Minutes (approved)
IEEE P7800 Working Group Meeting # 30
September 23, 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 10:40 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.

3. **Roll Call and Declaration of Affiliation**
   9 participants in meeting, 8/9 voting members. Quorum: 8/13.

4. **Approval of Agenda.**
   a. *Motion to approve the agenda*. (Mover: Deb Second: Shona). A member requested that a discussion of the sequence of sections be added to the agenda. Unanimously approved with this addition as item **10.a.**

5. **Approval of prior meeting minutes.**
   a. *Motion to approve the September 3, 2024 minutes*. (Mover: Sue; Second: Shona). 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. **Discussion of Working Group Timelines (ML and DG)**
   a. Visual roadmaps for the P7800 publication timeline and for the goal of work for D1 roll-up (to include Crosscheck of each section) were reviewed. Send any suggestions for improvement to WG Vice Chair David Gonzalez. See 📄 P7800-RoadMaps.pdf and action item:
   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.*

9. **Business Arising**

a. The question of allowing AI summary bots to connect to WG meetings came up. AI summaries, like other forms of recording, are not allowed by anyone but the host in IEEE SSIT WG., Conversations at these meetings are considered private, and only minutes are reported out. Recordings and summaries are destroyed after the minutes have been approved.

b. See 🅦 Motions and Action Items Summary.docx in the 🖼 Sustainability Guidelines group for action items from previous meetings.

c. Due to the lengthy discussion on sequence of topics (see **10.a),** which was discussed first, no discussion of Action Items was carried out other than discussions scheduled as items **8.a**, **10.b** and **10.c**.

d. No discussion was carried out of the new action items from last meeting. The WG officers will look them over and schedule discussions or presentations on the topics.

   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. The group discussed changing the sequences of sections. Some of the points made by different WG members were:

      i. The original guidelines appear to have a conceptual error, in that topics not covered until sections 4.8-4.11 could be considered the basis for decisions made in the topics of sections 4.1-4.7.

      ii. There is an overlap of effort between subgroups that needs to be addressed by considering the sequence of topics.

      iii. The main goal is to address both the long-term prevention of climate change and the immediate crisis situation. Best practices recommended in the P7800 standard must align with sustainable practices and prevent further environmental degradation while addressing the immediate energy transition crisis.

      iv. The best practices in the P7800 standard should focus on project-level actions and sequences, considering known project activities and addressing the right things at the right time.

      v. One way of proceeding is just to let each subgroup finish Draft 1, have everyone read all sections and then determine if there is any duplication that needs to be addressed

      vi. It is important to find clear and well-researched information to avoid contributing redundant knowledge.

vii. The spectrum of understanding about climate change is varied, and many members of the potential audience for P7800 lack in-depth or even basic knowledge.

viii. Continue working on scenarios that can be referenced in section workbooks, considering different project sizes and types, and pay attention to commonalities that can be addressed by questions in the workbooks.

b. Presentation and discussion of action item *2024/05/20 Plan how to address common misconceptions and misunderstandings of climate change, environmental change and earth science in the P7800 standard.*
📄 [Discussion draft] Making Transparent Common Misconceptions and Misundersta…
See also 📷 Climate change and earth science misconceptions .

i. There are misconceptions about climate change, some with ill intent and others due to lack of knowledge. A tool could be developed to differentiate between misconceptions with ill intent, fabrication, and circulating mistruths. There was a comment in the chat that the tools were already in existence.

ii. It is important for professionals to:
  1. identify and address misconceptions in order to move forward.
  2. Document costs and benefits in projects to show the impact on climate change and resource constraints.
  3. Emphasize the importance of considering system benefits and social impacts in sustainable building and infrastructure projects.

iii. Case studies and scenarios should be discussed to address different project sizes and adaptability to climate change.
  1. The focus should be on adapting and finding ways for people to live in their current locations, even in the face of climate change.
  2. Building schools as centers for emergency disaster relief and cooling can be an effective approach in some areas.

iv. It is important to prioritize long-term returns and make decisions that consider the impact on the environment.

v. Consider adding an annex to address the detailed content put together about misconceptions, as well as developing best practices to deal with misconceptions in Section 4.3 on leadership and engaging with the community.
  1. Gather references and research on combating misconceptions
  2. Discuss how to deal with misconceptions in general

c. *2024/09/03 Continue the discussion of sustainable design and systems engineering at the next meeting.* References from last meeting were collected in
📄 References on professional activities, sustainability and systems engineering . One of the principal members of last meeting's discussion was not in attendance, and time was short, so discussion will be rescheduled for another meeting. The officers will ask active participants in the discussion if they would like to make a presentation or lead a discussion at a future meeting.

d. Sub-group status reports:
  i. Sub-Group 1: Sections 4.1-4.4, Annex B. D1 due September 30

1. Sub-Group 1 has been having difficulty getting everyone together during the summer and D1 will be late for the original due date of Sept 30.
2. The Sub-Group 1 chair will send out preliminary Draft 1 versions of Section 4.1, 4.2, 4.3 and 4.4 and Annex B to subgroup members and ask for review. These will be sent one section at a time, as they are completed.
3. After email review the SubGroup may schedule a meeting, or may decide to present the draft to all groups at the October 14 meeting.

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

1. Working to provide more detailed information on metrics and indicators for social impact, economic cost, and long-term emissions.
2. Reviewing 🅆 P7800 subgroup 2 Analysis for 4.6 .docx
3. The sustainable innovations in Annex C focus on examples to be used in Section 4.5 rather than policy strategies.
4. The Sub-Group 2 Chair is traveling and work has been delayed.

    iii. Sub-Group 3: Sections 4.8-4.11, Annexes F-G+. D1 due October 31

1. Sub-Group 3 is making some basic changes in content and organization of Sections 4.8-4.11, removing the placeholder content from Engineers Canada documents.
2. Sub-Group 3 will hold a meeting on September 27 to plan their future work.

e. Annex A: Bibliography. No report, lack of time.

f. Annex H: Use cases/Scenarios. May need to relabel this Annex due to additional annexes for SubGroup 3 and possibly elsewhere. A discussion on scenarios and use cases should be scheduled for a future meeting.

11. **Report on External Communications (All)** No new information.

14. **Revisiting Meeting Schedule (ML)** Resume 3 week intervals. Following questions were not discussed:
   a. Chair has conflict with another meeting, can we find a new time?
   b. Adding meetings at a time friendly to other time zones? East and South Asia?

15. **Future Meetings: next meeting currently scheduled: Monday, Oct 14rd, 10:30 am – noon ET**
   May need to reschedule due to WG chair conference presentation.

16. **Adjourn**
   a. **Motion to adjourn.** (Mover: Deb; Second: Jennifer C.). Unanimously approved. Meeting adjourned at 12:14 EDT.

Appendix A
Participants

First Name	Last Name	Affiliation	Role	Officer	Subgroup
Jennifer	Costley	Self	V		3
Daniel	Darabos	Self	V		3
Susan	Dickey	Self	V	Secretary	1
Heshem	Elbakoury	Self	NVM		2
Angelo	Ferraro	University of South Carolina	V		
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

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.](#)