

**IEEE SSIT Standards Committee
Meeting #42 Minutes 19 May 2021
Thursday, 19th May 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 21:04 (UTC).

2 ROLL CALL AND DISCLOSURE OF AFFILIATION

Roll call and disclosure of affiliation. A quorum, 6 of 10 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

Distributed with the agenda.

4.1 Participant Behavior

Meeting participants are reminded 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, distributed with the agenda.

5 APPROVAL OF MINUTES OF PREVIOUS MEETING

Moved Angelo, seconded Deborah, that the minutes of meeting #41 of 21st April 2022 be approved, carried.

6 WORKING GROUP REPORTS

6.1 P2890 – Recommended Practice for Provenance of Indigenous Peoples' Data

The WG Chair and Vice-Chair were unable to produce a report or attend due to covid and other issues. They reported that are making good progress with the draft recommended practice and will have a draft in hand by August. *The SC Chair to contact WG Chair to offer assistance and check availability for ISTA2022.*

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

Report distributed before the meeting. The WG Chair was unable to attend due to sickness. *As the WG does not have a Secretary, Christy to undertake a call for participation in attempt to find a Secretary. SC Chair to contact WG Chair to get further information on expert input sessions, and check availability for ISTA2022.*

6.3 WG Management Issues

Development of a *Best practice guide to developing Ethical Aligned Standards*. After consideration it was agreed that the best way forward was initiated an industries connection group to develop the guide. Chair has submitted an application, attached, to Industry Connections Committee (ICCom) which will consider the application at its meeting on May 23rd.

7 PROPOSED PAR

Notice of proposed PAR, *P3176 Standard for an mHealth Ecosystem of Equity*. After the meeting between the proposer of the PAR and the SC Executive on the April 26th, it was agreed to defer the submission to NesCom till the September meeting. A 2nd meeting has been scheduled for May 26th to ensure that PAR represents the aim of the proposer, and that the proposer has considered the relationship with any current or future eHealth standards.

8 LIAISONS

8.1 DIITA

Meeting was held on Wednesday 12th May. The following workstream reports were received

- **Gender Equality and Social Inclusion (GESI):** Reihana gave a brief presentation of the workstream. She also indicated that the group has some ideas for potential standards identified, and a discussion on how to take the next step towards proposing standards would be useful. **ACTION:** Reihana to share the White Paper with the group for feedback and inputs.
- **Future of Work:** Greg gave an update on current status. The concept roughly is about ‘what is the responsibility of engineers in relation to the people whose jobs become obsolete due to their technologies’. One example is how garment workers were put out of work through machines. SSIT is looking at forming a committee on Future of Work, focused on “should we encourage AI technologies that replace humans or that augment them?”
- **Transparent Design for Wellbeing Workstream:** Kit provided an update.
- **Respect and Privacy in Gaming:** Nick gave a brief update on the work that came out of the gaming, and they have a few new participants.

The Secretary provided an update on P7030 *Recommended Practice for Assessing Ethical Concerns of Extended Reality (XR) Technologies*.

Brief discussion was held on the *Future of Work*. Deborah pointed out that Daniel Kahneman book *Noise: A Flaw in Human Judgement*, poses some interesting questions about human judgement and how AI may be able to help. A discussion with Daniel can be found here <https://www.centreforideas.com/article/Daniel-Kahneman>.

8.2 ISTAS2022

The ISTAS 2022 program is yet to be finalized by the SC session will proceed. Confirmation should be available by the end of May. The draft format for the 90 session is

- Introduction to Ethical Aligned Design
- Ethical Standard released
- Panel format to introduce SC work
 - Short presentations from 5 to 6 WGs. The aim is to provided information and generate interest in participation.
- Summary

The session will be built around some key themes.

Approximately 700 participants are expected at ISTAS2022, from a broad range on interest groups.

Some of the session records from ISTAS2021 can be found here

https://ieeetv.ieee.org/search?search_q=ISTA

Chair to progress session development with the ISTAS2022 ad-hoc group.

