IDENTITY MANAGEMENT WORKING GROUP CHARTER

Mission Statement

The mission of the ATARC Identity Management Working Group (IdMWG) is to provide technical, policy, and operational recommendations to reduce or eliminate the challenges federal agencies face with meeting identity management policies and standards.

Context

The IdMWG is comprised of industry, government, and academic thought leaders. A team charter can be prepared for many reasons. One is to document the team's purpose and clearly define individual roles, responsibilities, and operating rules. Second, it can be used to establish procedures for both the team and agency management on communicating, reporting, and decision making. It can be a blueprint for business acquisitions, and it defines how the team is empowered to work, including assigning responsibility and authority. Last, it facilitates stakeholder buy-in by including key members in the decision-making process and helping to obtain their concurrence.

The IdMWG is chartered under and reports to ATARC leadership. The working group has communication channels with the Identity, Credential, and Access Management Subcommittee (ICAMSC) to ensure the working group's efforts align with identity management priorities and activities within the Federal Government.

Scope

The IdMWG will bridge identity gaps among policies, standards, and implementations with the aim of helping federal agencies to execute the identity management strategy.

Recommendations are derived from identifying challenges in the identity space, discussing the challenges among subject matter experts to extract content aimed at solving the challenges, and packaging the content into recommendations in the form of whitepapers or technological innovation strategies. To support the recommendations, the IdMWG will seek industry input to demonstrate potential solutions when applicable.

Objective

The IdMWG is comprised of industry, government, and academic thought leaders and functions as a complementary group to assist federal agencies with identity management topics. In support of this function, the IdMWG is responsible for performing the following functions:

- *Technology Trend Awareness*—The IdMWG will keep abreast of new technologies in various business sectors to give visibility about ongoing efforts in the identity space for the Federal Government's consideration.
- *Policy Influence*—The IdMWG will recommend new or revised policies and standards to address identity challenges. All recommendations are to be presented to the ICAMSC for consideration.
- *Persuasive Writing*—The IdMWG will write whitepapers and innovation strategies. These artifacts will not only identify challenges and opportunities, but they will provide recommendations with the aim of advancing identity management implementation in accordance with federal policies and standards.
- *Technical Testing*—In coordination with ATARC, the IdMWG assists with establishing and maintaining the ATARC Identity Management Lab to deliver unbiased solutions that resolve federal uses cases.

Deliverables

Deliverables supporting the Objectives above will be presented in various formats, including but not limited to white papers, lab demonstrations, written recommendations to government, and guidance documents.

Working Group Membership

Working Group Chairs

Adam McBride, HHS, Government Chair
Kelvin Brewer, Ping Identity, Industry Chair
Jeff Frederick, Yubico, Industry Vice Chair

Working Group Chairs will:

- Lead or contribute to each working group meeting
- Prepare meeting agenda, solicit topics for discussion, assign members to address the topics, and distribute meeting materials
- Share information of relevance, update/introduction at the beginning of each session in order to engage with members and provide value to the group
- Provide tactical leadership to steer technical discussion into efforts that advance identity management regardless of the business sector. This includes the administration and coordination of activities to spur technical discussions or drive projects to completion
- Define initiatives and activities the group will work on and seek member participation
- Help form and provide feedback on deliverables
- Assess the group's priorities and progress to determine or support the best paths to achieve group goals

Working Group Members

Working Group Members will:

- Participate in meetings, including technical informational exchanges to share experiences and best practices to develop a shared understanding of the issues
- Gather information or do work outside of meetings to move the process along as needed
- Read and respond to written materials sent in advance of meetings
- Support working activities using technical, policy, and operational knowledge
- Provide comments on draft proposals
- Write sections of the proposal
- Co-lead or participate in sub-workgroups, as needed, to advance the thinking and productivity of this working group

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:

- Schedule working group meetings
- Develop working group meeting agendas along with the chairs
- Facilitate working group meetings along with the chairs
- Send post-meeting decisions and action items email after each meeting
- Serve as project manager to coordinate the tasks to be completed
- Assist in preparing final proposal/recommendations

Rules of Engagement

The working group rules of engagement are described as below:

- Meet bi-weekly from 2023 to 2026
- Follow the group's ground rules developed in the charter
- Decisions are made by the co-chairs

The working group will:

- Meet every other Friday from 10:30-11:30 AM EST.
- Form project teams to work on specific topic areas to inform the draft proposal, 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 consensus cannot be reached, a vote (by majority) will be made by working group members
- If a working group member misses a meeting, decisions will be made in their absence. The workgroup will decide on a case -by -case basis if a decision that is made in the absence of a workgroup member can be revisited, permitting that workgroup member to weigh in and possibly change a decision the workgroup made.

- 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 the ATARC Working Group Program Manager, and the Working Group and Lab Coordinator.

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