Factsheet

Business Continuity & IT Disaster Recovery Planning (BCP/DRP)

In recent years, increasing geopolitical and economic volatility means that businesses are more vulnerable than ever before. The probability of disaster occurrence has increased dramatically in both the Western and developing world. Risks affecting people, facilities and IT systems must be effectively managed. Developing plans to keep the business running in the face of disruptions, is now an essential element of good corporate practice.

The world today is fraught with risks and uncertainty. In the past few years, we have witnessed natural and man-made disasters that have severely affected businesses located. However, even localised incidents (e.g. server room fire) can lead to long interruptions of activities.

In light of all these, and with the emphasis for good corporate governance, many organisations recognise the need for effective BCP/DRP arrangements.

Benefits to your business

Lysis's approach focuses on *high availability*, *increased reliability* and *fast recoverability*, helping you to:

- Reduce operational downtime
- Ensure effective use of existing and new IT systems to deliver an assured continuity environment
- Overcome legal and reputation problems
- Develop strategies for mobilising corporate functions to fallback sites for quick recovery
- Design procedures for disaster recovery and crisis management
- Manage risks in the most cost effective manner
- Protect revenues & profits.

How we can help

Lysis Ltd offers a complete range of services covering all BCP/DRP aspects.

BCP/DRP Reviews

Some organisations have in place some sort of recovery plans, even if it's just backing-up data in floppy disks. The question is, how effective are a company's BCP/DRP arrangements within the existing risk framework.

Lysis uses a unique approach to *objectively* assess the effectiveness of such BCP/DRP arrangements. This leads to recommendations on how close any BCP/DRP gaps, thus ensuring the company meets its business assurance requirements.

BCP/DRP Development

Lysis will work with a client to fully develop its BCP/DRP requirements. Our BCP/DRP development approach (shown overleaf) considers all aspects of BCP/DRP, including the development of high-level strategies, low-level procedures and standards, interfaces, training requirements, etc.

Thanks to our experience, we are able to complete the BCP/DRP development in minimum time/cost.

DR Services' Vendor Assessment

Some companies may opt to use the DR services of an IT services company or office space provider. Such decision normally involves a substantial financial commitment, and is thus essential to get right.

Lysis is *100% independent* of 3rd party providers. We assist clients to objectively determine which supplier to select based on their real corporate and IT needs.

BCP/DRP Training & Testing

Lysis provides a wide spectrum of training courses to ensure staff can implement the BCP/ DRP. Training courses are designed for every level, e.g. advanced, intermediary, general awareness, etc.

Of course, no BCP/DRP is complete until it has been tested. Lysis helps clients with conducting various BCP/DRP tests, e.g. "desktop" exercises, full integrated tests, etc.

ISO22301 Preparation & Auditing

Increasingly, many organisations opt to qualify their BC/DR arrangements to an internationally recognised quality standard such as ISO22301. Lysis can assist clients as follows:
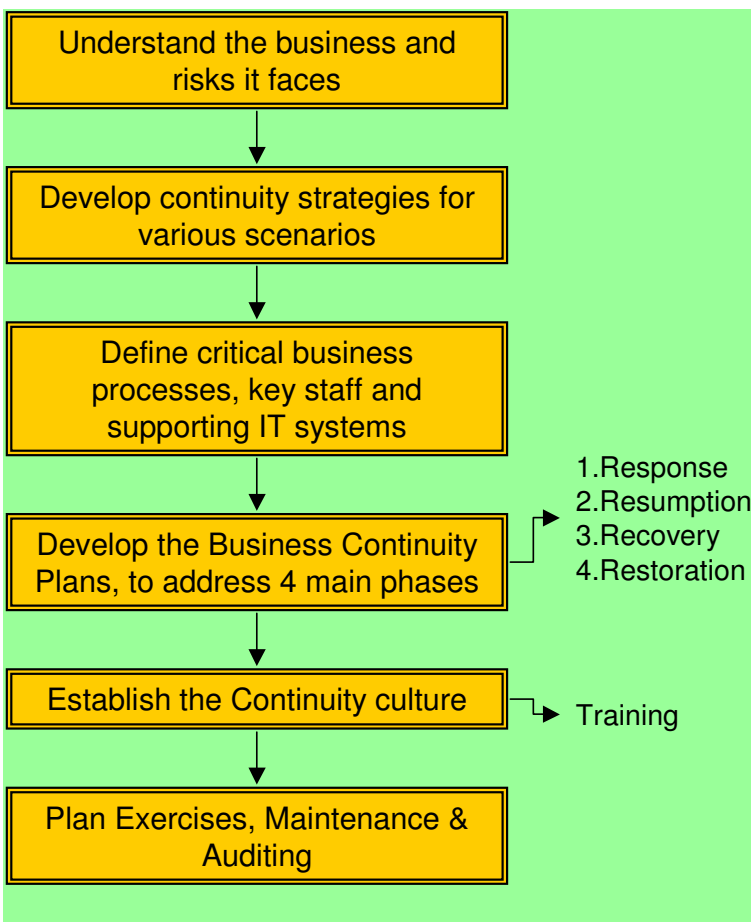
- Preparing clients for registration with ISO2230199 or other standards
- Supply ISO22301 qualified Lead Auditors to audit a client's BCP arrangements
- Provide awareness on the requirements of BC quality standards

