



IRMZA

Institute of Risk Management Zambia
"Helping You Manage Your Risks"

Membership Guide

2023 / 24

A close-up photograph of a person's hands in a dark suit typing on a laptop keyboard. The laptop screen displays a financial candlestick chart with a red trend line. In the background, a smartphone is visible on a desk. The overall scene is dimly lit with a blueish tint.

**"Join today and become a
responsible risk professional"**

About IRMZA

The Institute of Risk Management Zambia (IRMZA) is an established and leading professional body for Enterprise Risk Management in Zambia. The Institute represents individuals and organisations who are committed to the enhancement of the Risk Management profession in the country. We offer a wide range of industry-leading risk management qualifications and certified membership. Our core aim is to promote and enhance the risk management profession in the country and help facilitate the creation and sustenance of credible risk management practices through training, research, advisory and the promotion of high professional standards and corporate governance that is unparalleled, independent and institutional to our members and clients.

Along with outstanding educational resources and professional guidance, we offer the chance to study for international-recognised courses. Our current membership come from a diverse cross section of industries, spanning across both private and public sectors alike. We operate as a fully-independent service provider and are relentlessly dedicated to delivering the highest quality service standards.

IRMZA remains the leading source of information and networking opportunities for all members from a wide range of organisations in the Risk Management industry not just limited to Zambia but across the region.

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Membership

Membership to IRMZA provides support and advice for organisational risk compliance teams. We aim to enhance the level of professionalism within a team and provides them access to expert advice, skills and knowledge from which they can learn. It also gives them a sense of recognition and value, increasing their personal commitment to their employers.

We aim to forge a close collaborations with other regional and global risk management institutes so that our membership can provide professional recognition and support for risk champions at every stage of their career through provision of relevant, challenging and global competitive qualifications.

Our team is committed to making risk management add value to organisations by giving the profession in Zambia the voice on matters and issues which drive positive change in the industry.

Our members enjoy a variety of benefits by tapping into global risk management institutes as well as staying abreast with the latest trends and developments in the industry on matters of:

- Enterprise risk management
- Governance, Risk & Compliance
- Climate Change Risk Management
- Disaster Risk Management
- Operational risk management
- Strategic risk management
- Reputation risk management
- Political risk management
- Business continuity management
- Risk Finance and Pension Funds
- Human Resource Risk Management
- Supply Chain Risk Management
- Cyber Security Risk
- Corporate Safeguarding in a Workplace
- Road Safety Management
- Occupational Health and Safety
- Risk and the Banking Sector
- Artificial Intelligence



Why become a member?

IRMZA membership allows you to benefit from professional development courses and certifications to further your career in risk management. Gain insight into hot topics and issues within access to events, workshops and publications.

Benefits:

- **Our best practice guidance and technical documents**
The Institute from time to time makes available a variety of documents and publications that offer a comprehensive practical guidance into the a broad range of risk management topics.
- **Raising professional risk management standards**
Membership to the Institute enhances your professional status and demonstrates a high degree of professional standard through knowledge, skills and commitment to your development.
- **Connect with other members through networking events within a range of risk topics**
The Institute will on a regular basis facilitate and host a number of events through which members can network and seek professional advice.
- **Technical and risk advisory**
Specialist technical guidance for IRMZA members and registered students on standards of professional practice, best practice, ethics and any related technical enquiries.
- **Free access to the quarterly newsletter on current issues and trends in the industry**
A free quarterly newsletter providing updates on the Institute and membership matters. The newsletter is also forum for members to access analysis, opinion, and insight to help risk management professionals to stay informed on a broad range of topics affecting their work.
- **Free access to the annual country risk reports**
The Institute releases an annual country risk report that evaluates the country's risk landscape by linking the top country risks to national objectives as outlined in the national development plan. Members can access the report at no cost.
- **Discounted rates to our training courses**
All registered members are entitled to discounted rates for any IRMZA training courses. Members enrolling onto IRMZA training courses will qualify for CPD points.
- **Monthly IRMZA e-news**
This is a monthly e-bulletin that provides information on various risk management related topics across various industries. Members can receive these updates through their emails.
- **Access to our annual IRMZA conference member discount**
IRMZA members receive preferential rates to the prestigious annual risk conference where risk professionals congregate to unpack the in-depth analysis and thought leadership on the industry-wide risk management issues. Risk professional are encouraged to attend these events to keep up with update thinking across the risk profession.
- **Access to technical and knowledge papers including industry webinars**
Members can pick up information and knowledge on issues and any emerging trends in the industry with our free webinars on a range of risk management topics, and benefit them towards CPD points.
- **Online discussion forum**
The online support tool feature offers a wide range of information and resources including videos, checklists, e-learning modules. The online forum also provides a global networking platform for thousands of risk professionals where you can learn from other people's experiences and ideas.

