IEEE P7003 Working Group
Meeting Agenda
3rd February 2022 / 22:00 PM UTC – 00:00 AM UTC
Teleconference

1. **Call to Order**
   The meeting was called to order at 22:05 UTC

2. **Roll call and Disclosure of [Affiliation](#)**
   The list of attendees is attached. A quorum was reached and noted.

3. **Approval of February Agenda**
   Motion to approve the agenda for the February meeting. The agenda was approved without change.

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 6th January meeting minutes**
   Motion to approve the minutes from the 6th January 2022 meeting. The motion to approve the minutes from the 6th January 2022 meeting was approved.

7. **Announcements**
   Ansgar has circulated some new IEEE standards activities that people may get involved in.

8. **Structural review of P7003 work**
   I.   Ontology development for P7007, to help our approach to P7003 (Mike Houghtaling/Edson Prestes)
   Mike provided an overview of the P7007 standard and there was a discussion about how an ontology might apply to P7003. Slides are available to the group. Randy volunteered to build up examples of how it might be incorporated into our standard.
   II. Illustrative use-cases
   The aim is to identify 3 use cases to illustrate the standard. In between calls there has been a subgroup communicating informally about ideas in this space. The also had a call with people from P2863 standard on governance frameworks as they have been developing a set of use cases. We could

potentially use the same or similar use cases to aid coherence. Now we need a subgroup to be working on it. Mark volunteered to take the lead and to create a google doc to collect the current thinking and start to work through it the same as the other subgroups.

III. Review of P7003 introductory content (pp12-24)
Bumped due to lack of time. Going forward we will walk through the current draft of the master document and get a whole group to look at it together and think about the standard as whole.

9. Updated Outline Discussion

i. Requirements
Still needs someone else to come and help contribute

ii. Stakeholder Identification
Gerlinde, Julian, Roisin have been going through and doing an edit and looking at it from a different perspective. About a third of the way through for a final edit/polish.

iii. Risk and Impact Assessment
Same group going to go through that next. Likely to need some re-write as things have evolved since initial writing.

iv. Data Representation
About a third of the way through tightening it up and getting it focused. Gerlinde pointed out that there are requirements for a bias profile in certification requirements, but this is not included in the standard. We need to make sure there is some alignment between the two systems. Bias profile refers to types of intended behaviour from a bias perspective that the system is supposed to exhibit, so you can refer to that profile and ask are we still operating within that or is the system outside that which would indicate incorrect behaviour. We need to consider how to include this and where. Potentially most relevant to introduce into the requirements section, and then thread it through the stakeholder ID and data representation sections.

v. System Evaluation
Going through second iteration, then will need to talk to other sections.

vi. Conceptualizing Algorithmic Bias
Importance to emphasise that this is not an exhaustive list, and this should be a starting point for thinking about where the sources of bias are.
Needs to be revisited, as to how we use it in the standard.

vii. Legal Frameworks
Basically complete

viii. Human Factors
Still needs work, if anyone wants to focus on this please do

ix. Cultural Aspects
No update

10. Any Other Business

11. Dates/times for Future Meetings

- Thursday 3rd March @ 1300 UTC
- Thursday 7th April @ 2200 UTC

- Thursday 5th May @ 1300 UTC
- Thursday 2nd June @ 2200 UTC

12. Adjourn
The meeting was adjourned at 00:09 UTC

Attendees:

Last Name	First Name	Employer/Affiliation	Voting
Albalkhi	Rahaf	Independent	
Bennett Moses	Lyria	University of New South Wales	
Carneiro	Magnovaldo	Univesp – Virtual University of Sao Paolo	
Clifton	Chris	Purdue University	**X**
Dowthwaite	Liz	University of Nottingham	**X**
Houghtaling	Michael	Independent	
James	Clair	Independent	**X**
Padget	Julian	University of Bath	**X**
Pena	Abel	Code Explorers Worldwide	**X**
Prestes	Edson	Federal University of Rio Grande do Sul, Brazil	
Rannow	Randy K	Silverdraft Computing	**X**
Rivas	Pablo	Baylor University	
Szczekocka	Ewelina	Independent	**X**
Underwood	Mark	Synchrony Finance	
Weger	Gerlinde	Independent	**X**
Whitaker	Jessica	Howard University	**X**