IoT Advisory Board Meeting #10

January 23-24, 2024

IoT Advisory Board Meeting # 10 Outcomes

- Baseline understanding of the current state of the latest overall report draft

- Understanding of report structure and format

- Approach to pare down/trim down content to a consumable 150 pages (target)

- Understanding of all recommendations

- Approval/rejection of recommendations for final report

- Identify gaps in content, findings and recommendations

- March/April last meeting date confirmation

Meeting announcements and logistics

- Speaking/Participation

- Send Barbara copies of everything you shared here today

- IoTAB to the Audience: Disclaimer

- Audience comments: please send to us

IoTAB member availability (who's out)

Day 1 (Tuesday)

Arman Shehabi (all day)
Nicole Coughlin (listening)
Steve Griffith (noon to 1 pm EST)
Tom Katsioulas (11 to noon EST)
Mike Bergman (3 to 3:30 pm EST)
Ranveer (2 to 2:30 pm EST)
Maria (1 to 2 pm EST)

Day 2 (Wednesday)

Dan (1:30 to 3 pm EST, 10:30 to noon PST)
Nicole Coughlin (listening)
Tom Katsioulas (11 to noon EST)
Steve Griffith (11 to noon EST)
Debbie Reynolds (11:30 to 1 pm EST)
Ranveer (11 to 2 pm, 3 to 3:30 pm EST)
Robby Moss (11 to noon EST)
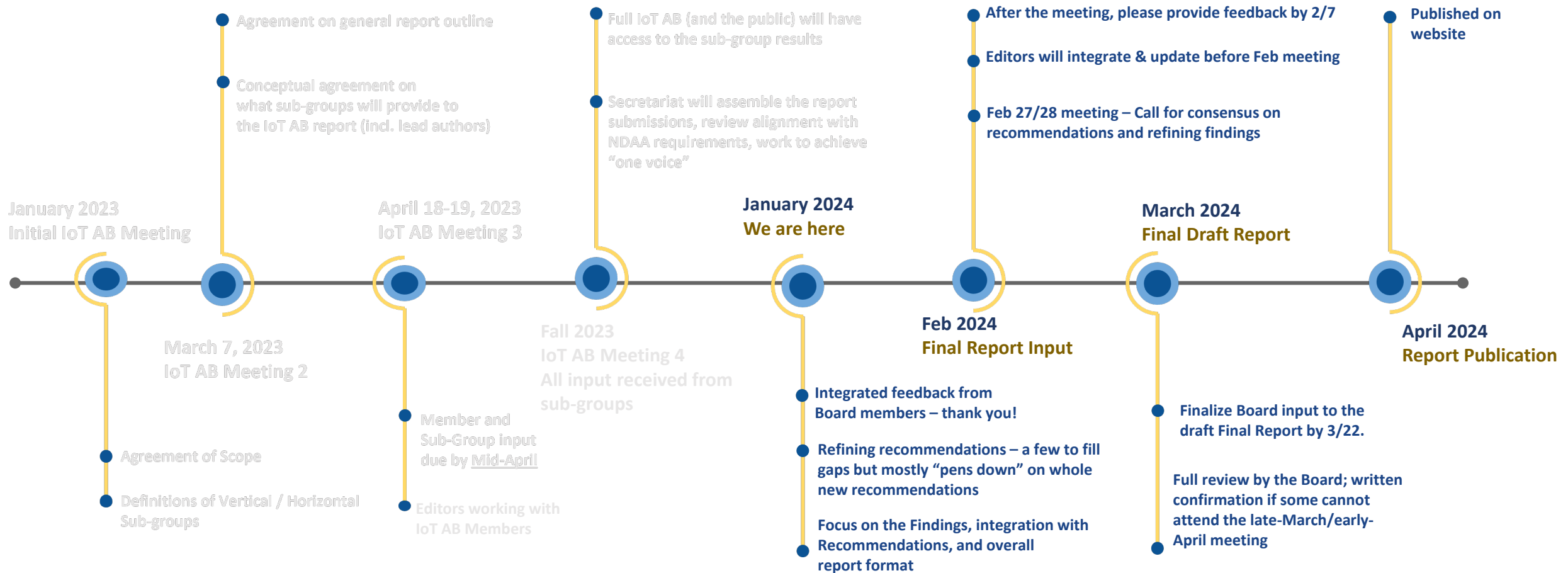Maria (1 to 1:30 pm EST)

