**IEEE P7001 Working Group**

**Draft Meeting Minutes, 23 July 2019 09AM-10AM UK time**

**Recorded by Takashi Egawa, Secretary**

# **Call to Order**

Meeting called to order by Alan Winfield, the chair of the group at 09:05 am.

# **Quorum**

The quorum was satisfied.

# **Approval of agenda**

The agenda was accepted.

# **Approval of the minutes**

The minutes of June meeting was approved.

# **IEEE Patent Policy**

No one declared patents related P7001 work.

# **Progress of the work**

The chair proposed to form a small subgroup for editing and clean-up of vignette and use-case sections to accelerate the work. Rod seconded the idea. Emily, Joanna volunteered, and Larry Nedal would be invited.

The chair focused on the last part of 5.1.1, definition of level 5 for non-experts stakeholders. There Richard commented that unfettered access to information e.g., data, system design should be provided. Discussion was made if we should have this as the highest level of transparency. The critical point was that manufacturers should not freely decide what need to be disclosed, and at the same time it is important to prevent users to use this description to freely violate manufacturer’s IPRs. It was agreed that log files should be disclosed as long as it do not contain sensitive information such as personal information, but that other may not be appropriate, and that the original description (2nd paragraph) was carefully written to realize this balance. So it was agreed to delete 1st paragraph, and modify the 2nd to reflect the comments during the discussion.

Next the chair focused on 2nd paragraph of 5.2.3, which was added to solve Emily’s comment if quality management (level 1), ethical risk assessment and control/mitigation (level 2) and others is useful for transparency. After the discussion the meeting agreed that they are useful because quality management and others clarifies what are the issues, how these issues are treated. The documents on these processes are helpful for lawyers or expert witnesses.

Then the chair focused on the comment on 5.2.2 from Richard Veryard. The core of the question was that in some cases it is difficult to notice that an incident has occurred by e.g., malfunctioning of a system and that incident investigators do not always pay enough attention if such hidden incident has occurred. An example of this hidden incident is written in Cathy O’Neil, that a teacher was fired because of inappropriate evaluation system but the teacher could not know the reason. The chair suggested that the vignette for an autonomous loan machine may help solve this issue, and it was agreed to continue the discussion at the next meeting.

# **New Business**

None.

1. **Next meeting(s)**

15:00-16:00 UK time, 28 August, 2019

1. **Adjourn**

The meeting was adjourned at 10:05 UK time.

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| Name | Affiliation |
| Alan Winfield (Chair) | Bristol Robotics Laboratory |
| Emily Barwell | BPE |
| Jerome Kirsher | Self |
| Naomi Jacobs | U-Aberdeen |
| Nico Hochgeschwender | German Aerospace |
| Richard Veryard | Self |
| Rob Wortham | U-Bath |
| Takashi Egawa (Secretary) | NEC |
| Tom Moule | Institute for Ethical Al In Education, U-Buckingham |
| Louise Dennis | U-Liverpool |
| Rod Muttram | UK/Ireland section, IEEE |
| Andreas Theodorou | Umea-U |
| Iman Naja | U-Aberdeen |
| Jerome Kirsher | Self |
| Joanna Olszewska | U-West of Scotland |

Total 15.