### TSC Category
Enterprise Risk Management

### TSC
Business Continuity Planning

### TSC Description
Develop and implement business continuity plans for organisational preparedness of disruptive events

<table>
<thead>
<tr>
<th>TSC Proficiency Description</th>
<th>Level 1</th>
<th>Level 2</th>
<th>Level 3</th>
<th>Level 4</th>
<th>Level 5</th>
<th>Level 6</th>
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<td>TOU-RIM-20001-1.1-1</td>
<td>TOU-RIM-30001-1.1</td>
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<td>TOU-RIM-50001-1.1</td>
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<td></td>
<td>Support execution of organisation’s business continuity measures</td>
<td>Facilitate the development of business continuity strategies and plans</td>
<td>Manage and implement business continuity plans</td>
<td>Develop and maintain business continuity strategies, policies and guidelines</td>
<td>Endorse business continuity frameworks, strategies, policies and plans</td>
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### Knowledge
- Terms of Reference (TOR) for each roles and responsibilities
- Procedures relating to implementation of plans
- Details of business continuity plans
- Techniques for business continuity management
- Problem-solving steps in developing business continuity strategies
- Facilitation techniques in the development of business continuity plans
- Types of disruptive events
- Own role in implementation of business continuity plans
- Compositions of business continuity teams
- Business continuity team members’ roles and responsibilities
- Types of continuity plans
- Business continuity resources
- Own role in development of business continuity frameworks, strategies, policies and plans
- Relevant regulatory requirements and leading practice principles of business continuity management
- Types of tests for business continuity plans
- Business continuity management governance
- Own role in conduct of independent reviews and audits of business continuity plans
- Overall business continuity testing plans and test result components
- Assessment reporting to relevant stakeholders
- Objectives and scope of business continuity management
- Awareness of leading practices for business continuity management within the industry
- Business continuity frameworks, policies, strategies and plans
- Levels of maturity in organisational business continuity management

### Abilities
- Identify own roles and responsibilities in business continuity operations
- Apply facilitation techniques to support development of business continuity strategies
- Identify business continuity team composition, roles and responsibilities in
- Design organisation-wide business continuity policies and frameworks to maintain critical business functions and
- Ensure business continuity plans and crisis management plans are in accordance with
<table>
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<tr>
<th>• Apply procedures to support implementation of business continuity plans</th>
<th>• Interpret business continuity strategies to assist in the development of business continuity plans</th>
<th>• Execute business continuity plans in accordance with recovery strategies, business continuity strategies and frameworks</th>
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<tr>
<td>• Recommend refinements to business continuity strategies and business continuity plans in consultation with relevant stakeholders</td>
<td>• Coordinate the organisation’s crisis response and recovery activities in accordance with business continuity policies</td>
<td>• Identify and manage the synergies and conflicts in resource availability and access to facilitate optimum resource allocation</td>
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<td>• Implement procedures to communicate with and educate employees on business continuity plans</td>
<td>• Conduct independent reviews and audits to ensure integration of individual business unit’s business continuity plans across the organisation</td>
<td>• Assess and report readiness of business continuity plans to relevant stakeholders</td>
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<td>• Ensure alignment of business continuity plans with organisational strategic objectives</td>
<td>• Establish business continuity management governance to support the development and implementation of business continuity plans and guidelines</td>
<td>• Refine organisational business continuity plans to ensure relevance to the organisation in accordance with the current threat environment</td>
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<td>recover from disruptive events</td>
<td>• Validate and approve business continuity frameworks, policies, strategies and plans</td>
<td>business continuity strategies</td>
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<td>• Provide oversight to business continuity management within the organisation to ensure rapid responses during disruptive events</td>
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