

Business Continuity & Scenario Planning

A 3 day introductory course specially designed for banks & financial institutions

Why you should attend

Who Should Attend

This course intended for Executive Management, Senior Personnel and Operational Staff who are responsible to ensure that business continues in their respective business unit/division/branch/industry infrastructure in the event of any emergency, unexpected or extensive disruptive circumstances.



This course complies with international best practice in the field of Business Continuity Planning and takes cognizance current international standards

A 3-day intensive course on Business Continuity and Scenario Planning focused on the banking/ financial institution environment.



Business Continuity Planning is the process through which an organization ensures the maintenance or recovery of operations, including services to customers, when faced with disruptive events such as natural disasters, technological failures, human error or terrorism.

The course includes **6 detailed case studies** and a heavily interactive section on developing effective scenarios.

Citadel Advantage offers an intensive 3-day course taught by experienced practitioners with extensive banking operations risk experience. At completion of this course participants will be able to identify potential risks and their impact as well as to prepare and implement action plans dealing with the business continuity recovery process in their institutions. A key tool in this process is scenario planning.

The course curriculum provides for training in a neutral and unbiased manner covering a variety of topics including the nature of risk, risk identification in a financial institution environment, planning for contingencies and scenario planning.

What is the curriculum focus?

What the course covers

Understanding risk

Knowing and understanding the basics of:

- The theory of risk.
- Environmental risk factors - including but not limited to systems, location, and changes in the environment.
- The business unit's/ industry's critical processes and interdependencies to other business/industry units.
- Technology and its application within the business unit/industry.
- Bank policies and procedures and their implementation within the business unit/ industry.

Identifying potential risks and their impact on the business unit/industry and the industry using Scenario Planning & Other Techniques

- Scenarios based on a likelihood occurrence over a ten-year span and are examined on the basis of high, medium, and low probability of occurrence.
- All potential risk factors are identified and documented for each critical process within the business unit/industry.
- All possible scenarios are identified and documented to establish the risks to the business unit/industry.
- A business impact analysis is performed and documented to rate the impact of each scenario on the business.
- Priorities in terms of the business impact analysis are determined and documented to determine which functions need to be resumed first in the event of a disaster.
- The order of resuming business processes are identified and documented, while taking into account internal and external dependencies between processes.

Developing and implementing business continuity strategies & plans

- Strategies are formulated to address identified risks. Strategies include but are not limited to, mitigation, avoidance, elimination, and acceptance.
- Strategies are explained, documented and agreed with senior line management in terms of bank policy.
- Business continuity plans are developed and documented for the agreed upon strategies in terms of bank policy.
- Business continuity plans are implemented within the specified business areas. Implementation includes but is not limited to

- preparation, procurement, component testing.
- Business continuity plans are communicated to all relevant stakeholders
- Plans are distributed and stored.

Testing and monitoring business continuity plans

- Business continuity plans are regularly reviewed and tested against predefined test criteria in terms of bank policy.
- Business continuity plans are regularly updated to reflect changes in the business processes or the environment.
- Post-event analysis is performed after every incident that caused the activation of the business continuity plan. Post-event analysis includes but is not limited to root cause analysis, how to prevent a similar occurrence.
- Reports are submitted on a regular basis in terms of bank policy. Reports include but are not limited to status, incident, and management reports.

Business Continuity Planning as it relates to Systematically Important Payment Systems (SIPS)

- Business Continuity Planning as it relates to Systematically Important Payment Systems

For further details please contact

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