IEEE P7003 Working Group
Meeting Notes
5th September 2019 /1:00 P.M. – 2:30 P.M. UTC
Teleconference

1. **Call to Order**
   The meeting was called to order at 13:10 UTC.
   A quorum was not reached.

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

3. **Approval of September Agenda**
   Motion to approve the meeting agenda from 5th September 2019. There is no quorum therefore this cannot be approved.

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 4 July meeting minutes**
   Motion to approve the minutes from July 4th, 2019. There is no quorum therefore this cannot be approved.

6. **Announcements**
   I.   Outcomes from Asia face-to-face meeting
   Ansgar has sent a document containing the main points from the meeting to the mailing list. There was a lot of input on cultural aspects, and doing diagrammatic schemas to think about how the different sections interact with each other. In particular the introduction to the standard needs clarity about why engaging with this process is important, and problems a user might have if you don't follow the standard. Abel was going to start drafting some points for that to share and have input on – this can be reviewed in Berlin.
   There was a suggestion that some of the issues that are particular to bias in specific cultural contexts might be good to be included in a short paragraph within each section. However, Adam cautioned that this could cause issues with Informative and Normative text intermixing.
   It is not necessary at this stage to add lots of new things, but a lot of the meeting was spent thinking about the sections that haven't had any work done yet. Adam and Javier have a document to send out about the structure of the sections.

II. Agenda for October 1-3 P70xx writing session in Berlin
    Day 1:
    a. Joint brainstorming for reference Use Case that can be used as example in each normative section.
    b. structure existing content of P7003 to comply with IEEE Style;
    c. Team to go check the consistency of terminology used in across P7003 sections – liaise with other P70xx where relevant;
    d. At end of day, assign people to teams to develop content on Day 2 for sections that have no significant content yet (Go/NoGo; Representativeness of Data; Evaluation of Processing; Transparency; Accountability; Documenting)
Day 2: Develop first draft content for the Go/NoGo; Representativeness of Data; Evaluation of Processing; Transparency; Accountability; Documenting; sections.
Day 3: Continue work on section content, with special focus on coherence between sections.

The agenda for the Berlin meeting has not been circulated yet. Currently P7003 has slots on the morning of the first day, and a couple of hours on each other day. The idea is for each group to meet with each other and lead sessions to present their work and normalise with others. It will be a combination of working on sections, describing what we have going on to others, and seeing what other groups are doing.
ACTIONS: Is there anything else we want to accomplish that isn't listed above or something we want to approach differently? If anyone would like a style review before the meeting send it to Adam as Technical Editor.

Mathana suggested that we think about concerns and thoughts arising from other groups that members are part of. This is partly what the Berlin meeting is for. There is relatively short time there so need to decide whether to focus on updates and cooperation with the other groups or adding to content to this one. It would be good to have some idea of the scopes of the other standards, even though each standard is standalone and should not rely on others or tell users to also apply lots of other standards. There was also discussion of what other international standards organisations are developing surrounding bias, for example ISO and European standards agency.
ACTION: Ansgar to send paper submitted to FAT about doing standards, which has a summary of what is going on in the space. – This was sent in a September 8th e-mail with the title "Follow-up from IEEE P7003 call on Thursday 5 September"

7. **Updated Outline Discussion**
    I.   Use Cases & Adoption
         There has recently been some discussion on the mailing list about some use cases, but no update at this meeting
    II. Topic updates – 5min summaries
         i.   Project Conceptualization
              No update
         ii. Stakeholder Analysis - Trish

The group has been trying to find a time to meet; this usually takes place in the fourth week of the month.

    iii. Risk and Impact Assessment - Trish

As above

    iv. Go/No-Go

It would be good to spend some time on this in Berlin. Currently the SA and RI teams are thinking of leading into this

    v. Algorithmic system design stages - Chris

No meeting but had discussion of a couple of other standards which are quite old and don't necessarily relate to how things work now – maybe some language or terminology that could be incorporated.

At the face-to-face meeting in Asia they discussed the structure of the section, which mirrors the overall structure of the standard. Might be better to move parts into the other sections and focus this on the model design. Much of this is inter-related and iterative which makes it tricky to reflect the way things are done.

    vi. Representativeness of data

Nitesh volunteered to take charge of this section.

    vii. Evaluation of processing

No update

    viii. Outcomes evaluation - Adam

Last activity was looking at metrics which Adam will distribute. Hoping to have a meeting this month.

    ix. Transparency and Accountability

No update

    x. Documenting

No update

    xi. Taxonomy- Mathana

Meeting early next week and full team call for next steps. They are currently looking at theoretical proxy mapping as a way to assess which stages may incur bias – this might also help design stages.

    xii. Legal frameworks - Maroussia

Cleaned up the section on international law. Followed up on comments lingering from February face-to-face meeting and took into consideration some of the points that were raised in the meeting notes from Asia. One of the outcomes was to add some specific sections about regional data protection frameworks eg GDPR, Indian law, etc. and how these frameworks might relate to bias as examples.

    xiii. Psychology

No update

    xiv. Cultural aspects - Ben

Clare and Sofia have come on board to help, there was a call a couple of weeks back and another scheduled next week. No updates on the document currently. They have been doing some work on word embedding to expand that section.

8. Conferences and Whitepapers

    I. FAT* papers + workshops/CRAFT (9 Sept deadline)
https://fatconference.org/

Also another FAT event in Canada – Abel asked if anyone would be able to go and present the work of the group.
II. CPDP2020 paper deadline 1 October https://www.cpdpconferences.org/call-for-papers

9. Any Other Business
No other business was raised

10. Future Meetings
Tuesday 1st October to Thursday 3rd October face-to-face in Berlin
Thursday 7th November 13:00 UTC
Thursday 5th December 15:00 UTC

11. Adjourn
The meeting was adjourned at 15:38 UTC

Attendees:

Last Name	First Name	Employer/Affiliation	Voting
Chaudhuri	Abhik	TATA Consultancy Services	X
Clifton	Chris	Purdue University	X
Costley	Jennifer	New York Academy of Sciences	
Courtney	Patrick	Tec-connection	
Dowthwaite	Liz	University of Nottingham	X
Gilburt	Ben	Sopra Steria	X
James	Clare		
Koene (Chair)	Ansgar	University of Nottingham	X
Levesque	Maroussia	Independent	
Moule	Tom		
Ngounou	Charlie	AfroLeadership	
Pena	Abel	Code Explorers Worldwide	X
Rivast	Pablo	Marist College	
Rovatsos	Michael	University of Edinburgh	X
Shaw	Trish	Beyond Reach	X
Smith	Adam L	Piccadilly Group	X
Stender	Mathana	Independent	X
Bahn	Christy	IEEE-SA (staff)	