

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”).

Approval Authority Assistant Deputy Minister – Finance and Corporate Services (ADM (Fin CS))

Enquiries Director General Corporate and Shared Services (DGCSS)

Table of Contents This DAOD contains the following topics:

Topic	Page
Definitions	2
Overview	3
Operating Principles	4
Responsibilities	6
References	9

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 ...
<ul style="list-style-type: none"> business continuity planning critical service 	Government Security Policy (GSP)
<ul style="list-style-type: none"> business impact analysis (BIA) minimum service level 	Operational Security Standard – Business Continuity Planning (BCP) Program
<ul style="list-style-type: none"> business resumption planning essential 	Business Resumption Planning – Security Standard
<ul style="list-style-type: none"> departmental security officer (DSO) 	Government Security Policy (GSP)
<ul style="list-style-type: none"> threat and risk assessment 	Business Continuity Planning Technical Documentation – Public Safety Canada

Overview

Context

As a component of DND and CF Security Program, the BCP Program policy has as its aim the implementation of a program within the DND and the CF consistent with the:

- Government Security Policy;
- Operational Security Standard – BCP Program;
- DAOD 1005-0, Business Continuity Planning; and
- DND and CF Security Policy.

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 the CF are capable of delivering DND and CF critical services in the face of any hazard to its operations.
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Operating Principles

General

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

- a governance structure within the context of the National Defence Security Program that establishes authorities and responsibilities for the program, and for the development and approval of business continuity plans;
 - a BIA process to identify and prioritize the department's critical services and assets;
 - 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.
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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 DSO provides:

- general direction to the BCP Coordinator; and
- strategic advice when the BCP Coordinator approaches senior managers for approvals.

The DND BCP Lead (a civilian employee located in DGCSS) and the CF BCP Lead (a military member located in SJS) 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 BIA and the development and maintenance of business continuity plans;
- ensure that Information Management (IM), Information Technology (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 as well as 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 agencies, and provincial, territorial and municipal 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:
 - Government of Canada BCP training offered by the Canada School of the Public Service is provided to appropriate DND employees and CF members; and
 - those participating in the DND and the CF Force Protection Program Course obtain a clear understanding of the DND and CF BCP Program.

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Responsibilities

Responsibility Table

The following table identifies the responsibilities associated with this DAOD:

The ...	is or are responsible for ...
Vice Chief of the Defence Staff (VCDS)	<ul style="list-style-type: none"> reviewing and recommending alternate DND and CF governance and command structures; reviewing and approving: <ul style="list-style-type: none"> critical operations, services and associated assets; and mitigation strategies, including resulting BCPs; and resolving conflicting interests and priorities.
DOS (SJS) ADM (Fin CS)	<ul style="list-style-type: none"> providing strategic direction and communication; conducting a strategic Level 0 assessment to include: <ul style="list-style-type: none"> 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) 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.

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Responsibilities, continued

The ...	is or are responsible for ...
CMS CLS CAS Comd Canada COM Comd CEFCON ComdCANSOF COM Comd CANOSCOM	<ul style="list-style-type: none"> • 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))	<ul style="list-style-type: none"> • develop and maintain business continuity planning for engineering standards, realty assets, environmental and nuclear safety activities, fire protection and CF family accommodation services associated with critical DND and CF services.
Assistant Deputy Minister (Information Management) (ADM (IM))	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • as the OPI, developing, approving and maintaining BCP plans for critical services under their management; and • conducting, as appropriate, business resumption planning for organizational units under their management.

Responsibilities, continued

The ...	is or are responsible for ...
<p>Chief of Military Personnel (CMP)</p> <p>Assistant Deputy Minister (Human Resources – Civilian) (ADM (HR Civ))</p>	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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
 - Security Policy – Manager's Handbook
http://publiservice.tbs-sct.gc.ca/pubs_pol/gospubs/tb_j2/spmh1_e.asp#securit
 - Business Continuity Planning Technical Documentation – Public Safety Canada
 - Management of Government Information Policy
http://www.tbs-sct.gc.ca/pubs_pol/ciopubs/TB_GIH/mgih-grdg_e.asp
 - *National Defence Act* (NDA)
 - National Security Policy
<http://dsp-psd.pwgsc.gc.ca/Collection/CP22-77-2004E.pdf>
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Related References

- *Privacy Act* <http://laws.justice.gc.ca/en/P-21/index.html>
 - DAOD 1005-0, *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
 - Current Defence Plan On-Line http://vcds.mil.ca/DPOnline/Main_e.asp
 - DND/CF BCP website: <http://sjs.mil.ca/sites/page-eng.asp?page=1142>
 - DND/CF Business Continuity Plan
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