

**IEEE SSIT Standards Committee
Meeting #27 Minutes
Thursday, 18th February 2021
00:01 – 01:30 (UTC) / 19:00 – 20:30 (EST)
Location: Electronic Meeting.**

Meeting chaired by Ruth Lewis; minutes provided by Peter Reid.

1 CALL TO ORDER

The meeting was called to order at 11:08 (AEDT).

2 ROLL CALL AND DISCLOSURE OF AFFILIATION

Roll call and disclosure of affiliation. A quorum, 8 of 13 voting members were present. See attendees list at the end of the minutes.

The Board of Governors has approved the appointment of Ruth as Chair and Lisa as Vice Chair.

A vote of thanks for the work that Sara undertook as Chair was approved by acclamation.

3 AGENDA

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

4 APPROVAL OF MINUTES OF PREVIOUS MEETING

Moved Annette, seconded Sara, that the minutes of meeting #26 of 21st January 2021 be approved, carried.

5 NEW PAR

Meeting scheduled for 20:00 UTC on 22nd February (15:00 Eastern Standard Time). [Christy to distribute link for the meeting.](#)

6 WORKING GROUP REPORTS

It is proposed that the Working Groups (WG) reports as follows.

- i) Every 4 months.
- ii) That two (2) WGs report at each SC meeting as per the proposed timetable below.
- iii) It would be appreciated if the Chair, Vice-Chair and Secretary of each WG reporting could be present to report to the SC at the nominated meeting, followed by discussion of any relevant issues. Note new schedule of meetings at 21:00 UTC to incorporate all relevant time zones (see below).
- iv) It would be appreciated if written WG reports could be provided to the Secretary 4 days before the SC meeting for distribution to SC members.
- v) WGs are encouraged to raise any issue with the SC on an ad-hoc basis, either with the Chair and Vice-Chair or request a presentation to the full SC.
- vi) The fourth (4th) SC meeting in the cycle will be used to review the overall progress of all WGs and discuss any common issues.

Working Group	Cycle 1	Cycle 2	Cycle 3
P7011	March	July	November
P7014	March	July	November
P7012	April	August	December
P2895	April	August	December
P2980	May	September	January
New PAR	May	September	January
SC Review	June	October	February

IEEE SSIT Standards Committee

The proposed WG reporting schedule was accepted by the SC. P7011 and P7014 agreed to report to March meeting.

6.1 WG Management Issues

Report on the progress re the development of an *Ethical Aligned Design for Standards* paper. Ruth to check with Sara and John Havens on progress and report to next meeting.

7 BUSINESS ARISING FROM PREVIOUS MEETINGS

7.1 Standards Workshop in 2021

Report on the planning for the standards workshop to be held at 2021 AI World Government conference. Ruth to check with Sara and Beth-Anne Schuelke-Leech on progress and report to next meeting.

8 OTHER BUSINESS

8.1 Additional Participation in the SC

Ruth would like to expand the number of people involved in the SC. Discussion was on help on how this could be achieved. A related issue was also raised on how “everyday” people can be involved in the development of standards.

Christy undertook to:

- i) Check to see if another call for participation can be made.
- ii) Distribute copies of WG requests for additional involvement.

A quick review of SSIT-SC web site, <https://sagroups.ieee.org/ssit/>, revealed that the content needed to be updated. It was noted that a person with Word Press skills could be needed to help with the revision. The following actions were agreed:

- a) Christy to update organizational information on the web site to reflect current situation.
- b) That a content review needs to be undertaken.

8.2 Additional Regular Agenda items

Ruth requested that SC members consider and propose any additional items that should be added to the agenda and considered on a regular basis.

8.3 TAB CoS Call for Proposals - Round 5

The Technical Activities Board Committee on Standards (TAB CoS) has put out the first call for 2021 to provide seed funding for projects initiating innovative standards efforts. As before, we are looking for proposals from Societies and Councils that currently have little or no standards activities. However, we will consider proposals from other S/Cs for innovative standards efforts.

Lisa agreed to follow up and report back on the suitability of using this source of funding to support the work of WGs associated with SSIT SC.

8.4 Access to WG Drafts

Because of the overlapping issues surround the development of ethically based standards, e.g., P2863 Recommended Practice for Organizational Governance of Artificial Intelligence, a query was raised about the access to the work been undertaken in other WGs, e.g., P7000 IEEE Draft Model Process for addressing Ethical Concerns During System Design, to assist with the WG’s work.

Christy to check on the process needed to gain access to the draft versions of other standards under development.

9 FUTURE MEETINGS

It was agreed that the SC meetings would be held on the 3rd Thursday of the month (UTC) for an hour and a half at 21:00 UTC. [Peter to issue a Webex meeting invite for the next eleven months.](#)

- 18th March 2021 – 21:00 UTC (08:00 19th March AEDT, 17:00 EDT, 21:00 GMT)
WG P7011 & P7014 to report.
- 15th April 2021 – 21:00 UTC (07:00 16th April AEST, 22:00 BST, 17:00-18:30 EDT)
WG P7012 & P2895 to report.
- 20th May 2021 – 21:00 UTC (07:00 21st May AEST, 17:00 EDT)
WG P2980 & new PAR to report.
- 17th June 2021 – 21:00 UTC (07:00 18th June AEST, 22:00 BST, 17:00 EDT)
- 15th July 2021 – 21:00 UTC (07:00 16th July AEST, 22:00 BST, 17:00 EDT)
WG P7011 & P7014 to report.
- 19th August – 21:00 UTC (07:00 20th August AEST, 22:00 BST, 17:00 EDT)
WG P7012 & P2895 to report.
- 16th September – 21:00 UTC (07:00 17th September AEST, 22:00 BST, 17:00 EDT)
WG P2980 & new PAR to report.
- 21st October – 21:00 UTC (08:00 22nd October AEDT, 22:00 BST, 17:00 EDT)
- 18th November – 21:00 UTC (08:00 19th November AEDT, 16:00 EST, 21:00 GMT)
WG P7011 & P7014 to report.
- 16th December – 21:00 UTC (08:00 17th December AEDT, 16:00 EST, 21:00 GMT)
WG P7012 & P2895 to report.
- 20th January 2022 – 21:00 UTC (08:00 21st January AEDT, 16:00 EST, 21:00 GMT)
WG P2980 & new PAR to report.

AEST – Australian Eastern Standard Time; AEDT – Australian Eastern Daylight Time; BST – British Summer Time; EST – Eastern Standard Time; EDT – Eastern Daylight Time; GMT – Greenwich Mean Time.

10 ADJOURN

Moved Lisa, seconded Annette that the meeting be adjourned at 12:30 (AEDT), carried.

ATTENDEES

Last Name	First Name	Affiliation	Present	Role	Office
Anuraj	Dimuthu	Unaffiliated	Yes	NVM	
Bahn	Christy	IEEE	Yes	S	
Bennet	Karen	Unaffiliated	Yes	V	
Carroll	Stephanie	University of Arizona	Yes	V	
Hailey	Vicky	Victoria Hailey Group	Yes	V	
Jordan	Sara	Future of Privacy Forum	Yes	V	Chair
LeVasseur	Lisa	Wrethinking	Yes	V	
Lewis	Ruth	Technology Foresight	Yes	V	
Radcliffe	Angela	Unaffiliated		NVM	
Reid	Peter	Unaffiliated	Yes	V	Secretary
Reilly	Annette	Unaffiliated	Yes	V	
Silverman	Karen		Apology	V	

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