



ASIAN PRODUCTIVITY ORGANIZATION

PROJECT NOTIFICATION

16 January 2015

- 1. Project Code** 15-IN-08-GE-TRC-B
- 2. Project Title** Training Course on the Information Security Management System Based on ISO 27000
- 3. Duration** 11–15 May 2015 (five days)
- 4. Venue** Jakarta, Indonesia
- 5. Implementing Organization** Directorate of Productivity and Entrepreneurship (NPO Indonesia), Directorate General of Organization Training and Productivity Development, Ministry of Manpower and Transmigration, Republic of Indonesia
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- 6. Number of Overseas Participants** Up to 18 qualified participants from Bangladesh, Cambodia, Fiji, India, Islamic Republic of Iran, Lao PDR, Malaysia, Mongolia, Nepal, Pakistan, Philippine, Sri Lanka, Thailand, and Vietnam. (see 12. Qualifications of Participants)

Other member countries with particular interest in this project may nominate candidates upon consultation with the Secretariat.
- 7. Number of Local Participants** Up to six qualified participants
- 8. Closing Date for Nominations** 7 March 2015
- 9. Objectives**

To enable participants to understand, apply, and monitor the implementation of standards, requirements, and the Information Security Management System (ISMS) based on the ISO 27000 series.

10. Background

Organizations today are aware 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 were 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 e-learning courses in 2010 and 2013 and face-to-face training courses in 2011 and 2012. In continuing efforts to enhance awareness among member countries, this training course will be organized again to illustrate the step-by-step process of compliance with the standard, which includes establishing, implementing, operating, monitoring, reviewing, maintaining, and improving ISMS so that the ISO 27000 series can be easily introduced and adopted by institutions in APO member countries.

11. Scope and Methodology

The tentative topics to be covered are:

- 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

The training course will consist of expert presentations, group discussions and presentations, site visits, action plan presentations, and examination.

The tentative program of the workshop is given below:

Date/Time	Activity
Sun., 10 May 2015	Arrival of participants in Jakarta
Mon., 11 May	Opening session Presentation of resource papers
Tues., 12 May	Presentation of resource papers
Wed., 13 May	Presentation of resource papers Group exercise
Thurs., 14 May	Field visits to relevant organizations
Fri., 15 May	Presentation of group discussion output Program evaluation by participants, resource persons, and implementing organization Examination & summing-up session

Closing session

Sat., 16 May

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.
Experience	At least five to 10 years of experience in a related field.
Education	University degree or equivalent qualification from a recognized university/institution.
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 meeting these qualifications are generally 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

For participants from profit-making organizations, except for SMEs, from APO member countries other than Bangladesh, Cambodia, Fiji, Lao PDR, Mongolia, and Nepal:

- a. Round-trip international airfare between the member country and Jakarta; and
- b. Participating Country Expenses at US\$50.00 per participant, payable to the APO in convertible currency.

For all participants:

- 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 cost for hotel and airport transfers in 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 Jakarta, Indonesia, for participants from Bangladesh, Cambodia, Fiji, Lao PDR, Mongolia, and Nepal, and for participants from SMEs and nonprofit organizations from other APO member countries. As far as practicable, all participants should purchase discounted tickets. Please note that any arrangements for the purchase of air tickets should follow the "Guide on Purchases of Air Tickets for APO Project Participants" on page 16 of the *APO Guide for Participants*, which is available on the APO website at <http://www.apo-tokyo.org> and from APO Liaison Officers in member countries. Please note that no additional per diem allowances will be provided due to early arrival, delayed departure, rerouting of tickets, or any other reason.

14. Actions by Participating 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). 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 training course.

1. 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 an individual report on their experience with ISMS, with the focus on actual adoption in an organization, prior to departure for the project venue. In preparing the report, they are expected to follow the "Guidelines for the Preparation of Individual Reports" to be sent later. The reports will undergo an expert review at the end of the course.

17. Postproject Actions

All participants are required to take an examination at the end of the training course to assess the level of understanding and prepare action plans that will be shared with their NPOs. The APO will also request participants to submit progress reports on ISMS activity six months after completion of the project to present how the participant applied the knowledge, skills, and experience from the training to actual practice.

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).



Mari Amano
Secretary-General