IEEE P7003 Working Group
Meeting Minutes
10th January 2020 /3:00 P.M. – 4:30 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 December Agenda**
   Motion to approve the meeting agenda for January 10th 2020. 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.

6. **Approval of 5th December meeting minutes**
   Motion to approve the minutes from 5th December, 2020. The minutes from the November meeting were approved without objection.

7. **Announcements**
   Discussion of ECPAI - high level overview on what ECPAI will do, but unable to discuss details of what is in the certification standard. Launch event planned, but no date known. Ansgar will update to mailing list when information becomes available. Some relevant ISO standards, Ansgar looking to see what is relevant, Adam involved

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

Section Teams: https://docs.google.com/spreadsheets/d/1_KP63ELBU-ga_AuPQ_yautVKo4cpH4JOw66_svdkohQ/edit#gid=568977196

i. Project Conceptualisation
Some progress, Ansgar will be working on this. P7000 looking at March balloting - then we should be able to start coordinating. Discussion of scope - what specifically falls under "bias"? Also some discussion of how we incorporate ethics?

ii. Stakeholder Identification
Revisited structure/outline and considerable progress. Updates to individual sections, not yet incorporated into main document. Some resolution to be done between different versions. Looking for feedback from other sections on how will this works as input for other sections. Need to ensure developers think broadly about stakeholders.

iii. Risk and Impact Assessment
Report/progress. Not much new work recently but most of the comments in the "open issues" seem to have been resolved. Requesting people to take a look and provide comments if they think relevant risk identifications needed for other sections might be missing.

iv. Go/No-Go
Ansgar is taking ownership; looking for leadership.

v. Algorithmic system design stages
Several comments to be incorporated, both inline in Google Document and in P7003 Issue list. Look at individual section, not master document.

vi. Representativeness of data
No update

vii. Evaluation of processing
No update

viii. Outcomes evaluation
No update

ix. Transparency and Accountability
No update

x. Documenting
No report, but plans to work later as rest of this comes together. Suggest to see if we can refer to other standards. P7000 refers to ISO/IEEE/IEC 15288 information management process for guidance on documentation process.

xi. Taxonomy
Abigail is collecting case studies of different kinds of biases. They want to create appropriate folder in Google Drive. Several areas of discussion on potential issues: Discussion of harm in context; Impact of types of bias on data and types of data on bias; Working towards data taxonomy from this; Also stakeholder taxonomy? (Please review stakeholders section); Adversarial attacks / malicious actors - considerable discussion of should this be in scope and if/how to include something about "ethical hacking".

xii. Legal frameworks (Francien)
Quite a bit of work happening to include perspectives in recent legislation in India and Brazil.

xiii. Psychology
No update

xiv. Cultural aspects

See comments in 'issues' document. Call for information on who his attending - Adam wants to arrange P7003 get together. Mathana going

9. Conferences and Whitepapers
ACM FAT Barcelona in January (27-30)

10. Any Other Business
Please incorporate meaningful subject in P7003 emails.
Useful links from chat:
Failure Modes in Machine Learning: https://docs.microsoft.com/en-us/security/failure-modes-in-machine-learning
Threat Modeling AI/ML Systems and Dependencies https://docs.microsoft.com/en-us/security/threat-modeling-aiml
The Measure and Mismeasure of Fairness: A Critical Review of Fair Machine Learning: https://5harad.com/papers/fair-ml.pdf
Calibration for the (Computationally-Identifiable) Masses https://arxiv.org/abs/1711.08513

11. Future Meetings
- 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.

Attendees:

Last Name	First Name	Employer/Affiliation	Voting
Bennet	Karen	Independent	
Bennett Moses	Lyria	University of New South Wales	
Chaudhuri	Abhik	TATA Consultancy Services	X
Chung	Edmon	DotAsia	
Clifton	Chris	Purdue University	X
Courtney	Patrick	Tec-connection	X
Gunsch	Gregg	Independent	X
Hackman	Joseph	ASAPP	X
Iglesias Keller	Clara	Leibniz Institute for Media Research	
James	Clare	Independent	X
Jurgens	Pascal	University of Mainz	X
Koene (Chair)	Ansgar	University of Nottingham	X
Leppala	Jussi	Valmet	X
Mandal	Sukanya	Independent	
Nadal	Larry	NIST	

Nieves Delgado	Abigail		
Ngounou	Charlie	AfroLeadership	**X**
Pena	Abel	Code Explorers Worldwide	**X**
Prasad	MS	Amity University, India	
Rannow	Randy K	Silverdraft Supercomputing	**X**
Rivas	Pablo	Marist College	**X**
Shaw	Trish	Beyond Reach	**X**
Stender	Mathana	Independent	**X**
Weger	Gerlinde	Independent	