



**PRIVATIZATION COMMISSION**

Enhancing Kenya's Productive Capacity

**Privatization Commission**  
**Business Continuity Exercising Procedure**

## Document Control

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## Document Approvers

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## 1. Introduction

Implementing business continuity management is an exercise which consists of documenting instructions and procedures which enable a business to respond to incidents, disasters, emergencies and/or threats—without any disruption or acceptable level of disruption in its key operations. One of the most important aspects of implementing an effective business continuity management requires having in place, an effective BCM exercising framework and procedure.

## 2. Objective

The objective of the exercising procedure is to periodically test and ensure that the business continuity plans are documented, updated and the team has sufficient preparedness to resume critical services in the event of a disaster.

The BCM exercising procedure has been developed to ensure that:

- PC has a program approved by top management to ensure business continuity drills are carried out at planned intervals;
- PC carries out a post-exercise review of each exercise that will assess the achievement of the aims and objectives of the exercise; and
- A written report of the exercise, outcome, observations and improvement opportunities identified as part of the exercise is documented.

## 3. BCM Exercise

BCM exercise is a simulation that involves a disruptive scenario that has its impacts on an organization and tests or exercises part or all of its BCM arrangements. Exercises are undertaken with three main purposes:

- validation - to validate the completeness of the BC plans and identify improvement opportunities in existing arrangements and plans;

- training - to develop staff competencies and confidence by giving them practice in carrying out their roles in an incident; and
- Testing - to test existing procedures, plans and systems to ensure they function correctly and offer the degree of protection expected.

The different forms of BCM exercising at Privatization Commission would include:

- i. Table top walk through of the emergency response and plans for identified critical business functions to review, challenge, validate and update the plan documents;
- ii. Exercising of technical recovery plans for IT
- iii. Desk check and Walk through of the documents to review, challenge, validate and update the content, at least annually or whenever there is a significant change in business operations/ technology thereby ensuring the recovery plans are complete and up to date;
- iv. Exercising continuity of critical business processes by invocation of disaster scenarios that result in the unavailability of process enablers like people, site and technology in a controlled situation that does not jeopardize business as usual operation and ensure process continuity as per defined plan;

#### **4. Business continuity Exercising**

The business continuity drills planning and the setting up the objective of the individual drills shall be as per the following guidelines:

- Exercise scope and objectives should be realistic, measurable, carefully planned, and agreed with stakeholders, so that there is minimum risk of disruption to business processes.
- Exercise should have clearly defined aims and objectives. A post-exercise debriefing and analysis should be undertaken which focuses on the achievement of the aims and objectives of the exercise. A post-exercise report should be produced that contains recommendations for improving the disaster recovery plans, responsibility and the timelines for their implementation.
- The scale and complexity of the disaster scenarios should be appropriate to PC's operations, applicable threats and management objectives.
- Business continuity/ recovery plans should be exercised regularly to ensure that they can be executed correctly, and contain accurate details and instructions.
- The drill plan/ scope defined for a particular disaster recovery exercise shall consider the roles of all parties, including key third party providers, strategic partners, outsource partners and others who would be expected to participate in recovery activities. These parties/organizations may include their resources in these exercises.

The following Type and Methods of Exercising would be conducted as part of DR exercising program:

<b>Exercise Type</b>	<b>Methodology</b>	<b>Frequency</b>
<b>Review/ Walk</b>	Review, challenge, validate and update the content of the plan as part of Self-Assessment program for respective functions	Annually

<b>through BCM plans</b>		
<b>Disaster Recovery Tests</b>	<p>Disaster Recovery tests are full-fledged IT Recovery Tests. DR tests shall be conducted annually, covering the following types/services:</p> <ul style="list-style-type: none"> <li>• IT Services - Test includes but not limited to <ul style="list-style-type: none"> <li>○ Application redundancy tests (where available)</li> <li>○ Backup &amp; Restore test</li> </ul> </li> <li>• Passive infrastructure services (Power Services)- Test includes but not limited to <ul style="list-style-type: none"> <li>○ Generator backup test</li> <li>○ UPS backup test</li> </ul> </li> </ul>	Annually
<b>Site Evacuation Test</b>	<p>Site evacuation tests shall be conducted at least once a year. Site Evacuation Tests shall focus on testing emergency response and preparedness for disaster scenarios like fire, earthquake, terrorist activities, civil unrest etc.</p>	Annual
<b>Full blown exercise</b>	<p>The objective of full blown exercise is to test continuity of critical business processes due to unavailability of enablers like people, network elements, applications and site.</p> <p>Full blown exercise shall be conducted per discussion with management considering the impact on business operation.</p>	To be planned per discussion with management