

Minutes (approved)
IEEE P7800 Working Group Meeting # 29
September 3, 2024 – 10:30 AM – noon ET (UTC-5:00)
Teleconference
Recording Secretary, Susan Dickey

1. Call to Order

The meeting was called to order at 11:09 am (ET) by WG Chair Maike Luiken (delayed waiting for quorum).

2. Statement regarding recording of the meeting for minutes only

The recording will not be distributed, and will be discarded automatically after 2 months.

3. Roll Call and [Declaration of Affiliation](#)

10 participants in meeting, 9 voting members. Quorum: 9/14.

4. Approval of Agenda.

- a. ***Motion to approve the agenda.*** (Mover: Daveed; Second: Mark U). Unanimously approved.

5. Approval of prior meeting minutes.

- a. ***Motion to approve the Aug 12 minutes.*** (Mover: Daveed; Second: Deb. H)
Minutes were amended to clarify that SubGroup 3 current draft is not yet online, and the [D1/Working Copy for SubGroup 3](#) in the Sustainability Guidelines Drive is out of date and should not be commented on. (Secretary Susan Dickey has made that file View Only for everyone except the WG Chair, the SubGroup 3 Chair and the WG Secretary).
Unanimously approved as amended.

6. Introductions No new members this week.

7. IEEE Policies were presented by Chair Maike Luiken and the call for patents was made, none declared.

a. IEEE SA [Call for Patents](#)

A call for patents was issued. No potentially essential patent claims were declared and no holders of potentially essential patents were identified. If there are responses it should be documented in the meeting minutes.

b. IEEE SA [Copyright Policy Presentation](#)

The copyright policy was presented. There were no comments or questions

c. IEEE SA [Individual Participation](#)

The individual participation slides were presented. There were no comments or questions.

8. Discussion of Working Group Timelines (ML and DG)

- a. Visual roadmaps for the P7800 publication timeline created by Vice-Chair David González were presented. They demonstrate the goal of work for D1 roll-up (to include Crosscheck of each section) and can be found at [P7800-RoadMaps.pdf](#).

9. Business Arising

- a. See [Motion and Action Items Summary](#) in the [Sustainability Guidelines group](#) folder.
- b. No specific actions were taken at this meeting on these currently active items:
 - i. *2024/07/08 FAQ document, to document our standard as we go along and add to the web page once the standard is approved.*
 - ii. *2024/07/08 Idea Parking Lot, to keep track of ideas not yet in the working Drafts.*
 - iii. *2024/01/22 Comment on [list of potential users](#) doc, redesign chart for P7800 use case.*
 - iv. *2023/04/18 Use “professionals” as a term*
 - v. *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](#)*
 - vi. *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. Discussion deferred until Thomas B can attend.*
- c. New action items:
 - i. Turn off changes to SubGroup 3 D1 Working copy.
 - ii. Resolve issues with CrossCheck analysis
 - iii. Review the Roadmap images created by Vice-Chair David González.
 - iv. Schedule a conversation to discuss ownership of ANNEX H.
 - v. Explore collaboration with other standards bodies to reduce redundancy and improve adoption.
 - vi. Continue the discussion of sustainable design and systems engineering at the next meeting.

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

- a. A free-ranging technical discussion touched on the importance of sustainable development, the need for consistent information presentation, the incorporation of social and environmental considerations into standards development, and the goal of creating globally acceptable standards. Some comments:
 - i. The concept of sustainable development has been primarily focused on the long-term sustainability of the planetary biosphere, rather than just human-centered development.
 - ii. It is important to ask questions about how projects contribute to specific goals and consider potential unintended consequences.
 - iii. Sustainability should be viewed as separate from the industrial system and economy, with a broader perspective that goes beyond the three-legged stool model.
- b. Discussion of the relationship of professional activities, sustainable development, systems engineering, other organization’s standards, and the role of IEEE in providing a “universal patch” on the narrow technical focus of most standards began before quorum was established and resulted in many references added to chat during the meeting. These have been added to

☰ References on professional activities, sustainability and systems engineering as part of the 📁 Professionals and audience for P7800 folder in the Idea Parking Lot.

c. Sub-group reports:

i. Each SubGroup has a folder in the 📁 Sustainability Guidelines group >

📁 Drafts folder. 📁 Drafts also has an 📁 Annexes folder.

ii. 📁 Subgroup 1, 4.1-4.4 , Annex B.

