

## **BRIEFING NOTE FOR DOS**

### **SUBJECT: BUSINESS CONTINUITY PLANNING PROGRAM (CONTINUITY OF CRITICAL OPERATIONS AND SERVICES)**

#### **ISSUE**

1. Need to create and/or refresh awareness among Level 1 organizations of the existence, aims and ongoing development of the DND/CF Business Continuity Planning Program (BCPP).

#### **BACKGROUND**

2. The CDS Initiating Directive on DND/CF Continuity of Critical Operations and Services (Business Continuity Plan) was signed and issued on 5 Jan 07 in response to Government Security Policy direction and intended examination of the Department's BCP through the Management Accountability Framework (MAF) process. The CID directed the development of a comprehensive program to regularly validate and update the DND/CF BCP.

3. BCPP activities from Jan 07 to this date have included:

- a. DMOC approval of the Level 0 Critical Services and Operations;
- b. Conduct of a Threat-Risk Assessment;
- c. Development and staffing of draft BCP DAODs;
- d. Level 1 preparation of Business Impact Analysis (BIA) documents; and
- e. Level 1 preparation of BCPs.

4. Detailed analytical review of the L1 BCPs is now underway which will lead to a refined L0 Plan. IM/IT and accommodations sub-committees have been formed to de-conflict and to assess DND/CF contingency requirements within these two critical areas as identified through the L1 BCPs.

5. MAF Assessment Round V in 2007 identified "significant deficiencies in establishing business continuity plans and arrangements." While great progress has been made over the past year toward achieving a plan for continuity of critical operations following a disruptive incident, there is much more yet to be done. Testing and validation of BCPs must be undertaken leading to refinement and maintenance of the Plans developed through the Program.

## **DISCUSSION**

6. Communication is an essential element to the long-term success of the BCPP. For a BCP to be effective, staff must be aware of its existence, know their roles, and be trained to execute the Plan. The BCPP has not yet approached this level of comprehensibility across the DND/CF.

7. With the large-scale turnover of BCP Action Team and Working Group representatives through the 2008 posting season, the level of awareness and understanding of the BCPP has diminished. Given the ongoing, iterative nature of the Program it is essential to maintain momentum and visibility for the activity. Demonstrable senior leadership engagement in the Program is essential.

8. It is requested that DOS SJS and ADM(Fin CS) participate in the upcoming BCP Action Team meeting to be held 16 Oct 08 at 10:00 hrs. Having each Group Principal responsible for the Program say a few words at the meeting will immeasurably increase the importance of the Program to the attendees. The Work Plan for the Program is enclosed as an Annex, as well as some key bullets provided as potential speaking points for the Group Principals.

Annexes:

Annex A - DND/CF Business Continuity Plan Work Plan

Annex B - Speaking Points for DOS SJS

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