

**IEEE P7800™ Working Group Meeting #29 Agenda**  
**Tuesday, September 3, 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 Aug 12, 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. Visual roadmaps for the P7800 publication timeline and for the goal of work for D1 roll-up (to include Crosscheck of each section) have been prepared and will be presented.
9. Business Arising
  - a. See [Motion and Action Items Summary](#) in the [Sustainability Guidelines group](#) folder. Currently active items below.
  - b. *2024/07/08 FAQ document, to document our standard as we go along and add to the web page once the standard is approved.*  
[FAQ](#) in [Basics](#) folder has been added. Does someone want to own this?
  - c. *2024/07/08 Idea Parking Lot, to keep track of ideas not yet in the working Drafts.* [Idea Parking Lot](#) is in [Presentations and Discussions](#) folder.
  - d. *2024/01/22 Comment on [list of potential users](#) doc, redesign chart for P7800 use case.*
  - e. *2023/04/18 Use "professionals" as a term*  
See [Professionals and audience for P7800](#) folder in [Sustainability Guidelines group](#) shared drive

- f. 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 working on a presentation on this. See [Climate change and earth science misconceptions](#)
- g. 2024/01/22 Bring web page up to date. Revise minutes to remove member names and post to web page. Add informational material to attract interest.

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

- a. Sub-group reports:
  - i. Sub-Group 1: Sections 4.1-4.4, Annex B
  - ii. Sub-Group 2: Sections 4.5-4.7, Annex C
  - iii. Sub-Group 3: Sections 4.8-4.11, Annexes D-G
- b. Annex A: Bibliography
- c. Annex H: Use cases/Scenarios

#### **11. Report on External Communications (All)**

#### **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 23<sup>rd</sup>, 10:30 am – noon ET**

#### **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, Annex B

Chair: Susan D.  
Lubna  
Angelo  
Deborah  
Li  
Cam  
Jennifer R  
Amrita  
Navid

Subgroup 2: Innovation, Metrics, Costs and Benefits: Sections 4.5-4.7, Annex C

Chair Daveed  
Heshem  
Deborah  
Atsushi  
Khaled  
Rajesh  
Sunny  
Aiste  
Jim S

Subgroup 3: Sustainability Principles, Circular Economy, Legal Compliance, Risk Management 4.8-4.11

Chair: Shona

Thomas

Jennifer C

Lubna

Daniel

Angelo

David E.

Anupam

Mark

## **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:**

- **IEEE P7801™** Recommended Practice for Technical Knowledge Commons Initiatives and Platforms: <https://standards.ieee.org/ieee/7801/11197/>
- **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>
- **IEEE P7803™** Recommended Practice for Inclusive Sustainable Smart Cities: <https://standards.ieee.org/ieee/7803/11412/>
- **IEEE P3469™** Standard for an Environmental Liability Process Model for Accounting in Systems Engineering <https://standards.ieee.org/ieee/3469/11608/>