Annex-2

General Information on APT Training Course
(Funded by Extra Budgetary Contribution of Japan)

1. Title of Training Course: Study on Cyber Security Information Sharing Initiatives in Japan and Furthering Mutual Collaboration among the Countries in Asia Pacific Region

2. Organization (hosted by): Japan Telecommunications Engineering and Consulting Service (JTEC)

3. Duration: 26 October – 30 October, 2015
(excluding arrival and departure dates)

4. Place: Tokyo, Japan

5. Objectives and Outline of the Course:

In recent years, attacks against the cyber infrastructures have become vicious and diversified. The safe and secure use of cyber infrastructures and applications are areas of significant importance. The public confidence needs to be enhanced in the use of ICT devices, cyber infrastructures and applications for moving towards a smart digital economy.

Cyber security measures will not work with actual efficiency if it is substantiated within only one country. Therefore, it should be enhanced to interwork with all countries connected to the international network for better and efficient results. In Japan, cyber security measures best suited to the public organizations, key telecommunications operators, private enterprises, individual citizens and international coordination are planned and introduced by the initiative of the Government.

In response to growing necessity in Asian-Pacific region towards construction of effective cyber infrastructures which could enhance reliability and confidence in the use of latest cyber security information technologies, the Ministerial Meeting of APT adopted the Brunei Darussalam Statement in September 2014, incorporating the provisions aimed at strengthening the activities by member states and regions for building, maintaining and utilizing cyber infrastructures for the objective of cyber security information sharing management. We would therefore like to contribute to the Brunei Darussalam Statement by offering this training course to the authorities and institutions concerned with cyber security information sharing management in the APT member nations and regions.

The main aim of this course is to introduce the technology and operation method of cyber security information sharing measures utilized at Japanese public organizations and key telecommunications operators, and to introduce present status and future prospect of cyber security information sharing measures implemented and to be implemented in other countries. The other important intention of the course is to consider how Japan can assist the countries of the participants with its experiences and knowledge to carry out effective measures. In addition, other major concern in this field is the existence of

inappropriate and harmful email to us in the cyber infrastructures which might hinder cyber-wellness in the smart digital economy.

The important items contained in this training course are as follows:

- ❖ Cyber security information policy in Japan
- ❖ Cyber security information sharing measures in Japanese ICT industry
- ❖ Research and development of information and cyber security related technologies and methodologies in Japan
- ❖ Understanding the most up-to-date activities of cyber security information sharing measures, technology and operation, in coordination with
  - ・ MIC (Ministry of Internal Affairs and Communications of Japan)
  - ・ JPCERT/CC (Japan Computer Emergency Response Team Corporation Centre)
    e.g: “TSUBAME” Internet threat management system
  - ・ KDDI CSIRT (An example of CSIRT by Primary ISP and Telecoms operator)
  - ・ NTT CERT (An example of CERT by Primary ISP and Telecoms operator)
  - ・ NICT (National Institute of Information and Communications Technology, Japan)
    e.g: “NICTER” / Network Incident analysis Center for Tactical Emergency Response
  - ・ ISACT (Telecommunications Information Sharing and Analysis Center Japan)
- ❖ Introduction of technology and operation for prevention of access to inappropriate and harmful contents in cyber infrastructures
- ❖ Discussion sessions with Japanese specialists for finding optimal cyber security information sharing management system and its installation projects coping with different cases specific to nations in Asia-Pacific Region
- ❖ Sharing information, finding the best solution to specific needs required in the region and the countries of each participant, building professional relationship between participants, and between participants and specialists for enhancing information and cyber security information sharing management system in the Asia-Pacific Region.

  These items in the training are presented in the forms of lectures, technical observation visits and demonstrations.

6. Schedule:

Please refer to the attached schedule, Appendix 1, that is subject to change for elaboration and/or adjustment.

