

**IEEE P7000 Working Group Meeting
Draft Minutes
6 June 2018 / 9:00 A.M. – 11:00 A.M. (EDT)
Teleconference**

1. Call to Order

The meeting was called to order at 9:05 AM (EDT). A quorum was established.

Zvikomborero Murahwi was introduced as the new Secretary of the P7000 Working Group.

2. Roll call and Disclosure of Affiliation.

The list of attendees is attached.

3. Approval of Agenda.

Motion to approve the meeting agenda. (Mover: Noah, Second: Sarah) The agenda was approved as submitted without objection.

4. Call for Patents ([Patent Policy](#))

The call for patents was raised; no one raised any concerns or any comments for consideration.

5. Approval of April 20th 2018 Meeting Minutes

Motion to approve minutes of the meeting of April 20. (Mover: Sri, Second: James). The April 20th meeting minutes were approved as submitted without objection.

6. Risk Subgroup Presentation, Ali Hessami

Ali took the group through the proposed P7000 Risk Framework. The main components of the framework were Risk Process Model and a Risk Analysis spreadsheet driven by applicable ISO/IEC 31000 principles.

Ali illustrated how the risk framework makes a distinction between Ethics and Engineering domains during value driven systems development. He further explained the transition between the two.

Comments / Issues:

- Concerns were raised on the capacity of the framework to deal with today's agile and iterative methods.
- It was noted that the traditional IT department was not structured to deal with ethics and this needed to be looked at.

- There was need to relook at responsibilities of the subgroups as there was a feeling some items covered by the Risk subgroup belonged to other subgroups such as Ethics and Processes.
- There was a request to explain how the framework dealt with actual monitoring of risks to address the “How’s” and “Who’s”.

Ali’s Responses and Additional Remarks.

- All the issues raised would be attended to and used to refine the P7000 Risk Framework.
- The Risk Subgroup welcomes all who wish to participate in the subgroup’s work.
- The Risk subgroup has already started working on text in compliance with Sarah’s call.
- The workgroup would maintain an Issues log (kept in the iMeet Central) to be used to keep track of and appropriately manage all issues raised during development of the P7000 standard.

7. Update from Subgroup Chairs, re: work to date

a. Ethics Subgroup Update, Sarah Spiekermann

The Subgroup work in good shape and up-to-date

Based on the Risk Process Model Diagram produced by the Risk Subgroup, Sarah showed and explained the role of ethics in the Risk Assessment / Ethics Domain of this model.

In response to questions, Sarah explained specific ethics related roles and responsibilities that would be applicable at various stages of Ethically Aligned Systems development.

- Comments /Remarks
 - ❖ Noah advised that the process group would have solutions to potential process gaps identified in earlier presentations.
 - ❖ Chris suggested that Ethics should look into conflict resolution and come up with conflict resolution procedures. He further suggested that since P7000 would be built even for small projects, external consultancy would not be necessary for ethical analysis.
 - ❖ Annette advised that the standard can’t set absolute Ethical values.

b. SoSS Subgroup, Annette Reilly

Group activities were on recess since the subgroup’s April 20 Presentation to the Working group. Work would resume once all subgroups have completed their initial task and have presented to the larger group.

Annette was requested to be on the planning call for next week. Alexander would stand-in for her should she be unable to attend the call.

d. Process Subgroup Update, Noah Brodbeck

Noah would do a detailed presentation at the next meeting.

e. Ontology Subgroup Update, Mark Underwood
Mark was not available to present.

8. Discussion, re: goal to get Draft D2 updated by end of 2018

John advised that the target was to have an approval-ready draft by the end of November 2018, soon after the face-to-face meeting.

The draft would be submitted to outsiders for a sponsored ballot before the end of the year 2018 and the feedback comments, expected early in 2019, would be used to refine the draft.

After Christy explained the sponsored balloting processes, it was noted that the entire process would take about 3 months (1 month to get the ballots and comments, and 2 months to resolve comments. All comments would need to be resolved).

Workgroup members who are IEEE-SA members could participate in the sponsored ballot and those who are not IEEE-SA members could also participate but at a fee.

With the P7000 PAR expiring in 2020, the aim is to have the standard available to the public by end of 2019.

Sarah advised that subgroups should immediately start working on text for their respective sections so that the above deadlines would be achieved

9. Discussion / updates re: in-person meeting in Washington, D.C.

Plans for the In-person P7000 Group meeting in November 2018, at the IEEE-USA Offices in Washington DC were still on. Members would be kept up-to-date on the arrangements through postings on iMeet Central and email.

10. New Business

All subgroups were instructed to start working on text for their sections.

To meet the deadlines set, subgroup chairs would need to plan appropriately and hold regular meetings to ensure that work is being done.

Reminder made for members to make use of facilities available to get issues attended to e.g. the Issues log mentioned by Ali during his presentation.

Members must not use hate speech in their interactions.

11. Dates for upcoming WG Meetings

- 13 July 2018 / 9:00 AM – 11:00 AM (EDT)
- 24 August 2018 / 9:00 AM – 11:00 AM (EDT)
- 5 October 2018 / 9:00 AM – 11:00 AM (EDT)

12. Adjourn

The meeting adjourned at 10:52 AM.

Attendees:

Last Name	First Name	Employer/Affiliation	Voting
Beetem	James	Brassword Enterprises LLC	x
Bohr	Barbara	HSR Hochschule für Technik Rapperswil/Switzerland	x
Brodbeck	Noah	Self	x
Egawa	Takashi	NEC Corporation	
Gillespie	Tony	Robotics and Automation	x
Haidegger	Tamas	Obudda University	x
Hailey	Victoria	The Victoria Hailey Group Corporation (VHG)	x
Havens (Chair)	John	The Global Initiative for Ethical Considerations in the Design of Autonomous Systems	x
Hessami	Ali	Vega Systems-UK	x
Jahankhani	Hamid	Northumbria University	
Kienast	Edmund	Australian Digital Health Agency	x
Light	Gerri	Western Governors University	x
Long	Carol	Independent	
Metcalf	Jake	Data & Society	x
Murahwi	Zvikomborero	Independent	x
Novotny	Alexander	Independent	x
Raghavan	Sridhar	Independent	x
Reilly	Annette	Unaffiliated	x
Santos-Lang	Chris	Independent	x
Schaaf	Robert	AgilityXL	x
Spiekermann (Vice-Chair)	Sarah	Vienna University of Economics and Business	x
Sprecker	Shawn	Self	
Waters	Gisele	Symbiotca LLC	x
Winkler	Till	Vienna University of Economics and Business	
Zgrzebnicki	Pawel	University of Social Sciences and Humanities, Warsaw, Poland	x
Alvarado	Natasha	IEEE-SA (staff)	
Bahn	Christy	IEEE-SA (staff)	