



Business Continuity and Recovery Plan (BCRP) - In English

Webinar Training

Webinar

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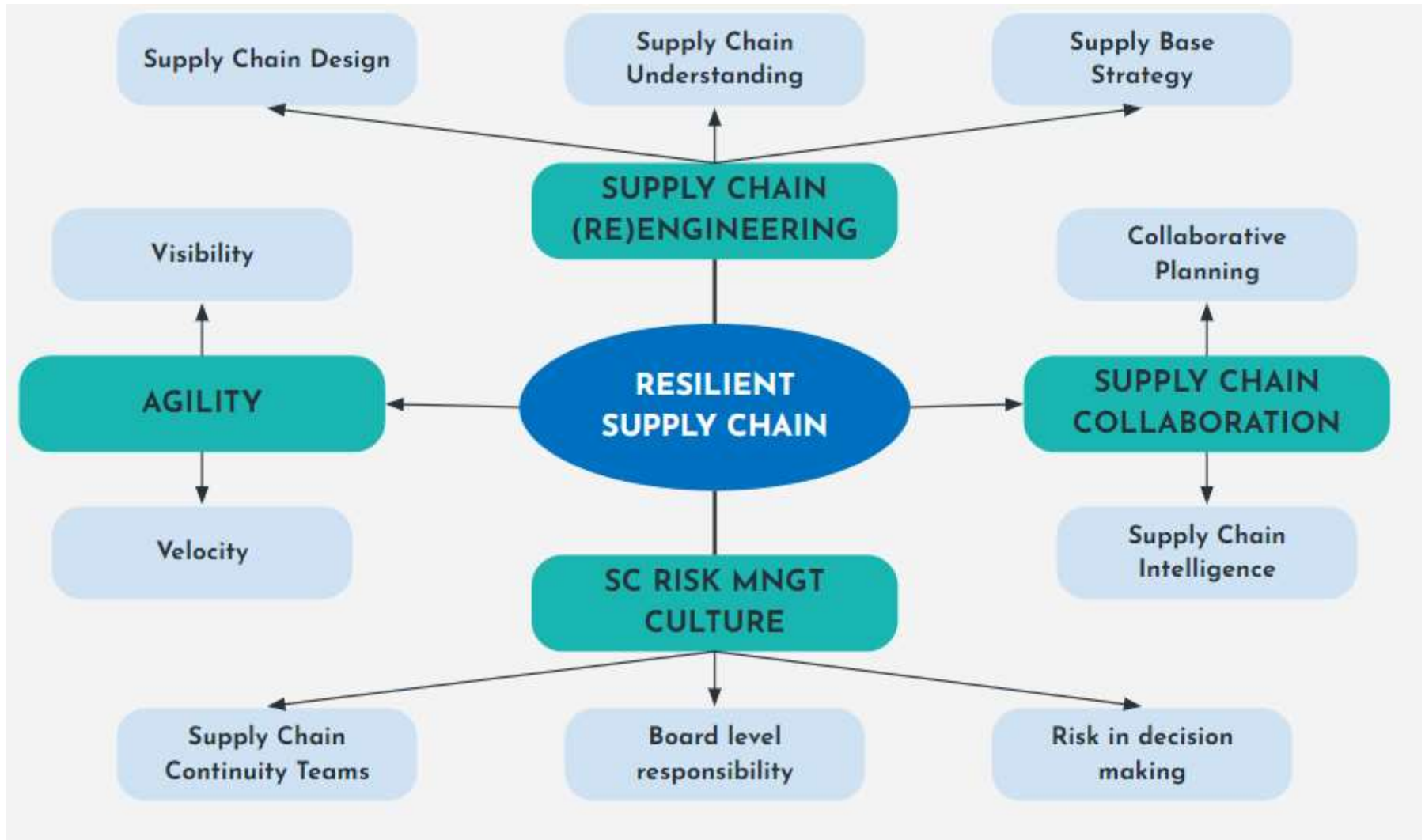
**Trainer: Mr Roger Lee
(TAPA-APAC Hon Secretary)**

