

IEA COUNCIL MEETING 1998

September 7-8, 1998

Cape Town, South Africa

Designation: XX.CT

MATERIALS FOR COUNCIL MEETING

Faculty Hall, University of Cape Town
Graduate School of Business Conference Centre

Starting time: 7 September: 9.00 am



International Ergonomics Association

PRESIDENT
Dr. Ian Noy
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July 25, 1998

Dear IEA Council Member,

Welcome to the IEA Council 1998 Meeting. As Council member, you are the main channel of communication between the IEA and your society. A number of important decisions will be made at the upcoming meeting and we hope that you will have an opportunity to discuss these documents with your society executive prior to the meeting. I especially draw your attention to the voting items.

As provided for in the IEA Basic Rules, the conduct of the business meeting will follow Roberts Rules of Order. Since many Council members are not familiar with these rules, at the start of the meeting, I will outline the main principles and procedures so that everyone can participate fully in the meeting.

By now you should have received the draft strategic plan. We plan to have a workshop on the strategic plan on the afternoon of the first day. This will be a further opportunity for you to contribute towards setting plans and priorities for the IEA.

It has become a tradition at the start of the meeting that each representative introduces themselves and their society. This is extremely important since it facilitates networking and sharing of views and programs. However, we have heard complaints that the process takes too long. Therefore we request that you prepare a brief summary of highlights (priorities, major issues, accomplishments) but we ask that you limit your presentation to 3 minutes. We encourage you to use the overhead projector. We also encourage you to submit a more substantial report so that it can be distributed with the minutes.

I look forward to seeing you in Cape Town.

With kind regards,

Y. Ian Noy, Ph.D., P.Eng., CPE
President, IEA



International Ergonomics Association

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July 25, 1998

IEA Council Members
IEA Executive Committee

Dear Colleagues:

Enclosed please find a Draft Agenda and the related materials for the IEA Council Meeting in Cape Town, September 7-8, 1998.

Please note that our meeting will start on September 7th at 9.00 am in the Faculty Hall, Graduate School of Business Conference Centre, University of Cape Town. The Faculty Hall is located in the Graduate School of Business (UCT), which is incorporated in with the Breakwater Hotel and 100m away from the Commodore Hotel. You may wish to arrive 15-30 minutes before 9.00 am in order to pick up your name tag, and to meet other Council members in an informal way before the meeting starts.

I would also like to bring to your attention that the IEA Strategic Planing Session will be held also on 7 September, 14.00 - 17.30.

Because we have a very tight meeting schedule, I would like to point out that if you intend to make a brief report about your Society's highlights for the last year, you should prepare and use overheads, and limit your presentation time to no more than 3 minutes. Given this restriction, I would encourage you to prepare for the Cape Town meeting a much more substantial report which will be distributed to all members after the Council meeting.

Please do not hesitate to contact me if you have any questions.

Have a safe trip to Cape Town.

Best personal regards,

Waldemar Karwowski
Secretary-General, IEA

Enclosures

IEA Roster (July 1998)

IEA COUNCIL MEETING 1998

Cape Town, South Africa
September 7-8, 1998

DRAFT AGENDA (July 25, 1998)

Designation: XX.CT

Date: September 7-8, 1998

Starting time: 7 September: 9.00 am

Location: Faculty Hall, University of Cape Town, Graduate School of Business
Conference Centre

IEA Strategic

Planing Session: 7 September, 14.00 - 17.30

0. ANNOUNCEMENTS

- 0.1. Housekeeping and logistics of the meeting (voting eligibility)
(Robert's Rules of Order)
- 0.2. Introductions and Roundtable presentations by Council members
(Note: a maximum time of 3 minutes is allocated to each society- please use overheads)

1. OFFICERS REPORTS

- 1.1. President: Annual Report
- 1.2. Secretary-General: Annual Report
- 1.3. Treasurer: Annual Report

2. VOTING ITEMS

(Voting Procedures: see excerpt from the IEA Basic Document, ed. July 1998, enclosed)

2.1. Executive Committee

- 2.1.1. Strategic Plan of IEA
- 2.1.2. Approval of application for membership of the Colombian Ergonomics Society

