

**IEEE P7000 Working Group Meeting
Draft Minutes
24 August 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: Chris Santos-Lang, Second: Tony Gillespie) 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 July 13th 2018 Meeting Minutes

Motion to approve minutes of the meeting of July 13th. (Mover: Ali Hessami, Second: Gisele Waters). The July 13th meeting minutes were approved as submitted without objection.

6. Position Announcement: Processes and Risk Subgroups.

The WG Chair advised that in addition to the announcement on the proposed Processes and Risk Subgroups merger, he would make another announcement after presentations by Subgroup Chairs or at the end under New Business. The Chair also announced an alteration to the order of the agenda. The Technical Editor, who also heads the Risk Subgroup, would start with his update as Technical Editor and then proceed to his report as head of the Risk Subgroup.

Regarding merging the Process and Risk Subgroups, the Chair advised the WG that whilst the voting process favored the merge, more thought needed to be put into its implementation considering that the continued existence of the Subgroups would depend on the outcome of discussions at the November face-to-face meeting. Ali (Risk Subgroup Leader) and Noah (Processes Subgroup Leader) would meet to discuss the merge after today's call.

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

a. Systems of Systems, Annette Reilly

The Subgroup had not met since the last meeting and had nothing to report.

b. The Processes Subgroup, Noah Brodbeck

The subgroup had not met since the last meeting and had nothing to report.

c. Combined Risk Subgroup and Technical Editor Updates, Ali Hessami

c1. Technical Editor's Update.

(i) Technical Editor's Vision.

A successful P7000 with support from All especially Workgroup Members and the IEEE. The Technical Editors' Vision would address the following:

- What the Workgroup wants to achieve
- How all participating in building P7000 should work together with the Technical Editor as the main collaborator
- How with a three-pronged approach to Ethical Analysis, P7000 would be designed to extend to products and services
- Inclusiveness of P7000.

(ii) Drafting Guidelines.

Construction of P7000 would be guided by the following:

- To have capacity to be used for Audit and Certification. It was noted that the standard was not law but needed to be designed to show value and honour its adopters
- Standard to have global acceptance.
- Standard to be both Normative and Informative and not designed for tuition but would help people to know their business.

(iii) Scope

- Standard has been designed to cater for both generic and specific products.
- Legacy systems are catered to allow for upgrades from previous/current designs to P7000 compliant designs
- Conformance Certification would be catered for
- Standard would address both domains of Ethics and Engineering

(iv) Summary and Important Observations and notes to take.

- P7000 would be designed to complement/align with other standards such as ISO/IEEE-15288 and not to conflict or replace them.
- Social Impact and Ethics are an important consideration in P7000
- The Editor's approach remains that of ensuring that WG members remain collective in their efforts.
- Objective is to maintain a transparent and responsive approach to developing P7000. Members are reminded to continue using tools such as the Issues Log, Subgroup structures to raise issues and complaints and follow up appropriately when necessary. The Issues Log aims to be a permanent record (of issues and complaints – resolved or not). Entries to the log can be direct into the document on iMeet Central (preferred) or via an email to Ali (if you have challenges with updating the document on iMeet Central)
- The WG is at a critical juncture in the development of P7000 and therefore members need to remain committed. There is a big gap to be filled between

Technology and Society and P7000 is being built with this in mind. Developers are to be called upon to care about human impact in their products. P7000 will also attend to conflict resolution and requirements for other frameworks and methodologies such as Agile

- The WG objective should remain that of producing issue 1 of the P7000 standard during the first quarter of 2019 (possibly end of January 2019). With this in mind, and considering the work that has been done by the Subgroups, the aim is to be ready to go to draft D2 of the standard after the November face-to-face meeting. Meanwhile subgroup work should continue to meet the submission deadline of September 15 (for completed sections of the draft). The Technical Editor may approach individuals to consult and seek clarifications where necessary.

c2. Risk Subgroup Update.

The subgroup's work was progressing well and members remained focused on achieving desired results. Writing was in progress and each member of the subgroup had been assigned a section to work on. The subgroup was open to inputs / comments from All and aims to complete drafting its sections of the draft by August 31.

c3. Merger of Process and Risk Subgroups.

Noah presented his position. It was acknowledged that a lot of work had been done in subgroups and that some integration was now required to give a clear picture of what had been achieved. It was noted that:

- The merger between the Process and Risk subgroups could not be conclusive at this stage as there was need for more focus into completing the new draft – The merger could derail work being done to complete the new draft.
- The aim of the merger was to encourage collaboration in producing P7000.
- Ali and Noah would meet after the WG meeting to discuss the merger with the aim of ensuring that progress would be made.

c4. Comments on Technical Editor's Presentation and the Risk Subgroup Progress Report.

Annette expressed her delight and gratitude that progress was being made towards completing P7000. She agreed with most of what the Technical Editor had said in his update. She however recommended that the following be attended to and that she would give a hand and ideas on what would need to be done:

- P7000 was expected to relate well and to be consistent with other standards in the same domain. P7000 did not necessarily need to be the same as those standards.
- Ethical Processes are different and must not be confused with Risk Management Process. The Ethical processes should instead show that it is all about Ethical decision making.
- I should be noted that we are producing P7000 for people who might already have their own frameworks. We therefore need to give those people flexibility to make their own life cycles which make use of P7000.

Jake noting that previous efforts had been made by Sarah to align P7000 to ISO-15288, still wanted to check if P7000 development was reflecting that alignment. There was a need to show who would be our target audience (Auditors, Legislators, Developers) as there was a lot to be addressed in AI.

