



# **IEA ANNUAL REPORT 2003-2004**

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**Madeira (Portugal), July 2004**



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**MINUTES OF IEA COUNCIL MEETING 2003**

## IEA COUNCIL AGENDA

### July 24, 2004

- 8.45 1. Introduction, acknowledgements, practical arrangements
- 9.00 2. Roundtable presentation by delegates of Federated Societies + IEA Networks
- 11.00 Coffee-break
- 11.30 3. Voting procedures, eligibility and roll call
- 11.35 4. Approval of the minutes of the 2003 Council Meeting (Seoul)
- 11.40 5. Statement by IEA President + discussion
- 13.00 Lunch
- 14.30 6. President's report
- 14.50 7. SG report + voting items
- 15.10 8. Treasurer's report + voting items
- 15.30 9. International Development
- 16.00 Coffee break
- 16.30 Discussion session. Part 1: subgroups
- 17.15 Discussion session. Part 2: subgroups reports and general discussion
- 18.30 End of day 1

### July 25, 2004

- 9.00 10. Development + voting item
- 9.30 11. Communication and Public Relations + voting item
- 10.00 Discussion session. Part 1: subgroups
- 11.15 Coffee break
- 11.45 Discussion session. Part 2: subgroups reports and general discussion
- 12.30 Science, Technology and Practice
- 13.00 Lunch
- 14.30 13. Professional Standards and Education + voting item
- 15.00 14. EQUID + voting item
- 15.30 15. Awards + voting item
- 16.00 Coffee break
- 16.30 IEA Triennial Congresses
  - IEA 2006
  - IEA 2009
- 17.00
- 17.10 Next IEA Council Meeting
- 17.20 Any other issue
- 17.30 End of Council meeting

1<sup>st</sup> Draft Minutes of the IEA Council Meeting 2003

## **Minutes of IEA COUNCIL MEETING 2003**

**IEA COUNCIL MEETING**

**Madeira, Portugal**

**July, 2004**

**IEA COUNCIL MEETING 2003**

Seoul, Korea, Grand Intercontinental Hotel

Friday, August 22, 8:30 am - 5:00 pm

Saturday, August 23, 8:30 am - 5:00 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.....	Scott .....	PS
Policy & Planning.....	Zink.....	KZ
Communication & Public Relations .....	Smith.....	MS
Professional Practice & Education .....	Wilson .....	JW
Science, Technology & Practice .....	Laughery .....	KL
Ergonomics International.....	Marshall (ex-officio).....	AM
IEA Historian.....	Kuorinka (excused).....	IK
Chair of IEA'2003 Congress.....	Chung.....	MC

## • Federated Societies..... Representatives..... Votes

All-Ukrainian Ergonomics Association.....	Burov .....	1
Asociación Española de Ergonomía		
Associação Brasileira de Ergonomia .....	Soares.....	1
Associação Portuguesa de Ergonomia.....	Simoes.....	1
Association of Canadian Ergonomists/ Association Canadienne d'Ergonomie .....	Noy, Kumar .....	2
Belgian Ergonomics Society.....	Delaruelle.....	1
Chinese Ergonomics Society .....	Zhang .....	1
Croatian Ergonomics Society		
Czech Ergonomics Society .....	[proxy : WK].....	1
The Ergonomics Society .....	Marshall, Stubbs, Wilson.....	3
Ergonomics Society of Australia .....	Caple, McPhee.....	2
Ergonomics Society of Federal Republic of Yugoslavia		
Ergonomics Society of Korea .....	Jung, Lee.....	2
Ergonomics Society of South Africa .....	Scott .....	1
Ergonomics Society of Taiwan .....	Chia-Fen Chi.....	1



Gesellschaft für Arbeitswissenschaft .....	Strasser, Luczak.....	2
Hellenic Ergonomics Society		
Hong Kong Ergonomics Society		
Human Factors & Ergonomics Society .....	Wogalter, Robertson, Smith .....	3
Human Ergology.....	Horino .....	(non-voting)
Hungarian Ergonomics Society		
Indian Ergonomics Society		
Inter-Regional Ergonomics Association		
Irish Ergonomics Society		
Israeli Ergonomics Society		
Japan Ergonomics Society .....	Akita, Horie, Tsuchiya.....	3
Nederlandse Vereniging voor Ergonomie .....	Dul, Koningsveld.....	2
New Zealand Ergonomics Society .....	Legg .....	1
Nordic Ergonomics Society .....	Nygård, Olsen.....	3
Österreichische Arbeitsgemeinschaft für Ergonomie		
Polish Ergonomics Society .....	[proxy : WK].....	1
Slovak Ergonomics Association		
Sociedad Colombiana de Ergonomia		
Sociedad de Ergonomistas de Mexico .....	de la Vega .....	1
Società Italiana di Ergonomia .....	Bagnara .....	1
Société d'Ergonomie de Langue Francaise .....	Neboit, Pottier.....	2
South-East Asian Ergonomics Society .....	Khalid .....	1
Swiss Society for Ergonomics .....	Läubli .....	1
Turkish Ergonomics Society		

• Societies accepted as members during the Council meeting

Chilean Ergonomics Society.....	Figueroa .....	1
Iranian Ergonomics Society.....	Motamedzade.....	1

Meeting started at 8:30 am

### 1. Welcome, Housekeeping and Logistics of the meeting

Waldemar Karwowski, IEA President, welcomed Council members.

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

### 2. Introductions and Roundtable presentations by Council members

Council members made short presentations concerning major activities of their societies in the preceding year.

### **3. Officers annual reports**

#### **3.1. President**

(see IEA Annual Report 2002-2003)

WK presented the priorities of the President :

- support development of ergonomics societies and discipline world-wide
- facilitate transition of the IEA to be a more inclusive organization
- increase the financial possibilities of the IEA
- develop the EQUID Certification program
- develop guidelines for the Masters Degree Program in Ergonomics

WK recalled the IEA Strategic Plan. IEA has formal relationships with WHO and ILO. WHO has requested a more formal workplan for collaboration. The IEA has complied with this request.

Efforts were made to increase IEA financial resources. This has been accomplished through recruiting more sustaining members.

Efforts were also made to develop the EQUID Documentation, through a sub-committee composed of KZ, PF and WK. Next actions will consist in revising these documents and in setting a standing committee to take care of the EQUID Program.

#### **3.2. Secretary-General**

(see IEA Annual Report 2002-2003)

The activities of the Secretary General include:

- Facilitating the Executive Committee's and Council's Plans and Activities
- Processing a large flow of electronic mail
- Update the IEA Basic Documents and IEA Roster
- Contribute to the EQUID initiative
- Develop of the IEA Report 2002-2003 and of all documents for EC and Council meetings

#### Triennial Report

In Spring 2003, the Officers decided that the edition of the IEA Triennial Report was to be coordinated by the SG. The very efficient help of the IEA Office assistant, Mrs Jackie Jorrot is to be acknowledged.

#### Meetings

- An Executive Committee meetings was held in Krakow, Poland, on March 22-23, 2003. This meeting was organized by Waldemar Karwowski and hosted by the Jagellonian University.

- Summit meetings have been held in Paris, France in December 2002, February, May and July, 2003. Several summit meetings have been necessary due to the redaction of the IEA Triennial Report. We have taken the opportunity of the travels to Europe of W. Karwowski, so that they do not represent a financial burden to the IEA. Meetings in Paris have been hosted by CNAM, Paris and organized by the SG.
- An EQUID meeting has been held in Kaiserslautern, Germany on February 6-7, 2003. This meeting was organized by KZ and hosted by the university.
- A meeting with the organizers of IEA'2003 has been held in Louisville, KY, USA, on June 28, 2003

#### Applications for membership to the IEA

In its 2002 meeting in Santiago de Chile, the Council decided to accept the Chilean Ergonomics Society and the Iranian Ergonomics Society as Federated members, provided that they clarified appropriately their by-laws. This has led to several mail exchanges between the SG and these two societies. The two societies have responded to the Council wish. The Council is asked to provide its final decision.

Additionally, the Philippine Ergonomics Society (PhilErgo) and the Asociacion de Ergonomia Argentina (ADEA) have applied to become a federated member of the IEA. Their applications will be considered by the Council.

The International Society of Occupational Ergonomics and Safety (ISOES) has sent a declaration of intent for becoming a member of the IEA (see first mail below). However, after becoming aware that they could only apply for affiliated membership, they have postponed their decision.

#### Applications for IEA Network

FEES, the Federation of European Ergonomics Societies, has applied to be granted the IEA Network status. IEA Officers have been informed of the creation of ULAERGO, a network of South-American societies (ULAERGO = Union of Latin-American Ergonomics Societies). The SG suggested to them that they could become an IEA Network.

#### IEA archives

Following the agreement between the IEA and the Conservatoire National des Arts et Metiers (Paris, France), two thirds of the IEA archives have been moved to Cnam by the IEA Historian, Ilkka Kuorinka (see IEA Historian report).

### 3.3. Treasurer

(see IEA Annual Report 2002-2003)

KK presented the financial report of the IEA. There has been a gradual increase in the assets together with continued contributions to the funds created at the IEA. The total assets at the end of 2002 amounted to USD \$201,520. These assets include funds based on contributions from

some member societies for supporting ergonomics activities in industrially developing countries and a special fund for the Liberty Mutual Prize.

The financial health of the IEA is indicated by the Cash Reserve since this is the amount available for discretionary spending. The cash reserve at the end of 2002 was over USD \$121,000, keeping the similar level over the three year period. The cash reserve is sufficient for our current level of activity and it is normal for non-profit organizations to keep on hand a reserve sufficient to cover their annual budget. For planning more expanded activities and programs, however, new sources of revenues will have to be found.

Main revenue sources were from membership dues, capitation fees, contribution to IEA Funds and miscellaneous sources such as interest. The main sources of our operating capital were derived from dues and capitation fees. About 56% of the total income came from membership dues, 33% from member societies and 23% from sustaining members. While society membership dues have remained substantially constant, sustaining membership fees, capitation fees and other sources have become increasingly important in covering operating expenses for new activities. The number of new sustaining members increased during the report period, including eight new members at Gold, Platinum and Diamond Levels and four individual sustaining members.

The capitation fees during the report period derived primarily from the IEA Congress in 2000. The total of the capitation fees during the report period amounted to US\$ 51,175. It is important to secure capitation fees from other types of conferences co-sponsored or endorsed by the IEA.

The main categories of expenditures included executive and administrative expenses, committee expenses, provision of grants, the publication of *Ergonomics International*, the printing of brochures, meeting costs, and other miscellaneous expenses. The expenditures for the three-year period amounted to USD \$221,578, on the average about USD \$73,000 per year. Most of the expenditures for the executive expenses and it should be noted that the levels of these expenditures varied from year to year mainly due to the fact that the levels were higher in the year of the Triennial IEA Congress. Thus the financial situation of the IEA should be examined on the basis of the total three-year expenditures.

Grants were provided for supporting scientific conferences held in industrial developing countries and in part for assisting participants from those countries in these and other IEA related conferences.

At the present time, the IEA manages five special funds. Three of these funds have been established from surplus income by societies that have hosted IEA Congresses. The ESA Fund for Southeast Asia, the HFES Fund for Ergonomics in Developing Countries and the SELF Fund are used to promote ergonomics in industrially developing countries and to support the organization of conferences, seminars and meetings in these countries. Another new fund, the JES Fund, was created to support ergonomics activities in the industrially developing countries using the annual donations from the Japan Ergonomics Society. The fifth fund, the Liberty Mutual Fund, has been created for operating the Liberty Mutual Prizes. A policy was established for the creation and management of funds which ensures that funds will be managed in accordance with the wishes of the organizations that have created the funds.

PS inquired on the societies that have not paid their dues since 2 or 3 years. KK indicated that he has sent requests to them. D. Caple inquired about the expenditures on Communication and Public Relations. Answers were provided by KK and MS.

#### 4. Voting items

##### 4.1. Voting procedures and roll call

WK explained the voting rules and procedures.

Roll Call: A quorum for voting was established (a total of 38 eligible votes were present).

##### 4.2. Approval of the Minutes from the 2001 COUNCIL Meeting in Florence, ITALY.

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

Motion carried (38-Y;0-N; 0-A)

##### 4.3. Application of new societies

###### 4.3.1. Confirmation of the *Sociedad Chilena de Ergonomia (SOCHERGO)* as an IEA Federated Society

SOCHERGO's application to become a federated member of the IEA was considered in 2002 in Chile. The Council then decided to accept SOCHERGO conditionally to modifications of its by-laws. The motion stated : *Council accepts the Sociedad Chilena de Ergonomia (SOCHERGO) as an IEA Federated Society, provided SOCHERGO amends its by-laws to relax membership requirements, specifically to address the restriction on dual membership, formal training in ergonomics, and presentation of original scientific work, and subject to payment of dues.*

The Secretary General interacted with SOCHERGO who provided revised by-laws, included in the Annual Report.

*MOTION: Council confirms the Sociedad Chilena de Ergonomia (SOCHERGO) as an IEA Federated Society, subject to payment of IEA dues.*

Motion carried (38-Y; 0-N; 0-A)

###### 4.3.2. Confirmation of the Iranian Ergonomics Society as an IEA Federated Society

The Iranian Ergonomics Society's application to become a federated member of the IEA was considered in 2002 in Chile. The Council then decided to accept this society conditionally to modifications of its by-laws. The motion stated : *Council approves the Iranian Ergonomics Society as an IEA Federated Society, provided that EC receives satisfactory clarification about article 8.3, article 11 note 5 and 11-15 of the IES rules, and subject to payment of its registration fee.*

The Secretary General had several interactions with the Iranian Ergonomics Society. The EC requested more information at its meeting in Krakow in March. After further clarifications, the EC considered to have received satisfactory answers.

*MOTION: Council confirms the Iranian Ergonomics Society as an IEA Federated Society, subject to payment of IEA dues.*

S. Kumar requested more detailed information on the reservations the Council had and the answers that were made. PF provided the information. J. Dul expressed worries: the IES answers only state that the text is imposed by the state. The motion was put to the vote.

Motion carried (23-Y; 3-N; 9-A)

#### 4.3.3. Application of the Philippines Ergonomics as an IEA Federated Society

The Philippine Ergonomics Society (PhilErgo) has applied to become a federated member of the IEA. They have not provided full by-laws. However, the EC proposes to accept their candidacy provisionally. The EC will examine the full by-laws as soon as possible and will give its final approval.

*MOTION: Council conditionally accepts the Philippine Ergonomics Society as an IEA Federated Society, subject to approval of their by-laws by the Executive Committee, and payment of IEA dues.*

A discussion takes place, involving several Council members, about the number of members of PhilErgo, which may be insufficient to be eligible as a Federated Society.

An amended motion is proposed :

*MOTION: Council conditionally accepts the Philippine Ergonomics Society as an IEA Federated Society, on the condition that complete by-laws are provided and the number of individual members is clarified. This is subject to final Council approval.*

Motion fails (16-Y; 16-N; 9-A)

J.Dul proposes a motion (seconded by S. Kumar), stating :

*MOTION : In the absence of required information, Council postpones decision to consider the application of the Philippine Ergonomics Society as an IEA Federated Society.*

Motion carried (39-Y; 0-N; 0-A)

#### 4.3.4. Application of the Asociacion de Ergonomia Argentina an IEA Federated Society

The Asociacion de Ergonomia Argentina (ADEA) has applied to become a federated member of the IEA. Their by-laws have been examined by the EC and are judged acceptable.

The issue of membership of ADEA was raised (24 members instead of the 25 required). H. Strasser proposed to postpone the application. E. Koningsveld thought that IEA should be strict on the number of required members. M. Soares and M. Figueroa suggested that, due to the economic situation in countries like Argentina, it could be difficult to reach the 25 members threshold.

D. Caple proposes the following amendment :

*MOTION: Council accepts the Asociacion de Ergonomia Argentina as an IEA Federated Society, subject to the achievement of the 25 individual members requirement, and payment of IEA dues.*

Motion carried (23-Y; 6-N; 11-A)

K. Zhang considered that votes on PHILERGO and ADEA are inconsistent. The Council has been asking more from ADEA than it asked from PHILERGO. K. Zhang proposed to reconsider the vote on PHILERGO. The proposal was seconded by S. Kumar. In order to reconsider the motion, approval by two-thirds of the Council is necessary.

MOTION : *Council decides to reconsider the motion on PHILERGO.*

The motion is defeated (only 9 positive votes).

#### 4.4. Approval of IEA Networks

##### 4.4.1 Approval of FEES as an IEA Network

A formal proposal has been received from FEES. It is presented by K. Nygaard

MOTION : *Council approves the Federation of European Ergonomics Societies as an IEA Network.*

Motion carried (38-Y; 0-N; 2-A)

##### 4.4.2 Approval of ULAERGO as an IEA Network

A formal proposal has been received from ULAERGO. It is presented by M. Figueroa.

MOTION : *Council approves ULAERGO as an IEA Network.*

The question is raised that ADEA, who is a member of ULAERGO, is not (at the moment) a Federated Society. This is in contradiction with IEA Basic Documents (Title 8, IEA Rules). At the end of the discussion, it is agreed that bad wording of Title 8 should not prevent to consider ULAERGO's application. Several Council members suggest that Title 8 needs to be rewritten.

Motion carried (39-Y; 0-N; 0-A)

#### 4.5. Approval of new sustaining members

New sustaining members are presented by the IEA Treasurer.

