



OSMEP



THE JTI FOUNDATION

Training of Trainers

Certificate Program on Business Continuity Planning (BCP) for SMEs

2.2 Necessary Resources for Recovery

By Mr. Takahiro Ono

19 February 2014
The Sukosol Hotel
Bangkok, Thailand



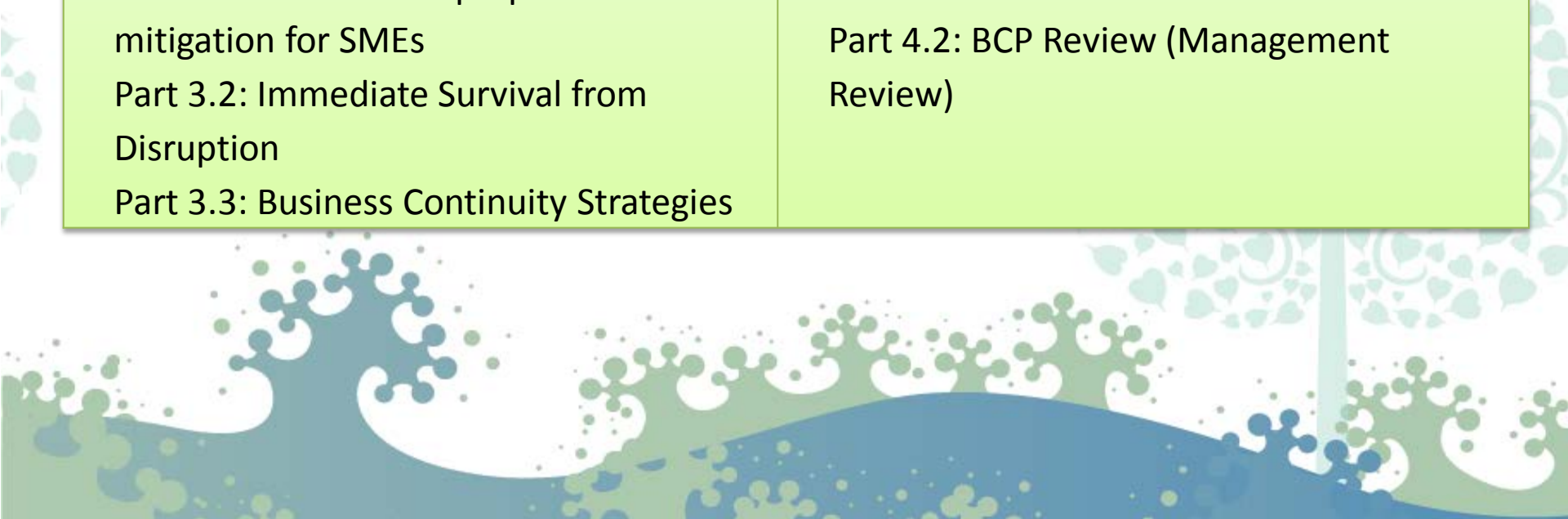
 Mitsubishi Corporation Insurance Co., Ltd.



TOKIOMARINE



<p>Module 1: BCP Framework Part 1.1: Importance of BCP Part 1.2: BCP Framework</p>	<p>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</p>
<p>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</p>	<p>Module 4: PDCA (Plan-Do-Check-Act) Cycle Part 4.1: PDCA Exercise Part 4.2: BCP Review (Management Review)</p>

