IEEE SSIT Standards Committee
Meeting #25 Minutes
Thursday, 17th December 2020
00:01 – 01:30 (UTC) / 19:00 – 20:30 (EST)
Location: Electronic Meeting.
Meeting chaired by Sara Jorden; minutes provided by Peter Reid.

1   CALL TO ORDER

The meeting was called to order at 19:05 (EST) by the Chair.

2   ROLL CALL AND DISCLOSURE OF AFFILIATION

Roll call and disclosure of affiliation was made. A quorum, 7 of 11 voting members were present. See attendees list at the end of the minutes.

3   AGENDA

Moved Beth-Anne, *seconded* Peter that the agenda, as distributed, be approved, *carried.*

4   APPROVAL OF MINUTES OF PREVIOUS MEETING

Moved Beth-Anne, *seconded* Peter, that the minutes of meeting #24 of 19th November 2020 be approved, *carried.*

5   NEW PAR AND POSSIBLE VOTE

The PAR was put in a Google doc and circulate to SC members who have added comments.

It was agreed that a meeting should be held with the people associated with the new PAR and members of SC. The aim of the meeting is to determine if the PAR can be revised in light of SC comments or if a Study Group needed to be established to develop a revised PAR. The SC is fully supportive of the ideas in the PAR and is committed to making the PAR "work".

Christy to arrange a 90-minute meeting and circulate the agenda.

6   WORKING GROUP REPORTS

6.1   P2890

To report at next meeting.

6.2   P2895

To report at next meeting.

6.3   P7011

The WG is making slow progress. WG members are placing ideas on paper. It is expected that the overall progress will be discussed at January meeting.

6.4   P7012

To report at next meeting.

6.5   P7014

To report at next meeting.

6.6   WG Management Issues

Fruitful discussion have been held with John Havens and Karen McCabe. It has been agreed that a start should be made on developing an *Ethical Aligned Design for Standards* paper. Sara welcome input from SC members.

7   BUSINESS ARISING FROM PREVIOUS MEETINGS

7.1   SSIT-SC Leadership

Ruth has agreed to be Vice-Chair until February. Sara's term as Chair ends after the February meeting.

7.2   SC and WG Membership Inclusion and Diversity

It was agreed that there is a need to ensure that recruitment to SC and WG's considers inclusion and diversity.

7.3   Ethical Design of Standards

The papers mention in previous discussions *B. Schuelke-Leech and M. Janczarski, "Incorporating Societal (Social) and Ethical Implications into the Design, Development, and Deployment of Technologies," 2019 IEEE International Symposium on Technology and Society (ISTAS), Medford, MA, USA, 2019, pp. 1-6, doi: 10.1109/ISTAS48451.2019.8937964.* and *S. R. Jordan, "Designing Artificial Intelligence Review Boards: Creating Risk Metrics for Review of AI," 2019 IEEE International Symposium on Technology and Society (ISTAS), Medford, MA, USA, 2019, pp. 1-7, doi: 10.1109/ISTAS48451.2019.8937942..*can be found at
https://ieeexplore.ieee.org/abstract/document/8937964 and
https://ieeexplore.ieee.org/document/8937942 respectively.

Christy to place a copy of these papers in iMeet.

This item is now completed as the issues raised will be covered by Item 6.6.

7.4   Standards Workshop in 2021

Planning is continuing for a standards workshop to be held at 2021 AI World Government conference.

8   OTHER BUSINESS

Nil

9   FUTURE MEETINGS

(All meetings will be held on the 3rd Thursday of the month at the time indicated below)

- 21st January 2021 – from 00:01-01:30 UTC (19:00-20:30 Eastern Standard Time)
- 18th February 2021 – from 00:01-01:30 UTC (19:00-20:30 Eastern Standard Time)
- 18th March 2021 – from 13:00-14:30 UTC (09:00-10:30 Eastern **Daylight** Time)

10   ADJOURN

Moved Beth-Anne, *seconded* Ruth that the meeting be adjourned at 20:25 (EST), *carried.*

ATTENDEES

Last Name	First Name	Affiliation	Present	Role	Office
Bahn	Christy	IEEE	Yes	S	
Bland	Ben	Sensum	Apology	NVM	
Hailey	Vicky	Victoria Hailey Group	Yes	V	
Jorden	Sara	Future of Privacy Forum	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	Yes	V	
Roles: V = Voting member; NVM = Non-Voting Member; S = IEEE Staff					