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Supported by Jollibee (Philippines)

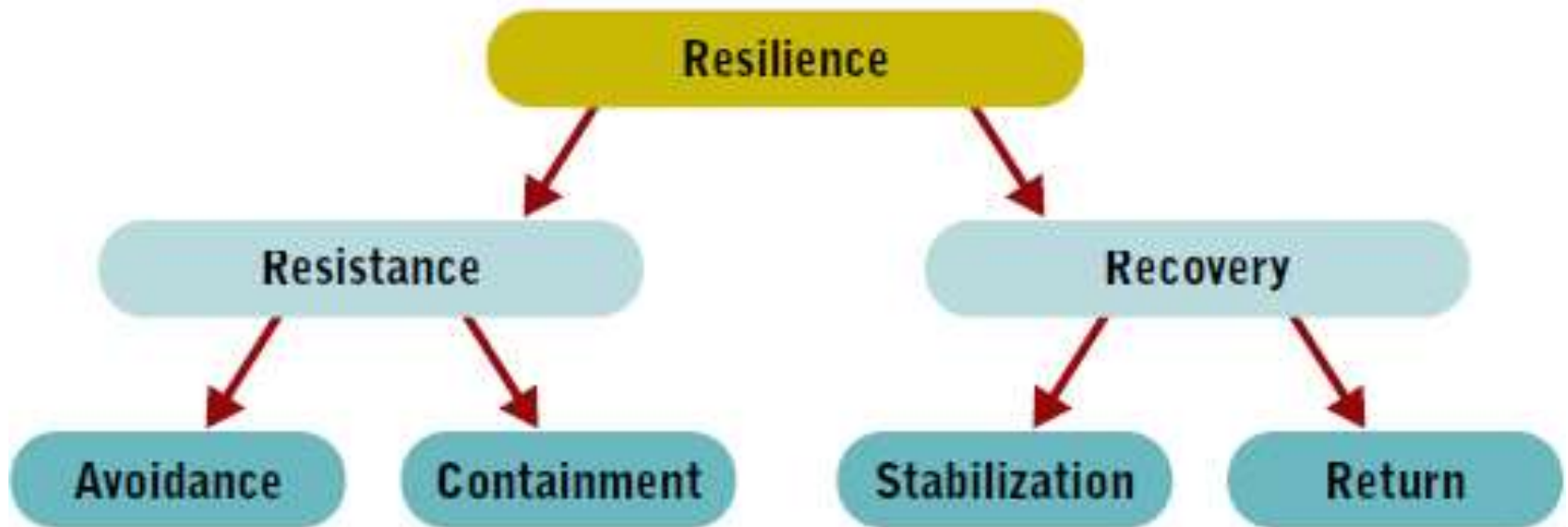
Supply Chain Resilience Framework

Business Continuity Management in Supply Chain



What is Supply Chain Resilience?

