



Rialtas na hÉireann
Government of Ireland

Electronic Communications Security Measures

010 – Diversity, Resilience and
Continuity v1.0

2021

Prepared by Department of the
Environment, Climate & Communications
gov.ie/decc

Table of Contents

Table of Contents.....	i
1 Foreword.....	3
2 Introduction.....	4
3 Scope.....	4
4 References.....	4
5 Definitions, Symbols and Abbreviations.....	5
5.1 Definitions.....	5
5.2 Symbols.....	7
5.3 Abbreviations.....	7
6 Overview of Risk.....	9
7 Security Measures.....	12
8 Implementation Guidance.....	14
8.1 Diversification Strategy.....	14
8.2 Diversification Strategy Options.....	15
8.2.1 Multi-vendor Strategy.....	15
8.2.1.1 Horizontal and Vertical Diversity.....	15
8.2.1.2 Geographic Diversity.....	16
8.2.1.3 Generational Diversity.....	16
8.2.2 Open Network initiatives.....	16
8.2.3 Additional Mitigation Measures.....	17
8.3 Resilience and Continuity.....	18
8.3.1 Business Continuity Plan.....	18
8.3.2 Core Network Resilience.....	19
9 Relevant References.....	20
9.1 ISO/IEC 22301:2019 Security and resilience — Business continuity management systems — Requirements.....	20

9.2 ISO/IEC 22313:2020 Security and resilience — Business continuity management systems — Guidance on the use of ISO 22301 20

9.3 NIST SP 800-34 Rev 1: Contingency Planning Guide for Federal Information Systems 20

1 Foreword

The Electronic Communications Security Measures (ECSMs) have been produced by the Electronic Communications Security Measures working group convened by the Irish National Cyber Security Centre (NCSC), which forms part of the Department of the Environment, Climate and Communications (DECC); and with the support of the Commission for Communications Regulation (ComReg). Industry participation in the WG has involved network operators, including the Mobile Network Operators (MNO) which have been awarded 5G licences, and selected fixed line operators.

This ECSM is part of a series of documents listed below:

Title	Subject
ECSM 001	General
ECSM 002	Risk Management
ECSM 003	Physical and Environmental Security
ECSM 004	Training, Awareness and Personnel Security
ECSM 005	Network Management & Access Control
ECSM 006	Signalling Plane Security
ECSM 007	Virtualisation Security
ECSM 008	Network, Monitoring and Incident Response
ECSM 009	Supply Chain Security
ECSM 010	Diversity, Resilience & Continuity
...	...

11 2 Introduction

12 Ireland's modern digitally connected society and economy is highly dependent on reliable
13 and secure electronic communications networks and services. They form the backbone of
14 much of Ireland's critical national infrastructure providing connectivity to the essential
15 services upon which citizens rely, such as healthcare providers, energy providers, financial
16 institutions, emergency services and public administration. It is of paramount importance that
17 these vital networks and services are protected from the full range of threats with an
18 appropriate level of technical and organisation security measures.

19 The ECSM Working Group convened on the, 3rd, 4th and 5th November 2020 to discuss
20 matters concerning vendor diversity including Open RAN. The group heard presentations
21 from experts and held focussed discussions on the risks, challenges and best practices
22 associated with vendor diversity and Open RAN. This workshop was followed by a call for
23 inputs to participating operators. ECSM 010 – Diversity, Resilience and Continuity has been
24 developed by the NCSC informed by those meetings and the responses to the call for inputs

25 3 Scope

26 The ECSMs are applicable to all undertakings providing public Electronic Communications
27 Networks and publicly available Electronic Communications Services.

