



Suffolk Resilience Business Continuity Forum

1. Summary of the workshop held on 20th November and submissions by email.

The topics that should be covered.

Resources available in a crisis or in recovery	6
Basic business continuity (e.g. BIA, BCP, IMP.)	6
Multi agency, utilities and emergency services issues	5
Risks (regional, local, how to risk assess)	5
Flooding	4
Media management	4
Communications in a crisis	3
Exercises	3
Loss of staff	2
Terrorist threat	2
Others; IT, case studies, Sizewell, bird flu, pandemic flu, Orwell Bridge, other counties, vulnerable people, voluntary organisations.	

How the forum should tackle topics.

Workshops (themed, speakers, case studies, quarterly, rotated venue)	7
Website (info, interactive, calendar, case studies)	6
Formal training (incl. train the trainer)	5
Exercises	4
Conference (annual)	4
Newsletter (paper copy)	4
Email	2
Other; big businesses champion small businesses, send something with rates bill, seminar for chief executives, use of voluntary services, e-learning,	

How the forum should be managed

Open membership	5
JEPU should organise	4
Charge only to cover costs (e.g. training)	3
Use Chamber of Commerce to publicise	2

Conflicts: constitution & terms of reference versus none of these.
committee versus no committee



2. The Proposed Programme For 2008

Workshops (Half Day):-

These should be informal, require little preparation, include one guest speaker and be located at member's premises.

March *	Resources available in a crisis or in recovery
June	Multi agency, utilities and emergency services issues
Sept	Communications and media management
Dec	Risks (regional, local, how to risk assess)

Conference/AGM (Full Day):-

A major event, speakers, workshops, incl. an exhibition area. Located at an appropriate venue, e.g. Adastral Park.

November Various topics, review of the year, plan for 2009

Formal Training (Full Day):-

A formal course, requiring preparation by us and located at Endeavour House.

March * Basic business continuity (e.g. BIA, BCP, IMP.)

Newsletter:-

Mix of information, calendar of events, announcements, current topics, plus one major item (written by a specialist).

Winter (Jan) incl. flooding as a key topic

Spring (Mar)*

Summer (July)

Autumn (Oct)

* Note:- not coincide with Business Continuity Week which is right at the end of March.