



BCI ITALY FORUM – TERMS OF REFERENCE

This document details the Business Continuity Institute – BCI Italy Forum (hereafter known as ‘Forum’) Terms of Reference to be adopted within the Forum. It describes the formalised roles, responsibilities and interfaces, as well as the code of conduct of its board members.

Definitions

- **Business Continuity Institute (BCI):** Established as a not for profit organisation, it is the leading global professional body in the continuity and resilience field and aims at promoting a more resilient world. For further reference: www.thebci.org.
- **Business Continuity Institute Board (BCI Board):** It refers to the board of directors of the Institute as defined in the BCI Articles of Association and By-Laws.
- **Business Continuity Institute Central Office (BCI Central Office):** It refers to the main office of the Institute in Reading (United Kingdom) and its staff. For further reference:
 - Address: 10-11 Southview Park, Marsack Street, Caversham, Berkshire, RG4 5AF – United Kingdom;
 - E-mail: bci@thebci.org;
 - Telephone: +44 (0) 1189478215.
- **Business Continuity Institute Certified Members (BCI Certified Members):** It refers to members of the BCI who have obtained the status of:
 - CBCI - Certificate of the Business Continuity Institute;
 - DBCI - Diploma of the Business Continuity Institute;
 - AMBCI - Associate Member of the Business Continuity Institute;
 - MBCI - Member of the Business Continuity Institute;
 - AFBCI - Associate Fellow of the Business Continuity Institute;
 - FBCI - Fellow of the Business Continuity Institute;
 - Hon. FBCI - Honorary Fellow of the Business Continuity Institute.
- **Business Continuity Institute Non-Certified Members (BCI Non-Certified Members):** It refers to Affiliate Students of the BCI.
- **Business Continuity Institute Good Practice Guidelines (BCI GPGs):** It refers to the latest edition of the globally recognized guidelines for business continuity and resilience professionals issued by the BCI. For further reference: www.thebci.org/training-qualifications/good-practice-guidelines.html.
- **Business Continuity Institute Italy Forum (BCI Italy Forum):** It refers to the Italian community of continuity and resilience professionals who are *certified* or *non-certified members* of the BCI. It may include Italian members who are living and/or working abroad or foreign members of the Institute who are living and/or working in Italy. For further reference: www.thebci.org/group/italy.html.



- **Business Continuity Institute Italy Forum Leader (Forum Leader):** The Forum Leader is nominated by and has delegated authority from the BCI Board and the BCI Central Office to support the achievement of the Institute's strategic objectives in Italy.
- **Business Continuity Institute Italy Forum Deputy Leader (Deputy Forum Leader):** The Forum Deputy Leader is nominated by the BCI Italy Forum Board among its members and backs-up the Forum Leader when necessary.
- **Business Continuity Institute Italy Forum Board (Forum Board):** The Forum Board is composed by a minimum of three to a maximum of ten members nominated by the Forum Leader and supports her/him in the achievement of the Institute's strategic and business objectives in Italy.
- **ISO Standards:** ISO – International Organization for Standardization creates documents that provide requirements, specifications, guidelines or characteristics that can be used consistently to ensure that materials, products, processes and services are fit for their purpose. The two following Standards apply for continuity and resilience industry:
 - ISO 22301:2012 -- Societal security -- Business continuity management systems -- Requirements;
 - ISO 22316:2017 -- Security and resilience -- Organizational resilience -- Principles and attributes.

Scope/Strategy of the Forum

The aim of the Forum is to encourage best practice knowledge transfer in respect of continuity and resilience, with particular reference to the ISO standards and the BCI Good Practice Guidelines.

The geographical footprint covered by the Forum is the one given by the BCI, specifically Italy, although BCI members from other regions are not restricted from attending.