2.2. Policy and Development

- 2.2.1. IEA Historian

2.3. Professional Practice & Education

2.3.1 IEA endorsement of a Certification process and of a Certifying Body

2.4. Science and Technology

(no voting items)

2.5. Publication and Promotion

(no voting items)

2.6. Industrially Developing Countries

(no voting items)

2.7. Awards Committee

2.7.1. The "IEA Fellow" Award

2.7.2. Rules for selecting Fellows

2.7.3. Constitution of a Fellows Election Committee

3. REQUESTS & ITEMS FOR INFORMATION

3.1. Executive Committee

3.1.1. Status of the Human Factors and Ergonomics Society of Mexico

3.1.3. IEA Awards presentation at IEA Congress Opening Session

3.1.4. Development of Ergonomics Checkpoints (Book 2: Agriculture)

3.1.5. IEA History Book

3.1.2. Status of FEES

3.2. Policy and Development

3.2.1. Selection of location for IEA Congresses

3.2.2. Invitation for bids for IEA Congress 2006

3.2.3. Elections of IEA Officers

3.2.4. Revisions of IEA Basic Documents

3.3. Professional Practice & Education

3.3.1. IEA minimum criteria for Certification of an ergonomist

3.3.2. Accreditation of educational programs

3.3.3. Core competencies

3.3.4. Directory of ergonomics education programs on the Internet

3.3.5. Collation of ergonomics educational programs available on the Internet

3.3.6. Strategies to enhance support of ergonomics education programs

3.4. Science and Technology

- 3.4.1. IEA Technical SubCommittees
- 3.4.2. Conference endorsement
- 3.4.3. IEA2000 Technical Program cooperation

3.5. Publication and Promotion

- 3.5.1. Book distribution
- 3.5.2. IEA homepage in WWW
- 3.5.3. The IEA Journal of Ergonomics & Human Factors
- 3.5.4. Ergonomics International

3.6. Industrially Developing Countries

- 3.6.1. Development of a policy
- 3.6.2. Establishment of a structure
- 3.6.3. Activities in the field of the different Technical Committees

3.7. Awards Committee

- 3.7.1. Nominations of IEA awards
- 3.7.2. The Liberty Mutual Prize in Ergonomics and Occupational Safety
- 3.7.3. K.U. Smith Award

3.8. IEA 2000 Congress Chair Report

3.9. IEA 2003 Congress Update

4. INTERNATIONAL RELATIONS

5. NEXT IEA COUNCIL MEETING

5. OTHER BUSINESS

The IEA Council Meeting

Policies and Operating Procedures

The IEA Council is the governing body of the Association. The Council representative is expected to express the views of his/her society and exercise his/her right to vote on matters requiring decision by Council.

The IEA has improved operational procedures to allow societies more time to consider voting items and will seek ways to make even further improvements. However, there may always be matters that arise at the last moment that cannot be communicated to societies in time. The IEA's policy on this issue is that Council representatives should act in accordance with the views/instructions of their society but should retain the discretion, if circumstances warrant, to vote their conscience.

Order of the IEA Council meeting:

- Report of Officers
- Voting items
- Committee reports on activities, including requests and items for information

Voting

"All major decisions concerning the Association, including rule changes, will be taken by Council ..."

Major items include:

- Changes to Rules
- Election of officers
- Significant financial matters
- Admission of new members
- Formation or dissolution of standing committees
- Any other item deemed by Council as major

Basic Documents of the IEA consists of two parts:

- Rules: official bylaws of the Association (changes require Council vote)
- Procedures: operating practices, policy on committees, support of conferences (including IEA Congress)

The IEA Council Meeting

Robert's Rules of Order: Motions, Rules, Procedures

(Summary using IEA terminology)

Conducting Business

1. All business is brought before the Council by a motion of a representative or a report from the Executive Committee.
2. Before a member can make a motion or address Council, he/she must obtain the floor (i.e., be recognized by the President).
3. Before any subject is open to debate, it is necessary that a motion be made by a member who has the floor, that the motion be seconded and then read by the Secretary-General.
4. Only one principal motion (i.e., on a particular subject) can be debated at any one time. A principal motion, however, yields to all secondary motions which are (in order); lay on the table, the previous question, postpone to a certain day, commit, refer, re-commit, amend, and postpone indefinitely.
5. There are five ways to amend a principal motion:
 - inserting words
 - striking out words
 - striking out and inserting
 - substituting (i.e., can involve complete substitution)
 - dividing (i.e., a complex motion can be divided into parts and voted separately)

Amendments must be friendly to the motion. No more than two amendments are allowed at any one time.

