


IEEE P7800™ Working Group Meeting #46 Agenda
Thursday, November 6, 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 [October 16, 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)**
 - a. **See last week's action item under 9(b)(i) below.**
 - b. **See  [IEEE P7800 Project Timeline.xlsx](#), subsheet P7800 4 year Time line.**
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. Last meeting's action items:
 - i. **2025/10/16:** The working group officers will meet to prepare a detailed four-year schedule to ensure completion of work within the next year.
 - ii. **2025/10/16:** The chair will finish the outline analysis files and share them with the group by the end of the week.
 - iii. **2025/10/16:** The secretary will include the link to the current working copy for each of the 11 sections into the chair's outline analysis files when they are shared..
 - iv. **2025/10/16:** Officers will consider whether to move to a 4 week schedule for the next two months, or whether to have another meeting in two weeks and then a 4 week break to avoid American Thanksgiving, or some other option, and

will update these minutes with the revised date by the end of the week

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

- a. What is the outline/structure for new Chapter 4, if we add it? See [☰ Conceptual Foundations Chapter 4](#)
- b. Approving the outline for old Chapter 4, new Chapter 5, see outlines for each of the possible 11 sections in [📁 Outlines](#) folder.

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 Thursday, Dec 4, 10 am - 11:30 am 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/3469/1160>