Objectives of the Forum

1. To be an extension of the BCI dedicated to the promotion of professional competency and personal development in the field of business continuity management and organizational resilience.
2. To promote networking with other business continuity management and organizational resilience professionals within their own community and across the industry globally.
3. To encourage and promote the opportunity to provide business continuity management and organizational resilience expertise and support to local communities.
4. To provide the opportunity and means to share knowledge and experiences across the profession and have access to such information available to benefit members locally and abroad.
5. To bring together the BCI Members with or interested in the practice of business continuity management and organizational resilience.
6. To stimulate the development of business continuity management and organizational resilience practices and better performance among professionals, organizations and others concerned.



7. To co-operate with other similar bodies particularly by organizing joint meetings and undertaking activities to promote the strategic objectives of the BCI.
8. To encourage members and others to undertake voluntary work for the BCI and to promote the BCI Membership among persons and organizations eligible for membership and corporate partnership.

Forum Structure and Characteristics

1. The Forum shall operate according to:
 - The policies determined by the BCI Board;
 - The recommendations provided by the BCI Central Office, and specifically by the BCI Head of Communities;
 - These Terms of Reference.
2. The Forum Board sets specific objectives on an annual basis to raise the profile of the BCI in Italy with a structured and organized approach.
3. The Forum Board may appoint local committees to assist with the implementation of the activities according to the objectives.
4. Any BCI Certified Member is eligible to serve as a Forum Board member or a local committee member. All these roles are exclusively voluntary, free of any type of remuneration and exempt from any type of expense reimbursement.
5. The Forum operates through:
 - The BCI Italy community page on the BCI website (www.thebci.org/group/italy.html);
 - The BCI Italy Forum LinkedIn group (www.linkedin.com/groups/8439188);
 - The BCI Italy Forum Twitter account (www.twitter.com/BCIItalyForum).

Roles and Responsibilities of the Forum Board

NAME AND LAST NAME	ROLE	E-MAIL ADDRESS
Gianna Detoni, FBCI	Leader	detoni@pantaray.eu
<ul style="list-style-type: none">▪ Representing the Forum with the BCI Board, the Central Office and any other party▪ Nominating the Forum Board Members▪ Representing the Forum at technical debates on continuity and resilience▪ Managing events programmes and relationships with BCI Communities Events Manager		
Alberto Mattia, MBCI	Deputy Leader	mattia@pantaray.eu

- Backing-up the Leader in representing the Forum when necessary
- Supporting organizations applying for BCI corporate partnership and promoting its benefit
- Facilitating the relationship between Forum sponsors and BCI Corporate Sales Managers
- Managing relationships with schools, universities and young professionals (under 30)
- Representing the Forum at technical debates on continuity and resilience

NAME AND LAST NAME	ROLE	E-MAIL ADDRESS
Francesco Bongiorno, CBCI	Board Member	bongiorno@pantaray.eu
<ul style="list-style-type: none"> ▪ Supporting organizations applying for BCI corporate partnership and promoting its benefit ▪ Facilitating the relationship between Forum sponsors and BCI Corporate Sales Managers ▪ Managing events programmes and relationships with BCI Communities Events Manager ▪ Managing the BCI Italy Forum Linkedin Group 		
Susanna Buson, MBCI	Board Member	susanna.buson@gmail.com
<ul style="list-style-type: none"> ▪ Supporting professionals applying for membership or upgrading their membership status ▪ Managing external relationships with other professional bodies or institutions ▪ Managing relationships with schools, universities and young professionals (under 30) ▪ Representing the Forum at technical debates on continuity and resilience 		
Alessandro Caillat, MBCI	Board Member	acaillat@worldbank.org
<ul style="list-style-type: none"> ▪ Managing the BCI Italy Forum Linkedin Group ▪ Representing the Forum at technical debates on continuity and resilience 		
Federica Maria Rita Livelli, CBCI	Board Member	fmrlivelli@gmail.com
<ul style="list-style-type: none"> ▪ Supporting organizations applying for BCI corporate partnership and promoting its benefit ▪ Facilitating the relationship between Forum sponsors and BCI Corporate Sales Managers ▪ Managing external relationships with other professional bodies or institutions ▪ Managing relationships with schools, universities and young professionals (under 30) 		
Ennio Mazzotti, MBCI	Board Member	ennio.mazzotti@generali.com
<ul style="list-style-type: none"> ▪ Managing external relationships with other professional bodies or institutions ▪ Representing the Forum at technical debates on continuity and resilience 		
Laura Zarrillo, MBCI	Board Member	laura.zarrillo.bci@gmail.com

