



National Défense  
Defence nationale



# **DND/CF BUSINESS CONTINUITY PLAN**

## **ANNEX G**

### **DAOD 1003-0 AND DAOD 1003-1**

*January 2010*

## BUSINESS CONTINUITY PLANNING

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Defence Administrative Orders and Directives (DAOD) 1003-0

# DAOD 1003-0, Business Continuity Planning

## Identification

**Date of Issue:** 2009-02-20

**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”).

**Supersession:** DM/CDS Initiating Directive – DND/CF Continuity of Critical Operations and Services (Business Continuity Plan), **5 January 2007**

**Approval Authority**

- Assistant Deputy Minister (Finance and Corporate Services) (ADM(Fin CS))
- Director of Staff – Strategic Joint Staff (DOS SJS)

**Enquiries** Director General Corporate and Shared Services (DGCSS)

## 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 the ...                                  |
|---|---|
| <ul style="list-style-type: none"> <li>▪ business continuity planning (BCP); and</li> <li>▪ critical service</li> </ul> | Policy on Government Security (PGS).  |
| <ul style="list-style-type: none"> <li>▪ business impact analysis (BIA); and</li> <li>▪ recovery</li> </ul>             | Operational Security Standard – Business Continuity Planning (BCP) Program. |
| <ul style="list-style-type: none"> <li>▪ business resumption planning (BRP)</li> </ul>                                  | Business Resumption Planning – Security Standard.                           |

## Policy Direction

### Context

The PGS and the Operational Security Standard – BCP Program provide that DND and CF critical services shall remain available to help assure the health, safety, security and economic well-being of Canadians and the effective functioning of government.

At the operational level, BCP, including BRP, are fundamental considerations for all military missions and management tasks, whether in a domestic, continental or international operational setting, across the spectrum of conflict and the continuum of operations. BCP is driven down from the strategic level to the operational level.

At the tactical level, recovery and BRP are a management and command responsibility. Managers at all levels, officers commanding commands and formations, and commanding officers are responsible and accountable for the protection of the assets entrusted to them in the performance of assigned duties. Assets include personnel, materiel, facilities, information and activities.

### Policy Statement

The DND and the CF are committed to ensuring the continuity of critical operations and the continued availability of DND and CF critical services and associated assets in the event of any disruption of domestic, continental or international activities.

### Requirements

The DND and CF shall:

- institute and maintain a BCP Program as a component of the *National Defence Security Policy*;
- establish protocols and understandings with appropriate organizations to assist with the continuity, response and recovery efforts of the DND and the CF;
- integrate the fundamentals of BCP into the decision-making process for capability development and program design;
- articulate and communicate responsibilities to ensure that the BCP roles of DND employees and CF members are clearly defined and understood in business continuity plans;
- ensure that the BCP Program policy, procedures and equipment, including software, are interoperable with other appropriate organizations to the greatest extent practicable;
- ensure appropriate BCP training is provided as necessary to DND employees and CF members; and

- provide a system of accountability to report deficiencies and vulnerabilities through the appropriate chain of command in order to initiate and adopt appropriate corrective measures.

## Authorities

### Authority Table

The following table identifies the authorities associated with the implementation of this DAOD:

| The...  | has the authority to ...   |
|---|--|
| Vice Chief of the Defence Staff   | <ul style="list-style-type: none"> <li>▪ approve the commitment of financial and other resources to ensure the continuity of critical services and associated assets.</li> </ul>   |
| <ul style="list-style-type: none"> <li>▪ ADM(Fin CS); and</li> <li>▪ DOS SJS</li> </ul> | <ul style="list-style-type: none"> <li>▪ approve mitigation strategies, including resulting business continuity plans; and</li> <li>▪ appoint a representative to co-chair the DND and CF Action Team which implements the BCP Program.</li> </ul> |

## References

### Source References

- [Policy on Government Security](#), Treasury Board
- [Operational Security Standard – Business Continuity Planning \(BCP\) Program](#), Treasury Board
- [Policy on Information Management](#), Treasury Board
- [Securing an Open Society: National Security Policy](#), Privy Council Office

### Related References

- [Privacy Act](#)
- [Security Policy – Manager’s Handbook](#), Treasury Board
- [DAOD 1003-1, Business Continuity Planning Program](#)
- [DAOD 9001-1, Absence or Incapacity of the Chief of the Defence Staff and Designation of an Alternate National Defence Command Centre](#)
- [DND/CF Business Continuity Planning Program](#) website

- [Defence Plan On-Line](#)
- [National Defence Security Policy](#)

**Note: *This DAOD is currently under review***

## BUSINESS CONTINUITY PLANNING PROGRAM

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Defence Administrative Orders and Directives (DAOD) 1003-1

