



**IEEE SSIT Standards Committee**  
**Meeting March 21, 2019**  
**1-2pm UTC**

Participants:

<u>Name</u>	<u>Affiliation</u>
Victoria (Vicky) Hailey (Chair)	Victoria Hailey Group
Sara Mattingly-Jordan (Vice-Chair)	Virginia Tech
Beth-Anne Schuelke-Leech (Secretary)	University of Windsor
Christy Bahn (Program Manager)	IEEE
Greg Adamson	IEEE SSIT
Paul Cunningham	IEEE SSIT
John Havens	Executive Director of The IEEE. Global Initiative on Ethics of Autonomous and Intelligent Systems
David Reed	SAP Labs
Peter Reid	Retired
Karen Silverman	Latham & Watkins, LLP

Notes taken by: Beth-Anne Schuelke-Leech  
Meeting held online at: [/join.me/vicky.hailey](https://join.me/vicky.hailey)

**1. Call to Order**

The Chair called the meeting to order at 9:05am EST (1:05pm UTC). The Chair welcomed attendees to the meeting.

**2. Roll call of Individuals**

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

**3. Announcements**

Vicky Hailey announced that she is stepping down as Chair effective immediately. Anyone interested in serving as the Chair should send a short expression of interest to Greg Adamson by Thursday, April 4<sup>th</sup>, 2019 for consideration.

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

**Motion #1:** Approve the agenda for March 21, 2019 meeting as presented in IEEE\_SSIT\_SC\_Agenda\_for\_Members\_Meeting\_6\_March\_21\_2019.pdf.

Voting Member Greg Adamson moved to approve the agenda as per Motion #1.

Voting Member Karen Silverman seconded the motion.

Motion passed by voice vote without opposition.

#### 5. **Update on PARs**

A discussion of the Working Group process and each of the PARs occurred.

PAR 7011: Standard for the Process of Identifying and Rating the Trustworthiness of News Sources. (Chair: Josh Hyman)

Josh Hyman provided a written document to the Secretary. Beth-Anne Schuelke-Leech, Christy Bahn, and Peter Reid contributed to the update. The PAR is starting to hold regular meetings.

PAR 7012: Standard for Machine Readable Personal Privacy Terms (David Reed)

David Reed provided an update. The PAR is meeting regular and is drafting a scope.

PAR 7013: Facial Analysis

Currently, there is no Chair for the PAR. There has been a call for a Chair for the PAR. The Committee agreed to looking for a Chair for the PAR.

**Action Item:** The PAR's existence will be reviewed in two months if no Chair has been identified.

Mentoring is available on the IEEE process and managing a PAR. Please contact Christy Bahn for details.

#### 6. **OMG Update**

OMG (Object Management Group) liaison will be discussed offline.

#### 7. **Website Development and imeet collaboration website**

There was a discussion on the website development and setting up the imeet website. The imeet website is active (internal only). The website is still in development.

**Action Item:** Karen Silverman and Beth-Anne Schuelke-Leech will work together on the content. Members can send items for the website to either Karen or Beth-Anne.

#### 8. **Outreach**

There was a discussion on the outreach activities. John Havens has offered to send out an announcement out to the members of the EAD.

**Action item:** Karen Silverman and Beth-Anne Schuelke-Leech will work together to develop the announcement. Christy Bahn will help facilitate getting this announcement to the members of the P7000 series as well.

### **9. New Business**

Greg Adamson moved to recognize the work of Vicky Hailey in getting the SSIT SC started. She was unanimously thanked by all the attendees.

### **10. Future Meetings**

TBD

### **11. Adjourn**

The meeting adjourned at 9:33 am EST.