

IEEE P7014 Working Group Meeting

Teleconference

22 April 2020 - 16:00-17:30 UTC

Meeting Minutes

recorded by Karen B WG Secretary

1. Call to Order

The meeting was called to order at 16:04 pm UTC.

2. Roll Call of Individuals & Declaration of Affiliation

A list of attendees present can be found below. A quorum was established.

3. IEEE Patent Policy: Call for Patents

The WG Chair/Ben B. reviewed the IEEE patent policy and there were no concerns raised

4. IEEE SA Copyright Policy

The WG Chair/Ben B. reviewed the IEEE copyright policy and there were no concerns raised

5. Approval of Agenda

Motion to approve the agenda (Mover, Ken B.; Second, Angelo F.). The agenda was approved without objection.

6. Approval of 25 March Meeting Minutes

Motion to approve the March 25 meeting minutes. (Mover, Angelo F. Second, Hassan S.). The minutes were approved with revision of correcting Angelo's name. Revised Meeting minutes attached

7. Motion Updates:

Motion 7 : Definition of Stakeholder

Motion to approve the definition of stakeholder as **individuals or groups involved in the development of systems, and all persons who are affected by these systems.** (Mover, Angelo F.; Second, Ken B.). After the group discussion, it was decided to withdraw the motion and revisit at the next stakeholder subgroup meeting to refine the definition. The definition needs to be inclusive of additional groups like individuals trying to adhere to the standard ie. regulators, protected groups. Consider a different word than involved. Consider adding: who are effected and/or affected by these systems. Vicki H proposed the following wording for consideration. individual or organization having a right, share, claim or interest in a system or in its possession of characteristics that meet their needs and expectations [SOURCE: ISO/IEC 12207:2008]

Motion 8: High Level Stakeholder Taxonomy classification of **Makers, Third Party and Data Subject Motion to be approved as the High Level Stakeholder Taxonomy** After the group discussion, on previous motion, Angelo F. decided to withdraw motion and revisit at the next stakeholder subgroup meeting to refine the taxonomy to include a fourth group: oversee group/regulators. or expand on changing the definition of third parties, ie. others that stimulated/affected? understanding how the FDA works and their stakeholders might be useful.

8. Subgroup Updates

The suggestion was made to align the imeet **Wiki** and **Files & Discussions** sections and the meeting minutes/notes numbering. schema for subgroups.

- **7014-001:Use Cases - Randy S.**

The proposed use cases were presented for discussion and further information can be found here (<https://iee-sa.imeetcentral.com/7014/folder/WzlwLDEyODEwMTg0XQ/>) The next meeting is May 13

- **7014-002:Framework Structure – Daniel S.**

Daniel was unable to attend mtg so no update was given.

- **P7014-003: Monitoring Afterwards - Elizabeth A.**

Elizabeth was unable to attend mtg so no update was given.

- **P7014-004: Technology Ethics – Jade N.**

Jade provided an update on the subgroup meeting and plans to discuss mapping to GDPR Further information about the details of the subgroup meeting(s) can be found here (<https://iee-sa.imeetcentral.com/7014/folder/WzlwLDEyNTc5NjA2XQ/>). Next Meeting April 24.

- **P7014-005: Stakeholders – Angelo F.**

The main topics from this subgroup was discussed in the motion section of today's meeting. Additional information can be found here (<https://iee-sa.imeetcentral.com/7014/folder/WzlwLDEyNzc1NTc4XQ/>). Next Meeting: TBD (but before next WG)

- **P7014-006: Defining Empathy – Andy M.**

This subgroup has no further plans and can be excluded as topic in future meetings

- **P7014-007: Ethical Explainability - Faiz I**

Faiz provided a summary of the subgroup's meeting discussions, more details can be found on imeet/WIKI/ <https://iee-sa.imeetcentral.com/7014/folder/WzlwLDEyNjE5NjY0XQ>. Next meeting is May 2

9. New Business

- **Survey - Soft biometrics and an unusual consensus on privacy - Andy M.**

Andy provided an update on the interviews that he has been conducting in mainly UK/Japan; but offered the invitation to anyone or our connections to participate in.

<https://ieee-sa.imeetcentral.com/7014/folder/WzlwLDEyODUyOTAzXQ/WzlsNjk3MTM2ODFd/>

- **New imeet section / Conferences of Interest/ created - Karen B**

Karen indicated that past action item was completed and encouraged everyone to post any interesting workshops/conferences in our area and to for sure include the ones that we are presenting at

- **Proposed development stages that AI/S go through – Hassan S.**

Hassan presented a quick discussion on the Development cycle for AI/S. It was decided that a further meeting was needed to continue the discussion.

<https://ieee-sa.imeetcentral.com/7014/folder/WzlwLDEyNjE5NjY0XQ/WzlsNzAxNDUwOTZd/>

- **New Working Group / Subgroups -**
 - **IEEE P2863 - Reco Practice for Organizational Governance of Artificial Intelligence**
Ben planning to attend
 - **IEEE P7000 Subgroup on Use and Human Interaction (plans to discuss children)**
Gokce and Karen are planning to attend
 - **IEEE SMC Call for papers due (April 30) extended to May 15**
Daniel S can provide further details
- **IEEE Technical Committee on the "Verification of Autonomous Systems"**

10. Future Meetings

- *27 May 2020 16:00 - 17:30 UTC (11:00 AM - 12:30 PM EST)*
- *24 June 2020 16:00 - 17:30 UTC (11:00 AM - 12:30 PM EST)*

11. References

- P714 standard working document:
https://docs.google.com/document/d/1-TXycR1Tz-lud2mr_XFlkbXiuAJTn-uH262asCOrI9g/edit#heading=h.afgu6phop9kb
- imeet Outstanding Action please review and complete your tasks; checking up will start next week.

12. Adjourn

The meeting was adjourned at 16:29 UTC

Attendees: (please review and let one of officers know if you are missing)

Last Name	First Name	Affiliation	Role

Bahn	Christy	IEEE-SA	S
Bell	Ken	BDO Canada LLP	V
Bennet	Karen	Independent	V
Bennett	Scott	Quality Craft	V
Bland	Ben	Sensum	V
Ferraro	Angelo	University of South Carolina	V
Gunsch	Gregg	Self-Affiliated	V
Hailey	Vicki	VHG	V
Iftekharuddin	Khan	Old Dominion University	V
Kaliwo	Kondaine	NITEL	V
Leslie	Grace	Georgia Tech.	NVM
Marsh	Allison	University of South Carolina	V
Matheus	Carolyn	Marist College	V
McKeown	Gary	Queen's University Belfast	V
McStay	Andy	Bangor University, UK	V
Morrison	Gawain	Sensum	V
Nester	Jade	GSMA	V
Janin	Oliver	NEOTROPE	NVM
Olugbade	Temitayo	University College London	V
Ptaszynski	Michal	Kitami Institute of Technology	V

Rivas	Pablo	Marist College	V
Schuelke-Leech	Beth-Anne	University of Windsor	NVM
Shamun	Ido	The Elegant Monkeys Ltd.	V
Shazly	Hassan Al	Unaffiliated	V
Stender	Mathana	Self	NVM
Soper	Randy	U.S. Defense Intelligence Agency	V
Sumiko	Shimo	Hofstede Insights	V