

# Business Continuity Management and BS 25999

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# Presentation content

- Drivers for Business Continuity
- Standards and definitions.
- BCMS. model and implementation.
- Assessment and certification process.
- Training.
- Benefits of BCMS.

# Drivers for BS 25999 and BCM

- More business continuity awareness
- Civil contingencies / Homeland security
- Corporate governance & compliance
- Protection of corporate value and reputation
- Supply chain & outsourcing confidence
- Commitments to customers
- Duty of care to stakeholders
- Protect the interests of shareholders
- Give confidence to insurers

chartered

management

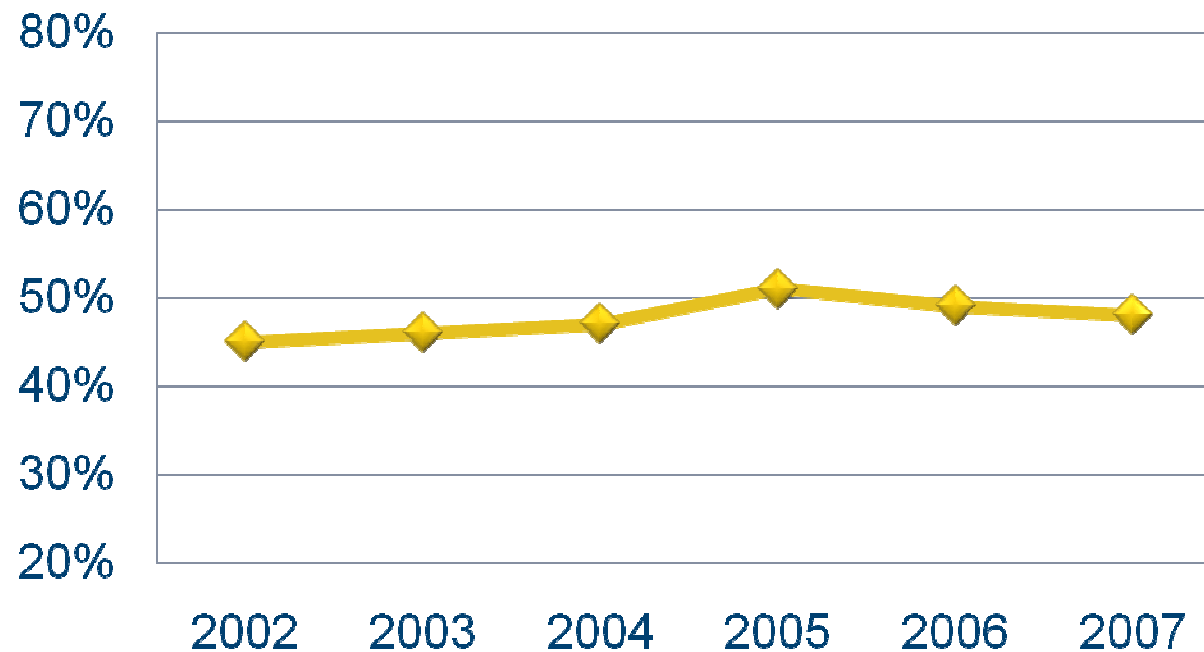
institute



**Cabinet**Office

**Continuity  
Forum**

## Percentage of Managers Whose Organisation has a BCP



Source: *Business Continuity Management 2007*

# Increased awareness in BCM

- BCM seen as part of overall Risk Management profile.
- Recognition that it can help reduce business interruptions.
- Can add value to the business by identifying opportunities for improvement
- Should be integrated across all business functions; should not be seen as an IT specialty.
- Better understanding of business benefits among increasing numbers of organizations.

# BS 25999-1 committee profile

- Committee Profile:
  - 33 people
  - Businesses (Cable & Wireless, Sainsbury's, Siemens, RBS, Thames Water, Scottish Power, AON, Marsh, KPMG, Deloitte)
  - Institutes & Associations (CBI, IOD, FSB, Software & IT, IEM)
  - Academic (Coventry University)
  - Government (DTI, FSA, Civil Contingencies, ALARM)
- ABCB is represented on the committee
  - Robert Witcher (BSI Management Systems)

# Early interest in BS 25999-1

- Draft for public comment (DPC)
  - Published August, 2006
  - Over 5,000 copies were downloaded (a record)
    - other 'similar' standards had less than 250
  - Over 70 set of comments
  - About 300 pages of comments
    - mostly positive

# BS 25999-1:2006

- Code of practice for business continuity management
  - Establishes the BCM processes, principles and terminology
  - Provides a basis for understanding, developing and implementing business continuity within organizations of any size or from any sector
  - Provides a comprehensive methodology based on BCM best practice and the whole BCM lifecycle
  - Business driven



