SALT BOARD MEETING #38 – NOVEMBER 2015

RISK REGISTER ACTION PLAN CHECKLIST

	ACTION PLAN	RESPONSIBLE PERSONS	ACTION PLAN STATUS
1.	Fund Raising	EW, MS, NC, BC	Meeting scheduled for 27 Oct 15
2.	Strategic Planning	JH, LL	SALT staff meeting 28/9/15, 12/10/15 – document updated and forwarded to JH for tabling at Nov 15 Board meeting
3.	Effective Telescope Usage, Communication with TACs	JH, PV	Communicated at SALT Science Conference and to TACs in June 15, User group meeting planned for Dec 15
4.	Annual Report	Anand, LL,DB	2013 - ready for publication, 2014 - input received from some partners, Lisa Craus (LC) to be involved
5.	Programme Management Framework	LL	Model used for Tracker Project – will be implemented for all new projects
6.	Governance and Management Structures	MS	Deferred to May 2016
7.	Human Capital Development	GB, BC, NC, EW	Various email communications
8.	Publicity Plan	TW, NC	Suggestions from NC, DB back Nov - main job function, PV and LC to be involved
9.	Succession Planning	TW	TW and CC to meet after Nov 15 Board meeting
10.	Document Management	LL, CC	Done and implemented