

CENTRAL FUND FOR INFLUENZA ACTION
PROGRAMME¹ QUARTERLY PROGRESS UPDATE

as of 31 of December 2010

Participating UN or Non-UN Organization:	ILO	UNCAPAHI Objective(s) covered:	Objective 3: Human Health Objective 5: Communication: Public Information and Supporting Behaviour Change Objective 6: Continuity under Pandemic Conditions		
Implementing Partner(s):	ILO				
Programme Number:	CFIA-A18				
Programme Title:	Business Continuity in times of Pandemic – Protecting workers and businesses through preparedness measures				
Total Approved Programme Budget:	US\$ 127,421				
Location:	Jakarta				
MC Approval Date:	21 April 2010				
Programme Duration:	12 months	Starting Date:	02 May 2010	Completion Date:	03 May 2011
Funds Committed:	US\$ 72,410.21			Percentage of Approved:	56.83%
Funds Disbursed:	US\$ 67,579.78			Percentage of Approved:	53,04%
Expected Programme Duration:	9 months	Forecast Final Date:	23 March 2011	Delay (Months):	-

Outcomes:	Achievements/Results:	Percentage of planned:
1. Development of a training manual on Business Continuity Planning	A two-day workshop to test the manual on Business Continuity Planning was conducted on 27-28 October 2010 in collaboration with one enterprise in Tangerang City (Industrial Area). This workshop aimed to test the applicability of	100 %

¹ The term “programme” is used for projects, programmes and joint programmes.

	<p>the training manual and the working papers provided.</p> <p>In general, the manual proved its applicability for enterprises. The workshop also offered valuable inputs to refine the manual, especially with regard to the working papers.</p> <p>A set of guidelines on Business Continuity Planning was finalized after incorporating the inputs gathered from the workshop. The manual is meant to be used as a support tool for two-day workshops. It presents a framework for developing BCP consisting of seven steps. It contains 8 (eight) modules which allow participants to work directly, in a participatory and practical-oriented way, on the working papers provided.</p>	
2. TOT training on Business Continuity Planning at provincial level	<p>A two-day training workshop was organized with the aim to introduce and train participants on a framework to develop business continuity plans using a risk-management approach.</p> <p>During the reporting period, two training workshops were held: one workshop targeted enterprises from the manufacturing sector, and the other one targeted the tourism sector. In total, 61 participants fully attended these two events. Each participating enterprise was represented by three managerial level participants from the HR/GA/HSE, production, and finance units. This allowed the training to run smoothly. Participants were actively involved in the training and indicated that the workshop had been beneficial to them, having provided them with knowledge and practical tools to develop a business continuity plan. The participants' background knowledge and their common interest in the subject enabled the project to produce a draft of the BCP framework. This framework will be used as a starting point that will be further developed by their enterprises.</p>	40%
3. Monitoring and follow-up action from TOT training workshops	<p>As follow-up on the training, the project offers assistance to participating enterprises to further finalize their continuity plans. The offer includes the following:</p> <ul style="list-style-type: none"> • meeting at enterprise level to review the draft of the plan or, if needed, to conduct a tabletop exercise (with specific requirements); 	25%

	<ul style="list-style-type: none"> provision of a resource person and materials to conduct a BCP training for the enterprise's supply-distribution chain. This enables the project to widen its outreach, notably to SMEs. 	
4. Model business continuity plan for specific sectors	Both training workshops in Tangerang and Bali have provided the project with a model of BCP for the manufacturing and tourism sectors. It is expected that these models will be refined and completed during follow-up action at enterprise level.	25%
5. Engagement with stakeholders and national activities relating to Influenza Pandemic Preparedness	Assistance was given to the Government of Indonesia in conducting a national Assessment on Pandemic Preparedness Response (supported by ASEAN Secretariat/ASEAN Technical Working Group on Pandemic Preparedness and Response), specifically in the areas of business/operation continuity planning.	100%
Qualitative achievements against outcomes and results:		
<p>It has been challenging to promote the BCP specific for influenza pandemic, as required by the project document, especially after the status of pandemic influenza phase 6 has been lifted. Therefore the project has revised its strategy to highlight the applicability of business continuity planning not only to specific influenza pandemic situations, but also to multi-hazard contexts.</p> <p>The project continues to engage with other stakeholders and to actively involve and provide its assistance, in the area of business continuity planning. These activities give an opportunity to promote the importance of business continuity and multi-sector preparedness to prepare for and respond to future disasters or communicable disease outbreaks.</p>		