Projects and Products Portal for Leonardo da Vinci

Secure Business - Certified Information Security Officers in SMEs

2013-1-PL1-LEO05-37738

http://www.adam-europe.eu/adam/project/view.htm?prj=11296

Project Information

Title:	Secure Business - Certified Information Security Officers in SMEs
Project Number:	2013-1-PL1-LEO05-37738
Year:	2013
Project Type:	Transfer of Innovation
Status:	completed
Country:	PL-Poland
Marketing Text:	Fast development of IT makes that the Information Security (IS) issue is increasingly more important in the world. Small and medium enterprises don't have enough resources and can't invest in IS workers as big companies do. That's why creating state of the art IS blended learning training course is important to meet the demand for such knolwedge tailored to the needs of SMEs.
Summary:	Nowadays, information is one of the most valuable assets of a company. Losing it may mean a serious financial loss or even going out of market for a company. Protecting essential data is then a key issue for a modern business. The main problem tackled by the project is the lack of sufficient and comprehensive information and knowledge on Information Security (IS) available for SMEs. The main objective of the project is to verify the knowledge on Information security. This will be done by: using and adapting training solutions worked out in INESEMOT (Information Security Modular Training) project – classroom training complemented by e-learning part - to be implemented in the beneficiary countries. The project is aimed at development training curricula for tutors, development of the e-learning platform, tools and online assessment for tutors, preparation and implementation of pilot training using VCC (Vocational Competence Certificate) system. The quality of the consortium ensures proper and successful implementation of the project. Although consortium partners have different approaches to the project topic they have common goals and educational needs defined, and together they have substantial experience, skills and resources to provide educational and e-learning solutions. Activities in the projected are divided among the partners to fit theirs' profiles, experience and use their skills and competences. The main product of the project: a blended learning course (classroom part and e-learning part). Other results of the project are: an e-learning platform, training curricula for 6 partner countries, training scenarios, didactic materials for CISOinSME training and report on definitions of general framework for CISOinSME. The intangible outcomes are enhancing cooperation between partners and improvement of professional competency within information security sector. Impact: Information security is a key issue for every company. The knowledge and training solutions provided during the project will have a broad impact on training staff with respect to Information Security: preparing better qualified Information Security workers as well as better qualified training staff. That will translate itself into increased work performance and creating new solutions in Information Security sector. Additionally, the project will reinforce technical and educational background of consortium partners, and be a source of new experience. The tools created during the project will be used by all consortium partners.
Description:	The analysis conducted in 2011 by the project partners, demonstrated the key problems and needs in the information security trainings domain are: - the diversity of approaches to securing information and systems that are developed independently, - the diversity of trainings opportunities, - the absence of the international accepted certified courses in the field of information security, - the need for enhancing competency in the information security, resulting from the necessity of defining and implementing of ICT security policy in enterprises (11% enterprises in Poland, 7% in Bulgaria, 39% in Greece have a formally defined ICT security policy –ENISA, 2011) ; - the need for the establishment of international trainings courses in the project partners countries supported with national expertise, -the need to collect and analyse data relating to information security in a

Project Information

	crossborder context (ENISA, 2011).
Themes:	*** ICT *** Open and distance learning *** Enterprise, SME ** Utilization and distribution of results ** Lifelong learning
Sectors:	*** Other Service Activities *** Education
Product Types:	open and distance learning teaching material program or curricula website modules transparency and certification
Product information:	The project main results: 1. Blended learning training curricula (clasroom part and e-learning part) 2. E-learning platform in 7 languages Results of the project developed during project lifetime: -project workplan -Semi-annual financial reports (4) -Consolidated report on IS requirements in all project partners translated into 6 nationals languages -Dissemination and exploitation strategy -Implementation of the Quality Management system (Quality Manual) -Blended learning-curriculum -Reports on process and product evaluation - 1st evaluation report after kick-off meeting and second evaluation report for the first half of the project cycle, 3rd evaluation after second year of project's realisation -Dissemination materials - Leaflet for initial campaign in 7 languages -Dissemination materials – 4 Newsletters in 7 languages -Promotional material - Roll-up in 7 languages and USB sticsk -VCC guidelines -project website and account on Facebook, Twitter and LinkedIn
Projecthomepage:	http://www.cisoinsmes.eu/pl/

Project Contractor

Name:	Syntea S.A.
City:	Lublin
Country/Region:	Lubelskie
Country:	PL-Poland
Organization Type:	SME - small and medium-sized enterprise (up to 250 employees)
Homepage:	http://www.syntea.pl

