IEEE P7800^{TM} Working Group Meeting #33 Agenda
Monday, January 27, 10:30 am - 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 the [January 06, 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. **Business Arising**
    a. See [Motions and Action Items Summary.docx](#) in the [Sustainability Guidelines group](#). Review open action items at member request.
    b. **Review any comments made for this action item by updated deadline of 2025-01-22.**
       i. *2024/12/02* The following sections are open for review and comments from the entire working group.
    c. **Discuss IEEE SA white paper criteria and other documents recently uploaded to**
       📷 **ieee standards documents** , **refer to** 📄 **ieee standards documents folder README.**
    d. **There have been comments on the draft and in SubGroup and WG meetings suggesting that we need to reorganize the document and change the Outline that was adopted in May 2023. We need to discuss our next steps, some possible alternatives include:**
       i. Minimum completion of most current major sections according to current outline, with some of the writing that doesn't fit the outlined organized into annexes or white papers, and roll up into Draft 1 after doing Cross Check, without major reorganization. Then either (ii) or (iii) below for Draft 2. Or begin either (ii) or (iii) before completing Draft 1.

ii. Have all SubGroups work on reorganization now, and put off further draft development until a new outline is completed.

iii. Form a Technical Editing subgroup to work on reorganization of material, and bring back proposals to the WG for discussion. Proposals should include desired page limits as well as detailed outline of content, and consideration of deadlines for Draft 1 and Draft 2. Timeline discussion in agenda item 10.a is also relevant.

iv. Note that current SubGroups are organized according to the preceding draft outline, and the SubGroup structure will need to be reorganized as well.

9. **Technical Presentation(s), Contribution(s) or Discussion(s)**
   a. **Continue discussion of**
      i. ***2024/10/21*** Schedule use cases/case studies/scenarios/examples discussion.
      ii. In addition to relevant documents and ideas in minutes from 2025-01-06, a new spreadsheet summarizing information primarily from Annex S in a way that is easy to sort and filter has been created, see 🟩 Scenarios spreadsheet .

   b. **Sub-group status reports:**
      i. Sub-Group 1: Sections 4.1-4.4, Annex B. D1 due September 30
      ii. Sub-Group 2: Sections 4.5-4.7, Annexes C-E. D1 due October 15
      iii. Sub-Group 3: Sections 4.8-4.11, Annexes F-G+.

10. **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). We are all behind deadlines in P7800-RoadMaps.pdf, ☒ IEEE P7800 Project Timeline.xlsx has been updated to reflect current status and future best case.
    b. **Report on External Communications (All)**

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

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

13. **Future Meetings: next meeting currently scheduled: Monday, January 27, 2025, 10:30 am – noon ET.**

14. **Adjourn**

Appendix A
IEEE P7800^{TM} Working Group – Subgroups and Subgroup Membership

Subgroup 1: Knowledge, Multidiscipline, Community Leadership, Social Impact: Sections 4.1-4-4, Annex B
Chair: Sue D.
        Lubna
        Angelo
        Deborah
        Li
        Cam

Jennifer R
Amrita
Navid

Subgroup 2: Innovation, Metrics, Costs and Benefits: Sections 4.5-4.7, Annex C-E
Chair   Daveed
          Heshem
          Deborah
          Atsushi
          Khaled
          Rajesh
          Sunny
          Aiste
          Jim S

Subgroup 3: Sustainability Principles, Circular Economy, Legal Compliance, Risk Management 4.8-4.11, Annexes F-G+
Chair: Shona
          Thomas
          Jennifer C
          Lubna
          Dániel
          Angelo
          Daveed
          Anupam
          Mark

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^{TM}** Recommended Practice for Technical Knowledge Commons Initiatives and Platforms: https://standards.ieee.org/ieee/7801/11197/
- **IEEE P7802^{TM}** 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^{TM}** Recommended Practice for Inclusive Sustainable Smart Cities: https://standards.ieee.org/ieee/7803/11412/
- **IEEE P3469^{TM}** Standard for an Environmental Liability Process Model for Accounting in Systems Engineering https://standards.ieee.org/ieee/3469/11608/