

15 Sep 08

Mr. Michael Cohen:

CCM: 994670

I am pleased to submit the ADM (HR-Civ) Business Continuity Plan (BCP).

Through the ADM (HR-Civ) Business Impact Analysis - the process used to analyze the degree to which HR-Civ business is exposed to risks, and impacts that could affect its ability to function, or its ability to provide the delivery of continuous services - four areas were identified as being critical in the event of any disruption:

- 1) Corporate support and guidance to the Minister (2.1.6)
- 2) Civilian Pay and Benefits (Compensation) (5.2.1)
- 3) Civilian Labour Relations (5.2.2)
- 4) Administration / Planning of ADM (HR-Civ) Resources (5.2.3).

Given that BCPs are by their very nature iterative, and are never truly 'completed' – this 'evergreen' plan will be continually updated, re-examined and improved upon on a regular basis. Work is presently underway to develop contingency plans for the above critical activities and these will be submitted in the near future.

The ADM (HR-Civ) BCP team will continue to work with the Departmental BCP Action Team to review our processes and procedures in order to ensure continued services to minimum levels should a traumatic event, emergency or disruption occur.

Cynthia L. Binnington

Enclosure: 1

ASSISTANT DEPUTY MINISTER
(HUMAN RESOURCES – CIVILIAN)

SOUS-MINISTRE ADJOINTE
(RESSOURCES HUMAINES – CIVILS)

OFFICE / BUREAU: (613) 992-7447
FAX / TÉLÉCOPIEUR: (613) 995-8938
INTERNET / INTERNET: Binnington.C@forces.gc.ca