

Business Continuity/Disaster Recovery Shared Services Group

September 6, 2006 Meeting Notes

Agenda

1. Review of respective disaster recovery (DR) plan assumptions and dependencies established by those agencies developing an agency disaster recovery plan

Prior to the meeting, the DR plan assumptions and dependencies from each of the agencies developing a DR plan were gathered into one document and distributed for review.

During the meeting, there was a consensus regarding the need to “mesh” assumptions and dependencies between agencies. It was agreed that a good place to start detail discussion was the CIO DR plan assumptions and dependencies.

After some discussion of the CIO DR plan assumptions and dependencies, it was agreed that each of the agencies developing a DR plan would generate text to map/mesh their agency plan assumptions and dependencies to the CIO plan assumptions and dependencies.

The results of the mapping/meshing would be discussed at the next meeting.

Scheduling of future meetings was the final item discussed during the meeting. It was agreed that the next meeting would be held in six weeks. The elapsed time would allow agencies to develop the text. Meetings would be scheduled every three weeks from that point on for a one-year period.