IEEE SSIT Standards Committee
Meeting #40 Minutes
Thursday, 17th March 2022
21:00 – 22:30 (UTC)
Location: Electronic Meeting
Meeting chaired by Ruth Lewis; minutes provided by Peter Reid.

1 CALL TO ORDER

The meeting was called to order at 21:02 (UTC).

2 ROLL CALL AND DISCLOSURE OF AFFILIATION

Roll call and disclosure of affiliation. A quorum, 5 of 8 voting members, were present. See attendees list at the end of the minutes.

3 AGENDA

Moved Deborah, *seconded* Peter, that the agenda, as distributed, be approved, *carried.*

4 POLICY NOTIFICATIONS

4.1 Participant Behavior

Meeting participants are remaindered that participant behavior shall comply with the requirements, IEEE SA Participant-Behavior-Individual-Method & IEEE SA Participant-Behavior-Entity-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, disturbed with the agenda.

5 APPROVAL OF MINUTES OF PREVIOUS MEETING

Moved Deborah, *seconded* Peter, that the minutes of meeting #39 of 17th February 2022 be approved, *carried.*

6 WORKING GROUP REPORTS

6.1 P7011 – Standard for the Process of Identifying and Rating the Trustworthiness of News Sources

Report distributed before the meeting. Sean La Roque-Doherty, Secretary, advised that there are 8 voting members, and that standard is on track for ballot in early 2023.

6.2 P7014 – Standard for Ethical considerations in Emulated Empathy in Autonomous and Intelligent Systems

Report distributed before the meeting. Karen Bennet, Secretary, provided the following additional information.

- Ballot now expected in October. Additional management effort is needed to ensure that progress is made as some attendees wish to reopen issues that have been discussed and settled.
- Over 200 comments have been received on the current draft, which are being worked through.

- There are 20 voting members with 100 people coming and going.
- Tool kit build was completed in January but grant payments have not been received for expenditure despite repeated requires. Chair to follow up, to ensure payment requests are being process.

6.3   P7030 – Recommended Practice for Assessing Ethical Concerns of Extended Reality (XR) Technologies

Report distributed before the meeting. Monique Morrow, Chair, provided the following additional information.

- First meeting was held on February 16th with 2nd on March 14th.
- Vice Chair: Tyler Jaynes; Secretary Howard Deiner have been appointed.
- An implementation plan has been developed.

6.4   WG Management Issues

Development of a *Best practice guide to developing Ethical Standards*. The Chair reported that the proposal is yet to be consider IEEE Global Initiative on Ethics of Autonomous and Intelligent Systems Exec Committee. Chair to liaise with the IEEE Global Initiative on Ethics of Autonomous and Intelligent Systems Exec Committee meeting.

7   LIAISONS

7.1   DIITA

The DIITA Ex Com meeting was held on March 10th. Those in attendance were Greg Adamson (Chair), Kit August, Moira Patterson, Munir Mohammed, Sri Chandra and Peter Reid. Key outcomes of the meeting were:

- DIITA is proposing to hold a conference in Melbourne later this year.
- The Secretary presented a short paper on the overlap between DIITA and SSIT-SC, see page 4.
- An update on Transparent Design for Wellbeing Workstream was given by Kit August. This workstream covers
  1) Health & Medical Device Literacy.
  2) Culturally & Linguistically Appropriate System Design.
  3) Increasing Diversity & Representation / Reducing Bias in Research Literature & Projects.
  4) Increasing Diversity & Representation in Technology & AI ML (Skin Color, Age, Pre-existing Conditions, etc.).

    Secretary to check with the Chair if he can distribute the link to this report.

- Global e-Sustainability Initiative (GeSI) Workstream. Blog release on IEEE SA blog site https://beyondstandards.ieee.org/fostering-gender-equality-and-social-inclusion-with-technology-standards/
- An update on IEEE Digital Privacy Initiative was provided.

7.2   ISTAS2022

The Chair and Secretary met with Gopel T V on February 24th. It was agreed that an outline of the 90 minutes session to be conducted at ISTAS22, Hong Kong from 10th 12th November, should be developed. The meeting endorsed the approach. The Chair to convene a small group to progress the idea. Sean and Tyler volunteered to assist. The Secretary to attach a list SC WG's to the minutes for information, see page 5.

8   BUSINESS ARISING FROM PREVIOUS MEETINGS

8.1   WG Membership

Secretary provided a report on proposed changes to the WG membership clause to overcome WG start up quorum issues, see page 6.

It was agreed that the Secretary should liaise with Christy Bahn to see how this suggested change should be handled.

8.2   Website

Maintenance of SC web site, https://sagroups.ieee.org/ssit/, still in hand.

9   OTHER BUSINESS

9.1   Planet Positive 2030 Campaign

A request was received from John Haven for the SC to be involved in Planet Positive 2030 Campaign under the Sustainability by Design grouping. Deborah is to be Chair one of the sections. Could anyone who is interested please let the Chair know. It was agreed that this should be a standing agenda item.

9.2   IEEE 7000-2021

Notification has been received that ISO/IEC will adopt IEEE 700-2021, unchanged, as international standard.

10   FUTURE MEETINGS

SC meetings will be held at 21:00 UTC on the 3rd Thursday of the month (UTC) for an hour and a half.

