IEEE P7003 Working Group
Meeting Minutes
7th July 2022 / 13:00 PM UTC – 15:00 PM UTC
Teleconference

1. **Call to Order**
   The meeting was called to order at 13:05 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 the July 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 5th May meeting minutes**
   Motion to approve the minutes from the 5th May 2022 meeting. The motion to approve the minutes from the 5th May meeting was approved

8. **Approval of 5th June meeting minutes**
   Motion to approve the minutes from the 5th June 2022 meeting. The motion to approve the minutes from the 5th June meeting was approved

9. **Announcements**

10. **Invited presentation by XPLAINR project**
    xplainr is an 'AI explainability' framework with a "novel life-cycle mode" tracking bias features across several life-cycle phases. It has IEEE funding, but not intended as a standard. It uses the waterfall model lifecycle, with "cards" to understand at each stage. There are licensed checklists (creative commons).
    Areas with bias discussion: C11 (scalable data architecture), C12 I/O benchmarking), C13 (Model training), C14 (Sensor calibration)

How would this interface with standards? Mapping their lifecycle to other AI standards, particularly ISO/NIST. They hope to provide a reference document to normalize terminology in standards efforts
I*s this targeted at machine learning, or other automated decision making?*

11. Structural review of P7003 work
    I.   Review of P7003 content ("[Data Representation](#)")
Detailed discussion of data provenance section. Questions surrounding whether we should provide examples and whether it should be informative or normative – in this case there is a fine line. Need better discussion of how this relates to expected system outcomes, particularly interaction with evaluation section (possibly a question of normalizing terminology).
Discussion between groups is needed, to be lead by Roisin and Julian
Discussion of data quality issues – should we reference data quality standards? Are there bias-specific issues not addressed in existing data quality standards? Possibly ISO 5259 (in development)?
Editors will also help determine how to incorporate these references
Some concern that 6.3.1.5 crosses between evaluation and data representation, and perhaps should be informative.
How does this apply to non-ML? Look for areas of expertise in mathematical statistics that can take a look (accomplished some wording normalization in the section)
"Representative" may be different for different stages of a project, e.g., overrepresent some groups in training, but matching demographics for evaluation. It is important to document the process, decisions/justification, and outcomes, and we need to point out what these decisions need to be
Action: Data Rep group look at evaluation section. Several comments/tasks have been placed directly in document draft

12. Updated Outline Discussion
Need section on "how to use the standard", building on diagram discussed previously. There has been some progress since the last call where this was discussed, much probably ready for review, and some work needed at end
   i. Requirements
      Ansgar has worked on restructuring
  ii. Stakeholder Identification
      No update
 iii. Risk and Impact Assessment
      Some reorganization to normalize with other sections
  iv. Data Representation
      As above
   v. System Evaluation
      Normative section has come pretty far, need some comparison with other sections, especially data representation.
  vi. Conceptualizing Algorithmic Bias
      Needs review to see how this fits with current draft, and can be incorporated as informative
 vii. Legal Frameworks

Reasonably complete, may need to revisit to incorporate recent legislative developments

   viii. Human Factors
Needs review to see how this fits with current draft, and is informative

   ix. Cultural Aspects
Ready for entire group to read

13. Any Other Business

14. Dates/times for Future Meetings
- Thursday 4th August @ 2100 UTC
- Thursday 1st September @ 1300 UTC
- Thursday 6th October @ 2100 UTC

15. Adjourn
The meeting was adjourned at 14:59 UTC

Attendees:

Last Name	First Name	Employer/Affiliation	Voting
Chaudhuri	Abhik	TATA Consultancy Services	**X**
Carneiro	Magnovaldo	Univesp – Virtual University of Sao Paolo	
Clifton	Chris	Purdue University	**X**
Courtney	Patrick	tec-connection	**X**
Dowthwaite	Liz	University of Nottingham	**X**
Fessenko	Dessislava	Independent	
Hagar	Jon	Independent	
James	Clair	Independent	**X**
Koene	Ansgar	EY and University of Nottingham	**X**
Leppala	Jussi	Valmet	**X**
Loughran	Roisin	Dundalk Institute of Technology	**X**
Padget	Julian	University of Bath	**X**
Pena	Abel	Code Explorers Worldwide	**X**
Shaw	Trish	Beyond Reach	**X**
Stender	Mathana	Independent	
Szczekocka	Ewelina	Independent	**X**
Weger	Gerlinde	Independent	**X**
Whitaker	Jessica	Howard University	**X**