

1. President's report

1.1. Status report.

Goals for the 1994-1997 term.

Several goals were stated for the 1994-1997 term. Some of the goals are general long term policies, and some of them imply a follow-up during this term. Some goals have been attained, while others remain to be discussed and possibly implemented, see Appendix 1.1.

1.2 Ad-hoc committees, see minutes 2.0 Rio.

A request for ad-hoc committees has not resulted in any proposals from Council members or the executive.

1.3. Awards Committee, see minutes 2.2.3 Rio.

Past president Hal Hendrick has agreed to chair the Awards Committee. A corresponding change of the rules is proposed, see 4.2.

The K.U. Smith Student Awards Committee will be a subcommittee operating under the Awards Committee duties.

1.4. Grant Application, see minutes 2.5.2 Rio.

A grant has been received by the Swedish Government to teach a class in Human-Factors Engineering in Lithuania. Andreis Freivalds, Penn State University, USA, has accepted,

June 1997

1.5. International travel and conferences.

Since the Rio meeting I have taken several international contacts to promote ergonomics.

1. A trip to Malaysia and Indonesia was undertaken in February/March, see Appendix 1.2.
2. Will travel to Anna University in Madras, India, to investigate the possibilities to set up an Ergonomics teaching program related to Cognitive Ergonomics and HCI.
3. Will attend Ecuadorian Society for Occupational Safety and Health conference in spring 1997.
4. Communicated with Prof. Manuaba and Prof. Iftikar in Indonesia with respect to the reorganisation of the Indonesian Ergonomics Association.
5. Accepted invitation to Hong-Kong Univ. of Science and Technology to teach 3 day course in November, 1996
6. Accepted invitation to teach 3 day course in Kuala Lumpur, Malaysia. November, 1996
8. Participated on behalf of IEA in the First Conference on Applied Ergonomics in Istanbul June 1996..
10. Talked to representatives of the Singapore Ergonomics Society to encourage an application to IEA
11. Talked to ergonomists in Turkey and Bulgaria to encourage applications to IEA

1.6 Memorandum of Understanding with IAAP, see Appendix 1.3

over-deel van Kamel?

ANNUAL REPORT SECRETARY-GENERAL

(Report Period: October '95 - May '96)

1. Secretariat

1.1 Introduction

As per April 1996 the facilities, generously offered by the Dutch Ergonomics Society/ NVvE to IEA, have ceased due to the fact that the NVvE secretariat became completely incorporated into a professional organisation for administrative support. It was decided to transfer the IEA-secretariat for the remaining period (until summer '97) to the home of the family Krokké. Facilities like fax, printer and furniture could be purchased for a very reasonable price from the NVvE.

1.2 In-/Output

The comparison of the faxes and letters with previous years is no longer valid because of the e-mail correspondence.

1.3 Storage of Proceedings

At the Executive meeting in May '96 a procedure was discussed how to distribute the copies of proceedings of IEA endorsed meetings. At the Council the procedure will be discussed.

2. Secretary-General

2.1 IEA Meetings

During this period there was one so-called summit meeting with the three officers (January 26-28th, 1996 in Amersfoort/The Netherlands).

The Executive Meeting took place in Châtillon/France (April 26-28th, 1996) in particular, action items for the next Council were discussed.

2.2 Business Meetings

- In January IEA, through the Secretary-General, substantially supported the WHO Office of Occ.Health (dr. Mikheev) by preparing and giving as NGO, an official statement during the 97th Session of the WHO Executive Board. The acceptance of a resolution on the Global Strategy for Occupational Health for all appeared to be influenced by the IEA statement. By accepting this resolution there seems to be more (financial) means for occ. health (and ergonomics related) issues at WHO. In Autumn 1996 there will be further discussions with dr. Mikheev about "next steps".

- A meeting with dr. Hoftijzer took place to discuss the possibilities of IEA stepping into the European Union facilities (programs, etc). Dr. Hoftijzer worked in Brussels at the EU for more than three years. He is a member of the Dutch Ergonomics Society.

2.3 Applications

Several requests for information about IEA membership were received. However, no serious application resulted. → HQL
TES

Information from the former Soviet Ergonomics Association was received mentioning that the name has now been changed into Inter-regional Ergonomics Association. In reaction to this we have asked a copy of the actual by-laws in English.

