IEEE P7003 Working Group
Meeting Minutes
2nd May 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
   A quorum has been established and noted.

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

3. **Approval of May Agenda**
   Motion to approve the meeting agenda from 2nd May 2019. 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 4th April meeting minutes**
   Motion to approve the minutes from April 4th, 2019. The minutes from the April 4th, 2019 meeting were approved without objection.

6. **Announcements**
   I.   Reminder about local P7003 meetups:
        ACTION: Ansgar to send out results of the survey
   II. Discuss a request by Stakeholder Analysis team to share a component of the proposed content for that section with limited not-for-profit entities (e.g. homeless people charity) for additional input. The content in question is a "tabulated list of data entities, and potential groups of people that could be disproportionately impacted by that specific type of data".
        This is to get more input on data domains. Adam suggested reaching to different groups to identify which data domains are likely to concern different groups. Sharing with outside groups will require a vote on each group. Allison asked if there were reference lists for types of data. Gerlinde asked that the document be shared so others can easily access it
        ACTION: Ansgar to add to Google docs folder
        It is important to have a clear statement of what is needed, and the criteria for input, so the team will meet to put something together. As part of the

process for getting input in the 'data domains' table, the criteria for input should be shared for comments to the whole P7003 group through the mailing list. The aim is to have a semi-complete version of the table in about 3 months. Yohko pointed out the need for cultural and geographical diversity, and suggested in-person sessions at the Asia regional meeting during the summer might be a good chance for this.

III. *vote on the above request*
It was decided to postpone this vote, since the regulations require that a specific vote be done for each individual request to share with a particular organization. The team will first prepare the proposed items for sharing and identify the specific group to share with. We will then commence with the required vote.

7. **Updated Outline Discussion**
There are team leads for most sections now, but they need more participants. The slack space should be more active – channels have been created for each team and invites sent to all team members.

I. Use Cases & Adoption (Caryn)
Expanded use cases based on Face-to-Face discussion
ACTION: Everyone to review and add to table
https://docs.google.com/spreadsheets/d/1Y-bEkuepdjbYhJWUj9ppSxDJdzKV-NabCgn2AZHwqUU/edit#gid=0

II. Topic updates – 5min summaries
   i. Project Conceptualisation (Yohko)
   Calling for participants, especially from Taxonomy, Legal, Culture and Psychology groups since Conceptualization also acts as normative clause to give actionable instructions derived from the informative sections. Needs integration with other sections, waiting on other sections to be fleshed out to use this as appropriate roadmap.
   ii. Stakeholder Analysis (Allison)
   Mostly discussion of the table of data domains as above. There was also discussion of the normative uses of this work. There is a concern that this approach for the stakeholder analysis might end up changing too fast for normative guidance. Need a higher level abstracted normative guidance on methods for doing stakeholder analysis.
   iii. Risk and Impact Assessment (Allison)
   Not much else has happened beyond stakeholder analysis
   iv. Go/No-Go
   Discussion of where go/no-go decision fits and how it should be discussed. There is concern about how this fits within a variety of development processes. Within the Risk and Impact assessment section there has been some discussion of how to lead into this section but not much new added. There are currently several volunteers for this section but it needs a leader.
   There was a suggestion to contact "Greenlining institute" to invite to participate in P7003, and then lead go/no-go section development team. There is a person within this organization already considering these issues who could be approached.

