

1150-110/C2 (SJS Plans/ DGCSS)

October 2007

Distribution List

**DEPARTMENT OF NATIONAL DEFENCE -  
BUSINESS CONTINUITY PROGRAM UPDATE**

Ref: DND Response - Public Safety Canada Departmental BCP Action Plan Template  
(enclosed)

1. The Department of National Defence/ Canadian Forces (DND/CF) is progressing well in the development of its Business Continuity Plans (BCP) for both its critical missions and services and for its internal enablers and dependencies. The intent of this letter is to provide an update on the current status of our BCP development and to provide the milestones for BCP completion. Please find enclosed the completed (DND/CF) Business Continuity Program (BCP) Action Plan Template.
2. SJS Director General Plans, BGen John Collin and ADM(Fin CS) Director General Corporate and Shared Services, Ms. Sharon Chamberlain, have been appointed as co-chairs of a DND/CF Action Team to manage the DND/CF Strategic Level Business Continuity Program. In addition, governance has been firmly established. A draft BCP Policy has been developed and is under final review prior to being distributed for Level 1 comment in the mid-October timeframe.
3. While BCP-type plans already exist for the critical CF missions and departmental services, the DND/CF is in the process of conducting an in-depth Business Impact Analysis (BIA) to ensure that all internal enablers and dependencies to these critical tasks have been addressed. The present plan calls for the Business Continuity Planning Activities to be completed to this in-depth level of scrutiny by the mid-June 2008 timeframe. Key milestones of note are as follows:
  - a. 31 October 2007                      Level 1 BIA returns completed;
  - b. 30 November 2007                  Strategic Level 0 BIA completed;
  - c. Mid-January 2008                    Draft Strategic Level 0 BCP completed;
  - d. End-May 2008                        Level 1 BCP returns completed; and
  - e. End-June 2008                       Strategic Level 0 BCP completed.

4. The enclosed BCP Action Plan Template will provide more details on the current status of all aspects of our overall program. Please feel free to contact the undersigned Co-Chairs with any questions you may have. In addition, LCol Jerry Walsh, the CF BCP Lead, at (613) 996-1438, or Mr. Michael Cohen, the new DND BCP Lead, at (613) 944-6317 are available to provide any additional details you may require.

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Enclosure: 1

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