

**DRAFT**  
**MEETING MINUTES**  
**ORMM STANDARDS TECHNICAL COMMITTEE**  
**JANUARY 11, 2011**  
**CONFERENCE CALL - 11:00 am to 12:00 pm U.S. EDT**

**1. Welcome and Call to Order**

Chairman Dr. Marc Siegel called the meeting of the Organizational Resilience Maturity Model (ORMM) Standards Technical Committee (TC) to order at 11:06 am U.S. EDT and welcomed the participants.

**2. Roll Call**

Ms. Aivelis Opicka of ASIS staff took roll and the attendance list is appended as Attachment I.

**3. Approve Agenda**

Chairman Siegel asked for any proposed modifications to the agenda, and being none the agenda was approved.

**4. ORMM Standards Project Development**

Chairman Siegel began by providing the scope of the proposed ORMM Standard [as filed with the American National Standards Institute (ANSI) via the *Project Initiation Notification System (PINS)*], and the history behind it.

He noted the idea originated from a South-African hospitality multi-property project conducted in advance of the FIFA 2010 World Cup, to implement the ANSI/ASIS Organizational Resilience (OR) Standard. As it was not feasible to implement the OR Standard fully prior to the event due to timing and critical maintenance requirements, the OR Standard was evaluated so that individual properties could implement the appropriate components that met their resilience needs. This established the phased implementation approach and provided a means for benchmarking through a recognition program. The ORMM Matrix Document previously disseminated to the Committee originated from this project and details the various levels/phases of implementation.

Chairman Siegel informed that the intent for the proposed ORMM Standard is to be focused on implementation and operations. The idea is to develop a model for the standard that will work for a wide range of organizations to really provide benefits in implementing the standard and to serve as a tool for organizations to benchmark their resilience. He noted the ORMM Matrix Document contains core elements and descriptions that are generic and applicable to any management systems standard.

**4 a. Baseline Draft/Working Documents**

Chairman Siegel opened the floor for Q & A. In response to questions regarding auditing components, it was noted that the standard is not being developed for the Department of Homeland Security (DHS) Private Sector Preparedness Program (PS-Prep). It is intended to be comprehensive (to enable organizations to improve their resilience and preparedness), and not intended to be a document for certification. He noted a different standard will be looking at the auditing component.

Discussion ensued on the content, structure and layout of the proposed standard. The importance of including measurement and metric components was noted, as well as tools for identifying quantitative and qualitative elements. Some mentioned it would be helpful to add a section for descriptions, including an explanation for the concept of implementing a phased approach. Other content discussed included, sections on: assessments, compliance, operational components, and criteria weighting.

Chairman Siegel called for contributions from the group for documents that would be helpful in developing the ORMM Standard. He informed he will provide a sample scoring project sheet/auditing matrix used in the South Africa project. Mr. Ron Martin noted he will send in a contribution on analytical hierarchy processes for consideration.

**4 b. Working Group Formation**

Chairman Siegel informed that a smaller working group (WG) is being formed and will be tasked with looking at the contributions to develop a preliminary outline of the standard. The group will be reviewing the matrix and ensuring

there are assessment tools for measuring the quantitative and qualitative elements. It will later be determined if additional WG's are needed to develop specific areas of the standard.

**5. Open Discussion**

Discussion moved to next steps.

**6. Next Steps**

Form the working group.

**7. Action Items**

Action items include:

- Committee members interested in serving on the WG should notify [standards@asisonline.org](mailto:standards@asisonline.org) on or before 1/28/11.
- Contributions/ documents for reference should also be sent to [standards@asisonline.org](mailto:standards@asisonline.org) with a note stating if ok to disseminate and post on the Committee web page.
- ASIS to contact WG and set up meeting.

**8. Next Meeting**

The next meeting of the ORMM Committee to be determined upon completion of the working group's work.

**9. Adjournment**

Chairman Siegel adjourned the meeting at 11:56 am U.S. EDT with consensus.

Submitted by:

*[Original Signed By:]*

Aivelis Opicka  
ASIS International  
Manager, Standards & Guidelines

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**ORMM STANDARDS COMMITTEE**  
**MEETING ATTENDEES**  
**January 11, 2010**

|                                                                   |
|-------------------------------------------------------------------|
| Marc Siegel, ASIS International – <b>ORMM Committee Chairman</b>  |
| Paul H. Aube, Ecole Polytechnique de Montreal                     |
| Mark Baker, MR Baker Security                                     |
| Jay Beighley, Nationwide Ins.                                     |
| Randy Bell, Securitas Security Services USA                       |
| Lawrence Berenson, Consultant                                     |
| Dennis Blass, Secumetrics, LLC                                    |
| Alan Borntreger, SAS                                              |
| Bruce Braes, SSSI Group                                           |
| Kevin Brear, JP Morgan Europe Ltd                                 |
| Christopher Burton, Avalution Consulting                          |
| Donald Byrne, North River Solutions                               |
| Sharon Caudle, The Bush School, Texas A&M University              |
| Maria Dominguez, Bank of America                                  |
| Michael Edgerton, Good Harbor Consulting                          |
| Sherryl Fraser, Algonquin College                                 |
| John Gargett, TRUSYS                                              |
| Jon Hallaway, Harris County Hospital District                     |
| Suzanne Hart, Delaware Dept of Transportation                     |
| Cal Jaeger, Ph.D., Sandia National Laboratories                   |
| Paul Kirvan, Paul Kirvan Associates                               |
| Bill Lang, VCPI                                                   |
| James Leflar Jr., Johns Hopkins Bloomberg School of Public Health |
| Petri Lillqvist, Finnair Plc                                      |
| James Litchko, Litchko & Associates, Inc.                         |
| Tracy Male, Bristol-Myers Squibb                                  |
| Ronald Martin, U.S. Department of Health and Human Services       |

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| Gerald Mendes, GCL Services Limited                               |
| Jim Nelson, ICOR                                                  |
| Lynnda Nelson, Business Continuity Services, Inc.                 |
| Alan Nutes, City of Atlanta                                       |
| Philip Oppenheim, International Continuity Oversight Board        |
| Russ Phillips, MMTS Group                                         |
| Ann Pickren, Firestorm Solutions, LLC                             |
| Ren Powers, City National Bank                                    |
| Russell Price, Ph.D., Continuity Forum                            |
| Loren Procter, Sprint Nextel                                      |
| Bala Ramanan, Microland Ltd.                                      |
| Thomas Rohr. Sr., Carestream                                      |
| Ed Schlichtenmyer, ImpactWeather                                  |
| Johan Selle, iJET Intelligent Risk Systems                        |
| Jeffrey Slotnick, Setracon Inc.                                   |
| Lisa Smallwood, CEMP, LLC                                         |
| Jose Miguel Sobron, United Nations                                |
| Dan Straw, Pinkerton Government Services Inc.                     |
| Bill Strother, Weingarten Realty Investors                        |
| Yoriko Tobishima, InterRisk Research Institute & Consulting, Inc. |
| Lina Tsakiris, Royal Bank of Canada                               |
| Renee Wentworth, Union First Market Bankshares                    |
| Allan Wick, Tri-State Generation & Transmission Association       |
| Pauline Williams-Banta , The Energy Authority                     |
| Gary Wilson, City of Vancouver                                    |
| Tim Wright, Kingston Smith Consulting LLP                         |
| Allison Wylde, London Metropolitan University Business School     |

**ASIS Staff Present**

Sue Carioti, Director, Standards & Guidelines

Aivelis Opicka, Manager, Standards & Guidelines

Jeanette Donovan, Standards & Guidelines Coordinator