Approach & Work Example

Our approach is based on the guidelines of the independent business continuity organisation, the Business Continuity Institute (www.thebci.org), and complies with the ISO22301 standard. This approach is always tailored to the needs of our various clients, in order to fully satisfy the specific business assurance requirements.

The key steps of our approach are highlighted below.

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│ Understand the business and     │
│ risks it faces                  │
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│ Develop continuity strategies   │
│ for various scenarios           │
└─────────────────────────────────┘
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              ▼
┌─────────────────────────────────┐
│ Define critical business        │
│ processes, key staff and        │
│ supporting IT systems           │
└─────────────────────────────────┘
              │
              ▼                        1.Response
┌─────────────────────────────────┐    2.Resumption
│ Develop the Business Continuity │──▶ 3.Recovery
│ Plans, to address 4 main phases │    4.Restoration
└─────────────────────────────────┘
              │
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┌─────────────────────────────────┐
│ Establish the Continuity culture│──▶ Training
└─────────────────────────────────┘
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┌─────────────────────────────────┐
│ Plan Exercises, Maintenance &   │
│ Auditing                        │
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Our Track Record

Lysis has an impressive track record in implementing BCP/DRP for a large number of organisations worldwide. We specialise in BCP/DRP in industrial corporations, operating in sectors such as Energy. Mining, Automotive, Food, Utilities, Pharmaceuticals, etc. Clients include Shell, BP, the Department of trade & Industry, etc. Our consultants have 20+ years' experience and are Members/Fellows of the Business Continuity Institute.

Example of Work

When a leading Energy firm (with offices in 90 countries and staff of 90,000+) decided to develop BCPs for its main offices worldwide, it faced a major challenge.

Co-ordinating a BCP programme of such scale was a major undertaking, as it had to take into account both corporate (central) and local viewpoints. Relationships and interfaces had to be managed at every stage of the programme to ensure buy-in from all concerned.

In order to avoid duplication of work, transfer best practices and complete the programme on time and cost, the Company engaged Lysis as the implementation consultant. Our responsibilities were to work with the local project teams in developing the optimum business continuity solution, producing the BCP/DRP documents, and engaging the whole organisation in adopting the business continuity culture.

This programme delivered a "continuity blueprint" to be adopted by all business units. Its main elements were:

- It provided a solution for each of the 4 time stages following a crisis; i.e. Response (first few days), Resumption (first 2 weeks), Recovery (first 2-3 months) and Restoration (after 3 months)
- Fallback locations were considered and their suitability rated, from either within other Company sites or 3rd party sites
- The key staff that needed a backup office were identified based on the importance of the business processes they were undertaking. Based on this, the minimum requirements for ICT systems, data and applications were defined in order to support those key staff.

Once the programme was completed, ownership of the BCP was transferred to regional BCP/DRP custodians who have incorporated it in their corporate Management Systems. A follow-up internal survey demonstrated an impressive buy-in of the BCP concept and approach by staff of all grades.