

3301-5-2 (DWHP)

May 2008

Distribution List

LEVEL ONE BUSINESS CONTINUITY PLANS

Reference: DM/CDS Initiating Directive- DND/CF Continuity of Critical Operations and Services (Business Continuity Plan)

1. The capability of DND/the CF to support the effective functioning of government and the continued pursuit of Government of Canada objectives, both at home and abroad, is essential. In accordance with the Ref, a DND/CF Action Team was setup in early 2007 to work on the development of a DND/CF Business Continuity Plan (BCP) to ensure we are prepared to continue to conduct critical operations and deliver critical services in any circumstance. The Action Team is lead by SJS Director General Plans and ADM(Fin CS) Director General Corporate and Shared Services. The Team's BCP work plan has seven major steps of which four have been completed (BCP Governance, Departmental Role/Mandate, Threat Risk Assessment and Business Impact Analysis). The fifth step of producing a Business Continuity Plan is in progress with a Draft Level O BCP completed and the Draft Level 1 BCPs due 30 May 08. A graphic depicting the BCP Action Team's work plan is attached.

2. Key to finalizing the Level O plan is completion of the Level 1 BCPs. To date considerable progress has been made in this regard, and over the next few months, the Action Team secretariat will be working with your representatives on the draft plans with the objective of obtaining a L1-signed BCP from each L1 organization by early Sept 08. It is recognized that these initial BCPs may only achieve the 80% mark with a number of longer-term gaps that need to be completed. However, the L1 BCPs will form the basis for the revised Level O BCP and your continued assistance and support in making this happen over the summer is sought. Also, BCPs by their very nature are "evergreen" documents and as such will be subject to constant updating to remain current, so there will be ample opportunity for revisions in the future.

3. In summary, the excellent contributions to date by your staff have moved the DND/CF through the first five critical steps of BCP. The fifth step requires a L1 signed BCP (by Sept 08) to move forward. Our OPIs for this are Mr. John Linscott, SJS Domestic Plans (943-8509) or Mr. Michael Cohen, ADM(Fin CS) DGCSS Senior Analyst (944-6317)

D.C. Gardam
Commodore
Director General Plans
Strategic Joint Staff

Sharon Chamberlain
Director General
Corporate Services
ADM (Fin CS)

Enclosure: 1

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