

# NICE Community Coordinating Council

## *Charter (February 2021)*

- I. Introduction: The National Institute of Standards and Technology (NIST) has been designated as the lead for the National Initiative for Cybersecurity Education (NICE). The mission of NICE is to energize, promote, and coordinate a robust community working together to advance an integrated ecosystem of cybersecurity education, training, and workforce development.
  
- II. Purpose of the NICE Community Coordinating Council (NICE Community): To provide a mechanism in which **public and private sector participants** can develop concepts, design strategies, and pursue actions that advance cybersecurity education, training, and workforce development.
  
- III. Organizational Structure
  - a. Leadership
    - i. Executive Committee – Co-Chairs from Academia, Industry, and Government
    - ii. Leadership Team – Executive Committee, NICE Working Group Co-Chairs, NICE Communities of Interest Co-Chairs, and Ex-Officio Representatives
      - Examples of Ex-Officio Representatives include:
        - Planning Committee Chair(s), NICE Conference and Expo
        - Planning Committee Chair(s), NICE K12 Cybersecurity Education Conference
        - Planning Committee Chair(s), Cybersecurity Career Awareness Week
  - b. Groups
    - i. NICE Community Coordinating Council - Leadership Team, Working Groups, Project Teams, and Communities of Interests
    - ii. Working Groups – groups established that align to NICE Strategic Plan goals and are focused on developing implementation plans for the Strategic Plan.
    - iii. Communities of Interests– constituent groups or topical groups that are designated, reviewed, and renewed annually by the Leadership Team
    - iv. Project Teams – short-term (6 months or less) teams established to pursue a specific objective or strategies in the NICE Strategic Plan
  - c. Terms of Leadership
    - i. Executive Committee
      - Government, NICE Director

- Academia: 2 year term that is staggered with other co-chair
- Industry: 2 year term that is staggered with other co-chair
- ii. Working Group Co-Chairs will serve 2 year terms with a possibility of renewal for an additional 2 years. Terms will be staggered with other co-chairs. A NICE Staff Liaison is assigned to support the working group.
  - Government
  - Academia
  - Industry
  - NICE Staff Liaison
- iii. Communities of Interest Co-Chairs will serve 2 year terms with a possibility of renewal for an additional 2 years. Terms will be staggered with other co-chairs. A NICE Staff Liaison is assigned to support the Community of Interest.
  - Government
  - Academia
  - Industry
  - NICE Staff Liaison

#### IV. Operation

- a. Sponsorship and Authority: the NICE Community Coordinating Council is a NIST Public Working Group. As such, formal recommendations from the NICE Community will not be provided to the Federal Government.
- b. Frequency of Meetings
  - i. Executive Committee – as needed
  - ii. Leadership Team – twice per year (once via teleconference and once at the annual NICE Conference)
  - iii. Working Group – monthly or bi-monthly
  - iv. Community of Interest– once per month or as needed
  - v. Project Teams – weekly or as needed
- c. Agenda and Minutes
  - i. Agendas – available 1 week in advance of meeting
  - ii. Minutes – posted within 1 week after meeting
- d. Communication and Collaboration Platforms
  - i. Email Lists - Google Groups will be used
    - Co-Chairs and participants shall abide by the [Mailing List Etiquette](#)
  - ii. Team Site
    - Participants will have access to the NICE Community Google Share Folder utilizing Google Drive. The website is located at: [https://drive.google.com/drive/folders/117suXndzapFBB9DhcCELjtzaE\\_aQtGK2?usp=sharing](https://drive.google.com/drive/folders/117suXndzapFBB9DhcCELjtzaE_aQtGK2?usp=sharing)
  - iii. Meeting Collaboration Platform

- Blue Jeans will be used for virtual meetings. If you are new to Blue Jeans, [here](#) are some support training videos. You can test your video connection [here](#).
- iv. Public Web Presence
- Final deliverables from the NICE Community will be placed online at [nist.gov/nice](http://nist.gov/nice)

