

**IEEE SSIT Standards Committee
Meeting #24 Minutes
Thursday, 19th November 2020
14:00 – 15:00 (UTC) / 09:00 – 11:00 (EST)
Location: Electronic Meeting.**

Meeting chaired by Sara Jordan; minutes provided by Peter Reid.

1 CALL TO ORDER

The meeting was called to order at 10:04 by the Chair.

2 ROLL CALL AND DISCLOSURE OF AFFILIATION

Roll call and disclosure of affiliation was made. At 09:05 EST there was not a quorum, 4 members out of 10 voting members, the meeting proceeded as an information session until 10:04 when a quorum, 5 of 10 voting members were present. See attendees list at the end of the minutes.

3 AGENDA

Moved Karen Silverman, seconded David Reed that the agenda, as distributed, be approved, carried.

4 APPROVAL OF MINUTES OF PREVIOUS MEETING

Moved Karen Silverman, seconded Peter Reid, that the minutes of meeting #22 of 17th September 2020 be approved, carried.

Meeting #23 notes are available on iMeet at <https://iee-sa.imeetcentral.com/ssit-sc/folder/WzlwLDEyNDY1MTAxXQ/WzlsNzIONDAxMTJd/>

5 NEW PAR AND POSSIBLE VOTE

The Committee discussed the proposed PAR on Minimizing Technology Facilitated Abuse. The Committee believed the work needs to be undertaken but the PAR was not yet in a state to be submitted for a vote.

The Committee resolve that written feedback should be provided to the proposers for their consideration. The Committee is willing to met with the proposers after they have considered the written feedback.

Christy Bahn to put the PAR in a Google doc and circulate to SC members to add their comments and suggestion for consideration by the proposers.

6 WORKING GROUP REPORTS

6.1 P7011

The WG is making slow progress in developing the Standard. The Secretary has undertaken additional outreach to increase the breath of the WG.

6.2 P7012

Making good progress, with the writing up of some sections. The current issue is how ideas will be expressed and how they will be interpreted. The current focus is on a *Private Agreement Legal Framework*.

6.3 P7014

The following subgroups are working on the task.

- Use Cases
- Ethical Explainability Toolkit
- System Lifecycle
- Technology Ethics

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- Stakeholders and Definitions
- Outreach

It is unlikely that draft by early next year will be achieved. Additional outreach been undertaken to East Asia/Australia.

6.4 WG Management Issues

Discussion was held on WG management. The following suggestions were made:

- WG Chairs need to set expectation on contributions and if necessary, set deadlines for the submission of written material.
- Past experienced has shown that the development of a standard progresses quicker if some draft words are present to the WG for review and revision.
- IEEE provides a style guide for standards <https://standards.ieee.org/develop/drafting-standard/write.html>

The general consensus is that SSIT standards have an additional layer of complexity as they include ethical considerations which are nor normally present in “straight” technical standards e.g. IEEE 802. It would be beneficial if WG Chairs could access guidelines on how to handle the complexity of incorporate ethical issues into standards. The suggestion was made that learnings from the development of Ethically Aligned Design documents could be useful.

Sara Jorden & Christy Bahn to contact John Havens to see if there are guidelines on how to manage the ethical issues in developing standards.

7 BUSINESS ARISING FROM PREVIOUS MEETINGS

7.1 SSIT-SC Leadership

Discussions have been held with potential Chairs. Additional guidance will be sort for current and income President of SSIT. The time zone availability constrain could have an impact on finding a new Chair. To remove this constrain it is proposed that the next meeting would be held at 7pm EST.

Additional discussion at the next meeting.

7.2 SC and WG Membership Inclusion and Diversity

Meeting 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

Meeting Chair to follow on the status of the discussion papers on the need for *Social and Ethical Impact Assessments* of standards development.

7.4 Standards Workshop in 2021

No discussion, report to be provide to next meeting. Standards workshop to be held at 2021 AI World Government conference.

8 OTHER BUSINESS

Nil

9 FUTURE MEETINGS

It is proposed that the meeting on 17th December 2020 be held at 7pm EST. Confirmation and meeting details will be distributed.

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

- 17th December 2020 from 00:01-01:30 UTC (19:00-20:30 Eastern Standard Time)
- 21st January 2021 – from 14:00-15:30 UTC (09:00-10:30 Eastern Standard Time)
- 18th February 2021 – from 14:00-15:30 UTC (09:00-10:30 Eastern Standard Time)
- 18th March 2021 – from 13:00-14:30 UTC (09:00-10:30 Eastern Daylight Time)

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10 ADJOURN

Moved David Reed, *seconded* Karen Silverman that the meeting be adjourned at 10:30 (EST).

ATTENDEES

Last Name	First Name	Affiliation	Present	Role	Office
Bahn	Christy	IEEE	Yes	S	
Bland	Ben	Sensum	Yes	NVM	
Canca	Cansu		Yes	NVM	
Carroll	Stephanie		Yes	NVM	
Fiorini	Rodolfa	Politecnico di Milano University	Yes	NVM	
Jorden	Sara	Future of Privacy Forum	Yes	V	Vice-Chair
LeVasseur	Lisa	Wrethinking	Yes	V	
Lewis	Ruth	Technology Foresight	Apology	V	
Nash	Henry		Yes	NVM	
Reed	David	Deep Plum Research	Yes	V	
Reid	Peter	Unaffiliated	Yes	V	Secretary
Silverman	Karen	Unaffiliated	Yes	V	

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