

## **Slide #1 – Topic Page**

**Slide #2** – Depicts the parliament buildings with BCP Lettering – signifies the government of Canada's commitment to the continuation of critical services.

**Slide #3** – We started out forming the framework for the Level 0 BCP

**Slide #4** - Post 911, which is very much the reason for the mandate, the Treasury Board issued the order for all Canadian Government organizations to establish a Business Continuity Plan program in the event of a disruption in Critical Services; this lead DND/CF to establish a BCP plan/program for the entire organization. BCP plans require testing and exercising, using the lessons learned from the exercises, creates a best practices picture.

**Slide #5 – Four components of BCP** – Establish Governance, Conduct BIA, Develop BCP and arrangements, and BCP readiness. Presently, DND/CF is between BCP plans and readiness.

**Slide #6 – Regulatory Foundation** – Expected results with regard to BCP

**Slide #7-** There are 7 basic steps to a BCP program. We are now at Step #5, and on our way toward step 6. We have taken many avenues to establish our place in our race for accuracy and completion. (**Explain** the 7 steps). BCP is an evergreen document, and due to ongoing intentional or unintentional changes within an organization, plan refinement and maintenance is required.

## **Slide #8**

**Permanent maintenance cycle must be established to include:**

- Ongoing review and revision of all plans to account for any changes
- Additional training as required
- Regular testing and validation of plans
- Development of an audit cycle for the BCP program

**Slide #9** - Information through these entities allowed our department to create the foundation for the over-all BCP Plan. The foundation of this plan consisted of information such as: delivering an overview of specific DND/CF organizations, threat environment concerning the organizations, their mission and accountability of the organizations and their governance structure.

## **Slide #10**

- Development of Level 0 BCP
- L1 BCP Review
- L2/L3 BCPs
- BCP Training
- Additional Tasks

## **Slide #11**

- First drafts to DMOC June 11/09 – little feedback
- ADM (FIN CS) review and input Sept. 09
- SJS Sign-off Nov 09
- Translation resulted in major issues

**Slide #12** - A TRA leads the organizations to understand what threats exist within that particular organization. A BIA explains the organizations critical services, illustrates how long an organization can lose the ability to deliver its critical services before it feels the impact, expresses the minimum level of service an organization can operate with so it doesn't feel the full affect of an impact, and what number of personnel an organization will require to continue the delivery of its critical services. The information from the BIA is then transposed to the BCP template. One on One and group training was necessary (post initial training) as there was difficulty regarding the understanding of BCP for numerous personnel. Re-vamping of the BIA cleared up the majority of the problems concerning the BIA/BCP, along with personal and group training sessions. Excel spread sheets allowed documentation of all BIA/BCP information. Status reports allowed the BCP secretariat to track progress of BCPs.

**Slide #13** - Creation of a BIA/BCP training program was necessary in order to deliver an educational presentation for all BCP leads for Level 1, 2 and 3. The BCP Secretariat then provided one on one, post initial training, for those who still had trouble with understanding BIA and BCP creation and implementation. Correspondence by email and phone to was necessary to support training experience.

**Slide #14** - For now, we will get away from the Basic Level 1,2 and 3 BCP and focus on what the BCP Secretariat has done for the Level 0 groups. As required, the BCP Secretariat took on the responsibility for creation of each individual Level 0 BCPs. There were scheduled meetings in order to obtain the necessary information required to complete impact analyses (IA) and transposed the information to their departmental BCP. Alternative site visits were performed to ensure efficiency of the alternate locations in the event of a disruption in critical services. A great deal of time was spent creating BCPs for MND, DM/Assoc. DM, and CDS groups. Currently, finalization is being done to the Level 0 groups BCPs.

**Slide #15** - Additional tasks were taken on by the BCP secretariat. Creation of a Pandemic Plan was necessary as the virus may have played a large part in implementation of many organizational BCPs. All Level 1 organizations were asked to create a pandemic annex to their BCP. The Central Mail Unit was not taken into consideration when creating a BCP. It was found to have outstanding residual risk factors after being moved to NPB from Pearkes location. A plan for placement of the Central Mail Unit is in progress in the event of a disruption in critical services due to Natural or human threats. Revamping the NPB primary sort facility is in progress to ensure threat alleviation and lower the risk factors with as little cost as possible while creating a more secure surrounding.

**Slide #16** - As any program requires testing, so do all BCP programs for all levels of DND/CF. Pushing for returns of L2/3 BCP status reports and exercise/testing will come to light after the winter Olympics. Policies must be written for enforcement of procedures, which also require writing, to ensure safety and security of all employees when it comes to Central Mail Unit operations and BCP, which leads to Occupational health and safety for not only the mailroom employees, but all DND/CF employees and senior leadership.

**Slide #17 - Questions?**