

NIST PRIVACY WORKFORCE PUBLIC WORKING GROUP (PWWG)

Co-Chair: Dylan Gilbert, NIST Privacy Policy Advisor

MONTHLY MEETING AGENDA

Wednesday, May 10, 2023

1:00 P.M. ET – 2:00 P.M. ET

I. INTRODUCTION

The 23rd meeting of the National Institute of Standards and Technology (NIST) Privacy Workforce Public Working Group (PWWG) convened on Wednesday, May 10th from 1:00 P.M. - 2:00 P.M. ET virtually via Microsoft Teams. There were 32 attendees.

The PWWG provides a forum for participants from the public, including private industry, the public sector, academia, and civil society, to create the content of the NIST Privacy Workforce Taxonomy. The PWWG is tasked with creating Task, Knowledge, and Skill (TKS) Statements aligned with the [NIST Privacy Framework](#) and the National Initiative for Cybersecurity Education (NICE) [Workforce Framework for Cybersecurity](#).

PWWG Co-Chair, Dylan Gilbert, welcomed attendees and Project Teams Co-Leads and thanked them for their participation.

Dylan introduced the newest member of the PWWG team, Evie Petrella. Evie has worked in support of the National Initiative of Cybersecurity Education (NICE) at NIST since 2016. She recently joined the PWWG team as La’Kia Phillips moved onto a new opportunity.

II. PWWG UPDATE

A. 2023 Work: Phase I - Status of Current Project Teams

The goal is to wrap up the core PWWG work (i.e., TKS Statement creation) this year. Some work will be necessary early next year to finalize everything. The work is currently on track. The first phase of the work was wrapping up Project Teams 3, 4 and 5. The work is nearing the finish line.

a. Project Team 3: Policies, Processes, and Procedures (GV.PO-P, CT.PO-P, CM.PO-P)

Project Team 3 completed drafting their TKS Statements. The Govern TKS Statements have been finalized. The Co-Chairs have the Communicate Function left to review, which will be completed this week. Once the Co-Chairs finish with their comments, they will be sent back to the Team Leads for a final review. If necessary, one additional ad hoc meeting will be held on May 25, 2023, if there are any questions remaining that require the group’s consensus.

b. Project Team 4: Data Processing Ecosystem Risk Management (ID.DE-P)

Project Team 4 completed drafting all the TKS Statements and the Co-Chairs have finished

reviewing their material. The Project Team Co-Leads are completing their review of the Co-Chairs' comments and finalizing the TKS Statements. If necessary, they will have an ad hoc meeting on May 18, 2023.

c. Project Team 5: Business Environment (ID.BE-P)

Project Team 5 has completed drafting the TKS Statements. The Co-Chairs must complete their review of the third and final Subcategory this week. Once completed, Brandi and Dylan will work on the final team review. An ad hoc meeting is scheduled for May 23, 2023, if it is required.

d. Current Project Team Ad Hoc Meeting Summary

- Project Team 3: Policies, Processes, and Procedures, Thursday, May 25 (If needed)
- Project Team 4: Data Processing Ecosystem Risk Management, Thursday, May 18 (If needed)
- Project Team 5: Business Environment, Tuesday, May 23 (If needed)

****PWWG TEAM NOTE: The ad hoc meetings have all been rescheduled for a week later:*

- *Project Team 3: Policies, Processes, and Procedures, Thursday, June 1 (If needed)*
- *Project Team 4: Data Processing Ecosystem Risk Management, Thursday, May 25 (If needed)*
- *Project Team 5: Business Environment, Tuesday, May 30 (If needed)****

B. 2023 Work: Phase II: Final Project Team Assignments

The PWWG members were surveyed, and the group consensus was clear on what the group wanted to work on next. Work Phase II will take four months from May through August. Seventeen Subcategories will need to be completed. The majority of the subcategories, 10 exactly, are in the Control Function, under Project Team 8 (PT8). The remaining 7 are split between Project Team 6 (PT6) and Project Team 7 (PT7) both under Govern.

