

**IEEE P7003 Working Group
Meeting Minutes
10th April 2018 /3:00 P.M. – 4:30 P.M. UTC
Teleconference**

1. Call to Order

The meeting was called to order at 15:05 UTC

2. Roll call and Disclosure of [Affiliation](#)

The list of attendees present is attached.

3. Approval of April Agenda

Motion to approve the meeting agenda from 10th April, 2018. The agenda was approved as submitted without objection.

4. [IEEE Patent Policy](#) (Call for Patents)

The call for patents was raised; no one raised any concerns or any comments for consideration.

5. Approval of 14 March meeting minutes

Motion to approve the minutes from March 14th, 2018. The minutes from the March 14th, 2018 meeting were approved without objection.

6. Announcements

- I. New Vice-Chair
Chris Clifton has been appointed as the new vice-chair, replacing Paula
- II. iMeet – people who have not signed in to iMeet, or participated in conference calls for prolonged period will be considered non-active and have their iMeet account revoked. IEEE-SA's contract with iMeet has a limited amount of accounts.
- III. Published IEEE/ISO/IEC standard as style reference – an example of a completed standards document is provided. The documents can be found at Files&Documents/IEEE-ISO-IEC Standards (Not for Distribution) in the P7003 iMeet workspace.
- IV. Main points from 'Western time-zones' call – three participants, no specific issues raised. No future 'western time-zones' call is planned unless explicitly requested.
- V. Invitation to contribute to Ethically Aligned Design document – the invitation to join the EAD development was sent to the mailing lists.

Action: If anyone didn't receive the invite and is interested in participating, please contact ansgar.koene@nottingham.ac.uk

7. Updated Outline Discussion

I. Update on Use Cases

Use Case on the use of algorithmic systems for insurance assessment: Srivathsan aims to cover the fair discrimination in pricing, underwriting and claims; how unfair practices exist in all three areas; the broader regulations governing the biases; and the lawsuits that have been filed.

Use Case related to Google Flu highlighting issues about changes after deployment of the algorithmic system: Pascal and Raj could use input from the medical sector

Action: Anyone with interest and expertise in medical sector please contact Pascal

II. Topic updates – 5min summaries

i. Key concepts

No update

ii. Taxonomy (Pascal & Matthew)

First draft of section document is complete.

<https://docs.google.com/document/d/1R2EsCWsZBdeb-cs-RJiPOw9COrjj3CqNMB1Utj2OLfc/edit?usp=sharing>

Action: ALL – look through draft and give comments

From chat: Mark suggested looking at interoperability with computer security ontology projects: <https://kbros.co/2GR9O9T>

iii. Legal frameworks

No update

iv. Psychology (BC – email to Liz)

Notes have been added to the google doc.

v. Cultural aspects (Maya)

Started developing context with team. Focus on 'algorithmic culture', not traditional 'diversity' perspective. Intend to look at the use cases to refer to issues.

From chat: Ramesh: "one aspect under culture is the context under which a trained model is/will be used. If the model is trained with certain set of data and used for inference in a separate context, there might be unintended bias. So, it is important to understand all the scenarios where the model will be used"

vi. System design stages (Chris)

There is a clear concept for how they want to approach this section. Intend to have a team session as soon as possible.

vii. Person categorization

No update

viii. Representativeness of data (Adam)

Adam joined P7003 a week ago and is currently only person working on this section. Background in technical development, would like some support especially someone with expertise in statistics.

Action: Anyone who is interested in supporting, please get in touch

ix. Outcomes evaluation (Adam)

There are other people in this team as well but hasn't had chance to talk with them yet.

- x. Evaluation of processing
No update
- xi. Resilience against manipulation
No update
- xii. Documenting & transparency (Maya)
Some clear ideas for content. Intends to check guidelines for software system documentation from other application sectors.

8. Conferences and Whitepapers

- Considerations for Algorithmic Decision Making whitepaper by IEEE Internet Initiative – work is proceeding. A number of P7003 members are contributing.
- KDD Workshop proposal notification, March 16th
Workshops that have been announced do not include any especially good matches.
- AAAI fall symposium call has been announced. Submission deadline for proposal is April 20th. Realistically we need 12+ people from P7003, or people we know, who are interested in submitting a paper to the session in order to get the session accepted. Further details at: <https://aaai.org/Symposia/Fall/fss18.php>
Action: ALL – If interested in submitting please email Ansgar so we can assess if we have enough potential submissions
From chat: Rune has a work-in-progress which he would be interesting in submitting
- Ansgar will be part of a RightsCon2018 panel on "Machines That Learn: Can They Also Be Taught Human Values?"
- Shrisha suggested submitting a proposal for a session at IGF2018. Deadline to submit to the "call for issues" is April 13th. Once the 'issues' have been organized there will be a call for session proposals related to those issues. The session proposals deadline is likely to be in June (based on last year's schedule). <https://www.intgovforum.org/multilingual/content/igf-2018-0>. Ansgar will coordinate a P7003 submission. Edmon and Shrisha will contribute.
Action: Anyone else who wishes to contribute email a quick note to Ansgar

9. Any Other Business

No other business was raised

10. Future Meetings

Monday, May 7th, 3:00pm – 4:30pm (UTC)
Friday, June 8th, 3:00pm – 4:30pm (UTC)

11. Adjourn

The meeting was adjourned at 16:10 UTC

Attendees:

Last Name	First Name	Employer/Affiliation	Voting
Aiyer	Sriraj	UCL	X
Chung	Edmon	DotAsia	
Clifton	Chris	Purdue University	X
Courtney	Patrick	Tec-connection	X
Dechesne	Francien	Leiden University	X
Dowthwaite	Liz	University of Nottingham	X
Farley	Tim		
Ganesh	Maya	Leuphana University	X
Hailey	Victoria		
Hatada	Yohko	EMLS_RI	X
Jurgens	Pascal	U of Mainz, Germany	X
Koene (Chair)	Ansgar	University of Nottingham	X
Mandal	Sukanya		
Menon	Ramesh		
Nadel	Larry	NIST	X
Nyrup	Rune	Leverhulme Centre for the Future of Intelligence, University of Cambridge	X
Otterbacher	Jahna	Open University of Cyprus	
Piwowar	Kuba	University of Social Psychology and Humanities	
Rao	Shrisha	IIIT Bangalore	
Smith	Adam	Piccadilly Group	
Srivathsan	KM	TATA Consultancy Services	X
Stender	Matthew	Self	X
Towne	Ben	Sigma Resources	
Underwood	Mark	Synchrony Finance	
Bahn	Christy	IEEE-SA (staff)	