

**IEEE P7000 Working Group Meeting**  
**Draft Minutes**  
**15 February 2019 / 10:00 A.M. – 12:00 P.M. (EST)**  
**Teleconference**

*Meeting Minutes recorded by the Working Group Secretary, Zvikomborero Murahwi*

**1. Call to Order**

The meeting was called to order at 10:00 AM (EST). 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.***

Lewis Gray moved the motion to approve the agenda and was seconded by Gisele Waters. With this the agenda was approved.

**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 December 14<sup>th</sup> 2018 Meeting Minutes**

***Motion to approve minutes of the meeting of December 14<sup>th</sup>, 2018***

(Mover: Gisele Waters, Second: Ozlem Ulgen). The December 14<sup>th</sup>, 2018 meeting minutes were approved as submitted without objection.

**6. Matters arising from minutes of the meeting of December 14, 2018.**

a. Updates on certification programmes, Dr Sarah Spiekermann.

- Sarah gave a presentation on real and recent use case done with P7000. Application of the P7000 Standard in the development of a Telemedicine platform resulted in a shift of focus from the monetary value of the product to a situation where +500 values were identified thereby helping to ensure that ethics were seriously considered in the development of the product. Sarah also explained how P7000 could be used in similar and related initiatives in the UN and OECD.
- Sarah illustrated mapping of P7000 to ISO Standard 15288. This helps to give users of ISO 15288 an understanding of how and where P7000 fits into System Life Cycle Processes.
- The above showed that the value of P7000 was already being realized.
- The Ethics Subgroup would use the information from the above presentations to produce the paragraph to explain how we see P7000 advancing Humanity.

- b. Updates on ECPAIS Certification programme, Ali Hessami
  - The programme was progressing well and fast.
  - Current ECPAIS membership included the Public Sector, Government Ministries, City Municipalities and the Private Sector or large Enterprises.
  - Membership to ECPAIS was subject IEEE-SA rules. Those interested in membership could contact the Ali directly.
  - Discussion Points;
    - In response to Vicky's request for more information, Ali explained that ECPAIS had very little to do with P7000 but ECPAIS covered the entire P70xx series of standards. The ECPAIS development work would run in parallel with development of the P70xx series of standards.
    - Responding to Lewis Gray's request for clarification on ECPAIS and Conformity Assessment for P7000, Ali explained that ECPAIS was still in formation and clarity phases, and once done with this phase, ECPAIS would move onto conformity assessments.
- c. Update on Meeting(s) between Sub-Group Chairs and the TE
  - Meeting had not taken place.
  - Subgroups remain active and could still meet to review their work as they find fit.

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

### **a. Risk Subgroup, Gisele Waters**

- No significant changes to the subgroup's work.
- The subgroup's Comments on the current P7000 draft had been loaded onto iMeet Central.
- The subgroup would work with other subgroups on resolving comments.

### **b. The Processes Subgroup, Vicky Hailey.**

- The subgroup had been meeting Weekly for +/- 2 hours
- The subgroup studied the draft structure and the PAR, the systems engineering processes.
- The subgroup felt that the draft needed some restructuring to remove silo. Therefore, as requested before, more time is needed.
- The subgroup was still deliberating on how to move forward: Straight to Comments disposition and/or proposed restructure. Two options had been identified and would be recorded in the P7000 Issues Log for consideration by the WG.

### **c. The Systems Of Systems Subgroup, Annette Reilly & Alexander Novotny.**

- There was no update from the group. The subgroup's comments would be loaded onto iMeet as requested by the Technical Editor.

### **d. Ethics Subgroup, Sarah Spiekermann, Jacob Metcalfe.**

- The subgroup assumed that the P-SG was reviewing processes and this would assist in cleaning up Annex material to deal with Core Processes in Ethics.

- Subgroup considerations include examples of how the P7000 standard may be used for inclusion in the next version of the draft. Lessons learnt from real-world case would also be integrated into the Ethics sections of the draft
- The Subgroup would hold 3 more calls to improve the annexes and share insights into real-world case.

**e. Ontology Subgroup, Mark Underwood.**

- The Ontology Subgroup had been in existence for 6 to 8 months.
- The subgroup had struggled to put together the resources (including Human Resources) needed to be effective. Ethics are so broad and a lot of work was required to put together a comprehensive Ontological Framework for P7000.
- Mark proposed that the Ontological subgroup be disbanded and merged with the Risk Subgroup. Sarah Spiekermann seconded the move.
- Mark and Ali would meet to plan and implement the merger of the Risk and Ontology Subgroups.

