NIST Privacy Workforce
Public Working Group
Meeting Minutes
September 8, 2021 | 1:00 - 2:00 p.m. ET

This meeting was not recorded.

WELCOME AND INTRODUCTIONS

Dylan Gilbert welcomed everyone to the fifth meeting of the PWWG.
Dylan noted that attendees' microphones were muted at the start of the meeting but that all were invited to raise their hands if they wanted to share, or to use the Chat. Dylan noted that there would be time available for questions at various points.

COMING SOON: NEW BUSINESS "DROP BOX"
- The PWWG Team is planning to launch a "Drop Box" so that members can submit privacy workforce-related topics and issues for open discussion at PWWG monthly meetings.
- It will be accessible via the PWWG web page.
- Ideas may be submitted at any time.
- Targeting **September 2021** to go "live".
- Email reminders to submit ideas will be sent to the team two weeks prior to the monthly meetings

Project Team Poll
- The PWWG team plans to send out a new poll to get input from PWWG members on which two Categories the project teams should focus on next.
- Google form will be circulated via PWWG mailing list.
- Poll target date: **September 2021**
- The NIST PWWG Team is currently coordinating the logistics (sign-up, shared drive, etc.).
- There will be an ongoing archive for team members to refer to work that has been completed.
- It is possible that there will be an ongoing comment period.

PWWG Member Survey
- PWWG members can expect to receive a member survey Google form via the group mailing list.
- NIST and the co-chairs hope to get a better understanding of the PWWG composition to help ensure balanced, broad, knowledgeable stakeholder representation and engagement. The survey is for internal NIST use only.

- The survey will include a section for those who may be interested in leading the next Project Teams.
- Targeting **Fall, 2021** (after Project Team poll)

TKS Statements Review Process

- Project Teams 1 and 2 are currently reviewing and deliberating on their proposed TKS statements. There is still time to submit feedback and comments.
- Step 2: Co-Chairs will review the TKS statements and either approve them or send them back to Project Team(s) for further revision.
- PWWG Co-Chairs review meeting is on 9/30/21.
- Upon final review and approval, the Project Team will be dissolved and assigned to the next Privacy Framework Category.
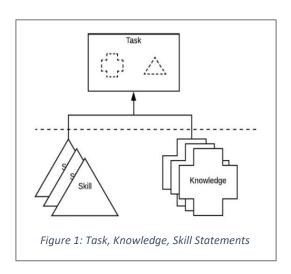
Question in Chat: The PR-P Function has the most overlap with PR in the NIST CSF. To what degree can we leverage the TKS statements for Protect functions categories as a starting point when we move to the PR-P categories?
Answer: The Protect-P Categories were not included as options in the poll because the NICE team is currently revisiting the Cybersecurity Workforce TKS statements. There are a lot of those statements that can be mapped to the Privacy Framework and can be leveraged for PWWG work. Once they are done, we will revisit those.
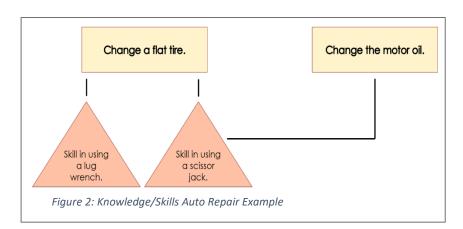**Comment in Chat** (Karen Wetzel, NICE): We are actively reviewing all the NICE Framework statements currently and hope to have this out for comment at the end of 2021.

TKS Statement Relationship

- Multiple Skill and Knowledge Statements can be associated with a given Task Statement

- Pending NICE approval, will add to PWWG shared drives and Authoring Guide

Figure 1: Task, Knowledge, Skill Statements

- Knowledge and Skill Statements can be applied to more than one Task Statement

Figure 2: Knowledge/Skills Auto Repair Example

PROJECT TEAM UPDATES

Project Team 1: Risk Assessment (ID.RA-P)

- Project Team Co-Lead: *Lauren Jones - Data Privacy & Protection Counsel, FINRA*
- Project Team Co-Lead: *Lisa McKee - Senior Manager Security and Data Privacy, Protiviti*

Lauren updated the Working Group on the progress of Project Team 1.
- Project Team 1 is working on authoring TKS statements for the Risk Assessment Category.
- Risk Assessment PT1 – Item #1 (Slide 13)
    - Task submission had three elements – separated into three to divide up Products, Systems, and Services
    - Original Knowledge submission used the term, 'Knowledge that'. Updated to use, 'Knowledge of' as per the guidance in the Authoring Guide.
    - The Task and Knowledge statements initially used the term 'group' instead of 'category'. The meaning of 'category' in the statement is not consistent with the Privacy Framework definition. It was decided to use an explanatory parenthetical.
    - There may be a need for a PWWG Glossary for terms such as 'category' where the definition differs from the one in the privacy workforce glossary.

