

**IEEE P7003 Working Group
Meeting Minutes
12th January 2023 / 14:00 PM UTC – 16:00 PM UTC
Teleconference**

1. Call to Order

The meeting was called to order at 14:06

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

The list of attendees is attached. A quorum was reached and noted.

3. Approval of January Agenda

Point 9.III inserted - How to structurally consider the bias in the system vs bias of the users.

Motion to approve the agenda as amended for the January 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 1st December meeting minutes

Motion to approve the minutes from the 1st December 2022 meeting. The motion to approve the minutes from the 3rd November meeting was approved.

8. Announcements

Ansgar will be stepping down as chair, feels he has not been able to put in the time needed for it and it would be better for the WG to find someone else to take over. Ansgar will still support where he can.

Temporary appointment to chair is made with input from WG, anyone interested needs to be an SA member, IEEE, or Society member. Need to start this now. Is there anyone interested?

9. Structural review of P7003 work

I. New master document

- Someone from each group needs to let Ansgar know which version should go into the new master document
- II. Update on submission of amended PAR
Not submitted yet – need to be thinking about delivery date for the standard, do we need to modify that? Christy recommends that a modified PAR should be submitted at the same time as a year extension request.
 - III. How to structurally consider the bias in the system vs bias of the users
We have been working at the system level, what is the impact of the person working on the system, and the bias of that person? Organisations may for example train people in ethics or governance surrounding bias. Feeling it is important to incorporate in the culture section. Does it appear in the Human Factors section? Is that appropriate for it? Feeling it may fit in there too, but these are informative sections so does not position requirements. There are a couple of points considering user bias in the standard, in stakeholder ID, risk and impact, mostly around how the user is going to have an impact on the properties of the system, maybe less of how the end users end up using the system and the bias caused there. Should this standard address user training and UX element of how information is conveyed to the user? Potentially other standards where this is raised, refer to those rather than add to this one? It seems part of a management process, algorithmic literacy, bias literacy etc. which we don't really cover. Not sure this is the place to address it. P7000 and P7015 may consider this. Abel to look at the standard, esp. these sections, to identify where these things have or have not been covered.
 - IV. Inventory of bias terminologies
P7015 have been using a glossary of terms that we could use to ensure consistency. Need to make a team to support developing terminologies and lining up with the IEEE glossary that all the standards should use (Clare, Edmon, Julian, Mauro)
 - V. Dive into 'Conceptualizing Algorithmic Bias'
No one on call who was updating this section, which is about making sure people engage with the system in the right way. Look at BSI in P7003 Google Drive Standards Examples folder – 22989 might be relevant, <https://www.iso.org/standard/74296.html>
also ISO/IEC TR 24027:2021 Information technology — Artificial intelligence (AI) — Bias in AI systems and AI aided decision making
<https://www.iso.org/standard/77607.html>
We need to make sure that this section has a consistent narrative, must make sure we address key ideas presented, cannot be exhaustive about all types of bias. We need to clean up not expand this section, it also needs an introduction for theoretical subsection, rather than tackle the open questions. Volunteers? Does it make sense? Is it a useful informative section of the standard? Evaluation section still needs to do a review for complementarity as they have done with other sections.
 - VI. Dive into 'Human Factors'
This is the psychological processes of bias, the way information is presented; this section needs more accessible language (Mauro volunteered). The Evaluation section added comments to this in the Jan 2022 master document. When they looked at it, there did not seem that there was much that was actionable or that a person using the standard ought to know. It may be more efficient not to edit

this section and assess what is needed from a human factors section, taking on Abel's suggestion about user bias.

10. Updated Outline Discussion

- i. Requirements
No update, some volunteered to work on this but no calls were scheduled
- ii. Stakeholder Identification
No updates as concentrating on other sectional reviews
- iii. Risk and Impact Assessment
Ongoing but delays due to illness, Christmas break and working on other sections.
- iv. Data Representation
No updates as concentrating on other sectional reviews
- v. System Evaluation
As RIA
- vi. Conceptualizing Algorithmic Bias
Discussion above
- vii. Legal Frameworks
India protection bill has been withdrawn so need to take out of the section for now. At the moment there is no subordinate framework that can be connected to this standard, if it is not coming in the next 6 months before ballot, it may be for the next version of the standard
- viii. Human Factors
Discussion above
- ix. Cultural Aspects
No update

11. Any Other Business

12. Dates/times for Future Meetings

- Thursday 2nd February 2023 @ 2000 UTC
- Thursday 2nd March @ 1300 UTC
- Thursday 6th April @ 2000 UTC

13. Adjourn

The meeting was adjourned at 15:45 UTC

Attendees:

Last Name	First Name	Employer/Affiliation	Voting
Bennici	Mauro	Intelligenza Etica	
Chung	Edmon	DotAsia	
Clifton	Chris	Purdue University	X
Courtney	Patrick	tec-connection	X
Deng	Juan	Alibaba	X
Dowthwaite	Liz	University of Nottingham	X
Hagar	Jon	Independent	X
James	Clare	Independent	X

Koene	Ansgar	EY and University of Nottingham	X
Leppala	Jussi	Valmet	
Loughran	Roisin	Dundalk Institute of Technology	X
Padget	Julian	University of Bath	X
Pena	Abel	Code Explorers Worldwide	X
Shaw	Trish	Beyond Reach	X
Szczekocka	Ewelina	Independent	X
Weger	Gerlinde	Independent	X
Whitaker	Jessica	Howard University	