Public Safety Canada

Government of Canada Departmental BCP ACTION PLAN TEMPLATE

Once you have established the current status for each element/sub-element in your BCP assessment template, you should now proceed with populating an action plan template by using the assessment template to determine when and how you will complete your BCP.

This template should be self explanatory however if you have any questions the Continuity of Government Section in Public Safety Canada, Preparedness and Recovery Branch is at your service to answer any questions throughout the evolution of the project. (See below)

Similar to the self assessment template, the action plan template is based upon the four elements of the 2004 operational standard for business continuity planning of the GoC. These are:
1.   The establishment of BCP Program Governance
2.   The conduct of a Business Impact Analysis
3.   The development of Business Continuity Plans and Arrangements
4.   The maintenance of BCP Program Readiness

The first step is to fill in target dates for compliance based on how long it should take to complete each BCP element/sub-element. We have included the comments from the assessment template for your convenience, however, you may wish to remove them or add your own comments on how you are progressing with your plan.

That said we would like to highlight high priority items for your attention:

If not yet done, we urge you to hire or appoint a certified departmental BCP coordinator as soon as possible. This is a requirement of the BCP standard and is generally recognized that a BCP program must have one individual who is responsible and accountable to get the program completed. The BCP coordinator must have the strong support of Senior Management to gain compliance.

It is imperative to complete a BCP project plan (see 1.9) prior to embarking on the BCP project. The project plan can be developed by combining the framework from the action plan itself and the detail from the BCP Technical Documentation. The project plan will assist in managing and guiding the development of each stage of your department's BCP deliverables.

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Government of Canada Departmental BCP Action Plan Template

Please contact BCP Centre of Excellence at (613) 949-6522 or email bcp.helpdesk@ps.gc.ca   with any questions you may have.

Departmental Information

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                  Date: November 2007

Notes:

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1.0	**Governance**					
1.1	Commitment of senior management to the BCP Program in accordance to Section 3.1 of the BCP Standard. This includes commitment of financial and other resources.			√		Senior departmental managers have fully committed to the BCP Program. Existing plans for military operations and contingencies are already integrated into the strategic planning framework. BCP Plans for the continuity of corporate services that support military operations and the effective functioning of government will be incorporated as the plans develop. The Vice Chief of the Defence Staff is the senior departmental official responsible for the BCP and he is also responsible for the strategic planning framework, facilitating BCP incorporation.
1.2	Senior department managers appoint participants for the BCP Program in accordance with Section 3.1 of the BCP Standard.			√		Senior departmental managers at DND have appointed participants to BCP committees and teams for the completion of the DND/CF BCP Plans. The Deputy Minister and

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						the Chief of the Defence Staff assigned overall responsibility for BCP development to the Vice Chief of Defence Staff in their Directive on 5 January 2007. This document then appointed ADM(Fin CS) and the Director of Staff, Strategic Joint Staff as the Departmental and Canadian Forces Level 1s responsible for coordinated BCP development. Co-Chairs at the DG level were appointed from both organizations to chair the BCP Action Team and leads were appointed in both organizations to coordinate the BCP project and planning activities. Level 1s provided the names of their BCP coordinators by the end of January 2007. The BCP Action Team has been meeting and coordinating the Business Continuity Plan development since mid-February 2007.
1.3	Appoint departmental BCP Coordinator to fulfil role as set out in Section 3.1 of the BCP Standard.			√		As stated in 1.2 above, departmental BCP Coordinators/ Action Team Co-Chairs have been

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				√		appointed to fulfill the role as set out in the BCP standard. As well, both Canadian Forces and Department leads have been appointed to manage the project coordination and planning activities. In terms of the responsibilities set out in Section 3.1 of the BCP Standard, the departmental BCP Coordinators have addressed or are in the process of addressing the following items: a. Obtain senior management support and funding – Senior management is fully behind the BCP Planning activities and have provided direction and appointments within the Department and Canadian Forces to ensure its completion. The Vice Chief of Defence Staff is responsible for approving the commitment of financial and other resources to

