Attendees: Gayle Gorrill (Chair), Kristi Simpson, Kane Kilbey, Andrew Coward, Keith Cascon (for Tom Downie), Behram Dadachanji, Don Barnhardt, Sarah Blackstone, Jim Dunsdon, Rachael Scarth, Paul Stokes, Murray Griffith, Ron Proulx, Ben McAllister, Daphne Donaldson, Andy Mavretic, Maureen McDonald, Bill Trott (for Julia Eastman), Rhonda Ljunggren (recorder)

Regrets: Behram Dadachanji, Bruce Kilpatrick

1. Approval of Agenda

The meeting agenda was approved as circulated, with the addition of:

1) Emergency Planning Update (D. Donaldson)
2) ShellShock Risk Update (P. Stokes)

2. Chair’s Remarks

See under Business Arising - Business Continuity Management below.

3. Adoption of minutes of the meeting held October 31st, 2013

The minutes of the meeting held May 22nd, 2014 were approved as circulated.

4. Business Arising:

- Business Continuity Management (B. McAllister):

Ms. Gorrill commented on the updated Audit Plan and the inclusion of business continuity planning and the ability to have our systems and processes up and running again quickly in the event of a disruption. UVic currently has duplicate production capacity at TRU and backup data storage for payroll. Audit’s involvement will be looking at what else is needed institutionally for a quick recovery.

Mr. McAllister reported that at the departmental level, most departments are completing their business continuity plans (BCP). He will be sending out reminders to update plans in a couple of weeks.
Some changes to the current plan framework include:

- Request for more comprehensive information regarding business functions;
- Identification of potential strategies to ensure the continuity of operations;
- Basic questions regarding academic programs;
- Inclusion of optional one-up sign off; and
- Future possibility of including research-related considerations.

Committee discussion centered around the role of the Deans in completing departmental plans, the capacity of the BCP for optional one-up approval, the possible inclusion of a BCP agenda item for Deans’ Council, and a high level memo to PAC.

- **Cyber Liability Review (B. McAllister):**

Further evaluation since the last RMSC meeting has led to the conclusion that it currently does not make sense to purchase cyber liability insurance.

In brief, cyber liability coverage provides coverage in multiple areas:

- Liability (i.e., Class Action)
- Regulatory fines – fines levied by the Privacy Commissioner
- Event management – hiring PR and Communications firms, printing/mailing costs, etc.
- Credit monitoring
- Business interruption (loss of profit from computer system downtime)
- Extortion – threats to systems.

The primary areas of concern for UVic are liability claims and credit monitoring. Based on evaluation of existing coverage, we know that:

- CURIE provides liability coverage (but not credit monitoring)
- Universities are presently requesting this coverage to be included in CURIE coverage – so there is the possibility of coverage being included in the next few years.

With current limits available and premiums as well as factoring deductibles, it does not currently make financial sense to purchase this coverage.

Moving forward, UVic will continue to work with CURIE on the inclusion of this coverage and will also re-evaluate annually if the insurance market changes enough to make purchase of this coverage financially viable.

5. **New Business**

5.1. **Risk Register Review – Medium Risks (A. Coward)**

Mr. Coward reminded the committee that it goes over the background documentation associated with each risk annually at the April meeting. At the October meeting, the committee reviews the very high and high strategic risks. Mr. Coward proceeded to review these risks, including likelihood and impact ratings, and trends.
5.2 Rental Vehicles (B. McAllister)

Mr. McAllister reminded the committee that when renting a vehicle staff and faculty should always have insurance in place for the rental vehicle, either through using the UVic AMEX corporate card, purchase of coverage from the rental agency, or arranging coverage directly through Mr. McAllister.

This information is currently on the Risk & Insurance website, but when the new website goes live, there will be more comprehensive information and other vehicle-related issues.

5.3 Emergency Planning Update (D. Donaldson)

Ms. Donaldson updated the committee on recent emergency planning issues and events, including:

- Gas leak in July during construction of the new bus loop
- ShakeOut Drill in October
- Executive exercise

Committee discussion included the possibility of including Deans in an emergency exercise/training, and the rotating of EOC terms to increase bench strength.

5.4 ShellShock Update (P. Stokes)

Mr. Stokes updated the committee on the recent ShellShock zero day threat. This bug has been around for 20 years, and can be remotely commanded to take over a server and launch programs. UVic instituted a systems shutdown in response to this threat, and was back up and running the following day after applying the appropriate patch to the systems.

6. Reports

6.1 Due Diligence Reports

The due diligence report from FMGT was received for information. Mr. Proulx noted under elevating device safety that all non-conforming elevators have been identified and corrected. There are two left to be addressed, but these are in ancillary spaces.

There being no further discussion, the meeting was adjourned at 4:20 pm.

Next meeting: April 20th, 2015 - ASB Boardroom 120, 3:00 – 4:30 pm