Contact Person

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Homepage:	http://syntea.pl

Coordinator

Name:	Syntea S.A.
City:	Lublin
Country/Region:	Lubelskie
Country:	PL-Poland
Organization Type:	SME - small and medium-sized enterprise (up to 250 employees)
Homepage:	http://www.syntea.pl

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Partner

Partner 1

Name: Personnel Holding AD
City: Sofia
Country/Region: Severozapaden
Country: BG-Bulgaria
Organization Type: others
Homepage: http://www.personnel-hold.com

Partner 2

Name: Humaneo
City: Nowy Scz
Country/Region: Malopolskie
Country: PL-Poland
Organization Type: others
Homepage: http://www.humaneo.pl

Partner 3

Name: Metodo Studii Consultana Romania SRL
City: Bucharest
Country/Region: Bucuresti
Country: RO-Romania
Organization Type: others
Homepage: http://www.metodoconsultores.com

Partner 4

Name: CONFORM CONSULENZA, FORMAZIONE E MANAGEMENT S.C.A.R.L.
City: AVELLINO
Country/Region: Campania
Country: IT-Italy
Organization Type: others
Homepage: http://www.conform.it

Partner

Partner 5

Name: IDEC S.A.
City: Piraeus
Country/Region: Attiki
Country: EL-Greece
Organization Type: others
Homepage: http://www.idec.gr

Partner 6

Name: Hafelekar Unterrnehungsberatung Schober GmbH
City: Innsbruck
Country/Region: Tyrol
Country: AT-Austria
Organization Type: others
Homepage: http://www.hafelekar.at

Partner 7

Name: INNOVACION DESARROLLO Y NUEVAS TECNOLOGIAS S.l
City: Albacete
Country/Region: Castilla La Mancha
Country: ES-Spain
Organization Type: others
Homepage: http://www.idn.es

Partner 8

Name: Association Generations
City: Sofia
Country/Region: Severozapaden
Country: BG-Bulgaria
Organization Type: others
Homepage: http://www.generations-bg.eu

Project Files

CISO_fourth_newsletter.pdf

http://www.adam-europe.eu/prj/11296/prj/CISO_fourth_newsletter.pdf

fourth newsletter

CISO_leaflet_Italy.pdf

http://www.adam-europe.eu/prj/11296/prj/CISO_leaflet_Italy.pdf

Leaflet of CISOinSMEs project, dissemination tool to present the project to a wide public. Italian version.

CISO_leaflet_Poland.pdf

http://www.adam-europe.eu/prj/11296/prj/CISO_leaflet_Poland.pdf

Leaflet of CISOinSMEs project, dissemination tool to present the project to a wide public.Polish version of the leaflet

CISO_leaflet_Spain.pdf

http://www.adam-europe.eu/prj/11296/prj/CISO_leaflet_Spain.pdf

Leaflet of CISOinSMEs project, dissemination tool to present the project to a wide public. Spanish version.

CISO_Newsletter01_ENG.html

http://www.adam-europe.eu/prj/11296/prj/CISO_Newsletter01_ENG.html

The first newsletter in English version. Dissemination tool

CISO_ROLLUP_Poland.pdf

http://www.adam-europe.eu/prj/11296/prj/CISO_ROLLUP_Poland.pdf

Rollup dissemination and promotional tool.Pilish version

CISO_second_newsletter.pdf

http://www.adam-europe.eu/prj/11296/prj/CISO_second_newsletter.pdf

Second newsletter

CISO_SummaryOfNationalReports.pdf

http://www.adam-europe.eu/prj/11296/prj/CISO_SummaryOfNationalReports.pdf

CISOinSMEsSummary of all national reports on the Situation of Information Security in all Partner countries

CISO_third_newsletter.pdf

http://www.adam-europe.eu/prj/11296/prj/CISO_third_newsletter.pdf

third newsletter

E-Learning_training_Brochure_Ciso - EN.pdf

http://www.adam-europe.eu/prj/11296/prj/E-Learning_training_Brochure_Ciso%20-%20EN.pdf

This brochure shows how e-learning enviroment looks like

Kick off meeting Agenda.pdf

http://www.adam-europe.eu/prj/11296/prj/Kick%20off%20meeting%20Agenda.pdf

The agenda of kick-off meeting in Lublin.The idea of the kick-off meeting was presented together with all technical and financial issues in order to start planning the project activities in details

Project Files

Project meeting in Avellino_Agenda_FINAL.pdf

http://www.adam-europe.eu/prj/11296/prj/Project%20meeting%20in%20Avellino_Agenda_FINAL.pdf

