

**IEEE P7003 Working Group
Meeting Minutes
1st February 2024 / 12:00 PM UTC – 14:00 PM UTC
Teleconference**

1. Call to Order

The meeting was called to order at 12:03 UTC

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

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

3. Approval of February Agenda

Motion to approve the agenda for the 1st February 2024 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.

Gerlinde added a request that everyone is very empathic and respectful in how we log our issues when we go through the whole document for ballot.

7. Approval of December meeting minutes

January meeting did not have quorum therefore will not be voted on.

Motion to approve the minutes from the 7th December 2024 meeting.

Welcome to Gilles Fayad from IEEE

8. Report from the Technical Editor

I. Issues

We have a new process in how to list issues and how to resolve. Closed issues are now in separate tab, Open issues refer to the version in the whole draft.

When reviewing the draft on iMeet, if you have an improvement, issues, or comment, do not put it in iMeet because it does not work efficiently. Look up the pdf and go into issue log and put the item there. Do not leave comments on the document.

TE took us through how to report in the issues log.

There are 4 issues that pre-date the compilation of the draft, but it is best to defer discussion until we have looked at the more specific issues. But please bear these in mind when going through the whole draft.

The comments are mostly currently from the TE whilst compiling the draft.

Note that in the draft, the Header stating D1 does not appear until section 1 starts, but draft number is very important. Line numbers will help to locate the issue – these are REQUIRED when logging an issue. Figures don't have line numbers so make sure to give correct figure number.

Please be as detailed as possible and suggest how to resolve any issue you raise.

TE took us through current issues log.

Q – how to manage references to links within the text? A – Links could be an issue if the standard is to be printed, so suggest references are vital, but links are good.

WG seemed happy with the way the issues log was used.

Action: All to go through the document (D1.1) on iMeet and raise issues WITH PROPOSED CHANGES

Request especially to consider the robustness of the standard with regard to new technologies eg LLMs, generative AI etc.

9. Status of Committee Direct Vote

- I. Overview
- II. Bias Profile Introduction
- III. Conceptualizing Bias
- IV. Cultural Aspects

All independent clauses are voted upon and approved. So now we can review the standard in totality.

EU AI JRC looked at a draft of our standard and were very impressed but were using an outdated version of the standard. It is unclear how they got hold of it as the draft should not be shared outside the WG. It would be good to collaborate to have our standard in the sandbox but need to sort access requirements out. It appears we have been included in an accessible report on a very old version.

Action: Liz to upload the EU AI JRC report to the WG Google Drive

10. Plan to Ballot

The ballot will be open for 30 days alongside MEC. We are aiming for the vote to go to ballot to be in the March meeting (top of agenda) and Christy will present following this.

11. Next Steps

N/A

12. Any Other Business

I. Use Case

Andrea presented a potential use case from a Home insurance/credit group. They would like a contract with regards to the use of data and to allow them to refuse disclosure of findings. IEEE would not be able to sign such a contract. Is there a way to have a member of the WG to be the entity to sign the contract and assess the use case – they need to have specific security clearance? Only a member of the WG can use the standard before it is published (see above).

We would like to reciprocate with ISO/IEC to get comments on the draft. This will be done formally from draft 1.1

Motion to share the draft at v1.1 with ISO/IEC. The motion to share the draft was approved with no further comments or objections..

13. Dates/times for Future Meetings

- Thursday 7th March 1500-1700 UTC

14. Adjourn

The meeting was adjourned at 14:01 UTC

Attendees:

Last Name	First Name	Employer/Affiliation	Voting
Ahmad	Firdaus	Independent	X
Basso	Andrea	Modulos.ai	X
Chaudhuri	Abhik	TATA Consultancy Services	X
Chung	Edmon	DotAsia	
Courtney	Patrick	tec-connection	X
Dowthwaite	Liz	University of Nottingham	X
Fajardo	Andrej	LAMIC Research Group	X
Fayad	Gilles	IEEE	
Leppala	Jussi	Valmet	X
Loughran	Roisin	Dundalk Institute of Technology	X
Padget	Julian	University of Bath	X
Prasad	M S	Amity University, India	
Shaw	Trish	Beyond Reach	X
Smith	Adam L	Picadilly Group	X
Szczekocka	Ewelina	Independent	
Weger	Gerlinde	Independent	X
Bahn	Christy	IEEE-SA (staff)	