IEEE P7003 Working Group
Meeting Agenda
3rd March 2022 / 13:00 PM UTC – 15:00 PM UTC
Teleconference

1. **Call to Order**
   The meeting was called to order at 13:09 UTC

2. **Roll call and Disclosure of Affiliation**
   The list of attendees is attached. A quorum was reached and noted.

3. **Approval of March Agenda**
   Motion to approve the agenda for the March 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. **Participant Behaviour**
   The participant behaviour slides were presented.

7. **Approval of 3rd February meeting minutes**
   Motion to approve the minutes from the 3rd February 2022 meeting. The motion to approve the minutes from the 3rd February meeting was approved.

8. **Announcements**
   The ECPAIS project is moving towards a stage where they are looking for companies to be able to have their systems certified. One of these is a bias certification, and there has been a request to try to align our standard and the certification process, so that using the standard would support getting certified. The ECPAIS group want to present to this group and get feedback for the work. Trish and Gerlinde are both in the group and working to make sure there is good alignment. A couple of gaps such as bias profiles are being worked on.
   Motion: Add ECPAIS discussion to agenda for next month

9. **Structural review of P7003 work**
   I.   Illustrative use-cases

Had some discussions about including this as a subsection and starting a new document. P2863 has some use cases we could align with, they requested to have another call to discuss. How are we making sure that our use cases are uniquely beneficial and add value? Should look at getting access to the AI use cases catalog. We are trying to illustrate how to apply P7003, so might be useful to take a use case from ISO/IEC TR 24030:2021 AI – Use cases (https://webstore.iec.ch/publication/68996)
Working document at
https://drive.google.com/drive/folders/1UqkLh5PNzXR14UW8qKCq2O3zmnvgyEKM

II. Review of P7003 introductory content (pp12-24)
Limitations – where is the standard not applicable? Makes sense for this to be one of the last things we add, reflecting on the whole document and identifying limitations.
Discussion of the life cycle and including the decommissioning. Looking for latest diagram to add. Issue with making sure it's not tied to a particular methodology or system.
Disclaimer section – discussion of unwanted/undesirable versus unacceptable, and to who this refers, and how it is justified and documented.
Normative references - Could people please look at the P7000 document and see if it makes sense to refer to it in sections and requirements. Any other standards (IEEE or ISO for example) that it makes sense to refer to?
How to bring in the UN SDGs as part of responsible AI? ISO standards require reference to the SDGs, especially 9 and 12, but unclear how much this is applied in practice rather than a tick-box exercise.

10. Updated Outline Discussion

i. Requirements
Quite a bit of discussion recently regarding the importance of this section for clarifying various concepts. Please can someone take leadership of this section? Julian, Gerlinde, Roisin, Clare could work on this section now that they have finished with the stakeholder identification section.

ii. Stakeholder Identification
The editing team have pretty much finished with this section – highlighted that it is important that the original authors of the sections are involved in this process. The team worked on it together for an hour a week.

iii. Risk and Impact Assessment
No update

iv. Data Representation
Pushed ahead with it in recent weeks, making good progress. Normative section looking good.

v. System Evaluation
Reviewing the subsections. Editing in joint sessions to harmonise and rearrange the content. Working on last subsection right now. Probably going to look at the data representation section to ensure good alignment. Next steps could be to harmonise terminology throughout the document.

vi. Conceptualizing Algorithmic Bias
No update

vii. Legal Frameworks

No update
viii. Human Factors
This section is important but needs more work to make it more accessible to the reader. Some of the diagrams in the section could link to the work on using the P7007 ontologies.
ix. Cultural Aspects

11. Any Other Business

12. Dates/times for Future Meetings
- Thursday 7th April @ 2200 UTC
- Thursday 5th May @ 1300 UTC
- Thursday 2nd June @ 2200 UTC

13. Adjourn
The meeting was adjourned at 14:38 UTC

Attendees:

Last Name	First Name	Employer/Affiliation	Voting
Albalkhi	Rahaf	Independent	
Carneiro	Magnovaldo	Univesp – Virtual University of Sao Paolo	X
Chaudhuri	Abhik	TATA Consultancy Services	X
Choi	Eun Chang	Independent	
Chung	Edmon	DotAsia	
Clifton	Chris	Purdue University	X
Dowthwaite	Liz	University of Nottingham	X
Duarte	Tania	Independent	X
James	Clair	Independent	X
Koene	Ansgar	EY and University of Nottingham	X
Leppala	Jussi	Valmet	X
Koder	Martin	Independent	
Loughran	Roisin	Dundalk Institute of Technology	X
Padget	Julian	University of Bath	X
Perey	Christine	PEREY Research and Consulting	
Shaw	Trish	Beyond Reach	
Szczekocka	Ewelina	Independent	X
Von Struensee	Susan	Synchrony Finance	
Weger	Gerlinde	Independent	X