Recover activities R 68

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| --- | --- |
| type | realization process |
| purpose | • determine the activities and their sequence in order to restore the situation before the disruption  • train the crisis team |
| owner | director / business continuity manager |
| risks | * not managing communication during and after the disruption * not choosing risk treatment actions * not defining actions to protect priority activities * not taking preventive actions to reduce risks * do not validate the MTPD * not preparing for IT recovery * not defining the resources necessary for recovery * not establishing the sequence of recovery activities * not defining emergency means * not making staff aware of their responsibility and role * not training the crisis team |
| upstream processes | * assess risks * treat risks * anticipate emergency situations * analyze business impact |
| downstream processes | * meet the requirements * manage operational risks * develop the strategy |
| inputs | * assessment of impact on activity * list of priority activities * maximum tolerable duration of disruption (DMTP) * list of emergency situations |
| activities  (sub-processes) | * manage communication during and after the disruption * determine recovery activities:   + validate the impact assessment on the activity   + choose risk treatment actions   + define actions to protect priority activities   + undertake preventive actions to reduce the risks of disruption (works, investments)   + reduce and validate the DMTP   + prepare and apply IT recovery   + define the resources necessary for recovery:     - additional staff     - finances (purchases, insurance policies)     - transport and logistics     - emergency providers * establish the sequence of recovery activities * define emergency means * raise staff awareness of their responsibility and role * train the crisis team |
| outputs | * business continuity plan * disaster response strategy * necessary resources |
| resources | staff and technical and IT resources |
| indicators | * on-time communications rate * recovery activities planned and prepared * rate of trained staff |
| procedures / documents | business continuity, business continuity plan, response to disruptions, warning and communication, legal requirements, risk management / business impact analysis, disaster response strategy, list of priority activities, necessary resources, MTPD, risk list, emergency situation list |
| customers | all staff |

Glossary:

IT: information technology

MTPD: maximum tolerable period of disruption

purpose

owner

title / codification

director / business continuity manager

• determine the activities and their sequence in order to restore the situation before the disruption

• train the crisis team

recover activities / R 68

risks

downstream processes

upstream processes

* not managing communication during and after the disruption
* not choosing risk treatment actions
* not defining actions to protect priority activities
* not taking preventive actions to reduce risks
* do not validate the MTPD
* not preparing for IT recovery
* not defining the resources necessary for recovery
* not establishing the sequence of recovery activities
* not defining emergency means
* not making staff aware of their responsibility and role
* not training the crisis team
* meet the requirements
* manage operational risks
* develop the strategy
* assess risks
* treat risks
* anticipate emergency situations
* analyze business impact

outputs

activities

inputs

* assessment of impact on activity
* list of priority activities
* maximum tolerable duration of disruption (DMTP)
* list of emergency situations
* manage communication during and after the disruption
* determine recovery activities:
  + validate the impact assessment on the activity
  + choose risk treatment actions
  + define actions to protect priority activities
  + undertake preventive actions to reduce the risks of disruption (works, investments)
  + reduce and validate the DMTP
  + prepare and apply IT recovery
  + define the resources necessary for recovery:
    - additional staff
    - finances (purchases, insurance policies)
    - transport and logistics
    - emergency providers
* establish the sequence of recovery activities
* define emergency means
* raise staff awareness of their responsibility and role
* train the crisis team
* business continuity plan
* disaster response strategy
* necessary resources

procedures / documents

customers

indicators

resources

business continuity, business continuity plan, response to disruptions, warning and communication, legal requirements, risk management / business impact analysis, disaster response strategy, list of priority activities, necessary resources, MTPD, risk list, emergency situation list

all staff

on-time communications rate, recovery activities planned and prepared, rate of trained staff

staff and technical and IT resources