



Cordially invites you to the

“Effective Continuity Planning Workshop”

Hosted by:



DATES: 30th January - 1st February 2008

**VENUE: Torarica Hotel and Casino
Suriname**



Overview of Workshop

Format: Intensive, hands-on workshop

Objective: Overview

This workshop is designed for Executives, Managers, Business Continuity Planners and Business Unit Staff who are involved in or manage business continuity planning function. It is also highly useful for internal and external Auditors, Records Managers, Information technology Managers, administrative heads, and others responsible for the effective administration of any size of organization.

At the conclusion of the workshop, participants should:

- have a solid understanding of the overall Continuity Management lifecycle
- have the tools and knowledge required to conduct Risk Assessments and Impact Analyses for their organization
- know how to identify and select cost-effective Continuity strategies for critical business processes and computer systems

- be able to guide their IT and business unit personnel through the development of practical and effective computer recovery and business resumption plans
- understand the advantages and disadvantages of plan development software packages and commercial recovery services
- have a solid understanding of Continuity "Best Practices"
- know how to establish the organizational framework required to enable their Continuity plans
- be able to implement an effective Crisis Management structure within their organization
- know how to keep their plans current and viable
- have the tools and knowledge required to plan and coordinate effective tests and exercises
- know how to maintain support and commitment for the Continuity program

Duration Three (3) days

Added Value: Course participants will receive the Diploma in Business Continuity Planning from the Institute for Business Continuity Training. (See www.IBCT.com for details)

Course participants will also have the opportunity to write the exam for the Certified Continuity Manager (CCM) professional designation at no additional charge. (See www.NIBCM.com for details) We have enjoyed a 100% success rate preparing people for this exam.

Course materials: Excel Spreadsheet tools for Risk Assessments, Business Impact Analysis and Strategy Evaluations, and BCP Plan document templates
Print and Electronic versions of all presentation materials
Hundreds of additional software tools covering all aspects of Business Continuity Planning

Class Size: 30

COURSE OUTLINE

Topics covered include:

1. Business Continuity Lifecycle Management:

- The new realities of Business Continuity Planning
- Management's roles and responsibilities with respect to Business Continuity
- Establishing and managing a Business Continuity program
- How to evaluate, and maximize, the program's cost-effectiveness
- Generally Accepted Business Continuity 'Best Practices'
- Future trends in Business Continuity Management

2. Business Impact Analysis:

- Identifying critical business processes
- Determining impacts of business interruption
- Assessing the time-sensitivity of impacts
- Developing impact mitigation strategies
- Establishing the 'maximum tolerable downtime' of critical processes
- Determining minimum resource requirements for business resumption
- Preparing and presenting a Business Impact Assessment report
- Interview techniques

3. Business Resumption Planning:

- Establishing Business Unit Recovery teams
- Identifying planning assumptions
- Documenting recovery strategies and resource requirements
- Developing activity and task lists for each phase of the recovery
- Documenting tasks and compiling supporting information

4. Setting the Framework - Enabling your Continuity Program

- Overview of Continuity 'best practices'
- Setting corporate policies, objectives and budgets
- Assigning accountability for the Continuity program
- Establishing the Business Continuity teams
- Implementing an Incident Command / Crisis Management Framework

5. Keeping the Plan Alive - Validating and Maintaining your Continuity Program

- Maintaining and administering Business Continuity plans
- Auditing and evaluating Business Continuity plans

6. Testing, Training and Exercising a BCP Program

Companies need to conduct tests, training and exercises of their BCP plan and staff in order to demonstrate and improve their ability to execute the plan in an emergency.

7. Defining your Company's Awareness and Training Requirements

Before you can design an effective Awareness and Training Program, you first need to determine:

- Who the target audiences are
- What you want them to know, or know how to do
- Why you want them to know it
- When you want them to know it

8. Designing your A&T Program

- Communicating the Required Information
- Reinforcing the Required Information
- Practising the Required Skills
- Measuring Program Effectiveness

9. Implementing the Program

- Selecting the Right Media 'Vehicles'
- Obtaining Budgetary Approval
- Preparing the Program Content
- Launching the Program
- Managing the Ongoing Program

Course Handouts:

- Print and Electronic Versions of all Presentation Materials
- Excel Spreadsheet tools for Risk Assessments, Business Impact Analysis, and Strategy Evaluations
- Word document templates, and Print and Electronic versions of a comprehensive Business Continuity Plan

INSTRUCTIONS TO PARTICIPANTS

1. REGISTRATION

Each participant will be required to submit a pre-registration form for the Workshop. Forms are included in this package.

Completed Forms may be sent to the CANTO Secretariat on or before **11 January 2008**.

Via-

- E-mail: gedwards@canto.org
cramlal@canto.org or
- Fax: (868) 622 -3751

All participants are required to register on site on the morning of the Workshop.

2. REGISTRATION FEE

The cost per participant for attending the workshop is US\$1,500.00 for CANTO members and US\$2,000.00 for non members. In addition, participants will be responsible for their airfare and hotel costs.

3. HOTEL ACCOMMODATION

Participants are responsible for making their own hotel accommodation. Please indicate that you are booking under the CANTO Group to get the specially negotiated discount. Bookings can be made via the web at www.torarica.com/www.ecoresortinn.com

4. AIRPORT PICKUP

Arrangements are being made to have all delegates picked up at the airport and transported to the hotel. Please ensure that your flight details are properly filled out in the attached Registration Form. The Secretariat cannot guarantee pick-up and transportation if the information is not received by the close of business on the 11th January 2008.

5. OTHER COSTS

Participants who are **not** staying at the designated hotel will be responsible for their breakfast, and dinner.

6. SEMINAR INFORMATION

Registration:	8:00 a.m. to 8:30a.m.
Seminar Hours:	8:30 a.m. to 4:30 p.m (proposed)
Breaks:.	Morning: Full Coffee Break Afternoon: Full Coffee Break
Dress Code:	Business Casual
Other Activities:	Closing Reception (to be advised)

7. GENERAL INFORMATION

Airport Taxis	Taxi rates from airport US\$20.00 per person one way.
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**WORKSHOP ON
“EFFECTIVE CONTINUITY PLANNING”**

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Suriname

REGISTRATION FORM

Please complete an application form for each participant and return the same to the Caribbean Association of National Telecommunication Organizations on or before **11th January 2008**.
Email: gedwards@canto.org, cramlal@canto.org Fax: (868) 622-3751

LAST NAME: _____ **FIRST NAME:** _____

TITLE: _____

ORGANIZATION: _____

ADDRESS: _____

COUNTRY: _____

TELEPHONE: _____ **FAX:** _____

E-MAIL: _____ **COMPANY URL** _____

PAYMENT DETAILS

Please charge my Credit Card US\$2,000.00 or US\$1,500.00 MasterCard Visa

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Expiry date: **Signature:**

HOTEL ARRANGEMENTS REQUIRED

Please Note that your Credit Card will not be charged for hotel accommodation. This information is only for pickup and transport purposes

<u>Arrival Date</u>	<u>Arrival Time</u>	<u>Departure Date</u>	<u>Departure Time</u>

