

**IEEE SSIT Standards Committee
Meeting #20 Notes
Thursday, 16th July 2020
13:00 – 15:00 (UTC) / 09:00 – 11:00 (EDT)
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 09:13 (EDT) by the Chair.

2 ROLL CALL AND DISCLOSURE OF AFFILIATION

Roll call and disclosure of affiliation was made, see table at end of document. A quorum (5) was not present. The meeting proceeded as an information session.

~~3 AGENDA~~

~~Moved _____, seconded _____ that the agenda, as distributed, be approved, _____.~~

~~4 APPROVAL OF MINUTES OF PREVIOUS MEETING~~

~~Moved _____, seconded _____, that the minutes of meeting #19 of 18th June 2020 be approved, _____.~~

5 WORKING GROUP REPORTS

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

5.1 New PARs

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

P2895: Standard for Trading Human-Generated Data

Chair met with the leadership team of each WG. Both teams are keen to progress the issues.

A discussion on the appropriateness of these type of standards ensued. The discussion is recorded in Item 8.2 Ethical Design of Standards.

6 STUDY GROUP REPORTS

6.1 Biometric Data for Identification

Chair reported that the creation of a formal Study Group (SG) is progressing.

7 OUTSTANDING ACTION ITEMS

7.1 Standards Workshop in 2020

Chair reported that the workshop on AI & Standards would be rescheduled to the 2021 AI World Government conference in Washington DC (<https://www.aiworldgov.com/>) with the concurrence of the conference organizers (COVID-19 impact). If this is not possible a refund of funds paid will be sort. **(Action 12/3)**

8 OTHER BUSINESS

8.1 SC and WG Membership Inclusion and Diversity

At the last meeting, the SC considered the issues surrounding membership inclusion and diversity. A summary of the issues is given below.

- 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 dominate social group to reflect on their accepted norms?

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- 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 better standards would be developed if there were greater inclusion and diversity on standard’s SC, WG and SG. This is especially true if the standard under development will/could have a direct impact on a minority/disadvantaged groups.

To progress this issue there is a need to engage with decision makers. Additional work also needs to be undertaken to define the problem and how to improve outcomes. To progress this issue the Chair will have a discuss with John Havens, Executive Director of The IEEE Global Initiative (**Action 20/1**).

8.2 Ethical Design of Standards

Concern was raised that the development of standards may not follow best practice with respect to ethical design. The goals of Ethically Aligned Design Version II are encapsulated in the following general principles:

- **Human Rights:** Ensure they do not infringe on internationally recognized human rights.
- **Well-being:** Prioritize metrics of well-being in their design and use.
- **Accountability:** Ensure that their designers and operators are responsible and accountable.
- **Transparency:** Ensure they operate in a transparent manner.
- **Awareness of misuse:** Minimize the risks of their misuse.

It was not clear to those in attendance if the IEEE standards development process has been reviewed in light of the advances in ethically aligned design knowledge and principles.

It was agreed to leave this topic on the agenda of future meetings.

9 FUTURE MEETINGS

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

- 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)

10 ADJOURN

The meeting was adjourned at 10:13 (EDT).

OUTSTANDING ACTIONS

Action	Topic	Allocated to	Status
12/3	AI World Government conference standards workshops Washington DC in 2021	Beth-Anne Schuelke-Leech and Sara Jordan	Ongoing see Item 7.1
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 6.1
20/1	Inclusion and diversity on standard’s SC, WG and SG	Beth-Anne Schuelke-Leech	Chair to discuss with John Havens

ATTENDEES

Last Name	First Name	Affiliation	Present	Role	Office
Levasseur	Lisa	Wrethinking	Yes	V	
Lewis	Ruth	Technology Foresight	Yes	V	
Reid	Peter	Unaffiliated	Yes	V	Secretary
Schuelke-Leech	Beth-Anne	University of Windsor	Yes	V	Chair
Bahn	Christy	IEEE	Yes	S	
Role Legend	V = Voting Member; NVM = Non-Voting Member; P = Participant; S = Staff				