



OSMEP



THE JTI FOUNDATION

Training of Trainers

Certificate Program on Business Continuity Planning (BCP) for SMEs

1.2 BCP Framework

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Module 1: BCP Framework

Part 1.1: Importance of BCP

Part 1.2: BCP Framework

Module 2: Risk Identification

Part 2.1: Prioritized Activities and Recovery Time Objective

Part 2.2: Necessary Resources for Recovery

Part 2.3: Business Risk Assessment

Module 3: Business Resumption Strategies

Part 3.1: Pre-disaster preparedness and mitigation for SMEs

Part 3.2: Immediate Survival from Disruption

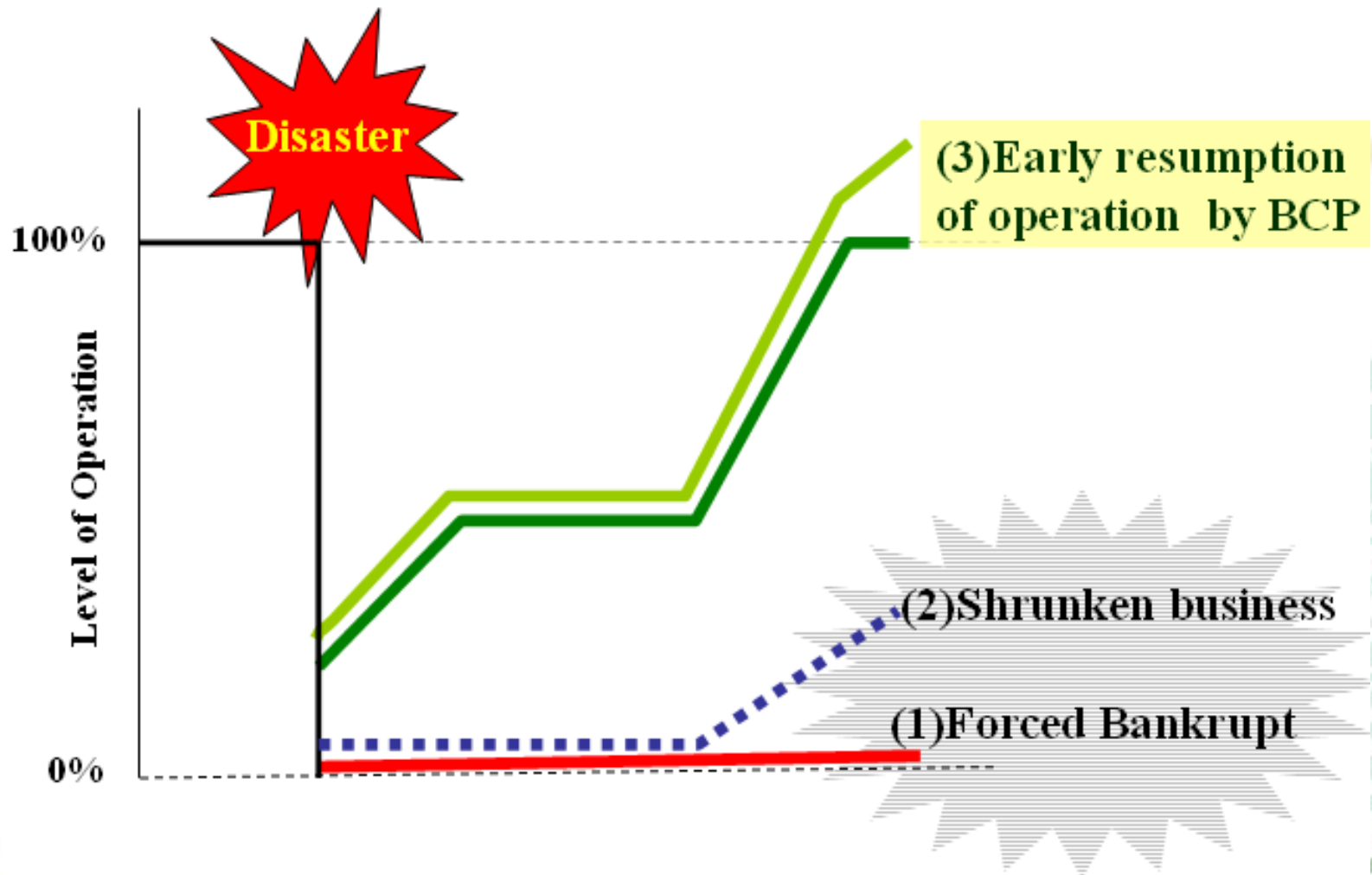
Part 3.3: Business Continuity Strategies

Module 4: PDCA (Plan-Do-Check-Act) Cycle

Part 4.1: PDCA Exercise

Part 4.2: BCP Peer Review (Management Review)

What is BCP?



