

DM1812G-10-2

UNCLASSIFIED

**Subject:** NATO CYBER DEFENCE  
CAPABILITY ACTION TEAM - 30  
JUN-05 JUL 13

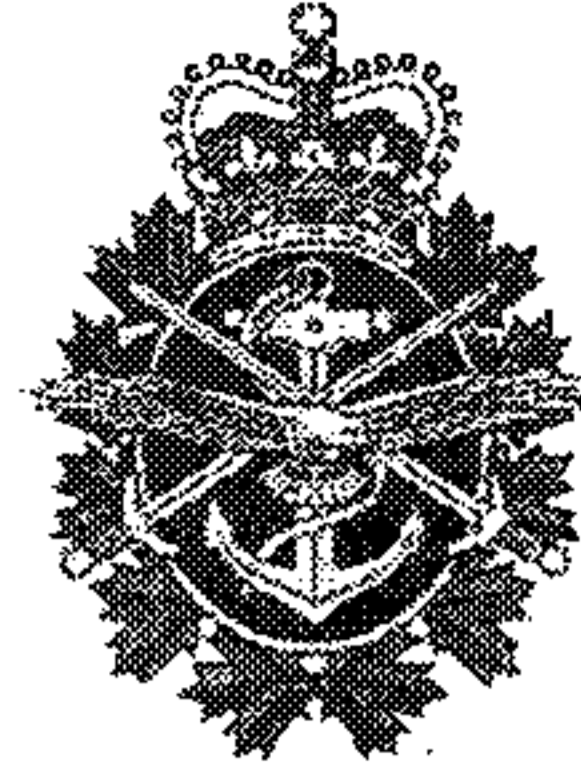
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**DM Signed:** 23 May 13

Vice Chief of the Defence Staff



Vice Chef d'état-major de la Défense

National Defence  
Headquarters  
Ottawa, Ontario  
K1A 0K2

Quartier général de  
la Défense nationale  
Ottawa (Ontario)  
K1A 0K2

1 May 2013

The Deputy Minister

EVENT APPROVAL FOR NATO CYBER DEFENCE  
CAPABILITY TEAM (CD CaT) 30 JUNE – 5 JULY 2013

Ref: Briefing Note to DM on Request to Approve Event 8 Apr 13 (encl)

1. The next CD CaT working group will be held from 30 June – 5 July 2013 at NATO HQ in Brussels Belgium and will be attended by Maj M. Young from Cyber Task Force (Cyber TF). The NATO CD CaT is sponsored by the NATO Capability Panel and its task is to discuss, analyze and report on progress of NATO's Cyber Defence tasks. The participation to this activity is an ongoing activity and has been included in our business plan and is in line with our campaign plan.
2. Funds as detailed in the Request Form cover transportation, meals and accommodations.
3. The total cost of this event for the one personnel attending is \$6,773 as outlined in the attachments.
4. As indicated in the briefing note, this expenditure is the most economical option available given the hands-on work and collaboration required with Canada's partner nations in the Alliance. The proposed expenditures provide the best value for money. An options analysis is provided in the attached briefing note.

  
A.B. Donaldson  
Vice-Admiral

Enclosures: 2

## **BRIEFING NOTE FOR THE DEPUTY MINISTER**

### **EVENT REQUEST – NATO CYBER DEFENCE CAPABILITY ACTION TEAM 30 JUNE – 5 JULY 2013**

#### **ISSUE**

1. The Cyber Task Force has been designated the principal Canadian member of this NATO body, which was stood up in September 2012 to begin work on a number of topics that focus on Cyber Defence (CD) and how modelling and simulation can support them. This event will be held from 30 June – 5 July 2013, at NATO HQ in Brussels Belgium, at a cost estimated to be \$6,773, which requires DM approval.

#### **BACKGROUND**

2. The Cyber Task Forces' role in this NATO activity has been ongoing since September 2011, and is that of a participating nation. The CD Capability Team (CaT) is sponsored by the NATO Capability Panel 4 (CaP4) under direction of the Consultation, Command and Control Board (C3B). Its purpose is to discuss, analyze and report on progress of NATO's Cyber Defence tasks as identified and agreed upon in the Cyber Defence CaT's work plan.

#### **DISCUSSION**

3. The rapidly evolving environment of cyber threats against the alliance has necessitated a renewed focus on the development of a Cyber Defence Policy and capabilities.

4. The Cyber Task Forces' participation will be the provision of one Staff Officer, three times annually. The benefit from our involvement will be in areas such as Cyber Defence lessons learned (identified) from our operational deployments, which we may be able to translate into the current operational planning process for current national deployments. This group will also review areas where the Alliance can leverage Cyber Defence burden-sharing concepts in line with the Smart Defence initiative. In addition, work is being done in developing a NATO Cyber Defence Awareness, Education, Training, and Exercise Program, which will be leveraged to add value to the work currently being done within Cyber Task Force on both individual and collective training programs.

5. TD costs are as follows:

- a. Accommodations: \$1,100;
- b. Transportation: \$5,073; and
- c. Meals: \$600.

