

**IEEE P7003 Working Group
Meeting Minutes
9th June 2022 / 21:00 PM UTC – 23:00 PM UTC
Teleconference**

1. Call to Order

The meeting was called to order at 21:07 UTC

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

The list of attendees is attached. A quorum was not reached.

3. Approval of June Agenda

No quorum

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. [Participant Behaviour](#)

The participant behaviour slides were presented.

7. Approval of 5th May meeting minutes

No quorum

8. Announcements

No announcements

9. Structural review of P7003 work

I. Illustrative use-cases

Does not appear to have progressed much from the discussion a couple of months ago. We should continue to think of these, and they will be useful to help to illustrate to the user how to go through the standard. Can be done once the main text is mostly complete, unless anyone feels that they would be useful to have earlier to help them to develop the material. Might be useful to at least know what they will be about, to have them in mind whilst working. Some examples of previous use cases that were discussed [here](#). In this standard the use cases should probably be more generic than the specific examples. This list is also very ML oriented to may need to diversify. Decision to be deferred to later.

II. Discuss request for ECPAIS alignment – based on published [ECPAI ontologies](#)

How can we make sure that there is alignment with the bias parts? Maybe there are some places where the language can be tweaked to help. The ontologies have now been published, at link and in shared folder for the standard. Do we want to make an effort to support alignment between the standard and the certification? If we keep it at a high level that 7003 will help but is not guaranteed to get the certification this may not cause an issue with how we have approached the standard. This would not mean removing anything from our standard as this is at a much deeper and detailed level. Might be worth going through the document and indicating where there are pieces that might align.

- III. Review of P7003 content (pp43-48 "Risk and Impact Assessment")
Run through each part of the section

10. Updated Outline Discussion

- i. Requirements
Some elements from the ECPAIS that might be useful to be added in here.
- ii. Stakeholder Identification
Still some work to be done on the informative annexes
- iii. Risk and Impact Assessment
As above
- iv. Data Representation
Keen to get this section reviewed
Been working a bit on the bias profile
- v. System Evaluation
Keen to see how this aligns well with the other sections
- vi. Conceptualizing Algorithmic Bias
Do we have a team working on this?
- vii. Legal Frameworks
Basically complete
- viii. Human Factors
Still needs work on simplification of the presentation of content
- ix. Cultural Aspects
Risk and impact should be referring to this section in various places.

11. Any Other Business

12. Dates/times for Future Meetings

- Thursday 7th July @ 1300 UTC
- Thursday 4th August @ 2100 UTC
- Thursday 1st September @ 1300 UTC
- Thursday 6th October @ 2100 UTC

13. Adjourn

The meeting was adjourned at 22:27 UTC

Attendees:

Last Name	First Name	Employer/Affiliation	Voting
Albalkhi	Rahaf	Independent	X

Courtney	Patrick	tec-connection	X
Dowthwaite	Liz	University of Nottingham	X
Hermann	Arthur	Independent	
Koene	Ansgar	EY and University of Nottingham	X
Loughran	Roisin	Dundalk Institute of Technology	X
Padget	Julian	University of Bath	X
Pena	Abel	Code Explorers Worldwide	X
Szczekocka	Ewelina	Independent	X