

IEEE SSIT Standards Committee Meeting #75
Minutes (Approved in 20 March meeting)
Thursday, 20th February 2025
20:30 – 22:00 (UTC)

Location: Electronic Meeting.

Meeting chaired by Ruth Lewis, meeting minutes by Peter Wishart

1 CALL TO ORDER

The meeting was called to order at 20:34 (UTC).

2 DECLARATION OF INTENT TO RECORD

- A. The Chair announced that the meeting was being recorded in accordance with the notice provided in the agenda, which advised that attendance at the meeting for any length of time was an agreement to be recorded. The recording of the meeting will only be accessible to officers of the committee and will only be used to produce the minutes of the meeting.

3 ROLL CALL AND DISCLOSURE OF AFFILIATION

A roll call was done with disclosure of affiliations. The meeting had a quorum, 12 of 14 voting members were present. See attendance list at end of minutes.

4 AGENDA

Agenda in <https://ieee-sa.imeetcentral.com/p/aQAAAAAFKIZ2> was distributed before the meeting.

Moved Tyler J, *seconded* Justin B, that the agenda as distributed, be approved, *carried*.

5 POLICY NOTIFICATIONS

Links distributed with the agenda and brought to the attention of the meeting participants.

5.1 Participant Behavior

Meeting participants were reminded that participant behavior must comply with the requirements, [IEEE SA Participant-Behavior-Individual-Method](#), distributed with the agenda.

5.2 IEEE SA Patent Policy

A call for patents was issued. No potentially essential patent claims were declared and no holders of potentially essential patents were identified.

5.3 IEEE SA Copyright Policy

Meeting participants were 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.

6 APPROVAL OF MINUTES OF PREVIOUS MEETING

Minutes of the previous meeting were distributed with the agenda and are in <https://ieee-sa.imeetcentral.com/p/aQAAAAAFKIZ1>

Moved Eric Z *seconded* Karen B, that the minutes of meeting #74 of January 16th 2025 be approved, *carried*.

7 TECHNOLOGY STANDARDS FOR THE AGING (AgeTech) INDUSTRY CONNECTIONS

There was a presentation by the Chair of AgeTech, George Arnold. A copy is in <https://ieee-sa.imeetcentral.com/p/aQAAAAAFKLZv>

8 WORKING GROUP REPORTS

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

Report distributed prior to the meeting. See <https://ieee-sa.imeetcentral.com/p/aQAAAAAFKIZ6>

Been through ballot process and recirculation. Now on RevCom agenda for next meeting. Also looking at getting onto IEEE SA GET program.

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

Report distributed prior to the meeting. See <https://ieee-sa.imeetcentral.com/p/aQAAAAAFKJQE>

Actively engaged in Draft outline/structure in preparation for content approval – 70% completed. Next phase is transformation of PAR into IEEE Format in preparation for editorial review and balloting. Published White Paper – “Corporate Digital Responsibility” in November.

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

Report distributed prior to the meeting. See https://ieee-sa.imeetcentral.com/p/aQAAAAAFKX_Q

The working group is making progress but may not meet the three-year development cycle. White papers are being considered for certain content.

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

Report distributed prior to the meeting. See https://ieee-sa.imeetcentral.com/p/aQAAAAAFKX_P

Consider initiating a study group to transition to a more flexible and broader scope for P7802. P3469 (eLiability) WG may be worth contacting. Note plan for P3469 leaders to present to next SC meeting. Recommend reaching out to John Havens as an excellent resource who could advise. Industry connections programs can be considered, allowing for more freedom and scope.

9 SSIT-SC PRIORITIES FOR 2025

See copy of summarised presentation distributed with the agenda and also at <https://ieee-sa.imeetcentral.com/p/aQAAAAAFKHx4>.

Discussion on focus areas within priorities:

- Prepare and submit articles to SSIT Magazine (Ketra **Smith**) and to SSIT Journal (Katina **Michael**)
- Forming a subcommittee within the Standards Committee to solicit and review suitable submissions, in conjunction with Ketra and Katina.

Have applied for \$10K funding for budget from SSIT – awaiting response.

Deborah H has agreed to lead a subcommittee for articles to coordinate with SSIT-SC working groups.

Get in touch with Deborah H to be involved in subcommittee.

SSIT Conference Agenda – considering setting up subcommittee for conferences.

Meeting scheduled with SSIT Conference committee for Ruth L, Peter W and Karen B – 4th March.

IEEE SA has a strategic roadmap up to 2030 – would be good to align our roadmap.

10 PAR ACTIVITIES

10.1 PAR 3564 - DIITA Gender Equality and Social Inclusion (GESI)

PAR has been approved by SSIT-SC. P3564 is now the number. Went before NESCOM in late January.

Now approved by NesCom as P3564. Chair and Vice Chair are based in Melbourne, Australia. Meetings will be starting next month.

10.2 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. Chair, Ruth L, and Project Manager, Christy B, agreed that a follow up meeting is required.

Meeting held with C/AISC on Wed 22nd January 2025 7am AEDT.

Action: Project Manager, Christy B, to arrange regular follow-up meetings between SSIT/SC and C/AISC, targeting June 2025. Include Ruth L, Peter W and Karen B in meeting, particularly to focus on coordination and process of co-standards committee reporting.

Noting P7999 Series will be the test case for how SSIT-SC operates as a co-standards committee. P7999 to use SSIT-SC WG reporting and see how that works.

10.3 PAR P3422 - Recommended Practice for Metaverse Ecosystem Reference Models

PAR was transferred to a new committee – Digital Content Technology Standards Committee (C/DCTSC).

Potential meeting in January. Intent was to present to them on SSIT and consider co-standards committee arrangements.

