

Suggested seminar agenda

Business Continuity for managers and risk managers

as of: February 2011

Please note that details on topics presented, exercises suggested and duration of subjects will be adopted according to client requirements. The training program can also be customised and delivered in house.

Essential Business Continuity

This seminar is offered to senior managers and risk managers of financial institutions who would like to complement their know-how about risk management, information security and other control or security functions of the institution with all aspects of business continuity. It is also designed for those who are responsible to ensure an adequate and effective business continuity plan is put in place in their organisation. The seminar is designed along the standards established under the German BSI 100-4. In this suggested 1 or 2 day course participants will learn about

- Globally established best practice of Business Continuity
- The essential components of an Business Continuity Management System
- Adequate Integration of Business Continuity into the business
- Efficient Coordination of Business Continuity with Information Security, Risk Management, Compliance, Audit and other security functions

The target audience for this seminar are Managers, Risk Managers, COOs and people with management responsible for Business Continuity in their institutions. The focus of the seminar is to support managers and staff to devise and implement the most adequate BC solution for their company, which will ensure successful continuation of critical business functions when needed and full compliance with regulatory requirements.

Day 1

The goals of Business Continuity Management (BCM)

- Minimise impact to the firm's assets and people in the firm
- Reduce business downtime to a minimum by invoking emergency and contingency processes
- Ensure normal business is resumed as soon as possible

Overview on regulatory requirements, as per target audience

- Requirements for financial institutions as given in applicable laws

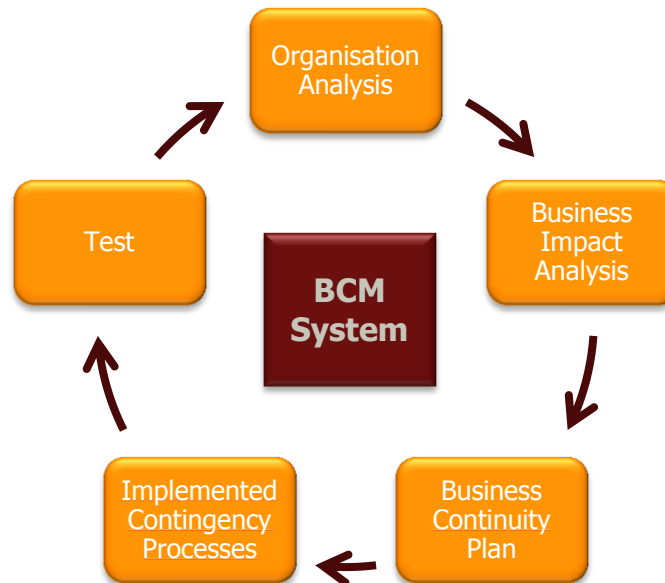
Standard disruption scenarios and how to cope with them

- Evacuation required due to fire or bomb alarm
- Demonstrations, strike or public unrest
- Sabotage, Robbery, Burglary, ...
- Drop outs of Electricity or other supplies of goods and services
- Pandemic crisis
- Terrorism or war

Standard consequences of poor continuity management

- Financial loss
- Reputational loss
- Loss of management capabilities
- Failure to comply with regulatory requirements

The BCM process cycle



- How to implement a BCP framework for your company
- How to do a Business Impact Analysis (BIA)
- Practical and effective workarounds in case of business disruptions
- How to set up a Business Continuity Plan (BCP)
- Effective ways to test the BCP
- Business Continuity training and awareness in your organisation
- **Exercise:** Doing a Business Impact Analysis for your department

summary of day 1

Day 2

interactive summary of day 1

How to get started with Business Continuity in an institution

- Defining roles and responsibilities
- Skillsets of a BC Manager
- Identifying the main requirements
- **Exercise:** Setting up BC roles for your institution

Coordination with Risk Management, Information Security, Compliance, Audit and other security functions

- Integration of Business Continuity in Information Security and vice versa
- Compliance aspects
- The role of Risk Management
- Audit responsibilities

Cooperation and communication with business departments

- Management support
- Carrot and stick: rule enforcement and advocacy
- Constant dialogue between BC managers and business managers
- Clear competences for all security functions

Reporting and communication on Business Continuity matters

- Suggested management reporting
- Communication with regulators
- Presentations to investors, insurers, rating agencies, large clients, business partners, ...
- Communication challenges during business disruption scenarios
- **Exercise:** Set up a communication plan for a disruption in your institution

Outlook

- Regulatory developments
- Expectations from business partners, clients, ...
- Unification of security functions – less silos, better results
- How to continue developing your company's BC Management capabilities

Summary of seminar

Spreadsheets and sample documents for many of the solutions presented will be distributed to participants to put in practice quickly what has been learnt.

If you are interested in setting up a seminar or training program for your institution, please contact us to discuss further details. We are looking forward to hearing from you via e-mail at info@nomorisk.com or over the telephone on +49 (0)69 17554020-0.

For further information on other training programs and services please visit our website: www.nomorisk.com