

DRAFT
MEETING NOTES
BCM SUB WORKING GROUPS (SWGS)
MARCH 20, 2009
CONFERENCE CALL - 12:30 to 2:00 pm EDT

1. Welcome and Call to Order

Chairman Dr. Marc Siegel called the meeting of the BCM Sub-Working Groups to order at 12:30 pm EDT and welcomed the participants.

2. Roll Call

Ms. Aivelis Opicka of ASIS staff took roll. The attendance list is appended as Attachment I.

3. Approve Agenda

Chairman Siegel asked for any proposed modifications to the agenda, and being none the agenda was approved.

4. Discussion of Process

Chairman Siegel opened with a discussion of process. He reported that the sub-working groups (SWGs) approach has become problematic with varying levels of feedback provided from the document being prematurely circulated outside of the Working Group. Chairman Siegel passed the floor to Ms. Sue Carioti, who outlined the process and potential next steps for moving forward from the sub-working group into the working group phase. Ms. Carioti thanked the SWGS for their input to the draft document dated 2/13/09 composed by Chair Siegel. She noted that the document is a very preliminary draft in the sub-working group stage of the standards development process, and noted it should be first vetted for elevation to the BCM Working Group and full BCM Committee when appropriate. Ms. Carioti informed of the intent to disband the SWGs and proceed in the working group stage.

Discussion ensued relative to the sub-working groups efforts. It was observed that the SWGs, while a good start, were not conducive to achieving consensus on the higher level issues. Siloing was noted as a contributing problem. Some disappointment was communicated of the intent to disband the SWGS, while others favored dropping the SWGs.

Ms. Carioti informed that Chairman Siegel had been drafting an update of the document to include the SWGS comments, along with some Chairman proposed dispositions to those comments. This information will be forwarded to the SWGS for review and consideration. After the SWGs have vetted the document, the material will be circulated to the Working Group for review. Comments will be solicited from the Working Group with a comment form accompanied by an updated comment compilation and draft circulated by ASIS staff. This cycle will continue entirely within the Working Group until the document is in a mature enough stage to forward to the full BCM Committee. Ms. Carioti noted that the working group stage has more formalized standards procedures in place than have been utilized for the SWGS, such as meeting notices, agendas and minutes.

5. Discussion of Comments

Chairman Siegel opened the discussion of comments to focus on the identification and resolution process for the higher level issues. Co-Chairman Mr. Kevin Brear advised that the resolution of the individual comments would not resolve the overall higher level issues, and should be deferred until these are addressed. Chairman Siegel noted some of the major divergent issues within the SWGS comments compilation, such as including risk assessment, and business impact instead of risk treatment (among others); he added that comments have been included in the updated draft to address this. Discussion ensued relative to the higher level issues found in the SWGS comments, and best methods to address them, and to move forward. It was noted as a positive that the issues needing to be addressed were reflective of the industry environment. Attendees concurred and noted that the specific issues now needed to be identified and listed. It was determined that the SWG leaders will coordinate within their groups to develop a prioritized list of 4 to 6 high-level issues to then be compiled into a single issues list. The updated comment compilation and draft will be circulated to the SWGS to aid this effort. It was noted and agreed that one additional conference call meeting of the SWGS would be required to review the issues list, with Tuesday, April 7, 2009 determined as the date.

6. Open Discussion

Chairman Siegel opened the discussion to the floor. Discussion ensued relative to the next BCM Working Group meeting. An in-person Web conference co-hosted in the U.S. and the U.K., with voice dial-in was suggested, with consensus being that this was a good approach. Discussion proceeded to the scheduling and duration of a one or two day meeting potentially being held on May 18th, 19th, and/or 20th. It was noted that a well scripted and closely followed agenda would be required to achieve results.

BSI advised that they would supply for distribution to the SWGS, at Chairman Siegel’s request, a copy of the ISO 14001 as an example of an ISO management system standard.

7. Action Items

Action items include:

- ASIS staff to disseminate to the SWGS an updated comment compilation (containing proposed recommendations of the Chairman), and an updated draft in track changes and clean copy form with comments.
- Sub Working Group Leaders to coordinate within their group to develop a prioritized list of 4 to 6 high-level issues for delivery to ASIS HQ by April 1, 2009.
- ASIS staff to compile the prioritized issues list and disseminate to the SWGS prior to the April 7th teleconference.
- A copy of the ISO 14001 to be provided by BSI for distribution to the SWGS, as an example of an ISO management system standard.

8. Next Meeting

The next meeting of the Sub-Working Groups will be held on April 7, 2009 from 8:30 to 9:30 am EDT, by teleconference.

9. Adjournment

Chairman Siegel adjourned the meeting at 2:00 pm EST with consensus.

Submitted by:

[Original Signed By:]

Jeanette Donovan
ASIS International
Manager, Standards & Guidelines

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**BCM SUB WORKING GROUPS (SWGS) MARCH 20, 2009 MEETING ATTENDANCE**

|                  |                                          |
|------------------|------------------------------------------|
| David Adamson    | BSI                                      |
| Thomas Bozek     | Bozek Consulting, LLC                    |
| Kevin Brear      | SIESO                                    |
| Donald Byrne     | North River Solutions                    |
| Ian Charters     | Continuity Systems, Ltd.                 |
| Lisa DuBrock     | The Radian Group, LLC                    |
| Edward Eaton     | Crisis Management International          |
| Brian Kaye       | Control Risks Group                      |
| Paul Kirvan      | Paul Kirvan Associates                   |
| Alan Nutes       | Self                                     |
| Philip Oppenheim | International Continuity Oversight Board |
| Marc Siegel      | ASIS International                       |
| Renee Wentworth  | Virginia Department of Social Services   |
| Dan Wilder       | Danalie Partners                         |

**ASIS Staff Present**

Sue Carioti, Director, Standards & Guidelines

Aivelis Opicka, Manager, Standards & Guidelines

Jeanette Donovan, Coordinator, Standards & Guidelines