Action: Project Manager, Christy B, to arrange a meeting between SSIT/SC and C/DCTSC, targeting Jan 2025. Include Ruth L, Peter W and Karen B in meeting.

Meeting with WG Chair of P3422 scheduled for Thu 13th February 2025 5pm CST (UTC+8).

P3422 to coordinate with existing working groups P7016 and P7030. No need for SSIT-SC to be a co-standards committee.

10.4 New PAR - Pragmatic Cybernetics

Rob van Kranenburg is proposing PAR for 'Pragmatic Cybernetics', that is based on his new book, "Statecraft and Policymaking in the Age of Digital Twins". Rob is interested in developing this PAR with the SSIT Standards Committee, with a possibility of co-sponsorship with another SC.

IEEE SA has recommended that this activity be setup as Industry Connections. Liaison with Greg A recommend for advice on that setup. Greg A and Rob have now been connected.

10.5 New PAR - Standard for Emergency Corridor Intelligent Modeling of Surface Lifeline Structures in Disasters

Request is going through SSIT-SC new PAR process. Meeting with SSIT-SC Officers scheduled for Thu 13th Feb 2025. Committee consideration of PAR details to follow. Note: this is being proposed to use the Entity model which will require SSIT-SC to setup P&Ps for an Entity PAR.

PAR is progressing through SSIT-SC PAR review process. Expected to be presented to next SSIT-SC meeting for approval.

11 LIAISONS

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

Report from Peter W as liaison.

Not discussed due to lack of time.

11.2 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.

Action: Chair, Ruth L, to follow up BoG President to provide written confirmation of these arrangements.

Ruth L continuing to pursue.

12 BUSINESS ARISING FROM PREVIOUS MEETINGS

12.1 WG Reports Submitted.

The aim of this report is gauge how WG reporting is tracking.

Not discussed due to lack of time.

12.2 Planet Positive 2030 Initiative

Not discussed due to lack of time.

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

Action: Ruth L to organise an SSIT-SC exec to follow-up with WG Chair, Laura C.

Meeting held with P7700 Chair at 8am Tue 28th January 2025 AEDT (UTC+11).

No discussed due to lack of time.

12.4 P7803 – Recommended Practice for Inclusive Sustainable Smart Cities

Discussion on certification program.

Action: Ruth L to send Susan D a contact (Ravi) for ICAP – certification program IEEE SA Conformity Assessment Program (ICAP).

Not discussed due to lack of time.

13 OTHER BUSINESS

13.1 Entity WG Policies and Procedures

SSIT-SC does not currently have any WGs using the entity method and does not have approved P&Ps for WGs using this method. New common entity WG P&Ps are proposed for SSIT-SC which are based on the current

Entity Working Groups - Simplified P&P Baseline from AudCom. A copy of the proposed entity WG P&Ps has been distributed with this agenda and is in <https://ieee-sa.meetcentral.com/p/aQAAAAAFKDV5>

SSIT-SC members advised to expect need to approve P&Ps in coming meetings.

13.2 SSIT Newsletter - Standard Activity Articles

All SSIT/SC articles can be found [here](#). Peter W will coordinate newsletter input.

P7019 was in December/January.

Both a tribute to Peter Reid and a P7017 article planned for February. P2895 planned for March.

Peter W looking for a WG to provide content for March newsletter.

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:

It was agreed to leave the April and June meetings at their current scheduled times, despite clashes with national holidays in Aust and US (resp). So all dates to end of 2025 are now confirmed.

- 20th March 2025 WGs P7011, P7014.1, P7016, P7019, & P7030.
- 17th April 2025 WGs P2895, P7012, P7016.1, P7017, & P7999 Series.
- 15th May 2025 WGs P2890, P2987, P7700, P7801, & P7803.
- 19th June 2025 WGs P3119, P3469, P7010.1, P7800, & P7802.
- 17th July 2025 WGs P7011, P7014.1, P7016, P7019, & P7030.
- 21st August 2025 WGs P2895, P7012, P7016.1, P7017, & P7999 Series.
- 18th September 2025 WGs P2890, P2987, P7700, P7801, & P7803.
- 16th October 2025 WGs P3119, P3469, P7010.1, P7800, & P7802.
- 20th November 2025 WGs P7011, P7014.1, P7016, P7019, & P7030.
- 18th December 2025 WGs P2895, P7012, P7016.1, P7017, & P7999 Series.

15 ADJOURNMENT

The meeting was adjourned at 22:06 UTC.

ATTENDEES

Last Name	First Name	Affiliation	Present	Role	Office
Arnold	George	AgeTech	Yes	NM	Vice-Chair
Bahn	Christy	IEEE Standards Association	Yes	S	
Bennet	Karen	Unaffiliated	Yes	V	
Byrd	Justin	Unaffiliated	Yes	V	
Ferraro	Angelo	University of South Carolina	Yes	V	
Hagar	Deborah	The Foundation for Sustainable Communities	Yes	V	
Havens	John	IEEE Standards Association	Yes	S	
Jaynes	Tyler	Unaffiliated	Yes	V	Chair
Kluckner	Sigi	Unaffiliated	Yes	NVM	
Leon Geyer	Andres	Unknown	Yes	NM	
Lewis	Ruth	Technology Foresight Consulting	Yes	V	
Luiken	Maike	Unaffiliated	Yes	V	
Mace	Scott	Unaffiliated	Yes	V	
Miller	Cari	Inclusive Change	Yes	V	

Last Name	First Name	Affiliation	Present	Role	Office
Moonga	Julie	Kings College, London	Yes	NVM	Secretary
Waters	Gisele	Symbiotica LLC	Yes	V	
Wishart	Peter	Wishart Cloud Consulting	Yes	V	
Zeise	Eric	Unaffiliated	Yes	V	

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