INTERNATIONAL ELECTROTECHNICAL COMMISSION

SYSTEMS COMMITTEE AAL: ACTIVE ASSISTED LIVING

Unconfirmed minutes of the plenary meeting held in London, UK on 21-06-2024 from 9:00 to 13:30 BST.

Please kindly refer to SyCAAL/366/MTG to access the presentations.

Participants

NC/ organization	Last name	First name	Role[1]
DE	Ma	Dejun	Chair
US	Gwynn	Pamela	Vice-Chair
JP	Yamada	Hajime	Secretary
JP	Atsushi	Miyoshi	Assistant Secretary
IEC SEC	Siket	Miroslav	Technical Officer
AU	Livingstone	Anne	Guest
CN	Guo	Lizhen	Head of delegation
CN	Yan	Ling	Delegate
CN	Shanshan	Li	Delegate
DE	Laurila-Dürsch	Janina	Head of delegation
GB	Grant	Catherine	Delegate
IN	Kushwahai	Jyot	Head of delegation
IN	Srinivasan	Ramakrishnan	Delegation
IN	Keeni	Cargi	Liaison (JTC 1/SC 41)
JP	Tanaka	Hirokazu	Head of delegation
JP	Matsuoka	Koichi	Delegate
JP	Kihara	Yukiko	Delegate
JP	Sugiura	Hiroaki	Delegate

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[1] For example: Chair, Secretary, Technical Officer, Head of delegation, Delegate, Guest, Observer, Vice-Chair, Standards Project Administrator, Liaison

JP	Yukiko	Mizuno	Delegate
JP	Nakabo	Yoshihiro	Delegate
JP	Tanaka	Hirokazu	Head of delegation
JP	Toshikawa	Koichiro	Delegate
KR	Han	Taehwa	Head of delegation
KR	Do	Hyoungho	Delegate
KR	Lee	Sung Hyun	Delegate
KR	Shin	Suhyun	Delegate
KR	Yang	Ilmo	Guest (ISO TC 314)
KR	Junhyoen	Kim	Guest (ISO TC 314)
US	Ciccarello	Anthony	Head of delegation

1.   Opening of the meeting and IEC code of conduct

Chair and Secretary opened the 15th Plenary meeting of IEC SyC AAL at 9:00am and welcomed the delegates and liaison representatives. Delegates were informed about the IEC Code of Conduct for technical work.

2.   Roll call of participants

Secretary asked for roll call of head of delegations. The following countries represented by their delegates were China, Germany, India, Japan, Republic of Korea, and United States.

(See Annex_01_SyCAAL-GB-2024)

3.   Approval of the agenda

> **Decision 01**: Committee approved the agenda (SyCAAL/337E/DA) of the meeting.

(See Annex_02_SyCAAL-GB-2024)

4.   Note the confirmation of the minutes of the meeting held in Seoul, Republic of Korea, on 2023-09-27

Secretary asked the participants if there was anything to be added or amended in the meeting minutes of the previous SyC AAL plenary held in Seoul, Korea. Minutes of the previous virtual Plenary meeting were approved without any changes.

Decision 02: Committee noted confirmation of minutes (SyCAAL/324/RM) of the last meeting held on 2023-09-27 in Seoul, Republic of Korea.

(See SyCAAL/324/RM)

5.   Information from IEC Secretariat

Mr Siket provided the latest update from IEC Secretariat with the following information:

- Main contacts for the IEC Secretariat persons assigned to IEC SyC AAL;
- update on the ISO/IEC Directives Part 1 with IEC supplement published in 2024;
- information on GRS - Gender Responsive Standards;
- information on Glossary in Products and Service Portal (products.iec.ch);
- information on OSD including that each Committee is requested to have al least one project on OSD platform by the end of 2024.
- information on changes in Meeting registration system (MRSv2) for WG meetings
- latest developments of IEC Committees, and
- next IEC GM meetings.

