Projects and Products Portal for Leonardo da Vinci

# Affaires de sécurité - Informations certifié employés de gestion de la sécurité dans le secteur des petites et moyennes entreprises

2013-1-PL1-LEO05-37738

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

## Information sur le projet

Titre: Affaires de sécurité - Informations certifié employés de gestion de la sécurité dans le secteur des petites et moyennes entreprises

Code Projet: 2013-1-PL1-LEO05-37738

Année: 2013

Type de Projet: Projets de transfert d'innovation

Statut: Clôturé

Pays: PL-Pologne

Accroche marketing: Le développement rapide des technologies de l'information fait de la sécurité de l'information (SI) est un problème de plus en plus important dans le monde. Les petites et moyennes entreprises ne disposent pas de ressources suffisantes et ne peuvent pas investir dans leurs employés comme ils le font les grandes entreprises. Par conséquent, la création d'une formation d'apprentissage mixte est important de répondre à la demande de connaissances dans ce sujet, adaptée aux besoins des petites et moyennes entreprises.

Résumé: 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) ;

## Information sur le projet

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|---|---|
| | - the need for the establishment of international trainings courses in the project partners countries supported with national expertise,<br>-the need to collect and analyse data relating to information security in a crossborder context (ENISA, 2011). |
| Thèmes: | *** TIC<br>*** Formation ouverte et à distance<br>*** Entreprise, TPE, PME<br>** Utilisation et diffusion de résultats<br>** Formation tout au long de la vie |
| Sectors: | *** Autres Activités de Services<br>*** Enseignement |
| Types de Produit: | Enseignement à distance<br>Matériel d'apprentissage<br>Programme/curriculum<br>Site Internet<br>Modules<br>Transparence et certification |
| Information sur le produit: | The project main results:<br>1. Blended learning training curricula (clasroom part and e-learning part)<br>2. E-learning platform in 7 languages<br>Results of the project developed during project lifetime:<br>-project workplan<br>-Semi-annual financial reports (4)<br>-Consolidated report on IS requirements in all project partners translated into 6 nationals languages<br>-Dissemination and exploitation strategy<br>-Implementation of the Quality Management system (Quality Manual)<br>-Blended learning-curriculum<br>-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<br>-Dissemination materials - Leaflet for initial campaign in 7 languages<br>-Dissemination materials – 4 Newsletters in 7 languages<br>-Promotional material - Roll-up in 7 languages and USB sticsk<br>-VCC guidelines<br>-project website and account on Facebook, Twitter and LinkedIn |
| Page Web du projet: | http://www.cisoinsmes.eu/pl/ |

## Contractant du projet

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| Nom: | Syntea S.A. |
| Ville: | Lublin |
| Pays/Région: | Lubelskie |
| Pays: | PL-Pologne |
| Type d'organisation: | Entreprise de petite et de moyenne taille (jusqu'à 250 employés) |
| Site Internet: | http://www.syntea.pl |

### Personne de contact

| | |
|---|---|
| Nom: | Iwona Frczek |
| Adresse: | Wojciechowska 9A |
| Ville: | Lublin |
| Pays: | PL-Pologne |
| Téléphone: | 0048814411177 |
| Fax: | 0048814467606 |
| E-mail: | iwona.fraczek@syntea.pl |
| Site internet: | http://syntea.pl |

## Coordinateur

| | |
|---|---|
| Nom: | Syntea S.A. |
| Ville: | Lublin |
| Pays/Région: | Lubelskie |
| Pays: | PL-Pologne |
| Type d'organisation: | Entreprise de petite et de moyenne taille (jusqu'à 250 employés) |
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| E-mail: | iwona.fraczek@syntea.pl |
| Site internet: | http://syntea.pl |

# Partenaire

## Partner 1

| | |
|---|---|
| Nom: | Personnel Holding AD |
| Ville: | Sofia |
| Pays/Région: | Severozapaden |
| Pays: | BG-Bulgarie |
| Type d'organisation: | Autres |
| Site Internet: | http://www.personnel-hold.com |

## Partner 2

| | |
|---|---|
| Nom: | Humaneo |
| Ville: | Nowy Scz |
| Pays/Région: | Malopolskie |
| Pays: | PL-Pologne |
| Type d'organisation: | Autres |
| Site Internet: | http://www.humaneo.pl |

