

University of Glasgow

Business Continuity Governance Board

Minute of meeting held on Monday 24 June 2019 in the PMR

Present: Selina Woolcott (HSW), Billy Howie (CoSS), Helen Harkness (CoSE), David Harty (E&CS), Jim Ford (E&CS), Diane Montgomery (IT)

In Attendance: Debbie Beales (Clerk), David Duncan (Convenor)

Apologies: Neil Bowering (CoSE), Liz Broe (Arts), Peter Haggarty (E&CS)

1. Minute from the last meeting

The Minute from the last meeting held on Friday 20 March 2019 was approved.

2. Update on BIA completion (verbal report SW)

SW informed the Board that over 90% of all BIA's are now complete. Outstanding BIA's will be captured following local College BC exercises over the coming months.

3. Testing of College plans (verbal report SW)

SW informed the Board that there will be a College BC exercise every quarter. The timetable is as follows:

- College of Arts – BC exercise has taken place and their College Plan will be shared with the other Colleges.
- MVLS – Selina Woolcott has met once with Paul Fairie to discuss the MVLS BC exercise that is scheduled to take place over the summer and has had ongoing correspondence.
- CoSE – BC exercise to take place at the end of 2019.
- CoSS – BC exercise to take place before October 2019

4. Review of College of Art Exercise (paper from Johanna Gimenez)

SW informed the Board that, due to the absence of Liz Broe from CoA today, this item will carry forward to the next meeting in September.

5. BC incident overview of Malware Outbreak, School of Computing Science (Papers from IPSC)

DM informed the Board that on 20 December 2018 a malware infection was detected within the School of Computing Science affecting around 200 computers. As a precautionary measure the decision was taken by Information Services to isolate the School's network from the rest of the campus. This meant that IS could work with the local IT team to tackle the issue without risking cross infection across the campus.

DM tabled an additional Paper from Information Services summarising the key issues identified from the incident as well as steps taken to address them. Contributing factors to the rapid spread of the infection included the absence of antivirus software on some file servers, inadequate patching and updating as well as the overuse of domain admin credentials.

From a business continuity perspective an issue raised was that both senior IT staff within the School were on annual leave at the time of the incident. This was due to the close proximity to the Christmas vacation. As a result of the incident there will be a revision of both the School and College contingency plans and risk registers.

6. Business Interruption Review by Zurich (verbal report SW)

SW informed the Board that Zurich are in the process of conducting a review into the impact of business interruption on income at the University. The focus is mainly on the Business School, School of Engineering, School of Political and Social Sciences and the Schools of Veterinary/Dental and Nursing. Paul Fairie from MVLS and Billy Howie from CoSS will be working with Zurich on local meetings regarding the review.

7. EP exercise feedback

The Board discussed the recent EP exercise and agreed that this event should continue to be held annually. Moving forward it was agreed that the following areas should be looked at to ensure that future exercises are relevant to all areas of the University:

- Topics (health and IT are possible future scenarios)
- Attendees (current list possibly not as relevant as it could be)
- Grouping of attendees (strategic rather than generic)

8. AOB

Jim Ford and David Harty raised the matter that BC involving infrastructures at Garscube are not as robust as they could be (water, electricity and gas). As a result, E&CS are currently reviewing the situation to ensure that University areas such as the Small Animal Hospital can continue to deliver effective services in the event of the loss of one or more of these utilities.

9. Date of Next Meeting

The meeting of the BCGB will take place at the end of September 2019.