(See Annex_03_SyCAAL-GB-2024)

6.   Report from the AG1 - Chair's Advisory Group

Chair provided an overview of the activities of IEC SyC AAL, summarized the progress, and thanked everyone for the work done in the past. Mr Dejun Ma reported on the 2 previous meetings of the Chair's advisory group that took place in February and June 2024, respectively. Chair also introduced the Invitation to JWG on "Embodied IoT Systems" to be established by IEC/JTC1/SC41 discussed in AG1 meeting presented by Ms Catherine Grant.

Decision 03: Committee acknowledged report of AG 1 – *Chair's advisory group*. Committee approved proposal from the Chair to ask the Secretary to circulate Q document to establish Joint WG with JTC1 SC41, to call for a convenor and expert(s) to P-members of the committee on "Embodied IoT Systems".

(See Annex_04_SyCAAL-GB-2024)

7.   Report from WGs and MTs
7.1.   Report from WG1

The Convenor of WG 1, Mr. Hirokazu Tanaka, provided a report on the work of WG1 and the latest meetings. He recommended that the Plenary approve circulation of the Q document if a PWI on "Collaboration between AAL users and AAL systems" is to be established.

(See Annex_05_SyCAAL-GB-2024)

Decision 04: Committee acknowledged report of WG 1 - *User Focus*. Committee approved to circulate Q document if PWI on "Collaboration between AAL users and AAL systems" shall be established.

7.2. Progress report of WG 2

Ms Janina Laurila-Dürsch presented the report of WG 2. The CC observation of CDV of IEC 63240-1 ed2 was resolved and will be sent to secretariat for distribution.

(See Annex_06_SyCAAL-GB-2024)

Decision 05: Committee acknowledged report of WG 2 - *Architecture and Interoperability*. Committee approved that the revision project IEC 63240-1 ED2 - *Active assisted living (AAL) reference architecture and architecture model - Part 1: Reference architecture*, advances to its publication.

7.3. Progress report of WG 3

Mr. Anthony Ciccarello provided a report on the work of WG 3. IEC SRD 63408 was published in April 2024. WG3 recommended that the Plenary circulate the Q document to establish a PWI on "Roadmap for AAL system development and standards mapping". Secretary will contact the SyC AAL liaisons and request that they review the standards inventory and identify standards to be added.

(See Annex_07_SyCAAL-GB-2024)

Decision 06: Committee acknowledged report of WG 3 - *General specifications, Quality and Conformity assessment*. Committee congratulated the publication of IEC SRD 63473 ED1 - *Active assisted living (AAL) use case standards inventory and mapping* in April 2024. Committee approved to circulate Q document to establish PWI on "Roadmap for AAL system development and standards mapping."

7.4. Progress report of WG 4

Mr Dejun Ma reported on behalf of WG 4. The group is working on the IEC SRD 63314 ED1 - *AAL requirements for education and training of persons working in the field of AAL.* The DTS of IEC SRD 63314 ed1 has been approved. The comments received on SyCAAL/340e/DTS were discussed and the CC observation was resolved. WG4 recommends proceeding with IEC 63314 to the next stage - the publication stage, and requests that IEC 63314 submit the revised CC document.

(See Annex_08_SyCAAL-GB-2024)

Decision 07: Committee acknowledged report of WG 4 - *Regulatory Affairs*.

7.5.   Progress report from WG 5

Ms. Taehwa Han provided a report on behalf of WG 5. WG5 reviewed the results of the CDV (SyCAAL/331/CDV) and discussed and resolved comments based on the CDV results. WG5 agreed that the project (IEC 63310 ED1) should proceed to the next stage (FDIS), mindful of the project timeline.

Regarding the PNW (Guidance for AAL Services based on smart speakers in the connected home environment) proposed at the previous Seoul meeting, WG5 reviewed the comment results of the SyCAAL/345/Q for PWI registration and resolved the comments. Based on the results of SyCAAL/345/Q and meeting discussion, WG5 agreed to register the PWI and prepare the NWIP with an expiry date of 2025-03-31.

