

**IEEE P7003 Working Group
Meeting Agenda
5th March 2020 /3:00 P.M. – 4:30 P.M. UTC
Teleconference**

1. Call to Order

The meeting was called to order at 15:05.
A quorum has been established and noted.

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

The list of attendees is attached.

3. Approval of March Agenda

Motion to approve the meeting agenda for March 5th 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 6th February meeting minutes

Motion to approve the minutes from 6th February, 2020. The minutes from the November meeting were approved without objection.

7. Announcements

I. P7000 Balloting (Christy)

Anyone interested in reading the current draft as it has been proposed, providing comments to improve quality and indicate if it is in the stage to be accepted, you need to become a balloting member.

Christy sent an email explaining about balloting from P7000 – invitation to ballot opened up yesterday and closes on April 3rd. Once it closes the actual ballot is opened. If you did express an interest and sign up, you will get notified the ballot is opened. You have to be an SA member or pay the ballot fee. Becoming an SA member entitles you to unlimited ballots.

II. ECPAIS Press release, phase II preparation

Phase 1 officially completed, moving into phase II.

<https://standards.ieee.org/news/2020/phase-1-ecpais.html>

Question: How does certification program intersect with standards development process? There is an intent to bring them together. Unusual ordering of doing things with the certification starting first. Leaders of expert groups last year were also either chairs or co-chairs of the related standards working group. Request to include as annex to standard a short piece describing ECPAIS bias certification activity – currently trying to figure out a good way of doing that, which would have to go to ballot for approval. There is also an intention to do a review of how well both of these activities have been aligning with each other, when 7003 gets towards the end, to identify any last tweaks we might want to do. And the certification will hopefully refer to 7003 which should be published by then.

8. Updated Outline Discussion

I. Update on Use Cases
Ansgar to chase up

II. Topic updates – summaries and reflections on [open items](#)

i. Project Conceptualisation (Ansgar)

Ansgar has done a mapping conceptualization of what should go into this section. Email Ansgar if interested in helping out with this section. Gerlinde to consider link to SI.

ii. Stakeholder Identification (Gerlinde)

Good progress. Draft for impacted stakeholders and moved onto IDing those that influence the creation and use of algorithmic systems. Recommending to follow the life cycle of a project to help with identification. Connected to design stage section. Need to have an agreement about how to identify the phases of a project.

iii. Risk and Impact Assessment (Gerlinde)

Comments and reviews of the first draft from last year would be welcome.

iv. Go/No-Go

No update

v. Algorithmic system design stages

No update

vi. Representativeness of data

No update

vii. Evaluation of processing

No update

viii. Outcomes evaluation

No update

ix. Transparency and Accountability

No update

x. Documenting

No update

xi. Taxonomy (Mathana)

Had a meeting since the last call. Going through some of the older text with newer members of the group. Taking a fresh look to make sure that it is robust and can be taken in context with the work from the other groups. Thinking about taxonomies and ontologies of systems that might not yet exist. Active new members.

xii. Legal frameworks

No update

- xiii. Psychology
Needs a new lead.
- xiv. Cultural aspects (Clare)
Calls every three or four weeks with a diverse range of people. They'd love some feedback from their issues list, especially things that affect other sections. Also comments in the master draft.

Please can people who are not directly active in sections add themselves to one, especially ones that have had little activity recently. Email Ansgar especially if interested in representativeness of data or evaluation of processing.

9. Conferences and Whitepapers

EC AI white paper came out 2 weeks ago. Consultations regard EC AI white paper with submission deadline 19th May. There will be an IEEE response. If we did one it would not be an IEEE submission, just us as group of individuals.

EC European Data Strategy paper can out a companion piece to the EC AI White Paper, with a consultations period open until 31st may.

Mathana also pointed to the IGF call for workshop proposals and for feedback on their thematic tracks. <https://www.intgovforum.org/multilingual/content/igf-2020-call-for-workshop-proposals> - Several people showed interest (Clare, Edmon, Abigail, MS Prasad...)

Fairness in user modeling, adaptation, and personalisation
<https://fairumap.wordpress.com/paper-submission/>

10. Any Other Business

No other business was raised.

11. Future Meetings

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

12. Adjourn

The meeting was adjourned at 16:08.

Last Name	First Name	Employer/Affiliation	Voting
Chaudhuri	Abhik	TATA Consultancy Services	X
Chung	Edmon	DotAsia	
Costley	Jennifer	New York Academy of Science	
Courtney	Patrick	Tec-connection	X
Dowthwaite	Liz	University of Nottingham	X
Gunsch	Greg	Independent	X
James	Clare	Independent	X
Koene (Chair)	Ansgar	University of Nottingham	X

Leppala	Jussi	Valmet	X
Martel	JC	Independent	
Nadel	Larry	NIST	X
Nieves Delgado	Abigail	Independent	
Ngounou	Charlie	AfroLeadership	X
Pena	Abel	Code Explorers Worldwide	X
Prasad	MS	Amity University, India	X
Rivas	Pablo	Marist College	X
Shaw	Trish	Beyond Reach	X
Stender	Mathana	Independent	X
Weger	Gerlinde	Independent	X
Wehmeyer	Maik Taro	Taktile, Inc	

Bahn Christy IEEE Staff