Business Continuity Planning

Identification

Date of Issue	2008-XX-XX
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	Vice Chief of the Defence Staff (VCDS)
Enquiries	Director General Corporate and Shared Services (DGCSS)
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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 …
• business continuity planning (BCP); and • critical service	*Government Security Policy* (GSP).
• business impact analysis (BIA); and • recovery	*Operational Security Standard – Business Continuity Planning (BCP) Program*.
• business resumption planning (BRP)	*Business Resumption Planning – Security Standard.*

Policy Direction

Context   The GSP and the *Operational Security Standard – BCP Program* require that DND and CF critical services must 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 or have the authority to …
VCDS	• approve the commitment of financial and other resources to ensure the continuity of critical services and associated assets.
ADM(Fin CS) and the Director of Staff (DOS) SJS	• approve mitigation strategies, including resulting business continuity plans.
Director of Staff - Strategic Joint Staff (DOS SJS) and ADM(Fin CS)	• appoint a representative to co-chair the DND and CF Action Team to implement the BCP Program.

Please amend as appropriate.

References

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
- *Operational Security Standard – Business Continuity Planning (BCP) Program*,
  Treasury Board of Canada Secretariat
  http://publiservice.tbs-sct.gc.ca/pubs_pol/gospubs/TBM_12A/ossbcp-nsopca_e.asp
- *Policy on Information Management*, Treasury Board of Canada Secretariat
  http://www.tbs-sct.gc.ca/pubs_pol/ciopubs/TB_GIH/mgih-grdg_e.asp
- *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*

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
- 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*
  http://admfincs.mil.ca/admfincs/subjects/daod/9001/intro_e.asp
- DND/CF BCP website http://sjs.mil.ca/sites/page-eng.asp?page=1142
- *Defence Plan On-Line* http://vcds.mil.ca/DPOnline/Main_e.asp
- *DND/CF Business Continuity Plan*