

Study Group on ASP/SaaS Information Security Measures—5th Meeting

Summary of Minutes

1. Date and Time

Tuesday, Jan 29, 2008; 14:00–14:35

2. Location

Meeting Room 1, MIC (1st Floor, Low-rise Wing of 2nd Bldg. of the Common Government Office)

3. Attendees (as seated, honorifics omitted)

(1) Group Members

Vice Chair: Koji Nakao (KDDI Corporation) and Masayo Fujimoto (Institute of Information Security)

Eiji Aoki (NEC Corporation), Masami Imada (Fujitsu Business Systems Ltd.), Yasuo Iwashita (Osaka Excellent iDC KK), Inekazu Uehara (Okinawa Electric Power Company, Incorporated), Yoshiyuki Oikawa (salesforce.com Co., Ltd.), Hiroyuki Ogura (Mitsubishi Electric Corporation), Takashi Kimura (Blayn Co., Ltd), Kunikazu Tsuda (ASP Industry Consortium Japan), Toshio Nishiyama (NTT Communications), Shunsuke Hanato (TRICORN Corporation), Satoshi Hayashi (Miroku Jyoho Service Co., Ltd.), Yoshiki Matsuhashi (Sansui Co., Ltd.), Hajime Miyasaka (NTT Data Corporation, represented by Akira Shinozaki)

Absent: Chair: Ryoichi Sasaki (Tokyo Denki University), Shintaro Kobayashi (Nomura Research Institute, Ltd.)

(2) MIC Representatives

Nakata (Director-General for Policies), Matsui (Deputy Director General), Akimoto (Director, Information Policy Division), Kawachi (Director, Office of IT Security Policy), Murakami (Deputy Director, Office of IT Security Policy), Nakamura (Deputy Director, Office of IT Security Policy), Yamashita (Deputy Director, Telecommunication Systems Division), Tanabe (Policy Unit Chief, Office of IT Security Policy), Nakao (International Policy Unit Chief, Office of IT Security Policy)

4. Agenda

(1) Opening

(2) Confirmation of Distributed Documents

(3) Confirmation of Meeting Summary of the Previous Meeting

As described in Document 5-1, a summary of the previous meeting was presented.

(4) Attendee Roll Call

(5) Meeting Proceedings

1) The Secretariat explained Document 5-2, *Results of Public Review for Reports etc. and the Study Group's Approach (Draft)*, and members approved the approach described in the document.

2) The Secretariat explained Document 5-3, *ASP/SaaS Information Security Policy Guidelines (Final)*, and Document 5-4, *Report of the Study Group on ASP/SaaS Information Security Measures (Final)*. Members approved these documents as the final output of this Study Group.

● A summary of the Secretariat's explanation concerning Document 5-2, *Results of Public Review for Reports etc. and the Study Group's Approach (Draft)*, is as follows:

- As a result of public review of the *ASP/SaaS Information Security Policy Guidelines (Draft)* and the *Report of the Study Group on ASP/SaaS Information Security Measures (Draft)* that took place from December 19, 2007, to January 18, 2008, in total eight comments were submitted.
- Our responses to these comments are listed in Document 5-2, and these were reflected in the Guidelines and the Report, together with any necessary changes.

● A summary of the Secretariat's explanation concerning Document 5-3, *ASP/SaaS Information Security Policy Guidelines (Final)* and Document 5-4, *Report of the Study Group on ASP/SaaS Information Security Measures (Final)* is as follows:

- The following changes were made in the drafts:
 - Public comments were reflected
 - Notes to the Glossary were added
 - Data in figures and tables were updated
 - Errors were corrected
- The *ASP/SaaS Information Security Policy Guidelines* will be an attachment to the Report.
- The extract of documents used in the Study Group, the list of Study Group members, and

the Study Group meeting schedule shall be attached as references to the Report.

Questions and answers were as follows:

- For the convenience of the Guideline users, it may be beneficial to provide Annex 2 and 3 (list of security measures described in the *Organization and Operations* section and the *Physical and Technological Measures* section) in a transportable file format, such as an Excel file.

(Secretariat's Answer) We are planning to provide the information in PDF format to prevent alteration, however, we will consider if there is any better way.

(6) Others

The Secretariat explained that the Study Group Report and the Guidelines would be published, along with the results of the public review, on the MIC Web site from January 30.

(7) Closing Speech

(8) Close of Meeting