



## **The Institute of Internal Auditors, Singapore**

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18 August 2010

Dear Members

### **3 Day Seminar on**

# **Business Continuity Management (BCM) : The Auditor's Role and Audit Engagement Approach**

**13 – 15 September 2010 by Mr Tay Kim Yam**

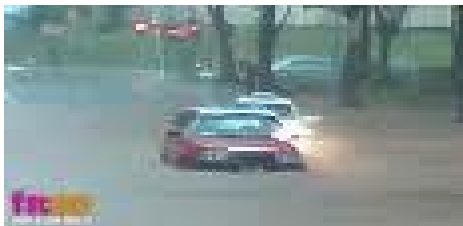
## **Objectives and Learning Outcomes**

Upon completion of the course, participants should be able to:

- Understand and appreciate the key pillars of a BCM program, good practices and BC/DR standards.
- Understand BCM standards.
- Appreciate the auditor's role in supporting the BCM framework.
- Develop a BCM audit program to validate the effectiveness of existing BCM programs.
- Applying and executing the BCM audit program

## **Description**

An organization that is BCM-ready is highly regarded by customers and business partners as it demonstrates itself to be a dependable counterpart in the face of high impact events which threaten business operations.



The myriad of risk events such as technology-related outages and flu pandemics– coupled with age-old threats such as floods and fire– means that the risks facing companies are perhaps greater now than before.

Not having a comprehensive BCM program is no longer an option. The **Monetary Authority of Singapore (MAS)** had issued BCM Guidelines which are sound BCM principles and institutions are “encouraged to accept and adopt the sound principles”. Similarly, the **Singapore Business Federation, the Economic Development Board and SPRING Singapore** collaborated to initiate and subsequently develop SS 540 : 2008 which contains standards for BCM best practices.

Faced with greater attention and demands from the regulatory, shareholder and customer front, BCM is no longer just responding to an audit comment but an essential part of maintaining a business edge.



## What is expected of the Auditor?

The **IPPF Practice Guide; Global Technology Audit Guide (GTAG)** states that the CAE should be able to answer three simple and important questions pertaining to business continuity:

- Does the organization’s leadership understand the current business continuity risk level and the potential impacts of likely degrees of loss?
- Can the organization prove the business continuity risks are mitigated to an approved acceptable level and are recertified periodically?
- If an unacceptable business continuity risk exists but executive management has decided to assume the risk, are the organization’s owners, business partners, and other constituents aware that management has decided not to mitigate the risk? Also, has the decision to accept the risk been properly documented?

## How should the auditor respond?

Auditors cannot adopt a “bloodhound” approach towards BCM. The thrust going forward is for auditors to be a “trusted advisor”, collaborating with stakeholders in meeting BCM objectives. CAEs will need to support the Audit Committee to discharge their responsibilities relating to BCM. Expectations have raised and auditors need to meet these challenges.

## Outline of the 3-day course

### 1. Introduction to Business Continuity Management (BCM)

- BCM, Business Continuity Planning (BCP) versus Disaster Recovery Planning (DRP).
- The value proposition and objectives of a comprehensive BCM program

### 2. Primer on BCM Framework, including a review of :

- IPPF Practice Guide: Global Technology Audit Guide (GTAG)
- MAS BCM Guidelines
- SS 540 : 2008

### 3. Development of BCM Audit Program.

### 4. Application of the BCM Audit Program – Case Studies Approach

## About the Speaker

Kim Yam, TAY is currently the founder and director of Asia Pacific Advisory Services, an independent firm specializing in Governance, Audit, Risk and Compliance consulting and training. As a successful BCM practitioner, he had implemented BCM programs in Asia-Pacific and the Middle East to manage business continuity-threatening situations such as SARS outbreak in 2003, avian flu outbreak in 2005 and many others such as data center disasters, flooding, etc. Kim Yam was previously Managing Director and Group Head of Business Continuity Management at a major Singapore-based Asian bank, covering more than 10 overseas locations. During his tenure and under his leadership, the team had won recognition, accolades and awards for designing and adopting leading practices such as winning the inaugural Best Asia BCM Award and achieving top spot in benchmarking exercise conducted by a central bank. He was also invited to work with the IMF on their Global Flu Pandemic taskforce. A Certified Internal Auditor (CIA), Kim Yam is also serving as an advisor in BCM, amongst other areas, to a national bank in UAE.

## Who Should Attend

- Chief Audit Executives
- Audit managers and audit seniors (Levels II, III and IV)
- Others:
  - Business Continuity / Disaster Recovery Managers
  - Business Continuity / Disaster Co-ordinators
  - Consultants
  - Operational Risk Managers
  - IT Professionals
  - Crisis Management Managers
  - Compliance Managers/Staff

## Details of the administrative arrangements are as follows:

Date : 13 – 15 September 2010

Time : 9.00 am – 5.00 pm  
(Lunch and refreshments provided)

Registration : 8.45 am

Venue : **IIAS Secretariat Office**  
138 Robinson Road #18-08  
The Corporate Office  
Singapore 068906

CPE credit : 21 hours

Fee : S\$1,050 (IIA / ISACA Member)  
S\$1,365 (Non-member)  
**\* NO GST payable**  
**\*\*NO invoice will be issued**

Closing Date : 2 September 2010

Please return the reply slip together with your cheque made payable to “**The Institute of Internal Auditors Singapore**”. **No invoice will be issued.**

Yours sincerely  
Lena Kuok  
for Education Committee

# REPLY SLIP

To: The Institute of Internal Auditors, Singapore  
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**3 Day Seminar on**  
**Business Continuity Management (BCM) :**  
**The Auditor's Role and Audit Engagement Approach**  
**13 – 15 September 2010 by Mr Tay Kim Yam**

From: Mr/Mrs/Ms/Miss \_\_\_\_\_

Organisation: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

Name of Attendee	Designation	IIA / ISACA Membership No. ( where applicable )

**Terms and Conditions:**

1. Notification of withdrawal in writing received **seven working days or more before** the event will be processed for refund after deduction of \$100 processing fee.
2. No refund will be made for shorter notice but you are welcome to send a replacement.
3. Registration is only confirmed when full payment is received. An official receipt will be sent to you.
4. Payment must be received **before** commencement of the event.
5. No invoice will be issued.
6. IIAS reserves the right to cancel, postpone, alter the programme and/or change the speaker due to unforeseen circumstances.
7. Request for special food arrangement must be made at time of registration.

Enclosed is cheque number \_\_\_\_\_ for S\$ \_\_\_\_\_ being payment for \_\_\_\_\_  
IIA / ISACA member(s) @ S\$1,050 and \_\_\_\_\_ non-member(s) @ S\$1,365.

**Participants will be awarded 21 CPE hours upon completion of the course.**

[ Cheque should be crossed and made payable to "The Institute of Internal Auditors Singapore" ]

**>>>> Complete and Fax to : (65) 6220 5972 for Reservation <<<<<**