Order of Precedence of Motions

Undebatable

- To fix the time to adjourn
- To adjourn the meeting*
- To lay on the table* (i.e., to end debate and proceed with voting)
- To re-open a previous question (requires a 2/3 vote)*

Debatable

- To postpone the vote to a certain time
- To commit or refer
- To amend the motion
- To postpone the vote indefinitely

Motions are ranked, any one can be made while one of lower order is pending (except amend), none can supercede one of higher order. All motions can be amended except as indicated with *.

I am pleased to announce the following appointments that will become effective following the Council meeting in Cape Town. John Wilson (ES) will replace Margaret Bullock as Chair, Professional Practice and Education Committee. Andy Marshall (ES) will replace Stephen Konz as editor of Ergonomics International. Also, as announced last year, Pat Scott (ESSA) will replace Kamiel Vanwonderghem as Chair of IDCC. These changes were prompted by a policy adopted two years ago which limits the terms of office of IEA officers and chairs to a maximum of 6 years. I am certain that you join me in congratulating the new Executive members and that you will extend to them your complete cooperation and support.

I wish to thank Margaret, Steve, and Kamiel for the contributions they have made on behalf of the IEA. The IEA is richer and stronger as a result of their efforts. Besides being dedicated and resourceful, each is brilliant in their own way. Although we will certainly miss them on the Executive Committee, I am sure we will continue to work with them in other ways.

I am also pleased to announce that Ilkka Kuorinka has assumed the functions of IEA Historian from Brian Shackle (a proposal to formalize the position of IEA Historian will be voted on in Cape Town).

The IEA was invited to participate in the Advisory Board for the World Engineers Convention at the World Exposition EXPO 2000, Hannover, Germany. We believe that IEA participation in the Advisory Board offers an exciting opportunity to enhance links with engineering disciplines and to promote ergonomics within the engineering community. I am pleased to announce that Prof. Heiner Bubb will represent the IEA on the Advisory Board.

A priority activity for me over the past year was the coordination of the strategic plan, with the help of the Policy & Development Committee and the Executive. A key theme is to forge closer ties with our member societies and facilitate their active involvement in IEA initiatives. To that end, we are introducing a special participatory session as a formal part of the Council meeting in Cape Town to discuss in detail the strategic plan.

Housekeeping

We are working to improve the process of decision-making through changes in the format of the Council meeting and the use of technology where it can improve the effectiveness of communication. We are also studying ways of improving the IEA voting procedures. I think we also need to start thinking about the possibility of establishing a permanent business office for the IEA. A considerable effort is expended in transferring material and knowledge between outgoing and incoming officers and as we continue to grow so too will this problem. Although we are certainly not ready to begin phasing in a permanent office, we need to start planning for this eventuality.

The Executive Committee has been busy on a variety of activities, which are described in more detail in the reports of the officers and committee chairs. In my report, I simply want to highlight what I believe to be some of the current priorities.

Strategic Plan

As we approach the new millennium, I believe that the time is ripe for the IEA to review its mission and develop a strategic plan which will position the organization to respond effectively to the needs of federated societies, the discipline and society as a whole. I view the development of the plan a priority and I think that it is vital that we engage all of our member societies in its development to ensure that it reflects an international consensus. The draft strategic plan will be discussed in depth at the Cape Town meeting and will form the basis of specific action plans that will be formulated by the IEA standing committees. We have initiated a process that will help ensure that our plans and priorities are focused on our mission. We are committed to doing it in a transparent and participatory manner and we invite your comments.

