

DRAFT
MEETING MINUTES
BCM WORKING GROUP
OCTOBER 16, 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 September 25, 2009

Chairman Siegel asked for any proposed modifications to the BCM Working Group Meeting Minutes of September 25, 2009, and being none the minutes were approved.

5. Discussion of Comments

Chairman Siegel opened the discussion to the continuation of addressing 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. 46.

| <u>#</u> | <u>Section</u> | <u>Discussion Points/Consensus</u> | <u>Resolution</u> |
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| 46 | 4.2.1, para 3 line 1, pg. 4 | It was determined that removal of “business continuity risks or their associated controls that are excluded” clarifies the intent and satisfies this comment. By previous WG agreement "Business Continuity Risk" is no longer to be used as a term. | Accepted with modification. |
| 47 | 4.2.1, para. 7, pg. 5 | A definition is not required as the term was removed per comment 46. By previous WG agreement "Business Continuity Risk" is no longer to be used as a term. | Not accepted. |
| 48 | 4.2.1, From here forward. | The WG noted the inconsistent use of commas throughout the document for later action by the technical editor. | Accepted. (To be addressed by technical editor.) |
| 49 | 4.2.2, bullet a, pg. 4 | The comment was deemed appropriate and reworded as specified to “products and services, and stakeholder interests;”. | Accepted. |
| 50 | 4.2.2, new paragraph, pg. 5 | The WG determined that the subject of force majeure exists outside the scope of the Standard, so the material should not be included. | Not accepted. |
| 51 | 4.3.1, b, pg. 5 | The WG changed “business continuity risks” to “impact of disruptive events” per the previous WG decision to eliminate use of the term. | Accepted with modification. |
| 52, 53 | 4.3.1, bullet a, pg. 5 | The WG determined that “risk management approach” best accommodates organizations large and small and provides the necessary clarity. | Accepted with modification. |
| 54 | 4.3.1, line 1, pg. 5 | The WG determined that instruction to use business continuity subject matter experts is appropriate instead to the Guidance section. | Not accepted. To be included in Guidance. |
| 55 | 4.3.1, para. 3, pg. 5 | Suzanne Warner Hart decided to withdraw this comment. | Withdrawn. |
| 56 | 4.3.1, para. 1 list, pg. 5 | The addition of guidance regarding existing operational plans was noted for inclusion in the Guidance section, and as a topic for further discussion. | Noted for further discussion. To be included in Guidance. |
| 57, 59 | 4.3.1, para. 2, bullet b, pg. 5 | The WG determined these comments to be satisfied as modified per comment 52. | Accepted with modification. Modified per comment 52. |

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| 58 | 4.3.1, pg. 5 | The WG accepted the editorial comment and noted the technical editor will be tasked with punctuation. | Accepted. To be addressed by technical editor. |
| 60 | 4.3.2, bullet a, pg. 6 | The editorial comment was deemed appropriate and accepted as specified. | Accepted. |
| 61 | 4.3.2, para. 1, pg. 6 | The need to utilize BC subject matter experts in policy development was noted as a topic for further discussion and inclusion in the Guidance. | Noted for further discussion. To be included in Guidance. |
| 62 | 4.3.2, para. 1 list, pg. 6 | The item "Implement working interfaces and appoint representatives to existing operational plans involving data and technology protection" for further discussion and inclusion in the Guidance. | Noted for further discussion. To be included in Guidance. |
| 63 | 4.3.2, bullet j, pg. 6 | The WG determined that the supplied text is already covered in the PDCA cycle description. | Not accepted. |
| 64 | 4.4.1, para. 1, pg. 6 | The WG removed the term per comment 65 and a definition is no longer required. By previous WG agreement "Business Continuity Risk" is no longer to be used as a term. | Accepted with modification. |
| 65 | 4.4.1, bullet a, pg. 6 | The comment was deemed appropriate and accepted as specified, with the bullet changed to "Understand the nature and impacts of business disruptions". | Accepted. |
| 66, 68 | 4.4.1, bullet a, pg. 6 | It was noted that a definition is not required as the term was removed per comment 65. By previous WG agreement <i>business continuity risk</i> is no longer to be used. | Not accepted. |
| 67 | 4.4.1, bullet e, pg. 6 | Brian Zawada decided to withdraw this comment. | Withdrawn. |
| 69 | 4.4.1.1, bullet a, pg. 7 | The WG agreed that event driven variations should be included and modified the text to begin a new sentence after 'services' in line 4 to read "Including interdependencies and temporal and/or event-driven variations;" | Accepted with modification. |
| 70 | 4.4.1.1, bullet a, pg. 7 | The WG determined the phrase "temporal variations" to be appropriate. The sentence was otherwise modified per comment #69. | Not accepted. |
| 71 | 4.4.1.1, bullets a, c and d, pg. 7 | The WG agreed with the comment and also removed an additional instance of "business" in bullet B. It was noted that "business" is used as an extraneous qualifier throughout the document. | Accepted with modification. |
| 72 | 4.4.1.1, Intro, pg. 7 | The editorial comment was deemed appropriate and accepted as specified. | Accepted. |
| 73 | 4.4.1.2, bullet 1 line 2, pg. 7 | The WG agreed with the rational and determined to modify instead the 4.4.1.2 opening sentence by adding "of disruptive events to the organization" after "risks". | Accepted with modification. |
| 74, 75, 79 | 4.4.1.2, bullet c, pg. 7 | The editorial comments were deemed appropriate and accepted as specified. | Accepted. |
| 76 | 4.4.1.2, para. 1, pg. 7 | Proper descriptions of risk assessment were addressed and noted for further discussion. The proposed text was noted for inclusion in Guidance. | Noted for further discussion. To be included in Guidance. |
| 77 | 4.4.1.2, Intro, pg. 7 | Brian Zawada decided to withdraw this comment. | Withdrawn. |
| 78 | 4.4.1.2, list in para. 1, pg. 7 | As per comment 76, proper descriptions of risk assessment were addressed and noted for further discussion and inclusion in Guidance. | Noted for further discussion. To be included in Guidance. |
| 80 | 4.4.1.2, & whole | Dan Wilder decided to withdraw this comment. | Withdrawn. |
| 81 | 4.4.1.2, & whole | Dan Wilder decided to withdraw this comment. | Withdrawn. |
| 82 | 4.4.2, para. 2, pg. 8 | Discussion ensued relative to "technological options" , "resource options" and assets. The WG Determined replace the term as specified. | Accepted. |
| 83 | 4.4.3, para. 2, pg. 8 | The WG determined the reference "as indentified in 4.4.1.2" to be superfluous and removed it. | Accepted. |