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			√		Draft Policy (DAOD) is now under review - Finalized BCP Policy - November 2007	ensure the continuity of critical operations and the availability of critical services and assets. Commitments will be adjusted to meet any new requirements that are identified through the BIA and BCP process.
			√		Strategic Level Communications ongoing; Communication	b. Develop a departmental BCP Program policy and governance – DND has developed a departmental BCP Program policy (in draft) and governance model. Governance for the BCP program was clearly identified in the DM/CDS Initiating Directive. The Defence Management Oversight Committee oversees the work of the BCP Action Team and approves both the approach and content prior to seeking Vice Chief of Defence Staff and DM/CDS approval. In

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					s with Employees – January 2008	terms of a BCP Policy, DND has a draft policy that is presently being reviewed. It is expected that the draft policy will be sent for Level 1 review in the mid-October 2007 timeframe.
				√		c. Ensure the development of a strategy to communicate BCP activities to employees and stakeholders – DND has developed a strategy of updates, briefings to the Defence Management Oversight Committee, action team meetings and one-on-one consultation with stakeholders to ensure that senior officials, Level 1s and stakeholders are kept apprised of BCP activities. In order to facilitate communications with all members of the Department, DND has established a website that is accessible to

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				√	DND/CF Strategic Level 0 BIA – draft completed May 2007 Level 1 BIAs expected completion – 31 October 2007 DND/CF Strategic Level 0 BCP – draft expected completion 18 January 2008 Level 1 BCPs – expected completion 30	all on our internal unclassified network, as well as a more restricted classified website. Further development of the strategy for communicating BCP activities to employees is in progress; however, by taking the BIA templates down to the Level 3s for completion on tasks within their area of responsibility, communications and consultation has begun to some extent with employees across the organization. d. Establish working groups and define their roles and responsibilities – DND has established a BCP Action Team as a Director level committee, co-chaired by the Director General Corporate and Shared Services and the Strategic Joint Staff Plans. The roles are responsibilities

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			√		May 2008	of the co-chairs and the members have been clearly defined.
						e. Ensure the completion of the business impact analysis and the development and maintenance of business continuity plans – DND has completed the Strategic Level 0 BIA and the Level 1s are in the process of completing the BIA within their organizations. Level 1 BIA returns are due to the BCP leads on 31 October 2007. A good portion of the Strategic Level 0 BCP has been drafted and the remainder will be completed once the Level 1 BIA returns are analyzed. The first draft of the Strategic Level 0 BIA is estimated for completion by 18 January 2008 and Level 1 BCPs should be completed by 30 May 08. It
			√		30 May 2008	

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				√	June 2008	should be noted that plans are already in place for DND's critical military operations and effective functioning of government roles and that these are exercised on a regular basis. The current BIA and BCP efforts are to ensure that all internal enablers and dependencies are identified and that plans are in place to ensure their continuity in support of our critical military operations. f. Ensure that IM, IT, and other continuity plans and arrangements are fully integrated into the BCP Program – the DND/CF already has significant plans for ensuring the continuity of IM, IT and other related services for critical military operations and for key corporate systems and these

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				√		are being fully integrated into the BCP Program. However, the Level 1 BIAs will serve to give a more complete picture of the overall IM, IT, communications, equipment and facility requirements for all of the internal dependencies and enablers and these requirements will be prioritized and incorporated into the BCP Plan and Program. g. Provide for regular training, review, testing and audit – The DND/CF has a robust system that provides for regular training, exercising, reviewing, testing and auditing of military contingency operations and emergency/safety related events. This infrastructure will form the basis of the training, exercising,

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				√		reviewing, testing and auditing of any added scenarios and criteria that are identified through the BIA and BCP process. A central reporting capability will have to be implemented under BCP (vice emergency preparedness and military operations) to ensure adequate reporting and auditing capability with Public Safety Canada. h. Liaise with other departments and agencies as necessary to coordinate BCP – DND liaises with other departments and agencies as necessary to coordinate BCP activities. DND is in regular contact with other departments and agencies to coordinate required support to DND and DND support to other departments. Liaison will continue on an on-going

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						basis and arrangements will be modified as required to address any new coordination and support requirements that arise as a result of the BIA and BCP activities.
						i. Collaborate with the IT Security Coordinator throughout the process – DND is ensuring full collaboration with IT Security throughout the BCP development process. The IT Security Coordinator in DND resides in ADM(IM). As a member of both the BCP Action Team and Defence Management Oversight Committee, ADM(IM) is an integral participant in the BIA and BCP development activities and in the approval of any initiatives that involve the installation of IT or

