

**IEEE SSIT Standards Committee
Meeting #59 Minutes
Thursday, 19th October 2023
20:30 – 22:00 (UTC)
Location: Electronic Meeting**

<https://ieeesa.webex.com/ieeesa/j.php?MTID=m5acb4d9a49a134ab8e4c7c769decf95c>

1 CALL TO ORDER

The meeting was called to order at 20:36 (UTC).

2 ROLL CALL AND DISCLOSURE OF AFFILIATION

Roll call and disclosure of affiliation. A quorum, 8 of 14 voting members, were present. See the attendees list at the end of the minutes.

3 AGENDA

Moved Gisele W, seconded David G, that the agenda, as distributed be approved, carried.

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 Deborah H, seconded Tyler J, that version 2 of the minutes of meeting #57 of 17th August 2023 be approved, carried.

6 P7014 APPROVAL FOR SA BALLOT

Standard P7014 was approved by eBallot to go to SA Ballot. Voting is now open with 51 on the roll. 50% have voted with 2 weeks to go.

7 WORKING GROUP REPORTS

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

The report was distributed with the agenda. Chair, Gisele W, added that there is a gap between enthusiasm to sandbox test the standard and actual implementation of the process. Work is continuing on getting a partner to undertake the sandbox testing.

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

The report was distributed prior to the meeting. Chair, Deborah H, added that the WG is deeply involved in drafting under a unified vision of with section leads. Case study building is underway.

Chair, Ruth L, is willing to include standards under development in her presentation on SSIT-SC work. She requested 1 or 2 Power Point slides with information about the standard and the message WG Chair wishes to push.

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

The report was distributed prior to the meeting. Vice-Chair, David G, that a drive is underway to recruit additional members.

The issue of a common glossary was raised again. The consensus is that a common glossary should be developed as early as possible. It may be best to develop sectional glossaries to achieve time appropriate outcomes. Discussion is needed to decide if these glossaries should be developed under the PAR process or Industries Connection process. [IC22-006 to discuss at future meeting.](#)

7.4 P7802 – Standard for Measurement and Verification of Reduction of Green House Gases

No report received. [Secretary, Peter R, to follow up.](#)

8 OTHER PAR ACTIVITY

8.1 P3337 – Standard for Accessible Intelligent Cyber-Physical Systems (AICS) for Wellbeing.

At their March 6th meeting the Engineering in Medicine & Biology Standards Committee (EMB SC) voted to reject the PAR and it was withdrawn from the March NesCom agenda. They additionally voted to create a PAR Study Group to rework this PAR for possible future consideration by EMB SC. SSIT SC members will be invited to the next meeting of the Study Group.

The SC has received a draft of the PAR. SSIT-SC to be a co-standards committee on this standard. [Chair, Ruth L, to liaise with Chair of EMB SC on the SSIT-SC role. David G, Angelo F and Tyler J volunteered to review PAR. Secretary, Peter R, to provide PAR with SC review sheet.](#)

8.2 IEEE SA Foundational Technology (FT) – Metaverse Sub-Group

Ethical issues surrounding Digital Human Definition

- P3422 *Recommended Practice for Metaverse Ecosystem Reference Models* has been approved by NESCOM (C/SAB); need to include SSIT as a potential co-standards committee. Request forward to WG Chair to discuss with WG.
- IEEE C/SAB has another study group focusing on digital humans.
- P3141, *3D Body Processing Working Group*, and P3079.3, *Standard for Service Application Programming Interfaces (APIs) for Digital Human Authoring and Visualization*, are engaged on digital humans. Potential difference in context might be classification vs rendering but these will be discussed within the working groups. P3141 uses the phrase "Humanoid".

The IEEE SA Foundational Technologies practice is planning to hold an in-person (and hybrid) meeting in New Brunswick, NJ on December 4th, 2023. Tyler J will be attending in person.

[Angelo F volunteered to develop a Digital Hunman PAR, with the assistance of a small group of other interested people.](#)

8.3 DIITA Gender Equality and Social Inclusion (GESI) Workstream

The DIITA GESI Workstream is considering developing a PAR from is white paper. GESI Workstream had a meeting on October 2nd. Comments from the meeting to be included in the PAR. Chair, Ruth L, offered SC assistance to progress the PAR.

8.4 Draft PAR - Recommended Practice for the development of digital twins of the earth

Sigmund Kluckner is developing a PAR on digital twins of the earth in conjunction with Oceanic Engineering Society/Standards Committee (OES/SC) and Geoscience and Remote Sensing Society Standards Committee (GRSS/SC) and he is of the opinion that SSIT-SC should be involved. Discussions are continuing.

9 LIAISONS

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

Meeting 11 was held on September 20th UTC. Meeting minutes distributed on October 11th. Next meeting scheduled for October 25th UTC. This meeting will be a strategy meeting to consider SSIT-SC's vision and mission.

