

# BC/DR Shared Services Meeting

## December 20, 2005

1. The meeting started with a discussion about the NITC technology plan. NITC publishes a statewide technology plan (VERSION 1.0), written at a high – initiative level. The expectation is that sometime in late January, NITC will meet and entertain discussion to build VERSION 2.0 of the plan that includes more detail to make a more robust plan.
  - a. Business continuity, disaster recovery and continuity of operations are included as an item in the plan. This item appears to have captured a lot of attention.
2. NITC strategic initiative text related to security and business resumption.
  - a. This initiative will define and clarify policies, standards and guidelines, and responsibilities related to the security of the state’s information technology resources. Benefits include lower costs; by addressing security from an enterprise perspective, cost avoidance, and protecting the public trust.
3. Tech Panel/joint councils meeting this summer – five initiatives identified, one of which is disaster recovery
  - a. Improve disaster recovery and business continuity procedures for all public entities including homeland security preparedness.
4. The business continuity/disaster recovery shared services group
  - a. State government council identified shared service as one of the shared services initiatives.
5. NEMA/COOP/Homeland Security
  - a. Activity in both the disaster recovery and continuity of operations planning areas.
6. Agency initiatives
  - a. Some agencies have been and are working on disaster recovery and continuity of operations.
7. Would like by the end of the meeting today to have a list of suggested action items from the DRP/COOP shared services group to be brought forward to statewide technology plan
8. Questions/discussion
  - a. Where is DAS IT with regard to mainframe disaster recovery
    - i. Partnership with university to begin building mutually beneficial disaster recovery plans,
    - ii. U of n has server on second floor
    - iii. DAS IT is wrapping up RFP, will likely put storage at u of n – data will be mirrored at u of n
    - iv. Network presence and internet access “pipes” are in place
    - v. Email servers in process of being positioned at u of n
    - vi. Will probably address redundancy of processor next time we look at capacity
    - vii. On the radar screen is the ability to provide redundancy from Med Center, (ten miles down the road from SAC), very sketchy ideas about different location in state (west), a small bit of conversation about agreements with other states
  - b. What does the list need to look like
    - i. Are there things we can do to standardize documentation to a recovery plan
    - ii. Are there things we can do to standardize governance of a recovery effort
    - iii. NITC looking for statement in support of NITC strategic initiative statement (on whiteboard)
  - c. Where are the exit points of dependencies on other agencies
  - d. We might want to identify the activity of defining agency dependencies
  - e. Physical facility sharing
  - f. Discussion regarding procurement enterprise wide based on priorities of systems, business functions.
  - g. Discussion about DAS IT – Materiel Division procedure for expedited acquisition.
  - h. What about prioritizing procurement by agency/system.

- i. Might be a good idea to write a letter to big vendors – memorandum of agreement – to accept orders from certain people and deliver the next day.

Shared services group working list of action items

- 1) Adopt and promulgate NIMS/ICS.
- 2) Develop standardized agency disaster recovery plan format.
  - a) Identify dependencies (systems, data, communications) between agencies/divisions, especially re: DOC/IMS services.
  - b) Contact, “call list” info, responsible parties.... (Inter-organizational).
- 3) Identify/document appropriate infrastructure to facilitate swift recovery throughout state government – possibility of shared recovery sites, etc.
- 4) Identify possible expedited/coordinated procurement procedures for emergency response.

Foreshadow that as time goes by State Government council will provide priorities for applications systems. We need to build our work so that it is in support of the state government council priorities.

We need to have both governance and process.

How can we organize ourselves to be ready for the incident? Would it be better for us to develop a number of plans to deal with the incident and then be able to choose which plan fits the best in this situation?

Next meeting will be 90 minutes

**PLEASE NOTE: THE FOLLOWING TEXT WAS DEVELOPED AFTER THE MEETING BY STEVE HENDERSON AND DAVE BERKLAND.**

Final shared services group action items for statewide technology plan:

To ensure integration with State Emergency Operations Plan (SEOP) and respond to the restoration priorities as established by the State Government Council, the shared services group will:

- 1) Adopt and promulgate National Incident Management System (NIMS)/Incident Command System (ICS)
- 2) Develop a standardized agency disaster recovery plan format