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						communications equipment and interconnectivity within and outside the department. Their input has been sought (as part of the ADM(IM) organization) throughout the BIA development and will continue to be sought throughout the development of any BCP plans that address gaps in our current contingency and recovery plans. This is an on-going requirement and will continue once the BCP plans are in place.

j. Inform the Departmental Security Officer (DSO) throughout the process if the Coordinator does not functionally report to the DSO – As a member of the BCP Action Team, the DSO is kept informed of BCP developments and is an active participant in the |

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						DND BCP development. It should be noted that, in DND, the BCP coordinators do not report to the DSO; however the DSO works for the Vice Chief of Defence Staff, who is ultimately responsible for the DND/CF BCP development. As was the case with the IT Security Coordinator, collaboration with the DSO is integral to the BCP development as many of the plans involve both physical and personnel security. DSO input has been sought throughout the BIA development as part of the Vice Chief's organization and will continue to be sought throughout the BCP development and on a continuing basis there afterwards.
1.4	Establish Departmental BCP Coordinator's internal planning team.			√		Expand coordinator's working group to provide comprehensive

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						support from across the department – The DND/CF Action Team involves representatives from every Level 1 and Military Command organization across the Department and the Canadian Forces. In order to complete the BIA and BCP activities within their organizations, the Level 1s have implemented BCP teams within their organizations with representatives from each of their Level 2 organizations to facilitate the planning process. Much work is done on a consultative basis between the team members and the responsible managers.
1.5	Appoint experts named in Section 3.1 of the BCP Standard to review the BCP Program and ensure compliance with other government policies on an on-going basis.		√		On-going	Legal, policy, finance, communications, information management and human resource specialists, and others as appropriate (i.e. Health for PI) – In DND, all of these specialists' organizations are represented on the BCP Action Team. They have been asked to validate the strategic level documents prior to

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						dissemination for Level 1 BIA development. Likewise they will be asked to review and comment on any changes that result to the Strategic Level 0 BIA. Their input will be integral to the development and review of the Strategic Level 0 BIA and the review of plans to ensure that all legal, statutory and critical support aspects have been adequately addressed in the BCP Plans. Again, this is also an on-going commitment as their input will be required on any changes that are made to plans in response to lessons learned after the plans are exercised.
1.6	Issue BCP Policy Statement (approved by senior management and evidenced by an appropriate document.)		√		Finalized BCP Policy - November 2007 ?	Have Senior Management issue new or review and approve previous policy statement – DND has a draft policy that is being reviewed prior to being passed to the Level 1s for comment. It is anticipated that the policy will be finalized in the November 2007 timeframe.
1.7	Issue Governance Structure Plan		√		Initiating	Ensure Program Guide reflects the

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	(approved by senior management and evidenced by an appropriate document.)				Directive issued January 2007 Finalized BCP Policy - November 2007 Strategic Level 0 BCP – January 2008	most current Policy Statement as signed by the Senior Management – The DND governance structure is clearly enunciated in the DM/CDS Initiating Directive (5 January 2007) and in the Strategic Level 0 BIA document. It is also clearly stated in the draft policy that will be signed off once the Level 1 comments are received and incorporated (anticipated for November 2007). The Governance Structure Plan for continuing management and oversight of the BCP is detailed in the draft policy and will be incorporated into the Strategic Level 0 BCP document.
1.8	Issue Communications Strategy (approved by senior management and evidenced by an appropriate document.)		√		Communications Strategy Document – October 2007 & On-going	Engage Communications as soon as possible to begin work – Throughout the BIA development phase, communications has been directive in nature through the chain of command or through BCP Action Team Meetings, briefings to DMOC, and/or individual consultations with the Level 1 representatives. As we start to

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						move forward on the formal BCP development and production of contingency and recovery plans, a communications strategy will be put in place to engage all employees of the department and the Canadian Forces. This communications strategy will also address the long-term communication with employees in order to reflect changes arising from lessons learned in BCP exercises and changes to operating environments.
1.9	Select Project Planning Methodology (evidenced by an appropriate document.)			√		This is a critical step. It is imperative to complete a project plan prior to embarking on the BCP project – DND has an established project work plan that identifies key milestones, including briefings to the Defence Management Oversight Committee and updates to the Vice Chief of the Defence Staff, the Deputy Minister and the Chief of the Defence Staff. In addition, we have a clearly defined

