



IEA ANNUAL REPORT 2001-2002

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IEA Council meeting 2002

International Ergonomics Association

IEA ANNUAL REPORT 2001 - 2002

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International Ergonomics Association

IEA ANNUAL REPORT 2001 - 2002

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INTERNATIONAL ERGONOMICS ASSOCIATION

The International Ergonomics Association (IEA) is the association of ergonomics and human factors societies around the world. Ergonomics, also known as human factors, is the scientific discipline concerned with the interaction between humans and technology.

ERGONOMICS

Ergonomics integrates knowledge derived from the human sciences to match jobs, systems, products and environments to the physical and mental abilities and limitations of people.

GOALS AND OBJECTIVES

The goal of the IEA is to promote the knowledge and practice of ergonomics by initiating and supporting international activities and cooperation. The objectives include the advancement of knowledge, information exchange and technology transfer. To meet these objectives, IEA establishes international contacts among those active in the field, cooperates with international organizations to facilitate the practical application of ergonomics in industry and other areas, and encourages scientific research by qualified persons in the field of study and practice.

ORGANIZATION

The IEA was organized pursuant to Article 60 et seq of the Swiss Civil Code. The registered headquarters of the IEA is in Zurich with a business office in the U.S.A. At present, there are 34 member societies representing about 17,000 ergonomists worldwide.

The IEA maintains liaison with the United Nations, the World Health Organization (WHO), the International Labour Office (ILO) and the International Standards Organization (ISO).

IEA GOVERNING BODY

The IEA is governed by a Council comprised of delegates from the member societies and by the Executive Committee of the Council.

EXECUTIVE COMMITTEE

The IEA Executive Committee comprises of the elected Officers, Chairs of the Standing Committees, Past President (non-voting), Newsletter Editor (non-voting), and the IEA Triennial Congress Chairperson (non voting).

SHORT HISTORY

Ergonomics emerged as a modern discipline during World War II when the human operator became increasingly the weakest link in modern sophisticated military systems. After the war, the discipline continued to grow to meet the challenge of civilian applications.

The IEA was founded in 1959 in response to the growing need for international cooperation, principally in Europe. The emphasis in the early days was on human productivity and work physiology. As the discipline matured, other fundamental objectives were recognized, such as the provision for safer and healthier working environments and the improvement of the quality of working life.

Today the discipline encompasses a diversity of interests including cognitive science, human-computer interaction, organizational design and management. The potential of ergonomics is becoming widely recognized by industry, government, labour and the general public.

Ergonomics has contributed to the development of industrial workplaces, transportation, aerospace systems, office design, computer hardware and software and consumer products. It is testament to the importance as well as the success of ergonomics that its scope of application is expanding at an accelerated rate to encompass virtually all aspects of human activity at work, at home and at play.

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IEA COUNCIL MEETING 2002

Santiago, Chile

AGENDA AND DOCUMENTS

Santiago, Chile

August 31, 8:30-18:30

September 1, 8:30-17:00

IEA Council meeting Agenda, August 31, 8:30-19:00

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	0.2. Robert's rules of orders	12
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14:35	Bylaws of Chilean	48
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IEA Council meeting Agenda, September 1, 8:30-17:00

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<i>19:00</i>	<i>Council dinner</i>	

0. HOUSEKEEPING AND LOGISTICS OF THE MEETING

0.1. 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:

1. Report of Officers
2. Voting items
3. Information Items (Standing Committee reports, requests, and other items)

Voting

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

Major items include:

1. Changes to Rules
2. Election of officers
3. Significant financial matters
4. Admission of new members
5. Formation or dissolution of standing committees
6. Any other item deemed by Council as major

Basic Documents of the IEA consists of two parts:

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

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

(Summary using the 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

Undeatable

- 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

1. ROUNDTABLE PRESENTATION BY COUNCIL MEMBERS

2. OFFICERS REPORTS

2.1. PRESIDENT'S REPORT (2001-2002) (Advanced text)

State of the International Ergonomics Association in 2002
By Waldemar Karwowski

- Mission and Goals of our Association

In August 2000, the Council declared that the IEA mission is *to elaborate and advance ergonomics science and practice, and to expand its scope of application and contribution to society to improve the quality of life*. Our mission is reflected by three principal (and strategic) goals:

Goal I: *Effective communication and collaboration to support the work of member societies and to improve IEA operational effectiveness.*

GOAL II: Advance the science and practice of ergonomics at international level by facilitation of knowledge exchange and improving the quality of professional practice and education.

GOAL III: *Enhance contributions of the ergonomics discipline to global society by promoting wide recognition of our discipline in all aspects of life.*

The **IEA Strategic Plan** (SP) constitutes a blueprint for our future activities and has been translated into specific goals and **Action Plans** of various IEA Standing Committees. Implementation of the **SP** is a process through which we can address the needs and expectations of our member societies.

Realizing that the **SP** is a working document, which should evolve over time in order to reflect our changing needs and aspirations, we aim to move our Association in the directions outlined in our plan.

The Executive Committee's efforts are guided by the **Action Plans for Deployment of the IEA Goals (2001-2003)** developed based on the IEA Strategic Plan.

As always, your input as Council Members to such efforts is very much needed and appreciated.

Below, I provide a report focused on my main activities as your President reflecting the past year (2001-2002).

2.1.2. IEA Officers Summit Meetings

In order to plan for and coordinate the current IEA business for the EC and the Council, the Officers held four summit meetings.

The *Officers Summits* were held in Paris, France on December 7-9, 2001; March 16-17, 2002 (before the Executive Committee's Mid-Year Meeting 2002); and finally on May 18-20, in preparation for the Council meeting in Chile. These summits proved to be very useful to plan the IEA agenda for 2002-2003 periods and beyond. I very much appreciate the support of Pierre Falzon (Secretary-General) and Kazu Kogi (Treasurer) in organizing these important meetings

2.1.3. IEA 2003 Congress (it is coming fast!)

IEA 2003 CONGRESS ORGANIZING MEETING

As you know, the *XV-th IEA Congress* will be held in Seoul, Korea, August 24-29, 2003. This is our main event that will shape the future of our profession and the discipline of ergonomics worldwide for the years to come. I would like to encourage **all members of the Council**, and the whole IEA community to help the organizers in publicizing the Congress and to actively support development of the scientific program.

(Please note that the full Call for Papers and all details about the Congress can be found on our home page (www.iea.cc).

Following the joint planning meeting in preparation for this main event (held last year), on May 14-15, 2002 the *Executive Committee* members have met again with the *IEA 2003 Congress Organizing Committee* in Paris, France.

We have discussed the logistics and timing of the needed preparations for the next Congress. I would like to thank Prof. Min Chung, General Chair of the Organizing Committee the Committee members, and Prof. Ken Laughery, *Chair of the IEA Science, Technology and Practice Committee* for their efforts in the above.

2.1.4. International Affairs

JAPAN-KOREA JOINT MEETING '2002

On June 1, 2002, I had a privilege to present on behalf of IEA the *Opening Remarks* at the *Joint Meeting of the Japan Ergonomics Society and the Korean Ergonomics Society*, held in Hiroshima, Japan. I have also met with the *Executive Board* of the Japan Ergonomics Society, with Kazu Kogi (IEA Treasurer), and with the Organizers of the IEA 2003 Congress.

As reported before, the *Japan Ergonomics Society* has decided to hold their annual meeting in 2003 in conjunction the IEA 2003 Congress. On behalf of IEA, I would like to congratulate JES for their foresight in supporting our Congress. I would also like to extend my personal appreciation to Prof. M. Nagamachi, Chairman of the joint meeting in Hiroshima, and Prof. Takao Okhubo, President of JES, for their warm hospitality offered to me as IEA President while visiting Japan,

ERGONOMICS: THE DISCIPLINE AND SUBJECT OF UNIVERSITY STUDIES, POLAND '2002

On June 21-23, 2002, I have participated in the *symposium entitled: Ergonomics: The Scientific Discipline and the Subject of University Studies*, which was held near Poznan, Poland. This symposium, organized by the *Ergonomics Committee of the Polish Academy Of Science*, was focused on the recent efforts by the Polish ergonomics community to develop a proposal to the Polish Ministry of Education to: 1) formally introduce *ergonomics* into the roster of state recognized scientific domains and/or disciplines, and 2) recognize and approve the degrees in ergonomics (MS and PhD level) to be awarded be the Polish universities.

I believe that this important initiative can be can be very helpful in reaching similar goals worldwide, and on behalf of IEA I would like to applaud my Polish colleagues for their efforts. (For more information about this activity please contact Prof. Tadeusz Marek of the Jagiellonian University in Krakow, Chair of the *Ergonomics Committee of the Polish Academy of Science*)

ANNUAL CONFERENCE OF THE TAIWAN SOCIETY OF ERGONOMICS '2002

I was invited to deliver on behalf of IEA the Opening Address at *the Annual Conference of the Taiwan Ergonomics Society*, held in March 2002 in Taipei, Taiwan. Unfortunately, due to

my University duties, I was not able to participate. However, Prof. Martin Helander, Past IEA President, agreed to present the Welcoming Remarks on behalf of IEA.

ANNUAL CONGRESS OF THE SOCIETY OF MEXICAN ERGONOMISTS '2002

I was also invited to deliver on behalf of IEA, the *Welcoming Address* at the Annual Congress of the *Society of Mexican Ergonomists*, held in May 2002 in Juarez, Mexico. Unfortunately, due to my previous commitments, I was not able to participate. Prof. Hal Hendrick, Past IEA President, agreed to present the Welcoming Remarks on behalf of IEA.

The GfA 50TH BIRTHDAY

Please remember to plan for the celebration of the *Gesellschaft für Arbeitswissenschaft*. The *Special Anniversary Conference* that will be held in Munich, Germany, on May 6-9, 2003. The IEA is proud to support the GfA's celebration of their 50th anniversary of outstanding contributions to IEA and ergonomics worldwide.

VISIT TO P. R. CHINA

I am pleased to let you know that during my stay in Beijing, July 6-21, 2002, I plan to meet with the Executive Board of the Chinese Ergonomics Society to discuss several issues of importance to the Pan-Pacific area, and to explore the possibility for P.R. China's to bid for organizing the IEA Congress in 2012.

2.1.5. Cooperation with IOHA

I am pleased to report that following the establishment of the formal ties between IEA and the *International Occupational Hygiene Association (IOHA)*, Prof. Ken Laughery, Chair of the ST&A Committee represented IEA at the *5th IOHA International Scientific Conference* held in Norway, June 2002.

2.1.6. Cooperation with WHO

Recently, the World Health Organization has requested that we provide a report regarding our past activities and our plans for cooperation between the IEA and WHO in the future. As we are currently preparing such a report, and we welcome any relevant information from the IEA societies about your contacts with WHO. Please send your comments directly to Prof. Pierre Falzon, IEA Secretary General.

2.1.7. IEA Development Efforts: Campaign for Development (2001-2003)

As you know, one of our goals is to bring our Association to the next level of financial ability. In this respect, we have set as a target to generate by the IEA 2003 Congress a total of \$100,000.00 (on a three year cycle, or 33,000 per year) in new and continued funding, i.e. the *IEA Campaign for Development* -

Today, I am pleased to report that our efforts continue to attract the **new IEA Sustaining Members**. Currently, the total amount of new money (either pledged or paid) from the beginning of our campaign currently exceeds: **\$ 48,000** (16,000.00 per year for 3 years).

A number of new prospects have also expressed their interest in supporting IEA, and we should be able to increase the total contributions significantly in the remaining few month of this year. Please note that more information about the campaign and the ways to contribute can be found on the IEA home page (www.iea.cc).

We are also receiving a total of **\$ 15,000** (5,000 per year for three years) worth of the in-kind contribution from ErgoWeb, Inc. in form of the development and support of the IEA web site.

These new funds have been pulled together and targeted as the *IEA Strategic Initiative Fund*, from which we will finance major IEA initiatives upon the recommendation form the Executive Committee and approval of the Council, consistent with the IEA Strategic Plan.

I would like to express my sincere appreciation to Kazu Kogi, our Treasurer; Young Kwon and Kwon Lee of Korea; and Ken Laughery of USA for serving on the *IEA Development Sub-Committee* this past year.

2.1.8. IEA Home page

Under direction of the *IEA Webmaster*, Dr. Vince Duffy, we have been working to update and enrich the content of the IEA web site (www.iea.cc).

On a technical side, our home page is being maintained free of charge by ErgoWeb, Inc., *the IEA Sustaining Member*. On behalf of the Council, I would like to express our thanks to Peter Budnick of Ergoweb and his coworkers for their outstanding work.

I encourage all of you to take a look at the site and share with us your comments and suggestions for future improvements and additions to the site.

2.1.9. IEA Knowledge Portal

As we have communicated at the last Council Meeting in Florence, 2001, the Executive Committee is considering the next step in our presence on the World Wide Web by making a

transition from the traditional home page design to technically advanced *IEA Knowledge Portal*.

The Communications and Public Relations Committee in close cooperation with the whole EC and the Council will lead this effort.

The *IEA Knowledge Portal* will help us in reaching our strategic goals by enabling our association to provide cost effective and more efficient services to our member societies, and to enhance our contributions to the global society. The portal should also help to improve our operational effectiveness and disseminate the educational, training and professional knowledge within the developing countries.

The portal should will make it possible to implement such new EC projects, which are currently under development, including the *IEA Distance Learning Program*, and the *Basic Appreciation Course on Ergonomics* for free use by the general public worldwide.

We will be discussing our plans for the *IEA Knowledge Portal* and seeking your feedback in Santiago de Chile.

2.1.10. *IEA Distance Learning Program*

As you may already know, Prof. Pat Scott, Chair of the *IEA Industrially Developing Countries Committee* is leading the efforts to develop the *IEA Distance Learning Program*, which aims to offer ergonomics training for occupational safety and health professionals, with the main focus on developing countries.

Our goal is to deliver distance-learning materials to developing countries that contain base level ergonomics training, yet are flexible enough to be modified to represent the unique needs and abilities of each specific country. The IDC Committee coordinates this effort in cooperation with the *Professional Standards and Education Committee*.

2.1.11. Operation of the IEA Office and IEA Archives

On behalf of IEA, in May 2002 I have signed an Agreement with CNAM, Paris, France to provide the services needed for operating our *IEA Office*, and to host the *IEA Archives*.

2.1.12. IEA Membership Structure: the IEA Network

As you recall, last year the Council created the new organizational entity within IEA, called the *IEA Network*. This allowed clarifying the purpose and role of the newly developed *Federation of European Ergonomics Societies* (FEES) within the IEA structure. (The IEA Executive Committee created FEES for the purpose of establishing a formal lobby for seeking research funding from the European Union sources). We have also requested last

year of FEES to submit a formal proposal for approval by the Council of such a first *IEA Network*.

Given the ever changing environment within which ergonomics (both our discipline and profession) is developing worldwide, and the requirements for growth of our Association, the *IEA Policy and Planning Committee* has developed preliminary background for discussion at the *Council Workshop* that will be devoted to this important issue.

The Council members will be asked to develop options for the new policy with respect to the IEA membership structure.

2.1.13. Restructuring of the IEA Basic Documents

Consistent with *Goal I* of the *IEA Strategic Plan*, the Executive Committee prepared a proposal to restructure much outdated and archaic structure of the **IEA Basic Documents**, which describe our rules and operating procedures. Such revisions are long overdue and very much needed in order to reflect our current structure, our goals, and our activities and aspirations as the worldwide association of ergonomics.

The proposed new *structure* for the *IEA Rules and Procedures* is attached. At the Council meeting in Chile, we will seek Council's approval for the proposed new framework *IEA Basic Documents* before we embark on the major policy changes, as well the needed changes to our rules and procedures.

2.1.14. Directory of Ergonomics Education Programmes

The Professional Standards and Education Committee is always seeking an input from the Council in developing the new (electronic edition) of the *IEA Directory of Ergonomics Educational Programmes*.

2.1.15. Development of the Core Ergonomics Curriculum

Consistent with our strategic goals, the *Professional Standards and Education Committee* is working on development of the *IEA Basic Guidelines for Ergonomic Degrees* at the bachelor, masters and PhD levels. While recognizing diversity of educational approaches and differences between different countries, these guidelines are to focus on the possible educational content of such degree programs, including the core and elective courses, in accordance with the *IEA Definition of Ergonomics*.

Prof. John Wilson, Chair of the Committee has proposed to begin this task by evaluating different educational programs that are offered today in different countries as to their resemblance and compatibility with the IEA "*Core Competencies*" documents.

2.1.16. The IEA Ergonomics Quality in Design (EQUID) Program

Following the *IEA Strategic Goals II and III*, at the last meeting in Florence the Council approved development of the *IEA Ergonomics Quality in Design (EQUID) Program*.

This program aims to provide the means for IEA to enhance the public understanding of the meaning of *ergonomics* and *ergonomics design*, and serves to implement the standards of minimum quality assessment of the claims for something was *ergonomically-designed*.

The EQUID Committee's Core Group (Klaus Zink, Pierre Falzon, Ian Noy and Waldemar Karwowski) has met in November 2001 in Kaiserslautern, Germany, and in March 2002 and May 2002 in Paris in order to develop specific documents which we are now presenting to the Council (see attached). As development of these documents took a lot of efforts, I would like to express my personal appreciation to the members of the *EQUID Committee* for their efforts.

Realizing that some details of the program will need to be developed as we move ahead, we will be asking the Council to adopt in principle the developed framework of the *IEA EQUID Program*.

2.1.17. Thank you

Finally, as we are closing the second year of the challenging work in the 200-2003 period, I would like to express my sincere appreciation to Pierre Falzon and Kazu Kogi, and other members of the Executive Committee, the Council, and all members of various sub-committees and ad-hoc committees for their voluntary work on behalf of the IEA, as well as for their support and cooperation in the last year for the benefit of our discipline and our profession.

I would also like to acknowledge invaluable contributions by all of our *Sustaining Members*.

As we grow in our membership and in our aspirations, we seek to involve others from the IEA member societies in our work. I believe that in order for us to move forward and be successful in achieving our goals, all of our committees should include all individuals who are willing to help in our work.

I would like to welcome you to contact me or any member of the Executive Committee directly if you have any comments, and would like to encourage you to contribute to the work of IEA by joining various IEA committees.

June 30, 2002

2.2. SECRETARY GENERAL'S REPORT (2001-2002)

General operations

The IEA Office has been moved to the home country of the SG (France). The IEA Office assistant has been appointed (Mrs Jackie Jorrot ; jorrot.ergo@wanadoo.fr). This has greatly improved the day-to-day operations of the IEA.

