

MINUTES

Queensland BCI Forum Meeting – 3 December 2007

Location: Deloitte, Riverside Centre, Level 25, 123 Eagle Street, Brisbane

Time: 3:00pm

Present: Mandy Freestone – State Representative (Deloitte)
David James-Brown – Forum Leader (JBTGlobal)
Paul Trebilcock – Secretary (JBTGlobal)
Peter Craven-Griffiths (Queensland Rail)
Michael Lee (Delloite/QUT)
David Morrice (BOQ)
Debbie Reed (RTA)
Joubert Breet (Delloite)
Peter Napier (Ipswich City Council)
Laura Daniels (CITEC)
Ian Ellis (Fujitsu)
Simon Jones (QPS)
Greg Bolton (Delloite)
Andrew Fislen (Delloite)
Dominika Zerbe (QUT)
Ian Martin (IBM/Classic Blue)
Al Armstrong (Rowland)

Apologies: Nil.

Previous Business

There were no action items arising from the previous meeting held on 24 Jul 07.

News Updates

State Representative

Australian Chapter of the BCI

- A percentage of the membership fees paid to the BCI (London) for Australian members will be made available to the Australian Chapter to assist with marketing and further development initiatives.
- The Australian Chapter will have the authority to certify business continuity training courses.
- There are currently 34 registered members of the Australian BCI Chapter.

Venue – Queensland BCI Forum Meetings

- Delloite's has agreed to continue to make its conference room facilities on Level 25, 123 Eagle Street, available for BCI Forum meetings in 2008 at nil cost.

Forum Leader

All Finance Forum BCI Presentation

- Feedback on presentation provided to the All Finance Forum held in Brisbane on 27 August. Approximately 30-35 in attendance. Presentation focused on the benefits of being a member of the BCI. There was considerable interest in the BCI Certificate and upcoming Diploma and the education programs on offer were well received.

Secretary

Business Continuity and Resilience 2007 Conference – Sydney Australia

The following abbreviated excerpts from the conference, endorsed by the BCI, were prepared by John Worthington MBCI (Conference Chair 31 Oct 2007) and provided for distribution to the Qld BCI Forum members. They are considered useful BCM related views as seen by a variety of expert BCM practitioners.

- Senior management need to understand, in advance of crises, that the usual management structure is not the same for BCM. Persons are selected in advance for BCM responsibilities for their special skills in crisis management and recovery within pre-determined time spans.
- Exercises should be conducted on a wider basis than in-house & that includes co-ordination with external agencies.
- HR involvement is essential for meaningful exercises.
- BC Plans need slimming down by removal of all peripheral text such as Policy Statements, Glossaries etc.
- Hotels may be popular centres for crisis centres/ emergency control purposes – but are they going to be available? Recent experience suggests that hotels are often fully booked by others and your emergency expectations may be unavailable.
- Intellectual Property is a hidden threat for most organisations. Often IP exists within minds of employees only and is not documented. IP is best not left entirely to lawyers to protect; instead it is a legitimate BCM subject. How secure is IP stored off-site?
- Telecommunication is fast changing technology and that poses continual threats for all organisations. Redundancy is now no longer adequate protection, instead resilience is the way to go.

- Security in the modern world is a priority. Incident tracking and analysis is a key element in effective security planning.
- Pandemics continue to threaten all organisations. Medical opinion is clear – it will happen again but on a larger scale than ever seen before. Absenteeism will probably run at 30-50%. Vaccines may be available but could be up to twelve months after the event. Communication is the single most important feature during a pandemic. Practical experience from SARS showed that rumors flourish and need tight control – this reinforces the need for communication control.
- Resource planning is essential to back-up traditional scenario planning! – this statement caused much debate. The argument to offset scenario planning with resource planning was countered by pointing out that the BIA essentially dealt with scenario planning, however resource planning was essential to address when formulating BCPs.
- Finally a panel discussion termed Old School V New School focused on the proposal that resource planning was “new wave” compared to scenario planning as a fully effective BCM programme. No clear winner emerged and it was accepted that both resource planning and scenario had a place in modern BCM.

BCI Board Meeting

John Worthington also attended a BCI Board meeting in Oct 2007 and provided the following feedback on issues considered relevant to the Australian Chapter:

The BCI Governance & management structure is being overhauled to make it fully compliant and efficient worldwide.

- There is interest from the USA and Nordic countries establish BCI Chapters based on the Australian model - so an Aussie first here.
- The BCI is planning to update its BCM programme, including Risk Assessment methodology.
- Printers proof of the new BCI GPG 2007 pamphlet has been sent to Bill Hannan for local printing/availability of supply.
- BS 25999.2 has now been released – copy must be purchased and details are available from the BCI website at www.thebci.org.

Appointment to the Board of the Risk Management Institute of Australia

- Peter Napier was congratulated on his recent appointment as a Board member of the Risk Management Institute of Australia (RMIA). Peter advised that RMIA was currently providing input to the development of a Risk Management ISO Standard and highlighted the need to more closely align the risk management methodologies with BCM.

BCI Membership

- Information on BCI membership and the on-line exam process can be obtained from the BCI website at: www.thebci.org.

BCI Presentation

The Forum Leader provided an overview of the presentation given to the BCM All Finance Forum in Brisbane on 27 August 2007.

Open Forum

There was general discussion of local and world issues relating to BCM.

Closure

There being no further business the meeting was closed at 5.00pm and all attendees participated in a celebratory Christmas function.

Next Meeting

End February 2008 (date/time and agenda to be advised via email).

Signed as a correct record:

David James-Brown FBCI
Leader QLD BCI Forum

Paul A. Trebilcock OAM
Secretary QLD BCI Forum