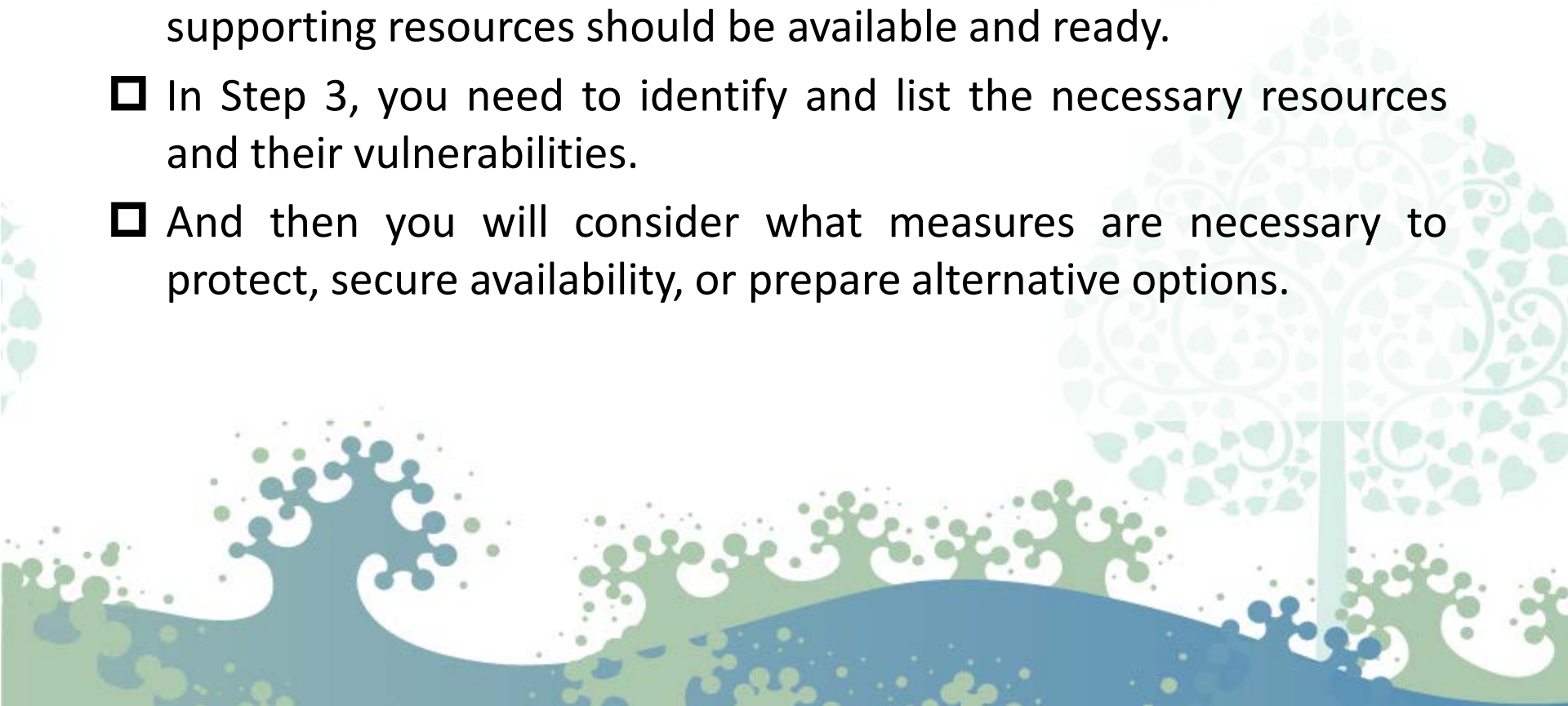


Module 2: Risk Identification

- ❑ Identify the Prioritized Activities (PAs) of your company.
- ❑ Identify the impact (timeline) of total disruption to the PAs.
 - Assessing how soon would the total disruption of these activities become unacceptable to your company. (The period is called Maximum Tolerable Period of Disruption / MTPD).
 - Identify the Recovery Time Objective (RTO) of the PAs of your company.
- ❑ What resources are necessary to keep those PAs operating?
 - These steps are called **Business Impact Analysis (BIA)**.
- ❑ Identify risks, such as natural disasters or accidents, which most likely to seriously damage the company's assets, businesses, and supporting resources.
 - This step is called **Risk Assessment (RA)**.



Step 3 What Do You Need to Resume Key Activities?

- ❑ Prioritized Activities (PAs) are supported by various internal and external resources.
 - ❑ When disrupted, PAs are going to be resumed and those supporting resources should be available and ready.
 - ❑ In Step 3, you need to identify and list the necessary resources and their vulnerabilities.
 - ❑ And then you will consider what measures are necessary to protect, secure availability, or prepare alternative options.
- 

Step 3 What Do You Need to Resume Key Activities?

1. Internal Resources, which are usually under your company's control. These include buildings, equipment, machinery, tools, stock, materials, IT systems, documents, and drawings, etc.

It is also important that human resources be reviewed from the perspective of employees' special skills and expertise.



Step 3 What Do You Need to Resume Key Activities?



2. Essential Utilities such as electricity, gas, fuel, water, and sewage etc. Communication network (phone and Internet) and transportation network (roads, railroads, and ports) are included.

These resources are provided by public entities and are not usually under your control.

Step 3 What Do You Need to Resume Key Activities?

3. Your company's Business Partners and your upstream and downstream business chains.

This group (direct and indirect partners) is not only your suppliers, but also your customers.

In the two catastrophic natural disasters, the East Japan Earthquake and Thailand's Floods which occurred in 2011, many companies were seriously affected by disruptions to their supply chains and indirect damages.



Form 3-1 Necessary Resources for Prioritized Activities

Necessary Resources for Prioritized Activities		
Type of Resources		Contents
Internal Resources	Building	
	Equipment / Machinery	
	Inventory	
	People	
	IT System	
	Fund	
	Other:	Identify and list the necessary resources
Essential Social Services	Electricity	
	Gas	
	Water	
	Phone / Communication	
	Traffic / Roads	
	Other:	
Supplies	Direct supplier	
	2nd, 3rd Supplier	
	Customer	
	Other:	

Case

Type of Resources		Contents
Internal Resources	Building	Main factory
	Equipment / Machinery	Molding machines (16 units), die and molds
	Inventory	Finished products, works in process, materials
	People	Operators of molding machines
	IT System	Servers, production data
	Fund	One month revenue
Essential Social Services	Electricity	Tokyo Power
	Gas	
	Water	
	Phone / Communication	NTT
	Traffic / Roads	
Supplies	Direct supplier	Material suppliers
	2nd, 3rd Supplier	
	Customer	
	(Other)	Molding machine repairer

Any Question?