Meetings

On top of usual EC and Summit meetings, specific meetings have been held to prepare EQUID documents and discuss the IEA'2003 organization.

Executive committee meetings have been held in :

3. Paris, France : March 16-17, 2002

Summit meetings have been held in :

4. Paris, France : February 25, 2002
5. Paris, France : March 14, 2002
6. Paris, France : July 23, 2002

EQUID meetings have been held in :

7. Kaiserslautern, Germany : November 17-18, 2001
8. Paris, France : March 18, 2002

A meeting with the organizers of the IEA'2003 congress has been held in Paris, France on March 15, 2002.

Meetings in Paris have been hosted by CNAM, Paris and organized by the SG. The meeting in Kaiserslautern has been organized by Klaus Zink, chair of the P&P Committee, and hosted by the university.

Applications for membership to the IEA

Several societies are engaged in the process of becoming members :

9. Chilean Ergonomics Association
10. Asociacion Venezolana de Ergonomia / Sociedad Venezolana de Ergonomia
11. Iranian Ergonomics Society

The three of them are eligible to become members. The Chilean society has sent a translation of its bylaws ; its application can be considered by the IEA. The two other associations are willing to submit an application. We expect to receive their bylaws soon.

Revision and reorganization of IEA Basic Documents

The rewriting and restructuring of the IEA Basic Documents have been completed and will be proposed for approval at the 2002 IEA Council meeting.

IEA archives

The Conservatoire National des Arts et Metiers (Paris, France) has agreed to host the IEA archives. Following the approval of the IEA Council (Florence, Italy, 2001), the agreement has been signed by the IEA and by CNAM.

2.3. TREASURER'S REPORT

2.3.1. Summary of Financial Performance

2.3.1.1. Basis of accounting

The financial operations of the IEA are based on the revenues from membership fees, donations and other income. The IEA keeps its accounts in U.S. Dollars (USD). The IEA fiscal year-end is December 31. 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. The financial system comprises two parts; (i) annual operation, and (ii) special reserves.

- The annual operations include revenues from membership dues, capitation fees, interest and other receipts; and expenditures for administrative and other recurring activities. Advances to officers are treated as expended items in the Statement of Operations when paid.
- 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.

2.3.1.2. Financial Performance for 2000

- 1) The financial situation of the IEA remained stable in the year 2001. This was greatly helped by the substantial increase in revenue from the Sustaining Members. This made it possible to meet the increased expenditures including those for some new activities and related Executive Committee work.
- 2) The total revenues for the 2001 fiscal year amounted to US\$ 74,024. This comprised membership dues of US\$ 49,735 and contributions to the IEA funds of US\$ 16,531. The membership dues included US\$ 29,312 from Society Members and US\$ 20,413 from Sustaining Members. The continued high level of the revenue except for capitation fees was notable.
- 3) The expenditures were mainly due to executive and administrative expenses and activities of committees. The total expenditures for the 2001 fiscal year amounted to US\$ 77,980. This resulted mainly from the overall increase of the travel and other expenses of the Executive Committee members and the printing costs carried over from the Triennial Congress. The operating balance for the year had a deficit of US\$ 3,956, with the cash reserve as at December 31, 2001 of US\$ 107,530.
- 4) The year was the fourth year for the Liberty Mutual Prize, and the awardee received US\$ 5,000. The other operating costs of the Prize amounted to US\$ 5,379. As in the previous years, there was a continued contribution of US\$ 15,000 to the Liberty Mutual Fund. The balance at the end of 2001 was US\$ 17,862 for the Liberty Mutual Fund.

- 5) The current assets at the end of 2001 amounted to US\$ 182,571. The total assets thus kept the level achieved at the end of the previous fiscal year. The major part of the assets is kept as term deposits with the Scotia Bank.
- 6) Grants in the amount of US\$ 1,000 were given for the participation in the International Conference on Humanizing Work and Work Environment (Mumbai, December 2001). These grants were drawn from the JES Fund and the HFES Fund. There was a donation from the Japan Ergonomics Society of US\$ 1,531 that was added to the JES Fund. The sum of the balance at the end of 2001 was US\$ 22,179 for ESA, HFES, SELF and JES Funds. It should be noted that the new money generated mainly through the efforts to increase the Sustaining Members and donations in the 2000-2003 period in the form of the IEA Strategic Fund was important to cover the increased level of expenditures for new activities.
- 7) New Sustaining Members included the Kyungshung University (Gold Level) and three new Individual Sustaining Members (Martin Helander, Tan Lye Hee and Waldemar Karwowski). All the other Sustaining Members continued their contribution. They were Taylor & Francis (Diamond Level), Research Institute of Human Engineering for Quality of Life (HQL, Platinum Level), Ergoweb, Inc. (Platinum Level in kind) as well as Bureau of the Hungarian Council of Industrial Design and Ergonomics (Gold Level), Human Centric Technologies, Inc. (Gold Level), Orihara Manufacturing Company Ltd. (Gold Level), the Central Institute for Labour Protection (Gold Level) and Dr. Hiroshi Udo (Japan, Individual Sustaining Member corresponding to Gold Level). There were thus twelve Sustaining Members as of the end of 2001.
- 8) The new formula for calculating the Society Membership fees has started from 2001. The total amount of the new membership fees for 2001 will amount to approximately US\$ 32,000, with about one-third of the Federated Societies from countries in industrial development opting for the alternative formula of paying 20 percent of their income from their paying members.
- 9) The IEA financial base thus remained stable, albeit small. Since the income for covering operational activities have relied mainly on the membership dues, the financial situation was kept tight for the period. The recent increase in the Sustaining Membership fees will continue to further strengthen this base. New sources of revenues should continue to be explored to permit undertaking new strategic initiatives of the IEA.

2.3.2. Balance Sheet for Year Ended December 31, 2001 (in US Dollars)

Year	2001	2000	1999
ASSETS			
Cash Accounts	18,440	64,681	31,229
Term Deposits	160,096	123,189	114,969
Seed Funds Receivable	4,035	1,035	7,035
Total	182,571	188,905	153,233
EQUITY			
ESA Fund for South East Asia	5,680	5,282	4,968
HFES Fund for Ergonomics in IDCs	6,808	6,797	6,467
SELF Fund	7,757	7,215	7,727
Loans Reserve	35,000	35,000	35,000
JES Fund	1,934	903	-
Liberty Mutual Fund	17,862	15,249	29,001
Cash Reserve	107,530	118,459	70,070
Total	182,571	188,905	153,233

2.3.3. Statement of Operations for Year Ended December 31, 2001 (in US Dollars)

Year	2001	2000	1999
REVENUE			
Membership Dues (Society Members)	49,725 [29,312]	46,787 [27,787]	35,042
(Sustaining Members)	[20,413]	[19,000]	
Capitation Fees	-	50,325	-
Interest	7,268	4,304	1,940
Contribution towards HFES/JES Funds	1,531	1,903	1,236
Contribution towards Liberty Mutual Fund	15,000	15,000	15,000
Miscellaneous	500	47	83
Total	74,024	118,366	53,301
EXPENDITURES			
<i>Executive & Administrative Expenses</i>			
Office-related expenses	3,204	3,140	2,190
Travel	19,267	16,923	10,486
Clerical	2,025	1,500	2,250
<i>Committees</i>			
Awards	3,169	6,014	1,437
Liberty Mutual Prize	10,379	24,575	7,000
Policy and Planning	4,444	4,243	1,664
Science, Technology and Practice	2,609	5,184	1,120
Professional Standards and Education	3,167	4,132	1,954
Industrially Developing Countries	5,632	5,833	1,648
Communications and Public Relations	15,969	4,623	1,680
Newsletter	1,736	2,812	1,161
Meeting costs	4,884	8,312	4,048
Fees and bank charges	495	559	475
Grants	1,000	2,000	-
Total	77,980	89,850	37,113
OPERATING BALANCE	-3,956	28,516	16,188

2.3.4. Statement of Changes in Reserves and Funds
As at December 31, 2001 (in US Dollars)

Cash Reserve	Credit	Debits	Balance
Balance at start of year			118,459
Operating surplus/deficit		3,956	
Gain/Loss due to exchange		2,310	
Transfer from Liberty Mutual Fund	13,548		
Transfer from JES Fund	500		
Transfer from SELF Fund	500		
Transfer to Funds (Interest)		2,680	
Transfer to JES Fund		1,531	
Transfer to Liberty Mutual Fund		15,000	
Balance at end of year			107,530

Loans Reserve and Receivable	Credit	Debits	Balance
Balance at start of year(available)			33,965
HWWE Conference		3,000	
Balance at end of year			30,965
Receivable Brazil	1,035		
HWWE Conference	3,000		
Receivable			4,035
Value			35,000

ESA Fund for South East Asia	Credit	Debits	Balance
Balance at start of year			5,282
Interest	398		
Balance at end of period			5,680
Receivable			
Value			5,680

HFES Fund for Ergonomics in IDCs	Credit	Debits	Balance
Balance at start of year			6,797
Interest	512		
Grants		500	
Balance at end of period			6,809
Receivable			
Value			6,809

SELF Fund	Credit	Debits	Balance
Balance at start of year			7,215
Interest	542		
Balance at end of period			7,757
Receivable			
Value			7,757

JES Fund	Credit	Debits	Balance
Balance at start of year			903
JES Contribution	1,531		
Grants		500	
Balance at end of period			1,934
Receivable			
Value			1,934

Liberty Mutual Fund	Credit	Debits	Balance
Balance at start of year			15,249
Interest	1,161		
Liberty Mutual contribution	15,000		
1999 Award		5,000	
Administration		8,548	
Balance at end of period			17,862
Receivable			
Value			17,862

2.3.5. IEA Draft Budget Plans for 2002-2003

Year	2000	2001	2002	2003
REVENUE				
Membership Dues (Society Members) (Sustaining Members)	46,787 [27,787] [19,000]	49,725 [29,312] [20,413]	58,000 [32,000] [26,000]	63,000 [33,000] [30,000]
Capitation Fees	50,325	-	1,000	22,400
Interest	4,304	7,268	6,000	6,000
Contribution towards Funds	16,903	16,531	18,000	18,000
Miscellaneous	47	500	500	500
Total	118,366	74,024	83,500	109,900
EXPENDITURES				
<i>Executive & Administrative Expenses</i>				
Office-related expenses	3,140	3,204	3,000	3,000
Travel	16,923	19,267	16,000	18,000
Clerical	1,500	2,025	5,000	7,000
<i>Committees</i>				
Awards	6,014	3,169	4,000	4,500
Liberty Mutual Prize	24,575	10,379	7,000	25,000
Policy and Planning	4,243	4,444	4,000	5,000
Science, Technology and Practice	5,184	2,609	4,000	4,000
Professional Standards and Education	4,132	3,167	4,000	4,000
Industrially Developing Countries	5,833	5,632	5,000	5,000
Communications and Public Relations	4,623	5,598	4,000	5,000
Newsletter	2,812	1,736	2,000	2,500
Triennial report		10,371		10,000
Meeting costs	8,312	4,884	5,000	8,000
Fees and bank charges	559	495	600	800
Grants	2,000	1,000	2,000	6,000
Total	89,850	77,980	65,600	107,800
OPERATING BALANCE	28,516	-3,956	17,900	2,100
IEA Strategic Fund: Allocated revenue	12,000	18,000	23,000	28,000
<u>Expenditure level</u>	<u>0</u>	<u>15,000</u>	<u>20,000</u>	<u>25,000</u>
Balance	12,000	3,000	3,000	3,000
		(15,000)	(18,000)	(20,000)

3. VOTING ITEMS

3.1. VOTING PROCEDURES AND ELIGIBILITY

3.2. APPROVAL OF THE MINUTES FROM THE 2001 COUNCIL MEETING IN FLORENCE, ITALY

MOTION: *Council approves the Minutes of the 2001 Council meeting.*

3.2. APPROVAL OF THE MINUTES OF THE FLORENCE (ITALY) COUNCIL MEETING

IEA COUNCIL MEETING 2001

Florence, Villa Montalto

Saturday, September 24, 8:30 am - 5:00 pm

Sunday, September 25, 8:30 am - 4:00 pm

Attendance

Officers

President Karwowski WK
Secretary-General Falzon PF
Treasurer Kogi KK

Standing Committee Chairs

Awards, Past IEA President..... Noy.....IN
Industrially Developing Countries ScottPS
Policy & Planning ZinkKZ
Communication & Public Relations Smith (excused) MS
Professional Practice & Education..... WilsonJW
Science, Technology & Practice Laughery (excused).....KL
Ergonomics International Marshall (ex-officio)..AM
IEA Historian..... Kuorinka (excused).....IK
Chair, Organizing IEA'2003 Chung (excused).....MC

Representatives of Federated Societies

All-Ukrainian Ergonomics Association

Asociación Española de Ergonomía

Associação Brasileira de Ergonomia (ABERGO)

Associação Portuguesa de Ergonomia Carlos

Belgian Ergonomics Society	Claessens
Chinese Ergonomics Society	
Croatian Ergonomics Society	
Czech Ergonomics Society	
The Ergonomics Society	Sell, Marshall, Wilson
Ergonomics Society of Australia	Caple
Ergonomics Society of Federal Republic of Yugoslavia	
Ergonomics Society of Korea	Jung, Kim
Ergonomics Society of South Africa	Scott
Ergonomics Society of Taiwan	Wang
Gesellschaft für Arbeitswissenschaft	Landau, Seeber
Hellenic Ergonomics Society	
Association of Canadian Ergonomists/ Association Canadienne d'Ergonomie	
Human Factors & Ergonomics Society	Karwowski (3 proxy votes)
Hungarian Ergonomics Society	
Indian Ergonomics Society	
Inter-Regional Ergonomics Association / IREA	
Irish Ergonomics Society	
Israeli Ergonomics Society	
Japan Ergonomics Society	Akita, Horie
Nederlandse Vereniging voor Ergonomie	Koningsveld, Dul
New Zealand Ergonomics Society	Legg
Nordic Ergonomics Society	Nygård, Olsen
Österreichische Arbeitsgemeinschaft für Ergonomie	
Polish Ergonomics Society	Pacholski
Slovak Ergonomics Association	
Sociedad Colombiana de Ergonomia	
Società Italiana di Ergonomia	Bianchi
Société d'Ergonomie de Langue Francaise (SELF)	Falzon (2 proxy votes)
South-East Asian Ergonomics Society (SEAES)	
Swiss Society for Ergonomics	
Turkish Ergonomics Society	
Guests	Duffy, IEA Webmaster

Meeting started at 9:00 am

1. ANNOUNCEMENTS

1.1. WELCOME, HOUSEKEEPING AND LOGISTICS OF THE MEETING

Waldemar Karwowski, IEA President, welcomed Council members and asked for a minute of silence in memory of the victims of September 11, 2001, terrorism in the USA.

WK explained the operation of the Council meeting, including voting eligibility, and the Robert's Rules of Order.

WK thanked Gabriella Caterina, Alfredo Bianchi and the Italian Ergonomics Society for hosting this Council meeting.

1.2. INTRODUCTIONS AND ROUNDTABLE PRESENTATIONS BY COUNCIL MEMBERS

Council members introduced themselves and made short presentations concerning major activities of their societies.

Alfredo Bianchi welcomed delegates and regretted the absence of HFES delegates, due to the recent events in the USA.

2. OFFICERS REPORTS

2.1. PRESIDENT: ANNUAL REPORT

(see IEA Annual Report 2000-2001/ pp 13-21)

WK recalled the three goals of IEA adopted at the IEA 2000 Council Meeting in San Diego, and discussed the way he translated them into lines of action for the IEA President, including:

1. Improvement of IEA operational effectiveness by strengthening the IEA Standing and other Committees, considering the need for changes in IEA membership rules, and revising the IEA Basic Documents;
2. Enhancement of contributions of ergonomics to the global society: focus on website development, consider the creation of the IEA portal, development of the *IEA Quality Ergonomics Design (QED) Certification Program*

WK then discussed the following issues:

- IEA Strategic Plan
- Presentation of Welcoming or Opening addresses at IEA endorsed conferences
- Meeting with the organizers of the IEA 2003 Congress in Korea
- Liaisons with UN Organizations: ILO and WHO
- Memorandum of Understanding signed with IOHA (International Occupational Hygienists Association)
- Discussions with President of IAAP (International Association of Applied Psychology)
- *Campaign for Development* and new IEA Sustaining Members
- Major EC activities (Revision of IEA Basic Documents, Core Ergonomics Curriculum, IEA Journal: discontinuation of IEA Journal of Ergonomics Research, consideration of an IDC oriented electronic Journal, with an applied focus)

WK reported that our *Campaign for Development* attracted several new Sustaining Members with the total new Sustaining Membership fees for the three years (2001-2003) in the amount of \$42,000 (as of September 1, 2001).

WK thanked the IEA Council, the IEA Executive Committee for their work for IEA and stressed that IEA relies on the dedication of volunteers to go forward.

Jan Dul (VnVE) requested clarification on the potential for development of the IDC-oriented electronic journal and the distance learning program. WK stated these are projects the EC are considering for the future in relation to development of the IEA portal.

2.2. SECRETARY-GENERAL: ANNUAL REPORT

(see IEA Annual Report 1999-2000/ pp. 22-23)

The activities of the Secretary General included:

- Update of the IEA Basic Documents in view of the IEA Council in San Diego 2000
- Development of the IEA Report 2000-2001
- Facilitating the Executive Committee's and Council's Plans and Activities

Executive Committee Meetings:

- San Diego, CA, USA : August 3, 2000
- Louisville, KY, USA : November 10-11, 2000
- Cairo, Egypt : March 24--25, 2001

Summit Meeting of the Officers:

- Warsaw, Poland : October 27-28, 2000
- Paris, France : March 3-4, 2001
- Paris, France : July 1-3, 2001

- Paris, France : September 9-10, 2001

Council Meeting:

- Florence, Italy: September 24-25, 2001

Processing applications of new societies to IEA

Applications for membership submitted or received:

- Hong Kong Ergonomics Society
- Society of Mexican Ergonomists

Applications being processed

- Asociacion Venezolana de Ergonomia / Sociedad Venezolana de Ergonomia
- Iranian Ergonomics Society

- Processing a growing flow of electronic mail
- Preparation of a restructuring of the IEA Basic Documents
- Negotiation with CNAM to host the IEA Archives

2.3. TREASURER: ANNUAL REPORT

(see the IEA Annual Report 2000-2001/ pp 24-30)

Kazutaka Kogi presented the state of the IEA financial resources and the statement of operations for year 2000-2001. The substantial increase in revenues in 2000 was due to the IEA 2000 congress and to the increase in sustaining membership fees. The increase in expenditures was due to the costs associated to the IEA 2000 congress and award of the IEA/Liberty Mutual Medal.

