

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

1. Call to Order

The meeting was called to order at 9:00 AM (EDT). A quorum was established.

2. Roll call and Disclosure of Affiliation.

The list of attendees is attached.

3. Approval of Agenda.

Motion to approve the meeting agenda. (Mover: Alexander, Second: Tony) 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 June 6th 2018 Meeting Minutes

Motion to approve minutes of the meeting of June 6th. (Mover: James, Second: Barbara). The June 6th meeting minutes were approved as submitted without objection.

6. Process Subgroup Presentation, Noah Brodbeck

Noah provided an update to the working group. He explained the roles of the Processes Subgroup which included (i) Integration of work and outputs from other subgroups and facilitate any dependencies between the subgroups (ii) construction of schema for mapping and recording P7000 processes including those for handling queries/issues on the standard (iii) identifying and helping to close gaps in processes through appropriate escalations (iv) Helping subgroups to write their processes as may be required by the standard.

Noah explained the need for independence and neutrality in handling the above roles in the development of the P7000 standard and that the Process subgroup was rightfully placed to handle these. As all the subgroups had completed their initial tasks, Noah felt that it was the right time for the Processes Subgroup to move in and start identifying and resolving gaps.

Whilst acknowledging and appreciating the work that had been done by the Risk Subgroup including coming up with a Process Model, Noah felt that the Risk and Processes Subgroups should remain separate but work more closely together. He felt

that the Risk Process Model would suite Governance Processes and that there was need for something for engineering purposes.

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

a. Ethics Subgroup Update, Jake Metcalf

Sarah was away on vacation and therefore Jake presented on her behalf.

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

Based on the Risk Process Model Diagram produced by the Risk Subgroup, the group was working on requirements for Exit Gate 1: Decision to proceed with development / acquisition of SOI which is P7000 compliant. The group was currently working on the following and when necessary would seek help from other subgroups and Workgroup members:

- Conformance with ISO 26000 which
- Learning from and making reference to available P7000 products that had passed through Gate 1.
- How to refer to other documents outside the IEEE document library –i.e. as normative or as informative. Although not recommended, it was noted that sometimes the decision would be made though balloting or voting in the Workgroup.
- Due diligence as a legal requirement in line with the SOI domain or area of discipline
- How hard or strict the Gate 1 rules would need to be. The subgroup felt that it would need to be of high enough standard not to allow potential harms to go through.
- Positioning of principles and values in standard: main body or appendix. The subgroup feels all would be done to encourage and promote use of the standard.

There were complaints that there were issues, including those raised by Chris and Sri, which the Ethics subgroup had not responded to.

- The subgroup agreed to attend to unresolved issues if the issues were within the subgroup's space.
- The WG Chair advised all members to try and use subgroup chats and other iMeet Central facilities to raise issues and follow up on the solutions to the issues. Issues not identifiable with subgroups could be raised with the WG Chair or shared with the WG Secretary for inclusion in the agenda of the WG Meetings.
- It was felt that for now Sri and Chris' issues would better be dealt with by the Risk Subgroup. Both Sri and Chris were advised to attend the next Risk Subgroup meeting and in the meantime, raise the issues through the subgroup's chat on iMeet.

b. SoSS Subgroup, Annette Reilly

The subgroup last met on April 20. The subgroup would regroup to start working on text to go into the next P7000 Outline draft of the standard. Work would be divided amongst members of the subgroup and goals would be set to produce the drafts on time to allow for thorough review by all before the November meeting.

- The subgroup needed clarity on the status the current P7000 baseline draft and also needed assistance with language/terminology issues. The Technical Editor would be consulted.
- Annette was still to review the section on Stakeholders of SoS drafted by Alexander.
- The subgroup welcomed criticisms/ complaints but preferred and would deal faster with those which come with suggestions.

c. Risk Subgroup Update, Gisele Waters

Ali was away on business travel and therefore Gisele presented on Ali's behalf.

The subgroup's work was progressing well and members remain focused on achieving desired results. The subgroup had already started working on text and was progressing well

- Chris insisted on previous requests that there be a mechanism for resolving issues in the Process Model produced by the Risk Subgroup. Chris would be invited to the next Risk Subgroup meeting. The Chairperson would also attend.
- There was agreement that it was urgent to produce a revised P7000 Baseline Draft based on the work done to-date. With no consolidation of where we are with each subgroup, it would be difficult to come up with a baseline draft. Therefore the Technical Editor would be requested to aggregate what is there and produce a new Baseline Draft. Whilst completion of the Ethics Sections appeared to be a requirement to successfully update the baseline, all subgroups now would be required to work together to achieve this update.

d. Ontology Subgroup Update, Mark Underwood

Mark was not available to present.

8. Potential merge of Process and Risk Subgroups.

There was a motion to merge the Process and Risk subgroup.

Motion to merge the Process and Risk Subgroup. Rationale: We apply the process SG perspective to risk processes to drive out any biases through an appropriate analysis of the processes.

Mover: Vicky, Seconder: Giselle

After some discussion it was agreed that a straw poll would be made by members in support (YES) of or against (NO) the motion. Members present were asked to submit their votes via the meeting chat window. After the straw poll is conducted an email will be sent to the voting members not present at the meeting.

New Business

Motion to instruct the Technical Editor (TE) to, upon completion of the ethics SG first edit, to assemble a new baseline draft, within 2 weeks of the ethics SG completion by taking all SG drafts as input.

Mover: Vicky, Seconder: Tony.

After some discussion the motion was dropped. The Technical Editor will be made aware of the urgency of the matter and would be approached to see how he could fit this request into his schedule.

9. Dates for upcoming WG Meetings

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

10. Adjourn

The meeting adjourned at 11:05 AM.

Attendees:

| Last Name | First Name | Employer/Affiliation | Voting |
|----------------|--------------|---------------------------------------|--------|
| Beetem | James | Brassword Enterprises LLC | x |
| | | HSR Hochschule für Technik | |
| Bohr | Barbara | Rapperswil/Switzerland | x |
| Brodbeck | Noah | Self | x |
| Cruz Lambert | Jorge | Individual | |
| Fajardo | Andrey | Self | |
| Gillespie | Tony | Robotics and Automation | x |
| Gray | Lewis | Abelia Corporation | x |
| | | The Victoria Hailey Group Corporation | |
| Hailey | Victoria | (VHG) | x |
| | | The Global Initiative for Ethical | |
| | | Considerations in the Design of | |
| Havens (Chair) | John | Autonomous Systems | x |
| Khazani | Rafael | Individual | |
| Kienast | Edmund | Australian Digital Health Agency | x |
| Light | Gerri | Western Governors University | x |
| Metcalfe | Jake | Data & Society | x |
| Murahwi | Zvikomborero | Independent | x |
| Newman | Matthew | Self | x |
| Novotny | Alexander | Independent | x |
| Raghavan | Sridhar | Independent | x |
| Reilly | Annette | Unaffiliated | x |

| | | | |
|-----------------------------|---------|---|---|
| Santos-Lang | Chris | Independent | x |
| Spiekermann (Vice-Chair) | Sarah | Vienna University of Economics and Business | x |
| Underwood | Mark | Krypton Brothers | x |
| Valani | Altaz | Security Compass | |
| Waters | Gisele | Symbiotca LLC | x |
| Winkler | Till | Vienna University of Economics and Business | x |
| Zgrzebnicki | Pawel | University of Social Sciences and Humanities, Warsaw, Poland | x |
| Bahn | Christy | IEEE-SA (staff) | |