8.3 Planet Positive 2030 Campaign

Deborah Hagar, Chair of P7010.1 Working Group, and Chair of the Planet Positive 2030 Metrics Committee, provided an update. Work is progress, with meetings to be held in May to review the 6 to 7 primary issues. The issues should be resolved by July. Canadian Accountants are providing assistance. Work is also been undertaken by International Sustainability Standards Board (ISSB), Securities and Exchange Commission (SEC) USA, and Task Force on Climate-related Financial Disclosures (TCFD). The material is coming together well with 15+ participants.

9 BUSINESS ARISING FROM PREVIOUS MEETINGS

9.1 WG Membership

Proposed changes to standard WG P&P is still in hand. Secretary has liaised with Christy Bahn to progress the change. *Still in hand with Secretary.*

9.2 TAB CoS Grant

WG P7014 have received their funds. WG P7012 have received the majority of their funds and are on track to receive the balance.

The report on the P7012 activities, is going through its final revision. The draft conclusion of the report raises serious questions about the need for the proposed standard, *Standard for Machine Readable Personal Privacy Terms*, under development by WG P7012. This conclusion has been reached because the current legal/technical environment present extremely high barriers to the implementation of individual privacy contracts. Maybe consideration should be given to strengthening/implementing *Record of processing activities*. *The Chair of WG P7012 to include this consideration in their next WG report (Aug).*

9.3 Website

Maintenance of SC web site, <https://sagroups.ieee.org/ssit/>. *Chair to request Ben Bland to undertake required updates.*

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

Actions arising from the report:

- Christy Bahn advised that another general call for participation was not possible.
- Christy advised that she was willing to assist with the development of “Call for Volunteers” to be distributed via other WG Chairs. *Angelo to develop a brief participation request, that can be distributed by Chairs of other WGs.*
- Christy advised that there is a Data Compression Standards Committee. This Committee does not address the issue of same or very similar data definitions appearing in multiple standards. It was agreed that the issue of the same or very similar data definitions appearing in multiple “ethical” standards would be taken up by Industry Connection group developing a *Best practice guide to developing Ethical Aligned Standards*, see Item 6.3.
- SC Executive has not met to determine if there is a need for the SC to produce a combined glossary for all WGs that report to the SC. It was agreed that the issue of a combined glossary would be taken up by Industry Connection group developing a *Best practice guide to developing Ethical Aligned Standards*, see Item 6.3.

9.5 President of SSIT and Chair of BoG

Chair to liaise with Clinton Andrews, President SSIT, and Chair of BoG on attendance at a SC meeting.

The Secretary attended the BoG meeting on the Tuesday 10th of May. The main items of discussion where:

- Development of a SSIT Conference management handbook
- Support for IST Africa conference
- 50th Anniversary Celebration. *No decision was made on the SC develop a brief history of the committee to be included in the anniversary literature.*

10 OTHER BUSINESS

Chair reported on webinar, “An Introduction to IEEE CertifAIEd” held on 18th May 2022 on the topic of *AI Ethics: How Can Social Responsibility be Implemented in Autonomous Intelligent Systems?* The webinar can be found here **WATCH RECORDING**

11 FUTURE MEETINGS

Committee to discuss the time of its meetings at the June meeting.

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

- 16th June 2022 – 21:00 UTC (07:00 20th May AEST; 17:00 EDT; 22:00 BST; 02:30 IST)
WG P3119 & WG 7010.1 to report.
- 21st July 2022 – 21:00 UTC (07:00 20th May AEST; 17:00 EDT; 22:00 BST; 02:30 IST)
WG P7011, P7014 & P7030 to report.
- 18th August 2022 – 21:00 UTC (07:00 20th May AEST; 17:00 EDT; 22:00 BST; 02:30 IST)
WG P7012 & P2895 to report.
- 15th September 2022 – 21:00 UTC (07:00 20th May AEST; 17:00 EDT; 22:00 BST; 02:30 IST)
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, IST – Indian Standard Time; UTC – Coordinated Universal Time.

12 ADJOURN

Moved Peter, seconded Lisa, that the meeting be adjourned at 22:28 (UTC), carried.

