



MIS
APO PRODUCTION UNIT, INC.

DATA RECOVERY MANAGEMENT PROJECT

BRIEFER

In 2022, the MIS Division conducted a Risk Assessment of our existing APO network. One of the items identified in our Risk Register (as per attached document) is the danger and consequence of "Data Loss" in cases of natural disasters and unexpected physical attacks.

To counter this threat, it was proposed in the report that a Data Recovery Plan (DRP) should be put in place. The DRP provides a structured approach for responding to these unplanned incidents that potentially threatens the APO IT infrastructure which includes computer hardware, software, network and information. Implementing a DRP for APO is one way of protecting APO's investment in its technology infrastructure and its ability to continue conducting business during these events.

Implementation of APO's Disaster Recovery Site is already included in our 2024 budget.

CORPORATE PLANNING DEPT.
APO Production Unit Inc.
RECEIVED
Date: 2/1/24 Time: 4:26 pm

Risk Register

| Organizational Objective at risk, (example: Breakthrough Goal): To provide a standard data recovery procedure in business continuity plan. | | | | | | |
|--|--|---|--|--|----------------------|-----------------|
| Risk Identification | | | Risk Analysis | | | Risk Evaluation |
| UNIQUE NUMBER | RISK NAME | RISK DESCRIPTION | A – RISK LIKELIHOOD | | B - RISK CONSEQUENCE | |
| | | | 5 – Almost Certain/Constant 4 – Likely/Often 3 – Possible/Sometimes 2 – Unlikely/Occasionally 1 – Very Unexpected/Rare | 5 – Severe/Catastrophic 4 – Major 3 – Moderate 2 – Minor 1 – Insignificant | RISK RATING | RISK ACCEPTANCE |
| | | | | | (A+B) /2 | UTA |
| MIS22-05 | Data recovery failure | Loss of all organization data and not giving us an option to recover and continue operation | 4 | 5 | 4.5 | U |
| CAUSE: | Natural Disaster, Unexpected physical attack | | | | | |
| EFFECT: | Loss of all organization data and not giving us an option to recover and continue operation. Financial losses. | | | | | |
| RISK OWNER: | MIS Division | | | | | |
| TREATMENT TEAM MEMBERS: | MIS, Procurement team | | | | | |
| CURRENT CONTROLS | Use in-house backup system | | | | | |
| RESPONSE ASPECTS PLANNED (may be some aspects of one or more) | | | | | | |
| TOLERATE: | | | | | | |
| TRANSFER: | | | | | | |
| TREAT: | Subscribe for ISP Data Recovery Plan located at least 50km from Organization. | | | | | |
| TERMINATE: | | | | | | |
| SCHEDULE OF ACTIVITIES (including timing) | | | | | | |
| Seek for a reliable site for data backup/recovery | | | | | | |
| Evaluate providers to present their solutions. Timeline within this year | | | | | | |
| REQUIRED RESOURCES | | | | | | |
| PERSONNEL RESOURCES: | DPA Consultant | | | | | |
| FINANCIAL RESOURCES: | With approved COB | | | | | |
| PHYSICAL RESOURCES: | Data Center outside office | | | | | |
| OTHER: | | | | | | |