

# **NICE Working Group**

## ***Charter (December 2016)***

### **I. Introduction**

The National Initiative for Cybersecurity Education (NICE), led by the National Institute of Standards and Technology (NIST) in the U.S. Department of Commerce, is a partnership between government, academia, and the private sector focused on cybersecurity education, training, and workforce development. The mission of NICE is to energize and promote a robust network and an ecosystem of cybersecurity education, training, and workforce development. NICE fulfills this mission by coordinating with government, academic, and industry partners to build on existing successful programs, facilitate change and innovation, and bring leadership and vision to increase the number of skilled cybersecurity professionals helping to keep our Nation secure.

### **II. Purpose**

The NICE Working Group (NICEWG) provides a mechanism for public and private sector participants to develop concepts, design strategies, and pursue actions that advance cybersecurity education, training, and workforce development. The Working Group shall meet regularly to provide an opportunity for consultation and information-sharing between the government, academia, and the private sector.

### **III. Organizational Structure**

#### **a. Leadership**

- i. Executive Committee – Co-Chairs from Academia, Industry, and Government
- ii. Leadership Team – NICE Working Group Co-Chairs, Subgroup Co-Chairs, and Ex-Officio Representatives
  - Examples of Ex-Officio Representatives include:
    - NICE Program Office Staff Liaisons
    - Program Committee Chair(s), NICE Annual Conference
    - Program Committee Chair(s), National K-12 Cybersecurity Education Conference

#### **b. Groups**

- i. Working Group – Leadership Team, subgroup members, and general members
- ii. Subgroups – constituent groups or topical groups that are designated, reviewed, and renewed annually by the Leadership Team
- iii. Project Teams – short-term (6 months or less) teams established to accomplish a specific task or deliverable

#### **c. Terms of Leadership**

- i. Working Group Co-Chairs
  - 1. Government: Director of NICE
  - 2. Academia: 2 year term that is staggered with other co-chair
  - 3. Industry: 2 year term that is staggered with other co-chair
- ii. Subgroup Co-Chairs will serve 2 year terms with a possibility of renewal for an additional 2 years
- iii. Subgroup members will serve 2 year terms with a possibility of renewal for an additional 2 years

#### **IV. Operation**

- a. Sponsorship and Authority: The NICEWG is a NIST Public Working group. As such, formal recommendations from the NICEWG are not considered provided to the Federal Government.
- b. Membership: There are no requirements for joining the NICE Working Group general membership. The NICEWG Executive Committee and members of the Leadership Team may be nominated and will be carefully selected by the NICEWG Co-Chairs.
- c. Frequency of Meetings
  - i. Executive Committee – as needed
  - ii. Leadership Team – twice per year. Once via teleconference and once face-to-face at the annual NICE Conference or similar in-person event.
  - iii. Working Group – monthly
  - iv. Subgroups – once or twice per month
  - v. Project Teams – weekly or as needed
- d. Agenda and Minutes
  - i. Agendas – available 1 week in advance of meeting
  - ii. Minutes – posted within 1 week after meeting
- e. Electronic Communications
  - i. Listservs
  - ii. Email Distribution Lists
- f. Team Site
  - i. Members will receive access to the NICEWG SharePoint utilizing Office365. The website is located at:  
<https://nistgov.sharepoint.com/sites/NICEProgram/NICEWG>
- g. Meeting Collaboration Platform
  - i. Adobe Connect will be used for group collaboration during meetings.
  - ii. If you have never attended an Adobe Connect meeting before:
    - 1. Test your connection:  
[https://nice.adobeconnect.com/common/help/en/support/meeting\\_test.htm](https://nice.adobeconnect.com/common/help/en/support/meeting_test.htm)
    - 2. Get a quick overview:  
<http://www.adobe.com/products/adobeconnect.html>

#### **V. Roles and Responsibilities**

- a. NICE Working Group Co-Chairs
  - i. Periodically review and update the NICEWG charter

- ii. Provide input to all NICEWG meeting agendas and minutes
  - iii. Preside over NICEWG meetings
  - iv. Recommend and select NICEWG subgroup co-chairs
  - v. Recommend members and participants to perform specific tasks to complete the scope, deliverables, and products of the NICEWG
  - vi. Provide guidance to the subgroups
  - vii. Provide input on products and deliverables
- b. NICE Working Group Subgroup Co-Chairs
- i. Provide input to all subgroup meeting agendas and minutes
  - ii. Preside over subgroup meetings
  - iii. Complete requested tasks towards the development of the NICEWG and Subgroup deliverables
  - iv. Attend and actively participate in meetings of the NICEWG
  - v. Create deliverables that are aligned to NICE Strategic Plan or in response to NICEWG requests or, when necessary, refer them to another appropriate subgroup or project team
  - vi. In consultation with the NICEWG Co-Chairs, review, deliberate on, and revise or adopt any recommendations of subgroups prior to forwarding or presenting to the full NICEWG membership
  - vii. Provide input into the NICEWG meeting standing items
- c. NICE Working Group Project Team Leads
- i. Complete requested tasks towards the development of the NICEWG and NICEWG deliverables
  - ii. Attend NICEWG meetings as necessary for providing project status updates, obtaining input, or presenting final results
  - iii. Consider, deliberate on, and draft reports or other deliverables as requested
  - iv. Review and provide comments on deliverables prepared by or presented to the subgroup
  - v. Attend and actively participate in meetings of the subgroup
  - vi. Participate in presentation of recommendations to NICEWG when invited
- d. NICE Working Group subgroup members
- i. Complete requested tasks towards the goals of the subgroup
  - ii. Attend and actively participate in subgroup meetings as necessary
  - iii. Contribute input to subgroup project(s)
  - iv. Serve as Subject Matter Experts to the subgroup co-chairs
- e. NICE Program Office Staff
- i. Attend and participate in NICEWG meetings
  - ii. Serve as liaison to assigned NICEWG subgroups
  - iii. Coordinate meeting logistics with subgroup co-chairs including notifying NICEWG members and subgroup members of the meeting, developing meeting agendas, and documenting subsequent meeting minutes
  - iv. In consultation with the Co-Chairs, review, deliberate on, and revise or adopt any recommendations of NICEWG subgroups



# **NICE Working Group Meeting Agenda Draft Template**

- I. Roll Call, Introduction, and Ground Rules
- II. NICE Program Office Updates
- III. Opening Remarks
  - a. Academic Co-Chair
  - b. Industry Co-Chair
- IV. Standing Items
  - a. Fun Facts – creating a culture of evidence
  - b. Report Roundup – learning from good ideas
  - c. Event Engagement – highlights from recent events and upcoming events
  - d. Strategy Stories – new developments that align to NICE Strategy
  - e. Metric Moment – what gets measured gets done
- V. Subgroup Updates
  - a. K-12
  - b. Collegiate
  - c. Competitions
  - d. Training and Certifications
  - e. Workforce Management
- VI. Project Progress Reports
  - a. CAE Community
  - b. National K-12 Cybersecurity Education Conference
  - c. NICE Annual Conference
  - d. NICE Challenge Project
  - e. NICE Jobs Heat Map
- VII. New Business
- VIII. Summary of Action Items
- IX. Next Meeting Reminder