

Minutes (draft)  
IEEE P7800 Working Group Meeting # 35  
January 27, 2025 – 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 (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](#)**

Participants in meeting, 8 voting members/10 participants. Quorum: 8 /11 voting members..

**4. Approval of Agenda.**

- a. (Mover: Deb Second: Shona). Unanimously approved.

**5. Approval of prior meeting minutes.**

- a. *The January 6 minutes were amended to move the lengthy Discussion Notes to a separate file on the Sustainability Guidelines Drive. A motion was made to approve the minutes as amended.* (Mover: Deb; Second: Anupam). Unanimously approved.

**6. Introductions of new members.**

**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. No member requested a review of action items not mentioned in the agenda.
- b. **Review any comments made for the 2024/12/02 action item beginning “The following sections are open for review and comments from the entire working group...”**
  - i. Many members of the WG had not been able to read or comment on these sections by the suggested deadline.

- ii. There was an extensive discussion of issues with the draft, the process of writing, and the onboarding of new members. See [2025-01-27 Status of P7800 Draft](#).
- c. **Discuss IEEE SA white paper criteria and other documents recently uploaded to [ieee standards documents](#), refer to [ieee standards documents folder README](#).**
  - i. This was mentioned but did not really get discussed at the meeting. See [2025-01-17 White papers](#).
- 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 outline 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 before 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.
  - v. *Time ran out before bullet items for 8.d were presented. Some of the discussion of 8.b presented similar points, see [2025-01-27 Status of P7800 Draft](#).*

## 9. Technical Presentation(s), Contribution(s) or Discussion(s)

- a. **Continue discussion:** *these items were not discussed.*
  - 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:** *no subgroup status reports were given.*
  - 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. *This item was not discussed.* 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.

## 11. Report on External Communications (All) *None given.*

**12. Revisiting Meeting Schedule (ML)** *Not discussed.*

**13. Future Meetings:** next meeting currently scheduled: **Monday, February 17, 2025, 10:30 am – noon ET.**

**14. Adjourn**

**c. Motion to adjourn.** (Mover:Deb H; Second: Sue D)

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## **Appendix A**

### **Participants**

<b>First Name</b>	<b>Last Name</b>	<b>Affiliation</b>	<b>Role</b>	<b>Officer</b>	<b>Subgroup</b>
Susan	Dickey	Self	V	Secretary	1,2,3
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
Jennifer	Rachels	Self	NVM		
Mark	Underwood	Krypton Brothers	V		3
Shona	V.Z de Jong	Queens University, Canada	V		3
Surekha	Deshmukh	TATA Consultancy Services, India	NVM		

## **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](#).