

**IEEE P7003 Working Group
Meeting Minutes
17 August 2017 /10:00 A.M. – 11:30 A.M. EST
Teleconference**

1. Call to Order

The meeting was called to order at 10:05 A.M.

2. Roll call and Disclosure of [Affiliation](#)

The list of attendees present is attached.

3. Approval of Agenda

Motion to approve the meeting agenda. The agenda was approved as submitted without objection.

4. [IEEE Patent Policy](#) (Call for Patents)

The call for patents was raised; no one raised any concerns or any comments for consideration.

5. Approval of 20 July meeting minutes

Motion to approve the minutes from July 20th, 2017. The minutes from the July 20th, 2017 meeting were approved without objection.

6. Updated Outline Discussion

I. Review updated wording of Scope

Ansgar noted there was some discussions on this during the last call. It was pointed out there were inconsistency in the wording which this updates sought to correct.

Everyone is encouraged to re-read the Scope section and add comments where they feel appropriate.

II. Review draft "P7003 Values Statement" document – Paula Boddington
Paula reviewed the values under which IEEE P7003 group are operating. She provided the values of IEEE and IEEE-SA, procedural values of the WG and the values relating to the WG goals. Please review the document if you have not had a chance. If you have any comments or additions please contact Paula.

III. Call for Use Cases:

- a) Principle agreement with "Real-time automated assessment of emotions in children prior to clinical investigation" project to explore using that project as consistent example use cases at multiple places within the standard document.
- b) "Annex I: Use Cases" added to outline document, Use Case submission form available at <http://unbias.wp.horizon.ac.uk/work-packages/wp4-stakeholder-engagement/ieee-standard-for-algorithm-bias-considerations-p7003/p7003-use-case-submission-form/> for those who prefer to use web-forms.

There was a useful discussion on the last call regarding case studies. If anyone has any additional use cases please share with the group.

Juliette noted she spoke with some clients and she wrote an article around potential use cases. Juliette will share these use cases with the group.

Matthew provided a quick overview of some use cases he can also share.

- IV. Section 6 "Algorithmic system design stages" – volunteer(s) to work on this?
- V. Updates/contributions for document sections

Ansgar noted that we need volunteers to take ownership of some sections. Ansgar read sections that need a lot of attention. The section title may also need to be updated. If anyone sees a particular section they want to work on and report out at the next meeting please let Ansgar know.

 - i. Matthew, Pascal and Paula expressed interest in developing a section on Taxonomy of Algorithm Bias. Pascal has worked on taxonomy and said he would share the literature and resources.
 - ii. Nozha raised the issue of legal context for definitions, responsibilities, rights and remedies associated with algorithmic bias. It was suggested that a section to provide an overview of such legal context could be useful.
 - iii. Paula suggested having a section (possibly subsection of the taxonomy section) to discuss "how people are grouped"
 - iv. It was suggested to have a section on Psychology & Bias
 - v. It was suggested to have section (subsection of "Evaluating of algorithmic processing" section (?)) on "Resilience against external manipulation to Bias the system"

7. Gaps in Working Group membership expertise that need to be filled?

We certainly have a biased WG, focusing on mostly Europe and USA. Little from Japan, but nothing beyond there. Ansgar asked how to reach out to other, suggestions?

Juliette, suggested that WeThData <http://wethedata.org/> might be a useful link for expanding the WG diversity, as might the LocalizationLab

(<https://www.localizationlab.org/>). She asked the group to look at the link and see if they are interested and she would make the connection.

Matthew has contacts in China/Hong Kong region. He can reach out to them.

Paula noted linguistics and Political Science. Expertise in these areas. She will reach out to some people.

8. Update on engagement with prospective P7003 users

9. Future Meetings

Wednesday, September 13th, 10:00am-11:30am (EDT)

Thursday, October 12th, 10:00am-11:30am (EDT)

Friday, November 17th, 10:00am-11:30am (EDT)

Friday, December 8th, 10:00am-11:30am (EDT)

10. Adjourn

Meeting was adjourned at 11:39 A.M.

Attendees:

Last Name	First Name	Employer/Affiliation	Voting
Aiyer	Raj	Self	x
Boddington (Vice-Chair)	Paula	University of Oxford	x
Boujema	Nozha	Inria	x
Courtney	Patrick	tec-connection	x
Hatada	Yohko	EMLS_RI	x
Juliette	Powell		x
Jurgens	Pascal	U of Mainz, Germany	x
Koene (Chair)	Ansgar	University of Nottingham	x
Rhineland	Jason	Saint Mary's University	x
Seymour	William	University of Oxford	x
Stender	Matthew	Self	
Alvarado	Natasha	IEEE-SA (staff)	
Bahn	Christy	IEEE-SA (staff)	