KK reported on the revenues of membership fees from federated societies. He then presented the projected budget for the period 2001-2003. The budget includes the "Strategic Fund" generated from new sustaining membership fees to finance specific projects.

Reg Sell (ES) inquired on the capitation fees from endorsed conferences (outside the Triennial Congress). He stated that the capitation fees are a dis-incentive to Federated Societies to run IEA meetings because of their perceived negative impact on their budget. KK stated that no major IEA endorsed conferences were held this year and that there is a tendency, for budget reasons, to refrain from requesting IEA endorsement (other than the "free" endorsement).

WK indicated that the change of the IEA rules with respect to capitation fees (decided at the preceding IEA Council 2000) should bring positive results, since even the lowest level of endorsement requires payment of the fees to the IEA.

Ernst Koningsveld (NvvE) asked why an increase in membership dues was expected in 2001 and beyond. KK stated that this is caused by the modifications of the IEA rules that Council adopted in 2000 (payment in US dollars rather than in Swiss francs).

3. VOTING ITEMS

WK explained the voting rules and procedures.

Roll Call: A quorum for voting was established (a total of 30 eligible votes were present).

3.1. EXECUTIVE COMMITTEE

3.1.1. Order of Business at the Council meeting

MOTION: Council reverses its earlier decision that prohibits holding special events before all IEA business has been conducted.

Moved by WK and seconded by PF.

Motion carried (30-Y; 0-N; 0-A)

3.1.2. Approval of the Minutes from the 2000 COUNCIL Meeting in San Diego, USA

MOTION: *"Council approves the Minutes of the 2000 Council meeting."*

Moved by WK and seconded by KK.

Motion carried (30-Y; 0-N; 0-A)

3.1.3. Approval of the Hong-Kong Ergonomics Society (HKES) as an IEA Federated Society

MOTION: Council approves the Hong-Kong Ergonomics Society (HKES) as an IEA Federated Society, subject to payment of its registration fee.

Moved by KK and seconded by Ernst Koningsveld

M. Akita (JES) asked for the opinion of the Chinese Ergonomics Society. WK indicated that he had been in touch with them and that they agreed on the application of HKES. Ernst Koningsveld asked whether this application was not in contradiction with the IEA rules.

Again, WK stated that the Chinese Ergonomics Society did not object. KK added that there was no real contradiction with the IEA Basic Documents.

Motion carried (30-Y; 0-N; 0-A)

3.1.4. Approval of the Society of Mexican Ergonomists (SEMAC) as an IEA Federated Society

MOTION: Council approves the Society of Mexican Ergonomists (SEMAC) as an IEA Federated Society, subject to payment of its registration fee.

Moved by WK and seconded by PF

JW requested the meaning of "active associate founders" as stated in the presentation. PF indicated that this formulation was extracted from the SEMAC document, these are the founding members of SEMAC.

Motion carried (30-Y; 0-N; 0-A)

3.1.5. Approval of the Creation of IEA Networks

MOTION: Council approves the creation of IEA Networks, which shall be groupings of IEA Federated Societies, formed to address specific needs. Council approves the formation of an IEA Network based on a formal proposal stating the purpose, organizational structure and mode of operation, and which is endorsed by participating societies. IEA Networks report on their activities to IEA.

Moved by WK and seconded by PF.

Kirsten Olsen (NES) asked whether the Finnish Ergonomics Society could be a member of NEES (or FEES), since the Finnish Ergonomics Society belongs to the Nordic Ergonomics Society. PF stated that it would be detrimental to the Finnish Ergonomics Society if they could not be a member of NEES.

Reg Sell (ES) put forward a fear for additional bureaucracy. PF stated that the objective of the proposal was to provide a status to the existing of future groupings between IEA Member Societies.

After some discussion, Kirsten Olsen proposed that the debate related to FEES/NEES be separated from the question of *IEA Network*. There was general agreement on that point.

Jan Dul (Nvve) stated that he would have liked to discuss the motion with his society before the Council meeting.

IN proposed a friendly amendment stating "or its affiliates". PF seconded the amendment.

Amendment carried (24-Y; 2-N; 4-A)

AMENDED MOTION: Council approves the creation of IEA Networks which shall be groupings of IEA federated societies, or its affiliates, formed to address specific needs. Council approves the formation of an IEA Network based on a formal proposal stating the purpose, organizational structure and mode of operation, and which is endorsed by participating societies. IEA Networks report on their activities to IEA.

In response to several questions, WK stated that the Executive Committee intention was not to force the formation of IEA Networks, but rather to address the precedence of FEES. The IEA network would be created based on a proposal made by societies wishing to form such a network within the IEA structure.

Motion carried (18-Y; 5-N; 7-A)

Ernst Koningsveld wished to explain his vote (N), and stated that he would have preferred the motion to be part of the documents sent in preparation of the Council Meeting.

3.1.6. New Category of IEA Sustaining Membership

MOTION: Council approves the creation of a fourth level of Sustaining Membership (Star level) with an annual fee of US \$25,000

Moved by WK and seconded by PS.

Motion carried (28-Y; 0-N; 0-A)

3.1.7. Donations

MOTION: Council approves changing the first sentence of Chapter 4 (IEA Basic Documents) to read as follows: "Companies, other organizations and individuals can support IEA by making donations."

(plus suppression of sentence 3 of the same paragraph, p.8, IEA Basic Documents)

Moved by WK and seconded by PF.

Motion carried (30-Y; 0-N; 0-A)

3.1.8. Memorandum of Understanding with the IOHA (International Occupational Hygiene Association).

MOTION: Council approves the Memorandum of Understanding with the IOHA (International Occupational Hygiene Association).

Moved by WK and seconded by KK.

Motion carried 28-Y; 0-N; 0-A)

3.1.9. Revision of IEA Basic documents

MOTION: Council approves restructuring of the IEA Basic Documents as proposed by the EC (see report of Secretary-General)

Moved by WK and seconded by PS.

Ernst Koningsveld suggested including the IEA Strategic Plan in the *Organizational Repository*. IN further suggested to replace *Organizational Repository* by *Reference documents*, including *Strategic Plan*. WK seconded the amendment.

Amendment carried (31-Y; 0-N; 0-A)

No other remarks were made. The motion was proposed to the vote.

Amended motion carried 29-Y; 0-N; 0-A)

3.1.10. IEA Archives at CNAM

PF presented the terms of the proposed Agreement with CNAM and the 3 modifications proposed (for articles 5, 8 and 10).

MOTION: Council approves an Agreement with CNAM, Paris, France, for hosting the IEA Archives.

Moved by WK and seconded by IN.

Motion carried (30-Y; 0-N; 0-A)

3.1.11. IEA QED Endorsement Program

MOTION: Council approves the development of the IEA Quality Ergonomics Design (QED) Endorsement/Certification Program as proposed by the Executive Committee.

Moved by WK and seconded by PF

WK presented proposal for development of the QED endorsement/certification program: objectives, global process, etc. (see IEA Annual Report 2000-2001).

Caterina Gabriella (IES) stated that she strongly supported this proposal. IN stressed that the IEA Council was asked to give its approval to development of the program, not to its details as currently outlined. The details that were mentioned in the presentation made by WK should be understood as preliminary outline for this program.

David Caple (ESA) suggested that the first *QED Committee* should explore the possibility of having MOUs with other organizations. WK stressed that all Council members wishing to contribute to this effort were welcome to do so.

Reg Sell (ES) noted that the Ergonomics Society has tried in the past to build such a program. The ES had abandoned it because of the amount of work involved. WK agreed that the program would require much effort, but stated that he believed that the time was right to proceed with this program development.

PF added that the proposed QED program would require less effort since IEA would not itself certify ergonomics quality, but would simply accredit certification bodies.

Steve Legg (NZES) suggested there might be different levels of QED endorsement/certification.

Andreas Seeber (GfA) suggested including Kurt Landau in the first QED Committee. Kurt Landau indicated that he strongly supported the proposal, which he found totally coherent with the objective of the IEA.

Kirsten Olsen (NES) indicated that another goal would be to train companies or persons to evaluate the ergonomics quality of a product.

Some members (Carlos and Sell) also noted the potential legal aspects of the proposal should be considered. WK stated this important point would have to be addressed by the QED Committees, as appropriate.

Motion carried (29-Y; 0-N; 0-A)

3.1.12. Approval of the Framework for Distance Learning Program for Ergonomics in IDCs

MOTION: Council approves development of a Distance Learning Program for Ergonomics in IDCs

Moved by WK and seconded by Ernst Koningsveld

Pat Scott introduced and discussed the proposal.

Motion carried (29-Y; 0-N; 0-A)

3.1.13. Approval of the IEA President's Advisory Board

MOTION: Council approves the formation of the IEA President's Advisory Board

Moved by WK and seconded by PF

WK presented the motion. He stated that it amended the formation of the Advisory Sub-Committee decided by the Council in 2000.

Jan Dul (NVvE) suggested not to limit the composition of the Board to past IEA Presidents, but to open it to other individuals with significant service to IEA at the discretion of the President.

Amended motion moved by Jan Dul and seconded by Ernst Koningsveld.

WK stated that the intention is to preserve IEA memory, and to capitalize on the expertise and wisdom of the past IEA Presidents. The Board would be consulted by the IEA President, as needed, regarding the strategic issues of importance to IEA future.

Amendment carried (29-Y; 0-N; 0-A)

WK called for the vote on the amended motion.

Motion carried (29-Y; 0-N; 0-A)

3.1.14. Approval of the IEA/JOSE Best Paper Award

MOTION: Council approves the IEA/JOSE Best Paper Award

Moved by WK and seconded by David Caple.

Following a question of Andreas Seeber, WK stated that no IEA funds would be used for this Award. The money for the Award would be provided by the Central Institute for Labour Protection, Warsaw, Poland.

Motion carried (29-Y; 0-N; 0-A)

3.1.15. Approval of the Policy on Audits of IEA Finances

Moved by WK and seconded by David Caple.

MOTION: Each year, the Council elects two IEA Auditors, not necessarily members of the Council. The auditors audit and report on the accounts submitted by the Treasurer. The audit shall be completed at least 30 days before the IEA Council Meeting.

KK stated he supported the motion.

Motion carried (29-Y; 0-N; 0-A)

4. COUNCIL WORKSHOP ON "HOW CAN IEA MEMBER SOCIETIES SUPPORT IDCs ?"

Klaus Zink and Pat Scott introduced the theme of the workshop and its organization.

The outcome of the Workshop will be provided as a separate document to be prepared by Klaus Zink.

5. IEA CONGRESSES

5.1. IEA 2003 TRIENNIAL CONGRESS REPORT

Eui S. Jung (ESK), Scientific Program Chair, presented a report on the IEA 2003 Congress to be held in Seoul, Korea.

Reg Sell (IES) inquired about the expected Korean audience. E. Jung stated a participation of 500 people from Korea was expected. J. Wilson mentioned that the difference in the registration for IEA members and for industry did not seem very large.

WK suggested to increase this difference (for instance 500US\$ and 600US\$).

IN inquired about the involvement of other Asian countries.

KK suggested attempting to raise funds from the industry to waive or reduce the registration fee for people from IDCs. PS proposed that there could be a global reduction of registration fee for IDCs.

WK encouraged E. Jung to use the *IEA Technical Committees of the Science, Technology and Practice Committee* as a resource for the Scientific Program Board. These Committees have played an important role in organizing symposia and specific sessions in the preceding IEA Congresses.

E. Koningsveld (NvvE) inquired about the possible competition between various congresses and conferences in 2003. WK stated this indeed may occur, as 2003 will be a very busy year. For example, the GfA is organizing its anniversary meeting in 2003 also sponsored by IEA. However, IEA must not endorse other meetings that fall within the three month window of the IEA 2003 Congress.

5.2. IEA 2006 TRIENNIAL CONGRESS REPORT

E. Koningsveld, Congress Chair, presented a report on the IEA 2006 Congress to be held in Maastricht, Netherlands. He announced that the Program Chair will be Ruud Pikaar. The website domain name has been registered (www.IEA2006.org). He suggested that IEA could claim this general domain name (www.iea200X.org) for future Congresses.

5.3. IEA 2009 TRIENNIAL CONGRESS REPORT

WK informed the Council that no formal proposal for IEA 2009 has been received yet. However, D. Caple (ESA) stated that M. Helander had expressed interest of the SEAES to organize this IEA Congress in Singapore. WK indicated that a decision will be made at the next Council Meeting, 2002.

6. STANDING COMMITTEES REPORTS AND DISCUSSION ITEMS

6.1. EXECUTIVE COMMITTEE

6.1.1. Report from FEES

P. Rookmaaker (PR) joined the Council meeting on the invitation from WK.

PR presented a report on the recent activities of FEES. The construction of FEES follows a step-by-step approach. A working group on lobbying has been established in Brussels and has contacts with the European Union authorities. This working group investigates the ergonomics research problems that may interest the European Union. The feeling is that the contacts are not yet at a high enough level to ensure success. PR sent a letter to the IEA Federated Societies in order to formalize the status of FEES.

WK expressed his thanks to PR for his work on behalf of FEES. He also noted that the IEA Council welcomes a proposal to formalize the status of FEES according to the adopted policy on *IEA Networks*. Such proposal is to be voted on by the Council in 2002.

6.1.2. Continuation on work on IEA History book

PF reported, on behalf the IEA Historian, I. Kuorinka, on the continuation of work on the IEA history book. The plans are to create interest among potential authors to write on themes that describe some of the trends that have had an influence on ergonomics and IEA. These articles, if they can be promoted /created, could be published as articles in the *Ergonomics International* and other appropriate journals.

6.2. POLICY & PLANNING COMMITTEE

Klaus Zink (KZ) presented the report on the activities of the Policy & Planning Committee (see IEA Annual Report). He introduced the *IEA Strategic Plan* as a living document, stating the actions to be undertaken by the Executive Committee, their relations to IEA Goals and their financial needs.

KZ introduced the issue of IEA Portal development. On this subject, PF reported on the electronic mail received by the SG and by the EC, indicating that these emails could be used as part of the specification of the IEA portal.

Concerning the membership structure, KZ developed two related activities:

- *SubCommittee on IEA Membership* (chaired by Luc Desnoyers): this Subcommittee is in charge of investigating the possible evolutions of IEA membership rules and categories;
- *Membership Survey*: this action is in continuation to preceding initiatives of the IEA Executive.

6.3. PROFESSIONAL STANDARDS & EDUCATION COMMITTEE

John Wilson (JW) presented the report on the activities of the Professional Standards & Education Committee (see IEA Annual Report). He stressed that the documents issued by the PS&E Committee (now included in the *IEA Basic Documents*) are guidelines, not prescriptions, and are intended as a resource by IEA Federated Societies.

JW reported on the advancement of work on *the IEA Electronic Directory of Ergonomics Education Programs*. He requested all Federated Societies to contribute to this Directory.

Concerning the IEA endorsement of the professional certification programs, JW recalled first that the endorsement concerns *Certification Bodies*. Procedures and committees are in place. The BCPE endorsement is now being processed. New Zealand is to apply next year. Japan may be applying soon.

A review of the Masters Courses has been undertaken in order to develop a basic core for the MS in ergonomics degree. The first step is to compare the content of existing programs. Preliminary results indicate a large variability in number of hours and relative weight of areas of ergonomics (e.g. physical ergonomics vary between 50 to 20%, cognitive ergonomics vary between 35 to 4 %). This review is to be extended to more Courses. In order to proceed, JW stated that he needed, for each country, the name of a person who will be the contact person for this country.

JW presented the project of developing the *IEA Code of Practice*, starting from the existing code of ethics (included in Basic Documents).

6.4. SCIENCE, TECHNOLOGY & PRACTICE COMMITTEE

WK presented the report of the Science, Technology & Practice Committee, in the absence of KL, Chair of the STP Committee (see IEA Annual Report).

WK stated that the Councils input is needed to develop the IEA website. He introduced Vince Duffy as the IEA Webmaster responsible for communication with ErgoWeb.

Betty Sanders, a new member of the STP Committee, will serve as the STP Committee webmaster.

A number of conferences have been endorsed (see IEA Annual Report).

The STP Committee offered its help to contribute to the scientific program of IEA 2003 by organizing International Multi-session Symposia.

S. Legg (NZES) asked whether *IEA Technical Committees* could report their activities to the Council.

WK indicated the current practice was to have these Committees report to the STP Chair. KZ suggested having a one-page synthesis of the activities of the TCs in the Annual Report.

D. Caple (ESA) inquired about the list of locations for IDC Proceedings that appear in the *2000-2001 IEA Annual Report*. This point will be addressed in the IDC Committee Report.

6.5. COMMUNICATIONS & PUBLIC RELATIONS COMMITTEE

WK presented the report of the Communications & Public Relations Committee, in the absence of MS, Chair of this Committee (see IEA Annual Report).

Development of the IEA brochure : this brochure is intended to be handed to interested individual and organizations, in particular in order to seek financial support.

Concerning the distribution of educational materials to IDCs / IEA distribution centers, it was stated that the list of these distribution centers should be revised.

As for contributions to portal development, KZ is in charge of overseeing the development of the portal, in contact with other relevant committees (STP, CPR, IDC), with the IEA webmaster and with interested individuals.

J. Dul (Nvve) stated that a better balance should be achieved between internal and external communication. Concerning the latter, more effort could be put on communication with national and international bodies. WK agreed on this view, and stated that IEA should get a better knowledge on the way IEA, ergonomics or ergonomists are perceived by external bodies and by the public, and added that the Communications and Promotion Committee is in charge of this important IEA activity.

D. Caple (ESA) reported on an experience he had in communicating to the media results of three studies in ergonomics and on the impact of these efforts on the general public.

A. Marshall (Ergonomics International Editor) informed the Council about the need for inputs from the Federated societies. WK expressed his thanks to AM for its dedication and effective work.

6.6. INDUSTRIALLY DEVELOPING COUNTRIES COMMITTEE

Pat Scott (PS) presented the report on the activities of the Industrially Developing Countries Committee (see IEA Annual Report). Four ergonomics conferences associated with IDCs were held or will be held in the near future (in Egypt, South Africa, South America and India). PS thanked the initiative of D. Caple (Australia) for donation of books and journals.

