

Approved: By Academic Council

The resolution -----

Procedure for business continuity processes of Shota Meskhia State Teaching University of Zugdidi

Article 1. General provisions

The rule of business continuity establishes the regulation of continuous operation of Shota Meskhia State Teaching University of Zugdidi (hereinafter "Teaching University") in unexpected or unusual circumstances .

Article 2. Planning of Business continuity processes

1. Planning of Business continuity processes provides for the implementation of a set of procedures, that ensures maximum mitigation of risk at the Teaching University and minimal impact on the potential event of a hindrance to the university.
2. Business continuity processes means maintaining operational continuity through reduced or limited infrastructural opportunities, or working in conditions where there is a relatively small amount of operating resources available to the Teaching University.

Article 3. The essence and definition of risk

1. The risk is the probability of the outcome that represents deviation from planned / expected results and negatively affects the objectives of the Teaching University.
2. The risk is defined by the combination of the following characteristics:
 - a) The probability of occurrence;
 - b) Influence (in case of occurrence).
3. The probability of occurrence is the possibility of a specific outcome, where the frequency of the outcome should be considered.
4. Influence is the effect of a concrete result that involves four elements:
 - A) time;
 - B) quality;
 - C) benefits;
 - D) human and other resources.
5. The combination of probability and influence of the occurrence determines and sorts the level of the specific risk according to the priorities of Teaching University. The risks which have high probability of occurrence are discussed and managed in the first place. The risks that have less probability and impact should come the next . The risks should be prioritized by the objectives and tasks of the university in order to avoid mistakes.

Article 4. Risk Management

1. Risk management is a united, continuous and developing process in which each employee of the university is participating in the scope of its competence.
2. The main task of risk management is to identify risks and to take retaliatory measures.
3. Risk management includes all risks related to the activities of the university in the past, present and future.
4. Risk management should be carried out permanently in accordance with the planning of business continuity processes. Risk management is:
 - A) Risk determination.
 - B) Risk evaluation.
 - C) Risk monitoring.
 - D) Taking the necessary measures for reducing a risk.

Article 5. Analysis of the Teaching University

1. The main stages of drawing up and developing the planning of business continuity processes of The Teaching University are:
 - a) Drawing up /approval the planning of business continuity processes. (the planning of business continuity process will be developed by the head of the administration and will be approved by the Representative Council in cooperation with the structural units.)
 - b) The head of the administration cooperates with the structural units in carrying out business processes.
2. The head of the administration is responsible for continuation of business processes.
3. Heads of structural units, as key employees, play a decisive role in developing the Teaching University.

Article 6. Evaluation of the risk environment

1. The risk assessment implies the determination of the basic parameters where its management and determination will be possible in an appropriate format .
2. The risk assessment includes:
 - a) Determining risk management content;
 - b) Define internal and external factors;
3. Determining risk management content means:
 - A) role of structural units of the Teaching University and their responsibilities in risk management;
 - b) Interconnection of concrete activities implemented at the Teaching University.
4. Defining internal and external factors means:
 - s) Internal factors:
 1. Organizational structure and functions.
 2. Possibility of The Teaching University in terms of resources and knowledge.
 3. University Strategy and Objectives

4 Legal Acts, Standards, Instructions and other guidelines approved by the Teaching university .

2. Form and volume of contractual relations and others.

B) External factors:

1. Economic, Social, Regulatory, Cultural, Financial, and other factors affecting the objectives of the Teaching University.
2. Organizations / individuals are interested in outside activities of the Teaching University.

Article 7. Risk criteria.

1. Risk criteria are:

- A) Operating.
- B) technological.
- C) financial.
- D) legal.
- E) social.
- F) strategic and reputable

Article 8. Risk assessment stages

1. Risk assessment is divided into three stages:

- A) risk identification;
- B) risk analysis;
- D) Measurement of risk.

