

**IEEE P7003 Working Group  
Meeting Minutes  
6<sup>th</sup> October 2022 / 20:00 PM UTC – 22:00 PM UTC  
Teleconference**

**1. Call to Order**

The meeting was called to order at 20:00

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

The list of attendees is attached. A quorum was reached and noted.

**3. Approval of October Agenda**

***Motion to approve the agenda for the October meeting.*** The motion was approved.

**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 1<sup>st</sup> September meeting minutes**

***Motion to approve the minutes from the 1<sup>st</sup> September 2022 meeting.*** The motion to approve the minutes from the 1<sup>st</sup> September meeting was approved.

**8. Announcements**

By the time of the November meeting, please inform the Chair of most up-to-date version of each section for a new master document.

**Action:** Section leads to email Ansgar the link to the most up-to-date version

There was a publication earlier this week from the White House regarding the blueprint for a bill of rights, with quite a bit of focus on bias issues, discrimination issues etc. Might be useful for us to understand the background to the topic for the standard although it has no legal standing.

**9. Structural review of P7003 work**

I. Review of PAR, scope and purpose

We do not have an obligation for our standard to fully cover everything that was written in the PAR, but we are not allowed to go beyond what it says.

Discussion about whether to go through an actual PAR update process or work within the existing PAR, but keep this version in mind for what we are actually working towards.

General approval to go forward as revised, offline discussion on particular wording to be done. Will go through this again in the next call and then take a written vote to get everyone's input before we resubmit the PAR – aim for the January com meeting.

## II. Review of P7003 content (“Conceptualizing Algorithmic Bias”)

Before starting this section there was discussion about the need for the standard to address people with disabilities. We don't have disability rights issues in the standard yet, and it affects a lot of people so needs to be included. Should be in Stakeholder ID. Clare to send more info.

Table of bias is meant to be for this section, to potentially replace the listing of different types of bias, or may be better as a companion. Tricky to be exhaustive so maybe should instead point to external references.

Need to go through other sections and identify where to reference this section. This seems to be more cross-cutting than other informative sections. It also needs to be pointed to in the introduction.

Initial table of bias to be provided in the next couple of weeks.

## III. Discussion of Use cases

Suggestion that we don't have use cases and leave that for a future piece of work on using the standard, but we initially wanted it to help people to understand how to engage with the standard. Maybe one use case that we can refer to would be helpful, but we need to decide on a good one. There are some use case fragments in the evaluation section, can we build these into the use case section and reference? Juan will look into use case section.

## 10. Updated Outline Discussion

No specific updates for sections other than those given above.

- i. Requirements
- ii. Stakeholder Identification
- iii. Risk and Impact Assessment
- iv. Data Representation
- v. System Evaluation
- vi. Conceptualizing Algorithmic Bias
- vii. Legal Frameworks
- viii. Human Factors
- ix. Cultural Aspects

## 11. Any Other Business

## 12. Dates/times for Future Meetings

- Thursday 3<sup>rd</sup> November @ 1300 UTC
- Thursday 1<sup>st</sup> December @ 2000 UTC

- Thursday 5<sup>th</sup> January 2023 @ 1300 UTC
- Thursday 2<sup>nd</sup> February 2023 @ 2000 UTC
- Thursday 2<sup>nd</sup> March @ 1300 UTC
- Thursday 6<sup>th</sup> April @ 2000 UTC

### 13. Adjourn

Meeting was adjourned at 21:47 UTC

#### Attendees:

Last Name	First Name	Employer/Affiliation	Voting
Albalkhi	Rahaf	Independent	X
Clifton	Chris	Purdue University	X
Crisan	Raluca	Etiq AI	
Deng	Juan	Alibaba	
Courtney	Patrick	tec-connection	X
James	Clare	Independent	X
Koene	Ansgar	EY and University of Nottingham	X
Padget	Julian	University of Bath	X
Percivall	George	Spatial Web Foundation	
Rannow	Randy	Silverdraft Supercomputing	
Shaw	Trish	Beyond Reach	X
Weger	Gerlinde	Independent	X
Jessica	Whitaker	Howard University	X