# BS 25999 Code of practice contents

|           |  |
|-----------|--|
| <b>1</b>  | Scope and applicability                                |
| <b>2</b>  | Terms and definitions                                  |
| <b>3</b>  | Overview of business continuity management (BCM)       |
| <b>4</b>  | The Business Continuity Management policy              |
| <b>5</b>  | BCM Programme Management                               |
| <b>6</b>  | Understanding the organization                         |
| <b>7</b>  | Determining business continuity strategy               |
| <b>8</b>  | Developing and implementing a BCM response             |
| <b>9</b>  | Exercising, maintaining and reviewing BCM arrangements |
| <b>10</b> | Embedding BCM in the organization's culture            |

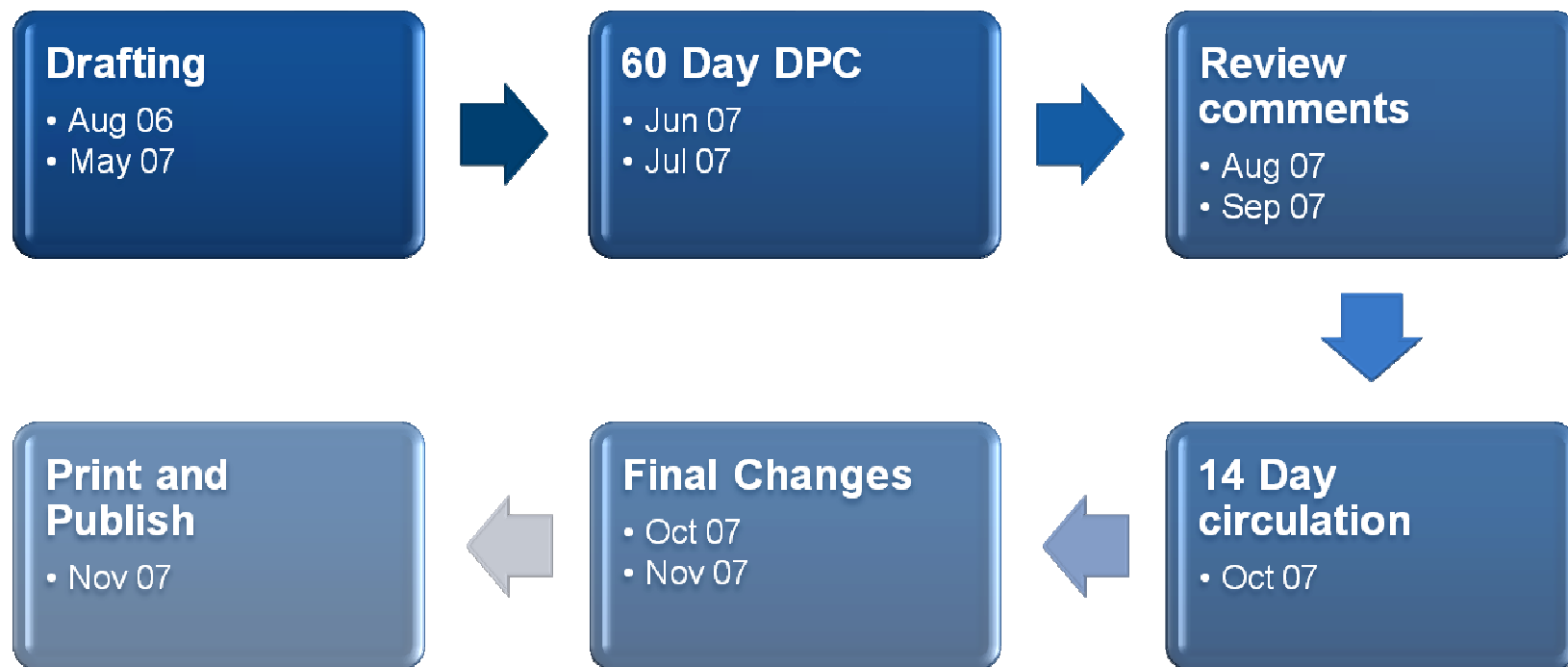
# BS 25999 Code of practice contents

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# BS 25999-2:2007

- Requirements for business continuity management
  - Establishes requirements for there to be a BCM system of policy and processes.
  - Understanding the organization
  - Determining strategy
  - Implementing a response
  - Exercising and reviewing
  - Making sure there is a cultural awareness of BCM in the organization.