7. Venue:

Japan Telecommunications Engineering and Consulting Service (JTEC)
Address: 8-1-14 Nishigotanda, Shinagawa-ku, Tokyo 141-0031, Japan
URL: **http://www.jtec.or.jp/english/index.html**
Tel: +81 3 3495 5215
Fax: +81 3 3495 5219
Person in charge: **Mr. Ken-ichi Sugii (e-mail: k.sugii@jtec.or.jp)**

8. Reception at the Airport:

- On their arrival at Narita International Airport the participants will be met by the host organization's travel agency staff and guided to their hotel.
- At the time of check-in at their hotel, the participants will be given necessary information by the host organization.

Public Transportation and Travel Time:

Narita International Airport (NRT) --- (100min/bus) ---

Shinjuku Washington Hotel --- (40min/train) ---

JTEC

9. Hotel accommodation:

Shinjuku Washington Hotel (Main Building)
3-2-9 Nishi-Shinjuku, Shinjuku-ku, Tokyo 160-8336, Japan
Tel: +81 3 3343 3111
Fax: +81 3 3342 2575
URL: **http://www.shinjyuku-wh.com/english/**
http://shinjuku.washington-hotels.jp/cn/ **(中文)**
http://shinjuku.washington-hotels.jp/th/ **(ตัวอักษรไทย)**

10. Immigration Requirements:

All foreign visitors entering into Japan must have a valid passport.

- Participants requiring visa should apply to Japanese diplomatic mission (embassies and consulates etc.) in their own countries (or to Japanese diplomatic mission directly in charge of the participant's country) as soon as possible.
- Kindly check current visa requirement with the Embassy of Japan or Travel Agent before traveling, or visit the website of the Ministry of Foreign Affairs of Japan at URL: **http://www.mofa.go.jp/j_info/visit/visa/index.html**
- For your smooth visa application, visa supporting letters written in Japanese will be provided by JTEC and will be sent directly to the participants.

11. Photograph: (submit to APT Headquarters)

The participants are requested to bring **one copy of a recent portrait photograph** (within 6 months) in **a size of 3 centimeters by 3 centimeters** for a participant list.

12. Country Report: (Adding new question later on)

- The participants are requested to prepare a report on present status and future plan of national cyber security policy, improvement of cyber security literacy and international collaboration with APT regional CERT/CC. The country report should include the answers to the following questions.

- If you have a published annual report of your organization or equivalent, please bring it with you and hand it to the secretariat on the first day of the course.

Part I. Personal Details of Participant

1. Name of participant and nationality
2. Name of participant's organization and section
3. Type of organization (choose one of the following)
   a) Governmental organization (excluding public company)
   b) Public company: fully/partly state-owned company (share/ownership percentage in case of partly state-owned company) or private business organization
4. Participant's special interests in his/her professional field.

Part II. Cyber security policy structure

Current cyber security policy and regulatory environment.

1. Basic laws governing cyber security
2. Main national organization in charge of standardization of cyber security policy.
3. Major challenges and problems that need to be solved in your country's cyber security sector
4. Participant's own experience and future prospects in his/her profession

Part III. Market Structure

1. Internet and Broadband
   a) Business license(s) required, or other restrictions on operators
   b) Number of service providers
   c) Name of the largest service provider and its share of the market
   d) Existence of CERT/CC at the largest service provider
   e) Number of internet users through broadband lines (FTTH, xDSL, LTE, 3G, WiMAX and satellite communications…etc.)
   f) Internet users per 1,000 inhabitants
   g) Number of personal computers per 1,000 inhabitants

2. Internet Application Service
   a) Name of popular Internet Application Services in your country (i.e. Facebook, LINE, Skype, Twitter, Weibo).
   b) Name of search engines widely used in your country
   c) Future program and schedule of e-government (GIS, national ID, etc.)

Part IV. General Questions

1. If your country has any difficulties with its cyber security infrastructure for Internet services, please indicate the current situation in accordance with the following:
   a) Any social, economical and/or technological factors which make it difficult to promote cyber security services in your country.

