IEEE P7003 Working Group
Meeting Minutes
14th March 2018 /3:00 P.M. – 4:30 P.M. UTC
Teleconference

1. **Call to Order**
   The meeting was called to order at 15:05 UTC

2. **Roll call and Disclosure of Affiliation**
   The list of attendees present is attached.

3. **Approval of March Agenda**
   Motion to approve the meeting agenda from 14th March, 2018. 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 15 February meeting minutes**
   Motion to approve the minutes from February 15th, 2018. The minutes from the February 15th, 2018 meeting were approved without objection.

6. **Updated Outline Discussion**
   I. Update on Use Cases
       Matthew Stender suggested Insurance use case, based on Srivathsan's comments on iMeet, due to the number of things that are used in decisions and the fact that it's highly regulated. This context also has examples of when bias is acceptable. Srivathsan would be happy to write a use case if anyone wanted to partner
       Action: Srivathsan to put together use case, with help. *Anyone interested please contact Ansgar.*
       Matthew shared link to article: Semantics derived automatically from language corpora contain human-like biases
       http://science.sciencemag.org/content/356/6334/183.full
       Sriraj suggested looking at Google flu trends. Pascal agreed it was interesting for investigating a specific problem – is continuous monitoring of input data necessary?
       Action: Pascal and Sriraj to put together use case
   II. Topic updates (development plans) – 5min summaries

i. Key concepts
No update – doc not populated
ii. Taxonomy
Haven't been able to organize a call for the group yet. Screening conference and paper deadlines. Not much output but plenty of input.
iii. Legal frameworks
Maroussia unable to attend but sent update:
- Need to establish the criteria for discrimination vs legitimate segmenting. This came up at the last meeting in the context of medical diagnosis.
- Maroussia did the prelim research and a tentative structure but cannot commit to drafting this section, so someone else from the legal group
Also working on submissions
iv. Psychology
No update - doc has preliminary structure, questions, and suggested sections
v. Cultural aspects
No update – doc has discussion about existing questions and the way ahead. Questions to raise for clarity and direction. The group feels they need to see what the other teams are working on to deal with the culture elements.
vi. System design stages
Group hasn't been able to have a meeting recently because of travel.
Discussion of algorithmic bias certificate and algorithm encryption
Chris C asked what are the various things we need to measure in an algorithm and how it is exhibiting bias?
Matthew S suggested that Pascal's suggestion that the underlying data be evaluated on a rolling basis could be beneficial here as well.
Questions of how the evaluation of new data is incorporated into the certification process or re-certification process, and what happens as regulations and laws change; also what happens with certificates when companies change hands?
vii. Person categorization
No update – doc has identifying categories of people, basic categorization methods eg race, gender, income, profession. Legal team should also co-ordinate with this team.
There is only one member of this team. Could do with another person joining – *anyone interested contact Ansgar.*
viii. Representativeness of data
No doc yet
ix. Outcomes evaluation
No update – doc has defining what is meant by outcomes and how to distinguish between individual and collective outcomes. Retrospective versus prospective evaluation.
x. Evaluation of processing
No update – doc has collection of literature. Stated purpose is to develop the principals for evaluation.
xi. Resilience against manipulation

No update – doc discusses three types of manipulation.
    xii. Documenting & transparency
No update – doc has sections laid out.

Due to the lack of people on the call able to give updates, it is important for next month that detailed updates are provided. Most groups only have 1 or 2 people, we need at least 2 but preferably more.
Action: If anyone wants to join any sections get in touch with Ansgar.

7. Conferences and Whitepapers

- Considerations for Algorithmic Decision Making whitepaper by IEEE Internet Initiative
  Provided comments on early draft. Interested in feedback from the working group, contribute to writing. Matthew, Sriraj interested in helping out.
- APC (Amsterdam Privacy Conference)
  Panel with law and industry.
  Matthew is working on a proposal for APC about the impact of algorithmic bias on the free movement of people across borders.
- AAAI fall symposium series
  Several relevant topics, call not out yet but when it's out Ansgar will send out information.
- KDD Workshop proposal notification, March 16th
  Waiting to see what kinds of workshops are being proposed so we can see if we can contribute to any of them.

8. Any Other Business

9. Future Meetings
Tuesday, April 10th, 3:00pm – 4:30pm (UTC)
Monday, May 7th, 3:00pm – 4:30pm (UTC)
Friday, June 8th, 3:00pm – 4:30pm (UTC)

10. Adjourn
Meeting was adjourned at 15:59

Attendees:

Last Name	First Name	Employer/Affiliation	Voting
Aiyer	Sriraj	UCL	
Clifton	Chris	Purdue University	x
Dowthwaite	Liz	University of Nottingham	x
Egawa	Takashi	NEC Corporation	x
Hatada	Yohko	EMLS_RI	x
Jurgens	Pascal	U of Mainz, Germany	x

Koene (Chair)	Ansgar	University of Nottingham	x
Nadel	Larry	NIST	
Ng	Vivian	University of Essex	
Srivathsan	KM	TATA Consultancy Services	
Stender	Matthew	Self	x
Bahn	Christy	IEEE-SA (staff)	