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# **BUSINESS CONTINUITY MANAGEMENT FOR DEVELOPMENT FINANCIAL INSTITUTIONS**

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*Wednesday – Friday  
13 – 15 January 2010  
Kuala Lumpur*

21 CPE  
credit hours  
for CRP  
holders

**INSTITUT BANK-BANK MALAYSIA**

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Upon completion of the programme, participants will be able to:

- understand the operational and regulatory risks in relation to business continuity that are relevant to the financial services industry and be able to apply a systematic approach to manage these risks
- use a proven framework for developing and implementing an effective BCM programme in their own organisations
- gain practical knowledge on how to turn concepts into reality by designing business continuity management processes that are practical and workable

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- **Overview of BCM in the Financial Services Sector**
  - Regional and international perspective on BCM
  - Key drivers of BCM
  - BCM lifecycle
- **BCM Programme Management**
  - Establishing management structure and framework for BCM
  - BCM policy, standards and guidelines
  - BCM roles and responsibilities
  - BCM programme schedule
- **Risk and Business Impact Assessment**
  - Risk assessment
    - Identification of threats and vulnerabilities
    - Development of risk rating matrix
    - Risk control measures
  - Business impact assessment
    - Identifying maximum tolerable downtime and recovery time objective
    - Prioritising criticality of business processes
    - Specification of business continuity requirements
- **Business Continuity Strategies**
  - Identification and evaluation of strategies for people, processes, infrastructure and systems
  - Costing
- **Plan Development and Implementation**
  - Establishing crisis management and business continuity team structure
  - Development of emergency response and crisis management procedures
  - Development of business continuity procedures
- **Training, Testing and Maintenance**
  - Establishing training, testing and maintenance programme
  - Approach to training and building BCM culture
  - Testing methods
- **Influenza Pandemic Planning**
  - What is influenza pandemic and how it affects businesses
  - Phases of a pandemic and alert levels
  - Pandemic planning process

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Managers and executives in business operations, business units, risks, IT and any one who wants to gain a better understanding of business continuity strategies and issues surrounding Banking Operations.

Lectures, discussions, case studies and exercises.

This course will also incorporate elements of emerging global standards on business continuity such as BS 25999 and the BNM guidelines on BCM.

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**Mr Kenny Seow** has over 17 years of experience of international experience in disaster recovery, business continuity and crisis management in the banking, securities, logistics and public services sectors. He is formerly the Regional Head of Business Continuity Management in Deutsche Bank AG with responsibility for the development and implementation of the bank's BCM programme across 16 countries in Asia Pacific.

Kenny currently works as an independent consultant with RiskCover in the Government of Western Australia. He is qualified as a Certified Business Continuity Planner (CBCP) and holds a Bachelor's degree in Computer Science and Psychology and Masters Degree in Business Administration. In Nov 2007, he became the first recipient in Asia of the Lifetime Achievement Award in Business Continuity.

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<b>Date</b>	Wednesday – Friday, 13 – 15 January 2010
<b>Time</b>	9.00 a.m. – 5.00 p.m.
<b>Venue</b>	Institut Bank-Bank Malaysia Wisma IBI, 5 Jalan Semantan Damansara Heights 50490 Kuala Lumpur
<b>Attire</b>	Office wear
<b>Fee</b>	STF Member : RM2,150 IBBM Member : RM3,100 Non-Member : RM4,050

The above fee includes programme materials, meals and refreshments.  
Payment of fees must be made BEFORE commencement of the programme.

<b>Closing date</b>	Wednesday, 30 December 2009
<b>Enquiries</b>	Kindly contact Aniz / Wani at 03-2095 8922 (ext 135 / 174).
<b>Nominations</b>	Participation is limited to 20 on a first-come-first-served basis. IBBM reserves the right to decline any nominations, without the obligation of providing any reason. Confirmation of participation is by way of official notification from the Institute.
<b>Kindly address nomination form(s) to</b>	The Executive (Learning Solution 3) Institut Bank-Bank Malaysia Wisma IBI, 5 Jalan Semantan Damansara Heights 50490 Kuala Lumpur Fax : 03-2095 7822 Email : <a href="mailto:lead@ibbm.org.my">lead@ibbm.org.my</a>
<b>Commitment to programme</b>	The intensive nature of IBBM programmes requires the participants' full undivided attention and attendance at all sessions. Participants should be free of their professional obligations for the duration of the programme.

**Notice of withdrawal:**

Unless written notice of withdrawal is received before the closing date of the programme, the full fee is still due in the event of non-attendance. The Institute accepts replacement(s), which must be in writing, prior to the programme's commencement date. However, no substitution of participant(s) will be allowed for the duration of the programme. The Institute reserves the right to make changes to the schedules, venue or cancel the event altogether.

**REGISTRATION FORM**

# BUSINESS CONTINUITY MANAGEMENT FOR DEVELOPMENT FINANCIAL INSTITUTIONS

13 – 15 January 2010

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**Name & Signature of Nominating Officer (Please stamp)**

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**Name & Address of Nominating Organisation (Please stamp)**

**FEE**

Please make bank draft/cheque payable to **INSTITUT BANK-BANK MALAYSIA**. Please include additional RM0.50/0.03% of the amount, whichever is higher, for outstation draft/cheque. Payment of fees must be made BEFORE commencement of the programme

Bank Draft/Cheque No
RM

Please register the following participant(s) for the above programme.

**Participant 1**

Name																	
New NRIC No. (Mandatory)										-			-				
Individual Membership No. (if any)																	
Designation & Department																	
Email																	
Name of Organisation																	
Address of Organisation																	
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**Participant 2**

Name																	
New NRIC No. (Mandatory)																	
Individual Membership No. (if any)																	
Designation & Department																	
Email																	
Name of Organisation																	
Address of Organisation																	
Tel																	
Fax																	

Please photocopy for additional participants.

**Please complete and return this form to the Institute before 30 December 2009**