9.2 DIITA

The last meeting was on October 5th (AEDT). There is nothing to report from the meeting. Next meeting to be held in December.

9.3 Planet Positive 2030 Initiative

Outreach is now closed. The responses will be considered during October and November 2023, with the final report to be released in the 1st quarter of 2024.

SSIT-SC congratulates Maïke Luiken on receiving an IEEE SA Managing Director's Special Recognition in appreciation for leadership of Planet Positive 2030 and other sustainability initiatives inspiring all of IEEE.

9.4 SSIT BoG Meeting

Please let the Chair know if you wish to attend, so she can introduce you to the BoGs. Chair, Ruth L, advised the BoG's approval is need for any sponsorship.

10 BUSINESS ARISING FROM PREVIOUS MEETINGS

10.1 Standard Activity Articles

Chair of WG P7014, Ben B, has agreed to provide the next "interview" for November newsletter. Deborah H, Chair of P7010.1 has agreed to do December newsletter, Sigi K, Chair P7801, January, Gisele W, Chair of P3119 may do February. Secretary, Peter R, to send an outline of what is involved.

11 OTHER BUSINESS

- NesCom has approved the withdrawal of 33 PARs at its September meeting.
- Tyler J requested that proposed PAR P7999, *Standard for Integrating Organizational Ethics Oversight in Projects and Processes Involving AI – Qualification of Individuals*, be considered by the SC. Secretary, Peter R, in conjunction with Tyler J, to start SC consideration of the PAR.
- Chair, Ruth L, noted that meeting timetable for January to June 2024 has been proposed, below, and requested that any member that has an issue with the meeting times to let her know so that alternative arrangements can be made.

12 ADJOURNMENT

The meeting be adjourned at 22:05 (UTC).

13 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.

- 16th November 2023 – 20:30 UTC (12:30 PST; 15:30 EST; 20:30 GMT; 21:30 CET; 17th November – 02:00 IST; 05:30 JST; 07:30 ADST) **WGs 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; 05:30 JST; 07:30 ADST) **WGs P2895, P7012, P7016.1 & P7017 to report.**
- 16th January 2024 – 20:30 UTC (12:30 PST; 15:30 EST; 20:30 GMT; 21:30 CET; 17th January – 02:00 IST; 05:30 JST; 07:30 ADST) **WGs P2890, P2987, P7700, P7801 & P7803 to report.**
- 20th February 2024 – 20:30 UTC (12:30 PST; 15:30 EST; 20:30 GMT; 21:30 CET; 21st February – 02:00 IST; 05:30 JST; 07:30 ADST) **WGs P3119, P7010.1, P7800, & P7802 to report.**

IEEE SSIT Standards Committee

- 21st March 2024 – 20:30 UTC (13:30 PDT; 16:30 EDT; 20:30 GMT; 21:30 CET; 22nd March – 02:00 IST; 05:30 JST; 07:30 ADST) **WGs P7011, P7014, P7016 & P7030 to report.**
- 18th April 2024 – 20:30 UTC (13:30 PDT; 16:30 EDT; 21:30 BST; 21:30 CEST; 19th April – 02:00 IST; 05:30 JST; 06:30 AEST) **WGs P2895, P7012, P7016.1 & P7017 to report.**
- 16th May 2024 – 20:30 UTC (13:30 PDT; 16:30 EDT; 21:30 BST; 21:30 CEST; 19th April – 02:00 IST; 05:30 JST; 06:30 AEST) **WGs P2890, P2987, P7700, P7801 & P7803 to report.**
- 20th June 2024 – 20:30 UTC (13:30 PDT; 16:30 EDT; 21:30 BST; 21:30 CEST; 19th April – 02:00 IST; 05:30 JST; 06:30 AEST) **WGs P3119, P7010.1, P7800, & P7802 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; JST – Japan Standard Time; PDT – Pacific Daylight Time, PST – Pacific Standard Time, UTC – Coordinated Universal Time.

ATTENDEES

Last Name	First Name	Affiliation	Present	Role	Office
Anderson	Jane	New York University	Apology	NVM	
Bennet	Karen	Unaffiliated	Yes	V	Vice-Chair
Carroll	Stephanie	University of Arizona	Apology	NVM	
Ferraro	Angelo	University of South Carolina	Yes	V	
Gonzalez	David	Unaffiliated	Yes	V	
Hagar	Deborah	The Foundation for Sustainable Communities	Yes	V	
Jaynes	Tyler	Unaffiliated	Yes	V	
Lewis	Ruth	Technology Foresight	Yes	V	Chair
Luiken	Maïke	Unaffiliated	Apology	V	
Reid	Peter	Unaffiliated	Yes	V	Secretary
Waters	Gisele	Symbiotica LLC	Yes	V	

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