28 The legislative basis for the ECSMs is set out in ECSM 001- General

29 4 References

Document	Title
ENISA	Supplement to the technical guideline on Security Measures under the EECC
ENISA	Technical Guideline on Security Measures under the EECC
ISO/IEC 22301:2019	Security and Resilience - Business Continuity Management Systems – Requirements
ISO/IEC 22313:2020	Security and resilience — Business continuity management systems — Guidance on the use of ISO

	22301
ISO/IEC 27001:2013	Information technology — Security techniques — Information security management systems — Requirements
ISO/IEC 27002:2013	Information technology — Security techniques — Code of practice for information security controls
NIST SP 800-34	Contingency Planning Guide for Federal Information Systems
NIST SP 800-53 R4	Security and Privacy Controls for Federal Information Systems and Organizations

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5 Definitions, Symbols and Abbreviations

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5.1 Definitions

Term	Meaning
Access Network	A collection of network entities and interfaces that provide the underlying transport connectivity between end user devices and the core network.
Business Continuity plan	The documentation of a predetermined set of instructions or procedures that describe how an organisation’s business processes will be sustained during and after a significant disruption.
Core Network	The central element of an Electronic Communications Network that provides services to customers who are connected via the access network.
Critical or Sensitive Location	A network site that is critical to the integrity and security of a significant proportion or the complete network or hosts sensitive data. Such sites may be identified by a site or site category risk assessment.

Critical Remote Installations	Important sites that need to be protected - transmission nodes (mobile), exchange (fixed). Such sites may be identified by a site or site category risk assessment
Critical Security Vulnerability	A vulnerability that could allow remote code execution without user interaction or where code executes without warnings or prompts
Diversification Strategy	The documentation outlining the operator's plans and mitigating actions to address the risks associated with a dependency on a single supplier.
EU Risk Assessment	EU coordinated risk assessment of the cybersecurity of 5G networks report published jointly by the EU Member States on 09th October 2019
Important Security Vulnerability	Vulnerabilities where the client is compromised with warnings or prompts and whose exploitation could result in compromise of data
Interoperability	The ability of two or more networks, systems, devices, applications, or components to communicate and effectively function.
Managed Service Provider (MSP)	A third-party that helps to run or administrate a network.
Network equipment	Software or hardware component of the operator's network that transmits or receives data or provides supporting services to components of the operator's network that transmit or receive data. Includes both virtual machines and physical hardware.
Operator	An undertaking providing or authorised to provide a public electronic communications network or an associated facility;

Operator of Essential Services	A person designated as an operator of essential services under Regulation 12 of European Union (Measures for a High Common Level of Security of Network and Information Systems) Regulations 2018
Resilience	The ability of a network to continue to operate, possibly at reduced capability, while under attack or in the case of network element failure, and to rapidly recover full operational capabilities for essential functions after the event.
Security Incident	An event having an actual adverse effect on the security of electronic communications networks or services.
Supplier Monoculture	A supplier monoculture occurs when a large fraction of the operator's network equipment is sourced from the same supplier creating a critical dependency on that supplier.
Undertaking	A person engaged or intending to engage in the provision of electronic communications networks or services or associated facilities.

33 5.2 Symbols

34 Nil

35 5.3 Abbreviations

Term	Meaning
3GPP	Third Generation Partnership Project
BCMS	Business Continuity Management System
BCP	Business Continuity Plan
ComReg	The Commission for Communications Regulation

DECC	The Department of Environment, Climate and Communications
ECSM	Electronic Communications Security Measure
EEA	European Economic Area
EECC	European Electronics Communications Code.
ENISA	European Union Agency for Cybersecurity
EU	European Union
GDPR	General Data protection Regulation
MNO	Mobile Network Operator
MSP	Managed Service provider
NCSC	National Cyber Security Centre
NIST	National Institute of Standards and Technology
RAN	Radio Access Network