Agenda

Day 1 (Tuesday)

11:00 am	Chair Opening Remarks
11:15 am	Timeline
	Current status of the baseline report draft
	Report structure and format
	Report decluttering
	Recommendations paring
	Missing content
11:45 to Noon	Report walkthrough
12:00 pm	Introduction section
12:45 pm	Findings
1:45 pm	Break
2:00 to 3:00 pm	Recommendations and prioritization – Government leadership
3:00 to 4:15 pm	Recommendations and prioritization – Trust in IoT
4:15 to 4:45 pm	Recommendations and prioritization - Infrastructure
5:00 pm	Adjourn

Day 2 (Wednesday)

11:00 am	Opening of the 2nd Day of the meeting
11:15 am	Continuation of Discussion on Recommendations
11:15 to 12:15	Recommendations and prioritization – Supply chain
12:00 to 1 pm	Recommendations and prioritization – Infrastructure
1:00 to 3:00 pm	Recommendations and prioritization – Industry
3:00 to 4:00 pm	Theme: Fostering an IoT-Ready Workforce
4:00 pm	Other topics – graphics, infographics
4:30 pm	Action Item Review
5:00 pm	Adjourn

# Draft IoT AB Timeline to Complete Report Publication in April 2024

Agreement on general report outline

Conceptual agreement on what sub-groups will provide to the IoT AB report (incl. lead authors)

Full IoT AB (and the public) will have access to the sub-group results

Secretariat will assemble the report submissions, review alignment with NDAA requirements, work to achieve "one voice"

After the meeting, please provide feedback by 2/7

Editors will integrate & update before Feb meeting

Feb 27/28 meeting – Call for consensus on recommendations and refining findings

Published on website

January 2023
Initial IoT AB Meeting

April 18-19, 2023
IoT AB Meeting 3

January 2024
We are here

March 2024
Final Draft Report

March 7, 2023
IoT AB Meeting 2

Fall 2023
IoT AB Meeting 4
All input received from sub-groups

Feb 2024
Final Report Input

April 2024
Report Publication

Agreement of Scope

Definitions of Vertical / Horizontal Sub-groups

Member and Sub-Group input due by Mid-April

Editors working with IoT AB Members

Integrated feedback from Board members – thank you!

Refining recommendations – a few to fill gaps but mostly "pens down" on whole new recommendations

Focus on the Findings, integration with Recommendations, and overall report format

Finalize Board input to the draft Final Report by 3/22.

Full review by the Board; written confirmation if some cannot attend the late-March/early-April meeting

Report structure

| Section	Purpose	Content
Executive Summary	Summary of content, findings and recommendations	• Introduction and overview • Summary of the most important content in introduction to IoT section • Table of findings • Table of recommendations
Introduction and overview to IoT	Brief "level setting" about IoT including overview, benefits, capabilities, vision and state of industry	• What can IoT do? • Specific "types" of IoT • Current state of IoT • The future of IoT
Findings	Discussion of opportunities and challenges we learned from speakers, research and sub team discussions. Findings should lead to recommendations	• General findings (cross industry) • Industry findings
Recommendations	Recommendations of the board based on input from speakers, team discussions and other sources. Recommendations should map to one or more findings.	Recommendations are organized into six themes • Government leadership • Establish trust in IoT • Modernize infrastructure • Connect and secure the supply chain • IoT ready workforce • Facilitate industry adoption
Other	Miscellaneous content that doesn't fit into above categories	• Introduction • Background • Glossary • Appendix content • Compliance matrix • IoT stakeholders

