

**IEEE SSIT Standards Committee
Meeting #14 Notes
Thursday, 16th January 2020
20:00 – 22:00 (UTC) / 15:00 – 17:00 (EST)
Location: Electronic Meeting.**

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

1 CALL TO ORDER

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

2 ROLL CALL AND DISCLOSURE OF AFFILIATION

A roll call was conducted, and a quorum was not present (5 of 12 members). A list of attendees and affiliation is given at end of minutes.

3 APPROVAL OF MINUTES OF PREVIOUS MEETING

Approval of the minutes of meeting #13 of 19th December 2019 was deferred to next meeting.

4 AGENDA

The agenda, as distributed, was used for the meeting.

5 WORKING GROUP REPORTS AND ACTIONS

5.1 P7011

Progress is been made, with clause of the standard been allocated to individuals/groups to write the text for consideration by the WG. Next meeting scheduled for 17th January

5.2 P7012

No report was presented.

5.3 P7013

Chair report on P7013 activities.

Action	Topic	Outcome
13/1	Review of P7013 PAR	Completed – The PAR has been formally withdrawn.
13/2	Communication on P7013 WG dissolution.	Completed – appropriate communications with the those working on P7013 has been made
13/3	Develop industry connections with facial recognition developers.	Completed – Actions have been taken to start a new group to discuss a new PAR. First meeting is expected in late January or early February. (Action 14/1)
13/4	Investigate the activities of ISO/IEC JTC1/SC 37. In particular ISO/IEC AWI 24357 and 24358	Deferred till new group established.

5.4 P7014

Lively discussion is been undertaken in sub-groups; good progress is been made.

6 OUTSTANDING ACTION ITEMS

6.1 Standards Workshop in 2020

Chair reported on the progress on 2020 workshop – **Action 12/3**

- Funding has been approved for SSIT-SC panel and workshop at AI World Government in Washington DC on June 22nd – 24th (<https://www.aiworldgov.com/>) and AI World Conference & Expo Boston on September 29th – October 1st (<https://aiworld.com/>).
- Face-to-face WG meetings may be possible before or after these conferences.

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- It was suggested that panel discussion be recorded and distributed to generate interest in SSIT-SC participation.

7 NEW BUSINESS

IEEE Sections Congress 2020 is to be held in Ottawa on August 21st to 23rd. It was suggested that this congress could be a great opportunity to raise the profile of SSIT-SC.

8 FUTURE MEETINGS

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

- 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

The meeting was adjourned at 15:40 EST.

OUTSTANDING ACTIONS

Action	Topic	Allocated to	Status
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-hand, see Item 6.1
13/1	Review of P7013 PAR		Completed see Item 5.3
13/2	Communication on P7013 WG dissolution.		Completed see Item 5.3
13/3	Develop industry connections with facial recognition developers.		Completed see Item 5.3
13/4	Investigate the activities of ISO/IEC JTC1/SC 37. In particular ISO/IEC AWI 24357 and 24358		Deferred see Item 5.3
14/1	New facial recognition group and PAR	Beth-Anne Schuelke-Leech and Sara Jordan	In-hand, see Item 5.3

ATTENDEES

Last Name	First Name	Affiliation	Present	Role	Office
Cunningham	Paul	International Information Management Corporation	Yes	V	
Vickey	Hailey	Victoria Hailey Group	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	Apology	V	
Bahn	Christy	IEEE	Yes	S	
Role Legend	V = Voting Member; NVM = Non-voting Member; P = Participant; S = Staff				