

**IEEE P7800 Working Group Meeting**  
**Draft Minutes**  
**29 November 2022 – 10:00 AM – 11:30 Noon ET (UTC-5:00)**  
**Teleconference**

*Recording Secretary, Christy B. (IEEE staff), David Gonzalez, Vice-Chair*

**1. Call to Order**

The meeting was called to order at 10:05 AM (EST) by the Working Group Chair, Maiké L.

**2. Introduction and [Declaration of Affiliation](#)**

Participants present introduced themselves and stated their affiliation.

**3. Approval of Agenda**

***Motion to approve the agenda.*** (Mover: Tomasz H.; Second, Li J.) The agenda was unanimously approved as presented without objection.

**4. Approval of the November 8<sup>th</sup> Meeting Minutes**

***Motion to approve the November 8<sup>th</sup> meeting minutes.*** (Mover: Tomasz H.; Second Aiste R.) The meeting minutes were unanimously approved without objection.

**5. IEEE Policies**

**a. IEEE SA [Call for Patents](#)**

A call for patents was issued. No potentially essential patent claims were declared and no holders of potentially essential patents were identified. If there are responses it should be documented in the meeting minutes.

**b. IEEE SA [Copyright Policy Presentation](#)**

The copyright policy was presented. There were no comments or questions

**c. IEEE SA [Individual Participation](#)**

The individual participation slides were presented. There were no comments or questions.

**6. Technical Presentation(s), Contribution(s), or Discussion(s)**

1. **Discussion on plan and ‘scope’** of the recommended practice: suggest focusing on recommendations re ‘What should be done’ rather than ‘How it should be done’.

2. **Discussion** regarding work by committee members between meetings ... proposed to form small groups of 2-3 committee members.

**Action: DG and ML** to follow up

3. **Discussion** on the requirement to agree on definitions for terms such as ‘Sustainability’, ‘Sustainable Development’ and others ...

- Need to determine: Use of Sustainability and Sustainable Development interchangeable or not.
- Should use accepted definitions.

**Action 1 – ALL :** to identify currently used IEEE /glossaries / taxonomies and connect with similar efforts in the PP2030 Initiative and standards development. Also, identify external glossaries. E.g., P7010.1 has a taxonomy (Deb H.).

**Proposed:** agree on / build a taxonomy and attach the taxonomy to the P7800 standard

4. **Discussion** of the “Preliminary Concept Principles” PPT.
5. **Motion to continue with the refinement of the document “Preliminary Concept Principles”.** (Mover: David G.; Second, Deb H.) The document was received as a contribution to the WG without objection.
6. **Discussion on plan and ‘scope’ continued:** add refinement / commentary/ actions and possibly some tools for each principle.  
**Additional previous work:** unfinished work has been done on **commentary / refinement / potential actions for each of the ‘principles’** based on work published by Engineers Canada (background documents are shared in IMeet Central)  
**Action: ML and DG** to share additional previous work.

## 7. Future Meetings

In three-week intervals, Tuesdays, 10:00 AM – 11:30 AM ET (UTC-5:00)

Next meeting second week of January 10 2023, 10:00 AM – 11:30 ET (UTC-5:00)

## 8. Adjourn

**Motion to adjourn** (Mover: Deb H.; Second, David G.) The motion was unanimously approved.

The meeting adjourned at 11:38 am ET

**Participants:**

Last Name	First Name	Affiliation	Role	Officer
Dicke	Susan R.			
Luiken	Maike	Carbovate Development Corp Western University	V	Chair
Gonzalez	David E.	US Navy	V	Vice-Chair
Hagar	Deborah	The Foundation for Sustainable Communities	V	
Jun	Li	Cloudwalk.Tech	V	
Hollanek	Tomasz	Leverhulme Centre for the Future of Intelligence, University of Cambridge	V	
Rugeviciute	Aiste	L3i laboratory, University La Rochelle	V	
Dajani	Lubna	Allternet Ltd.	?	
Bahn	Christy	IEEE		

Role Legend	V = Voting Member
	NV = Non-voting Member
	NM = Non-Member
	S = Staff