M. Akita (JES) mentioned the problem of languages, as far as book donations were concerned. PS acknowledged the difficulty. Most books are in English.

A number of workshops have been held by Shahnavaaz, Kogi and PS in various IDC countries. A major achievement is the establishment of the Iranian Ergonomics Society.

PS has been working on training guidelines for occupational health personnel in collaboration with B. McPhee. There are on-going discussions with WHO. PS has run a

seminar (with J. Charteris) sponsored by the Namibian Ministry of Works, with a prestigious attendance that brought a lot of media coverage.

Considering ergonomics training, PS stated that basic training programs are now available and that the present need is for more advanced educational courses. The Distance learning program already discussed (voting item 3.1.12) is a step in that direction.

KK informed the Council of the development of *Ergonomic Checkpoints in Agriculture*. The target date of publication was modified to 2002.

Considering funds to help attendance of people of IDCs to international congresses, PS suggested that encouraging lower registration fees would be a better policy than funding travel expenses. JW stated that IEA should have better criteria for funding attendance to congresses. K. Kogi responded that an appropriate, selective, policy of funding travel expenses is still useful. Following a question of E. Jung, PS suggested that the Treasurer and Chair of the IDC Committee should propose a policy on that issue.

6.7. AWARDS COMMITTEE

IN presented the report on the activities of the Awards Committee (see IEA Annual Report).

- K.U. Smith Student Award: the foundation has actually more funds than necessary for this award. There is on-going thought for creating another award.
- IEA/JOSE Best Paper Award: IEA has agreed to present this award, but the process is handled by JOSE.
- IEA Fellow Award: for the future, all IEA Fellows will be involved in the reviewing process. The propositions of the committee have been examined by the EC. The proposal is to give the Fellow Award to Peter Hancock. IN is to become a Fellow by virtue of having been a President of the IEA.
- IN recalled the eligibility criteria for the Fellowship (International Service and Membership in society) and the distinction criteria (outstanding contributions to ergonomics/human factors). The objective is to keep a high standard of assessment of the propositions.
- The IEA/Liberty Mutual Prize for 2001 was awarded to P. Hancock and S.N. de Ridder.

7. NEXT IEA COUNCIL MEETING

Two possibilities for holding the 2002 Council meeting were discussed:

- C. Nygaard: Sweden in October
- Chile or Argentina: to be organized by the EC, with a Workshop focusing on the local/regional/national needs of the IDC countries in South America.

Since no firm proposals were offered at this time, it was agreed that an electronic vote will be arranged for on the basis of the formal proposals to be received as soon as possible. The voting will be conducted before end of 2001. (Two weeks will be allowed for an electronic ballot).

8. OTHER ITEMS

Two nominations for IEA auditors have been received:

- Koya Kishida, Japan
- Sadao Horino, Japan

MOTION : Council approves the nominations of Koya Kishida and Sadao Horino as IEA Auditors.

Moved by KK and seconded by PF

Motion carried (28-Y; 0-N; 1-A)

9. ADJOURNMENT

Waldemar Karwowski thanked all the Council members for their active participation in the meeting.

3.3. EXECUTIVE COMMITTEE

3.3.1. Approval of new member societies

See bylaws of the Chilean Ergonomic Association, in the following pages.

MOTION: Council approves the Chilean Ergonomics Association as an IEA Federated Society, subject to payment of its registration fee.

BYLAWS OF CHILEAN ERGONOMICS ASSOCIATION

1.OFFICIAL NAME AND LEGAL ADDRESS

The Chilean Ergonomics Associations a corporation of deprived right, prevailed by Title XXXIII, Book First, of the Civil Code Chilean.

The legal address is: Casilla 165/ correo 22 Santiago. Chile.

2. OBJECTIVES

- A. To develop investigation , study, diffusion and application in order of the Ergonomics practice.
- B. To promote the knowledge of the Ergonomics.

3. ACTIVITIES

The Chilean Ergonomics Association will obtain its goals developing diverse activities, Mayor activities include:

- A. Developing Chilean Congress of Ergonomics
- B. Developing, supporting or endorsing to formation activities like as Seminaries, Congresses, Courses, and others
- C. Publishing scientific and technical literature and material of diffusion
- D. Cooperating with other organizations related to the Ergonomics discipline

4. THE MEMBERSHIPS

The association will be formed by natural or legal people with academic formation in the discipline and develops habitually some activity related to the Ergonomics, and that they are not affiliated, within the country, to other organizations of same nature.

5 . DEFINITIONE OF MEMBERS

- A. Founders Members: are those that concurred to sign the act of constitution of the Association.
- B. Affiliated Members: are the people who request to entrance and its application is approved. They will present an original scientific work that will be put under the approval of the Assembly.

6. QUALIFICATIONS OF THE MEMBERS

The Chilean Ergonomics Association welcomes like members in those who being interested in their improvement and development like professionals of the Ergonomics, satisfy the following conditions:

- A. Requirements of Formation: To demonstrate academic formation in Ergonomics to degree level, postdegree or courses.
- B. Experience : To demonstrate experience in the practical application of the Ergonomics, in anyone of its scopes, by means of Projects, Information of Field, Publications or other means, those that will have to be presented/displayed for their study and certification by a Commission ad-sickle.
- C. Commitment with the Society: To acquire the commitment to participate effective and actively in the different activities from the Society.
- D. Economic obligations towards the Society: To pay the social quotas defined in the statute and decrees in the Assembly.

7. ORGANIZATIONAL STRUCTURE

The Association recognizes like a General Assembly as the principal authority of the Corporation because its represents all the members. For its administration and management the assembly chooses five members, that will be chosen, every three years, in ordinary session of the General Assembly.

The Directory of the Corporation will have, in the first session, to choose between his members a President, a Vice-president, a Secretary and a Treasurer. The day a day administration of corresponds to the Directory. The Association will constitute Technical Committees and Commissions for Work that it considers necessary for the performance of his tasks.

8. DIRECTORY

The Directory will meet at least once to the month. The Directory will meet with the absolute majority of its members and their agreements will be adopted with the absolute majority of the attending members, deciding in case of tie, the vote of which presides over the session. The sessions of Directory will be presided over by the President of the Corporation, and in case of absence of that one, by its Vice-president. As well, in case of absence of that one, by the Treasurer.

9. DIRECTORS

The Directors will administer the Society. They will be chosen by the members and they will last in his positions by three years. Ideally they will reflect a multidisciplinary composition.

11. ELECTIONS

- A. All the members must right to choose the directive positions of the Association
- B. All the members have the obligation to serve the positions for which they are name and to collaborate in the tasks that are entrusted
- C. Every three years, 90 days before turning the period of the Directory in functions, elections of Directory will be made, in ordinary session of the General Assembly.
- D. Each members will support by a single person and will be elect. Those mebers who, in a same and only voting, obtain the greater number of votes, until completing the amount of five positions that is to provide.
- E. Any member with right to choose could be candidate.

12. FINANCES

- A. All the members have the obligation to opportunely pay of dues to the Association
- B. The monthly ordinary due will be determined by the General Assembly

13. AUDITORS

In the Ordinary session when the Directory is elect, the General Assembly will designate to a Auditor Commission, composed by three members, who will be chosen immediately after made the election of the Directory, whose obligations are to prevent the accounting and economic administration.

14. GENERAL ASSEMBLY

Once to year will be made a General Assembly of members

15. POSTE ADDRESS

Sociedad Chilena de Ergonomía (SOCHERGO)

Casilla 165. correo 22, Santiago, CHILE

email: presidentesochergo@ergonomia.cl

3.3.2. Approval of new sustaining members

New sustaining members are presented by the IEA treasurer.

MOTION: Council approves the new sustaining members of the IEA.

3.3.3. Approval of restructuring of IEA Basic Documents 2002

The IEA 2001 Council has approved the restructuring of the IEA Basic Documents, to be conducted in several successive steps. It was proposed to distinguish 4 classes of documents : Rules, Operating Procedures, Reference documents and Archives. It was agreed to rewrite the Rules and Operating procedures, in order to suppress repetitions, eliminate ambiguities, homogenize the style, etc. This is what has been undertaken.

The revised IEA Basic Documents are divided in sections, titles and articles in a homogeneous way. Efforts have been made towards a better organization of the documents and a more consistent wording. The content of the documents do not change : only their organization, presentation and language.

Changes in content are proposed but will be discussed separately.

MOTION: Council approves the revision of the IEA Basic Documents

3.3.4. Approval of the responsibility of the President in conducting the election of the IEA Officers

It is needed to clarify the responsibility of the President in conducting the election of the IEA Officers. Under the present rules, the elections are assigned as the responsibility of the Secretary General. However, due to potential conflict of interest (the SG may run as President), our practice has been that the current President took an active role in most, but not all of the election process. The revised text states that the President will be in charge of the whole election process (see IEA Basic Documents, IEA Operating Bodies, Title 3, Article 2).

MOTION: Council approves the responsibility of the President in conducting the election of the IEA Officers.

3.3.5. Approval of the replacement of the IEA General Assembly by the IEA Triennial Forum

The IEA General Assembly is a meeting held during the IEA Triennial Congress. This meeting seems to be a remnant of the past when IEA was a society of individual members. As currently IEA is a federation of societies, such a meeting is no longer useful. Therefore, it is proposed to replace the General Assembly with the IEA Triennial Forum. This forum will be held during the Triennial Congress, and is intended essentially for the Presidents of IEA Federated and Affiliated Societies, Sustaining members and representatives of international

organizations with which IEA has formal relations. The Forum provides the opportunity for the IEA President to deliver an address on the state of the association. All Council members are welcome to attend.

As a consequence, the following amendment to IEA Rules is proposed (IEA Basic Documents, IEA Rules, Title 11) :

“ At each Triennial International Congress, a Forum is held, intended essentially for Presidents of IEA Federated and Affiliated Societies, Sustaining members and representatives of International organizations with which IEA has formal relations. All Council members are welcome to attend.

During the Forum, the outgoing President delivers an address on the State of the Association. The Forum provides an opportunity to exchange views about the current and future needs for developing ergonomics world-wide, the role of the Association in relations to the IEA member societies and the development of interactions with international organizations.

The IEA Triennial Forum is not a decision-making body.”

MOTION: Council approves the replacement of the IEA General Assembly by the IEA Triennial Forum.

3.3.6. Approval of the recommendation for IEA Federated societies to appoint at least one member of their governing body as representative to the IEA Council

As one of the strategic goals of IEA is to improve the cooperation with Federated Societies, the information channels should be as well organised as possible. In the past the communication between council members and the board of the respective Federated Societies had sometimes areas for improvement. Therefore it would be helpful, if each Federated Society would have a member of the board responsible for “international issues” – and this member would also be member of the IEA Council. Another solution could be, that at least one of the Council Members of a Federated Society is also member of its board.

Therefore it is proposed to change the Basic Rules of IEA referring to point 8: “Council” at the end of the second paragraph as follows:

“It is recommended that at least one of the IEA Council members is also member of the board of the Federated Society.”

MOTION: Council approves the recommendation for IEA Federated societies to appoint at least one member of their governing body as representative to the IEA Council

3.3.7. Approval of the revisions of IEA Awards

Revisions of some of the rules governing the IEA Distinguished Service Award, the IEA president's Award, and the IEA Fellow Award are presented in the Awards report.

MOTION: Council approves the revisions of the IEA Distinguished Service Award, the IEA president's Award, and the IEA Fellow Award.

3.3.8. Approval of the IEA EQUID Documentation

Following the vote of the IEA Council in Florence, the Executive Committee established the EQUID Committee (Core Group) that has worked in the last year on development of three EQUID documents, including:

- IEA Criteria for Accrediting EQUID Certifying Bodies ;
- IEA Guidelines for the Accreditation of Bodies Operating Certification-Registration for Ergonomics Quality in Design ;
- The IEA Certification for EQUID Program. Part I - Process requirements for product design.

The Council is asked to approve these three EQUID documents in principle.

MOTION: Council approves the three EQUID documents proposed by the EC.

3.3.9. Approval of the provision of seed money to the IEA'2006 Congress

MOTION: Council approves the provision of seed money to the IEA'2006 Congress..

4. EXECUTIVE COMMITTEE : PROSPECTIVE ISSUES

5. STANDING COMMITTEES REPORTS

5.1. IEA Policy and Planning

5.1.1. Operative Plans for the Deployment of IEA Goals for the Period 2002-2003

There have been a few updates of the operative plans for 2002-2003. The document is to be understood as a living document, therefore it has to be updated every year.

5.1.2. PPC Sub-Committees

Actually there are two sub-committees in place. One on membership issues and one for the development of Ergonomics.

5.1.2.1. Membership Issues

The discussion on membership issues started during Ian Noy's Presidency. One of the goals of the Policy and Planning Committee for the 2000 –2003 period is to review membership rules.

At the Florence meeting a first paper has been presented by the chairman of this sub-committee, Luc Desnoyers. As he could not be present personally, the discussion was postponed to the next Executive Council meeting. Independent of this postponing, there has been some discussion about this issue between Executive members during the Council meeting. This discussion includes new rules for current members of IEA, new national or regional ergonomics societies and also thematic societies.

There is no doubt about the general goal, that IEA should become a larger, more representative body, with growth in its audience and influence in scientific and political milieus. IEA wishes to increase its representativeness as an international scientific/professional association and improves its position as the unquestionable "spokesbody" in the field. The discussion is "only" focusing on how to reach these goals.

Luc Desnoyers has presented the ideas of his committee at the last Executive Committee in Paris, March 2002. It has been decided to include the whole Council in this discussion process. To do so, Luc Desnoyers has prepared a paper to be discussed during this council meeting (see attachment).

5.1.2.2. Development of Ergonomics

This sub-committee led by Klaus J. Zink is based on the idea of promoting Ergonomics by finding a better conclusion between Macro- and Micro-Ergonomics.

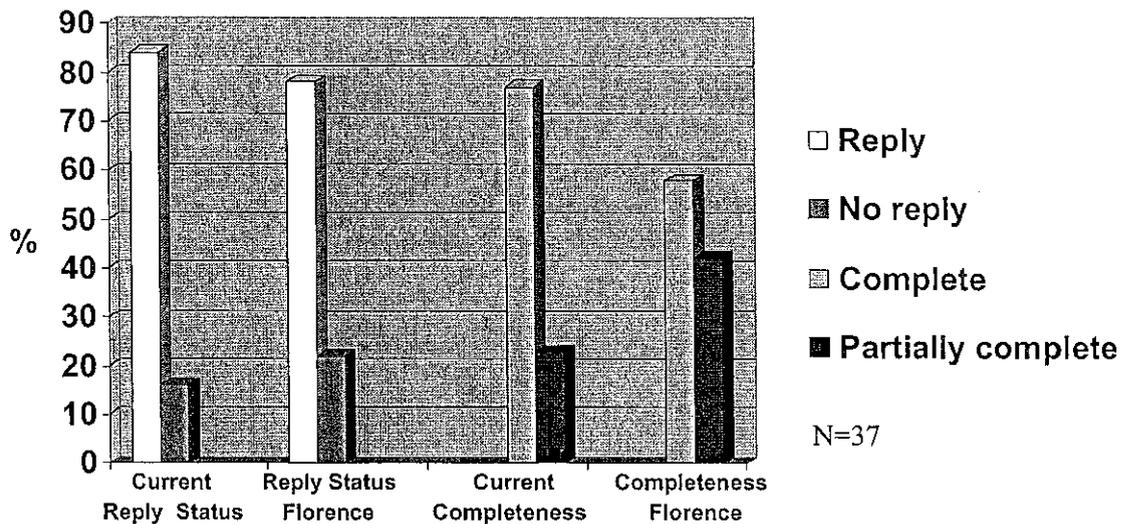
The sub-committee is in place but it is – like in other activities - quite obvious, that there is a "slight unbalance" in the involvement of the sub-committee members. A request to gather material dealing with this topic resulted in a few answers with details about important sources in literature. An analysis of this literature and further material will be finished soon and given back to the active members of the sub-committee for further discussion.

A workshop shall take place in connection with the Chile Conference after the Council Meeting – also having a focus on EDCs.

5.1.3. Update of IEA Membership Data

This ongoing task is improving the IEA data base. By end of June 2002, 77% of the data have been fully completed, 23% partially completed, and 16% have not replied till now.

To improve the process of updating, a questionnaire will be available at the IEA website and thus available for all council members of Federated Societies to update their survey. We invite all Council Members to use this possibility.



IEA membership data: current state and state of Florence September 2001

5.1.4. Involvement of Council Members to Enlarge Ideas for Supporting IDCs

During its first meeting in Louisville, November 2000, the Executive Committee agreed to strengthen the support for IDCs. Among others, participants of the Florence council in 2001 have been involved in breakout-groups to gather and discuss ideas on how IDCs could be supported by IEA Federated Societies.

A document describing results of the three breakout discussion groups in Florence has been mailed to all Council Members. The board of the respective Federated Society was asked to discuss the following proposals made in Florence:

1. Are there any possibilities for establishing an IDC fund in your country?
2. Would you be prepared for a 1 to 1 partnership ("twinning arrangement") with a new society representing an ergonomics or human factors society in an IDC?
3. Can you identify national foundations or ministries dealing with IDCs having funding possibilities?
4. Would you be willing to serve as a partner for respective Distance Learning Programs?
5. Do you have additional ideas on how Federated Societies could support IDCs - and how IEA can help you to do so?

As the first question might have led to misunderstandings, this has been clarified in the meantime: It is obvious that scientific societies have only very limited financial resources. Therefore our main focus is to find (national) foundations or similar organisations, which might be able to spend some money to support better working conditions in IDCs.

Some of the very few answers clarified is, that there are already 1 to 1 partnerships existing (e.g. Germany, Finland, Netherlands). It would be very helpful, to have a completed overview to see, where IEA should be active in the future.

There has also been financial support in the past e.g. by the Japanese Society.

The IDC Committee will develop some proposals for projects, to precise the financial support Federated Societies could look for in their countries.

5.1.5. Support for the Ergonomics Quality in Design (EQUID) - Sub-Committee

EQUID intends to promote the adoption of a "EQUID-process" for the development of products, work systems and services.

A first draft of documents for the development of products has been formulated based on existing material and has been reviewed several times.

