

**IEEE P7003 Working Group
Meeting Agenda
2nd April 2020 / 1:00 P.M. – 2:30 P.M. UTC
Teleconference**

1. Call to Order

The meeting was called to order at 14:05.
A quorum has been established and noted.

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

The list of attendees is attached.

3. Approval of April Agenda

Motion to approve the meeting agenda for April 2nd 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 5th March meeting minutes

Motion to approve the minutes from 5th March, 2020. The minutes from the March meeting were approved without objection.

7. Announcements

Some calls for technical communities to indicate if they have capabilities around data processing etc, Ansgar has circulated one, if there is something that people feel that is really important with regards to supporting COVID-19 efforts, we should circulate on our mailing list. It may be that our members have capacity to help.

8. Updated Outline Discussion

I. Update on Use Cases

Randy is working on use scenarios. Has 2 but need to clean them up a bit, can someone direct to the template that is being used. Ansgar to send.

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

i. Project Conceptualisation (Ansgar)

Not much new content but thinking about best ways to approach this. Needs to be coordinated with what is currently in the design stages section. For example ID of business case needs to connect to the planning out of project and the bias that might need to be considered at planning stage. Also considering the algorithmic design stages section, and looking at other standards and identifying potentially relevant standards.

- ii. Stakeholder Identification (Allison/Trish)
Fortnightly meetings, document development. The group is looking at revised terminology within that section. Done full circle and progress is being made.
- iii. Risk and Impact Assessment (Allison)
In hiatus as leading on from the stakeholder ID work.
- iv. Go/No-Go
No update
- v. Algorithmic system design stages (Chris)
Hopes that people have looked over the normative section and made some comments, if people could add some comments that would be great, then they can start looking at the informative sections.
(Pause for duck)
- vi. Representativeness of data
Can whoever volunteered to take on this section please make themselves known.
- vii. Evaluation of processing
No update
- viii. Outcomes evaluation
No update
- ix. Transparency and Accountability
No update
- x. Documenting
No update
- xi. Taxonomy (Mathana)
Met this week, have been going back to the drawing board a bit to get fresh eyes on the work that had been done over the last couple of years. Last few months getting a sense of where we are in the full standard development process and what role the taxonomy would play. Running list of issues or potential points or areas to flag which might have crossover with other groups. Want to start reaching out to people from other sub groups to get some closer collaboration, including ensuring not replication of work, or that we're not developing text that is incompatible or incongruent. Over the coming months with start doing that, in some format. Maybe inviting people to next group call or working to align with individual other groups and having calls with one group at a time. Give users of standard a way to start working out their own principals or value system. Looking at other taxonomy design, eg around autonomous driving systems level 1-5, others. If looking to bring in some other reference standards, any with a taxonomy that people come across they'd be very interested to have a look, especially IEEE standards for formats or templates. Looking at

life cycle stages to assign different bias capacities, as they start reaching out this will become more robust. There is a list of section teams in the shared google drive.

- xii. Legal frameworks
No further progress recently.
- xiii. Psychology
Needs a new lead.
- xiv. Cultural aspects (Clare/Sofia)
Fortnightly calls in different timezones, getting some good editing done to remove things that are unclear or too long. Would like advice about how to reference, and would love to collaborate with other sections via the issues list. We should be using the Issues list more as we write our sections – refer to comments, remove things that have been resolved, and add issues as things get written or edited.

Reminder that Adam is the technical editor if advice is needed for formatting. Ansgar will look out the style manual and send the link.

Ansgar to review the sections that work is not being done on. Anyone who wishes to take on and work in a section let us know.

Please use the email lists, specifying P7003 in the subject line and also relevancy or a link to work.

9. Conferences and Whitepapers

Ansgar working on response to European Commission AI White Paper that was published on February 19th. The consultation period for this whitepaper runs until May 31st. <https://ec.europa.eu/digital-single-market/en/artificial-intelligence>

Open to individuals and organisations of any size. Ansgar is participating in a number of responses to the consultation, including from his work, from the European Standards organisations CEN-Cenelec and the IEEE (combined response from European Public Policy Committee for ICT and IEEE-SA).

A team from this group could submit as an individual group, not related to IEEE.

Randy: P3141 is getting started, and finalizing a BOF for SC2020 on Ethics in HPC, and Bias, Transparency as subtopics (pi-boson@ieee.org)

Anyone interested in working on an IGF submission around algorithm bias with Clare and Mathana, contact Mathana. Allison is interested. The IGF has been postponed, either submission deadline or event. Deadline for workshops is April 22.

10. Any Other Business

Abel asked about the ethics certification going to second phase. Are we going to be working with that group to see what has been done to help with this standard?

Answer: After phase 1 decided it would not be publically published, which makes it difficult. They asked us to refer to it in the standard, cannot do this unless it is properly discusses and voted on within the group, which means that we need to see it.

Chris – professors at Northwestern have been doing some work creating fictitious user profiles to check for bias in online hiring. Violates the terms and service of the online hiring sites, but was not considered criminal. Following decision on CFAA applicability to research in algorithmic bias may be of interest:

Chris Clifton@All: <https://fcw.com/articles/2020/03/30/algo-research-cfaa-ruling.aspx>

11. Future Meetings

- Thursday 7th May 3pm
- Thursday 4th June 5pm

12. Adjourn

The meeting was adjourned at 15.04.

Last Name	First Name	Employer/Affiliation	Voting
Almondo	Gino	AI Sustainability Centre, Stockholm	
Chaudhuri	Abhik	TATA Consultancy Services	X
Clifton	Chris	Purdue University	X
Courtney	Patrick	Tec-connection	X
Dowthwaite	Liz	University of Nottingham	X
Gardner	Allison	Keele University	
Gonzalez	Sofia	Independent	
Hackman	Joseph	ASAPP	X
Hailey	Victoria	VHG	
Hariharan	Mahesh		
James	Clare	Independent	X
Koene (Chair)	Ansgar	University of Nottingham	X
Leppala	Jussi	Valmet	X
Nieves Delgado	Abigail	Independent	X
Pena	Abel	Code Explorers Worldwide	X
Prasad	MS	Amity University, India	X
Rannow	Randy K	Silverdraft Supercomputing	X
Shaw	Trish	Beyond Reach	X
Stender	Mathana	Independent	X
Wehmeyer	Maik Taro	Taktile, Inc	