

**IEEE SSIT Standards Committee
Meeting #19 Minutes
Thursday, 18th June 2020
13:00 – 15:00 (UTC) / 09:00 – 11:00 (EDT)
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 09:07 (EDT) by the Chair.

2 ROLL CALL AND DISCLOSURE OF AFFILIATION

Chair reported on review of committee membership. After the review there are 8 voting members. Roll call and disclosure of affiliation was made, and as there was a quorum, 6 members out of 8 voting members, the meeting proceeded. See attendees list at the end of the minutes.

3 AGENDA

Moved Ruth Lewis, seconded Karen Silverman that the agenda, as distributed, be approved, carried.

4 APPROVAL OF MINUTES OF PREVIOUS MEETING

Moved Peter Reid, seconded Ruth Lewis, that the minutes of meeting #13 of 19th December 2019 be approved, carried.

Meeting #14, #15, #16, #17 and #18 did not have a quorum, notes of the meetings are available on iMeet.

5 WORKING GROUP REPORTS

To be reported on quarterly, next report to be submitted for September meeting.

6 PARs FOR APPROVAL

The following PARs were put out for electronic vote.

P2890: Recommended Practice for Provenance of Indigenous People's Data

P2895: Standard for Trading Human-Generated Data

Chair reported that both PARs were approved. The first WG meetings to be held in the week of July 13th. Chair to liaise with WG Chairs to ensure that standards development process gets off to a good start. Chair noted that is potential of overlap between the PARs, Chair will liaise with WG Chairs to minimize any overlap.

7 STUDY GROUP REPORTS

7.1 Biometric Data for Identification

After considerable discussion, it was agreed that the best way forward would be the creation of a formal Study Group (SG). The Chair will liaise with the attendees of the meetings held on 28th and 30th of April to decide on a name and develop a scope of work for the SG. Part of this examination will be where this topic fits into P7xxx series.

8 OUTSTANDING ACTION ITEMS

8.1 Standards Workshop in 2020

Chair reported that as far as she was aware the workshop on AI & Standards was still to proceed at AI World Government in Washington DC (<https://www.aiworldgov.com/>) October 28th to 30th.

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Because of the uncertainty surrounding conferences attendance due the COVID-19, it is unclear if this conference will go ahead with a physical event or be totally virtual.

The Chair and Vice-Chair will have discussions with the organizers of the conference to determine the best use of funds paid to the organizers for the proposed workshops. (**Action 12/3**).

8.2 Digital Rights of Citizens

Chair followed up and determined that no action needs to be taken at this time (20th June 2020), Action 15/1 completed.

9 OTHER BUSINESS

9.1 SC and WG Membership Inclusion and Diversity

A broad ranging discussion was held on the important of inclusion and diversity in the membership of SC, WG and SG. Some of the issues raised were:

- i) Is there a membership recruitment process that does not descend into tokenism?
- ii) Are there structural barriers, e.g. meeting times, technology, that inhibit membership diversity?
- iii) Does the issue require the dominant social group to reflect on their accepted norms?
- iv) Is data being collected to highlight the issues surrounding inclusion and diversity?
- v) What steps can SC, WG and SG members take to improve the inclusion and diversity of their respective committees?
- vi) Does the current WG leadership training include the issues of inclusion and diversity?
- vii) Should a SG be established to examine the issue?

It was agreed that action should be taken. Specific actions were not discussed, rather the topic should be retained on the agenda for future consideration.

Wrethinking are running an online program related to this issue. Lisa Levasseur offer to circulate details.

10 FUTURE MEETINGS

(All meetings will be held on the 3rd Thursday of the month at 09:00 EST/EDT unless otherwise noted)

- 16th July 2020 from 13:00-15:00 UTC (09:00-11:00 Eastern Daylight Time)
- 20th August 2020 from 13:00-15:00 UTC (09:00-11:00 Eastern Daylight Time)
- 17th September 2020 from 13:00-15:00 UTC (09:00-11:00 Eastern Daylight Time)
- 15th October 2020 from 13:00-15:00 UTC (09:00-11:00 Eastern Daylight Time – ends November 1st.)
- 19th November 2020 from 14:00-15:00 UTC (09:00-11:00 Eastern Standard Time)
- 17th December 2020 from 14:00-15:00 UTC (09:00-11:00 Eastern Standard Time)

11 ADJOURN

Moved Karen Silverman, *seconded* Ruth Lewis, that the meeting be adjourned at 10:45 (EDT).

OUTSTANDING ACTIONS

Action	Topic	Allocated to	Status
12/3	AI World standards workshops Washington DC in October 2020	Beth-Anne Schuelke-Leech and Sara Jordan	Ongoing see Item 8.1
13/4	Investigate the activities of ISO/IEC JTC1/SC 37. In particular ISO/IEC AWI 24357 and 24358		Deferred till establishment of biometric SG. See Item 7.1
15/1	Involvement of SSIT-SC in the proposed development of recommended practice of digital rights of citizens	Beth-Anne Schuelke-Leech and Christy Bahn	Completed, see Item 8.2
18/1	Review of rules with respect to quorum. Provide report to Chair	Peter Reid	Completed, report prepared for Chair.

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ATTENDEES

Last Name	First Name	Affiliation	Present	Role	Office
Bland	Ben	Sensum	Apology	NVM	
Jorden	Sara	Virginia Tech	Yes	V	Vice-Chair
Levasseur	Lisa	Wrethinking	Yes	NVM	
Lewis	Ruth	Technology Foresight	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	