Our support focused on a paper describing the preconditions that have to be fulfilled by organizations, which intend to get accredited by IEA. To be in compliance with international standards the proposal has been based on a paper from the European Co-operation for Accreditation called EA-7/03 Guideline for the accreditation of Bodies Operating Certification, Registration of Information Security Management Systems (which was also accepted by the International Accreditation Forum). This has been done after clarifying copyright issues. A first draft had been presented in May 2002. After a review by the other Equid Committee members, it will be sent to the International Accreditation Forum and then presented to the Council.

5.1.6. Review of IEA Basic Documents - Voting Items

5.1.6.1. IEA Forum instead of General Assembly

A General Assembly is by law the body taking all relevant decisions in a society. Within IEA this body is the IEA Council. Therefore we have to change our Basic Rules regarding the "General Assembly":

It is proposed to replace the term "General Assembly" by the term "IEA Forum".

As consequence, point 14 of IEA Basic Documents reads:

" 14. IEA Triennial Forum "

"The IEA Triennial Forum held during each Triennial International Congress, is open primarily to Presidents of IEA Federated and Affiliated Societies, Sustaining members and representatives of International organizations with which IEA has formal relations. The IEA Forum is not a decision-making body."

5.1.6.2. Election of officers

The invitation to all Federated societies to make formal nominations for the officers election should be initiated by the president (instead of Secretary General) due to a possible election nominee status of the Secretary General.

Therefore it is proposed to change the Basic Rules of IEA referring to point 11: "Election of Officers" in the first sentence of the second paragraph as follows:

"At least nine months prior to the Triennial Congress, the President will invite all Federated societies to make formal (written) nominations (see #3) for the IEA Executive Officers to be received 60 days prior to Council meeting".

5.1.6.3 Council Members

As one of the strategic goals of IEA is to improve the cooperation with Federated Societies, the information channels should be as well organised as possible. In the past the communication between council members and the board of the respective Federated Societies had sometimes areas for improvement. Therefore it would be helpful, if each Federated Society would have a member of the board responsible for "international issues" – and this member would also be member of the IEA Council. Another solution could be, that at least one of the Council Members of a Federated Society is also member of its board.

Therefore it is proposed to change the Basic Rules of IEA referring to point 8: "Council" at the end of the second paragraph as follows:

"It is recommended that at least one of the IEA Council members is also member of the board of the Federated Society."

5.1.7. Membership Development within IEA (Report Luc Desnoyers)

Membership development within IEA

IEA is the only international body devoted to the promotion of ergonomics. If we want full recognition of our leadership, we have to be an efficient standard bearer of ergonomics and we need groups involved in ergonomics to belong with our association. This raises the issue of whom we will recruit as members of IEA.

IEA has actually two categories of members: federated and affiliate. This apparently simple structure might hinder development and recruitment of new members. We have no organic relations with associations or organisations operating in fields close to ergonomics; in some of these, numerous ergonomists are present and active and we have to consider what relations we want with these groups and their activities. We are supportive of ergonomics development in "Ergonomically Developing Countries" (EDCs), but offer no systematic help in the creation or development of new ergonomic societies - a major asset in ergonomics recognition.

Finally, changes we would bring in membership might have effects on the IEA decision making process: what are we ready to do in this field?

A Sub Committee on membership development has been working on these issues over the past year; the report of this group has been discussed within the Executive and this text has been prepared to facilitate Council discussions and exchanges on the questions raised.

1- The Status of our actual members

IEA rules recognise three categories of members: Federated Societies, Affiliated Societies and Sustaining members. The first are the only ones that have a right to vote in decisions by Council.

1.1 Federated Societies

Our rules state that "In general, there will be only one Federated Society in any geographical area". In practice, the application of this rule is such that we have:

a) Single country based societies

Most of our societies tend to recruit their members on a national basis: this is the case for Canada, or Brazil, for example. In some instances, federated societies do have a significant number of members from other parts of the World; this is for example the case for HFES or the Ergonomics Society.

b) Regional societies

SEAS (South East Asia) has members from a number of countries in the region. There is yet no national societies in the region considered. The Nordics Society is a true federation of national societies in North West Europe; in this case the national societies are not, individually, members of IEA.

c) Language based Societies

SELF is a francophone society. It has most of its members in France, where there is no national society. It also has a significant number of members in Quebec (Canada), Belgium, Switzerland, where there are now national societies (ACE, BES, SwissErgo) and in most cases SELF members from these countries are also members of their national societies. The Gesellschaft fur Arbeitswissenschaft has at times also been presented as a language based society: it does have members in German Speaking countries like Austria and Switzerland.

1.2 - Affiliated Societies

IEA only has, for the time being, one affiliated society, the Human Ergology Society (HES) of Japan. This national society has been accepted as an affiliated Society due to the rule of "only one Federated Society in any geographical area" and the fact that JES is a federated society. Affiliated Societies being non voting members of IEA have no part in our decision making process.

1.3 - Non members

Numerous groups are active in ergonomics or borderline fields and we have no links with them. We might distinguish different groups:

- a) "Para-ergonomics" associations: they are societies with members (some of them ergonomists) active in fields close to ergonomics, often overlapping our field, for example in design or occupational safety and health, etc.
- b) Thematic ergonomics associations: they are societies with members (some of them ergonomists) active in specialised sub-fields of ergonomics like cognitive ergonomics which organise conferences.
- c) Ergonomics organisations active in specialised sub-fields of ergonomics are groups often without members (like HCI), which organise well-attended conferences and events.
- d) Regional groups. The European societies are creating a regional group, the Federation of European Ergonomics Societies (FEES), re-uniting societies that are already federated members of IEA. We should expect at least some new societies in EDCs to be regional groups in the future.
- d) Emerging groups in EDCs, which might create national or regional societies.

2. Issues

2.1 - Federated societies: the issue of representation

Any single federated society has one vote and gets more according to membership size. Regional Societies are in a way underrepresented, having one vote (plus "n" according to size) whatever the number of countries or even of national societies they represent. Is this fair? Would it be a favourable move if we changed, offering better representation to new regions? Would it contribute to a better sense of belonging and involvement in these members? Would it create problems?

2.2 - Affiliated societies

a) "Para-ergonomics" as well as "Thematic" associations could be invited to join IEA. Would the status of affiliated member (without a right to vote) be stimulating enough to attract them? Do we want them to be involved in our decision making process? How? Giving them the same right to vote as federated societies would abolish the distinction between affiliated and federated societies and would make obsolete the principle of "one society per geographical area" which we adhere to at the present time.

Which societies would we target? On what grounds? Do we have to revise our admission criteria to accommodate them?

b) Ergonomics organisations could be interested to join IEA and we have an interest in having them as "members". Since they have no individual members, what would be their status within IEA? Should they be involved in our decision making process or should we create a specific status ("Associated organisations") for them?

2.3 - Ergonomically Developing Countries

Our IDC Committee, some of our federated societies and a number of individual ergonomists are contributing in many different ways to the development of ergonomics in these parts of the world. We have no policy on the creation or development of new ergonomics societies: we wait and see and expect new societies to comply with our admission criteria. In certain areas, it must be expected that multidisciplinary societies will be created in which ergonomics is going to be only part of the field.

Should we develop a program for assistance in societies development? On what grounds and with which status will we accept broad field societies?

Luc Desnoyers
Chair
Sub-Committee on Membership and Societies development
desnoyers.luc@uqam.ca

Addendum

Q1 -Why should a society become a member of IEA? What do we have to offer?

Actually, we might as well ask why should any society be a member of IEA.

The answer is in a simple word: networking. Societies will join in a network to be more efficient. Through IEA, ergonomics societies exchange ideas and expertise on organisational, educational, professional and scientific issues: they can take advantage of the expertise of others and offer their experience to developing members. Each society has better access to resources for its own needs, and it also has access to a distribution network to better publicise its activities and productions. We do that through Council meetings, the IEA Newsletter, the IEA website, the IEA Technical groups, the IEA standing Committees, etc. We can offer participation and visibility through our International Congress.

Q2 -If we enlarge membership to thematic societies, what are the advantages for our current federated members?

We would become truly more representative of ergonomics as it has developed throughout the world. Like it or not, thematic societies do have developed outside of IEA and are active as well as influential in specific areas where we are not as active or as efficient. IEA would therefore become a larger, more representative body, its audience and influence in scientific and political (vg WHO, ILO, etc.) milieus would improve. We all have to gain being member of a more influential international group.

Moreover, if we welcome thematic societies in our organisation, we offer member societies more opportunities to network with organised specialists in specific fields. Many of our societies do not have technical groups to offer their individual members, and through an IEA membership of thematic societies, we could offer better opportunities to these individuals. Our federated societies would gain access to new mailing lists and potential distribution of their call for papers, productions and announcements to a wider audience. They would also get in touch with persons who can be candidates for membership in their own ranks and never considered application.

There are therefore important opportunities for development of our federated members.

Q3 -What do we have to offer to thematic societies?

Mostly what we offer our actual members: networking with an internationally well positioned and influential association. Through us, they would gain access:

- to 40 federated societies throughout the world,
- to their tens of thousands of individual members (what is the score?),
- to our Technical Committees and their activities,
- to a participation in the organisation of the IEA Triennial Congress

- to a body working at the development of ergonomics and ergonomics societies in developing countries where they probably have little access,
- to a body having ties with relevant international organisations (WHO, ILO) and developing new ones (EEC, through our FEES).
- etc.

We might offer them to take part in decision making processes in questions relevant to their area of expertise.

Q4 - What is in for IEA if we enlarge our membership to existing thematic societies?

We need to do some accounting in here: we have to develop a cost-benefit analysis. Here are some thoughts on the subject.

On the benefit side:

Externally: IEA increases its representativeness as an international scientific/professional association: it has more members and covers more globally the field of Ergonomics. It improves its position as THE unquestionable "spokesbody" in the field.

Internally: IEA offers more and better services to its members.

On the cost side:

Probably what our federated members would fear the most is that they would have to share the little power or influence they already have. We would have to define the "rights" of our new members and this necessarily implies we have to give them a say in our decision making process. Otherwise, there would be no interest for them in joining our association: they might not accept being treated as second class societies. But this might be a non-problem. Anytime a given association increases its membership, in a way it reduces the "power" of existing members, whose one vote is still only one, but dissolved in a larger group. Every time we accept a new federated society, we reduce the quantitative importance of the votes exerted by others. Anybody against sharing? Are we members of IEA to work at the *development* of ergonomics, (which calls for sharing) or are we in a power trip where we want to exert control over whatever new members have to say? We might not want us to act as the UN, where self-appointed great nations have granted themselves a veto on the votes of "lesser" nations... Again, our business is in the development of ergonomics, not in control over the field by those societies who are already members.

The other issue is again tied to growth as a process. The more members we have, the more our Council grows, the more time we will have to devote to discussions and decision making.

Q5 - What implications for IEA structure and decision-making processes?

Admitting new federated and affiliated societies will increase the size of IEA Council which many already find too large. Exchanges of views ("National reports") are viewed by some as time consuming and the decision making process also calls for discussions which some also find time consuming.

Some questions have to be addressed:

- What size increase do we expect? New Federated societies will probably emerge at the rate of one or two per year for a while. We might gain a dozen new members (of a category we have to define) if we decide to go ahead and are efficient in recruiting thematic or para-ergonomics societies.

- Can we improve our efficiency in exchanges and discussions? For example, the specific issue of "National reports" could be solved if representatives were to present a paper report posted in advance on IEA's website and if a "State of Ergonomics" global report was presented at Council meetings by an EC member. Other means of communication might be considered. But there are limits to time restrictions in a democratic assembly.

- Should we consider a drastic change in our structures as supported by some of our members? IEA Council would then become a "Confederation" of, on the one hand, continental federations of national/regional societies and, on the other, thematic societies. An important size reduction would occur, but problems might develop with the addition of a supplementary level of delegation. One might also doubt that "mature", well established societies would accept giving up their direct implication in IEA affairs.

- Participation at all IEA Council meetings is exacting for all but well established societies. It is our experience that Council meetings held concurrently with the IEA Congress are well attended, but that others, even if organised in very attracting locations (like Santorini) are not as well attended. We might ask whether we really need these annual meetings, whether we could adopt an alternative.

In this view, Council meetings held **BETWEEN** Congresses would not call for a full delegation. They would bring together "continental" representatives designated by all the societies from one "continent" and reporting to them. Meetings held **DURING** the IEA Congresses would then be open to all federated and affiliated societies. The precise distribution of responsibilities between these two bodies would have to be considered.

5.2. INDUSTRIALLY DEVELOPING COUNTRIES COMMITTEE

David O'Neill, Karim MecKassoua and Rabinda Sen were thanked for their contribution to the IDCC over the last three years and David Caple and Gaur Ray were welcomed onto the committee.

The current committee is: Pat Scott (Chairperson) (S. Africa), Kazu Kogi (Japan), Houshang Shahnavaz (Sweden), Mario Vidal (S. America), Gaur Ray (India), David Caple (Australia).

The basic responsibilities of the committee has been adjusted with the focus being more on regional development, rather than on specific activities. David Caple is the exception with his main involvement being on the collection and redistribution of Ergonomics books and journals.

5.2.1. Website

The information on the IEA website has now been updated, as has the more detailed adjoining IDC homepage. A mission statement, objectives and goals for 2000 - 2003 follow.

It is the mission of IEA to inculcate an awareness of the theoretical principles, practical application and benefits of ergonomics in industrially developing countries (IDCs), and to facilitate practical interventions designed to ameliorate the conditions of work in the sub-optimal labour intensive environments that characterise IDCs.

The Industrially Developing Countries Committee (IDCC) will comprise of five to six members who have experience of working in IDCs and who will be responsible for specific region(s); identifying the needs of the area and assisting in establishing an Ergonomic ethos within the region. Due to the geographical spread of IDCs, the IDCC will form the nucleus of an International network (see IDC contact list) ensuring ongoing communication between International and Regional representatives.

General Objectives of the IDCC

- To promote, coordinate and implement Ergonomics activities in IDCs by giving support to local and regional initiatives concerning education and training, research and consultancy missions, as well as to encourage formal and informal meetings when required.

- To establish an international network in order to inform IDCs about ongoing activities, initiatives and other relevant information concerning the implementation of Ergonomics to working conditions typically found in IDCs.
- To cooperate with other IEA Standing Committees and *ad-hoc* working groups in order to emphasize specific industrially developing countries needs; and to organize common projects with these committees and groups.
- To establish a collaborative working partnership with other international organisations with a common concern for working conditions in IDCs (eg. ILO, WHO, ICOH and others).

2000 – 2003 GOALS

- i. Improve working conditions throughout IDCs
- ii Identify internationally recognized Ergonomists working to assist in IDCs
- iii Develop universal guidelines to assist local experts to identify problems and offer intervention strategies *“Help others help themselves”*
- iv Establish Regional representatives
- v Institute Regional resource centres
- vi Develop a Global network of communication
- vii Organise and conduct “Roving seminars and workshops”
- viii Establish co-operative working relationship with ILO and WHO and other like organisations
- ix Promote research specific to IDCs
- x Develop educational and training programs and materials

5.2.2. Finance

One of the biggest problems in developing Ergonomics in IDCs is finance. To this end the following two documents were drawn up.

The first is a general outline of areas where financial assistance is required; the second offers more specific guidelines for conference organizers offering financial reductions to delegates from less affluent societies.

A. IDCs FINANCIAL SUPPORT

General:

There are FOUR general areas where financial support is needed:

- Running of seminars/workshops
 - * finance for travel
 - * financial support for workshop materials
- Participation at Conferences
- Educational and training materials
- Educational programs e.g. Distance Learning Programs
 - * finance for developing the program
 - * financial support for students in the program

Specific requirements:

SOUTHERN AFRICA:

- Workshops
 - * Within South Africa 2 workshops
 - * Namibia
- Development of Distance Learning program
 - * Personnel
 - * Materials
 - * Website development

SOUTH AMERICA:

- Meeting and Workshops in Chile and Brasil
 - * IEA, ABERGO and Netherlands involvement

- IEA/ILO workshops?

Conferences:

- Travel
- Accommodation
(cheapest available accommodation to be reserved for IDC delegates)
- Registration – dependent on conference Organisers (substantially reduction or recind)!
- Affluent societies to sponsor “x” number of delegates from a specific area of their choice e.g. N. America could sponsor delegates from Brasil.

Note: Host nation of IEA Congress to focus their efforts of support on areas(s) of their choice.

N.B.: The IEA offers no financial support to individuals to attend conferences. Any IEA involvement must be through the IDCC and appropriate Federated Societies.

B. Financial assistance for IDC representatives at Conferences.

There has been ongoing discussion about financial support for IDC delegates wishing to attend Conferences, a practice which varies substantially in different areas and which often causes confusion, even resentment, from those who do not receive support. Suggested guidelines follows:

Conference organizers are asked to offer reduced registration fees to delegates from IDCs, and in some cases may rescind registration completely, but only if a paper of quality is being presented.

Requests for financial assistance for travel must be made in writing before the closing dates for the submission of abstracts.

This request must include:

1. A copy of the paper to be presented.
2. Details of costs i.e. travel and subsistance.

3. Promise of feedback to local community.

Depending on costs and the money available, IDC delegates may receive some financial assistance towards travel costs. The recipients will be judged on the quality of work presented for review. They will be requested to give assurance of feedback to their local community in the form of a seminar, workshop or at least some form of information in a local newsletter. A letter confirming this feedback and the response or developments thereafter must be sent to the donators of the financial assistance after the conference.

5.2.3. IEA Benefits for Federated Societies

During the last year we were asked to identify the benefits that Federated Societies may experience from being affiliated to the IEA. With the growing involvement in IDC regions I felt it appropriate to include my responses which may evoke some discussion.

It is self evident that established societies and newly developed or struggling societies will look to the IEA for different things. The more I interact with developing societies the more I realize how much the IEA can do in guiding and advising these societies, most of which are surprisingly ignorant about the IEA (see points outlined below).

IDC BENEFITS OF BEING A FEDERATED SOCIETY OF THE IEA

IDC societies are generally small and have few 'true' Ergonomists. They generally comprise of a small 'core' of knowledgeable people and the rest of the members tend to be an enthusiastic group of people from diverse (sometimes very tenuously related) fields. They are therefore 'hungry' for information and tend to look to the "experts" in countries with established industries, economies and recognized Ergonomists.