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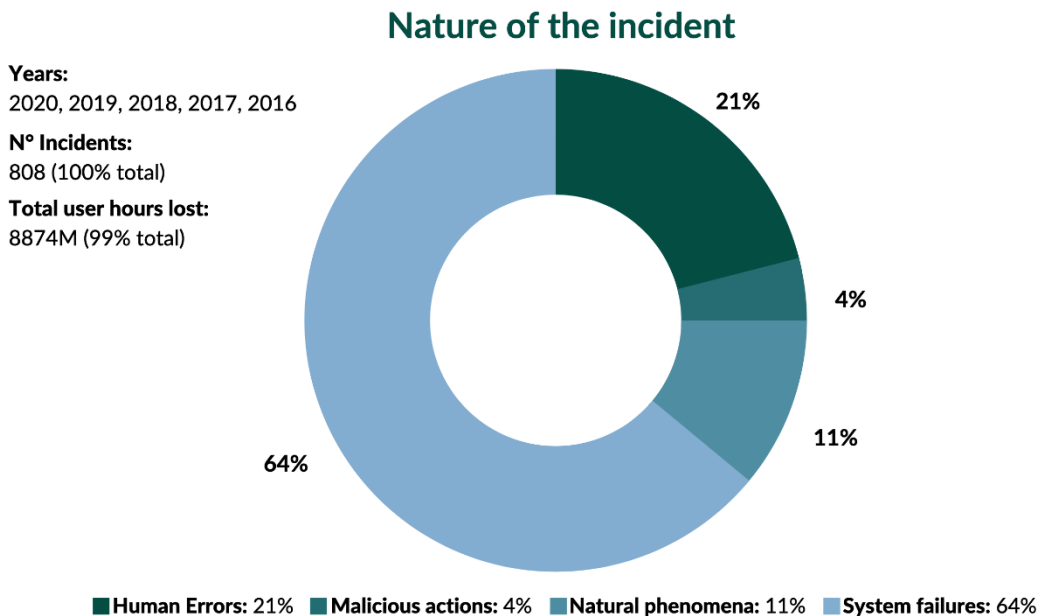
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38 6 Overview of Risk

39 Increasingly modern economic and societal functions are dependent on the resilience &
40 availability of electronic communications networks and services. The continuous availability
41 of electronic communications networks and services is a complex task and requires the
42 management of risks associated with severe climatic events, physical security, cyber
43 security, power supply security, hardware failure, hardware interoperability, human error,
44 loss of skilled staff, supply chain assurance, life cycle management etc.

45 The interconnection and interdependence of networks can lead to incidents in one network
46 impacting operations in other networks both within the same country and crossing borders to
47 other countries. During the 5-year period 2016 to 2020 there were 8.87 bn user hours lost in
48 808 major incidents in electronic communications networks throughout Europe. The charts
49 below taken from the ENISA CIRAS tool¹ presents an analysis of these incidents.

Telecom security incidents



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Figure 1 - Nature of incident causing the outage

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¹ <https://www.enisa.europa.eu/topics/incident-reporting/cybersecurity-incident-report-and-analysis-system-visual-analysis/visual-tool>

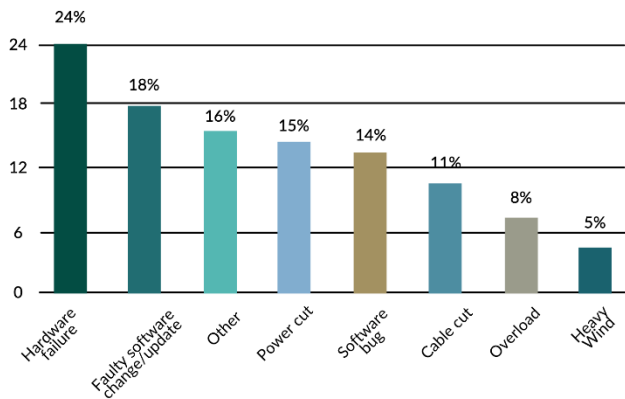
Telecom security incidents

Technical Causes

Years:
2020, 2019, 2018, 2017, 2016

N° Incidents:
808 (100% total)

Total user hours lost:
8874M (99% total)



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Figure 2 - Technical causes of outages

