Minutes (draft)
IEEE P7800 Working Group Meeting # 32
November 4, 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 10:38 am (ET) by WG Chair Maike Luiken.

2. **Statement regarding recording of the meeting for minutes only**
   The recording will not be distributed, and will be discarded automatically after 2 months. The Webex-associated AI summary will be used by the secretary solely for the purpose of creating the minutes. No other AI summaries are allowed.

3. **Roll Call and Declaration of Affiliation**
   10 participants in meeting, 9/10 voting members. Quorum: 9/12.

4. **Approval of Agenda.**
   a. *Motion to approve the draft agenda*. (Mover: Daveed, Second: Deb H). Unanimously approved**.**

5. **Approval of prior meeting minutes.**
   a. *Motion to approve the draft September 3, 2024 minutes*. (Mover: Daveed.; Second: Deb H). Unanimously approved.

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. **Business Arising**
   a. See Motions and Action Items Summary.docx in the Sustainability Guidelines group. Reviewed new action items from last meeting:
      i. *2024/10/21* Consider regenerative design for inclusion in P7800 standard. Maike has spoken with Alan Booker about giving a talk. He is busy now with aftermath of Hurricane Helene in North Carolina and with preparing a white paper, but in a couple months can be scheduled for an informational talk before the regular

meeting, so that he can retain copyright on ideas presented. The WG can invite people outside the WG to this talk as well.

    ii. *2024/10/21* Schedule use cases/case studies/scenarios/examples discussion. Daveed will look up and prepare definitions for use cases, case studies, scenarios and practical examples, for WG to consider at the next meeting.

    iii. *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. We have not yet heard back from the Program Manager.

b. The Recording Secretary received an email from one of the members with ideas about coordinating with other standards bodies, related to a previous action item.

    i. *2024/09/03* Explore collaboration with other standards bodies to reduce redundancy and improve adoption.

    ii. The email communication is not yet added to the Idea Parking Lot.

    iii. During discussion of the SubGroup 3 chair's presentation (see **9.a.i**) one of the members asked a question about whether the Canadian engineering curriculum introduced students to use of standards. The resulting discussion provided additional perspective on the above action item as well as this one:

    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. Sub-group status reports:

        i. SubGroup 3: Sections 4.8-4.11, Annexes F-G+. D1 due October 31

            1. The SubGroup 3 chair presented

               📄 26 Sept 2024 Five Tips for P7800 Subgroup 3   Addressing Unkno…

            2. The talk applied five tips to photovoltaic power installations as an example.

            3. The talk included additional information about engineering education and about Gen Y and Z as audience for the P7800 standard.

            4. A major theme of the talk was that sustainability is future-oriented and requires knowledge of literature on future filter and horizon scanning.

            5. The SubGroup 3 sections for P7800 Draft 1 are now available in

               W 4.8,4.9,4.10,4.11 IEEE P7800/D1 Working Copy .docx for comment by the whole Working Group.

        ii. SubGroup 2: Sections 4.5-4.7, Annexes C-E. D1 due October 15

            1. SubGroup 2 chair reported that they have finished compiling a list of scenarios/practical examples for now and is working on updating text in their sections and incorporating examples related to recommended practices.

            2. Group meets weekly and welcomes participation.

        iii. SubGroup 1: Sections 4.1-4.4, Annex B. D1 due September 30

            1. The subsections in

               W Annex B Environmental and Sustainability Literacy P7800™/D1 w…

               on sustainability and environmental stewardship are ready for comment by the whole Working Group. The subsections on climate crisis

challenges and professional resources are still being cleaned up and added to, but glad to hear any ideas.

2. 🇼 4.1 Knowledge Use and Acquisition D1 P7800 working copy.docx is almost complete, but still needs examples to illustrate the recommendations.
3. 🇼 4.2 Transdisciplinary Teams P7800/D1 working copy.docx has been expanded and edited so that it should pass checks for plagiarism against original placeholder text, but has not yet been put into the Plan/Prepare/Perform/Inform and workbook style being tried out in 4.1.
4. 🇼 4.3 Leadership, Communication, Engagement P7800™/D1workin… needs partners interested in working out how to integrate "misperceptions about climate change" and make style consistent with 4.1 and 4.2.
5. 🇼 4.4 Social Impact of Technology P7800™/D1 working copy.docx needs partners for adding information about "climate action and advocating for positive impact" as well as making stylistic changes.
6. Annex B, 4.1 and 4.2 are ready to run Cross Check, hopefully they have been changed enough from placeholder text to pass.

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, No specific discussion this meeting. SubGroups are all making progress but behind on deadlines.

11. **Report on External Communications (All)** No reports this meeting**.**

12. **Revisiting Meeting Schedule (ML)** Not discussed.

13. **Future Meetings: next meeting currently scheduled: Monday, Dec 2, 10:30 am – noon ET.**

14. **Adjourn**
   a. **Motion to adjourn.** (Mover: Daveed; Second: Deb H). Unanimously approved. Meeting adjourned at 12:11 EDT.

Appendix A
Participants

First Name	Last Name	Affiliation	Role	Officer	Subgroup
Jennifer	Costley	Self	V		3
Lubna	Dajani	Allternet	V		1,2,3
Susan	Dickey	Self	V	Secretary	1
Angelo	Ferraro	University of South Carolina	V		1,2,3
David E.	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		
Mark	Underwood	Krypton Brothers	V			3
Shona	V.Z de Jong	Queens University	V			3
Vinay	???	Self	NVM			

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 Maike to add you if you need access):
[Sustainability Guidelines group](#) link, [description.](#)