(See Annex_09_SyCAAL-GB-2024)

> **Decision 08**: Committee acknowledged report of WG 5 - *AAL in the connected home environment.* Committee approved advancement of the IEC 63310 ED1 - *Functional performance criteria for robots used in AAL connected home environment,* to approval stage (FDIS), following final review of the document by WG 5 members prior to the submission of the document to IEC Secretariat. Committee approved extension of expiry date on newly approved PWI on "Guidance for AAL services based on smart speakers in the CHE" to 2025-03-31.

7.6.   Progress report from MT6

Ms Janina Laurila-Dürsch provided a report on behalf of MT 6. MT 6 discussed Result of Questionnaire (SyCAAL/346/Q "Questionnaire on the approval on new and modified terms") and made decision on the two comments received.

(See Annex_10_SyCAAL-GB-2024)

> **Decision 09**: Committee acknowledged report of MT 6 - *International Electrotechnical Vocabulary - Part 871: Active Assisted Living.* Committee approved the resolutions on comments received for SyCAAL/346/Q. Committee also approved the final term-document to be sent to TC1 for handling using change request process as described in ISO/IEC Directives-1 IEC supplement annex SK.

7.7.   Progress report from WG7

Mr. Atsushi Miyoshi provided a report on behalf of WG 7. WG 7 discussed the conclusion from its previous meeting to change IEC 63168 from IS to SRD. However, the members of WG 7 were unable to reach a consensus on how to advance this project. The Convenor of WG7 will arrange a web call as soon as possible. The committee encouraged WG7 to deliver the RNP and CD document of IEC 63168.

(See Annex_11_SyCAAL-GB-2024)

> **Decision 10**: Committee acknowledged report of WG 7 - *Cooperative multiple systems in connected home environments - Functional safety of electrical/electronic safety-related systems - AAL aspects.* Committee eagerly

> awaits the CD document of the IEC 63168 - Cooperative multiple systems in connected home environments - AAL functional safety requirements of electronic safety-related systems.

7.8. Progress report from JWG9

Ms. Anne Livingstone provided a report on their first meeting, which was held on June 18, 2024. The next meeting will be held on August 20, 2024. The participation and involvement of experts are both welcomed and encouraged.

(See Annex_12_SyCAAL-GB-2024)

8. Reports from liaisons
8.1. Liaisons reports

Mr Anthony Ciccarello (ISO TC 314), Mrs Catherine Grant (JTC 1/SC 41 & 43), Mr Dejun Ma (IEC ,TC 59, TC 61), Ms Pamela Gwynn (ISO TC 299), Ms Tae Hwa Han (ISO TC 215) and Mr Hirokazu TANAKA (IEC TC 124) provided their report as liaisons.

Head of delegation from Korea proposed that Ms Taehwa Han as outgoing liaison representative to JTC1 SC43 and Mr H. Do as outgoing liaison representative to ISO TC 215.

Decision 11: Committee acknowledged liaison reports from:

- ISO TC 314 - *Ageing Societies;*
- ISO/IEC JTC 1/SC 41 - *Internet of things and digital twin;*

and oral reports for:

- ISO TC 299 – *Robotics;*
- ISO TC 215 - *Health informatics;*
- IEC TC 59 - *Performance of household and similar electrical appliances;*
- IEC TC 61 - *Safety of household and similar electrical appliances;*
- IEC TC 62 - *Medical equipment, software, and systems;*
- IEC TC 124 - *Wearable electronic devices and technologies;*
- ISO/IEC JTC 1/SC 43 - *Brain-computer interfaces.*

Committee approved that Ms Taehwa Han as outgoing liaison representative to JTC1 SC43 and Mr H. Do as outgoing liaison representative to ISO TC 215.

