

**IEEE P7003 Working Group  
Meeting Minutes  
7th April 2022 / 22:00 PM UTC – 00:00 PM UTC  
Teleconference**

**Meeting link:**

<https://ieeesa.webex.com/ieeesa/j.php?MTID=ma843d57eed95e64e62e4c026d45731d0>

**1. Call to Order**

The meeting was called to order.

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

A quorum was not achieved.

**3. Approval of March Agenda**

No quorum

**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 3<sup>rd</sup> February meeting minutes**

No quorum

**8. Announcements**

**9. Discussion on interaction between P7003 and ECPAIS**

I. Presentation by Ali Hessami on ECPAIS

Ethics Certification Program for Autonomous Intelligent Systems. AIS Transparency, AIS accountability, are completed. Developing specialized criteria for different sectors. Working on translation of P7000 into SMART criteria that facilitates conformity assessment and linking between ECPAIS and standards. Consideration of P7001, 7002, 7003, 7010 for this transformation.

Question – What is the relationship to several ISO/IEC standards?

They mostly address issues other than ethics. Some materials from ECPAIS are to be published soon to allow us to compare. ECPAIS has more of a focus on how to

define a lack of bias rather than process to achieve it. ECPAIS criteria are going to be published as an “ontological specification” in the coming weeks to enable us to refer to them in our work. Suggestion that an appendix is added to P7003 that discusses the alignment. Discussion of the difference between the programs - P7xxx are more process, ECPAIS is to check on outcomes.

**10. Structural review of P7003 work**

- I. Illustrative use-cases
- II. Review of P7003 content (pp24-40 “Requirements”)
  - A subgroup are working on the “guide on how to use the P7003 document”.
  - Discussion of this section highlighted the need to clean up old materials and clarify the intended purpose of the ‘organisational’ level part.

**11. Updated Outline Discussion**

- i. Requirements
- ii. Stakeholder Identification
- iii. Risk and Impact Assessment
  - Are we referring to specific AI impact assessment tools in this section?
- iv. Data Representation
- v. System Evaluation
- vi. Conceptualizing Algorithmic Bias
- vii. Legal Frameworks
  - It is worth thinking about revisiting this section once the EU AI Act is established
- viii. Human Factors
- ix. Cultural Aspects

**12. Any Other Business**

**13. Dates/times for Future Meetings**

- Thursday 5<sup>th</sup> May @ 1300 UTC
- Thursday 2<sup>nd</sup> June @ 2200 UTC

**14. Adjourn**

The meeting was adjourned.

**Attendees:**

Last Name	First Name	Employer/Affiliation	Voting
Clifton	Chris	Purdue University	X
Hermann	Arthur		
Hessami	Ali	ECPAIS	
Koene	Ansgar	EY and University of Nottingham	X
Padget	Julian	University of Bath	X
Pena-Fernandez	Abel	Code Explorers Worldwide	X
Rannow	Randy K	Silverdraft Supercomputing	X
Szczecocka	Ewelina	Independent	X
Shaw	Trish	Beyond Reach	X

Underwood	Mark	Synchrony Finance
Von Struensee	Susan	Independent
Whitaker	Jessica	Howard University

