IEEE P7003 Working Group
Meeting Minutes
1st June 2023 / 15:00 PM UTC – 17:00 PM UTC
Teleconference

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

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

3. **Approval of June Agenda**
   Motion to approve the agenda for 1st June 2023 meeting. The motion was approved.

4. **IEEE Patent Policy** (Call for Patents)
   The call for patent 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 4th May meeting minutes**
   Motion to approve the minutes from the 4th May 2023 meeting. The motion to approve the minutes from the May meeting was approved.

8. **Balloting Process and PAR**
   Christy gave a brief overview of the balloting process, including the need for MEC (Mandatory Editorial Coordination).
   The PAR change has been approved already by the WG but it's not been submitted yet, until we know what the extension will be. Suggestion to have a one-year extension so everything will be due for completion by December 2024. No objections (does not need to be voted on). Gives us around 4 months to complete content before it goes to the editors.

9. **Issues Resolution**
   I.   Review issues log for committee resolution

Item 22. Reluctant to put into RIA because it is a specific thing and we did not include specific items in the RIA. Suggestions it might work in data evaluation section.

Item 21. Suggested change from stakeholder persona to stakeholder attributes, but the latter does not consider intersectionality. Suggestion of 'stakeholder entity' which covers a bundle of stakeholder attributes. When data rep is finished (and other sections) we flag where the stakeholder persona is mentioned and determine what to do with them that is most appropriate.

Item 20. We now have a culture team. Meetings are occurring. Also interest in human factors team but meeting has not been confirmed yet. There is already a lot of content in the sections to the aim is to complete and make relevant to the normative sections.

Updated master document is in the Google Drive top level.

Item 19. Intro section to be looked at at the end.

Item 18. Bias profile will have its own sections.

10. Structural review of P7003 work
I. Status of review of
   i. Data Representation
      Edited. Can go for vote this month.
   ii. Evaluation
      Due to start soon, maybe next week. End of July is a good aim.
II. Status of Editing Team

11. Updated Outline Discussion
   i. Requirements
      Ansgar has needed to step away for other work. Chris is stepping in to take the reins.
   ii. Conceptualizing Algorithmic Bias
      Aim for end of July to go into review.
   iii. Definition Section
      Getting hold of definitions from other standards to help, making good progress. Will give an idea of timeline in next meeting.
   iv. Committee discussion on finalizing Informative Annex sections that are in draft:
      - Legal Frameworks
        Out
      - Human Factors
        Ongoing
      - Cultural Aspects
        Ongoing

12. Any Other Business
Technical editor – at some point it would be good to have a TE, preferably now. One person that 'owns' the draft, working with the SA editor. Once the draft goes to SA ballot, the TE needs to update the draft based on the comments received, in Word. Can't have several people making these updates. Please can we have a volunteer, any questions etc. let Christy and Gerlinde know. Gerlinde to send a call out to ask, with info about time expectations and tasks.

13. Dates/times for Future Meetings
- July 6th 1400-1600 UTC
- August 3rd 1400-1600 UTC

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

Attendees:

Last Name	First Name	Employer/Affiliation	Voting
Ahmad	Firdaus	Independent	X
Albalkhi	Rahaf	Independent	X
Andres	Frederic	NII	
Chaudhuri	Abhik	TATA Consultancy Services	
Clifton	Chris	Purdue University	X
Dowthwaite	Liz	University of Nottingham	X
James	Clare	Independent	X
Loughran	Roisin	Dundalk Institute of Technology	X
Okolo	Chinasa	Independent	
Padget	Julian	University of Bath	X
Pena	Abel	Code Explorers Worldwide	X
Procter	Rob	University of Warwick & Alan Turing Institute	
Rannow	Randy K	Silverdraft Supercomputing	
Szczekocka	Ewelina	Independent	X
Weger	Gerlinde	Independent	X
Bahn	Christy	IEEE Staff	