

**IEEE P7800™ Working Group Meeting #47 Agenda**  
**Thursday, December 4, 2025 10:00am-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 Minutes
  - a. Approval of [November 6, 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 [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. **2025/11/06:** Draft 0 with initial content should be renamed Draft 1, and Draft 1 should be renamed Draft 2.
    - ii. **2025/11/06:** the program manager will check on whether the SSIT committee expects to vote on WG ballot initiation or just needs to be informed.
    - iii. **2025/11/06:** The chair will work with the program manager to submit the request for a two-year extension to the timeline.
    - iv. **2025/11/06:** Maike is to finalize the introductory summary or background information for the document
    - v. **2025/11/06:** Shona and Maike are to meet separately to discuss which sections need to be moved into the introductory summary or to an Annex
    - vi. **2025/11/06:** Consider adding an informational Annex to the document that

- vii. **2025/11/06:** Anupam is to share the finalized draft document from the sustainable cities group with the team.
- viii. **2025/11/06:** Consider the idea of establishing a page budget for the final document to ensure accessibility and readability.
- ix. **2025/11/06:** Identify writers who are committed to moving the document forward, and combining subgroup work into a cohesive document.
- x. **2025/11/06:** Include a summary or introduction in the document to provide an ethical foundation for professionals.
- xi. **2025/11/06:** Extend the next meeting to 2 hours to continue discussions.
- xii. **2025/11/06:** Anupam Pandey to email a document related to sustainable cities group content to the team.

**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, January 6, 10 am - noon Eastern Time.**

**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>

