

**IEEE P7003 Working Group  
Meeting Minutes  
6th June 2019 /5:00 P.M. – 6:30 P.M. UTC  
Teleconference**

**1. Call to Order**

The meeting was called to order.  
A quorum has been established and noted.

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

The list of attendees present is attached.

**3. Approval of June Agenda**

***Motion to approve the meeting agenda from 6<sup>th</sup> June 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 2<sup>nd</sup> May meeting minutes**

***Motion to approve the minutes from May 2<sup>nd</sup>, 2019.*** The minutes from the May 2<sup>nd</sup>, 2019 meeting were approved without objection.

**6. Announcements**

- I. Face-to-Face meeting in Asia: Ernst&Young Singapore, August 1-2  
Ansgar will send the form for attendance. There will be a video link set up, possibly with other meeting sites included.

**7. Updated Outline Discussion**

- I. Use Cases & Adoption  
Question about machine-machine interaction issues, with indirect impacts on people. It would be good to have a use case for this. One suggestion was Air Traffic Control, another was for discrimination against device type, which impacts people who do not have or cannot use (eg due to accessibility issues) that device. Trish gave example of hands-free engagement with local authorities in the UK using Alexa.  
**ACTION: MS Prasad to follow up the air traffic control example**
- II. Topic updates – 5min summaries
  - i. Project Conceptualisation

- No update
- ii. Stakeholder Analysis
  - Stakeholders who influence system development vs stakeholders who are impacted. Which type of stakeholders should impact this? There is considerable additional depth in this issue.
  - Mark Underwood shared analysis he did for P7000:  
[www.slideshare.net/knowlengr/stakeholders-in-systems-design](http://www.slideshare.net/knowlengr/stakeholders-in-systems-design) which looked at range of quasi-internal stakeholders
- iii. Risk and Impact Assessment
  - Discussion in terms of stakeholder impact. No team calls planned yet but have been working on section outline and strategy
- iv. Go/No-Go
  - No team lead yet, no volunteers for lead, but some members of the group on the call.
- v. Algorithmic system design stages
  - Need to incorporate comments from the Face-to-Face meeting; Chris will set up a call.
- vi. Representativeness of data
  - No progress.
- vii. Evaluation of processing
  - The group had a call a month ago, primarily on outcomes evaluation. They are looking for more input, particularly on metrics
- viii. Outcomes evaluation
  - Progress in conjunction with Evaluation of processing
- ix. Transparency and Accountability
  - Looking at how this relates with legal frameworks. Some examples of ways to elicit this, paper on organizational bias issues. Largely comes from the top – high-level leadership examples set the tone that impacts how lower levels act. Gerlinde requested a reference for 'leadership overview of bias' paper, and Mark pointed out that this is based on face recognition not all biometrics. This means the issue becomes identification morphing into surveillance.
- x. Documenting
  - No update
- xi. Taxonomy
  - Need to work on normalizing terminology with other sections
- xii. Legal frameworks
  - No update
- xiii. Psychology and Cultural aspects
  - The psychology and cultural groups had a meeting and drew up a conceptual map of where bias occurs. They are trying to identify the range of aspects of bias issues across cultures. Planning a future skype meeting on June 10<sup>th</sup> and hoping for considerable discussion at the August face-to-face meeting. Abel Pena asked where to get the updates for different topics and volunteered to participate in this team. Yohko advised that the conceptual map should be ready to discuss at the next meeting.

There was some discussion of how to kickstart process on the slow sections. There was also discussion of the ethics certification process and how that relates to the group.

**ACTIONS: Ansgar to send doodle poll for brainstorming meetings, sign up for Asia face-to-face meeting, and ECPAIS information.**

## 8. Conferences and Whitepapers

- I. Universal Guidelines for Artificial Intelligence <https://thepublicvoice.org/ai-universal-guidelines/memo/>
- II. 3 Calls for Contributions to journal special issues by the Oxford Internet Institute <https://digitaleticslab.oii.ox.ac.uk/archive/>
  - i. Call for Papers: The Ethics of Digital Well-Being, a Springer volume, edited by Christopher Burr. Deadline: 9 September 2019.
  - ii. Call for Papers: Artificial Intelligence for Social Good, a Special Issue of Philosophy & Technology, edited by Josh Cowls. Deadline: 1 October, 2019.
  - iii. Call for Papers: The Epistemology of Data Science, a Special Issue of Philosophy & Technology, edited by Luciano Floridi. Deadline: 1 December, 2019.

## 9. Any Other Business

Need to increase membership from the Southern hemisphere.

## 10. Future Meetings

Thursday 4 <sup>th</sup> July	13:00 UTC
Thursday 1 <sup>st</sup> August	15:00 UTC
Thursday 5 <sup>th</sup> September	13:00 UTC
Thursday 3 <sup>rd</sup> October	15:00 UTC
Thursday 7 <sup>th</sup> November	13:00 UTC
Thursday 5 <sup>th</sup> December	15:00 UTC

## 11. Adjourn

The meeting was adjourned.

### Attendees:

Last Name	First Name	Employer/Affiliation	Voting
Carrier	Ryan	Self	X
Chaudhuri	Abhik	TATA Consultancy Services	X
Clifton	Chris	Purdue University	X
Dean	Sheila	Independent	
Deschesne	Francien	Leiden University	X
Gardner	Allison	Keele University	X
Hatada	Yohko	EMLS_RI	X
Koene	Ansgar	University of Nottingham	X
Kosa	Tracy		
McIntosh	Suzanne	New York University	

Pena	Abel		
Prasad	M S		
Rovatsos	Michael	University of Edinburgh	X
Shaw	Trish		
Smith	Adam L	Piccadilly Group	X
Troncosco	Christian		X
Weger	Gerlinde	Independent	X