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DEVELOPING AND MANAGING EFFECTIVE BUSINESS CONTINUITY TEST

June 3 – 4, 2008

Kuala Lumpur

14 CPE
credit hours
for CRP
holders

INSTITUT BANK-BANK MALAYSIA

Financial institutions have invested significant time, money and efforts in developing business continuity plans but will the plan work when the trigger is pulled? The key to having that assurance can be summed up in three words – test, test and test!

A properly designed business continuity management (BCM) testing programme will ensure that all aspects of the business continuity plan are sufficiently validated against likely scenarios. This intermediate programme will provide participants with guidelines on how to design and implement a multi-year testing programme that is practical and effective.

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Upon completion of the programme, participants will:

- have a detailed understanding of different testing methodologies, tools and techniques, and know how to apply these to achieve the desired results
- be able to design, develop and document appropriate test plans and test results, as well as carry out post-test reviews
- have the tools and knowledge required to plan and coordinate an enterprise-wide BCM testing programme

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- **Overview of Business Continuity Management (BCM)**
 - Building a common understanding of BCM
 - Five phase BCM process
 - Regulatory requirements
- **Principles of Testing**
 - Setting test objectives and scope
 - Resource planning
 - Current thinking on testing
- **Testing Methodologies, Tools and Techniques**
 - Walkthrough, table-top, simulation, drills, live tests
 - Scenario planning and design
 - Facilitation skills
- **Before, During and After the Test**
 - Developing the test plan
 - Facilitating, monitoring and assessing the test
 - Conducting post-test review
 - Preparing the test report
- **Developing the Multi-Year Testing Programme**
 - Elements of a testing programme
 - Testing programme planning
 - Characteristics of successful and effective testing programmes

Business continuity planners, business unit BCM coordinators, business heads and staff from security, communications, facilities management and human resources.

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 program 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.

Date	June 3 – 4, 2008
Time	9.00 am – 5.00 pm
Venue	Nikko Hotel Kuala Lumpur 165 Jalan Ampang 50450 Kuala Lumpur
Attire	Office attire
Fee	USD700

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

Closing date	May 13, 2008
Enquiries	Kindly contact Kamarul / Gyan at 03-2095 8922 (ext 173 / 166).
Nominations	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.
Kindly address nomination form(s) to	The Executive (CPD Operations) Institut Bank-Bank Malaysia Wisma IBI, 5 Jalan Semantan Damansara Heights 50490 Kuala Lumpur Fax : 03-2095 7822 Email : cpd@ibbm.org.my
Commitment to programme	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.



REGISTRATION FORM

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.

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Name & Signature of Nominating Officer (Please stamp)

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)														
Ethnic Group <i>Please tick (✓) where appropriate</i>	Bumiputra Malay	Bumiputra Others	Chinese	Indian	Others									
Designation and Department														
Email														
Name of Organisation														
Address of Organisation														
Tel														
Fax														

Participant 2

Name														
New NRIC No. (Mandatory)							-			-				
Individual Membership No. (if any)														
Ethnic Group <i>Please tick (✓) where appropriate</i>	Bumiputra Malay	Bumiputra Others	Chinese	Indian	Others									
Designation and Department														
Email														
Name of Organisation														
Address of Organisation														
Tel														
Fax														

Please photocopy for additional participants.