

**IEEE P7003 Working Group  
Meeting Notes  
11<sup>th</sup> August 2022 / 21:00 PM UTC – 23:00 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 not reached.

**3. Approval of August Agenda**

No quorum so not officially approved. No additions.

**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 7<sup>th</sup> July meeting minutes**

Julian emailed through an amendment on ISO standards numbers, this will be corrected.

No quorum so not officially approved. No further additions.

**8. Announcements**

No announcements

*Question: Should we be looking to schedule a half day or longer call as we did in previous years where we did some online working on parts of the standard? Potential in October. Could this be tied to a milestone or goal? Eg having something finished to review, as a push to get something finished. Normative sections ready for full review? We agree we like a deadline.*

**9. Structural review of P7003 work**

I. Review of P7003 content ("System Evaluation")

Julian walked us through the document. Mostly the same three people have been working on it. Four top level headings – evaluation of data process, ais design

and implementation, as outcomes, ongoing evaluation. The last is the longest and most complicated of the subsections.

First needs reconciling with the data rep section, having a joint meeting soon to see which needs to be covered where.

Second part needs aligning with requirements and risk and impact assessment sections. Need to think about processes that will take place in system development that are not necessarily focused on bias but are still a vital part for the evaluation etc. eg data documentation. Where can we address this?

Requisites? Some other parts that need reconciling with requisites.

Third part – actions and tasks question about how to approach point 5 – may be part of the risk and impact assessment. Comment, sometimes bias is intentional for fairness and so when we are doing evaluation, is this just to the extent of bias or of if the bias is appropriate for the intended solution? What about evaluation bias, where the people who are evaluating the system are themselves biased? This is covered in risk and impact assessment in stakeholders, but it may be worth to have a statement at the start of this section about making sure the evaluation process is done in as unbiased a way as possible.

Final part is longest as relates to the ongoing life of the system, and it therefore repeats some of the previous but is important to emphasise the continuous nature. How do we ensure that things are iteratively revisited and not just ignored because it's not repeated in a particular section? People may return to the evaluation subsection and ignore the previous sections and introduce bias that way. Also the idea that the evaluation may change over time to reflect changing objectives.

Appendices talk about how to measure bias, which relate to the normative sections but could perhaps be linked better. Includes guidance on choosing metrics but does not dictate the type of metrics to be used.

Next steps: more people to take a look and provide comments. Mostly from data representation section so far, as such a relationship between the two.

Important that we continue to step through this document and keep the work going to reach our milestones.

## **10. Updated Outline Discussion**

- i. Requirements  
To provide the baseline and context for which the assessments are being done.
- ii. Stakeholder Identification  
Nearly done, some new comments have been added recently
- iii. Risk and Impact Assessment  
Issue with version control, so now piecing together the versions that exist to rebuild it. 2-3 weeks to have a rough doc put together but longer for editing.
- iv. Data Representation  
Discussed in depth last time, had a few meetings to respond to comments which is ongoing.
- v. System Evaluation  
Above
- vi. Conceptualizing Algorithmic Bias  
Is this where all the different bias types are described? Yes. There are lists of types of bias in other places so this needs to be consolidated. Need to think about

adding where the types of bias are likely to be encountered – a table would be useful. Also note the list is not exhaustive. Need someone to pick this up. (Jessica)

vii. Legal Frameworks

No update

viii. Human Factors

Needs someone to look at this, how the human brings in bias. Quite a bit of content there but it's very theoretical and quite academic and needs to be made more accessible to the reader.

ix. Cultural Aspects

No update

**11. Any Other Business**

No other business was raised.

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

- Thursday 1<sup>st</sup> September @ 1300 UTC
- Thursday 6<sup>th</sup> October @ 2100 UTC

**13. Adjourn**

22:39 UTC

**Attendees:**

Last Name	First Name	Employer/Affiliation	Voting
Courtney	Patrick	tec-connection	X
Deng	Juan	Alibaba	
Dowthwaite	Liz	University of Nottingham	X
Koene	Ansgar	EY and University of Nottingham	X
Loughran	Roisin	Dundalk Institute of Technology	X
Padget	Julian	University of Bath	X
Pena	Abel	Code Explorers Worldwide	X
Rivas	Pablo	Baylor University	
Weger	Gerlinde	Independent	X
Whitaker	Jessica	Howard University	X