

**IEEE P7003 Working Group
Meeting Minutes
1st July 2021 / 13:00 P.M. – 15:00 P.M. UTC
Teleconference**

1. Call to Order

The meeting was called to order at 13:04 UTC

2. Roll call and Disclosure of [Affiliation](#)

The list of attendees is attached. A quorum was reached and noted.

3. Approval of July Agenda

Motion to approve the agenda for July 1st 2021. The agenda was approved 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 1st April meeting minutes

The meetings in May/June did not reach quorum and therefore do not need approving

Motion to approve the minutes for April 1st 2021. The minutes were approved without objection.

7. Announcements

The standard on employer data governance is open for voting until 2nd July.

8. Structural review of P7003 document

I. Vote regarding role and format of Taxonomy section

- There has been discussion of this and the general format of the sections, it's important that this is resolved.
- The working document was last updated May 7th – unclear as to whether this is a current draft and reflective of what we want to have in the document going forward? The current master document still contains the original work, separate to the new work.

- A taxonomy would usually look at the words used in the standard and relate them, so the issue is that when everyone is working separately, such a taxonomy still does not have coherence of the standard. It is important to integrate the work with the other subgroups to make sure they are using the same contextual definitions. Subsection teams should start going through the taxonomy, adding to it, and making sure they refer to it when writing their sections. This taxonomy is related to the vocabulary/glossary that each standard is required to have.
 - o **Action: EVERYONE should look at the definitions and taxonomy to make sure there is consistency with their writing, before continuing, and where definitions don't exist we need to create them.**
- The original work was meant as a taxonomy of types of bias, across the system, rather than a taxonomy of the standard as a whole.
- These different approaches have caused some tension and misunderstanding. It would be a shame to lose the work that has already been done, suggestion to rename that part to something about 'types of bias'.
- There are already standards for listing types of bias, which could be referenced in this section, and are listed in the new risk and assessment document already.
- *Question: If this original work was renamed/reused, what section would it be most relevant to?* Potentially the Evaluation subsection: measuring consequences, understanding and evaluating consequences, setting the stage for evaluation perhaps. However, the approach to this section has been a little different so it might be some work to combine the two and create an informative section related to evaluation, in which the evaluation section is referenced and the evaluation section references this section?
- Suggestion that the two taxonomy sections are separated and the original renamed. The original will be made into an informative component that the evaluation section refers to. This would be quite a lot of work but probably doable and would add value.
- Going forward the group will look at this as a separate informative section, relate to evaluation and potentially other sections that might want to reference it. Then we have a taxonomy which is more of a structured glossary as a separate independent section.
 - II. List of open items that require attention.
- **Action: All subgroups to go through the Open Issues Excel sheet and check to see if their issues are still relevant.**
- Ran through the new issues and made some progress
 - o accountable – internal governance, assigning accountability – vs responsibility – perhaps about framing and about being 'held responsible' perhaps with a liability tag. These need defining and distinguishing in the glossary and then everyone needs to make sure they are using them correctly.
 - o Levels of risk – some sections talk about different levels of risk, need to consider how/if this impacts the standard. Seems to be the norm to consider levels of risk so we should see if any of the given tasks are changed by risk level. Should consider existing taxonomies of risk level.

9. Updated Outline Discussion

i. Requirements

Small group now moving forward, but still need to set up a call to look at it.

- ii. Stakeholder Identification
Fairly well done now, just needs updating into latest version
- iii. Risk and Impact Assessment
Taken original document and now restructuring into the format that is being used by the other sections so that it is consistent.
Also thinking about the lifecycle document which needs updating to include system retirement.
- iv. Data Representation
- v. Performance Evaluation
Largely already discussed, need to see how this relates to the original taxonomy of bias
- vi. Taxonomy
As above
- vii. Legal frameworks
Taking a look at new EU AI regulations to see if there is anything that should be discussed
- viii. Human Factors
No discussion. Needs more people still and quite a lot of work still to be done.
- ix. Cultural aspects
Largely revised based on new informative section structure.
Question: Are recommendations relevant? Added to issues list.

10. Any Other Business

11. Future Meetings

- Thursday 5th August 2021 @ 2100 UTC
- Thursday 2nd September 2021 @ 0500 UTC
- Thursday 7th October 2021 @ 1300 UTC
- Thursday 4th November 2021 @ 2100 UTC
- Thursday 2nd December 2021 @ 0500 UTC

12. Adjourn

Meeting adjourned at 14:51 UTC

Attendees:

| Last Name | First Name | Employer/Affiliation | Voting |
|------------|------------|--------------------------|--------|
| Anson | Iris | ETIQ AI | |
| Chaudhuri | Abhik | TATA Consultancy | X |
| Clifton | Chris | Purdue University | X |
| Courtney | Patrick | Tec-connection | X |
| Dowthwaite | Liz | University of Nottingham | X |
| Duarte | Tania | Independent | |

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|------------|---------|---------------------------------|----------|
| Gardner | Allison | Keele University | X |
| James | Clare | Independent | X |
| Leppala | Jussi | Valmet | X |
| Li | Layla | KOSA AI | |
| Loughran | Roisin | Dundalk Institute of Technology | X |
| Padget | Julian | University of Bath | X |
| Pena | Abel | Code Explorers Worldwide | X |
| Prasad | MS | Amity University, India | |
| Shaw | Trish | Beyond Reach | X |
| Stender | Mathana | Independent | |
| Szczekocka | Ewelina | Independent | X |
| Whitaker | Jessica | Howard University | |
| Bahn | Christy | IEEE Staff | |