



ASIAN PRODUCTIVITY ORGANIZATION

## PROJECT NOTIFICATION

11 May 2016

1. **Project Code** 16-IN-08-GE-WSP-B
2. **Title** Workshop on Information Security Management (ISMS) Based on ISO 27000
3. **Timing and Duration** 21–25 November 2016 (five days)
4. **Venue** Islamabad, Pakistan
5. **Implementing Organization** National Productivity Organization  
2nd Floor Software Technology Park Building  
Constitution Avenue, F-5/1  
Islamabad, Pakistan  
Phone: 92-51-2823304/5  
Fax: 92-51-2823309  
e-Mail: ceo@npo.gov.pk
6. **Number of Overseas Participants** Up to 18 qualified participants from Bangladesh, Cambodia, Fiji, India, Indonesia, IR Iran, Lao PDR, Malaysia, Mongolia, Nepal, Pakistan, Philippines, Sri Lanka, Thailand, and Vietnam. However, other member countries with special interest in this project may nominate candidates upon consultation with the APO Secretariat.
7. **Number of Local Participants** Up to six qualified participants
8. **Closing Date for Nominations** 23 September 2016
9. **Objectives**
  - a. To provide in-depth knowledge to enable participants to understand the standard security terminologies, requirements, and applications of information security management systems (ISMS) based on the ISO 27000 standard;
  - b. To provide a platform for discussion of the issues and challenges in implementing ISMS in the service industry; and
  - c. To share the best practices of ISMS applications, including possible integration with other ISO standards.

## 10. Background

The latest technology for information sharing such as cloud systems provides excellent solutions for organizations seeking to reduce administrative costs and speed up delivery systems. However, all information held and processed is subject to the risk of errors, hacking attacks, sabotage, natural disasters, and many other threats. The loss of available information severely impacts organizations. Therefore it is vital for organizations to install appropriate protection systems to maintain the availability, confidentiality, and integrity of their information, and they are increasingly aware of the importance of protecting this valuable asset and the consequences that could occur if it is leaked. Recognizing the importance of information security in enhancing productivity and efficiency, the APO has organized a series of projects on ISMS based on the ISO 27000 standard since 2010. Most focused on providing comprehensive learning opportunities on ways to implement management systems based on the guidelines and requirements in ISO 27000.

This workshop is being organized by the APO with special focus on the service sector. In most member economies, the service sector has grown steadily in recent years and contributed significantly to GDP. Therefore, this year's project will provide a platform for service organizations to explore possible opportunities for strengthening their ISMS based on ISO 27000. Overall, this workshop will review the issues and challenges in implementing ISMS and their effects on business operations in the service industry. The workshop will also share success stories of ISMS applications from the region.

## 11. Scope and Methodology

The tentative topics to be covered are:

- a. Overview of ISMS standards, guidelines, certification process, and associated benefits;
- b. Issues and challenges in implementing ISMS in the service sector;
- c. Best practices in implementing an effective ISMS;
- d. Integrating ISMS with other ISO standards; and
- e. Case studies of successful examples of ISMS.

The workshop will consist of individual country presentations, expert presentations, group discussions and presentations, and site visits.

The tentative program of the workshop is given below:

<b>Date/Time</b>	<b>Activity</b>
Sun., 20 November 2016	Arrival of participants in Islamabad, Pakistan
Mon., 21 November	Opening session Presentation of individual country papers
Tue., 22 November	Presentation of resource papers
Wed., 23 November	Presentation of resource papers Group exercise
Thurs., 24 November	Field visits to relevant organizations
Fri., 25 November	Presentation of group discussion output Program evaluation by participants, resource persons, and implementing organization

Sat., 26 November

Summing-up session  
Closing session  
Departure of participants

## 12. Qualifications of Candidates

The participants are expected to possess the following qualifications:

Present Position	Those who are in information security management, developing information security policies, or implementing the ISO 27000 series, including information security managers, IT managers, IT consultants, IT officers, and those interested in implementing the ISO 27000 series. Priority will be given to participants from the service sector.
Experience	At least five to 10 years of experience in a related field.
Education	Preferably university degree or equivalent qualification.
Language	All proceedings of the project are conducted in English, and participants are frequently required to make oral and written presentations. They must therefore be proficient in spoken and written English. Those who are not proficient in English will not be accepted.
Health	Physically and mentally fit to attend an intensive project requiring participants to complete a number of individual and group activities and strenuous fieldwork. It is therefore recommended that member countries do not nominate candidates likely to suffer from physical and mental stress.
Age	Candidates who fit the above profile are typically between 35 and 50 years of age.
APO Certificate	Participants are required to attend the entire program to receive the APO certificate of attendance.