What to Protect



Key Questions to Ask Yourself

1. What is your company's most important business ?
2. What is the worst scenario which could destroy your company?
3. What can you do to prevent the worst scenario?
4. Can you carry out what you planned?

10 Easy Steps for SME from APEC BCM Booklet

Step 1	<i>Determine BCM purpose, scope, and team</i>
Step 2	<i>Prioritized Activities (PA) and Recovery Time Objectives (RTO)</i>
Step 3	<i>Key resources necessary for Prioritized Activities</i>
Step 4	<i>Risk assessment – Know your worst-case scenarios</i>
Step 5	<i>Do not forget pre-disaster protection and mitigation</i>
Step 6	<i>Emergency response</i>
Step 7	<i>BC strategies for early resumption</i>
Step 8	<i>Be financially prepared</i>
Step 9	<i>Exercises make your plan functional</i>
Step 10	<i>PDCA cycle for continuous improvement</i>

BCP Framework

Purpose: Why is your company introducing BCP?

- To protect employees, assets, clients....
- To enhance competitiveness

Scope: Which parts of your company will introduce BCP?

- At managing office?
- At assembly line?

Leader: Who will serve as leader of your BCP activities?

- President?
- Manager?
- Division leader?
- Or could be anyone?



Step 1. Determine BCP Purpose, Scope, and Team

Purpose:

BCP is

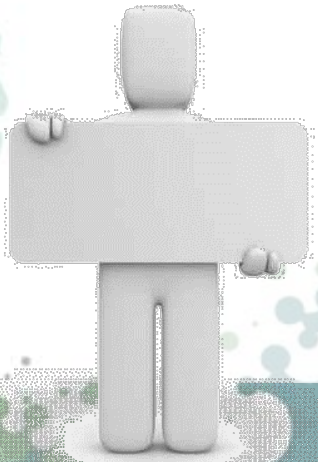
- to protect your business operation from disasters and accidents.
- to protect people, your employees and visitors to your premises.
- to protect your business, fulfilling your contractual obligations to your customers and users, meeting social responsibility and contributing to the local society and economy.
- to secure employment and protect employees' livelihoods.



Step 1. Determine BCP Purpose, Scope, and Team

Scope:

- The question is which section(s) of your company would you want to introduce BCP?
- To focus on key sections (or departments)
 - **the main factory** which manufactures the company's top brand product or NO.1 shop which sells most.
 - your business needs and own circumstances.
 - **the core sections** which are very critical to your company's survival.



Step 1. Determine BCP Purpose, Scope, and Team

BCP Leader:

- A person or a team
- A BCP leader takes the initiative in company-wide BCP activities.
- BCP leaders should be given authority and responsibility.
- BCP require active participation and cooperation from the relevant sections.
- Management needs to ensure the necessary resources available for the BCP leader and team to carry out their duties.
- The SME owner should demonstrate a visible commitment to BCP activities.



Regarding your company's BCP framework

Form 1 BCP Framework

BCP Purpose	
Protect People	
Protect Business Activities	
Recover with Local Community	

BCP Scope	
Departments to introduce BCP	

BCP Leader and Team	
BCP Leader	
BCP Team Members	



Your Lifeline Businesses and the Threatening Risks

Understanding your company's operations by looking at two elements:

- ❑ First, you will focus only on your company's operations.
 - which are your company's lifeline (or critical) businesses?
 - Which should activities be given top priority for recovery?
 - What necessary resources to keep the lifeline parts operating?
- ❑ Second, consider the risks to your company.
 - What kinds of risks, such as natural disasters or accidents, are most likely to seriously damage the company's assets, businesses, and supporting resources?





Any questions ?