D.P. Rookmaaker
Secretary-General

1.3. Term



International Ergonomics Association

International Ergonomics Association Report of the Treasurer

(May 1, 1997)

Including:
Financial Statements, 1996
Schedule of Dues Received
Equity History

Y. Ian Noy, Ph.D., CPE
IEA Treasurer

International Ergonomics Association
Balance Sheet
For Year Ended December 31, 1996

	0.83 CHF	USD	Total In US \$	1995 Total \$
ASSETS				
Current Assets				
Cash Accounts (Hongkong Bank of Canada)	3,012	11,714	14,214	24,680
Term Deposits 111,000 (CDN)			81,022	77,317
	<u>3,012</u>	<u>11,714</u>	<u>95,236</u>	<u>101,996</u>
Seed Funds Receivable		34,035	34,035	24,883
	<u>3,012</u>	<u>45,748</u>	<u>129,270</u>	<u>126,879</u>
EQUITY				
ESA Fund for Conf. in Ergon. in South East Asia	9,276		7,699	9,965
SELF Fund		8,178	8,178	7,929
HFES Fund for Ergon. in Dev. Countries		4,275	4,275	3,719
Loans Reserve		35,000	35,000	35,000
HFAC/ACE Fund		18,193	18,193	17,638
Cash Reserve 111,000 CDN	-6,264	-19,898	55,925	52,629
	<u>3,012</u>	<u>45,748</u>	<u>129,270</u>	<u>126,879</u>
	<u>3,012</u>	<u>45,748</u>	<u>129,270</u>	<u>126,879</u>

**International Ergonomics Association
Statement of Operations
For Year Ended December 31, 1996**

	@	0.73	0.83		Total	1995
		CDN	CHF	USD	In US\$	Total \$
REVENUE						
Membership Dues			2,705	36,649	38,895	29,674
Capitation Fees (PIE)				353	353	2,802
Interest		5,076	5	350	4,059	4,761
Contributions towards HFS Fund				439	439	1,503
From IEA'94 to establish HFAC/ACE Fund						
Misc.				74	74	170
		<u>5,076</u>	<u>2,711</u>	<u>37,865</u>	<u>43,820</u>	<u>38,909</u>
EXPENDITURES						
Executive & Administrative Expenses						
Office-related expenses			211	3,018	3,193	1,190
Travel			1,848	8,488	10,022	8,609
Clerical			473	1,848	2,240	2,164
Committees						
Policy & Planning				1,915	1,915	3,784
Science & Technology				2,290	2,290	2,302
Education & Training				5,575	5,575	5,971
Roving Seminar						
Industrially Developing Countries				2,990	2,990	
Publications & Promotions				2,840	2,840	1,719
Publications				1,485	1,485	1,809
Newsletter				50	50	1,352
Meeting costs			350	5,845	6,136	4,211
Bank charges			24	172.59	193	266
Grants (CybErg 1996)				2,500	2,500	
Transfer to CDN TD						
		<u>2,906</u>	<u>39,016</u>	<u>41,428</u>	<u>41,428</u>	<u>33,376</u>
OPERATING SURPLUS (DEFICIT)		<u>5,076</u>	<u>-196</u>	<u>-1,151</u>	<u>2,392</u>	<u>5,533</u>
Assets at beginning of year		105,924	3,208	46,900		
Assets as at end of reporting period		111,000	3,012	45,749		

International Ergonomics Association
Statement of Changes in Reserves and Funds
As at December 31, 1996

	Credits	Debits	Balance
Cash Reserve (USD)			
Balance at start of year			53,333
Operating surplus	2,392		
Gain/Loss due to change in USD exchange	1,355		
Transfer to HFAC/ACE Fund		554	
Transfer to HFES Fund (interest)		117	
Transfer to ESA Fund (interest)		234	
Transfer to SELF Fund (interest)		249	
Balance at end of period			<u>55,925</u>
Loans Reserve and Receivable (USD)			
Balance at start of year (available)			10,117
SEAES (cancelled)	2,000		
IEA97		10,000	
Rio Conference	805		
ISE		2,000	
SIE - Palermo	4,043		
SEAES		4,000	
Balance at end of period (available)			<u>965</u>
Receivable IEA'97	22,000		
Receivable Brazil	1,035		
ISE	2,000		
ODAM-5	5,000		
SEAES	4,000		
Receivable			<u>34,035</u>
Value			<u>35,000</u>

	Credits	Debits	Balance
ESA Fund for Conf. in Ergon. in South East Asia (CHF)			
Balance at start of year			12,006
Interest	282		
Grants		3,012	
Balance at end of period			9,276
Receivable			
Value			<u><u>9,276</u></u>
HFES Fund for Ergon. in Dev. Countries (USD)			
Balance at start of year			3,719
Interest	117		
HFS Contribution	439		
Balance at end of period			4,275
Receivable			
Value			<u><u>4,275</u></u>
SELF Fund (USD)			
Balance at start of year			7,929
Interest	249		
Grant to SEAES conference			
IEA'94 grants to delegates			
Balance at end of period			8,178
Receivable			
Value			<u><u>8,178</u></u>
HFAC/ACE Fund (USD)			
Balance at start of year			17,639
Interest	554		
Balance at end of period			18,193
Receivable			
Value			<u><u>18,193</u></u>

1. The IEA is federation of ergonomics and human factors societies around the world, constituted as a non-profit organization under Swiss Civil Code. The IEA promotes the knowledge and practice of ergonomics by initiating and supporting a variety of international activities and cooperation.

