

**IEEE P7003 Working Group
Meeting Agenda
6th July 2023 / 14:00 PM UTC – 16:00 PM UTC
Teleconference**

1. Call to Order

The meeting was called to order at 14:05 UTC

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

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

3. Approval of July Agenda

Motion to approve the agenda for 6th July 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 1st June meeting minutes

Motion to approve the minutes from the 1st June 2023 meeting. The motion to approve the minutes from the May meeting was approved.

8. Balloting Process and PAR

Chris updated the PAR for submission. Extension request to December 2024, so if we can put something in for voting by this December that is on track. Will be open for comment.

9. Issues Resolution

- I. Review issues log for committee resolution
 - Revisit 19, 21, and 22 to note that they still need some resolving at a later point
 - Item 23 is ongoing to keep in mind
 - Item 24 is resolved
 - Item 25 needs doing when/if the bias profile clause is created. There is already some work on the bias profile definitions – link to the docs to be sent out. Bias profile is one of the bases of CertifAIed, which is currently being reviewed and

updated, so these need to be in coherence. Should it be in requirements or a separate clause? General sense that it should be it's own Clause, discussion about whether it should be before the Req section or after. Before reqs seems to make most sense.

We will have a bias profile clause, before the requirements clause.
Should be sorted by September

10. Structural review of P7003 work

There was a vote on the data rep section – 9 yes and 1 abstain.

I. Status of review of Evaluation

The editing team is still looking at this section – could be put up for a vote in August. They could do with more people on the editing team if anyone is interested. One person came forward - Andrej

11. Updated Outline Discussion

i. Requirements

Progress expected in next month, what is needed for the section is clear. Anyone want to join to help? Fareed, Roisin, Andrej joined.

ii. Conceptualizing Algorithmic Bias

No update – they are meant to be linking up with Cultural Aspects.

iii. Definition Section

Clean version has been sent round to the mailing list. Welcome comments. If there is an existing defn from another source/standard, then that has been used.

Copyright requests will go out at the end. About 80% done.

Went through comments in the document. For reference, ISO defns

<https://www.iso.org/obp/ui/#search>

iv. Cultural Aspects

Had a mixture of people attend editing sessions, hoping to be able to share next month. Could go into review at that point.

v. Human Factors

Maybe merging with cultural aspects and/or conceptualising algorithmic bias – there is no group to work on it so it may have died on the vine. Makes sense to go into conceptualising because it is about how humans think about and impact bias considerations. Conceptualising group to be emailed to check.

12. Any Other Business

We had an issue with Google Drive last month as there appeared to be access by someone who is not in the group, but changing settings seems to have dropped people out. Accounts can only be transferred to someone else within the organization hence Ansgar is still owner at the moment.

When is the right time to make very minor changes to sections that have been voted on? Especially re changing terms or definitions. What version should be edited? May need to capture them somewhere so can do it at the end. Issues log not appropriate so need a new tab for copyedit actions.

There is a bit of a disconnect with sharing and requesting standards between ISO and IEEE. Middle of May were asked to review an ISO standard, but it was only uploaded yesterday – comments were due July 1st. Request that someone from

IEEE provides info about why this is such an issue and such a time consuming process and how we can speed this up. There is a list of other people who had to approve the request – Christy to provide a resolution to this with Gerlinde and Chris. Not being able to respond in 6 weeks is not acceptable. It is vital that the standards align as the bias issue is so huge. We are able to provide comments now by the end of the month. Documents must be replaced every 2 years so comments can be reviewed in future work.

The draft needs to be in SA format before we can share, there has been a vote that the draft is not mature enough to share as requested by JTC 1/SC 42 – are the documents that we have already voted on in a good enough state to share?

Suggestion to create an SA formatted document containing the sections that we have voted on – it may be that we cannot share just portions of the draft.

Call in August to discuss. Add to issues log. Christy to let Jody know response to ISO. What does complete mean in terms of appropriate to share? It should be good enough to go to ballot essentially.

Gerlinde extended thanks to the group for the momentum we have found to push this to the end.

13. Dates/times for Future Meetings

- Thursday 3rd August 1400-1600 UTC

14. Adjourn

The meeting was adjourned at 14:02 UTC

Attendees:

Last Name	First Name	Employer/Affiliation	Voting
Ahmad	Firdaus	Independent	X
Albalkhi	Rahaf	Independent	X
Chaudhuri	Abhik	TATA Consultancy Services	X
Clifton	Chris	Purdue University	X
Courtney	Patrick	Tec-connection	X
Dowthwaite	Liz	University of Nottingham	X
Fajardo	Andrej	LAMIC Research Group	X
Hagar	Jon	Independent	X
Hense	Peter	Spirit Legal	
James	Clare	Independent	X
Koene	Ansgar	EY	
Loughran	Roisin	Dundalk Institute of Technology	X
Meza	Jose	Independent	X
Percival	George	Spatial Web Foundation	
Shaikh	Fareed	Independent	
Smith	Adam L	Piccadilly Group	
Szczekocka	Ewelina	Independent	X
Weger	Gerlinde	Independent	X
Bahn	Christy	IEEE Staff	

