

The Institute of Risk Management Moscow Regional Group

Minutes of the fifth meeting

Venue: Glavstroy Company office, Moscow, Prechistenskaya embankment 45/1

Date: 18th of November 2009

Check in: 7.00 pm

Check out: 9.30 pm

Attendees:

1. Maxim Klimov, I-Teco Company
2. Alexey Mitselsky, Basic Element Company
3. Mikhail Sklyar, Russian Post
4. Andrey Mishanov, Russian Post
5. Eugeniya Vinokurova, Russian Post
6. Svetlana Rodionova, Russian Post
7. Tatiana Beshpalova
8. Darya Zubakhina, Comstar
9. Yakov Yakubovich, Comstar
10. Maksim Makeenko, Glavstroy
11. Yuri Yurchenko, Bank Soyuz
12. Sergey Tsykin, Uralchem

Agenda:

1. Business continuity management. I-Teco Company practice.
2. Issues for the next meetings.

Item 1: «Business continuity management. I-Teco Company practice»

Speaker: Maxim Klimov

The speaker gave brief description of business continuity management standards as defined by BS 25999 and elaborated on products and services I-Teco Company proposing to its customers. The speaker familiarized the attendees with such products as Business Continuity Plan (BCP) and Disaster Recovery Plan (DRP) development, IT Risk Management System development, preparation for BS 25999 certification as well as providing trainings, workshops and consulting services on business continuity. Maxim Klimov outlined main goals, core steps and key results of the products' development and implementation. The answers for questions in accordance with presentations key issues were given.

The discussion of the following issues was not finalized:

- The definition of disaster – the definition is necessary in accordance with the standards;
- More detailed data on company's losses under emergency (what is the time interval of the data given in presentation, whether it is possible to measure the losses as the percentage of business key financial figures);
- List of I-Teco BCM projects in non IT companies (if any);
- Russian State Standard "Factors influencing the data".

It was resolved to consolidate the unfinalized issues and send to Maxim Klimov in order to get the answer.

Also the following issues were remained open for further discussion among the Group members:

- How to influence the company CEO in order to prove the necessity of BCM development and implementation?
- Is BCM development and implementation necessary in the company which already has Risk Management System?
- Consideration of BS 25999 standard;
- Example of BCM development in compliance with BS 25999.

Item 2: «Issues for the next meetings»

The following issues were proposed for the discussions at the next meetings:

1. Property insurance as a toll of providing business continuity;
2. Risk Manager performance evaluation;
3. Interaction between Risk Management function and Internal Audit function of the company.

There being no further business, the meeting was terminated.

The Chairman of IRM Moscow Regional Group

Marina Basova