

**IEEE SSIT Standards Committee
Meeting #22 Minutes
Thursday, 17th September 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 09:03 (EDT) by the Chair.

2 ROLL CALL AND DISCLOSURE OF AFFILIATION

Roll call and disclosure of affiliation was made, and as there was a quorum, 7 members out of 9 voting members, the meeting proceeded. See attendees list at the end of the minutes.

3 AGENDA

Moved Sara, seconded Lisa that the agenda, as distributed, be approved, carried.

4 APPROVAL OF MINUTES OF PREVIOUS MEETING

Moved Ruth, seconded Sara, that the minutes of meeting #21 of 20th August 2020 be approved, carried.

5 CHAIR'S REPORT

Beth-Anne announced that she will be stepping down as the Chair of the SSIT Standards Committee as of October 31, 2020 to concentrate on work activities. She invited anyone who is interested in taking on the positions to send a short bio to Christy Bahn (c.bahn@ieee.org), who will then forward it to the SSIT Board of Directors.

On behalf of the Committee, Annette thanked Beth-Anne for the stellar work, professional skills, and diplomacy that she had brought to the position.

6 WORKING GROUP REPORTS

6.1 P7011 News Site Trustworthiness

The P7011 report is attached. The following points were raised:

- Progress has been slow but steady.
- First draft could be ready next early year if an aggressive schedule is maintained. It was noted that an extension of time is possible.
- There is a need to recruit more members with technical expertise as well as industry representatives. It was suggested that this could be achieved via John Haven's newsletter, SSIT web site and student groups.
- The ISO is also developing standards in this area and should be followed up.
- WG will take the suggestions on board.

6.2 P7012 Machine Readable Privacy Terms

The P7012 report is attached. The following points were raised:

- Development of standard is progressing with an active technical editor.
- There is continuing fuzziness around the understanding of privacy and the evolving nature of the concept and the different perspectives held by multiple players.
- The machine readable contracts being developed by the Accord Project, <https://accordproject.org/>, could provide a template for machine readable privacy terms, but it appears that current usage is not going that way.
- Additional representation is needed for other industry areas that have been dealing with privacy questions.

6.3 P7014 Ethical considerations in Emulated Empathy in Autonomous and Intelligent Systems

The P7014 report is attached. The following points were raised:

- Work is progressing on the rough draft produced in Berlin via 6 active sub-groups.
- Significant time is being spent discussing broader issues surrounding the topic. Consideration is now being given to narrowing the focus, without losing insights gained by the broader discussion.
- It may not be possible to achieve the January 21 target date.
- Concern was expressed about the active involvement of members attending the WG. Advice was provided on some possible strategies to increase active involvement.
- The problem of suitable meeting times due to time zone differences was raised. Ruth offered to help with Region 10 involvement.

6.4 P2890 Recommended Practice for Provenance of Indigenous Peoples' Data

The WG was established on 28th July and has had 3 meetings since then. The WG has decided on an aggressive meeting schedule and has set up sub-groups to draft sections of the recommended practice.

6.5 P2895 Trading Human-Generated Data

The WG has held 1 meeting and will meet again in October. Election of office bearers is being undertaken.

6.6 General

It became evident from the WG reports that there are common process issues, such as involvement, time zones, inability to share common material e.g. glossaries, etc. which is increasing the WG workload.

The Chair will call a separate meeting to discuss and propose solutions to these issues.

To increase participation, WG chairs may want to consider whether there are components of your work that could be spun up into a paper for the ISTAS 2020 conference: <https://attend.ieee.org/istas-2020/authors/>.

Ethically Aligned Design Glossary is available https://standards.ieee.org/content/dam/ieee-standards/standards/web/documents/other/eadv2_glossary.pdf

7 PROPOSED PAR

A broad ranging discussion was held on the PAR for proposed recommended practice on *Principles for design and operation to minimize risk of technology facilitated abuse*.

For information, the PAR evolved from work undertaken by IBM Policy Lab <https://www.ibm.com/blogs/policy/design-principles-to-combat-domestic-abuse/>

The discussion revolved around the breath of the PAR and was it more appropriate to focus on a more targeted problem e.g. location technology and domestic abuse.

It was agreed that Christy would set up a meeting between the PAR proponent and members of SC. SC members to let Christy know if they would like to attend.

