1. **Call to Order**  
The meeting was called to order at 20:03

2. **Roll call and Disclosure of Affiliation**  
The list of attendees is attached. A quorum was reached and noted.

3. **Approval of December Agenda**  
   *Motion to approve the agenda for the December meeting.* The motion was approved

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 3rd November meeting minutes**  
   *Motion to approve the minutes from the 3rd November 2022 meeting.* The motion to approve the minutes from the 3rd November meeting was approved.

8. **Announcements**  
   New project: IEEE P3198 on “AI fairness evaluation method” has been approved.  
   Specifying method for evaluating ML fairness, the core issues that cause bias, and different definitions of bias in ML, and tests to evaluate fairness. All invited to participate, please contact Juan Deng.

9. **Structural review of P7003 work**  
   1. Review of PAR, scope and purpose  
      Direction of the standard has been slightly redefined as we worked, the text for a new PAR has been discussed and OK’d, next step is to send to the committee.  
      Ansgar will send round to have one last finalization.  
      Discussion of ‘stakeholders’ to highlight that it distinguishes between types of users (those impacted vs those who use the systems to impact others). It goes
beyond the understanding of the bias of the creators to people at other stages of the systems life. All the harm and all the consequences only appear once the algorithm is in use, so we need to consider the people who will deploy the algorithm. Specific to the PAR, the question is why are these people not mentioned?
Those who have the capacity to understand how the system works v those who the system works upon.
Call for objections to the PAR being sent for approval – none.

10. Updated Outline Discussion
Updated version of the sections has not been completed yet, so new master will likely be sent out in the new year. Once this is done there can be a working group meeting to review and resolve outstanding comments.
   i. Requirements
      Can we schedule a call to look at this section in the week of 12th December, anyone interested is welcome, contact Ansgar. Evaluation section may have some points that are relevant for the requirements section so will join that meeting.
   ii. Stakeholder Identification
      Pretty much done, has been reviewed, a few comments to resolve but the normative section is ok then the informative section can be finalised.
   iii. Risk and Impact Assessment
      A little behind SI but in a similar state, the normative part is nearly there. Informative part hasn’t had any serious attention as yet.
   iv. Data Representation
      Looking at around 90% complete. Question – where in the standard is bias described so that it can be referenced – answer vi conceptualising algorithmic bias. ISO document on types of bias could be referenced, so we are not making lists that are immediately out of date and we are using consistent definitions. Need to check document to see which things need defining. First thing on the agenda for the beginning of next year.
   v. System Evaluation
      Pretty much done and pretty stable.
   vi. Conceptualizing Algorithmic Bias
   vii. Legal Frameworks
      Complete but to be reviewed at the end
   viii. Human Factors
      Very heavy and quite outdated language, too scientific, some comments left on how to re-scope it. Would be good to have in the agenda for next time. A bit heavier job than simply editing, needs a bit of re-writing to match what might be expected of that section.
   ix. Cultural Aspects
      No update

Actions: New master doc, inventory of bias terminologies, agenda to discuss viii and vi, update on submission of amended PAR

11. Any Other Business
Discussion of confidence levels and how to bring these into the standard without being immediately outdated.
First International Symposium on Trustworthy Autonomous Systems (TAS’23) announced: https://symposium.tas.ac.uk/

12. **Dates/times for Future Meetings**
- Thursday 5th January 2023 @ 1300 UTC
- Thursday 2nd February 2023 @ 2000 UTC
- Thursday 2nd March @ 1300 UTC
- Thursday 6th April @ 2000 UTC

13. **Adjourn**
The meeting was adjourned at 21:20 UTC

**Attendees:**

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