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9. Review of Program of Work of SyC AAL as displayed on the IEC website

There were no further updates to the work program required as all projects were reviewed during the WG, MT reports.

10. Stability dates

The stability dates were confirmed with two updates highlighted by yellow.

Decision 12: Committee agreed to extend stability dates of the following publications as follows:

Publication Number	Publication Date	Stability Date	Maintenance Team	Project in progress
IEC TS 63134:2020 ED1	2020-04-09	2026	WG 1	
IEC TS 63134:2020 AMD1: 2022 ED1	2022-12-01	2026	WG 1	
IEC SRD 63219:2022 ED1	2022-02-24	2026	WG 3	
IEC SRD 63234-1:2020 ED1	2020-02-19	2027	WG 4	
IEC SRD 63234-2:2020 ED1	2020-02-19	2027	WG 4	
IEC 63240-1:2020 ED1	2020-11-18	2024	WG 2	IEC 63240-1 ED2 (PRVC)
IEC 63240-2:2020 ED1	2020-11-18	2027	WG 2	
IEC SRD 63416:2023 ED1	2023-09-15	2027	WG 1	
IEC SRD 63473:2024 ED1	2024-04-17	2027	WG 3	

11.   Review of P-members participation

Committee reviewed P-members participation and agreed that P-members are fulfilling their participation requirements.

12.   Reconfirmation of convenors and Vice-Chair

Committee discussed the appointment of vice-chair proposed by Korean NC. Also, Committee confirmed the list of SyC AAL Convenors and their registered term end dates.

WG/MT	Name of Convenor	Registered term end date
WG 1	Hirokazu Tanaka	2025-11-03
WG 2	Janina Laurila-Dürsch	2025-11-03
WG 3	Anthony Ciccarello	2025-06-21
	Pamela D Gwynn	2025-06-21
WG 4	Ling Yan	2027-6-20
WG 5	Dejun Ma	2025-06-20
	Tae Hwa Han	2025-06-20
MT 6	Janina Laurila-Dürsch	2024-10-19
WG 7	Atsushi Miyoshi	2025-10-05
	Mamoru Sekiyama	2025-06-21

Decision 13: Committee appointed Ms Taehwa Han as the vice Chair of the committee as stated in ToR (SyCAAL/359/INF), for period of three years. In addition, ToR also includes possibility to chair committee meetings in absence of the Chair.

Decision 14: Committee appointed Ms Ling Yan as the Convenor of WG4, for period of three years. Committee re-appointed the following convenors for three-years term: WG3 (Anthony Ciccarello and Pamela D Gwynn), WG5 (Dejun Ma and Taehwa Han) and MT6 (Janina Laurila-Dürsch).

13.   Review of liaisons and liaisons representatives

This subject was discussed in agenda item 8.1 confirmed as follows.