See 📄 SubGroup 1 Report 3Sep2024 .

iii. 📁 Subgroup 2, 4.5-4.7 , Annex C.

Work continues with active comments in both

📄 Subgroup 2 Rollup D1 P7800 working copy.docx and

📄 P7800 subgroup 2 Analysis for 4.6 .docx .

SubGroup 2 meetings have been concentrated on discussing and developing practical scenarios to use as examples in projects.

📄 Annex C P7800/D1 working copy.docx has some comments to resolve but is largely complete – it is designed as informative examples of the kinds of cutting edge technologies to be considered in project work to support environmental stewardship and mitigate the climate crisis, in support of Section 4.5.1 *Look for innovative products and processes that reduce environmental impacts*

iv. 📁 Subgroup 3, 4.8-4.11 , Annexes D-G

See 📄 SubGroup 3 current status >

📄 submit 31 August update P7800 SubGroup 3.pdf .

d. Annex A: Bibliography.

Deferred to next meeting.

e. Annex H: Use cases/Scenarios

Discussed briefly, needs ownership and focused discussion.

11. Report on External Communications (All)

a. Work is continuing on the slide deck for the [2024 IEEE International Symposium on Technology and Society](#), incorporating activities of [SSIT](#) and the [IEEE SA Industry Connections](#) activities, including [IEEE SA - Sustainable Infrastructures and Community Development Program](#).

b. Report on overall activities regarding sustainability and climate change is being made to the SA board of Governors

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

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

13. Future Meetings: next meeting: Monday, Sept 23rd, 10:30 am – noon ET

14. Adjourn

a. **Motion to adjourn.** (Mover: Sue; Second: Mark). Unanimously approved. Meeting adjourned at 12:14 EDT.

**Appendix A
Participants**

First Name	Last Name	Affiliation	Role	Officer	Subgroup
Daniel	Darabos	Self	V		3
Susan	Dickey	Self	V	Secretary	1
David	González	GIDEP	V	Vice-chair	2,3
Deborah	Hagar	The Foundation for Sustainable Communities	V		1,2
Maike	Luiken	Carbovate Development Corp. & Western University	V	Chair	
Rajesh	Nair	National Institute of Oceanography and Applied Geophysics - OGS, Italy	NVM		2
Anupam	Pandey	Self	V		3
Jennifer	Rachels	Idaho National Lab	V		1
Mark	Underwood	Krypton Brothers	V		3
Shona	V.Z de Jong	Queens University	V		3

**Appendix B
P7800 Working Group – Subgroups and Subgroup Membership**

Subgroup 1:

Knowledge, Transdisciplinary, Community Leadership, Social Impact: Sections 4.1-4-4

Chair: Susan D.

Deborah H.,

Lubna D.,

Navid S.,

Jun L.

Cam P.

Amrita S.

Angelo F.

Subgroup 2:

Innovation, Metrics, Costs and Benefits: Sections 4.5-4.7

Chair David G.

Aiste R.,

Atsushi I.,

Hesham E.

Khaled M.,

Lubna D.

Jim S.

Rajesh N.

Sunny N.

Deb H.

Angelo F.

Subgroup 3:

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

Chair – Shona VZ.

Daniel D.

David G.

Jennifer C.

Mark U.

Anupam P.

Lubna D.

Angelo F.

Appendix C

Link to Google Drive (accessible only to WG members, ask Maïke to add you if you need access):

[Sustainability Guidelines group](#) link, [description](#).