Tree of Supply Chain Resilience





TOP THINGS TO CONSIDER



**Diversify Supply
Chain**



**Develop
Transportation
Risk-Mitigation Plan**



**Now is the Time
to Plan**

Business Continuity Planning Framework



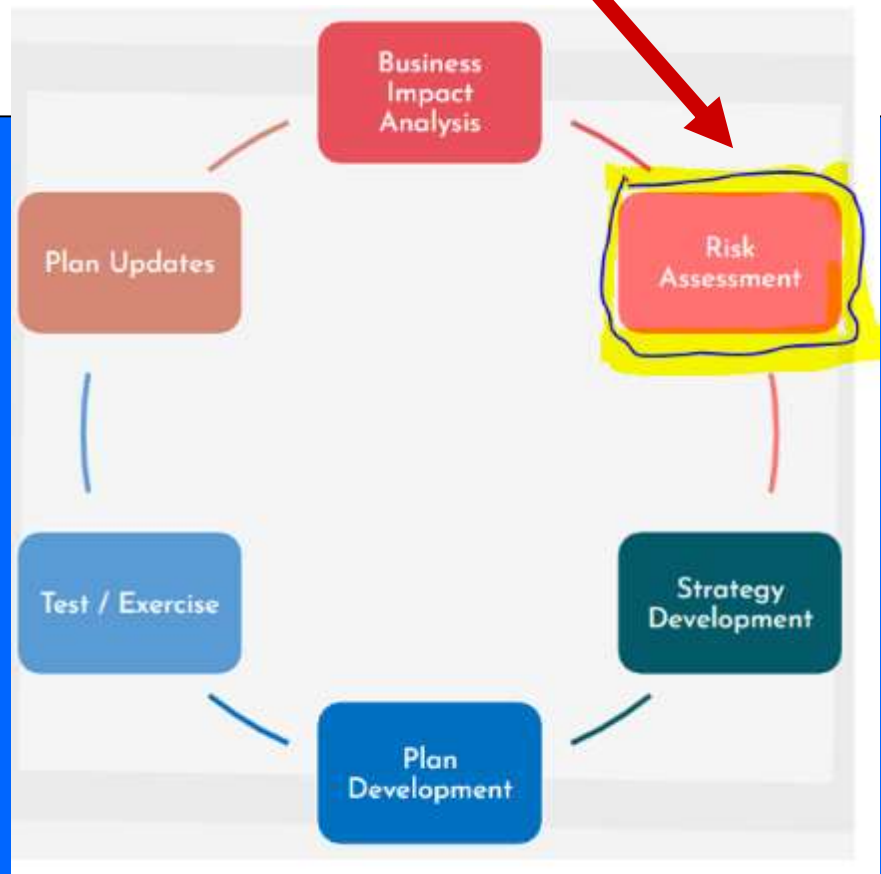


Here are five critical questions you should ask when performing a BIA:

1. Which departments/processes within the company are most critical?
2. What is the priority to resume operational processes listed in #1?
3. Following a major disruption to operations, how soon must time-sensitive production resume to avoid significant adverse impacts on the company and its customers?
4. What resources are needed to support time-critical operations and minimize potential business interruption?
5. What are the operational and financial impacts of extended down-time?

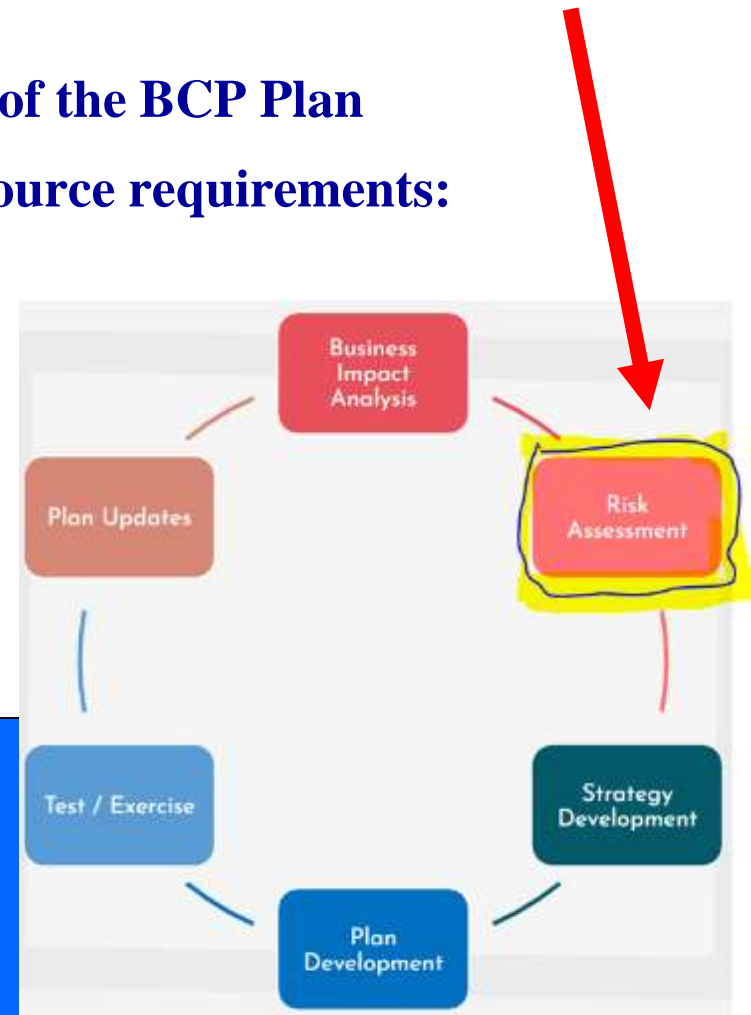
Perform Risk Analysis/Capabilities Survey

