IEEE SSIT Standards Committee
Meeting #21 Minutes
Thursday, 20th August 2020
13:00 – 15:00 (UTC) / 09:00 – 11:00 (EDT)
Location: Electronic Meeting.
Meeting chaired by Sara Jorden, minutes provided by Peter Reid.

1   CALL TO ORDER

The meeting was called to order at 09:24 (EDT) by the Chair.

2   ROLL CALL AND DISCLOSURE OF AFFILIATION

Roll call and disclosure of affiliation was made, and as there was a quorum, 6 members out of 9 voting members, the meeting proceeded. See attendees list at the end of the minutes.

3   AGENDA

Moved Ruth, *seconded* Lisa that the agenda, as distributed, be approved, *carried*.

4   APPROVAL OF MINUTES OF PREVIOUS MEETING

Moved Peter, *seconded* Ruth, that the minutes of meeting #19 of 18th June 2020 be approved, *carried*.
Notes of meeting #20 have been distributed.

5   WORKING GROUP REPORTS

Report required to be submitted for September SC meeting. It is expected that WG Chairs would attend the meeting. Chair and Secretary to ensure WG Chairs are informed and provided with agenda for the meeting.

6   STUDY GROUP REPORTS

6.1   Biometric Data for Identification

Chair to reported on the creation of the Study Group (SG) at next SC meeting.

7   OUTSTANDING ACTION ITEMS

7.1   Standards Workshop in 2020

Discussions are ongoing about the workshop on AI & Standards to be held at 2021 AI World Government conference in Washington DC (https://www.aiworldgov.com/). Action 12/3 has now been completed. This item will be discussed as a *Business Arising from Previous Meetings* item in the future.

8   OTHER BUSINESS

8.1   SC and WG Membership Inclusion and Diversity

Discussions were held with John Havens, Executive Director of The IEEE Global Initiative on how to progress SC & WG membership inclusion and diversity concerns. Chair/Vicechair to follow up and report back. Action 20/1 has been completed. This item will be discussed as a *Business Arising from Previous Meetings* item in the future.

8.2   Ethical Design of Standards

In 2019 Chair/Vicechair produced discussion papers the need for *Social and Ethical Impact Assessments* of standards development. Vicechair to follow up and determine what action has been taken on these papers and report back to the September or October meeting. This item will be discussed as a *Business Arising from Previous Meetings* item in the future.

IEEE SSIT Standards Committee

9 FUTURE MEETINGS

(All meetings will be held on the 3rd Thursday of the month at 09:00 EST/EDT unless otherwise noted)

- 17th September 2020 from 13:00-15:00 UTC (09:00-11:00 Eastern Daylight Time)
- 15th October 2020 from 13:00-15:00 UTC (09:00-11:00 Eastern Daylight Time – ends November 1st.)
- 19th November 2020 from 14:00-15:00 UTC (09:00-11:00 Eastern Standard Time)
- 17th December 2020 from 14:00-15:00 UTC (09:00-11:00 Eastern Standard Time)
- 21st January 2021 – TBA
- 18th February 2021 – TBA
- 18th March 2021 – TBA

10 ADJOURN

Moved Lisa, *seconded* Ruth that the meeting be adjourned at 10:26 (EDT), *carried.*

OUTSTANDING ACTIONS

Action	Topic	Allocated to	Status
12/3	AI World Government conference standards workshops Washington DC in 2021	Beth-Anne Schuelke-Leech and Sara Jordan	Completed see Item 7.1
13/4	Investigate the activities of ISO/IEC JTC1/SC 37. In particular ISO/IEC AWI 24357 and 24358		Deferred till establishment of biometric SG. See Item 6.1
20/1	Inclusion and diversity on standard's SC, WG and SG	Beth-Anne Schuelke-Leech	Completed see Item 8.1

ATTENDEES

Last Name	First Name	Affiliation	Present	Role	Office
Bahn	Christy	IEEE	Yes	S	
Cunningham	Paul	International Information Management Corporation	Apology	NVM	
Jorden	Sara	Virginia Tech	Yes	V	Vice-Chair
Levasseur	Lisa	Wrethinking	Yes	V	
Lewis	Ruth	Technology Foresight	Yes	V	
Reid	Peter	Unaffiliated	Yes	V	Secretary
Reilly	Annette	Unaffiliated	Yes	V	
Schuelke-Leech	Beth-Anne	University of Windsor	Apology	V	Chair
Silverman	Karen	Unaffiliated	Yes	V	
Roles: V = Voting member; NVM = Non-Voting Member; S = IEEE Staff					