

IEEE SSIT Standards Committee

Meeting #39 Minutes

Thursday, 17th February 2022

21:00 – 22:30 (UTC)

Location: Electronic Meeting

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

1 CALL TO ORDER

The meeting was called to order at 21:03 (UTC).

2 ROLL CALL AND DISCLOSURE OF AFFILIATION

Roll call and disclosure of affiliation. A quorum, 5 of 7 voting members, were present. See attendees list at the end of the minutes.

3 AGENDA

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

4 POLICY NOTIFICATIONS

4.1 IEEE SA Patent Policy.

If anyone in this meeting is personally aware of the holder of any patent claims that are potentially essential to implementation of the proposed standard(s) under consideration by this group and that are not already the subject of an Accepted Letter of Assurance, please respond at this time by providing relevant information to the SC Chair.

4.2 IEEE SA Copyright Policy

IEEE owns the copyright in all Work Products. All IEEE Work Products shall be created in an approved IEEE template. Participants are solely responsible for determining whether disclosure of any Contributions that they submit to IEEE requires the prior consent of other parties and, if so, to obtain it.

5 APPROVAL OF MINUTES OF PREVIOUS MEETING

Moved Deborah, seconded Peter, that the minutes of meeting #38 of 20th January 2022 be approved, carried.

6 WORKING GROUP REPORTS

6.1 P3119 – Standard for the Procurement of Artificial Intelligence and Automated Decision Systems

Report distributed prior to meeting. Gisele provided the following additional information:

- The WG's 5th meeting was held today (17th February).
- Concern was expressed that granting voting member rights to those who attend the first meeting of a WG can create problems with a quorum for subsequent meetings. The issue has been resolved as the February meeting had a quorum, but it is recommended that the SC review WG P&Ps.
Action: Secretary to review WG membership clause and report back to SC.
- Sub-groups are being established to progress the WG PAR.

6.2 P7010.1 – Recommended Practice for Environmental Social Governance (ESG) and Social Development Goal (SDG) Action Implementation and Advancing Corporate Social Responsibility

Report distributed with agenda. Deborah provided the following additional information:

- The WG has met twice and meets on the 2nd Wednesday of each month.
- Currently there are approximately 10-15 active members.
- Discussion are being undertaken on how to involve interested parties who have difficulty attending the WG due to time zone differences.
- A plan has been developed to progress the PAR. The focus of standard should be decided by April, with a June/July start to drafting.
- A member of the WG has agreed to undertake the role of Vice-Chair on a temporary basis. Chair is following up potential volunteers for the roles of Secretary and Vice-Chair.

6.3 WG Management Issues

Development of a *Best practice guide to developing Ethical Standards*.

Chair has:

- i) Updated the proposal, now draft version 0.3. This draft was circulated before the meeting.
- ii) This draft has been sent, via John Havens, to Raja Chatila (Chair of The IEEE Global Initiative on Ethics of Autonomous and Intelligent Systems) for discussion at next month's Executive Committee meeting, for inclusion as a new sub-group.

The actions to be taken will depend on the outcome of Exec Committee meeting.

7 BUSINESS ARISING FROM PREVIOUS MEETINGS

7.1 DIITA Involvement

Dr Greg Adamson provide background and summary of Dignity, Inclusion, Identity, Trust and Agency (DIITA) activities as part of IEEE Industry Connections program.

The Committee discussed the options for its involvement with DIITA. The Committee concluded that the why forward at this time was to appoint a liaison person to attend DIITA executive Committee (Ex COM) meetings to enhance information sharing.

Moved Deborah, *seconded* Karen, that Peter be appointed as the SC liaison person to attend DIITA Exec Com meetings, *carried*.

It was also agreed that other SC members could attend the DIITA Ex Com meeting as an alternative to Peter, or when there was an item of interest.

Actions:

- i) Peter to liaise with Greg Adamson to receive DIITA Ex Com meeting invitations.
- ii) Peter to attend DIITA Ex Com meeting.
- iii) Peter to add DIITA as an ongoing item on SC meeting agenda.

8 OTHER BUSINESS

8.1 ISTAS2022

IEEE International Symposium on Technology and Society 2022 (ISTAS22), <https://www.istas22.org/>, will be held in Hong Kong from 10th 12th November.

Gopel T V suggested that SC could present a Vision Session – Work in Progress – Ethically Aligned Design (90 minutes) on the activities been undertake by the WGs who are supported by the SC.

Because of the ongoing nature of the activities of the WGs, this session would not be a formal conference paper but a presentation on the nature and status of the standards under development.

Chair to have discussion with Gopel T V on the structure of the session and the timeline associated with producing the summary paper for the session.

8.2 SC Web Management

Ben currently maintains the SC web site, <https://sagroups.ieee.org/ssit/>. He advised the Chair that he and his partner are going on an extended trip but he hopes to maintain his connection to the SC and the WG that he chairs. Because of the nature of the trip, reliable internet connection may not be possible. The Chair flagged that web site update could be become an issue. *It was agreed that a watching brief be keep on Ben’s availability to update the web site.*

9 FUTURE MEETINGS

SC meetings will be held at 21:00 UTC on the 3rd Thursday of the month (UTC) for an hour and a half.

- 17th March 2022 – 21:00 UTC (08:00 18th March AEDT, 16:00 EST, 21:00 GMT)
WG P7011, P7014 & P7030 to report. WG 7014 to report on TAB CoS grant.
- 21st April 2022 – 21:00 UTC (07:00 22nd April AEST, 17:00 EDT, 22:00 BST)
WG P7012 & P2895 to report. WG 7012 to report on TAB CoS grant.
- 19th May 2022 – 21:00 UTC (07:00 20th May AEST, 17:00 EDT, 22:00 BST)
WG P2890 & P2987 to report.
- 16th June 2022 – 21:00 UTC (07:00 17th June AEST, 17:00 EDT, 22:00 BST)
WG P3119 & WG 7010.1 to report.
- 21st July 2022 – 21:00 UTC (07:00 22nd July AEST, 17:00 EDT, 22:00 BST)
WG P7011, P7014 & P7030 to report. WG 7014 to report on TAB CoS grant.
- 18th August 2022 – 21:00 UTC (07:00 19th August AEST, 17:00 EDT, 22:00 BST)
WG P7012 & P2895 to report. WG 7012 to report on TAB CoS grant.
- 15th September 2022 – 21:00 UTC (07:00 16th September AEST, 17:00 EDT, 22:00 BST)
WG P2890 & P2987 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, UTC – Coordinated Universal Time.

10 ADJOURN

Moved Deborah, seconded Peter, that the meeting be adjourned at 22:19 (UTC), carried.

ATTENDEES

Last Name	First Name	Affiliation	Present	Role	Office
Adamson	Greg	Unaffiliated	Yes	NM	
Anderson	Jane	New York university	Apology	NVM	
Bahn	Christy	IEEE	Apology	S	
Bland	Ben	Unaffiliated	Apology	V	
Carrol	Stephanie	University of Arizona	Apology	NVM	
Gopal	Tadepalli	Anna University	Yes	NVM	
Hagar	Deborah	The Foundation for Sustainable Communities	Yes	V	
LeVasseur	Lisa	Me2B Alliance	Yes	V	Vice-Chair
Lewis	Ruth	Technology Foresight	Yes	V	Chair
Reid	Peter	Unaffiliated	Yes	V	Secretary
Silverman	Karen	The Cantellus Group	Yes	V	

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