

**IEEE P7003 Working Group
Meeting Minutes
7th May 2018 /3:00 P.M. – 4:30 P.M. UTC
Teleconference**

1. Call to Order

The meeting was called to order at 15:00 UTC

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

The list of attendees present is attached.

3. Approval of May Agenda

Motion to approve the meeting agenda from 7th May, 2018. The agenda was approved as submitted without objection.

4. [IEEE Patent Policy](#) (Call for Patents)

The call for patents was raised; no one raised any concerns or any comments for consideration.

5. Approval of 10 April meeting minutes

Motion to approve the minutes from April 10th, 2018. The minutes from the April 10th, 2018 meeting were approved without objection.

6. Announcements

I. Standard Development Process (Christy)

Presented Standards Association structure.

- Sponsor of P7003: Software and Systems Engineering, their key responsibility is the Project Authorisation Request, which they must approve to go to sponsor ballot.
- Study group: determines in interest exists, can exist for up to 6 months before the PAR is formed.
- Working Group: where we are now.

Chair, Vice-Chair, and Secretary responsibilities were summarised. The types of standards that exist are Standards (docs with mandatory requirements), Recommended practices, Guides, Trial-use documents (Trial use can continue up to three years). Projects can be New, revision, amendment, corrigendum (technical correction, no new material), erratum (non-technical correction). The basic principles followed are Due process, openness, consensus, balance, Right of appeal. A Standard development lifecycle flowchart can be found at <http://standards.ieee.org/develop/overview.html>. There is a maximum of 4

years from PAR approval to Standard approval, it is possible to ask for a one or two year extension. The approved standard is valid for 10 years, most have revision (even if there are no changes) and a rebalot to stay active. Drafts must not be shared with anyone outside of the Working Group. There is a style manual and templates to support writing. Once complete, the standard goes to editorial coordination then approval for sponsor ballot. A checklist for preparing this can be found at http://standards.ieee.org/develop/draft_cklst.pdf. There is a ballot, public review, and comment resolution process The Working Group makes no changes after final ballot, but editors may make changes.

Action: Links to template and style manual will be placed in iMeet

Questions/Comments:

Who is the intended audience? This is given in the PAR, Tim F commented that this seemed to be quite broad.

Are there any limitations on what documents can be used, particularly copyrighted material or things not publicly available? This is discussed in the IEEE copyright policy. The issues is mainly in proper citation.

<http://standards.ieee.org/ipr/copyright.html>

<http://standardsiee.org/ipr/stdspermission.html>

Are there any issues/concerns/guidelines when citing ISO standards? Not as long as they are properly cited. Topic updates – 5min summaries

7. Updated Outline Discussion

I. Update on Use Cases

No new use cases, no updates on existing ones.

II. Topic updates – 5min summaries

i. Key concepts

No update

ii. Taxonomy (Pascal)

Group had call. One issue for whole group: Question raised on metrics for bias - do we want to set thresholds and/or formal methods to judge bias? Suggestion from Francien for diagram of taxonomy.

Question: should we be working on prevention of bias vs. detection of bias? Mark commented that too much is domain specific, which Francien responded that we need to point out domain specificity and explain it using the use cases. Chris suggested the need for metrics, and discussion of ways to set thresholds. Yann is also interested in how to set the threshold, and in calculations of distance to bias. Mark pointed out that P7000 also has a subgroup working on taxonomy and definitions, and proposed that he act as an interface between the groups.

Action: Pascal will report back to group. Anyone interested in the threshold issue should send an email to pascal.juergens@uni-mainz.de so a call can be organised.

iii. Legal frameworks

No update

iv. Psychology

BC made minor updates to doc. but needs to hear from other members before proceeding further

- v. Cultural aspects
No update
- vi. System design stages (Chris)
Nothing to report since last meeting. Pascal suggested a draft of system design stages might be useful as a base for an “infographic” to be used to provide a concise overview for the taxonomy.
- vii. Person categorization
No update
- viii. Representativeness of data (Gerlinde)
There were questions about the point person for this task. The group had a discussion but they primarily discussed outcomes evaluation (ix) rather than representativeness of data (viii)
- ix. Outcomes evaluation
As above; Michael R is the lead on this.
- x. Evaluation of processing
No update
- xi. Resilience against manipulation
No update
- xii. Documenting & transparency
No update

8. Conferences and Whitepapers

- I. KDD project showcase track

Action: Chris will contact chairs to see if this is appropriate.

9. Any Other Business

No other business was raised

10. Future Meetings

Friday, June 8th, 3:00pm – 4:30pm (UTC)

11. Adjourn

The meeting was adjourned at 16:05 UTC

Attendees:

Last Name	First Name	Employer/Affiliation	Voting
Clifton	Chris	Purdue University	X
Dechesne	Francien	Leiden University	X
Farley	Tim		X
Fourastier	Yannick		
Hailey	Victoria	VHG	X
Hatada	Yohko	EMLS_RI	X
Jurgens	Pascal	U of Mainz, Germany	X
Koene (Chair)	Ansgar	University of Nottingham	X
Mandal	Sukanya		x

Nadel	Larry	NIST	X
Nyrup	Rune	Leverhulme Centre for the Future of Intelligence, University of Cambridge	X
Underwood	Mark	Synchrony Finance	X
Weger	Gerline	Independent consultant	
Bahn	Christy	IEEE-SA (staff)	