



## OVERVIEW: Supporting enterprises in disaster prone areas

### What is it?

It's a new approach for enterprises and their workers and their families to help build resilience in the face of natural disasters. It is composed of self-assessment, training and planning tools that have been designed for implementation through employer and business membership organisations ("EBMOs") and their networks.

### What's in it?

There are two parts to the DR Toolkit. The first is a package of low cost training products and easy to use enterprise planning level tools. These are accredited and certifiable ILO-developed tools. The second is a support structure for implementing EBMOs to sustainably support this programme of work.

### Are there different types of approaches for use?

Yes, the tools have been designed to be used in a flexible and adaptable way. The toolkit has an initial self-assessment, through which enterprises can use to identify their level of vulnerability. Specifically the toolkit will help participant enterprises develop a bespoke business continuity plan. Certification is granted following the successful and verifiable completion of training modules. In total, there are FOUR kinds of training packages: BASIC, STANDARD, ADVANCED and GROUP.

- The **SELF-ASSESSMENT Package** has been developed to enable users to undertake a rapid assessment of the preparedness and resilience to disasters and emergencies within their enterprise. This easy to use package is targeted at small enterprises with limited resources.
- The **STANDARD Package** allows enterprises to complete the training and become certified without attending a formal training. This easy to use training package is targeted at small to medium enterprises. A short guide will assist them in successfully navigating the training. *Successful users can become certified.*
- For the **ADVANCED package**, enterprises also complete the training and become certified without attending a formal training. However, this training is more robust and is geared at providing a deeper approach. An accompanying guide will assist these users navigate the training. *Successful users can become certified.*
- For the **GROUP package**, a different approach is used. A small group of enterprises will conduct the self-assessment (similar to the other two approaches) in advance of attending a short training of 60-90 minutes. This is the peer to peer approach and may be favoured by enterprises in a region with a high risk of disasters, or by like-minded or similar firms, or a cluster of enterprises. *Successful users can become certified.*

## How does certification work?

All users who have completed the training/planning module(s) - **STANDARD/ADVANCE/GROUP** – and have successfully developed a “Business Continuity Plan” for their business are eligible for certification. The **BASIC package** is for guidance only and therefore is ineligible for certification. The certificates will be awarded by the national implementing partner(s) - the EBMO, an external donor, and/or government for example, in collaboration with the ILO.

To receive certification, users must register their completed BCP with the implementing partner. This, once verified, will then be registered on the ILO’s public register of “BCP-ready” enterprises. This then allows firms to highlight and brand their enterprise as BCP ready.

## What are the benefits from certification?

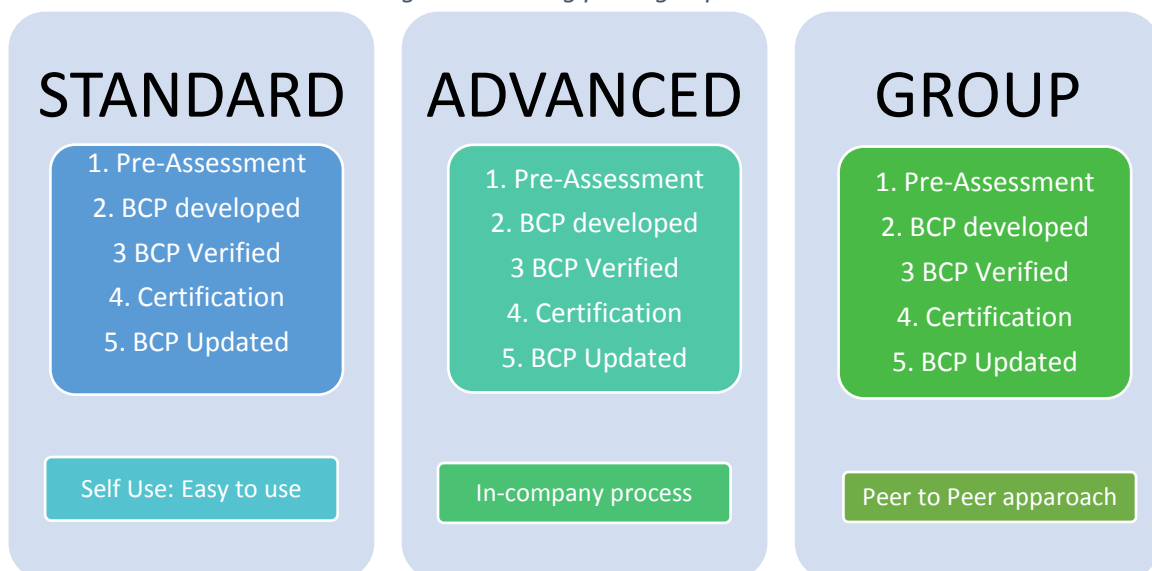
To be certified as a “BCP ready enterprise” will be of particular attraction to firms that have an interface with the public (e.g. hospitality sector, retail sector) or that want to provide increased certainty or confidence to major suppliers. National implementing partners will work closely with banking and insurance sectors to promote “BCP-Ready” status to these sectors to improve access and reduce costs.