Basis of Accounting

1. The IEA fiscal year-end is December 31.
2. The IEA's policy is to prepare its financial statements on the cash basis of accounting. Under this basis, revenues are recognized when received and expenses are recognized when paid.
3. The financial system comprises two parts; (i) annual operation, and (ii) special reserves.
 - i) The annual operations budget includes revenues from membership dues, capitation fees, interest and other receipts; and expenditures for administrative and other recurring activities.
 - ii) Special reserves include a loans reserve and special funds. These reserves are identified under the Equity heading of the Balance Sheet.

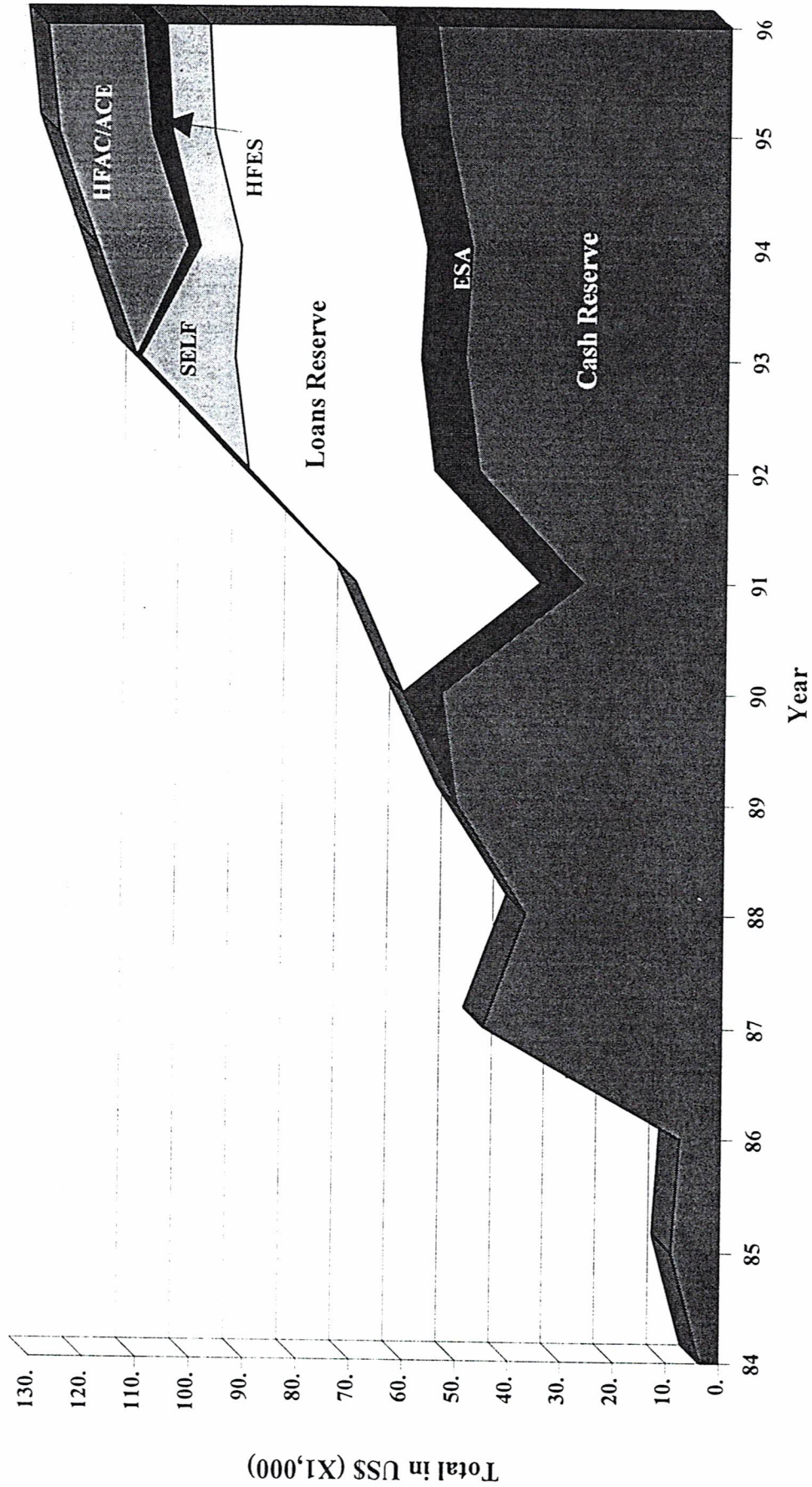
A loans reserve has been established to ensure an adequate supply of seed funds for conferences. The level of the reserve was set at US\$ 35,000. Presently, this sum is included in the IEA general accounts but is tracked and reported separately. Seed funds given in accordance with the IEA Policy on Support of Conferences are handled through this fund. Therefore, they are not reflected in the Statement of Operations. However, amounts receivable are shown as an asset on the Balance Sheet.
4. Advances to officers are treated as expended items in the Statement of Operations when paid. However, they are tracked separately.

