



The Institute of Internal Auditors, Singapore

The Secretariat
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19 September 2011

Dear Members

½ Day Seminar on
Business Continuity Management
9 November 2011 by Mr Philip Kee

What you will gain from this Talk:

YOUR OPPORTUNITY TO BE AWARE & UNDERSTAND

1. What Business Continuity Management is about
2. How a robust Business Continuity Management System ensures Business As Usual when the Unusual happens
3. How to implement a Business Continuity Management System meeting the BS25999-2:2007 or SS540:2008 Standard and to
4. Know and manage the major obstacles/constraints/problems for organizations getting themselves operationally ready for business continuity

Description

As an internal auditor or manager responsible for BCM, have you ensured that your organization has critical processes effectively in place to minimize the impact of major business disruptions? Will your organization's business operations be able to respond to internal and external dynamic changes, opportunities, disruptions and threats? How about catastrophes such as epidemics the size of SARS, earthquake and tsunami if your operations are based in places at risk to such disasters? Will it still be business as usual?

Business Continuity Management is a systematic and proactive approach which prepares organizations and businesses to be able to respond quickly to disruptions and to recover business operations at an acceptable and predetermined level of service within a defined time line to minimize losses.

This half day seminar is specially designed to equip you with the right amount of information on business continuity management. The knowledge and references made to the BCM Standards would enable you to be aware of major components to cover in your audit program with outcomes aimed to provide assurance that your organization has an effective BCM system.

About the Speaker

Philip started his career as a Naval Engineering Officer in the Singapore Armed Forces in 1976 and worked in various departments and units in his 15 years of service. He left the uniform military service and became a qualified management consultant in 1991.

He established Luke Philips Consultants in 1991 to provide ISO 9000 Quality Management System consultancy and training to organizations. He was also a qualified auditor to conduct certification assessments for companies in Singapore on behalf of the certification bodies. In the past 20 years, Philip has helped many organizations and companies in Singapore, Malaysia, Brunei and China in the implementation of ISO 9000 quality management system. In the process, he trained many people in these countries to become the ISO 9000 consultants, trainers and auditors.

Philip learnt the BS 25999 Business Continuity Management standard in 2007 when the Standard was first published by the British Standards Institution, and attended the BS 25999 auditor and trainer qualification training conducted by BSI Management Systems in early 2008. Since then, he has conducted many certification audits and trainings based on BS 25999 and/or SS540 standard in Singapore and Malaysia.

Who Should Attend

Chairman, CEOs, Managing Directors, Internal Auditors, Senior Managers and all who are responsible for Business As Usual.

Details of the administrative arrangements are as follows:

Date : 9 November 2011

Time : 9.00 am – 12.30 pm
(Light refreshments and snacks provided)

Registration : 8.45 am

Venue : TBC

CPE credit : 4 hours

Fee : S\$175 (IIA / ISACA Member)
S\$228 (Non-member)
*** NO GST payable**
****NO invoice will be issued**

Closing Date : 28 October 2011

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

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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\$175 and _____ non-member(s) @ S\$228.

Participants will be awarded 4 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 <<<<<