## Partner 3

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|---|---|
| Nom: | Metodo Studii Consultana Romania SRL |
| Ville: | Bucharest |
| Pays/Région: | Bucuresti |
| Pays: | RO-Roumanie |
| Type d'organisation: | Autres |
| Site Internet: | http://www.metodoconsultores.com |

## Partner 4

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|---|---|
| Nom: | CONFORM CONSULENZA, FORMAZIONE E MANAGEMENT S.C.A.R.L. |
| Ville: | AVELLINO |
| Pays/Région: | Campania |
| Pays: | IT-Italie |
| Type d'organisation: | Autres |
| Site Internet: | http://www.conform.it |

# Partenaire

## Partner 5

Nom: IDEC S.A.
Ville: Piraeus
Pays/Région: Attiki
Pays: EL-Grèce
Type d'organisation: Autres
Site Internet: http://www.idec.gr

## Partner 6

Nom: Hafelekar Unterrnehungsberatung Schober GmbH
Ville: Innsbruck
Pays/Région: Tyrol
Pays: AT-Autriche
Type d'organisation: Autres
Site Internet: http://www.hafelekar.at

## Partner 7

Nom: INNOVACION DESARROLLO Y NUEVAS TECNOLOGIAS S.l
Ville: Albacete
Pays/Région: Castilla La Mancha
Pays: ES-Espagne
Type d'organisation: Autres
Site Internet: http://www.idn.es

## Partner 8

Nom: Association Generations
Ville: Sofia
Pays/Région: Severozapaden
Pays: BG-Bulgarie
Type d'organisation: Autres
Site Internet: http://www.generations-bg.eu

# Données du projet

### 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

# Données du projet

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

## Produits

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

# Produit 'Project website'

| | |
|---|---|
| Titre: | Project website |
| Type de Produit: | Site Internet |
| Texte marketing: | 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. |
| Cible: | Representatives of the project partners, vocational education intitutions and trainig providers, enterprises, CISO training final users |
| Résultat: | Website includs information about project and dissemination tool |
| Domaine d'application: | Project website is applied at promotion and dissemination of the project outcomes. |
| Adresse du site Internet: | http://www.cisoinsmes.eu |
| Langues de produit: | espagnol<br>bulgare<br>italien<br>anglais<br>polonais<br>allemand<br>grec moderne |

# Produit 'Dissemination and exploitation plan'

| | |
|---|---|
| Titre: | Dissemination and exploitation plan |
| Type de Produit: | Méthodes de distribution |
| Texte marketing: | 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 |
| Cible: | Project partners |
| Résultat: | Plan of dissemination activities |
| Domaine d'application: | Internal documents provides the plan of dissemination and promotional activities for spread information about project and its results |
| Adresse du site Internet: | |
| Langues de produit: | anglais |

# Produit 'E-learning units'

| | |
|---|---|
| Titre: | E-learning units |
| Type de Produit: | Modules |
| Texte marketing: | 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) |
| Cible: | Training modules are adressed to micro, small and medium enterprises - its owners and employees |
| Résultat: | e-learning units avaiable on e-learning platform |
| Domaine d'application: | Learning units were tranferd and adopted to the needs of MSMEs on information security.they were used for |
| Adresse du site Internet: | http://wiedza-online.pl/?platform=vcc |
| Langues de produit: | espagnol<br>polonais<br>allemand<br>bulgare<br>italien<br>anglais<br>grec moderne |

# Produit 'E-learning platform'

| | |
|---|---|
| Titre: | E-learning platform |
| Type de Produit: | Enseignement à distance |
| Texte marketing: | Creating the innovative training on information security divided in classrom and online training |
| Description: | E-learning platform |
| Cible: | Trainers and trainees - final users of the platform and training during the pilot phase in Poland, Greece and Bulgaria |
| Résultat: | e-learning platform |
| Domaine d'application: | Conduct innovative e-learning training |
| Adresse du site Internet: | http://elearning.cisoinsmes.eu/ |
| Langues de produit: | allemand<br>bulgare<br>italien<br>grec moderne<br>anglais<br>polonais<br>espagnol |

# Produit 'Implementation of the Quality Management system'

| | |
|---|---|
| Titre: | Implementation of the Quality Management system |
| Type de Produit: | Autres |
| Texte marketing: | 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 |
| Cible: | Project partners |
| Résultat: | Quality Management Plan - internal document |
| Domaine d'application: | The product was used for regulate the processes and procedures for ensuring planning, reporting, and evaluating, are all conducted |
| Adresse du site Internet: | http://www.cisoinsmes.eu on partners internal area |
| Langues de produit: | anglais |

