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Working Group members:

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2017 Meeting dates

- 24 March (London)
- 6 July
- 7 December

A wealth of advice and guidance is available on the topic of business continuity, much of it free and of good quality. After undertaking a scan of resources currently available to help businesses understand and adopt business continuity practices into their workplace, the working group has decided to focus on plugging the gaps where guidance is either non-existent or of a mediocre standard. In addition, there would be a focus on delivering simple, easy-to-use guidance aimed at small to medium sized businesses where the knowledge, implementation and benefits of business continuity planning (BCP) was less well recognised.

As a result the group have been busy working on delivering the following documents and templates:

- *Guide to Incident Management and Business Continuity for Small Businesses*

This free-to-download template and guide on Business Continuity and Incident Management Planning is aimed specifically at small business. It offers advice on how small businesses should manage a disruptive incident, provides checklists and worked examples on recovering business critical functions and potential roles and responsibilities of an Incident Management Team.

The template is available to download from the RISCAuthority website in Word format or as an interactive PDF version

- *Business Impact Analysis template for Small Business*

The business impact analysis identifies and prioritises the most urgent activities within an organisation and determines the resources required for the continuity and recovery of these activities if there is an interruption to normal business. The template will help businesses identify their key products/services and associated activities, area and severity of impact, recovery times, mitigation options and process owner.

- *Supply Chain Risk Assessment*

Currently under development the supply chain risk assessment template will help businesses reduce their vulnerability (single points of failure) and help ensure continuity if any disruption was to occur in its supply chain. Worksheets will be provided to guide an organisation through these steps to include:

1. Describe the supply chains
2. Vulnerability assessment
3. Evaluation of implications
4. Identification of actions

Customised versions of each of these templates are available on request, featuring members' own corporate branding and bespoke forewords – please get in touch if this is of interest.

- **ROBUST** development

Work is nearly complete on providing a fully exemplified BCP plan using ROBUST software. It will help users new to ROBUST establish an understanding of its output and scope.

With a brief look ahead to 2017, the launch of the business and property protection portal offers an exciting opportunity to promote ROBUST and our business resilience templates through the universal library. I will be keeping members abreast of how this impacts on downloads.