

Asian Productivity Organization

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PROJECT NOTIFICATION ADDENDUM

27 July 2011

1. **Project Code** 11-IN-08-GE-TRC-B
2. **Project Title** Training Course on the Information Security Management System: ISO27000 Series
3. **Addendum No.** 1
4. **Reference** 11-IN-08-GE-TRC-B: Project Notification dated 22 June 2011
5. **Change** Item No. 4 "Venue"

The venue of the training course has been changed as below:

Venue: **Jakarta, Indonesia**

Other terms and conditions as specified in the Project Notification dated 22 June 2011 remain unchanged.

A handwritten signature in black ink, reading 'Ryuichiro Yamazaki'.

Ryuichiro Yamazaki
Secretary-General

Asian Productivity Organization

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PROJECT NOTIFICATION

22 June 2011

1. **Project Code:** 11-IN-08-GE-TRC-B
2. **Project Title:** Training Course on the Information Security Management System: ISO27000 Series
3. **Duration:** 17-21 October 2011 (5 days)
4. **Venue:** Yogyakarta, Indonesia
5. **Implementing Organization:** Directorate of Productivity and Entrepreneurship,
Directorate General of Training and Productivity Development,
Ministry of Manpower and Transmigration

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6. **Number of Overseas Participants:** Up to 18 qualified participants from Bangladesh, Cambodia, Fiji, India, Indonesia, Islamic Republic of Iran, Lao PDR, Malaysia, Mongolia, Nepal, Pakistan, Philippine, Sri Lanka, Thailand, and Vietnam. However, other member countries with special interest in the subject are also encouraged to apply.
7. **Number of Local Participants:** Up to six qualified participants
8. **Closing Date for Nominations:** 19 August 2011

All nominations along with the **completed biodata** form and medical certificate of the nominees should reach the APO Secretariat by the above date. Selection of participants will be completed immediately after this date. Member countries are requested to inform the APO Secretariat as soon as possible if they decide not to nominate anyone for the project.

9. **Objective:** To provide in-depth training and knowledge to enable participants to understand the standard security terminologies, requirements, and applications of the Information Security Management Systems (ISMS) based on the ISO27000 standard and to prepare them to become lead assessors and practitioners.

10. **Background**

Organizations today have an increased awareness of the value of information and perceive the importance of protecting their information assets. Therefore, designing and maintaining a comprehensive, cost-effective ISMS have become ongoing challenges for many institutions.

An ISMS is a risk management approach to maintain the confidentiality, integrity, and availability of an organization's information, which has become a vital management system in many organizations. The APO introduced an e-learning course on ISMS based on the ISO27000 series in 2010, which attracted widespread interest and was completed by more than 360 participants from member countries.

Building on the results of the e-learning course, the APO is organizing this training course on the ISO27000 series to provide more in-depth, comprehensive learning opportunities for the previous participants in the e-learning course on the requirements of the ISO27000 series. This course will illustrate step-by-step compliance process with the standard, which includes establishing, implementing, monitoring, maintaining, and improving the ISMS system in an organization.

11. **Tentative Scope and Methodology**

Scope

- a) Reviewing concepts and fundamentals of an ISMS
- b) How to implement an ISMS
- c) Tools and documents used to achieve results in an ISMS
- d) Benefits to the business through implementing an ISMS
- e) How to plan internal audits of an ISMS
- f) How to carry out internal audits of an ISMS

Methodology

Lectures, group discussions, group presentations, observational site visits, action plan presentations, and examination.

12. **Requirements of Candidates**

- (a) **Age:** Preferably between 35 and 50 years.
- (b) **Education:** Preferably university degree or equivalent qualification.
- (c) **Present Position:** Those who are in information security management, developing information security policies, or implementing the ISO27000 series, including information security managers, IT managers, IT consultants, IT officers, and those interested in implementing the ISO27000 series. Priority will be given to those who enrolled in

and successfully completed the APO's previous e-learning course on ISO27000 in 2010.

- (d) Experience: At least five to 10 years of experience in a related field.
- (e) Language: Proficiency in written and spoken English is essential.
Proficiency
- (f) Health: Physically and mentally fit to attend an intensive program entailing strenuous travel and several plant/field visits.

13. Financial Arrangements

(a) To be borne by the APO

- (i) Round-trip economy-class international airfare by the most direct route between the international airport nearest to the participant's place of work and Jakarta, Indonesia, for participants from Bangladesh, Cambodia, Fiji, Lao PDR, Mongolia, and Nepal and for participants from nonprofit organizations and SMEs from other member countries. As far as practicable, all participants are strongly encouraged to purchase and use discounted tickets (following IATA PEX or other applicable discount fares). Please note that arrangements for the purchase of air tickets should be in accordance with the "Guide on Purchases of Air Tickets for APO Project Participants" dated 7 July 2006, which will be sent to the selected participants and is available from APO Liaison Officers in member countries.
- (ii) All assignment costs of overseas resource persons.