The call for Project Team Leads volunteers is closed. A good number of people volunteered. The Co-Chairs will meet on Thursday, May 11 to select the new team leads. The anticipated timeline is as follows:

- Finalize New Co-Leads: Early week of 5/15 (Chairs select on 5/11)
- Team Lead Orientation(s): Late week of 5/15 or early week of 5/22/2023
- Pre-Work on TKS Statements: Two weeks, approximately 5/22 - 6/2/2023
- First Project Team Meetings: Week of June 5 or June 12, 2023

The pre-work of TKS Statements is a new step. The Team Leads will be front loading the work for both Phase II and Phase III. This entails the Team Leads, the Co-Chairs, as well as other members of the NIST PWWG team pre-populating the TKS Workbooks with proposed TKS Statements. In the past, members came up with the material on their own. It became problematic if there were new members who were unfamiliar with the rules and the Authoring

Guide rules or not very familiar with the NIST Privacy Framework. To avoid numerous issues that could potentially slow the process, they are pre-populating going forward.

The proposed TKS Statements will be of three types. The first type are Statements that were already approved from prior Project Teams that are relevant to the work of the given Project Teams. The second type of TKS Statements were created by past Project Teams but never found a good fit within the scope of their Subcategories. The third type are rough draft versions of relevant Statements.

Once the pre-population work is complete, the Project Team meetings will then look more like a comment adjudication process. The teams can review each and decide whether they are good, bad, or need changes such as additional details or refinement.

If members are unable to make a meeting, they will still be able to leave a comment in the TKS Workbook between meetings. The comments will be reviewed and discussed during the meetings.

To join a project team, please subscribe through the following links:

- PT6 (GV.RM-P): PrivacyWorkforcePT6+subscribe@list.nist.gov
- PT7 (GV.AT-P): PrivacyWorkforcePT7+subscribe@list.nist.gov
- PT8 (CT.DM-P): PrivacyWorkforcePT8+subscribe@list.nist.gov

C. Other Updates: Sprint Team/CSF 2.0

Dylan acknowledged that members are likely wondering what happened to the Sprint Team? The Sprint team will take the TKS statements from the NICE Framework, that are mapped to the NIST Cybersecurity Framework (CSF) and then sort those into the Protect Function of the NIST Privacy Framework. However, the NIST Cybersecurity Framework is undergoing an update to CSF 2.0. How will this update affect things?

A discussion draft of the CSF Core was released about a month ago and is currently open for comment. Dylan strongly encourages anyone from the privacy community to weigh in on the draft given the interrelationship between the Privacy Framework and the Cybersecurity Framework. There is an entire new Govern Function proposed within the CSF Core. It would be good for the privacy community to comment on the merits of these proposed changes. There is a lot of overlap between the Privacy Framework and the new CSF, particularly in the Privacy Protect Function. Bottom line: CSF 2.0 will affect the Privacy Framework.

The NICE team are determining how CSF 2.0 will affect their ongoing work as they are in the process of updating their TKS Statements which the Privacy Framework will ultimately be leveraging. The Sprint Team will wait until the NICE team is finished with their TKS Statements and then use those to populate the Privacy Framework's Protect Function.

The NIST Privacy Framework will, eventually, be updated. These are all living documents and changes are inevitable. However, the CSF updates will not immediately impact the Privacy Framework or the PWWG. Dylan will connect with the NICE team to get an update on where they are in their work. The target timeline is in the summertime for the Sprint team to spin up.

A more substantive update will be provided during the June PWWG meeting.

Other Updates - Member Survey Recommendations

The PWWG survey also asked respondents to provide any comments or recommendations on how the NIST Team can improve the Project Team experience to help future Project Teams. The following suggestions were provided.

- More conference calls/meetings.
- More emphasis/information on member expectations for onboarded members.
- Schedule calls for participants in Asia at a more friendly time. Most calls happen in the middle of the night for us here in Asia.
- Implement reward and recognition (e.g., Credly badge).
- Provide some sort of letter or certificate or anything that helps us document our efforts for our employers!

