

**IEEE P7003 Working Group
Meeting Agenda
1st December 2022 / 20:00 PM UTC – 22:00 PM UTC
Teleconference**

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

I. 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
Not sure where this is at the moment – no update. January agenda item. See TR24027 <https://www.iso.org/obp/ui/#iso:std:iso-iec:tr:24027:ed-1:v1:en> (Bias in AI systems and AI aided decision making)
- 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:

Last Name	First Name	Employer/Affiliation	Voting
Albalkhi	Rahaf	Independent	X
Courtney	Patrick	tec-connection	X
Crisan	Raluca	Etig AI	X
Deng	Juan	Alibaba	X
Dowthwaite	Liz	University of Nottingham	X
Fajardo	Andrej	Independent	
Hagar	Jon	Independent	X
Koene	Ansgar	EY and University of Nottingham	X
Padget	Julian	University of Bath	X
Pena	Abel	Code Explorers Worldwide	X
Rannow	Randy K	Silverdraft Silvercomputing	
Szczekocka	Ewelina	Independent	X
Weger	Gerlinde	Independent	X