

IEEE P7800™ Working Group Meeting #49 Agenda
Thursday, January 29, 2025, 10:00am-11:30 ET 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 [2026-01-08 minutes](#) (imeet)**
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 and tabled 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 for discussion:
 - i. **2026/01/08** A member will write up a one-page document as a project proposal for the engineering team regarding the test case of making microwave control panels replaceable.
 - ii. **2026/01/08** WG participants are encouraged to submit additional test case ideas, ideally in half a page to one page format, that can be tested against the recommendations.
 - iii. **2026/01/08** The technical editor will write a summary, to be reviewed and incorporated into Chapter 4, of material from SubGroup 3 drafts and references about the concepts of *sustainability*, *sustainable development*, and *sustainable design and testing methods*.
 - iv. **2026/01/08** The WG chair and the SubGroup 3 chair will review the "Conceptual

- Foundations” Chapter 4 outline and discuss the organization of the document.
- v. **2026/01/08** The technical editor, with guidance from the WG chair and the SubGroup 3 chair, will incorporate the SubGroup 3 sections in the rollup.

- 10. Review of overall document structure (discussion continued from previous meetings)**
- a. What is the outline/structure for new Chapter 4 ? See [Conceptual Foundations Chapter 4](#)
 - b. A view-only rollup of work-in-progress material for Draft 2 has been prepared to aid in understanding document flow. Links to this rollup and to the individual working copy sections are available in [Draft 2 Working Copies](#).
 - c. See last meeting’s action items.

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

12. Report on External Communications (All)

13. Revisiting Meeting Schedule (ML)

14. Future Meetings: next meeting is scheduled for Thursday, February 12, 10 am - 11:30 Eastern Time. Secretary will be traveling and cannot meet on this date.

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

Daniel

Anupam

Axel

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:

- **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>