Article 9. Quality Assessment of Risk Management Processes at Teaching University

Internal audit office carries out evaluation of the risk management quality processes and as well as monitoring of the planning of business continuity processes at the Teaching University .

Article 10 Improvement mechanisms

Internal Audit submits an evaluation of risk management processes, as well as the results of the monitoring / recommendations on the development of the business continuity plan processes to the rector for the purpose of planning improvement measures. Planning and execution of appropriate measures is regulated by the Rector's Legal Act.

Article 11. Final Provisions

Changes and amendments to the rule of business continuity processes are carried out by the the Representative Council



LEPL of Shota Meskhia State Teaching University of Zugdidi

Planning of Business continuity processes 2018-2024

2018

Article 1. Introduction

LEPL - Shota Meskhia State Teaching University of Zugdidi (hereinafter "Teaching University") is The planning of business continuity process plan of LEPL - Shota Meskhia Zugdidi State Teaching University (hereinafter "Teaching University") envisages the ceaseless work of the university in case of unexpected or unusual circumstances. The purpose of this document is to support the integration of procedures and processes, which provide maximum mitigation of risk at the Teaching University during the event of a hindrance .

The business continuity processes involves maintaining operational continuity through reduced or limited infrastructural capabilities , or working in conditions where there is a relatively small amount of operating resources available to the university.

Teaching University is obliged to provide students, faculty, staff and guests at any time to provide continuous service , including in case of significant or minor hindrances. The plan provides business – process restoration in crisis situations.The plan includes all technical and non-technical spheres of business of the university including communications, storage and restoration of data, software systems , network access, academic and other institutional processes and human resources.

The plan sets out a clear guide to restore all the usual business process that will allow the university to return to normal activities. The plan includes the necessary process for all structural units, which will enable them to minimize losses, to restore delayed administrative functions and to continue students, faculty and personnel services. The plan is dynamic - due to structural and technological changes, it is constantly subject to renewal.

Risk assessment								
Risks	The probability of error (high, medium, low)	Influence on university activity (high, medium, low)	Influence on students (High, medium, low)	Response measures and Control mechanisms	Delay period	Potential ways of improvement	Responsible service	Assessment
Operating								
Termination of utility services								
Electricity	Low	Medium	Medium	Annually check the electricity cables in the university area	1 Day		Material Resource Management Service	Internal audit
Heating	Low	Medium	Medium	every year checking of heating system	1 Day		Material Resource Management Service	Head of administration
Water								
Drinking	Low	Medium	Medium		1 Day		Material Resource Management Service	Head of administration
Technical	Low	Medium	Medium		1 Day		Material Resource Management Service	Head of administration
Conditioning	Low	Low	Low	Annually checking the air conditioning system	1 Day		Material Resource Management Service	Head of administration
Release personnel, quitting labor relations, to stop, unforeseen case								
Academic staff	Low	High	High	Academic encouragement, individual flexible	10 Day	Temporary replacement, announcement of	Department of Human Resources	Rector

				work schedule, comfortable working conditions		competition	Management, Dean of the Program	
Invited staff	Low	Medium	Medium		10 Day	Temporary replacement, vacancy announcement	Human Resource Management Division, Program Manager, Dean, Professional Development Office	Rector
Administrative staff	Low	High	High	Academic encouragement, promotion, comfortable working conditions, paid holidays	14 Day	Temporary replacement, announcement of competition	Head of administration of Department of Human Resources Management,	Rector, Head of administration
Support Staff	Low	Medium	Low	Academic encouragement, promotion, comfortable working conditions, paid holidays	10 Day	Temporary replacement, vacancy announcement	Head of administration of Department of Human Resources Management,	Rector, Head of administration
Loss / destruction of equipment, basic materials records, training and laboratory supplies								
Study-Administrative Building	Low	High	High	Checking in every 7 years	2 Day	Availability of training-administrative building	Head of administration of Department of Human	Rector, Head of administration