# DAOD 1003-1, Business Continuity Planning Program

## Identification

**Date of Issue:** 2009-02-20

**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”).

**Supersession:** DM/CDS Initiating Directive – DND/CF Continuity of Critical Operations and Services (Business Continuity Plan), **5 January 2007**

**Approval Authority**

- Assistant Deputy Minister (Finance and Corporate Services) (ADM(Fin CS))

- Director of Staff – Strategic Joint Staff (DOS SJS)

**Enquiries** Director General Corporate and Shared Services (DGCSS)

## 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 the ...                                  |
|---|---|
| <ul style="list-style-type: none"> <li>▪ business continuity planning (BCP);</li> <li>▪ critical service; and</li> <li>▪ departmental security officer (DSO)</li> </ul> | Policy on Government Security (PGS).  |
| <ul style="list-style-type: none"> <li>▪ business impact analysis (BIA)</li> </ul>  | Operational Security Standard – Business Continuity Planning (BCP) Program. |
| <ul style="list-style-type: none"> <li>▪ business resumption planning (BRP)</li> </ul>  | Business Resumption Planning – Security Standard.                           |
| <ul style="list-style-type: none"> <li>▪ threat and risk assessment</li> </ul>  | Business Continuity Planning Technical                                      |

|  |                |
|--|----------------|
|  | Documentation. |
|--|----------------|

## Overview

### Context

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

The BCP Program is consistent with:

- the PGS;
- the Operational Security Standard – BCP Program; and
- the National Defence Security Policy.

### Purpose

The purpose of the BCP Program is to:

- ensure the continuity of critical operations and the continued availability of DND and CF critical services and associated assets , as well as other DND and CF services and associated assets when warranted by a threat and risk assessment, in a manner that is cost effective and consistent with DND and CF strategic direction; and
- provide confidence to DND employees, CF members, stakeholders and other Canadians that the DND and the CF are capable of continuing critical operations and delivering DND and CF critical services in the face of any disruption of domestic, continental or international activities.

## Operating Principles

### General

The BCP Program consists of the following four elements:

- a governance structure within the context of the *National Defence Security Policy* that establishes authorities and responsibilities for the BCP Program, and provides for the development and approval of business continuity plans;
- a BIA process to identify and prioritize DND and CF critical services and associated assets;

- plans, measures and arrangements to ensure the continued availability of DND and CF critical services and associated assets, and of any other service or asset if warranted by a threat and risk assessment; and
- activities to monitor the DND and CF level of overall readiness by the continuous review, testing and audit of business continuity plans.

## **BCP Program Governance**

The BCP Program governance creates a process structure for all persons involved in the BCP Program. The NDHQ Coordination Committee (NC2) acts as the steering committee for the BCP Action Team. A communications plan is developed as part of the governance of the BCP Program.

## **BCP Action Team**

DGCSS and DG Plans are normally the co-chairs of the DND and CF BCP Action Team.

## **BCP Action Team Working Group**

Representatives from DGCSS and the SJS report directly to the co-chairs of the DND and CF Action Team and are jointly responsible for:

- obtaining senior management support and funding for BCP;
- making recommendations to the ADM(Fin CS) and DOS SJS on the policy and governance structure of the BCP Program;
- ensuring the development of a strategy to communicate BCP activities to DND employees, CF members and stakeholders;
- establishing BCP Program working groups, and defining their roles and responsibilities;
- ensuring the completion of the BIA, and the development and maintenance of business continuity plans;
- ensuring that Information Management (IM), Information Technology (IT), and other continuity plans and arrangements are fully integrated into the BCP Program;
- providing for regular training, review, testing and audit of the BCP Program;
- collaborating with the IT Security Coordinator; and
- liaising with the DSO to ensure consistency of the BCP Program with the *National Defence Security Policy*.

## **Training**

Government of Canada BCP training offered by the Canada School of the Public Service shall be provided to appropriate DND employees and CF members involved in BCP.

The DND and the CF Force Protection Program Course shall provide participants with a clear understanding of the BCP Program.

## Protocols and Understandings

To assist with continuity, response and recovery efforts in a coordinated manner by the DND and the CF, BCP protocols and understandings may be established with:

- other federal government departments and agencies;
- provincial, territorial and municipal civil authorities; and
- foreign governments and agencies.

