

**IEEE P7003 Working Group  
Meeting Minutes  
19<sup>th</sup> December 2024 / 15:00 PM UTC – 17:00 PM UTC  
Teleconference**

**1. Call to Order**

The meeting was called to order at 15:04 UTC

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

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

**3. Approval of December Agenda**

***Motion to approve the agenda for the 19<sup>th</sup> December 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.

**7. Approval of October meeting minutes**

***Motion to approve the minutes from the 17<sup>th</sup> October 2024 meeting.*** The motion was approved.

**8. RevCom Outcome**

We have passed all hurdles and are approved to be published.

<https://standards.ieee.org/ieee/7003/11357/> RevCom was last week, one objection about the PAR and scope not being properly represented. Draft has word for word of both with an additional paragraph, so that was fine; there was an additional issue about the use of the terms AIS and algorithms, but we are using IEEE terminology. Approval had to be unanimous and that was achieved.

**9. Steps to publishing**

Patrick Gibbons is our IEEE editor and we have the comments; there are very few. Need to get back by the beginning of January – published by the 24<sup>th</sup> January.

**10. Marketing plan**

- I. Review
- II. Next steps

We need to ensure that people know about it and use it. The marketing team has worked to produce a marketing plan.

It is important that the creators of the standard all have the same position on explaining the standard – a unified vocabulary. Gerlinde took us through a slide deck for presenting the standard – in Google drive

***Motion to approve the use of the slides as an official working group position presentation.*** The disclaimer needs to be added and Christy will be asked if it is ok. Tabs on Marketing spreadsheet:

UVP – what makes us unique to support fairness and equity in Algorithmic systems  
Journey – focus on awareness and audience – designers, developers, organisations, integrators, maintainers etc.

Comparison with ISO 12791 – P7003 is a tool that can be used which is customizable and flexible, with universal application. This is a response to the post by Patrick Sullivan on LinkedIn about the ISO.

Plan – communication types and messages, and who will do it – please take a look and see where you can contribute. We will wait for the standard to be available online, and then please post on LinkedIn, everyone individually, if you can, using the UVP.

Orgs – who do we want to contact?

<https://docs.google.com/spreadsheets/d/1lbaqEOq-a3JN0EjjKTGzYGCNtXLx1yzU/edit?gid=25161926#gid=25161926>

## **11. IEEE Standards & EU AI Act Consideration**

- I. Discussion of non-inclusion
- II. Potential for IEEE involvement

IEEE is not being included in the AI Act but ISO is. We need to go through ISO to make sure we can be included. European Commission has decided not to take account of things coming from IEEE, even though the JRC gave us a positive opinion, so CENCENELEC are not allowed to take it under consideration. We need to find out how to get ISO integration and to consider timeline of activities of CENCENELEC. 7000 got integration with ISO – so we need to find out how and how long it took; we may consider an ISO committee.

## **12. Use Cases**

- I. Status
- II. Process after publishing

The process we had for doing use cases has failed. Seems to be a problem with responses from legal and the places we wanted to do the use cases; there is confusion as to where the problem is. As we are about to be published, we need to go for after publication use with these parties so we don't have to go through Legal.

***Motion to take it out of proof of concept and to treat it as use after publication.*** Motion approved.

## **13. Next Steps**

## **14. Any Other Business**

Please make sure your name and affiliation is right for the standard publication.

If anyone is interested in helping out with benchmarking standards for safe and trustworthy AI, please contact Ece Kaner, [ek3051@stern.nyu.edu](mailto:ek3051@stern.nyu.edu)  
 Thank you to everyone for your hard work getting this published on time.

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

- TBC – once published

**16. Adjourn**

The meeting was adjourned at 15:59UTC

**Attendees:**

<b>Last Name</b>	<b>First name</b>	<b>Employer/Affiliation</b>	<b>Voting</b>
Albalkhi	Rahaf	Independent	
Basso	Andrea	Modulos.ai	X
Chaudhuri	Abhik	TATA Consultancy Services	X
Chire	Josimar	Independent	
Clifton	Chris	Purdue University	X
Courtney	Patrick	tec-connection	X
Cummings	Rachel	Columbia University	
Dowthwaite	Liz	University of Nottingham	X
Fajardo	Andrey	LAMIC Research Group	X
Gratz	Andreas	Independent	X
Hagar	Jon	Independent	X
James	Clare	Independent	X
Kaner	Ece	Independent	
Leppala	Jussi	Valmet	X
Mohla	Satyam	Digital Asia Labs (SNCF)	X
Padget	Julian	University of Bath	X
Pena-Fernandez	Abel	Code Explorers Worldwide	X
Szczekocka	Ewelina	Independent	X
Weger	Gerlinde	Independent	X