							Resources Management,	
Supporting buildings	Low	Medium	Medium	Annual checking	5 Day	Accessibility of supporting buildings	Head of administration Department of Human Resources Management,	Rector, Head of administration
Study Auditors	Low	Low	Medium	Weekly checking	1 Day	Availability of academic auditors	Material resources Management service	Dean, Head of administration
Computer labs	Low	High	High	Weekly checking	1 Day	Access to computer labs	Material resources Management service Head of the Laboratory	Dean, Head of administration
Library	Low	High	High	Monthly checking	1 Day	Access to the library	Head of Administration, Material Resources Management service, Head of the Library	Rector
Sectoral laboratories	Low	High	High	Monthly checking	3 Day	Availability of sectoral laboratories	Head of administration, Program manager	Dean, Head of administration
Archives	Low	High	Medium	Checking physical condition	3 Day	Restor	Archives	Head of administr

						ation		ation
Ongoing documentation	Low	High	High	Power Device Safety Equipment(UPS);	2 Day	Restoration / Preparing a new one	Chancellery	Head of administration
Technological								
Termination of Internet Services								
Internet service	Low	High	High		24 hour	Update	Head of the Laboratory,sales service	Head of administration
Lack of basic/ technical equipments								
Basic equipment	Low	High	High	Semester examination	1 week	Permanent monitoring and updating	Head of the Laboratory,	Head of administration
Technical support	Low	High	High	Ups, Air conditioning	1 კვირა	Permanent monitoring and updating	Head of the Laboratory,	Head of administration
The absence of basic software	Low	High	Medium	Updates, antivirus	1 კვირა	Permanent monitoring and updating	Head of the Laboratory,	Head of administration
Data availability / destruction	Low	High	High	Weekly update	1 კვირა	Permanent monitoring and updating	Chancellery, Head of the Laboratory,	Head of administration
Financial								
Lack of revenue								
Lack of entry taxes by students	Medium	High	Medium	Monitoring the payment process	1 თვე	Activate the curator system	Financial service, dean, programmer	Head of administration
Lack of grants / financing / projects	Medium	Medium	Low			Find additional resources	Rector, Academic Council	Rector
Administrative	Low	High	Medium	Strengthening	5 Day		Internal audit	Rector,

				control over the work done			office head of administration, Financial Service	Head of administration
Tax fines	Low	High	Medium	Consulting with the auditor	6mont		Internal Audit Office Financial Service	Head of administration
Costs for equipments and inventory replacement								
Office Inventory	Medium	High	Low	Permanent monitoring	1 week		Material Resource Management Service, Sales Service, Financial Service	Head of administration
Technical support	Medium	High	Medium	Permanent monitoring	1 week		Shopping service, financial service	Head of administration
Software	Medium	High	High	Permanent monitoring	1 week		Shopping service, financial service	Head of administration
Unforeseen expenses								
Unforeseen expenses	Medium	Medium	Medium					
Legal								
Acceptance of	Medium	Medium	Low					

legislation / existing system of financing								
Violation of agreements	Medium	Medium	Low					
Social								
	Medium	Medium	Medium	Constant study and control of the social condition of students	1 Term	Gradual payment of tuition fees, supporting social projects	Rector / Head of Administration / Faculty	
Social deterioration								
Strategic and reputable								
Decrease the number of students	Medium	High	Medium	PR-Implementation of activities, labor market research, updating with professional staff	1 Term		Quality Assurance Service Public Relations Office	Rector
Accreditation / authorization	Low	High	High	Bringing Educational programs in compliance with the working standards	1 year		Quality assurance service, Program Manager	Rector
Losing credibility	Low	High	High	Implementation of PR-activities,	6 months	Response actions, Open door days, implementation	Rector , Public Relations Office	Rector

						of PR-activities,		
Negative responses of media	Low	High	High	Regular contact with media	1 Day	Response actions	Public Relations Office	Rector