

Our Ref : 031/1/2
Tel (DID) : 6279 1804
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9 June 2008

Chairman
The American Chamber of Commerce in Singapore
1 Scotts Road
#23-03/04 Shaw Centre
Singapore 228208

Dear Sir/Madam

SINGAPORE STANDARDS FOR PUBLIC COMMENT

We wish to invite your comments on:

Singapore Standards	Closing date for comments
Establishment of Singapore Standard for Business Continuity Management (BCM)	7 August 2008

Your comments will be taken into consideration before the standard is finalised. We urge you to take this opportunity to participate in our standardisation programme which serves the needs of industry and consumers.

Details of the Singapore Standard for public comment can be found in the attached notice and at the SPRING Singapore website at: http://www.spring.gov.sg/public_comments.

As this information would be useful for your organisation, the attached notice could be included in your newsletter. If you require a soft copy of the notice, please do not hesitate to contact me at Tel: 62791804 or Email: kay_chua@spring.gov.sg.

Thank you.

Yours faithfully



KAY CHUA (MRS)
SENIOR ADMINISTRATIVE EXECUTIVE
for HEAD (STANDARDISATION DEPARTMENT)
STANDARDISATION DIVISION

Enc.

Ref: PC-060608

SPRING SINGAPORE CALLS FOR PUBLIC COMMENTS ON SINGAPORE STANDARDS – 6 JUNE 2008

Singapore Standards are established based on an open system which is also in accordance with the World Trade Organisation requirements. SPRING Singapore is inviting public comments for the following draft Singapore Standard on business continuity management.

Singapore Standard for Business Continuity Management (BCM) (Revision of TR 19 : 2005) (S\$6.00 per copy)

This Singapore Standard specifies the requirements for organisations intending to build competence, capacity, resilience and readiness to respond to and recover from events which threaten to disrupt normal business operations and activities. It stipulates the requirements to attain and maintain readiness to deal with risks and risk events faced by organisations due to the nature of their businesses, external environment or regulatory requirements.

The BCM requirements focus on the desired results and not the means for achieving those results, nor the effort required to gain management support or endorsement of the programme.

Copies of the drafts are available for reference/sale at:

SNP Corporation Ltd
1 Kim Seng Promenade #18-01
Great World City East Tower
Singapore 237994

Customer Service Hotline: (65) 6826 9691
Fax: (65) 6820 3341
Email: singaporestandardseshop@snpcorp.com
Contact person: Mr Rahman Daud

Operating Hours:
Mon to Fri: 9.30am to 6.00pm
Closed on Saturdays, Sundays and Public Holidays

The closing date for comments is **7 August 2008**. The public can send their comments on-line through http://www.spring.gov.sg/public_comments or by post or fax (65) 6278 6990 to:

Head
Standardisation Department
SPRING Singapore
5th Level Podium Block
2 Bukit Merah Central
Singapore 159835

For more information on the standards, please contact Mrs Kay Chua, Senior Administrative Executive at Tel: (65) 6279 1804, Email: kay_chua@spring.gov.sg or Fax: (65) 6278 6990.

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Frequently asked questions about public comment on Singapore Standards:

1. What is public comment?

Singapore Standards are established based on an open system which is also in accordance with the World Trade Organisation requirements. These documents are issued as part of a consultation process before any standards are introduced or reviewed. This important stage in the development of Singapore Standards is the Public Comment period. This mechanism helps industry, companies and other stakeholders be aware of forthcoming changes to Singapore Standards and provide them with an opportunity to influence, before their publication, the standards that have been developed by their industry and for their industry.

2. How does public comment benefit me?

The benefits are:

- It ensures that your views are considered and gives you the opportunity to influence the content of the standards in your area of expertise and in your industry;
- It enables you to be familiar with the content of the standards before they are published and you stand to gain a competitive advantage with this prior knowledge of the standards.

3. Why do I have to pay for the draft?

The drafts are available for **free viewing** at SNP at the address given above. However, a nominal price of \$6.00 per copy of the drafts is charged for copyright and administrative reasons for those who wish to purchase the drafts. National standards are knowledge documents developed by standards committees for the specific industry. The release of the draft for public comment is to allow other members of the industry affected to make the standard more suitable for their use. The charge for public comments on national standards is an international norm for national standards bodies and free distribution is not possible due to copyright reasons as national standards are an embodiment of knowledge. ISO/IEC sells the ISO/IEC draft standards at the full price similar to a published ISO/IEC standard.

4. Why do I have to pay for the standards which are proposed for review, withdrawal or archival?

These standards are available for **free viewing** at SNP at the address given above. However, the normal price of the standard will be charged for those who wish to purchase a copy. At the stage where we propose to review, withdraw or archive the standards, the standards are still current and in use. We seek comments for these standards so as to:

- provide an opportunity for the industry to provide inputs for the review of the standard that would make the standard suitable for the industry's use,
- provide feedback on the continued need for the standard so that it will not be withdrawn,
- provide feedback to update the standard proposed for archival given that an archived will be kept in its present form and will not be updated.

5. What happens after I have submitted my comments?

The comments will be channelled to the relevant standards committee for consideration and you will be informed of the outcome of the committee's decision and you may be invited to meet the committee if clarification is required on your feedback.

6. What is archival of standards?

Archived standards are standards that are not expected to change over time, and are still in use. A review would be initiated only upon a request from the industry or the standards committee.

7. Can I purchase drafts after the public comment period?

Drafts will not be available after the public comment period.

8. How do I request for a new standard?

You can inform us of your standardisation needs by completing the Proposal Form found at:
http://www.standards.org.sg/files/invitation_to_new_standards.htm

9. How do I get updates of Singapore Standards or standardisation activities?

We provide a free email alert service, "Update Me". You can register at: <http://www.standards.org.sg/Forms/UpdateMe.cfm>

For more information on the national standardisation programme, please visit the Standards Website at:
<http://www.standards.org.sg/index.cfm>.