

IEEE SSIT Standards Committee

Meeting #55 Notes

Thursday, 15th June 2023

20:30 – 22:00 (UTC)

Location: Electronic Meeting

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

1 CALL TO ORDER

The meeting was called to order at 20:35 (UTC).

2 ROLL CALL AND DISCLOSURE OF AFFILIATION

Roll call and disclosure of affiliation. A quorum was not present, 6 of 14 voting members, the meeting proceeded as an information session. See the attendees list at the end of the minutes. Maike L joined the meeting at 21:28 UTC.

3 AGENDA

~~Moved _____, seconded _____, that the agenda, as distributed be approved, _____.~~

4 POLICY NOTIFICATIONS

Links distributed with the agenda and brought to the attention of the meeting participants.

4.1 Participant Behavior

Meeting participants are reminded that participant behavior shall comply with the requirements, [IEEE SA Participant-Behavior-Individual-Method](#), distributed with the agenda.

4.2 IEEE SA Patent Policy.

If anyone in this meeting believes that one or more claims in issued patent(s) or pending patent application(s) might be an [Essential Patent Claims](#), that fact should be made known to the entire working group and duly recorded in the minutes of the working group meeting.

4.3 IEEE SA Copyright Policy

Meeting participants are reminded that all material submitted during the meeting is a Contribution and is subject to the IEEE SA copyright policy as per [IEEE SA Copyright Policy](#), distributed with the agenda.

5 APPROVAL OF MINUTES OF PREVIOUS MEETING

~~Moved _____, seconded _____, that the minutes of meeting #54 of 18th May 2023 be approved, _____.~~

6 PAR FOR APPROVAL

P7803 Recommended Practice for Inclusive Sustainable Smart Cities (ISSCs). PAR distributed for review on June 8th.

This was the first PAR to be considered under the new approval process. A review of the process indicated that insufficient time had been allowed between reception of comments and the SC meeting to allow the proposer to consider and comment. **The Secretary will distribute an updated process document for consideration at the next meeting.** The new process will include a template for submitting comments.

The PAR will be deferred from the NesCom June meeting to the September NesCom meeting.

The Chair, Vice-Chair, Secretary, and Project Manager will work with the proposer to resubmit the update PAR to the Committee for approval at the SC August meeting.

7 WORKING GROUP REPORTS

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

Revised report distributed before meeting. The WG Chair, Gisele W, provided the following additional comments:

- Draft 1.1 is being completed.
- Input from additional countries would be helpful. Currently there is no input from Australia. [Chair to follow up potential participant/s.](#)
- Draft 2 is planned to be completed by September 2023.

The SC discussed the following issues raised in the report.

- **Two Day Block.** The need to support volunteers in completion of the draft process was raised. It was suggested that IEEE SA should fund a two day writing session to allow the draft of the ballot version of the standard. A question was raised how 802 funds their operation. (After meeting information. Please see <https://ieee802.org/> for information.) [Action to be discussed at next meeting.](#)
- **Secretary's Role.** The difficulty in filling the Secretary position was raised. Some of the issues were:
 - The title does not reflect the importance and the work involved. The position's work is to provide the secretariat role for WGs.
 - The title is a deterrent to recruitment due to its gender and subserviate connotations.

A possible solution is to change the title to *Admin Officer*. There two possible pathways to do this are (i) via a ProCom submission (ii) Changing the Committee's Policy & Procedure documentation. [The issue to be considered at the next meeting.](#)

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

Report distributed before meeting. The WG Chair, Deborah H, provided the following additional comments:

- It is expected that the first ballot will be conducted in the 2023 northern hemisphere autumn.
- The WG is also identifying areas in IEEE 7010 which may need additional consideration.

7.3 P7800 – Recommended Practice for Addressing Sustainability, Environmental Stewardship and Climate Change Challenges in Professional Practice

Report distributed before meeting. Vice-Chair, David G, raised the issue of a common glossary/dictionary for use by all SC WGs. It was noted that Planet Positive may be developing a glossary/dictionary. It was agreed that the issue of common glossary/dictionary should be handled by the IC22-006-01 Best Practice Guide to Developing Ethically Aligned Standards.

8 OTHER PAR ACTIVITY

8.1 PAR Extension for P7011 – Standard for the Process of Identifying and Rating the Trustworthiness of News Sources

For information – on agenda for 28th June NesCom meeting.

8.2 P7017 – Standard for Design-Centered Human-Robot Interaction (HRI) and Governance

Chair to attend a 2-day workshop in July, after this meeting it should be possible to formalize the co-standards committee arrangement. WG P7014 Chair, Ben Bland, is attending this workshop as well.

