

DRAFT
MEETING MINUTES
BCM WORKING GROUP
SEPTEMBER 25, 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 (WG) 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 July 28, 2009

Chairman Siegel asked for any proposed modifications to the BCM Working Group Meeting Minutes of July 28, 2009, and being none the minutes were approved.

5. Discussion of Comments

Chairman Siegel opened the discussion to address the comments to the draft dated August 20, 2009, requesting the WG to reference the compilation of comments designated BCMWG-9-2009-051. Discussion of comments followed beginning with comment no.1.

<u>Comment</u>	<u>Section</u>	<u>Discussion Points/Consensus</u>	<u>Resolution</u>
1	0 Introduction	Discussion ensued and the WG determined the comment was general in nature, with no action being required at present.	Noted, with no required action.
2	0.1, bullet 5	Discussion ensued regarding clarity and intent of the statement, with consensus found to remove "of operations" for the text to read "enables an organization to return to its normal state more quickly and safely than would otherwise be possible; and".	Accepted with modification.
3	0.1, bullet 5	The comment to replace "risk treatment" with "BCMS" was deemed appropriate and accepted.	Accepted.
4	0.1, line 5	The WG determined to replace "organizational workforce members and the local community" with "internal and external stakeholders".	Accepted. (Note that this bullet was moved to the last position per comment 7.)
5	0.1, bullet 7	The comment was deemed appropriate and accepted as specified with "leadership" changed to "leadership team" and the bullet item changed to a paragraph.	Accepted. (Note that this bullet has been changed into a paragraph.)
6	0.1	The comment to remove the two paragraphs beginning with "The proactive and dynamic" and "This management system Standard" as redundant was deemed appropriate and accepted.	Accepted.
7	0.1, bullet 1	The comment was accepted with the 1 st bullet being moved to become the 6 th for appropriate emphasis of "safety and security".	Accepted.
8	0.1, bullet 4, line 2	The comment was deemed appropriate and accepted as specified, with "planned timeframe" replacing "desired time".	Accepted.
9	0.1, last bullet	The WG noted the complexity of the sentence and determined to split it, with the second sentence becoming "The BCMS enables the organization to systemically address its stakeholders' business continuity needs."	Accepted with modification.
10	0.1, line 10	The indicated term "key" was not found in the document.	Not accepted. Term not found.
11, 12, 14	0.1, para. 1, para. 2, line 6, and item c)	The editorial comment s were deemed appropriate and accepted as specified.	Accepted.
13	0.1, item c)	Discussion ensued regarding types of planning relative to the scope of the section, with consensus being to modify item 3) to read "business continuity planning and procedural implementation and	Accepted with modification.

		operation,”.	
15	0.2, para. 2	Discussion ensued regarding the appropriate level of detail for a standards crosswalk at this location, with consensus found that the existing text is suitable as applied.	Not accepted. Deemed to be outside of the scope of the document.
16	0.2	Discussion ensued regarding how to best cross reference the PDCA table, the Figure 1 PDCA Cycle diagram, and the document clause numbers. Adding clause numbers to the table was noted as a possible solution, with the comment then tabled for further discussion.	Tabled for further discussion. Adding clause numbers to the PDCA table on page vii noted as a possible solution.
17	1, para. 1	Discussion ensued regarding the description of specified requirements, with the WG determining to add “identify” but not utilize the “/or” qualifier for implementation, for the text to now read “This Standard specifies requirements for a business continuity management system (BCMS) to enable an organization to identify, develop and implement policies, objectives, capabilities, processes and programs ...”.	Accepted with modification.
18	1, para. 3	The WG determined to remove of the second half of the sentence as specified and further replaced “unforeseen events” with “disruptive events” and noted that “disruptive events” is the term to be used throughout the document.	Accepted with modification.
19	1, para. 5	The WG noted that the proposed change was not comprehensible relative to the subject section.	Not accepted. Proposed change is not understandable.
20	1, para. 4, sentence 1	Discussion ensued regarding aspects of organizations essential to meeting commitments consistent with the scope of a BCMS. The WG determined to remove the qualifier “including life safety and technology recovery” and noted that a BCMS is inclusive of business continuity (which satisfies the comment).	Accepted with modification.
21	1, para. 1, line 3	The WG determined to accept the comment and change the phrase “legal requirements and other requirements” to “legal and other requirements” throughout the document.	Accepted. Global change.
22	1, para. 1, line 4	The WG determined to replace the term “business continuity risks” with “disruptive events” throughout the document.	Accepted with modification. Global change where appropriate.
23	1, para. 1, line 4	The editorial comment was deemed appropriate and accepted as specified.	Accepted.
24	1, para. 1, line 7	The comment was deemed appropriate and accepted as specified, with “business continuity risks” being replaced with “risks”.	Accepted.
25	1, para. 2	The WG determined that replacing “extent of application” with “scope” satisfies the comment.	Accepted with modification.
26	1	The editorial comment was deemed appropriate and accepted as specified with BCP being removed as an acronym.	Accepted.
27	4.1, para. 1	The WG accepted the comment as modified per the discussion of Comment 35 with the sentence to read “Figure 2 outlines the process specified by this Standard.”	Accepted with modification. Implemented with change by comment # 35.
28	4.1, fig. 2	The WG accepted the comment with the modification to read: Policy <ul style="list-style-type: none"> • Management Commitment • Commitment to Continual Improvement • Communicate Commitment 	Accepted with modification.
29	4.1, para. 1	The WG noted that the integration of BCM planning with other operational practices was appropriate to the Guidance section and should be included there.	Noted for further discussion. To be included in Guidance.
30, 31	4.1, last line, item a	Discussion ensued relative to safety and security with consensus found for adding a note to the Guidance section regarding the overlap of the two. The comments were accepted with “and security” added to the sentence.	Accepted. Note to be added in Guidance regarding overlap in safety and security.
32	4.1, last line, item a	Discussion ensued relative to replacing “stakeholders” with “persons” with the WG concluding that “stakeholders” is inclusive of “persons”.	Not accepted. Stakeholders is defined to include <i>persons</i> .
33, 34	4.1, last line, item a	The duplicate editorial comments were deemed appropriate and accepted as specified.	Accepted.
35	4.1,	The editorial comment was accepted with the modification “Figure 2	Accepted with modification.

