

**IEEE SSIT Standards Committee
Meeting #66 Meeting Notes
Thursday, 16th May 2024
20:30 – 22:00 (UTC)
Location: Electronic Meeting**

<https://ieeesa.webex.com/ieeesa/j.php?MTID=meb0a1effa88636dee563c5596af96dce>

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 roll call was made, and the meeting did not have a quorum, 8 of 16 voting members were present, see attendance list at end of minutes. Meeting proceeded as an information session.

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 #65 of 18th April 2024 be approved, _____.~~

6 PARs FOR APPROVAL

6.1 P3501 - Recommended Practice for the Development of Digital Twins of the Earth

Final version of the PAR distributed before the meeting. The PAR has been submitted to NesCom for a vote at their June 5th EST meeting. Sigi K has request that SSIT/SC vote to become a Co-Standards Committee for this PAR. Sigi K has agreed to be the liaison person between the WG and the SC and attend SC as required.

Secretary, Peter R, to liaise with the Project Manager, Christy B, to carry out an eBallot on SSIT/SC becoming a Co-Standards Committee for this PAR.

Sig K made the SC aware of Industry Connections activity IC24-001 *Digital Twin of the Earth – Tools and Resources for Interoperable Development and Operations*. <https://standards.ieee.org/industry-connections/activities/digital-twin-of-the-earth-tools-and-resources-for-interoperable-development-and-operations/>

7 ISTAS 2024

The Chair, Ruth L, raise the possibility of SSIT/SC involvement and promotion of ISTAS 2024 to be held in Puebla, Mexico, from September 18-20, 2024. The deadline for paper submission is May 24th. The Chair, Ruth L,

request SC members to put forward ideas **ASAP** of how the SC could be involved in ISTAS 2024. Two SC members have expressed interest. **Chair to follow up.**

8 WORKING GROUP REPORTS

8.1 P2890 – Recommended Practice for Provenance of Indigenous Peoples’ Data

Chair, Stephanie C, requested that the report be presented to the next meeting of the SC.

8.2 P2987 – Recommended Practice for Principles for Design and Operation Addressing Technology Facilitated Interpersonal Control

Report was distributed prior to the meeting. Chair, Henry N, was an apology for this meeting.

8.3 P7700 – Recommended Practice for the Responsible Design and Development of Neurotechnologies

Report distributed with agenda. Chair, Laura C, provided additional information:

- The outline of the standard has been revised. Text has been developed, working on where to place the text.
- The WG is still looking for a Secretary.

8.4 P7801 – Recommended Practice for Technical Knowledge Commons Initiatives and Platforms

Chair, Sigi K, provided a verbal report:

- The WG has 10 voting members.
- The WG meets every 3 weeks.
- The outline of the standard is being updated and loaded into the IEEE SA Standard template.

The Chair, Sigi K, will provide a written report, once he has recovered his computing resources. Secretary, Peter R, will distribute the report when received.

8.5 P7803 – Recommended Practice for Inclusive Sustainable Smart Cities

Chair, Arsalan A, requested that the report be presented to the next meeting of the SC.

9 OTHER PAR ACTIVITIES

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

Carol McDonald has volunteered to be liaison person for P3079.3.2, *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 for P3079.3.2. to the next SC meeting.

9.2 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 a follow-up meeting.**

9.3 PAR P3422 - Recommended Practice for Metaverse Ecosystem Reference Models

If SSIT/SC is to become a co-standards committee for PAR P3422 then an SSIT/SC member will need to volunteer to be become the liaison person. Program Manager, Christy B, report that the WG is interested in SSIT/SC becoming a co-standard committee and has request that SSIT/SC present to the WG. **Chair, Ruth L, is to coordinate who is to present to the P3422 WG.**

10 LIAISONS

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

The Chair, Ruth L, reported that an application had been made to TAB/COS to complete this work and undertake a workshop at ISTAS 2024. The link to the work can be found here https://miro.com/app/board/uXjVPDyK0m0=. **Chair to finalize SC involvement with ISTAS.**

10.2 Dignity, Inclusion, Identity, Trust, and Agency (DIITA)

The last meeting was held on April 24th AEDT. Point of interest to the SC:

- *Empowerment in AI.* A paper to inform the committee of the transition and next steps will be prepared.

- AI: Moira Patterson to see if SA will consider a landing page on that topic.

Next meeting is scheduled for 10:30 am May 23rd AEDT. Information on DIITA can be found here <https://standards.ieee.org/industry-connections/diita/>.

Secretary, Peter R, to report back on after the next DIITA meeting.

10.3 Smart Villages and Smart Cities

The issue of SSIT liaison with the Smart Villages and Smart Cities initiatives was discussed. The Chair, Ruth L, to discuss with Arsalan Abtahi on his availability to represent SSIT on standards work, Angelo F for general liaison on Smart Cities, and David G on Smart Villages.

10.4 Glossaries for Sustainability and AI Ethics

The Linux Foundation announced the following glossary for Generative AI <https://genacommons.org/glossary/>. The Linux Foundation would like to work with IEEE to broaden the definitions. Vice Chair, Karen B, has had discussions with Karen McCabe, and there is a willingness for both organisations to work together.

