

**IEEE SSIT Standards Committee
Meeting #63 Meeting Minutes
Thursday, 15th February 2024
20:30 – 22:00 (UTC)
Location: Electronic Meeting**

<https://ieeesa.webex.com/ieeesa/j.php?MTID=m31ad2601940ab3b2fc5b6cd4b737095c>

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 wasn't present, 6 of 13, so the meeting proceeded as an information session. See the attendees list at the end of the minutes.

3 AGENDA

~~Moved _____, seconded _____, that the agenda, as distributed, be approved, _____.~~ The Chair, Ruth L, foreshadowed that an additional item would be added to the agenda after Item 6 i.e. discussion on NIST AI Safety Consortium.

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 #61 of 21st December 2023 be approved, _____.~~

6 PAR FOR APPROVAL

The following documents were distributed with the agenda:

- e-Liability PAR Ver 2-1
- PAR e-Liability Comments & Suggestions 2024 06 02
- SSIT-SC PAR Adoption Process Ver J

The Chair introduced Mike Mahoney, Chief Executive of e-Liability Institute, who provided a short overview of the reasons for the PAR.

At 20:45, Karen B and Gisele W, joined the meeting. The meeting now had a quorum, 8 of 13 voting members. The Chair, Ruth L, then call for the following motions:

- Moved Miake L, seconded Deborah H, that the agenda, as distributed, and amended with the addition of a discussion on NIST AI Safety Consortium, after Item 6 of be approved, carried.*
- Moved Peter R, seconded David G, that the minutes of meeting #61 of 21st December 2023 be approved, carried.*

The Chair, Ruth L, then proceeded with the approval of PAR P3469

Comments were received from Sean La Roque-Doherty and Deborah H. The proponents of the PAR, Mike M and Robert K, agreed to review the comments and include if appropriate.

A discussion on the proposed standard took place. Mike M stated that the proposed standard was different from the current methods of carbon accounting and was in line with incorporating carbon accounting into firms accounts in line with accepted accounting practice. It was stated that the e-liability method was in current use by some firms.

Moved Gisele W, seconded Deborah H, that PAR P3469 be approved for submission to NesCom.

Angelo F moved the following amendment, that the PAR P3469 be changed from a Standard to a Guide. The Chair, Ruth L, called for a seconder. As there was no seconder, the amendment lapsed.

The Chair, Ruth L, put the motion to the vote. A roll call of all voting members at the meeting was carried out, and a unanimous vote was achieved, so the motion, *that PAR P3469 be approved for submission to NesCom, was carried.*

7 NIST AI SAFETY CONSORTIUM

Chair, Ruth L, spoke to request from Karen McCabe, Senior Director, Public Affairs and Marketing, IEEE SA, requesting expression of interest in participating in the NIST AI Safety Consortium. If you would like a copy of the request please contact the Secretary, Peter R, on peter.reid@reidgroup.com.au.

The Chair, Ruth L, request that SC members consider this request.

The Chair, Ruth L, asked the Vice-Chair, Karen B, if she was willing to coordinate SC activities in this area. The Vice-Chair, Karen B, agreed.

It was brought to meeting attend that EU AI Act goes public this week. See <https://data.consilium.europa.eu/doc/document/ST-5662-2024-INIT/en/pdf>

8 WORKING GROUP REPORTS

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

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

- Standard has been promoted in IEEE Spectrum <https://spectrum.ieee.org/guide-on-acquiring-ai-systems>
- The WG is meeting every 3 weeks to progress the Standard.
- WG is hoping to test the standard at the end of February.

8.2 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 before the meeting. WG Chair, Deborah H, provided following additional information:

- Aiming for end of March to starting pre-ballot activities.
- The WG is working with an EU company to include their activities as a case study.

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

The report was distributed before the meeting. WG Chair, Maike L advised that they had been promoting the standard in general terms and will continue to do so.

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

Report was not received before the meeting. [Chair, Ruth L, and Project Manager, Christy B, to follow up status of the WG.](#)

8.5 WG Reports

Analysis of WG reports submitted to SC since January 2023 is attached (page 5). Return rate has been high. [Secretary, Peter R, to provide a summary of the past twelve months responses at each future SC meeting.](#)

9 OTHER PAR ACTIVITIES

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

On the agenda for approval at NesCom January 31st EST meeting. Meeting minutes are yet to be distributed.

9.2 P7014.1 - Recommended Practice for Ethical Considerations of Emulated Empathy in Partner-based General-Purpose Artificial Intelligence Systems

On the agenda for approval at NesCom March 20th UTC meeting.

