

**IEEE P7003 Working Group
Meeting Minutes
6th September 2018 /3:00 P.M. – 4:30 P.M. UTC
Teleconference**

1. Call to Order

The meeting was called to order at 15:00 UTC
A quorum has been established and noted.

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

The list of attendees present is attached.

3. Approval of August Agenda

Motion to approve the meeting agenda from 6th September 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 2 August meeting minutes

Motion to approve the minutes from August 2nd, 2018. The minutes from the August 2nd, 2018 meeting were approved without objection.

6. Announcements

I. Meeting time – results of poll

The majority voted for 17:00-18:30 (29), 16:-17:30 (28) and 15:00-16:30 (27) although there were a number of votes for earlier times. Proposal to rotate between 15:00 UTC, 13:00 UTC, and 17:00UTC. No objections were raised.

Action: set up meeting time roster alternating between 13:00UTC; 15:00UTC and 17:00UTC; go through two rounds of this and then evaluate impact on participation

II. Collection of section documents into combined central document for overall progress review

Plan to have complete document for walkthrough at October meeting

III. Face-to-Face meeting discussion

IEEE New Jersey can provide a meeting space, there have been two offers of space in London (Ernst&Young, Piccadilly Group), as well as an offer in New York. Sukanya could host in India, and Peter H could host in Berlin.

Action: List of date/venue options to be clarified and sent out for a vote

7. Updated Outline Discussion

I. Update on Use Cases

Ansgar to discuss use case development

Suggestion of need for positive use cases

Action: Chris C to look for one

Allison G is working on a couple, including health and UCAS. We could also do with some education cases.

II. Topic updates – 5min summaries

i. Key concepts

No update

ii. Taxonomy (Matthew)

Not a lot of updates, but checking for crossover with outcomes evaluation. Looking to move toward discussion with other groups to ensure internal alignment.

Deep dive into paper "On the (im)possibility of fairness" by Friedler et al: <https://arxiv.org/abs/1609.07236>

Starting to look into aspects of how algorithmic bias affects individuals
Would like an existing IEEE standard that could be used as a model for the taxonomy section. Most are more device-centric, not really great models.

iii. Legal frameworks (Maroussia)

Has overview in general document, which is in suggestion mode, and have arranged the editorial team.

Action: Ansgar will send links to sample documents

iv. Psychology

No report. It is likely that this will not be included as a separate section

v. Cultural aspects

No report

vi. System design stages (Chris C)

Draft from Epaminondas and Chris to be circulated to the rest of the group in early September

vii. Person categorization

No update

viii. Representativeness of data

No update

- ix. Outcomes evaluation (Adam)
Meeting on September 19th. Making good progress. Some discussion of explainability/transparency, discussed with P7001 Alan Winfield, seems to be addressing different issues. Suggestion to concentrate on what is necessary for evaluation, then go back to P7001 to check for overlap. There seems to be some issues in sharing content
- x. Evaluation of processing
No update
- xi. Resilience against manipulation
No update
- xii. Documenting & transparency
No update

8. Conferences and Whitepapers

- I. KDD project showcase outcomes
Adam and Liz attended; a few people were interested in the project and it was good for raising awareness
- II. FAT* conference paper
Paper submitted based on insurance use case. Call for tutorials out, on law/technical interaction, and on societal impact. Deadline 13 September.
- III. CfP Special Issue on Social and Cultural Biases in Information, Algorithms and Systems
Deadline 31 October
- IV. Other
AI Ethics and Society, deadline 2 November
NIPS 2018 workshop on AI in Financial Services: Fairness, Explainability, Accuracy, and Privacy. Deadline 25 October

9. Any Other Business

No other business was raised

10. Future Meetings

Thursday October 11th, Times TBD
Thursday November 8th, Times TBD
Thursday December 6th, Times TBD

11. Adjourn

The meeting was adjourned at 16:29 UTC

Attendees:

Last Name	First Name	Employer/Affiliation	Voting
Chaudhuri	Abhik	TATA Consultancy Services	
Clifton	Chris	Purdue University	X
Djeffal	Christian		
Dowthwaite	Liz	University of Nottingham	X
Gardner	Allison	Keele University	
Gwagwa	E Arthur	Strathmore University	X
Hatada	Yohko	EMLS_RI	X
Hense	Peter	Spirit Legal	
Koene (Chair)	Ansgar	University of Nottingham	X
Lévesque	Maroussia	Self	
Mandal	Sukanya	Self	X
Ng	Vivian	University of Essex	
Ngounou	Charlie M	AfroLeadership	
Shahrir	Shazri	MoneyLion	
Smith	Adam L	Piccadilly Group	X
Stender	Matthew	Self	
Bahn	Christy	IEEE-SA (staff)	