

# How to Write a Business Continuity Plan According to ISO 22301

**Presenter(s):**

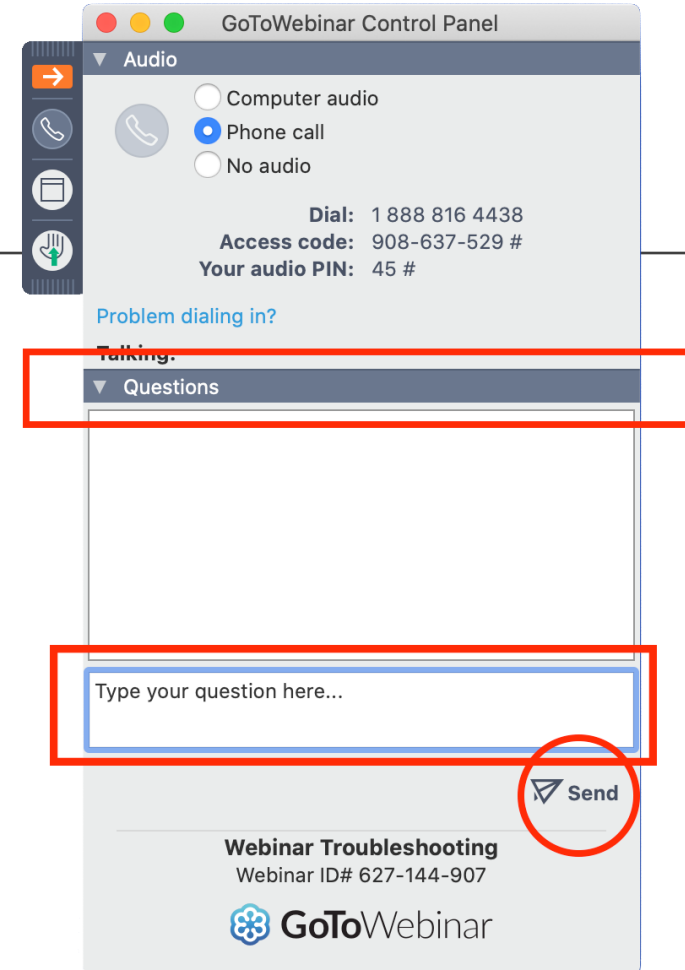
**Dejan Kosutic | CEO & Lead Expert for ISO 27001 & ISO 22301, Advisera**

**Tom Wheat | UK Site Manager/Global Sales, Perry Johnson Registrations Ltd.**



# Housekeeping

- All attendees are muted.
- Q&A after presentation – please use question tab.
- Slides and recording will be available at [www.pjr.com](http://www.pjr.com) after the presentation.
- Reach out to [pjr@pjr.com](mailto:pjr@pjr.com) with any additional inquiries.





