

**IEEE P7003 Working Group
Meeting Notes
9th September 2021 / 09:00 PM UTC – 11:00 PM UTC
Teleconference**

1. Call to Order

Secretary was unable to join the call and total number of participants was only 13 people, so it was assumed that we did not meet quorum.

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

List of attendees is attached. A quorum was not reached

3. Approval of August Agenda

No amendments to the agenda

4. [IEEE Patent Policy](#) (Call for Patents)

5. [IEEE SA Copyright](#)

6. Approval of 1st July meeting minutes

No quorum

7. Announcements

I. Extension of P7003 PAR

NesCom approved our 2 years PAR Extension Request for P7003 until 31 Dec 2023.

II. [additional agenda item: reference document requests]

Based on request that were made by the working group, Christy has put in a requests to provide us access to:

- ISO/IEC TR 29119-11:2020 Guideline on the testing of AI based systems
- ISO 37301:2021 Compliance management systems – requirements with guidance for use

III. NIST.SP.1270-draft Proposal for Identifying and Managing Bias in AI

Review and discussion about the NIST.SP.1270 paper identifying the following elements of interest:

1. Bias Terminology list (table 1) in the document is a potentially useful reference, however some of the definitions provided by NIST appear to deviate from definitions in other sources. The definitions we use in P7003 will need to be appropriate to our purpose.
2. Discussion based on the conceptual diagram on “three-stages of managing AI bias” (figure 1) proposed by NIST and how it compares to the stages of Bias considerations that are suggested by the P7003 section structure and the “AI life cycle” diagram. [This discussion transitioned into the next point on the agenda].

8. Structural review of P7003 document

I. Discussion on AI life cycle (and other) diagram(s)

Discussion regarding the intended purpose/use of the “AI life cycle” diagram, with a preliminary consensus that the purpose is to support the use of the P7003 standards by guiding users to understand how different operational phases in the development and use of AI systems are associated with aspects of bias.

It was decided to set up a team to develop the “AI life cycle” diagram(s) and related content – including the need for a better naming since our intended use isn’t exactly a “life cycle”.

Julian and Allison presented some life-cycle proposals used in ISO work on “data life-cycle” and an extension of the diagram Abel previously submitted.

II. Vote regarding role and format of Taxonomy section

Based on the discussions in previous monthly meetings it was decided to have a “write-in” vote on the proposal to split the taxonomy work into two parts: 1. An informative section providing conceptual thinking about the underlying causes of bias; 2. A list of AI bias related definitions, possibility with a taxonomical structure.

III. List of open items that require attention.

The items in the “P7003 Issue List” (line 109-113) were reviewed and proposed resolutions added (column H)

9. Updated Outline Discussion

- i. Requirements
- ii. Stakeholder Identification
- iii. Risk and Impact Assessment
- iv. Data Representation
- v. Performance evaluation
- vi. Taxonomy
- vii. Legal frameworks
- viii. Human Factors
- ix. Cultural aspects

None of the sections reported making progress during August.

10. Any Other Business

11. Proposed dates/times for Future Meetings

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

12. Adjourn

Last Name	First Name	Employer/Affiliation	Voting
Albalkhi	Rahaf	Independent	
Bennett Moses	Lyria	University of New South Wales	X
Gardner	Allison	Keele University	X
Howard	Chris	Amazon Web Services	
James	Clare	Independent	X
Koene	Ansgar	University of Nottingham	X
Levesque	Maroussia	Harvard Law School	
Padget	Julian	University of Bath	X
Pena	Abel	Code Explorers Worldwide	X
Rannow	Randy K	Silverdraft Supercomputing	
Rivas	Pablo	Baylor University	X
Weger	Gerlinde	Independent	X
Whitaker	Jessica	Howard University	X