2. What kind of support/assistance do you want Japanese government or Japanese companies to?

- The report should be made as **Microsoft Power Point presentation format**.
- The report should be forwarded to the host organization prior to the participants' arrival to Japan. It is requested that the country reports are **to be submitted to JTEC by attached files to e-mail by noon Japan Standard Time (UTC +9 hours), Thursday, October 22nd, 2015** (e-mail: **fujita@jtec.or.jp**).
- In case where participant have a published country report and/or annual report of participant's organization or equivalent, it is kindly advised that it (they) be brought with the participant and handed to the secretariat on the first day of the course.
- Presentation of country reports and discussion session is planned as part of the training course. (**Country Report Presentation is scheduled on the first day of the course, October 26, 2015**)

13. Organization Chart:

- The participants are requested to prepare an organization chart based on the attached sample Appendix 2.
- It would help us very much if participant adds organization and / or inter-relation chart of cyber security management organizations of participant's country.

14. At Japanese Custom Office:

- Japanese customs is fairly lenient and allows bringing in items necessary for personal use, however, firearms and other types of weapons and narcotics are strictly prohibited.
- For details please refer to the following website of Japanese Customs: **http://www.customs.go.jp/english/summary/passenger.htm**.

15. Weather:

- The latest weather information will be obtained at: **http://www.jma.go.jp/en/yoho/index.html**
- See the weekly forecast to obtain the weather, highest and lowest temperatures expected of each day of the corresponding week. – "Get more information on this area" -> pull down menu -> select "One-week forecasts"
- Please also refer to the following additional advices.

16. Additional Advices:

It is advised that participants bring **shoes suitable and comfortable for walking**, as in principle, **public transportation system (Metro, Trains and Buses) will be used during the training** and it is sometimes required to walk certain distance to and from and between training venues. **Rain gears such as umbrellas are also essential**. In Japan, it can rain, sometimes all through the day, in any season of the year.

Please be well reminded that the month of **October is autumn in Japan**.
Refer URL **https://www.youtube.com/watch?v=m7G4kirK5WE**

The participants are advised to **bring warm clothes**. (Average lowest and highest temperatures for October - during this course period - range from 11 degrees to 24 degrees Celsius.)

17. Electric Current:

Please note that commercial electricity in Tokyo is at **AC 100V 50Hz** with American type outlet plugs (**Type A Class II**). We ask that participants **bring transformer and plug adapter (American type outlet plug)** if they wish to use their own PCs in Japan.

18. Personal Computer (PC):

During Training in Tokyo, all trainees will be making some reports with a PC.
All trainees will be beginning the presentation on 30th October. JTEC would like to recommend all trainees bringing your own PC with software of Microsoft Power Point for making some reports.

19. Contact Person:

Name: **Kazunori FUJITA (Mr.)**
Title: Director, ICT Systems Engineering
Japan Telecommunications Engineering and Consulting Service (JTEC)
Tel: +81 3 3495 5215
Fax: +81 3 3495 5219
Email: **fujita@jtec.or.jp**

20. Notes:

The host organization's business hours are from **9:00AM to 5:30PM**, from Monday to Friday. They do not work on Saturdays and Sundays. Messages sent to them will be received only during working hours.

Also beware of the **time difference**, Japan is ahead of most other countries. (Japan Standard Time is **UTC +9 hours**. Japan does not observe daylight saving time). **That means their office will be closed earlier than in the cases of most of the participants' countries.**

Please also note that **following dates from September to October 2015 are national holidays** in Japan and host organization's office will be closed in addition to Saturdays and Sundays.

September 21st to 23rd
October 12th

Japanese Embassies and Consulates in the applicants' countries may also close on Japanese national holidays.

21. Regulation:

- not to bring any member of his/her family;
- not to change accommodation during training period;
- to participate in the course from the beginning to the end; and
- to return his/her home country at the end of their training course according to the international travel schedule designated by APT.

Participants are required to comply with instructions given by APT and the local host. (Further information on the requirement is found in the **"Guidelines for APT fellowships under HRD Programme (2013)"** and other related document)