## How do you maintain “certified status”?

To maintain a firm’s status as “BCP ready” an updated version of its BCP plans must be re-registered at least annually.

Enterprises are trained by BMOs, who then grant them certification (See figure 1).

Figure 1 training package options



## The Tool is structured as follows:

**STEP 1** Pre- training Phase (*Standard/Advanced/Group USERS*)

A self-assessment is carried out by the participating enterprise to assess how resilient the enterprise and its workers are and its level of vulnerability

### **STEP 2 BCP tool training** *(Standard/Advanced/Group USERS)*

- A. STANDARD:** participant enterprise complete the “8 SIMPLE STEPS training module” and develop a BCP plan for their enterprise online. There is no need to attend training in person.
- B. ADVANCED**  
Participant enterprise develop a BCP plan for their enterprise through internal processes and training (in-house approach)
- C. GROUP**
- Participants undertake the “8 SIMPLE STEPS training module” (about 90 minutes) with group of peer enterprises (usually 6-10 firms);
  - Individuals learn from each other’s experience as they go through the training;
  - The training is facilitated by a staff member from the EBMO;
  - The training group will remain as an informal BCP network (e.g. connected through a group (APP) for continued peer based learning and support

### **STEP 3 Review & Implement** *(Standard/Advanced/Group USERS)*

Participants operationalize their BCP based on the knowledge they gained through the training modules.

### **STEP 4 Verify & Certify** *(Standard/Advanced/Group USERS)*

- Participant enterprises register their completed BCP on Platform to verify that the BCP has been actioned.
- The enterprise can then apply and receive its CERTIFICATION

\*\*All users must register using a locally developed APP to attain certification (this enables a tracking system of use).

### **STEP 5 Maintain & Update** *(Standard/Advanced/Group USERS)*

Certified BCP holders are notified at least annually to update their BCP (simply) to maintain certified status on the ILO’s public register of “BCP-ready” enterprises.

## **How will the tools be implemented?**

The programme will be implemented through employers and business membership organizations (hereafter “EBMOs”) and other relevant stakeholders. The representative nature and functioning as a trusted network provides enormous potential for wider footprint.

## **How do EBMOs use it?**

A support package of handouts, information, guides and other resources is available to support implementing partner EBMOs. The resource package also includes a detailed guide to develop policy

priorities, and explains how to support enterprise members before, during and after disasters. The latter builds upon successful examples of BMOs supporting their members in other countries.

### **How to use the tools**

The toolkit has been designed in a way that enables the tools to be customized/adapted to national, regional and/or sector-specific contexts and circumstances (even to firm level specificities).

### **Who runs the programme?**

EBMOs can run the programme directly themselves but more likely will run it in partnership with other business member organizations/private sector organisations, workers organizations, government (local or otherwise) partners; or other stakeholders.

### **Who owns the material?**

The ILO is the sole owner of the tools and related material. An agreement that acknowledges ILO's ownership and the EBMOs' implementation role, must be signed before starting toolkit delivery.

The toolkit is located at the following on-line platform. <https://conflictdisaster.org/>

## List of Tools

### Enterprise level Tools, Guides, Checklists

- TOOL 1: Self-assessment
- TOOL 2: Business Continuity Planning (BCP) – STANDARD
- TOOL 3: Business Continuity Planning (BCP) – ADVANCED
- TOOL 4: Business Continuity Planning (BCP) in 8 steps

### Support material for implementing Employers and Business membership organizations (EBMO)

- FACTSHEET: Key Terminology
- FACTSHEET: Types of disasters
- FACTSHEET: What to do before, during, and after earthquakes
- FACTSHEET: What to do before, during, and after fires
- FACTSHEET: What to do before, during, and after storms
- FACTSHEET: What to do before, during, and after floods
- FACTSHEET: Why disaster risk reduction (DDR) is important for SMEs?

### Case Studies

- CASE STUDY: Role of Employers and business organization's (EBMOs) (New Zealand)
- CASE STUDY: Role of Employers and business organization's (EBMOs) (Myanmar)
- CASE STUDY: Enterprise level (Fiji)

### Policy support

- POLICY TOOL: Disaster Resilience policy position template
- POLICY TOOL: Disaster Resilience policy position example (Philippines)
- SURVEY TOOL: Assessing needs of private sector post a disaster

### Training Tools

- TRAINING TOOL: Travel sector (Happy Travel)
- TRAINING TOOL: Electronic sector (Electrica)