IEEE P7800 Working Group Meeting # 18 Minutes
22 January 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 10:34 am (EST) by Maike Luiken.

2. Statement regarding recording of the meeting for minutes only
The recording will not be distributed.

3. Introduction and Declaration of Affiliation
Participants present introduced themselves and stated their affiliation. 10 participants in the meeting. 7 voting members. Quorum: yes.

4. Approval of Agenda.
Motion to approve the agenda. (Mover: Deborah H.; Second: Shona). Unanimously approved.

5. Approval of meeting minutes
Motion to approve the December 11, 2023, minutes. (Mover: David G.; Second: Deborah H.)
Unanimously approved.

6. **IEEE Policies** were presented by chair Maike Luiken.
    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.

7. Business Arising- Please, refer to the Minutes of previous WG meetings

    a. COP28 update: there was some discussion of COP28, Davos and CES.
    b. Action item (12/11/2023): assemble terms needing definition.
        i. Subgroups will assemble terms needed for their guidelines
        ii. Subgroups will refer to Links to dictionaries and glossaries and look for
           definitions in standard sources
    c. Action item (12/11/2023): increase size of working group.
        i. Subgroup members will look for new members among their colleagues.
        ii. Bring web page up to date with meeting announcements so it can be seen to
           be active.
        iii. Invite informational speakers outside of the regular SA WG meeting?
    d. Action item (12/11/2023): identify likely users / target audience for P7800, once
        approved.
        i. A document showing a list of potential users as a chart has been placed on
           Maike's shared Sustainability Guidelines drive. This could be related to
           accreditation or to agencies that would adopt the P7800 Guidelines and
           Recommended practices.

   ii. Please comment with other ideas in that file or add new files to the directory.
  e. Action item (12/11/2023): find chair for Subgroup 3 (Guidelines 8-11)
   i. See **c.** above, similar suggestions apply.
   ii. David G and Susan D will be happy to help a new Subgroup 3 chair get started.
  f. Action item (12/11/2023): share WG schedule
   i. Maike shared and went over schedule [IEEE P7800 Project Timeline.xlsx](#) Please note we are working according to the 3 year schedule tab.
   ii. Next step: David would like to see progress on schedule tracked per guideline or subhead on outline, let's think about colors and percentages. Looking for visual progress indicators.

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

  a. Discussion of previous work and Action Items
   i. Susan D. presented [Proposed P7800 Outline Revision January 2024](#)
   ii. WG members asked to comment on and revise the outline for approval by the group.
   iii. Susan D. to discuss outline requirements with Christy B..
  b. Sub-group reports – proposed schedules for a first draft:
   i. Sub-Group 1: Susan D. reported they had met and discussed how the proposed outline applied to Guidelines 1-4.
   ii. Sub-Group 2: David G. said they had not met.
   iii. Sub-Group 3: No chair.

9. Discussion of Working Group Timelines (ML and DG)
  See 7 f.

next meeting: Monday, February 5, 10:30 am - noon ET.

In the meantime, subgroups are encouraged to meet and work on Action Items..

10. Adjourn

Motion to adjourn the meeting. (Mover: David G, Second: Deborah H.).
The meeting adjourned at 12:08 PM (EST)

Appendix A
Participants:

Last Name	First Name	Affiliation	Role	Officer	Sub-group
Dajani	Lubna	Allternet	V		1,2
Dickey	Susan	Unaffiliated	V	Secretary	1
González	David E.	GIDEP	V	Vice-Chair	2, 3
Hagar	Deborah	The Foundation for Sustainable Communities	V		1
Luiken	Maike	Carbovate Development Corp	V		

Last Name	First Name	Affiliation	Role	Officer	Sub-group
		Western University			
Pandey	Anupam	DCSI	V		
van Zijll de Jong	Shona	Dept of Geological Sciences and Geological Engineering, Queen's University	V		3
Lim	Linda	UC Berkeley Ph. D Student	NV		
Posani	Cam	Unaffiliated (American Systems)	NV		
Rugeviciute	Aiste	L3i laboratory, University La Rochelle & Square Management Research Center	NV		

Appendix B
P7800 Working Group – Subgroups and Subgroup Membership
Subgroup 1: Principles/Guidelines 1-4 (Knowledge, Transdisciplinary Mindset, Leadership, Social Impact)
Susan D., Chair
Deborah H.,
Lubna D.,
Navid S.,
Jun L.
Subgroup 2: Principles/Guidelines 5-7 (Innovation, Metrics, Global Biosphere Costs/Benefits)
David G, Chair
Aiste R.,
Khaled M.,
Lubna D.
Jim S.
Rajesh N.
Sunny N.
Subgroup 3: Principles/Guidelines 8-11(Sustainable Resources/Supply Chain, Reusable Products/Circular Economy, Legal Compliance, Risk Management)
Shona VZ.,
David G.

Appendix C
Link to Google Drive (accessible only to WG members, ask Maike to add you if you need access):
[Sustainability Guidelines group](#)