1. Call to Order

Meeting called to order by Alan Winfield, chair of the group at 15:02 am.

Apologies were received from: Takashi Egawa, Nico Hochgeschwender, Mark Underwood and Emily Barwell.

The chair welcomed new member Victoria Hailey.

2. Quorum

The quorum was satisfied.

3. Approval of agenda

The agenda was accepted.

4. IEEE Patent Policy

No related patents were declared.

5. Progress of the work

The chair introduced the main focus of the meeting: to review the completeness of the normative definitions in the five sections of the pre-draft. He reminded the group that a definition is regarded as complete if it is straightforward to assess a system as compliant or not. If compliance is not easy to assess then that definition is not complete. He explained that we should be aiming for all definitions to be complete.

The chair then offered his assessment of the completeness of the definitions in the current pre-draft, as summarized in the table below. He encouraged WG members to also check that they agree with these assessments.

Section	Definition #	Complete Y/N	Action (if any)
5.1.1 Users	1	Yes	
	2	Yes	
	3	Yes	
	4	Yes	
	5	No	Some existing q's regarding this def'n need to be resolved before completeness can be determined. Action: Alan
5.1.2 General Public	1	Yes	
	2	Yes (robot) No (software AI)	Action: Andreas to review and amend to make complete.
	3	No	Action: Andreas to review and amend to make complete.

5.2.1 Safety certifiers	1	Yes	
	2	Yes	
	3	Yes	
	4	Yes	
	5	Yes	
5.2.2 Accident Investigators	1	Yes	
	2	Yes	
	3	Yes	
	4	Yes	
	5	Yes	
5.2.3 Lawyers and expert witnesses	1	Yes	
	2	Yes	
	3	No	Action: Alan to amend, i.e. by referring to existing ethical governance framework(s)
	4	Yes	

Following the discussion of completeness several WG members questioned the choice of these five stakeholder categories, asking if there should be additional (sub) categories of stakeholder, and also asking the question of how these categories were arrived at. The chair explained that these stakeholder categories were arrived at early in the process following a good deal of debate by WG members. He also expressed some reluctance to revisit such a fundamental question given that we are keen to reach the milestone of the first formal draft ready for balloting. Other (longer serving) WG members explained that it was considered this choice of stakeholder categories represent the best compromise between being on the one hand too general (with fewer categories) and on the other over specifying (with more categories) – especially given that P7001 is expected to be an 'umbrella' standard for autonomous systems.

The chair closed this part of the agenda by explaining that Emily Barwood had revised her vignette following feedback. He remarked that we need to resolve the question of whether we need either vignettes or use cases, or both. The WG agreed to consider this question in the next meeting.

6. New Business

None.

7. Next meeting(s)

09:00-10:00 UK time, 23 July, 2019

15:00 – 16:00 UK time, 28 August 2019

8. Adjourn

The meeting was adjourned at 16:00 UK time.

Attending

Name	Affiliation
Iain Barclay	U-Cardiff
Louise Dennis	U-Liverpool
Mark Hall	Airbus AI research
Vicky Hailey	Victoria Hailey Group
Naomi Jacobs	U-Aberdeen
Jérôme Kirscher	Self
Sukanya Mandel	Self
Rod Muttram	Self
Larry Nadel	NIST
Iman Naja	U-Aberdeen
Fahimeh RajabiYazdi	U-Toronto
Andreas Theodouru	U-Umea
Richard Veryard	Self
Nell Watson (Vice chair)	Singularity University
Alan Winfield (Chair)	Bristol Robotics Laboratory
Rob Wortham	U-Bath

Total 16