

**IEEE P7003 Working Group
Meeting Agenda
7th February 2018 /5:00 P.M. – 6:30 P.M. UTC
Teleconference**

1. Call to Order

The meeting was called to order at 17:14 UTC.
A quorum has been established and noted.

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

The list of attendees present is attached.

3. Approval of February Agenda

Motion to approve the meeting agenda from 7th February 2019. 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 11th January meeting minutes

Motion to approve the minutes from 11th January 2019. The minutes from the meeting were approved without objection.

6. Announcements

Updates document for review in preparation to face-to-face meeting
Ansgar will work on this document in the next day or so. Asked for any group who has a version that should be submitted but has not been yet? None spoke up. This means that hopefully that the versions collected are the ones that will be appropriate for the discussion.

7. Preparation for Face-to-Face meeting (28Feb-1Mar)

I. Logistics (venues in London, New York, conference call)

Confirmed venues sent out this morning, both London and NY location. We cannot cover funds for lodging etc.

II. Registrations of attendance

Still possible for people to use the registration form that was sent out before to indicate you wish to attend. Currently 7 in NY and about 20 in London. EY provide venues and lunch and dinner on the first day. For those that cannot attend we are planning two conference calls on each day, one AM and one

PM, Christy will send out the invites via WebEx after today's meetings. It's better to attend one day than not attend at all.

III. Agenda items:

Action: If anyone has additional, please email through.

- i. Context 1: update regarding IEEE P7000series + certification initiative (ECPAIS)
Additional context for what it is that we are doing, how the standard relates to the other 70xx standards and the global initiative for autonomous intelligent systems, as well as how this connects to the new initiative from IEEE regarding certification against these standards. Ansgar is attending the 9th Feb meeting in Dubai where there will be an update for all of the chairs of the different series, on progress and also from the coordinators to give updates about how the whole project (GI) is proceeding and what the future plans are, as well as the new certification initiative. Ansgar will be able to update us all on that following the meeting.
- ii. Context 2: what makes a useful Standard (input from people with prior experience developing/using Standards)
A lot of us don't have a lot of experience with developing standards and we've been discussing that some of the work is more academic/discursive rather than in the format of a standard that gives clear guidance to people who are developing a system to follow. It would be great if some of the people who have some prior experience with developing or using standards could pitch in and help with giving a help with the kind of language etc and the way that the documents can be structured.
Action: People who have this experience who will be at the meeting and willing to present something to us please email Ansgar.
- iii. Reminder: Scope of P7003 Algorithmic Bias Considerations
To make sure we keep in mind that this is the approved development process. Need to match the scope that was originally defined.
- iv. High-level mapping of P7003 document
(<https://docs.google.com/drawings/d/1z-e7zmA77J3VkOdJBwHWLmKtvITMckV2HFyxdCR1FwQ/edit?usp=sharing>)
Initial sketch open for amendment. How should the document be shaped, how will it be used, how to they connect to each other?
- v. Review of current status of existing sections
Most likely to be the focus on the second day, but TBC.
Ansgar will do some prep work on this beforehand so we don't spend too much time identifying what the situation is. But we will take a couple of hours for this at least so we get the clarity around what each section is, what the status is, and questions surrounding the sections.
Action: People who have worked on a section and are attending, please prepare some ideas of how to present their section in a concise way, to highlight the issues within their section that they want comments on.
- vi. Proposals for amending (adding/removing/merging) sections

- Are there sections that are missing? Eg impact assessment. And current sections that could be merged or moved.
- vii. Review of use-cases – how to use them, identify important missing cases
Currently 9 or so use cases and others identified, so far we haven't referred to them in the content of the standard. How best to use the use cases to illustrate the ways to use the recommendations in each section?
 - viii. Break out into groups to work on specific issues of sections
- IV. End of day poster session(s) to present related work – in order to make this work as a means for getting travel funding for academics we will need a website to list titles and names of presenters, any volunteers?
The aim of this part of the day will be to provide time to network and get to know the work that each other is doing outside the group work. We need to present as a legitimate workshop with summaries of work, including titles and names of people who are presenting and therefore need a volunteer to do a website for the poster session.

8. Section updates

Important final updates before the face-to-face meeting?

Adam has reviewed a few sections as Technical Editor and sent feedback to the legal, psychology, and system design sections, and is part way through culture. In general the comments are minor or related to the spread of normative versus informative text. We need to consider how to get from predominantly background information to things that can be used in evaluation. Adam is happy to do a talk on what the language should look like at the F2F meeting. Chris updated on design stages section; it is a complete draft with comments, discussion, and revisions therefore this will be a section that is ripe for discussion. It's in the google doc so can be seen before the meeting if needed. Raymond commented on the psychology section, which does not seem to have been substantially updated for a couple of months.

9. Any Other Business

Ansgar is on the way to a meeting on the IEEE global initiative to feedback to us. Urgent items will be emailed to the group.

Chris highlighted that a key thing in preparation for F2F, we need to have for each of the sections as much material as we possibly have, put into a common place to look over so we come out of this with some basic revisions and clean up to a complete document.

Action: Please make sure EVERYTHING we might need to work on is in the Google doc ASAP.

10. Future Meetings

28th February and 1st March P7003 face-to-face meeting in London and New York, including WebEx call-ins for those who cannot attend. Note that this takes the place of the March meeting.

Thursday, 4th April, 1:00pm – 2:30pm (UTC)

Thursday, 2nd May, 3:00pm – 4:30pm (UTC)

Thursday, 6th June, 5:00pm – 6:30pm (UTC)

11. Adjourn

The meeting was adjourned at 17:48 UTC

Attendees:

Last Name	First Name	Employer/Affiliation	Voting
Amadeo	Nina-Marie	Google	
Bond	Raymond	Self	
Brown	Shea	BABA AI Inc	
Chaudhuri	Abhik	TATA Consultancy Services	X
Clifton	Chris	Purdue University	X
Costley	Jennifer	New York Academy of Sciences	
Courtney	Patrick	tec-connection	X
Dechesne	Francien	Leiden University	X
Djeffal	Christian	Self	X
Dowthwaite	Liz	University of Nottingham	X
Gardner	Allison	Keele University	X
Hailey	Victoria	VHG	
Hense	Peter	Spirit Legal	
Ilieva	Snezhana		
Jurgens	Pascal	U of Mainz, Germany	X
KM	Srivathsan	TATA Consultancy Services	
Koene (Chair)	Ansgar	University of Nottingham	X
Lehrer	Joanna	Self	
Mandal	Sukanya	Self	X
Nadel	Larry	NIST	X
Nirgudkar	Shailesh	MathWorks, Inc.	
Scolozzi	Giorgio		
Smith	Adam L	Piccadilly Group	X
Towne	Ben	Sigma Resources	
Weger	Gerlinde	Independent	X
Bahn	Christy	IEEE-SA (staff)	