ATTENDEES

Last Name	First Name	Affiliation	Present	Role	Office
Aiello	Bob	Unaffiliated	Yes	NM	
Anderson	Jane	New York University	Apology	V	
Bland	Ben	Unaffiliated	Apology	V	
Carroll	Stephanie	University of Arizona	Apology	NVM	
Ferraro	Angelo	University of South Carolina	Yes	V	
Gopal	Tadepalli	Anna University	Yes	V	
Hagar	Deborah	The Foundation for Sustainable Communities	Yes	V	
LeVasseur	Lisa	Me2B Alliance	Yes	V	Vice-Chair
Lewis	Ruth	Technology Foresight	Yes	V	Chair
Reid	Peter	Unaffiliated	Yes	V	Secretary

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

Best Practice Guide to Developing Ethically Aligned Standards Industry Connections Activity Initiation Document (ICAID)

Version: 1.0, 14 May 2022

IC22-006-01

Instructions

- Instructions on how to fill out this form are shown in red. Please leave the instructions in the final document and simply add the requested information where indicated.
- Spell out each acronym the first time it is used. For example, "United Nations (UN)."
- Shaded Text indicates a placeholder that should be replaced with information specific to this ICAID, and the shading removed.
- Completed forms, in Word format, or any questions should be sent to the IEEE Standards Association (IEEE SA) Industry Connections Committee (ICCom) Administrator at the following address: industryconnections@ieee.org.
- The version number above, along with the date, may be used by the submitter to distinguish successive updates of this document. A separate, unique Industry Connections (IC) Activity Number will be assigned when the document is submitted to the ICCom Administrator.

1. Contact

Provide the name and contact information of the primary contact person for this IC activity. Affiliation is any entity that provides the person financial or other substantive support, for which the person may feel an obligation. If necessary, a second/alternate contact person's information may also be provided.

Name: Ruth Lewis

Email Address: ruthlewis@ieee.org

Employer: Technology Foresight

Affiliation: Technology Foresight, IEEE Society for Social Implications of Technology (SSIT) Standards Committee

IEEE collects personal data on this form, which is made publicly available, to allow communication by materially interested parties and with Activity Oversight Committee and Activity officers who are responsible for IEEE work items.

2. Participation and Voting Model

Specify whether this activity will be entity-based (participants are entities, which may have multiple representatives, one-entity-one-vote), or individual-based (participants represent themselves, one-person-one-vote).

Individual-Based

3. Purpose

3.1 Motivation and Goal

Briefly explain the context and motivation for starting this IC activity, and the overall purpose or goal to be accomplished.

Developing ethical standards is really hard - much harder than a standard technical standard - as it involves a great deal of uncertainty, a diverse range of human values and background of participants, as well as ambiguity and complexity about the outcomes required and the process to be used for development. This initiative describes the development of a 'go-to guide' for new standards development in the ethical Artificial Intelligence Systems (AIS) and Information Technology (IE) areas.

Since the initiation of the 'Ethically Aligned Design' reports, the instantiation of the IEEE SSIT Standards Committee and the consequential development of the IEEE range of 'ethically aligned' technical standards (such as the IEEE 70xx series), there has been a perception that these types of standards add additional complexity and ambiguity into the development process, and therefore require a special guide to assist in the pre-standards and in-standards development activities.

Current practice sees that the members of the IEEE SSIT Standards Committee spend a disproportionate amount of time in coaching and guiding prospective and current Working Group chairs through the process of defining their 'ethically aligned' scope, purpose and outcomes and assisting them to bring their projects to fruition, compared with 'ordinary' technical standards that the IEEE develops.

The key difference between 'ethically aligned' technical standards and 'ordinary' technical standards may be that the latter require designing the standard for a broader context, where the impact must be demonstrated to be philosophically ethical, the development process involves more variables, and the standard must be able to test and validate the 'ethically aligned' outcomes with a different process.

Since the 'ethically aligned' standard process is still in an evolving state with five successfully published standards and 16 others in development, a "Best Practice" guide will not only help with new PARs but provide clarity and perspective for Working Groups looking for cross pollination-based insights. It will also inform other Working Groups who are not primarily 'ethically aligned' with considerations for ethical practices for their own standards.

The goal of this proposed Industry Connections (IC) program is to produce a 'Best Practice Guide to developing Ethically Aligned Standards', as a kind of a 'Dummies Guide to.... Ethical Standards development in the IEEE'. This guide will be used both by prospective initiators of Project Authorization Requests (PARs), by Working Groups, and by Standards Committees, to inform and educate themselves on the most efficient and effective methods for conducting their projects.