P2863 - *Recommended Practice for Organizational Governance of Artificial Intelligence*. An AI Dictionary or Taxonomy is being created for this standard, possibly before the scheduled IEEE SA Board Series in June. Could this assist SSIT/SC in our need for a Sustainability Glossary? Will it leverage the EAD Glossary from 2019?

This work has been overtaken by NIST activities, see Item 11.3.

11 BUSINESS ARISING FROM PREVIOUS MEETINGS

11.1 SSIT/SC Presentation Pack

The suggestion was made that a standard SSIT/SC presentation pack be develop. The Chair, Ruth L, report that she had recently presented to the Australian CSIRO/Data 61 National AI Centre on April 11th. This presentation could be the basis of the presentation pack. The Secretary, Peter R, has created a presentation folder, <https://ieee-sa.imeetcentral.com/ssit-sc/folder/WzlwLDE4MzMzMyNTQ2XQ>, in SSIT/SC iMeet. Chair, Ruth L, to upload presentation to this folder. Other SC members are requested to upload presentations to this folder.

11.2 Transactions on Privacy

Angelo F reported 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. The outcome of which was: For SSIT to become a co-sponsor of Transaction on Privacy the following actions are needed:

- Confirm SSIT interest. – DONE
- Get President Kun's SSIT approval (internal process)
- Assign an AE (Associate Editor) 2-year term (renewable once)
- Getting Computer Society Approval (internal governance)
- AE becomes a non-voting member of the committee.

Angelo F to report on progress at the next meeting.

11.3 NIST AI Safety Consortium

Vice-Chair, Karen B, reported that there were 4 documents out for public comment till June 2. The documents can be found here https://airc.nist.gov/AI_RM_F_Knowledge_Base/Technical_And_Policy_Documents

11.4 Planet Positive 2030 Initiative

Maiké provide the following information:

- The final document is shaping up well.
- The project team is working with a couple of USA cities to apply the document.
- The team is trying to identify gaps sustainability standards.

12 FOR NOTING

12.1 P2089.3 – “Child Guard Data Guidelines (CGDG)”

An updated draft of PAR has been provided. Vice-Chair and Secretary to review. To be schedule for approval at June or July SC meeting.

12.2 DIITA Gender Equality and Social Inclusion (GESI) Workstream

Waiting on GESI team to review and approve the PAR for submission to SC. The Power and Energy Society (PE/xx Standards Committees) has declined to be a co-standards committee on the GESI PAR. It is out of their scope and expertise.

12.3 WG Reports Submitted.

The table to the right shows the number of WG reports submitted in the past 12 months to April 2024. [Secretary, Peter R, to provide a summary of the past twelve months responses at each future SC meeting.](#)

Summary for period May 23 to Apr 24		
Reports Expected	44	%
Reports Received	37	84.1%
Reports not received	5	11.4%
Reports received late	2	4.5%
Extra Reports	2	

12.4 SSIT BoG Meeting

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

12.5 SSIT Newsletter - Standard Activity Articles

Monique M, Chair of P7016 & P7030, has provided the articles for April/May and June issues. Henry N, Chair of P2897, has agreed to provide an article for the June issue, and Laura C, Chair of P7700, for the July issue. [Secretary, Peter R, to liaise with other Chairs for August issue.](#) It was suggested that Planet Positive be highlighted in the November issue.

12.6 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). Chair, Ruth L, reported that the starting point for the FY2025 will be FY2024 expenditure. As SSIT/SC and WG did not have any budget allocation in FY2024 it is imperative that SSIT/SC and WGs prepare and submit a bid for an allocation for FY2025. [All SC members and WGs are requested to submit their requests to the Chair, Ruth L, by June 1st.](#) The funds request should be under \$2,000 per WG.

13 ADJOURNMENT

The meeting was adjourned at 21:36 UTC.

14 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. The dates and WGs to report are:

- 20th June 2024 WGs P3119, P7010.1, P7800, & P7802.
- 18th July 2024 WGs P7011, P7014.1, P7016. & P7030.
- 15th August 2024 WGs P2895, P7012, P7016.1 & P7017.
- 19th September 2024 WGs P2890, P2987, P7700, P7801 & P7803.
- 27th October 2024 WGs P3119, P7010.1, P7800, & P7802.
- 21st November 2024 WGs P7011, P7014.1, P7016. & P7030.
- 19th December 2024 WGs P2895, P7012, P7016.1 & P7017.

ATTENDEES

Last Name	First Name	Affiliation	Present	Role	Office
Abtahi	Arslan	Inclusive Sustainable Smart Cities	Apology	NVM	
Bahn	Christy	IEEE	Apology	Staff	
Bennet	Karen	Unaffiliated	Yes	V	Vice-Chair
Byrd	Justin	Unaffiliated	Yes	V	
Cabrera	Laura	Penn State University	Yes	NVM	
Hagar	Deborah	The Foundation for Sustainable Communities	Yes	V	
Kluckner	Sigi	Unaffiliated	Yes	V	
Lewis	Ruth	Technology Foresight	Apology	V	Chair
Luiken	Maike	Unaffiliated	Yes	V	
Nash	Henry	IBM	Apology	NVM	
Reid	Peter	Unaffiliated	Yes	V	Secretary
Zeise	Eric	Unaffiliated	Yes	NVM	

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