

**IEEE SSIT Standards Committee
Meeting #13 Minutes
Thursday, December 19, 2019
20:00 – 22:00 (UTC) / 15:00 – 17:00 (EST)
Location: Electronic Meeting.**

Meeting chaired by Beth-Anne Schuelke-Leech, minutes provided by Peter Reid.

1 CALL TO ORDER

The meeting was called to order at 15:07 (EST) by the Chair.

2 ROLL CALL AND DISCLOSURE OF AFFILIATION

A roll call was conducted, and a quorum was present (7 of 12 members). A list of attendees and affiliation is given at end of minutes.

3 APPROVAL OF MINUTES OF PREVIOUS MEETING

Moved David Reed, seconded Sara Jordan that the minutes of meeting #12 of 21st November 2019 be approved, carried.

4 APPROVAL OF AGENDA

Moved Annette Reilly, seconded John Havens, that the agenda, as submitted, be approved, carried.

5 WORKING GROUP REPORTS AND ACTIONS

5.1 P7011

The WG meeting of the 22nd November had to be abandoned due to interference. Next meeting scheduled for December 20th.

5.2 P7012

Clause writing is progressing. Next meeting January 8th.

5.3 P7013

A broad ranging discussion was held on the PAR associated with this Standard, leadership of the WG, and the potential for progress in the near future. After careful deliberation the following motion was put.

Moved John Haven, seconded Peter Reid, that the Working Group associated with P7013 be dissolved. The motion was put, and as there were no objections or abstentions the motion was carried.

The meeting agreed that the work associated with automated facial analysis should proceed. The following actions were proposed:

- i) The PAR should be reviewed, to determine if it needs to be withdrawn or reworded. **(Action 13/1)**.
- ii) Active communication on dissolving of WG should be undertaken **(Action 13/2)**.
- iii) Active industry connection building should be undertaken **(Action 13/3)**

IEEE SSIT Standards Committee

- iv) Investigate the activities of ISO/IEC JTC1/SC 37. In particular ISO/IEC AWI 24357 *Face image quality assessment* and ISO/IEC AWI 24358 *Face-aware capture subsystem specifications* (**Action 13/4**)

Action 12/1 *Reinvigoration of P7013 WG* superseded by above motion.

5.4 P7014

Progress is been made. Sub-group leaders are been sourced.

6 OUTSTANDING ACTION ITEMS

6.1 Liaisons for JTC 309 on Governance and JTC1 SC42 on Artificial Intelligence.

There are currently no liaisons in place. **Action 12/2** completed.

6.2 Standards Workshop in 2020

The current status of **Action 12/3** *AI World standards workshop* is: SSIT Board of Governors has approved the partnership with AI World Conferences in Washington DC in June 2020 and Cambridge, MA in October 2020. The workshop structure is under development. There may be a possibility of face-to-face WG meetings.

7 NEW BUSINESS

Nil.

8 FUTURE MEETINGS

(All meetings will be held on the 3rd Thursday of the month at 15:00 EDT unless otherwise noted)

- January 16, 2020 from 20:00-22:00 UTC (15:00-17:00 Eastern Standard Time)
- February 20, 2020 from 20:00-22:00 UTC (15:00-17:00 Eastern Standard Time)
- March 19, 2020 from 19:00-21:00 UTC (15:00-17:00 Eastern Daylight Time – starts March 8th)
- April 16, 2020 from 19:00-21:00 UTC (15:00-17:00 Eastern Daylight Time)
- May 21, 2019 from 19:00-21:00 UTC (15:00-17:00 Eastern Daylight Time)

9 ADJOURN

Moved Mark Underwood, *seconded* Sara Jordan that the meeting adjourned at 16:36 EST, *carried*.

OUTSTANDING ACTIONS

#	Topic	Allocated to	Status
12/1	Re-invigoration of P7013 WG	Beth-Anne Schuelke-Leech	Superseded -see Item 5.3
12/2	ISO JTC 309 & JTC! SC 42 liaison	Beth-Anne Schuelke-Leech	Completed – no liaisons in place
12/3	AI World standards workshops Washington DC in June 2020 and Cambridge, MA in October 2020	Beth-Anne Schuelke-Leech and Sara Jordan	In progress
13/1	Review of P7013 PAR		
13/2	Communication on P7013 WG dissolution.		
13/3	Develop industry connections with facial recognition developers.		
13/4	Investigate the activities of ISO/IEC JTC1/SC 37. In particular ISO/IEC AWI 24357 and 24358		

IEEE SSIT Standards Committee

ATTENDEES

Last Name	First Name	Affiliation	Present	Role	Office
Bland	Ben	Sensum	Apology	V	
Havens	John	Unaffiliated	Yes	V	
Jordan	Sara	Virginia Tech	Yes	V	Vice-Chair
Reed	David	Deep Plum Research	Yes	V	
Reid	Peter	Unaffiliated	Yes	V	Secretary
Reilly	Annette	Unaffiliated	Yes	V	
Schuelke-Leech	Beth-Anne	University of Windsor	Yes	V	Chair
Silverman	Karen	Unaffiliated	Yes	V	
Underwood	Mark	Unaffiliated	Yes	V	
Bahn	Christy	IEEE	Yes	S	
Role Legend	V = Voting Member; NVM = Non-voting Member; P = Participant; S = Staff				