NIST PRIVACY WORKFORCE PUBLIC WORKING GROUP (PWWG)

Co-Chair: Dylan Gilbert, Privacy Policy Advisor, National Institute of Standards and Technology

MEETING MINUTES
Wednesday, November 10, 2021
1:00 P.M. – 2:00 P.M. ET

This meeting was not recorded.

I. INTRODUCTION

NIST Privacy Policy Advisor Dylan Gilbert welcomed attendees to the seventh meeting of the Privacy Workforce Public Working Group (PWWG).

Dylan noted that attendees' microphones were muted at the start of the meeting but that all were invited to use the 'raise hand' feature if they wanted to share, or they could post questions in the Chat.

II. PWWG UPDATES

A. PWWG MEMBER SURVEY

The member survey Google form is ready and will be sent out to the PWWG mailing list today.
- The PWWG team wants to better understand the PWWG membership composition to help ensure balanced, broad, knowledgeable stakeholder representation and engagement.
- Participation in the survey is voluntary and information collected will be used for internal NIST purposes only.

B. PWWG STRUCTURE

The PWWG is expanding from 2 to 3 concurrent project teams. The Co-Chairs are working to update the PWWG charter to allow for multiple project teams instead of only 2 active teams at a given time. Project Team 3 is in the works and the plan is to get it started as soon as possible.

C. PROJECT TEAM 3

Which Privacy Framework Categories?
- GV.PO-P (6 Subcategories)
- CT.PO-P (4 Subcategories)
- CM.PO-P (2 Subcategories)

- PR.PO-P (10 Subcategories)

Dylan reminded the working group that the poll results were announced at the last meeting and the top two Categories were GV.PO-P and CT.PO-P. Some members had suggested combining the Policies/Processes/Procedures categories.

The PWWG Co-Chairs discussed the pros and cons of combining several "PPP" Categories.
- Pros: efficiency; there is some overlap/similarities in outcomes/activities; convenience – no need to rejoin multiple groups; can include a multi-disciplinary team.
- Cons: Up to 20 Subcategories could be overwhelming; some differences in separate functions despite overlaps; such differences may merit dedicated groups of subject matter experts.

It was a difficult decision. Ultimately the Co-Chairs decided to combine three of the four categories: GV.PO-P, CT.PO-P, and CM.PO-P. This combined effort will include a total of 12 subcategories.

Protect Function (PR-P)
The PR-PO-P Category will not be included in the work of Project Team 3. The PWWG team has been holding off on including work on the Protect Function (PR-P). The NIST NICE program updated their Workforce Framework for Cybersecurity last year and are working to revise their TKS statements which will afford an opportunity to leverage some of their work. Some of their statements could potentially map to the Cybersecurity Framework and by extension to the Privacy Framework where Categories are identical or substantially similar.

Project Team 3 Privacy Framework "PPP" Categories:
- GV.PO-P (6 Subcategories)
- CT.PO-P (4 Subcategories)
- CM.PO-P (2 Subcategories)

D. **CALL FOR PT3 LEADS!**

The PWWG chairs decided that there should be three team leads for this combined PT3 approach. This allows for delegation of work and redundancies in the event of scheduling conflicts. Dylan invited anyone who is interested to apply.

- The Survey will include optional section to volunteer for a PT3 Lead position
- Alternatively, volunteer via email to pwwg@nist.gov

  Please include:
  - Name

- Email address
- Link to professional website (LinkedIn, webpage, etc.) or brief summary of relevant experience (500 words max)
- Deadline: **no later than December 1st, 2021**

E. TKS STATEMENTS REVIEW UPDATE

- Co-Chairs are now completing round 2 of TKS Review and Comment.
- PT1 and PT2 are continuing their work on TKS development.
- The next Co-Chairs Review is on December 2, 2021

PWWG TKS Review: Dylan noted that there was a question raised on the last call about whether the larger working group will have a chance to weigh in on the adjudicated TKS statements. There will be an opportunity for that. Dylan will share more information with the group at a later time.

III. PROJECT TEAM UPDATES

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

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

Lisa updated the Working Group on the progress of Project Team 1.
- PT1 finished drafting/reviewing ID.RA-P1 TKS statements and sent them to the PWWG Co-Chairs for review this week. The team submitted 10+ TKS items per subcategory.
- Team is currently working on review of ID.RA-P2 TKS statements.
- It has been challenging having the biweekly meetings on alternate days/times. It has made it hard to get consistent participation from PT1 team members.
- It is also challenging to revisit TKS items that have been previously discussed/approved
- Lisa shared some lessons learned during this process:
  - It is more efficient to work on all TKS statements in a given row simultaneously, rather than all Tasks, then Knowledge, and finally Skill statements
  - TKS items should be at a high level, not too detailed
  - Best to send entire Subcategory for Co-Chair review, not partial list of TKS items.

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

B. **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*

Mary gave an update on the work of Project Team 2.
- The team completed work on ID.IM-P4, P5, and P6 subcategory TKS statements
- Drafted ID.IM-P7, and P8 subcategory TKS statements
- They found it challenging to sync the refinements for co-chair review.
- There are a lot of Knowledge and Skill statements that are the same across many subcategories. In addition to submitting Tasks for P1-6, and finishing up P7 and P8, the team also made significant lists of Knowledge and Skill statements that they feel are relevant across the entire Privacy Framework.

PT2 Meeting Schedule:
  o Biweekly on Mondays from 12:00 PM – 1:00 PM ET

IV. NEXT STEPS & UPCOMING MEETINGS

A. UPCOMING MEETINGS

- Project Team 1: Risk Assessment (ID.RA-P)
  - Wednesday, November 17, 2021 | 5:00pm - 6:00pm ET
  - Thursday, December 2, 2021 | 11:00am - 12:00pm ET

- Project Team 2: Inventory and Mapping (ID.IM-P)
  o Monday, November 15th, 2021 | 12:00 – 1:00pm ET
  o Monday, November 29, 2021 | 12:00 – 1:00pm ET

- NIST Privacy Workforce Public Working Group
  o December 8, 2021 from 1:00pm ET – 2:00pm ET

B. **RESOURCES**

- PWWG Web Page - Privacy Workforce Working Group
- Troubleshooting - Email questions to pwwg@nist.gov
- PWWG Resources - PWWG Google Drive

C. **JOIN MAILING LIST:**

- E-mail addresses for members to join/subscribe:
  - Privacy Workforce Working Group
    (PWWG): PrivacyWorkforceWG+subscribe@list.nist.gov
  - Project Team 1 (PT1): PrivacyWorkforcePT1+subscribe@list.nist.gov
  - Project Team 2 (PT2): PrivacyWorkforcePT2+subscribe@list.nist.gov

Reminder: Please review and adhere to the Mailing List Rules that can be accessed on the NIST PWWG web page.

D. TROUBLESHOOTING:

If you have issues with meeting invitations, mailing lists, and/or accessing the Google Drives, please email NIST PWWG Support at PWWG@nist.gov

V. Q & A

There were no additional questions from the attendees.