

IEEE P7800™ Working Group Meeting #28 Draft Agenda
August 12, 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 [July 8, 2024 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 suggested milestones in the [Project Timelines spreadsheet, subsheet 2024 Milestones](#), designed to stay on track with the 3-year approval timeline.
 - b. At July 22 meeting the group decided on a goal of work for D1 roll-up, including Crosscheck of each section, to be done by end of September for SubGroup 1, middle of October for SubGroup 2, and end of October, for SubGroup 3. These have been added to the Milestones subsheet.

Updates and further discussion
9. **Business Arising**
 - a. See [Motion and Action Items Summary](#) in the [Sustainability Guidelines group](#) folder.
 - b. [FAQ](#) in [Basics](#) folder has been added.

Any volunteers to "own" this document going forward?
2024/07/08 FAQ document, to document our standard as we go along and add to the web page once the standard is approved.
 - c. [Idea Parking Lot](#) in [Presentations and Discussions](#) folder. Please add more questions and ideas.

References on sustainability that people have suggested in comments on the draft have been added since last meeting.

2024/07/08 Idea Parking Lot, to keep track of ideas not yet in the working Drafts.

d. Current work:

- i. *2024/01/22 Comment on [list of potential users](#) doc, redesign chart for P7800 use case? 2023/04/18 Use “professionals” as a term? Last meeting a redesigned chart was presented briefly. Is there further discussion?*
- ii. *2024/05/20 Plan how to address common misconceptions and misunderstandings of climate change, environmental change and earth science in the P7800 standard. A member is organizing a presentation on this. Are they ready?*
- iii. *2024/01/22 Bring web page up to date. Discussion scheduled for Aug 12 meeting.*

10. Technical Presentation(s), Contribution(s) or Discussion(s)

- a. Sub-group reports: SubGroups 2 and 3 have been active since last meeting, so they go first.
 - i. Sub-Group 3: Shona
 - ii. Sub-Group 2: David G.
 - iii. Sub-Group 1: Sue D.

11. Report on External Communications (All)

- a. Sue D. did not attend WIE ILS at the Pacific Northwest National Labs Aug 2 due to 109F temperatures.
Poster on the P7800 family of standards was developed.

12. Revisiting Meeting Schedule (ML) Resume 3 week intervals.

Discussion: adding meetings at a time friendly to other time zones? East and South Asia?

13. Future Meetings: next meeting: Monday, Sept 2th, 10:30 am – noon ET

Discuss next meeting: it falls on the Labour Day Weekend. Re-Schedule?

14. 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.
Daniel D.

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:

- 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/>