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| 84 | 4.4.3, bullet b, pg. 8 | The editorial comment was deemed appropriate and accepted as specified. | Accepted. |
| 85 | 4.4.3, bullet c, pg. 8 | The suggested addition of a list element to reference integration with existing information security and technology change management planning was noted for further discussion and inclusion in the Guidance. | Noted for further discussion. To be included in Guidance. |
| 86 | 4.4.3, para. 2, pg. 8 | It was determined that adding "Define and " in conjunction with removal of the 4.4.1.2 reference as per comment 83 satisfies the comment. | Accepted with modification. |
| 87 | 4.5, para. 1, pg. 9 | The WG decided to change "other infrastructure services" to "critical infrastructure and other services", noting that "critical infrastructure " is a key government and industry term which most appropriately covers support for primary resources. | Accepted with modification. |
| 88 | 4.5.1, para. 2, bullet, pg. 9 | The WG determined that the suggested instruction relative to "maintain adequate proactive and reactive capacity " reduces the clarity and is guidance. | Not accepted. |
| 89 | 4.5.2, bullets a, c, pg. 9 | The WG determined to advise the technical editor regarding the readability of items a) and c). | Noted. To be addressed by technical editor. |
| 90 | 4.5.2, & whole | Dan Wilder decided to withdraw this comment. | Withdrawn. |
| 91 | 4.5.3, 2 nd to last para. | David Adamson decided to withdraw this comment. | Withdrawn. |
| 92 | 4.5.3, bullet c, pg. 10 | The WG decided to add the simplified qualifier "based on competency requirements". | Accepted with modification. |
| 93 | 4.5.4, para. 1, pg. 10 | The WG agreed that both BCMS purpose and scope descriptions should be required and accepted the comment as specified. | Accepted. |
| 94 | 4.5.4, bullet e, pg. 11 | The inclusion of "results" after "risk assessment" was accepted as specified. | Accepted. |
| 95 | 4.5.4, bullet g, pg. 11 | The repetition and lack of clarity was noted and bullet g) was combined with bullet h) to read "documents, including records, required by this Standard; or determined by the organization to be necessary to ensure ...". | Accepted with modification. |
| 96 | 4.5.5, 4.5.5 and general, pg. 11 | The WG replaced "required by the BCMS" with "specified in 4.5.4" to eliminate the circular reference and increase accuracy. | Accepted with modification. |
| 97 | 4.5.5, bullet i, pg. 11 | The clarifier "sensitive" was added to read "... protect individuals' personal sensitive data;" | Accepted with modification. |
| 98 | 4.5.5, whole, pg. 11 | Document identification schema and change management were noted as topics for further discussion and inclusion in the Guidance. | Noted for further discussion. To be included in Guidance. |
| 99 | 4.5.6, sentence 2, pg. 12 | The clarification was noted and modified as a new sentence "The plan and procedures shall be:". | Accepted with modification. |
| 100 | 4.5.6, bullet c, pg. 12 | It was noted that the commenter was actually referencing bullet d). The WG concurred that the item was overly specific and modified it to read "focused on impact of events that could potentially disrupt operations;". | Accepted with modification. |
| 101 | 4.5.6, para. 1, pg. 12 | The WG agreed that a new bullet should be added at a) regarding notifications, and determined that it should read "Establish the appropriate internal and external communications protocol. | Accepted with modification. |
| 102 | 4.5.6, para. 1, pg. 12 | The WG determined that the text "based on recovery objectives developed through the business impact analysis process" should be changed to "based on recovery objectives identified in the business impact analysis". | Accepted with modification. |

Secretariat's Note: All edits incorporated per draft dated 10/16/09.

6. Roadmap Update

Chairman Siegel opened discussion of the Roadmap, requesting the WG to reference the BCM Roadmap dated September 30, 2009. Discussion ensued and the WG noted the need for an additional WG meeting for comment resolution and to add it to the Roadmap.

7. Open Discussion

Chairman Siegel moved discussion to Action Items.

8. Action Items

Action items include:

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

9. Next Meeting

The next meeting of the Working Group is scheduled for Friday October 30, 2009 from 11:00 am to 1:00 pm EDT.

10. 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**  
**10/16/09 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                    |
| Ian Charters             | Continuity Systems, Ltd.                 |
| Edward Eaton             | Crisis Management International          |
| Michael Keating          | Navigant Consulting                      |
| Penelope Killow          | HFC Bank (HSBC Group)                    |
| Doug Nelson              | Business Continuity Solutions            |
| James Nelson             | ICOR                                     |
| Alan Nutes               | Alan Nutes                               |
| Philip Oppenheim         | International Continuity Oversight Board |
| Robert Roberts           | Federal Home Loan Bank Atlanta           |
| Mike Thomson             | Association of Contingency Planners      |
| Suzanne Warner Hart      | Delaware Department of Transportation    |
| 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