

ASIS Standards and Guidelines
ORMM Standard - Working Group Meeting
 Draft Meeting Minutes
 January 20, 2012
 Virtual/Teleconference
 10:00 am to 1:00 pm, US EST

<p>1. Welcome and Call to Order</p> <ul style="list-style-type: none"> • Dr. Marc Siegel, Committee Chairman
<p>2. Roll Call</p> <ul style="list-style-type: none"> • Ms. Aivelis Opicka, ASIS Staff <p>Action: See Attachment I.</p>
<p>3. Approve Draft Agenda</p> <ul style="list-style-type: none"> • Agenda of January 20, 2012 <p>Action: Agenda approved as distributed to the working group (WG) on December 13, 2011.</p>
<p>4. Approve Draft Meeting Minutes</p> <ul style="list-style-type: none"> • Minutes of September 26, 2011 <p>Action: Minutes approved as distributed to the WG on October 3, 2011.</p>
<p>5. Discussion of Comments</p> <ul style="list-style-type: none"> • WG reviewed the letter ballot comments (November 1, 2011 draft). No public review comments were received. • Per Comment 8, ANSI/ASIS SPC.1-2009 will be included in Annex B. • All draft modifications found by the WG to be strictly editorial in nature. <p>Action:</p> <ul style="list-style-type: none"> • The WG addressed comments 1 through 8, see attachment II for details.
<p>6. Open Discussion</p> <ul style="list-style-type: none"> • Chairman Siegel deferred to Ms. Sue Carioti for discussion of next steps. • Ms. Carioti noted that as the draft standard was approved via the letter ballot process and no substantive changes were made to the draft as a result of the comment review process, the next step would be to submit the required paperwork to ANSI via the BSR9, for approval of the draft standard as an American National Standard. • The WG unanimously concurred to proceed with obtaining ANSI approval. <p>Action:</p> <ul style="list-style-type: none"> • Ms. Carioti to inform TC members of the outcome of today's meeting/next steps.
<p>7. Action Items</p> <ul style="list-style-type: none"> • ASIS staff to transmit the requisite documentation to ANSI for approval via the BSR9 process. • ASIS staff to submit draft Standard to a technical editor for final pre-publication editorial review.

Antitrust Risk Notice: As a reminder, participation in standard and guideline committees involves the potential for antitrust concerns or risks. To avoid such concerns and risks, participants should carefully observe the "ASIS Standards Development Procedures". In addition, sensitive discussion topics such as price, specific contractual terms, etc., should be avoided. Any participant having concerns or questions regarding sensitive discussion topics should consult with their company's legal counsel, the Committee leadership or ASIS staff.

Early Patent Disclosure Notice: ASIS follows ANSI's patent policy where disclosure of relevant patented inventions at the earliest possible time in the standards development process is encouraged. Neither ASIS, the Committee, nor its Chair ensure the accuracy or completeness of any disclosure or whether any disclosure is of a patent that in fact may be essential for the use of standards under development.

8. Next Meeting

- No further meetings needed due to the completion of the standard's development.

9. Adjournment

- 10:22 am, US EST.

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Attachment I – Attendee List
ORMM Standard - Working Group Meeting

January 20, 2012

Working Group Members

Dr. Marc H. Siegel, ASIS International, Committee Chairman
Dennis Blass, CPP, PSP, Children's of Alabama
Lisa DuBrock, CPA, CBCP, Radian Compliance
Michael Edgerton, Good Harbor Consulting
John Gargett, TRUSYS
Bill Lang, Independent Consultant
James Leflar Jr., CPP, CBCP, Johns Hopkins Bloomberg School of Public Health
Lynnda Nelson, Business Continuity Services, Inc.
Philip Oppenheim, International Continuity Oversight Board
Ren Powers, City National Bank
Scott Ream, Virtual Corporation
Lisa Smallwood, CEMP, LLC
J. Kelly Stewart, Intelsat
Renee Wentworth, Renee Wentworth
Pauline Williams-Banta, PMP, MBCP, The Energy Authority

ASIS Staff

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

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No.	Name	Organization	Comment Source	Line Number	Type of Comment	Comment (justification for change)	Proposed Change	Disposition	Committee Resolution/Rationale
1	Chan Chee Seng	Spot Management Services Pte Ltd	Observer member	106	Editorial	"...ranging from an unplanned approach to managing events to going beyond the requirements..." Is this the meaning intended ?	"...ranging from an unplanned approach to managing events to go beyond the requirements..."	Not accept	1/20/12 - WG deemed current text to be better english, but added commas for readability purposes.
2	Chan Chee Seng	Spot Management Services Pte Ltd	Observer member	154	General	"... a link between costs and value added ...". Is it the real intent of this phrase to mean " a link between cost added and value added " ? The "costs" used in last bullet point ie "... managing risk and resilience while reducing costs.. " may be different , such as the cost of disruptions.	May be clearer to define the nature of the "costs" such as " between cost added for resilience and value added .."	Not accept	1/20/12 - WG deemed current text to be correct as is as cost cannot be added to resilience.
3	Yoriko Tobishima	InterRisk Research Institute & Consulting, Inc.	Consensus body	170	Technical	Whether this document intends to third-party certification or not should be written in the scope. (The above is re-presented. Although it agreed that the working group already went into examination about this comment, I would like to emphasize again the importance of this comment since the market is very much interested about the third-party certification. Description regarding third-party certification should be placed in the section that every user can find as easily as possible. "Scope" is best, I think.)	Move the sentence "The maturity model does not assume an organization will seek third-party certification." to "1. scope of standard".	Not accept	1/20/12 - WG deemed the proposed change not relevant to the scope of the standard. The scope is relative to the phased implementation of the organizational resilience standard, not certification.
4	Chan Chee Seng	Spot Management Services Pte Ltd	Observer member	194	General	"... a significant culture paradigm shift is required.."	Either ... a significant cultural paradigm shift is required.." or " .. a significant paradigm shift in culture is required.." may be a neater version of the phrase.	Accept	1/20/12 - WG deemed this change to be strictly editorial in nature.
5	Chan Chee Seng	Spot Management Services Pte Ltd	Observer member	202	Technical	"to encourage persons to manage their risks by clearly seeing ..." . The Normative References only refers to "risk makers" and "risk takers" when referring persons to "risks" ; there is other reference of risks arising from persons. In the phrase stated the "risks" to be managed should be more the functional/operational r risks related to the respective persons.	"..to encourage persons to manage their functional /operational risks by clearly seeing ..." amy help to clarify further reference later on..	Not accept	1/20/12 - WG deemed the proposed change to be limiting. Intended sentence is to include all types of risks.
6	Tim Wright	Kingston Smith Consulting LLP	Consensus Body	Table	Editorial	To assist in the above, consider carrying the table across two facing portrait pages rather than one landscape page, to enable wider column widths. This would also improve legibility within columns.	See comment.	Noted	1/20/12 - Proposed change noted for technical editor and publisher.
7	Tim Wright	Kingston Smith Consulting LLP	Consensus Body	Table	Editorial	Whilst in some instances unavoidable, it would be clearer to keep each row on a single page where possible, so that "orphan" rows eg at the bottom of page 11 of the current draft are minimized. (See especially bottom of page 17)	Restrict row splitting in this table where possible.	Noted	1/20/12 - Proposed change noted for technical editor and publisher.
8	Dr. Zechariah Wong	Atkins	Consensus Body		General	ANSI/ASIS SPC.1-2009 is mentioned in the content of this standard, should it be made as a reference in Annex B?	Include ANSI/ASIS SPC.1-2009 in Annex B	Accept	1/20/12.