## Responsibilities

### Responsibility Table

The following table identifies additional responsibilities associated with this DAOD:

| <b>The...</b>  | <b>is or are responsible for ...</b>  |
|--|---|
| <ul style="list-style-type: none"> <li>▪ Vice Chief of the Defence Staff (VCDS)</li> </ul> | <ul style="list-style-type: none"> <li>▪ providing leadership at the corporate level in the BCP Program as required; and</li> <li>▪ resolving conflicts of interest and priorities at the Level 1 Advisor (L1) level in respect of the BCP Program.</li> </ul>  |
| <ul style="list-style-type: none"> <li>▪ ADM(Fin CS) and DOS SJS</li> </ul>                | <ul style="list-style-type: none"> <li>▪ developing and maintaining the BCP Program to ensure the continuity of critical operations and the continued availability of DND and CF critical services and associated assets, in the event of any disruption of domestic, continental or international activities;</li> <li>▪ identifying critical operations, and DND and CF critical services and associated assets;</li> <li>▪ providing strategic direction and communication in respect of the BCP Program;</li> <li>▪ developing a comprehensive program to regularly validate and update the BCP Program;</li> <li>▪ conducting a strategic Level 0 assessment to</li> </ul> |

|  |   |
|--|---|
|  | <p>include:</p> <ul style="list-style-type: none"> <li>• 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;</li> <li>• the completion of a strategic Level 0 BIA to identify and prioritize critical operations and DND and CF critical services and associated assets; and</li> <li>• 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 DND and CF critical services and associated assets; and</li> </ul> <ul style="list-style-type: none"> <li>▪ developing a comprehensive BCP to ensure the continuity of critical operations and the availability of DND and CF critical services and associated assets.</li> </ul> |
| <ul style="list-style-type: none"> <li>▪ environmental chiefs of staff; and</li> <li>▪ officers commanding: Canada Command, Canadian Expeditionary Force Command, Canadian Special Operations Forces Command and Canadian Operational Support Command</li> </ul> | <ul style="list-style-type: none"> <li>▪ developing, and maintaining business continuity plans for DND and CF critical services to support the readiness of operational maritime, land and air forces; and</li> <li>▪ conducting, as appropriate, BRP for units and other elements under their command.</li> </ul>  |
| <ul style="list-style-type: none"> <li>▪ ADM (Infrastructure and Environment)</li> </ul>   | <ul style="list-style-type: none"> <li>▪ developing and maintaining BCP for engineering standards, realty assets, environmental and nuclear safety activities, fire protection and CF family accommodation services associated with critical DND and CF services.</li> </ul>  |

|   |   |
|---|---|
| <ul style="list-style-type: none"> <li>▪ ADM (Information Management)</li> </ul>  | <ul style="list-style-type: none"> <li>▪ developing and maintaining:             <ul style="list-style-type: none"> <li>• business continuity plans for the management of DND and CF critical information technology services to support managed readiness;</li> <li>• DND and CF information technology security doctrine in support of BCP in coordination with the VCDS and DOS SJS; and</li> <li>• BCP readiness for critical national level, and distributed information systems and supporting communications.</li> </ul> </li> </ul> |
| <ul style="list-style-type: none"> <li>▪ L1s</li> </ul>   | <ul style="list-style-type: none"> <li>▪ developing, and maintaining business continuity plans for critical services under their command or management; and</li> <li>▪ conducting, as appropriate, BRP for units and other elements under their command.</li> </ul>   |
| <ul style="list-style-type: none"> <li>▪ Chief of Military Personnel; and</li> <li>▪ ADM(Human Resources – Civilian)</li> </ul> | <ul style="list-style-type: none"> <li>▪ developing and maintaining BCP specialty training standards for DND employees and CF members; and</li> <li>▪ conducting BCP specialty training.</li> </ul>   |
| <ul style="list-style-type: none"> <li>▪ DSO</li> </ul>   | <ul style="list-style-type: none"> <li>▪ providing general direction to the BCP Action Team on the DND/CF Security Policy as it pertains to the BCP Program; and</li> <li>▪ providing strategic advice when the BCP Action Team approaches senior managers for direction.</li> </ul>  |
| <ul style="list-style-type: none"> <li>▪ BCP Action Team</li> </ul>   | <ul style="list-style-type: none"> <li>▪ making recommendations to the ADM(Fin CS) and DOS SJS as required in respect of:             <ul style="list-style-type: none"> <li>• the BCP Program policy and governance;</li> </ul> </li> </ul>  |

|  |   |
|--|---|
|  | <ul style="list-style-type: none"> <li>• the BIA and other templates;</li> <li>• the commitment of financial and other resources, and the endorsement of the budget for the BCP Program; and</li> <li>• identified critical services and associated assets after completion of the BIA;</li> </ul> <ul style="list-style-type: none"> <li>▪ providing strategic direction and communication;</li> <li>▪ providing recommendations to resolve conflicts of interest and priorities;</li> <li>▪ directing training, review, testing and audit; and</li> <li>▪ directing activities to monitor overall readiness.</li> </ul> |
|--|---|

## References

### Source References

- [Policy on Government Security](#), Treasury Board
- [Operational Security Standard – Business Continuity Planning \(BCP\) Program](#), Treasury Board of Canada Secretariat
- [Policy on Information Management](#), Treasury Board
- **Business Continuity Planning Technical Documentation**, Public Safety Canada
- [Securing an Open Society: National Security Policy](#), Privy Council Office

### Related References

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