E-Government, E-Archiving and IT Security

الحكومة والارشفة الالكترونية وامن وسلامة تكنولوجيا المعلومات

27 November – 1 December 2023

Dubai / U.A.E.

Introduction

This course introduces delegates to the principles of building, operating and maintaining effective electronic government infrastructure, including handling and archiving documents. The course also addresses the issues surrounding IT, cyber and network security as an essential part of running a secure, reliable and highly available e-government portal and infrastructure.

Objectives

By the end of this course practitioners shall learn to:

- Provide IT professionals with the underlying knowledge of Government Automation requirements
- Provide government officials with systems requirements background for an E-gov system
- Share E-gov experiences and case studies to learn from successes and learning opportunities
- Learn the crucial importance of systems security for E-gov systems
- Learn the importance and impact of E-gov on people, society, businesses and organizations

Who Should Attend?

IT specialists, Network security professionals, government officials, government decision makers, document managers, and IT managers

Course Outline

Day One

An Introduction to Information Systems in Public Sector Organizations
- Data and information in Public Sector Organizations (PSOs)
- Defining Information Systems I: The Process Model
- Systems and Systems Thinking
- The importance of knowledge
- The Reality of Information Systems in Public Sector Organizations
- Analyzing Information Systems' Case Studies
- Defining Information Systems II: The 'Onion Ring' Contextual Model
- Information Systems and the Organizational Rationality-Reality Gap
- Summary and Review Questions

Information and Communication Technologies in the Knowledge Era
- Introduction
- The Network Society
- The Structure of Networks
- Software Applications
- E-commerce: Supply and Sell
- Emerging Trends in ICTs
- Summary

Day Two

Knowledge and Decision Making
- Introduction
- Data, Information and Knowledge Revisited
- Knowledge and its Management
- Decision Making
- Summary and Review Questions

People and Information in Organizations
- Introduction
- People as Knowledge Workers
- Defining Organizations
- Management Roles and Management Information
- The Role of People in Information Systems
- The Impact of Computerized Information Systems on Organizations
- Emerging Issues of Information in Public Sector Organizations
- Summary and Review Questions

Day Three

Types of Information Systems
- Introduction
- Types of Information Systems
- Knowledge Systems
- Structured Decisions: Management Information Systems (MIS)
- Unstructured Decisions: Decision Support Systems (DSS)
- Executive Information Systems (EIS)
- Information System Trends: CRM in the Public Sector
- Summary and Review Questions

Planning and Managing Information Systems
- Introduction
- The Day-to-Day Responsibilities of IS Managers
- Revisiting the Information Society
- Dealing with Transformations
- Engagements
- Unintended Consequences
- A Final Consideration
- Summary and Review Questions

Day Four

Information Systems Development
- Introduction
- Types of IS Development
- System Planning Revisited
- System Analysis
- System Design
- System Implementation
- System Support
- Closing the Reality-Rationality Gap in System Development
- Summary and Review Questions

E-Government Strategy
- Introduction
- Key Messages So Far
- Defining e-Government
- e-Government in Practice
- Developing an e-Government Strategy
- Summary and Review Questions

Day Five

Introduction to Electronic archiving
- How to deal with electronic documents.
- Stages of electronic archiving.
- Document security and authentication.
- Application.

IT and Cyber Security
- Security's foundation
- Computer numbers and cryptography
- Networking and network security
- Host security
- Protecting assets

Training Method

- Pre-assessment
- Live group instruction
- Use of real-world examples, case studies and exercises
- Interactive participation and discussion
- Power point presentation, LCD and flip chart
- Group activities and tests
- Each participant receives a 7" Tablet containing a copy of the presentation, slides and handouts
- Post-assessment

Program Support

This program is supported by interactive discussions, role-play, case studies and highlight the techniques available to the participants.

Schedule

The course agenda will be as follows:
- Technical Session   08.30-10.00 am
- Coffee Break   10.00-10.15 am
- Technical Session   10.15-12.15 noon
- Coffee Break   12.15-12.45 pm
- Technical Session   12.45-02.30 pm
- Course Ends   02.30 pm

Course Fees*

- **3,200 USD**
  VAT is Excluded If Applicable

المقدمة

تُقدِم هذه الدورة للمشــاركين مبادئ بناء وتشــغيل وصــيانة بنية تحتية حكومية إلكترونية فعالة، بما في ذلك التعامل مع الوثائق وأرشــفتها. كما تتناول الدورة القضــايا المحيطة بتكنولوجيا المعلومات والأمن الســيبراني وأمن الشبكات كجزء أساسي من تشغيل بوابة، وبنية تحتية آمنة وموثوقة ومتاحة.

الاهداف

- تزويد متخصصي تكنولوجيا المعلومات بالمعرفة الأساسية لمتطلبات الأتمتة الحكومية
- تزويد المسؤولين الحكوميين بخلفية متطلبات الأنظمة لنظام الحكومة الإلكترونية
- تبادل خبرات الحكومة الإلكترونية ودراسات الحالة للتعلم من النجاحات وفرص التعلم
- تعرف على الأهمية الحاسمة "أمن الأنظمة" لأنظمة الحكومة الإلكترونية
- تعرف على أهمية وتأثير الحكومة الإلكترونية على الأفراد والمجتمع والشركات والمنظمات

الحضور

متخصصو تكنولوجيا المعلومات ومحترفو أمن الشبكات والمسؤولون الحكوميون وصناع القرار الحكومي ومديرو المستندات ومديرو تكنولوجيا المعلومات.