

**IEEE P7003 Working Group
Meeting Minutes
11th January 2019 /3:00 P.M. – 4:30 P.M. UTC
Teleconference**

1. Call to Order

The meeting was called to order at 15:05 UTC
A quorum has been established and noted.

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

The list of attendees present is attached.

3. Approval of January Agenda

Motion to approve the meeting agenda from 11th January 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 12 December meeting minutes

Motion to approve the minutes from December 12th, 2018. The minutes from the meeting were approved without objection.

6. Announcements

- I. Face-to-face meeting on February 28th & March 1st
The face-to-face meeting will be two full days, and we need to make sure it is as productive as possible. ALL content that we want to be discussing there, from all subgroups, needs to be submitted into the common draft document as soon as possible so Ansgar has time to go through the document and identify the main issues to raise. He will then ask everybody to go through that document and note with comments everything they feel needs to be discussed or brought up during the meeting. The aim of the meeting is to identify clearly the next steps to be taken and the particular content that needs to be worked on. It is also vital we know who will be attending at each location for organisational aspects.

Actions: ALL content to be submitted to Ansgar by Friday January 18th 2018.

Ansgar to send out sign up form for attendance at the meeting.

7. Updated Outline Discussion

- I. Update on Use Cases
No new use cases were submitted.
- II. Topic updates – 5min summaries
 - i. Key concepts
No update
 - ii. Taxonomy
No update
Mathana noted in the chat that "*Pascale and I have been working on some charts to lay out our work on the taxonomy - stages, impact, etc.*"
 - iii. Legal frameworks
No update
 - iv. Psychology
No update
 - v. Cultural aspects
No update
Kuba noted in the chat that "*we don't have specific updates, nevertheless I aim at working on the document before the meeting in London (can't guarantee though that I will gather enough number of people to contribute...)*"
 - vi. System design stages (Chris)
There has been a problem with losing/replacing content, now recovered some of it. Chris is trying to reconstruct and add it in over the weekend and early next week. If anyone has any of the original content, please get in touch.
 - vii. Person categorization
Gerlinde mentioned that she and Allison developed a document focusing on AI impact/risk assessment. They started work on this as part of the person categorization but it is broader and more cross-cutting.
Ansgar suggests adding it as a potential new subgroup for this, which the other sections could point to. – item for discussion at face-to-face meeting
Nina-Marie Amadeo expressed interest in joining
 - viii. Representativeness of data (Gerlinde)
Adam has done some work on this but there has been no meeting of the subgroup. Should be able to get something into the doc for the meeting.
 - ix. Outcomes evaluation (Adam)
Allison and Gerlinde are doing some work about the risk and impact sections, Adam also working on evaluation. Been adding to the document, as want to get this finished before the representativeness section. Definitely will have something in for the face to face meeting.
 - x. Evaluation of processing
This section has become dormant; Ansgar to push people in the group to contribute
 - xi. Resilience against manipulation

This section has become dormant; Ansgar to push people in the group to contribute

ISO work on AI related standards has a working group on trust and a subsection on robustness and one on risk management; also mentions of external interference. Takashi is involved in this standard so can also help with this section.

- xii. Documenting & transparency
No update

Action: There are many people on the call today who are not listed as contributing to any of the sections, and many sections that need a push and a lot of work on. If anyone is not contributing, please find an area you are interested in and let us know.

8. Conferences and Whitepapers

None submitted.

9. Any Other Business

As part of putting the content into the main document, it is being formatted and edited by the Technical Editors to be in the correct state for a standard. If you have any areas that you would particularly like looking at, let Ansgar know and he will pass it on to the TEs. This is to make sure the language and formatting is relevant to a standard document, it's not about changing the content of the document. Nothing is taken as a final piece of content without getting approval from the people who worked on it.

Action: If any areas need particular input from Technical Editors, let Ansgar know

10. Future Meetings

Thursday, 7th February, 3:00pm – 4:30pm (UTC)

28th February and 1st March P7003 face-to-face meeting TBC

Thursday, 4th April, 1:00pm – 2:30pm (UTC)

Thursday, 2nd May, 3:00pm – 4:30pm (UTC)

Thursday, 6th June, 5:00pm – 6:30pm (UTC)

11. Adjourn

The meeting was adjourned at 15:50 UTC

Attendees:

Last Name	First Name	Employer/Affiliation	Voting
Amadeo	Nina-Marie	Google	
Chaudhuri	Abhik	TATA Consultancy	X
Chavarriaga	Ricardo	Ecole Polytechnique Fédérale de Lausanne	
Clifton	Chris	Purdue University	X
Costley	Jennifer	New York Academy of Sciences	

Dechesne	Francien	Leiden University	X
Dowthwaite	Liz	University of Nottingham	X
Egawa	Takashi	NEC Corporation	
Hatada	Yohko	EMLS_RI	X
Jansa	Keith	CIO Strategy Council	
Jessen	Hans	EY	
Koene (Chair)	Ansgar	University of Nottingham	X
McIntosh	Suzanne	New York University	
Namjoshi	Nikita	Google	
Piwowar	Kuba	University of Social Psychology and Humanities, Warsaw	
Rovatsos	Michael	University of Edinburgh	X
Smith	Adam L	Piccadilly Group	X
Stender	Mathana	Self	X
Weger	Gerlinde	Independent	X
Bahn	Christy	IEEE-SA (staff)	