Through the IEA they feel they have contact with the key figures in Ergonomics to whom they can turn to for information and assistance. This assistance can be in a variety of forms:

1.
 - a. Key figures to attend their Conferences and interact with the Ergonomics leaders in the local area.
 - b. Receive information about International Conferences and maybe assistance to attend these Conferences.
2. Key International figures to run seminars and workshops in local areas in order to generate an awareness of Ergonomics within the country, and to guide locals in

identifying problems and make appropriate corrective steps i.e. "Help locals to help themselves".

3. The IEA is seen as an information source e.g. IDC library holdings, distribution lists and IDC homepage. The latter also offering a contact list of others in similar situations.
(I do not think we really appreciate how 'isolated' they feel, and how much they appreciate any input).
4. The IEA is also seen as setting the standard for Ergonomics in education, research and in consultancy.
5. Of course there is the inevitable "financial assistance". But it must be made clear that the IEA is not a major financial resource.
6. Bottom line, the IEA is seen as a tangible body of experts for IDC societies to reach out to when they need any information or assistance. The IEA is a "club of clubs" and in the global village of to-day it is essential to have a central 'core' to keep a control over international developments.

5.2.4. Conferences, past and future

INDIAN CONFERENCE

Gaur Ray and PK Nag organized an Indian Ergonomics Conference in Mumbai in December 2001. It was good to see the revival of Ergonomics in India. The conference was well attended (over 200 delegates and 150 papers); there were some quality papers presented and the enthusiasm and thirst for knowledge from a younger group of potential Ergonomist was encouraging. The workshops, formal and informal meetings and discussion groups were well attended and very interactive. There was clear evidence of a dynamic drive to revitalize the commitment to Ergonomics.

In Delhi I spent some time at the Defence Research Institute (DIPAS) and was impressed with the commitment to Ergonomics. It was interesting to note that, similar to South Africa, the army research centre is probably the area where some of the most sophisticated research is going on - no doubt at least partially due to the money being available for equipment.

I wish to acknowledge the financial support from the JES and HFES funds which enabled me to spend some time in both Mumbai and Delhi and the ongoing communication this year made the whole trip extremely worthwhile.

FUTURE CONFERENCES

The *CybErg Conference* is being organized by Andrew Thatcher (South Africa) and it would appear that there is good support from several IDCs.

The count down to *IEA 2003 Korea* has started and we hope to have a significant increase in papers focusing on Ergonomics specific to IDCs. To this end I have put forward the following flyer to encourage input from people involved in Ergonomics in IDCs.

**15th Triennial Congress of the
International Ergonomics Association
August 24 – 29, 2003
Seoul, Korea**

*Specific symposium for countries, companies or individuals who are working to establish an Ergonomic ethos
in their particular sector/country.*

While rigorous Ergonomic research and practical implementation of Ergonomic principles are well established in some regions, there are still vast areas where there is little or no knowledge of Ergonomics.

In an attempt to address this void the IEA's sub committee for Ergonomics in Industrially Developing Countries has made a substantial effort to reach these areas and create an awareness of the benefits of Ergonomics. This has been achieved through the running of seminars and workshops in Africa, Asia, Eastern Europe, India and South America.

Over the years there has been an increasing involvement and commitment to Ergonomics and it is time to share these developments, the successes, problems and particularly the research that has been conducted within IDCs, so that others can benefit from the knowledge gained.

The IEA Congress being held in Seoul, Korea, offers us the opportunity to hold special sessions for Ergonomics in IDCs, and also to interact with colleagues to share the insights of Ergonomists operating under widely diverse conditions around the globe.

The three main organizers of this special symposium are Pat Scott (South Africa), Kazu Kogi (Japan) and Houshang Shahnavaz (Sweden). We hope to run at least three sessions; more if the response is good! If you are keen to present your work in Seoul contact one of the following:

Pat Scott

Department of Human Kinetics and Ergonomics
Rhodes University
Grahamstown
6140
South Africa
Telephone: +27 46 603 846
Fax: +27 46 622 38038
E-mail: p.a.scott@ru.ac.za

Physical and mental workloads

(Assessments, problems and solutions)

Plus a 'general' area if necessary

Kazu Kogi

Institute for Science of Labour
2-8-14, Sugas, Miyamae-ku
Kawasaki 216
Japan
Fax: +81 44 977 7504
E-mail: k.kogi@isl.or.jp

Ergonomics and Occupational Health

(The need for a symbiotic relationship)

Houshang Shahnava

Lulea University
971-87 Lulea
Sweden
Tel: +46 920 91473
Fax: +46 920 91502/91030
E-mail: hosa@arb.luth.se

Ergonomics Interventions

(Implementation, and evaluation of benefits)

Poster presentations are welcomed.

We also plan to organize discussion groups with representatives from different IDC areas.

Any queries, comments or suggestions specific to the proposed IDC symposium should be addressed to:

Pat Scott

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Rhodes University
Grahamstown
6140
South Africa

Telephone: +27 46 603 846
Fax: +27 46 622 38038
E-mail: p.a.scott@ru.ac.za

Every effort is being made to seek some form of financial support. Once we get an idea of numbers and costs we try to offer reasonable discounts where possible.

With just over a year to IEA 2003, we need responses and concrete offers of presentations soon. Abstracts must be in to the Korean organizers by 15th October 2002. All relevant information on the IEA 2003 Congress can be found at: www.iea2003.org.

IDCC ACTIVITIES

Kazu Kogi - major thrust in Asia with the development of Occupation Safety and Health Management Systems and the recognition of the importance of Ergonomics.

There is a newly formed Ergonomics Society in Thailand where several workshops have been run; and the Hong Kong Ergonomics Society is now an IEA member.

Mario Vidal, having stepped down as Chairperson of ABERGO is now directing his energies more to helping several other areas in South America establish Ergonomics; he could make a good contribution to assisting with the IEA drive to help develop the Ergonomic interest in Chile.

Gaur Ray is a key figure in the Indian Ergonomics Society and is part of the drive to revitalize an interest in, and commitment to, Ergonomics in India.

Houshang Shahnava, following up on the establishment of the Iranian Ergonomics Society (IES) has several PhD students working in Iran involved in the practical implication of Ergonomics within Industries in the country.

POLICY AND PLANNING 2000 - 2001

The IDCC is 'on track' with most of their short and long term goals.

The IDC contact list is now definitaely more globally representative. The website is being updated on a regular basis. (A formal acknowledgement and thanks to Andrew Todd, a PhD student at Rhodes).

The concept of 'twinning' IDC societies with established societies has resulted in a fair amount of discussion, but nothing concrete yet to my knowledge.

A major problem is still one of "professional standards and accreditation" an area being addressed by ESSA, but still requires a great deal of work.

5.2.5. Guidelines for OH professionals

Barbara McPhee, with input from Kazu Kogi and Pat Scott is tying up her work on training materials for Basic Ergonomic Principles for OH professionals. And recent communication with Ellen Roskam confirms that she too is working in this area.

5.2.6. Distance Learning program

We have started concrete work on this crucial program and the staff at Rhodes University are committed to working on the various chapter(s) in their specialized areas and will adjust/modify the Nottingham text to be more applicable to IDCs. We hope to have a rough draft by September this year.

Entrance and exit levels are being given careful consideration in order to cater for people from diverse educational, work experience and cultural backgrounds. The basic plan is to sub-divide the proposed modules (see below) into three self contained sub-sections. The first unit, together with a field project, may be completed as a single entity and the candidate awarded the appropriate certificate. Dependent on the standard of work, and the candidates' availability, a person may continue into the second unit and complete it similar to the first. Again the appropriate diploma will be awarded. Finally the last unit, together with a mini

thesis will be taken and if the standard of work is acceptable, a MSc in Ergonomics will be awarded.

Throughout all modules there will be contact hours together with the “distance” learning schedule. In this way it is hoped that those currently working, and in many cases probably from disadvantaged backgrounds, will be catered for.

Basic outline of Content:

PROPOSED MODULES

Introduction to Ergonomics

The Human Operator: physical and mental capabilities

- * Mental and Physical Work loads

Workplace design

- * The seated operator
- * Computer dominate work station

Environmental Factors

Manual activities: biomechanical

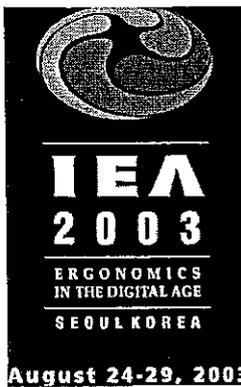
Manual activities: energy cost

Work related muscular skeletal problem

Macro-ergonomics

- * Work organisation

Creating an Ergonomics ethos



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In an attempt to address this void the IEA's sub committee for Ergonomics in Industrially Developing Countries has made a substantial effort to reach these areas and create an awareness of the benefits of Ergonomics. This has been achieved through the running of seminars and workshops in Africa, Asia, Eastern Europe, India and South America.

Over the years there has been an increasing involvement and commitment to Ergonomics and it is time to share these developments, the successes, problems and particularly the research that has been conducted within IDCs, so that others can benefit from the knowledge gained.

The IEA Congress being held in Seoul, Korea, offers us the opportunity to hold special sessions for Ergonomics in IDCs, and also to interact with colleagues to share the insights of Ergonomists operating under widely diverse conditions around the globe.

The three main organizers of this special symposium are Pat Scott (South Africa), Kazu Kogi (Japan) and Houshang Shahnava (Sweden). We hope to run at least three sessions; more if the response is good! If you are keen to present your work in Seoul contact one of the following:

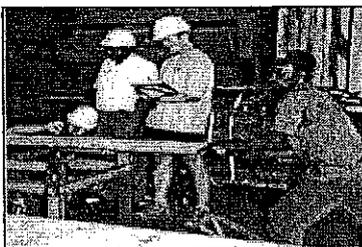
Pat Scott

Department of Human Kinetics and Ergonomics
Rhodes University
Grahamstown
6140
South Africa
Telephone: +27 46 603 846
Fax: +27 46 622 38038
E-mail: p.a.scott@ru.ac.za

"Physical and mental workloads"

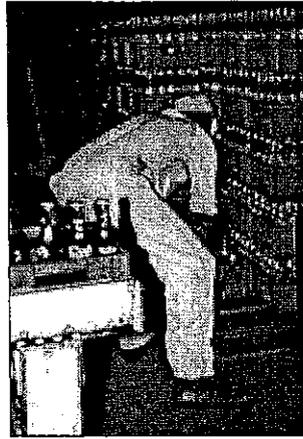
(Assessments, problems and solutions)

Plus a 'general' area if necessary



Kazutaka Kogi

Institute for Science of Labour
2-8-14, Sugas, Miyamae-ku
Kawasaki 216
Japan
Fax: +81 44 977 7504
E-mail: k.kogi@isl.or.jp



ERGONOMICS AND OCCUPATIONAL HEALTH

(The need for a symbiotic relationship)

Houshang Shahnava

Lulea University
971-87 Lulea
Sweden
Tel: +46 920 91473
Fax: +46 920 91502/91030
E-mail: hosa@arb.luth.se



Ergonomics Interventions

(Implementation, and evaluation of benefits)

Poster presentations are welcomed.

We also plan to organize discussion groups with representatives from different IDC areas.

Any queries, comments or suggestions specific to the proposed IDC symposium should be addressed to:

Pat Scott
Department of Human Kinetics and Ergonomics
Rhodes University
Grahamstown
6140
South Africa

Telephone: +27 46 603 846
Fax: +27 46 622 38038
E-mail: p.a.scott@ru.ac.za

Every effort is being made to seek some form of financial support. We all appreciate that funding possibilities are limited, but once we get an idea of numbers and costs we try to offer reasonable discounts where possible.

With just over a year to IEA 2003, we need responses and concrete offers of presentations soon. Abstracts must be in to the Korean organizers by 15th October 2002. All relevant information on the IEA 2003 Congress can be found at: www.iea2003.org.

5.3. PROFESSIONAL STANDARDS AND EDUCATION COMMITTEE

5.3.1. Committee Report

1. Following discussion at the Council meeting in 2001, the Japan Ergonomics Society is the first to propose a new Certification system for professional ergonomists. This was reviewed by the IEA Executive and by the sub-committee for endorsement of certification systems. Friendly comments have been communicated to the Japan Ergonomics Society and we await the final version.
2. The BCPE has received formal IEA endorsement, for its certification system, structures and procedures. A document on the lessons learned during this case is being produced. The application from the New Zealand Certification Board is in process of review.
3. Work has continued on the IEA Directory. A report from the editor, Tina Worthy and the current list of contacts and amendments is attached to this report. Submission of new courses has raised the question of how we will approve entries into the Directory. The system we are anticipating at the moment is that we will send details of all the courses we have available to any Federated Society contact we have been given, the Hon Gen Sec of the relevant Society and the President/Chair of their Council. What will be sent will be the entries for the region or, preferably, information on how they should find and identify them from the IEA website. They will be asked to discuss with their Society, and approve the entries or otherwise, being given about two to three months to do so. Therefore we would like to launch the site in autumn 2002. If we get any objections, then to begin with we will deal with them on a one-off basis.
4. At the Florence meeting the PPE Committee was asked to examine whether the IEA could offer any advice or even stronger standards for the minimum specification of courses in ergonomics/human factors. At the Council meeting information was presented on about six or seven programmes worldwide, and the point was made that there was a great deal of variety across them. Since then we have had details sent in from two other courses. As a first examination, we have produced what might be a minimum requirement for a Masters course in ergonomics. This is not a formal proposal but is purely for initial discussion attached.
5. Work is continuing on review of the IEA Code of Ethical Conduct, in terms of working with participants in research and of professional practice and research in general.



IEA INTERNATIONAL DIRECTORY OF ERGONOMICS PROGRAMS

Directory content

Verification is being carried out by designated sub-editors, Society secretariats or course contacts at my request. Email addresses of individual course tutors of outstanding courses are currently being sought through the internet.

The current position with regard to the validity of the entries is as follows:

Country	New courses	Total	From 3 rd edition:			Comment
			Amended	Deleted	Outstanding	
Australia		4	1	2	1	a
Austria		2	1	0	1	a
Bangladesh		1	0	0	1	b
Belgium		5	5	0	0	
Brazil		5	0	0	5	b
Canada		10	0	0	10	a
China		4	0	0	4	a
Croatia		3	3	0	0	
Czech Rep		1	0	0	1	b
Denmark		2	0	0	2	a
Finland		5	4	0	1	a
France		19	0	0	19	a
Germany		30	30	0	0	
Hungary		1	1	0	0	
India		2	0	0	2	b
Indonesia		1	0	0	1	b
Ireland		2	2	0	0	
Israel	1	2	1	1	0	
Japan	1	19	8	4	7	a
Korea		4	0	0	4	a
Netherlands		8	8	0	0	
New Zealand		7	7	0	0	
Norway		2	0	0	2	a
Poland		3	0	0	3	a
Singapore		1	1	0	0	
South Africa	1	0				
Spain		5	0	0	5	b
Sweden		7	0	0	7	a
Switzerland	1	3	2	0	1	a

Taiwan	15	2	1	1	0	
UK		12	4	5	3	a
USA		67	0	0	67	a
<u>TOTALS</u>	19	239	79	13	147	

Notes:

Comment a – waiting for course details

Comment b – gathering email addresses for course contacts

USA is currently compiling its own list and will pass on details when it has them.

Tina Worthy, Editor

21 May 2002



IEA INTERNATIONAL DIRECTORY OF ERGONOMICS PROGRAMS

INTEGRATION

The main IEA web site includes pages that display information contained in the 4th Edition of the International Directory of Ergonomics Programs. Course details are listed by country and are updated as soon as amendments are received from the sub-editors or course contacts.

Directory content

The contents for the Directory have been taken directly from the 3rd Edition. The task of checking entries and amending where necessary is currently being undertaken. Verification is being carried out by designated sub-editors, Society secretariats or course contacts at my request.

Federated Societies from countries that have no currently listed courses are also being contacted in order to check to see if any courses have begun in their country since the last edition of the Directory.

The current position with regard to the validity of the entries is as follows:

- 237 courses were listed in the 3rd Edition.
- Of these, 92 have been checked, verified and/or deleted by the sub-editor or course contact, and updated for the 4th Edition.
- Verification has been requested for a further 147 courses (67 for the USA).
- 6 courses are based in countries with no contact, or with a contact name but no known email address (Bangladesh, Poland, Czech Republic).
- 19 courses have been added that did not exist before.
- Email addresses for contracts in Portugal, Russia, Turkey and Yugoslavia (as listed on Contacts and Amendments list) do not work. No courses are currently listed for these countries.

