Privacy Workforce Public Working Group Charter
NIST Privacy Engineering Program

I.   Introduction

A skilled and knowledgeable workforce is a foundational element of an effective privacy program. As recognized in the NIST Privacy Framework companion roadmap, the first step towards the development of a workforce capable of managing privacy risk is the creation of a privacy workforce taxonomy, aligned with the Privacy Framework, to provide a common language around tasks, knowledge, and skills. Such a taxonomy can help organizations better achieve their desired privacy outcomes, support recruitment with more consistent position descriptions, and inform the education and training of professionals to produce a more skilled and knowledgeable workforce. This Privacy Workforce Public Working Group Charter ("the Charter") outlines the purpose, organizational structure, administrative details, and roles and responsibilities related to the Privacy Workforce Public Working Group ("Privacy Workforce Working Group" or "PWWG").

II.   Purpose

The purpose 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 the content of the NIST Privacy Workforce Taxonomy (the "Taxonomy"). The Taxonomy consists of Task, Knowledge, and Skill Statements ("TKS Statements") aligned with the NIST Privacy Framework and the National Initiative for Cybersecurity Education (NICE) Workforce Framework for Cybersecurity. The number of TKS Statements to be created will be determined by each Project Team in consultation with the Working Group Co-Chairs. Unless the Charter is amended otherwise, the PWWG will not engage in the creation of any work product other than TKS Statements.

III.   Organizational Structure
A.   Leadership
1.   PWWG Co-Chairs

The PWWG is led by Co-Chairs representing private industry, government, and/or academia, as participation dictates.

2.   Project Team Leads

Each Project Team is led by a designated Team Lead (or Leads depending on needs and participation).

B.   Project Teams

The PWWG consists of two short-term Project Teams. Each Project Team is responsible for creating TKS Statements aligned with a specific Category (and its associated Subcategories) in the Privacy Framework. Only two Project Teams may exist at any given time. When a Project Team has completed its work product deliverable, it will dissolve and be replaced with a new Project Team that is associated with a different Privacy Framework Category.

The Project Teams' order of work (i.e., the sequence of Privacy Framework Categories to be addressed) is dictated by the initial membership of each group. Project Teams associated with the Categories in the Protect-P Function will not be created, however, until TKS Statements for all other Categories have been completed. Each Project Team may determine ad hoc whether to create Task Statements, Knowledge Statements, and Skill Statements sequentially or concurrently.

C.   Terms of Leadership
1.   PWWG Co-Chairs

The Co-Chairs will serve until the PWWG dissolves or they step down.

2.   Project Team Leads

Each Project Team Lead will serve until the Team has completed its work product deliverable and is dissolved.

IV.   Administration

A.   Sponsorship and Authority

The PWWG is a NIST Public Working group. As such, formal recommendations from the PWWG will not be provided to the federal government.

B.   Frequency of Meetings
1.   PWWG

The PWWG will meet monthly.

2.   Project Teams

Project Teams will meet at least once a month but may meet more frequently as determined by the Project Team Lead in consultation with the Project Team members.

C.   Agenda and Minutes
1.   Agendas

Agendas will be created and made available no later than one week in advance of the associated meeting.

2.   Minutes

Minutes will be posted no later than one week after each meeting.

D.   Communications and Member Management
1.   Website

General information about the PWWG, such as what it is, how to join, posted meeting minutes, and an archive of outdated information, will be hosted on the NIST Privacy Framework website and available to the general public regardless of membership in the PWWG.

2.   Groups

PWWG members can join the PWWG mailing list (and associated Google Group) to communicate with each other and with leadership. Members can also join one or both of the Project Team mailing lists (and associated Google Groups) as they choose.

3.   Meetings

Meetings will be held on the Microsoft Teams platform, or in the event of a Teams outage or other technical problem, on the WebEx platform.

E.   Charter Amendment

If NIST deems it necessary, the Charter may be amended at any time.

F.   Member Audits

In the event that the PWWG continues to operate for more than one calendar year beyond its starting date, at the one-year mark, members will be audited to determine whether they have

participated in any PWWG-related activity over the course of the past year. If they have not done so, they will be asked if they would like to continue as a member.

V.   Roles and Responsibilities

A.   PWWG Co-Chairs

The Privacy Workforce Working Group Co-Chairs are responsible for the following:

- Provide input as needed to all meeting agendas and minutes
- Recommend and select Project Team Leads
- Recommend members and participants to perform specific tasks to complete the work product deliverables within the scope of the PWWG
- Provide guidance to the Project Team Leads
- Review and provide input to all PWWG work product
- Review and update the Charter as needed

B.   Project Team Leads

The PWWG Project Team Leads are responsible for the following:

- Attend and actively participate in Project Team meetings
- Lead the development of TKS Statement deliverables within the Project Teams
- Attend PWWG monthly meetings as necessary for providing project status updates, obtaining input, or presenting final results
- Consider, deliberate on, and draft reports or other deliverables as requested
- Review and provide comments on deliverables prepared by or presented to the Project Team
- Participate in presentation of recommendations to the PWWG when invited

C.   Project Team Members

- Complete requested tasks towards the goals of the Project Team
- Attend and actively participate as subject matter experts in the Project Team meetings
- Contribute input to Project Team work product

D.   NIST Privacy Engineering Program Staff

- Attend and participate in PWWG meetings
- Serve as liaison to Project Teams as needed
- Perform duties necessary to administer meetings, including but not limited to:
  - Notifying PWWG members of meetings
  - Developing meeting agendas

- o   Documenting meeting minutes
- In consultation with PWWG Co-Chairs, review, deliberate on, and revise or adopt any recommendations of Project Teams