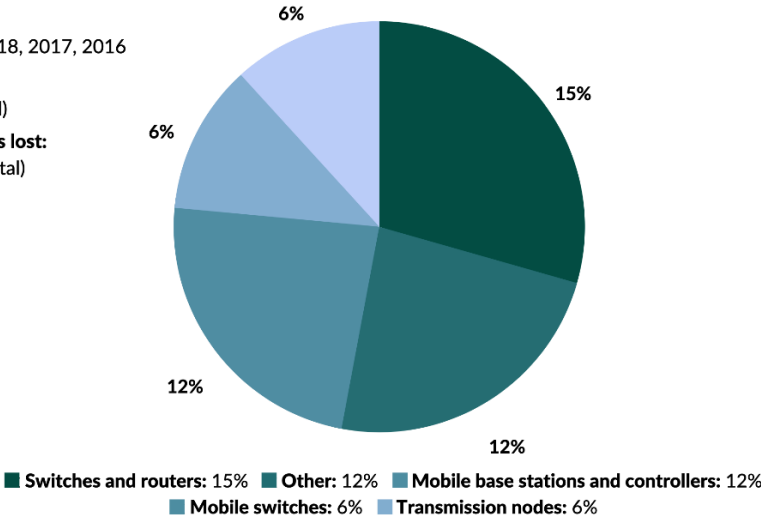
Telecom security incidents

Technical assets affected

Years:
2020, 2019, 2018, 2017, 2016

N° Incidents:
808 (100% total)

Total user hours lost:
8874M (99% total)



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55

Figure 3 - Technical Assets affected by outages

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57 Operators need to be aware of these risks to the availability of their networks and services
58 and take appropriate steps to ensure insofar as possible the resilience and continuity of their
59 networks.

60 Dependency on a single supplier within an individual network was highlighted as one of the
61 risks in both the EU coordinated risk assessment² and the national risk assessment. It
62 exposes an operator to systemic risk if there is a specific vulnerability with that vendor's
63 equipment which exposes the entire network to attack.

64 If the vendor ceases supply of equipment due to economic factors or for any other reason
65 such as losing access to key technology due to international trade sanctions, an operator
66 may not be able to procure additional hardware, software, spares or software updates and
67 security patches. Commercial risks can also arise from over dependence on a single vendor
68 where it becomes very difficult to switch to another vendor, the incumbent vendor can
69 leverage this dependence to increase costs to the operator.

70 The location and ownership of Managed Service Providers also needs to be considered as a
71 potential risk, MSPs are extensively used by networks operators at all levels including
72 specialised support and the nature of the work carried out by these entities means that they
73 have extensive access to network assets.

74 Operators need to take these factors into account when selecting suppliers and take
75 measures to avoid dependency on a single supplier, particularly in the case of suppliers
76 considered high risk using the criteria outlined in ECSM 009 – Supply Chain Security.

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² [EU coordinated risk assessment of the cybersecurity of 5G networks](#)

79 **7 Security Measures**

80 The operator should implement the Diversity, Resilience and Continuity Security Measures
 81 in a manner that is customised to be appropriate and proportionate to the organisation.

Measure	Description
DR.01	The operator shall have an appropriate Business Continuity Plan (BCP) and Disaster Recovery Plan (DRP) in place. The BCP and DRP should be tested on a regular basis, at least annually.
DR.02	The operator should avoid supplier monocultures or developing a critical dependency on a single supplier.
DR.03	The operator shall produce a diversification strategy which outlines their procurement plans and measures which mitigate the risks associated with dependency on a single supplier
DR.04	The operator shall ensure that network capacity is provided in the core network sufficient to handle all traffic in the event of the failure of a single network element or transmission path.
DR.05	The operator shall ensure that network equipment, buildings and external plant are protected from climate extremes insofar as possible in line with ECSM 003.
DR.06	The operator shall source network equipment and management software from reputable vendors in terms of quality of equipment and future evolution and support in line with ECSM 009.
DR.07	The operator shall ensure that equipment used within its operational network is maintained up to date with latest versions, wherever technically feasible. Critical and important security vulnerabilities shall be patched in a timely manner.
DR.08	The operator shall manage its network elements using either its own resources or an EU/EEA registered company or a company operating in a manner compliant with European electronic communications, security and data protection legislation.

