Attachment 6

About confirmation sheet for information management system related to NEDO business execution

The "confirmation form for information management system related to NEDO business execution" attached to the proposal documents is adopted for all confirmation items, because it is essential to have "information management system" etc and others. as an application requirement. It is necessary to respond by the conclusion of contract.

(If this document is not met by the contract, it will be rejected as the application requirements were not met.) Therefore, if the information management system is uncertain, we may check it through interviews with the proposer.

For all party that are positioned as proposers (excluding re-entrusted contractors and others), please create one for each party.

In addition, it is not necessary to submit "corresponding evidence" at the time of proposal. However, in order for NEDO to confirm the evidence when visiting the entrustees and others, within 3 months after the conclusion of the contract, please maintain and store various evidences.

|  |  |  |
| --- | --- | --- |
| No. | Confirmation Items | Evidence to assume |
| 2 | We have established rules regarding information management. | Information security management rules |
| 3 | It stipulates that no one other than the information handler should come into contact with sensitive information or request the provision of information in terms of duties (including access restrictions on the system). | Handling rules for information management system |
| 4 | Except when approved by NEDO, sensitive information is provided to all non-business operators, including those who provide guidance, supervision, business support, advice, audits, etc. to business operators such as parent companies and regional headquarters. It stipulates that it must not be communicated or leaked. | Handling rules for information management system |
| 5 | When an information security problem occurs due to a leak of sensitive information, rules regarding how to deal with it, a contact system, and disposal when the information is leaked are stipulated. | Handling rules for information management system  Labor regulations |
| 6 | If there is a re-entrusted contractors and others, they are required to manage sensitive information similar to that of the proposer company. | Draft of "re-entrusted contractors contract" |
| 7 | A list of information handlers and an information management system diagram have been created, and information handlers are limited to those listed in the research system of the implementation plan and those who have been approved by NEDO. | Information handler list and information management system diagram |

**Confirmation sheet for information management system related to NEDO business execution**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | |  | | | Date (yyyy/mm/dd) | | | |  | |
| Business company/ representative | | XXXXX Corp. Ltd./  President or CEO, XXXX | | | Corporate number | | | |  | |
| Subject | |  | | | | | | | | |
| How to fill out this sheet | | Please fill in "v" in the answer column corresponding to the confirmation answer item, and enter the following in "Corresponding evidence". In addition, "applicable at the time of contract conclusion" is a case where it is not supported at the time of proposal, but it is handled by the time the contract is concluded with NEDO after the adoption decision.  [Corresponding evidence]  A; applicable  B; applicable at the time of contract conclusion  C; not applicable  If "A; applicable" or if "B; applicable at the time of contract conclusion" is selected: enter the name of the document that will be the evidence.  If you select "C; not applicable": No entry required. | | | | | | | | |
| Survey | | | | Answer | | | | | | Check |
| No. | Items | | Confirmation items | A | | B | C | Corresponding example of evidence | | by NEDO |
| I. Contract cancellation record in past | | | | | | | | | | |
| 1 | Achieve-ment | | We have not been terminated by NEDO within the last three years due to poor information management. | v | |  |  |  | | □ |
| II. Organizational measures | | | | | | | | | | |
| 2 | Rules | | We have established rules regarding information management. | v | |  |  | Information security management regulations | | □ |
| 3 | Information manage-ment | | It stipulates that no one other than the information handler should come into contact with sensitive information or request the provision of information in terms of duties (including access restrictions on the system). |  | | v |  | "Information management system handling rules" will be prepared and access restrictions on the system will be established. | | □ |
| 4 | Except when approved by NEDO, sensitive information is provided to all non-business operators, including those who provide guidance, supervision, business support, advice, audits, etc. to business operators such as parent companies and regional headquarters. It stipulates that it must not be communicated or leaked. |  | | v |  | "Information management system handling rules" will be prepared. | | □ |
| 5 | When an information security problem occurs due to the leakage of sensitive information, we have established rules regarding how to deal with it, contact system, and disposal when information is leaked. |  | | v |  | "Information management system handling rules" will be prepared "Information management system handling rules" will be prepared. Disposal in case of information leakage is described in "work rules". | | □ |
| 6 | If there is a re-entrusted contractors and others, they are required to manage sensitive information similar to that of the proposer company. |  | | v |  | Draft of the "subcontractor contract" to be concluded. | | □ |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 7 |  | A list of information handlers and an information management system diagram have been created, and information handlers are limited to those listed in the research system of the implementation plan and those who have been approved by NEDO. |  | v |  | "Information handler list and information management system diagram" will be created. | □ |

<Definition>

- "Sensitive information" refers to technical information to be protected acquired or learned through NEDO consignment business.

- "Information handler" refers to a person who handles sensitive information.

<Precautions>

\* At the stage of proposal, all items (excluding non-applicable items) are selected as "Applicable" or "Applicable at the time of contract conclusion" to meet the application requirements. In addition, when concluding a contract after the adoption is decided, it is necessary to establish an information management system with all items (excluding non-applicable items) as "applicable".

\*In principle, the "corresponding evidence" at the proposal stage does not need to be submitted unless requested by NEDO. However, about 3 months after the contract conclusion, NEDO staff will check and confirm the evidence when visiting. Please keep various evidences together with this confirmation sheet.

Entry field when NEDO staff visiting

|  |  |  |  |
| --- | --- | --- | --- |
| Date  (yyyy/mm/dd) |  | Confirmed by |  |

Information handler list and information management system diagram

1. Information handler list (Items should be fixed)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | | Name | Department | Title | Position in the project\*4 | Passport number and nationality\*5 |
| Information responsible person\*1 | A |  |  |  |  |  |
| Information handling manager\*2 | B |  |  |  |  |  |
| C |  |  |  |  |  |
| Engineer, operator\*3 | D |  |  |  |  |  |
| E |  |  |  |  |  |
| Re-entrusted contractors and others | F |  |  |  |  |  |

(\*1) Key researchers who is responsible of the NEDO's project and a person in charge of managing sensitive information.

(\*2) A person who manages the progress of the NEDO's project and is not a person who mainly handles sensitive information, but a person who may handle sensitive information.

(\*3) Who may handle sensitive information.

(\*4) Who are registered in the research system of the implementation plan, marks "v", and others describe the relationship and role with the NEDO's project.

(\*5) Persons other than those who have Japanese nationality and those who have been granted permanent residence by the Minister of Justice (excluding "Special Permanent Residents" under the Special Immigration Control Act.), enter the passport number and nationality, and if not applicable, describe "-".

- It is not necessary to record the address and the date of birth in the relavant list. However, if requested by NEDO, submit them promptly.

2. Diagaram, information management system

(Example)

Information handler

[Notes]

-Everyone who handles technical information to be protected that was acquired or obtained when the NEDO project was implemented. (Including re-entrusted contractors.)

-Set and describe the minimal information handlers for the execution of NEDO's project.