Is this PAR trying to solve a part of the bigger problem *Ethical Design of Technology*. If so, should we go back to basic and build ethics into design and development of technology <https://ethics.org.au/the-new-rules-of-ethical-design-in-tech/>

8 STUDY GROUP REPORTS

8.1 Biometric Data for Identification

Chair investigated the creation of the Study Group (SG) on *Biometric Data for Identification* and was unable to identify a person who would be willing to lead the work associated with this contentious issue.

9 BUSINESS ARISING FROM PREVIOUS MEETINGS

9.1 Standards Workshop in 2021

Due to the uncertainty surrounding the format of 2021 AI World Government conference, the proposed AI & Standards workshop is still under review.

9.2 SC and WG Membership Inclusion and Diversity

Chair/Vice-Chair to report to the next SC meeting on the discussions about SC & WG membership inclusion and diversity question.

9.3 Ethical Design of Standards

Vice-Chair to report to the next SC meeting on the status of the discussion papers on the need for *Social and Ethical Impact Assessments* of standards development.

Chair to distribute copies of these papers to SC members.

A question was raised if Items 9.2 and 9.3 would be best handed by a sub-committee? Lisa volunteering to go on this sub-committee.

10 OTHER BUSINESS

Nil

11 FUTURE MEETINGS

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

- 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)
- 21st January 2021 – TBA
- 18th February 2021 – TBA
- 18th March 2021 – TBA

12 ADJOURN

Moved Lisa, *seconded* Annette that the meeting be adjourned at 10:46 (EDT), *carried*.

ATTENDEES

Last Name	First Name	Affiliation	Present	Role	Office
Anderson	Jane		Yes	NVM	
Bahn	Christy	IEEE	Yes	S	
Bland	Ben	Sensum	Yes	NVM	
Gunsch	Gregg	Unaffiliated	Yes	NVM	
Jorden	Sara	Future of Privacy Forum	Yes	V	Vice-Chair
La Roque-Doherty	Sean	Unaffiliated	Yes	NVM	
Levasseur	Lisa	Wrethinking	Yes	V	
Lewis	Ruth	Technology Foresight	Yes	V	
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	Apology	V	Chair

Roles: V = Voting member; NVM = Non-Voting Member; S = IEEE Staff

Working Group Project Status Report

for Sponsored Standards Development Projects under IEEE SSIT SC

Provide complete form in as much detail as possible.

PAR/Project Number	P7011 Standard for the Process of Identifying and Rating the Trustworthiness of News Sources (approved 06-Dec-2017, expiry 31-Dec-2021).
Working Group Name	News Site Trustworthiness Working Group (SSIT/SC/News Site Trustworthiness)
WG chair <i>Provide name and e-mail address.</i>	Joshua Hyman (Josh@pitt.edu)
Author of Status Report (if different than Chair) <i>Provide name and e-mail address.</i>	Peter Reid (peter.reid@reidgroup.com.au), Sean La Roque-Doherty (sean@laroque-doherty.com)
Date of this report <i>Report should be completed and submitted to Secretary at least 7 days before IEEE SSIT SC meeting.</i>	16 September 2020
Date of last report Either verbal or written	Verbal report at SC meeting of 21 st May 2020
Current number of WG voting members	8 (recently down from 11).
Anticipated Completion Date <i>Enter the timeframe anticipated for submission to RevCom (e.g. 3rd Quarter 2017).</i>	2 nd Quarter 2021.
Activities in the past 3 months <i>This may include:</i> <ul style="list-style-type: none"> - <i>Meetings held with meeting location, number of attendees, and actions</i> - <i>Any major accomplishments, milestones, or deliverables</i> 	Monthly meetings (the third Friday of each month) have ensued since January 24, 2020. The average number of attendees is from 5-7 members, not all of whom are voting members. The WG developed a working draft of the standard at the P70XX Berlin Writing Session (Oct. 1-3, 2019) and has made small, incremental progress since that meeting with 4-5 members generating content and providing feedback. The current draft is available for all members to review, edit, and comment. The WG official record is maintained on the iMeet platform.
Action Items outstanding <i>This may include:</i> <ul style="list-style-type: none"> - <i>Plans for continuing with work</i> - <i>Any major accomplishments, milestones, or deliverables upcoming</i> 	Continue monthly meetings and working on the draft standard; reaching out to industry contacts to solicit participation and feedback; become more active in P70XX WG; liaison with P7003 Algorithmic Bias; plan virtual writing sessions on draft sections to optimize collaboration among volunteer editors; build out the P7011 website (https://sagroups.ieee.org/7011/) and keep it current to keep members informed, attract new members, and generate more interest in the standard.

