

Work/ Business Continuity Policy

Document Information:

This is a translation of the Official Arabic version. In case of any Discrepancies, the Arabic version shall prevail.

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1. Purpose

This policy aims to ensure the University's commitment to establishing a work continuity plan based on international standards and practices, consistent with its strategic direction. This is achieved by planning, implementing, and monitoring work continuity at the University during exceptional situations to respond to emergencies or disasters, mitigate their impact, and manage recovery to ensure the continuity of the University's vital activities.

2. Scope

The provisions of this policy apply to all affiliates of the University and the units within it.

3. Definitions

In the application of the provisions of this policy, the following words and phrases shall have the meanings assigned to them below, unless the context requires otherwise.

Term	Definition
The University	Qatar University
The President	The President of Qatar University
The Competent Body	Institutional Risk Management Department
University Members/affiliates	Faculty members, administrators, researchers, employees, workers, students, and others covered by the University's systems and regulations, as applicable.

Sector	The Research and Innovation Sector, the Health and Medical Sciences Sector, the Administrative and Financial Affairs Sector, the Student Affairs Sector, the Academic Affairs Sector, and the Strategy and Institutional Effectiveness Sector.
Work/Business Continuity	The capability of Qatar University to continue its vital activities within an acceptable timeframe and at a defined capacity during a disruption.
Work Continuity Plan	A documented set of procedures and information developed, compiled, and maintained in readiness for use during incidents, emergencies, and natural disasters to enable Qatar University to continue providing its vital activities at an acceptable and predefined level, and to establish a recovery plan from such events.
Vital Activities	Activities identified through a business impact analysis to support the processes and/or services that enable Qatar University to achieve its immediate and essential objectives.
Work Impact Analysis	The process of determining the impact of a disruption to the University's operations.
Testing and Exercises	A planned drill to assess Qatar University's ability to manage a specific disaster and to provide an opportunity to improve future responses and enhance participants' capabilities in the exercise.
Exceptional Situations	Any unusual event, resulting from natural disasters or other causes, that endangers the health, safety, and resources of Qatar University, is widespread and in an abnormal state, making it difficult to take standard procedures.

Risks	The potential for threats or opportunities arising from an event (or series of events) that can negatively or positively affect the achievement of Qatar University's objectives.
Risk Assessment	The overall process of identifying, analyzing, evaluating, and treating risks related to business continuity.
Risk Management Process	The systematic application of the University's management policies, procedures, and practices to the activities of communicating, consulting, establishing the context, and identifying, analyzing, evaluating, treating, monitoring, and reviewing risk.
Risk Mitigation Champion	An employee nominated by the respective Vice President to coordinate risk activities and to promote and embed a risk management culture within the sector or unit.
Task Forces	Teams nominated by the respective Vice President to facilitate the implementation of the work continuity plan in coordination with the competent body.

4. Policy Provisions

Article (1)

The University, through its Executive Management Committee, shall develop a work continuity plan. The Committee may invite whomever it deems appropriate to attend its meetings.

Article (2)

The governance of work continuity shall consist of the President, Vice Presidents, Risk



Mitigation Champions, and Task Forces, and any member or administrative body whose presence is required.

Article (3)

The regulations and procedures for work continuity define the basic requirements necessary to maintain the safety of lives, facilities, and infrastructure, and to ensure response, recovery, and restoration of identified critical operations and supporting processes during a disruption. These are based on national guiding principles and applicable international standards.

Article (4)

The work continuity plan must include, but is not limited to, the following operations:

1. Raising awareness of the work continuity plan at the University.
2. Conducting a work impact analysis.
3. Assessing risks related to work continuity.
4. Developing a work continuity strategy and overseeing its implementation.
5. Overseeing the implementation of recovery plans when exceptional situations occur.
6. Conducting tests and simulation exercises for exceptional situations to evaluate the effectiveness of the work continuity plan.
7. Issuing periodic reports and obtaining feedback for continuous improvement purposes.

Article (5)

The competent body is primarily responsible for implementing the risk management process and shall coordinate with sectors or units to implement recovery strategies for vital services and activities, and to assess risks periodically.

Article (6)

Risk Mitigation Champions shall act as a point of contact between the competent body and the various sectors at the University regarding the implementation of the risk management process and the promotion and embedding of a risk management culture within the sector or unit. The task forces shall assist in this process.

Article (7)

All competent bodies, each within its jurisdiction, shall implement what is stated in this policy, and anything that contradicts its content is hereby repealed.