- Center for Industrial and Management Resources (Pohang, KOREA) – Gold level
- Conservatoire National des Arts et Métiers (Paris, FRANCE) – Gold level

It is to be noted that Cnam is granted the Sustaining Member status in recognition of in-kind service to the IEA (hosting of the IEA Archives).

MOTION : *Council approves the Center for Industrial and Management Resources (Pohang, KOREA) and the Conservatoire National des Arts et Métiers (Paris, FRANCE) as an IEA Sustaining Member at the Gold Level.*

Motion carried (40-Y; 0-N; 0-A)

#### 4.6. Approval of the revised Strategic Plan

A presentation of the revised Strategic Plan was made by WK. The Strategic Plan was revised to improve consistency and wording. References to IEA Networks and organizations with which IEA has signed a formal agreement were added.

MOTION : *Council approves the revised Strategic Plan.*

Motion carried (40-Y; 0-N; 0-A)

#### 4.7. Approval of the modification of the Standing Committee composition and assignments

PF presented the proposed modifications :

- the IDC Committee becomes the International Development Committee, covering also the relationships of IEA with international bodies such as WHO or ILO ;
- the Policy and Planning Committee becomes the Development Committee, in charge of internal affairs ;
- the EQUID Standing Committee is created.

S. Kumar requested information on the changes between the written proposal and the one that is presented to the Council, that follows remarks from the EC. Explanations were provided. J. Dul wondered on the necessity of having an EQUID Standing Committee. WK provided justifications, linked to the amount of work involved. D. Caple inquired on the rationale that leads to a Standing Committee or a task force. KL stated that time is the difference, a task force having a limited duration.

MOTION : *Council approves the modification of Standing Committees composition and assignments as proposed.*

Motion carried (35-Y; 1-N; 4-A)

#### 4.8. Approval of the revision of IEA Awards

##### 4.8.1. IEA Fellow Award

It is proposed to change the eligibility criterion so that at least 10 years of membership in good standing to the society are required. One of the reasons for that change is that societies often require 10 years of membership to grant the Fellow status.

MOTION: *Council approves the extension of society membership requirements from 5 to 10 years for IEA Fellow Awards*

Motion carried (38-Y; 0-N; 2-A)

##### 4.8.2. Triennial Awards

MOTION: *Council approves changing the names of IEA Awards to IEA Triennial Awards (except for IEA Fellows and Liberty Mutual Prize).*

Motion carried (40-Y; 0-N; 0-A)



#### 4.9. Development of the IEA electronic data base distribution list

The objectives of the motion are :

- to provide service to organizers of IEA sponsored conferences, allowing them to publicize call for papers at an international level, among the members of IEA Member societies ;
- to strengthen the links between IEA and members of IEA member societies, for instance by being able to distribute *Ergonomics International*.

The electronic list will remain in the possession of and be maintained by the IEA Standing Committee on Communications and Public Relations. It will not be provided to external organizations or individuals.

MOTION: *Council approves the development of the IEA electronic data base distribution list*

J.Dul indicated that Federated Societies may be in different situations due to local regulations. WK stated that the intent was to leave the decision to each society. D. Caple stated that Australia is one of the countries where such regulations exist, but that he thought anyway that the development of such a list was a good idea.

Motion carried (37-Y; 0-N; 3-A)

#### 4.10. Approval of the revised policy on endorsement of conferences

Due to difficulties in collecting fees from endorsed conferences, it was proposed to require that applications for endorsement be accompanied by a check of the required amount (i.e. two times the regular registration fee for the endorsed conference), to be cashed at the time when the conference takes place. In case the endorsement is not granted, the check will be returned.

The proposal was to modify the last paragraph of Title 8 of IEA Policy on the support of Conferences in the following way :

Old :

Those wishing to submit proposals should contact the Chair of the Science, Technology and Practice Committee for guidelines regarding the IEA endorsed conferences. The IEA Conference Endorsement Request Form must accompany all proposals. Information regarding the name and address of the Chair as well as the request form can be obtained on the IEA Website.

New:

Those wishing to submit requests should contact the Chair of the Science, Technology and Practice Committee for guidelines regarding the IEA endorsed conferences. All requests should be accompanied by the IEA Conference Endorsement Request Form *and by a check equal to two times the regular registration fee for the endorsed conference), dated on the first day of the conference and to be cashed at that date.* Information regarding the name and address of the Chair as well as the request form can be obtained on the IEA Website.

MOTION: *Council approves the revised policy on endorsement of conferences*

S. Kumar indicated that this might create problems to small conferences. He believed that more information was needed on the reasons of the difficulties to collect fees. KL stated that the

proposal does not change the present rules. It just seeks a way to make sure our rules are respected. Of course, there always ways of waiving that requirement, for instance for a conference held in an IDC country. WK concurs with that view.

Motion carried (32-Y; 0-N; 7-A)

#### 4.11. Approval of the revised policy on endorsement of books

The proposal was to have IEA endorse books that make a significant contribution to ergonomics science and/or practice. The endorsement procedure would be handled by the STP Committee, which will review the book. Proposals would have to be approved by the IEA EC. In return for endorsement, the publisher would pay the IEA 1% of net sales of the endorsed book, on an annual basis.

MOTION

*Council approves the policy of endorsement of books*

Motion carried (36-Y; 0-N; 3-A)

#### 4.12. Approval of the policy on transition of Officers and tenure of the EC

The goal of the following amendment to the IEA Operating procedures was to clarify the time when newly elected Officers take leadership of the IEA and the expiration of the appointments made by the past President of the IEA.

##### 4.12.1. Policy on transition of Officers

Transition of leadership takes place at the closing ceremony of the Congress during which the Officers are elected. The term of the newly elected Officers begin after the closing of the Congress.

MOTION: *Council approves the policy on transition of Officers*

Motion carried (40-Y; 0-N; 0-A)

##### 4.12.2. Policy on term of appointment of the EC

All presidential appointments (Standing Committee Chairs, IEA Historian, EI Newsletter editor, *ad hoc* committee chairs and any other appointed person) expire with the transition of IEA Officers.

MOTION: *Council approves the policy on the term of appointment of the appointed members of EC*

Motion carried (40-Y; 0-N; 0-A)

## 5. Standing Committees reports and discussion items

### 5.1. Policy & Planning Committee

Klaus Zink (KZ) presented the report on the activities of the Policy & Planning Committee (see IEA Annual Report). The Committee has sought to contribute to the clarification of IEA Basic Documents and Rules:

- clarification of IEA Status as a Swiss association : it is necessary to have a foundation for relevant economic activities ;
- clarification of IEA Rules related to General Assembly and Financial auditing ;
- contribution to new IEA Rules (IEA Networks, Council membership, Sustaining Membership levels)

Concerning membership :

- an update of the membership databases has been undertaken : automatic update is not yet realized. That should be a task for the future ;
- a subcommittee on membership chaired by Luc Desnoyers has produced a report and has led to a plenary discussion during the Santiago Council meeting (2002) ;
- member societies involvement in IDC promotion has led to a workshop held during the Council Florence meeting (2001) ;
- discussion on the support to be provided to new societies has occurred.

The PPC Chair has contributed to the EQUID initiative.

A policy deployment process has been devised, distinguishing the action points and plan, the responsibility, the financial support, the deadline to report results.

### 5.2. Industrially Developing Countries Committee

PS recalled the mission of the IDC Committee : inculcate an awareness of the principles, practical application and benefits of ergonomics. This covers three main responsibilities : regional development, redistribution of ergonomic documents, promotion and development of ergonomics. People involved include :

- KK (occupational health, Asia, interaction with WHO),
- H. Shahnavaz (education),
- M. Vidal (joint projects, contribution to the establishment of Latin American network),
- D. Caple (global contribution, book distribution, workshop in East Timor),
- G.G. Ray (revitalization of ergonomics in India),
- PS (education materials, South Africa, South America).

The developments included :

- growth of awareness of ergonomics in IDCs
- increasing number of new IDC ergonomics societies
- IDC information on the IEA webpage

In spite of the developments, and in particular of the growing number of IEA Federated Societies from IDCs, PS stressed that 80% of the poor countries are not members of the IEA. So, much work remains to be done.

There is still a very limited number of articles -in the “traditional” scientific journals- that are relevant to ergonomics in IDCs. On another hand, there more and more conferences and symposia held in developing countries (Brazil, Chile, Colombia, Iran, Mexico, ...). Cyberg 2002 held a large symposium on IDC issues.

Concerning education :

- the first full time honours in ergonomics course was held in Africa at Rhodes University ;
- guidelines for occupational health professional are virtually completed ;
- initiating and implementing distance learning program in SA (on the basis of the Nottingham contribution) is not yet completed. A three phase program has been proposed

Specific attention should be paid to financial issues, in order both to raise money to help ergonomics development in IDCs and to manage the use of this money (formalization of an application process, determination of priorities). PS suggested the creation of a specific sub-committee on this issue. She insisted also on the fact that IDC societies must realize their responsibilities in fund raising. They must not rely on the IEA solely in that purpose.

M. Figueroa inquired on the interactions between IDC Committee and IDC Committee. PS thanked KZ for his involvement in efforts towards IDCs.

### 5.3. Professional Standards & Education Committee

JW presented the report on the activities of the Professional Standards & Education Committee (see IEA Annual Report). Five issues were addressed :

- *Certification of ergonomists.* The BCPE has received IEA endorsement for its certification system, structures and procedures, by a subcommittee chaired by Hal Hendrick. The subcommittee is to produce an advisory document based on experience. The application from the New Zealand Certification Board is in process of review. Following discussion at the Council meeting in 2001, the Japan Ergonomics Society has implemented a completely new system. Hal Hendrick wishes to put an end to his contribution to the subcommittee and has to be replaced.
- *Competencies and accreditation.* No further comments have been received on the existing documents.
- *Code of Ethics.* The existing document reads as mandatory ; it should be worded as an advisory document. It is proposed to break the existing document in two separate documents : IEA code of conduct, and IEA guidelines for ethical principles for research with human participants
- *IEA Directory of Ergonomics Program.* The electronic site is now set up ([www.iea.cc/directory](http://www.iea.cc/directory)). Work on the *IEA Electronic Directory of Ergonomics Education Programs* is very dependent on the response, not always very quick, of Federated societies. 25 new courses have been introduced. Submission of new courses has raised the question of how entries into the Directory should be approved. Entries should be checked by relevant institutions. Particular thanks to Tina Worthy, who serves as the editor of the Directory.
- *Requirements for Masters Course in Ergonomics.* A review of ten Masters Courses has been undertaken to compare the content of the programs. Results indicate a wide variability in number of hours and relative weight of areas of ergonomics. Minimum time seems to be 1350 student hours and 400 contact hours. 8 to 16 modules are proposed, each of 75 hours.

Core modules can be identified, with various stress depending on the course ; other common modules are HCI, safety, human reliability, manual handling. IEA guidelines should take into account the specialization (or not) of the course, the way it is completed (one or several years, distance learning), and the existing IEA documents on competences and accreditation. The guidelines could cover Continuing Professional Development material as well.

#### 5.4. Science, Technology & Practice Committee

KL presented the two main responsibilities of the STP Committee : endorsing conferences and supervising Technical Committees.

There are at present 17 TCs. Their reports appear in the IEA Annual report. Chair of the Musculoskeletal Disorders has changed due to the death of Prof. Grieco.

During the 3-year period, 14 conferences have been endorsed.

#### 5.5. Communications & Public Relations Committee

MS stated that the main accomplishment of the CPR is the improvement of the website.

AM presented the operation of *Ergonomics International*. It is produced 4 times a year. *EI* is distributed in different ways : through the journal *Ergonomics*, by email (to about 70 people), on the web. AM requests input from the Council (articles, photos, etc.).

AM presented the modifications of the website. Its general organization has been assessed and modified. Ergoweb has been responsive to AM requests. Feedback on the IEA website is requested to Federated Societies.

#### 5.6. Awards Committee

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

- IEA Fellow Award: 8 awards nominations have been accepted : Ayoub, Drury, Moray, Sheridan, Leamon, Imada, Ayashi, Oshima.
- Liberty Mutual Award : the 2003 Liberty Mutual Prize in Occupational Safety and Ergonomics be awarded to Marras, Ferguson Burr, Davis and Gupta. The Liberty mutual Medal was awarded to P.H. Hancock and S. Ridder (recipients of the 2001 LM Prize).

The K.U. Smith Student Award has been awarded to Seung-Kweaon Hong (U. of Buffalo, USA).

### 6. Council discussion on "IEA Membership"

WK introduced the theme of the discussion and its organization. Following the proposals of revision of policy on membership, feedback from ES, GfA, HFES was negative. SELF supported part of the proposal (more than one society per country). The EC has also failed to reach consensus on this proposal. Consequently, the decision on this issue has been deferred. WK lists several questions :

- what criteria do we use to accept a society ?

- why should there be, in general, a single federated society in a given geographical area ? What means “in general”, as stated in our Rules ? What is a geographical area ?
- what status should be given to the “precedence” of a Federated Society ? Should it have veto power ? Should it be simply consulted ? Or else ?

The whole issue originated from a long-lasting worry on the development of organizations outside IEA. Shouldn't the IEA be inclusive of all ergonomics societies ?

E. Koningsveld acknowledged the work of Luc Desnoyers's subcommittee. He inquired on the reservations of the other societies. MS stated that the HFES wanted more time to think about it. H. Strasser (GfA) stated that some societies pretend they use ergonomics without any legitimacy, without a global perspective on work situations. H. Luczak added that the GfA has strong requirements on the qualifications of its members, in order to make sure they belong to the ergonomics discipline.

D. Stubbs stated that the ES, when reading the second version of the proposal, noted that none of their concerns had been taken into account, so that there was no reason to change their position.

M. Neboît stated that SELF approved the extension of the Federated Society rule, so that the IEA can integrate several societies of the same region.

D. Caple indicated that the external appearance is also to be taken into consideration. If several societies of the same country are members of the IEA, how would that be understood by people or organizations in this country ?

## **7. Presentation of certificates of appreciation**

IN presented the certificates of appreciation :

IEA'2003 Congress

- Min Chung
- Other Koreans...
- Eui Jung

Service in the IEA Executive Committee

- Kenneth R. Laughery
- John Wilson
- Michael J. Smith
- Klaus Zink
- Patricia A. Scott
- Andrew Marshall
- Ilkka Kuorinka

Chairs of IEA Technical Committees

Work on the K.U. Smith Student Award

- Michael Smith

## 8. Officers election

WK recalled the procedures governing the election process. Following a remark of H. Luczak, a motion is proposed to change the wording of Article 2 of EA Operating Bodies to state : “qualified majority (meaning : more than 50%)” instead of “simple majority” in two sentences.

Motion carried (42-Y; 0-N; 0-A)

The nominees for Presidency were: KK, PS, PF. WK invited them to present their candidacies. PF was elected by qualified majority at the first ballot.

Two persons have been nominated : S. Bagnara and J. Wilson. WK invited them to present their candidacies. S. Bagnara was elected by qualified majority.

Two persons have been nominated : K. Laughery and S. Kumar. WK invited them to present their candidacies. K. Laughery was elected by qualified majority.

## 9. Choice of location for the 2004 Council meeting

Five propositions have been received and were presented :

- Taupo, New Zealand, August 16-17
- Kuala Lumpur, Malaysia, June 27-28 or July 2-3
- Madeira, Portugal, September 2-4 or 10-12
- Dubrovnik, Croatia, September 3-5
- Ireland

The Council decided to hold its next annual meeting in Madeira, possibly in early July. The final dates should be communicated as soon as possible by the organizers of the conference in Madeira (APERGO and ABERGO).

## 10. IEA Congresses

### 10.1. IEA 2003 Triennial Congress Report

Min Chung (ESK), Scientific Program Chair, presented a report on the IEA'2003 Congress. 1300 participants are expected. Details on the overall organization of sessions were provided.

### 10.2. IEA 2006 Triennial Congress Report

E. Koningsveld, Congress Chair, presented a report on the IEA 2006 Congress to be held in Maastricht, Netherlands. Paul Settels has been recruited as the Chair for finances, Ruud Pikaar as the program chair. Both were introduced to the Council. The Congress theme will be : *Meeting diversity in ergonomics*.

The Congress will be conducted in collaboration with GfA and BES, and with FEES, under the responsibility of the Dutch Ergonomics Society (NvVE).

### 10.3. IEA 2009 Triennial Congress

K. Zhang presents, on behalf the Chinese Ergonomics Society, the state of preparation of the IEA'2009 Congress. First contacts have been made with a professional conference organizer.

## 11. Approval of auditors' report

The audit of IEA 2002 financial report was presented.

*MOTION : Council approves the audit of the financial report.*

Motion carried (41-Y; 0-N; 0-A)

## 12. Choice of IEA auditors

It is proposed to keep the same auditors for the next year :

- Koya Kishida, Japan
- Sadao Horino, Japan

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

Motion carried (41-Y; 0-N; 0-A)

## 10. Information items

D. Delaruelle announced the organization of a FEES meeting during the Council. A time and place will be communicated.

## 11. Adjournment

Waldemar Karwowski thanked all the Council members for their active participation in the meeting and for a working collaboration with the Council during his mandate.



VOTING ITEM: APPROVAL OF IEA 2003 COUNCIL MINUTES

The council approves the minutes of the IEA Council meeting held in Seoul (2003).