DR.09	The operator shall retain sufficient expertise to adequately monitor and supervise suppliers accessing their network and should avoid building up a long-term dependence on an individual supplier in line with ECSM 009
DR.10	The operator shall ensure that standby power systems are in place to ensure that service is maintained, in the event of a mains power failure, for a time appropriate to the criticality of a site.
DR.11	The operator shall ensure that there is an adequate stock of spares available to the organisation, to support critical network equipment.

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84 **8 Implementation Guidance**

85 The implementation guidance in the following subsections is applicable to the security
86 measures in section 7 as shown in **Error! Reference source not found.** below.

87 **Table 1 - Correlation of implementation Guidance to Security Measures**

	DR. 01	DR. 02	DR. 03	DR. 04	DR. 05	DR. 06	DR. 07	DR. 08	DR. 09	DR. 10	DR. 11
8.1		✓	✓			✓					
8.2		✓	✓			✓			✓		✓
8.3	✓			✓	✓		✓			✓	

88

89 **8.1 Diversification Strategy**

90 **Applicable Security Measures:** DR.02, DR.03, DR.06

91 Strategic Measure 05 of the EU 5G Security Toolbox recommends that each MNO has an
92 appropriate multi-vendor strategy taking into account technical constraints and
93 interoperability issues. The objective of this measure is to avoid a major dependency on a
94 single supplier or suppliers considered as high risk.

95 Security Measure **DR.03** requires that operators produce a Diversification Strategy whereby
96 they describe their approach to network development and procurement for their critical
97 suppliers of network equipment. This document should contain a risk assessment, in line
98 with ECSM 002, on the risks associated with their chosen supplier strategy. It should in
99 particular examine if the operator is susceptible to the risks associated with dependency on
100 an individual supplier. It should also outline the mitigation measures the operator has
101 implemented to manage the identified risks. It should also describe how the strategy will be
102 implemented in practice, taking into account interoperability of equipment and changes to
103 the existing network. This document should be available for review by ComReg.

104 The size of the Irish market and the limited number of vendors of network equipment pose
105 challenges to the implementation of a diversification strategy. This is especially the case
106 where operators are not part of a larger multinational group with the ability to leverage
107 international buying power, expertise, and experience. Introducing equipment from multiple
108 vendors into a single network carries increased overheads for an operator in terms of skills,
109 management tools, responsibility for interoperability between vendors, etc. However, these

110 challenges can be offset to some extent by operators' avoidance of vendor lock in and the
111 cost reductions brought about through sustaining a more competitive and diverse vendor
112 eco-system.

113 There are a number of approaches that operators can take in order to mitigate the risks
114 associated with dependency on a single supplier. Some of the potential solutions are
115 outlined below. Operators may choose to implement one, or a combination of the below
116 strategies in order to mitigate the risks associated with dependency on a single supplier.
117 Ultimately, the approach each operator takes will be dependent on their own operational
118 context; however, their Diversification Strategy should clearly outline their analysis of the
119 risks associated with dependency on individual suppliers and their proposed mitigation
120 actions.

121 Network operators should assess any critical suppliers against a range of technical and non-
122 technical criteria as part of their procurement processes and ongoing supplier management.
123 These assessments should determine whether a supplier is used in critical parts of the
124 operator's networks, as well as the ongoing level of security oversight and supervision the
125 supplier is subject to.

126 **8.2 Diversification Strategy Options**

127 **Applicable Security Measures:** DR.02, DR.03, DR.06, DR.09, DR.11

128 **8.2.1 Multi-vendor Strategy**

129 A multi-vendor strategy involves having multiple suppliers for an operator's network
130 equipment. There are various approaches that an operator can take towards a multi-vendor
131 strategy, which are briefly outlined.

