

IEEE SSIT Standards Committee

Meeting #47

Thursday, 20th October 2022

20:30 – 22:00 (UTC)

Location: Electronic Meeting

<https://ieeesa.webex.com/ieeesa/j.php?MTID=m6c85f12e8f35e28e7bce8e931735ad40>

Meeting chaired by Ruth Lewis; minutes provided by Peter Reid.

1 CALL TO ORDER

The meeting was called to order at 20:33 (UTC).

2 ROLL CALL AND DISCLOSURE OF AFFILIATION

Roll call and disclosure of affiliation. A quorum, 7 of 10 voting members, were present. See attendees list at the end of the minutes.

3 AGENDA

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

4 POLICY NOTIFICATIONS

Distributed with the agenda and brought to the attention of the meeting.

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 Deborah, seconded Peter, that the minutes of meeting #46 of 15th September 2022 be approved, carried.

6 WORKING GROUP REPORTS

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

Report not received. *Chair to follow up.*

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

Report distributed with agenda. Deborah provided additional information:

- Secretary position has been filled.
- Reconfirm project scope at November meeting.

- 11 members and growing.
- Plan to go the ballot next summer (northern hemisphere)
- Aim to make it a practical business tool

6.3 P7800 – Recommended Practice for Addressing Sustainability, Environmental Stewardship and Climate Change Challenges in Professional Practice

Report distributed prior to the meeting. Maiké provided additional information:

- Invitation sent out 11/12 people have shown interest.
- First meeting November 8th.
- Looking for broad range of professional to be involved. Maybe reaching out to profession groups could be an option, e.g., Australian Council of Professional

7 NEWLY APPROVED PARs

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

This WG will be scheduled to report in January, May, and September.

7.2 P7800 – Recommended Practice for Addressing Sustainability, Environmental Stewardship and Climate Change Challenges in Professional Practice

This WG will be scheduled to report in February, June, and October.

8 PROPOSED PARs

8.1 P7017 – Standard for Design-Centered Human-Robot Interaction (HRI) and Governance

Approved by SC by e-Ballot as a co-standards committee. On November NesCom agenda.

8.2 P7016 – Standard for Ethically Aligned Design and Operation of Metaverse Systems

Approved by SC by e-Ballot as primary standards committee. On November NesCom agenda.

8.3 P7016.1 – Standard for Ethics Educational Metadata in Extended Reality (XR) & Metaverse

To be distributed to SC for approval at November meeting and go to January meeting of NesCom

8.4 P2048 – Standard for Metaverse: Terminology, Definitions, and Taxonomy

Update required on status. Approved by SC by e-Ballot as a co-standards committee.

8.5 P3176 Standard for an mHealth Ecosystem of Equity

P3176 Standard for an mHealth Ecosystem of Equity has been removed from NesCom submission as additional work is needed to finalize the PAR. The proposal is leave on the agenda till January 2023, then remove if no progress.

9 LIAISONS

9.1 DIITA

Next meeting not yet scheduled

9.2 ISTAS2022

- Could all WG Chairs send their proposed slides to SC Chair by October 28th.
- Organizing meeting to be scheduled for week of the 31st of October

- Session is in Track 10 <https://www.istas22.org/program/track-10/> at the following times

Hong Kong, Hong Kong <small>HKT (UTC +8)</small>	Thu, 10 Nov 2022	1:00 pm 😊
UTC, Time Zone <small>8 hour(s) behind</small>	Thu, 10 Nov 2022	05:00 😞
Melbourne, Australia <small>AEDT (UTC +11) 3 hour(s) ahead</small>	Thu, 10 Nov 2022	4:00 pm 😊
New Delhi, India <small>IST (UTC +5:30) 2:30 hours behind</small>	Thu, 10 Nov 2022	10:30 am 😊
New York, NY, USA <small>EST (UTC -5) 10 hours behind</small>	Thu, 10 Nov 2022	12:00 midn 😞
Belfast, United Kingdom <small>GMT (UTC +0) 8 hours behind</small>	Thu, 10 Nov 2022	5:00 am 😞
Los Angeles, CA, USA <small>PST (UTC -8) 16 hours behind</small>	Wed, 9 Nov 2022	9:00 pm 😞
Paris, France <small>CET (UTC +1) 7 hours behind</small>	Thu, 10 Nov 2022	6:00 am 😞

- Free registration for all participants. Chair to circulate registration IDs, after confirmation Gopal to register participants.
- There are a limited numbers of Complimentary registrations for the Co-Located Events please go to <https://www.townscript.com/e/ieee-international-symposium-on-technology-and-society-2022-istas22-440342>
- There are several collocated events please links on home page <https://www.istas22.org/>

9.3 Planet Positive 2030 Campaign

- Taking shape with committee working on draft 3, with expected completion before end of 2022.
- The aim is to link recommendations to sectors that they apply to. A glossary will be included.
- An accountability framework and tool are being developed, which should be published soon.
- Several PARs maybe generated by this activity.
- Maik offer to take on the reporting on this activity.

