IEEE P7003 Working Group
Meeting Notes
5th October 2023 / 11:00 AM UTC – 13:00 PM UTC
Teleconference

1. **Call to Order**
   The meeting was called to order at 11:09 UTC.
   A quorum was not established.

2. **Roll call and Disclosure of Affiliation**
   The list of attendees is attached.
   Reminder to inform about formal Liaison Relationships with organizations external to IEEE SA (see email from Gerlinde 24/9/23)

3. **Approval of October Agenda**
   No quorum

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 September meeting minutes**
   No quorum.

8. **Issues Resolution**
   I.   Review issues log for committee resolution
        29 – mentioned in requirements draft, will have own clause. To be shared with the group this month.
        33 – Intro has been drafted and mentions diversity and balance of influence. Intro ready to be shared for review.
        34 – more appropriate to probe influence in RIA annex. Questions are suggestive not exhaustive
        36 – harmful may be too much of a judgment. People may be able to justify things even if they are bad. Wanted – does the bias contribute or is necessary to the correct functioning of the system?

37 – the term explanation is problematic here, we simply mean a description of what it does (not why etc). Some requirements for this to happen eg in government/banking etc. Make clear in SID whether there are stakeholders who are not experts, and then in RIA annex how to deal with it through accessible language and transparency. See PAR for 2894 https://standards.ieee.org/ieee/2894/11296/.

38 – non-beneficent and maleficence are approved terms but they sound very cumbersome. Will try maleficence to see how it fits. Should we try and use both to deal with intent? Chris: I like the idea that it is about doing benefit as well as avoiding harm - because sometimes there is a tradeoff between the two, and it is important to consider that. We aren't specifying what tradeoff should be made, but that it is something that goes into the consideration.

39 – note about datasets needs to be included in the final version.

46 – is limitations more appropriate than disabilities? Lots of different types of limitations in stakeholders including knowledge, disability, etc.

9. **Report from the Technical Editor**

Draft as a whole is the same, as time was spent on requirements and culture being completed. Some text that didn't fit has been transferred over to the full draft.

10. **Status of Working Committee Review – Conceptualizing Bias**

Quite a few notes added. In general the concept of the clause is going well. Needs to be put into the edit phase – one person who is part of the writing team to be part of the editing team, to ensure intent is understood. Does anyone want to take that role from the team? Jose. Editing team? Need to put a call out for it.

11. **Updated Outline Discussion**

i. Introduction – to be started
   Draft complete, to be sent out to the WG
ii. Bias Profile
   Polishing this month
iii. Requirements
   Completed. Ran through with group. Part of review this month.
iv. Cultural Aspects
   Greatly cut down and improved. To be put out to WG this month. Some pieces still a bit rough but content is there. Any suggested edits in reviews need to be justified in a comment.

Main sections now all complete.

12. **Any Other Business**

When will this be mature enough to share? Another month or two.

Comment on ISO standard didn't get completed due to other commitments, too late for technical changes now although they can be noted.

13. **Dates/times for Future Meetings**

- TBD – 2nd November same time.

14. **Adjourn**

The meeting was adjourned at 12:35 UTC

Attendees:

Last Name	First Name	Employer/Affiliation	Voting
Chaudhuri	Abhik	TATA Consultancy Services	X
Clifton	Chris	Purdue University	X
Dowthwaite	Liz	University of Nottingham	X
Fajardo	Andrej	LAMIC Research Group	X
Loughran	Roisin	Dundalk Institute of Technology	X
Meza	Jose	Independent	X
Padget	Julian	University of Bath	X
Prasad	M S	Amity University, India	
Shaw	Trish	Beyond Reach	
Smith	Adam L	Piccadilly Group	
Weger	Gerlinde	Independent	X
Bahn	Christy	IEEE Staff	