

DRAFT  
MEETING MINUTES  
BCM WORKING GROUP  
JULY 28, 2009  
CONFERENCE CALL – 11:00 am to 1:00 pm EDT

**1. Welcome and Call to Order**

Chairman Dr. Marc Siegel called the meeting of the Business Continuity Management (BCM) Working Group to order at 11:00 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**

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

**4. Approve Meeting Minutes of January 15-16, 2009**

Chairman Siegel asked for any proposed modifications to the BCM Working Group Meeting Minutes of January 15-16, 2009, and being none the minutes were approved.

**5. Discussion of Comments**

Chairman Siegel thanked the group for the comments received and acknowledged Mr. Brian Zawada and Mr. Jim Nelson for their contributions to the BCM draft. He opened the discussion of comments and requested that attendees reference the BCM working draft dated 6/18/09 and the compilation of comments designated BCMWG-7-2009-041. He offered an overview of his observations on the comments noting that a number addressed redundancies, others the use of jargon, while some considered the consistent use of terms and definitions such as business continuity (BC) risk. Co-Chairman Mr. Kevin Brear noted similar points regarding the draft and joined Chairman Siegel in thanking Mr. Brian Zawada and Mr. James Nelson for their efforts in producing the draft. Chairman Siegel suggested the discussion now proceed by order of the sections, with the commenters in attendance presenting thoughts on their comments.

Discussion ensued on Section 1 with Mr. Tom Bozek offering that his comments focused on reducing jargon, removing unnecessary language and identifying material that should be moved to the *Guidance on the Use* section or be included in the Glossary. Mr. Dan Wilder noted his comments relative to a more accurate and consistent use of defined terms, such as risk treatment, adding that business continuity was blended as a term with risk, leaving it open for interpretation. Discussion ensued relative to terms, with points offered including the addition of a business continuity risk definition to the Glossary, using “disruptions” in the text in lieu of “risk”, and addressing the definition of business continuity. It was noted that the current business continuity definition, sourced from BS 25999, does not include the word risk. It was observed that while security risk may be different than BC risk, the aspect of disruption is common to both. Risk categories such as reputational and financial were noted as being out of scope. Co-Chairman Brear offered that BC risk along with the other categories of risk noted, are within the risk management umbrella, so defining the term "business continuity" well would therefore resolve the term “business continuity risks”. An Editorial Panel member reminded the Group that this iteration of the draft had not included a review of the Glossary. The defined term *risk treatment* was recognized as an ISO preference.

Discussion ensued regarding scope comments. Comments were noted that improve small business scalability. Chairman Siegel requested that members consider the points made regarding terms, along with ISO Guide 73, and submit definitions for Business Continuity and Business Continuity Risk to ASIS staff by Friday, 7/31/09.

Chairman Siegel requested conceptual comments for the remaining sections be discussed next, followed by a second pass for editorial discussion. Sections 2 and 3 were observed to contain mostly editorial comments, and discussion proceeded to the comments on Section 4. It was noted that the text of the BCMS Framework diagram, Section 4.1, Fig. 2, had been previously discussed and that it would be revisited at a later date.

Discussion ensued relative to Section 4.2. In consideration of several comments it was determined that the largely redundant 2<sup>nd</sup> paragraph of 4.2.1 should be eliminated, and an item d) added to the 2<sup>nd</sup> task list to “define the scope and boundaries of the BCMS”. In the 1<sup>st</sup> two paragraphs on page 5 (Section 4.2.1), the documentation related text should be

extracted from the legal items text, and that text merged (into a new following paragraph) with the appropriate content from subsection 4.2.2.1, with 4.2.2.1 then being eliminated as a subsection. It was determined that management commitment material should be broken out of Section 4.3.1, and included in a new Section 4.3.2, "Management System Commitment". The statement "management shall establish evidence of commitment" will be included, followed by specific involvement points itemized for audibility. It was noted that areas of extensive specification should be migrated to the *Guidance for Use*.

Chairman Siegel opened discussion on Section 4.4. Discussion ensued relative to simplification of the component subsections, with numerous points being made relative to the order and specification of the processes. It was determined that the Section 4.4.1 title "Requirements Definition" should be changed to "Business Impact Analysis and Risk Assessment". Discussion next ensued relative to simplifying and combining 4.4.1.1 Business Impact Analysis (BIA) and 4.4.1.2 Risk Assessment. An overabundance of esoteric acronyms was noted, with the suggestion that those areas be made more generic. Discussion ensued regarding the terms "service levels", "production schedules" and "risks and impacts". It was determined that "the organization's risk appetite;" will be removed from the list of considerations in the last paragraph of Section 4.4.2.

Chairman Siegel opened discussion on Section 4.5 and noted that many of the comments appeared to be editorial in nature. Discussion ensued relative to the addition of an "organization wide" section under 4.5.3 and inclusion of buy-in for line level process performers. It was observed that "plan" and "procedure" should be used consistently throughout the document, as defined in D.12: business continuity plan (BCP).

## **6. Open Discussion**

Chairman Siegel opened discussion indicating that 2 or 3 people were needed for preparation of the draft in accordance with the day's discussion and the compiled comments. Tom Bozek, Phil Oppenheim and Chairman Siegel each volunteered their services. Discussion ensued relative to next steps. It was determined that Thursday, August 20<sup>th</sup> would be the target date for distribution of the draft for BCM Working Group review (with comments due September 11, 2009), in advance of a September 25, 2009 BCM Working Group meeting.

## **7. Action Items**

Action items include:

- BCM Working Group members will submit definitions for "business continuity" and "business continuity risk" to ASIS staff at [standards@asisonline.org](mailto:standards@asisonline.org) by COB Friday, July 31, 2009.
- Tom Bozek, Phil Oppenheim and Chairman Siegel will develop the next draft for submission to the BCM Working Group by August 20, 2009.

## **8. Next Meeting**

The next meeting of the Working Group is scheduled for September 25, 2009 from 11:00 am to 1:00 pm EDT.

## **9. Adjournment**

Chairman Siegel adjourned the meeting at 1:00 pm EST with consensus.

Submitted by:

***[Original Signed By:]***

Jeanette Donovan  
ASIS International  
Coordinator, Standards & Guidelines

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**BCM WORKING GROUP**  
**7/28/09 MEETING ATTENDEES**

|                          |                                          |
|--------------------------|------------------------------------------|
| Pradeep Bajaj            | OSSIM                                    |
| Dennis Blass             | Security Engineers, Inc.                 |
| Thomas Bozek             | Bozek Consulting, LLC                    |
| Kevin Brear, Co-Chairman | SIESO                                    |
| Ian Charters             | Continuity Systems, Ltd.                 |
| Lisa DuBrock             | The Radian Group, LLC                    |
| Bill Lang                | VCPI                                     |
| Alan Nutes               | Self                                     |
| Philip Oppenheim         | International Continuity Oversight Board |
| Marc Siegel, Chair       | ASIS International                       |
| Mike Thomson             | Association of Contingency Planners      |
| Renee Wentworth          | Virginia Department of Social Services   |
| Dan Wilder               | Danalie Partners                         |
| Brian Zawada             | Avalution Consulting                     |

**Additional Attendees - Non-Working-Group Members**

Robert J. Coullahan, Readiness Resource Group  
Michael Kuras, American Imaging Management, Inc.  
Sam Stahl, EMC  
Lee Webster, SHRM

**ASIS Staff Present**

Sue Carioti, Director, Standards & Guidelines  
Aivelis Opicka, Manager, Standards & Guidelines  
Jeanette Donovan, Coordinator, Standards & Guidelines