

# Business Continuity Planning Program

## Identification

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**Date of Issue** 2008-xx-xx

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**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”).

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

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**Approval Authority** Vice Chief of the Defence Staff (VCDS)

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

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## Definitions

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**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>	<p><i>Government Security Policy (GSP).</i></p>
<ul style="list-style-type: none"> <li>• business impact analysis (BIA)</li> </ul>	<p><i>Operational Security Standard – Business Continuity Planning (BCP) Program.</i></p>
<ul style="list-style-type: none"> <li>• business resumption planning (BRP)</li> </ul>	<p><i>Business Resumption Planning – Security Standard.</i></p>
<ul style="list-style-type: none"> <li>• threat and risk assessment</li> </ul>	<p><i>Business Continuity Planning Technical Documentation.</i></p>

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## Overview

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### Context

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

The BCP Program is a component of the *National Defence Security Policy* and is consistent with:

- the GSP; and
  - the *Operational Security Standard – BCP Program*.
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### Purpose

The purposes of the BCP Program are as follows:

- 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
  - to 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.
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## Operating Principles

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### 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.
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### BCP Program Governance

The BCP Program governance creates a process structure for all persons involved in the BCP Program. A communications plan is developed as part of the governance of the BCP Program.

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### Strategic Level Assessment

[ADM\(Fin-CS\)](#) [VCDS](#) and the Director of Staff (DOS) SJS are responsible for conducting a strategic Level 0 assessment to include:

- 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;
  - the completion of a strategic Level 0 BIA to identify and prioritize critical operations and DND and CF critical services and associated assets;
  - 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
  - the development of a comprehensive BCP to ensure the continuity of critical operations and the availability of DND and CF critical services and associated assets.
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### BCP Action Team

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

The BCP Action Team is responsible for:

- making recommendations to the DM and CDS as required in respect of:
  - the BCP Program policy and governance;
  - the BIA and other templates;

- the commitment of financial and other resources, and the endorsement of the budget for the BCP Program; and
- identified critical services and associated assets after completion of the BIA;
- providing strategic direction and communication;
- providing recommendations to resolve conflicts of interest and priorities;
- directing training, review, testing and audit; and
- directing activities to monitor overall readiness.

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**BCP Action  
Team Working  
Group**

A DND employee in DGCSS and a CF member in the Strategic Joint Staff (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 [ADM\(Fin CS\) VCDS](#) 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*.

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**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.

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**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:

**DAOD 2002-BCPP, Business Continuity Planning Program**

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

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## Responsibilities

### Responsibility Table

The following table identifies additional responsibilities associated with this DAOD:

The ...	is or are responsible for ...
<u><a href="#">ADM(Fin-CS) VCDS</a></u>	<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> </ul>
<u><a href="#">ADM(Fin-CS) VCDS</a></u> and the Director of Staff (DOS) SJS	<ul style="list-style-type: none"> <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; and</li> <li>developing a comprehensive program to regularly validate and update the BCP Program.</li> </ul>
<u><a href="#">Vice Chief of the Defence Staff (VCDS)</a></u>	<ul style="list-style-type: none"> <li>providing corporate leadership 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>
environmental chiefs and the Comds of Canada COM, CEFCOM, CANSOFCOM and CANOSCOM	<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>
ADM (Infrastructure and Environment (ADM(IE)))	<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>
ADM (Information Management) (ADM(IM))	<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> </ul> </li> </ul>

**DAOD 2002-BCPP, Business Continuity Planning Program**

	<ul style="list-style-type: none"> <li>○ BCP readiness for critical national level, and distributed information systems and supporting communications.</li> </ul>
L1s	<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>
Chief of Military Personnel (CMP) and ADM(Human Resources – Civilian) (ADM (HR Civ))	<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>
DSO	<ul style="list-style-type: none"> <li>• providing general direction to the BCP Action Team on the BCP Program; and</li> <li>• providing strategic advice when the BCP Action Team approaches senior managers for direction.</li> </ul>

## References

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### Source References

- *Government Security Policy*, Treasury Board of Canada Secretariat  
[http://publiservice.tbs-sct.gc.ca/pubs\\_pol/gospubs/TBM\\_12A/gsp-psg1\\_e.asp](http://publiservice.tbs-sct.gc.ca/pubs_pol/gospubs/TBM_12A/gsp-psg1_e.asp)
  - *Operational Security Standard – Business Continuity Planning (BCP) Program*, Treasury Board of Canada Secretariat  
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  - *Business Continuity Planning Technical Documentation*, Public Safety Canada
  - *Securing an Open Society: National Security Policy*, Privy Council Office  
<http://dsp-psd.pwgsc.gc.ca/Collection/CP22-77-2004E.pdf>
  - *National Defence Security Policy*
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### Related References

- *Privacy Act* <http://laws.justice.gc.ca/en/P-21/index.html>
  - *Security Policy – Manager’s Handbook*, Treasury Board of Canada Secretariat  
[http://publiservice.tbs-sct.gc.ca/pubs\\_pol/gospubs/tb\\_j2/spmh1\\_e.asp#securit](http://publiservice.tbs-sct.gc.ca/pubs_pol/gospubs/tb_j2/spmh1_e.asp#securit)
  - DAOD 1003-0, *Business Continuity Planning*
  - DAOD 9001-1 *Absence or Incapacity of the Chief of the Defence Staff and Designation of an Alternate National Defence Command Centre*  
[http://admfincs.mil.ca/admfincs/subjects/daod/9001/intro\\_e.asp](http://admfincs.mil.ca/admfincs/subjects/daod/9001/intro_e.asp)
  - Defence Plan On-Line [http://vcds.mil.ca/DPOnline/Main\\_e.asp](http://vcds.mil.ca/DPOnline/Main_e.asp)
  - DND/CF BCP website <http://sjs.mil.ca/sites/page-eng.asp?page=1142>
  - *DND/CF Business Continuity Plan*
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