IEEE P7003 Working Group
Meeting Minutes
3rd November 2022 / 13:00 PM UTC – 14:00 PM UTC
Teleconference

1. **Call to Order**
   The meeting was called to order at 13:05

2. **Roll call and Disclosure of [Affiliation](#)**
   The list of attendees is attached. A quorum was reached and noted.

3. **Approval of November Agenda**
   Motion to approve the agenda for the November 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 6th October meeting minutes**
   Motion to approve the minutes from the 6th October 2022 meeting. The motion to approve the minutes from the 6th October meeting was approved.

8. **Announcements**
   ACM "Statement on Principles for Responsible Algorithmic Systems"
   https://www.acm.org/binaries/content/assets/public-policy/final-joint-ai-statement-update.pdf
   This specifically calls out discrimination as a harm with extra weight, but includes no guidance on how to achieve the recommendations.

9. **Structural review of P7003 work**
   I. Review of PAR, scope and purpose
       Comments have now been incorporated for the most part, there only a couple of things that have not been included. Removal of 'certification' as that is not a goal of standards, and 'best' practice rather than up-to-date. Also not defining what is bias so as to avoid constraining the use of the standard and limiting the scope.

Discussion of whether and how 'fairness' should be included. Feeling that as the PAR just defines the work (what is covered) and not how's etc., fairness would be in the main body of the standard. Reducing bias is a way of increasing fairness, as are all the standards in the P70xx body of work. Fairness can be a way of defining whether bias is a problem, and is mentioned in the standard. We may also choose to mention other standards in the body that address fairness.
Any other modifications or are we good to go?
Motion to approve the amendments to the PAR. The motion to approve the amendments to the PAR was approved.

10. Updated Outline Discussion
i. Requirements
No update
ii. Stakeholder Identification
No update
iii. Risk and Impact Assessment
Trying to reconcile the different versions. Gone through scope, purpose, inputs. Should be finished by next WG meeting.
iv. Data Representation
Joint meeting between Data Representation and System Evaluation to identify where the boundaries are.
v. System Evaluation
Moved most of the data section to data rep, so now have three main sections in this part. Much clearer idea of the two sections and how they complement each other. Been going through the other documents and how to reconcile with these – RIA next.
vi. Conceptualizing Algorithmic Bias
Work ongoing
vii. Legal Frameworks
Evaluation team have left some comments. Noted that some of the regulations require some updates. Section on Indian data protection act needs to be removed.
viii. Human Factors
Still needs someone to take this over and rewrite it.
ix. Cultural Aspects
Content about disability has been written but not added. If anyone wants to work with Clare on it please let her know.

11. Any Other Business
What plans do we have to liaise with P3198 – evaluation method for ML fairness? Suggestion by them that there is not crossover with P7003 but this seems unlikely, need to investigate. May muddy the waters on terminology? Ansgar may have more information on this.

12. Dates/times for Future Meetings
- Thursday 1st December @ 2000 UTC
- Thursday 5th January 2023 @ 1300 UTC
- Thursday 2nd February 2023 @ 2000 UTC
- Thursday 2nd March 2023 @ 1300 UTC

- Thursday 6th April 2023 @ 2000 UTC

13. Adjourn
The meeting was adjourned at 13:48 UTC

Attendees:

Last Name	First Name	Employer/Affiliation	Voting
Albalkhi	Rahaf	Independent	X
Chaudhuri	Abhik	TATA Consultancy Services	
Clifton	Chris	Purdue University	X
Crisan	Raluca	Etiq AI	
Courtney	Patrick	tec-connection	X
Dowthwaite	Liz	University of Nottingham	X
Hagar	Jon	Independent	X
James	Clare	Independent	X
Loughran	Roisin	Dundalk Institute of Technology	X
Padget	Julian	University of Bath	X
Pena	Abel	Code Explorers Worldwise	X
Procter	Rob	Independent	
Szczekocka	Ewelina	Independent	X
Weger	Gerlinde	Independent	X