PROJECT NOTIFICATION

1 May 2013

1.	**Project Code**	13-IN-08-GE-TRC-B
2.	**Project Title**	e-Learning Course on the Information Security Management System (ISMS) Based on the ISO 27000 Series
3.	**Duration**	Session 1: 22–25 July 2013 Session 2: 26–29 August 2013
4.	**Venues**	Session 1: Mongolia, Nepal, Philippines, Sri Lanka, and Vietnam Session 2: Bangladesh, Cambodia, Indonesia, IR Iran, and Pakistan
5.	**Implementing Organizations**	APO Secretariat and the following NPOs:

Session 1

1) Mongolia:	Mongolia Productivity Organization, Ulaanbaatar
2) Nepal:	National Productivity and Economic Development Centre, Kathmandu
3) Philippines:	Development Academy of the Philippines, Metro Manila
4) Sri Lanka:	National Productivity Secretariat, Colombo
5) Vietnam	Vietnam Productivity Centre, Hanoi

Session 2

6) Bangladesh:	National Productivity Organisation of Bangladesh, Dhaka
7) Cambodia:	National Productivity Centre of Cambodia, Phnom Penh
8) Indonesia:	Ministry of Manpower and Transmigration, Jakarta
9) IR Iran:	National Iranian Productivity Organization, Teheran
10) Pakistan:	National Productivity Organization, Islamabad

To maximize project benefit, the local venue may change depending on the level of interest, participant type, and suitability of the location as advised by the NPO.

6.	**Number of Participants**	More than 20 and up to 25 from each participating country.

7.	**Closing Date for Nominations**	Session 1:	24 June 2013
		Session 2:	29 July 2013

8.	**Objectives**	To enable participants to understand the standards, requirements, and application of the Information Security Management System (ISMS) based on the ISO 27000 series.

9. Background

Organizations today have an increased awareness of the value of information and perceive an increasing need to protect 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. The ISO 27000 series of standards was specifically developed by the ISO for information security. This series is aligned with a number of other standards, including ISO 9000 (quality management) and ISO 14000 (environmental management).

To introduce the latest ISMS to member economies, the APO organized an e-learning course in 2010 and face-to-face training courses in 2011 and 2012. In continuing efforts to enhance awareness among member countries, this e-learning course will illustrate the step-by-step process of compliance with the standard, which includes establishing, implementing, operating, monitoring, reviewing, maintaining, and improving information management systems.

The APO is organizing this e-learning course via the World Bank Global Development Learning Network (GDLN) platform. The APO and the Tokyo Development Learning Center have worked together over the last few years to organize a number of projects utilizing the GDLN for distance-learning training courses for member countries with access to the necessary IT facilities. Based on past success, the same modality is proposed to train participants from member countries in this two-session course, covering 10 member countries.

10. Modality of Implementation

The project will be implemented at the GDLN/videoconference center in each country. The resource speakers will deliver presentations from their home countries or the nearest member country participating in this course. These presentations will be interactive, involving exercises and case studies while allowing participants to ask questions. In each session of the course, there will be five country groups of 20–25 participants each. Each country group will be moderated by a country project coordinator in each GDLN/videoconference center.

11. Scope and Methodology

Scope
a) Overview and objectives of ISMS and ISO 27000;
b) Defining the scope and boundaries of an ISMS;
c) Information security policy and risk assessment; and

d) Implementing and operating an ISMS.

Methodology
Online lectures, online discussions, online presentations of case studies, group discussions, site visit, and examination.

12.   Participants

a) Age   Preferably between 30 to 45 years.

b) Education   University degree or equivalent qualification from a recognized institution.

c) Present Position   Those who wish to understand ISMS in accordance with the ISO 27000 series, are involved in developing information security policies, IT managers, IT officers, and managers dealing with information security.

d) Experience   At least five years of experience in a related field.

e) Language
    Proficiency   Proficiency in written and spoken English is essential.
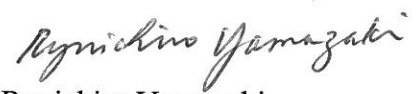
13.   Financial Arrangements

a) To be borne by the APO

   i)   All assignment costs for resource speakers to prepare presentation materials and deliver presentations.
   ii) Rental and other charges of the GDLN centers in Tokyo and other participating countries.
   iii) Honoraria for national coordinators designated by NPOs and transportation costs for field visits, if necessary.

b) To be borne by participating countries

   i)   All other local implementation costs.

14.   Actions by participating member countries

Each participating country is requested to nominate more than 20 and up to 25 participants and submit their biodata (the first page of the APO biodata form only). The list of participants from each participating country must be finalized and sent to the APO Secretariat one week before the course begins. Please ensure that candidates nominated meet the qualifications specified above.

Participating countries will each identify a project coordinator from within the NPO or other relevant organization with basic knowledge of ISMS or expertise in IT to coordinate and facilitate course activities at the local level. The coordinators will moderate group discussions among the participants during the training course in consultation with the NPO and resource persons identified by the APO Secretariat. The group discussions will include experience

sharing, views of participants on ISMS: ISO 27000, and review of e-learning sessions. Local project coordinators will also make all necessary arrangements with the local GDLN center.

Ryuichiro Yamazaki
Secretary-General