

**IEEE SSIT Standards Committee
Meeting #71 Meeting Minutes
Thursday, 17th October 2024
20:30 – 22:00 (UTC)
Location: Electronic Meeting.**

Meeting chaired by Karen Bennet, meeting notes by Peter Reid

1 CALL TO ORDER

The meeting was called to order at 07:32 (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, 9 of 14 voting members were present, see attendance list at end of minutes.

3 AGENDA

Moved Ruth L, seconded Deborah H, 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 Angelo F, seconded Deborah H, that the minutes of meeting #68 of 18th July 2024 be approved, carried.

6 NEW SECRETARY

It was brought to the meetings attention that Peter R will no longer able to fulfill the role SC Secretary due to his ongoing cancer treatment. Committee members were asked to consider volunteering for the role. If anyone is interested, can they please contact SC Chair, Ruth L.

7 WORKING GROUP REPORTS

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

The report was distributed prior to the meeting. The draft has been completed and will be moved to the MEC and SC review phase.

7.2 P3469 – Standard for an Environmental Liability Process Model for Accounting in Systems Engineering

The Chair, Lauren H, reported that the first meeting of the WG is still to be held. Lauren H is liaising with Project Manager, Christy B, to get the first meeting off the ground.

7.3 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. The content is approximately 65% completed.

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

The report was distributed prior to the meeting. The WG has a plan to complete the draft for approval in July 2024.

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

Report to be considered at the November SC meeting.

8 OTHER PAR ACTIVITIES

8.1 NesCom Approval

NesCom at their meeting on September 25th approved the following:

- Approved new PAR's
 - P7019 *Standard for the Implementation and Governance of Autonomous and Intelligent Systems (AIS) Within the Practice of Earth Law.*
 - SC approved as co-standards committee for
 - 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*
- Approved modification – P2895 *Standard Taxonomy for Responsible Use and Privacy of Human-Generated Data.*
- Approved extension:
 - P2895 *Standard Taxonomy for Responsible Use and Privacy of Human-Generated Data*, till December 2026.
 - P7011 *Standard for the Process of Identifying and Rating the Trustworthiness of News Sources*, till December 2026. If this WG is to meet the deadline it will required additional WG members.
 - P7012 *Standard for Machine Readable Personal Privacy Terms* till December 2025. Copyright permissions need to complete this standard

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

Project Manager, Christy B, will make contact with WG Chair, Henry N, to determine current status.

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

Project Manager, Christy B, will arrange a meeting between, SC Chair, Ruth L, and WG Chair, Sigmund K.

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

Activities are being undertaken to determine SSIT/SC role in the metaverse, with particular reference to digital humans and associated PARs P3079.3.1 *Standard for Service Application Programming Interfaces (APIs) for Digital Human Authoring and Visualization* and P3079.3.2 *Standard for a Framework for Privacy Protection through Identifiability Management Arising from Avatar Interaction.*

A meeting to discuss these PARs s yet to be held. Angelo F to attend the meeting when it is held.

8.5 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. Chair, Ruth L, and Project Manager, Christy B, agreed that a follow up meeting is required. Project Manager, Christy B, to arrange a meeting in November.

8.6 PAR P3422 - Recommended Practice for Metaverse Ecosystem Reference Models

If SSIT/SC is to become a co-standards committee for PAR P3422 (C/SABSC) 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. **Action: Project Manager, Christy B, to arrange a meeting between SSIT/SC and C/SABSC.**

9 LIAISONS

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

Chair, Ruth L, reported that a joint presentation was made at ISTAS 2024. The Chair, Ruth L, thanked David G and Maike L for their support as co-presentors.

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

The last meeting was held on September 26th AEST. There is nothing to report from the meeting. Next meeting is scheduled for 11:30 am October 24th AEST.