132 **8.2.1.1 Horizontal and Vertical Diversity**

133 **Horizontal diversity** refers to the selection of multiple vendors **within** a specific layer of the
134 network. For example, a telecommunications operator could choose to deploy at least 2
135 network equipment vendors in the RAN, core, aggregation, and transport layers. This
136 approach would ensure that the operator is not dependent on an individual supplier for any
137 layer of the network. From a technical perspective, such a strategy is likely more feasible in
138 certain layers, such as the RAN and less feasible in other areas, such the core.

139 **Vertical diversity** refers to the selection of different vendors **between** specific layers of the
140 network. For example, a telecommunications operator could choose to deploy different
141 network equipment vendors in each layer of the network, such as a different vendor for the
142 RAN, core, aggregation, and transport layers. This approach means that an operator has a

143 relationship with multiple vendors reducing some of the risks associated with dependency on
144 a single supplier; however, the operator may still be dependent on a single supplier for
145 particular layers of the network and would need to take further measures to mitigate this risk.
146 Standards, such as those produced by 3GPP, generally ensure that interoperability between
147 network layers is technically feasible.

148 There are various combinations of vertical and horizontal diversity that operators can
149 choose, ranging from a “1+1” approach, representing one supplier in the core and a different
150 supplier in the RAN, to a “1+2” approach, representing one supplier in the core and two
151 different suppliers in the RAN, all the way up to having multiple vendors within and between
152 each layer.

153 **8.2.1.2 Geographic Diversity**

154 This refers to the selection of different vendors for deployment in different geographic areas.
155 For example, an operator could choose one vendor for certain regions, whilst selecting a
156 different vendor in other regions. This strategy reduces some of the risks associated with a
157 single vendor; however, it still means that certain parts of the network will be reliant on an
158 individual supplier, somewhat negating the benefit. The geographic and population
159 distribution in Ireland make the feasibility of implementing this strategy somewhat
160 challenging.

161 **8.2.1.3 Generational Diversity**

162 This refers to the selection of different vendors for different generations of technology. For
163 example, an operator could select different vendors between generations of networks such
164 as 2G, 3G, 4G and 5G. This scenario offers the advantage of having a “fall-back” should a
165 systemic vulnerability affect a supplier of one of the generations of equipment. However,
166 certain services may cease to function due to the reduced capabilities of previous
167 generations. This approach may face certain interoperability challenges, such as between
168 4G and 5G RAN equipment, but may be feasible in other areas.

169 **8.2.2 Open Network initiatives**

170 Increased network interoperability has become an important topic within the electronic
171 communications industry and is seen as an important aspect of an effective diversification of
172 electronic communications networks. Increased interoperability has the potential to counter
173 vendor lock-in by reducing the risk and cost associated with adding new suppliers’
174 equipment to networks.

175 Currently, most network equipment within specific network layers is based on proprietary
176 specifications which can lead to considerable supplier lock-in. Interoperability has the
177 potential to increase network diversification by enabling operators to select multiple vendors
178 within network layers with the assurance that doing so would not negatively affect
179 performance, efficiency, and the end user experience.

180 *Open RAN* is the movement to disaggregate hardware and software of the Radio Access
181 Network and to create open interfaces between them. This would mean that suppliers could
182 develop interoperable products and components allowing operators to deploy equipment
183 from multiple suppliers in the Radio Access Network. This may allow operators to choose
184 the best equipment suppliers for a particular component of the RAN to suit their particular
185 deployment requirements or needs, potentially reducing vendor lock in and increasing
186 competition and market diversity.

187 At present, the concept of Open RAN is being promoted by various groups such as the
188 Telecom Infra Project³ and the O-RAN Alliance⁴. The project is still in its infancy, requiring
189 further research and performance testing.. Through Science Foundation Ireland's 'Research
190 Infrastructure Programme', the Irish State funds research into open network initiatives. In
191 September 2020, the SFI funded CONNECT launched "Open Ireland"⁵ open networking
192 testbed to conduct research into open networking technologies including Open RAN.

