Instructions:

* + An overall summary of conclusions if needed in addition to technical interpretations for each risk assessment question.

1. **Information needed (see Technical Element D2, section “Identify information gaps”)**

Notes/Instructions:

* + Include specific priority information needed to inform the likelihood and impact estimates and to decrease uncertainty in the next JRA iteration;
  + May include identification of potential sources for this information.

1. **Risk management options for consideration by Steering Committee (see Technical Element E)**

Notes/Instructions:

* + Summarise proposed risk management options, especially any priorities.

1. **Risk communication options for consideration by Steering Committee (see Technical Element E)**

Notes/Instructions :

* + Summarise proposed risk communication options, especially any priorities.

1. **Any other issues for the record**

Notes/Instructions:

* + For example, significant sources of conflict or lack of agreement among experts.

1. **Recommended next steps**

Notes/Instructions:

* + Summarise steps to collect priority data as identified in this JRA Report Template Section 10 above, including potentially conducting sector-specific risk assessments.

1. **Proposed interval until next joint risk assessment for this event**

Notes/Instructions:

* + Proposed interval until the next iteration or the trigger for the next iteration based on urgency or other factors (e.g. data collection).

1. **Attachments:**

Notes/Instructions:

* + Options to include supporting documents as needed:
    - Data/Information used;
    - Risk pathway diagram(s);
    - Outcomes of sector-specific risk assessments.