



“Furthering the profession of third party risk through knowledge sharing and networking.”

January 16, 2020

January Kick-Off Meeting Minutes

- Welcome & TPRA 2020 Kick-Off
 - Welcomed new members, current members, students, vendor members, and non-members.
 - Reviewed the TPRA mission, vision, officers, and board members.
- TPRA Member Benefits
 - Reviewed the different TPRA plans available to non-members and the benefits of each.
 - You can register at our website www.TPRAssociation.org
- 2019 Year in Review
 - Developed website and launched in January 2019 w/ practitioner memberships.
 - Launched members only forums and job postings.
 - Launched the Information Sharing website.
 - Held monthly membership calls where we discussed community-provided topics.
 - Elected inaugural TPRA Board Members.
 - Launched vendor memberships and quarterly vendor calls.
 - Launched membership promotions and contests.
 - Successfully held first virtual conference on “Third Party Risk Program Tools and Techniques.
 - Surpassed first milestone of 100 practitioner, student, and vendor memberships.
- 2020 Schedule of Events & TPRA Enhancements - Discussed events for the 2020 year. Please see the schedule in Appendix A.
- Volunteer Interest Call
 - TPRA is starting up many programs to assist with driving community benefits.
 - Programs include Information Sharing, Newsletter, Meetings & Special Interest Calls, and Conference Planning.
 - A volunteer interest call is scheduled for ~~next Tuesday 1/21~~ **Tuesday, January 28th** at 10 AM Central. The call will discuss each program, as well as our new volunteer recognition and reward program.
 - To join, please register using the link in the newsletter. The link will also be emailed in the meeting minutes to current practitioner members.

- Quarterly Practitioner Special Interest Calls - Special interest calls are quarterly for members only and specific to an industry. The agenda is set and they are lead by the members of the specific industry. To join, please register using the link in the newsletter. The link will also be emailed in the meeting minutes to practitioner members only.
 - Healthcare - 1/23/2020 @ 10 AM – 10:30 AM Central
 - Insurance – 1/23/2020 @ 10:30 – 11 AM Central
 - Finance – 1/23/2020 @ 1 – 1:30 PM Central
- Quarterly Focus Group Calls – TPRM 101 Resources
 - To develop, implement, and introduce the TPRA’s Third Party Risk Management 101 Resources.
 - This build-out will include guides, templates, and training on Third Party Risk Management best practices.
 - Specific resources will be available for members and non-members.
 - Need the community’s assistance in building out this resource package.
 - If you have a more mature program, please consider joining our calls.
 - **Q1 Focus Group Call – Thursday, February 20th from 10 – 11 AM Central**
 - Registration provided in the newsletter and will be available in the meeting minutes
- External Events
 - **Vendor Demo: grahiteConnect** is hosting a TPRA members only demo to introduce you to their graphiteConnect platform. Graphite's unique approach to sharing data/documents between connections as well as an end-to-end supplier life-cycle and risk solution presents a unique opportunity to streamline supplier on-boarding and risk management. **The demo will be held on Friday, February 28th from 12 – 1:15 PM Mountain Time. To participate, please email julie@tprassociation.org or click on the registration link provided in the email.**
 - **Vendor Webinar: Risk Recon** is hosting a live webinar on “Leveraging Security Frameworks for Third-Party Risk Management” featuring Forrester Senior Analyst Paul McKay and Risk Recon’s CEO Kelly White. The webinar will take place on Wednesday, January 22nd from 12 – 1 PM EST. To register, please click on the link provided in the email.
 - **External Conference:** The **Growth, Innovation, Agility (GIA)** group is putting on their 4th Annual Third Party & Supply Chain Cyber Security Summit on February 6th and 7th in Lisbon, Portugal. To learn more, please visit their conference website at www.sccybersecurity.com. Please email julie@tprassociation.org if you plan to attend as there is a registration discount available for TPRA Practitioner Members.
- **TPRA 2020 Objectives and Enhancements** – Objectives and enhancements were discussed. Please see the summarized list in Appendix B below.
- Roundtable: Establishing a Risk Management Culture

