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**Department of National Defence
Canadian Forces**

BUSINESS CONTINUITY PLAN

Annex F

Glossary

DRAFT 1

January 2008

Business Continuity Program Glossary

These definitions provided are based on Government Security Policy (GSP), the Operational Security Standard – Business Continuity Planning (BCP) Program (Standard), a Business Continuity Planning Program Technical Handbook issued by Public Safety Canada (PS), Business Resumption Planning – Security Standard and the Level 1 BCP Working Group (BCPWG) terminology.

Business Continuity Planning	Business Continuity Planning is an all-encompassing term that includes the development and timely execution of DND/CF plans, measures, procedures and arrangements to ensure minimal or no interruption to the availability of critical services and assets. (GSP) (BCPWG included “DND/CF”)
Business Impact Analysis	Business Impact Analysis (BIA) is a process of analyzing the degree to which the DND/CF is exposed to risks and impacts that could affect its ability to function or its ability to provide for the continuous delivery of critical services. The process consists of several steps: determining critical services and their priorities; determining minimum service levels and maximum allowable downtimes; mapping dependencies to critical services; assessing risks and existing recovery capabilities; and, finally, formulating strategies for recovery. (PS) (BCPWG included “DND/CF”)
Business Resumption Planning	Business resumption planning is defined as planning to ensure the continued availability of essential services, programs and operations, including all resources involved. Business resumption planning prepares government institutions for recovery from any event that may interrupt an operation or affect service or program delivery. (Business Resumption Planning – Security Standard)
Continued Service	Continued service can be interrupted but must be restored within an acceptable timeframe. (Standard)
Continuous Service	Continuous service must have no interruption. (Standard)

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Critical Service	Critical service is a departmental DND/CF service whose compromise in terms of availability or integrity would result in a high degree of injury to the health, safety, security or economic well-being of Canadians, or to the efficient functioning of the Government of Canada. (GSP) (BCPWG included “DND/CF”)
DEPENDENCY	Dependency is the reliance of a service on internal to the DND/CF and/or external services, assets and resources including individuals. (Standard) (BCPWG included “DND/CF”)
DISRUPTION	Any interruption in the continued delivery of critical services. The word disruption includes emergencies, disasters, incidents, outages and events. A disruption includes any abnormal situation that could compromise the delivery of a department’s critical services. (Standard) (PS)
Essential	Essential is defined as any service, program or operation that must be carried out in order for the organization to fulfill its mission. (Business Resumption Planning – Security Standard)
Force Protection	Force protection comprises all measures taken to contribute to mission success by preserving freedom of action and operational effectiveness through managing risks and minimizing vulnerabilities to personnel, information, materiel, facilities and activities from all threats. (Definition approved by FPSSC 3 Jun 04)
High Degree of Injury	High degree of injury is the severe harm related to the provision of sustenance, public order, emergency care and response, a life-sustaining environment, vital communications and transportation, fundamental economic services, continuity of government, territorial integrity and sovereignty. (Standard)
Information Management (IM) Continuity Planning	Information Management (IM) continuity planning is an element of the Business Continuity Planning Program, and in accordance with the Management of Government Information Policy, is the development of plans, measures, procedures and arrangements using BCP methodology to ensure minimal or no interruption in the availability of information assets. (Standard)
Information Technology (IT) Continuity Planning	Information Technology (IT) Continuity Planning is the development of plans, measures, procedures and arrangements using the BCP methodology to ensure minimal or no interruption to the availability of critical IT services and assets. (Standard)

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Maximum Allowable Downtime	Maximum Allowable Downtime is the longest period of time for which a DND/CF service can be unavailable or degraded before a high degree of injury is the probable result. (Standard) (BCPWW included "DND/CF") (BCP AT included "probable")
Minimum Service Level	Minimum Service Level is the level of service delivery by DND/CF, which is essential to avoid a probable high degree of injury. Minimum service level is maintained until full recovery is achieved. (Standard) (BCPWW included "DND/CF") (BCP AT added "probable")
Recovery	Recovery is the restoration of full levels of service delivery. (Standard)
Response	Response is the activating mechanisms to deal with a disruption. (Standard)