## **IEA PRESIDENT**

- Statement
- Letter to the President of NZES
- Annual report



# Statement of the President of the IEA

## to the Presidents of the IEA Federated and Associated Societies

### 1. Introduction

In November 2003, the President of the IEA received a letter from the President of the New Zealand Ergonomics Society (Don Borthwick) expressing concerns on the activities of the IEA. In particular, the NZES President wrote : *“It is a concern of mine and members of the NZES Committee, past and present, that as a Society, and as individuals, we do not receive a lot of feedback on what happens to our annual subscription to the IEA. [...] Our primary question is “What can the IEA do for the NZES and its members?” Our secondary question is “What can the NZES and its members do for the IEA?””*

The opinion of the Executive Committee (EC) was that this letter was sending a very strong signal to the EC. It thus seemed appropriate to discuss it directly with the NZES. We then decided that we would not hold an EC meeting in Spring and that the President would instead go to NZ and Australia to meet with the Chairs of two IEA Standing Committees<sup>1</sup> on one hand, with the societies (NZES and HFESA) on the other hand. Since I was to go to Taiwan at that period to give a talk at the annual conference of the Ergonomics Society of Taiwan, I combined a four stop trip : NZ, then Melbourne, then Sydney, then Taiwan. I append to this statement the letter that was then sent to the President of the NZES.

This trip has indeed been very useful. To say things briefly, it made me become aware that Federated Societies may have very little knowledge of IEA actions, this including even their Presidents. I had that feeling at each place where I was given the opportunity to present the IEA. The NZES should be thanked for having taken that initiative of sending a letter. It has allowed me to better feel the state of mind of the societies and to understand how far away the IEA is felt, at least for these societies I visited. This is all the more striking since that, for two of these three societies at least, the language is not a handicap.

The questions now are :

- how is it possible that such a situation has developed ?
- what should we change to improve the situation ?

### 2. A “formal democracy” ?

How do we operate today ? Our link with the societies are through the Societies’ delegates to the Council. We thus rely very much on these delegates to inform Societies on IEA issues. This is clearly not enough :

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<sup>1</sup> Stephen Legg (NZES), Chair of the Professional Standards and Education Committee and David Caple (HFESA), Chair of the International Development Committee.

- The delegate may, or may not, report to the Society what was discussed during the Council meeting. Even when he/she does it well, I know by experience (as a member of a Federated Society, SELF) that the report of the delegate is listened to patiently, but often perceived as a quite distant topic, far away from the Society's daily concerns.
- Delegates to the Council are chosen for various reasons, but I suspect that a prevalent criterion is often that the delegate is able to pay for his/her travel expenses. The consequence is that the delegate is often an academic, who gets financial support and who can afford to devote time to come to Council meetings. Consequently, the delegate may very well not be the President and may even not be a member of the Society's board.<sup>2</sup>

This has two consequences :

- It prevents the Presidents of Federated Societies to become "world-aware". As we all know, when one takes a higher position in an organization, he/she modifies his/her viewpoint by having to interact with new people, at a higher level ; problems are seen from a different perspective ; leaders see the "big picture" . But the way we operate make it difficult for Presidents to grasp that big picture ; they are not given the opportunity to change their focus.
- Consequently, and in spite of all our good will, the IEA may be operating in some sort of "formal democracy". Delegates receive, once a year, a set of documents before the Council meetings. These delegates vary in their experience of IEA and knowledge of IEA business (some may be present for the first time) and in their fluency in English. Then the meeting begins, following the Robert's rule of order, which is of course a good democratic practice, but not so easy to understand at first. Then delegates are requested to vote. In some case, they have a clear mandate from their Societies. In many cases, I suspect they vote their conscience, because the point has not been discussed with their Societies or because the issue has so much evolved in the course of the Council meeting that they have to do so.

To summarize, the IEA operates with all the attributes of democracy : background information is sent before the meetings, motions are presented and discussed, decisions are taken by votes, etc. Formally, there is nothing to criticize. But it may be feared that, because of the facts stated above, the IEA may be functioning with little real backing by Federated Societies.

### **3. A top-down approach**

Who provides the impetus for IEA actions ? The Officers and the EC. Again, this is normal. Elected Officers and designated Chairs of Standing Committees are aware of IEA goals and are in a good position to propose new developments. And they are expected to do so.

The problem is that this top-down mode is the only mode of functioning. We have not devised any means to have the Federated Societies worries to emerge and be discussed at an international level. What do we know of concerns of general interest for the Societies ? Not

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<sup>2</sup> At the initiative of Klaus Zink, then Chair of the Policy and Planning Committee, a motion was voted by the Council, stating that the delegate should preferably be a member of the board. But we have no statistics on this.

much. We may have some hints, because we all have been members of the boards of our Societies, but this is not what guides IEA actions. We lack a bottom-up approach to relevant concerns of ergonomists.

This top-down approach is also clear in the way we conduct the IEA business. An example is the way in which the IEA relationships with WHO has been handled. Two years ago, WHO has sent mail stating that, if the IEA did not respond to their action plan, they would stop to consider us as a NGO collaborating with them. The Executive Committee reacted by picking in the WHO action plan actions which were already conducted by some fellow ergonomists. These colleagues were members of the EC or chairs of Technical Committees. This was probably the best we could do considering the need for an urgent reaction. But it is clearly not what we should have done : we should have tried to involve Federated Societies in these actions.

If we combine this top-down tendency with what was said on “formal democracy”, it strikes me that two independent worlds co-exist, with very limited interaction :

- the IEA world, concerned with links with WHO, setting up of EQUID, building up ergonomics curricula, etc., all very legitimate and worthwhile actions ;
- the Federated and Associated Societies world, concerned with issues like membership, accommodating researchers and practitioners, organization of ergonomics events, daily life of the Society.

#### **4. Proposals for action**

For some of the difficulties raised in the preceding text, we have very limited possibilities of action. For instance, even though it would be better to have the Presidents as delegates to the Council, the IEA cannot impose this to Societies, since many cannot afford to fund their President’s travel expenses. My proposals concern essentially communication, societies involvement and internal development. As will be seen, these proposals concern all Standing Committees, and the Officers.

##### **Communication**

Communication with Federated Societies needs to be improved. I propose the following actions :

- *Direct link between the IEA and the Presidents of IEA Federated and Associated Societies.* At the moment, communication with Societies is done through the delegates. I propose to send all requests and information to the Presidents of the Societies and to the Council delegate(s). In particular, there should be direct President-to-President communication. In order to facilitate this, an electronic mailing list of Presidents will be established, similar to the present list of delegates.

- *Ergonomics International* should become a link between the IEA and individual members of Federated Societies. This supposes that Federated Societies allow the IEA a direct access to their members. A specific scheme has to be devised in that objective.<sup>3</sup>
- The editor of *EI* should establish a network of editors of Societies' bulletin, newsletter, journal, etc. He should receive all these publications for information (in spite of the language barrier). The idea is to use input from these publications for general diffusion in *EI*.

### **Council meetings and Societies' concerns**

Council meetings are the only occasion during which direct interaction between IEA and Societies' delegates and between delegates occur. This worldwide gathering of representatives of societies should be better used. I propose the following actions :

- Council meetings should be organized in such a way as to minimize bureaucracy. We do have to seek approval of the Council for important issues. However, I believe that we have extended this too far. Formal approval should be requested only for modifications of IEA Rules, not for all operating procedures. Council should be informed briefly of minor changes.
- Traditionally, the Council meeting begins with reports of IEA Societies. This could be an important part of the meeting, allowing Societies to share their concerns and their mode of operation. However, this part of the meeting is in general not very fruitful. A striking fact for instance is that I do not remember having heard any question asked to a delegate following his/her presentation. The EC should propose new ways of organizing this part of the Council meeting.
- The Council agenda should leave more time to discuss, in an orderly way, Societies' concerns. This needs to be organized beforehand. We must know what topics should be raised, discussion statements should have been written, etc. Again, suggestions are welcome. How to gather Societies' concerns ? How to organize the debates ? What kind of outputs should we aim for ? The Development Committee should play a major role in that domain.

### **Societies' involvement in IEA actions**

The preceding section was aiming at a better consideration for Societies' concerns. The present section aims at encouraging more involvement of the Societies in IEA actions. This concerns all Standing Committees. The list below is only there to exemplify my point.

- Professional Standards and Education : one important objective of the PSE Committee is the elaboration of a definition for Masters curriculum in ergonomics. Involvement of societies will be reached through the organization of 4 symposia, in different areas of the world (Asia, North America, Europe, Madeira)

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<sup>3</sup> A decision in that direction was voted at the Seoul Council meeting, but remains to be put in actual practice. The best would be to have access to a distribution list to which *EI* would then be sent. The list would of course be updated by Federated Societies, not by the IEA.



- International Development : ways to better involve Federated Societies in WHO or ILO actions should be devised. This will be a discussion item at the next Council meeting.
- Science, Technology and Practice : it was intended to put on the IEA website a (possibly very large) set of short texts on ergonomic issues texts. How can we generate these texts ? How could Federated Societies be involved ?

### **IEA'2006 : 50<sup>th</sup> birthday of the IEA**

Going through the IEA archives, I have realized that, at the time of the next IEA Congress, the IEA will be very close to its 50<sup>th</sup> birthday. As a matter of fact, while the official date of the creation of the IEA is somewhat fuzzy, the decision to found an association was clearly taken in 1957, at a workshop (on "Fitting the job to the worker") held in... Leyden, Netherlands. It seems thus quite appropriate to celebrate this decision in Maastricht in 2006, when the IEA will be beginning its 50<sup>th</sup> year.

My suggestion is to take this birthday celebration as an opportunity to reflect on the evolution of ergonomics and of the changing role of the IEA. This could be prepared by extensive discussions with and within Federated Societies. This could also be a discussion item during the Madeira Council meeting. This issue will be discussed in May with Ernst Koningsveld, Chair of the IEA'2006 Congress.

### **5. Conclusion**

The above issues and proposals will be discussed at the next IEA Council meeting, to be held in Madeira in July 2004. The Executive Committee and the Council need your input on questions raised in this document. How could we improve our communication of the IEA with the Federated and Associated Societies ? How could we better involve Societies in IEA actions ? What issues do you think should be addressed by the IEA? Please tell your delegates your opinions on these questions, so that they can be shared with the Council members in Madeira.

## **Appendix :**

**Letter of Pierre Falzon, President of the IEA  
to Don Borthwick, President of the New Zealand Ergonomics Society  
December 2003**

To the President of the New Zealand Ergonomics Society

Dear Don,

I have received the letter you sent as President of the New Zealand Ergonomics Society, in which you indicate some concerns on the relationships between the IEA and the NZES. "What happens of our annual subscription to the IEA ?", you write.

Before providing some elements of answer, let me tell you that your message has received the full consideration of the Executive Committee of the IEA. The IEA only exists by the will of Federated Societies. It is our duty to serve the discipline and our members. A letter like the one you sent is a strong signal to us. It shows that communication is not working as it should between the IEA and Federated Societies.

The IEA has grown from a small association (of individual members originally, not societies) to a world-wide body, federating now some 40 societies, from all continents. While exploring the IEA archives recently (they are located in Paris), I noticed that the Ergonomics Society of Australia and New Zealand was an early member of IEA : you became affiliated in 1970, at the same time as Canada, Nordic countries and Poland. It meant then a 50% increase in IEA federated membership ...

Over the years, this quantitative growth of the IEA was accompanied by qualitative changes, giving rise to new challenges. In particular :

- What was originally a scientific discipline grew to become also a profession : dedicated training programs have been established, certification procedures became a necessity. How IEA can accompany these evolutions ?
- The recognition of ergonomics by the general public results today in the massive use of the word in the media and in advertising, often with very little understanding of what is meant by "ergonomics". How should IEA deal with this ?
- Because of its world-wide coverage, the IEA is now more and more often seen as a potential partner by other international bodies, such as WHO or ILO. Still others can be considered. What kind of partnership can we develop ? How should we involve Federated Societies ?
- The extension of ergonomics to different domains has led to the birth of various societies, different from the regional ergonomics society. For instance, ergonomists interested in HCI form a section of the ACM (SIGCHI). Should IEA ignore those ergonomists affiliated to organizations that are not Federated members of the IEA ?

These changes and others have led to changes in the nature of the IEA. The IEA is still the federation of ergonomics societies : it has to be sensitive to the needs of existing societies and to help new societies to emerge. But it is also more than that. The IEA has its own impetus ; it

undertakes tasks on its own, of general interest to ergonomics and to ergonomists, with appropriate help from Federated Societies. Let me provide a few examples.

- Training : the IEA Committee on Professional Standards and Education has developed, in collaboration with individuals from various societies, a set of documents on education in ergonomics, such as “Core Competencies in Ergonomics”, “Guidelines on professional training and recognition”, “Standards for accreditation of ergonomics education programs at tertiary level”. Another one is being prepared on Masters courses. These documents, and others like these, after careful preparation, have been submitted to and approved by the IEA Council. They may now be used as reference documentation when one wishes to develop a new course. The IEA is thus contributing to the homogenisation of training programs, and, ultimately, of the discipline.
- Accreditation : too many people advertise themselves as ergonomists without having the proper level of training or practice. The IEA has developed a set of “Minimum criteria for the process of certification of an ergonomist”, to be used by those Societies wishing to establish a certification system. These criteria are already in use. It is to be noted that the IEA has no means to enforce these texts. They are proposed to the Societies, not prescribed.
- Collaboration with WHO : the IEA has been granted the status of NGO by WHO and ILO. This means that the IEA is expected to participate in actions proposed by WHO. Following the Action Plan that WHO issued in 2002, the IEA has proposed (in 2003) a list of WHO sub-actions in which ergonomists of different countries are now involved. The IEA is felt as the appropriate level of interaction for organisations such as WHO : they are looking for organisations able to stimulate interest and be active in various areas of the world.
- EQUID : The Ergonomics Quality In Design (EQUID) program has been approved by the Council as an IEA project in 2001 and is now being developed. The idea of the program is to build up, at the worldwide level, a system of certification of design processes of products. The EQUID program has two main goals : providing a procedure to certify the ergonomics quality of design processes, and, in doing so, encouraging the hiring of ergonomists by companies involved in product design.

As President of the IEA, I have no doubt that these activities, which have all been approved by the IEA Council, are in agreement with the mission of the IEA, which states : "*Working closely with its constituent societies and related international organizations, the mission of the IEA 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*". The challenge, however, is to undertake these activities without losing the contact with (and the support of) Federated Societies. And the yearly Council meeting is certainly not enough in that respect. I have often discussed this issue with the two last IEA Presidents, Waldemar Karwowski and Ian Noy, who have been facing the same difficulty, which is in fact increasing with the growth of the IEA. It is certainly a concern I would like to share with you. How can we better communicate, and this in both directions ?

Federated Societies have very different needs. Some are old, some are recent. Some are large, others are small. Some admit any individual interested in the discipline, others require appropriate training and professional experience in ergonomics. And, above all, they belong to countries with different cultures and different levels of economic development. Still, in spite of these variations, I believe they also share many concerns. How does the Society

accomodate the needs of practitioners and of researchers ? How does the Society take into account the needs of various subfields of ergonomics practice and research ? What is the trend in Society membership ? etc. The IEA should also serve as a forum of discussion between Societies on these questions.

As you know from Stephen Legg, I will come to New Zealand in late March. I will be delighted, at this occasion, to have the opportunity to meet with you and with Board members of the NZES, so that we can exchange further on IEA, its role and the way it can better reach its objectives towards the discipline, towards IEA Federated Societies and towards the global society. I look forward to it.

Best regards,

Pierre Falzon  
President of the IEA

# **Annual Report of IEA President**

**IEA COUNCIL MEETING**  
**Madeira, Portugal**  
**July, 2004**

# President's Report

## 1. Standing Committees

This year was the first of the Officers elected at the Seoul Council meeting. Due to our procedures (the Chair of a Standing Committee can serve for a maximum of two mandates), several Chairs of Standing Committees were to be appointed by the President. The newly appointed Chairs of Standing Committees are :

- Science, Technology and Practice (STP) Committee : Eui Jung (Korea)
- Professional Standards and Education (PSE) Committee : Stephen Legg (New Zealand)
- Communications and Public Relations (CPR) Committee : Andrew Marshall (UK)
- International Development (ID) Committee : David Caple (Australia)
- Development (D) Committee : Jan Dul (Netherlands)
- EQUID Committee : Pascale Carayon (USA)

The past IEA President, Waldemar Karwowski, serves as Chair of the Awards Committee, as per our procedures.

During the Seoul meeting, several modifications were made to the Standing Committees. The "Policy and Planning" Committee was transformed into the Development Committee, the "Industrially Developing Countries" Committee became the International Development Committee, a new Committee (EQUID) was created. The missions of these Committees had to be made more precise. This was discussed within the Executive Committee. The Council will be asked to vote on the definition of the missions of these committees.

Chairs of the Standing Committees will present what they have accomplished in their report to the Council. As President of the IEA, these are the general guidelines I have set for their action :

- Increased involvement of IEA Federated and Associated Societies in IEA actions : at the moment, actions of the Executive Committee are often undertaken with limited involvement of IEA Societies ;
- better two-way communication between the EC and IEA Societies. This implies notably (but not only) a better use of *Ergonomics International*.

## 2. Meetings

Although much of the work of the Executive Committee is accomplished through the internet, face-to-face meetings are still necessary in order to share and discuss issues. The usual practice in the past was to have one mid-year meeting (in March or April) and one meeting the day preceding the IEA Council meeting. Additionally, in the first year of a new Executive Committee, another meeting was usually held shortly after the IEA Congress, in order to get things going.