Levels of granularity when stating normatives needed to be determined. Ali advised that there would be flexibility in this and is open to discussion. Noting that the aim was always to achieve the desired results, Annette advised that ideas could be drawn from ISO 774 and that we should continue working to ensure that P7000 could be used by organizations of all sizes and systems of all sizes as well. It was important that P7000 helps to improve the understanding of what ethics are in the Systems Engineering arena.

Chris acknowledged that important issues had been covered in the Technical Editor's Report and the comments that followed. He reminded the WG that the group needed to remain focused and committed to developing a complete P7000 as society needed the standard. It was hoped that prioritizing human values which had been missing would be addressed through P7000.

Lewis shared with the WG the presentation he had prepared on consensus and stated that the WG should work hard towards reaching consensus which sometimes is not majority rule.

- Annette thanked Lewis for the helpful presentation. She explained that the WG had shown tolerance and had allowed people to be heard. However the WG had now reached a critical point where members needed to join hands and work together to produce a standard that would be acceptable to the world. The support of All will be required during balloting.
- Chris encouraged WG members to work towards reaching consensus.
- Workgroup Chair thanked Lewis for the presentation and advised that we would need to consider having a transparency guide so that all members are educated.
- Gisele pointed out that the WG needed writers beyond verbal debate. More help was needed in writing and putting things together to produce the standard.

d. Ethics Subgroup Update, Jacob Metcalf

Jake reported that progress had been made with the Ethics Subgroup but had had some issues as follows:

- It remained a challenge to determine the kind of normative requirements needed to make the standard auditable.
- It was also a challenge to determine whether providing specific instructions in the standard amounted to violating requirements of an auditable standard (Normally we specify what to do and not how to do it).

In terms of progress;

- Section 9 had been extensively edited with the assistance of Gisele to satisfy the traditional requirements of an auditable standard.
- The group would be meeting during the week starting August 26 and would look at section 6 which is currently not a normative section but provides suggested best practices.

- The subgroup hoped that by deadline date, the group would have completed revision of sections 5, 6, and 9 including Gate1.

Chris commended the Subgroup for work done. Ali seconded Chris.

It was noted that there were more challenging issues in putting together this part of the standard. Ali and Jake agreed to meet and discuss issues further.

e. Ontology Subgroup Update, Mark Underwood

There was not update.

8. New Business.

External Communications

The WG Chair reminded WG members that they needed to seek clarity on what information concerning P7000 they could share outside the group and IEEE. Christy Bahn and other IEEE-SA staff were there to give help and support to WG group members. It was IEEE tradition to support IEEE volunteers when they speak or give presentations on IEEE products at conferences. Therefore WG members planning to present on P7000 related work and its content should seek clearance through Christy.

9. Position Announcement (Second part).

John announced that he was stepping down as the P7000 WG Chair.

- He would continue to be a member of the WG.
- He thanked all WG members for supporting him.
- He announced that Ali would take over as Chair.
- John would remain passionate and committed to seeing P7000 completed and would continue supporting the project to the best of his ability.

10. Dates for upcoming WG Meetings

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

11. Adjourn

The meeting adjourned at 11:10 AM.

Attendees

Role Legend	V = Voting Member
	NV = Non-voting Member
	P = Participant

Voting Members					8/24/2018
First Name	Last Name	Affiliation	Role	Officer	21/27
Joseph	Abandoh-Sam	Valleyview University	V		V
Barbara	Bohr	HSR Hochschule für Technik Rapperswil/Switzerland	V		V
Noah	Brodbeck	Self	V		V
Tony	Gillespie	Robotics and Automation	V		V
Lewis	Gray	Abelia Corporation	V		V
Tamas	Haidegger	Obudda University	V		
Victoria	Hailey	The Victoria Hailey Group Corporation (VHG)	V		V
John	Havens	The Global Initiative for Ethical Considerations in the Design of Autonomous Systems	V	Chair	V
Ali	Hessami	Vega Systems-UK	V		V
Edmund	Kienast	Australian Digital Health Agency	V		V
Ruth	Lewis	Swinburne University of Technology	V		V
Gerri	Light	Western Governors University	V		V
Jake	Metcalf	Data & Society	V		V
Zvikomborero	Murahwi	Independent	V	Secretary	V
Sridhar	Raghavan	Independent	V		V
Annette	Reilly	Unaffiliated	V		V
Chris	Santos-Lang	Independent	V		V
Robert	Schaaf	AgilityXL	V		V
Sarah	Spiekermann	Vienna University of Economics and Business	V	Vice-Chair	V
Gisele	Waters	Symbiotca LLC	V		V
Till	Winkler	Vienna University of Economics and Business	V		V
Pawel	Zgrzebnicki	University of Social Sciences and Humanities, Warsaw, Poland	V		V

Non-Voting Members & Participants				8/24/2018
First Name	Last Name	Affiliation	Role	
Takashi	Egawa	NEC Corporation	P	P
Salatiel	Ezennaya Gomez	Otto-von-Guericke- University Magdeburg	P	P
Andrey	Fajardo	Self	P	P
Linda	Gu	Self	P	P
Keith	Jansa	CIO Strategy Council	P	P
Rafael	Khazani	Individual	P	P
Emile	Mardacany	Self	P	P
Doruk	Ozulu	EFOSS Consulting, Trade and Industrial Corp.	P	P
Altaz	Valani	Security Compass	P	P
Michelle	Victor	Pennsylvania State University Applied Research Laboratory	P	P
Alan	Wagner	The Pennsylvania State University	P	P
Bahn	Christy	IEEE-SA (staff)		