



Risk Management Policy

Adopted by CCB General Meeting on 2025-11-12, Uppsala, Sweden

Risk is an inherent part of any organization's activities. For Coalition Clean Baltic, effective risk management means proactively identifying and addressing potential challenges that could affect our mission to protect the Baltic Sea environment and our collaboration with member organizations.

This policy establishes a systematic approach to identifying, assessing, and managing risks related to our mission, operations, finances, and reputation. By doing so, CCB enhances its resilience, supports informed decision-making, and safeguards the trust of members, partners, and stakeholders across the Baltic region.

1. Purpose

To establish a comprehensive framework for identifying, assessing, managing, and monitoring risks that could impact CCB's mission, operations, finances, and reputation, ensuring the organization's resilience and sustainable achievement of its goals.

2. Scope

This policy applies primarily to the CCB Secretariat, which is responsible for managing risks related to CCB's operations, projects, and partnerships across the Baltic countries.

3. Risk Management Principles

CCB's approach to managing risk is guided by the following core principles:

- **Precautionary Approach:** Prioritize prevention and early intervention to minimize potential harm.
- **Sustainability:** Align risk management with the long-term environmental and organizational goals of CCB.
- **Transparency:** Maintain open communication with members, partners, and stakeholders about risks and responses.
- **Collaboration:** Foster cooperation and shared responsibility among the Secretariat and partners.
- **Accountability:** Assign clear responsibility for risk management activities and follow-up.

4. Risk Management in Practice

4.1 Identifying Risks

Risks are identified through:

- Secretariat meetings
- Project application, planning processes, and follow up session
- Feedback from member organizations, partners, donors
- External audits and evaluations
- Incident and near-miss reporting

Note: Every project application must include a basic risk assessment identifying possible risks and mitigation measures.

4.2 Assessing Risks

Each identified risk is assessed based on Likelihood and Impact

A risk register is used to prioritize risks and determine necessary actions.

4.3 Treating Risks

CCB applies one or more of the following strategies:

- **Avoidance** – Change plans to eliminate the risk
- **Mitigation** – Take action to reduce the impact or likelihood
- **Transfer** – Share or transfer the risk (e.g. via contracts or insurance)
- **Acceptance** – Accept minor risks and monitor them

For each risk, actions are assigned with a responsible person and a timeline if it is relevant.

4.4 Monitoring and Updating Risks

- The Organizational Risk Register shall be maintained, reviewed, and updated on a biannual basis (twice per year) by the Secretariat. Reviews shall be conducted during Secretariat meetings or equivalent forums to ensure organizational-wide engagement and oversight.
- Project-specific risks shall be monitored throughout the project lifecycle and formally reviewed at least twice per year during project follow-up meetings.
- Role-specific risk discussions shall be incorporated into biannual reviews and relevant project meetings. Key outcomes from these discussions shall be documented and, where applicable, integrated into the Organizational Risk Register.
- Incidents and near-misses shall be reported immediately.
- Ad hoc reviews shall be conducted following significant incidents, organizational changes, or emerging external risks.
- Lessons learned shall be documented and shared internally.

4.5 Communication

- High-level or critical risks shall be promptly reported to the CCB Council and relevant donors, where appropriate.
- Risk updates shall be included in reports to donors when appropriate.

5. Roles and Responsibilities

| Role | Responsibility |
|-----------------------------------|--|
| CCB Councils | Provide governance and oversight of risk management. |
| Executive Secretary | Lead implementation and coordination of risk management activities. |
| Controller | Facilitate risk assessments, maintain the Risk Register, coordinate follow-up. |
| Project Managers and Staff | Identify and report risks; implement mitigation measures within their scope. |
| Member Organizations | Support risk management by communicating relevant risks and cooperating as needed. |

6. Policy Review

This Risk Management Policy will be reviewed **every two years**. It can be updated before the due date for review to take into account continual improvements and changes to any associated legislation and best practices.