



## NZ Society for Risk Management: AS/NZS 5050:2010 Business continuity – Managing disruption-related risk now published

Dear member,

A new standard AS/NZS 5050:2010 *Business continuity - Managing disruption-related risk* has been published by Standards New Zealand and Standards Australia. It is available at [www.standards.co.nz](http://www.standards.co.nz).

This standard applies AS/NZS ISO 31000:2009 (*"Risk Management - Principles and guidelines"*) to the management of disruption-related risk for the purposes of helping ensure continuity of 'the business' of organisations. By approaching the issue from a risk management perspective, the new standard ensures consideration of treatments which modify either the likelihood of disruptive events or the scale of those events as well as those that address disruptive consequences (and their likelihoods). It also helps ensure that the management of disruption-related risk is integrated into the rest of the organisation's risk management efforts.

Development of this standard benefitted significantly from the public comment phase in both New Zealand and Australia. The Society played a key role in its production (ref the Society's submission at [http://www.risksociety.org.nz/members\\_area/index.php?page=submissions](http://www.risksociety.org.nz/members_area/index.php?page=submissions)).

Regards  
David Dunsheath  
Secretary  
NZ Society for Risk Management  
P O Box 5890 (new), Wellington 6145, New Zealand  
[secretary@risksociety.org.nz](mailto:secretary@risksociety.org.nz)  
[www.risksociety.org.nz](http://www.risksociety.org.nz)



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\*\*\*\*\* END of notice template area \*\*\*\*\*

Your proposed email subject line text (for manual paste-in later) =

**NZSRM AS/NZS 5050 now published '*Business continuity – Managing disruption-related risk*'**

\*\*\*\*\* END of email specific information \*\*\*\*\*

### Template Guideline

#### Purpose

This simple, non-automated, self-documented template provides:

1. Convenient tool for use any member of MC to compose/edit a Society's broadcast email (body and subject line),
2. Format control to achieve a consistent, attention grabbing, stable format for the eventual email,
3. Simple copying process from Word file to email HTML format, ready for sending,

| Author    | Issue | Date      | Status  | Replaced  | Comment/reason                             |
|-----------|-------|-----------|---------|-----------|--|
| Dunsheath | 1.2   | 13 Jun 10 | adopted | Issue 1.1 | New PO Box & Exec/Admin Officer transition |

4. Suitable formatting to optimise appearance of email notice in 'plain text' format (as used by some corporate email systems).

### Steps for notice preparer:

1. Open a new document from the template and within the 'notice template area', compose the topic title line, comprising key words suitably ranked (most important to the left) to aid readers' subsequent topic retrieval & searching.
2. Below the 'END of notice template area', compose the 'Subject' line title similarly ranked, but without society name in full (to avoid forcing key words to the right).
3. Save the document with a file name similar to chosen Subject text.
4. Select suitable salutation for intended readership, e.g.
  - a) "Dear member" if the notice is intended for overall membership.
  - b) "Dear Member" if the notice is intended only for Individual members and/or Corporate Primary contacts,
  - c) "Dear Individual Member" if the notice relates to those members specific issues (e.g. voting),
  - d) "Dear Corporate member" if the notice is intended for both Corporate Primary & Other contacts.
5. Compose the body of the message, structured with attention-grabbing and call-for-action material at the top, for readers' single glance assimilation. Use subheadings to aid navigation and readability.
6. if pasting in material from elsewhere, avoid importing formatting 'styles' at same time. Otherwise highlight the pasted material and select 'Normal template' style to restore consistency. NOTE that paragraph before/after spacings are both set to zero. Paragraph separation is then created by insertion of blank line.
7. Aim for vertical length of notice (inclusive of eventual 'From', 'Send', 'To', 'Subject' and 'Attachment' rows) to be viewable on a typical screen window settings and never to exceed a single A4 page printout of resulting email, inclusive of the bottom banner. For larger document, create an attachment using the correct (different) template.
8. Test the end result by copying your notice into a trial email and send to self complete with any proposed attachment/s to provide more accurate vertical layout of the trial email.
9. Conduct appropriate checks of notice material and then pass the notice document to the email broadcaster with instructions on distribution and timing.

### Steps for email broadcaster:

1. Print a copy of received notice to check/adjust appearance and check for accurate information and spelling.
2. Check that all lines of the notice are set to the style called "Normal template" (= 10 point 'Trebuchet MS' font with zero settings for 'Before' and 'After' paragraph spacings) and variations thereof, including:
  - a) any text intended to be in bold and/or italics is set as such
  - b) title line is set to 14 Point, Bold and Centred horizontally
  - c) subtitles are set to 12 Point, Bold.
3. Highlight and Copy the whole notice from START to END of notice area.
4. Paste into a new (empty) email window.
5. Copy & paste the Subject text into the email Subject box.
6. Attach any proposed attachment/s in order to provide more accurate vertical layout of the trial email.
7. Test the end result by Sending to self.
  - a) upper logo to be correctly centred in the first line without blank line/s above,
  - b) all email and website addresses within the message are to be 'active' for the convenience of readers.

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8. Test the end result in Plain Text format by selecting 'Forward' or Reply and then selecting Format menu and tick 'Plain Text' option.
9. File the broadcast (word file and email) for later reference.

### Document change control

| Author    | Issue | Date      | Status/    | Replaced  | Comment/reason                              |
|-----------|-------|-----------|------------|-----------|---|
| Dunsheath | 1.0   | 3 May 10  | superseded | -         | New template for consistency & convenience  |
| Dunsheath | 1.1   | 19 May 10 | superseded | Issue 1.0 | Corrections from Peter Kingsbury's feedback |
| Dunsheath | 1.2   | 13 Jun 10 | adopted    | Issue 1.1 | New PO Box & Exec/Admin Officer transition  |

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