**8. Technical Editor's Update.**

- (i) Progress with producing the next draft of P7000 (Issue 1 Draft 1 (I1D1))
- Comments on current draft may be recorded on the Comment resolution form which is available on iMeet and has additionally been emailed to all WG. If assistance is needed in making these records, direct contact can be made with the TE, the WG Secretariat and may also be raised through Subgroups;
  - Comments recordings may be at individual or subgroup levels.
  - An issues Log (copy available on iMeet Central) can be used to keep a record of broader issues raised about the draft. Members may raise issues by making direct entries into the log or may do so via a suitable email message to the TE or the WG Secretariat;
  - The TE, the Secretariat and some volunteers would consolidate Comments files submitted into single document which would be made available to all WG members via iMeet. Subgroups would be free to immediately start working on those comments applicable to them and resolve them if not regarded outside the scope of a particular SG. Major comments would be dealt with at WG level.
  - All comments and issues shall be responded to.
  - The current target for the production of the next draft of P7000 was 10<sup>th</sup> May 2019.
  - The TE to meet with Subgroup Chairs to map a way forward on how to resolve comments. Subgroups, if ready could reconvene to start working on comments resolutions.
- (ii) Responses to the TE's Update.
- Sri: He felt that the draft had not reached the required levels. Christy was requested to assist by providing documentation on IEEE standard definitions and specifications of standards.

**9. Secretary's Report, Zviko Murahwi**

As reported by the TE, an issues log is being maintained from iMeet Central. All cross-cutting and major issues shall be attended to and feedback will be given. Issues may be

logged via direct updates to the log file in folder "IssuesLog" or by sending emails to the Secretariat, the TE and the WG Chair.

**10. Speaker's Corner.**

There were no discussions under this heading.

**11. Meeting dates for the rest of 2019.**

- 15 March 2019, 9:00 A.M. – 11:00 A.M. (EST)
- 19th April, 2019, 9:00 A.M. – 11:00 A.M. (EST)
- 17th May, 2019, 9:00 A.M. – 11:00 A.M. (EST)
- 14th June, 2019, 9:00 A.M. – 11:00 A.M. (EST)
- 19th July, 2019, 9:00 A.M. – 11:00 A.M. (EST)
- 16th August, 2019, 9:00 A.M. – 11:00 A.M. (EST)
- 13th September, 2019, 9:00 A.M. – 11:00 A.M. (EST)
- 18th October, 2019, 9:00 A.M. – 11:00 A.M. (EST)
- 15th November, 2019, 9:00 A.M. – 11:00 A.M. (EST)
- 13th December, 2019, 9:00 A.M. – 11:00 A.M. (EST)

**12. Adjourn**

The meeting adjourned at 11:04 AM (EST).

**Attendees**

First Name	Last Name	Affiliation	Role	Officer
Joseph	Abandoh-Sam	Valleyview University	V	
Sriraj	Aiyer	University College London	P	
Joy	Al-Sofi	Unaffiliated	P	
Christy	Bahn	IEEE-SA (staff)	S	
James	Beetem	Brassword Enterprises LLC	V	
Barbara	Bohr	HSR Hochschule für Technik Rapperswil/Switzerland	V	
Noah	Brodbeck	Self	V	
Michelle	Dennedy	Cisco	P	
Colleen	Dorsey	University of St. Thomas	P	
Andrey	Fajardo	Self	P	

First Name	Last Name	Affiliation	Role	Officer
Tony	Gillespie	Robotics and Automation	V	
Lewis	Gray	Abelia Corporation	V	
Beiyuan	Guo		P	
Tamas	Haidegger	Obudda University	V	
Victoria	Hailey	The Victoria Hailey Group Corporation (VHG)	V	
John	Havens	The Global Initiative for Ethical Considerations in the Design of Autonomous Systems	V	
Ali	Hessami	Vega Systems-UK	V	Chair
Hamid	Jahankhani	Northumbria University	V	
Larry	James	RAS	P	
Rafael	Khazani	Individual	P	
Edmund	Kienast	Australian Digital Health Agency	V	
Ruth	Lewis	Swinburne University of Technology	V	
Gerri	Light	Western Governors University	V	
Emile	Mardacany	Self	P	
Jake	Metcalf	Data & Society	V	
Zvikomborero	Murahwi	Independent	V	Secretary
Matthew	Newman	Self	V	
Alexander	Novotny	Independent	V	
Veera	Ragavan	Self		
Sridhar	Raghavan	Independent	V	
Annette	Reilly	Unaffiliated	V	
Chris	Santos-Lang	Independent	V	
Robert	Schaaf	AgilityXL	V	
Giuseppe	Spampinato	STMicroelectronics Italy		
Sarah	Spiekermann	Vienna University of Economics and Business	V	Vice-Chair
Mark	Underwood	Krypton Brothers	V	

First Name	Last Name	Affiliation	Role	Officer
Altaz	Valani	Security Compass	<b>P</b>	
Gisele	Waters	Symbiotca LLC	<b>V</b>	
Till	Winkler	Vienna University of Economics and Business	<b>V</b>	
Pawel	Zgrzebnicki	University of Social Sciences and Humanities, Warsaw, Poland	<b>V</b>	

<b>Role Legend</b>	<b>V = Voting Member</b>
	<b>P = Participant</b>
	<b>S= Staff</b>