<p>Issues or concerns</p>	<p>1) The P7011 WG Chair must step down to member status: a growing family and professional commitments no longer afford the time to lead the WG to successful completion. The WG will solicit members for a new chair. 2) A lack of industry participation in the standard. 3) The technical expertise to define criteria to analyze trustworthiness in international news purveyors.</p>
<p>Related activities, if any <i>Describe any related programs, collaborations, events, etc., in which the Working Group is involved.</i></p>	<p>Followed the Journalism Trust Initiative (JTI), a voluntary, self-reporting method for news media to show compliance with professional norms (https://jti-rsf.org/en/); reviewed the “Glossary for Discussion of Ethics of Autonomous and Intelligent Systems” to maintain consistency in terminology; liaison with P70XX Series WG and P7003 Algorithmic Bias WG.</p>
<p>Planned meetings for next 6 months <i>List all meetings for which the dates and locations have been announced.</i></p>	<p>To date, the third Friday of every month from 11 a.m. to 12:30 p.m. (Eastern Time – New York) has worked for most members. These include 18-Sept-20, 16-Oct-20, 20-Nov-20, 18-Dec-20, 15-Jan-21, 19-Feb-21. The Secretary will solicit other mutually convenient times for members via the listserv to generate more participation among current members and attract new members.</p>
<p>Feedback or actions required by IEEE SSIT SC Executive Committee or IEEE Program Manager: <i>This item is optional. List here:</i></p> <ul style="list-style-type: none"> - Any actions or support that you need from IEEE SSIT SC Executive, IEEE Program Manager, or other stakeholders 	

Working Group Project Status Report

for Sponsored Standards Development Projects under IEEE SSIT SC

Provide complete form in as much detail as possible.

PAR/Project Number	P7012
Working Group Name	Machine Readable Privacy Terms
WG chair <i>Provide name and e-mail address.</i>	David P. Reed dpreed@deeplum.com
Author of Status Report (if different than Chair) <i>Provide name and e-mail address.</i>	
Date of this report <i>Report should be completed and submitted to Secretary at least 7 days before IEEE SSIT SC meeting.</i>	9/11/2020
Date of last report Either verbal or written	Verbal report May 2020 (in SSIT SC meeting)
Current number of WG voting members	13
Anticipated Completion Date <i>Enter the timeframe anticipated for submission to RevCom (e.g. 3rd Quarter 2017).</i>	Q3 2021
Activities in the past 3 months <i>This may include:</i> <ul style="list-style-type: none"> - Meetings held with meeting location, number of attendees, and actions - Any major accomplishments, milestones, or deliverables 	<p>Monthly members meetings, 6/9; 8/11; 9/8 (July meeting lacked quorum) - quorum present. Reviewed status of draft, discuss directional issues. Decision to pursue use of Accord Project term-expression framework.</p> <p>Weekly drafting meetings within subgroup led by Mary Hodder. Focus has been on a normative specification as to the expression of terms, so as to be able to support existing proposed or actual privacy agreements.</p>
Action Items outstanding <i>This may include:</i> <ul style="list-style-type: none"> - Plans for continuing with work - Any major accomplishments, milestones, or deliverables upcoming 	<ol style="list-style-type: none"> 1. Continue developing expressivity of terms structural "language". 2. Rework of Draft standard document focusing on normative standard specification. 3. Revise work on interoperability among contracting frameworks (Accord, J-Link are examples that are evolving), based on work developed in Berlin meeting last year. (John Wunderlich taking lead, given Bernd Blobel illness)
Issues or concerns	
Related activities, if any	Informal participation of members in Linux Foundation Accord Project (smart contracting technology).

<p><i>Describe any related programs, collaborations, events, etc., in which the Working Group is involved.</i></p>	<p>Participation of members in Me2B project (led by our Vice Chair, Lisa Lavasseur). Promoting our efforts and goals in W3C Privacy Interest Group and other groups. Lisa Lavasseur proposed a presentation at MyData 2020 to drive awareness of our work and recruit.</p>
<p>Planned meetings for next 6 months <i>List all meetings for which the dates and locations have been announced.</i></p>	<p>Monthly all-membership meetings scheduled: 10/13, 11/10, 12/8 Weekly drafting meetings scheduled: Every wednesday via conferencing</p>
<p>Feedback or actions required by IEEE SSIT SC Executive Committee or IEEE Program Manager: <i>This item is optional. List here:</i></p> <ul style="list-style-type: none"> - <i>Any actions or support that you need from IEEE SSIT SC Executive, IEEE Program Manager, or other stakeholders</i> 	

Working Group Project Status Report

for Sponsored Standards Development Projects under IEEE SSIT SC

Provide complete form in as much detail as possible.