The agenda of second project meeting in Avellino in Italy

Products

1 Project website

2 Dissemination and exploitation plan

3 E-learning units

4 E-learning platform

5 Implementation of the Quality Management system

6 Consolidated report on IS requirements in all project partners

7 Report on implementation and evaluation of pilot trainings in all project partner countries

8 Reports on process and product evaluation

9 Blended- learning curricula

10 VCC guidelines

Product 'Project website'

Title:	Project website
Product Type:	website
Marketing Text:	Project website was developed in national languages of the project partners (Polish, Germany, Italian, Spanish, Bulgarian, Greek) and in English. The website contains information on the project, partnership, project outcomes (on the left bookmark there is a link to e-platform and partner's FTP area) and information on Information Security and certification system VCC. Through the whole period of the project, this website is developed and updated with current project information.
Description:	The project website constitutes an element of promotion and dissemination of the project outcomes.
Target group:	Representatives of the project partners, vocational education intitutions and trainig providers, enterprises, CISO training final users
Result:	Website includs information about project and dissemination tool
Area of application:	Project website is applied at promotion and dissemination of the project outcomes.
Homepage:	http://www.cisoinsmes.eu
Product Languages:	Spanish Bulgarian Italian English Polish German Greek

Product 'Dissemination and exploitation plan'

Title:	Dissemination and exploitation plan
Product Type:	distribution methods
Marketing Text:	Description of dissemination and promotion strategy in CISO project
Description:	The document describes the channels, ways and tools that will be used in the promotional campaign
Target group:	Project partners
Result:	Plan of dissemination activities
Area of application:	Internal documents provides the plan of dissemination and promotional activities for spread information about project and its results
Homepage:	
Product Languages:	English

Product 'E-learning units'

Title:	E-learning units
Product Type:	modules
Marketing Text:	Trasferring innovative training solutions based on INSEMOT project experience.
Description:	Learning units were tranferd and adopted to the needs of MSMEs on information security. They provide knowledge on IS based on the partners previous experience(developed in INSEMOT project)
Target group:	Training modules are adressed to micro, small and medium enterprises - its owners and employees
Result:	e-learning units avaiable on e-learning platform
Area of application:	Learning units were tranferd and adopted to the needs of MSMEs on information security.they were used for
Homepage:	http://wiedza-online.pl/?platform=vcc
Product Languages:	Spanish Polish German Bulgarian Italian English Greek

Product 'E-learning platform'

Title:	E-learning platform
Product Type:	open and distance learning
Marketing Text:	Creating the innovative training on information security divided in classrom and online training
Description:	E-learning platform
Target group:	Trainers and trainees - final users of the platform and training during the pilot phase in Poland, Greece and Bulgaria
Result:	e-learning platform
Area of application:	Conduct innovative e-learning training
Homepage:	http://elearning.cisoinsmes.eu/
Product Languages:	German Bulgarian Italian Greek English Polish Spanish

Product 'Implementation of the Quality Management system'

Title:	Implementation of the Quality Management system
Product Type:	others
Marketing Text:	Quality management assures the quality of the project deliverables and the quality of the processes used to manage and create the deliverables.
Description:	Quality Management Plan regulated the main aspects of project;s life such as: responsibilities, conflict management, monitoring activities
Target group:	Project partners
Result:	Quality Management Plan - internal document
Area of application:	The product was used for regulate the processes and procedures for ensuring planning, reporting, and evaluating, are all conducted
Homepage:	http://www.cisoinsmes.eu on partners internal area
Product Languages:	English

Product 'Consolidated report on IS requirements in all project partners'

Title:	Consolidated report on IS requirements in all project partners
Product Type:	others
Marketing Text:	The aim fo the reports is to gives an overview of national rules and regulations concerning Information Security relevant for SME
Description:	The report is translated to nationals languages plus english version
Target group:	All partners, project target groups, stakeholders, SMEs owners and its employees, decision makers
Result:	The aim of this report is to provide an overview of the demands and needs small and medium sized enterprises (SME)are facing while implementing Information Security Management
Area of application:	Summarize avaiable courses and requirements for information security Officer in european countires taking part in the CISO project
Homepage:	http://www.cisoinsmes.eu/en/information-security/
Product Languages:	Bulgarian English German Greek Italian Polish Spanish

Product 'Report on implementation and evaluation of pilot trainings in all project partner countries'

