

TO : **Cyprus Stock Exchange (CSE)**

FROM : **Cyprus Securities and Exchange Commission**

DATE : **March 12, 2020**

CIRCULAR NO. : **C362**

SUBJECT : **COVID-19 - Business Continuity and Disaster Recovery Plans**

1. The Cyprus Securities and Exchange Commission (the “CySEC”) wishes, with this Circular to inform the CSE that it is actively following the developments related to the coronavirus disease 2019 (COVID-19) and the impact that it may impose to its operations.
2. Therefore, CySEC encourages the CSE to review its business continuity and disaster recovery systems, in response to the outbreak of the virus and make the necessary amendments ensure the continuity of its orderly trading conditions.
3. With regard to the aforesaid considerations, CySEC anticipates that the CSE will take the necessary steps to prepare for and minimize possible business disruptions by identifying key operations risks.
4. The business continuity and disaster recovery plans should ensure at least the following:
 - i. Preserve the efficient and orderly functioning of the market and the uninterrupted access to the facility by the CSE members;
 - ii. Ensure that real time monitoring of the transactions and the mechanisms to halt or constrain trading are functioning;
 - iii. The CSE should plan for its employees to be able to work from home and report to the management via the internet or telephone, etc. If for CSE to operate effectively, a group of employees need to be at the office, then ensure that the CSE has prepared efficient back-up facilities;
 - iv. Identify any unique/emergency measures to help slow the spread of the illness, if necessary. These may include limiting or cancelling social and public gatherings such as seminars, conferences, or requiring staff quarantines in the event on traveling to affected countries, etc.;

- v. Create alternative communication channels for the employees and/or service providers and consider whether those options would be undisruptive in the worst case scenario (e.g. if the office is shut down or employees with important functions are unable to work for a period of time);
 - vi. If it is possible to determine the estimates, *in the event of an outbreak of the virus in Cyprus*, on the number of people who will not need to go to the office to work (e.g. 20%) and the amount of period that such persons can work from home without disrupting consequences to the CSE's operations (e.g. 1 to 3 weeks).
5. CySEC requests that the CSE ensure that its employees have access to its technology infrastructures necessary for the completion of their tasks and/or that additional systems or options for critical functions are being provided.

In addition to the above mentioned, CySEC expects from the CSE to circulate its amended plans among its employees and make sure that all employees know about the plan (training/awareness).

Sincerely,

Demetra Kalogerou
Chairman Cyprus Securities and Exchange Commission