9.4 IC22-006-01 Best Practice Guide to Developing Ethically Aligned Standards

- First meeting was held at 20:00 UTC on Tuesday 11th October (4pm ET and 7am 12th October AEDT)
- Chair to distribute minutes
- Chair has enabled iMeet for this group. Please advise Chair if you cannot not got access.
- Angelo has offer to be Vice-Chair. Secretary is still needed.
- Next meeting scheduled for

UTC, Time Zone	Tue, 15 Nov 2022	20:30 😞
Melbourne, Australia <small>AEDT (UTC +11) 11 hour(s) ahead</small>	Wed, 16 Nov 2022	7:30 am 😞
New Delhi, India <small>IST (UTC +5:30) 5:30 hours ahead</small>	Wed, 16 Nov 2022	2:00 am 😞
New York, NY, USA <small>EST (UTC -5) 5 hours behind</small>	Tue, 15 Nov 2022	3:30 pm 😊
Belfast, United Kingdom <small>GMT (UTC +0) same as UTC</small>	Tue, 15 Nov 2022	8:30 pm 😞
Los Angeles, CA, USA <small>PST (UTC -8) 8 hour(s) behind</small>	Tue, 15 Nov 2022	12:30 pm 😊
Paris, France <small>CET (UTC +1) 1 hour(s) ahead</small>	Tue, 15 Nov 2022	9:30 pm 😞

- This is a business improvement program.

9.5 SSIT BoG Meeting

Please let Chair know if you wish to attend.

9.6 Nanotechnology Council Standards Committee (NTC/SC)

No discussion. NTC/SC would like to collaborate with SSIT/SC

10 BUSINESS ARISING FROM PREVIOUS MEETINGS

10.1 Website

Maintenance of SC web site, <https://sagroups.ieee.org/ssit/>. Outstanding requests have been completed.

Chair to review home page content, to mention more PARs.

10.2 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.*

11 OTHER BUSINESS

Chair advised that she will be absent for December 15th meeting, Vice Chair to conduct meeting.

12 FUTURE MEETINGS

Secretary has reissue meeting invites for February to June 2023.

SC meetings will be held at 20:30 UTC on the 3rd Thursday of the month (UTC) for an hour and a half.

- 17th November 2022 – 20:30 UTC (13:30 PST; 15:30 EST; 20:30 GMT; 21:30 CET; 18th November – 07:30 AEDT; 02:00 IST) **WG P7011, P7014 & P7030 to report.**
- 15th December 2022 – 20:30 UTC (12:30 PST; 15:30 EST; 20:30 GMT; 21:30 CET; 16th December – 07:30 AEDT; 02:00 IST) **WG P2895 & P7012 to report.**
- 19th January 2023 – 20:30 UTC (12:30 PST; 15:30 EST; 20:30 GMT; 21:30 CET; 20th January – 07:30 AEDT; 02:00 IST) **WG P2890, P2987 & P7700 to report.**
- 16th February 2023 – 20:30 UTC (12:30 PST; 15:30 EST; 20:30 GMT; 21:30 CET; 17th February – 07:30 AEDT; 02:00 IST) **WG P3119, P7010.1 & P7800 to report.**
- 16th March 2023 – 20:30 UTC (13:30 PDT; 16:30 EDT; 20:30 GMT; 21:30 CET; 17th March – 07:30 AEDT; 02:00 IST) **WG P7011, P7014 & P7030 to report.**
- 20th April 2023 – 20:30 UTC (13:30 PDT; 16:30 EDT; 21:30 BST; 22:30 CEST; 21st April – 06:30 AEST; 02:00 IST) **WG P2895 & P7012 to report.**
- 18th May 2023 – 20:30 UTC (13:30 PDT; 16:30 EDT; 21:30 BST; 22:30 CEST; 19th May – 06:30 AEST; 02:00 IST) **WG P2890, P2987 & P7700 to report.**
- 15th June 2023 – 20:30 UTC (13:30 PDT; 16:30 EDT; 21:30 BST; 22:30 CEST; 16th June – 06:30 AEST; 02:00 IST) **WG P3119, P7010.1 & P7800 to report.**

AEST – Australian Eastern Standard Time; AEDT – Australian Eastern Daylight Time; BST – British Summer Time; CEST – Central Europe Summer Time; CET – Central Europe Time; EST – Eastern Standard Time; EDT – Eastern Daylight Time; GMT – Greenwich Mean Time, IST – Indian Standard Time; PDT – Pacific Daylight Time, PST – Pacific Standard Time, UTC – Coordinated Universal Time.

13 ADJOURN

Moved Tyler, seconded Peter, that the meeting be adjourned at 21:50 (UTC), carried.

ATTENDEES

Last Name	First Name	Affiliation	Present	Role	Office
Bahn	Christy	Staff	Yes	S	
Carroll	Stephine	University of Arizona	Yes	V	
Ferraro	Angelo	University of South Carolina	Yes	V	
Gonzalez	David	Unaffiliated	Yes	NVM	
Gopal	Tadepalli	Anna University	Yes	V	
Hagar	Deborah	The Foundation for Sustainable Communities	Yes	V	
Jaynes	Tyler	Unaffiliated	Yes	V	
Lewis	Ruth	Technology Foresight	Yes	V	Chair
Luiken	Maike	Unaffiliated	Yes	NVM	
Reid	Peter	Unaffiliated	Yes	V	Secretary
Silverman	Karen	Unaffiliated	Apology	V	

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