



Business Continuity Plan

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Contact Information: 17/18, N block, Gulberg II, Lahore – PAKISTAN.

Telephone: 042-35779030-1

Website: www.bargad.org.pk

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Organizational Profile

Bargad is a youth development organization actively working to promote peace, justice and cooperation amongst the youth¹ in Pakistan. The organization has focused on creating opportunities and amplifying the voices of the youth ever since its inception in 1997, leading to a vast network of around 3000 youth volunteers, known as the Bargad Volunteer Network (BVN) throughout the country.

Bargad's Vision:

Politically, socially and economically empowered youth and women, respect, protect and promote peace and harmony

Bargad's Mission:

1. Engage vulnerable youth and women in all diversity to their full potential through education, mentorship and innovative interventions designed to enhance their overall well-being.
2. To invest in youth-led and youth-centred ideas, to convene key stakeholders in the sector and advocate for systems and policy changes that meet youths' needs.
3. Engage youth to end violence against women.

Bargad has implemented more than 100 projects on youth training², youth mobilization and policy advocacy, including the provision of technical assistance to all the provincial governments of Pakistan, regions of Gilgit-Baltistan and the State of Azad Jammu Kashmir (AJK) for the formulation of their respective youth policies. These policies have been approved by the provincial governments of Punjab (2012), Khyber Pakhtunkhwa (2016) and Sindh (2018), resulting in governments' pledges to allocate 4% budget to sports and youth affairs, 15% on the women employment quota, implementation of the E-Rozgar programs, and on youth participation in the local governments, respectively. Bargad has also conducted Capacity Enhancement workshops on youth development with officials of the youth affairs departments of Punjab, Balochistan and Sindh.

Bargad has a youth network of 782 individuals, civil society organizations and government institutions, with Youth engagements with 76 Universities, 46 Colleges and 35 Higher Secondary Schools, 33 student societies in 84 Districts from 6 provinces and regions.

The organization has previously partnered with 26 membership based student organizations and 15 Youth Groups over Pakistan; producing the largest pool of researches and publications on various aspects of youth than any other civil society organization in Pakistan, while also pioneering a youth track of peace and diplomacy in the South Asian region.

The hallmark of the organization is that its core youth volunteers participate in all aspects of the projects - from action-planning to project execution, while also mapping in the course of its work; issues as well as challenges identified by the youth across the country³.

¹ Adolescents: 12-19; Youth age bracket in Pakistan: 15-29

² Since 2003, the organization has trained 7880 youth activists and young faculty only through training workshops and peer sessions in issues of social development.

³ The Youth in the mapping is part of the Youth Cohorts in the districts where Bargad has actively worked or is presently working.

1. Introduction:

The Business Continuity Plan (BCP) for the BARGAD Society of Human Resources (hereinafter referred to as “BARGAD”) outlines our approach to ensuring the continuation of critical daily operations during emergencies and disruptive events. This plan aims to minimize the impact of such events on our organization, staff, beneficiaries, and other stakeholders. To ensure the effectiveness of the BCP, regular testing and updates will be carried out, along with the existing annual comprehensive testing process.

2. Objectives:

The primary objectives of our Business Continuity Plan are as follows:

- a) Safeguard the safety and well-being of staff, volunteers, beneficiaries, and other stakeholders.
- b) Maintain essential programs and services during an emergency or crisis.
- c) Minimize financial losses and potential disruptions in mission-driven activities.
- d) Facilitate efficient communication and coordination between project teams and external project partners.
- e) Ensure a swift return to normal operations after an emergency event.

3. Business Impact Analysis (BIA):

An annual Business Impact Analysis will be conducted to identify critical functions and prioritize resource utilization. The analysis will assess potential risks and their impact on various program and support functions and allocate resources according to determine the recovery time for each critical process.

4. Emergency Response Team (ERT):

An Emergency Response Team will be designated to lead the response efforts during an emergency or crisis. The team will comprise key personnel from different departments or program areas, ensuring a multidisciplinary approach to addressing the situation.

5. Communication Protocol:

Open lines of communication among staff, volunteers, beneficiaries, donors, project partners, relevant authorities, and media outlets will be established during emergencies to reduce and minimize the associated risks.

6. Remote Work and Alternate Arrangements:

Remote work arrangements will be prioritized in an emergency that makes the primary office inaccessible. In cases where remote work is not possible, alternate work arrangements or relocation to backup facilities will be made available to ensure the continuity of essential operations.

7. Data Backup and IT Contingency:

Critical data, including beneficiary information and financial records, will be regularly backed up and securely stored at off-site locations. IT contingency plans will be implemented to ensure continuous access to essential technology resources during an emergency.

8. Donor and Funding Management:

Communication with donors and funding sources will be maintained regularly during emergencies. This will ensure transparency, provide regular updates, and address any potential concerns related to the continuity of programs.

9. Testing and Training:

An annual testing and training schedule will be established to simulate various emergency scenarios. These exercises will evaluate the effectiveness of the BCP, identify areas for improvement, and provide valuable training to staff and volunteers in their roles during emergencies.

10. Plan Maintenance and Updates:

The Business Continuity Plan will be reviewed and updated at least once a year or as needed/if required due to changes in our operations, programs, or external factors. Regular maintenance will help keep the plan relevant and effective.

11. Plan Activation and Invocation:

In an emergency, the Emergency Response Team will assess the situation and determine whether to activate the Business Continuity Plan. Once invoked, the plan's implementation will follow the defined protocols and procedures.

12. Plan Distribution and Accessibility:

Copies of the Business Continuity Plan will be distributed to all staff, volunteers, and key stakeholders. It will also be made accessible through our organization's internal resources and platforms.

Conclusion:

BARGAD is committed to ensuring the continuity of our mission-driven activities during emergencies while safeguarding the well-being of our staff, beneficiaries, and other stakeholders. Through regular testing and updates in our Business Continuity Plan, we will be prepared to address any challenges.