(b) To be borne by the host country—Indonesia

- (i) Hotel accommodations and appropriate per diem allowances to cover meals and incidental expenses for up to 18 overseas participants for up to six days; and
- (ii) Other local implementation costs including honoraria for local resource persons.

(c) To be borne by participants or participating countries

- (i) For participants from profit-making organizations, except for SMEs, from APO member countries other than Bangladesh, Cambodia, Fiji, Lao PDR, Mongolia, and Nepal.
 - (1) Round-trip international airfare between the member country and Jakarta; and
 - (2) Participating Country Expenses at US\$50.00 per participant, payable to the APO in convertible currency.

(d) To be borne by participants or participating countries

- (i) Participants must be fully insured against accident and illness (including hospitalization) for a principal sum of US\$10,000.00 for the entire duration of the project and travel, and must submit to the APO a copy of the comprehensive travel insurance certificate before participation. Such insurance must be valid in the countries to be visited. If a participant is unable to arrange for insurance coverage in the host country at the start of the project, he/she must pay the premium himself/herself out of the per diem allowances provided. Neither the APO nor the implementing organization will be responsible for any eventuality arising from accident or illness.
- (ii) Any expenses incurred by participants for stopovers on the way to and from the project venue as well as for extra stay at the project venue before and/or after the official project period on account of early arrival or late departure, for example, due to either limited available flights or any other reason whatsoever.
- (iii) Any expenses related to visa fees and airport taxes.

14. Actions by Participating Countries

- (a) Each member country is requested to nominate two or more candidates for selection. Please ensure that candidates nominated meet the qualifications specified above.
- (b) We will not accept any form of self-nomination. All nominations must be endorsed and submitted by an APO Director, Alternate Director, Liaison Officer, or their designated officer.
- (c) Please note that nomination does not necessarily guarantee that a candidate will be selected. Selection is at the discretion of the APO Secretariat. A basic criterion for selection is the homogeneity of the participants in terms of qualifications and work experience. Nonselection therefore does not mean that the candidates concerned are not competent. Sometimes candidates are not selected because they are overqualified.
- (d) Each nomination should be accompanied by the documents listed below. A nomination lacking any of these documents may not be considered:
 - (i) Two copies of the candidate's biodata on the APO biodata form together with passport-sized photograph. The biodata form can be downloaded from the APO website. Downloading information is also available from www.apo-tokyo.org. We encourage submitting the biodata form to the APO Secretariat in electronic form as an attachment to a cover e-mail message from the APO Director, Alternate Director, or Liaison Officer.
 - (ii) APO Medical and Insurance Declaration/Certification Form. Every candidate must complete and submit a copy of the APO Medical and Insurance Declaration/Certification Form with his/her biodata at the time of nomination. Please note that for this particular project self-declaration is sufficient for candidates without any of the health conditions or illnesses enumerated on the reverse side of the medical form. However, for all others, medical certification by a recognized physician on the reverse side of the medical form is required.

- (e) Member countries are encouraged to submit the necessary documents electronically as mentioned in (d)-(i). In that case, there is no need to send a hard copy by postal mail. However, if the documents are submitted by fax, member countries are requested to mail the originals of the documents to the APO as well. If a digital photograph of a nominee is not attached to the electronic biodata form, a hard-copy photograph should be sent to the APO Secretariat by postal mail. Please specify the candidate's name and the project code on the reverse side of the photograph.
- (f) Member countries are requested to abide by the nomination deadline specified in Section 8 on the first page. The APO may not consider late nominations as they have in the past resulted in considerable difficulties to the implementing organization in its preparatory work for the project.
- (g) Under normal circumstances, candidates who are selected after the initial screening will be informed of their acceptance at least four weeks prior to commencement of the project.
- (h) Member countries are requested to inform candidates that, once selected, they are not to bring family members or to engage in any private business activities during the entire duration of the project. Further, if they should become unable to take part, the NPOs concerned are requested to inform the APO and the host country promptly of their reason for withdrawal.
- (i) Each selected candidate is required to arrive at the venue one day before the start of the official project. Also, he/she is expected to return home upon completion of the official project because he/she is visiting the host country for the specific purpose of attending this APO project.

15. Preparation of Country Papers

Country paper submission is required for this project, and more information will be provided on those papers later. Each selected candidate must take a final exam at the end of the course. More information will be provided during the training course.

16. Guide for Participants

Other conditions for participation are given in the *APO Guide for Participants*, which is available from APO Liaison Officers/NPOs in member countries and on the APO homepage (http://www.apo-tokyo.org/05part_guide.htm).



Ryuichiro Yamazaki
Secretary-General