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

Carol McDonald has volunteered to be liaison person for P3076.3.2, *Standard for a Framework for Privacy Protection through Identifiability Management Arising from Avatar Interaction*, between C/SABSC and SSIT-SC. Angelo F to report on progress on the form of liaison P3076.3.2.

9.4 DIITA Gender Equality and Social Inclusion (GESI) Workstream

For noting, a meeting in the week of March 11th has been proposed to discuss the development of this PAR.

9.5 Development of digital twins of the earth

For noting, the first meeting of the Study Group was held January 29th CET.

9.6 Other Standards Committees

Chair, Ruth L, reported that a meeting between SSIT-SC and Computer Society's Artificial Intelligence Standards Committee (C/AISC) was held on Friday 2nd February AEDT. The meeting was beneficial. Project Manager, Christy B, to organize follow up meeting.

9.7 P2089.2 – “Child Guard Data Guidelines (CGDG)”

For noting, this PAR is still under development, but may move to Consumer Technology.

10 LIAISONS

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

Meeting 15 was held on February 7th UTC. The link to the work can be found here

https://miro.com/app/board/uXjVPDyK0m0=. Chair, Ruth L, that goals and strategic direction had been discussed. The next meeting will look at new methodologies for the development of standards.

10.2 DIITA

The Secretary, Peter R, reported that the next meeting has been scheduled for February 21st AEDT.

10.3 Planet Positive 2030 Initiative

Sub-committees are working through outreach responses received with final drafts to be submitted by March for publication in May.

10.4 SSIT BoG Meeting

Please let the Chair, Ruth L, know if you wish to attend, so she can introduce you to the BoGs.

11 BUSINESS ARISING FROM PREVIOUS MEETINGS

11.1 Standard Activity Articles

Gisele W, Chair of P3119, has provided the February interview; Stephanie C, Chair of P2890, will provide the March interview. Secretary, Peter R, to liaise with Monique M, Chair of P7016 & P7030 for April/May, and Angelo F, Chair of P2895, for June issue.

11.2 SSIT BoG Budget Submission

The SSIT BoG will be issuing a call for budget submissions from all committees (including SSIT/SC) for financial year 2025 (FY2025 is also calendar year 2025). Committee members are requested to submit ideas to Chair, Ruth L, or Secretary, Peter R.

11.3 Transactions on Privacy

Angelo F to report on his discussions with the inaugural Editor-in-Chief, Christopher W. Clifton from Purdue University, to see if the broader social aspects of privacy will be covered by the Transaction.

12 ADJOURNMENT

Meeting adjourned at 22:00 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.

- 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
Bahn	Christy	IEEE	Yes	Staff	
Bennet	Karen	Unaffiliated	Yes	V	Vice-Chair
Ferraro	Angelo	University of South Carolina	Yes	V	
Gonzalez	David	Unaffiliated	Yes	V	
Hagar	Deborah	The Foundation for Sustainable Communities	Yes	V	
Havens	John	IEEE	Yes	Staff	
Kaplan	Robert	Harvard University	Yes	NM	
Leon-Geyer	Andres	LabXR PUCP	Yes	NM	
Lewis	Ruth	Technology Foresight	Yes	V	Chair
Luiken	Maike	Unaffiliated	Yes	V	
Mahoney	Mike	e-Liability Institute	Yes	NM	
Reid	Peter	Unaffiliated	Yes	V	Secretary
Waters	Gisele	Symbiotica LLC	Yes	V	
Wishart	Peter	Wishart Cloud Consulting	Yes	NM	

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

ATTACHMENT 1 – WG REPORT SUBMISSION.

Reports Submitted to SC as at 9 Feb 2024																
WG	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24
P2890	Yes				Yes				Yes				No			
P2987	Yes				Yes				Yes				Yes			
P7700	Extra				Yes				Yes				Yes			
P7801					Extra				Yes				Yes			
P7803																
P3119		Yes				Yes		Extra		Yes						
P7010.1		Yes				Yes				Yes						
P7800						Yes				Yes						
P7802																
P7011			Yes				Yes				Yes					
P7014			Yes				Yes				Yes					
P7016			Yes				Yes				No	Late				
P7030			Yes				Yes				No	Late				
P2895				Yes				Yes				Yes				
P7012				Yes				Yes				No				
P7016.1																
P7017												Yes				
		Report required		Yes	Report received		No	Report not received								
		Report not required		Late	Report received after due date		Extra	Additional report received.								
		First report due at least 6 months after NesCom Approval					Yes	Report received								
Reports Expected		42														
Reports Received		36														
Reports not received		4														
Reports received late		2														
Extra Reports		3														