

Specification of Competency Standards
for the Banking Industry
Unit of Competency

Functional Area - 4. Risk Management
(Key Function – 4.4 Business Continuity Planning)

Title	Develop business continuity plan and recovery strategy
Code	109313L5
Range	Production of business continuity plan and recovery strategies. This applies to the maintenance of the bank's business and operations in different functions and geographical areas.
Level	5
Credit	4 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Knowledge in the Subject Area</p> <p>Be able to:</p> <ul style="list-style-type: none"> • Understand the processes of different business and operations units and apply the knowledge to evaluate the potential impacts of different disasters on them; • Understand the concepts and key factors of developing business continuity plan and utilize the knowledge to formulate criteria of activation of it; • Understand the process and stages of strategic planning and management in order to effectively participate in the bank's recovery strategy development process. <p>2. Applications</p> <p>Be able to:</p> <ul style="list-style-type: none"> • Develop strategies and processes on recovery or backup arrangement to outline recovery priority of different services, route of alternate processing (service delivery in a way different from the normal process) and required time for execution of the recovery plan; • Formulate plans on minimum service delivery during disasters based on business impact analysis which covers the details such as alternative site, technology, personnel requirement, etc. <p>3. Professional Behaviour and Attitude</p> <p>Be able to:</p> <ul style="list-style-type: none"> • Design operational processes of business continuity and recovery plans following the bank standard, guidelines and other relevant legislation requirements; • Present the reasoning of the recovery strategies which include but not limited to the analysis on disasters impacts, bank's operations, resources supply after disasters and resources allocation, etc.
Assessment Criteria	<p>The integral outcome requirements of this UoC are:</p> <ul style="list-style-type: none"> • Formulation of continuity plans and which contain feasible strategies that assist the bank recovering from disasters; • Development of recovery strategies with analysis on disasters' impacts and resources allocation for different scenarios and under different assumptions.
Remark	