

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 and implement the plan for BCP drills
Code	109315L5
Range	Planning, monitoring and implementation of BCP Drills and design of the activities of drilling in order to examine the capability of maintaining the bank's business and operations in normal mode when facing different kinds of disasters. It also entails the execution of the business continuity planning management lifecycle framework such as business impact analysis, work units' dependency analysis, testing and validation of these core functions.
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"> • Have an in-depth understanding of the different concepts related to BCP in order to provide advice on designing and implementing BCP drills; • Understand the risks involved in BCP and apply the knowledge to identify potential risks of the bank's BCP drill process by analysing the bank's operation, financial status, regulatory obligations and client relationship consideration. <p>2. Applications</p> <p>Be able to:</p> <ul style="list-style-type: none"> • Forecast different scenarios during business disaster to identify and bridge gaps in recovery planning; • Coordinate with business unit management representatives and employees who play a critical role in the BCP process to take part in the drill; • Communicate to assigned business areas the bank's BCP recovery priorities, strategy, drilling scope and assign responsibilities, etc.; • Design drilling activities to practice and validate specific functional response capabilities; • Design drilling exercises with a simulated response at alternate locations/facilities to act out critical steps, recognize difficulties and resolve problems in a non-threatening environment; • Establish and maintain uniform understanding and application of Business Continuity Plans, processes and solutions before the drilling test; • Monitor implementation and integration recovery process for affected business and operations areas; • Provide training or briefing to business area's critical subject matter experts and management on drilling deliverables for the BCP programmes. <p>3. Professional Behaviour and Attitude</p> <p>Be able to:</p> <ul style="list-style-type: none"> • Demonstrate emergency management capabilities of parties involved in the drill to practice a series of interactive functions, such as direction, control, assessment, operations, and planning.
Assessment Criteria	<p>The integral outcome requirements of this UoC are:</p> <ul style="list-style-type: none"> • Developing Comprehensive planning of BCP drill with an effort to ensure that business operations are not negatively affected;

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	<ul style="list-style-type: none">• Coordinating resources and personnel involved to test the capabilities of business recovery during disasters;• Enhancing, maintaining and delivery of the business impact analysis process and workflow after the BCP drill is conducted.
Remark	