- Risk Assessment PT1 – Item #2 (Slide 14)
  Original Task Submission: *Identify imbalances of information and understanding between the individuals at-risk and the organization*
    - No changes to this Task

Question: The Inventory and Mapping project team also has to identify categories of individuals who have roles in creating inventories. This may be an example of a

Knowledge statement that could be modular. Can see the portability as really useful here.

Question: What is the plan on numbering or identifying these? How would we number this so that they are portable?

Answer (Dylan): The final work we have will just be a list. 01-n of Tasks, 01-n of Knowledge statements etc. It will be open ended to let organizations pick from them. We are contemplating different options to do this. May need identifiers to identify versions.

Comment in Chat: (Karen Wetzel, NICE)
We have identifiers for our statements now in the NICE Framework. But we are reviewing that as we are looking at a more regular review and update process (starting in 2022) to see if additional machine-readable identifiers are needed to identify versions, relationships, etc. as we look to move from our current spreadsheets to a more robust platform.

Comment in Chat: In terms of at-risk groups - we may want to add "groups with protected/sensitive characteristics" as those especially from younger generation would expect a statement like this, to help organizations seeking to make a fairer and more equal environment.

Comment in Chat: The concepts from OHRP protections related to vulnerable populations can lend some insight.

Comment in Chat: That's identified as high-risk sub-categories *used to be groups) but that may not be necessarily traditional "vulnerable" communities. For instance, it could include celebrities who are a high-risk group because of the benefits to threat actors.

Comment in Chat: My thought is, it would be very helpful to have a uniform identifier schema for the Ts, Ks and Ss. Sounds like NIST has already given uniform TKS identifiers a good deal of thought to this, so we'll watch as this evolves.

- Risk Assessment PT1 – Item #7 (Slide 15)
  Task Statement: *Identify system/product/service requirements*
- The team split this task into two Tasks:
  - *Identify the non-functional requirement related to the privacy of systems, products and/or services.*
  - *Identify the functional and non-functional requirements of systems, products and/or services.*
- *Knowledge Statement:* Split original statement into two
  - *Knowledge of privacy requirements in systems/products/services*
  - *Knowledge of types of functional and non-functional requirements in systems/products/services*
  - Separated privacy requirements from non-privacy requirements. There is an overlap, looking to identify the delta.

Dylan reminded everyone that now is the time to offer feedback. There will be opportunities to revisit these but now is a good time to weigh in during the project team meetings. Feedback currently is coming from a small group.

PT1 Meeting Schedule:
- o Every 1st Thursday of the month from 11:00 AM - 12:00 PM ET
- o Every 3rd Wednesday of the month from 5:00 PM – 6:00 PM ET

Project Team 2: Inventory and Mapping (ID.IM-P)

- Project Team Co-Lead: *Dr. Sarah Lewis Cortes - Privacy Engineering, Netflix*
- Project Team Co-Lead: Mary Potter - *Director of Privacy and Research Data Protections, Virginia Tech*

Sarah gave an update on the work of Project Team 2.
- Task, Knowledge, and Skill (TKS) Statements – P2 (Slide 22)
  - o Two dimensions. First one is granularity. Single category can break into many 'crumbs.' Helpful to give guidance on this.
  - o Start out with a couple and we then break them out, not using compound statements. Not every single element makes sense to break out. Going back to less granularity, using common sense.

- Task, Knowledge, and Skill (TKS) Statements – P2 (Slide 23)
  - o Second dimension: Duplication with other frameworks.
  - o Concept: Understanding where the duplication lies is different from figuring out the granularity.

- Task, Knowledge, and Skill (TKS) Statements – P2 (Slide 24)
  - o What are the base skills that we would expect anyone to have? What are the specific skills?

- Project Team 2 Recurring Meetings: Biweekly on Mondays from 12:00 PM – 1:00 PM ET

NEXT STEPS & UPCOMING MEETINGS

Upcoming Meetings

- **Project Team 1: Risk Assessment (ID.RA-P)**
  - o ~~Wednesday, September 15, 2021 from 5:00pm ET – 6:00pm ET~~
  - o [This meeting was canceled after the PWWG meeting]
  - o **Thursday, October 7, 2021 — 11:00am ET – 12:00pm ET**

- **Project Team 2: Inventory and Mapping (ID.IM-P)**
  - Monday, September 20th , 2021 from 12:00pm ET – 1:00pm ET (moved ahead one week because of Labor Day holiday)
  - Monday, September 27th from 12:00pm ET – 1:00pm ET (Note: only one week between meetings)

- **NIST Privacy Workforce Public Working Group**
  - October 13, 2021 from 1:00pm ET – 2:00pm ET

Resources

- **PWWG Web Page -** [**Privacy Workforce Working Group**](#)
- **Troubleshooting -** Email questions to pwwg@nist.gov

Q & A