

**IEEE SSIT Standards Committee  
Meeting #67 Meeting Minutes  
Thursday, 20<sup>th</sup> June 2024  
20:30 – 22:00 (UTC)  
Location: Electronic Meeting**

Meeting Chaired by Ruth Lewis, meeting minutes by Peter Reid.

## 1 CALL TO ORDER

The meeting was called to order at 20:33 (UTC).

## 2 ROLL CALL AND DISCLOSURE OF AFFILIATION

Roll call and disclosure of affiliation. A roll call was made, and the meeting had a quorum, 10 of 12 voting members present, see attendance list at end of minutes.

## 3 AGENDA

*Moved Justin B, 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 David G, seconded Deborah H, that the minutes of meeting #65 of 18<sup>th</sup> April 2024 be approved, carried.*

## 6 PARs FOR APPROVAL

### 6.1 P7012 – Approval for SA Ballot

The link to draft *Standard for Machine Readable Personal Privacy Terms* can be found [here](#) in iMeet. (<https://iee-sa.imeetcentral.com/ssit-sc/folder/WzlwLDE4NTM2OTY5XQ/WzlsODU4MDgzMjRd/>)

### 6.2 P7999, P7999.1 & P7999.2 Co-Standards Committee Approval

Following PARs were distributed with agenda:

- P7999 Standard for Integrating Organizational Ethics Oversight in Projects and Processes Involving AI
- P7999.1 Standard for Integrating Organizational Ethics Oversight in Projects and Processes Involving AI, Qualification of Individuals
- P7999.2 Standard for Integrating Organizational Ethics Oversight in Projects and Processes Involving AI, Organizational Certification

*Moved Angelo F, seconded Karen B, that SSIT/SC agreed to be a co-standards committee for P7999, P7999.1, and P799.2 carried. Tylor J agreed to be the liaison person between the WGs of P7999, P7999.1, & P799.2 and SSIT/SC.*

## 7 ISTAS 2024

The Chair, Ruth L, reported that still awaiting notification from TAB/COS team for outcome of funding request. David Gonzalez offered to assist if the SC presents at ISTAS 24. Arsalan interested in being involved. Note also P7014.1 has submitted a presentation proposal.

## 8 WORKING GROUP REPORTS

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

Report was distributed prior to the meeting. The report was noted.

### 8.2 P7803 – Recommended Practice for Inclusive Sustainable Smart Cities

Report was distributed prior to the meeting. The report was noted.

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

Report distributed with agenda. Chair to consult with P7014 on their experience.

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

Report was distributed prior to the meeting. The report was noted.

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

Report was distributed prior to the meeting. The WG Chair is connecting with other practices, John Havens is assisting.

### 8.6 P7802 - Standard for Measurement and Verification of Reduction of Green House Gases

The report was received but not distributed by the Secretary before the meeting. The report will be distributed with meeting minutes. WG Sectary, Eric Z, to ask Christy B for assistance with WG Chair’s position.

## 9 OTHER PAR ACTIVITIES

### 9.1 PAR Extension required

It was noted that the following PARs will need an extension to have sufficient time to complete the balloting process. The PARs will need to be submitted to NesCom before the final submittal deadline of 2024, which is 21 October 2024

- **P2890** Recommended Practice for Provenance of Indigenous Peoples’ Data.
- **P7012** Standard for Machine Readable Personal Privacy Terms
- **P7011** Standard for the Process of Identifying and Rating the Trustworthiness of News Sources

Secretary to bring this requirement to the attention of the WG Chairs.

### 9.2 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 reported that progress on the form of liaison with WG P3079.3.2 is still in hand. Angelo F to report progress at the next SC meeting.

### 9.3 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 2<sup>nd</sup> February AEDT. The meeting was beneficial. Chair, Ruth L, to liaise with Project Manager, Christy B, on the next steps to be taken.

### 9.4 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 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, to liaise with Project Manager, Christy B, on the next steps to be taken.](#)

## 10 LIAISONS

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

The Chair, Ruth L, reported that we are still awaiting advice from the TAB/COS funding request to complete the work and undertake a workshop at ISTAS 2024.

The Industry Connections program has been formally renewed for another 2 years by the Industry Connections Committee (ICCom), and the scope of works has been extended to include best practices for Environmental Stewardship standards.

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

The last meeting was held on May 23<sup>rd</sup> AEDT. There were no points of interest to the SC. Next meeting is scheduled for 6 am June 27<sup>th</sup> AEST.

### 10.3 Smart Villages and Smart Cities Liaison

The following SC members has accepted the SC liaison roles with Smart Villages and Smart Cities: Arsalan Abtahi - standards work, Angelo F - Smart Cities, and David G - Smart Villages.