<ul style="list-style-type: none"> ▪ Supporting professionals applying for membership or upgrading their membership status ▪ Managing external relationships with other professional bodies or institutions ▪ Managing relationships with schools, universities and young professionals (under 30) 		
Diego Fossati, AMBCI	Board Member	d.fossati@orbititaly.com
<ul style="list-style-type: none"> ▪ Managing external relationships with other professional bodies or institutions ▪ Representing the Forum at technical debates on continuity and resilience ▪ Managing relationships with schools, universities and young professionals (under 30) 		

Any eligible member wanting to be part of the Forum Board should let the Forum Leader known about her/his interest. If a position on the Forum Board exists, the Leader decides whether the applicant is suitable or not. The Forum Board supports the Leader in the decision-making process.

Code of Conduct for Forum Members and Attendees

1. Have a positive mental attitude, prepared to actively contribute to the Forum Board's objectives.
2. Support other Forum members and attendees, as well as the Forum Board, to ensure the Forum continues to promote the BCI in its aim.
3. Promote globally recognized best practices and international standards among the community, share the experience and raise the profile of the industry.
4. Facilitate networking opportunities with other continuity and resilience professionals.
5. Recommend stimulating/relevant topics, speakers and venues to the Forum board.

Code of Conduct for Forum Board Members

In addition to the behavioural guidelines mentioned above, the following rules apply to Forum Board Members:

1. Each member is expected to attend a minimum 75% of quarterly Forum Board meetings during the year.
2. Each member is expected to attend quarterly Forum Board meetings fully prepared and familiar with any documents that have been distributed in advance.
3. Each member is expected to fully contribute to quarterly Forum Board meeting discussions and debates.
4. Each member is expected to attend a minimum 80% of Forum meetings and the annual conference.
5. Each member is expected to commit to her/his specific objectives within the general framework set by the Forum Board.
6. Each member is expected to be proactive in the promotion of the BCI and its global and local activities.

7. Each member is expected to contribute to the growth of the BCI and the local Forum.

Forum Meetings and Conferences

1. The Forum Board commits to the organization of at least five Forum meetings and an annual conference each calendar year to:
 - Promote the activities of the BCI and its local forum;
 - Facilitate networking opportunities among Italian professionals;
 - Contribute to the development of the continuity and resilience culture across the country.
2. Meetings and conferences can take place at any location within the membership spread (Italy) and may be held jointly with other groups of similar interest. They are organized by the Forum Board, with the support of the BCI Central Office.
3. Meetings and conferences can be sponsored by eligible organizations, provided that all sponsorships are paid to the BCI Central Office (the BCI Italy Forum is not authorized to collect payment of any form) and sponsors do not get any preferential treatment or access to membership.
4. Forum meetings and conferences are open to everyone, but registration policies may vary depending on BCI membership or partnership status. Fees could be applied and, in that case, payments are collected by the BCI Central Office (the BCI Italy Forum is not authorized to collect payment of any form).
5. Speakers can be invited to attend as and when this will benefit the pre-agreed topics of the meeting or conference without any expected remuneration or expense reimbursement. They will not be allowed to actively promote their products or services, unless invited to do so for the benefit of members and/or attendees.

Review of the Terms of Reference

These Terms of Reference were edited by the BCI Italy Forum Board and approved by the Head of BCI Communities in January 2018. These Terms of Reference will be reviewed periodically, at least annually, or on a shorter basis if deemed necessary by the Head of BCI Communities or the Forum Leader.

A handwritten signature in black ink, reading 'Gianna Detoni'.

Gianna Detoni

BCI Italy Forum Leader

A handwritten signature in black ink, reading 'David West'.

David West

Head of BCI Communities