Membership Categories

The IRMZA's Articles of Association provides for two main broad categories of membership namely: Corporate and Individual.

- **Corporate membership**

A Corporate member subscription shall cover the subscription of up to five but no more than ten individuals who are employees of the organisation or same Group provided each such individual shall be qualified to be and shall be duly selected by his or her organisation.

This category is open to but not limited to any of the following organisations:

- o Public sector
- o Private sector
- o Civic society
- o Not for Profit Organisations
- o Think tanks
- o Colleges and Universities



- **Individual membership**

- o **Fellow (FIRMZA)**

These are fully qualified Certified Risk Managers, with 10 years or more post qualifying practical experience. Exceptions will be made to those nominated from other fields as Honorary members who should have demonstrated outstanding distinction and made noteworthy contributions to the theory or practice of risk management. Nominations for the appointment of Fellows or Honorary membership shall be made in writing and signed by at least five Members and addressed to the Secretary and received by the Institute by the close of its financial year and shall contain:

- The name, address, business and professional qualifications of the person nominated; and
- A statement of the noteworthy contributions made by such person.

The Board in considering a nomination for the fellowship shall determine if the criteria has been met and shall determine which nominations will be put forward at the next Annual General Meeting of the Institute.



- o **Certified (CIRMZA)**

There are two (2) routes to qualifying as a Certified Member for the Institute of Risk Management Zambia of which either suffices:

First Route: One must have undergone the IRMZA Certification Programme that can be attained on completion of the six modules in the syllabus contained in the Certification Guide. Exams for this programme are held twice in a calendar year. IRMZA also offers CERO and CCRO certification programmes in collaboration with the Swiss Institute and these qualify for this category.

Second Route: Certified Risk Managers from other recognized certifying bodies will be exempted for examination upon showing proof and can apply for this category. You can also qualify as a certified member if you hold any of the following qualifications from a recognized Institution. These qualifications must be accompanied by 3 years work experience post qualifying. Chief Risk Officers, Risk Management Directors and Managers are particularly encouraged to apply under this category.

- BA (Hons) in Risk Management
- MSc in Risk Management
- MBA in Risk Management
- MSc in Insurance and Risk Management
- MSc in Business Continuity and Crisis Management

- MSc Crisis and Disaster Management
- Postgraduate Diploma in Enterprise Risk Management
- MSc in Finance and Risk
- MSc / BSc / BA in any particular risk-related discipline
- MSc/BSc Disaster Risk Management

o **Technical Specialist**

These are individual members who must demonstrate specialist knowledge in a particular risk-related discipline such as health & safety, environmental health & safety, business continuity, crisis management, project risk management, road traffic safety, food safety etc. Individuals not meeting any of the listed categories but are working under **SHEQ (Safety, Health, Environmental and Quality)** The individual must prove a minimum of 5 years relevant work experience in any of the above related fields.

o **Associate / Affiliate**

These are individual members admitted to the Institute by virtual of their current employment and affiliation to the Institute. These will have to demonstrate that they are employed in any position though not eligible for any other class of membership above. Those with a **Post Graduate Certificate in Risk Management** * are encouraged to apply under this category. These members are not eligible to vote.

o **Student**

These are individual members enrolled on any of IRMZA's or any courses offered by any learning Institution approved by the Institute, that related to risk management or related discipline. These members are not eligible to vote at the General meeting.

Our Membership is drawn from many industries including the following:

- Finance, banking and insurance
- Government
- Engineering and construction
- IT and Telecommunications
- Management consulting, education and training
- Health services, Hospitals and Clinics
- Mining and resources
- Civil society organisations
- Security and cyber risk
- Utilities and services

*Certificate from the Zambia Institute of Banking and Financial Services (ZIBFS)



Annual membership



10% discount for ten members



Membership Fees

Our membership calendar runs for twelve (12) months from the day of your subscription and you will pay a full year's subscription when you join.

Membership Grade	Standard Fees (ZMW)
Fellow	2,500
Certified	2,000
Technical Specialist	1,500
Affiliate	1,000
Student	500

Corporate Membership Fees

Institutions registering five members to ten will receive a 5% discount and those registering above ten members or more will receive a 10% discount.

