IEEE P7003 Working Group
Meeting Minutes
7th September 2023 / 11:00 AM UTC – 13:00 AM UTC
Teleconference

1. **Call to Order**
   The meeting was called to order at 11:04 AM

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

3. **Approval of September Agenda**
   Motion to approve the agenda for 7th September 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 3rd August meeting minutes**
   Motion to approve the minutes from the 3rd August 2023 meeting. The motion to approve the minutes from the August meeting was approved.

8. **Issues Resolution**
   I.   Review issues log for committee resolution
        Issue 25, 26, 27, 28, 31 resolved.
        Issue 29 – lifecycle/bias profile to be sent out after a little more work. Next week this will be sent to the list.
        Issue 30 – conceptualizing bias update to be provided in the meeting.
        Issue 33 – the overview should highlight that there should be a diversity of perspectives, including social, cultural, neuro, etc. Overview is still to be done. Quite a bit of what is in requirements actually belongs in overview so some of it is already written – anyone want to take it over? Team to review what is there by mid-month.
        Issue 34 - to be addressed later.

Issue 35 – things that need to be carried over from current list need to be transferred into the full draft list – things that affect the whole draft rather than individual sections. Going forward using row 42 onwards.

9. Report from the Technical Editor

The draft has not advanced a great deal from last time, when material had been pulled in from the various clauses. Some clauses still in progress to be looked at later, once those are in then TE can provide the first full draft. Need to organize the IEEE processes with Christy.

10. Status of Voting on Clauses - DVL

I. Status of Evaluations
Voted on and passed, so can be considered complete. All main normative clauses now complete.
Q: Does this mean the whole draft is now sufficiently mature to share with ISO?
A: We still need to go through IEEE to check if we can share. Will wait for Reqs to be done and then make enquiries.
Thanks to all involved in Evaluation section.

11. Updated Outline Discussion

i. Introduction – to be started
Best to have a single writer, doesn't need to be a huge endeavour. Gerlinde to take first pass.
Discussion of wanted/unwanted bias versus harmful, unjustified – added to issues log. Wanted/unwanted previously accepted but open to finding a better term, mainly for use in the intro. Industry uses a variety of terms so need to be clear on what we are using here. Many words can describe a concept depending on the context; we need consistency in the standard but can recognise up front in the introduction that companies etc might want to use a different term.

ii. Bias Profile
A little bit more work before it goes out.

iii. Requirements
Have nailed down what this section needs to do so can hopefully now move forward quickly. Need to make sure it is concise and precise.

iv. Definition Section
Finished pending new definitions being proposed. Remove from agenda.

v. Conceptualizing Algorithmic Bias
Completed this month after a big push from the team. The team took us through the structure of the document. To be sent to working group for review, and then will go in for vote. Suggested edits in the body and then in the comments add a justification. Hopefully to ballot in November.

vi. Cultural Aspects
Needs to be completed this month if possible. Personal circumstances have delayed this section a bit, so another couple of weeks to finish. Have made good progress though. Should be finished within the month, but will then need to make a decision about inclusion.

12. Any Other Business

The WG received a committee draft from ISO about bias, asked for comment but don't think anything has happened with that yet. Any volunteers? It needs to be done this month. There is a copy of the document in iMeet. Frederic, Gerlinde, Trish, will comment. Gerlinde will let Christy know to expect the comments. Liz to add ISO commenting template to Google drive (done).

Gerlinde extended her thanks to all for their hard work so far – we can see the finishing line!

13. Dates/times for Future Meetings
- 5th October at 1100-1300 UTC.

14. Adjourn
The meeting was adjourned at 12:37

Attendees:

Last Name	First Name	Employer/Affiliation	Voting
Ahmad	Firdaus	Independent	X
Andres	Frederik	NII	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
Halfaoui	Ibrahim	Independent	
James	Clare	Independent	X
Leppala	Jussi	Valmet	X
Loughran	Roisin	Dundalk Institute of Technology	X
Meza	Jose	Independent	X
Murahwi	Zvikomborero	Independent	
Padget	Julian	University of Bath	X
Pena-Fernandez	Abel	Code Explorers Worldwide	X
Shaw	Trish	Beyond Reach	
Szczekocka	Ewelina	Independent	X
Weger	Gerlinde	Independent	X
Bahn	Christy	IEEE Staff	