National Initiative for Cybersecurity Education (NICE) Sub Working Group Charter: **Workforce Management**

1. Description

Facilitate, develop and promote cybersecurity workforce management guidance and measurement approaches that create a culture where the workforce is managed and engaged to effectively address the cybersecurity risks of their organization.

2. Goals and Objectives

- Support the NICE Strategic Plan; in particular, Objectives 3.2, 3.4 and 3.5.
- Support the ongoing effort to update the NICE Cybersecurity Workforce Framework so that it remains current and relevant for stakeholders.
- Produce recommendations and guidelines for developing a cybersecurity culture focused on organizational and individual and role-based responsibilities, leadership involvement, and behavioral change.
- Establish a consensus on promising, sustainable practices directed at an organization for improved management, collaboration and decision making to better engage all individuals in understanding and performing their cybersecurity risk-management responsibilities.
- Develop structure, role profiles and core "knowledge areas" used to map KSAs to certifications, roles, and academic CBE classes.
- Inventory and assess relevant existing research and literature.
- Engage with stakeholder groups to understand deliverables that will most meet the needs of organizations as they seek to reduce cyber risk through the workforce.

3. Organization and Operation

The following sections describe the subgroup structure, membership functions, meeting times and locations, and new member acceptance.

3.1 Structure

Subgroups are constituent or topical groups within the NICE Working Group (NICEWG) that are designated, reviewed, and renewed annually by the NICE Working Group Leadership Team.

Subgroups are made up of co-chairs and members. Subgroup Co-Chairs will serve 2-year terms with a possibility of renewal for an additional 2 years. Subgroup members will serve 2-year terms with a possibility of renewal for an additional 2 years.

3.2   Membership Functions

3.2.1   *NICE Working Group Subgroup Co-Chairs*

Subgroup Co-Chairs have the following responsibilities:

a. Provide input to all subgroup meeting agendas and minutes
b. Preside over subgroup meetings
c. Complete requested tasks towards the development of the NICEWG and Subgroup deliverables
d. Attend and actively participate in meetings of the NICEWG
e. 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
f. 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
g. Provide input into the NICEWG meeting standing items

3.2.2   *NICE Working Group Subgroup Members*

Subgroup members have the following responsibilities:

a. Complete requested tasks towards the goals of the subgroup
b. Attend and actively participate in subgroup meetings as necessary
c. Contribute input to subgroup project(s)
d. Serve as Subject Matter Experts to the subgroup co-chairs

3.2.3   *NICE Working Group Subgroup Project Team Leads*

Subgroup Project Team Leads have the following responsibilities:

a. Complete requested tasks towards the development of the NICE Workforce Management subgroup deliverables
b. Attend NICE Workforce Management Project meetings as necessary for providing project status updates, obtaining input, or presenting final results
c. Review and provide comments on deliverables prepared by or presented to the subgroup
d. Attend and actively participate in meetings of the subgroup
e. Participate in presentation of recommendations to NICEWG when invited

3.3   Meeting Times and Locations

This group meets virtually on the third Thursday of every month at 1 pm Eastern Time. Meeting details will be provided in advance of the meeting date.

3.4   New Member Acceptance Process

There are no requirements for joining the NICE Working Group general membership. To join this subgroup, email nicewg.wm@nist.gov with the subject line: "Workforce Management Subscribe", and with your full name and email address in the body of the message.

3.5   NICE Workforce Management Draft Meeting Agenda

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NICE Workforce Management Subgroup

Meeting Agenda

Date: Time:

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SharePoint: https://nistgov.sharepoint.com/sites/NICEProgram/NICEWG/WorkforceManagement/

Strategic Plan: https://www.nist.gov/itl/applied-cybersecurity/nice/about/strategic-plan

I.   Roll Call

II.   Introductions of New Members

III.   Project Teams:

     a.   KSA Project Team Update
     b.   Guidebook Development

IV.   New Business

V.   Final Comments

VI.   Summary of Action Items

VII. Next Meeting Reminder

     a.   NICEWG
     b.   Workforce Management