Tina Worthy
Editor
21 May 2002



IEA Directory Contacts and Amendments

Country (bold=courses listed in 3 rd edition)	Contact	EMAIL ADDRESS	Emailed	Amendments received	Updates made at www.iea.cc/directory
AUSTRALIA	Leon Straker	<i>L.Straker@curtin.edu.au</i>	RR		
	NSW: Roger Hall	<i>r.r.hall@unsw.edu.au</i>	RR	RR	RR
	Q'land: Prof Margaret Bullock	<i>m.bullock@mailbox.uq.edu.au</i>	R		
	Vic: David Caple	<i>dcaple@mira.net</i>	R		
AUSTRIA	Walter Hackl-Gruber	<i>hacklgr@ebwnov.tuwein.ac.at ? walter.hackl-gruber+e330@tuwien.ac.at</i>	R		
BANGLADESH	Dr A Khaleque				
BELGIUM	Jacques Malchaire	<i>malchaire@hytr.ucl.ac.be</i>	R	R	R
BRAZIL	Mario Cesar Vidal	<i>abergo@pep.ufrj.br</i>	RR		
CANADA	Luc Desnoyers Prof Shrawan Kumar	<i>desnoyers.luc@ugam.ca shrawan.kumar@uAlberta.ca</i>	RR R		
CHINA	Prof Kan Zhang Wang Sheng	<i>zhangk@psych.ac.cn wsheng@public.bta.net.cn</i>	RR RR		
Columbia	José Ignacio Gamboa	<i>joseignacio.gamboa@correoweb.com ?</i>	R		
CROATIA	Split: Prof Ilija Manenica	<i>manenica@ffzd.hr</i>	RR	R	R
	Zagreb psych: Branimir Sverko	<i>branimir.sverko@ffzg.hr</i>	R	R	R
	Zagreb mech: Osman Muftic	<i>osman.muftic@fsb.hr</i>	R	R	R
CZECH REPUBLIC	Sylva Gilbertová	<i>sylvag@volny.cz ?</i>			
DENMARK	Veikko Louhevaara	<i>Veikko.Louhevaara@occuphealth.fi</i>	RR		

FINLAND	Kuopio: Veikko Louhevaara	<i>Veikko.Louhevaara@occupheal<th>.fi</th></i>	.fi	R	R	R
	Helsinki: Elisa Makinen	<i>Elisa.Makinen@stadia.fi</i>	R	R	R	
	Tampere: Heli Kiviranta	<i>heli.kiviranta@tut.fi</i>	R	R	R	
	Oulu: Seppo Vayrynen or Hanna-Kaisa Rajala	<i>seppo.vayrynen@oulu.fi hanna-kaisa.rajala@oulu.fi</i>	R	R	R	
	Lappeenranta:	<i>Veikko.Louhevaara@occupheal<th>.fi</th></i>	.fi	R R		
FRANCE	Luc Desnoyers	<i>desnoyers.luc@uqam.ca</i>	R R			
GERMANY	Helmut Strasser Kaiserslautern: Prof Klaus Zink Dortmund: Prof Andreas Seeber	<i>h.strasser@aws.mb.uni-siegen.de kjzink@sozwi.uni-kl.de seeber@arb-phys.uni-dortmund.de</i>	R ok ok	R	R	
Greece	Tom Kontogiannis Athens: Prof Nicolas Marmaras	<i>konto@orpheas.dpem.tuc.gr marmaras@central.ntua.gr</i>	R R			
HUNGARY	György Kaucsek Dr. Antalovits Miklós	<i>kaucsek@lab.hu antalovits@erg.bme.hu</i>	R R	R	R	
INDIA	Prof R Sen	<i>r.n.sen@mmu.edu.my</i>	R R			
INDONESIA	Aida Velasco	<i>coealv@mail.dlsu.edu.ph</i>	R R			
IRELAND	Limerick: Tim Gallwey Galway: Enda Fallon	<i>Timothy.Gallwey@ul.ie ENDA.FALLON@NUIGALWA Y.IE</i>	R R	R R	R R	
ISRAEL	Technion: Issachar Gilad Prof Yair Kassuto	<i>igilad@attglobal.net kas@bgumail.bgu.ac.il</i>	R R	R R	R R	
Italy	Alfredo Bianchi	<i>bianchi@mbx.unict.it</i>	R			
JAPAN	Kazuo Aoki Prof Munehira Akita	<i>kazu@medwel.cst.nihon-u.ac.jp akita@handy.n-fukushi.ac.jp</i>	R R	R	R	
	HES: Sadao Horino	<i>horino@cc.kanagawa-u.ac.jp</i>	R			
KOREA	Ken Nah	<i>knah@idas.ac.kr</i>	R			
Malaysia	Aida Velasco	<i>coealv@mail.dlsu.edu.ph</i>	R			
Mexico	Enrique Bonilla Rodriguez	<i>bono33@cueyatl.uam.mx</i>	R			

NETHERLANDS	Ernst Koningsveld Jan Dul	<i>E.Koningsveld@arbeid.tno.nl</i> <i>J.Dul@fbk.eur.nl</i>	ok		
NEW ZEALAND	Prof Stephen Legg	<i>S.J.Legg@massey.ac.nz</i>	RR	R	R
NORDIC ES	Prof Clas-Håkan Nygård Kirsten Bendix Olsen	<i>meclny@uta.fi</i> <i>kbolsen@lucent.com</i>	RR RR		
NORWAY	Veikko Louhevaara	<i>Veikko.Louhevaara@occupheal th.fi</i>	RR		
POLAND	Jerzy Marcinkowski Prof Leszek Pacholski	<i>marcinkowski@iiz.me.put.pozn an.pl</i> <i>pacholski@iiz.me.put.poznan.pl</i>	RR RR		
Portugal	Prof Luisa Barreiros	<i>LBarreiros@carloslopes.fmh.ut l.pt ?</i>	R		
Russia	P Elizarov	<i>elizarov@ergocentre.tmts.tver.s u ?</i>	R		
SINGAPORE	NUS: Dr Tan Kay Chuan	<i>TAN_Kay_Chuan@nus.edu.sg</i>	R	R	R
	Nanyang: Prof Martin Helander	<i>mahel@ntu.edu.sg</i>	R		
Slovakia	Jozef Sablik	<i>dekan@mf.stuba.sk</i>	R		
South Africa	Prof Pat Scott	<i>p.a.scott@ru.ac.za</i>	R	R	R
SPAIN	Pedro Mondelo	<i>mondelo@pe.upc.es</i>	RR		
SWEDEN	Veikko Louhevaara	<i>Veikko.Louhevaara@occupheal th.fi</i>	R		
SWITZERLAND	ETH Zurich: Helmut Strasser	<i>h.strasser@aws.mb.uni- siegen.de</i>	R R	R R	R R
	Others: Hartmut Irle	<i>h.irle@aws.mb.uni-siegen.de</i>			
TAIWAN	Eric Ming-Yang Wang Prof Tzai-Zang Lee	<i>mywang@ie.nthu.edu.tw</i> <i>leetz@mail.ncku.edu.tw</i>	RR R	R	R
Thailand	Halimahtun Khalid	<i>mkmahatun@idea.unimas.my</i>	R		
Turkey	Prof Ahmet Fahri Ozok	<i>isozok@tritu.bit.net ?</i>	R		

UK	Lough MSc: Robin Hooper	<i>r.h.hooper@lboro.ac.uk</i>	R	R	R
	London Guildhall: Lawrence Curry	<i>lcurrie@lgu.ac.uk ?</i>	R		
	Lough BSc: Murray Sinclair	<i>m.a.sinclair@lboro.ac.uk</i>	R	R	R
	Birmingham: Ted Megaw	<i>e.d.megaw@bham.ac.uk</i>	R	R	R
	UCL: Rachel Benedyk	<i>r.benedyk@ucl.ac.uk</i>	R R		
	Nottingham: John Wilson	<i>John.Wilson@nottingham.ac.uk</i>	R	R	R
	Aberdeen: Malcolm Pope	<i>m.h.pope@biomed.abdn.ac.uk</i>	R	R	R
	Napier: Clive Andrews	<i>CJAAAndrews@compuserve.com</i>	R	R	R
	Cardiff: Neil Thomas	<i>info@sunergo.co.uk</i>	R	R	R
	Birkbeck: Jenny Kidd	<i>j.kidd@org-psych.bbk.ac.uk</i>	R		
Ukraine	Alexander Burov	<i>burov@uintei.kiev.ua</i>	R		
USA	Steve Konz	<i>SK@taylor.ie.ksu.edu</i>	R R		
	Prof Peter Hancock	<i>peter@dexter.psych.umn.edu ?</i>	R		
	Lois Smith	<i>Lois@hfes.org</i>	R		
Yugoslavia	Prof Stanisa Milosevic	<i>emiloses@ubbg.etf.bg.ac.yu ?</i>	R		

Notes:

Checked and emailed outstanding 14/11/01

Emailed 'new' contacts 04/01/02

Emailed all non-respondents again and second contact names 31/01/02

Emailed all contacts with no course details listed 31/01/02

Emailed all first time non-respondents again 21/05/02

President: Waldemar Karwowski *karwowski@louisville.edu*
 IEA/ergoweb liaison: Vince Duffy *duffy@ie.msstate.edu*

21/05/02

5.3.3. IEA Specification for a Masters course in Ergonomics/Human Factors

Minimum specification for a Masters course in Ergonomics/Human Factors: A first discussion

John Wilson

Note: No proposal or even guidance is intended by this document; it is for discussion only.

A first examination has been carried out of those Masters' course syllabuses in ergonomics sent through to the IEA PPE Committee. The examination has been carried out with a view to seeing if a minimum course outline could be recommended. This is difficult to do for two reasons:

1. The wide variety of different courses of study available, particularly varying in terms of contact and other study hours and in terms of the weighting given to different topics within ergonomics.
2. The problem that anything produced would have to be at least in sympathy with the already approved IEA Guidelines on Core Competencies and on Accreditation.

To work around these problems any outline must make provision for mainstream degree programmes in ergonomics, in specialist degree programmes in parts of ergonomics (e.g. Health Ergonomics). Detail may have to be left at a much higher level than that contained within the Competencies documents. Nonetheless, it is expected that all programmes will meet with the criteria on Accreditation, for things like quality procedures, facilities available, qualifications of teaching staff etc.

HOURS

The minimum number of student work hours required to complete a Masters in Ergonomics/Human Factors is 1350. This is based on 12 modules each requiring 75 hours work time and a major project requiring 450 hours student time. The balance of hours defined within the 75 will vary, but a standard model to aim for is approximately 1/3:1/3:1/3; that is about 25 hours contact time between Faculty and student, about 25 hours on student reading and self-directed study, and about 25 hours on preparation for and carrying out assignments and examinations.

The course must be modular to some extent. Generally the number of taught modules which are distinct from each other should be a minimum of eight and a maximum of 16, with the norm being 10 or 12. In addition a major project should be carried out which typically is equivalent in weighting to about a third of the total of the taught material.

MODULES

A minimum set of modules required are:

- a) Basis of ergonomics/human factors: This is an introductory course although could cover more detailed material depending on the wishes of Faculty. It should be taught from a systems perspective and include the aims, coverage and value of ergonomics, arguments for and against it, its links to other approaches to work, and its relationship to legal, political, social and economic systems as well as the technical ones.
- b) Understanding people: This module must explore the information available on the abilities, limitations and all characteristics of people in the context of allowing students to understand peoples' performance and also to apply understanding within design and implementation. The understanding should be provided broadly across the physical (physiological, biological, anthropometric, biomechanical etc) characteristics and psychological ones (cognitive, affective, social etc). This module may be spread as introductory material across other specialist modules.
- c) Physical aspects of work: Covering workplace, work environment, heavy and physical and repetitive work, materials handling etc.
- d) Cognitive aspects of work: Covering tasks, roles, interfaces, load etc from the point of view of mental work and psychological reactions to work.
- e) Social aspects: This covers aspects of motivation and job design, work organisation, temporal factors such as shift work, implementation and influence of company management.
- f) Methods: This will require more than one module and should cover a whole set of ergonomics methodology from a fundamental point of view and for their application in practice. Techniques of direct observation, indirect observation (self-report) and performance measurement should be examined. Statistics and experimental design should be covered in a separate module.
- g) Design: This may not be provided as a separate module but may be spread across a number of modules. It should cover systems analysis and design, task analysis, function analysis and human machine systems generally.

FOR DISCUSSION ONLY

5.4. SCIENCE, TECHNOLOGY AND PRACTICE COMMITTEE

A number of efforts have been the focus of activities during the past year.

5.4.1. Endorsed Conferences

As in the past, the ST&P Committee will have a significant role in planning the program for the IEA 2003 Triennial Congress in Seoul. As chair of the committee, I have taken responsibility for assisting the Korean meeting organizers in recruiting plenary speakers, symposium organizers and workshop presenters. Invitations have gone out to chairs of the IEA Technical Committees to organize symposia and workshops.

Suggestions/nominations/volunteers for plenary speakers for the 2003 Congress are invited. The goal is to have plenary presentations by eminent ergonomists who represent a range of significant areas of ergonomic research and practice. Discussions have been initiated for plenary addresses to be published by Taylor & Francis in a special issue of *Ergonomics*. In addition to this special issue of *Ergonomics*, editors of other IEA endorsed journals have expressed an interest in publishing special issues based on symposia presented at the IEA Congress.

5.4.2. Activities of Technical Committees

As Chair of ST&P I took on the assignment of organizing the two-day symposium to be held on September 2-3, 2002 in conjunction with the IEA Council meeting in Santiago, Chile. Response to the invitation to participate has been very good. A theme (and title) for the symposium is "Developing Ergonomics in a Developing World." Our goal in organizing this program has been twofold. First, the Chilean Ergonomics Society submitted a list of suggested topics. We have tried to be responsive to their suggestions. Second, given the theme of the symposium, we want to provide some breadth of coverage of the discipline as well as an exposure to some new developing areas. A copy of the tentative program is attached as part of this report.

5.4.3. Cooperation with IOHA

In June I had an opportunity to represent IEA at the International Occupational Hygiene Association (IOHA) Triennial Congress in Bergen, Norway. I made a presentation about IEA, our organization, goals and activities. It seemed to be well received. One point to be noted is that two of the organizations with whom we have MOUs, IOHA and ICOH, also have a triennial congress, their congresses are staggered with ours; that is, we meet in 2003, ICOH meets in 2004, and IOHA will again meet in 2005 (in South Africa). The IOHA group is clearly interested in developing ties with IEA, and I think there are some significant opportunities in doing so. I invited them to organize a symposium for our congress in Korea next year, and I also invited Dave Zalk, their President, to present a plenary address.

5.4.4. Contribution of the STP Committee to the technical program of the IEA 2003 Congress

We have provided IEA endorsement of the following conferences:

Third International Cyberspace Conference on Ergonomics (CybErg), September, 2002. This is a virtual conference coordinated by Andrew Thacher at the University of the Witwaterstrand, South Africa.

ODAM VII, Aachen, Germany, October 2003

I am expecting a request from Martin Helander for IEA endorsement of the next WWDU Conference, which has been renamed WWCS (Work with Computing Systems).

5.4.5. Technical Committees status:

Pascale Carayon is the new Chair of the ODAM Technical Committee.

Activities have been underway regarding the formation of two new Technical Committees. The tentative topic area are Digital Human Models for Ergonomics and Ergonomics Design.

5.4.6. Web site status:

Betty Sanders is a member of the ST&P Committee and serves as its webmaster. Efforts are continuing to update and expand information on the IEA web site regarding the ST&P Committee and the various technical committees.

THE IEA-CHILEAN SYMPOSIUM: DEVELOPING ERGONOMICS IN A DEVELOPING WORLD
Santiago, Chile, September 2-3, 2002

PROGRAM

Monday, September 2, 2002

- 9:00 – 9:30 Opening Plenary Session
Waldemar Karwowski: President of IEA
Eugenio Heiremans: President of ACHS
Pierre Falzon: Secretary General of IEA
Ma Eugenia Figueroa: President of the Chilean Ergonomics Society
Pedro Mondelo: President of AEE
- 9:30 – 10:30 Lectures
Waldemar Karwowski: “The Ergonomics Discipline: Current Status and Emerging Issues.”
Pierre Falzon: “The Ergonomics Discipline: Current Status and Emerging Issues.”
- 10:30 – 11:00 Break
- 11:00 – 12:30 Lectures
Klaus Zink: “Human Factors, Management and Society.”
Pat Scott: “Theoretical Principles and Practical Implementations of Ergonomics.”
Pedro Mondelo: “Ergonomics: The Challenges.”
- 12:30 – 2:00 Lunch
- 2:00 – 3:30 Lectures
Jan Dul: “International Standards and Practical Guidelines in Ergonomics.”
Ernst Koningsveld: “Indicators for Analyzing Ergonomic Projects.”
Michael Wogalter: “Safety Communications: The Good, the Bad and the Questionable.”
- 2:00 – 3:30 and 4:00 – 5:00 Workshop (Parallel Session)
Klaus Zink and Pat Scott: “A Macro-micro Approach to Ergonomics in IDCs.”
- 3:30 – 4:00 Break
- 4:00 – 5:00 Lectures
Budimir Mijovic: “Computer 3D Animation of Working Places.”
Enda Fallon: “Ergonomics Aspects of Cleanroom Working Environments.”

Tuesday, September 3, 2002

- 9:00 – 10:00 Lectures
Harald Weber: “Ergonomics and Disabilities”
Kazu Kogi: “Practical Use of Low-Cost Improvements in Small Workplaces.”
- 9:00 – 10:30 and 11:00 – 12:00 Workshop (Parallel Session)
Ernst Koningsveld, Jan Dul and Martha Helena Saravia: “How to Assess the Effects of Ergonomic Projects.”
- 10:30 – 11:00 Break
- 11:00 – 12:00 Lectures
John Wilson: “Human Factors Understanding in Complex Sociotechnical Systems.”
Kenneth Laughery: “Human Error: Current Perspectives and Implications for Legal Assessments.”
- 12:00 – 12:30 Closing
Waldemar Karwowski: IEA
Martin Fruns: ACHS

5.5. COMMUNICATION AND PUBLIC RELATIONS COMMITTEE

5.5.1. Committee Report

IEA Communications and Public Relations Committee
Report for 2001 and Proposed Activities 2002-2003

The current membership of the committee consists of Prof. Michael Smith, Mr. Andy Marshall, the editor of the IEA newsletter, and Prof. Vince Duffy, the webmaster.

The IEA newsletter (Ergonomics International) continues to be published quarterly and appears on the IEA web site (www.iea.cc), and is sent to a select list of persons in hard copy. Mr. Marshall continues to do an excellent job of publishing the newsletter with important content on schedule.

The proceedings (compact disk) of one conference cosponsored by the IEA were sent to the eight designated depositories for IEA gift books and conference materials. Greater effort will be made to secure 10 copies of proceedings from IEA cosponsored or endorsed conferences in the upcoming 2002-2003 time period.

There has been no further activity by the committee to reconstitute an IEA sponsored electronic journal since the closing of the previous electronic journal. The idea was to consider developing an electronic journal that focuses on papers from industrially developing countries, and which deals with practical ergonomic considerations (case studies, new products, successful improvements) useful to ergonomic practitioners. The committee will continue to determine the feasibility of this endeavor.

The IEA web site has a new webmaster, Prof. Vince Duffy, Mississippi State University, USA. Vince has done an exceptional job working with ErgoWeb to improve and update the IEA web site, www.iea.cc. The company ErgoWeb, Inc. continues to provide excellent service at no cost to the IEA. This provides a substantial service to the IEA, and ErgoWeb has been recognized with a sustaining membership in the IEA. As the IEA needs for using the web for informational, educational, and eCommerce activities increase, we expect that these additional services may require a nominal charge. The web site is undergoing continuous updating based on input from IEA Council members, Affiliated Societies, the IEA Newsletter Editor, the IEA Historian, and the IEA Executive Committee, and the webmaster.

A depository of ergonomic information (historical archives) has been established through an agreement with CNAM in Paris. The IEA historical archives now have a permanent home. We owe a debt of gratitude to Dr. Ilkka Kuorinka, IEA historian and Dr. Pierre Falzon, Secretary General for their efforts in accomplishing the development of the historical archives. Of course we also are very grateful to CNAM for making space and services available for the IEA historical archives. It would be important to have access to the historical archives from the IEA web page and future efforts will examine the feasibility of this.