Type Liaison	Committee	Description	Incoming liaison representative	Outgoing liaison representative
Internal IEC Liaison	TC 23	Electrical accessories	Mr Marco Peter	
Internal IEC Liaison	TC 34	Lighting		
Internal IEC Liaison	TC 59	Performance of household and similar electrical appliances	Ms Luise Christmann Mr Xaver Edelmann	Mr Dejun Ma
Internal IEC Liaison	TC 61	Safety of household and similar electrical appliances	Mr Dejun Ma	Mr Dejun Ma
Internal IEC Liaison	TC 62	Medical equipment, software, and systems	Mr Klaus Neuder	Ms Pamela Gwynn
Internal IEC Liaison	TC 65/SC 65A	System aspects	Mr Chittilapilly Rappai Raju Mr Yoshinobu SATO	Mr Atsushi MIYOSHI
Internal IEC Liaison	TC 72	Automatic electrical controls	Mr Joseph Antony	
Internal IEC Liaison	TC 79	Alarm and electronic security systems	Mr Lou Chavez	
Internal IEC Liaison	TC 100	Audio, video and multimedia systems and equipment	Mrs Catherine Grant	Mrs Ulrike Haltrich Mr Hirokazu TANAKA
Internal IEC Liaison	TC 124	Wearable electronic devices and technologies	Mr Hirokazu TANAKA	Ms Pamela Gwynn Mr Hirokazu TANAKA
Internal IEC Liaison	SyC Smart Cities	Electrotechnical aspects of Smart Cities	Mr Alexander Samarin	Mr Dejun Ma
Internal IEC Liaison	ISO/IEC JTC 1	Information technology		Mrs Catherine Grant
Internal IEC Liaison	ISO/IEC JTC 1/SC 35	User interfaces		Mrs Catherine Grant
Internal IEC Liaison	ISO/IEC JTC 1/SC 41	Internet of Things and Digital Twin	Mrs Catherine Grant Ms Gargi Keeni	Mrs Catherine Grant
Internal IEC Liaison	ISO/IEC JTC 1/SC 42	Artificial Intelligence	Mr David Martin	
Internal IEC Liaison	ISO/IEC JTC 1/SC 43	Brain-computer Interfaces	Ms Tae Hwa Han Mr Prabhat Ranjan	<mark>Ms Tae Hwa Han</mark>
Liaison ISO	ISO/TC 159	Ergonomics	Ms Daryle Gardner-Bonneau	
Liaison ISO	ISO/TC 159/SC 4	Ergonomics of human-system interaction	Mr Seongil Lee	
Liaison ISO	ISO/TC 173	Assistive products	Mr Klaus Neuder	Ms Pamela Gwynn
Liaison ISO	ISO/TC 215	Health informatics	Ms Tae Hwa Han	<mark>Mr Do</mark>
Liaison ISO	ISO/TC 299	Robotics	Mr Inhyuk Moon	Ms Pamela Gwynn
Liaison ISO	ISO/TC 314	Ageing societies	Mr Anthony Ciccarello	Mr Anthony Ciccarello
Liaison A	ETSI SmartBAN	ETSI SmartBAN	Mr Hirokazu TANAKA	Mr Hirokazu TANAKA

| Liaison A | ITU-T/JCA-AHF | ITU Joint Coordination Activity on Accessibility and Human Factors (JCA-AHF) | Mr Simao Campos Ms Andrea Saks | |

14. Review of Strategic Business Plan

The Secretary asked Committee members to review the SBP of SyC AAL and provide their feedback. Mr. Hajime Yamada, the Secretary of the Committee, also asked the Convenors of the WGs to review their SBP, including the scope, by the upcoming AG1 meeting planned for September 2024.

(See Annex_13_SyCAAL-GB-2024)

15. Future development possibilities

Mr Anthony Ciccarello provided a Proposal for a Roadmap for AAL system development and standards mapping.

(See Annex_14_SyCAAL-GB-2024)

16. Any other businesses

Ms Pamela Gwynn introduced SMB/8170/R "Final report of ISO/IEC Joint Advisory Group on Inclusive terminology".

> **Decision 15**: Committee requests all subgroups of the Committee to comply with the upcoming "Guidance on the use of inclusive terminology in ISO and IEC documents".

17. Date and place of the next meeting(s)

Committee agreed on next face to face meeting to be held in US, 2025.

> **Decision 16**: Committee agreed to hold its next meeting in Durham, North Carolina, US June 2-7, 2025.

18. Review and approval of the decisions and actions

Assistant-Secretary displayed the list of decisions (SyCAAL-362-DL) and reviewed all the decisions.

> **Decision 17**: Committee thanks GB NC for organization of the SyC AAL meetings.

19. Close of the meeting

Chair thanked the participant for their availability and closed the meeting at 13:30 BST.

Decision 18: Committee expresses its appreciation to IEC Secretariat for its continuous support of the Committee, vice-chairs, its WG/MT experts, and convenors for their work.