## 13. Financial Arrangements

### To be borne by participants or participating countries

- a. Participants' insurance premiums: All participants should be fully insured against accident and illness (including hospitalization and death) for a principal sum equivalent to US\$10,000.00 for the entire duration of the project and travel and must submit to the APO Secretariat a copy of the comprehensive travel insurance certificate before participation. Such insurance should be valid in the host country. This insurance requirement is in addition to existing government insurance coverage in some member countries. If any participant is unable to insure himself/herself as stipulated above, he/she should secure this insurance in the host country at the commencement of the project and pay the premium himself/herself, if necessary, from the per diem allowance provided. Neither the APO nor the implementing organizations will be responsible for any eventuality arising from accident or illness.

- b. All expenses related to visa fees and airport taxes.
- c. 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 because of early arrival or late departure, for example, due to either limited available flights or any other reason.

**To be borne by the host country**

- a. Per diem allowances and hotel accommodation for up to 18 overseas participants for up to six days at the rate to be specified later.
- b. Transportation costs for hotel and airport transfers at the venue.
- c. All local implementation costs.

**To be borne by the APO**

- a. All assignment costs of overseas resource persons.
- b. Round-trip economy-class international airfare by the most direct route between the international airport nearest to the participants' place of work and Islamabad. As far as practicable, all participants should purchase discount tickets. Please note that the arrangements for the purchase of air tickets should follow the "Guide on Purchases of Air Tickets for APO Participants," which will be sent to the selected participants. It is also available on the APO website and from APO Liaison Officers in member countries.
- c. The APO may select more than 18 overseas participants in anticipation of last-minute withdrawals or no-shows. If more than 18 overseas participants attend, per diem allowances and hotel accommodation costs will be borne by the APO for up to two additional overseas participants at the rate to be prescribed for up to six days.

**14. Actions by Member Countries**

- a. Each participating country is requested to nominate three or more candidates in the order of preference. Please ensure that candidates nominated meet the qualifications specified under section 12 above.
- b. No form of self-nomination will be accepted. All nominations must be endorsed and submitted by an APO Director, Alternative Director, Liaison Officer, or their designated officer.
- c. Please note that nomination of a candidate does not necessarily guarantee that he/she 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 enough. Sometimes candidates are not selected because they are overqualified for a project.
- d. Each nomination should be accompanied by the necessary documents. A nomination lacking any of these documents may not be considered: two copies of the candidate's biodata on the APO biodata form together with a passport-sized photograph. The biodata form can be downloaded from the APO website ([www.apo-tokyo.org](http://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. The nomination documents should be sent to the Industry Department, APO Secretariat (e-mail: ind@apo-tokyo.org, fax: 81-3-5840-5324).

- e. The 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 self-declaration is sufficient for candidates without any of health conditions or illnesses listed on the reverse side of the medical form. However, for all others, medical certification by a licensed physician on the reverse side of the medical form is required.
- f. Necessary documents are to be submitted electronically. 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 Secretariat 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 give the candidate's name and the project code on the reverse side of the photograph.
- g. Member countries are requested to adhere to the nomination deadline given on page 1. The APO Secretariat 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.
- h. For member countries where nominations are required to be approved by higher government authorities and require a longer time, the APO Liaison Officers/NPOs are urged to send the names of nominees on or before the deadline, indicating that government approval will follow.
- i. If a selected participant becomes unable to attend, he/she should inform the APO Liaison Officer/NPO in his/her country immediately and give the reason for withdrawal. The NPO concerned is requested to transmit that information to the APO Secretariat and the host country promptly.
- j. NPOs are requested to inform the selected participants that they are not to bring family members or to engage in any private business activities during the entire duration of the project.
- k. Each selected participant should be instructed 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 workshop.
- l. NPOs should inform participants that they must attend all five days of the project to qualify for the certificate of attendance.

#### **15. Actions by the APO Secretariat**

- a. Under normal circumstances, candidates who are selected will be informed of their acceptance at least four weeks prior to the start of the project.
- b. If some candidates fail to qualify or be unable to participate after selection, or if some member countries fail to nominate any candidate, their slots may be filled by alternates from the same or another member country on a merit basis.

## **16. Project Preparation**

The participants are required to prepare a paper prior to departure for the project venue. In preparing the paper, they are expected to follow the “Guidelines for the Preparation of Country Papers” to be provided later.

## **17. Postproject Actions**

All participants are required to prepare action plans during the workshop and share the plans with their NPOs. The APO will also request participants to submit progress reports six months after completion of the workshop.

## **18. Evaluation of Participants**

If the conduct/attendance/performance of a participant is not satisfactory, these will be reported to the APO director concerned.

## **19. 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 website ([www.apo-tokyo.org](http://www.apo-tokyo.org)).



Mari Amano  
Secretary-General