*Two texts are appended to this report : a statement from the President, sent to the IEA Federated and Associated Societies, and a copy of the letter sent to the President of the New Zealand Ergonomics Society.*

This year was different. An Executive Committee meeting was held in Rome (Italy) in November, but no mid-year meeting was held in Spring. In November 2003, the President of the IEA received a letter from the President of the New Zealand Ergonomics Society (Don Borthwick) expressing concerns on the activities of the IEA. In particular, the NZES President wrote : *“It is a concern of mine and members of the NZES Committee, past and present, that as a Society, and as individuals, we do not receive a lot of feedback on what happens to our annual subscription to the IEA. [...] Our primary question is “What can the IEA do for the NZES and its members?” Our secondary question is “What can the NZES and its members do for the IEA?””*

The opinion of the Executive Committee was that this letter was sending a very strong signal to the EC. It thus seemed appropriate to discuss it directly with the NZES. It was then decided :

- not to hold an EC midyear meeting, and instead to hold meetings of subgroups of the EC : one involved European members of the EC, another one the EQUID Committee, a third one the Officers ;
- to have the President travel to New Zealand and Australia to meet with the chairs of the PSE and ID Committees (Stephen Legg and David Caple) on one hand, with the societies (NZES and HFESA) on the other hand. Since I was to go to Taiwan at that period, the trip finally included NZ, then Melbourne, then Sydney, then Taiwan.

A letter was sent to the NZES as a first answer to their concerns and to announce the visit of the IEA President. This answer is attached to this report.

I believe this decision to have direct interaction with Federated Societies was indeed very appropriate. It has led to reconsider to a large extent our objectives for the coming years. This is explained in the Statement from the President which is appended to this report. This Statement has been sent to the Presidents of IEA Federated and Associated Societies.

### **3. IEA Office**

The IEA Office was transferred from France to Italy in October 2003. More on this in the Secretary General's report.

### **4. IEA Historian**

Illka Kuorinka, Past President of the IEA, has served as the IEA Historian for 6 years. In that position, he has fulfilled two important tasks for the IEA :

- he has gathered, structured and labelled the IEA Archives. This task was completed in 2003. Archives were then transferred to the Conservatoire National des Arts et Métiers (Paris, France), with which IEA has a formal agreement to host these archives.
- he has published a first book on the history of the IEA. This book, which focuses on the first years of the IEA, was edited in 2000.

Illka has requested to end his service as IEA Historian. Archives now only need regular updating ; this is done by the Secretary General. The issue of producing a second book on

IEA History has also been addressed. The demand for the first book has been quite low. In Illka's opinion, there is no real demand for a second book. Advice of the Council is sought on this matter.

## **5. IEA Archives**

I took the opportunity of a visit from Waldemar Karwowski in Paris to visit the IEA Archives. We have been able to check that the archives were appropriately and safely stored. We went through the documents concerning the first years of the IEA, which are indeed very interesting. One can find verbal reports of some early meetings, including discussions that are still stimulating today. Some of these documents are printed on very thin sheets of paper that could degrade quickly if manipulated. I have decided to have these early meetings minutes scanned to ensure their conservation. Some of them should be placed then on the IEA website.

One important remark is that the meeting during which the decision to found an association was taken was held in Leyden, Netherlands, in 1957. This means that IEA will be nearly 50 years old at the time of the IEA'2006 Congress, which will be held in Maastricht, Netherlands. The decision to hold the 2006'IEA Congress in the country where the creation of an international ergonomics association was decided was not done on purpose. But it is very appropriate. More on this later.

## **6. *Ergonomics* (official journal of the IEA)**

*Ergonomics* has been for many years the official journal of the IEA. The EC has received messages from people who submitted papers complaining on the very slow reaction of the Journal to their submission of papers and on the excessive delay between submission of papers, acceptance by the journal and publishing by Taylor and Francis (T&F). I forwarded these facts to the editors of *Ergonomics*. I took the opportunity of a meeting of the *Ergonomics* Editorial board to come and transmit these complaints. Additionally, I stressed that the fact of being the official journal of the IEA meant something in terms of reactivity, quality and inventivity of the editorial board.

This visit to the Editorial board was very positively received. The editors of *Ergonomics* were aware of the problems they face, which are caused by a flow of submissions that is difficult to cope with. T&F has offered the use of a new internet-based system that helps cope with this flow, which they gradually implement in the journals they publish.

I also mentioned to the Editorial board that ergonomics as a discipline and as a practice is not in the state in which it was in the 50s. The discipline has grown a lot, many journals exist in a variety of domains fo ergonomics. If *Ergonomics* still want to be the official journal of the IEA, it cannot be "yet another journal". I strongly encouraged the editors to find a way to define the role they wish to play in the future.

## **7. Invitations**

I have received invitations to participate to the conference of the Ergonomics Society of Taiwan (which I attended in April 2004), to the Congress of the Association of Canadian



Ergonomists (in October 2004) and to the first ULAERGO Conference (in Chile, in November 2004). Following my visits to New Zealand, Australia and Taiwan, I am certain that these invitations are more than useful : they allow me to better understand the diversity of ergonomics in different countries, they allow the people I meet to get a better view on IEA activities.

As a general rule, my policy is not to charge the expenses of these invitations on the IEA budget. My visit to Taiwan was supported by a grant from Taiwan authorities, and the ACE is financially supporting my coming to Canada. For the ULAERGO conference, support from the French Foreign Ministry has been requested.



**IEA SECRETARY GENERAL**

- Annual report
- Voting items



# **Annual Report of IEA Secretary General**

**IEA COUNCIL MEETING**  
**Madeira, Portugal**  
**July, 2004**

## **Report of the Secretary General**

### **SG Duties**

Keeping close connection to the President to receive advice and to formulate the policy of the Association in routine questions.

Looking after the correspondence and requests and routing of the correspondence to the appropriate officers for response or action.

Preparation of the Council meetings.

### **Transition and establishing of SG Office**

The agreement for transition was taken in a meeting in Paris with Pierre Falzon, the former IEA Secretary General, at the of September 2003. The Office has established at the Cognitive Science and Technology Institute of the National Research Council, in Rome, Italy

It was also identified an assistant. Maria Cristina Di Sora. She started collaborating October 1, but before she met the assistant of previous SG (Jackie Jorrot). Due to forced circumstances, Ms. Di Sora has to left the office by May 31, 2003. Daniela Fano took the place June 1, 2004.

The establishing of the office was instrumental in looking after the intense correspondence, replying to it or routing it to the to the other officers or to the other member of the Executive Council for appropriate actions or replies. The routing and exchange was very intense with the Chair of CPR Committee due to the continuous updating of the roster and requests for modifications on the IEA website.

### **Meetings Organization**

An Executive Committee took place in Rome, Italy, November 15-16, 2003 at the IRSO premises.

Two meetings were held in Paris on January 16, 2004, both hosted by CNAM.

The first one involved Illka Kuorinka (IEA Historian), Sebastiano Bagnara (SG) and Pierre Falzon (Pdt). That was the last meeting involving Illka Kuorinka as IEA Historian and archivist who reported on the transfer of archives to CNAM. A list of IEA Archives with reference to boxes have been handed to the SG, who is now in charge of gathering and indexing archives

The second meeting took place with Jan Dul (Chair of the Development Committee), Andy Marshall (Chair of the CPR Committee), the President and the Secretary General. The items discussed (see attached minutes) were the objectives and organisation of the Madeira Council meeting, the Newsletter, the Repertory of Ergonomics Courses, the website, and Development Committee missions.

A summit meeting (a meeting among the elected members of the Executive Council) was held in Florence, May 2-3 for preparation of Madeira Executive and Council meetings, hosted by the Health Services Directorate of Florence at the Santa Maria Nuova Hospital.

### **Contacts with federated societies.**

There was a continuous exchange information related renewal of presidents, and delegates by some Federated Societies (e.g., very recently, the **Nordic Ergonomics Society**). The **Ergonomics Society of Australia** adopted a new official denomination, becoming **The Human Factors & Ergonomics Society of Australia Inc.**. Of major importance was the request by the delegate of New Zealand Ergonomics Society, to include an agenda item for discussion at the EC meeting held in Rome "Perceived benefits of IEA membership for federated societies and their individual members" It announced the new President, Don Borthwick was preparing a short submission about some concerns we have about the value of IEA membership.

### **Contacts with potential IEA societies**

**Philippine Ergonomics Society (PhilErgo)** applied for becoming a federated member of the IEA. The candidacy was considered by Council at Seoul, where it was convened, due to the absence of required information about membership and of detailed by laws, to postpone decision to consider the application of the Philippines Ergonomics Society as an IEA Federated member. PhilErgo was encouraged to make a second application, with full by-laws and an appropriate number of individual members.

In May 2004, PhilErgo application was solicited and the positive reply arrived on June 12, 2004 (see attached letter and application).

**Asociacion de Ergonomia Argentina (ADEA)** applied for becoming member at Seoul Executive and Council meetings. It was accepted as a Federated Member of the IEA, "provided that ADEA reaches the threshold of 25 individual members and pays its annual membership fee." The ADEA was invited in May to fulfill the conditions, and promptly replied they would comply asap with the requests, No answer had been received at the date of June1, 2004.

### **Contacts with IEA Networks**

President of FEES, Pieter Rookmaker made known in a email to the SG that "with Waldemar Karwowski it was appointed that FEES would receive all mail, documents, etc like all the rest of the Council in order to become informed about all current issues". In starting this exchange of information, the Secretary of FEES sent to the SG the minutes of the board meeting held at TNO Arbeid, Hoofddorp, The Netherlands, 7th May. (see copy in attach)

### **Other Contacts**

Unfortunately enough, Seiichi Orihara, President, and Arata Kimura, Planning of Orihara Manufacturing Co.,Ltd, announced that they have decided not to renew the Gold Level of Sustaining Member because it have changed our conditions of the business.

Springer Verlag is searching for the endorsement of Cognition, Technology & Work by the IEA.





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## **VOTING ITEM: APPROVAL OF PHILIPPINES MEMBERSHIP**

The Council approves the Philippines Ergonomics Society Inc. (PhilErgo) as a Federated Society of IEA.





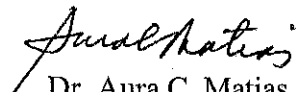
June 11, 2004

**Prof. Sebastiano Bagnara**  
IEA Secretary General

Dear **Prof. Bagnara**,

Please find below the updated information required of the Philippine Ergonomics Society, Inc. (Philergo) in relation to its application for membership to the International Ergonomics Association (IEA). I am hopeful that our Society shall merit the favorable vote of the IEA Council.

Sincerely,

  
Dr. Aura C. Matias  
President, PhilErgo

Address of the Secretariat

Philippine Ergonomics Society, Inc.  
43-F Mapagbigay St., Pinahan District  
Quezon City, Philippines

**APPLICATION FOR MEMBERSHIP TO THE  
INTERNATIONAL ERGONOMICS ASSOCIATION (IEA)**

**PHILIPPINE ERGONOMICS SOCIETY, INCORPORATED  
(PHILERGO)**

Date of creation of the Society

The Philippine Ergonomics Society, Incorporated (PhilErgo) was organized last and November 16, 2001 at the Conference Room of Intel Technology Philippines, Inc. composed of fourteen (14) professionals representing four (4) companies, two (2) universities and one (1) government institution. The Society was officially registered as a non-stock, non-profit Professional organization at the Securities and Exchange Commission (SEC) in Manila, Philippines on February 11, 2003.

Full name and Address of the Society

Philippine Ergonomics Society, Incorporated  
43-F Mapagbigay St., Piñahan District  
Quezon City, Philippines

General structure of the Society

PhilErgo is composed of members from government, academe and industry. The Society is lead by seven (7) Board of Trustees (BOT) elected by the members-at-large during the Annual General Membership Assembly. The BOT elects the four (4) officers from among themselves for the positions of President, Vice-President, Secretary, and Treasurer.

Number of members

At present, PhilErgo has thirty (30) individual members representing fourteen (14) institutions from government, academe and industry sectors. A Directory of our Current members and their respective Positions are provided as an attachment.

Procedure for joining the Society

Application for membership is made by submitting an accomplished Application Form to the PhilErgo Secretariat. The Application Form contains personal and corporate information and must have been duly endorsed by an Active Member of the Society. The application is endorsed to the Board of Trustees for approval. Upon approval, payment of the appropriate annual fee is made. Induction of new members is held every Quarterly Meetings.

Name and Address of the present President

Aura C. Matias, Ph.D.  
Chairperson, Department of Industrial Engineering & Operations Research  
College of Engineering  
University of the Philippines  
Diliman, Quezon City PHILIPPINES 1101  
Tel. +632 434-3636  
Fax. +632 922-4714  
Email: [aura.matias@up.edu.ph](mailto:aura.matias@up.edu.ph) or [aura@pacific.net.ph](mailto:aura@pacific.net.ph)

**DIRECTORY OF PHILERGO MEMBERS**  
As of May 31, 2004

	<b>Individual Members</b>	<b>Company</b>	<b>Position</b>
1	ABOLA, Dr. Jacqueline	Amkor Anam Semiconductor Inc.	Medical Officer
2	ALBA, Catherine Grace	Intel Semiconductor Inc.	Ergonomics Officer
3	ALCANTARA, Boots G.	Contract Design	General Manager
4	ALVAREZ, Claudette	Wyeth	Safety & Health Officer
5	ANTALLAN, Victoria	Tarlac State University	Assistant Professor
6	ARISTOZA, Joe	Ford Philippines	Safety Engineer
7	CHONG, Jazmine	Department of Industrial Engineering De La Salle University	Instructor
8	CONCEPCION, Sarah	Bureau of Working Conditions- Department of Labor and Employment	Senior Research Analyst
9	DIMACALI, Edwin	Wyeth (Philippines), Inc.	Safety & Health Engineer
10	DURAN, Louie T.	Ford Philippines	Corporate Nurse – Health & Safety Section
11	FUENTES, Rodrigo Y.	Johnson & Johnson (Philippines), Inc.	Regional Director for Safety & Industrial Hygiene
12	GAMAC, Rizalde	ON Semiconductor	Associate Manufacturing Project Specialist
13	GUTIEREZ, Alma Maria Jennifer	Department of Industrial Engineering De La Salle University	Assistant Professor
14	HIGASHIONNA, Ms. Edna V.	3M Philippines	Senior Account Representative
15	JOSON, Raymund A.	Kraft Foods (Philippines), Inc.	Environment, Safety & Health Engineer
16	LLARENA, Veronica A.	IBM Philippines, Inc.	Senior Personnel Administrator
17	MAGDALERA, Fenilynn F.	3M Philippines	Marketing Analyst
18	MANIQUIS, Emmanuel M. Jr.	Unilever Philippines	Safety Manager
19	MARTINEZ, Iris G.	Department of Industrial Engineering & Operations Research - University of the Philippines	Assistant Professor
20	MATIAS, Aura C.	Department of Industrial Engineering & Operations Research - University of the Philippines	Chairman & Associate Professor
21	MUTUC, Jojo	Department of Industrial Engineering De La Salle University	Assistant Professor
22	PEREZ, Roselyn	Intel Semiconductor Inc.	Ergonomics Officer
23	RODRIGUEZ, Ma. Celeste I.	Johnson & Johnson (Philippines), Inc.	Regional Ergonomics Manager
24	RUBIO, Clarissa	Department of Sociology University of the Philippines	Assistant Professor
25	SEVA, Rosemary	Department of Industrial Engineering De La Salle University	Chairman & Assistant Professor
26	SO, Maria Cristina	Unilever Philippines	Industrial Engineering Manager
27	TAN, Thomas	Intel Semiconductor Inc.	Ergonomics Officer
28	TRINCHERA, Cordel	Asian Development Bank	Architecture Officer – Facilities Management
29	TUAZON, Michael Jimeno P.	ON Semiconductor	Associate Manufacturing Project Specialist
30	VILLANUEVA, Ma. Beatriz G.	Occupational Safety and Health Center Department of Labor & Employment	Research Associate

Note: ARTICLES AND BYLAWS are attached in a separate file.



**ARTICLES OF INCORPORATION  
OF THE**

**PHILIPPINE ERGONOMICS SOCIETY, INC. (PHILERGO)**

**KNOW ALL MEN BY THESE PRESENTS:**

The undersigned incorporators, all of legal age and majority of whom are residents of the Philippines, have this day voluntarily agreed to form a non-stock and non-profit association under the laws of the Republic of the Philippines.

**THAT WE HEREBY CERTIFY:**

- Article 1.** The name of the said association shall be the PHILIPPINE ERGONOMICS SOCIETY, INC. (PHILERGO)
- Article 2.** That the purposes for which such association is incorporated are to:
1. Encourage education and training in the field of ergonomics;
  2. Promote professional practice of ergonomics;
  3. Exchange information with other individuals and organizations on ergonomics;
  4. Cooperate with other organizations and/or institutions with interests related to the field of ergonomics;
  5. Organize an annual Ergonomics Congress or Conference;
  6. Publish information materials to promote and enhance communication on matters of common interest and importance;
  7. Establish research and application priorities in the field on the basis of current and future needs;
  8. Support research and application projects either in cooperation with government or other private organizations or on its own initiatives in this field;
  9. Act as an information source center in the field of ergonomics.
- Article 3.** That the place where the principal office of the association is to be established at No. 43 Mapagbigay St., Piñahan District, Quezon City, Philippines
- Article 4.** That the number of trustees of the association shall be seven (7) and that the names and nationalities of the first trustees of the association are as follows:
- Aura C. Matias, Filipino  
Tomas Tan, Jr., Filipino  
Ma. Celeste I. Rodriguez, Filipino  
Cordel F. Trinchera, Filipino  
Jacqueline L. Abola, Filipino  
Jose Edgar S. Mutus, Filipino  
Alma Maria Jennifer A. Gutierrez, Filipino

**Article 5.** That no part of the income which the association may obtain as an incident to its operation shall be distributed as dividends to its members, trustees or officers subject to the provisions of the Corporation Code on dissolution. Any profit obtained by the association as a result of its operation, whenever necessary or proper shall be used for the furtherance of the purposes enumerated in Article 2, subject to the provision of Title XI of the Corporation Code of the Philippines.