The Best Practice Guide is envisaged to be a living document (like a live wiki), containing the collected experiences by various participants in IEEE-SA EAD-style standards development. However, it will be also useful for 'ordinary' standards developments, to inform themselves when they need to deal with morally ambiguous and complex issues.

3.2 Related Work

Provide a brief comparison of this activity to existing, related efforts or standards of which you are aware (industry associations, consortia, standardization activities, etc.).

This activity plans to collect foundational literature on standards development as available in the public domain, particularly sourcing guidelines from NIST, ISO, British Institute of Standards, Aerospace industry, etc. This author is not aware of any specific guidelines yet existing relating to ‘ethically aligned’ standards development’.

Describe the related work.

3.3 Previously Published Material

Provide a list of any known previously published material intended for inclusion in the proposed deliverables of this activity.

None

List the previously published material, if any.

3.4 Potential Markets Served

Indicate the main beneficiaries of this work, and what the potential impact might be.

This guide will be used both by prospective initiators of PARs, by Working Groups, and by Standards Committees, to inform and educate themselves on the most efficient and effective methods for conducting their projects. It will be also useful for participants and Chairs of working groups engaged in ‘ordinary’ standards developments, to inform themselves when they need to deal with morally ambiguous and complex issues. The potential impact of developing this guide will be substantial efficiency in developing and producing ‘ethically aligned’ technical standards, consequentially increase in the production of said standards in a shorter timeframe, with a shorter time to market.

3.5 How will the activity benefit the IEEE, society, or humanity?

An agreed EAD standards development guideline will provide increased efficiency which will benefit IEEE staff, standards volunteers, and Working Group/Standards Committee Officers and members, making the collaborative work more fruitful and satisfying, less frustrating, and lowering the potential for lost time searching for guidance on how to execute on their purpose.

Society and humanity will also directly benefit, as the direct beneficiaries of the work of the IEEE SSIT Standards Committee are to produce practical standards to implement the principals and policies contained within the United Nations’ Universal Declaration of Human Rights, Sustainability Development Goals, and through Agency and sovereignty over the data of humans.

Thus, the beneficiaries of this work will be the IEEE and society, and Humanity.

4. Estimated Timeframe

Indicate approximately how long you expect this activity to operate to achieve its proposed results (e.g., time to completion of all deliverables).

Expected Completion Date: 06/2024

IC activities are chartered for two years at a time. Activities are eligible for extension upon request and review by ICCOM and the responsible committee of the IEEE SA Board of Governors. Should an extension be required, please notify the ICCOM Administrator prior to the two-year mark.

5. Proposed Deliverables

Outline the anticipated deliverables and output from this IC activity, such as documents (e.g., white papers, reports), proposals for standards, conferences and workshops, databases, computer code, etc., and indicate the expected timeframe for each.

A 'how to' living IEEE wiki guide on EAD standards development, containing guidance on best practices for the novice and experienced potential ethical standards developer with a 'big idea', and for those who would like to lead or participate in ethical standards development. The overall intent is to complete this work within one year, and to make this wiki available as soon as possible, for the use and benefit of the EAD aligned Standards Committees, working groups, and staff (i.e. May 2023, assuming this initiative is endorsed by May 2022).

5.1 Open Source Software Development

Indicate whether this IC Activity will develop or incorporate open source software in the deliverables. All contributions of open source software for use in Industry Connections activities shall be accompanied by an approved IEEE Contributor License Agreement (CLA) appropriate for the open source license under which the Work Product will be made available. CLAs, once accepted, are irrevocable. Industry Connections Activities shall comply with the IEEE SA open source policies and procedures and use the IEEE SA open source platform for development of open source software. Information on IEEE SA Open can be found at <https://saopen.ieee.org/>.

Will the activity develop or incorporate open source software (either normatively or informatively) in the deliverables? No

6. Funding Requirements

Outline any contracted services or other expenses that are currently anticipated, beyond the basic support services provided to all IC activities. Indicate how those funds are expected to be obtained (e.g., through participant fees, sponsorships, government, or other grants, etc.). Activities needing substantial funding may require additional reviews and approvals beyond ICCOM.