New IEA Awards: Liberty Mutual Prize and K.U. Smith Student Award

Liberty Mutual, through the an initiative by Tom Leamon, has developed what will undoubtedly become a very coveted prize. The prize is awarded to an individual for an original, unpublished, non-proprietary research activity leading to a better understanding of avoiding, or mitigating, occupational accidents or injuries, or in the rehabilitation and return to work of an injured worker. The main criteria, therefore, include significant advancement of theory and understanding, innovation and development of new directions or approaches. The annual Liberty Mutual Prize consists of a financial award of US\$5,000. Every three years, the best of the three most-recent winners will receive the Liberty Mutual Prize Medal which consists of a further award of US\$15,000. The first award will be presented at the Global Ergonomics Conference in Cape Town, September 9-11, 1998

This prize provides an excellent opportunity for the IEA to promote ergonomics within private and public sectors, academia and the general public. We need to consider how to derive maximum impact and media coverage from this program. On behalf of the IEA, I congratulate Liberty Mutual, and Tom Leamon, for creating this important initiative. We hope that it will stimulate other organizations to find similarly creative ways to express their support for the science of ergonomics.

It is also my pleasure to announce that the IEA K.U. Smith Student Award which was launched in 1997 is now firmly established, thanks to the efforts of Prof. Tom Smith. It provides a tangible means by which the IEA can further its objectives to encourage the development of the discipline, to foster scholarship and to recognize worthy achievements. Tom deserves enormous credit for his initiative in establishing the K.U. Smith Foundation and creating the Award.

IEA2000

Plans for the 14th IEA Congress are proceeding exceedingly well, under the leadership of Hal Hendrick. This will undoubtedly be the largest Congress for many years to come since it will also be the annual meeting of the Human Factors and Ergonomics Society. The Congress will take place at the San Diego Marriott Hotel, San Diego, California, July 29 to August 4, 2000. Organizers anticipate 430 technical sessions and 2500 attendees. Congress proceedings will be available on a CD.

Certification of Ergonomists

Over the past year, Margaret Bullock has completed revisions to three certification-related documents based on input from IEA'97 and federated societies. The principal document, Core Competencies for Practitioners in Ergonomics, elaborates the scope of practice in ergonomics and defines the requisite skill set. In addition, the IEA has established minimum criteria for the certification of ergonomists.

The third document, Criteria for IEA Endorsement of Certifying Bodies, will form the basis of a program to endorse qualifying ergonomics certifying bodies. Accordingly, we are in the process of establishing an Evaluation Committee that will review and endorse certifying bodies that meet these minimum criteria. We anticipate this committee to become operational soon after the Cape Town meeting.

Academic Infrastructure

The IEA has recently formed a Task Group under the Professional Practice and Education Committee to explore the role of the IEA in the development of education infrastructure (e.g. training programs, centres of scholarship, knowledge systems) and to establish ergonomics as a recognised multi disciplinary field of science. Some preliminary objectives are to recommend strategies to influence policy setting bodies (including in the academic world), to support the offering of ergonomics education, to create some new channels for educating the community about ergonomics (including within secondary schools), and to develop strategies for enhancing quality in ergonomics education. Some specific activities include promoting ergonomics as a science to personnel in organizations such the UN, national academies of sciences, NATO and the National Research Council.

IEA History

Under the direction of Ilkka Kuorinka, we are exploring the possibility of publishing a book on the history of IEA. The date of publication is targeted for 2000 and it is anticipated that it will be available at the IEA Congress.

We have also begun to organize the IEA archives. We are interested in obtaining original material and photographs that pertain to the Association.

Electronic Journal

We will soon be launching our electronic journal, the IEA journal of Ergonomics & Human Factors. This can be found on the reconstructed IEA home page. The journal will feature sections on theory as well as the application of ergonomics and human factors. We are very excited about this activity as it will make ergonomics knowledge accessible to users who may not have access to current periodicals. The Editor-in-Chief of the journal is Martin Helander and the Executive Editor is Markku Mattila.

IEA Conferences

We are hoping to organize IEA conferences, with the help of the Technical Committees, in the years in which there are no Congresses. This strategy will help increase the visibility and impact of the IEA, help focus interest on specific topics or sectors of the economy, stimulate regional development of ergonomics and generate additional revenues for the IEA (so that we can keep membership dues at their current rates).

International Ergonomics

Andy Marshall, new editor of the IEA newsletter, and I have discussed the merits of creating a Board of Regional Editors. He will soon begin recruiting persons to serve on the Board. The new format of the newsletter will also contain more IEA content by featuring articles written by the Executive Committee.