**Article 6.** That the association shall comply with the requirements for non-stock corporations in the course of its operations.

**INCORPORATORS:**

Aura C. Matias

Cordel F. Trinchera

Rodrigo Y. Fuentes

Jose Edgar S. Mutuc

Tomas Tan, Jr.

Alma Maria Jennifer A. Gutierrez

Ma. Celeste I. Rodriguez

Iris Ann G. Martinez

Jacqueline L. Abola

Edwin D. Dimacali

Ma. Luisa T. Duran

Ma. Cristina L. So

Raymund A. Josen



**BY-LAWS OF THE  
PHILIPPINE ERGONOMICS SOCIETY, INC. (PHILERGO)**

**ARTICLE I. MEETINGS**

**Section 1.** Annual meetings – The annual meetings of the members shall be held at such a place and any date in May of each year. The President shall render his/her annual report to the members regarding the activities of the association. The election of trustees shall also be held during this regular meeting.

**Section 2.** Special meetings – Special meetings of the members shall be called as the need thereof arises, by the Board of Trustees (BOT) or upon petition of 1/3 of the general membership.

**Section 3.** Notices – Notices of the time and place of annual, and special meetings of the members shall be given either personally, by special delivery mail or electronic mail, at least two (2) weeks before the date set for such meeting. The notice of every special meeting shall state briefly the purpose or purposes of the meeting.

**Section 4.** Quorum – A quorum for any meeting of the members shall consist of a majority of the members and a majority of such quorum may decide any question at the meeting, except those matters where the Corporation Code requires the affirmative vote of a greater proportion.

**Section 5.** Order of Business – The order of business at the annual meeting of the members shall be as follows:

- a. Proof of service of the required notice of the meeting
- b. Proof of the presence of a quorum
- c. Reading and approval of the minutes of the previous annual meeting
- d. Unfinished business
- e. Report of the President
- f. Election of the Trustees for the ensuing term
- g. Other matters

**Section 6.** Voting Proxy – Each member shall be entitled to one vote, and may vote either in person or by proxy which shall be in writing and filed with the Secretary of the association before the scheduled meeting.

**ARTICLE II. TRUSTEES**

**Section 1.** Board of Trustees - The corporate powers of the association shall be exercised, its business conducted and its property controlled by the Board of Trustees (BOT).

**Section 2.** Qualifications – The trustees to be elected must be of legal age and members of the association in good standing.

**Section 3.** Disqualification of Trustees or Officers - No member convicted by final judgement of an offense punishable by imprisonment for a period exceeding six (6) years, or a violation of the Corporation Code of the Philippines committed within five (5) years prior to the date of one's election or appointment, shall qualify as a trustee or officer.

**Section 4.** Term of Office of Trustees – The trustees shall hold office for one year and until their successors are duly elected and qualified. Term of office commences June 01 of each year.

### **ARTICLE III. OFFICERS**

**Section 1.** Officers – The officers of the association shall be a President, a Vice-President, a Secretary and a Treasurer. They shall be elected by the Board of Trustees from among themselves. The Board may combine compatible offices in a single person.

**Section 2.** Term of Office of Officers – All officers of the association shall hold office for one year and until their successors are duly elected and qualified. Term of office commences June 01 of each year.

### **ARTICLE IV. FUNCTIONS AND POWERS OF OFFICERS**

**Section 1.** President – The President shall be the Chief Executive Officer of the association. The President shall preside in all meetings of the members of the association and the Board of Trustees.

The President shall execute all resolutions of the Board of Trustees, shall be charged with directing and overseeing the activities of the association. The President shall submit to the Board as soon as possible after the close of the each fiscal year, and to the members of each annual meeting, a complete report of the activities and operations of the association for the fiscal year under his/her term of office.

**Section 2.** Vice-President – The Vice-President, if qualified, shall exercise all powers and perform all duties of the President during the absence or incapacity of the latter and shall perform duties that may be assigned by the Board of Trustees.

**Section 3.** Secretary – The Secretary shall give all notices required by these by-laws and keep the minutes of all meetings of the members and of the Board of Trustees in a book kept for the purpose. The Secretary shall keep the seal of the association and affix such seal to any paper or instrument requiring the same. The Secretary shall have custody of the members register and the correspondence files of the association and shall perform such other duties and work as the Board of Trustees may from time to time assign.

**Section 4.** Treasurer – The Treasurer shall have charge of the funds, receipts and disbursements of the association. The Treasurer shall keep all moneys and other valuables of the association in such banks as the Board of Trustees may designate. The Treasurer shall keep and have charge of the book of accounts and shall perform such other duties and functions as may be assigned from time to time by the Board of Trustees. The Treasurer shall post a bond in such amount as may be fixed by the Board of Trustees.

## **ARTICLE V. COMMITTEES**

**Section 1.** Committees – The Board of Trustees may select from its members such other committees as may be deemed necessary to allow effective execution of pertinent functions and projects of the association.

**Section 2.** Functions – Each committee shall have and exercise such duties and powers as are conferred upon it by resolution of the Board of Trustees. The committee shall keep minutes of its proceedings and shall report the same to the Board of Trustees, whenever required.

## **ARTICLE VI. MEMBERS**

**Section 1.** Qualifications for Membership – The Board of Trustees shall determine the qualifications of an applicant for membership. The association shall have the following categories of members:

- 1.1 Individual Member – The individual member shall be a person who has completed a relevant Bachelor's degree, approved by the Board of Trustees; and must have exhibited relevant contribution in the ergonomics profession through practice, course development, research or other considerations deemed significant for the profession.
- 1.2 Institutional Members – The institutional member shall be any firm, association, society, company, academic institutions, and related entities who value the important contribution of the profession and practice of ergonomics in their workplace or organization.
- 1.3 Honorary Members – The honorary member shall be a person who has attained professional eminence and relevant achievements in the field of ergonomics that would enhance the image and prestige of the association. An Honorary member shall not be required to pay any annual membership dues but is encouraged to do so on a voluntary basis.

Any modifications in the qualifications of the honorary member may be effected and implemented through pertinent Board resolutions.

- 1.4 Lifetime Members – Lifetime members are individuals who have paid their membership fees equivalent to ten (10) years of the existing membership dues.

Individuals who are charter members or who have been conferred with honorary memberships are considered lifetime members.

**Section 2.** Rights of Members – A member shall have the following rights:

- a. To exercise the right to vote on all matters relating to the affairs of the association;
- b. To be eligible to any elective or appointive office of the association;
- c. To participate in all deliberations/meetings of the association;
- d. To avail of all the facilities of the association;
- e. To examine all the records or books of the association during business hours.

**Section 3.** Duties and Responsibilities of the Members – A member shall have the following duties and responsibilities:

- a. To obey and comply with the by-laws, rules and regulations that may be promulgated by the association from time to time;
- b. To attend all meetings of the association;
- c. To pay membership dues and other assessments of the association.

## **ARTICLE VII. SUSPENSION, EXPULSION AND TERMINATION OF MEMBERSHIP**

Suspension, expulsion and termination of membership, shall be in accordance with the rules and regulations of the association.

Any member of the association may file charges against a member by filing a written complaint with the Secretary of the association. The Board of Trustees shall call a special meeting to consider the charges. The affirmative vote of majority of all the trustees shall be necessary to suspend a member; provided that where the penalty is expulsion, the affirmative vote of majority of all the members of the association shall be necessary.

## **ARTICLE VIII. FUND**

**Article 1.** Funds – The funds of the association shall be derived from admission fees, annual dues and special assessments of members, gifts or donations.

Membership dues shall be charged to each individual and each institutional member annually. The minimum annual contribution shall be determined by the Board of Trustees. Members may contribute more than the minimum amount set by the Board of Trustees.

**Article 2.** Disbursements – Withdrawals from the funds of the association, whether by check or any other instrument shall be signed by the Treasurer and countersigned by the President. If necessary, the Board of Trustees may designate other signatories.

**Article 3.** Fiscal Year – The fiscal year of the association shall be from January 1st to December 31st of each year.

#### **ARTICLE IX. CORPORATE SEAL**

The corporate seal of the association shall be in such form and design as may be determined by the Board of Trustees.

#### **ARTICLE X. AMENDMENTS OF THE BY-LAWS**

These by-laws, or any provision thereof, may be amended or repealed by a majority vote of the members and by a majority vote of the Board of Trustees at any regular or special meeting duly held for the purpose.



**VOTING ITEM: APPROVAL OF ADEA MEMBERSHIP**

The Council approves ADEA as a Federated Society of IEA.





Sent: Monday, September 01, 2003 8:49 AM

>Subject: ADEA

>

>Gabriela,

>>This is to inform you officially that ADEA has been accepted as a

>Federated Member of the IEA, provided that :

>- ADEA reaches the threshold of 25 members (this is a requirement

>for being eligible as a Federated member : the information we had

>only mentioned 24 members) ;

>- ADEA pays its annual membership fee (see extract of IEA Basic

>Documents, below).

From: Kenneth Laughery

><<mailto:laugher@rice.edu>laugher@rice.edu> Subject: IEA Dues for

>ADEA

>Dear Carlos,

>I am pleased to acknowledge receipt of your payment in the amount of

>US\$223.30 for the 2004 IEA membership fee for ADEA. I have forwarded the

>check to Scotiabank for deposit in the IEA account.

>>We appreciate your support for the IEA and look forward to collaboration

>with your Society.

>>With kindest regards,

>>Kenneth R. Laughery

>IEA Treasurer

## **VOTING ITEM: APPROVAL PROCESS OF COUNCIL MINUTES**

### **Rationale**

At the moment, minutes of Council meetings are approved one year after the Council meeting, during the following Council meeting. This is late. It is proposed, in order to have a timely and accurate record of Council debates and decisions, to conduct the approval process by email. After the Council meeting, the draft of the minutes, reviewed by the IEA Executive Committee, would be sent to the Federated Societies delegates for approval. In the absence of response from a delegate after one month, approval from this delegate would be assumed. Minor amendments will be incorporated in the final version. In the event of substantive amendments, a revised version will be proposed for approval according to the same process. The final version will be sent to the delegates and presidents of IEA Federated Societies, Affiliated Societies and Networks.

### **Voting item :**

Council approves the following addition to the IEA Rules, Title 4.

“In order to have a timely and accurate record of Council debates and decisions, approval of IEA Council Minutes is conducted by email. After the Council meeting, the draft of the minutes, reviewed by the IEA Executive Committee, is sent to the Federated Societies delegates for approval. In the absence of response from a delegate after one month, approval from this delegate is assumed. Minor amendments are incorporated in the final version. In the event of substantive amendments, a revised version is to be proposed for approval according to the same process. The final version is sent to the delegates and presidents of IEA Federated Societies, Affiliated Societies and Networks.”

**IEA TREASURER**

- Annual report
- Voting items
  - o IEA auditors' report
  - o Appointment of new auditors



# **Annual Report of IEA Treasurer**

**IEA COUNCIL MEETING  
Madeira, Portugal  
July, 2004**

# IEA TREASURER'S REPORT

January - December, 2003

Kenneth R. Laughery, Treasurer

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## 1. Summary of Financial Performance

### 1.1. *Accounting and Banking Procedures*

The IEA carries out its financial operations in U.S. Dollars (US\$). The IEA fiscal year coincides with the calendar year, January 1 through December 31. A cash basis of accounting is employed. On this basis, revenues are noted and recorded when received, and expenses are noted and recorded when paid.

The IEA maintains and carries out its financial activities with Scotiabank in Ottawa, Canada. Three separate accounts are maintained. The first account is an Active Cash Account (ACA). This account can be characterized as an active working account into which income is deposited and from which payments are made. The two remaining accounts are Guaranteed Investment Certificates (GICs). These two accounts are interest bearing, and they differ with respect to the time to maturity and level of interest. The first of these GIC accounts has a 180-day term, and as of December 31, 2003 the interest rate was 0.55%. Money in this account is maintained in terms of US dollars. A limited amount of money is kept in this account, and its primary function is to provide a "buffer" for the cash account; that is, when necessary, funds are moved from this GIC account into the cash account to meet payments. Similarly, if an excessive amount of money builds up in the cash account, funds are transferred to this GIC account to earn interest. The second GIC account has a one-year term, and as of December 31, 2003 the interest rate was 1.875%. This second GIC is maintained in Canadian dollars, and the actual value of the fund may vary with the exchange rate between US and Canadian dollars. The interest rates on both GIC accounts may change when the certificates are renewed. One of the goals in managing these accounts is to maintain appropriate amounts in the various accounts so as to maximize interest income while enabling financial affairs to be carried out efficiently.

### 1.2. *Triennial Congress*

Because the IEA Congress is held every third year, and because there are significantly greater expenses during years of the Congress, it is customary for the annual Treasurer's report to show revenue and expenditures for the past three years. This additional information provides the basis for better understanding expenditures as well as a longer-term picture of IEA's financial status. 2003 was, of course, a year in which the Triennial Congress was held, and expenditures were significantly higher as a result. These added expenditures due to the Congress are discussed in Section 3.2 of this report.

### 1.3. Overview of 2003 Financial Performance

- a. Total Revenue - The total revenues for the 2003 fiscal year was \$90,802.83. There are seven categories into which the sources of revenue can be grouped: federated society dues, affiliated society dues, sustaining member dues, capitation fees, contributions to special funds, awards, and miscellaneous. The amounts of revenue received in each of these categories is presented in the tables that follow.
- b. Total Expenditures - The total expenditures during 2003 was \$113,851.22. The expenditures can be grouped into nine categories: officers' expenses, standing committee expenses, newsletter, office/clerical, meetings costs, awards, grants/seed, bank fees, and miscellaneous. The amounts spent in each of these categories is presented in the tables that follow.
- c. Assets - IEA's assets at the end of 2003 totaled \$192,202. The IEA assets at the end of 2002 as reported by the previous Treasurer, Dr. Kogi, was \$201,520. This represents a decrease in total assets of \$9318 for the year 2003. The funds in each of the Scotiabank accounts is shown in Table 1 below. Also, IEA has seed funds receivable from outstanding loans. These seed funds are discussed following Table 2.

**Table 1. Scotiabank Accounts and Seed Funds Receivable**

Active Cash Account (ACA)	\$31,435
Guaranteed Investment Certificate (GIC) (180 days maturity)	56,107
Guaranteed Investment Certificate (GIC) (one-year maturity)	80,625
Seed Funds Receivable	24,035

- d. Equity - While IEA's funds are held in the Scotiabank accounts indicated above, the money is actually earmarked for certain categories of expenditures. Two general categories are annual operations and special reserves. The annual operations include revenues from membership dues, capitation fees, interest, and other receipts. Expenditures in this category include administrative and other recurring activities. The special reserves category includes a loans reserve and special funds. A loans reserve of \$35,000 was established to ensure a supply of seed funds for conferences. There are four special funds whose purpose generally is to promote and support ergonomics in developing countries (IDCs). A fifth fund is for the Liberty Mutual Prize and Medal. Following are statements of the purposes of the four special funds.

ESA Fund - This fund is to promote ergonomics in IDCs, primarily in Southeast Asia.

HFES Fund - This fund is to promote ergonomics in IDCs.

SELF Fund - This fund is intended to support conferences, seminars and meetings in ergonomically less developed areas such as Africa and South America.

JES Fund - This fund is to provide grants and seed money for ergonomics research and organizing conferences in IDCs.

## 2. Assets and Equity

Table 2 presents a balance sheet of IEA's assets and equity for 2003 and for the previous two years.

**Table 2. Balance Sheet for Year Ended December 31, 2003 (in US Dollars)**

Year	2003	2002	2001
<b>ASSETS</b>			
Cash Account	31,435	13,707	8,083
Term (GIC) Deposits	136,732	163,778	160,096
Seed Funds Receivable	24,035	24,035	4,035
<b>Total</b>	<b>192,202</b>	<b>201,520</b>	<b>178,214</b>

Year	2003	2002	2001
<b>EQUITY</b>			
ESA Fund (S.E. Asia)	5,426	6,078	5,680
HFES Fund (IDCs)	6,669	7,321	6,808
SELF Fund (Africa, SA)	7,647	8,299	7,757
JES Fund (IDCs)	4,671	3,669	1,934
Liberty Mutual Fund	11,231	19,339	16,031
Loan Reserve	35,000	35,000	35,000
Cash Reserve	121,558	121,814	105,004
<b>Total</b>	<b>192,202</b>	<b>201,520</b>	<b>178,214</b>



2.1. *Comments on Seed Funds Receivable*

The mission of the IEA includes advancing ergonomics science and practice. In the context of this mission, IEA provides various kinds of support for scientific conferences. One such support effort is to make available seed money (loans) for planning and carrying out conferences. These loans are repayable, normally at the end of the conference. In the sense that these loans are receivable, they are considered an IEA asset. Three receivable loans for conferences were outstanding at the end of 2003. They are:

Brazil Conference	\$ 1,025
HWWE Conference	3,000
IEA 2006 Congress	20,000
	-----
Total	\$24,025

2.2. *Comments on Special Funds and Liberty Mutual Fund*

- a. Special Funds - One of IEA's goals is to advance the science and practice of ergonomics at an international level. In striving to achieve this goal, significant effort and resources have been focused on ergonomics in developing areas. The four special funds are essentially dedicated to that purpose. During the 2003 year, two grants were made that qualified for support from one or more of these funds. The first grant was for \$3,000 to provide support of \$500 each to six members of the IEA Council from developing countries to attend the Triennial Congress in Seoul, Korea. The recipients were representatives of societies in Asia, Africa and South America. The second grant was for \$1,000 to provide support of \$100 each to ten Indonesian ergonomists to attend the SEAMEC 2003 Conference in Kaching, Malasia. The organizers of the conference waived the registration fees for these ten ergonomists to further enable their attendance. Because these grant allocations were consistent with the purposes of all four of the special funds, the total of \$4,000 was taken equally (\$1,000 each) from the funds.