PAR/Project Number	P7014
Working Group Name	Standard for Ethical considerations in Emulated Empathy in Autonomous and Intelligent Systems
WG chair <i>Provide name and e-mail address.</i>	Ben Bland ben@sensum.co
Author of Status Report (if different than Chair) <i>Provide name and e-mail address.</i>	(As above)
Date of this report <i>Report should be completed and submitted to Secretary at least 7 days before IEEE SSIT SC meeting.</i>	15 Sep 2020
Date of last report Either verbal or written	N/A
Current number of WG voting members	35
Anticipated Completion Date <i>Enter the timeframe anticipated for submission to RevCom (e.g. 3rd Quarter 2017).</i>	Jun 2023
Activities in the past 3 months <i>This may include:</i> <ul style="list-style-type: none"> - Meetings held with meeting location, number of attendees, and actions - Any major accomplishments, milestones, or deliverables 	<p>P7014 WG Meeting 26 AUGUST 2020 - Votings: 25, Non Voting s: 8</p> <ul style="list-style-type: none"> - Approved definition of P7014 Stakeholder - Reviewed Draft content for Ethical Explainability section - Reviewed Outreach Concept Proposal - Reviewed Use Case Scenarios by other subgroups <p>Stakeholder Subgroup Meeting(s)</p> <p>Technical Ethics Subgroup Meeting(s)</p> <p>Ethical Explainability Subgroup Meeting(s)</p> <p>P7014 WG Meeting 22 July 2020 - Voting: 16, Non Voting: 4</p> <ul style="list-style-type: none"> - Reviewed Draft content framework for Ethical Explainability section - Reviewed Outreach Plans - Reviewed System Lifecycle Plans

	<p>Stakeholder Subgroup Meeting</p> <p>Technical Ethics Subgroup Meeting</p> <p>Ethical Explainability Meeting</p> <p>Outreach Subgroup Meeting</p> <p>System Lifecycle Subgroup Meeting</p> <p>P7014 WG Meeting 24 June 2020 - Voting : 23, Non Voting: 2</p> <p>Ethical Explainability Subgroup Plans</p> <p>Use Cases approach and detailed list</p> <p>Created OutReach Subgroup</p>
<p>Action Items outstanding <i>This may include:</i></p> <ul style="list-style-type: none"> - <i>Plans for continuing with work</i> - <i>Any major accomplishments, milestones, or deliverables upcoming</i> 	<ul style="list-style-type: none"> - Integration of Technical Ethics and Explainability documents' content into the Standard with WG member's approval - Survey of Non Members on how to communicate / education them on this Standard - Additional diversity/country involvement
<p>Issues or concerns</p>	<ul style="list-style-type: none"> - Common Vocabulary for P70xx family of standards
<p>Related activities, if any <i>Describe any related programs, collaborations, events, etc., in which the Working Group is involved.</i></p>	<ul style="list-style-type: none"> - ICC'21 conference
<p>Planned meetings for next 6 months <i>List all meetings for which the dates and locations have been announced.</i></p>	<ul style="list-style-type: none"> ◦ <i>30 September 16:00 - 17:30 UTC</i> ◦ <i>28 October 16:00 - 17:30 UTC</i> ◦ <i>25 November 16:00 - 17:30 UTC</i> ◦ <i>16 December 16:00 - 17:30 UTC</i> ◦ <i>27 January 2021 16:00 - 17:30 UTC</i> ◦ <i>24 February 2021 16:00 - 17:30 UTC</i>
<p>Feedback or actions required by IEEE SSIT SC Executive Committee or IEEE Program Manager: <i>This item is optional. List here:</i></p> <ul style="list-style-type: none"> - <i>Any actions or support that you need from IEEE SSIT SC Executive, IEEE Program Manager, or other stakeholders</i> 	<p>No specific requirements.</p> <p>Note: we expect to request help for outreach soon. When the Outreach Subgroup has made further progress to define the nature of our outreach plans, we will seek support from appropriate IEEE bodies, for publishing content and reaching relevant audiences (those interested in the issues surrounding P7014's scope – empathic tech).</p>