Think About It

The IEA is constantly in search of volunteers/leaders for new and existing committees. If you are interested in contributing actively to an existing committee or would like to initiate a new activity please let us know of your interest. Similarly, if you are aware of individuals in your society who are willing and able to serve the international ergonomics community contact me or another Executive member. Service at the international level is rewarding and meaningful.

Thank You

On a personal note, I thank the Executive Committee and Council for its support over the past year. It is truly an honour for me to be working with such talented and devoted people.

Ian Noy

Secretary-General's Report

1.2.CT

July 1997 - July 1998

0. PREFACE

The main responsibilities of the Secretary General/SG include the following:

1. Functioning as the IEA Secretary:

- Facilitating the Executive Committee's plans and activities
- Preparation of IEA documents for the EC and Council meetings (agenda, minutes, logistics)
- Maintaining the IEA Basic Documents
- Maintaining the IEA Roster

2. Networking with the EC members and the COUNCIL

- Communicating with the IEA Council and IEA Federated Societies
- Communicating with other societies and organizations around the world/ in coordination with the President

3. Networking with others outside the IEA community

4. Managing the IEA secretariat

- Archiving and keeping track of the current IEA correspondence and documents
- Preparation of Annual and Triennial IEA Reports
- Maintaining of the COUNCIL and IEAWORLD electronic listserves

REPORT

1. FUNCTIONING AS THE IEA SECRETARY

1.1. Transitional meetings

A transitional meeting was held on 26-27 October 1997 in Amsterdam with P. Rookmaaker in order to discuss functioning and logistics of the IEA Secretariat, and transfer important IEA documents.

A transitional meeting was also held on 25 October 1997 in Tampere, Finland, with M. Mattila to discuss the duties and responsibilities of the Chair of the P&P Committee, and to follow up on the current and future tasks.

1.2. Facilitating the Executive Committee's plans and activities

1.2.1. Internal IEA meetings

Meeting agenda, relating documents, and Minutes from the meetings with the Action Lists were prepared, and logistics support provided for the meetings of the Executive Committee, IEA strategic Planning, and the IEA Officers Summit.

Executive Committee Meetings:

Kuala Lumpur, Malaysia, November 10-11, 1997

London, England , April 4-5, 1998

Summit Meeting of the Officers:

Ottawa, Canada , June 26-27, 1998

Similar documents were prepared for the 1998 Council.

Council Meeting:

Cape Town, South Africa , September 9-11, 1998

1.2.2. Communication with the Executive Committee

A restricted access (secure) site for the Executive Committee activities was developed and implemented on WWW:

http://www.louisville.edu/speed/ergonomics/access/iea_index.html

which at present includes current information on:

- Draft IEA Strategic Plan
- IEA Roster
- IEA Basic Documents /working update
- EC Committee Report Submission Form

1.2.3. IEA Basic Documents

During the reporting period, an updated version of the IEA Basic Documents (July 1998) was prepared in cooperation with the Chair of the Policy and Development C., and published for the 1998 Council meeting.

1.2.4. IEA Roster

Several electronic mailings of the up-dated versions of the IEA Roster were prepared and distributed to the Executive, Council and Secretariats of the IEA members.

1.2.5. IEA Journal/status, Editor decision

The SG coordinated (on behalf of the EC) the process of selecting the Editor -in-Chief for the IEA electronic journal.

1.3. Current correspondence

Correspondence by letters, faxes and e-mail have been received and processed (often electronically) about a wide variety of subjects such as literature search, individual IEA membership, invitations to meetings, policy matters, relations with international organizations, etc.

2. NETWORKING WITH THE EC MEMBERS AND THE COUNCIL

2.1. Communicating with the IEA Council and IEA Federated Societies

An electronic communication listserve (COUNCIL) was developed to communicate with the Council members and secretariats of the IEA societies.

2.2. Communicating with other ergonomics societies and organizations

2.2.1. Prospects for new IEA federated societies include:

- Colombia
- Cuba
- Argentina
- Chile
- Andean Region (Chile, Peru, Venezuela, Cuba, Ecuador and Panama)

In the reporting period, the IEA Federated membership has been processed for:

- The Ergonomics and Human Factors Society of Mexico (status pending)
- Colombian Ergonomics Association (new)

2.2.2. IEA representation

In the reported period, the SG has:

- Represented the IEA President at the Opening Session of the ASEAN / IEA Joint Conference (ASEAN Ergonomics '97) held in Kuala Lumpur, Malaysia on November 6-8, 1997.
- Presented Welcoming Address on behalf of IEA at the 15th International Seminar of Ergonomics Teachers, sponsored by the Polish Ergonomics Society, held in Wroclaw, Poland, on June 22-24, 1998 (this annual event is not yet officially sponsored by the IEA).

