



Terms of Reference

Risk Management Steering Committee

The Risk Management Steering Committee provides senior management oversight to the business continuity management program. It will:

- Ensure that adequate business continuity plans are prepared, funded, tested and that decision making authority in the event of a crisis is clearly defined.
- Approve the agency's business continuity management strategy and plans.
- Monitor divisional compliance with the agency's business continuity management policy, strategy and requirements.
- Report status and highlight major issues to the executive and board.

Membership is made up of senior executives representing:

- Information Technology
- Facilities
- Human Resources
- Risk/Business Continuity Management
- Business Areas

The committee will meet quarterly, or on a schedule deemed appropriate by the committee.

Business Continuity Management Program Manager

- Manage development and implementation of the agency's business continuity management program;
- Provide input, support and liaison as required to functional areas on the business continuity management process;
- Coordinate regular testing of plans and report results to management;
- Coordinate on-going business continuity management training program;
- Report to management on status of the business continuity management program and spend against budget; and
- Provide advice to the management team in the event of plan invocation.

Business Continuity Management Program Coordinator

- Represents the division/department on all business continuity management matters.
- Coordinate completion of business continuity management activities.
- Updates and maintains the division/departments business continuity plans.