Income for the special funds during 2003 came from two sources. A contribution of \$1,654.26 was received from the Japan Ergonomics Society and credited to the JES Fund. The second source was the interest earned in the GIC accounts. One-half of the interest earned in GICs was allocated equally to the special accounts. Thus, each of the four accounts received an added \$348. This allocation is also consistent with IEA's commitment to promote and support ergonomics in developing areas.

- b. Liberty Mutual Fund - This fund provides financial support for two awards. The IEA/Liberty Mutual Prize of \$5,000 is awarded annually for an original activity leading to a better understanding of avoiding or mitigating occupational accidents or injuries, or in the rehabilitation and return to work of an injured worker. The second award, the IEA/Liberty Mutual Medal is awarded every three years for the best project of the previous three years (the three prize recipients). This award consists of a medal and \$15,000. By recognizing outstanding ergonomic contributions to safety and health,

these awards are consistent with IEA's goal of enhancing the contribution of the ergonomics discipline to global society.

Funding for the IEA/Liberty Mutual Prize and Medal is provided by Liberty Mutual Insurance Company. The Liberty Mutual Fund contained \$19,339 at the beginning of 2003. This amount was a carryover from previous contributions. During 2003, an additional contribution of \$15,000 was received, bringing the total to \$34,339.

The total of the IEA expenditures for its awards program during 2003 was \$26,218. The IEA/Liberty Mutual Prize and Medal were awarded in 2003, totaling \$20,000. The remaining \$6,218 included the costs of certificates, plaques, medals and the activities of the Chair of the Awards Committee (the IEA Past President). One half of these additional costs, \$3,109, was taken from the Liberty Mutual Fund. Thus, at the end of 2003, the amount remaining in the Liberty Mutual Fund is \$11,231.

### **3. Revenue and Expenditures**

Table 3 presents a summary of IEA revenue and expenditures during 2003.

#### *3.1. Comments on Revenue*

- a. Membership - As shown in Table 3, membership income includes two categories: dues from federated and affiliated societies and dues from sustaining members. Overall, dues payments during 2003 were somewhat disappointing in that a number of societies and sustaining members have not yet paid. In 2003 there were 40 federated societies and one affiliated society. Table 4 shows the federated societies that paid IEA dues through 2003. The table also indicates the amount paid and identifies those societies that chose the 20% payment option. Table 4 also indicates that the affiliated society, HES(j) paid its 2002 dues during 2003; it has not, however, paid 2003 dues. Table 5 shows the 12 societies that were in arrears at the end of 2003 and indicates the years for which dues are owed. As noted in the table footnote, the Hungarian Ergonomics Society has since paid all back dues. The Slovak Ergonomics Association is currently four years in arrears, a violation of IEA policy for continued IEA membership.

Three sustaining members have paid for 2003: Taylor & Francis Ltd. (Diamond); Central Institute for Labour Protection (Gold); and Hiroshi Udo (Gold). In addition, Ergoweb, Inc. has paid in kind (Diamond), and Conservatoire National des Arts et Metiers has paid in kind (Gold).

Efforts are currently underway to solicit payments for previously unpaid dues and for 2004 dues.

**Table 3. Statement of Operations for Year Ended December 31, 2003 (in US Dollars)  
With Comparisons to Two Previous Years**

<b>Year</b>	<b>2003</b>	<b>2002</b>	<b>2001</b>
<b>REVENUE</b>			
Membership Dues			
Fed and Aff Societies	27,308	31,435	29,312
Sustaining Members	12,000	20,200	20,413
Capitation Fees	17,056	850	0
Interest	2,785	3,446	7,268
Contributions (JES)	1,654	2,323	1,531
Liberty Mutual Fund	15,000	15,000	15,000
Miscellaneous	15,000	435	500
<b>Total</b>	<b>90,803</b>	<b>73,689</b>	<b>74,024</b>

<b>Year</b>	<b>2003</b>	<b>2002</b>	<b>2001</b>
<b>EXPENDURES</b>			
<i>Officers and Administrative</i>			
Office-related expenses	11,039	3917	3,204
Officers - Travel and Expenses	20,931	13717	19,267
Clerical		5418	2,025
<i>Standing Committees</i>			
Policy and Planning	3,704	2374	4,444
Science, Technology, Practice	5,930	3451	2,609
Prof Standards and Education	4,157	1563	3,167
IDC	7,140	3402	5,632
Communication and PR	12,142	3121	5,612
Newsletter	3,434	2034	1,736
EQUID	1,382		
Awards	3,109	5652	3,169
Liberty Mutual Prize	23,109	7101	10,379
Meeting Costs	9,482	2749	4,884
Fees and Bank Charges	337	521	495
Grants	7,000		1,000
Miscellaneous	955		
<b>Total</b>	<b>113,851</b>	<b>55,020</b>	<b>67,623</b>

<b>OPERATING SURPLUS</b>	<b>(23,048)</b>	<b>18,669</b>	<b>6,401</b>
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**Table 4. IEA Dues Paid 2003**

<b>FEDERATED SOCIETY</b>		<b>Arrears</b>	<b>Option</b>	<b>Paid US\$</b>
Ukraine	AUEA	99,00,01,02,03	20%	360.00
Canada	ACE			1586.90
Belgium	BES			609.70
Czech	CzES		20%	55.00
Great Britain	ES			2349.90
Australia	HFESA			1372.64
South Africa	ESSA		20%	153.79
Taiwan	EST			396.70
Germany	GfA			1494.00
Greece	HES			101.50
Hong Kong	HKES			122.00
USA	HFES			5530.70
India	ISE		20%	15.00
Russia	IREA	02,03	20%	23.00
Ireland	IrES	01,02,03		350.00
Israel	IsES			237.50
Japan	JES			3840.90
The Netherlands	NVVE			1331.01
New Zealand	NZES			444.50
Nordic	NES			2867.90
Austria	OAE			212.10
Portugal	APERGO			378.03
Chile	SOCHERGO		20%	192.50
Italy	SIA			1340.00
SELF	SELF			652.40
Southeast Asia	SEAES		20%	62.00
Swiss	SSE			475.30
Turkey	TES	01,02,03	20%	110.00
			<b>TOTAL</b>	<b>\$26,664.97</b>
 <b>AFFILIATED SOCIETY</b>				
Human Ergology Society	HES(j)			<b>\$643.30</b>

Note: The HES(j) payment was for 2002, received in 2003.

**Table 5. Dues Not Yet Paid**

FEDERATED SOCIETY		Arrears
Spain	AEE	03
Brazil	ABERGO	02,03
China	ChES	03
Croatia	CrES	02,03
Yugoslavia	ESFRY	02,03
Korea	ESK	03
Hungary	MES	00,01,02,03*
Iran	InES	03
Poland	PES	02,03
Slovakia	SEA	00,01,02,03
Colombia	SCE	03
Mexico	SEM	03

\*Note: In 2004 Hungary paid all back dues.

- b. Capitation Fees - The total amount received for capitation fees during 2003 was \$17,056. This amount consisted of three separate fees.

Internet Conference	\$ 150
HAAMAHA Conference	\$ 978
IEA Congress in Seoul	\$ 15,928

- c. Interest, Contributions and Liberty Mutual Fund - These categories of revenue have been discussed.
- d. Miscellaneous - There were two sources of revenue in this category. The first was \$10,000 from the International Labour Organization (ILO). These funds were for a project to be carried out under the supervision of the IEA Professional Standards and Education (PSE) Committee. The funds were received during 2003. The project was completed in 2004 at a cost of \$7,500; this cost will be reflected in the IEA 2004 budget. The remaining \$2,500 will be retained by IEA as a project fee. A description of the project is presented in the report of the Chair of the PSE Committee.

The second revenue item in this category is a \$5,000 payment. The source and purpose of this payment are not yet clear.

### 3.2. *Comments on Expenditures*

- a. Triennial Congress - As shown in Table 3, expenditures for 2003 totaled \$113,851. As can be seen in the table, this total was significantly higher than during the two previous years, 2002 and 2001. As noted earlier, these higher expenditures are due in part to the IEA Triennial Congress being held in 2003. Another factor contributing to the increased costs during a congress year is the election of new officers and the Executive Committee being reconstituted. Examples of expenses associated with the 2003 Congress year that do not occur or are less in other non-congress years include:

\$15,000 for the Liberty Mutual Medal Award  
\$9,513 for the Triennial Report  
\$3,500 for grants to attend the Congress  
Greater office related expenses for Congress planning and preparation  
Greater meeting expenses associated with activities at the Congress

An additional meeting of the IEA Executive Committee was held in November following the election of new officers and the appointment of standing committee chairs. This meeting was held in Rome and was important also because several of the standing committees were restructured, several new committee chairs were appointed, and a sixth committee (EQUID) was added. The costs of this meeting and subsequent related activities are reflected in Table 3 in expenditures for officers and standing committees.

- b. Officers and Standing Committees - A significant portion of IEA functions and activities are carried out by the officers and standing committees. Table 6 below presents the different categories of expenditures, the total for each category, and the percentage of the total represented by each category. From Table 6 it can be seen that the percentages of expenditures for officers and administration and for standing committees has been in the 60-70% range each year. In terms of absolute dollars, however, 2003 expenditures were approximately \$18,000 higher than the average of the previous two years. Two items noted above account for most of the added expenditures in these two categories. The significantly higher expenditure in 2003 for the Communication and Public Relations Standing Committee (see Table 3) can be accounted for by noting that the \$9,513 spent for the Triennial Report was assigned to this committee. This assignment was based on the view that the Triennial Report serves an important communications and PR function for the IEA. The remaining added expenditures in these two categories are due mostly to the costs of the Executive Committee Meeting in Rome and the travel costs to attend that meeting.

A relevant point to be noted here is that as a result of scheduling the EC meeting in November, 2003, the EC will not need to meet as it normally would in March or April of 2004. Thus, the cost of the meeting in 2003 will to a considerable extent be offset by a lower expenditure in these categories during 2004.

- c. Grants - The \$7000 allocation for grants included the \$3,000 and \$1,000 items noted earlier. There were two additional grants: \$500 was provided to help cover travel costs of one of the Triennial Congress plenary speakers from Eastern Europe; and, \$2,500 was allocated to support the development of the Federation of European Ergonomic Societies (FEES).
- d. Miscellaneous - The \$955 allocated in the miscellaneous expenditures category included two items. \$650 was associated with the development of the IEA Educational Programs Directory. The remaining \$305 was for IEA's annual dues as a member of the International Social Science Council (ISSC). Membership in ISSC is currently being reviewed to assess whether IEA should continue to participate.

**Table 6. Expenditures by Category (in US Dollars) and Percent of Total**

Year	2003		2002		2001	
	Total	%	Total	%	Total	%
<b>Expenditure Category</b>						
Officers and Administrative	31,970	28	23,052	42	24,496	36
Standing Committees	37,889	33	15,945	29	23,200	34
Awards	26,218	23	12,753	23	13,548	20
Meeting Costs	9,482	8	2,749	5	4,884	7
Grants	7,000	6			1,000	2
Bank Fees and Charges	337	<1	521	1	495	<1
Miscellaneous	955	<1				
<b>Total</b>	<b>113,851</b>	<b>100</b>	<b>55,020</b>	<b>100</b>	<b>67,623</b>	<b>100</b>

#### 3.4. *A Final Comment*

One of my concerns as IEA Treasurer is the payment of membership dues by federated and affiliated societies. An effort is currently underway to collect 2004 dues as well as unpaid dues for previous years. Sustaining members is also an important source of revenue for the Association. An effort to collect dues from these members is also underway. Along with the other officers, I invite you to suggest, nominate, recommend, etc. organizations and individuals who may be candidates for sustaining membership. Their support is very important to the IEA and to the discipline it represents.





**VOTING ITEM: IEA AUDITORS' REPORT**

The IEA Council approves the IEA auditors' report.



**Subject:** Fwd: Correcting: IEA 2003 Budget Audit  
**From:** bagnara@unisi.it  
**Date:** 19 Jul 2004 10:01:32 UT  
**To:** attanasio@irso-bep.it

Date: Sun, 18 Jul 2004 18:59:25 +0900  
 From: Sadao Horino <horino@cc.kanagawa-u.ac.jp>  
 Subject: Correcting: IEA 2003 Budget Audit  
 X-Sender: horino@kamome.cc.kanagawa-u.ac.jp  
 To: ieasecr@ip.rm.cnr.it, 'Sebastiano Bagnara'  
 <sebastiano.bagnara@polimi.it>  
 Cc: kkishida@tcue.ac.jp  
 X-PMX-Version: 4.6.1.107272, Antispam-Core: 4.6.1.104326,  
 Antispam-Data: 2004.7.17.107809  
 X-PerlMx-Spam: Gauge=%XPROB%IIIIIII, Probability=7%,  
 Report='\_\_HAS\_MSGID 0,  
 \_\_SANE\_MSGID 0, \_\_EUDORA\_MSGID 0, \_\_HAS\_X\_MAILER 0, \_\_EUDORA\_MUA 0,  
 \_\_ANY\_QUALCOMM\_MUA 0, \_\_TO\_MALFORMED\_2 0, \_\_MIME\_VERSION 0, \_\_CT 0,  
 \_\_CTYPE\_HAS\_BOUNDARY 0, \_\_CTYPE\_MULTIPART 0, \_\_ISO\_2022\_JP\_DELIM 0,  
 \_\_MIME\_CHARSET\_FARAWAY 0'  
 Original-recipient: rfc822;bagnara@unisi.it

?Dear Prof. Sebastiano Bagnara @IEA Secretary General,

I am sorry for my miss-operation. Please delete the former  
 attached document. This is correct document.

Attached, you may find our report of auditing the IEA Treasurer's Report  
 regarding 2003 budget submitted to the Council Meeting of IEA and Report  
 of Finacial Operation by Kenneth Laughery @ IEA Treasurer .

Our additional comments are as follows;

1 Insufficient income: We find it important to make special efforts to  
 collect Susutaining Member fees for 2004 duly.

I am not regrettably able to attend the coming Council Meeting of the  
 IEA due to my university calender. Therefore, I can not be able to report  
 my job verbally. I am sorry for my absence.

I do hope the coming Council Meeting will be sucucessful.

With best regards,

Sadao Horino  
 Auditor for the IEA

IEA Secretary General  
 Prof. Sebastiano Bagnara  
 IEA Secretary General  
 ISTC-CNR  
 Viale Marx 15  
 00137 Roma  
 ITALY  
 Tel: + 39 06 86090281  
 Fax: + 39 06 824737  
 E-mail: [ieasecr@ip.rm.cnr.it](mailto:ieasecr@ip.rm.cnr.it)

62.1



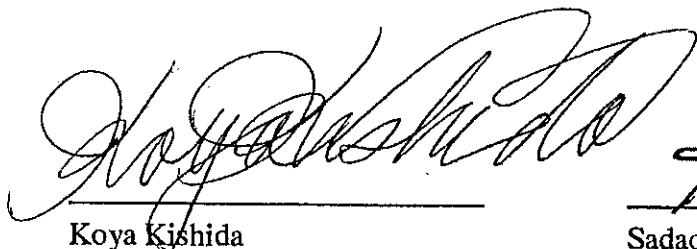
To the Council of the International Ergonomics Association:

We have audited the accompanying consolidated balance sheets of the International Ergonomics Association as of December 31, 2003, and the related consolidated statements of income, equity and cash flows for the one year in the period ended December 31, 2003, expressed in United States dollars. Our audits were made in accordance with auditing standards generally accepted and, included such tests of the accounting records and such other auditing procedures as we considered necessary.

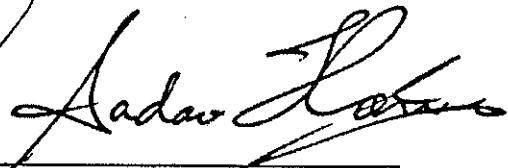
In our opinion, the financial statements referred to above present fairly the current financial position of the International Ergonomics Association for the fiscal 2003 year. These statements represent fairly the consolidated results of their operations and their cash flow for the reported period in conformity with accounting principles generally accepted.

We expect to expand available resources for more extensive IEA activities.

Tokyo, Japan  
July 17, 2004



Koya Kishida  
Auditor  
International Ergonomics Association



Sadao Horino  
Auditor  
International Ergonomics Association



**VOTING ITEM: NEW IEA AUDITORS**

The IEA Council approves Betty Sanders and Michelle Robertson of HFES as IEA auditors.





# **INTERNATIONAL DEVELOPMENT**

- Annual Report



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**INTERNATIONAL DEVELOPMENT STANDING  
COMMITTEE**

**Chair: David Caple**

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**ANNUAL REPORT 2003-2004**

**IEA COUNCIL MEETING  
Madeira, Portugal  
July, 2004**

**Report / Action Plan from ID Committee**  
**- International Development Committee**

The following table summarises the updated Action Plan, previously presented to the IEA Executive meeting in Rome, November 2003.

