

Minutes (approved)
IEEE P7800 Working Group Meeting # 31
October 21, 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 10:40 am (ET) by WG Chair Maike Luiken.

2. Statement regarding recording of the meeting for minutes only

The recording will not be distributed, and will be discarded automatically after 2 months. The Webex-associated AI summary will be used by the secretary solely for the purpose of creating the minutes. No other AI summaries are allowed.

3. Roll Call and [Declaration of Affiliation](#)

10 participants in meeting, 10/10 voting members. Quorum: 10/13.

4. Approval of Agenda.

- a. A member requested that a discussion of subgroup organizational issues be added to the agenda. Agenda was amended with this addition as item **10.a.iv**
- b. ***Motion to approve the amended agenda.*** (Mover: Daveed, Second: Heshem). Unanimously approved.

5. Approval of prior meeting minutes.

- a. A correction was added to the minutes, that there was a comment in the chat that tools to differentiate between misconceptions with ill intent, fabrication, and circulating mistruths were already in existence.
- b. ***Motion to approve the September 3, 2024 minutes as corrected.*** (Mover: Deb H.; Second: Shona). Unanimously approved.

6. Introductions No new members this week.

7. IEEE Policies were presented by Chair Maike Luiken and the call for patents was made, none declared.

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.

8. Discussion of Working Group Timelines (ML and DG)

- a. Discuss status for the goal of work for D1 roll-up (to include Crosscheck of each section). See  P7800-RoadMaps.pdf

- i. The road map visual was displayed but timeline discussion was deferred until after the Technical Presentations, with the suggestion that this item be moved to that position in the next agenda.

9. Business Arising

- a. We did a clean-up pass on [W Motions and Action Items Summary.docx](#) .
- b. These Action items were closed:
 - i. **2024/09/03** Resolve issues with CrossCheck analysis. DONE 2024/10/21
 - ii. **2024/09/03** Schedule a conversation to discuss ownership of ANNEX H. DUPLICATE 2024/10/21 *Schedule use cases/case studies/scenarios/examples discussion instead.*
 - iii. **2024/08/12** Prepare a visual roadmap to be kept in sync with major milestones in the [Project Timelines spreadsheet](#). *Next stage: peer review.* DONE 2024/10/21
 - iv. **2024/04/29** Use the IEEE tool to detect plagiarization and make sure we have correct attribution. DUPLICATE see more recent action items about Cross Check and D1 Draft.
 - v. **2024/01/22** Comment on [list of potential users](#) doc, redesign chart for P7800 use case? DONE 2024/07/22. *See redesigned chart*
 - 📎 [p7800_readers.drawio.pdf](#) in 📁 [Professionals and audience for P7800 folder of the Idea Parking Lot.](#)
- c. These Action items from the first half of 2023 were tabled:
 - i. **2023/04/18** Use “professionals” as a term? See [Professionals and audience for P7800 for materials related to this discussion.](#)
 - ii. **2023/02/14** Using the term guidelines instead of practices ? *Schedule discussion after members have reviewed style and terminology in IEEE SA Recommended Practices.*
- d. Recent Action Items that were discussed.:
 - i. **2024/09/03** Explore collaboration with other standards bodies to reduce redundancy and improve adoption. *One member volunteered to follow up on standards related to fact checking and digital knowledge platforms. Other members contributed references in the chat: [Voluntary Sustainability Standards / UNCTAD, Environmental Sustainability Terminology and Concepts](#)*
 - ii. **2024/09/03** Continue the discussion of sustainable design and systems engineering at the next meeting. *One member remarked that clear definitions of the difference between sustainability, sustainable development and sustainable design are needed, and that SubGroup 3 is working on this. Another member said they are working on [enterprise architecture](#) approaches to the problem that might incorporate value stream or other standards (e.g. [Value stream management \(VSM\) - ISO 22468:2020?](#)) [links provided by recording secretary]*
 - iii. **2024/07/28** Goals for D1 roll-up, including Crosscheck of each section, are: end of September for SubGroup 1, middle of October for SubGroup 2, and end of October, for SubGroup 3. *SubGroups 1 and 2 are already late.*
 - iv. **2024/05/20** Plan how to address common misconceptions and misunderstandings of climate change, environmental change and earth science in the P7800 standard. *Members of SubGroup 3 have been studying this. SubGroup 1 plans to address this in Section 4.3 as part of professional leadership and engagement with the community. Issues mentioned included*

communicating the trustworthiness and motivations of scientists, and investigating whether tools for fact-checking have access to documents behind paywalls. One member remarked that “As we carve out the relevant parts of the AI misinformation space, it would be good to collaborate as that use case is on the radar of several other IEEE and ISO WGs.”

e. New action items:

