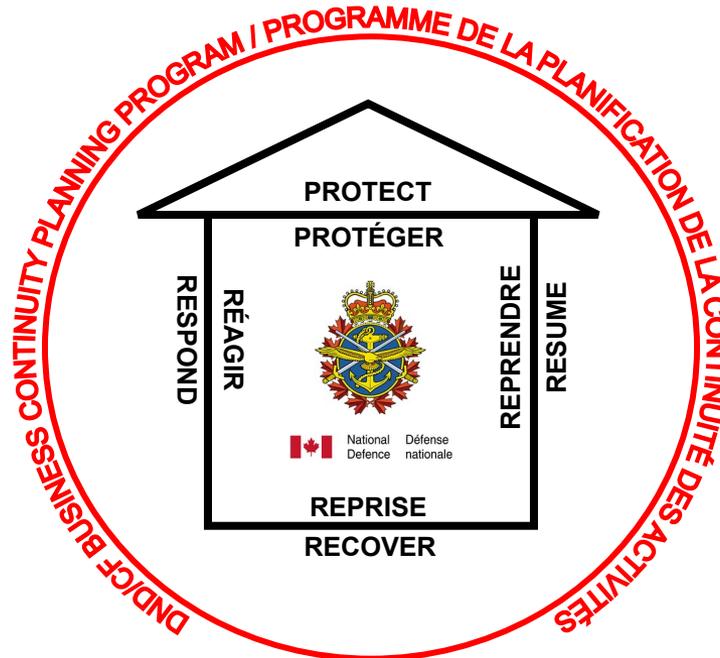




Business Continuity Planning (BCP) Program



Programme de planification de la continuité des activités (PCA)





Outline

- BCP background
- DND/CF BCP Methodology
- Anatomy of a BCP
- ADM(Fin CS) BCP-identified Critical Operations and Services
- Who does what?
- Operationalizing the BCP
- Questions



What is the BCP Program?

- BCPP is the process of ensuring the continuity of business operations in the face of disruptive events
- **Government Security Policy definition of BCP:**
An all-encompassing term which includes the development and timely execution of plans, measures, procedures and arrangements to ensure minimal or no interruption to the availability of critical services and assets.
- “**All-encompassing**” means that BCPP provides a framework for many types of planning, including emergency response planning, IT/IM continuity planning, risk management, crisis management and disaster recovery planning.



What is a Business Continuity Plan?