# Today's Presenter(s)

**Dejan Kosutic** | *CEO & Lead Expert for ISO 27001 & ISO 22301, Advisera*

**Tom Wheat** | *UK Site Manager/Global Sales, Perry Johnson Registrations Ltd.*

Business continuity plans are a crucial part of BCMS

ISO 22301 requirements for business continuity planning

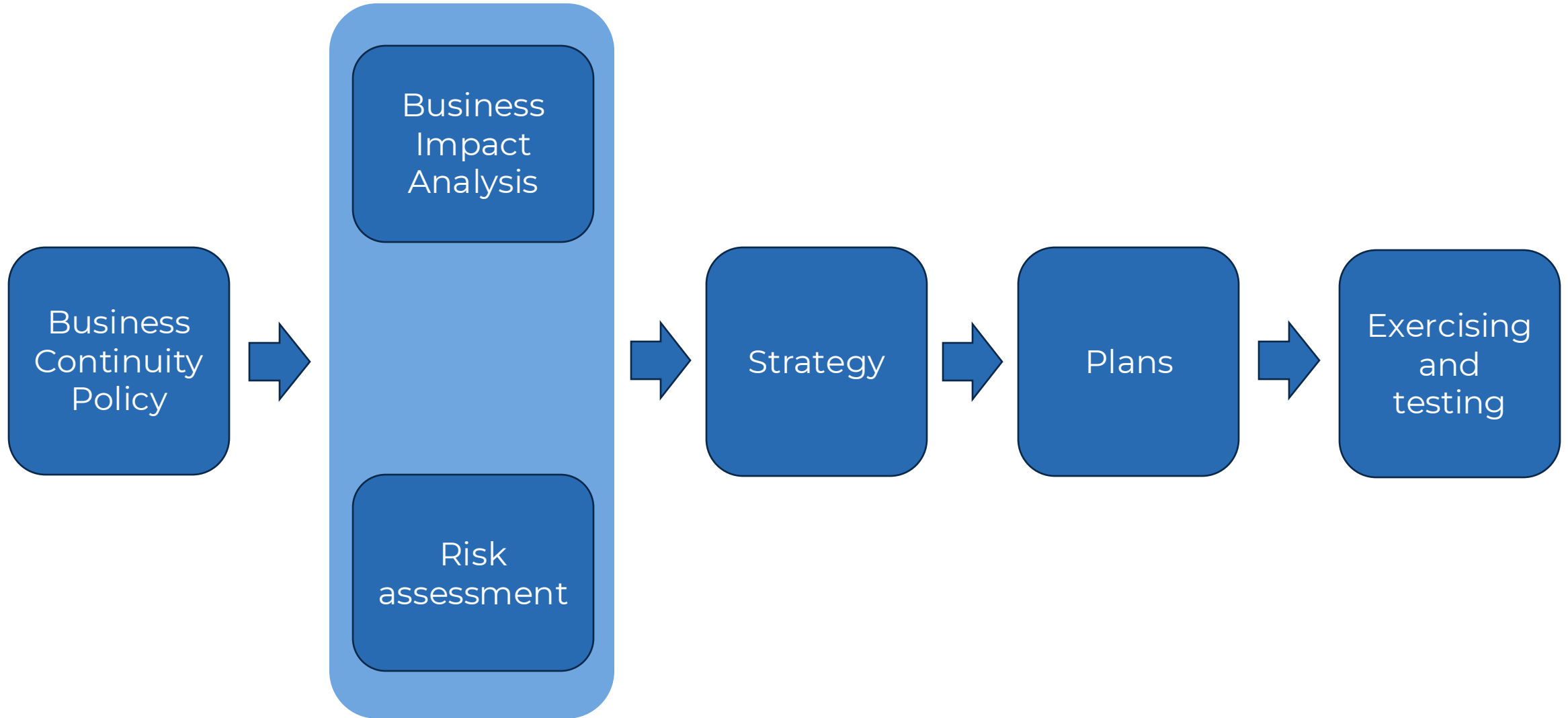
For professionals implementing ISO 22301

BCP is used in case of a real emergency  
– if you want it to be useful, make sure  
you prepare it properly