2.2.3. Federation of European Ergonomics Societies/FEES

No progress (see Policy and Development)

3. NETWORKING WITH OTHERS OUTSIDE THE IEA COMMUNITY

3.1. Status of MOUs

Current agreements and MOU's include: ISSC, IAAP, ICOH, ICSID, Liberty Mutual Insurance Co. These are being incorporated into the Rules, brochures, website, etc, need to keep track of these (on going activity).

3.2. International Labour Office/ILO

IEA also has the NGO status with the ILO. Close relations are kept with the Occupational Safety and Health Branch, headed by Dr. J. Takala at ILO/Geneva. Recently, discussions were held with the members of the Branch (April 1998) about the proposed Ergonomics Checkpoints Book 2.

3.3. Ergonomic Checkpoints Book 2

1. The preparation of Ergonomic Checkpoints Book 2 was discussed with the ILO on 6 April 1998. The ILO was represented by Dr. J. Takala, Chief of the Occupational Safety and Health Branch and officials from the Publications Department. The IEA was represented by K. Kogi. It was agreed to cooperate in jointly producing Ergonomic Checkpoints Book 2 and select "agriculture" as the subject area. This area seemed timely in view of the recent decision by the ILO to include "Safety and health in agriculture" in the agenda of the 2000 and 2001 International Labour Conferences. The meeting also agreed about the chapter headings and the format of each checkpoint similar to the IEA/ILO Ergonomic Checkpoints already published. It was agreed to designate K. Kogi as editor of Book 2 as proposed by the IEA and to consider several experts as potential authors.

2. It was also agreed to further consider the possibility of IEA/ILO collaborative publication. As the time frame of the joint work, completion in two years was suggested. The final list of authors will be agreed on later. Following the meeting, we learned that the ILO invited the Silsoe Research Institute in Bedford, UK, which has prepared draft "Guidelines on Ergonomics in Agriculture" for the ILO, to participate in the preparation of Book 2. It appears beneficial to use the Guidelines as reference materials.

3. The meeting further considered the areas of IEA/ILO collaboration including the possibility for the IEA to apply for an ILO-recognized NGO status, the exchange of information about IEA and ILO activities and cooperation in promoting the use of Ergonomic Checkpoints (Book 1).

3.4 Donations, Bequests

No donations or bequests were received in the reporting period by the S-G.

4. MANAGING THE IEA SECRETARIAT

4.1. Archiving and keeping track of the IEA documents

This is an on going-activity. The potential location (England?) for the permanent archives is being presently explored.

4.2. Preparation of Annual and Triennial IEA Reports

The Annual (1997-1998) IEA Report was compiled and printed for the IEA Council meeting. The Annual Reports will be used to create the Triennial Report within 6 months after the change of the Presidency (every 3 years).

The COUNCIL and IEAWORLD electronic listserves are continually being updated

4.3. Staff

In the reporting period, Mrs. Laura Abell was the acting staff person for IEA, employed for about 4 hrs a week.

Waldemar Karwowski

July 1998

International Ergonomics Association Report of the Treasurer

(June 30, 1998)

Including:
Financial Statements, 1997
Schedule of Dues Received
Equity History

Kazutaka Kogi
IEA Treasurer

NOTES TO 1997 YEAR-END REPORT

1. The IEA is federation of ergonomics and human factors societies around the world, registered 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 \$20,735, raising the cash reserve to \$61,102.
2. Capitation fees income was received from Human Ergology Society symposium '96, Yokohama, ODAM '96 and IEA '97 in the amount of \$26,195.
3. The IEA financial base is stable, albeit small. Traditional and new sources of revenues need to be explored to permit undertaking larger program initiatives.