Title:	Report on implementation and evaluation of pilot trainings in all project partner countries
Product Type:	others
Marketing Text:	Report consists total evaluation based on evaluation questionaires filled in by participants who was taking part in pilot training phase. The objectives pursued during the evaluation process have been: -To know and assess the quality of the training materials -To assess the quality of the training methodology -To verify the attainment of the training goals -To verify the impact of the train the users activities -To identify gaps on the training development -To identify weaknesses and strong points which influence the successful implementation of the and train the users workshop. -To analyse the train the users workshops results in every partner country -To describe recommendations to improve the train the users programme development in the future
Description:	Report based on evaluation questionairres assesed pilot training phase
Target group:	all project partners, project target groups, stakeholders
Result:	The results of the evaluation are expected to be the input of a continuous improvement process to be developed by the partners to maximise the quality of the CISO in SMEs products and results
Area of application:	to achieve the maximum impact of the project outcomes and to assure the project sustainability in the next future
Homepage:	
Product Languages:	English

Product 'Reports on process and product evaluation'

Title:	Reports on process and product evaluation
Product Type:	others
Marketing Text:	Reports were provided according to quality management plan as a monitoring tool during proejct life
Description:	The aim of the report was to carry out a monitoring and control activity of the WPs and activities carried out by the consortium in the first and second year of the project as well as after the first partners meeting
Target group:	Project partners
Result:	The questionairres were carried out in December 2013, October 2014- after first years of the project and in September 2015 and was filled in by every project partner. Persons surveyed were asking about Partnership assessment of the added value of the activities, Partnership assessment of the efficiency of the activities, project's progress, encouraged to give recommendations. After that all recomendations were taking into account. The overall assesment was good, partners were satified with project results and cooperation with other partners
Area of application:	Internal monitoring and evaluation
Homepage:	
Product Languages:	English

Product 'Blended- learning curricula'

Title:	Blended- learning curricula
Product Type:	program or curricula
Marketing Text:	This curriculum shall serve users in the field of Information Security Management as a handbook on how to organise a course on Information Security Management designed for owners / managers and employees of small and medium sized enterprises (SME. It is designed and meant to give ideas and serve as a good practice example. The organisation of an individual course nevertheless will require adaptation and modification of the provided structure and concept in regard of individual needs. If participants require a more individual attendance or if some of the listed units are of more interest to the learners than others, the teacher is always free to set priorities according to target group needs
Description:	Training curricula was custimized to fit requirements of all project partners and translated into national languages of all countries participating in the project
Target group:	targer group: trainers and trainees
Result:	
Area of application:	During pilot training phase
Homepage:	http://www.cisoinsmes.eu/en/news/
Product Languages:	Bulgarian English German Greek Italian Polish Spanish

Product 'VCC guidelines'

Title:	VCC guidelines
Product Type:	transparency and certification
Marketing Text:	VCC guidelines determined the rules, requirements and standards of training materials and certification process. VCC system is i in accordance with EQF- The European Qualifications Framework which integrates the effects of learning in general, higher and voca-tional education systems, i.e. formal, informal and non-formal education
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Target group:	Project partners, target group, stakeholders
Result:	
Area of application:	
Homepage:	
Product Languages:	English

Events

Fourth meeting in Albacete and dissemination conference

Date	24.09.2015
Description	Promoting and dissemination CISO project and its results among managers and employees of service companies invited for the conference;
Target audience	SMEs,VET providers, IT companies
Public	Event is open to the public
Contact Information	
Time and place	Europa Hotel, Calle San Antonio 39, 02001 Albacete; 24/09/2015

Third project meeting in Sofia

Date	29.04.2015
Description	During third meeting in Sofia time spent on analyzing of financial documents and evaluation after interim report as well as pilot trainings process
Target audience	Project partners
Public	Event is open to the public
Contact Information	simonahristova@abv.bg
Time and place	Sofia 1000, 8 "W. Gladstone" Str.; 29th April 2015

II project meeting

Date	19.05.2014
Description	Most of disscusion concerned VCC Implementation Plan and VCC Certification system. The purpose of the meeting was also sum up projects activities and plans for the time till next meeting.
Target audience	Project partners
Public	Event is open to the public
Contact Information	iwona.fraczek@syntea.pl
Time and place	The second project meeting took place from 19th to 20th of May 2014 in Avellino, Italy

Events

Project kick-off meeting in Lublin

Date	20.11.2013
Description	kick-off meeting
Target audience	Partners of the project
Public	Event is open to the public
Contact Information	
Time and place	20–21 November 2013, Lublin