- Tone at the Top
- Policies and Procedures
- Embed risk management into your organization's decision making process
- Review current risk appetite and risk management practices
- Understand risk parameters and what to do if risk it exceeds a certain threshold
- Education, Education, Education
- Recognize risk management behaviors
- Plan for contingencies
- Roundtable: Understanding the Underlying Risks of Using a Third Party
 - Planning & Oversight – Tiering vendors and knowing what services they provide.
 - Due Diligence – What type of impact risks could have on operations, brand/reputation, finances, and compliance with regulations.
 - Onsite Visits – Verification controls are in place and operating effectively.
 - Continuous Monitoring – Based on risk. Review impact changes have on vendor environments.
 - Remediation and Escalation – Risk reviews are simply checklists if nothing is done to address the risk found.
 - Disengagement – Plans to ensure you can operate after a vendor termination.
 - Continuous Improvement – Continuous benchmarking and innovative risk assessments.

Key:

Red = Important reminders

Green = Information discussed during the meeting

Appendix A:

Event	Date	Time (CST)
TPRA Kick-Off & Monthly Member Call	1/16/2020	10 AM - 11 AM
Volunteer Interest Meeting	1/21/2020	10 AM - 10:30 AM
Quarterly Special Interest Call - Healthcare	1/23/2020	10 AM - 10:30 AM
Quarterly Special Interest Call - Insurance	1/23/2020	10:30 AM - 11 AM
Quarterly Special Interest Call - Finance	1/23/2020	1 PM - 1:30 PM
Quarterly Vendor Call	1/24/2020	1 PM - 2 PM
Monthly Practitioner Member Call	2/13/2020	1 PM - 2 PM
Quarterly Focus Group Call – TPRM 101 Build-Out	2/20/2019	10 AM - 11 AM
Monthly Practitioner Member Call	3/12/2020	10 AM - 11 AM
Spring Virtual Conference	TBD	9 AM - 4:30 PM
Monthly Practitioner Member Call	4/9/2020	1 PM - 2 PM
Quarterly Vendor Call	4/17/2019	1 PM - 2 PM
Monthly Practitioner Member Call	5/14/2020	10 AM - 11 AM
Quarterly Focus Group Call – TPRM 101 Build-Out	5/21/2019	10 AM - 11 AM
Monthly Practitioner Member Call	6/11/2020	1 PM - 2 PM
Monthly Practitioner Member Call	7/9/2020	10 AM - 11 AM
Quarterly Vendor Call	7/17/2020	1 PM - 2 PM
Fall Virtual Conference	8/5/2020	9 AM - 4:30 PM
Monthly Practitioner Member Call	8/13/2020	1 PM - 2 PM
Quarterly Focus Group Call – TPRM 101 Build-Out	8/20/2019	10 AM - 11 AM
Monthly Practitioner Member Call	9/10/2020	10 AM - 11 AM
Monthly Practitioner Member Call	10/8/2020	1 PM - 2 PM
Quarterly Vendor Call	10/16/2020	1 PM - 2 PM
Quarterly Focus Group Call – TPRM 101 Build-Out	10/22/2019	10 AM - 11 AM
TPRA In-Person Conference	TBD	All Day
Monthly Practitioner Member Call	11/12/2020	10 AM - 11 AM
Monthly Practitioner Member Call	12/10/2020	1 PM - 2 PM

Appendix B:

Objectives:		Enhancements:
1	Retain and attract membership by offering value-added benefits and programs.	Implementing specialty calls and focus groups Q1. Introducing TPRM 101 and providing iterations regularly. Publishing a quarterly newsletter that includes external events.
2	Enhance TPRA website to further end-user functionality and ease of use, as well as add relevant content.	Enhancing website platform. Build an exhaustive list of third party risk vendors on the site. Enhancing "Information Sharing" site. Introducing blog posts and publishing SME posts.
3	Create and implement an in-person conference to bring current, industry-related topics to the membership and provide for the opportunity to network with peers.	Holding a Spring and a Fall virtual conference. Planning and implementing an in-person conference for this fall that will include network opportunities.
4	Continue to enhance TPRA vendor benefits through discussions with the vendor membership and ensure practitioner members have the ability to easily access the services each vendor member provides.	Communicate vendor webinars, events, demos, and conferences through various media. Create network opportunities between vendors and members during conferences.
5	Continue to ensure compliance with regulations and mitigate risk.	Continue building out and enhancing TPRA policies, procedures, and various other filings.