The committee would like to develop a subcommittee with a member from every affiliated society to establish electronic links to each society and to other valuable ergonomic resources worldwide. For instance, links to appropriate government agencies, journals, and book publishers. This subcommittee could also look into the feasibility of an online discussion capability on the website to facilitate member interaction and exchange of information.

The committee has obtained business cards, stationary, and promotional materials to support the administrative, public relations and fund raising activities of the IEA.

For the first time sustaining members were recognized with plaques or certificates for their contributions to the IEA for the 2000-2003 time period.

5.5.2. Preparation of the IEA Triennial Report

5.6. AWARDS COMMITTEE

5.6.1. Update on Awards

FELLOWS

Six nominations have been received for IEA Fellows for 2002. These are still under review as at the time of writing. The call for nomination for IEA fellows for 2003 will be distributed the end of August (see Annex A for nomination form). The deadline for receipt of nomination is March 1, 2003. New Fellows (2001, 2002 and 2003) will receive certificates during the opening ceremonies of the Seoul Congress.

LIBERTY MUTUAL PRIZE IN OCCUPATIONAL SAFETY AND ERGONOMICS

The Announcement for the 2002 IEA-Liberty Mutual Prize in Occupational Safety and Ergonomics, see Annex B, was publicized widely December through January, with a deadline of March 1, 2002. We have received a total of eleven complete submissions. After careful deliberation, the Award Selection Committee has recommended that the 2001 Liberty Mutual Prize in Occupational Safety and Ergonomics be awarded to Drs. Hsiao, Bradtmiller and Whitestone for their paper, Sizing and Fit of Fall-Protection Harnesses. The IEA Executive Committee recently endorsed this recommendation. The venue for the award presentation has not yet been finalized.

K.U. SMITH AWARDS

Discussions are on-going with Tom Smith concerning enhancing or expanding the K.U. Smith Student Award to include other categories of awards.

TRIENNIAL AWARDS

A database of award recipients was established. The information on the web site has been updated.

IEA/JOSE BEST PAPER AWARD

This award was proposed by JOSE and agreed to by the EC. There is very little direct involvement of the IEA in the promotion or selection of the award recipients.

5.6.2. Call for Nominations

The call for nominations for the following awards will be distributed in August:

IEA DISTINGUISHED SERVICE AWARD

The IEA Distinguished Service Award is presented to individuals or organizations for outstanding contributions to the promotion, development and advancement of the International Ergonomics Association.

IEA OUTSTANDING EDUCATORS AWARD

The IEA Outstanding Educators Award is presented to persons in recognition of outstanding contributions in the area of ergonomics education for having:

- developed ergonomics education programs,
- produced new methodology and/or materials for teaching ergonomics, or
- graduated persons who have become outstanding ergonomists.

IEA AWARD FOR PROMOTION OF ERGONOMICS IN INDUSTRIALLY DEVELOPING COUNTRIES

The IEA Award for Promotion of Ergonomics in Industrially Developing Countries is given to a person who has made significant and outstanding contributions to the Development of Infrastructure of Ergonomics in an industrially developing country. This may be manifested through development of teaching/training programs, implementation of ergonomics design in industry, development of R&D programs, organization of ergonomics professionals and extensive collaboration with international bodies such as United Nations.

IEA ERGONOMICS DEVELOPMENT AWARD

The IEA Ergonomics Development Award is presented to persons who have had an international impact on ergonomics in terms of making a contribution or development which:

- significantly advances the state of the art in an existing ergonomics sub-specialty, or
- opens up a new area of ergonomics research and/or application.

5.6.3. Awards revision

CHANGES TO OPERATING PROCEDURES

Changes to the operating procedures relevant to the Awards Committee are highlighted in Annex C for information. They do not require a formal vote: however, we welcome Council's comments and suggestions.

ANNEX A:

NOMINATION FORM FOR IEA FELLOW AWARD

For use by IEA Societies to nominate an individual for the IEA Fellow Award

Submission Instructions:

Please complete this form electronically and e-mail as an attachment (together with separate attachments, as appropriate, such as CV, letters of support, etc.) to:

noyi@tc.gc.ca

by March 15, 2003.

Nominee for IEA Fellow

Full Name
(and title):
Address:

E-mail:
Fax:
Tel:

Person submitting nomination

Name:
Address:

E-mail:
Fax:
Tel:

The Nomination

Basis for nomination

To be considered for IEA Fellow Award, the nominee must meet both eligibility and distinction criteria. Please complete parts 1 and 2, below. Please note that the eligibility criteria are used only to screen candidates and do not hold any weight in the final decision. Candidates that meet the eligibility criteria are evaluated with respect to distinction.

1. Eligibility.

Only candidates that meet the two eligibility criteria will be considered for the award: (1) the candidate must have been a Full Member in good standing of a Federated or Affiliated Ergonomics Society for at least the preceding 5 years, and (2) the candidate must have served the ergonomics community at the national or international level.

Please type your response within the box and it will expand, as necessary. There is no space limit.

The candidate has been a Full Member in good standing of the Federated or Affiliated Ergonomics Society named below for at least the preceding 5 years.

Describe below the nominee's service to the society, the IEA, or the ergonomics profession. International service includes such activities as service to the IEA, an extensive publication record in international journals, international consulting, service to the United Nations organizations.

2. Distinction.

Eligible candidates will be evaluated on the basis of demonstrated outstanding theoretical or applied contributions to ergonomics/human factors. There are many ways in which this contribution can be demonstrated. The candidate could have had the primary responsibility for the technical direction, supervision or management of a significant effort during a sustained period of time. The candidate could be a renowned researcher, designer, or consultant of great distinction.

Clear evidence of distinction should be supported by detailed descriptions and attachments. For example, for a researcher, the most significant publications authored or co-authored by the candidate should be attached to the application. For a consultant, the most important consulting contracts should be outlined, together with the outcome of the contracts. For a designer the most important design objects should be specified. Any other information to support or attest to the achievements of the candidate should be furnished to the IEA Awards Committee, in order to support their deliberation of the candidate's merits.

Summarize in the space below the candidate's qualification for the prestigious IEA Fellowship.

--

Additional Information:

The nominee's curriculum vitae should be electronically appended to the nomination. Other supporting documents such as scientific papers or other evidence may also be attached.

Endorsement by a Federated Society

(Note that many nominees belong to several ergonomics societies. The endorsement can come from any of these societies)

Name of endorser:	
Position held:	
Name of Federated Society:	

Letters of support (optional)

(Letters may be written by persons from the same society or other societies, but they are not required for the nomination. Supporting letters should be attached to the nomination submission. The names of individuals supporting the nomination should be listed below). Please note, members of the IEA Executive Committee should not be requested to provide letters of support.

ANNEX B

Announcement

The IEA-Liberty Mutual Prize in Occupational Safety and Ergonomics

The IEA is inviting applications for the 2003 Liberty Mutual Prize
(Please note, the submission deadline is March 1, 2003)

Through this prestigious award, the IEA seeks to recognize outstanding original research leading to the reduction or mitigation of work-related injuries. The main criteria include significant advancement of theory and understanding, innovation and development of new directions or approaches.

The award recipient will receive a prize of \$5,000. In addition, the award recipient will be automatically competing for the 2003 Liberty Mutual Medal. The Medal, carrying an additional stipend of \$15,000, will be awarded during the IEA Triennial Congress (Seoul, Korea) to the best of the 2001, 2002 and 2003 Prizewinners.

Applicants need not belong to the IEA or any of its constituent groups. Relevant disciplines include ergonomics, epidemiology, biomechanics, cognitive and behavioural psychology, design, physiology, medical sciences, economics, engineering, etc.

Submission Requirements

To be considered for the Liberty Mutual Prize, the applicant must submit a letter of application and a research paper in the domain of accident prevention, injury reduction and/or early return to work, including rehabilitation. The paper must:

- be scholarly in nature such as an original paper describing laboratory, field, or intervention research (see Q&A for further elaboration)
- contain non-proprietary data
- be unpublished at the time of submission (but may have been submitted for publication)
- be thirty pages or less, single-spaced using point size 12 with 1 inch margins

The paper should address the following topics:

- contributions of the research to theory, i.e., how the work had advanced the understanding of the causes of accidents and/or ability to mitigate occupational injuries or disability
- aims of research
- originality and creativity
- study methodology
- implications for risk reduction

The cover letter should highlight:

- main innovative aspects of the study (e.g., approach, methodology, analysis, etc.)
- anticipated contribution to occupational safety

An international review committee established by the IEA will select the winning contribution

The authors of the winning paper are expected to submit the paper to *Ergonomics* for publication. The authors may make a case to have the paper submitted to an alternative journal for publication.

Persons wishing to be considered for the 2002 prize should submit an application, including separate cover letter and paper, both in electronic format, to the IEA Awards Committee Chair at the following address:

Y. Ian Noy, Ph.D., P.Eng., CPE
IEA Awards Chair
c/o Transport Canada
330 Sparks Street, Tower "C"
Ottawa, Ontario
Canada, K1A 0N5
Tel: +1 (613) 998-2268
Fax: +1 (613) 998-4831
E-mail: NOYI@tc.gc.ca

The deadline for receipt of applications is March 1, 2003. Applicants should be notified of the results by mid-June. Announcement of the award winner will be made public in July 2003.

If you require additional information, please do not hesitate to contact the IEA Awards Committee Chair at the above-noted address.

FREQUENTLY ASKED QUESTIONS

Q: What is the purpose of the prize?

The purpose of the prize is to recognize individuals whose efforts have contributed the reduction or mitigation of work-related injuries. In particular, the prize is awarded to recognize original research leading to a better understanding of avoiding or mitigating, occupational accidents or injuries, or to rehabilitation and return to work of injured workers. The main criteria, therefore, include significant advancement of theory and understanding, innovation and development of new directions or approaches.

Q: What is the difference between the Prize and the Medal?

The prize is awarded each year and has a monetary value of \$5,000. The medal is awarded during the IEA Triennial Congress to the best of three most-recent prizewinners and carries an additional stipend of \$15,000.

Q: What is meant by scholarly work?

Originality is the key defining characteristic of scholarly work. Originality is to be interpreted broadly. One common form of scholarship is the discovery of new knowledge, which may take on many different forms and includes the generation of new concepts, ideas, principles and theorems. Another form of scholarship is the innovative coordination, synthesis or integration of knowledge. This type of scholarship seeks and promotes understanding in a broader context, by organizing knowledge in a new and useful way, by illustrating new relationships between the parts and the whole, by relating the past in a new way to the present and future, or by demonstrating new and significant patterns of meaning.

Q: DOES THE IEA ENDORSE LIBERTY MUTUAL POLICY DIRECTIONS?

The establishment of the prize should not be construed as endorsement of Liberty Mutual. However, it is recognized that Liberty Mutual sponsors a variety of activities aimed at improving worker health and safety. The IEA shares the belief that the prize will stimulate efforts to combat the unacceptably high incidence of work-related injuries and raise awareness within the industrial, governmental and academic communities of the pervasive nature of the problem and its associated high social and economic consequences.

Q: Is this prize limited to ergonomics?

No. Significant contributions can come from a variety of disciplines such as ergonomics, epidemiology, biomechanics, design, cognitive and behavioral psychology, physiology and

anatomy, economics, etc. Submission from any discipline that is consistent with the purpose of the award will be considered.

Q: Why is Liberty Mutual doing this through the International Ergonomics Association?

The IEA is the federation of ergonomics and human factors societies throughout the world. As such, it fosters an extensive network of experts in work sciences and related disciplines. This network will ensure that the selection of the winners reflects the best judgment of the international scientific community. Furthermore, the implementation procedures established by the IEA ensure that decisions are impartial.

Q: WHO WILL SELECT THE WINNERS?

A committee of three world-renown experts will oversee the selection process. External reviewers may be enlisted, as required.

Q: WHAT DOES THE PRIZE COMPRISE?

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.

Q: WHEN WILL THE AWARDS BE MADE?

The annual prize will be awarded during an IEA-sponsored conference or a conference in the country of the recipient. The triennial medal will be given during the IEA Congress.

Q: WHERE WILL THE PRIZE BE AWARDED?

For 2002, the award will be presented at a conference to be agreed to by the award recipient and the chair of the IEA Awards Committee.

Q: WHO WILL PAY FOR THE TRAVEL EXPENSES?

The award recipient is responsible for his/her travel expenses to attend the awards ceremony.

Q: WHO IS ELIGIBLE TO APPLY?

As indicated previously, applicants need not belong to the IEA or any of its constituent groups. Relevant disciplines include ergonomics, epidemiology, biomechanics, cognitive and behavioural psychology, design, physiology, medical sciences, economics, engineering, etc.

The prize will be awarded to individuals, not organizations. If the winning submission names more than one individual, the named individuals shall share the award.

ANNEX: C – CHANGES TO OPERATING PROCEDURES - IEA AWARDS

IEA DISTINGUISHED SERVICE AWARD

The IEA Distinguished Service Award is presented to individuals **or organizations** for outstanding contributions to the promotion, development and advancement of the International Ergonomics Association.

IEA FOUNDERS AWARD

The IEA Founders Award was granted to persons who were highly influential in the founding of either the IEA or of an IEA member society. This award is no longer attributed (Council decision ; San Diego, 2001).

IEA OUTSTANDING EDUCATORS AWARD

The IEA Outstanding Educators Award is presented to persons in recognition of outstanding contributions in the area of ergonomics education for having:

- developed ergonomics education programs,
- produced new methodology and/or materials for teaching ergonomics, or
- graduated persons who have become outstanding ergonomists.

IEA AWARD FOR PROMOTION OF ERGONOMICS IN INDUSTRIALLY DEVELOPING COUNTRIES

The IEA Award for Promotion of Ergonomics in Industrially Developing Countries is given to a person who has made significant and outstanding contributions to the Development of Infrastructure of Ergonomics in an industrially developing country. This may be manifested through development of teaching/training programs, implementation of ergonomics design in industry, development of R&D programs, organization of ergonomics professionals and extensive collaboration with international bodies such as United Nations.

This Award has replaced the IEA Ergonomics of Technology Transfer Award.

IEA ERGONOMICS DEVELOPMENT AWARD

The IEA Ergonomics Development Award is presented to persons who have had an international impact on ergonomics in terms of making a contribution or development which:

- significantly advances the state of the art in an existing ergonomics sub-specialty, or
- opens up a new area of ergonomics research and/or application.

IEA PRESIDENT'S AWARD

The IEA President's Award is presented to persons who have made outstanding contributions to ergonomics or the advancement of ergonomics, ~~and whose contribution does not clearly fall into one of the other award categories.~~ Persons qualifying for this award do not necessarily have to be ergonomists. Nominations may be made either by IEA Council or the IEA Executive Committee. Final approval for this award rests with the IEA President.

K.U. SMITH STUDENT AWARD

The K.U. Smith Student Award is to honor a deserving student responsible for an application of or contribution to the field of ergonomics. The award is given for the best student paper at the IEA Triennial Congress. This award was established in 1996 by agreement between the IEA and the K.U. Smith Foundation, and a set of procedures and terms of reference were established.

A Student Award Committee, organized as a subcommittee of the Awards Committee, is responsible for selection of the nominee. The IEA Executive Committee has oversight responsibility for this award. Further information on the K.U. Smith Student Award, eligibility criteria, and application procedures may be found on the IEA Home Page on the World Wide Web.

IEA FELLOW

IEA Fellowship is to recognize extraordinary or sustained, superior accomplishments of an **individual to the ergonomics profession or discipline at an international level.** To be considered for a fellowship two eligibility criteria must be satisfied. In addition, the candidate's distinction as an ergonomics professional must be demonstrated.

All former IEA Presidents are named IEA Fellows.

Eligibility Criteria

There are two eligibility criteria: international service and membership in society.

- International Service : this includes such activities as service to IEA, an extensive publication record in international scientific journals, international consulting, **service to international bodies (United Nations, WHO, ILO, etc.).**
- Membership in Society : the candidate must have been a full member in good standing of a Federated or Affiliated Ergonomics Society for at least the preceding ~~10~~ 15 years. Student membership and Associated membership do not confer eligibility.

Distinction Criteria

The candidate should have made outstanding contributions to ergonomics/ human factors. There are many ways in which this can be demonstrated:

- The candidate could have had the primary responsibility for the technical direction, supervision or management of a significant effort during a sustained period of time.
- The candidate could be a well renowned researcher, designer or consultant of great distinction.
- Clear evidence of distinction should be supported by detailed descriptions and attachments to the nomination form that is submitted by the person nominating the candidate. For example, for a researcher, the most significant publications authored or co-authored by the candidate should be attached to the application. For a consultant, the most important consulting contracts should be outlined, together with the outcome of the contracts. For a designer the most important design objects should be specified. Any other information to support or attest to the achievements of the candidate should be furnished to the IEA Awards Committee, in order to support their deliberation of the candidates merits.

Submission Nominations

Nominations can be made either by a **Federated or Affiliated Society** or by the **IEA Executive Committee**. Nominations should be submitted to the Chair of the IEA Awards Committee.

Fellows Election Committee

The Fellows Election Committee ~~consists of all IEA Fellows. consists of five members, all Fellows of IEA. The Committee is chaired by the IEA Awards Committee Chair. One of the members is Chair of the Committee. The first committee will comprise all living former presidents of IEA and other officers, as required.~~

~~All former IEA Presidents are named Fellows. The living Former Presidents are Bernard Metz, Frederick Bonjer, Alphonse Chapanis, Sadao Sugiyama, Harry Davis, Ilkka Kuorinka, Hal Hendrick, and Martin Helander.~~

Elections

The nomination must be **accepted** by two-thirds vote of the members of the Fellows Selections Committee. **The list of accepted candidates is subject to final approval** by the IEA Executive Committee.

Renomination

In case of unsuccessful outcome of the selection process, nominations for IEA Fellowship can be repeated.

5.7. IEA CONGRESSES

5.7.1. IEA 2003 Triennial Congress report

5.7.2. IEA 2006 Triennial Congress report

5.7.3. Selection of the IEA 2009 Triennial Congress organizers

6. FUTURE IEA COUNCIL MEETINGS

6.1. Announcement and logistics of the next IEA Council meeting (Korea, August 22-23, 2003)

6.2. Call for proposals to host Council meetings in 2004 and 2005

7. OTHER ITEMS

8. ACKNOWLEDGEMENT AND THANKS TO THE COUNCIL MEETING HOSTS



IEA ROSTER

(JUNE 2002)

IEA EXECUTIVE 2000-2003

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