It was agreed that co-standard WGs should follow the Committee's WG reporting process. [Chair to discuss this with P7017 WG Chair at the workshop in July.](#)

8.3 P7060 – Recommended Practice for a Peace Data Model

This PAR has been withdrawn from NesCom because of concerns raised by IEEE upper management. [Chair to provide an update to the next meeting.](#)

9 LIAISONS

9.1 IC22-006-01 Best Practice Guide to Developing Ethically Aligned Standards

Meeting 7 was held on May 24th UTC. Next meeting scheduled for June 21st UTC. **Chair to provide an update to the next meeting.**

9.2 DIITA

The last meeting was on June 2nd (AEDT). Next meeting is in early August. The following standards develop was discussed:

- PAR P3337 Standard for Accessible Intelligent Cyber-Physical Systems (AICS) for Wellbeing: This was reviewed with the EMBS study groups that was established following the last NesCom discussions and refined. **Chair to follow up SC involvement in this PAR.**
- PAR P3386 Standard Terminology, Definitions, and Taxonomy for Healthcare Ecosystem Identifiers: On the June NesCom agenda

9.3 Planet Positive 2030 Initiative

Strong Sustainability by Design: Prioritizing ecosystem and human flourishing with technology-based solutions has been issued, <https://sagroups.ieee.org/planetpositive2030/our-work/>. Request for Input (feedback) deadline is 5pm 31st August 2023, Eastern USA time.

9.4 SSIT BoG Meeting

Please let the Chair know if you wish to attend.

10 BUSINESS ARISING FROM PREVIOUS MEETINGS

10.1 Standard Activity Articles

The Chair is in discussions with Heather Love, SSIT newsletter Editor-in-Chief, to make a person available to help produce WG articles for newsletter. **Chair to report to next meeting.**

10.2 IEEE GET Program

The IEEE GET Program, <https://ieeexplore.ieee.org/browse/standards/get-program/page>, allows some standards to be downloaded at no cost. The Secretary has followed up on how a standard is added to the GET Program. Response received June 13th. **Secretary to report to next meeting.**

10.3 Website - <https://sagroups.ieee.org/ssit/>

Website has been updated by Ben Bland.

10.4 Metaverse PARs

~~The following standard was approved by NesCom at their February meeting.~~

- ~~• P3812.1 – Standard for General Requirements for Identity Framework for Metaverse~~

~~A query was raised about SSIT SC becoming a Co-Standards committee for this PAR. **Does this need to be resolved?**~~

10.5 Ethical Standards Glossary / Dictionary

Issue referred to IC22-006-01 Best Practice Guide to Developing Ethically Aligned Standards, see Item 7.3.

11 OTHER BUSINESS

Nil.

12 FUTURE MEETINGS

SC meetings will be held at 20:30 UTC on the 3rd Thursday of the month (UTC) for an hour and a half.

- 20th July 2023 – 20:30 UTC (13:30 PDT; 16:30 EDT; 21:30 BST; 22:30 CEST; 21st July – 02:00 IST; 06:30 AEST)
WG P7011, P7014, P7016 & P7030 to report.
- 17th August 2023 – 20:30 UTC (13:30 PDT; 16:30 EDT; 21:30 BST; 22:30 CEST; 18th August – 02:00 IST; 06:30 AEST;)
WG P2895, P7012 & (P7016.1) to report.

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- 21st September 2023 – 20:30 UTC (13:30 PDT; 16:30 EDT; 21:30 BST; 22:30 CEST; 22nd September – 02:00 IST: 06:30 AEST;)
WG P2890, P2987, P7700 & P7801 to report.
- 19th October 2023 – 20:30 UTC (13:30 PDT; 16:30 EDT; 21:30 BST; 22:30 CEST; 20th October – 02:00 IST: 07:30 AEDT;)
WG P3119, P7010.1, P7800 & P7802 to report.
- 16th November 2023 – 20:30 UTC (12:30 PST; 15:30 EST; 20:30 GMT; 21:30 CET; 17th November – 02:00 IST; 07:30 ADST)
WG P7011, P7014, P7016 & P7030 to report.
- 21st December 2023 – 20:30 UTC (12:30 PST; 15:30 EST; 20:30 GMT; 21:30 CET; 22nd December – 02:00 IST; 07:30 ADST)
WG P2895, P7012 & P7016.1 to report.

AEST – Australian Eastern Standard Time; AEDT – Australian Eastern Daylight Time; BST – British Summer Time; CEST – Central Europe Summer Time; CET – Central Europe Time; EST – Eastern Standard Time; EDT – Eastern Daylight Time; GMT – Greenwich Mean Time, IST – Indian Standard Time; PDT – Pacific Daylight Time, PST – Pacific Standard Time, UTC – Coordinated Universal Time.

13 ADJOURN

Meeting was adjourned at 22:04 (UTC).

ATTENDEES

Last Name	First Name	Affiliation	Present	Role	Office
Bahn	Christy	IEEE	Apology	S	Senior Project Manager
Bennet	Karen	Unaffiliated	Apology	V	Vice-Chair
Carroll	Stephine	University of Arizona	Apology	V	
Ferraro	Angelo	University of South Carolina	Yes	V	
Gonzalez	David	Unaffiliated	Yes	V	
Hagar	Deborah	The Foundation for Sustainable Communities	Yes	V	
Lewis	Ruth	Technology Foresight	Yes	V	Chair
Luiken	Maike	Unaffiliated	Yes	V	
Miller	Cari	Inclusive Change	Yes	NM	
Reid	Peter	Unaffiliated	Yes	V	Secretary
Waters	Gisele	Unaffiliated	Yes	V	

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