

DRAFT
MEETING NOTES
BCM EDITING GROUP
APRIL 27, 2009
CONFERENCE CALL - 10:30 am to 12:00 pm EDT

1. Welcome and Call to Order

Co-Chairman Brear called the meeting of the Business Continuity Management (BCM) Editing Group (EG) to order at 10:30 am 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

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

4. Discussion of Task

Co-Chairman Brear opened the discussion of task. Chairman Siegel requested the attendees provide ideas to best enable the Editing Group's timely development of the next working draft for ultimate review and comment by the BCM Committee. While the recently published ASIS Organizational Resilience (OR) standard is an umbrella standard, it was inquired as to whether the BCM draft should be developed as a synchronous document. Discussion ensued relative to referencing within the BCM standard. It was noted that a mechanism was needed to communicate the BCM Standard's discipline specific nature and positioning. Discussion ensued regarding the focus of the standard, its target audience, and the stakeholders. Risk assessment and the need for applicability across a wide range of standards users was noted, to include small and medium sized businesses as well as the large multi-national organizations. The EG determined that the document should be less prescriptive, i.e. focusing more on what to do than how to do it. It was determined that the scope needed further refinement to achieve these goals. It was noted that this conforms to the management system model as found in the Organizational Resilience standard.

5. Discussion of Comments

Co-Chairman Brear opened the discussion of comments. Discussion ensued regarding the working drafts dated 2/13/09 and 3/23/09. To ensure that all previous Committee input was taken into consideration, the EG determined that the latest 3/23/09 version of the draft and comment compilation, in conjunction with the Sub-Working Groups (SWGS) issues list, would be utilized. Chairman Siegel request EG members Mr. Zawada and Mr. James Nelson to provide edits for the next the BCM working draft. Mr. Zawada and Mr. Nelson agreed and noted upon completion they will provide the resulting draft to the EG and ASIS Secretariat.

6. Open Discussion

Co-Chairman Brear opened general discussion and it was noted that each of the comments in the compilation would ultimately require a resolution. The May 20, 2009 date in the BCM Timeline & Roadmap Estimate was noted to provide the next working draft to the SWGS, but as outlined, is an estimate and subject to change.

7. Action Items

Action items include:

- ASIS staff to provide the MS Word version of the BCM Draft dated 3/23/09 to Mr. Zawada and Mr. Nelson.
- Mr. Zawada and Mr. Nelson to provide next working BCM draft to Editing Group and ASIS Secretariat for vetting and elevation to SWGS as appropriate.

8. Next Meeting

The next meeting of the Editing Group will be determined pending draft development.

9. Adjournment

Co-Chairman Brear adjourned the meeting at 11:50 pm EST with consensus.

Submitted by:

[Original Signed By:]

Jeanette Donovan

ASIS International

Coordinator, Standards & Guidelines

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BCM EDITING GROUP (EG) APRIL 27, 2009 MEETING ATTENDANCE

|               |                                                               |
|---------------|---------------------------------------------------------------|
| David Adamson | BSI                                                           |
| Kevin Brear   | SIESO (Committee Co-chair)                                    |
| James Nelson  | International Consortium for Organizational Resilience (ICOR) |
| Marc Siegel   | ASIS International (Committee Chair)                          |
| Brian Zawada  | Avalution Consulting                                          |

**ASIS Staff Present**

Sue Carioti, Director, Standards & Guidelines

Aivelis Opicka, Manager, Standards & Guidelines

Jeanette Donovan, Coordinator, Standards & Guidelines