



NWU Policy on Business Continuity

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NWU POLICY ON BUSINESS CONTINUITY

Against the background of the dream to be an internationally recognised university in Africa, distinguished for engaged scholarship, social responsiveness and an ethic of care, the Council of the North-West University (NWU) has adopted this policy on business continuity on 18 March 2021.

1 Interpretation and Application

This policy must be interpreted and applied in a manner consistent with the –

- 1.1 Constitution of the Republic of South Africa, 1996;
- 1.2 Higher Education Act, 101 of 1997;
- 1.3 Disaster Management Act, 57 of 2002;
- 1.4 The Statute of the North-West University (2017);
- 1.5 KING IV Report on Corporate Governance (in particular Principle 11 (risk) and Principle 3 (Audit Committees)); and
- 1.6 IDO 22301 Security and resilience – Business continuity management systems – Requirements

2 Definitions

In this policy and related documents pertaining to business continuity planning at the NWU –

“**business continuity**” means the capability of the NWU to continue the delivery of products and services within acceptable time frames at predefined capacity during a disruption;

the “**Business-continuity Committee (BCC)**” refers to a subcommittee of the University Management Committee (UMC) established to advise the UMC on all relevant matters regarding ensuring ongoing business continuity at the university;

the “**business continuity plan (BCP)**” refers to the documented information that guides the NWU to respond to a disruption and resume, recover and restore the delivery of products and services consistent with its business continuity objectives;

the “**business continuity management system (BCMS)**” refers to that part of the university’s overall management system which comprises a set of interrelated elements used by the NWU to establish, implement, operate, monitor, review, maintain, and improve its business continuity capabilities;

“**business impact analysis**” refers to a process of analysing the impact over time of a disruption on the NWU;

“**disruption**” means incidents both anticipated and unanticipated, that cause an unplanned, negative deviation from the expected delivery of products and services according to the university’s objectives;

“**impact**” means the outcome of a disruption affecting objectives;

an “**incident**” means an event that can be, or could lead to, a disruption, loss, emergency or crisis;

an “**interested party**” means a person or organization that can affect, be affected by, or perceive itself to be affected by a decision or activity of the NWU;

a “**mission-critical activity (MCA)**” refers to critical operational or business support, service or product related activity (provided internally or externally), including its dependencies and single points of failure, which enables the NWU to achieve its business objectives, taking into account seasonal trends and critical timing issues;

“**resources**” means all assets (including plant and equipment), people, skills, technology, premises, and supplies and information (whether electronic or not) that the NWU has to have available to use, when needed, to operate and meet its objectives; and

“university disaster” means an extraordinary occurrence, including a national, provincial or local disaster declared in terms of the Disaster Management Act, 2002, which detrimentally affects the business continuity of the university and requires, in the discretion of the vice-chancellor and on the advice of the BCC, the establishment of a disaster response team to advise the UMC on contingency plans to minimise the effects of the university disaster, to continue with mission-critical operations and to ensure the return to normal operations as soon as possible.

3 Purposes and Scope of the Policy

- 3.1 The purposes of this policy are –
 - 3.1.1 to provide overall guidance to the university community on the recognition of and response to possible business threats to which the university may be exposed, and
 - 3.1.2 to provide a framework for the establishment of an integrated BCP to protect employees, students and assets by enabling the continued functioning of the NWU’s operations and supporting infrastructure following a significant, untoward disruptive event.
- 3.2 The provisions of this policy apply to the employees of the University, all departments and all business-process owners.

4 Policy Statement

It is the policy of the NWU to –

- 4.1 establish an active and fully supported business continuity programme and supportive structure to ensure the survival and sustainability of the university;
- 4.2 put measures in place to safeguard the assets of the university and to ensure continuity of its activities, systems, and processes;
- 4.3 establish capacity to enable the university to resume its normal operations as soon as possible in the event of a disruption, and
- 4.4 ensure that the management of all business disruptions is accompanied by a proper communication plan.

5 Management of the Policy

- 5.1 The UMC oversees the management of this policy in all the relevant pursuits of the University, and is responsible to –
 - 5.1.1 ensure the integration of the business-continuity management system requirements into all of the university’s business processes;
 - 5.1.2 make available the necessary resources to implement a business-continuity management system;
 - 5.1.3 ensure that the business-continuity management system achieve its intended outcome(s);
 - 5.1.4 establish a management environment conducive to the continual improvement of business continuity;
 - 5.1.5 provide the tone to achieve active participation in the Business Continuity and Disaster Recovery Teams as established by the UMC in the business-process environments; and
 - 5.1.6 upon the advice of the BCC to the Vice-Chancellor, to declare a disaster and activate the disaster-recovery plan.
- 5.2 All business-process unites, line managers and employees are responsible for the management of the implementation of this policy and all employees are required to contribute in a pro-active way to the business-continuity management programme, as well as assisting with response and recovery actions following a crisis, emergency or disaster event.
- 5.3 Line managers must ensure –
 - 5.3.1 the adequacy and relevance of their respective management environments’ business continuity planning;
 - 5.3.2 the competencies of their key staff to implement plans; and
 - 5.3.3 ongoing awareness regarding the university’s business-continuity expectations.

6 Rules

- 6.1 The UMC may make rules consistent with this policy for the management and administration of the business continuity of the NWU.

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