		outlines the process specified by this Standard.”	
36	4.1, line 1, item b	The WG accepted the comment with the text modified to read “and communicated to stakeholders;”	Accepted with modification.
37	4.1, line 2, item c	The WG accepted the comment with the text modified to read “top management defines and communicates”.	Accepted with modification.
38	4.1, line 3, item d	The WG accepted the comment with the text modified to read “allocate resources to meet the goals and objectives of the program”.	Accepted with modification.
39	4.1, line 4, item e	Discussion ensued relative to both the roles and tasks of the stakeholders, with consensus to modify the text to “those with BCMS management roles and responsibilities are competent to perform their tasks”.	Accepted with modification.
40, 41, 42	4.2.1, sentence 1, item d, and item e	The editorial comments were deemed appropriate and accepted as specified.	Accepted.
43	4.2.1, para. 1 and sub para.’s	The WG determined that further clarification of the comment “the scope as to the risks to be addressed are not part of the scope” would be required for this comment to be addressed.	Noted that further clarification needed.
44	4.2.1, last para.	Discussion ensued relative to addition of the supplied paragraph stating requirements for integration of the BCMS with existing operational plans. The WG concluded that this should be included in the Guidance annex.	Not accepted. Subject material to be included in Guidance.
45	4.2.1, para. 2 list	Discussion ensued relative to addition of a list item referencing a review of existing BC/DR structures in an organization. The WG concluded that this should be included in the Guidance annex.	Not accepted. Subject material to be included in Guidance.

Secretariat’s Note: All edits incorporated per draft dated 10/6/09.

6. Open Discussion

Chairman Siegel opened discussion. Discussion ensued regarding next steps and it was noted that a draft containing annotated tracked changes, along with the updated compilation of comments, may facilitate resolution of the remaining comments. It was noted ASIS Staff will attempt to incorporate comment changes via tracked changes in the draft, prior to the next meeting.

7. Action Items

Action items include:

- ASIS Staff to update draft standard and compilation in advance of the next meeting.

8. Next Meeting

The next meeting of the Working Group is scheduled for October 16, 2009 from 11:00 am to 1:00 pm EDT.

9. Adjournment

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

Submitted by:

[Original Signed By:]

Jeanette Donovan
ASIS International
Coordinator, Standards & Guidelines

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**BCM WORKING GROUP**  
**9/25/09 MEETING ATTENDEES**

|                          |                                        |
|--------------------------|----------------------------------------|
| Marc Siegel, Chairman    | ASIS International                     |
| Kevin Brear, Co-Chairman | SIESO                                  |
| David Adamson            | BSI                                    |
| Dennis Blass             | Security Engineers, Inc.               |
| Mark Borchers            | Germanna Community College             |
| Thomas Bozek             | Bozek Consulting, LLC                  |
| Donald Byrne             | North River Solutions                  |
| Ian Charters             | Continuity Systems, Ltd.               |
| Lisa DuBrock             | The Radian Group, LLC                  |
| Edward Eaton             | Crisis Management International        |
| Penelope Killow          | HFC Bank (HSBC Group)                  |
| Bill Lang                | VCPI                                   |
| Doug Nelson              | Business Continuity Solutions          |
| Mike Thomson             | Association of Contingency Planners    |
| Suzanne Warner Hart      | Delaware Department of Transportation  |
| Renee Wentworth          | Virginia Department of Social Services |
| Dan Wilder               | Danalie Partners                       |
| Brian Zawada             | Avalution Consulting                   |

**ASIS Staff Present**

Sue Carioti, Director, Standards & Guidelines

Aivelis Opicka, Manager, Standards & Guidelines

Jeanette Donovan, Coordinator, Standards & Guidelines