# Produit 'Consolidated report on IS requirements in all project partners'

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|---|---|
| Titre: | Consolidated report on IS requirements in all project partners |
| Type de Produit: | Autres |
| Texte marketing: | 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 |
| Cible: | All partners, project target groups, stakeholders, SMEs owners and its employees, decision makers |
| Résultat: | The aim of this report is to provide an overview of the demands<br>and needs small and medium sized enterprises (SME)are facing while implementing Information Security Management |
| Domaine d'application: | Summarize avaiable courses and requirements for information security Officer in european countires taking part in the CISO project |
| Adresse du site Internet: | http://www.cisoinsmes.eu/en/information-security/ |
| Langues de produit: | bulgare<br>anglais<br>allemand<br>grec moderne<br>italien<br>polonais<br>espagnol |

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

| | |
|---|---|
| Titre: | Report on implementation and evaluation of pilot trainings in all project partner countries |
| Type de Produit: | Autres |
| Texte marketing: | 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:<br>-To know and assess the quality of the training materials<br>-To assess the quality of the training methodology<br>-To verify the attainment of the training goals<br>-To verify the impact of the train the users activities<br>-To identify gaps on the training development<br>-To identify weaknesses and strong points which influence the successful implementation of the and train the users workshop.<br>-To analyse the train the users workshops results in every partner country<br>-To describe recommendations to improve the train the users programme development in the future |
| Description: | Report based on evaluation questionairres assesed pilot training phase |
| Cible: | all project partners, project target groups, stakeholders |
| Résultat: | 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 |
| Domaine d'application: | to achieve the maximum impact of the project outcomes and to assure the project sustainability in the next future |
| Adresse du site Internet: | |
| Langues de produit: | anglais |

# Produit 'Reports on process and product evaluation'

| | |
|---|---|
| Titre: | Reports on process and product evaluation |
| Type de Produit: | Autres |
| Texte marketing: | 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 |
| Cible: | Project partners |
| Résultat: | 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 |
| Domaine d'application: | Internal monitoring and evaluation |
| Adresse du site Internet: | |
| Langues de produit: | anglais |

# Produit 'Blended-  learning curricula'

| | |
|---|---|
| Titre: | Blended-  learning curricula |
| Type de Produit: | Programme/curriculum |
| Texte marketing: | 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 |
| Cible: | targer group: trainers and trainees |
| Résultat: | |
| Domaine d'application: | During pilot training phase |
| Adresse du site Internet: | http://www.cisoinsmes.eu/en/news/ |
| Langues de produit: | bulgare<br>anglais<br>allemand<br>grec moderne<br>italien<br>polonais<br>espagnol |

# Produit 'VCC guidelines'

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|---|---|
| Titre: | VCC guidelines |
| Type de Produit: | Transparence et certification |
| Texte marketing: | 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 |
| Description: | 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 |
| Cible: | Project partners, target group, stakeholders |
| Résultat: | |
| Domaine d'application: | |
| Adresse du site Internet: | |
| Langues de produit: | anglais |

# Événements

## Fourth meeting in Albacete and dissemination conference

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|---|---|
| Date | 24.09.2015 |
| Description | Promoting and dissemination CISO project and its results among managers and employees of service companies invited for the conference; |
| Cible | SMEs,VET providers, IT companies |
| Public | Événement public |
| Informations de contact | |
| Date et lieu | Europa Hotel, Calle San Antonio 39, 02001 Albacete; 24/09/2015 |

## Third project meeting in Sofia

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|---|---|
| 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 |
| Cible | Project partners |
| Public | Événement public |
| Informations de contact | simonahristova@abv.bg |
| Date et lieu | 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. |
| Cible | Project partners |
| Public | Événement public |
| Informations de contact | iwona.fraczek@syntea.pl |
| Date et lieu | The second project meeting took place from 19th to 20th of May 2014 in Avellino, Italy |

# Événements

## Project kick-off meeting in Lublin

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|---|---|
| Date | 20.11.2013 |
| Description | kick-off meeting |
| Cible | Partners of the project |
| Public | Événement public |
| Informations de contact | |
| Date et lieu | 20–21 November 2013, Lublin |