V. Roles and Responsibilities

a. Executive Committee

- i. Periodically review and update the NICE Community charter
- ii. Provide input on meeting agendas and minutes
- iii. Recommend and select NICE Community Working Group and Community of Interest co-chairs
- iv. Recommend participants to perform specific tasks to complete the scope, deliverables, and products of the NICE Community
- v. Provide guidance to the Working Groups and Communities of Interest
- vi. Provide input to all products and deliverables

b. NICE Working Group Co-Chairs

- i. Complete requested tasks towards the development of the NICE Community and NICE Community deliverables
- ii. Attend and actively participate in meetings of the NICE Community
- iii. Provide input on meeting agendas and minutes
- iv. Preside over Working Group meetings
- v. Create deliverables that are aligned to NICE Strategic Plan or in response to NICE Community requests or, when necessary, refer them to another appropriate Working Group
- vi. Provide updates on the Working Group during NICE Community Coordinating Council meetings
- vii. Provide input into the NICE Community Coordinating Council meeting standing items
- viii. In consultation with the NICE Community Co-Chairs, review, deliberate on, and revise or adopt any recommendations of the Working Group prior to forwarding or presenting to the full NICE Community

c. NICE Community of Interest Co-Chairs

- i. Complete requested tasks towards the development of the NICE Community and NICE Community deliverables
- ii. Attend and actively participate in meetings of the NICE Community
- iii. Provide input on meeting agendas and minutes
- iv. Preside over Community of Interest meetings
- v. Engage in discussion with participants in the Community of Interest email list
- vi. Provide updates on the Community of Interest during NICE Community Coordinating Council meetings

- vii. Provide input into the NICE Community Coordinating Council meeting standing items
- viii. In consultation with the NICE Community Co-Chairs, review, deliberate on, and revise or adopt any recommendations of Communities of Interest prior to forwarding or presenting to the full NICE Community
- d. NICE Working Group Project Team Leads
  - i. Complete requested tasks towards the development of the NICE Community and NICE Community deliverables
  - ii. Attend NICE Community 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 NICE Community when invited
- e. NICE Community, Working Groups, and Communities of Interest participants
  - i. Complete requested tasks towards the goals of the Working Groups and Communities of Interest
  - ii. Attend and actively participate in group meetings as necessary
  - iii. Contribute input to group project(s)
  - iv. Serve as Subject Matter Experts to the group co-chairs
- f. NICE Program Office Staff
  - i. Attend and participate in NICE Community meetings
  - ii. Serve as liaison to assigned NICE Community Working Groups and Communities of Interest
  - iii. Arrange and conduct meetings including notifying NICE Community participants of the meeting, drafting meeting agendas, and documenting subsequent meeting minutes
  - iv. In consultation with the Co-Chairs, review, deliberate on, and revise or adopt any recommendations of NICE Community Working Groups and Communities of Interest

# NICE Community Coordinating Council

## Monthly Meeting Agenda

### Draft Template

[Shared Folder](#) | [Website](#) | [NICEcommunity@list.nist.gov](mailto:NICEcommunity@list.nist.gov) | [NICE Strategic Plan](#)

- I. Introduction and Ground Rules
- II. NICE Program Office Updates
- III. Opening Remarks
  - a. Industry Co-Chair
  - b. Academic Co-Chair
  - c. Government Co-Chair
- IV. Standing Items
  - a. *Strategy Stories*- Covers new developments that align to the NICE Strategic Plan.
  - b. *Report Roundup*- Covers learning from good ideas based upon recent reports and may include statistical data or recommendations from the community.
  - c. *Framework Feature*- Highlights applications and uses of the Workforce Framework for Cybersecurity (NICE Framework).
  - d. *Research Review*- Addresses highlights of research results or topics for further study. This topic also aligns to the 5th goal of the NICE Strategic Plan to “Drive Research on Effective Practices for Cybersecurity Workforce Development”.
- V. Project Spotlight (as needed)
- VI. Working Group Updates
  - a. Promote Career Discovery
  - b. Transform Learning Process
  - c. Modernize Talent Management
- VII. Community of Interest Updates
  - a. Apprenticeships in Cybersecurity
  - b. Cybersecurity Skills Competitions
  - c. K12 Cybersecurity Education
  - d. NICE Framework Users Group
- VIII. Project Progress Reports
  - a. Cybersecurity Career Awareness Week
  - b. NICE Conference and Expo
  - c. NICE K12 Cybersecurity Education Conference

- d. National Centers of Academic Excellence in Cybersecurity (CAE) Community (as needed)
  - e. CyberSeek (as needed)
  - f. US Cyber Games (as needed)
- IX. Featured Topic (as needed)
- X. Closing Remarks and Next Meeting Reminder