The NIST Team tries to strike a balance with the number of meetings between sufficient coverage while minimizing burdens on a busy PWWG membership. Dylan noted that the biweekly cadence is most likely going to continue with the new Project Teams, particularly as the work is getting more efficient and more is being accomplished during the meetings. If people strongly feel more meetings are needed it can be discussed further.

Dylan noted that it can be difficult for new members to get up to speed when they join a team that is already underway. The expectations for team members are listed in the documentation provided by the NIST PWWG team but it does require a lot of reading. Members are not actively trying to slow the teams progress but if they are not adequately prepared, it is inevitable. Dylan will address this further along in the meeting.

Dylan acknowledged the difficulty in the PWWG meeting schedule when meetings take place during waking hours for the US and European audiences, but it means that it is the middle of the night in Asia, for example. Generally, the times are set when a majority of the members can attend. It is a difficult situation. One option is to start a rotating schedule so that more members can attend. Dylan invited members who have ideas to reach out to the PWWG team.

The recent change that has been implemented by the Project Teams to pre-populate some TKS Statements prior to meetings has been well received.

Dylan noted that the NIST Team is discussing the suggestion to provide some sort of recognition for participation on the Project Teams for people to use with their employers. If members have suggestions the team is open to hearing them. NIST currently gives certificates of appreciation to the Co-Leads when they complete their work with a Project Team.

Dylan invited attendees to share their thoughts on any of these suggestions with the NIST PWWG Team via pwwg@nist.gov.

D. Discussion - Project Team Member Orientation

Dylan noted the challenge of getting new members up to speed on the Privacy Framework material, TKS Authoring Guide, the TKS Workbook, and the overall rules that allow for successful and productive meetings. New members join active Teams all the time and there is a lot of reading material they need to become familiar with in a short period. Last year, the NIST Team tried to change it up and created video tutorials.

In the past, Project Team meetings were held as a de facto orientation for new members which took an hour which could have been used for working on the TKS Statements. The PWWG Team is now considering holding a joint Project Team member orientation before the Project Teams start. Also, in consideration is holding orientations periodically throughout the year as new members join. Dylan opened the meeting for members to share their thoughts and opinions on the suggestion.

A member inquired about recording the Project Team meetings to assist those members who live in drastically different time zones. Dylan noted that it is possible, but the PWWG Team decided to provide meeting minutes instead. First, there are the logistics of managing the videos for NIST. From an administrative standpoint it makes more sense to do minutes. Second, many members are uncomfortable with being recorded. The PWWG Team will revisit whether it is possible to streamline the administrative process of recording so that it is not too burdensome.

Dylan reviewed the member responses to his inquiry within the chat. There was overwhelming support for holding a joint team orientation. One member noted that they would be more inclined to actively participate in the meetings if they were more comfortable with the process and effort. Other members noted the benefit of having an orientation recording as a resource for members to come back to on demand, if necessary.

The PWWG Team will continue to discuss the variables of doing an orientation. The member feedback provided during the meeting will be very helpful.

E. PROJECT TEAM LEAD APPRECIATION:

a. Project Team 3: Policies, Processes, and Procedures

(GV.PO-P, CT.PO-P, CM.PO-P) Team Co-Leads:

- Dan LoPresto, Director of Privacy Compliance, University of Central Florida
- Nandita Narla, Senior Privacy Program Manager for Privacy, DoorDash
- Alicia Christensen, VP, General Counsel, Chief Compliance Officer at National Jewish Health, Principal Advisor, Frame Privacy Group

b. Project Team 4: Data Processing Ecosystem (ID.DE-P)

Team Co-Leads:

- Anne Connell, CIPM, Senior Cybersecurity Engineer, Software Engineering Institute, Carnegie Mellon University
- Paul Lanois, Director, Fieldfisher
- Tahir Latif, Head of Practice Data Protection, Artificial Intelligence and Analytics (APAC & EMEA) Cognizant Worldwide

c. Project Team 5: Business Environment (ID.BE-P)

Team Lead

- **Brandi M. Bennett, CIPP-US**, Data Privacy and Security Attorney

Project Team 3 (PT3) was an unprecedented project with 33 Subcategories to work through. Given the amount of work, the team had three Team Leads. Dylan thanked them for the incredible work they did for this very important project team.

