

**IEEE P7003 Working Group
Meeting Minutes
2nd February 2023 / 20:00 PM UTC – 22:00 PM UTC
Teleconference**

1. Call to Order

The meeting was called to order.

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

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

3. Approval of February Agenda

Motion to approve the agenda for 2nd February 2023 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 12th January meeting minutes

Motion to approve the minutes from the 12th January 2023 meeting. The motion to approve the minutes from the January meeting was approved.

8. Announcements

I. New chair announcement

Gerlinde will take over as chair. There were no objections/concerns/discussion. Gerlinde extended thanks to Ansgar for getting us 80% of the way.

9. Structural review of P7003 work

I. Status of current/most up-to-date versions of all sections

Reach out to get latest of sections together to build integrated document

II. Members contribution interest for next 6 months

Call for contributors to Requirements/intro and Conceptualizing Algorithmic Bias sections

Need to obtain editors to review completed sections (from outside authors of those sections) - shout-out to Clare, Julian, Roisin, Rahaf for contributions to editing so far

III. Update on submission of amended PAR

Amended PAR: Need to request extension, should do with PAR. Holding off to submit amendment request until we have a better idea of how much of an extension we need. Goes through a two-level approval - working committee has approved updated PAR.

IV. Discussion Go-forward towards ballots

Some concern that other sections may need work. Perhaps get Normative to internal vote then worry about informative. Concern especially about the Requirements section as this will significantly impact other sections. For ballots people need to create myproject accounts, but avoid creating duplicates - <https://development.standards.ieee.org/myproject-web/public/view.html#landing> - Only voting members of the group are eligible to vote. The roster lists member status (on iMeet).

Action (ALL): Create myProject account for voting

Issues log - a couple of them, need to merge (Julian, Gerlinde, and Ansgar will work on cleaning up google drive)

10. Updated Outline Discussion

i. Requirement

Ansgar, Gerlinde and Raluca to re-start work on section. Current state is outline with pointers to some useful material. Need to discuss risk management, but specifically in context of bias. Suggestion to make this shorter. Stakeholder Identification

Issue about internal/external, influencing/impacted definitions resolved: influencing/impacted will be used. Most sections seem to need influencing/impacted because internal stakeholders may also be impacted, therefore term is more encompassing. Agreement on AIS vs. The Algorithmic System. ISO terminology - need to determine if we can use this. Rahaf and Julian will read through and give recommendation.

March - vote on stakeholder ID section

ii. Risk and Impact Assessment

Edit complete

iii. Data Representation

nearly ready for working committee review in March

iv. System Evaluation

Need to create editing team once the section has been reviewed by WC.

Largely focused on editing, consistency with other sections. Close to ready for working committee review, but subcommittee editing still in progress. Will make available for review.

v. Conceptualizing Algorithmic Bias

No team at this point, Pablo Rivas volunteered as lead. Gerlinde and Ansgar will provide Pablo some background on this section. Julian will help out as well

- vi. Legal Frameworks
Perhaps needs a review to determine how it should be written, to what extent existing document satisfies this. In particular, distinguishing between discrimination and bias. Rahaf will take a look, but needs someone else to take a look. Also send a message to original team asking for their participation. Suggestion that we check with Christy to see if IEEEESA has concerns based on the discussion of legal issues
- vii. Human Factors
In pretty good shape
- viii. Cultural Aspects
In pretty good shape. Needs review in context of complete document. Discussion of disability needed - perhaps in Risk & Impact Assessment

11. Any Other Business

No other business

12. Dates/times for Future Meetings

- Thursday 2nd March @ 1800 UTC – please note new time
- Thursday 6th April @ 2000 UTC

13. Adjourn

The meeting was adjourned.

Attendees:

Last Name	First Name	Employer/Affiliation	Voting
Albalkhi	Rahaf	Independent	X
Clifton	Chris	Purdue University	X
Hagar	Jon	Independent	X
James	Clare	Independent	X
Koene	Ansgar	EY and University of Nottingham	X
Loughran	Roisin	Dundalk Institute of Technology	X
Padget	Julian	University of Bath	X
Rivas	Pablo	Baylor University	X
Szczekocka	Ewelina	Independent	X
Weger	Gerlinde	Independent	X
	Ayse		