

**IEEE SSIT Standards Committee
Meeting #23 Notes
Thursday, 15th October 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 09:00 (EDT) by the Chair.

2 ROLL CALL AND DISCLOSURE OF AFFILIATION

Roll call and disclosure of affiliation was made, and as there was not a quorum, 4 members out of 9 voting members, the meeting proceeded as an information session. See attendees list at the end of the minutes.

~~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 #22 of 17th September 2020 be approved, _____.~~

~~5 WORKING GROUP REPORTS~~

~~WGs report on a quarterly basis, next report is to be given at the 17th December meeting.~~

~~5.1 WG Issues~~

~~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.~~

6 PROPOSED PAR

A meeting was held on October 9th to discuss the proposed PAR. The proponents agreed to redraft the PAR and resubmit for consideration.

~~7 BUSINESS ARISING FROM PREVIOUS MEETINGS~~

~~7.1 Standards Workshop in 2021~~

~~Chair/Vice-Chair to provide an update on the AI & Standards workshop to be held at 2021 AI World Government conference.~~

~~7.2 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.~~

~~7.3 Ethical Design of Standards~~

~~Vice-Chair to report 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.~~

8 OTHER BUSINESS

8.1 SSIT-SC Leadership

The current Chair, Beth-Anne Schuelke-Leech, has resigned from the Chair’s position as of October 31st. The current Vice-Chair, Sara Jorden, has indicated that she will be resigning from the Vice-Chair position as of 1st February 2021. This will require a new leadership team.

A general discussion ensued on the issues surrounding leadership of SSIT-SC. The following points were discussed.

- i) The management of WGs associated with the development of ethically based standards requires more time and effort than “normal” standards because:
 - a. In general, the WG members have had (1) less exposure to the standard development process and (2) may not fully understand the role of standards in the development of technology.
 - b. Ethically based standards can attract WG members who may have divergent views on the ethical issue under discussion and how they should be resolved.
- ii) There is limited organizational support to assisting these inexperienced WGs work through the standard development process.
- iii) Is the SSIT Society the most appropriate part of IEEE to develop these standards.

It was agreed that action needed to be taken to ensure that there is a new leadership structure in place before 1st February 2021. Discussions need to be held with SA management, Matt Ceglia & Erin Morales, and John Havens IEEE Global Initiative on Ethics.

Action: Appropriate IEEE representatives to be invited to the November meeting of SSIT-SC meeting to discuss the issue.

9 FUTURE MEETINGS

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

- 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 – from 14:00-15:00 UTC (09:00-11:00 Eastern Standard Time)
- 18th February 2021 – from 14:00-15:00 UTC (09:00-11:00 Eastern Standard Time)
- 18th March 2021 – from 14:00-15:00 UTC (09:00-11:00 Eastern **Daylight** Time)

10 ADJOURN

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

ATTENDEES

Last Name	First Name	Affiliation	Present	Role	Office
Anderson	Jane	New York University	Yes	NVM	
Bahn	Christy	IEEE	Apology	S	
Bland	Ben	Sensum	Apology	NVM	
Jorden	Sara	Future of Privacy Forum	Yes	V	Vice-Chair
Reid	Peter	Unaffiliated	Yes	V	Secretary
Reilly	Annette	Unaffiliated	Yes	V	
Roder	Pat	IEEE	Yes	S	
Schuelke-Leech	Beth-Anne	University of Windsor	Yes	V	Chair

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