IEEE P7003 Working Group
Meeting Agenda
5th December 2019 /3:00 P.M. – 4:30 P.M. UTC
Teleconference

1. **Call to Order**
   The meeting was called or order at 15:01 UTC
   A quorum has been established and noticed

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

3. **Approval of December Agenda**
   Motion to approve the meeting agenda from 5th December 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. **IEEE SA Copyright**
   The copyright policy was presented.
   This means members cannot therefore share full papers etc. with the group. People can send urls for papers and those who have access through institutions and so on can gain their own versions of the papers.

6. **Approval of 7th November meeting minutes**
   Motion to approve the minutes from 7th November, 2019. The minutes from the November meeting were approved without objection.

7. **Announcements**
   Ansgar is currently writing up the ECPAIS bias focus group work due to be completed this month. Ansgar will check how IEEE stands on this, with regards to circulating this work.
   Reminder that most content is shared via Google folder links so if you do not have access to this please, let us know.

8. **Updated Outline Discussion**
   I.   Update on Use Cases
         No update

II.   Topic updates – summaries and reflections on <u>open items</u> – it would be good to work on over the Christmas period, if anyone is interested in helping let Adam know.
Open issues related to project conceptualization and stakeholder identification should also be looked at and advised upon.
The issues list was put together from the master document. If the team leader has also looked at a sub document that the section is using as a drafting space then some points may have been taken from there.

 i. Project Conceptualisation
  No update

 ii. Stakeholder Identification (Gerlinde)
  They've had a good push for creating the section. Stepped back after some writing sessions and reorganized and created an outline to which they are now transposing their existing content. In a separate document to the master, in the google space. They plan to have several more writing sessions.
  In Berlin, Annette provided categories of stakeholders and they contacted her to find a reference to the categories, but this was created by p7000.
  Q: All standards seem to have a stakeholder section or methodology, how do we get this uniform across all the standards?
  Babita – refer to IEEE Style Manual, there is a standard method of doing stakeholder analysis
  Randy – there is an issue with copyright infringement of other documents. Each is separate IP with separate ideas so it's a tricky area.
  Clare – it would be good to find some way to work with the other standards without breaching any rules as we do need some cohesion
  Gerlinde – important that the work is not too generic and open as this can mean it is not useful. Not being able to work with other teams on this also leads to duplication of so much work.
  Adam – could the SA subgroups from each standard have calls together to talk about the problems? The officers on the groups can look at each other's draft texts.
  Ansgar – there is a communications list for the chairs of the 70xx series to talk to each other, so it's definitely something that can be flagged.
  Randy – Collabortec may be a way to develop the shared vision of understanding

 iii. Risk and Impact Assessment (Gerlinde)
  Next step is to address the issues list. They want to complete Stakeholder Identification first and then revisit this draft. At this point more or less complete in draft stage – Allison and Gerlinde did a big push last year. But please do look at it and raise any more issues.

 iv. Go/No-Go
  This doesn't have an identified team yet. Ansgar intends to look at the whole document again over Christmas and will spend some time in this area.

Chris – pretty nice normative statements but needs an informative section about how decisions should be made.
Pablo and Randy also volunteered to have a look.

v. Algorithmic system design stages (Chris)
Quite a few comments to incorporate on the normative section, if anyone wants to go through and accept/consider proposed changes. Informative will need quite a bit of redesign once the first part is done.

vi. Representativeness of data
Seems to have no movement since Berlin

vii. Evaluation of processing
No update

viii. Outcomes evaluation
No update

ix. Transparency and Accountability
Could people look through and suggest areas that need to be addressed.
Randy is interested in engaging in how to discuss transparency when even the developers don't understand what is happening. Focused discussion on this topic would be interesting. This section is transparency regarding factors that could impact on the bias issues for example which characteristics are being used.

x. Documenting
No update

xi. Taxonomy (Mathana)
The group had a short call after last months full group meeting. One of the things they've been working on has been wording changes around section 2.2.1 skew calibration – some new text from Jussi. Meeting next week (weds) so anyone who wants to join please contact Mathana. They will be working to build out and enhance some of the subsections to what constitutes the calibration aspects of skew, and building up references to make sure it's well sourced and cited text. After next weeks call the goal is to update the full document. Mathana will make sure all updates are in the master document.

xii. Legal frameworks (Francien)
Modified GDPR and working on suggestion to include Brazilian data protection which specifically mentions bias.
Maroussia (from chat): made some strides in GDPR, still needs a bit of work. India will follow with Abhik. Still on the lookout for people to take responsibility for California.
Babita offered to help with California and Canada.
Abhik (from chat): we are getting the draft Act placed in Parliament this month. An updated version is expected. Based on the latest version I will update the content further

xiii. Psychology
No update

xiv. Cultural aspects (Clare)
Call on the 10th. Anyone interested should get in contact. They are making good progress, and hoping to do a weekly or biweekly call of an hour or two hours to get it done.

9. Conferences and Whitepapers

[IAPP Asia Privacy Forum](#) in July 2020 (deadline January 26th) – Jussi has spoken at IAPP before. They have several talks about these topics, for example how automated decisions relate to law. Some interest in submission. Would be good to have someone from Asia involved. Also one in Munich in Autumn and another in November in Brussels. No travel or accommodation covered.

Randy - I discussed my take on the general activities of P70XX. Bias, Transparency, Ethics as it applies to AI was an hour long conversation with about 40 high-performance computing professionals around the world

Adam – is anyone going to ACM FAT Barcelona in January (27-30)? We submitted but none got accepted. If anyone is going anyway we could have a local meet up. CPDP 22-24 Jan

Ansgar spoke yesterday as part of DIITA, new initiative by IEEE (https://standards.ieee.org/industry-connections/diita/index.html Digital Inclusion, Identity, Trust, and Agency)

10. Any Other Business

11. Future Meetings
- Thursday 9th January 15:00 UTC
- Thursday 6th February 17:00 UTC
- Thursday 5th March 15:00 UTC
- Thursday 2nd April 13:00 UTC
- Thursday 7th May 15:00 UTC
- Thursday 4th June 17:00 UTC

12. Adjourn
The meeting was adjourned at 16:16 UTC.

Attendees:

Last Name	First Name	Employer/Affiliation	Voting
Chaudhuri	Abhik	TATA Consultancy Services	X
Clifton	Chris	Purdue University	X
Courtney	Patrick	Tec-connection	X
Dechesne	Francien	Leiden University	
Dowthwaite	Liz	University of Nottinghm	X
Gunsch	Gregg	Independent	
Hackman	Joseph	ASAPP	
James	Clare	Independent	X
Koene (Chair)	Ansgar	University of Nottingham	X
Leppala	Jussi	Valmet	X
Levesque	Maroussia	Independent	X

Lv	Zhenzhu		
Martel	JC		
McIntosh	Suzanne	New York University	
Ngounou	Charlie	AfroLeadership	
Pena	Abel	Code Explorers Worldwide	**X**
Prasad	MS	Amity University, India	
Ramlal	Babita		
Rannow	Randy K	Silverdraft Supercomputing	
Rivas	Pablo	Marist College	**X**
Smith	Adam L	Piccadilly Group	**X**
Stender	Mathana	Independent	**X**
Weger	Gerlinde	Independent	