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						methodology that is outlined in a methodology model and is clearly described in our Strategic Level 0 BIA. While the high level project planning and methodology is in place for the final BCP Plan development, DND is in the process of further defining the work packages for the Strategic Level 0 BCP development, the Level 1 BCP development and for the prioritization and funding recommendation process for the acquisition of alternate facilities and equipments.
1.10	Set Milestones (and timelines) for remainder of project (evidenced by an appropriate document.)			√		Imperative to measure progress – DND has an established DND/CF Business Continuity Work Plan that clearly identifies the milestones and timelines for BCP completion.
2.0	**Business Impact Analysis**					
2.1	Identify the services your department must deliver under legal obligation in accordance with Section 3.2 a of the					Determine the nature of the department's business (e.g. role, mandate) and the services it must

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	BCP Standard.			√		deliver according to its constituent or other legislation, government policy, obligations to other departments, and service sharing arrangements, treaties, contracts, and memoranda of understanding or other agreements – Completed. The DND/CF Strategic Level 0 BIA clearly shows all external critical operations and continuity of government functions and all internal enablers and dependencies for each Level 1organization within the Canadian Forces and the department. The Level 1s, through their BCP representatives, validated the tables prior to the finalization of the Level 0 BIA and the commencement of the Level 1 work on their respective BIAs.
2.2	Confirm the list with departmental legal services.			√		As soon as a list of services is available forward to legal department for review – Both the DND/CF Legal Advisors and the Judge Advocate General's office participate as active members of

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						the BCP Action Team. Both organizations reviewed the list of critical operations and functions prior to finalization of the DND/CF Strategic Level 0 BIA.
2.3	Map internal and external functions of the services your department must deliver by law or other legal instrument in accordance with Section 3.2 a of the BCP Standard.			√		Internal and external functions on which services depend must also be identified - This has been completed. All internal and external functions that are interdependencies to the critical missions and services have been incorporated into tables in the DND/CF Strategic Level 0 BIA document.
2.4	Obtain completed questionnaire for the BIA from departmental staff.			√	Level 0 complete Level 1: 31 October 2007	Sole method of data collection employed was BIA interviews – DND has developed a questionnaire/ template for completion of the Level 1 BIAs and it is included as an Annex to the DND/CF Strategic Level 0 BIA. The Level 1s are presently working on their Level 1 BIAs and their results are due to the Departmental and CF BCP Coordinators on 31 October 2007.

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2.5	Complete BIA interviews.			√	Level 0 complete Level 1: November 2007	A number of consultations with Level 1 representatives have already occurred. Once the completed Level 1 BIAs are received at the end of October, the BCP Leads will further engage the Level 1 representatives to address any outstanding issues throughout the month of November 2007.
2.6	Determine department's direct and indirect impacts of disruptions in accordance with Section 3.2 b of the BCP Standard.			√		DND has prepared a Threat Risk Assessment and it is included as an Annex to the DND/CF Strategic Level 0 BIA.
2.7	Assess department's degree of injury if services are undelivered in accordance with Section 3.2 c of the BCP Standard.		√		Level 0 complete Level 1: November 2007	As stated above, DND has prepared a Threat Risk Assessment that clearly defines the threats and degree of injury from a strategic perspective. The Level 1s are in the process of validating that assessment on all of the critical functions through their BIA activities. Once the Level 1 BIA returns are received at the end of October 2007, the threat risk analysis will be updated to reflect any new information provided. This activity should be

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						completed in early November 2007.
2.8	Select and prioritize department's critical services and map the supporting resources and dependencies in accordance with Section 3.2 d of the BCP Standard.		√		Level 0 complete Level 1: November 2007	Identify and prioritize critical services and list the resources (personnel, contractors, suppliers, information, systems and other assets) that support them directly or indirectly, within or outside the department. Priority is assigned based on the maximum allowable downtime and the minimum service level required before high degree of injury will result - DND has completed the prioritization and resource identification of critical services at the strategic level. The Level 1s are in the process of looking at each of the Departments internal enablers and dependencies and their completed BIAs will provide this information for all critical services, enablers and dependencies across the DND/CF. The DND Strategic Level 0 BIA will be updated accordingly in the November 2007 timeframe.