Board perspectives

16 members, 16 voices

One board, one voice, one report
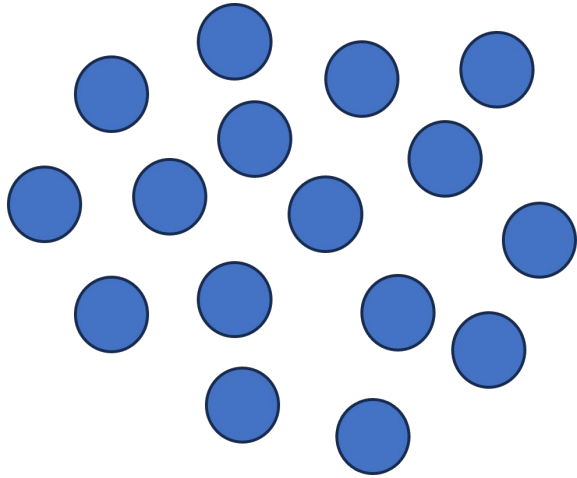
January 2023 to December 2023
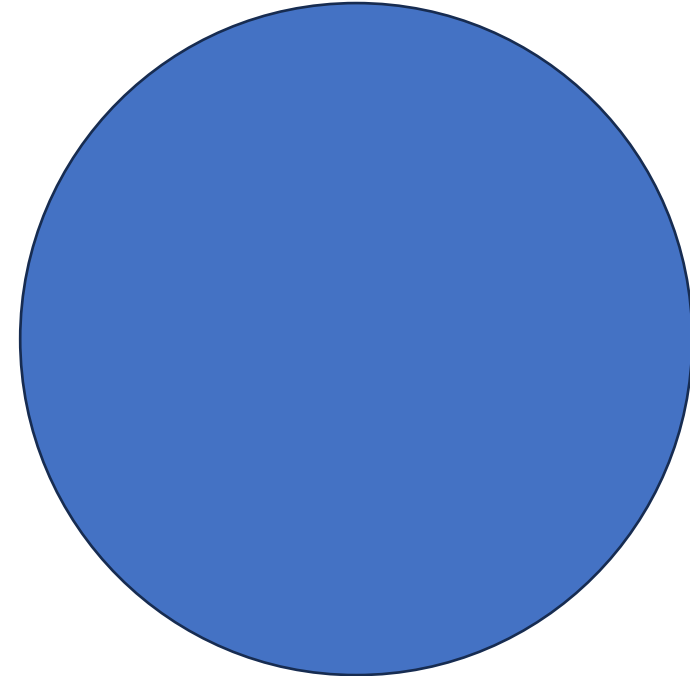
January 2024 to March 2024

- Listening
- Recommending
- Validating

- Refining
- Connecting
- Storytelling

Paring down content (Target 150 pages)

- Consolidate

    - Redundant sections and content
    - Similar recommendations across industries

- Simplify

    - Cut anything that doesn't directly support the main recommendations, or is important, insightful or relevant
    - Cut anything that will "clutter" up the main messages, findings and recommendations
    - Cut anything that doesn't have any industry or data to support it
    - Cut anything that is "out of scope"
    - If you or the FWG can't understand it, simplify it or cut it
    - Identify content where it can be replaced by a graphic or infographic

- Retain
    - Identify the most important, impactful and "move the needle" recommendations
    - Cut or move to appendix "supplementary" recommendations

Recommendations categorization considerations
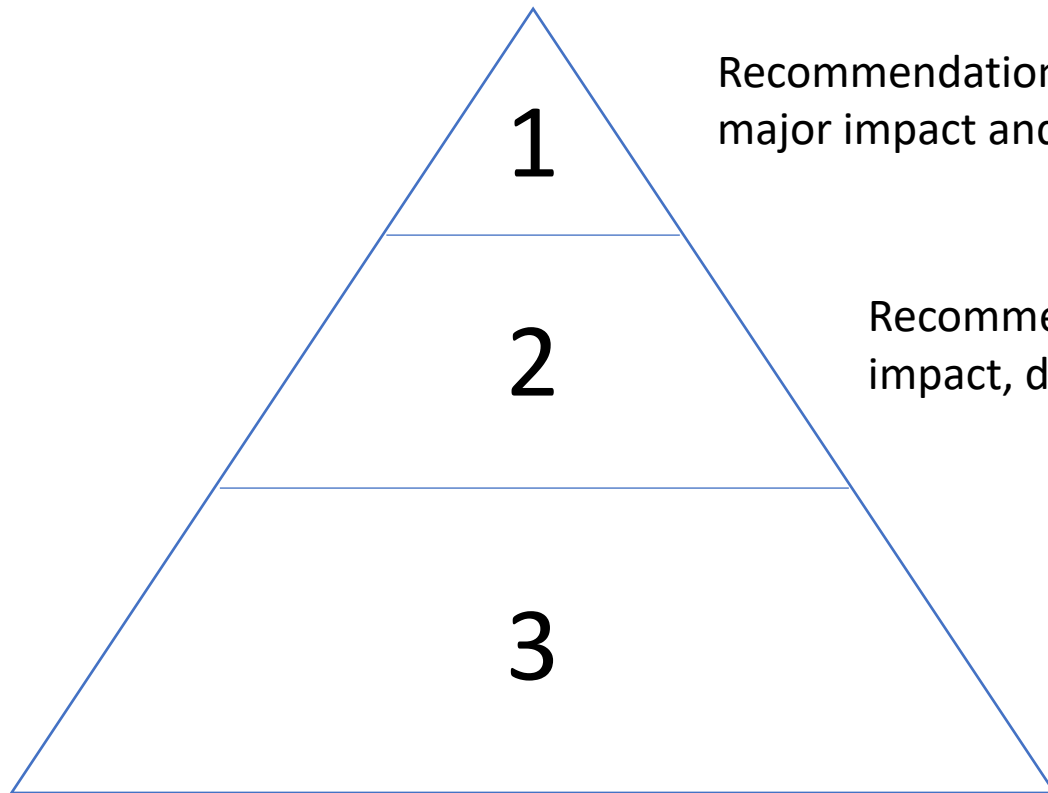
1 — Recommendations that are strategic, bold, and will have the major impact and whose exclusion will cause someone to notice