# BS 25999-2 Development Timeline



# What is Business Continuity Management?

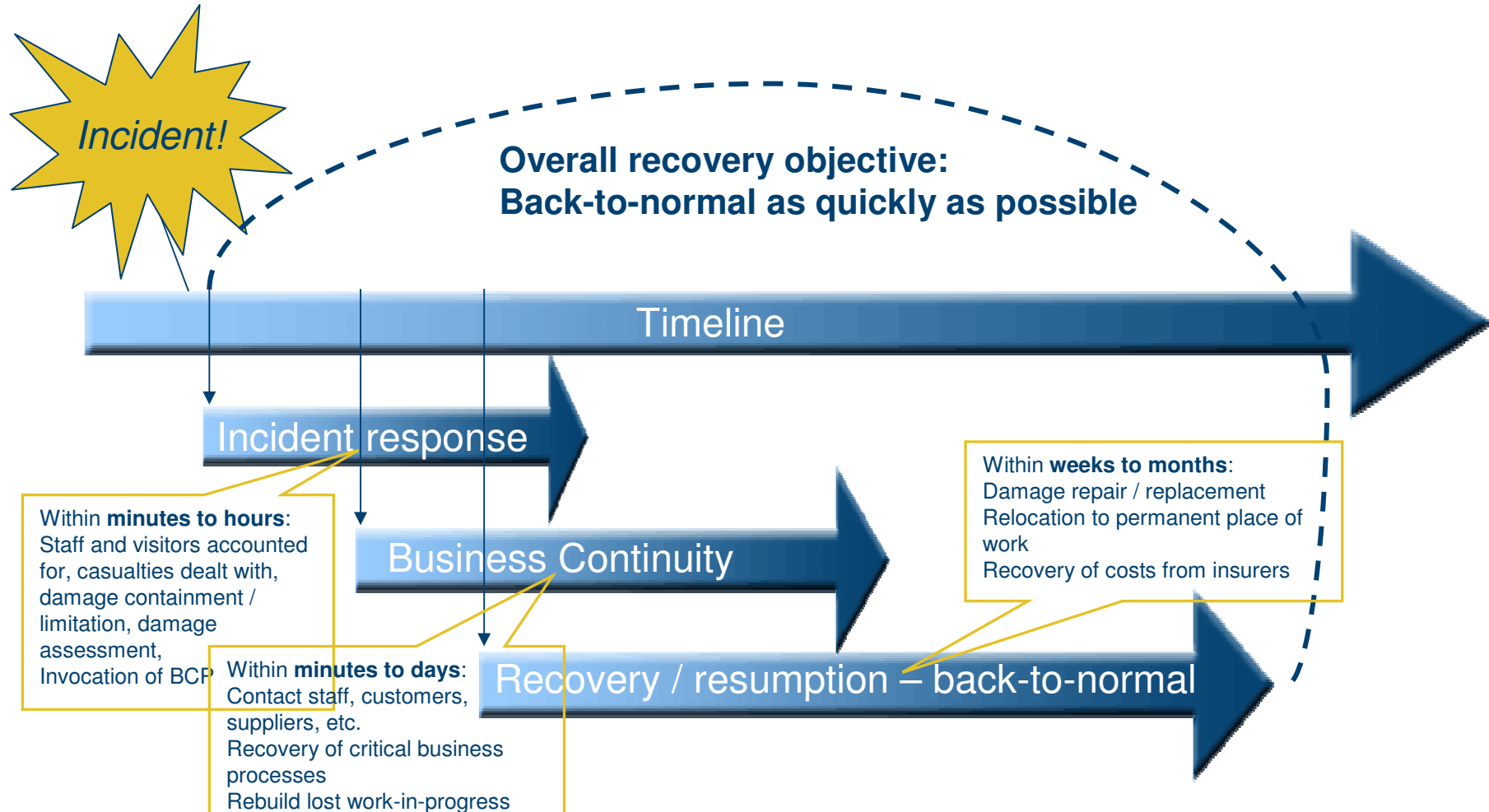
## 2.4 business continuity management (BCM)

holistic management process that identifies potential threats to an organization and the **impacts** to business operations that those threats, if realized, might cause, and which provides a framework for building organizational **resilience** with the capability for an effective response that safeguards the interests of its key **stakeholders**, reputation, brand and value-creating activities

*NOTE: Business continuity management involves managing the recovery or continuation of business activities in the event of a business disruption, and management of the overall programme through training, **exercises** and reviews, to ensure the **business continuity plans**) stays current and up-to-date.*

