

**IEEE P7003 Working Group
Meeting Agenda
6th February 2020 /5:00 P.M. – 6:30 P.M. UTC
Teleconference**

1. Call to Order

The meeting was called to order at 17:04.
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 for February 6th 2020. 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. [IEEE SA Copyright](#)

The copyright policy was presented.

6. Approval of 10th January meeting minutes

Motion to approve the minutes from 10th January, 2020. The minutes from the November meeting were approved without objection.

7. Announcements

There have been a series of emails about IGF themes for the coming year, so we will have a continuation of this call after the end of the working group to talk about the issues.

ECPAIS – lead of the material development contacted with request for annex for P7003 to describe what ECPAIS bias certification will be – initially asking us to write it but we need to be able to share the information about the certification with the group, so now it looks like he will instead be writing the annex and sharing for approval for inclusion. The certification is being released before the standard, so it's a weird situation.

8. Updated Outline Discussion

- I. Update on Use Cases

No update

- II. Topic updates – summaries and reflections on [open items](#)
 - i. Project Conceptualisation (Ansgar)

Taken a closer look to review what we currently have. Want to focus on preparatory things, elements that we don't have but should include requesting documenting of what kind of model or risk management frameworks are being used, what kind of DevOps tools, tracking methodology etc. Asking the project team management to clarify what kind of documents and procedures exist, etc. Suggestions around existing risk management frameworks. Work already done in this section regarding listing kinds of outcome intentions that go along with the project, clarifying what the intended purpose of the system is so that in the subsequent stages you can test the performance with regards to unintended bias.

Clarification re the connection between this and the actual risk assessment section – it is in combination with the section, so the project identifies existing frameworks alongside the assessment in that section. These two subgroups will work together to ensure synergy.
 - ii. Stakeholder Identification (Gerlinde)

Continuing with writing sessions every second week – making good progress, close to type 1 (impacted stakeholders) being done, next one is type 2 (influencers). Done some work on getting a process methodology.
 - iii. Risk and Impact Assessment (Gerlinde)

Still in pretty full draft in the master document, anything that needs to refer to any other sections, let them know.
 - iv. Go/No-Go (Ansgar)

Not had opportunity to work on it yet, can be filled in after much of the other sections has been done. How to evaluate the level of compliance people have managed to achieve. Anyone who wishes to elaborate on the work done in Berlin, please do. It seems to have a reasonably solid draft of the normative section, but would be good to take a fresh look at it.
 - v. Algorithmic system design stages (Chris)

Discussion of terminology and standardizing it for current technology. Need to sit down and take a lot of the discussion and comments and incorporate into the document. Lots of good comments in there that need to be incorporated.

Also some emails on terminology going round, suggestion that every section has a temporary identification of key terminology in that section. Not for final version but for work-in-progress stage, to see what terms will need to have been explained for people to correctly interpret what is going on in that section. Final version doesn't have terminology in each section but useful for now.
 - vi. Representativeness of data
No update – might need to find some new people to work on it. Some people who were working on it in Berlin are now on the stakeholder ID, also some people in Asia meeting volunteered.
 - vii. Evaluation of processing

- Randy to take a look at it.
- viii. Outcomes evaluation
 - No update
- ix. Transparency and Accountability
 - No update
- x. Documenting
 - Ansgar forwarded some information about existing standards to refer to for that section to the subgroup, so will follow up.
- xi. Taxonomy (Mathana)
 - Scheduling a call for a couple of weeks. Confirmed that subgroups can use working documents before moving to the master document.
- xii. Legal frameworks (Trish)
 - Has been fairly close to completion. Some email chatter. Also some work being done with the Indian framework. No call currently scheduled. The GDPR section has been tightened up a bit. Limited capacity for work on this section at the moment – fairly finalized version of international section so at a crossroads to develop more regional frameworks, or just drop that section. Maybe could use a diagram or image to summarise the different areas that governance should cover. For example, telling the user that they have to look at their countries legal framework, but without too much elaboration. Reminder that the front matter has a disclaimer on legal requirements.
- xiii. Psychology
 - Currently has a fair amount of structuring and identification around key psychological issues that play a role in bringing in bias and being triggers or bias issues. Need to look into and reflect back over what is currently there.
- xiv. Cultural aspects
 - Making slow but steady progress, but would appreciate feedback from the other sections about moving and integrating some of the statements into their sections. How would other sections prefer this to happen, e.g. adding to the Issues List, emailing the leader of the section?

9. Conferences and Whitepapers

FAT* in Barcelona last week – Mathana gave update (note, the name will be FAcCT going forward.)
 Draft guidance from ICO – focus on explanation towards end users.
 Canadian Regulator has just put out a call for comments regarding 2 pieces of legislation on AI that they are looking to update – they are available on the Privacy Commissioner of Canada website.
 Randy is putting together a related proposal for SC2020, contact if interested.

10. Any Other Business

Babita has a newsletter for circulation
 New paper out that is relevant <https://arxiv.org/abs/1912.03593>

11. Future Meetings

- Thursday 5th March 3pm

- Thursday 2nd April 1pm
- Thursday 7th May 3pm
- Thursday 4th June 5pm

12. Adjourn

The meeting was adjourned at 18:14.

Last Name	First Name	Employer/Affiliation	Voting
Carrier	Ryan	Independent	
Chaudhuri	Abhik	TATA Consultancy Services	X
Clifton	Chris	Purdue University	X
Costley	Jennifer	New York Academy of Science	
Courtney	Patrick	Tec-connection	X
Dowthwaite	Liz	University of Nottingham	X
Koene (Chair)	Ansgar	University of Nottingham	X
Leppala	Jussi	Valmet	X
Levesque	Maroussia	Independent	X
Nadel	Larry	NIST	X
Prasad	MS	Amity University, India	X
Ramlal	Babita	Independent	
Rannow	Randy K	Silverdraft Supercomputing	X
Rivas	Pablo	Marist College	X
Shaw	Trish	Beyond Reach	X
Stender	Mathana	Independent	X
Weger	Gerlinde	Independent	X
Bahn	Christy	IEEE Staff	