

DRAFT
MEETING MINUTES
ORMM WORKING GROUP
APRIL 14, 2011
CONFERENCE CALL - 11:00 am to 1:00 pm U.S. EDT

1. Welcome and Call to Order

Chairman Dr. Marc Siegel called the meeting of the Organizational Resilience Maturity Model (ORMM) Working Group (WG) to order at 11:08 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. Approve Meeting Minutes

Chairman Siegel asked for any proposed modifications to the meeting minutes of February 16, 2011, and being none the minutes were approved.

5. Discussion of Content Contributions

Chairman Siegel thanked the contributors for the proposed content provided in the April 11, 2011 draft ORMM Standard. He requested each group to report on content submissions. Ms. Opicka presented the draft on-screen for live review.

Section 1 and 2 - Introduction:

Mr. Jeffrey Slotnick opened to describe the *Introduction* section [which sets the stage for the document] was written to remain consistent in tone with both the ASIS SPC.1-2009 Organizational Resilience (OR) and the ISO 31000 standards while addressing the draft ORMM Maturity Model Matrix. Discussion ensued and with points made that it was a good introduction to the management system framework as related to the six maturity model phases. It was noted to maintain the emphasis on managing the risk of disruptive events.

Section 3, 4, and 5 - Matrix Integration:

The *Maturity Model Matrix* content was described as being sufficiently high-level for applicability beyond the OR Standard. Its capability as a standalone maturity model was noted to make it a useful management system tool. Chairman Siegel reported that the material for sections 4.1, *Maturity Model for the Phased Implementation* and 4.2, *Phases of the Maturity Model* were completed utilizing the *Maturity Model & Matrix V2* paper previously posted to the Committee web page.

Proposed new section on case studies:

The incorporation of case studies into the standard was found to be problematic. Confusion of the Standard's focus and the possibility of users implementing study scenarios in lieu of the standard itself were identified as issues. Discussion ensued and a supporting "body of knowledge" website was suggested as a better vehicle for case study information. The WG determined that case studies would not be incorporated into the Standard.

It was determined the ORMM draft should be distributed to the WG only, for an initial review and comment period. Standards and Guidelines staff will provide a comment form and instructions for submitting comments via an Excel spreadsheet.

6. Open Discussion

Discussion moved to recap action items and determine the next meeting date.

7. Action Items

Action items include:

- ASIS Staff to disseminate ORMM draft standard and comment form to WG on Friday, April 15, 2011.

- WG Members to submit comments to the April 15, 2011 draft via the comment form on or before Thursday, May 19, 2011 to standards@asisonline.org.
- ASIS Staff to distribute the comments compilation to the WG in advance of the next meeting.

8. Next Meeting

The next meeting of the ORMM WG is scheduled for Thursday, May 26, 2011 from 9:00 to 11:00 am U.S. EDT.

9. Adjournment

Chairman Siegel adjourned the meeting at 11:38 am U.S. EDT with consensus.

Submitted by:

[Original Signed By:]

Jeanette Donovan
ASIS International
Standards & Guidelines Coordinator

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**ORMM WORKING GROUP**  
**MEETING ATTENDEES**  
**April 14, 2011**

Dr. Marc Siegel, ASIS International, Chairman  
Paul H. Aube, Dessau  
Dennis Blass, Children's Health System  
Johan du Plooy, Temi Group  
Michael Edgerton, Good Harbor Consulting  
John Gargett, TRUSYS  
Suzanne Hart, Delaware Dept of Transportation  
Glen Kitteringham, Kitteringham Security Group Inc.  
Bill Lang, VCPI  
James Leflar Jr., Johns Hopkins Bloomberg School of Public Health  
Lynnda Nelson, Business Continuity Services, Inc.  
Philip Oppenheim, International Continuity Oversight Board  
Russ Phillips, MMTS Group  
Russell Price, Ph.D., Continuity Forum  
Bala Ramanan, Microland Ltd.  
Jeffrey Slotnick, Setracon Inc.  
Lisa Smallwood, CEMP, LLC  
Jose Miguel Sobron, United Nations  
Renee Wentworth, Renee Wentworth

**ASIS Staff Present**

Sue Carioti, Director, Standards & Guidelines  
Aivelis Opicka, Manager, Standards & Guidelines  
Jeanette Donovan, Standards & Guidelines Coordinator