

IEEE P7800™ Working Group Meeting #45 Agenda
Thursday, October 16, 2025 10:00 -11:30 am 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 Minutes**
 - a. **Approval of September 15, 2025 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)**
9. **Business Arising**
 - a. See [Motions and Action Items Summary.docx](#) in the [Sustainability Guidelines group](#). Review open action items at member request. We have a large number of open action items. Please look them over before the meeting and suggest items to discuss, table or close.
 - b. Recent action items:
 - i. **2025/09/15** The chair will check with the program manager to clarify the policy regarding public-facing minutes and agendas and including WG member information. See [SSIT WG Policies and Procedures](#), section 6.4.
 - ii. **2025/09/15** The chair will generate a document comparing the original outline with current proposed changes for review at the next meeting.
 - iii. **2025/09/15** Volunteers for secretary and technical editor are needed. See training at [IEEE SA Editorial Guidance Hub](#).
 - iv. **2025/09/15** Someone to maintain the [IEEE P7800 Working Group web page](#) is also needed.

- v. **2025/08/18** Each SubGroup will update the section and subsection titles for Chapter 5 Recommended Practices in the new outline in [P7800 Outline Revision Discussion July 21, 2025](#) to reflect the current sections and subsections of old Chapter 4 in their working copies.
- vi. **Action 2025/08/18:** The chair presented a comment suggesting additions to the outline for the new Chapter 4, Conceptual Foundations, and will work with interested members to refine this before the next meeting.

10. Review of overall document structure (discussion continued from previous meetings)

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

a. Sub-group status reports:

- i. Sub-Group 1: Sections 4.1-4.4, Annex B. Draft 1 in progress
- ii. Sub-Group 2: Sections 4.5-4.7, Annexes C-E. Draft 1 in progress
- iii. Sub-Group 3: Sections 4.8-4.11, Annexes F-G+. Draft 1 in progress

12. Report on External Communications (All)

13. Revisiting Meeting Schedule (ML)

14. Future Meetings: next meeting is scheduled for Monday, September 15, 10:30 am – noon ET.

15. Adjourn

Appendix A

IEEE P7800™ Working Group – Subgroups and Subgroup Membership

Subgroup 1: Knowledge, Transdiscipline, Community Leadership, Social Impact: Sections 4.1-4-4, Annex B

Chair: Sue D.

Lubna
Angelo
Deborah
Cam
Jennifer R
Amrita
Navid
Surekha
Axel

Subgroup 2: Innovation, Metrics, Costs and Benefits: Sections 4.5-4.7

Chair Daveed
Hesham
Deborah
Atsushi
Khaled
Rajesh
Sunny
Aiste
Jim S
Axel

Subgroup 3: Sustainability Design, Legal Compliance, Risk Management 4.8-4.11, Annexes F-G+

Chair: Shona

Jennifer R
Sue D
David
Jennifer C
Mark Deb
Angelo
Dániel
Anupam
Axel

Appendix B:

Links to be used by P7800 Working Group Members only:

[Link to shared Google Drive](#) –owned by Chair Maïke 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™** Recommended Practice for Technical Knowledge Commons Initiatives and Platforms: <https://standards.ieee.org/ieee/7801/11197/>
- **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>
- **IEEE P7803™** Recommended Practice for Inclusive Sustainable Smart Cities: <https://standards.ieee.org/ieee/7803/11412/>
- **IEEE P3469™** Standard for an Environmental Liability Process Model for Accounting in Systems Engineering <https://standards.ieee.org/ieee/3469/11608>