- First, look at the types of hazards your company might face Floods, fires, severe weather, computer virus attacks, sabotage, pandemic?
- What are the likely results of those kinds of events?
 - Power outages?
 - Computer failures?
 - Radio or telephone systems failures?
 - Personnel who can't reach key facilities?



Identify Critical Business Functions

- *This is the hardest part of the process. Not every business service you provide will be needed in certain emergencies. Your critical functions become the core of the plan. What you do from here on will support those critical functions.....*
- **Critical functions are the nuts and bolts of the BCP Plan**
- **They form the basis for determining resource requirements:**
 - **Staff**
 - **Vital information/critical systems**
 - **Equipment**
 - **Supplies and services**
 - **Facilities**



What is a Business Continuity Plan?



What is a Business Continuity Plan?

- **At a high level, a Business Continuity Plan is a combination of:**
 - **defined strategies and detailed procedures for system recovery**
 - **defined strategies and detailed procedures for business resumption**
 - **a formal team structure for executing the applicable procedures and managing the crisis**
 - **all advance arrangements required to support the above**

What is a Business Continuity Plan?

- **At a detailed level, a Business Continuity Plan is:**
 - **a documented series of activities (Business Resumption Plan) that may need to be performed by designated teams to recover systems and/or resume critical business functions following a disruptive incident**

What should the detailed plans contain?

➤ Each Team's plan should contain:

- ❑ Strategy overview for each incident type (or 'disaster scenario')
- ❑ List of minimum recovery requirements
- ❑ Team membership and contact info.
- ❑ Off-site materials list and other supporting documentation
- ❑ Activity lists (organized by phase and scenario)
- ❑ Activity details