## OPTION ANALYSIS

6. The participatory options are as follows:
- a. Non-Participation – Risk is that Canada's/Cyber Task Forces' credibility will be severely damaged, as Canada has contributed thus far to this working group and is currently the lead nation in another NATO Cyber Defence initiative (called the Multi National Cyber Defence Capability Development project); and
  - b. One Participant – This option provides the best course of action, as it will ensure that Canada is capable of conducting the work and meeting the demands of the CD CaT working group, thereby contributing to the NATO Alliance and leveraging this work to benefit our current work plan within the Cyber Task Force.

## CONFIRMATION

7. The proposed expenditures provide the best value for money and the most economical options have been selected.

## CONCLUSION

8. This event is strongly supported, as it will greatly increase our exposure to work with other partner nations and will assist in work that is being done nationally to improve our cyber capabilities. Option (b) is therefore recommended. DM approval is requested at a total departmental cost of \$6,773.

**Prepared by:** M.F.Young, Maj, Cyber Task Force Cyber Collective Trg and NATO FD, 947-9531

**Reviewed by:** J.A.A. Boucher, Col, D Cyber FD, 947-9409

**Responsible Group Principal (or ECS):** A.B. Donaldson, VAdm, VCDS, 992-6052

**Date prepared:** 8 April 2013

Event/Hospitality Request Form

PART 1 - INFORMATION

Reference #: 13042502E  
Included in the Departmental Budget for Travel, Hospitality and Conferences: Yes

Title, purpose and description of event:

NATO Cyber Defence Capability Team - NATO HQ, Brussels, BEL - 30 June - 5 July 2013 - Cyber Task Force has provided a POC at this forum since 2011 as the national representative. This body meets three times annually. The CD CaT is sponsored by the Capability Panel 4 (CaP4) under direction of the Consultation, Command and Control Board (C3B) and whose purpose it is to discuss, analyze and report on progress of NATO's Cyber Defence tasks as identified and agreed upon in the Cyber Defence CaT's work plan. The benefit from our involvement is and will be in areas such as Cyber Defence lessons identified from operational deployments to which we may be able to translate into operational planning of our own national deployments, and also reviewing areas where the alliance can leverage Cyber Defence burden sharing concepts which is in line with Smart Defence.

Summary of Event Costs

Table with columns: Cost Category, Estimated Cost, Currency (if not \$Cdn). Rows include Hospitality Costs (see part 2), Conference Fees, Venue Rentals, TD - Accommodation, TD - Transportation, TD - Meals, Professional Services, Other (specify), Total estimated incremental cost of event, Rate of exchange, Total estimated incremental cost of event in \$Cdn.

PART 2 - HOSPITALITY EXPENSES (complete if applicable to event)

Planned form(s) of Hospitality:

Table with columns: Date, Location, Activity, Type of Expense, Estimated Cost, Currency (if not \$Cdn). Total estimated incremental cost of Hospitality: \$ -

Alcohol (by activity)

Table with columns: Cost of alcohol, Cost of food and beverages, % of alcohol, Cost of alcohol/person, Maximum allowed per FAM 1017-1.

Calculation of Hospitality cost per person:

Table with columns: Planned Form(s) of Hospitality, Hosts (DND, OGD, Non-Fed), Guests, Total participants, Total est. cost, Estimated cost/ person, Std. cost/ person, Max. cost/ person.

PART 3 - REASON(S) FOR HIGHER LEVEL APPROVAL

- Reasons for higher level approval (mark with an x):
[X] Total Cost for event exceeds delegated limit
[ ] Hospitality cost for event exceeds delegated financial limit
[ ] Alcoholic beverages
[ ] Hospitality at a federal employee's residence for government business
[ ] Costs exceeding standard cost per person
[ ] Costs exceeding maximum per person
[ ] Inclusion of spouse or other accompanying person
[ ] Personal attendance of:
[ ] Exceptional hospitality (refer to para 46 a-d and f of FAM 1017-1)
[ ] Other (specify): International Travel

PART 4 - APPROVAL

Event OPI: I confirm that these proposed expenditures provide value for money and that the most economical options have been selected

Maj M. F. W. Young OSB Cyber Collective Trg and NATO FD 613-947-9531 08-Apr-13
Name Signature Position Title Phone Date

Level Two (if applicable): Recommended / Not Recommended

RAdm M.F.R. Lloyd OSB CFD 613-995-5542 22-Apr-13
Name Signature Position Title Phone Date

Level One Comptroller: Recommended / Not Recommended

LCol D. Charbonneau OSB VCDS Compt 613-995-5769 29-Apr-13
Name Signature Position Title Phone Date

Level One Advisor: Recommended / Not Recommended Approved / Not Approved
I confirm that these proposed expenditures provide value for money and that the most economical options have been selected

BGen C.R. King OSB COS VCDS 613-992-6091 29-Apr-13
Name Signature Position Title Phone Date

Vice Chief of Defence Staff: Recommended / Not Recommended Approved / Not Approved

VAdm A.B. Donaldson OSB 1-May-13
Name Signature Date

Assistant Deputy Minister (Finance and Corporate Services): Recommended / Not Recommended Approved / Not Approved

Stephen O'Connor, VCFO MAY 13 2013
Name Signature Date

Deputy Minister: Recommended / Not Recommended Approved / Not Approved

Richard B. Fadden MAY 23 2013
Name Signature Date