

PRIME MINISTER'S OFFICE (EXTERNAL COMMUNICATIONS DIVISION)

RISK MANAGEMENT POLICY

Approved by	Approval Date	Effective date	Next Review
Permanent Secretary	29 April 2025	17 May 2025	17 May 2027
Purpose	The Risk Management Policy demonstrate the commitment of the Accounting Officer to Risk Management.		
Scope	The policy applies to all activities of the Prime Minister's Office (External Communications Division)		

1. The Permanent Secretary undertakes to put in place a process of risk management that is aligned to the principles of good governance.
2. The Prime Minister's Office (External Communications Division), hereinafter referred to as this Office, recognises Risk management as an integral part of responsible management and this Office, therefore, adopts a comprehensive approach to the management of risk.
3. The features of this process are outlined in Risk Management Framework of this Office.
4. It is expected that all units / sections, operations and processes of this Office will be subject to the Risk Management Framework. It is the intention that these units/ sections will work together in a consistent and integrated manner, with the overall objective of reducing risk, as far as reasonably practicable.
5. Effective risk management is imperative to this Office to fulfil its mandate in terms of performance and service delivery expectations of the stakeholders.
6. The realisation of this Office's strategic plan depends on each and every employee being able to take calculated risks in a way that does not jeopardise the direct interests of stakeholders. Sound management of risk will allow anticipation and response to changes in service delivery environment, as well as make informed decisions under conditions of uncertainty.

7. This Office subscribes to the fundamental principles that all resources will be applied efficiently, effectively and economically to ensure:
- the highest standards of service delivery;
 - a management system containing the appropriate elements aimed at minimising risks and costs in the interest of all stakeholders;
 - education and training of all our staff to ensure continuous improvement in knowledge, skills and capabilities which facilitate consistent conformance to the stakeholder's expectations; and
 - maintaining an environment, which promotes the right attitude and sensitivity towards internal and external stakeholder satisfaction.
8. An entity-wide approach to risk management is being adopted by this Office which means that every key risk in each part of this Office is included in a structured and systematic process of risk management.
9. The risk management processes are embedded into this Office's systems and processes, ensuring that responses to risk remain current and dynamic. All risk management efforts are focused on supporting the objectives of this Office.
10. Equally, this Office ensures compliance with relevant legislation, and fulfils the expectations of employees and other stakeholders in terms of corporate governance.
11. The risk policy statement shall be reviewed every two years to reflect the current stance on risk management.
12. Every employee has a part to play in this important endeavour and we look forward to working with you in achieving these aims.

Signed:  _____

Date: 29 April 2025

Accounting Officer: Mrs K. Babajee