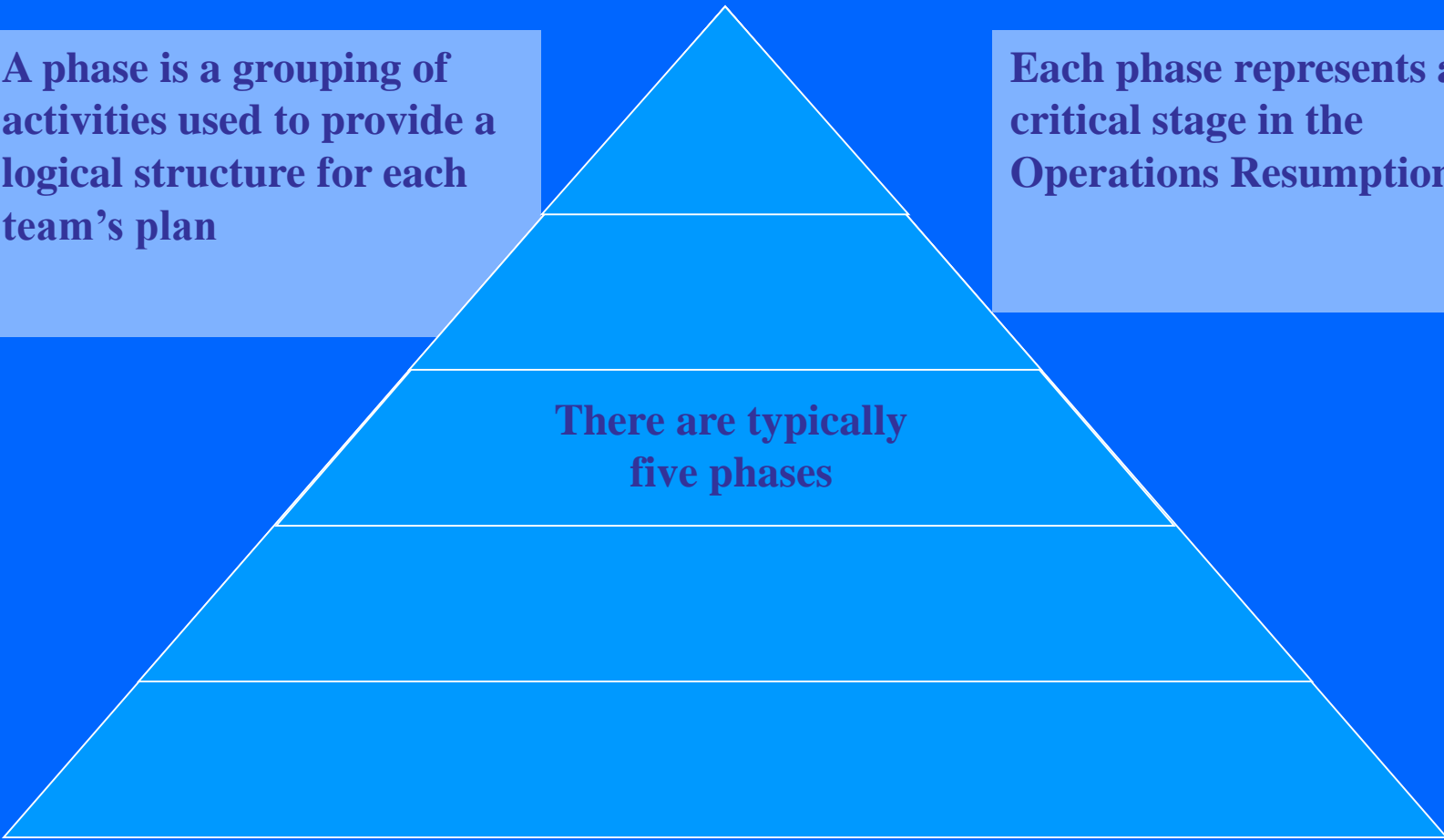
What is an Activity?

- **An activity is the ‘Operating Unit’ of the plan**
- **Each activity describes:**
 - **What has to be done**
 - **How it can be done**
 - **Who can do it**
 - **What is needed to do it**
 - **Where it can be performed from**
 - **When it can start**
 - **How long it should last**
 - **When it should end**
- **Each activity represents a logical, self-contained unit of work that may need to be performed by a single team for a given scenario**

What is a Phase?

A phase is a grouping of activities used to provide a logical structure for each team's plan

