

DIRECTIVE ON BUSINESS CONTINUITY

February 13, 2018

A. OVERRIDING OBJECTIVE

1.1 This Directive establishes rules and processes to ensure that Business Continuity (BC) is undertaken by the Asian Infrastructure Investment Bank in a manner that ensures continuity of operations of the Bank, while ensuring the safety of Bank Personnel, as such term is defined in the Code of Conduct for Bank Personnel.

1.2 The exercise and interpretation of this Directive shall seek to give effect to this overriding objective.

B. GENERAL PRINCIPLES

2.1 The lives of Bank Personnel are of paramount importance during emergencies and business disruptions.

2.2 BC arrangements shall ensure that the Bank can stabilize, continue, resume or recover from disruptions in the most efficient and timely manner possible.

2.3 Ensuring the continuity of business and operational functions during times of business disruption or emergencies at the Bank is the shared responsibility, under the President, of all Vice Presidents, Department and Division Heads.

2.4 BC in the Bank shall be guided by the international standard ISO 22301 of 2012, and related standards.

C. DEFINITIONS

3.1 Definitions for BC terms at the Bank shall be guided by ISO 22301.

3.2 **Business Continuity.** The definition for BC in the Bank is “Capability of the Bank to continue delivery of services or operations at acceptable predefined levels following a disruption”.

3.3 **Business Unit.** A Vice-Presidency, Department or Division of the Bank, or discrete subcomponent thereof.

3.4 **BC Plans.** BC Plans (BCPs) shall be prepared for the Bank as a whole (known as AIIB BCP) and for each Business Unit individually (known as Business Unit BCPs).

D. RESPONSIBILITY FOR BUSINESS CONTINUITY

4.1 While an overall AIIB BCP shall be prepared for the Bank as a whole, each Business Unit is responsible to develop and maintain detailed Business Unit BCPs for their own function.

The AIIB BCP is a collation of the individual Business Unit BCPs, each of which shall be capable of implementation in isolation if the reason for the business disruption only affects a specific Business Unit. In the event of a disruption that affects the whole of the Bank, or multiple Business Units, the AIIB BCP shall be invoked.

4.2 In line with the provisions of ISO 22301, the general responsibility for BC of senior management, to include Members of the Executive Committee, Managing Directors and Directors General, of the Bank is:

- 4.2.1 ensuring that policies and objectives are established for BC and are compatible with the strategic direction of the organization;
- 4.2.2 ensuring the integration of BC requirements into the organization's business processes;
- 4.2.3 ensuring that the resources needed for BC are available;
- 4.2.4 communicating the importance of effective BC management and the need to conform to BC requirements;
- 4.2.5 ensuring that BC achieves its intended outcomes;
- 4.2.6 directing and supporting persons to contribute to the effectiveness of BC;
- 4.2.7 promoting continual improvement; and
- 4.2.8 supporting other relevant management roles to demonstrate their leadership and commitment as it applies to their areas of responsibility.

4.3 The Vice President and Chief Administrative Officer (the VP & CAO) shall be responsible for overarching coordination of BC in the Bank, for developing appropriate administrative guidance for BC, for coordinating the development of the overarching AIIB BCP, and for guiding the development of individual Business Unit BCPs. The VP & CAO shall delegate elements of this responsibility at their discretion and define such delegations in appropriate administrative guidance.

4.4 Heads of individual Business Units shall be responsible for developing and maintaining their own Business Unit BCPs and budgeting for any additional resources required to maintain BC within their functions. To support the effective implementation of Business Unit BCPs, heads of Business Units shall assign Bank Personnel within their Business Units that shall have primary responsibility for implementation. Bank Personnel assigned for this purpose shall make all reasonable efforts to fulfil their duties at, or away from, the headquarters of the Bank when the BCP is invoked.

4.5 In the event of invocation, all Bank Personnel shall adhere to the provisions of the AIIB BCP and their respective Business Unit BCP.

E. BUSINESS CONTINUITY METHODOLOGY

5.1 The VP & CAO shall adopt a BC methodology based on best practice and guided by ISO 22301, that shall be mandatory for implementation in the Bank. The methodology shall be specified by the VP & CAO in Administrative Guidance.

F. TIMING OF REVIEWS

6.1 Reviews of BC planning at the Business Unit level shall take place at any time that significant changes to the threat or hazard environment occur, or when business practices change. This shall be done under the authority of the head of the relevant Business Unit.

6.2 A complete review of the AIIB BCP shall take place, at least annually, at a time determined and coordinated by the VP & CAO.

G. INVOCATION AUTHORITY

7.1 Authority to invoke BCPs shall be as follows:

7.1.1 **AIIB BCP.** The President, or in their unavailability, the VP & CAO. The AIIB BCP shall only be invoked when the disruption is of such a nature as to affect more than one of the Business Units.

7.1.2 **Business Unit BCPs.** The head of the Business Unit affected shall invoke the Business Unit BCP. In the unavailability of the head, the succession list indicated in the Business Unit BCP shall be used to determine the next most senior person to invoke the BCP.

7.2 The head of a given Business Unit or the President, as the case may be, shall announce the end of the BC disruption and a return to normal operations. The head responsible for the invocation of an individual Business Unit BCP shall inform the Director General of the Facilities and Administrative Services Department, or their designate responsible for BC coordination, when the unit's BCP is invoked, and also when it has ended.

H. EXERCISING AND TESTING

8.1 The VP & CAO is responsible to schedule, plan and direct exercises and tests for BC, the results of which shall be made known to the President and senior management, and used to refine the AIIB BCP.

8.2 The VP & CAO shall schedule a BC exercise addressing the AIIB BCP, or specific elements of the BCP, every six months, and a test of the BCP annually.

I. SENSITIVITY OF BUSINESS CONTINUITY PLANS

9.1 BCPs are highly sensitive and shall be developed and maintained in accordance with the Bank's system for information classification and exercised and tested to the greatest reasonable extent in an unobtrusive manner.

J. IMPLEMENTATION

10.1 The VP & CAO shall oversee this Directive, and introduce any related Administrative Guidance, and ensure their efficient and accurate implementation.

K. AUTHORITY

11.1 The VP & CAO shall make all final decisions regarding the application of this Directive.