No additional funding is anticipated to be required at this stage, as this initiative will be developed by volunteers. However, if access to certain 3rd party standards/guidelines or other literature require IEEE funding contributions, this will be raised and requested as required.

7. Management and Procedures

7.1 Activity Oversight Committee

Indicate whether an IEEE Standards Committee or Standards Development Working Group has agreed to oversee this activity and its procedures.

Has an IEEE Standards Committee or Standards Development Working Group agreed to oversee this activity? Yes

If yes, indicate the IEEE committee's name and its chair's contact information.

IEEE Committee Name: Society for Social Implications of Technology (SSIT) Standards Committee

Chair's Name: Ruth Lewis

Chair's Email Address: ruthlewis@ieee.org

Additional IEEE committee information, if any. Please indicate if you are including a letter of support from the IEEE Committee that will oversee this activity.

I am the author of this proposal request. This initiative has been endorsed by a vote of the SSIT Standard Committee, of which I am Chair.

IEEE collects personal data on this form, which is made publicly available, to allow communication by materially interested parties and with Activity Oversight Committee and Activity officers who are responsible for IEEE work items.

7.2 Activity Management

If no Activity Oversight Committee has been identified in 7.1 above, indicate how this activity will manage itself on a day-to-day basis (e.g., executive committee, officers, etc.).

Not applicable. This activity will be managed as an activity of the SSIT Standards Committee.

7.3 Procedures

Indicate what documented procedures will be used to guide the operations of this activity; either (a) modified baseline *Industry Connections Activity Policies and Procedures* ([entity](#), [individual](#)), (b) *Abridged Industry Connections Activity Policies and Procedures* ([entity](#), [individual](#)), (c) Standards Committee policies and procedures accepted by the IEEE SA Standards Board, or (d) Working Group policies and procedures accepted by the Working Group's Standards Committee. If option (a) is chosen, then ICom review and approval of the P&P is required. If option (c) or (d) is chosen, then ICom approval of the use of the P&P is required.

The SSIT Standards Committee policies and procedures accepted by the IEEE SA Standards Board will be used to guide the operations of this activity.

Specify the policies and procedures document to be used. Attach a copy of chosen policies and procedures.

[SSIT-SC_2021.pdf](#)

8. Participants

8.1 Stakeholder Communities

Indicate the stakeholder communities (the types of companies or other entities, or the different groups of individuals) that are expected to be interested in this IC activity and will be invited to participate.

Key stakeholder communities expected to be involved in participating and providing input to this Guide include past and current Working Group Chairs/participants (as study participants) from selected Working Groups that have been/are currently developing ‘ethically aligned’ standards, ie those in the IEEE 70xx series, those within the SSIT/SC remit, IEEE SA staff and Directors, other volunteers and office bearers.

8.2 Expected Number of Participants

Indicate the approximate number of entities (if entity-based) or individuals (if individual-based) expected to be actively involved in this activity.

Approximately 30 individuals.

8.3 Initial Participants

Provide a few of the entities or individuals that will be participating from the outset. It is recommended there be at least three initial participants for an entity-based activity, or five initial participants (each with a different affiliation) for an individual-based activity.

Use the following table for an individual-based activity:

Individual Name	Employer	Affiliation
Ruth Lewis	Technology Foresight	IEEE SSIT SC Chair
Lisa LeVasseur	Me2B Alliance	IEEE SSIT SC Vice Chair/Chair P7012
Peter Reid	Self	IEEE SSIT SC Secretary/Chair P7011
Angelo Feraro	University of South Carolina	Chair, P2895
Deborah Hagar	The Foundation for Sustainable Communities	Chair, P7010.1
John Havens	IEEE	
Christy Bahn	IEEE	

8.4 Activity Supporter/Partner

Indicate whether an IEEE committee (including IEEE Societies and Technical Councils), other than the Oversight Committee, has agreed to participate or support this activity. Support may include, but is not limited to, financial support, marketing support and other ways to help the Activity complete its deliverables.

Has an IEEE Committee, other than the Oversight Committee, agreed to support this activity? No

If yes, indicate the IEEE committee's name and its chair's contact information.

IEEE Committee Name: Committee Name

Chair's Name: Full Name

Chair's Email Address: who@where

Please indicate if you are including a letter of support from the IEEE Committee.