Each phase represents a critical stage in the Operations Resumption plan



There are typically
five phases

Phase 1 – Initial Response & Assessment

Take any immediate actions warranted by the event

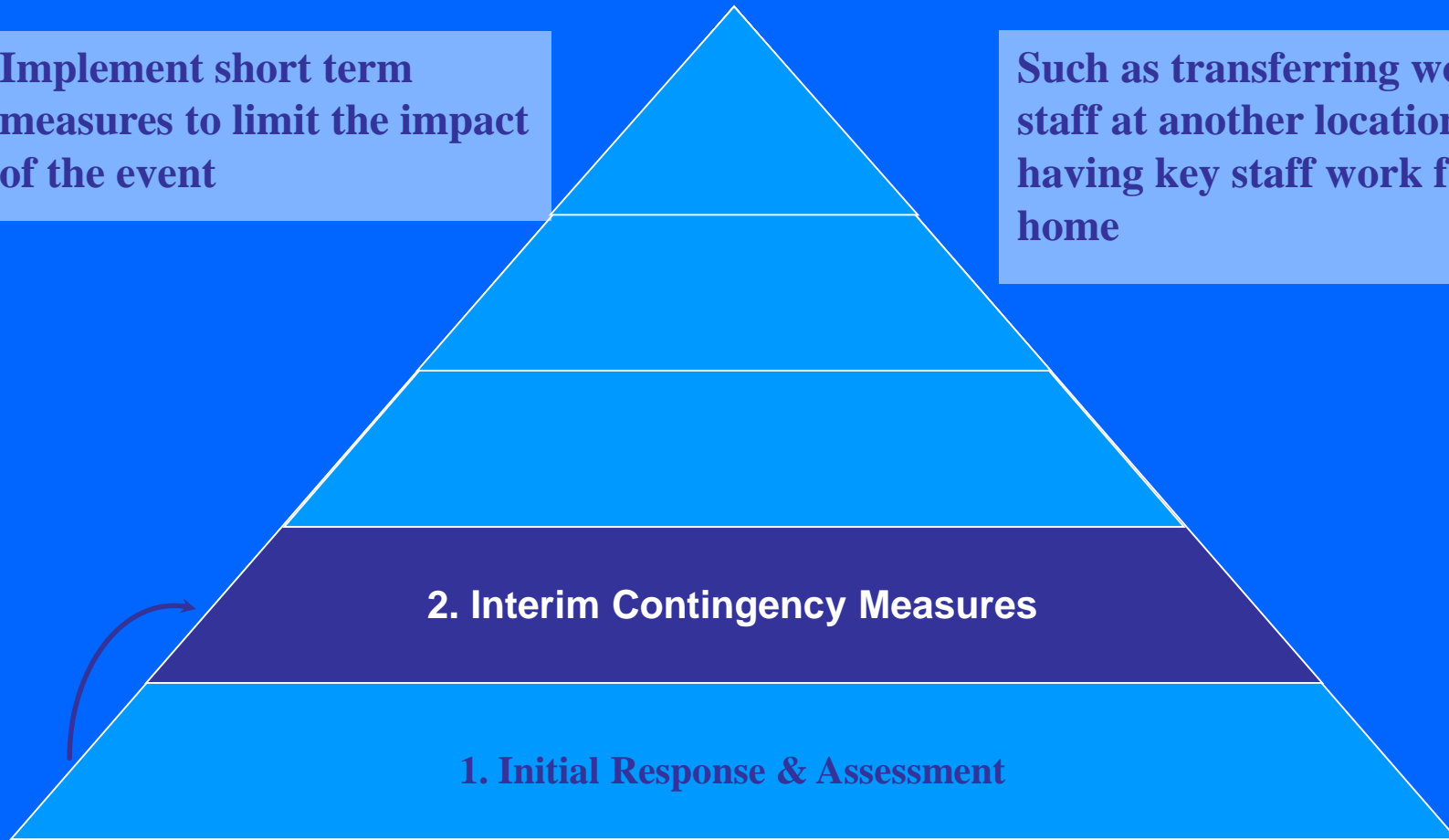
Assess the impact of the event on operations

1. Initial Response & Assessment

Phase 2 – Interim Contingency Measures

Implement short term measures to limit the impact of the event

Such as transferring work to staff at another location, or having key staff work from home



Phase 3 – Resource Provisioning

Provide the minimum resources needed to resume operations at an alternate location

Such as desks, phones, PC's, printers, servers, system connectivity, electronic data, etc.

3. Resource Provisioning

2. Interim Contingency Measures

1. Initial Response & Assessment

Phase 4 – Operations Resumption

Resume an acceptable level of operations at the alternate location

May require relocation of staff, recreation of lost data, processing of backlog, etc.