This is a critical section, and we need wide geographic representation. Ansgar is working on expanding reach.
v.   Algorithmic system design stages (Chris)
Reasonably complete draft. Planning to have a call soon to coordinate further work
vi.   Representativeness of data
No update
vii.   Evaluation of processing (Adam)
Team is expanding scope, getting organized for work. Keen to get date in diary for a team call.
viii.   Outcomes evaluation
No update?
ix.   Transparency and Accountability (Sheila)
Exploring the space of AI Accountability regulation to find frameworks to use. Going through some papers on this topic, looking at issues in transparency & accountability (including EP STOA report http://www.europarl.europa.eu/stoa/en/document/EPRS_STU(2019)624262). The EP STOA paper covered a number of areas: Awareness, Education, Regulatory oversight, whistleblowing, enforcement. Section needs discussion of how some things change in different cultures, for example rules regarding transgender groups. Another framework is the UK-proposed regulator covering "online harm", which includes a section on transparency reporting. Concern raised about mass surveillance, and how that fits – ACLU is working on a transparency document that may be relevant.
Ansgar pointed out that it is important to remember that P7001 is algorithmic transparency; issue for P7003 is transparency specifically in the bias exhibited and measures used to address this
x.   Documenting (Sukanya)
Needs team. Need to discuss documentation that is needed for an organization trying to meet the P7003 Standard.
xi.   Taxonomy (Mathana via email)
No progress to report but planning to have a coordination call
xii.   Legal frameworks (Peter)
Nothing since last call, online chat planned. May need to identify new lead.
xiii.   Psychology; Cultural aspects (Yohko)
Had call recently, another planned for May 6
xiv.   Technical Editing
When ready for inclusion in main document, or looking for advice on how to formulate for standard, please contact Adam Smith

8. Conferences and Whitepapers
Nothing to report

9. Any Other Business
I.   Asia face-to-face

Discussion of meeting with better timing (and shorter travel) for Asian participants. Offer for Singapore with Jimmy Moore as host.

    II.   Coordination with other P70xx
No meetings since our last meeting – Allison is managing this

   III.   Cross-standard review (e.g. P7001, ISO90001) [Mark Underwood]
Mark is looking into what in these standards is relevant

   IV.   Consistency of terminology within P7003 and with other P70xx
Looking for volunteers - Vicky has been working on this. There is a glossary (originally developed for EAD), but much too broad. There was a suggestion to create a spreadsheet of terms to share with P70xx group. This will be brought to coordination group by Ansgar, Allison

    V.   Tech Editors to highlight informative text in normative sections

   VI.   ECPAIS update
Ethics certification program - discussion of bias certification. Ansgar is working with this group, but it is difficult to invite participation due to corporate membership requirements.

  VII.   Other
Ansgar identified funding source for European participation in Standards and the group continues to look for funding sources for other participants. If anyone identifies a possible funding source that could help P7003 members to participate in activities, please list at
https://docs.google.com/spreadsheets/d/1Va-RuuIokypJHvPfnuJoAUFp_pgXM1jU4FCtixK7Zq4/edit?usp=sharing

10. Future Meetings
Thursday, June 6th, 5:00pm – 6:30pm (UTC)

11. Adjourn
The meeting was adjourned at 16:48 UTC

Attendees:

Last Name	First Name	Employer/Affiliation	Voting
Amadeo	Nina-Marie	Google	**X**
Biermann	BC	CAVAD, USC Annenberg Innovation Lab	
Bond	Raymond	Self	**X**
Carrier	Ryan	Self	**X**
Chaudhuri	Abhik	TATA Consultancy Services	**X**
Clifton	Chris	Purdue University	**X**
Costley	Jennifer	New York Academy of Sciences	**X**
Courtney	Patrick	tec-connection	**X**
Dean	Sheila	Independent	
Gardner	Allison	Keele University	**X**
Gilburt	Ben	SOPRA STERIA	
Hailey	Victoria	VHG	**X**
Hatada	Yohko	EMLS_RI	**X**
Hense	Peter	Spirit Legal	**X**

Kapetanios	Epaminondas	University of Westminster		
Koene	Ansgar	University of Nottingham		**X**
Luiso	Javier			
Mandal	Sukanya	Self		**X**
Moore	Jimmy			
Nadel	Larry	NIST		**X**
Novak	Theodore			
Prasad	M S			
Rovatsos	Michael	University of Edinburgh		**X**
Shaw	Trish			
Smith	Adam L	Piccadilly Group		**X**
Stender	Mathana	Self		**X**
Tan	Caryn	Accenture		
Troncosco	Christian			
Weger	Gerlinde	Independent		**X**