- Alicia thanked Dylan for giving them the opportunity to volunteer. It was a wonderful experience working with both Dan and Nandita, as well as all the members who joined in the work to help them persevere. They learned a lot through the process and both Dan and Alicia are happy to speak with the new Co-Leads and offer them their support. Dan echoed Alicia's sentiments and thanked everyone who participated in the meetings. Dan also thanked the PWWG Team for all their support to assist in getting them over the finish line.

Project Team 4 (PT4) had a unique challenge with respect to the international component, the material they worked on, and the constituency of their members. Many members came from different perspectives which made for robust debate and challenging conversations. The team came together and got the job done. A huge credit to Tahir and his Co-Leads for getting them to the end. Dylan thanked Tahir and his Co-Leads for all their hard work and smoothly completing the work.

- Tahir noted that the team was the sum of its parts to include all those who attended as well as contributed through comments between the two-week meeting intervals. Tahir thanked the PWWG Team for their support and keeping them on task. The experience was great for all the Team Leads especially meeting privacy professionals from across the globe and making great friendships along the way. Look forward to meeting many members at future events.

Project Team 5 (PT5) was closed out with the leadership of Brandi Bennett as her Co-Team-Lead had to step down. Dylan offered a huge thank you to Brandi. The Business Environment Category was a tricky one. There were a lot of enterprise level activities and things that posed challenges for members to wrestle with respect to the role of the Privacy Team. Brandi took the work on her shoulders and played an instrumental role in getting the work done. Dylan looks forward to finishing up the work with her in the next couple weeks.

III. Q & A

IV. NEXT STEPS & UPCOMING MEETINGS

A. NEXT STEPS

The next three Project Teams will start up no later than the second week of June. A joint project team member orientation will likely be held at the end of May. Working Group members should keep an eye out for more information. The PWWG team will investigate doing a recording as well.

Dylan noted that if members want to join the new Project Teams, they should send an email to the below links:

- PT6 (GV.RM-P): PrivacyWorkforcePT6+subscribe@list.nist.gov
- PT7 (GV.AT-P): PrivacyWorkforcePT7+subscribe@list.nist.gov

- PT8 (CT.DM-P): PrivacyWorkforcePT8+subscribe@list.nist.gov

B. UPCOMING MEETINGS

The upcoming meetings of the NIST PWWG and its Project Teams are noted below. For further information, including updated meeting schedules, meeting minutes, agendas, and slide deck please visit the [PWWG web page](#).

Project Team 3: Policies, Processes, and Procedures, Thursday, May 25 (If needed)

Project Team 4: Data Processing Ecosystem Risk Management, Thursday, May 18 (If needed)

Project Team 5: Business Environment, Tuesday, May 23 (If needed)

Project Team 6: Risk Management Strategy (GV.RM-P)

Meeting schedule TBD - early June

Project Team 7: Awareness and Training (GV.AT-P)

Meeting schedule TDB - early June

Project Team 8: Data Processing Management (CT.DM-P)

Meeting schedule TDB - early June

NIST Privacy Workforce Public Working Group

Wednesday, June 14, 2023 | 1:00pm – 2:00pm ET

C. NEW BUSINESS OPEN TOPICS

New Business Open Discussion Topics Drop Box is available on the [NIST Privacy Workforce Working Group](#) webpage. If you are interested in presenting a business topic during a PWWG Monthly Meeting, please visit the webpage noted above.

D. TROUBLESHOOTING

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

E. JOIN MAILING LIST

To join one of the Project Teams you must subscribe to its associated mailing list. All mailing lists are moderated. Please be reminded to adhere to the Mailing List Rules that can be found on the [NIST Privacy Workforce Working Group](#) website.

- PWWG: PrivacyWorkforceWG+subscribe@list.nist.gov
- PT6 (GV.RM-P): PrivacyWorkforcePT6+subscribe@list.nist.gov
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