Minutes (approved)
IEEE P7800 Working Group Meeting # 33
December 2, 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 10:38 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**
   9 participants in meeting, 9/9 voting members. Quorum: 9/12.

4. **Approval of Agenda.**
   a. ***Motion to approve the draft agenda***. (Mover: David G, Second: Deb H). Unanimously approved**.**

5. **Approval of prior meeting minutes.**
   a. ***Motion to approve the draft November 4, 2024 minutes***. (Mover:Shona; Second:Lubna). 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. **Business Arising**
   a. See Motions and Action Items Summary.docx in the Sustainability Guidelines group. Review open action items at member request.
   b. Discussed status of these open action items, updates and work in progress have been noted in the Motions and Action Items Summary.docx
      i. ***2024/10/21*** Consider regenerative design for inclusion in P7800 standard.
      ii. ***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.

iii. ***2024/09/03*** Explore collaboration with other standards bodies to reduce redundancy and improve adoption.

iv. ***2024/09/03*** Continue the discussion of sustainable design and systems engineering at the next meeting.

c. **New action item to make comments on draft with deadline:**
2024/12/02 The following sections are open for review and comments from the entire working group. Please comment by **December 31, 2024**, so that your feedback can be read before the next meeting.

i. SubGroup 1
1. 🅦 4.1 Knowledge Use and Acquisition D1 P7800 working copy.docx
2. 🅦 4.2 Transdisciplinary Teams P7800/D1 working copy.docx
3. 🅦 Annex B Environmental and Sustainability Literacy P7800™/D1 w…

ii. SubGroup 2
1. 🅦 Annex S Scenarios P7800/D1 working copy.docx

iii. SubGroup 3
1. 🅦 4.8,4.9,4.10,4.11 IEEE P7800/D1 Working Copy .docx

d. **New action item for characterizing the expected audience for the P7800 standard**:
At the end of the meeting a discussion was initiated on the question of who is the audience for the P7800 standard. This has been frequently discussed in the past (with a folder in the "Idea Parking Lot") and the basics of it are specified in the P7800 PAR, but since it is a frequent concern, it should also appear as an action item until it is resolved with an agreed upon written explanation in some form.
2024/12/02 Make clear who we are considering as the audience for this standard and perhaps include that information in the non-normative Introduction to the standard. *See* 🖼 *Professionals and audience for P7800 and the README in that folder.*

📕 29 Nov 2024 Meeting Agenda Subgroup 3 Draft 1 .pdf
See further description of these new action items in Motions and Action Items Summary.docx

Technical Presentation(s), Contribution(s) or Discussion(s)
e. **A member is planning a report to present for this discussion, to be held soon as part of organization and planning for developing the next draft.**
i. ***2024/10/21*** Schedule use cases/case studies/scenarios/examples discussion. Relevant documents include
1. original use cases notes with SubGroup 3's classification scheme: 🅦 Annex H Use Cases P7800/D1 working copy.docx
2. forked version with SubGroup 2's classification scheme and more examples, 🅦 Annex S Scenarios P7800/D1 working copy.docx
3. list of case studies by chapter from IEEE Planet Positive's Strong Sustainability by Design: 📕 IEEE-SA_PP2030_SSbD__CaseStudiesByChap__2024 v1x.pdf
4. Annex C (informative) Key Sustainability Innovations (SubGroup 2)

f. **Sub-group status reports:**
i. Sub-Group 1: Sections 4.1-4.4, Annex B. D1 due September 30

1. The Sub Group 1 chair commented on the CrossCheck action item, see [Motions and Action Items Summary.docx](#)
2. The SubGroup 1 chair did not have time to deliver the following presentation, 🟨 SubGroup 1 Request for comments 02Dec2024 , which may be helpful when understanding and commenting on the sections of the draft referenced in 8.c.i above.

   ii. Sub-Group 2: Sections 4.5-4.7, Annexes C-E. D1 due October 15
1. The SubGroup 2 chair said they were meeting weekly at Tuesdays 8 am PT, and welcome all working group members, Google calendar link is [https://calendar.google.com/calendar/event?action=TEMPLATE&tmeid=MjdrdjJuMG9jdWI1Y2gya3ZqYnZqNGl0ODBfMjAyNDEyMjRUMTYwMDAwWiBzdWVydXRobWFyaWVAbQ&tmsrc=sueruthmarie%40gmail.com&scp=ALL](#)

   iii. Sub-Group 3: Sections 4.8-4.11, Annexes F-G+.
1. SubGroup 3 D1 draft ready for full Working Group review: Ⓦ 4.8,4.9,4.10,4.11 IEEE P7800/D1 Working Copy .docx
2. There is a need to review and reorganize all the sections based on the updated information.

9. **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](#),

12. **Report on External Communications (All)**

13. **Revisiting Meeting Schedule (ML)**

14. **Future Meetings: next meeting currently scheduled: Monday, January 6, 2025, 10:30 am – noon ET.**

10. **Adjourned at 12:07.**
    a. **Motion to adjourn.** *[Motion: David G, Second: Deb]*

Appendix A
Participants

First Name	Last Name	Affiliation	Role	Officer	Subgroup
Lubna	Dajani	Allternet	V		1,2,3
Susan	Dickey	Self	V	Secretary	1
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	Self	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 Maike to add you if you need access):
Sustainability Guidelines group link, description.