

**MEETING MINUTES**  
**BCM STANDARDS COMMITTEE**  
**DECEMBER 8, 2008**  
**CONFERENCE CALL - 11:30 am to 12:30 pm US EST**

**1. Welcome and Call to Order**

Chairman Dr. Marc Siegel called the meeting of the BCM (Business Continuity Management) Standards Committee to order at 11:30 am US EST., and welcomed the participants.

**2. Roll Call**

Sue Carioti of ASIS staff took roll call. The BCM attendance list is included as Attachment I.

**3. Approve Agenda**

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

**4. BCM Joint Standards Progression**

Chairman Siegel began by informing members that a Project Initiation Notification Submittal (PINS) form was submitted to the American National Standards Institute (ANSI), per ANSI's standards development requirement. He advised the Committee that there is no existing draft standard as the development of the new BCM standard will be based on the BS 25999 standards (Part 1: Code of Practice and Part 2: Specifications). Chairman Siegel noted the intent is to develop the BCM standard for compatibility with existing management systems standards within the International Organization for Standardization (ISO) umbrella. He further noted the goal is to produce a first draft employing the BS 25999 as a baseline, with a focal emphasis on the elements of business needs. Chairman Siegel thanked the British Standards Institute (BSI) for jointly developing the standard with ASIS International. Additionally, Chairman Siegel informed that Mr. Kevin Brear of BSI is Co-Chairman of the BCM Committee and thanked Kevin for his participation.

**5. Description of Work Documents**

Chairman Siegel advised the Committee that various documents are being provided as reference material for crafting the new BCM standard such as BS 25999-Part 1 and Part 2, DHS Title IX Target Criteria and a PowerPoint presentation on ISO Guide 72. While the BS 25999 standard, Part 2, will be the starting point, he noted Part 1: Code of Practice merits review and comment as well. The PowerPoint presentation on ISO Guide 72 is being provided for extracting and compiling core elements of a management system standard thereby aligning the BCM standard with other management systems standards, allowing integrated application. The Department of Homeland Security's Title IX document provides the list of criteria for voluntary private sector preparedness and certification programs. It was noted that this document is for information purposes and will not dictate the standard's development. Various Committee members expressed the need to obtain additional reference documents regarding business continuity programs/systems. The inclusion of the Sloan report was proposed and agreed to be included. It was noted members requested other standards be supplemented to the list of references; however, permission to do so has not been requested and will be further examined. ASIS International will contact the authors and inquire about making the documents available (within the constraints of copyright protection).

**6. Open Discussion**

Chairman Siegel opened the floor for discussion. General discussion ensued regarding the role of technology within the BCM standard as a component of business continuity. It was noted that upon review of the BS 25999 and other reference materials, Committee members are requested to provide general and technical feedback of appropriate components for inclusion in the new BCM standard with emphasis on constructing a high level first draft. Additionally, it was proposed that a crosswalk document be developed. Mr. Doug Nelson volunteered to provide such a crosswalk. Mr. Doug Nelson requested a recap from the meeting to be sent to the BCM Committee of which Ms. Sue Carioti will provide. Discussion ensued relative to the

document scope. Chairman Siegel requested the scope be examined within the working group upon evaluation of document skeleton.

#### **7. Work Objectives**

Chairman Siegel informed the Committee that a working group will be developed and requested those interested to submit a communication to ASIS staff by Friday, December 19, 2008 for consideration. He further noted the objective of the working group will be to address comments during a January 15 - 16, 2009 face-to-face meeting in Arlington, VA. He urged members to review the aforementioned reference documents and provide relevant comments via the BCM Comment Form located on the "share point" by Friday, January 9, 2009. ASIS staff will compile and disseminate the comments prior to the working group meeting.

Lastly, Chairman Siegel noted "share point" access instructions will be provided upon meeting adjournment.

#### **8. Next Meeting**

The next meeting is to be determined pending working group progression. Further details will be forthcoming at a later date.

#### **9. Adjournment**

Chairman Siegel adjourned the meeting at 12:45 pm US EST.

Submitted by:

*[Original Signed By:]*

Aivelis Opicka

ASIS International

Manager, Standards & Guidelines

**BCM STANDARDS COMMITTEE 12-8-08 MEETING ATTENDANCE**

Marc Siegel – Chairman	ASIS International
Kevin Brear	BSI
Alan Berman	DRI International
Alan Nutes	Self
Amanda Witt	Booz Allen Hamilton
Andrea Hollman	United Space Alliance, LLC.
Andrew Collins	Baylor Health Care System
Andrew Mason	PricewaterhouseCoopers LLP
Angie Santiago	Contingency Planning Association of the Carolinas
Anthony J. Foglia	Franklin Templeton Investments
Bill Lang	VCPI
Brett Williams	Protiviti Inc.
Briane Grey	Drug Enforcement Administration
C.J. Howard	Deere & Company
Carl Wertman	Mantech SRS Technologies
Chris Servia	University Health Systems of Eastern Carolina
Christopher Frampton	SRCN Limited
Craig Rydalch	American Imaging Management, Inc.
Dan Wilder	Danalie Partners
Daniel Shellenberger	Kinder Morgan
Dave Austin	Operational Resilience (Oprel) Limited
David Lancaster	BP
David Adamson	BSI Group
David Benish	Strategic BCP
Dennis Blass	Security Engineers, Inc
Dennis Morgan	Honeywell, International
Diana McClure	IBHS
Don Aviv	Interfor Inc
Don Knox	Caterpillar
Donald Byrne	North River Solutions
Doug Cassell	Mutual of Enumclaw Insurance
Doug Nelson	Business Continuity Solutions
Douglas Weldon	Thomson Reuters
Doyle Burke	Securitas Global Services
Edward Eaton	Crisis Mgmt Int'l
Elizabeth Stevens	Crisis Prevention Institute (CPI,Inc.)
Eric Levine	The Levine Group, LLC
Eric Van Balen	McKesson Corp.
Fredeick Budde, PhD	DHS/Federal Air Marshals
Greig Fennell	Sprint
Hilary Estall	BSI Management Systems
Hugh Leighton	Aon Global Risk Consulting
Ian Charters	Continuity Systems Ltd
IAN SPEIRS	NYCC
Ian Clark	East Neuk Consultants Ltd.
James Nelson	International Consortium for Organizational Resilience (ICOR)
James Lukaszewski	The Lukaszewski Group Inc.
James Murphy	NC DHHS, Office of Medicaid Management Info. Systems
James Kennedy	Alcatel-Lucent
James Crask	HM Government (UK) Cabinet Office
James Murray	BCBS Florida
Jeffrey Slotnick	Setracon Inc.
Jim Stephens	The Royal Bank of Scotland
John Boal	University of Akron
John Kunert	First Restoration
John Sharp	Kiln House Associates Ltd
Joseph Rector	USAF/316th Security Forces Squadron

Judy Little	TSYS
Karen Dye	Sun Microsystems
Kevin Cunningham	UBS
Kirsten Salley	UBS
Kurt Sohn	Capgemini
Lee Webster	SHRM
Lisa Zammit	Bank of England
Lisa DuBrock	The Radian Group, LLC
Mark Wright	Brookfield Properties
Matthew Gneuchs	Cincinnati Children's Hospital Medical Center
Merlyn Demaine	Department of Health
Michael Hill	Nokia
Michael Kuras	American Imaging Management, Inc.
Mike Thomson	Association of Contingency Planners (ACP)
Mike Claver	State Farm Insurance Companies
Patti Fitzgerald	Disaster Recovery Journal
Paul Kirvan	Paul Kirvan Associates
Paul H Aube	Federation CJA
Penelope Killow	HFC Bank (HSBC Group)
Philip Oppenheim	International Continuity Oversight Board
Pradeep Bajaj	OSSIM
Raymond Trombley	Bank of Hawaii
Ren Powers	City National Bank
Renee Wentworth	Virginia Department of Social Services
Richard Wright	Wright Security, Inc.
Robert Duncan	Equifax
Robert Roberts	Federal Home Loan Bank Atlanta
Roberta Yang	The Yang Group
Robin Gaddum	IBM Business Continuity & Resiliency Services
Roger Housner	WPS Ins. Corp.
Russell Price	Continuity Forum
Sam Stahl	EMC
Sharon Caudle	The Bush School of Government & Public Service
Shawn Reilly	Greenville Hospital System
Simon Honey	Mitsubishi UFJ Securities International plc
Steve Schulze	WPS Ins. Corp.
Steven King	US Dept of Homeland Security
Susan Mitchell	Wilmer Cutler Pickering Hale and Dorr LLP
Suzanne Warner	Delaware Dept of Transportation
Telva Chase	Thomson Reuters
Thom Carroll	CSC
Thomas Smith	Comcast
Thomas Bannister	Metropolitan Police Service
Thomas Bozek	Bozek Consulting, LLC
Tim Wright	Institute of Internal Auditors
Tracy Male	Bristol-Myers Squibb
Victoria Leighton	Avanade, Inc
Walter Fountain	Schneider National, Inc
Wayne Lewis	Global Consulting
William Badertscher	Georgetown University, Office of University Information Services
William (Bill) Lloyd	City National Bank
Windom Fitzgerald	Vitetta/Fitzgerald
Wolf Smith-Butz	CSC

**Total No. of Attendees (including ASIS Staff): 114**

**ASIS Staff Present**

Sue Carioti, Director, Standards & Guidelines

Aivelis Opicka, Manager, Standards & Guidelines