

# IEEE SSIT Standards Committee

## Meeting Minutes February 22, 2018

### Participants:

Vicky Hailey, Chair

Sara Jordan-Mattingly, Vice-Chair

Annette Reilly

David Reed

Joshua Hyman

Peter Ried 

Raavender Lal Bhojwani

Notes taken by: Beth-Anne Schuelke-Leech, Secretary

### **1. Call to Order**

The Chair called the meeting to order at 3pm.

### **2. Welcome to members and the IEEE SSIT SC**


The Chair welcomed members to the meeting.

### **3. Roll call of Individuals**

Everyone present stated their name and declared their affiliation. A quorum of members was present.

### **4. Approval of Agenda**

**Motion #1:** Approve the agenda for February 22, 2018 meeting as presented in IEEE\_SSIT\_SC\_Agenda\_for\_Members\_Meeting\_Feb\_22\_2018.pdf.

Voting Member Peter Ried () moved to approve the agenda as per Motion #1.

Voting Member Josh Hyman (University of Pittsburgh) seconded the motion.

Motion passed by voice vote without opposition.

### **5. Introduction and Approval of Working Group Policies and Procedures (P&P)**

A discussion occurred on the approval and timing of the Working Group Policies and Procedures (P&P), file SSIT\_SC\_PP\_baseline\_wg\_individual\_2018.docx. The document was reviewed in detail.

The Chair will send out the modified file for members to review. The red instructions cannot be removed from the document. Any additional comments or recommended changes need to be sent to the Chair electronically by March 1<sup>st</sup>.

## **6. *Three Project Authorization Request (PARs)***

A discussion of each of the pre-PAR process and each of the three PARs occurred.

### PAR 7013: Facial Analysis

There was a discussion about the scope of the PAR. Two specific changes were discussed. The first is that there needs to be a note in Scope or Section 8.1 that Facial Recognition does not include Iris scanning. The second is that the stakeholders section need to be improved to ensure that the right stakeholders are involved.

**Motion #2:** Approve the PAR 7013 with corrections as discussed.

Voting Member Annette Reilly (Lockheed Martin) moved to approve the PAR as per Motion #2.

Voting Member Josh Hyman (University of Pittsburgh) seconded the motion.

Motion passed by voice vote without opposition.

### PAR 7011: Standard for the Process of Identifying and Rating the Trustworthiness of News Sources.

Josh Hyman discussed the scope, goals, process, and status of the PAR.

### PAR 7012: Standard for Machine Readable Personal Privacy Terms

David Reid discussed the scope, goals, process, and status of the PAR.



## **7. *Liaisons with other IEEE societies, ISO, other standards bodies***

The proposed liaisons with ISO/TC 309 Governance of Organizations and ISO/IEC JTC 1/SC 42 on Artificial Intelligence were discussed. The liaisons have been requested, but no response has yet been received. There is a new ISO/CASCO WG 53 being formed on Ethical claims - Labels and supporting information. There was a discussion about the potential of forming a liaison.

**Motion #3:** Explore and pursue liaison with new ISO/CASCO WG 53, including communications with Jodi Haasz on procedure.

Voting Member Josh Hyman (University of Pittsburgh) moved to explore and pursue liaison as per Motion #3.

Voting Member Annette Reilly (Lockheed Martin) seconded the motion.

Motion passed by voice vote without opposition

**8. Website Development**

The Chair asked for volunteers to develop a website. Josh Hyman offered to help.

**9. Outreach**

There was a discussion about outreach and letting people, other societies, and the greater public know about what we are doing.

**10. New Business**

No new business was presented or discussed.

**11. Future Meetings**

There was agreement that meetings will occur every two months for now. Email Balloting will be used between meetings. Beth-Anne Schuelke-Leech will set up regular bi-monthly meetings to occur on the second Thursday of every other month between 3-5pm (in order to avoid the 1<sup>st</sup> and last weeks of the month).

Next meetings:

Thursday, April 12<sup>th</sup>, 2018 from 3-5pm EST

Thursday, June 14<sup>th</sup>, 2018 from 3-5pm EST

Thursday, August 9<sup>th</sup>, 2018 from 3-5pm EST

Thursday, October 11<sup>th</sup>, 2018 from 3-5pm EST

Thursday, December 13<sup>th</sup>, 2018 from 3-5pm EST

**12. Adjourn**

**Motion #4:**

Voting Member Josh Hyman (University of Pittsburgh) moved to adjourn the meeting.

Voting Member Annette Reilly (Lockheed Martin) seconded the motion.

Motion passed by voice vote without opposition

The meeting adjourned at 4:58pm.