

BSU's Business Continuity Policy

(The excerpt from "The rule for monitoring the effectiveness of BSU management"

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Article 14. Business Continuity Policy and Business Continuity Plan of the University

1. The University's preparedness to meet its duty of delivering services to students and staff, even when faced with blocking circumstances, is delineated in its Business Continuity Policy.
2. Risk assessment of business processes and continuity policy guarantee the realisation of the university's mission, strategic development, and action plans; judicious allocation of university resources; establishment of a secure environment for study and work; prevention of detrimental factors impeding the university's goal attainment; enhancement of university management effectiveness; and promotion of sustainable development.
3. Within the framework of the university's risk management procedure, The university personnel is accountable for the following in addition to complying with the regulations set forth by Georgia law and university policies:
 - a) Rector and head of administration - concerning the establishment of a suitable regulatory framework to govern risk management and university administration during emergency situations;
 - b) Heads of structural units - with respect to risk identification and reporting; to execute the risk management recommendations, duties, and functions received;
 - g) Employed - regarding acquaintance with the risk management regulations of the university and engagement in the process.
4. Risk can be defined as the likelihood that an outcome will transpire that deviates from the customary course of action or expectation, thereby causing adverse consequences for the university. Risk assessment is the process of identifying potential hazards to the activities of the university that could have an adverse impact.
5. The degree of risk is ascertained through the probability of occurrence, which denotes the frequency with which a particular outcome transpires:
 - a) high risk - When there is substantial anticipation and likelihood that a particular outcome will transpire;
 - b) average risk - Despite the fact that a particular outcome is anticipated, it does not indicate a systemic issue or negative factor;
 - c) low risk - A particular outcome is improbable to transpire.
6. As outlined in this article, the business continuity policy of the university mandates that initial consideration and management be given to risks that have a high probability of occurring and having an impact that is significant, followed by risks that have a high probability but less significant impact, and so forth (definition and planning must adhere to this approach).
7. The management bodies (managing entities) of the university determine, based on the results of the risk assessment, which measures should be implemented to eliminate or mitigate the negative

impact of the identified threats. When choosing a response measure, it is advisable to evaluate the cost-benefit analysis of the implementation of the pertinent activity..

8. Risk assessment is conducted on an annual basis at the university, as required. The aforementioned procedure is directed by the university administration chief in conjunction with the rector of the institution (as per mutual agreement).
9. The rector of the university grants approval to the business continuity plan of the institution, following the advice of the chief of administration. The plan comprises risk management concerns pertaining to the university's strategic, operational, financial, and force majeure circumstances, in order to ensure the uninterrupted functioning of its structural units. Additionally, it comprises a schedule of risk prevention measures designed to mitigate losses and expedite the resumption of university operations and business processes.
10. With the aim of safeguarding the well-being of all individuals affiliated with BSU, including staff, students, and professional members, against both natural and man-made catastrophes that may occur on BSU property and in its buildings, the rector of BSU has authorised an emergency management plan. This plan has been developed in collaboration with the Emergency Situations Management Service of the Ministry of Internal Affairs. The aforementioned strategy delineates the scope of preventive and remedial actions to mitigate the repercussions of potential crises, as well as establishes deadlines, an organisational structure and implementation methodology, and executes emergency protocols to safeguard personnel, students, and material assets from detrimental influences.
11. The emergency headquarters, situated within BSU, functions as a coordinating and decision-making entity for efforts pertaining to emergency preparedness, response, restoration, and prevention. In accordance with the strategy, the Chief of Emergency Staff and his assistants coordinate response forces and assets.