

1 DIRECTIVE

- 1.01 GNB will appoint a disaster planning team (DPT) with defined responsibilities and schedules for documenting, testing, reviewing and maintaining an executive-approved disaster recovery plan (DRP) for each critical application/system.

2 PURPOSE

- 2.01 The purpose of this Directive is to ensure that, in the event of a disaster at a GNB IT infrastructure site, GNB has a workable plan in place to address both business continuity that is dependent on IT processes at GNB IT infrastructure site and recovery of all other non-critical but important data and IT business processes.

3 SCOPE

- 3.01 This directive provides for assignment of disaster planning responsibility over all GNB sites that are involved in any business processes using information technology.

4 RESPONSIBILITY

- 4.01 The Information Technology Service Delivery Organization (IT SDO)'s business owner for I.T. Infrastructure services is responsible:
- (a) To appoint a disaster planning team (DPT) leader with the authority and budget to establish and lead a disaster planning team.
 - (b) To review and approve the disaster recovery plan (DRP) delivery schedule.
 - (c) To ensure that all GNB IT infrastructure site managers have approved their DRPs.
- 4.02 The DPT Leader is responsible:
- (a) To identify all GNB IT infrastructure sites that require a DRP (DR sites).
 - (b) To establish representation on the DPT for each DR site.
 - (c) To drive the creation of a DRP for each DR site based on a DPT proposed schedule approved by the Service Provider's business owner for I.T. Infrastructure services.
 - (d) To schedule a DRP review on an annual basis.
 - (e) To deliver a site-approved DRP for each DR site annually.
 - (f) To ensure that each DR site has appointed a site liaison to the DPT.
- 4.03 DPT members are responsible to work with each DR site:

- (a) To identify critical IT processes that require a DRP.
- (b) To develop a DRP for all critical IT processes.

5 DEFINITIONS

5.01 **“Critical IT process”** is a mission-critical business process that relies on information technology.

6 RELATED DIRECTIVES

OCIO IT 11.02 – Disaster Notification

OCIO IT 11.03 – Identification of Critical Processes