2 — Recommendations that are strategic "quick wins" – big impact, doable in the short term (existing infrastructure, etc.)

3 — Recommendations that
- If we eliminate, no one will notice or care
- Risks confusing or masking the main recommendations ("forest for the trees")

Gaps in content approach

Gap	Closure approach	Where
Missing recommendations	Create new recommendations	• Public Safety • Healthcare • Supply chain (logistics)
Missing findings	Create new findings	• TBD
Industry verticals	Create finding and add commentary or infographic to it	• Healthcare (see IoMT writeup in findings)
NDAA topics	Create finding and add commentary or infographic to it	• Small business
Other	tbd	• tbd

Meeting 10 (January 2024) Actions

Action	Who	When

Meeting 10 (January 2024) Actions

Action	Who	When

Planning – Next Meeting

Meeting #11 planning

- Next meeting January 23-24, 2023
- Virtual format
- TBD

Meeting 8 (October 2023) Actions

Action	Who	When
Fold Dr. K. recommendation 1 (privacy) into federal framework for privacy recommendation	Debbie, Ann, Mike, Maria	Nov 8
Integrate Dr. K recommendation 2, 3 (education, increase funding) into workforce development recommendations	Ann, Benson	Nov 8
Transparency and AI explainability – add to AI commentary section	Ann, Steve	Nov 8
CMS – create a recommendation for SaMD	Ann	Nov 8
FDA – healthcare subgroup to discuss FDA and role in IoMT	Ann, Dan	Nov 8
Jim K. recommendations – consider recommendations for IoTAB	Dan	Nov 8
Amit transcripts – get so we can review for recommendations	Barbara	Done
Get stories over to Greg	All subteams	Nov 1
Write recommendation for common vulnerability framework	Mike	Nov 8
Review CTIA recommendations	Mike, cybersecurity subgroup,	Nov 8
Add some commentary spectrum sharing in connectivity section	Mike	Nov 8
All probationary recommendations should be submitted by Nov 8	All	Nov 8
Review CTIA letter for privacy comments	Debbie	Nov 8

Meeting 8 (October 2023) Actions

Action	Who	When
Add recommendation "consider adding modules to labeling program"	Mike	Nov 8
Draft recommendation on NextGen 911	Ann, Nicole	Nov 8
Send Chris Moore info to Ann	Benson	Oct 25
Draft recommendations on camera/sensor and public safety	Nicole, Ann	Nov 8
Confirm with Pete on removal of PPD21	Benson	Nov 8
Add generative AI to AI commentary	Steve	Oct 27
Include benefits discussion in commentary writeups	All	Done
Add commentary section for personas	Benson	Oct 27
Review notes from past speaker for recommendations	All	Nov 8
Send note to privacy subteam regarding "confidentiality"	Greg	Oct 25
Draft recommendation for small business workforce for innovation, etc.	Benson, Tom, Ann, Debra	Nov 8
Verify all recommendations captured	Greg, Benson	Nov 8
Draft recommendation for monitoring, reporting, "iot.gov" on progress	Ann	Nov 8

Reminder

Please send to Barbara electronic copies of everything you shared here today.