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2.9	Report the findings of the BIA to senior management.		√		November 2007	DND schedules regular Steering Committee meetings and they receive regular update reports on the status of the DND/CF BCP development and more formal briefings when endorsement/approval is required. The Defence Management Oversight Committee was briefed in April 2007 and they endorsed the critical operations and services listed in the DND/CF Strategic Level 0 BIA. They also endorsed the BIA methodology and timelines for completion. A follow-on briefing has been scheduled for 18 October 2007 to provide the Defence Management Oversight Committee with an update of the progress and to seek endorsement of the milestones and methodology for the BCP development. They have also received weekly updates of any issues on BCP. Likewise, the DM, VCDS and ADM(Fin CS) have been kept updated on BIA progress and issues that have

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						arisen. The next updates to the VCDS and DM are planned for the October timeframe.
2.10	Obtain senior management approval of the results of the BIA in accordance with Section 3.2 e of the BCP Standard.	√			November 2007	Obtain senior management approval of the results of the business impact analysis before proceeding with the development of continuity plans – The DND/CF Strategic Level 0 BIA has already been approved by the Defence Management Oversight Committee. In November 2007, the Defence Management Oversight Committee, VCDS, DM and CDS will be updated on any changes to the Strategic Level 0 BIA and any key findings in the Level 1 BIAs and will be asked to endorse the completed Strategic Level 0 BIA at that time.
3.0	**Plans and Arrangements**					
3.1	Develop a series of recovery options in accordance with Section 3.3 a of the		√		Draft Strategic	A fundamental tenet of BCP planning is that recovery options

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	BCP Standard.				Level 0 Recovery Options – January 2008

Level 1 Critical Enablers and Dependencies Recovery Options – May 2008

Revised Strategic Level 0 Recovery Options – June 2008 | be informed by BIA results and analysis. At a minimum, existing recovery options must be revisited/enhanced subsequent to BIA competition – While DND has plans and recovery options in place for the critical military operations and departmental functions, we are now in the process of looking at all of the internal enablers and dependencies to ensure continuity of all critical functions that support the DND/CF mission. During the BIA production, work has already commenced in developing recovery options and the identification of any gaps that still need to be addressed. This work will continue and options will be prioritized once the Level 1 BIAs are completed. |
| 3.2 | Assess each of your department's recovery options in terms of the factors outlined in Section 3.3 b of the BCP Standard. | | √ | | Draft Strategic Level 0 Recovery Options – | Each recovery option must be assessed in terms of possible disruption, impacts on the department, benefits, risks, feasibility, and cost in order to |

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					January 2008 Level 1 Critical Enablers and Dependencies Recovery Options – May 2008 Revised Strategic Level 0 Recovery Options – June 2008	select the most appropriate strategy – Recovery options are already in place for the CF critical missions and critical departmental functions and these have been assessed against the Threat Risk Analysis and costing factors. These recovery options will be updated, as required, once the Level 1 BIA returns are received. The Level 1s are starting to consider the recovery options for each of their critical accountabilities (enablers and dependencies) during the BIA process and will identify any gaps in existing planning. Once received, the strategic and most critical requirements will be assessed and prioritized for funding recommendations and for the implementation of alternate arrangements. These will be reflected in the Strategic Level 0 BCP. The Level 1s will then do a more in depth assessment of their recovery options for their critical

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						accountabilities and the revised Strategic Level 0 BCP will reflect any changes required. It is anticipated that this work will be completed by the June 2008 timeframe.
3.3	Obtain senior management approval to support and fund selected recovery strategies in accordance with Section 3.3 c of the BCP Standard.	√			January - June 2008	Must obtain senior management approval to support and fund selected strategies – DND has obtained senior management approval to support and fund the existing recovery strategies and will be asked to approve any amendments required as a result of the BCP activities. Due to the no fail nature of the Canadian Forces missions and critical departmental functions, senior management has already approved funding for recovery strategies for our new military Command structure and supporting mission systems. When the Level 1 BIAs are received and the gaps are identified, the requirements will be prioritized across the department based on the criticality and

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						interdependencies to the CF and DND critical missions and functions. Requirements will be consolidated where it is operationally and financially prudent to do so. Recommendations and funding requests will then be presented to senior management for approval. This work should be completed in a phased approach between January and June 2008 and will be an on-going requirement as needs change in the future.
3.4	Determine the final recovery strategy.		√		May 2008	For the external critical Canadian Forces missions and departmental functions, the recovery strategies are already in place or are in the process of being updated. The initial cut of the corporate recovery strategy will be promulgated in the draft DND/CF Strategic Level 0 BCP after the Level 1 BIA returns are received. The Level 1s will then address any gaps or specific needs within their own organizations. Any changes

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						coming from their input will be incorporated into the DND/CF Strategic Level 0 BCP in the June 2008 timeframe, once senior management approval has been received.

