IEEE P7003 Working Group
Meeting Minutes
5 May 2017 /9:00 A.M. – 11:00 A.M. EST
Teleconference

1. **Call to Order**
   The meeting was called to order at 9:04 AM by Ansgar Koene, Working Group Chair.

2. **Introduction and Affiliation Declarations** (Working Group Establishment)
   Affiliation FAQs: http://standards.ieee.org/faqs/affiliation.html
   Attendees present stated their name and affiliation. The working group was established.

3. **Review of WG Policies and Procedures (P&P)**
   Christy Bahn informed those on the phone that there is a set of working group P&Ps that members of the working group shall abide by. The P&Ps are on the iMeet workspace. She asked the participants to read the document, specifically 4.1.1 Working group membership status. The working group P&Ps will be emailed to the participants on the phone. Christy went into a little detail about iMeet. She noted it is a web-based collaboration tool. Meeting agenda, minutes and other material is posted to the workspace. All participants on the phone will receive an invite to the workspace. You must accept the invite. Participants are encouraged to post articles and start discussions in the workspace.

4. **Approval of Agenda**
   Motion to approve the meeting agenda. The agenda was approved as submitted without objection.

5. **IEEE Patent Policy** (Call for Patents)
   The call for patents was raised; no one raised any concerns or any comments for consideration.

6. **Establishment of Officers**
   Election of Officers (Vice-Chair and Secretary)
   Ansgar noted the sponsor chair appoints the working group chair. For the other positions; vice-chair and secretary an election will be held. Natasha Alvarado, IEEE-SA staff has been appointed the elections processor. The response period for

nominations shall be at least 14 calendar days. The working group members shall nominate to the elections processor one or more members for each postion to be filled. A member shall not run for more than one office at the same time. Natasha shall conduct the election by letter ballot. The letter ballot shall be 14 calendar days. Voting shall be by "approval," whereby each balloter may cast one approval vote for each of any number of nominees for an office. The nominee with the greatest number of approval votes shall win the election, provided ballots are returned by a majority of the eligible voters for that election. Natasha will send out a nominations email next week.

7. Outline Discussion
Ansgar reviewed the outline with the group. He noted he worked on the outline with the assistance from Paula Boddington. He asked the group to review the sections and provide feedback. He noted there will be an opportunity for individuals to work on certain sections of documents.

After some discussion Ansgar noted that there will be a section that will focus on the design process.

There was some discussion regarding the difference between concepts of fairness compared to the issues of bias, with note that fairness is a larger concept that is more culture dependent and frequently subjective. It was suggested that the focus of the standard should be on bias, but that it might still be useful to include some discussion about fairness as part of context setting for the standard.

It was suggested to look for existing standards that deal with ethical issues around algorithms, e.g. privacy/security standards, as a guide to help planning the standard.

On the topic of usefulness of looking at bias of algorithmic processing steps, in addition to overall outcomes, it was noted that many algorithmic systems can be thought of as systems-of-systems consisting of discrete subsystems. Even though it may not be useful to look at each computational step (e.g. computation within a single node of an artificial neural network), it may be useful to look at the subsystem level since some subsystems may be frequently re-used.

As one of the first steps in starting to work on contributing to the outline it would be useful if everyone could add their perspective on the preferred scope of the standard.

8. Future Meetings
Ansgar will work with Christy and Paula on future meetings.

9. Adjourn
Meeting was adjourned at 10:32 A.M.

Boddington	Paula	University of Oxford
Boujemaa	Nozha	Inria
Chawla	Nitesh	Self
Chire	Josimar	Self
Egawa	Takashi	NEC Corporation
Hatada	Yohko	EMLS_RI
Havens	John	Consultant
Heitmann	Benjamin	Fraunhofer Institute for Applied Information Technology FIT
Jain	Aman	Samsung
Kapetanios	Epaminondas	University of Westminster
Koene	Ansgar	University of Nottingham
Lvov	Ilia	University of St Andrews
MacCarthy	Mark	Software & Information Industry Association
Oswald	Marion	University of Winchester
Parker	Charles	Thomas Edison State University
Rhinelander	Jason	Saint Mary's University
Rovatsos	Michael	University of Edinburgh
Ruggeri	Salvatore	University of Pisa

Alvarado	Natasha	IEEE-SA (staff)
Bahn	Christy	IEEE-SA (staff)