IEEE P7800^{TM} Working Group Meeting #33 Agenda
Monday, December 4, 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 November 4, 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. **Business Arising**
   a. See Motions and Action Items Summary.docx in the Sustainability Guidelines group. Review open action items at member request.
   b. Discuss status of these active action items (see November 4, 2024 minutes for status)
      i. *2024/10/21* Consider regenerative design for inclusion in P7800 standard.
      ii. *2024/10/21* Ask P7800 Program Manager to give a presentation to the WG on do's and don't when referring to other standards.
      iii. *2024/09/03* Explore collaboration with other standards bodies to reduce redundancy and improve adoption.
      iv. *2024/09/03* Continue the discussion of sustainable design and systems engineering at the next meeting.

9. **Technical Presentation(s), Contribution(s) or Discussion(s)**
   a. **Report and discussion for this action item:**
      i. *2024/10/21* Schedule use cases/case studies/scenarios/examples discussion.
         See also: 📄 IEEE-SA_PP2030_SSbD__CaseStudiesByChap__2024 v1x.pdf

    b. **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 draft ready for full WG review:
              W 4.8,4.9,4.10,4.11 IEEE P7800/D1 Working Copy .docx

10. **Discussion of Working Group Timelines (ML and DG)**
    a. Discuss status for the goal of work for D1 roll-up (to include Crosscheck of each section). See P7800-RoadMaps.pdf,

12. **Report on External Communications (All)**

13. **Revisiting Meeting Schedule (ML)**

14. **Future Meetings: next meeting currently scheduled: Monday, January 6, 2025, 10:30 am – noon ET.**

14. **Adjourn**
    a. **Motion to 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: Sue 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
Dániel
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:

- **IEEE P7801**^{TM} Recommended Practice for Technical Knowledge Commons Initiatives and Platforms: https://standards.ieee.org/ieee/7801/11197/
- **IEEE P7802**^{TM} 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**^{TM} Recommended Practice for Inclusive Sustainable Smart Cities: https://standards.ieee.org/ieee/7803/11412/
- **IEEE P3469**^{TM} Standard for an Environmental Liability Process Model for Accounting in Systems Engineering https://standards.ieee.org/ieee/3469/11608/