IEEE P7000 Working Group Meeting
Draft Minutes
5 October 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: Sri). 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 August 24th 2018 Meeting Minutes**
   Motion to approve minutes of the meeting of August 24th .
   The August 24th meeting minutes were approved subject to the following amendments:
   - On page 4: ISO 24772 to read ISO 24770
   (Mover: Annette, Second: Lewis). The minutes were approved as amended.

6. **Matters arising from minutes of the meeting of August 24, 2018.**
   a. Liaison between Ali Hessami and Annette Reilly to deal with issues she raised at the last meeting (paragraph c4, bullet points 1 to 3).
      Discussions between Ali and Annette took place. Annette as leader of the SoSS subgroup suggested that any new additions from the SoSS subgroup would wait till the next P7000 draft was out.
   b. Progress with addressing issues raised by Jacob Metcalfe
      Ali and Jacob were still to meet.
   c. Update: Meeting between Risk and Processes Subgroups Chairs.
      No meeting took place. Ali announced that Vicky Hailey was taking over as the new Process Subgroup Chair with immediate effect.

7. Update from Subgroup Chairs, re: work to date
   a. Systems of Systems, Annette Reilly

- The Subgroup, through Annette, had provided text to go into concepts section of the P7000 draft. This would address values, particularly transparency as viewed from the SoSS and Systems Engineering perspectives.
- Current baseline of P7000 had in Annex B text copied from ISO 15288 as contributions from the SoSS subgroup. This text should be revised.
- Material submitted for the new draft is based mainly on the work done by the subgroup as of August 20, 2018. Rob Schaaf's request for clarity on how the SoSS would deal with complex systems would be dealt with when the subgroup re-convenes after the new P7000 draft has been produced or potentially at the workgroup meeting in November. Members could still make contributions to SoSS work via iMeet Central.

The TE expressed satisfaction with submissions made by the SoSS subgroup and was particularly pleased that more people were joining-in in the work.

   b. The Processes Subgroup, Vicky Hailey.

- The subgroup had not met. Vicky was not present to update the WG on progress.

   c. The Ethics Subgroup, Sarah Spiekermann, Jacob Metcalfe.
- Sarah has been handing over leadership of the subgroup to Jacob Metcalfe in July 2018; with Sarah remaining in the group as Jake's supporting partner.
- The subgroup had delivered section 9 of the draft. Section 9 was the processes oriented section.
- The Subgroup also delivered sections 5 and 6 and material to go into the annex of the standard. Section 5 sets the theories for section 9 whilst section 6 was an overview of developing a set of organizational principles for Ethical design.
- The Subgroup would remain open to do more work whilst editing for production of the next draft was in progress. Where necessary, the Subgroup would interact with the TE.

The TE was satisfied with the work done by the Ethics Subgroup and thanked Jacob for standing in well for Sarah whilst Sarah was on sabbatical.

   d. Risk Subgroup, Gisele Waters.
- Nothing to report. Work on editing for the next draft was in progress.

   e. Ontology Subgroup, Mark Underwood.
- Mark accepted the request to Chair the Ontology Subgroup.
- For now, Mark and his team would concentrate on refining the existing vocabulary.
- Mark planned to hold one meeting with those interested to refine contributions to the new P7000 draft.

8. Technical Editor's Update.

(i)   Progress with producing the next draft of P7000 (Issue 1 Draft 1 (I1D1))

There has been good progress. Cooperation from WG and Subgroup members has been good.

- The aim remains that of giving P7000 a combined Ethics and Engineering perspectives.
- Target completion date for I1D1 is end of October or in time for the planned November face-to-face WG meetings
- TE has received content from SoSS, Ethics and Risks Subgroups.
- TE is still waiting for content from Processes and Ontology Subgroups.
- Sarah as the author of the original draft continues to contribute to the work which is being done in her role as P7000 co-chair.

(ii)   Important considerations and guides to current drafting efforts.

- With Global Governance of Autonomous Systems taking centre stage, the aim is to have P7000 ready to make an impact in Ethics and Technology. This requires the WG and its structures to work fast as there is not too much time.
- It is important for the WG to ensure that P7000 scope coverage is adequate to deal with diverse ethical cultures as well.
- The aim should be to minimize iterations of the draft as we prepare for balloting. Christy would brief the WG on balloting processes and procedures.

