




**IEEE P7800™ Working Group Meeting #31 Agenda**  
**Monday, October 21, 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 23, 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. Discuss status 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 . If time allows, review these issues and possibly close or table some of the Open Actions.
  - b. Recent Action Items:
    - i. *2024/09/03 Resolve issues with CrossCheck analysis.*
      1. Does Maike have status on the tool?
      2. Does anyone have a section ready for Cross Check?
    - ii. *2024/09/03 Schedule a conversation to discuss ownership of ANNEX H.*
      1. Subgroup 2 forked Annex H to Annex S Scenarios at a recent meeting to start developing examples.

2. We may want to discuss what is a use case vs scenario vs case study, but perhaps defer this until each subgroup has worked out how they want to use concrete examples in their explanation of the practices they are recommending.
  3. For Draft 1, perhaps an Annex H renamed to Annex U Use Cases and an Annex S Scenarios. Then refactor if required in Draft 2.
- iii. *2024/09/03 Explore collaboration with other standards bodies to reduce redundancy and improve adoption.*
    1. Volunteers to do this?
  - iv. *2024/09/03 Continue the discussion of sustainable design and systems engineering at the next meeting. References from September 3 meeting collected in [References on professional activities, sustainability and syste...](#)*
    1. When should we schedule this?
    2. Volunteers to lead the discussion?

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

- a. 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
  - iv. Clarification of subgroup organizational issues

#### **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, Nov 4th, 10:30 am – noon ET.**  
This is two weeks from the current meeting, to get us back on schedule. Is this too soon?

#### **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: 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:**

- 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/>