

# IEEE P7003 Asia face-to-face meeting, Singapore, 1 & 2 August 2019

Initial draft of general plan of actions - timings to be determined

1 August 2019 (all times given in Singapore time (UTC+8))	
8:00 - 8:30	Welcome & Registration
8:30 - 9:00	<ul style="list-style-type: none"> <li>- <b>Call to Order</b></li> <li>- <b>Roll call and Disclosure of <a href="#">Affiliation</a></b></li> <li>- <b>Approval of 1 August Agenda</b></li> <li>- <b><a href="#">IEEE Patent Policy</a></b> (Call for Patents)</li> <li>- <b>Approval of 12 July meeting minutes</b></li> </ul>
<a href="#">P7003 High Level Flow - V3</a> <a href="#">P7003 High Level Flow - V3</a> 9:00 - 10:00	Overview of IEEE P7003 standards development process <ul style="list-style-type: none"> <li>- Scope and purpose of P7003</li> <li>- Global context (<a href="#">P70xx series</a>, <a href="#">IEEE Global Initiative</a>, other <a href="#">Standards</a>)</li> <li>- Where we are in the development process</li> </ul>
10:00 - 11:00	Review of global structure of P7003 (based on <a href="#">schematic P7003 High Level Flow - V3 overview diagram</a> )
11:00 - 12:00	Brief review of intended content for each section (based on <a href="#">P7003 High Level Flow - V3n P7003 section content checklist</a> )
12:00 - 13:00	Lunch
13:00 - 20:00	<b>Updates and Q&amp;A with section team leaders via conference call (start drafting of schemas)</b>
13:00 - 13:30	Legal Frameworks
13:30 - 14:00	Conceptualization & Planning ( <b>Yohko</b> )
14:00 - 14:15	Transparency
14:15 - 14:30	Accountability
14:30 - 15:00	Documentation ( <b>Sukanya</b> )
15:00 - 15:30	Psychology of Bias ( <b>Yohko</b> )
15:30 - 16:00	Cultural context considerations ( <b>Ben</b> )

16:00 - 16:30	Taxonomy of Algorithmic Bias ( <b>Mathana &amp; Pascal</b> )
16:30 - 17:00	Stakeholder Identification ( <b>Allison</b> )
17:00 - 17:30	Risk & Impact Assessment ( <b>Allison &amp; Trish</b> )
17:30 - 18:00	System Design considerations
18:00 - 18:30	Representative Data Assurance
18:30 - 19:00	Outcomes Evaluation
19:00 - 20:00	Review of Use-cases (Caryn)
	Dinner

<b>2 August 2019 (all times given in Singapore time (UTC+8))</b>	
8:00 - 8:15	Welcome & Registration
8:15 - 8:30	<ul style="list-style-type: none"> <li>- <b>Call to Order</b></li> <li>- <b>Roll call and Disclosure of <a href="#">Affiliation</a></b></li> <li>- <b>Approval of 2 August Agenda</b></li> <li>- <b><a href="#">IEEE Patent Policy</a></b> (Call for Patents)</li> </ul>
8:30 - 10:30	<b>Updates and Q&amp;A with section team leaders via conference call (continued / time-zone buffer)</b>
8:30 - 9:00	Outcomes Evaluation
9:00 - 9:30	System Design considerations ( <b>Chris?</b> )
9:30 - 10:00	Processing Evaluation
10:00 - 10:30	International Data flows vs. local sovereignty
10:30 - 11:30	Discuss/Reflect on cultural bias in current P7003 draft
11:30 - 12:30	Lunch
12:30 - 20:00	<b>Creating schematic of issues covered in each section with indication of relationships between issues and between sections</b>
12:30 - 13:00	- *Go/No-go
13:00 - 13:30	- *Psychology (Yohko)
13:30 - 14:00	- Conceptualization & Planning (Yohko)
14:00 - 14:30	- *Documenting (Sukanya)
14:30 - 15:00	- *Accountability
15:00 - 15:30	- (Legal Frameworks)
15:30 - 16:00	- *Transparency
16:00 - 16:30	- (Taxonomy of Bias (Pascal & Mathana))
16:30 - 17:00	- Culture (Ben)

17:00 - 17:30	- *Stakeholder Identification (Trish & Allison)
17:30 - 18:00	- *Risk & Impact Assessment (Trish & Allison)
18:00 - 18:30	- System Design Stages
18:30 - 19:00	- Representative Data Assurance
19:00 - 19:30	- *Processing Evaluation
19:30 - 20:00	- *Outcomes Evaluation
	<b>End of meeting</b>