193 There are likely a number of risks associated with the deployment of OpenRAN. The EU NIS
194 Cooperation Group on 5G Security is conducting an analysis of the risks and benefits
195 associated with OpenRAN which is due to be published in Q4 2021. The analysis may have
196 recommendations around the secure deployment of OpenRAN, and future ECSMs may be
197 published which focus on security measures associated with Open Network Initiatives.

198 Open Network Initiatives may in the future offer some opportunities for operators pursuing
199 diversity within their network and may form part of an operator's overall Diversification
200 Strategy, however there is no obligation on any operator to do so.

201 **8.2.3 Additional Mitigation Measures**

202 It may not be entirely possible to avoid dependency on an individual supplier through a multi-
203 vendor strategy and such a strategy may not be appropriate given the size and scale of the
204 Irish market. Equally concerns around the integration of multiple vendors within the network

³ [Telecom Infra Project | Global Community Connectivity collaboration](#)

⁴ [O-RAN ALLIANCE \(o-ran.org\)](#)

⁵ [CONNECT | Launch of "Open Ireland" - €2m open networking testbed - CONNECT \(connectcentre.ie\)](#)

205 may be challenging to operators, particularly smaller operators. Where operators, based on
206 a risk assessment, elect not to implement a multi-vendor strategy and depend on a single
207 supplier for critical parts of their networks they should compensate with additional mitigation
208 measures. Such measures should be documented in the operator's Diversification Strategy
209 and could include, but are not limited to:

- 210 • Retaining sufficient expertise in-house to reduce the dependency on a supplier to
211 maintain and operate the network
- 212 • Strictly implementing all measures outlined in ECSM 009, in particular conducting
213 detailed vendor assessments during procurement and ongoing supplier
214 management.
- 215 • Strong contractual arrangements with agreed SLAs and enforcement and remedy
216 clauses in the event of underperformance by the supplier.
- 217 • Operators should maintain and appropriate stockpile spare parts and components to
218 maintain the network in the event of a supplier failure.

219 **8.3 Resilience and Continuity**

220 **Applicable Security Measures:** DR.01, DR.04, DR.05, DR.07, DR.10

221 Resilience and continuity are key attributes of a electronic communications networks and
222 services and are underpinned by Security Measures in section 7 above

223 **8.3.1 Business Continuity Plan**

224 The business continuity plan is a key measure towards achieving resilience in an
225 organisation. It should contain a series of measures to sustain an organisation's activity
226 during a disruption. The ability of an organisation to recover from a disaster is directly
227 related to the degree of business continuity planning that has taken place before the
228 disaster. Plans should be drawn up using guidance from relevant standards and put in
229 place. Plans should also be communicated to all relevant personnel and should be tested in
230 training exercises. Business continuity is applicable to all sizes and types of organisations.

231 While guidance on the creation of BCPs can be found in the international standards covered
232 in *Section 9* below, a Business Continuity Management System (BCMS) should include the
233 following:

- 234 • Full support at Board level for the BCMS by ensuring that it is compatible with the
235 strategic direction of the organisation, integrated into business-as-usual processes
236 and communicated effectively throughout the organisation.

- 237 • Clear identification of the scope and context of the BCMS taking into account the
238 organisation's appetite for risk.
- 239 • Assignment of responsibility for the various elements and phases of a BCMS
240 throughout the organisation.
- 241 • Staff trained appropriately to understand and implement the BCP measures and
242 oversee the recovery to normal operation after the event.
- 243 • A clear view of the measurable objectives of the BCP, including the minimum level of
244 service that the organisation expects the plan to deliver.
- 245 • Redundancy for elements that underpin each objective of the BCP taking into
246 consideration that more than one element might fail in a given event.
- 247 • Documented procedures to restore and return to normal operation.