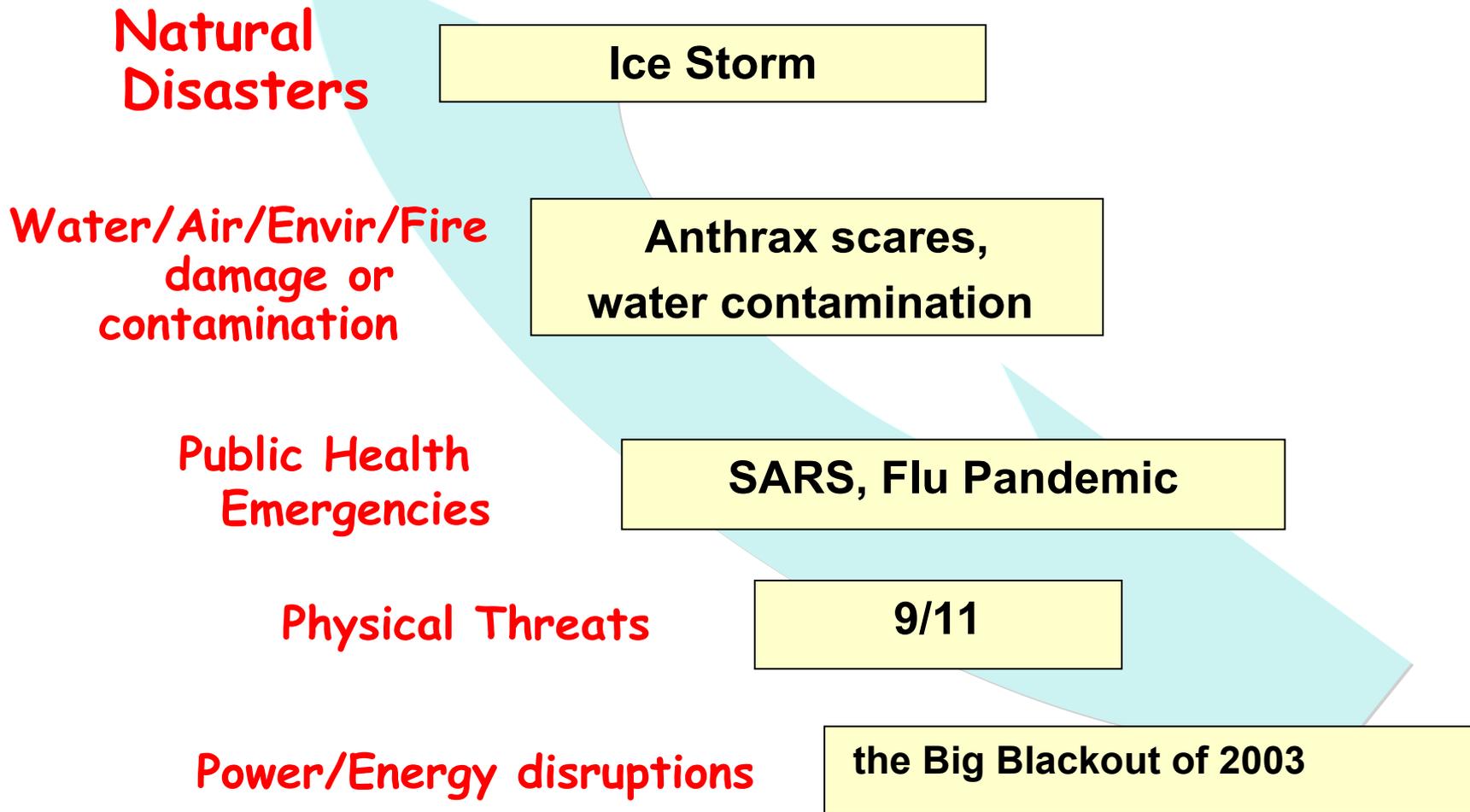


- a BCP is a proactive plan that endeavours to ensure that critical operations continue to be available
- provides the framework for a common management structure under which all emergencies and disruptive events can be managed
- Enables critical services or functions to be continually delivered
- Complements emergency preparedness (e.g. fire and building evacuation, civil emergency plans)
- also supports planning that is necessary to restore other-than-critical services and their associated assets and resources





It can't happen here...?



DND/CF BCP Methodology



Phase	Step	Comment
One	1. Establish Departmental BCP Governance	Establish clear lines of authority, accountability and responsibility
	2. Affirm Departmental Role/Mandate	Affirm the role / mandate of the Department: - Protect Canadians at Home - Defend North America - Defend Canadian Interests Abroad
	3. Conduct a Threat-Risk Assessment	Identify the major threats/risks to the Department
	4. Complete a Business Impact Analysis	Identify: - critical operations - Maximum Allowable Downtimes - Minimum Service levels - Interdependencies & resource requirements
Two	5. Prepare Continuity and Recovery Plans	Develop plans; continuity and recovery strategies
Three	6. Test/Validate Contingency Plans	Develop training & exercise program
Four	7. Plan refinement / maintenance	Incorporate lessons learned
<p>NOTE: After Step 7, return to Step 2, and the cycle repeats. The BCP process is “evergreen”.</p>		



Anatomy of a BCP



a BCP answers the questions...

- Who is responsible for decisions and implementation of response measures (key personnel)?
- What are they responsible for (what critical services and what is the minimum acceptable level of service) and what are we dependent on (infrastructure, etc)?
- Where will these services be provided (alternate site)?
- Who do we have to contact to let them know the situation and course of action (contact lists – employees, clients, corporate services, external)?
- How do we go about recovering services (what steps need to be taken to implement/provide service)?



ADM(Fin CS) BCP-identified Critical Operations and Services



OPI	Accountability	MAD
ADM(Fin CS)	Corporate support and guidance to the Minister	<1 day
ADM(Fin CS)	Direct administrative support to the Minister (DA/MND)	<1 day
DGCSS	- NDHQ Mail distribution and mail service - Records Retrieval	<1 day <3 days
DGCSS	Responsibility and authority for strategic and operational office accommodation planning	<7 days
DGCSS	Property and facilities management, with the exception of the operation and maintenance of DND custodial space	<7 days
VCDS / DG Fin Mgmt	Internal Departmental Management on behalf of MND (Overall Financial and Resource Management; Control of public funds and accounting for dept assets)	<1 day
DG Fin Mgmt	Resource Allocation	<1 day
DG Fin Mgmt	Strategic Financial Support to CF Operations (Financial allocations management; Payments; Cost tracking and reporting)	<1 day
DG Fin Mgmt	Ensuring effective support for financial resource allocation (Development of strategic financial and budgetary planning options)	<7 days
DG Fin Ops	Critical Payment Services – in an emergency, the department may need to use alternative methods of buying services, paying bills, etc., if the usual methods are not available (i.e. cutting Receiver General cheques as required)	<1 day
DG Fin Ops	Military Pay and Pension Services Delivery	<3 days
DG Fin Ops	Custody and accounting of financial assets under the CFSA	<3 days





Who does what?

ADM(Fin CS) BCP Response Team	
Position	Responsibilities
Group Principal - ADM(Fin CS)	<ul style="list-style-type: none">• Assess emergency situation and make decision on level of response required• Inform MND / DM / CDS / VCDS / CFSU(O) as appropriate• Authority to initiate any required spending
DGs	<ul style="list-style-type: none">• Assess emergency situation and make decision on level of response required• Inform ADM(Fin CS) and the Crisis Response Team• Authority to initiate any required spending
Directors	<ul style="list-style-type: none">• Keep DG informed concerning emergency situation• Implement BCP for service in question• Authority to initiate any required spending
BCP Coordinators	<ul style="list-style-type: none">• Internal communications• Coordination of onsite BCP activities
Local Managers and Supervisors	<ul style="list-style-type: none">• Keep Director informed concerning emergency situation• Implement BCP for service in question• Advise clients and staff of any prolonged disruption in service• Establish setup at alternate location (i.e. file servers, basic office support facilities)

Operationalizing the BCP



- ADM(Fin CS) BCP was submitted 19 Sep 08; it is an “evergreen” document; to be constantly updated
- The BCP identifies critical operations and services; personnel, equipment and facilities required; command and control; emergency response procedures; and alternate sites
- Managers will notify personnel as to their individual responsibilities in a BCP scenario and whether they are required to support critical functions
- Contact lists will be created and maintained to facilitate communications with personnel in a BCP scenario
- BCP exercises will be developed and practiced





Questions?

