

18 April 2018

HR and Training Committee

Dear Sirs / Madams,

Re: **«BUSINESS CONTINUITY PLANNING» Seminar,
09 – 10 MAY 2018**

The Association of Cyprus Banks is organising a **two-day** seminar on the subject of «**Business Continuity Planning**». The seminar will be held in Nicosia, **Wednesday 09th of May 2018 and Thursday 10th of May at Strovolos Town Hall premises (100 Strovolos Avenue [E902], Ground Floor, 2020 Strovolos – Tel. 22470470), 08:00 – 15:30.**

Course Description

Business continuity planning (BCP) has been around for many years yet plans regularly appear to fail. They are often poorly developed and fail to achieve their goals.

Whilst many firms have already developed business continuity plans, these often do not deal with graduated, unexpected or severe events. Many of them would not actually work in practice. The key question then for management is what do they need to additionally do to ensure that their business continuity plans are efficient and effective?

Benefits of the Course

To understand current best practice in business continuity planning and to develop approaches that will effectively consider the issues that are likely to arise in practice. Attendees to this course will gain an understanding of the following:

- The role of the business continuity plan
- How the plan is developed and its key elements
- The problems of business continuity planning
- Developing the disaster room
- Dealing with people
- Cascading failure and its impact

Who should attend?

Group Security, Internal Control, Senior Management, Internal Audit, Operations, IT Management and Staff.

Instructor

Mr. Dennis Cox, CEO, Risk Reward Ltd – Global Banking & Financial Services Experts, London (CV attached)



The programmes* have been approved by the HRDA. Enterprises participating with their employees who satisfy HRDA's criteria, are entitled to subsidy.



The language of instruction is **English**. The participation fee is **€289,17 (including VAT)**.

Participation fee: €443,00 plus 19% VAT

HRDA subsidy per person:

€238,00 - Small & Medium Enterprises (SMEs) and Large Enterprises

Total cost per person:

€289,17 (including VAT)

Attendance at this professional training course may be used for the purposes of Continuing Professional Education (CPE).

If you are interested to participate kindly complete and return to the Association by e-mail (s.sophocleous@acb.com.cy) or by fax (22665135) to Mrs. Skevi Sophocleous Kyriacou as soon as possible and **by the latest MONDAY, 30TH APRIL 2018**.

If the number of participants is less than 18, the seminar will not take place.

Please note that in case of cancellation or non-attendance of the participant, the fee must be paid.

Yours sincerely,

Skevi Sophocleous Kyriacou
Officer - Administration
For Director General

Enclosures (3)

c.c Liaison Officers