- 21st April 2022 – 21:00 UTC (07:00 22nd April AEST, 17:00 EDT, 22:00 BST)
  WG P7012 & P2895 to report. WG 7012 to report on TAB CoS grant.
- 19th May 2022 – 21:00 UTC (07:00 20th May AEST, 17:00 EDT, 22:00 BST)
  WG P2890 & P2987 to report.
- 16th June 2022 – 21:00 UTC (07:00 17th June AEST, 17:00 EDT, 22:00 BST)
  WG P3119 & WG 7010.1 to report.
- 21st July 2022 – 21:00 UTC (07:00 22nd July AEST, 17:00 EDT, 22:00 BST)
  WG P7011, P7014 & P7030 to report. WG 7014 to report on TAB CoS grant.
- 18th August 2022 – 21:00 UTC (07:00 19th August AEST, 17:00 EDT, 22:00 BST)
  WG P7012 & P2895 to report. WG 7012 to report on TAB CoS grant.
- 15th September 2022 – 21:00 UTC (07:00 16th September AEST, 17:00 EDT, 22:00 BST)
  WG P2890 & P2987 to report.

AEST – Australian Eastern Standard Time; AEDT – Australian Eastern Daylight Time; BST – British Summer Time; EST – Eastern Standard Time; EDT – Eastern Daylight Time; GMT – Greenwich Mean Time, UTC – Coordinated Universal Time.

11   ADJOURN

Moved Deborah, *seconded* Peter, that the meeting be adjourned at 22:10 (UTC), *carried.*

ATTENDEES

Last Name	First Name	Affiliation	Present	Role	Office
Anderson	Jane	New York University	Yes	NVM	
Bennet	Karen	Unaffiliated	Yes	NVM	
Bland	Ben	Unaffiliated	Apology	V	
Ferro	Angelo	University of South Carolina	Yes	NVM	
Gopal	Tadepalli	Anna University	Yes	V	
Hagar	Deborah	The Foundation for Sustainable Communities	Yes	V	
Jaynes	Tyler	Unaffiliated	Yes	NM	
LeVasseur	Lisa	Me2B Alliance	Yes	V	Vice-Chair
Lewis	Ruth	Technology Foresight	Yes	V	Chair
Reid	Peter	Unaffiliated	Yes	V	Secretary
Silverman	Karen	The Cantellus Group	Apology	V	
Roles: V = Voting member; NVM = Non-Voting Member; NM = Non Member; S = IEEE Staff					

SSIT-SC Presentation to DIITA Ex Com – 10ᵀᴴ March 2022

The SSIT Standards Committee is of the opinion that there should be close liaison between DIITA and the SC, because of the overlap between the goals of DIITA and activities of SC.

This best illustrated by looking at some of the current WG that the SC has oversite off, and how they line up with DIITA desired outcomes.

Have agency over our data and cyber-identity

P2890 – Recommended Practice for Provenance of Indigenous Peoples' Data

P2895 – Standard Taxonomy for Responsible Trading of Human-Generated Data

Provide the capacity to identify ourselves online in a way that protects our privacy, our right to be forgotten, and our off-line ability to have multiple personas

P7012 – Standard for Machine Readable Personal Privacy Terms

P7030 – Recommended Practice for Assessing Ethical Concerns of Extended Reality (XR) Technologies

Give a voice to the underserved and vulnerable with the creation of standards that are inclusive of their needs

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

Develop a collaborative approach to technology and policy design regarding digital inclusion, trust, personal data, agency, security and privacy for all demographics

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

P7014 – Standard for Ethical considerations in Emulated Empathy in Autonomous and Intelligent Systems

SSIT-SC Presentation to DIITA Ex Com – 10ᵀᴴ March 2022

SSIT-SC WGs

P2890 – Recommended Practice for Provenance of Indigenous Peoples' Data

P2895 – Standard Taxonomy for Responsible Trading of Human-Generated Data

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

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

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

P7011 – Standard for the Process of Identifying and Rating the Trustworthiness of News Sources

P7012 – Standard for Machine Readable Personal Privacy Terms

P7014 – Standard for Ethical considerations in Emulated Empathy in Autonomous and Intelligent Systems

P7030 – Recommended Practice for Assessing Ethical Concerns of Extended Reality (XR) Technologies

SSIT-SC WGs

WG Voting Members

The current rules, see below, for becoming a voting member at the start of a working group (WG) has the potential to cause issues if a person attends the first meeting, and is granted voting membership and does not attend any subsequent meetings as they are counted as voting members in the calculation of the quorum for the next 3 meetings.

4.2 Voting Membership

Voting membership shall be granted, upon request, to those participants attending the first meeting of a newly chartered Working Group.

The participant becomes a voting member on receiving notification from the Working Group Chair or designee.

A participant becomes a voting member by attending 2 of the last 4 meetings.

The participant becomes a voting member at the end of the second meeting the participant attended.

4.2.1 Requirements to Maintain Voting Membership

A voting member is required to attend 2 of the last 4 meetings.

My suggestion to overcome this problem is to change the 2nd sentence to

The participant becomes a voting member on receiving notification from the Working Group Chair or designee and retains this membership if they attend the second meeting of the working group.

This change would overcome the quorum issue at the start of a Working Group. Table 1 shows an example of the current system. Table 2 shows the same example with modified rule.

Table 1. Current Rule

Meeting #	Voting Members Present	Quorum Number	Quorum Achieved?
1	50	26	Yes
2	25	26	No
3	18	26	No
4	18	26	No
5	22	13	Yes

Table 2. Modified Rule

Meeting #	Voting Members Present	Quorum Number	Quorum Achieved?
1	50	26	Yes
2	25	26	No
3	18	13	Yes
4	18	13	Yes
5	22	13	Yes