IEEE P7800^{TM} Working Group Meeting #24 Agenda
May 20, 10:30 am - noon ET (UTC-5:30) by Teleconference

1. **Call to Order**

2. **Statement regarding recording of the meeting for minutes taking purposes only**

3. **Roll Call of Individuals and Declaration of Affiliation, Determination of Quorum.**

4. **Approval of Agenda**

5. **Approval of the April 29, 2024, Meeting Minutes**

6. **Introductions**

7. **IEEE Policies**
   a. IEEE SA Call for Patents
   If anyone in this meeting is personally aware of the holder of any patent claims that are potentially essential to implementation of the proposed standard(s) under consideration by this group and that are not already the subject of an Accepted Letter of Assurance, please respond by providing relevant information to the WG Chair.
   b. IEEE SA Copyright Policy Presentation
   IEEE SA's copyright policy is described in Clause 7 of the IEEE SA Standards Board Bylaws and Clause 6.1 of the IEEE SA Standards Board Operations Manual; Any material submitted during standards development, whether verbal, recorded, or in written form, is a Contribution and shall comply with the IEEE SA Copyright Policy.
   c. IEEE SA Individual Participation
   By participating in standards activities using the "individual process", you are deemed to accept the requirements outlined in the participant behavior slides; if you are unable to satisfy these requirements then you shall immediately cease any participation.

8. **Business Arising**
   a. Susan D. report on Action Item 2024/04/08 "Reorganize folders in Sustainability Groups for clarity."
   See Motion and Action Items Summary in the Sustainability Guidelines group folder.

9. **Technical Presentation(s), Contribution(s) or Discussion(s)**
   a. Sub-group reports:
      i. Sub-Group 1: Susan D.
      ii. Sub-Group 2: David G.
      iii. Sub-Group 3: Shona
   b. Continue Daniel D report on Ecodesign for Sustainable Products Regulation

10. **Report on External Communications (All)**

11. **Discussion of Working Group Timelines (ML and DG)**

12. **Revisiting Meeting Schedule (ML)**

13. **New Business**

14. **Future Meetings: in 3-week intervals: next meeting: Monday, June 10th, 10:30 am – noon ET**

15. **Adjourn**

Appendix A
IEEE P7800TM Working Group – Subgroups and Subgroup Membership

Subgroup 1: Knowledge, Multidiscipline, Community Leadership, Social Impact: Sections 4.1-4-4
Chair: Susan D.
         Deborah H.,
         Lubna D.,
         Navid S.,
         Jun L.
         Cam P.
Subgroup 2: Innovation, Metrics, Costs and Benefits: Sections 4.5-4.7
Chair   David G.
         Aiste R.,
         Khaled M.,
         Lubna D.
         Jim S.
         Rajesh N.
         Sunny N.
Subgroup 3: Sustainability Principles, Circular Economy, Legal Compliance, Risk Management 4.8-4.11
Chair: Shona VZ
         Jennifer C.
         David G.

Appendix B:
Links to be used by P7800 Working Group Members only:
Link to shared Google Drive –owned by Chair Maike Luiken, ask her to add you.
Link to IEEE imeet P7800 Workspace – ask WG officer or IEEE program manager to add you

Appendix C:
Other IEEE SA Working Groups associated with Planet Positive 2030:
- **IEEE P7801TM** Recommended Practice for Technical Knowledge Commons Initiatives and Platforms: https://standards.ieee.org/ieee/7801/11197/
- **IEEE P7802TM** Standard for Measurement and Verification of Reduction of Greenhouse Gases for Climate Action Projects and Solutions: https://standards.ieee.org/ieee/7802/11238
- **IEEE P7803TM** Recommended Practice for Inclusive Sustainable Smart Cities: https://standards.ieee.org/ieee/7803/11412/
- **IEEE P3469TM** Standard for an Environmental Liability Process Model for Accounting in Systems Engineering https://standards.ieee.org/ieee/3469/11608/