

IEEE P7800™ Working Group Meeting #30 Agenda
Monday, September 23, 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 [September 3, 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 visual roadmaps for the P7800 publication timeline and for the goal of work for D1 roll-up (to include Crosscheck of each section). See [P7800-RoadMaps.pdf](#)
9. Business Arising
 - a. See [Motions and Action Items Summary.docx](#) in the [Sustainability Guidelines group](#).
 - b. Clean up currently active Action Items: should any of these be closed or tabled? If not closed or tabled, is there a volunteer to own the work? Should a discussion be scheduled at a future meeting?
 - i. 2024/08/12 Prepare a visual roadmap to be kept in sync with major milestones in the [IEEE P7800 Project Timeline.xlsx](#). Next stage: peer review. **Status:** presented last week, review under item 8.a this meeting.
 - ii. 2024/07/08 FAQ document, to document our standard as we go along and add to the web page once the standard is approved. **Status:**

- FAQ (frequently asked questions about P7800) in **Basics** has been added.
- iii. *2024/07/08 Idea Parking Lot, to keep track of ideas not yet in the working Drafts. Status:* **Idea Parking Lot** is in **Presentations and discussion materials** folder. WG members can add new ideas to the doc and create folders in **Current ideas**
- iv. *2024/01/22 Comment on [list of potential users](#) doc, redesign chart for P7800 use case. Status:* Redesigned chart is available at **p7800_readers.drawio.pdf** for WG review, additions and discussions of how to use it.
- v. *2023/04/18 Use “professionals” as a term. Status:* Discussed last week as part of discussion on sustainability and systems engineering.. See **Professionals and audience for P7800** in **Sustainability Guidelines group** .
- vi. *2024/05/20 Plan how to address common misconceptions and misunderstandings of climate change, environmental change and earth science in the P7800 standard. A presentation with questions for the WG scheduled as 10.b below.. See **Climate change and earth science misconceptions***
- vii. *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. See [IEEE P7800 Working Group - Home](#)*
- c. New action items from last meeting. Next steps?
 - i. *Turn off changes to SubGroup 3 D1 Working copy. Secretary did this immediately after meeting so not added to **Motions and Action Items Summary.docx** .*
 - ii. *2024/09/03 Resolve issues with CrossCheck analysis.*
 - iii. *2024/09/03 Schedule a conversation to discuss ownership of ANNEX H.*
 - iv. *2024/09/03 Explore collaboration with other standards bodies to reduce redundancy and improve adoption.*
 - v. *2024/09/03 Continue the discussion of sustainable design and systems engineering at the next meeting. References from last meeting collected in **References on professional activities, sustainability and systems engineering** Scheduled as item 10.c below.*

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

- a. Change of sequence of section
- b. Presentation on addressing misconceptions and misunderstandings of climate change in P7800 standard. See **9.b.vi** above.
- c. See **9.c.v** above.
- d. Sub-group status reports:
 - i. Sub-Group 1: Sections 4.1-4.4, Annex B. D1 due September 30
 - ii. Sub-Group 2: Sections 4.5-4.7, Annexes C-E. D1 due October 15
 - iii. Sub-Group 3: Sections 4.8-4.11, Annexes F-G+. D1 due October 31
- e. Annex A: Bibliography. WG Secretary can report if there is time.
- f. Annex H: Use cases/Scenarios. May need to relabel this Annex due to changes in SubGroup 3 Annexes.

11. Report on External Communications (All)

12. Revisiting Meeting Schedule (ML) Resume 3 week intervals. Chair has conflict with another meeting, can we find a new time?

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

13. Future Meetings: next meeting currently scheduled: Monday, Oct 14th, 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-E

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,

Annexes F-G+

Chair: Shona

Thomas

Jennifer C

Lubna

Daniel

Angelo

Daveed

Anupam

Mark

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/>