Summary of Financial Performance

1. The net surplus of operations for the year was \$2,392, raising the cash reserve to \$55,925¹.
2. Capitation fees income was received from the Psychophysiology in Ergonomics Conference in the amount of \$353.
3. The IEA financial base is stable, albeit small. Traditional and new sources of revenues must be explored to permit undertaking larger program initiatives.

¹ The cash reserve is the amount available for discretionary spending.

IEA Equity History



IEA Dues Schedule		1997					
<i>FEDERATED SOCIETIES</i>		<i>Arrears (Years)</i>	<i># Mem</i>	<i>Payable (CHF)</i>	<i>1.33 (US \$)</i>	<i>Paid (CHF)</i>	<i>0.75 (US \$)</i>
All-Ukrainian Ergonomics Association	AUEA	96,97	107	603.00	452.25		
Asociación Española de Ergonomia	AEE		90	535.00	401.25	535.00	
Belgian Ergonomics Society	BES		141	739.00	554.25		554.00
Brazilian Ergonomics Association	ABERGO	97	140	735.00	551.25		
Chinese Ergonomics Society	ChES	97	450	1,975.00	1,481.25		
Croatian Ergonomics Society	CrES	96,97		0.00	0.00		
Czech Ergonomic Society	CzES		34	311.00	233.25		30.00
Ergonomics Society	ES	97	900	2,975.00	2,231.25		
Ergonomics Society of Korea	ESK	97	304	1,391.00	1,043.25		
Ergonomics Society of Australia	ESA	97	565	2,305.00	1,728.75		
Ergonomics Society of F.R. Yugoslavia	ESFRY	94,95,96,97	50	375.00	281.25		
Ergonomics Society of South Africa	ESSA	94,96,97	26	279.00	209.25		
Ergonomics Society of Taiwan	EST	97	54	391.00	293.25		
Gesellschaft fur Arbeitswissenschaft	GfA	97	522	2,219.00	1,664.25		
Hellenic Ergonomics Society	HES	97	34	311.00	233.25		
Human Factors and Ergonomics Society	HFES	97	4200	9,575.00	7,181.25		
Human Factors Association of Canada/ACE	HFAC/ACE	97	438	1,927.00	1,445.25		
Hungarian Ergonomics Society	MES	94,95,96,97	70	455.00	341.25		
Indian Society of Ergonomics	ISE		53	387.00	290.25		12.00
Irish Ergonomics Society	IrES		26	204.00	153.00		209.25
Israeli Ergonomics Society	IES	96,97	59	411.00	308.25		
Japan Ergonomics Research Society	JES		1970	5,115.00	3,836.25	5,115.00	
Nederlandse Vereniging voor Ergonomie	NVVE	97	565	2,305.00	1,728.75		
New Zealand Ergonomics Society	NZES	97	105	595.00	446.25		
Nordic Ergonomics Society	NES	97	1497	4,169.00	3,126.75		
Osterreichische Arbeitsgemeinschaft fur Ergonomi	OAE		38	327.00	245.25		327.00
Polish Ergonomics Society	PES	97	100	575.00	431.25		
Potuguese Association of Ergonomics	APERGO		74	471.00	353.25	471.00	
Russian Ergonomics Association	REA	3,94,95,96,	203	987.00	740.25		
Slovak Ergonomics Association	SEA	94,95,96,97		0.00	0.00		
Societa Italiana di Ergonomia	SIE		200	975.00	731.25		165.75
Societe d'Ergonomie de Langue Francaise	SELF	97	693	2,561.00	1,920.75		
South East Asia Ergonomics Society	SEAES	97	64	431.00	323.25		
AFFILIATED AND SUSTAINING MEMBERS							
Bur. Hungarian Council of Ind. Des. & Ergon.	IFETI				1,000.00		1,000.00
European Society for Dental Ergonomics	ESDE		88	452.00	339.00		339.00
Human Ergology Society	HES(J)	96,97	248	1,092.00	819.00		
			14,001	47,555.00	36,666.25	6,121.00	2,637.00
* - Based on 20% of Society's total fee income							7,044.12
Fees Formula							
Federated Societies: Fees in CH F = 175 + (#members up to 500)*4 + (#members above 500)*2							
Affiliated Members: Fees in CH F = 100 + (#members up to 500)*4 + (#members above 500)*2							