



NICE Cyber Workforce Management Community of Interest Charter

1. Description

The NICE Cyber Workforce Management Community of Interest (COI) is a forum for cyber workforce stakeholders to network, engage in conversations, share information, learn about, architect, and champion evidence-based workforce management strategies. This community is open to the public: individuals from private sector companies and industry representatives, educators and training organizations, government agencies — including state, local, tribal, and territorial entities — non-profit and community-based organizations and other stakeholders. Discussions held by the community may inform NICE program projects and activities.

2. Goals and Objectives

The Cyber Workforce Management COI provides a forum for public and private sector participants to:

- Discuss, share, and identify cyber workforce management strategies as well as highlight existing cyber workforce management projects, initiatives, and plans
- Identify, prioritize, and explore the greatest cyber workforce management challenges organizations face
- Explore and promote the use of the NICE Framework as a foundational tool to help support cyber workforce management strategies
- Advance cyber workforce management leading practices and approaches that can be adopted
- Focus on the relationship between skills-based assessment, skills-based hiring, and skills-based learning as well as to build connections and expand the use of these related areas

- To provide the NICE program with input and feedback related to this topic area

Topics that this COI may address but are not limited to:

- The relationship between cyber workforce management and organizational mission, strategy, and planning
- Implementing workforce management tools and developing organizational processes
- Engaging with and leveraging ecosystem stakeholders to further organizational workforce management goals
- Cyber workforce recruitment, hiring, and retention

- Talent development strategies that encourage and broaden participation in the cyber workforce—including pathways for unemployed, underemployed, career changers, and other overlooked talent pools— from cyber awareness training to upskilling and reskilling as well as experiential or work-based learning such as mentoring, rotational assignments, apprenticeships, and exchange programs

3. Organization and Operation

The following sections describe the Cyber Workforce COI structure, membership functions, meeting times and locations, and new member acceptance process.

3.1 Leadership and Membership

The Cyber Workforce Management COI is led by community co-chairs and supported by a NICE staff liaison. The NICE Coordinating Council provides oversight to the community.

Membership in the Skills-Based Learning COI is open to all individuals. Participants may join or leave the community at any time. To join this group, email NICEWFM+subscribe@list.nist.gov with the subject line: “NICE Skills-Based Learning COI Subscribe”, and with your full name and email address in the body of the message.

3.2 Co-Chair Terms and Responsibilities

COI Co-Chairs provide community leadership, stewardship, and oversight. Co-chairs serve two-year terms with a possibility of renewal for an additional two years; terms may be staggered. A COI Co-Chairs are supported by and coordinate with a NICE staff liaison to help ensure responsibilities are met.

Community of Interest Co-Chairs have the following responsibilities:

- a. Advocate for and advance the mission of the NICE Community Coordinating Council and NICE Strategic Plan.
- b. Participate in the NICE Community Coordinating Council Leadership Team, including attending bi-annual meetings. Note that the leadership team meets in person at the NICE Annual Conference and Expo; in person attendance is highly encouraged by not required. In consultation with the leadership team, COI Co-Chairs may review, deliberate on, suggest revisions to, or adopt NICE Community Coordinating Council recommendations brought to that team for consideration.
- c. Coordinate and communicate with the NICE Community Coordinating Council, the NICE Program Office, and other NICE Communities of Interest where appropriate. This may include speaking at or identifying speakers for Community Coordinating Council meetings, identifying opportunities to engage on related topics with other NICE COIs, and providing input and identifying subject matter expert stakeholders for NICE Project Teams.

- d. Co-Chairs may meet separately to plan meetings and coordinate leadership, including determining how responsibilities shall be shared between Co-Chairs.
- e. Work with the NICE staff liaison to ensure community representation in relevant NICE projects, events, and publications.
- f. Maintain the integrity and trust of the community, support COI members' adherence to respectful engagement at all times; encourage and provide opportunities for all attendees to participate. Work with the NICE staff Liaison to ensure that the community is active and that community metrics are gathered and reported on to the Community Coordinating Council leadership team.
- g. Provide thought leadership on issues relevant to the COI and actively solicit broad engagement in the COI to represent various organizations and perspectives.
- h. Plan and facilitate monthly online meetings of the Community of Interest, if applicable. This includes gathering community input on meeting agendas, planning and developing meeting agendas, inviting and confirming speakers, and presiding over and facilitating conversation during meetings. Identified community members or the NICE staff liaison may be designated to preside over meetings during the absence of the appointed Co-Chairs.
- i. Coordinate with the NICE staff liaison to plan in-person meetings at the NICE Annual Conference and Expo, if applicable.

3.3 Meeting Times and Locations (Optional)

COIs may meet as needed and if there is interest by COI Co-Chairs and members. If meetings are established, announcements for meetings and associated calendar invites will be sent to members using the group's mailing list email address (via Google Groups). All meetings will be held via Microsoft Teams unless otherwise indicated. If you are new to Microsoft Teams, [here](#) are some support training videos.