IEEE P7000 Working Group Meeting
Draft Minutes
19 July 2019 / 09:00 A.M. – 11:00 A.M. (EST)
Teleconference

Meeting Minutes (compiled from a recording)
by the Working Group Secretary, Zvikomborero Murahwi

1. **Call to Order**
   The meeting was called to order at 9:02 AM (EST). A quorum could not be established when meeting was called to order.
   There was no immediate move to approve the minutes of previous meetings and the days' agenda.

2. **Roll call and Disclosure of Affiliation.**
   - New members welcomed: Sarah from Italy who works for the EU Commission, and Mark based in Munich and is working on research on development of HR Software with Ethics considerations.
     The chairperson advised new members of the existence of other platforms such as IEEE-SA ECPAIS Certification Programme through which they could contribute to ethics in Systems Design. Those wishing to enquire on how to participate in ECPAIS could get in touch with the Chair
   - The list of attendees is attached.

3. **Approval of Agenda**.

   Was done towards the end of the meeting as a quorum was established as the meeting progressed.
   Gisele Waters motioned and Sarah Spiekermann seconded.

4. **Call for Patents** ([Patent Policy](#))
   The call for patents was raised; no one raised any concerns or any comments for consideration.

5. **Approval of May 17th 2019 Meeting Minutes**

   The minutes were approved towards the end of the call as a quorum was established as the meeting progressed.
   Gisele Waters motioned and Sarah Spiekermann seconded.

6. Matters arising from minutes of the meeting of May 17ᵗʰ, 2019.

None Discussed.

7. Update from Subgroup Chairs, re: work to date

a. Combined Risk and Ontology Subgroup, Gisele Waters

- All good and intact with the CRC. There had been no change to feedback given at previous meeting.

b. The Processes Subgroup, Vicky Hailey.

The PSG met on July 18. The following were the Subgroup's Main concerns:
- Management versus Ethics Engineering: The PAR says we look at Ethical considerations. However, there had been a tendency to mix with process maturity when we are to consider ethics in design.
- Process Presentations in the draft. The PSG's concerns regarding alignment to ISO 15288 & 24774 are not being attended to. The PSG still feels that structural coherence to 15288 and 24774 are still required for structural integrity of the draft to be achieved.
- The P-SG would like to know when D2 of P7000 would be out so that they could start reviewing it

c. The Systems of Systems Subgroup, Alexander Novotny.
- The Subgroup had not met since the last WG meeting.
- The Subgroup was looking forward to the release of D2 so that they could check if SoS issues had been addressed.

d. Ethics Subgroup, Sarah Spiekermann, Jacob Metcalfe.

- The Subgroup had spent a lot more time on disposition of comments. Joint work with other subgroups to address CRC issues had been completed.
- The Telemedicine case study was being refined to clear flow in ethics and risks and to show handover in different stages of work.
- Sarah would work with Lewis from the PSG on the Ethics Section and on ensuring that the standard aligns with ISO 15288 and 24774.
  Sarah would create an annex that would show mappings to 15288. This would be shared with all affected subgroups.

e. Special Update on CRC, Gisele Waters.
- CRC document in folder on iMeet and has been accessible to all WG members since its creation.
- All 400+ Comments relating to Draft 1 (D1) have been updated/ attended to.
- For any queries, feel free to contact Gisele.

8. Technical Editor's Update.

a. What has been done and is being done to produce Draft 2.

- Using the CRC document which is under strict version control to address D1 comments. This is a live document which has been updated to accommodate additional comments.
- All comments in the CRC have been responded to.
- Alignment and mapping to ISO 15288 and 24774 are still to be adequately addressed.
- The Risk Subgroup in over 10 sessions had attended to all comments relating to Risk.
- Ethics Subgroup in more than 10 sessions had attended to comments relating to ethics.
- The Process Subgroup which had earlier struggled to produce results had done a lot of work since Vicky took over its leadership. The subgroup continues to lead in reviewing processes, process flows and their conformance to other standards such as 15288 and 24774.
- The Ontology Subgroup struggled to exist. Angus came forward but under the Risk group and put together content relating to Ontology. The content put together by Angus had more to do with ethics and as therefore forwarded to the Ethics Subgroup for consideration.