<i>IDC Responsibility</i>	<i>Action to Date</i>	<i>Future Plans</i>	<i>Comments</i>
1. Co-operate with international agencies such as ILO (International Labour Organisation), WHO (World Health Organisation), IOHA and more generally professional associations with which the IEA has signed formal agreements	<p>1.1 <u>ILO Project</u>            1.1.1 The research paper on Ergonomics for the ILO Instrument has been completed and submitted to Seiji Machida, ILO Switzerland.            1.1.2 Payments have been received.</p>	1.1 Awaiting feedback from ILO if further assistance from IEA is required in development of Ergonomics Instrument.	
	<p>1.2 <u>WHO</u>            1.2.1 Correspondence from WHO requesting feedback on 8 actions from IEA has been received.            1.2.2 IEA persons responsible for developing WHO Actions are members of the current or previous EC. There is little involvement from Federated Societies in WHO actions.            1.2.3 Details of the WHO program of free or subsidised publications (HIRANI) have been obtained.</p>	<p>1.2.1 David Caple will establish a new link with WHO and provide formal feedback that their actions are under development.            1.2.2 A system to extend participation for WHO actions from the EC to a broader base in Federated Societies will be developed. This would be via the Presidents of these societies seeking interest from their members.</p>	

<i>IDC Responsibility</i>	<i>Action to Date</i>	<i>Future Plans</i>	<i>Comments</i>
		1.2.3 A program to "market" this WHO initiative is required through our Federated Societies with contacts in qualifying countries.	
	1.3 <u>IOHA</u> Communication has	1.3 IEA has been invited to participate	

	<p>been established with David Zalk from IOHA in USA.</p>	<p>in an OHS program in the USA arranged by IOHA. Contact was to be made with Waldamar Karwowski to represent IEA.</p>	
	<p><u>1.4 ILO Checkpoints</u> Communication with Kazu Kogi on strategies to review the Ergonomic Checkpoints has been initiated. Funding from ILO to gather a team to review workshops under consideration.</p>	<p>1.4 A workshop for a team of 5-10 international experts to review existing checkpoints and develop new ones is proposed in 2005. Possibly arranged in conjunction with IEA meeting mid 2005. One option could be in conjunction with the SEAES meeting in Bali in May 2005.</p>	
	<p><u>1.5 ICOH</u> The preparation of the IEA/ICOH Guidelines for ergonomics application in occupational health practice in industrially developing countries is in progress by a team involving P. Scott, K. Kogi and B. McPhee.</p>	<p>1.5 Co-operation between ICOH and IEA will be established with this project as a focus. Membership of the team developing the guidelines may be considered to further involve Federated Societies.</p>	

<i>IDC Responsibility</i>	<i>Action to Date</i>	<i>Future Plans</i>	<i>Comments</i>
	<p>1.6 <u>IEA / ILO Ergonomics Checkpoints for Agriculture</u> The draft checkpoints are being compiled and edited by K. Kogi and other authors. Draft illustrations for these checkpoints are being prepared in cooperation with T.T. Khai, Vietnam and with T. Kawakami, ILO Regional Office for Asia and the Pacific.</p>	<p>1.6 The ID Committee can assist Kazu Kogi and his team in promoting his work when released by the ILO.</p>	
	<p>1.7 <u>I.T. Checkpoints</u> Suggested new project to identify key ergonomic checkpoints relating to I.T. issues.</p>	<p>1.7.1 Further discussion during 2005 with relevant T.C. of IEA and Tom Stewart. 1.7.2 Contact will be made with the Association of Computer Machinery (ACM) and SIGCHI to determine their interest in a joint publication.</p>	
<p>2. Work with major publishers of ergonomics journals and texts to extend their access to Federated Societies, with particular focus on developing countries.</p>	<p>2.1 Initial communication with Taylor &amp; Francis and Elsevier has occurred. Both are keen to work with the ID Committee to develop opportunities for Federated Societies to access online resources. Free or subsidised access for agreed periods of time to IEA targeted groups is under discussion for evaluation.</p> <p>2.2 <u>Other Publications</u> To date, I have not contacted other publishers of ergonomics texts.</p>	<p>2.1 Publishers of major ergonomics texts will be requested to consider a period of free online access (e.g. 2-3 years) for a nominated user group for each new Federated Society.</p> <p>2.2 Contacts will be established with publishers including:-</p> <ul style="list-style-type: none"> <li>• Academic Press</li> <li>• Lawrence Erlbaum Association (LEA), USA.</li> </ul>	

<b>IDC Responsibility</b>	<b>Action to Date</b>	<b>Future Plans</b>	<b>Comments</b>
3. Develop support programs for developing countries to promote ergonomics and extend ergonomics training programs	<p>3.1 <u>Developing Countries access to conference proceedings.</u> The list of recipients for the 10 CDs has been revised. Copy of latest is attached.</p>	<p>3.1.1 Option of using a hyperlink to the IEA website for proceedings of IEA endorsed conferences should be resolved to develop broader access.</p> <p>3.1.2 Expansion of the 10 recipients on the list would develop further promotion of ergonomics.</p>	
	<p>3.2 <u>Regional Support Program</u> New, and existing, members of the ID Committee have indicated their desire to assist promotion of ergonomics programs in their region or nominated country. EXAMPLES:</p> <ol style="list-style-type: none"> <li>1. The Netherlands is exploring "twinning" with Indonesia. (Peter Rookmaaker)</li> <li>2. Mexico has undertaken an ergonomics program in Venezuela. (Enrique de la Velca)</li> <li>3. SELF are reviewing their program in North Africa. (Michel Neboit)</li> <li>4. IEA "Children" TC is developing an IDC program. (Sheryl Bennett)</li> <li>5. Swedish Government is developing an ergonomics program in India. (Lena Karlqvist)</li> </ol>	<p>3.2 Details of specific programs are to be reported on the ID website. I have requested short articles from ID members and plan to provide regular updates of specific actions and results. The first edition of an ID Committee newsletter in 2004 provided initial feedback.</p>	

<i>IDC Responsibility</i>	<i>Action to Date</i>	<i>Future Plans</i>	<i>Comments</i>
	<p>6. Portugal is developing a program in East Timor (Anabela Simoes)</p> <p>7. Ergonomics training programs continued in South Africa (Pat Scott).</p> <p>8. Series of training sessions conducted in Africa (Housang Shahnavaz)</p> <p>9. Asian countries are involved in ergonomics training programs for farmers, small enterprises by Kazu Kogi (Japan).</p> <p>10. China contact has been proposed as Prof. Kan Zhang.</p>		
	<p>3.3 Ergonomics training programs. The ID Committee will identify online accessible ergonomics training programs suitable for promoting ergonomics to targeted groups e.g. engineers, workers, managers, children. Links to the content of these programs could be added to the ID website.</p>	<p>3.3.1 ID Committee members who currently conduct distance learning ergonomics training programs are invited to briefly describe the program goals, structure and content. Details of the University of Lulea, program have been circulated.</p> <p>3.3.2 The IEA website will split the listing of ergonomics courses to clearly identify Distance Learning options.</p> <p>3.3.3 The Distance Learning program developed by the University of Nottingham will be reviewed and promoted.</p>	



<b>IDC Responsibility</b>	<b>Action to Date</b>	<b>Future Plans</b>	<b>Comments</b>
4. Promote workshops and training programs in developing countries through the supply of educational kits, and visiting ergonomists	<p><b>4.1 <u>UK / USA Societies</u></b> Both these major societies have indicated interest to support the IDC with "kits" of educational and promotional materials. These could be used in IDC programs and by other Affiliated Societies to develop ergonomics awareness and understanding.</p>	<p>4.1 Michelle Robertson (USA) and David Stubbs (UK) have indicated interest to liaise with their respective IEA societies to develop this program.</p> <p>4.2 The ID Committee could work more closely with Eui and his Technical Committees, and Stephen with his education programs to develop short articles or issue specific handouts. This could then be displayed on the IEA website for public access as well as included in promotional kits.</p>	
	<p><b>4.3 <u>Journals / Books donations</u></b> An ongoing flow of quality ergonomics journals and textbooks are being offered to the ID Committee donation program. These books are generally donated by IEA members who are retiring from the workforce.</p>	<p>4.3 The ID Committee has agreed to circulate a donated publication "Human Factors in Organisational Design &amp; Management" to our list of 10 IDCs. A thank you letter has been received from Columbia.</p>	
		<p>4.3 Marketing of the program via ID Committee members will be required to ensure suitable recipients are identified. A budget of US\$1,000 for this program has been approved by the IEA EC to cover postage costs.</p>	

<i>IDC Responsibility</i>	<i>Action to Date</i>	<i>Future Plans</i>	<i>Comments</i>
5. Extend regional ergonomics "networks" of countries to countries with no ergonomics programs located in their region	<p>5.1 <u>IEA Support of Network</u></p> <p>5.1.1 Pierre Falzon will represent the IEA at the ULAERGO meeting in Chile in September 2004.</p> <p>5.1.2 David Caple will represent IEA at ABERGO meeting in Brazil in August 2004.</p> <p>5.1.3 ID Committee is funding \$350 to support Indonesia to be represented at WWCS2004.</p>	<p>5.1.1 IEA has been invited to support the SEAES 20<sup>th</sup> Anniversary meeting in Bali in May 2005.</p> <p>5.2.1 Countries in developing regions should be identified and encouraged into a network for support.</p> <p>5.2.2 The option of direct support i.e. "twinning" is being trialled between The Netherlands and Indonesia. Three projects of support are being co-ordinated by Pieter Rookmaaker.</p> <p>5.2.3 The IEA Executive require a review of guidelines relating to support of Federated Society meetings and conferences to ensure a balance between prudent management of IEA funds, and proactive support of their initiatives.</p>	

**Submitted by David C Caple  
ID Committee Chair**

Encl: List of countries who received CDs.

## LIST OF RECIPIENTS

<p><b>Dr C Chavallitnikul</b> National Institute for the Improvement of Working 22/3 Baromrachachonnanee Road Taling Chan, Bangkok 10170 THAILAND</p>
<p><b>Karim Meckassoua</b> 5 Allee de la Colline 93160 Noisy le Grand FRANCE</p>
<p><b>Director G Duobinene</b> Kaunas University of Technology Library K. Donelaicio 20 3006 Kaunas LITHUANIA</p>
<p><b>Professor W Runbai</b> Shanghai Bureau of Higher Education Chinese Ergonomics Society 500 Shanxi Road (N) Shangai 20041 CHINA</p>
<p><b>Prof Dr Ricardo Montero</b> Finlay Institute Ave. 27 No. 119805, AP 16017 La Coronela, La Lisa, CP 11600 Havana, CUBA</p>
<p><b>Professor Adyana Ida Manuaba</b> University of Udyana Dept. of Physiology Jalan Serma Gede 18 Denpasar 80114 Bali INDONESIA</p>
<p><b>Dr A Burov</b> National Research Institute for Design All-Ukrainian Ergonomics Association Post Box 3, 254214 Kyiv UKRAINE</p>

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Indian Institute of Technology Bombay  
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**Jose Ignacio Gamboa**  
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**Professor Marcelo Marcio Soares, PhD**  
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SOUTH AFRICA

## **DEVELOPMENT**

- Scope of the IEA Development Countries
- Annual Report
- Needs of Federeted Societies
- Voting item



# Scope of the IEA Development Committee

Jan Dul  
April 27, 2004<sup>1</sup>

## 1. Introduction

At the Council meeting of August 2003, held in Seoul, Korea, the decision was made to change the scope and the name of the Policy and Planning Committee.

The main reason for this change was that general planning and development had become the primary responsibility of the IEA Officers (President, Secretary-General, Treasurer), whereas planning and development on specific issues had become the responsibility of the chairpersons of the Standing Committees<sup>2</sup>.

Other reasons for this change were that certain one-time development activities, that were part of the activities of the Policy and Planning Committee, such as making a framework for planning, reviewing the rules for membership, and reviewing the IEA Basic Document, were finalized in the previous planning period<sup>3</sup>.

Furthermore, it seems more logical and efficient that day-to-day administrative activities, such as updating IEA membership data, and improving operational effectiveness of the IEA, that for historical reasons were done by the Policy and Planning Committee, will be performed by the office of the Secretary-General.

At the above-mentioned Council meeting, a new name for the committee was chosen: IEA Development Committee. The new scope had still to be developed.

This note is a proposal for the new scope of the Development Committee.

## 2. Objectives

The objectives of the Development Committee are (1) to contribute to the development of individual societies (Internal Development), and (2) to explore the possibilities to strengthen the promotion of ergonomics and the position of the IEA in the external environment, in particular towards international organizations that do not focus primarily on Occupational Health and Safety (External Development).

### 2.1 Internal development

The IEA wants to support the development of individual ergonomics societies and networks as follows:

#### 2.1.1. *Strengthen interactions with ergonomics societies and networks.*

The IEA want to stimulate more dynamic interactions, open discussions with societies and networks and to provide useful documents. In order to improve this support, the Development Committee will explore needs of societies and networks and ways to increase interaction, discussion and satisfaction. The Communications and Public Relations Committee will use this information in the internal and external communication (see also 2.3).

#### 2.1.2 *Support new societies and networks*

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<sup>1</sup> First draft November 3, 2003, adapted draft January 19, 2004, revised by PF, Jan.20, 2004, revised by JD April 27, 2004 after comments from EC, 2004)

<sup>2</sup> IEA document "Proposal for modification of Standing Committee assignments" June 2003.

<sup>3</sup> IEA Triennial Report. Policy and Planning Committee Activities 2000-2003

The Development Committee will support newly formed societies and networks to be born and to grow.

### *2.1.3 Support discussions on IEA membership*

The Development Committee will develop the issues and promote the debate within IEA Societies on the concept of Networks or new Societies within countries where Federated Societies already exist.

## **2.2. External development**

The IEA wants to influence external organizations at the international level to promote ergonomics. This activity has two aspects:

- establishing contacts with other international organizations, defining topics of mutual interest and possible joint actions ;
- stimulating involvement of federated societies into these joint actions.

### *2.2.1. Review of current external relationships*

The Development Committee will draw a map of the current relationship of the IEA with external international bodies and explore its goals and status.

### *2.2.1 Explore new external relationships*

Possible new external relations (on new/revisited topics, with new bodies) will be explored. In particular, possible relationships with organizations that look on issues from a technical design/engineering/information, or a management/business/economics angle, will be explored<sup>4</sup>.

This exploration will be guided by existing external relationships that federated societies have with external bodies at the local level, and by ideas and existing relationships of the TC's of the Science and Technology Committee.

The external development activities of the Development Committee will be coordinated with the activities of the International Development Committee (see 2.3.).

## **2.3. Relationship with other IEA committees**

In order to reach these goals, the Development Committee will co-operate closely with other IEA committees, in particular the Communications and Public Relations Committee, and the International Development Committee.

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<sup>4</sup> In 2000, after many years of discussion, the IEA council has adopted a new definition of ergonomics: "Ergonomics (or human factors) is the scientific discipline concerned with the understanding of interactions among humans and other elements of a system, and the profession that applies theory, principles, data and methods to design in order to optimize human well-being and overall system performance". This definition reflects the broadness of ergonomics and specifies the unique feature of the discipline that it both advocates a social goal (human well-being) as well an economic goal (system performance). Nevertheless, the image of ergonomics in the external environment is that ergonomics is a health-related discipline (e.g. physical work load, musculoskeletal disorders). Also the IEA has developed formal external relationship and co-operation only with international bodies that primarily promote international social/health development such as the World Health Organization (WHO), the International Labour Organization (ILO), the International Committee on Occupational Health (ICOH), and the International Occupational Hygiene Association (IOHA) (See page 25 of the Triennial Report 2000-2003). With respect to External Development, the IEA wants to explore new topics and develop new relationships in fields like Economics, Management and Business, Technology and Engineering, etc.



### *2.3.1. Communications and Public Relations Committee*

The Communications and Public Relations Committee develops and distributes a variety of publications for internal and external communication.

Through active interaction with ergonomics societies (Internal development) and the external environment (External development), the Development Committee will *identify issues* of common interest. The Communications and Public Relations Committee will facilitate the information exchange on these issues and *provide information* on these issues to ergonomics societies and the external environment, through newsletters etc. The Communications and Public Relations Committee is more the operational group for internal and external communication. The Development committee is more the marketing arm to provide issues for communication.

### *2.3.2. International Development Committee*

#### Internal Development:

The International Development Committee promotes, coordinates, and implements ergonomic activities in industrially developing countries. Based on needs identified by the International Development Committee, the Development Committee can help newly formed societies in industrially developing countries to be born and to grow. In this internal development, the Development Committee is the operational group supporting the new societies, whereas the International Development Committee is more the marketing arm to identify needs.

#### External Development:

The International Development Committee co-operates with international agencies such as ILO (International Labour Organisation), WHO (World Health Organisation), IOHA (International Occupational Hygiene Association) and more generally professional associations with which the IEA has signed formal agreements. The Development Committee will co-operate with the International Development Committee in reviewing the current relationship of the IEA with these external international bodies and explore its goals and status (External Development). The International Development Committee is the operational group, undertaking projects with these bodies. The Development committee is more the marketing arm to evaluate and find new ways to work together.



