

IEEE P7800™ Working Group Meeting #26 Agenda
July 8, 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 [May 20, 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. **Discussion of Working Group Timelines (ML and DG)**
 - a. Review of [Notes from Meeting #25](#) (no quorum).
 - b. Review suggested milestones in the [Project Timelines spreadsheet](#).
9. **Business Arising**
 - a. See [Motion and Action Items Summary](#) in the [Sustainability Guidelines group](#) folder.

Review recently closed Action Items
 - b. Schedule discussions for:
 - i. *2024/01/22 Comment on [list of potential users](#) doc, redesign chart for P7800 use case?*
 - ii. *2024/05/20 Plan how to address common misconceptions and misunderstandings of climate change, environmental change and earth science in the P7800 standard. See [document](#).*
 - iii. *2024/01/22 Bring web page up to date.* Thomas B is now doing updates and can add another tab if we wish.
10. **Technical Presentation(s), Contribution(s) or Discussion(s)**

- a. Sub-group reports:
 - i. Sub-Group 1: Susan D.
 - ii. Sub-Group 2: David G., Jim S. on Annex C
 - iii. Sub-Group 3: Shona
- b. Continue Daniel D report on [Ecodesign for Sustainable Products Regulation](#)
- c. Present Jim’s work on Annex C, “Key Sustainability Innovations” and KPIs, from last year’s action item:
 - i. 2023/07/11 Jim S. is putting together an informative annex with these technologies as a snapshot of what is available in 2023, that the recommended practices in the Guidelines can refer to as examples

11. Report on External Communications (All)

12. Revisiting Meeting Schedule (ML) Meet in 2 weeks to make up for 4 weeks since last meeting, then resume 3 week intervals.

13. Future Meetings: next meeting: Monday, July 22st, 10:30 am – noon ET

14. New Business

15. Adjourn

Appendix A

IEEE P7800™ 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 Maïke 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:

- ② **IEEE P7801™** Recommended Practice for Technical Knowledge Commons Initiatives and Platforms:
<https://standards.ieee.org/ieee/7801/11197/>
- ② **IEEE P7802™** Standard for Measurement and Verification of Reduction of Greenhouse Gases for Climate Action Projects and Solutions: <https://standards.ieee.org/ieee/7802/11238>
- ② **IEEE P7803™** Recommended Practice for Inclusive Sustainable Smart Cities:
<https://standards.ieee.org/ieee/7803/11412/>
- ② **IEEE P3469™** Standard for an Environmental Liability Process Model for Accounting in Systems Engineering <https://standards.ieee.org/ieee/3469/11608/>