Business Continuity Planning Program

Identification

Date of Issue	2008-xx-xx
Application	This DAOD is a directive that applies to employees of the Department of National Defence ("DND employees") and an order that applies to officers and non-commissioned members of the Canadian Forces ("CF members") who act as managers or supervisors of DND employees.
Approval Authority	The Deputy Minister (DM) and the Chief of the Defence Staff (CDS)
Enquiries	Director General Corporate and Shared Services (DGCSS)
Table of Contents	This DAOD contains the following topics:

Definitions

Definitions Table The following table provides information on definitions used in this DAOD:

In this DAOD …	has or have the same meaning as in …
• business continuity planning • critical service	Government Security Policy (GSP)
• business impact analysis • recovery • minimum service level	Operational Security Standard – Business Continuity Planning (BCP) Program
• business resumption planning • essential	Business Resumption Planning – Security Standard
• threat and risk assessment	Public Safety Canada document entitled Business Continuity Planning Technical Documentation

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Overview

Context
As a component of DND and CF Security Program, the Business Continuity Planning (BCP) Program policy has as its aim the implementation of a program within the DND and CF consistent with the:

- Government Security Policy;

- draft DAOD ??? xxxx-0 (i.e. departmental DND and CF Security Policy); and

- the Operational Security Standard – BCP Program.

This policy deals with the BCP Program and its governance at strategic and operational levels.

The BCP Program assures minimum service levels for critical services. Business Resumption Planning ensures resumption of operations at an acceptable level for all critical and essential services and, at operational and tactical levels, remains the responsibility of commanders and managers.

Purpose
The purpose of the DND and CF BCP Program is to:

- ensure the continued availability of critical DND and CF services and associated assets; and

- provide confidence to employees, stakeholders, clients and Canadians that the DND and CF are capable of delivering DND and CF critical services in the face of any hazard to its operations.

Operating Principles

General

The DND and the CF BCP Program consists of the following four elements:

- within the context of the DND and the CF security program, a governance structure establishing authorities and responsibilities for the program, and for the development and approval of Business Continuity Plans;

- a Business Impact Analysis process to identify and prioritize the department's critical services and assets. The Defence Tasks in the current Defence Plan On-Line detail the services that are delivered by the DND and the CF and form the start point for Business Impact Analysis;

- plans, measures and arrangements to ensure the continued availability of critical services and assets, and of any other service or asset when warranted by a threat and risk assessment; and

- activities to monitor the department's level of overall readiness and provision for the continuous review, testing and audit of Business Continuity Plans.

BCP Program Governance

BCP Program governance creates a process structure for all involved in the BCP Program. A communications plan is developed as part of the governance of the program.

The Departmental Security Officer (DSO) provides:
- general direction to the BCP Coordinator; and
- strategic advice when the BCP Coordinator approaches senior managers for approvals.

The DND BCP Lead (civilian) and the CF BCP Lead (military) report directly to the co-chairs of the DND and CF BCP Action Team and are jointly responsible to:

- obtain senior management support and funding;

- develop a DND BCP program policy and governance structure;

- ensure the development of a strategy to communicate BCP activities to employees and stakeholders;

- establish working groups and define their roles and responsibilities;

- ensure the completion of the business impact analysis and the development and maintenance of business continuity plans;

- ensure that IM, IT and other continuity plans and arrangements are fully integrated into the BCP program;

- provide for regular training, review, testing and audit;

- collaborate with the DSO and the IT Security Coordinator throughout the process; and

- inform the DSO throughout the process since the BCP Coordinator does not

functionally report to the DSO.

**Program
Requirements**

Through the departmental BCP Program, the DND and CF shall:

- institute and maintain a BCP Program for continued availability, at home and abroad, of all critical DND and CF services and associated assets and other DND and CF services and assets when warranted by threat and risk assessment in a manner that is cost effective and consistent with DND and CF strategic direction;

- establish protocols and understandings with other government departments and civil authorities, both domestic and foreign, to assist with response, continuity and resumption efforts to DND and CF services in a coordinated manner;

- ensure that;

    o Government of Canada BCP training offered by Canada School of the Public Service is provided to appropriate DND employees and CF members; and

    o those participating in the DND and the CF Force Protection Program Course obtain a clear understanding of the BCP Program that applies to DND and CF critical services in accordance with its mission as detailed in Defence Tasks.??

Responsibilities

Responsibility Table

The following table identifies the responsibilities associated with this DAOD:

The …	is or are responsible for …

VCDS	• reviewing and recommending alternate DND and CF governance and command structure;
	
	• reviewing and approving:
	
	  - critical operations, services and associated assets; and
	
	  - mitigation strategies, including resulting BCPs; and
	
	• resolving conflicting interests and priorities.

