NIST Privacy Workforce Public Working Group

Meeting Minutes
May 12, 2021 | 1:00 - 2:00 p.m. ET

This meeting was not recorded.

Welcome and Introductions

- NIST Privacy Policy Advisor Dylan Gilbert welcomed attendees.
- Mary Chaney, Esq., CISSP, CIPP, Director of Information Security and Privacy at Esperion Therapeutics, Inc.; Trevor Hughes, CIPP, President and CEO of the International Association of Privacy Professionals (IAPP); Melanie Ensign, Founder and CEO of Discernable, Inc.; and Dylan introduced themselves as the four Privacy Workforce Public Working Group (PWWG) co-chairs.
- Dylan provided a review of the current PWWG membership, over 500 members with global representation.
- Dylan discussed some frequently asked questions (FAQs) received since launching the PWWG.
  - PWWG meetings: co-chairs selected a time with broad engagement in mind, but cannot meet the scheduling needs of everyone due to global participation across many time zones. If members miss meetings, meeting minutes will be posted on the PWWG website after each meeting.
  - Logistical or administrative questions should not be sent to the full PWWG mailing list. Instead, members should direct these questions (e.g., regarding meeting time, calendar invitations, access to material) to NIST staff using the email address PWWG@nist.gov.
  - There is no expected time commitment for member participation, but depending on level of engagement, it could range from 1-10+ hours per month. Members are free to engage at their own desired level of effort.

PWWG Overview

- Dylan discussed basic concepts from the Workforce Framework for Cybersecurity (NICE Framework) described in NIST Special Publication 800-181, Revision 1 that provide the foundation for the PWWG development of Task, Knowledge, and Skills (TKS) statements.
- He also provided a brief recap of the Help Wanted: Growing a Workforce for Managing Privacy Risk Workshop hosted by the IAPP in September 2020 and how NIST used the input to develop the principles for creating consistent TKS statements.
- The goal of the PWWG is to provide a forum in which participants from the general public, including private industry, the public sector, academia, and civil society, can create TKS statements to support the achievement of the outcomes and activities expressed in the NIST Privacy Framework Core.

- o The monthly PWWG meetings are intended for discussing progress, updates, issues, and next steps around the development of this content.
  - o In accordance with the scope of its Charter, the PWWG will not be updating NIST Privacy Framework Version 1.0.
- In the PWWG, Project Teams are responsible for crafting and delivering TKS statements for a specific Privacy Framework Category. TKS statements will be crafted at the Subcategory level.
  - o Project Teams will be organized around specific Privacy Framework Categories – not by country, legislation, or continent - and will be open to anyone. Recognizing that members reside in a range of time zones across the globe, Project Teams will decide when to meet as a group.
  - o Other frameworks, best practices, and resources may be reviewed and considered to help inform the development of TKS statements.

Project Teams

- The first two Project Team Categories, based on the results of the vote conducted via the PWWG mailing list, are Risk Assessment (ID.RA-P) and Inventory and Mapping (ID.IM-P).
  - o Project Team 1 is tasked with creating TKS statements aligned with ID.RA-P.
  - o Project Team 2 is tasked with creating TKS statements aligned with ID.IM-P.
- NIST will update the PWWG website with information about the Project Teams and instructions for signing up.
  - o Like the full PWWG, each Project Team will have a dedicated mailing list and shared drive for managing documents and group editing.
  - o Project Team membership is not capped; anyone can join.
- Project Team leads will be selected by the PWWG co-chairs, and will:
  - o lead the development of TKS Statement deliverables within the Project Teams;
  - o attend PWWG monthly meetings as necessary for providing status updates, obtaining input, or presenting final results;
  - o consider, deliberate on, and draft reports or other deliverables as requested; and
  - o review and provide comments on deliverables prepared by or presented to the Project Team.
- Those interested in being considered to be a Project Team lead should email Dylan.Gilbert@nist.gov.
- The PWWG co-chairs will announce the selected Project Team leads. Then, the selected Project Team leads will reach out to Project Teams via their mailing lists.
- Project Teams will have the opportunity at full PWWG meetings to report out on their progress and raise issues and questions for group discussion.
- PWWG members will have opportunities to provide feedback on the work of the Project Teams.
- New Project Teams will be formed to work on other Privacy Framework Categories once the current Project Teams have completed their work.

Introduction to TKS Statements

- TKS statements are the building blocks of the NICE Workforce Framework model, enabling the development of a modular taxonomy.
    - Subcategories in the NIST Privacy Framework will each have lists of associated TKS statements.
    - Organizations can use these TKS statements flexibly:
        - There is no need to use all of the TKS statements, but organizations will have a menu of options for their use.
        - These statements can be mixed and matched based on organizational priorities and context.
    - The goal is to provide a common and consistent lexicon to facilitate workforce training and recruitment.
    - Project Teams will not define the elements of each Privacy Framework Category; these are already described in Subcategories. Instead, Project Teams will define the tasks, knowledge, and skills necessary for a workforce capable of achieving the activities and outcomes in each Category.
- TKS statement definitions:
    - Task: An activity that is directed toward the achievement of organizational objectives.
    - Knowledge: A retrievable set of concepts within memory.
    - Skill: The capacity to perform an observable action.
- TKS statement benefits:
    - Benefits to Employers: Enables the establishment of regular processes—from hiring to training and assessment—for multiple fields and roles in the organization.
    - Benefits to Education and Training Providers: Provides direct information about what a workforce needs to know in order to successfully complete defined tasks, as well as share information about the knowledge and skills necessary to complete those tasks. Enables a consistent way to develop learning across fields and helps in the development of credentials and other verification techniques to consistently describe learner capabilities
    - Benefits to Learners: By standardizing this language, workforce frameworks can help students who are interested in learning about a particular career, people looking for a new job or to change job roles, and workers who are looking to demonstrate or increase their competencies.
- The five principles guiding TKS statement development are: flexible, consistent, clear, affirmative, and discrete. These principles are described in more detail in the authoring guide available on the shared drive.

Scope of Deliverable

- The number of TKS statements to be developed per Category will be determined on a case-by-case basis by each Project Team.

- o There is no set number of TKS statements to be developed, not a one-size-fits all solution for all Categories.
  - o TKS statements are likely to range in granularity or specificity.
  - o Development of TKS statements will be an iterative and flexible process, where initial Project Teams will offer lessons learned to guide the work of future teams.
- The final deliverable from each Project Team will be a set of TKS statements aligned with a Privacy Framework Category to help organizations achieve Framework outcomes.
- There is currently no established timeline for Project Teams to complete their deliverables; it is the responsibility of the Project Team lead(s) to make sure that work is progressing in a timely manner.

Next Steps

- Dylan covered next steps for attendees: please consider joining a Project Team, inviting colleagues to this effort, and staying up to date on the effort via the mailing lists.