Treasurer's Operational Schedule and Milestones

- Budget approved by EC at mid-year meeting January
- Dues notice to societies Jan 15
- Reminder of dues outstanding May 31
- Preparation of year-end report and financial statement May 31
- Preparation of mid-year report for Council meeting ~Jun 30
- Final reminder re outstanding dues Oct 30
- Call for budget estimates (deadline Nov 30) Nov 1
- Preparation of budget for mid-year meeting Dec 31

**International Ergonomics Association
Balance Sheet
For Year Ended December 31, 1997**

(The Balance sheet for year ended December 31, 1997 is indicated in US dollars only as IEA had only US\$ account at that time.)

	1997 Total \$	1996 Total \$
ASSETS		
Current assets		
Cash Accounts	38,550	14,214
Term Deposits	79,505	81,022
Seed Funds Receivable	12,035	34,035
Total	130,090	129,270
EQUITY		
ESA Fund for Conf. in South East Asia	4,957	7,699
SELF Fund	8,178	8,178
HFES Fund for Erg. In Dev. Countries	5,733	4,275
Loans Reserve	35,000	35,000
HFAC Fund	119	18,193
Liberty Mutual Fund	15,000	-
Cash Reserve	66,102	55,925
Total	130,090	129,270

(Prepared by Kazutaka Kogi 20/1/98)

**International Ergonomics Association
Statement of Operations
For Year Ended December 31, 1997**

	1997 Total \$	1996 Total \$
REVENUE		
Membership Dues	40,541	38,895
Capitation Fees	26,195	353
Interest	153	4,059
Contribution towards HFES Fund	1,459	439
Contribution towards Liberty Mutual Fund	15,000	-
Miscellaneous	93	74
Total	83,440	43,820
EXPENDITURES		
Executive and Administrative Expenses		
Office-related expenses	11,370	3,193
Travel	9,238	10,022
Clerical	1,095	2,240
Committees		
Awards	5,165	-
Policy and Planning	4,954	1,915
Futures Task Force	3,522	-
Science and Technology	2,367	2,290
Education and Training	6,521	5,575
Industrially Developing Countries	6,307	2,990
Promotions and Public Relations	2,402	2,840
Publications	2,318	1,485
Newsletter	1,694	50
Meeting costs	3,307	6,136
ISSC fees	300	-
Bank charges	143	193
Grants	2,000	2,500
Total	62,704	41,428
OPERATING SURPLUS (DEFICIT)	20,735	2,392

International Ergonomics Association
Statement of Changes in Reserves and Funds
As at December 31, 1997

Cash Reserve (USD)	Credit	Debits	Balance
Balance at start of year			55,925
Operating surplus	20,735		
Gain/Loss due to USD exchange	901		
Transfer to HFES Fund		1,459	
Transfer to Liberty Mutual Fund		15,000	
Balance at end of period			<u>61,102</u>
Loans Reserve and Receivable (USD)	Credit	Debits	Balance
Balance at start of year (available)(Balance)			965
IEA 97	22,000		
ODAM 5	5,000		
IEA 2000		5,000	
			22,965
Balance at end of period (available)			
Receivable SEAES	4,000		
Receivable ISE	2,000		
Receivable Brazil	1,035		
Receivable IEA2000	5,000		
Receivable			12,035
Value			<u>35,000</u>
ESA Fund for Conf. in South East Asia (USD)	Credit	Debits	Balance
Balance at start of year			7,699
Change in USD exchange		742	
Grants		2,000	
Balance at end of period			4,957
Receivable			
Value			<u>4,957</u>

HFES Fund for Ergon. In Dev. Countries (USD)	Credit	Debits	Balance
Balance at start of year			4,275
HFES contribution	1,459		
Balance at end of period			5,733
Receivable			
Value			<u>5,733</u>

SELF Fund (USD)	Credit	Debits	Balance
Balance at start of year			8,178
Balance at end of period			8,178
Receivable			
Value			<u>8,178</u>

HFAC/A Fund (USD)	Credit	Debits	Balance
Balance at start of year			18,193
IEA '97 grants to delegates		18,074	
Balance at end of period			119
Receivable			
Value			<u>119</u>

Liberty Mutual Fund (USD)	Credit	Debits	Balance
Balance at start of year			0
Liberty Mutual contribution	15,000		
Balance at end of period			15,000
Receivable			
Value			<u>15,000</u>