3.5	Complete the development of business continuity plans in accordance with Section 3.3 d of the BCP Standard, including the establishment of recovery teams as evidenced by a list of the teams.		√		Draft DND/CF Strategic Level 0 BCP – January 2008
					
					Level 1 BCPs – May 2008
					
					Revised DND/CF Strategic Level 0 BCP – June 2008
						Development of business continuity plans (including IM and IT continuity plans) must identify:
						  i. Critical services, information assets, and dependencies identified in the business impact analysis;
						  ii. Approved recovery strategies;
						  iii. Measures to deal with the impacts and effects of disruptions on the department;
						  iv. Response and recovery teams, including the membership and contact information;
						  v. Roles, responsibilities and tasks of the teams including internal and external stakeholders;
						  vi. Resources and procedures

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						for recovery; vii. Coordination mechanisms and procedures; and viii. Communications strategies. DND already has this in place for the existing recovery plans for the critical CF missions and departmental services. The BCP work that is in progress will identify any gaps in our existing plans for all interdependencies and the recovery plans will be amended as required. As detailed under target date for compliance, the draft strategic level 0 BCP is expected to be completed in the January 2008 timeframe. It will be updated as required in June 2008 once the Level 1 BCP inputs have been received.
3.6	Obtain senior management approval for the proposed plans and teams in					DND is already in the process of implementing revised recovery

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	accordance with Section 3.3 e of the BCP Standard.		√		June 2008	plans to reflect the new command structure requirements in the Canadian Forces. As well, work is already underway to upgrade our survivability and recovery capabilities for our mission critical and corporate IM/IT and communications systems. As the Level 1 BIA returns are received and analyzed and as the Strategic Level 0 BCP and Level 1 BCPs are developed between November 2007 and June 2008, the requirements will be prioritized, consolidated where possible, and recommendations will be provided to senior management for their approval.
3.7	Complete arrangements to ensure the plans can be put into effect in accordance with Section 3.3 e of the BCP Standard.		√		June 2008	While many arrangements are in place and some revisions are currently being implemented, new requirements are likely to be identified in the Level 1 BIA and BCP returns. New requirements will be consolidated and prioritized at the strategic level for corporate funding and approval. Alternate

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						accommodations and equipment arrangements will be made as required on a priority basis. Level 1s will then be responsible for any arrangements that are outside of those covered at the strategic level and are considered essential for the continuity and/or recovery of the Level 1 accountabilities and less critical dependencies and enablers. The strategic arrangements are expected to be in place by the June 2008 timeframe. Level 1 required arrangements that are not already in place are expected to be put in place during the BCP preparation timeframe and should be in place prior to June 2008.
3.8	Concert your department's plans with those of other departments that share in the delivery of a critical service.		√		On-going	The DND/CF is actively engaged with numerous departments with respect to support for recovery plans. In most cases, DND is being requested to provide support and each request is considered in view of our operational requirements and capabilities in

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						the scenarios envisioned. This is an on-going activity.
3.9	Identify department's alternate sites/ alternate business offices/ DRP site or a mobile tailored facility.		√		June 2008	Ensure *all* sites for *all* BCPs are identified - This activity is in progress. Alternate facilities have already been identified in most cases for the critical CF missions and departmental functions. Updates are in the process of being planned and implemented for the new CF Command structure. As the Level 1 BIA returns are received, any gaps in the existing arrangements will be reviewed, prioritized and considered for corporate or Level 1 funding and action. All arrangements should be in place by June 2008.
3.10	Brief and train all staff on the implementation and execution of department's BCP plans.		√		On-going	This step may also include awareness sessions and should be on-going - DND already conducts awareness sessions for physical and personnel security and for health and safety situations (i.e. fire, bomb threats, etc.). As the BCPs are being developed, a

