

**IEEE P7003 Working Group
Meeting Minutes
4th July 2019 / 1:00 P.M. – 2:30 P.M. UTC
Teleconference**

1. Call to Order

The meeting was called to order at 14:04.
A quorum has been established and noted.

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

The list of attendees present is attached.

3. Approval of July Agenda

Motion to approve the meeting agenda from 4th July 2019. 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. Approval of 6th June meeting minutes

Motion to approve the minutes from 6th June 2019. The minutes from the 6th June meeting were approved without objection.

6. Announcements

I. Schedule and aims of Asia face-to-face on August 1st & 2nd

The aims of the meetings are to improve the ability of Asian participants to contribute, especially since the first f2f was in Europe, and to help to move progress forwards and sort out various issues that seem to work better in a group meeting. It is important to be inclusive and get representation from all different points of view, as well as global diversity. At the moment 5 people have signed up and there will be a satellite meeting with conference call link ups. So far only around 17 people have responded to the form about attendance, some people will be online for the call if not face to face.

ACTION: Everyone to fill out the form about attendance, even if you cannot make any of the event.

It is useful to have a schematic for each section similar to the one produced for Go/No Go, to see how they connect and what the key inputs and outputs are for each section, and this will be an aim of the meeting. This prompted a question about how to contact people in the subgroups. The names of all

members of subgroups are in the google doc section checklist – we cannot share emails on this document but they are on the iMeet website in the roster document, and people can contact Liz or Ansgar to be put into contact with other members. It was also suggested that a separate document is made to clearly show who is in which group, and when they meet etc. Ansgar talked through the Go/No Go schema; blue represents other sections, yellow is interim outcomes.

Mathana suggested a place for people to flag up the issues they are encountering in their sections, to see if they have similar issues as others, to highlight points where they might connect to other sections.

ACTION: Ansgar will create a template for this.

Deadlines: 1-ish week (Monday 15th July) flagging up whether your section has particular action items to put forward, and whether there is sufficient progress for sharing with the group so we can see which sections need the most attention.

2 weeks (Thursday 18th July) everyone to update template of how the outputs of the section might be relevant or feed into others, so it can be useful for the f2f meeting.

II. Organizing of satellite meeting in London

EY will provide a meeting space in Singapore. There is suggestion for a satellite meeting in London but there are issues with the time zone differences. If people are thinking of joining the satellite meeting and think it would be worth having it somewhere else, please suggest.

Mathana suggested a planned timeline of different groups to present during the meeting to help people to plan when they might want to connect to the meeting or catch up with their group. At least one person from each subgroup should attend the meeting in some way.

7. Updated Outline Discussion

I. Use Cases & Adoption

No update

II. Topic updates – 5min summaries

i. Project Conceptualisation (Yohko)

Parts of culture/psychology might be relevant in this section; which Yohko is currently developing based on feedback from Psychology / Culture section team. This section is very dependent on activities in other areas.

ACTION: If anyone has any of their sections that link, please get in touch.

ii. Stakeholder Analysis (Allison)

Meeting following quite a lot of work – moving towards Stakeholder Identification. Identified quite clearly the 2 different types of stakeholders they need to address: Stakeholders who are impacted by the system (Type 1); Stakeholders who influence the design, creation, ongoing development, implementation and use of the algorithmic system who influence the creation and use of the algorithmic system (Type 2). The google doc currently a bit sparse but they've made good progress drilling down into the key ideas and terminology. Need to do some work on methodology. Gerlinde is going to do quite a bit of

cross-reference with the Risk and Impact Assessment section. Also thinking about the link with representativeness of data. Meeting on 22nd July.

- iii. Risk and Impact Assessment (Allison)
Not much to update yet because the stakeholder section needs sorting, as well as the go/no go. Gerlinde working on cross-referencing (see above) but dormant for now.
- iv. Go/No-Go (Ansgar)
Schema has been emailed around, the section looks at which point a project should stop and reconsider, or how to evaluate when an algorithmic system is approaching ethical issues regarding bias which should be flagged up before implementation,
ACTION: Anyone interested in this question please put yourselves down to work on that section, as it still needs a lead.
- v. Algorithmic system design stages (Chris)
Need to find out what is happening in this section
- vi. Representativeness of data (Chris)
There are significant differences between the sections on system design stages and representativeness of data, but they are currently one team. This one hasn't made much progress either. The issues involved and the ways they are checked are significantly different so perhaps the groups shouldn't be so linked.
ACTION: Ansgar to email to get a call for a lead for this group and see how to split into a separate team.
- vii. Evaluation of processing (Allison)
Being well developed and good structure, looking now at outlining various performance metrics.
- viii. Outcomes evaluation (Allison)
How do these two sections connect with the other sections? Strong feeling to link with stakeholders, taxonomy etc.
- ix. Transparency and Accountability
No update
- x. Documenting
Not started properly yet. Hope to have an outline sketch session for this but hasn't happened yet.
- xi. Taxonomy (Mathana)
Interested if anyone else has been considering the potential special characteristics of particular kinds of data, eg things that are inherent to a person and unchangeable for example biometrics.
ACTION: If anyone has any ideas, please email Mathana.
- xii. Legal frameworks
No update
- xiii. Psychology (Yohko)
Two online meetings have led to quite a lot of progress and structure with explanatory conceptual maps. Parts of its introduction will develop as the conceptualization section. The next meeting on Monday 8th aims to finalise the section before Asian meeting to activate Asian

discussion on psychological, cultural, societal issues in local, regional and global context.

Next meeting on Monday.

ACTION: Please contribute ideas by Monday.

- xiv. Cultural aspects
As above.

8. Conferences and Whitepapers

- I. Canada-UK Artificial Intelligence Initiative funding opportunity – deadline September http://www.sshrc-crsh.gc.ca/news_room-salle_de_presse/latest_news-nouvelles_recentes/2019/upcoming_canada-uk_ai-eng.aspx
Several people have indicated they would be interested in joining this call.
- II. Call for Papers: Artificial Intelligence in Government – deadline 1 November <https://www.computer.org/digital-library/magazines/co/call-for-papers-artificial-intelligence-in-government-cfp>
- III. FAT*2020 Call for Papers – deadline 22 August <https://fatconference.org/2020/callforpapers.html>

This might also be of interest <https://ijcw.github.io/call-for-abstracts/>

9. Any Other Business

10. Future Meetings

- Thursday 1st August 15:00 UTC
- Thursday 5th September 13:00 UTC
- Thursday 3rd October 15:00 UTC
- Thursday 7th November 13:00 UTC
- Thursday 5th December 15:00 UTC

11. Adjourn

The meeting was adjourned at 15.23 UTC.

Attendees:

Last Name	First Name	Employer/Affiliation	Voting
Amadeo	Nina-Marie	Google	X
Brown	Shea	BABA AI Inc	
Carrier	Ryan	Self	X
Chaudhuri	Abhik	TATA Consultancy Services	X
Clifton	Chris	Purdue University	X
Deschesne	Francien	Leiden University	X
Dowthwaite	Liz	University of Nottingham	X
Dulhanty	Chris	University of Waterloo	
Gardner	Allison	Keele University	X
Gwagwa	Arthur	Centre for Intellectual Property and Information Technology Law, Strathmore University	
Hailey	Victoria	VHG	X
Hatada	Yohko	EMLS_RI	X

Koene	Ansgar	University of Nottingham	X
Luiso	Javier	Universidad de Buenos Aires	
Pena	Abel		
Prasad	M S		X
Shaw	Trish		X
Stender	Mathana	Independent	X
van den Boom	Freyja	Bournemouth University	