9.3 Smart Villages and Smart Cities Liaison

Official notification that following liaison officers, Arsalan Abtahi - standards work, Angelo F - Smart Cities, and David G - Smart Villages have been approved has not been received. Chair, Ruth L, reported that formal confirmation has not been received. **Chair, Ruth L, to follow up BoG President to provide written confirmation of the these arrangements.**

9.4 IEEE AI Coalition

Vice-Chair, Karen B, may be able to attend the AI coalition meeting to represent SSIT/SC

10 BUSINESS ARISING FROM PREVIOUS MEETINGS

10.1 WG Reports Submitted.

The aim of this report is gauge how WG are tracking. The table to the right shows the number of WG reports submitted in the past 12 months to September 2024.

Summary for period Oct 23 to Sep 24		
Reports Expected	48	%
On Time Reports	36	75.0%
Reports not received	7	14.6%
Reports received late	5	10.4%

Good statistics on reports being created. Concern was express that WG Chairs are not attending SC meetings to present their reports. Should the reports be delayed until the WG Chair is available to present their report. Alternatively does the SC need to modify its meeting time to suit the availability of WG Chairs?

10.2 SSIT BoG Budget Submission

Chair, Ruth L, report feedback on budget submission for 2025 had not been received.

10.3 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). Angelo F has been in communications with Luis Kun, President of SSIT, to follow up on this request.
- 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.

10.4 NIST AI Safety Consortium

Vice-Chair, Karen B, reported that Synthetic Data Working Group has kick started. IEEE doesn't have any relevant standards underway in this area.

10.5 Planet Positive 2030 Initiative

The target date for publication is October 10th. There may be some training opportunities.

10.6 Greater Inclusion

Concern was raised that it is difficult for people whose first language is not English to participate in standards activities. It was suggested closed captioning could be a solution. **Action:** A small group of multi-lingual SC members to test current version of closed captioning, to see if it could assist in the inclusion of non-English speaking people into standard development.

Chair, Ruth L, asked for volunteers who speak/write another language.

11 FOR NOTING

11.1 DIITA Gender Equality and Social Inclusion (GESI) PAR

A meeting is yet to be arranged between Chair, Ruth L, and GESI coordination Reihana M.

11.2 SSIT BoG Meeting

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

11.3 SSIT Newsletter - Standard Activity Articles

Arsalan Abtahi, Chair of P7803, has agreed to provide an article for the October issue. **Action:** The Secretary, Peter R, will liaise with WG Chairs for the November issue. Tyler J has offered to provide an article for the newsletter once P7999 PARs have been approved by NesCom. All SSIT/SC articles can be found at <https://technologyandsociety.org/ssit-newsletter-2/newsletter-archive/> starting in September 2023.

12 ADJOURNMENT

The meeting was adjourned at 22:04 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. The dates and WGs to report are:

- 21st November 2024 WGs P7011, P7014.1, P7016. & P7030.
- 19th December 2024 WGs P2895, P7012, P7016.1 & P7017.
- 16th January 2025 WGs P2890, P2987, P7700, P7801 & P7803.
- 20th February 2025 WGs P3119, P7010.1, P7800, & P7802.
- 20th March 2025 WGs P7011, P7014.1, P7016. & P7030.
- 17th April 2025 WGs P2895, P7012, P7016.1 & P7017. **Public Holiday in Australia, date to be confirmed.**
- 15th May 2025 WGs P2890, P2987, P7700, P7801 & P7803.
- 19th June 2025 WGs P3119, P7010.1, P7800, & P7802. **Public Holiday in USA, date to be confirmed.**

ATTENDEES

Last Name	First Name	Affiliation	Present	Role	Office
Bahn	Christy	IEEE SA	Yes	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	
Lewis	Ruth	Technology Foresight	Yes	V	Chair
Luiken	Maïke	Unaffiliated	Yes	V	
Miller	Cari	Inclusive Change	Yes	NM	
Reid	Peter	Unaffiliated	Yes	V	Secretary
Zeise	Eric	Unaffiliated	Yes	V	

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