

## **FAQS: National BCM Programme**

### **1) What are the activities which Singapore Business Federation (SBF) will be performing?**

SBF has been appointed as the key organization to drive this national initiative. In this capacity, SBF seeks to:

- a) Raise the level of awareness on the importance of BCM to businesses
- b) Increase the supply of BCM specialists that can support our enterprises to become BCM ready
- c) Make BCM more accessible to the business community
- d) Support enterprises' efforts to become BCM certified through an incentive programme (funded by SPRING)

### **2) Why the need for BCM certification?**

At the national level, a BCM-ready private sector will contribute towards a good and efficient business infrastructure, thus enhancing Singapore's reputation as a Trusted Hub for reliable and quality service, as well as improving the nation's preparedness for crises. The government will adopt an outcome-driven approach, recognizing that there are various forms of BCM-readiness. Certification to a BCM standard is the most objective way of recognising BCM-readiness.

### **3) I understand that the government has the intention of making all its tenderers BCM certified. When will these criteria be implemented?**

During the National Security Seminar on 7 November 2008, Prof S Jayakumar, then-Deputy Prime Minister, mentioned that selected Government or public agencies will consider tenderers' level of BCM-readiness as part of the procurement process. He also mentioned that in the longer term, they will look at moving towards preferring suppliers of essential services which are BCM-ready during our procurements.

Source-Spring Singapore: [www.spring.gov.sg](http://www.spring.gov.sg) (Opening Address by Prof S Jayakumar at the National Security Seminar)

### **4) Is there a standard for BCM?**

Singapore Standard (SS540) in Business Continuity Management, was launched on 31 Oct 08. Previously it was known as Technical Reference 19:2005. After a two year trial, it has been converted into a Singapore Standard. As a national standard, it was developed after consensus at the national level was reached, taking into consideration the needs of Singapore's industries. For more details on SS540, please refer to the news release on SPRING's website at [www.spring.gov.sg](http://www.spring.gov.sg).

## 5) What are the equivalent BCM standards?

Any proposed equivalent BCM standard to SS540 will be assessed for suitability.

## 6) What is the expected key deliverable to demonstrate BCM readiness?

Third party certification to BCM standard (SS540:2008 or equivalent)

## 7) How much money will the Government provide in total? What accountability over disbursements of incentives will be established?

\$30mil will be available for companies to defray cost of improving their BCM-readiness. SBF will also be funded modestly to administer the programme and conduct BCM awareness & training programmes.

SPRING Singapore, who has been deeply involved in the development of this programme, with several government agencies, will drive the BCM programme for SME adoption with SBF.

## 8) What does the National BCM Capability Development Scheme Supportable Activities comprises of?

The supportable *components*\* under the Enterprise level projects and consortium level projects are as follows:

- a) Part of the Salary/Training of staff involved in the BCM project (for the duration of the project)
- b) Support for engagement of a 3rd Party Consulting Service to support the BCM project
- c) Relevant certification cost
- d) IT Hardware/Software needed to support the implementation of the BCM plan

*Terms and Conditions apply\**

## 9) How can my company apply for the funding?

Companies can apply for the funding support through 2 approaches depending on their category:

- a) Small and medium enterprises (SMEs\*) can get up to **50% subsidy** (**increased to 70% for 2009**, thereafter will depend on a case by case basis) to be certified in the Singapore Standard (SS540) in Business Continuity Management.

*\*( SPRING Singapore's definition of local SMEs: at least 30% shareholding is local, Fixed Assets worth less than 15 millions & staff less than 200 for non manufacturing companies)*

- b) Larger businesses forming consortiums with SMEs critical to their businesses can get up to **70% subsidy** to be certified.

***\*\* (Forming consortium with at least 2 local SME suppliers. For bigger consortium, the general guideline will be to have half the group comprises of SMEs.)***

**10) Can foreign owned companies (100% foreign ownership) apply for the grant?**

Foreign Companies registered in Singapore can apply by forming a consortium with at least two local SME suppliers

**11) It was stated in the brochure that IT hardware/software needed to implement BCM, how to clearly define what are the IT for BCM?**

The key deliverables of the funding will be to achieve BCM certification. The grant will cover the areas and IT infrastructure that are essential for companies to achieve the minimal requirement for BCM certification.

**12) What is the estimated cost of getting SS540 certification?**

There are no standard fees as every company is different in its operations and processes. The cost of the certification and consultation will depend very much on your business nature which includes its structure, processes, practices, etc. You may want to ask for quotations and proposal from the different consultancy firms.

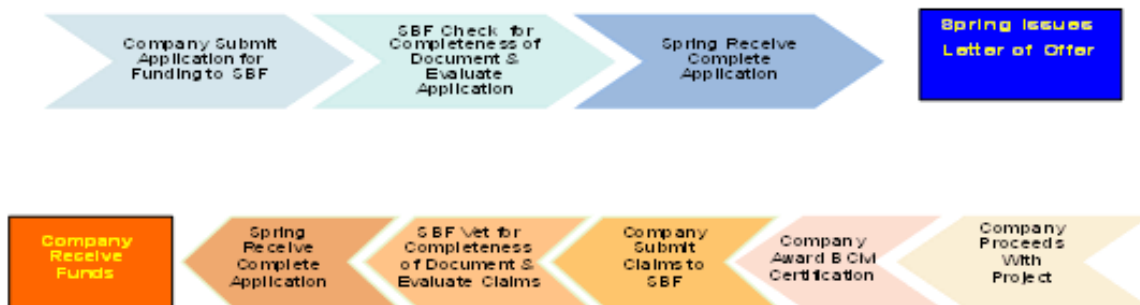
**13) What is the procedure and process for the funding application?**

The required documents from the applicant companies are as follows:

- a) Company Profile
- b) 3 years' of financial audited accounts
- c) A BCM project proposal
- d) Hardcopy of signed application form
- e) Quotations and proposals of essential equipments and services.

Below is the process upon receiving the full documentation from applicants:

## Processes & Procedures



**Financial Incentive for Becoming BCM Certified**

Singapore Business Federation