INSIDER RISK WORKING GROUP CHARTER

Mission Statement

The Insider Risk Working Group's Mission is to proactively expand and enhance the ongoing conversation around risk to personnel, facilities, information, technologies, resources, and critical assets in a collaborative environment. Sharing best practices and lessons learned from government, industry, and academia, the group's subject-matter experts to support resilience, organizational risk reduction, and the maturation of insider risk programs across multiple sectors.

Context

The Insider Risk Working Group (IRWG) will host a series of insider-risk webinars on several topics focused on developing foundational insider risk programs within organizations. Webinars are intended for a broad range of insider-risk professionals from beginners to experts in government, industry, and academia, and will cover topics related to legal and privacy aspects, publicly available information, program consistencies and differences, communication and stakeholder engagement, data and information, Counterintelligence (CI), program evolution and maturity, and education, awareness, and training. The IRWG will also complete a white paper at the conclusion of the webinar series and may identify additional topic areas to be considered for follow-on webinars. The IRWG's efforts and outcomes are designed to meet short, medium, and long-term objectives tied to the advancement, awareness, best practices, and maturation of insider risk programs in government, academia, and industry.

Scope

The scope of IRWG activities includes convening a series of meetings to deliberate the challenges and successes involved with developing, implementing, and maturing robust and agile insider risk programs. The scope includes the identification of multiple insider risk-related topic areas to be discussed during IRWG webinars for insider risk professionals. Moreover, the group will establish a webinar schedule with identified topics and participants, conduct these webinars at an established frequency, and complete a white paper to provide benefit to professionals working in the insider risk mission space.

Objective

The objective of the IRWG is to provide critical information to insider risk professionals in a series of webinars. This will be accomplished by identifying key topics in the mission area and leveraging panels of subject-matter experts to convey information on these topics to a broader set of insider risk professionals representing government, industry, and academia.

Deliverables

- The IRWG will conduct webinars on the following topics:
- Insider Risk Overview
- Legal and Privacy Aspects of an Insider Risk Program
- Using Publicly Available Information in an Insider Risk Program
- Consistencies and Differences within Insider Risk Programs
- Communication and Stakeholder Engagement
- Data and Information
- Incorporating Counterintelligence (CI) into an Insider Risk Program
- Insider Risk Program Evolution & Maturity
- Insider Risk Education, Awareness, and Training

The IRWG may identify additional topics for follow-on webinars, as warranted. The IRWG will conclude the webinar series with the development and dissemination of a white paper.

Working Group Membership

Working Group Chairs

Pete Lapp, Retired FBI Agent, Government Chair
Shibu Thomas, Everfox, Industry Chair
Mike Hudson, ClearForce, Consultant Chair

Working Group Chairs will:

- Attend and contribute to each Working Group meeting
- Prepare the meeting agenda, solicit topics for discussion, assign members to address discussion topics, and distribute meeting materials
- Share information of relevance; provide an update/introduction at the beginning of each meeting to encourage member engagement
- Define Working Group initiatives and activities
- Assist in forming and providing feedback on deliverables

Working Group Members

Working Group Members will:

- Participate in meetings, including exchanging technical information, experiences, and best practices to develop a shared understanding of the topic(s)
- Gather information and work on group deliverables outside of meetings as needed
- Provide feedback on draft deliverables as requested
- Co-lead or participate in Sub-Working Groups (breakout teams/project teams) as needed
- Provide input on meeting agendas as requested

ATARC Support

Elizabeth Wyckoff, Associate Director, Working Groups
Amy Karpowicz, Innovation Lab Manager
Taylor Gibbs, Working Groups Associate
Emma Gandolfo, Working Groups Associate
Tim Harvey, Director of Government Engagement

ATARC support will:

- Serve as program manager for the Working Group
- Coordinate and drive group projects and deliverables forward
- Schedule Working Group meetings
- Develop Working Group meeting agendas along with the chairs
- Facilitate Working Group meetings along with the chairs
- Assist in distributing relevant documents and materials to Working Group members
- Send meeting minutes, post-meeting decisions, and action items to Working Group members after each meeting
- Assist in preparing final proposals/recommendations
- Provide marketing services for the Working Group (promoting completed deliverables, etc.)
- Develop strategies to improve Working Group engagement, including applicable cross-overs with other Working Groups and relevant events
- Coordinate Working Group Labs as applicable

Rules of Engagement

The Working Group rules of engagement are described as below:

- Meet bi-weekly from 2023 to 2025, or until amended by ATARC Support
- Follow the Working Group's ground rules developed in the charter
- Join Working Group meetings prepared and with requested action items completed
- Provide respectful and constructive feedback to yield the best decisions for the Working Group's objectives
- Final decisions are made by the Working Group Co-Chairs and ATARC Support

The Working Group will:

- Meet every other Thursday from 12:00-1:00 PM EST.
- Form Sub-Working Groups (breakout teams/project teams) as needed
- Follow the group's ground rules developed at one of the Working Group meetings
- Strive to make decisions by unanimous agreement. All members of the Working Group have a voice and will be listened to.
- If a Working Group member misses a meeting, decisions will be made in their absence. The Working Group will decide on a case by case basis if a decision made in the absence of a member shall be revisited.
- Keep in confidence draft versions of deliverable, off-the-record conversations, and non-public Working Group or ATARC plans to the extent disclosure is not required by law, regulation, or valid court order.

File Sharing and Collaboration Tools

Access to the ATARC Box Account is managed by ATARC Support.

Disclaimer: Products and communications by ATARC's Insider Risk Working Group do not necessarily represent the plans or preferences of any company or government agency.