[The Chair, Ruth L, asked Luis Kun and Greg Adamson for suitable contacts.](#)

## 11 BUSINESS ARISING FROM PREVIOUS MEETINGS

### 11.1 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). Budget submissions received:

|         |   |
|---------|---|
| P7014   | 1. Promotional material and partner survey on P7014 (1H FY 2025, \$500 USD)<br>2. Travel expenses to <a href="#">IEEE SMC 2025</a> to present technical paper on P7014 (2H FY 2025, \$1500 USD) |
| P7014.1 | 1. Travel expense: IEEE ICSE Software Engineering 2025 (1H FY 2025, \$1500 USD) to present technical talk<br>2. Workshop: collaborative in person writing session (1H FY 2025, \$1,000 USD)     |
| P7012   | 1. Participation in Internet Identity Workshop IIWXL Spring 2025 (1H F2025 \$343)<br>2. Workshop on P7012 terms (1H FY2025 \$1,609)   |

'Chair, Ruth L, thanked those who submitted budget requests, and will seek advice from the SSIT Finance team as to what can be funded and by whom.

### 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). Currently going through approval process with SSIT BoG, [Chair, Ruth L, and Angelo F to liaise on this.](#)
- 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.

### 11.3 NIST AI Safety Consortium

Vice-Chair, Karen B, reported that IEEE provided comments to NIST. Next meeting on Tuesday 25<sup>th</sup>, white paper to be prepared. IEEE 70xx standards will be recognized.

### 11.4 Planet Positive 2030 Initiative

An event in Miami is anticipated in mid-October as a standards accelerator. Possible Columbia city in addition to USA cities. David G is involved.

## 12 FOR NOTING

### 12.1 P3501 - Recommended Practice for the Development of Digital Twins of the Earth

SSIT/SC agreed to be co-standards committee for this PAR by e-ballot. PAR was deferred by NesCom at its June 5<sup>th</sup> meeting. The intention is to clarify the language and focus on the ocean.

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

An updated draft of PAR is yet to be provided.

### 12.3 DIITA Gender Equality and Social Inclusion (GESI) Workstream

PAR to be submitted for consideration at July meeting.

### 12.4 WG Reports Submitted.

The table to the right shows the number of WG reports submitted in the past 12 months to May 2024. *Secretary, Peter R, to provide a summary of the past twelve months responses at each future SC meeting.*

|                       |    | %     |
|-----------------------|----|-------|
| Reports Expected      | 46 |       |
| Reports Received      | 36 | 78.3% |
| Reports not received  | 7  | 15.2% |
| Reports received late | 3  | 6.5%  |
| Extra Reports         | 1  |       |

### 12.5 SSIT BoG Meeting

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

### 12.6 SSIT Newsletter - Standard Activity Articles

Monique M, Chair of P7016 & P7030, has provided the articles for April/May issue. 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. In parallel with the SC meeting, the Secretary, Peter R, arranged for the WG Chair of P7014.1, Andrew McStay, to provide the article for the August issue. *The Secretary, Peter R, will liaise WG P7802, Max Song/Eric Z, for the September issue.* All SSIT/SC articles can be found at <https://technologyandsociety.org/ssit-newsletter-2/newsletter-archive/> starting in September 2023.

## 13 ADJOURNMENT

*Moved Angelo F, seconded Karen B, that the meeting was adjourned at 21:55 UTC, carried.*

## 14 FUTURE MEETINGS

SC meetings will be held at 20:30 UTC on the 3<sup>rd</sup> Thursday of the month (UTC) for an hour and a half. The dates and WGs to report are:

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

## ATTENDEES

| Last Name | First Name | Affiliation                                | Present | Role  | Office     |
|-----------|------------|--|---------|-------|------------|
| Abtahi    | Arsalan    | Unaffiliated                               | Yes     | NVM   |            |
| Bahn      | Christy    | IEEE SA                                    | Apology | Staff |            |
| Bennet    | Karen      | Unaffiliated                               | Yes     | V     | Vice-Chair |
| Byrd      | Justin     | Unaffiliated                               | Yes     | V     |            |
| 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 SA                                    | Yes     | Staff |            |
| Jaynes    | Tyler      | Unaffiliated                               | Yes     | NVM   |            |
| Kluckner  | Sigi       | Unaffiliated                               | Yes     | V     |            |
| Kwak      | Joon Ho    | Telecommunications Technology Association  | Yes     | Guest |            |
| Lewis     | Ruth       | Technology Foresight                       | Yes     | V     | Chair      |
| Luiken    | Maike      | Unaffiliated                               | Yes     | V     |            |
| Reid      | Peter      | Unaffiliated                               | Apology | V     | Secretary  |
| Shin      | Yeajin     | Telecommunications Technology Association  | Yes     | Guest |            |
| Waters    | Gisele     | Symbiotica LLC                             | Yes     | NVM   |            |
| Wishart   | Peter      | Wishart Cloud Consulting                   | Yes     | V     |            |

| Last Name | First Name | Affiliation  | Present | Role | Office |
|-----------|------------|--------------|---------|------|--------|
| Zeise     | Eric       | Unaffiliated | Yes     | V    |        |

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