IEEE P7003 Working Group
Meeting Agenda
3rd August 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 August Agenda**
   Motion to approve the agenda for 3rd August 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 6th July meeting minutes**
   Motion to approve the minutes from the 6th July 2023 meeting. The motion to approve the minutes from the July meeting was approved.

8. **Issues Resolution**
   I.   Review issues log for committee resolution
       Issue 22: Discussion of data representation changes through lifecycle. In Data Rep? RIA? Bias Profile? Challenge - limiting focus to bias. Resolution: RIA: Changes to stakeholders and context of use may trigger revisiting RIA
       Issues 23,25: When should the bias profile be performed / where should it go in document? (What needs to be done first?) Julian and Chris will discuss where this goes
       Issue 26: Julian has agreed to be tech editor
       Issue 27: Order of activities in general - remove numbering in bias profile clause
       Issue 28: Edit Stakeholder ID to replace "application context" with "context of use" to be done by technical editor
       Issue 29: Once location of bias profile known, circulate to WG

Issue 31: Does "bias type" need to have formal definition? Is there a better wording? "bias type" is only used ones, changed to "kinds of bias"
Issue 32: Definition for "characteristic", or "attribute". Attribute: (1) property associated with a set of real or abstract things that is some characteristic of in-336 terest (IEEE Std 1320.2-1998, 3.1.9 [A1]) (2) inherent property or characteristic of an entity that can be337 distinguished quantitatively or qualitatively by human or automated means (ISO/IEC 25000:2014, 4.1 [A9])338 (3) property or characteristic of an object that can be distinguished quantitatively or qualitatively by human339 or automated means (ISO/IEC/IEEE 15939:2017, 3.2 [A3]
Current definitions are protected characteristic: characteristic designated as legally protected. See also sensitive characteristic.391 NOTE—The protection of a characteristic is established by the jurisdiction of the context of use.
Sensitive characteristic: characteristic that is either protected, or is not protected but about which there is394 societal or cultural sensitivity. See also protected characteristic.
To be adjusted by technical editor

9. Structural review of P7003 work
    I.   Status of Data Representation vote
        Data representation vote passed with 9 votes
   II.   Status of review of Evaluations
        Evaluation to be voted on this month (moved and seconded)

10. PAR update status
Updated PAR to be voted by NESCOM in September, should hear in October.

11. Updated Outline Discussion
   i.   Requirements
       Being worked on by Roisin (lead), Andrej, Fareed, Clare, Jessica, Julian, Chris
  ii.   Conceptualizing Algorithmic Bias
       Jose - have draft ready, polishing and hope to be ready for review in two weeks (put on agenda for August)
 iii.   Definition Section
       Largely complete, but will need further review as other sections completed
 iv.   Committee discussion on finalizing Informative Annex sections that are in draft:
       - Legal Frameworks
       - Human Factors
       - Cultural Aspects
          CA is to be ready for WC review by mid-month or latest for September WC call.

12. Any Other Business
Article on standard is out! https://standards.ieee.org/beyond-standards/the-bias-against-bias/

13. Dates/times for Future Meetings
- 7th September 2023 / 14:00 PM UTC – 16:00 PM UTC

14. Adjourn

The meeting was adjourned at 15:18 UTC

Attendees:

Last Name	First Name	Employer/Affiliation	Voting
Ahmad	Firdaus	Independent	X
Andres	Frederik	NII	
Chung	Edmon	DotAsia	
Clifton	Chris	Purdue University	X
Courtney	Patrick	Tec-connection	X
Fajardo	Andrej	LAMIC Research Group	X
Hagar	Jon	Independent	X
James	Clare	Independent	X
Leppala	Jussi	Valmet	
Loughran	Roisin	Dundalk Institute of Technology	X
Meza	Jose	Independent	X
Mittal	Abhinav	Independent	
Murahwi	Zvikomborero	Independent	
Padget	Julian	University of Bath	X
Pena-Fernandez	Abel	Code Explorers Worldwide	X
Percival	George	Spatial Web Foundation	X
Szczekocka	Ewelina	Independent	X
Weger	Gerlinde	Independent	X
Whitaker	Jessica	Howard University	
Bahn	Christy	IEEE Staff	