

*This document is the charter for the Interagency International Cybersecurity Standardization Working Group. For more information, contact: Lisa Carnahan, [lisa.carnahan@nist.gov](mailto:lisa.carnahan@nist.gov) or Adam Sedgewick [adam.sedgewick@nist.gov](mailto:adam.sedgewick@nist.gov).*

## **IICSWG-2023-003**

February 22, 2024 (Updated from October 14, 2016)

### **Charter for the Interagency International Cybersecurity Standardization Working Group (IICS WG)**

#### **Host: National Institute of Standards and Technology**

#### **IICS WG Purpose:**

Consistent with OMB Circular A-119<sup>1</sup> and in support of the Cybersecurity Enhancement Act of 2014, the IICS WG shall coordinate on major issues in international cybersecurity standardization.

#### **IICS WG Functions:**

1. Coordinate, through information sharing, on major international cybersecurity standards issues.
2. Form Task Groups (TGs) for short-term tasks on specific coordination issues.
3. Review TG recommendations and take actions, as appropriate.
4. Meet as needed with industry associations/Standards Developing Organizations (SDOs)/etc., to understand private sector perspectives on international cybersecurity standards issues.
5. Host speakers from government and private sector (e.g., industry associations, SDOs) who want to present new information about, and trends in, international cybersecurity standards to IICS WG members.

#### **IICS WG Membership:**

1. Voting Membership is open to each of the Executive Departments and Agencies (5 USC §§ 101, 105) and to their major subordinate agencies, departments, bureaus, etc. (e.g., the DoD, NSA, DISA, and Army can each be a Voting Member).
2. Each Voting Member shall be entitled to a single vote on any matter brought before the IICS WG for vote by the IICS WG Convener.
3. Each Voting Member shall designate one senior Federal cybersecurity official as its Principal Representative to represent, and to cast votes on behalf of, that Voting Member.
4. Each Principal Representative may identify one or more Alternate Representatives, who shall also be Federal employees. While there is no limit on the number of Alternate Representatives who may be identified and who may participate, only one Alternate Representative may be designated by the Principal Representative to vote in his/her absence at any given time.
5. Liaison (non-voting) Members may be invited by the IICS WG Convener to join the IICS WG to participate, through designated Federal employee representatives, in IICS WG meetings, TGs, and the like. Liaison Members may include the Executive Office of the President and other Federal interagency groups, such as the Interagency Committee on Standards Policy (IICSP) but shall not include any non-Federal organizations or individuals.

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<sup>1</sup> Excerpt from OMB A-119: “when two or more agencies participate in a given voluntary consensus standards activity, that they coordinate their views on matters of paramount importance so as to present, whenever feasible, a single, unified position and, where not feasible, a mutual recognition of differences.”

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**IICS WG Convener:**

1. The Undersecretary of Commerce for Standards and Technology shall appoint an IICS WG Convener.
  - a. The term of office shall be three years.
  - b. There are no term limits.
2. The IICS WG Convener, or the Convener's delegee, shall call, set the agenda for, preside at, and adjourn, meetings of the IICS WG, and shall call any votes of the IICS WG.
3. The IICS WG Convener shall establish and dissolve TGs as appropriate.
4. The IICS WG Convener shall invite Voting Members to join the IICS WG and may invite Liaison Members to do so.

**IICS WG Voting:**

1. Any action, decision, or position of the IICS WG shall be made by vote as provided in this section, and such vote shall be called by the IICS WG Convener.
2. Background documents for any matter requiring a vote shall be distributed no less than two weeks prior to a scheduled vote, and the matter shall be reflected in the meeting agenda for discussion and voting.
3. Criteria for Actions, Decisions, and Positions. There are three criteria for IICS WG approval of an action, decision, or position: (1) At least a majority of the IICS WG Voting Members shall have responded; (2) At least two-thirds of all Voting Members responding shall have voted affirmatively; and (3) Abstentions shall not count.
4. Voting may be conducted by electronic means or by roll call vote at a meeting.
5. Principal Representatives may email the IICS WG Convener their vote on a particular agenda item prior to a scheduled meeting vote.
6. For a specific meeting, Voting Members, which will not be represented, may give their proxy vote to another Voting Member, but shall do so in writing to the IICS WG Convener in advance of that meeting.

**IICS WG Meetings:**

1. Periodic meetings, approximately three times a year, shall be called by the IICS WG Convener to review broad or specific areas of international cybersecurity standardization.
2. Additional meetings may be called at the discretion of the IICS WG Convener, for specific coordination issues raised by the IICS WG members or TG participants.
3. Meetings may be by teleconference, in-person, or hybrid mode.
4. Voting Members shall be given two-week's notice prior to any IICS WG meeting at which a vote is to be taken.

**Task Groups:**

1. TGs are established and dissolved by the IICS WG Convener to address short-term tasks on specific coordination issues.
2. The IICS WG Convener shall appoint each TG Convener and may appoint a TG Co-Convener, to serve at the pleasure of the IICS WG Convener.
3. Participation is open to Federal personnel nominated by their respective Voting or Liaison Member.
4. Meetings are called by the TG Convener as needed.

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5. Meetings may be by teleconference, in person, or mixed mode, as appropriate.
6. TGs may meet with industry associations/Standards Developing Organizations (SDOs)/etc., to understand private sector perspectives on international cybersecurity standards issues.
7. TGs shall make written recommendations to the IICS WG Convener, who may present any TG recommendation to the IICS WG for consideration and vote.

**TG Convener:**

1. The TG Convener, or the Convener's absence the TG Co-Convener, shall call, set the agenda for, preside at, and adjourn, meetings of the TG, and shall call any votes on TG recommendations.
2. The TG Convener shall forward the TG's recommendations to the IICS WG Convener.

**IICS WG Administrator:**

1. NIST shall provide administrative support for the IICS WG, pursuant to 15 USC 272(b)(10) and (13), and subject to the availability of funds.
2. The IICS WG Administrator shall:
  - a. Establish and maintain IICS WG and TG webpages and mailing lists.
  - b. Maintain a roster of IICS WG Voting and Liaison Members, and of their Principal and Alternate Representatives, as well as a roster of TGs and TG participants.