b. Regarding where we are:
- Content received from Ethics and Risk Subgroups by June 17 was being consolidated and integrated into the standard to produce draft 2 (D2). The PSG was not contributing content but was expected to have worked with and continue working with Subgroups and contributing through these (Subgroups).
- There was emphasis on reviewing processes and their flows in both Ethics and Risk Processes checking how they would be turned into functional and technical requirement for the design of an ethical product.
- Interaction is currently mainly between the TE and Ethics (Sarah and Jacob). Redundancy and overlaps in processes and their flows will be removed and mappings to 15288 and 24774 would be implemented.
- Aim is to have D2 in early August. This would be shared with all WG members. There is a possibility that D3 could come out of comments WG members make on D2 if these comments turn out to be major.
- Judging by recent P7000 WG meetings attendances and the need to allow WG member sufficient time to look at D2, it was suggested that the August meeting be skipped, cancelled or delayed. If the WG insists on meeting, the meeting would be held to discuss matters and or D2 even with low attendance figures. No requests or comments were received in response.

c. In moving forward:
- The TE was targeting producing D2 in early August and make this available to all WG members.
- August 16th meeting would be skipped to allow WG members sufficient time to go through D2 and put forward their comments.
- If major comments come out of D2 review by WG members, D3 will be borne out of resolving those comments.
- At the September 13th meeting, WG members are expected to vote to approve D2/D3.

d. ***Comments and Discussions on the TE's update***.
   - Vicky:
     - Feels the PSG is supposed to be part of the comments disposition from start to avoid delays.
     - No invitations have been sent out to PSG to attend Subgroup comments disposition meetings.
     - The current draft will not work in a systems engineering space but may work for ethics.

   - Rob:
     - The PSG comments have been excluded from the new draft
     - The PSG wants to act and not react.
     - Some people feel that we are still far from the polishing stage of P7000

   - Gisele:
     Did not agree with Vicky and Rob because,
     - PSG have always been welcome to attend meetings of any PSG. PSG members have attended some Risk Group meetings.
     - Rob has commented like he has read D2. Is D2 out?
     - There is no clarity as to how and when PSG has been excluded. All their contribution to the CRC are there and have been attended and responded to.

   - Sarah:
     Did not agree with Vicky and Rob.
     - The PSG made 200+ contributions to the CRC and all of these have been responded to.
     - Lewis participated fully in ESG comments disposition meetings.
     - We have invited all WG members to ESG meetings and have sent direct invitations to Lewis who represented PSG.
     - WG Members are still invited to share comments with the ESG at its meetings.
     - She (Sarah) is scheduled and is looking forward to working with Lewis in doing the 15288 mappings and ensuring all PSG comments have been resolved.
   - Ali:
     - Members should refrain from speculating and wait for D2 to come out before commenting.
     - Explained that stating that feedback would be expected from ESG and RSG did not mean PSG exclusion. PSG was expected to work with content contributors. Also anyone who contributed comments would be allowed to follow up on those comments if they appear unresolved.
     - PSG is like any other subgroup and could approach content authors if they (PSG) felt there were any inadequacies.
     - Subgroups meetings are open to all WG members and all other subgroups – including the P-SG.
     - The TE has confidence in membership and leadership of all subgroups including Authoring Subgroups.

9. **Secretary's Report,** Zviko Murahwi
   - Nothing to report but very thankful to all members for all that had been achieved so far.

10.   **Speaker's Corner.**
    No presentations.

11.   **Meeting dates for the rest of 2019.**
    a. *Updated meeting dates would now be as follows:*
       - 13th September, 2019, 9:00 A.M. – 11:00 A.M. (EST) – important meeting
       - 18th October, 2019, 9:00 A.M. – 11:00 A.M. (EST)
       - 15th November, 2019, 9:00 A.M. – 11:00 A.M. (EST)
       - 13th December, 2019, 9:00 A.M. – 11:00 A.M. (EST)

12.   **Adjourn**
    The meeting adjourned at 10:30 AM (EST).

Attendees

First Name	Last Name	Affiliation	Role	Officer
Christy	Bahn	IEEE-SA (staff)	**S**	x
Lewis	Gray	Abelia Corporation	**V**	
Ali	Hessami	Vega Systems-UK	**V**	**Chair**
Jake	Metcalf	Data & Society	**V**	
Zvikomborero	Murahwi	Independent	**V**	**Secretary**
Alexander	Novotny	Independent	**V**	
Robert	Schaaf	AgilityXL	**V**	
Sarah	Spiekermann	Vienna University of Economics and Business	**V**	**Vice-Chair**
Mark	Underwood	Krypton Brothers	**V**	
Ulgen	Ozlem	Birmingham City University, UK	**V**	
Gisele	Waters	Symbiotca LLC	**V**	
Angus	Robson		**V**	
Vicky	Hailey	The Victoria Hailey Group Corporation (VHG)	**V**	
Emile	Mardacany	Self`	**V**	
Sridhar	Raghavan	Independent	**V**	
Till	Winkler	Vienna University of Economics and Business	**V**	

Role Legend	
Role Legend	**V = Voting Member**
	P = Participant
	S= Staff