IRMZA Events

The Institute will host events on an annual basis to ensure that its members and the risk management fraternity are kept to-date with the current trends and developments in the industry and business environment. The events will allow members to stay abreast with the required skills and provide them with a forum through which they can network and share ideas. IRMZA members will receive discounted rates to attend these events and some events will come with no charges.

i. Annual Risk Conference

The Risk Conference is a two-day annual event organized by IRMZA which brings together risk management professionals from across the country, the region and beyond to discuss the prevailing global trends and how they can impact on decision making process in your organisations. This conference will offer a rare opportunity for risk management professionals from all sectors of the Zambian economy to network and share the challenges and opportunities from their perspective and boost their influence in the industry.

ii. Women in Risk

Women in Risk is an annual event that falls each year on Women's Day. The event is a networking initiative by IRMZA to connect and celebrate women in risk. The forum offers attendees to engage and interact with like-minded individuals, while supporting the

presence of women in the risk management industry. In recognition of International Women's Day, IRMZA will invite key women in risk to be part of the ongoing conversation.

iii. Quarterly Round Table Forums

These are quarterly events where we invite Individuals serving in risk oversight roles, including Members of the Board, Chief Risk Officers, CROs, CEOs, COOs, Auditors and other risk management professionals to offer practical ways of how they position their risk management functions in strengthening management's ability to recognize emerging risks.

Participants will also engage in information sharing on a number of risk management techniques and challenges that their organisations face.

iv. Chief Risk Officer

Networking Event
This is a sponsored event where we invite CEOs and

other senior level Directors particularly the Chief Risk Officers to come and articulate and interrogate the challenges they face and provide attendees with the opportunity to hear leading CROs from a wide variety of organisations who address how to gain buy-in for risk management, establish and nurture a robust risk culture, drive risk appetite, manage risks in fast paced environment and manage large-scale crises in order to come out intact.

v. New Year's Top Ten Business Risks in Zambia

This is an annual event which takes place at the beginning of each year to discuss the top ten risks for Zambian businesses as compiled by industry commentators and practitioners from across major sectors of the economy. These risks will most likely shape and influence the Zambian economy and drive corporate performance in the coming year.

Professional Development



Continuing Professional Development (CPD) Support

Membership with IRMZA provides the opportunity to participate in Professional Development activities. All members, regardless of experience levels are encouraged to continue their education and professional development through IRMZA and our partners.

The IRMZA professional development programme is a unique on programme that has been designed to build knowledge and expertise for risk managers. Our members have a chance to learn and enhance their knowledge and skills from the industry's leading experts on their approach to risk management, emerging risk, supply chain and cyber risk, among other areas.

CPD is relevant and applicable to all IRMZA registered categories of our membership, whether studying, part time workers or undertaking a career break. Being a risk professional brings with it a responsibility to maintain your professional competence by ensuring your technical and business knowledge and skills are relevant and up-to-date.

Professional Development helps professional to:



Engage with risk industry professional



Enhance your professional reputation



Enhance skills and competency levels



Recognition of certifications across industries



Enhance your future career development



Perform better in your current role

In order to retain certification, all members will be required to apply for CPD annually. CPD ensures that our members stay update on the latest risk management trends and strategies. In choosing to apply for CPD, members should be able to demonstrate an ongoing commitment to the certification and the risk management profession.

All members are encouraged to maintain copies of their CPD documents and activities throughout the one-year period. You can submit your CPD document via your IRMZA portal along with your CPD application.

The CPD scheme will be compulsory to all members registered with IRMZA. This will enable IRMZA to have full confidence in its members that they are meeting the minimum standards of competence.

This programme employs a points system to qualify for your CPD as shown below. To qualify for the CPD, all members must accomplish a total of 30 CPD points and pay the CPD fee of **ZMW 500 for members** and **ZMW 750 for non-members**.



ZMW 750 CPD fee
for non-members



ZMW 500 CPD fee
for members

30

30 CPD points
to qualify

Classification	Items	Points Equivalent
Technical Skills	Writing a risk management textbook	15
	Authoring risk management publications or articles	10
	Teaching risk management related courses	10
	Member of board risk committee	5
	Participation in a technical meeting for IRMZA	5
Contribution to Risk Profession	Presenter/Speaker at a risk related event	10
	Participation in any risk related focus groups	5
	Course/Workshop trainer or lead	10
	Paper presentation at IRMZA annual conference	10
	Development of an in-house risk training programme	10
Attendance at Risk Related Event	Attendance at an IRMZA annual conference	25
	Attendance any other IRMZA event	5
	Attendance at a recognized Risk event	5
	Attendance to IRMZA endorsed events	5
	Participation in a technical capacity	10
Training	Participation in IRMZA prepared CPD programme	20
	Studying for an IRMZA course	15
	In-house presentation on risk management	5
	In-house job training on risk related subjects	10





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