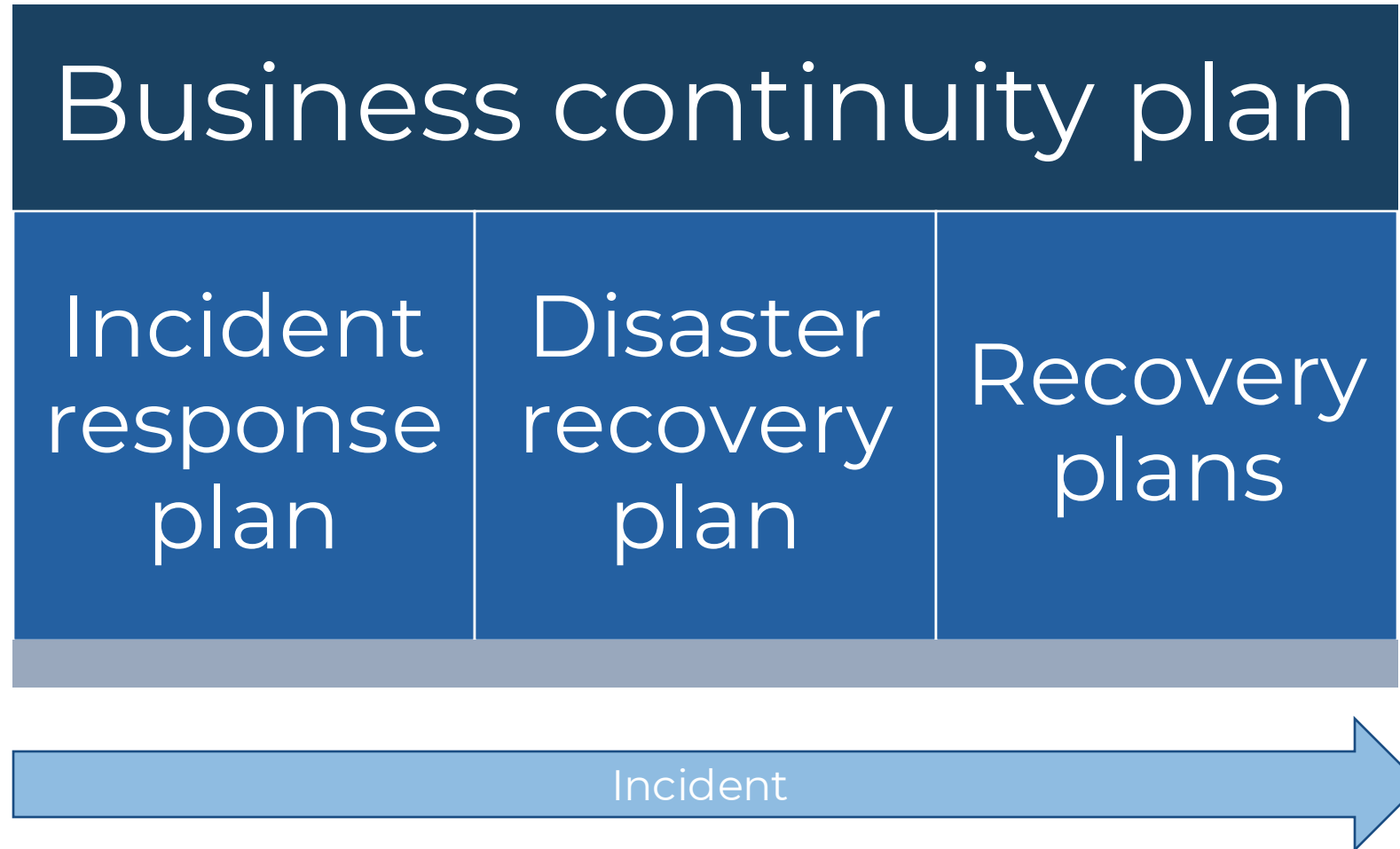
# Agenda

- BCP in the business continuity management process
- Elements of BCP
- Roles in developing BCP
- Structure of incident response plans
- Structure of recovery plans
- Q&A

# BC process according to ISO 22301



# Business continuity plan elements





# ISO 22301 requirements for BCP...



Plans must collectively contain:

- Defined roles and responsibilities
- Process for activating the response
- Details to manage immediate consequences
- Details on how and with whom to communicate, including media response
- How to continue or recover activities within the RTOs
- Process for standing down

## ... ISO 22301 requirements for BCP

Additionally, each plan must define:

- Purpose and scope
- Objectives
- Internal and external interdependencies and interactions
- Resource requirements
- Information flow and documentation processes

# ISO 22301 requirements for incident response



- Define impact thresholds for plan initiation
- Assess nature, extent and impact of an incident
- Define how to activate appropriate response
- Define processes for handling the response
- Have available resources
- Communication with interested parties

# Main elements of recovery plans

- Recovery time objective
- Responsibilities / authorizations
- Key tasks
- Minimum acceptable capacity
- Resources
- Who must be notified
- Contact information – all parties involved
- Recovery steps for critical activity – to be developed by each recovery team

# Specifics for disaster recovery plans

- Recovery plans for IT infrastructure
- Usually the shortest RTO
- The same plan template
- Much more detailed for each IT system –appendices
- Each step in recovery is determined by RTO of other critical activities

# Biggest challenges

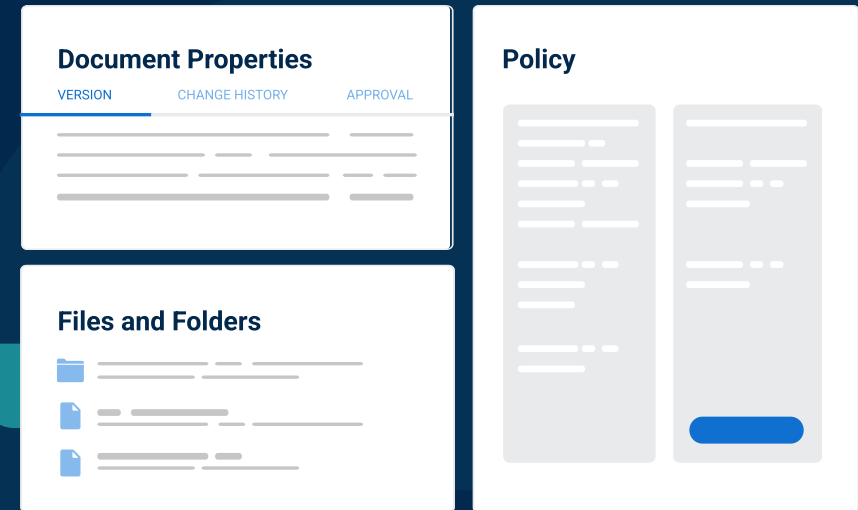
- Performing a test of the various parts of the BCP
- Management of service providers and orchestration of recovery efforts during the disaster
- Developing recovery strategies for critical processes
- How to produce a sound BIA, linking to the risk assessment, to justify the ICT continuity requirements
- The management has no idea of BC is and they give you a reply that makes no sense

# Conclusion

**Do not skip any of the steps in the BCM process – this will produce plans that are not usable**

## ISO 22301 Documentation Toolkit

<https://advisera.co/ISO-22301-Documentation-Toolkit>





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## Thank you

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