DOS (SJS)
 	
ADM (Fin CS)
	• providing strategic direction and communication;
	
	• conducting a strategic Level 0 assessment to include:
	
	  - a review of DND and CF governance structures to ensure clear lines of authority, succession of command and corporate leadership and alternate headquarters and offices;
	
	  - the completion of a strategic (Level 0) Business Impact Analysis (BIA) to identify and prioritize DND and CF critical operations, services and assets;
	
	  - the identification and review of existing DND and CF plans, measures, procedures and arrangements designed to ensure continuity of critical operations and the availability of critical services and assets; and
	
	  - developing a comprehensive DND and CF BCP to ensure continuity of critical operations and the availability of critical services and assets; and
	
	• developing a comprehensive program to regularly validate and update the DND and CF BCP.

Responsibilities, continued

The …	is or are responsible for …
CMS CLS CAS Comd Canada COM Comd CEFCOM Comd CANSOFCOM Comd CANOSCOM	• as the OPI, developing, approving and maintaining BCP Plans for critical services to support managed readiness of operational maritime, land and air forces; and • conducting, as appropriate, Business Resumption Planning for organizational units under their command.
Assistant Deputy Minister (Infrastructure and Environment (ADM (IE))	• developing and maintaining Business Continuity Planning engineering standards and oversight for realty infrastructure associated with critical DND and CF services.
Assistant Deputy Minister (Information Management) (ADM (IM))	• as the OPI, developing, approving and maintaining BCP Plans for the management of DND and CF critical information technology services to support managed readiness in the department; • developing and maintaining DND and CF information technology security doctrine in support of BCP in coordination with the VCDS and DOS (SJS) and • developing and maintaining BCP readiness for critical national level and distributed information systems and supporting communications.
L1s	• for any critical services, as the OPI, developing, approving and maintaining BCP Plans for critical services under management; and • conducting, as appropriate, Business Resumption Planning for organizational units under their management.

Responsibilities, continued

The …	is or are responsible for …
Chief of Military Personnel (CMP) Assistant Deputy Minister (Human Resources – Civilian) (ADM (HR Civ))	• developing and maintaining Business Continuity Planning specialty training standards for military and civilian staff, if required; and • conducting selected Business Continuity Planning specialty training, if required.
DSO	• retaining a strategic role with respect to the BCP Program. This role includes providing general direction to the BCP Coordinator and strategic advice when the Coordinator approaches senior managers for approvals.
DND and CF BCP Action Team	• providing strategic direction and communication; • resolving conflicting interests and priorities; • directing training, review, testing and audit; and • directing activities to monitor overall readiness.

References

Source References	• Government Security Policy (GSP) http://publiservice.tbs-sct.gc.ca/pubs_pol/gospubs/TBM_12A/gsp-psg1_e.asp
	• Operational Security Standard – Business Continuity Planning (BCP) Program http://publiservice.tbs-sct.gc.ca/pubs_pol/gospubs/TBM_12A/ossbcp-nsopca_e.asp
	• Business Resumption Planning – Security http://publiservice.tbs-sct.gc.ca/pubs_pol/gospubs/TB_J2/brp_e.asp *(dead link?)*
	• Security Policy – Manager's Handbook http://publiservice.tbs-sct.gc.ca/pubs_pol/gospubs/tb_j2/spmh1_e.asp#securit

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	• Business Continuity Planning Technical Documentation. ←
	• Management of Government Information Policy http://www.tbs-sct.gc.ca/pubs_pol/ciopubs/TB_GIH/mgih-grdg_e.asp
	• *National Defence Ac*t (NDA)
	• National Security Policy http://dsp-psd.pwgsc.gc.ca/Collection/CP22-77-2004E.pdf
	• Draft National Defence Security Policy (NDSP)
	• Current Defence Plan On-Line http://vcds.mil.ca/DPOnline/Main_e.asp

Related References	• 100X-0, *Business Continuity Planning*
	• DAOD 9001-1 *Appointment of an Acting Chief of the Defence Staff and Designation of an Alternative National Defence Headquarters* http://admfincs.mil.ca/admfincs/subjects/daod/9001/intro_e.asp
	• *Privacy Act* http://laws.justice.gc.ca/en/P-21/index.html
	• DND/CF BCP website: http://sjs.mil.ca/sites/page-eng.asp?page=1142
	• Business Continuity Plan when available