I. Introduction
The National Initiative for Cybersecurity Education (NICE), led by the National Institute of Standards and Technology (NIST) in the U.S. Department of Commerce, is a partnership between government, academia, and the private sector focused on cybersecurity education, training, and workforce development. The mission of NICE is to energize and promote a robust network and an ecosystem of cybersecurity education, training, and workforce development. NICE fulfills this mission by coordinating with government, academic, and industry partners to build on existing successful programs, facilitate change and innovation, and bring leadership and vision to increase the number of skilled cybersecurity professionals helping to keep our Nation secure.

II. Purpose
The NICE Working Group (NICEWG) provides a mechanism for public and private sector participants to develop concepts, design strategies, and pursue actions that advance cybersecurity education, training, and workforce development. The Working Group shall meet regularly to provide an opportunity for consultation and information-sharing between the government, academia, and the private sector.

III. Organizational Structure
a. Leadership
   i. Executive Committee – Co-Chairs from Academia, Industry, and Government
   ii. Leadership Team – NICE Working Group Co-Chairs, Subgroup Co-Chairs, and Ex-Officio Representatives
      • Examples of Ex-Officio Representatives include:
        o NICE Program Office Staff Liaisons
        o Program Committee Chair(s), NICE Annual Conference
        o Program Committee Chair(s), National K-12 Cybersecurity Education Conference
b. Groups
   i. Working Group – Leadership Team, subgroup members, and general members
ii. Subgroups – constituent groups or topical groups that are designated, reviewed, and renewed annually by the Leadership Team

iii. Project Teams – short-term (6 months or less) teams established to accomplish a specific task or deliverable

c. Terms of Leadership
   i. Working Group Co-Chairs
      1. Government: Director of NICE
      2. Academia: 2 year term that is staggered with other co-chair
      3. Industry: 2 year term that is staggered with other co-chair
   ii. Subgroup Co-Chairs will serve 2 year terms with a possibility of renewal for an additional 2 years
   iii. Subgroup members will serve 2 year terms with a possibility of renewal for an additional 2 years

IV. Operation
   a. Sponsorship and Authority: The NICEWG is a NIST Public Working group. As such, formal recommendations from the NICEWG are not considered provided to the Federal Government.
   b. Membership: There are no requirements for joining the NICE Working Group general membership. The NICEWG Executive Committee and members of the Leadership Team may be nominated and will be carefully selected by the NICEWG Co-Chairs.
   c. Frequency of Meetings
      i. Executive Committee – as needed
      ii. Leadership Team – twice per year. Once via teleconference and once face-to-face at the annual NICE Conference or similar in-person event.
      iii. Working Group – monthly
      iv. Subgroups – once or twice per month
      v. Project Teams – weekly or as needed
   d. Agenda and Minutes
      i. Agendas – available 1 week in advance of meeting
      ii. Minutes – posted within 1 week after meeting
   e. Electronic Communications
      i. Listservs
      ii. Email Distribution Lists
   f. Team Site
      i. Members will receive access to the NICEWG SharePoint utilizing Office365. The website is located at: https://nistgov.sharepoint.com/sites/NICEProgram/NICEWG
   g. Meeting Collaboration Platform
      i. Adobe Connect will be used for group collaboration during meetings.
      ii. If you have never attended an Adobe Connect meeting before:
2. Get a quick overview:

V. Roles and Responsibilities
   a. NICE Working Group Co-Chairs
      i. Periodically review and update the NICEWG charter
      ii. Provide input to all NICEWG meeting agendas and minutes
      iii. Preside over NICEWG meetings
      iv. Recommend and select NICEWG subgroup co-chairs
      v. Recommend members and participants to perform specific tasks to complete the scope, deliverables, and products of the NICEWG
      vi. Provide guidance to the subgroups
      vii. Provide input on products and deliverables
   b. NICE Working Group Subgroup Co-Chairs
      i. Provide input to all subgroup meeting agendas and minutes
      ii. Preside over subgroup meetings
      iii. Complete requested tasks towards the development of the NICEWG and Subgroup deliverables
      iv. Attend and actively participate in meetings of the NICEWG
      v. Create deliverables that are aligned to NICE Strategic Plan or in response to NICEWG requests or, when necessary, refer them to another appropriate subgroup or project team
      vi. In consultation with the NICEWG Co-Chairs, review, deliberate on, and revise or adopt any recommendations of subgroups prior to forwarding or presenting to the full NICEWG membership
      vii. Provide input into the NICEWG meeting standing items
   c. NICE Working Group Project Team Leads
      i. Complete requested tasks towards the development of the NICEWG and NICEWG deliverables
      ii. Attend NICEWG meetings as necessary for providing project status updates, obtaining input, or presenting final results
      iii. Consider, deliberate on, and draft reports or other deliverables as requested
      iv. Review and provide comments on deliverables prepared by or presented to the subgroup
      v. Attend and actively participate in meetings of the subgroup
      vi. Participate in presentation of recommendations to NICEWG when invited
   d. NICE Working Group subgroup members
      i. Complete requested tasks towards the goals of the subgroup
      ii. Attend and actively participate in subgroup meetings as necessary
      iii. Contribute input to subgroup project(s)
      iv. Serve as Subject Matter Experts to the subgroup co-chairs
   e. NICE Program Office Staff
      i. Attend and participate in NICEWG meetings
      ii. Serve as liaison to assigned NICEWG subgroups
iii. Coordinate meeting logistics with subgroup co-chairs including notifying NICEWG members and subgroup members of the meeting, developing meeting agendas, and documenting subsequent meeting minutes

iv. In consultation with the Co-Chairs, review, deliberate on, and revise or adopt any recommendations of NICEWG subgroups
I. Roll Call, Introduction, and Ground Rules

II. NICE Program Office Updates

III. Opening Remarks
   a. Academic Co-Chair
   b. Industry Co-Chair

IV. Standing Items
   a. Fun Facts – creating a culture of evidence
   b. Report Roundup – learning from good ideas
   c. Event Engagement – highlights from recent events and upcoming events
   d. Strategy Stories – new developments that align to NICE Strategy
   e. Metric Moment – what gets measured gets done

V. Subgroup Updates
   a. K-12
   b. Collegiate
   c. Competitions
   d. Training and Certifications
   e. Workforce Management

VI. Project Progress Reports
   a. CAE Community
   b. National K-12 Cybersecurity Education Conference
   c. NICE Annual Conference
   d. NICE Challenge Project
   e. NICE Jobs Heat Map

VII. New Business

VIII. Summary of Action Items

IX. Next Meeting Reminder