IEEE P7003 Working Group
Meeting Minutes
4th May 2023 / 15:00 PM UTC – 17:00 PM UTC
Teleconference

1. **Call to Order**
   The meeting was called to order at 15:05UTC

2. **Roll call and Disclosure of [Affiliation](#)**
   The list of attendees is attached. A quorum was reached and noted.

3. **Approval of May Agenda**
   Motion to approve the agenda for 4th May 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 6th April meeting minutes**
   Motion to approve the minutes from the 6th April 2023 meeting. The motion to approve the minutes from the April meeting was approved.

8. **Issues Resolution**
   I.   Review issues log for committee resolution
        https://docs.google.com/spreadsheets/d/1zSpa6CudF1XvC9_p5wozM3uBsiUIEJDu/edit?usp=sharing&ouid=10342476453943232780&rtpof=true&sd=true.
        13 – Legal frameworks cannot proceed as has no one working on it so should this be deleted from standard?
        The text can be removed from the standard but will remain in Google docs in case we need to return to it later. A lot of work was done on this previously so a shame to lose everything. *Motion to remove the legal section from the standard.* The motion was approved with no further discussion and no objections.
        14 – A use case could be an annex with a caveat at the beginning that one use case will not cover everything. We don't want to make people feel they shouldn't

use the standard because they don't fit the use case. Also difficult with style manual guide to weave it throughout. This is still being considered, as an annex if decided to use it. What would use case be? Who will lead it?

15 & 16 – These are comments that were left on the document, how should they be addressed? Can decide offline.

17 – This is text that seems important but doesn't fit in the Evaluation section anymore. Does anyone want it? Perhaps the Requirements section. Should probably go in the Introduction to the standard.

18 – How to refer to the different parts that go into the bias profile? Data rep refers to it as the data bias profile. Can refer to 'elements' – but this needs to be defined in the definitions section. Bias profile needs a definition, and it will be part of the annex.

9. Structural review of P7003 work

    I.   Status of review of
- i. Data Representation
  The editing team had their first meeting this week, will have a couple more meetings to get this done. Should be able to finish by June.
- ii. Evaluation
  The working group set to review this last month – some comments added. Then this can go into line edit by evaluation team – one person from team who made draft, others are non-team member. TBD. Rahaf, Julian, Jussi to decide who will be the team member. Firdaus, Roisin volunteered to be fresh eyes.

    II. Status of Editing Team
As above

10. Updated Outline Discussion

- i. Requirements
  Ansgar has not been able to make progress on this.
- ii. Conceptualizing Algorithmic Bias
  Has a new lead, Jose Meza, who is in Australia so cannot make these calls easily. He will review the section and provide an outline overview of what to propose going forward. Anyone interested in participating in this group? Add as an issue and call up in next months call.
- iii. Definition Section
  Meeting last week pulling together material from the other sections and put into single document to see where there are duplications and conflicts, started on basic structure of the section. Shared folder contains a new document for this. The bulk may be done by the end of June?
- iv. Committee discussion on finalizing Informative Annex sections that are in draft:
  - Legal Frameworks – see issues list vote to remove.
  - Human Factors
  - Cultural Aspects

Action: Gerlinde to send out call for participation in finalising the Human Factors and Cultural Aspects sections. Otherwise these will need to put up for vote to remove in a couple of months.

Chat: In other standards, a clause lead often does most of the heavy writing and only "consults" with other people for information to help in the writing or to have these other people doing reviews

May be that we need to now move more to this model to get things done. Revisit in June.

11. Any Other Business
1) Is December ballot still possible or should the process begin to push it back? How long would it take to get an extension? As we have had an extension before it makes it a bit more complicated, so try and hold it to December. A hard deadline will provide urgency to us to step up and finish it. When we go to ballot, we get another chance to address things. How fully formatted etc does it need to be and how long does it take to get it to that? Eg when/how does it go through the pre-mac process etc. Approx 3 months to prepare for ballot?
Action: Gerlinde to find out the process for going to ballot.
We also need to prepare for the comments that come back from the balloting process!
2) ISO SC42 (AI) has requested that ISO make ISO 22989 Artificial intelligence concepts and terminology available for free in its entirety.
https://www.iso.org/obp/ui/#iso:std:iso-iec:22989:ed-1:v1:en
We have also requested other standards and the process of getting them is ongoing.

12. Dates/times for Future Meetings
* Thursday June 1st @ 1500 UTC
We won't adjourn for the summer holidays.
Action: Liz to send out a Doodle poll to decide times for July and August.

13. Adjourn
The meeting was adjourned at 16:23 UTC

Attendees:

Last Name	First Name	Employer/Affiliation	Voting
Ahmad	Firdaus	Independent	
Albalkhi	Rahaf	Independent	X
Chaudhuri	Abhik	TATA Consultancy Services	
Clifton	Chris	Purdue University	X
Dowthwaite	Liz	University of Nottingham	X
Hagar	Jon	Independent	X
Halfaoui	Ibrahim		
James	Clare	Independent	X
Leppala	Jussi	Valmet	X
Loughran	Roisin	Dundalk Institute of Technology	X
Padget	Julian	University of Bath	X
Weger	Gerlinde	Independent	X
Bahn	Christy	IEEE Staff	