IEEE P7003 Working Group
Meeting Minutes
7th May 2020 / 1:00 P.M. – 2:30 P.M. UTC
Teleconference

1. **Call to Order**
   The meeting was called to order at 13:11 UTC.
   A quorum was not established.

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

3. **Approval of May Agenda**
   As no quorum was established, the May agenda cannot be formally 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. **IEEE SA Copyright**
   The copyright policy was presented.

6. **Approval of 2nd April meeting minutes**
   As no quorum was established, the April minutes cannot be formally approved.

7. **Announcements**
   I. Proposal to have an all-day working meeting, with breakout rooms for individual groups, to work on the documents in a shared virtual space.
   For people in academia, the end of term coming up means a bit more time so it would be good to have a whole day meeting, with breakout calls for subgroups. Ansgar to provide ballot for a couple of week worth of options for dates and times. Have to think about timezones and day lengths.
   II. P7000 Ballot closes on 6 May
   Ansgar reported his thoughts on the standard. Repetitive structure of Purpose, Outcomes, Activities, Inputs, and Outputs. Good way of organizing things for people who will use the standard. In our doc, some sections follow to a certain extent and other sections would be easy to move over to that structure. They point out that the point of the standard is to guide on how to embed ethics thinking into the development process, and contains some things that are useful for us to refer to. P7003 should mention the use of

P7000 in the general process. They also reference some existing standards. Hopefully this document will be accessible to people in this group as soon as possible. Q: does it talk about taxonomy? A: no, has annexes about ethical theories but do not treat it as a taxonomy. The annex gives a short introduction to each of the core concepts. Babita also commented that she sees a lot of crossover between P7000 and P7007.

8. Updated Outline Discussion

I. Update on Use Cases

II. Topic updates – summaries and reflections on [open items](#)

  i. Project Conceptualisation (Ansgar)

  Have been trying to structure it around the p7000, and make sure it stands separate from stakeholder ID etc, and focus on questions like what is the concept of what the system is supposed to be doing, and what kinds of bias issues might arise? Why is this system conceived to be necessary to develop or use? How does that differ for different stakeholders? Will be necessary to work through document iteratively eg stakeholder mentioned a lot so that section will need to be referred to. All changes made to section specific document.

  ii. Stakeholder Identification

  There have been regular calls. Quite slow going as there are a range of opinions to be considered.

  iii. Risk and Impact Assessment

  No update

  iv. Go/No-Go

  No update

  v. Algorithmic system design stages

  Not made progress, some comments have been made on a couple of different drafts that need to be combined which is the next job. It is in the google docs, section specific documents. The latest are a normative section, and a couple of versions of informative section.

  vi. Representativeness of data

  Need to define the group and get this working, there have been a lot of attention paid to this by various other groups recently, so might be able to incorporate that.

  vii. Evaluation of processing

  No update

  viii. Outcomes evaluation

  Hoping to get Adam back on board, or will need to consider a new leader for this section.

  ix. Transparency and Accountability

  P7000 has a transparency management process which might provide inspiration for working on this.

  x. Documenting

  No update

  xi. Taxonomy

  Meeting last week, not a lot of changes to actual document but been reviewing and discussing the fundamentals, and adding a section on related concepts, some disagreements of definitions. Need to reach out to

some other groups, been reading other sections to check the terminology used in those against their draft. Ansgar suggested he transfer the latest documents from section specific, into a new combined document, will ask people to clean up their documents to make an integrated document. Chris asks that this one is not for editing. Babita suggested that the team consult with Edson Prestes from P7007 regarding the detailed taxonomy they did.

xii. Legal frameworks
Indian data protection act, added in the same format as the GDPR section. Internal review of the GDPR, CCPA, Indian to be carried out. The Indian act is still in parliament debate, expected to be complete before this document so final amendments can be added. Update can be provided in the next few weeks. Brazilian data protection laws, is there a decision not to include that? Feel free to comment in the latest document. Choi asked if the legal section is sampled by P7000. Generally difficult to do unless there is group crossover. Babita has added CCPA directly onto the master draft of the standard.

xiii. Psychology
No update

xiv. Cultural aspects
Meeting once a week at different time zones, about half way through the section. Using text from two old documents, now using the master as the main document, and going back to the old documents as needed. Main job is editing the large amount of material.

9. Conferences and Whitepapers
I. Consultation deadline for EC AI White Paper has been extended to June 14th
II. Consultation deadline for European Data Strategy still May 31st
Both of these are open consultations for anyone to submit to as a group or individual. Ansgar has worked on a response to the white paper, not the data strategy yet. IEEE SA and EPPC joint response to be submitted. If anybody wants to, the link will be sent round again.

10. Any Other Business

11. Future Meetings
- Thursday 4th June 5pm
- To remain first Thursday of the month, 1PM, 3PM, 5PM, 3PM rotating, all UTC.

12. Adjourn

Last Name	First Name	Employer/Affiliation	Voting
Chaudhuri	Abhik	TATA Consultancy Services	X
Choi	Eun Chang		
Clifton	Chris	Purdue University	X
Courtney	Patrick	Tec-connection	X

Dowthwaite	Liz	University of Nottingham	**X**
Gonzalez	Sofia	Independent	
James	Clare	Independent	**X**
Koene (Chair)	Ansgar	University of Nottingham	**X**
Leppala	Jussi	Valmet	**X**
Mandal	Sukanya	Independent	
Prasad	MS	Amity University, India	**X**
Ramlal	Babita	Independent	
Rannow	Randy K	Silverdraft Supercomputing	**X**
Stender	Mathana Daniel	Independent	**X**