248 **8.3.2 Core Network Resilience**

249 The core network comprises of network routing equipment and / or voice switching
250 equipment which is typically independent of the connection technology to the terminal
251 equipment. This functionality requires a high level of resilience which can be achieved the
252 design architecture of a network. The implementation of core network resilience should be
253 done using a risk-based approach. Examples of how this could be achieved include but are
254 not limited to:

- 255 • The use of multiple diverse transmission paths between various nodes in the core
256 with sufficient capacity to carry all traffic in the event of a single path failing.
- 257 • Geographic resilience of network nodes as appropriate.
- 258 • The use of self-healing ring architecture in core network design.
- 259 • The use of network elements which have built in resilience e.g., Active / Standby

260

261 **9 Relevant References**

262 The following standards, guidelines and reports offer further detail and will assist operators
263 in designing policies, procedures and processes that meet the *Security Measures* outlined in
264 Section 7 of this document.

265 **9.1 ISO/IEC 22301:2019 Security and resilience — Business** 266 **continuity management systems — Requirements**

267 <https://www.iso.org/standard/75106.html>

268 This is an international standard that supports organisations to put business continuity plans
269 in place, it also helps to identify potential threats and build capacity to deal with unforeseen
270 events. It specifies requirements to plan, establish, implement, operate, monitor, review,
271 maintain and continually improve a documented management system to prepare for,
272 respond to and recover from disruptive events when they arise.

273 **9.2 ISO/IEC 22313:2020 Security and resilience — Business** 274 **continuity management systems — Guidance on the** 275 **use of ISO 22301**

276 <https://www.iso.org/standard/75107.html>

277 This document explains the principles of a Business Continuity Management System,
278 provides guidance intended to explain and clarify the requirements of ISO 22301 and assist
279 in the interpretation of these requirements. It has the same clause headings as ISO 22301
280 to facilitate correlation between the two documents. It explains the Plan-Do-Check-Act
281 process for the development, operation, maintenance, and improvement of BCPs.

282 **9.3 NIST SP 800-34 Rev 1: Contingency Planning Guide for** 283 **Federal Information Systems**

284 <https://csrc.nist.gov/publications/detail/sp/800-34/rev-1/final>

285 This guide produced by NIST addresses specific contingency planning recommendations for
286 three platform types and provides strategies and techniques common to all systems.

- 287 • Client/server systems.
- 288 • Telecommunications systems; and
- 289 • Mainframe systems.

290 It describes various types of contingency plans, the contingency planning process,
291 contingency plan development and considerations for different types of systems.

292 It defines the following seven-step contingency planning process that an organisation may
293 apply to develop and maintain a viable contingency planning program for their information
294 systems. These seven progressive steps are designed to be integrated into each stage of
295 the system development life cycle.

- 296 1. Develop the contingency planning policy statement. A formal policy provides the
297 authority and guidance necessary to develop an effective contingency plan.
 - 298 2. Conduct the business impact analysis (BIA). The BIA helps identify and prioritize
299 information systems and components critical to supporting the organization's
300 mission/business processes. A template for developing the BIA is provided to assist
301 the user.
 - 302 3. Identify preventive controls. Measures taken to reduce the effects of system
303 disruptions can increase system availability and reduce contingency life cycle costs.
 - 304 4. Create contingency strategies. Thorough recovery strategies ensure that the system
305 may be recovered quickly and effectively following a disruption.
 - 306 5. Develop an information system contingency plan. The contingency plan should
307 contain detailed guidance and procedures for restoring a damaged system unique to
308 the system's security impact level and recovery requirements.
 - 309 6. Ensure plan testing, training, and exercises. Testing validates recovery capabilities,
310 whereas training prepares recovery personnel for plan activation and exercising the
311 plan identifies planning gaps; combined, the activities improve plan effectiveness and
312 overall organization preparedness.
- 313 Ensure plan maintenance. The plan should be a living document that is updated regularly to
314 remain current with system enhancements and organizational changes.