4. Operations Resumption

3. Resource Provisioning

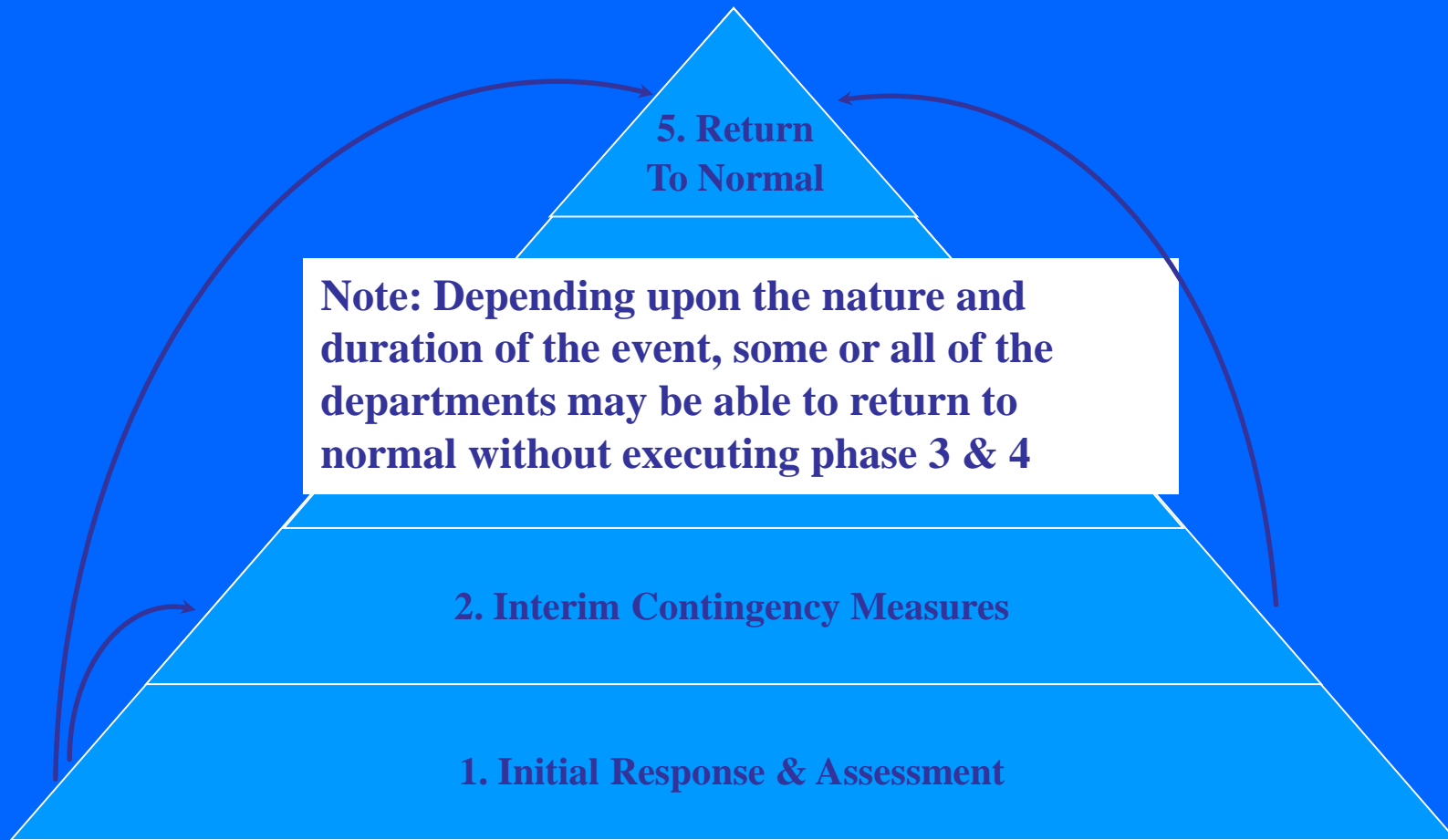
2. Interim Contingency Measures

1. Initial Response & Assessment

Phase 5 – Return to Normal



Phases of an Operations Resumption Plan



Plans and Procedures

BCP plans must:

- **Be effective with and without warning.**
- **Take an all-hazard approach.**
- **Include alternate facilities.**
- **Have critical business functions operational within an acceptable amount of time.**
- **Be able to sustain operations for an extended timeframe.**