- i. **2024/10/21** Consider regenerative design principles for inclusion in P7800 standard. *Alan Booker was suggested as a speaker to the group.*
- ii. **2024/10/21** Schedule use cases/case studies/scenarios/examples discussion.
 1. Subgroup 2 has forked [Annex H Use Cases](#) to [Annex S Scenarios](#) to start developing examples for their sections. Subgroup 3 has provided a detailed example for a Use Case in Annex H.
 2. The WG discussed the need for standardization in the terminology for case studies, use cases, scenarios, and examples, but no consensus was reached as to precise definitions. If IEEE has definitions, no one at the meeting knew a reference.
 3. The WG will consider using terms such as "illustrative example" or "practical example" instead of "scenario" or "case study" and defer decision on terms until each subgroup has worked out how they want to use examples to illustrate the practices they are recommending.
- iii. **2024/10/21** Ask P7800 Program Manager to give a presentation to the WG on do's and don't when referring to other standards. *Is [7010-2020.pdf](#), already available for P7800 WG use on our shared drive, a good example in its references to non-IEEE standards?*

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

a. Sub-group status reports:

- i. Sub-Group 1: Sections 4.1-4.4, Annex B. D1 due September 30. Writing is still not finished, will try to have Annex B and at least two of the four sections done by next meeting.
- ii. Sub-Group 2: Sections 4.5-4.7, Annexes C-E. D1 due October 15. Deadline missed and does not expect to be done by end of month. Writing sessions continue weekly. SubGroup 2 Chair plans to share feedback on book “The Demand Revolution” with WG via email.
- iii. Sub-Group 3: Sections 4.8-4.11, Annexes F-G+. D1 due October 31. SubGroup 3 has had productive discussions and has strong material to contribute to the group, including a clear understanding and communication of distinctions between sustainability, sustainable development, and sustainable design, how to make decisions based on current knowledge, and conducting risk analysis.
- iv. Clarification of subgroups organizational issues: SubGroup chairs wonder if SubGroup members think they are getting too many emails, but it is difficult to have informed discussions unless SubGroup members are able to read documents in advance of meetings. As a volunteer organization, we end up being in competition with the other commitments of members.

11. Report on External Communications (All)

- a. P7800 was mentioned in Maike's presentation at ISTAS 2024 in September.
- b. A report was made to the IEEE SSIT committee in October on P7800 WG status.

- c. Maike used Shona and Daniel's work in a panel discussion on Misinformation and Disinformation at the IEEE Digital Platforms and Societal Harms Conference October 14-15.
- d. Good news from one of the P7800 WG members about another standard they were involved in: IEEE 2933-2024 standard for Clinical IoT data and device interoperability with TIPSS (Trust, Identity, Privacy, Protection, Safety, and Security), received "IEEE Emerging Technology Award."

12. Revisiting Meeting Schedule (ML) No discussion occurred of possible meeting time adjustments.

13. Future Meetings: next meeting currently scheduled: Monday, Nov 4th, 10:30 am – noon ET.
This is two weeks from the current meeting, to get us back on the original 3-week schedule. The current meeting was originally scheduled for October 14, 2024.

14. Adjourn

- a. **Motion to adjourn.** (Mover: Daveed; Second: Anupam). Unanimously approved.
Meeting adjourned at 12:07 EDT.

**Appendix A
Participants**

First Name	Last Name	Affiliation	Role	Officer	Subgroup
Lubna	Dajani	Allternet	V		1,2,3
Susan	Dickey	Self	V	Secretary	1
Heshem	Elbakoury	Self	V		2
Angelo	Ferraro	University of South Carolina	V		1,2,3
David E.	González	GIDEP	V	Vice-chair	2,3
Deborah	Hagar	The Foundation for Sustainable Communities	V		1,2
Maike	Luiken	Carbovate Development Corp. & Western University	V	Chair	
Anupam	Pandey	DCSI	V		3
Mark	Underwood	Krypton Brothers	V		3
Shona	V.Z de Jong	Queens University	V		3

Appendix B

P7800 Working Group – Subgroups and Subgroup Membership

Subgroup 1:

Knowledge, Transdisciplinary, Community Leadership, Social Impact: Sections 4.1-4.4

Chair: Susan D.

Deborah H.,

Lubna D.,

Navid S.,

Jun L.

Cam P.

Amrita S.

Angelo F.

Subgroup 2:

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

Chair David G.

Aiste R.,

Atsushi I.,

Hesham E.

Khaled M.,

Lubna D.

Jim S.

Rajesh N.

Sunny N.

Deb H.

Angelo F.

Subgroup 3:

Sustainability Principles, Circular Economy, Legal Compliance, Risk Management 4.8-4.11

Chair – Shona VZ.

Daniel D.

David G.

Jennifer C.

Mark U.

Anupam P.

Lubna D.

Angelo F.

Appendix C

Link to Google Drive (accessible only to WG members, ask Maïke to add you if you need access):

[Sustainability Guidelines group](#) link, [description](#).