(iii)   Emerging Issues.

- Dr Sarah Spiekermann reported on developments around the IEEE P7000 Series and the aim of the IEEE organization to develop Certification Programmes for some of the standards, in particular (currently) P7001, but potentially soon other standards as well; in particular P7000 . Major consultancies are supporting this effort. The City of Vienna has signaled interest to be a trial-partner.
- The WG and other key stakeholders should look beyond just the completion and publication of P7000. For example certifications should become very important once the standard is completed and published. At this stage IEEE are still to determine who runs the certification programmes.
- WG members are encouraged to think and bring forward any suggestions and ideas on what more might be need to be done especially in the post P7000 publication era.

9. New Business

a. Plans for the 15-16 November 2018 Face-to-Face Meeting

- There had been confirmation that the meeting would take place in Washington DC.
- Since some members could no longer make it to Washington DC a second venue would be set up at IEEE Offices in Vienna. The two venues would be linked via WebEx. Those wishing to participate from one of the two should let Christy or Zviko know via email indicating from which of the two they would attend. Those who can't make it to the 2 venues would be able to participate via WEBEX.
- Some syncing is required on the meeting times to ensure that participants in both the Washington DC and Vienna venues are not inconvenienced too much.

- The TE is considering defining and creating two work packages to split some of the work between the Washington DC and Vienna participants.

b. Briefing on Balloting (Christy Bahn, IEEE-SA).
- Invitation to balloting would be opened soon after the call.
- The invitation would result in the formation of the Balloting group. To participate in the group one would have to be an IEEE member or pay a fee per ballot.
- Christy would send out more information and a presentation on the balloting. Christy would also be open for a WEBEX call to take all interested parties through the balloting processes.

c. The Chairperson's Space.
- WG members with burning issues around P7000 development may raise these directly with the Chair or book a call with him (the Chair).

10. The Speaker's Corner.

- The current thinking is that access to the P7000 Standard would be free but P7000 Certifications would be chargeable. Certification Fees structures still needed to be worked out.
- Business plan to manage certifications would be worked out.
- Jack suggested that there be coordinated marketing of the P7000 series of standards. Jack further suggested that processes be defined for identifying partners to P7000 work programmes such as the certifications.
- Gisele requested clarifications on training needs and other processes such as balloting and conformity assessments that would be required for the P7000 rollout programme.

11. Dates for upcoming WG Meetings
- 15-16 November 2018 (Vienna, Europe; Washington, DC, USA)

12. Adjourn
The meeting adjourned at 11:00 AM(EST).

Attendees

Role Legend	V = Voting Member
	P = Participant
	S= Staff

First Name	Last Name	Affiliation	Officer	10/5/2018
Aparna	Ashok	Yunus Social Business India		P
Linda	Gu	Indpendent		P
John	Licato	University of South Florida & AMHR Lab		P
James	Pratt	Self		P
Michelle	Victor	Pennsylvania State University Applied Research Laboratory		P
Alan	Wagner	The Pennsylvania State University		P
Barbara	Bohr	HSR Hochschule für Technik Rapperswil/Switzerland		V
Tony	Gillespie	Robotics and Automation		V
Lewis	Gray	Abelia Corporation		V
Ali	Hessami	Vega Systems-UK	**Chair**	V
Rafael	Khazani	Individual		V
Edmund	Kienast	Australian Digital Health Agency		V
Jake	Metcalf	Data & Society		V
Zvikomborero	Murahwi	Independent	**Secretary**	V
Alexander	Novotny	Independent		V
Sridhar	Raghavan	Independent		V
Annette	Reilly	Unaffiliated		V
Robert	Schaaf	AgilityXL		V
Sarah	Spiekermann	Vienna University of Economics and Business	**Vice-Chair**	V

Altaz	Valani	Security Compass		V
Gisele	Waters	Symbiotca LLC		V

Christy	Bahn	IEEE-SA		S
Jonathan	Goldberg	IEEE-SA		S