*Source: BS 25999-2*

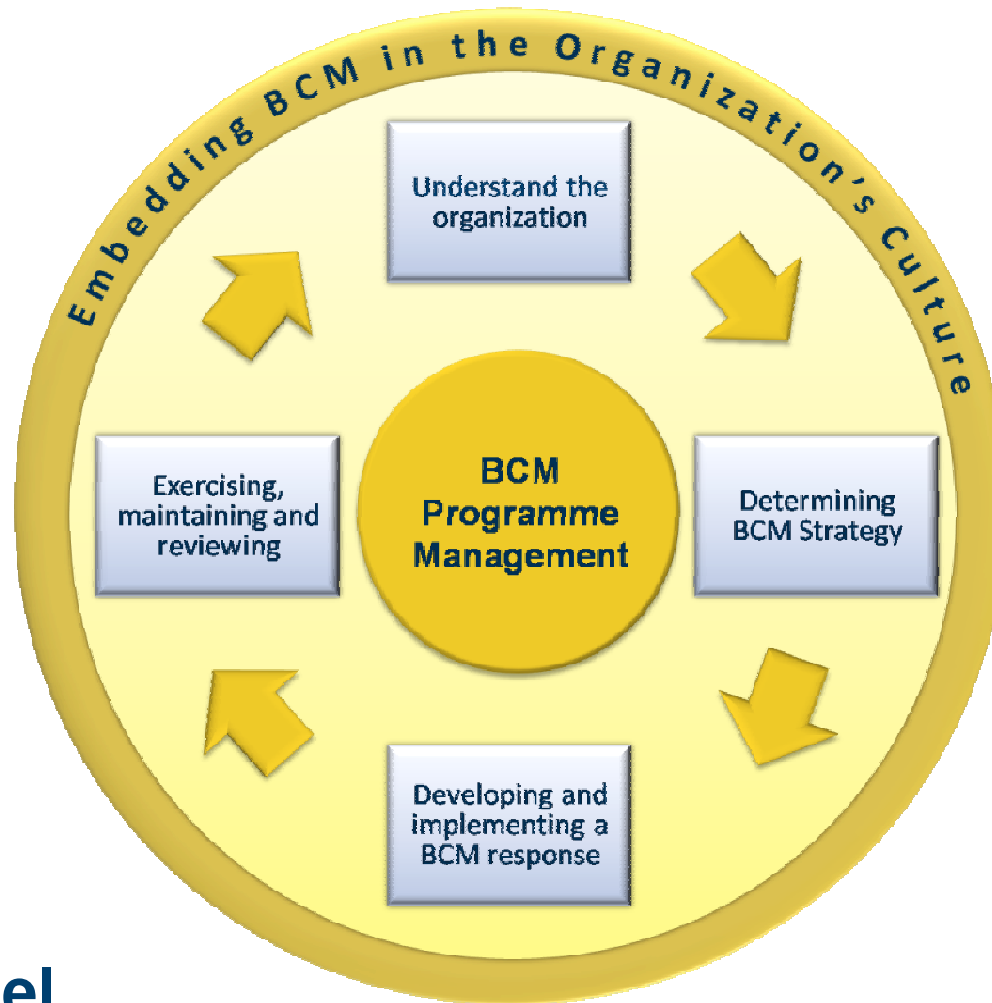
# Incident timeline



# Look at the 'BIG' picture.....



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## BCM Model



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# Assessment and certification process

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- ***Gap analysis/Pre-assessment (optional)***

*Informal check, relationship building, discussing scope.*

- ***Stage 1 Audit***

Review of documents and records

- ***Stage 2 Audit***

Confirm that the organisation adheres to its own policies, objectives and procedures. Testing and evaluation.

- ***Continual Assessment Visits (CAV's)***

*Ongoing reviews*

# Training

- Awareness of BCM 1 day
- Implementing BS 25999 Course 2 day
- BS 25999 Internal Auditor Course 3 day
- BS 25999 Lead Auditor Course 5 day



# Benefits of BS 25999

- Provides a common framework, based on international best practice, to manage business continuity
- Proactively improves your resilience when faced with disruptions to your ability to achieve key objectives
- Provides a rehearsed method of restoring your ability to supply critical products and services to an agreed level and timeframe following a disruption
- Delivers a proven response for managing a disruption

# Benefits of BS 25999

- Helps protect and enhance your reputation and brand
- Opens new markets and helps you win new business
- Enables a clearer understanding of how your entire organization works which can identify opportunities for improvement
- Demonstrates that applicable laws and regulations are being observed
- Creates an opportunity to reduce the burden of internal and external BCM audits and may reduce business interruption insurance premiums

You can't predict the incident,  
but you can predict the outcome.

The likelihood of something very unlikely  
happening, is very likely!

If you think business continuity  
is expensive, try having an incident!

Further Contact:

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