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						strategic communications strategy and training plan will be developed in the fall 2007 timeframe. This will provide an overall awareness of BCP plans and potential risks to the department. This training will be ongoing and will be supplemented by briefings and training in the Level 1 organizations for plans that are particular to their area of responsibility.
4.0	**BCP Program Readiness**					
4.1	Establish a permanent maintenance cycle for your department's BCP Program as evidenced by a document outlining the cycle in accordance with Section 3.4 of the BCP Standard.		√		June 2008	With continuity plans developed, approved and ready to be implemented, a permanent maintenance cycle must be established. Validated through documentation – The DND/CF already has a robust system in place for exercising and updating operational, security threat and health and safety plans. Any additional requirements identified in the BCP process will be added

BCP Reference	BCP Element	Current Status			Target date for Compliance	Comments
		Not	In	Complia		
						to the Strategic Joint Staff, Security Staffs, Fire Staffs and Level 1 programs for exercising, updating and maintaining their emergency response and recovery plans. This process will be formalized in more detail in the DND/CF Strategic Level 0 BCP.
4.2	Establish a revision process for your department's plans to account for changes as specified in Section 3.4 a of the BCP Standard as evidenced by a template for changes at the front of its plans.	√			June 2008	Ongoing review and revision of all plans to account for any changes (legislation, critical services, organization, mandate, management, threat environment, stakeholders, dependencies, etc.). Validated through a change management template – DND has an established revision process for our existing operational, emergency response, security and recovery plans. New requirements identified in the BCP will utilize the established process, with responsibilities distributed between the Strategic Joint Staff, Security Staffs, Fire Marshals, Level 1s and Commanders as required. This process will be

BCP Reference	BCP Element	Current Status			Target date for Compliance	Comments
		Not	In	Complia		
						identified in the DND/CF Strategic Level 0 BCP.
4.3	Establish a training plan to include retraining your department's staff when changes are made to the plans as evidenced by a document outlining the training plan as specified in Section 3.4 b of the BCP Standard.		√		June 2008	Available re-training as required. Validated through documentation – DND has an established training plan that uses awareness training, pre-exercise briefings, exercises and post-exercise lessons learned to ensure that the departmental staff are aware of the most up-to-date plans and their responsibilities to act. As the BCP is completed, any new requirements will be added to the existing training plans to ensure that the staff are appropriately trained and up-dated as required.
4.4	Create plans to audit all of your department's BCP plans and report findings as evidenced by an audit scheme such as this document in accordance with Section 3.4 d of the BCP Standard.		√		June 2008	Contact your audit section for guidance in developing an audit cycle – DND has an established audit program for the exercising and updating of operational, emergency response, security and recovery plans. Any new requirements coming from the BCPs will be incorporated into our existing program and the program

BCP Reference	BCP Element	Current Status			Target date for Compliance	Comments
		Not	In	Complia		
						will be updated/ modified as required.
4.5	Develop a lessons learned report after exercises or disruptions as evidenced by a template in accordance with Section 3.4 c of the BCP Standard.		√		June 2008	Regular testing and validation of all plans, including the preparation of a lessons learned report after testing activities or actual events (validation can range from a questionnaire through table top exercises to departmental or interdepartmental live exercises – every two years as prescribed by the *Public Account Committee— Report 14*) – DND has existing processes that are well developed and require the preparation of lessons learned reporting after exercises, testing activities and actual events. Any new BCP requirements will be incorporated into the existing processes and these will be updated as required.
4.6	Carry out exercises to test and evaluate your department's BCP plans in accordance with Section 3.4 c of the BCP Standard.		√		On-going	Many of the areas covered under BCP are already incorporated into existing DND/CF operational, security, and emergency response and recovery exercises. Any new requirements coming from BCP

BCP Reference	BCP Element	Current Status			Target date for Compliance	Comments
		Not	In	Complia		
						development will be incorporated into the existing processes to ensure that the plans are exercised on a frequent and recurring basis.

Planning for Pandemic Influenza	Current Status			Target date for Compliance	Comments
	Not	In	Complia		
Pandemic Influenza Annex					
Approval of the pandemic influenza annex (signed off) by senior management.			√		The DND/CF Pandemic Influenza Plan was promulgated on 30 Jan 07 after receiving senior management approval. Pandemic Influenza planning was conducted in parallel with BCP Planning. The DND/CF looked not only at the impact of pandemic influenza on the Canadian Forces and our department, but also on any potential request for aid of the civil power or aid to law enforcement that could come from the provinces. In addition, potential requests for support from other government departments were considered.