## **Development Committee**

Report September 2003 - May 2004

Jan Dul April 27, 2004

### **Mission**

The mission of the Development Committee (to be approved by the EC and the Council)<sup>1</sup>, is:

- (1) to contribute to the development of individual societies (Internal Development);
- (2) to explore the possibilities to strengthen the promotion of ergonomics and the position of the IEA in the external environment, in particular towards international organizations that do not focus primarily on Occupational Health and Safety (External Development).

### **General objectives**

Internal Development:

- (1) Strengthen interactions with ergonomics societies and networks.
- (2) Support new societies and networks
- (3) Support discussions on IEA membership

External development:

- (4) Review of current external relationships
- (5) Explore new external relationships

### **Objectives pursued**

In the past period the Development Committee pursued on the following objectives:

- A. General objectives: to define the scope of the Development Committee
- B. Objective (1): Strengthen interactions with ergonomics societies and networks.

### **Outcomes**

#### *A. General objectives*

At the Council meeting of August 2003, the decision was made to change the scope and the name of the Policy and Planning Committee.

A first draft on the scope of the newly named "Development Committee" was discussed at the EC meeting in Rome (November 2003). Discussions continued in Paris with a delegation of the EC (January 2003). Major issues were the different expectations from EC members, the balance between internal and external activities, the balance between strategic and operational focus, and the relationship of the activities of the Development Committee with the activities of other Committees. Based on these discussions a new document was drafted and circulated for comments to EC members. Based on the received comments the document "Scope of the IEA Development Committee" Jan Dul, April 27, 2004 was written.

Major *difficulties* to come up with this document were that the EC-members had different expectations (or still unclear expectations) on the desired scope of the new Development Committee, and the lack of time to discuss the scope thoroughly. It is still questionable whether or not there is broad support within the EC for the presently defined scope, since not all EC-members have given their reactions yet. Also, it is not

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<sup>1</sup> see the document "Scope of the IEA Development Committee" Jan Dul April 27, 2004

known whether the presently defined scope fits the ideas of the council and the federated societies, even though a vote on it might be positive.

*B. Objective (1): Strengthen interactions with ergonomics societies and networks.*

After the Paris meeting, it became clear the objective (1) was broadly considered as the most important short term objective of the Development Committee.

A selection of ergonomists from different parts of the world and with experience in federated societies were approached by e-mail to answer two questions:

- What is the most important activity that the IEA can do to support your Society?
- What is an easy thing that IEA can do immediately and that would be appreciated by your society

It was emphasized that personal opinions could be given and that the information was confidential. The results are summarized in the document "Needs of federated societies. A first impression" Jan Dul, March 3, 2004. Together with the presidents report of his travel to Asia and Australia, this will give discussion how to proceed with the IEA.

A major *difficulty* was the low response rate. 24 persons were approached and 6 reacted (2 USA, 1 Germany, 1 Latin America, 1 Nordic Countries, 1 East Europe).

**Plan next period**

*1. Workshop with council members*

During the council meeting in Madeira, an interactive workshop with council members will be organized (preferably as part of the formal council meeting), where based on the stated mission of the Development Committee, the topics raised in the two documents will be discussed. In particular questions will be discussed like:

- what objectives/topics/activities are missing?
- what objectives/topics/activities do not need much attention?
- how to prioritize the objective/topics/activities for the coming period?
- how to organize the activities?

*2. Formal establishment of the Development Committee*

Members of the Development Committee will be selected to perform the work and active contact persons will be sought from the different societies. Preferably, there is at least representation from Europe, Asia, North-America, Latin-America, Australia/New Zealand. At this moment the following persons have expressed interest:

- Kirsten Olsen (North Europe)
- Alexander Burow (East Europe)
- Maria Eugenia Figueroa (Latin America)

Other members preferably come from Asia, North-America, and Australia/New Zealand (suggestions are welcome). The chair/secretariat of the Committee will be in The Netherlands.

Based on the discussions during the workshop, the Development Committee will make a specific plan of action.

*3. Realize planned activities*

- The concrete activities and expected results depend on the results of the workshop.

## **Needs of federated societies. A first impression**

Jan Dul, March 3, 2004, revised April 28, 2004.

### **Introduction**

As part of the efforts of the Development Committee to contribute to the development of individual societies by strengthening the interaction of the IEA with ergonomics societies and networks, a selection of ergonomists from different parts of the world with experience in federated societies, was approached by e-mail to answer two questions on a personal and confidential basis:

- What is the most important activity that the IEA can do to support your Society?
- What is an easy thing that IEA can do immediately and that would be appreciated by your society

From the 24 persons that were approached, 2 indicated that they were not able to react and 6 persons gave their reaction (2 USA, 1 Germany, 1 Latin America, 1 Nordic Countries, 1 East Europe). Usually the reactions were more general, rather than answering to the two questions.

In this document the reactions are summarized. Although these reactions may not be representative, they should stimulate the discussion within the IEA on the way we are doing our business.

### **General observations**

#### *Knowledge of the IEA*

(Members of) federated societies have very limited knowledge of what the IEA is standing for and what it is doing. An exception may be the Triennial Congress, which is appreciated, although most of the work is done by a federated society.

#### *Perception of the IEA*

The IEA does not have a strong business image. It seems that the IEA is neutrally perceived, not knowing what it is doing, or even negatively perceived. A negative perception can come from holiday-like pictures in official IEA documents, for example showing, drinking and laughing IEA representatives during a "short sleeves"-meeting on venues like a Greek Island ("where is our money going?")

#### *Unclear role of the IEA*

As a society of societies, the role of the IEA towards individual members of these societies is unclear.

#### *Unclear benefit of collaboration with international bodies is unclear*

It is not clear what is the benefit of individual societies of the relationships of IEA with international bodies. What attempts are made to get expert input from member societies?

### **Useful support for societies**

#### *Motto*

"Service to the member societies and through them to the members of the societies".  
"I am proud to be a member of the IEA"

### *Information Exchange societies*

IEA could stimulate the exchange of information on best practices between societies. For example the IEA could stimulate the development of compatible and easily accessible membership databases (e.g. with a list of projects/lessons/interests of members).

After each council meeting, the IEA could write a report of the meeting to be used by council members to brief their societies on IEA's current activities. The report could be send electronically to all societies' officers.

### *Information Exchange individual members*

Societies cannot find the time to organize exchange of knowledge and experience between their members through journals, websites, meeting, etc. Maybe the IEA can support this.

The IEA could provide more communication to individual members, for example the Newsletter could be more active (e.g. record and recognize major activities and achievements of individual members) and the letter could be translated into some predominant languages.

The IEA could offer direct information (by e-mail) about important events or ergonomics improvements.

The IEA could provide a platform for international exchange of information (IEA conferences). In particular IEA TC other than ODAM could be more active in this. The IEA could help to enlarge and simplify the exchange of students and professors ("Who is who", "Who is doing what"), and give advise on formal procedures and financial support.

The IEA could support in finding organizers and partners for international research projects.

### *Information exchange external*

The IEA press could be arrange for a major publisher to distribute publications to libraries and sell them for a royalty fee.

The IEA could provide an electronic list of ergonomics standards (with short description), and where to obtain them

The IEA should keep the listing of educational programs updated

To stimulate ergonomics in developing countries the IEA could prepare instructional modules (with existing or new video lectures) or could organize roving team within individual societies with an assigned developing area or area of responsibility.

Leading expert from the IEA could write 'white papers' on various ergonomics issues.

### *Coordinate ergonomics organizations*

There are many different organizations in the field of ergonomics that spread and coordinate knowledge on specific ergonomics topics. The IEA could help to get an overview and possibly coordinate these organizations.

### *Financial reductions*

The IEA is a great sacrifice for societies with limited financial resources because of payments for trips to IEA meetings.

The IEA could stimulate to reduce expenses for international activities, such as reductions/waiving of registrations fees for IEA conferences, and reductions of

**VOTING ITEM: THE IEA COUNCIL APPROVES THE  
OBJECTIVES AND GENERAL POLICIES OF THE  
DEVELOPMENT SC AS STATED BELOW:**

**Objectives**

The objectives of the Development Committee are:

- (1) to contribute to the development of individual societies (Internal Development);
- (2) to explore the possibilities to strengthen the promotion of ergonomics and the position of the IEA in the external environment.

**General policies**

Internal Development:

- (1) Strengthen interactions with ergonomics societies and networks.
- (2) Support new societies and networks
- (3) Support discussions on IEA membership

External development:

- (4) Review of current external relationships
- (5) Explore new external relationships.

payments for information (e.g. arrangement with publishers for free access to journals) for members of societies from countries with limited financial possibilities

*Stimulate support of new societies*

The IEA can try to stimulate support of 'old' societies to 'new' societies, e.g. financing of participation of professors from 'old' societies to meetings of 'new' societies.



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## COMMUNICATIONS AND PUBLIC RELATIONS

- Annual report
- Voting item



## Summary

Feedback from a number of sources indicates that we are failing in our communications with people within IEA Federated and Affiliated societies. This is both in delivering information to them and communicating what the IEA is doing within that information.

A strategy to improve communications is being implemented. Basically we need to measure and analyse our performance, make changes and monitor the effectiveness of these changes. We will measure our performance using surveys, web statistics, and other feedback.

There are three main media of communication with the IEA societies: meetings (principally the annual IEA Council meeting), print (*Ergonomics International*, annual and tri-annual reports, etc.) and electronic (email and the website). This report deals principally with *Ergonomics International* and the website. However, the IEA Executive as a whole are also planning how to better communicate via meetings and other methods.

## Ergonomics International

Dave Moore took over as the new editor of *Ergonomics International* at the start of this year. This is a real boost to the committee, Dave has previously been the editor of the New Zealand newsletter, and is a great communicator. He will be involved in formulating the overall communications policy as well as developing EI. Communications is a two way process and he is making progress on establishing links with other editors and trying to ensure that he receives copies of all societies' newsletters.

Distribution of EI remains a problem. Currently distribution is by:

- email to around 60 people (on production day)
- on the website (within one or two days of production, see below)
- by Taylor and Francis offprint (>400 two months after production)
- in the journal *Ergonomics* (three months after production)

Dave plans to send EI directly to all editors by email, they can then include relevant items in their own newsletters. This is already happening in a number of societies. If you have feedback about EI or potential articles for publication in EI please send them to:

Dave Moore  
COHFE, Forest Research  
PO Box 300-540 Albany  
Auckland  
New Zealand  
Tel: +64 (9) 415 9026  
email: dave.moore@cohfe.co.nz

## Website – [www.iea.cc](http://www.iea.cc)

The IEA website continues to be hosted by Ergoweb, but now is under the direct control of the IEA Webmaster, Andrew Marshall.

The site is quite large (over 160 pages) and has been difficult to maintain and update. A plan of the web and its links was produced last year to aid the maintenance activity and the rationalisation of some pages. All the IEA roster information is now on one page and it is intended that the web is used as the up to date repository for this information.

From March 2004 the web usage statistics have been recorded, monitored and analysed. Currently (April 2004) the IEA receives an average of 3,115 visits a week, and 6,304 page views. The ten most frequently visited pages are shown below:

Page	Page Views this week	Average Page Views	Percent of Page Views
/index.cfm	1,156	1,316	18.9
/ergonomics/index.cfm	626	766	10.2
/directory/index.cfm	350	314	5.7
/newsletter/index.cfm	236	241	3.9
/search/search.cfm	188	160	3.1
/events/index.cfm	186	208	3.0
/announcement/index.cfm	160	155	2.6
/about/council.cfm	142	101	2.3
/contact/index.cfm	129	123	2.1
/directory/mainlist.cfm	112	84	1.8

The home page has nearly 19% of the average traffic and the page with the definition of ergonomics 10%. The Ergonomics Program Directory home page has 5.7% of the hits. This, and the other Directory pages, accounted for 1090 (18%) of the page views in the current week. Likewise the Ergonomics International home page has 3.9% of the hits. The latest newsletter (March 2004) attracted 85 visitors (1.4%), but many older issues were also viewed giving a total of 854 page views for EI (14%).

The search page shows the number of searches carried out on the site. The events page is currently confusing in that it has information on the strategic plan and links to other pages such as the history. Announcements has meetings and conference information. The council page now contains the IEA roster for the Federated and Associated Societies and the two IEA networks. The contact page gives the contact information for Professor Sebastiano Bagnara, the IEA Secretary General.

These statistics are encouraging; IEA is providing a useful service by giving a definition of ergonomics, information on Ergonomics academic courses and access to the newsletter.

In the next 12 months it is planned to complete the update of out of date pages, and further simplify the site layout and improve navigation around it. Currently the website is 9<sup>th</sup> on Google for the search term "Ergonomics". The aim is to bring it into the top 5 within the next two years.

## **VOTING ITEM: ESTABLISHING A NETWORK OF EDITORS**

The IEA Council approves the proposal "to establish a network of editors of Societies' bulletin, newsletter, journal, etc. The Editor of Ergonomics International should receive all these publications for information".



**INITIATIVES RELATED TO SCIENCE, TECHNOLOGY AND PRACTICE**

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## **Invitation to participate in the Fourth Meeting of the European network of WHO Collaborating Centres in Occupational Health.**

Dear friends,

The next meeting of the European network of the WHO Collaborating Centres in Occupational Health in Stockholm September 23 and 24 is approaching quickly.

An official invitation will be issued by WHO in the first week of July, but as local host we would like to provide some information and offer an opportunity to register for the conference.

Please find enclosed the Scope and purpose of the conference, a provisional programme, and a registration form. The form can be returned by fax or mail.

We suggest a few hotels listed below, where our Institute has special prices. They are conveniently located and in different price ranges. Please make your own booking arrangements, citing the National Institute for Working Life (Arbetslivsinstitutet).

The conference starts on Thursday September 23 at 09.00 and ends on Friday September 24 at 17.30. The meeting takes place at The National Institute for Working Life, Vanadisvägen 9, 11391 Stockholm

In the evening of Wednesday, September 22 there will be an informal get together in the Old Town of Stockholm. On Thursday night, September 23 there will be a social event including dinner.

A social programme for accompanying persons will be arranged the 23<sup>rd</sup> and 24<sup>th</sup> if there is sufficient interest. Accompanying persons are of course very welcome to the social events indicated above.

I suggest that you inform us if your organisation will not be represented at the meeting in order to avoid reminders!

Most Welcome!

Per Malmberg,  
National Institute for Working Life  
Vanadisvägen 9, 113 91 Stockholm  
+46 8 6196719, mobile phone +46 70 7226156  
per.malmberg@arbetslivsinstitutet.se  
www.arbetslivsinstitutet.se





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*Fourth Meeting of the European Network of WHO Collaborating Centers* 1 June 2004  
*in Occupational Health* Original: English  
*23-24 September 2004, Stockholm, Sweden*

### Scope and Purpose

The European network of WHO collaborating centres on Occupational health in the European region comprises 32 scientific organizations which are working toward improving occupational health and quality of working life throughout Europe. The network has regular meetings in two year interval. The third meeting of the network held in Nancy, France in October 2002 agreed on a common programme for collaboration in four priority areas – basic occupational health, integrated management of health determinants at the work place, occupational health in agriculture and rural health, and changing world of work. Since the third meeting there have been some major events requiring action by the European network on occupational health. The Fourth ministerial conference on environment and health, Budapest 2004, called for international and national action on addressing the risks for children in human environments. The 13<sup>th</sup> session of the joint ILO/WHO Committee on Occupational Health, Geneva 2003, called for developing regional strategies for occupational health and safety and for bringing the activities higher on the political agenda.

The purpose of this meeting will be to review the progress made in implementing the European programme agreed in Nancy and to decide on its next steps. The meeting will also discuss the opportunities for transforming the knowledge accumulated on occupational health in the European region into action. In particular the meeting will focus on the input of the WHO collaborating centres on occupational health to the major public health policy initiatives in the European region, such as the Children's Environment and Health Action Plan for Europe (CEHAPE), the WHO Framework Convention on Tobacco Control, the forthcoming Helsinki Ministerial Conference on Mental Health and the WHO initiative on restructuring the public health services in the countries in transition.

>>Dear Sir Jung,  
>I sent you mid April a mail in which I proposed, in collaboration  
>>with M. Neboit, to create and to animate a Technical Committee  
>>about activity theories . But I never received any replied. Is  
>>there any problem about the proposal? Do you need more  
>>information? Or perhaps you did not receive my mail? In this case,  
>>please find copy of my mail below.  
>>Thank you very much for your answer.  
>>Dr P. Béguin

>>  
>>>Dear Professor Eui S. Jung,  
>>>In collaboration with Michel Neboit, I am interested to create and to  
>>>animate a Technical Committee, in order to promote an international  
>>>network in ergonomics about activity theories.  
>>>As you know, in the French language approach, the concept of  
>>>activity (and the associated methods) is a central part in  
>>>fieldwork analysis, and aims at defining the problems encountered by  
>>>the workers in professional contexts. At the same time, activity  
>>>analysis is an international topic, which stems from different  
>>>traditions. For example, the Russian or Scandinavian approaches use  
>>>also the concept of activity, but from a different point of view: these  
>>>approaches underline the historical and cultural component of the  
>>>actions. Beyond the differences, the main topic is the unit of  
>>>analysis in fieldwork, in terms of appropriate concepts and theories,  
>>>and their relevance to design.  
>>>The interest for these approaches have been very noticeable in the IEA  
>>>2003 congress held in Seoul, where several sessions discussed them. It  
>>>was the case for session S 178 (Activity Theory), but also sessions S  
>>>022 (Cognitive task design - theories), S 023 (Cognitive task design -  
>>>methods), S 024 (Cognitive Task Design- Empirical studies and field  
>>>applications), and four sessions "cognitive ergonomics" (HCI 1 to 4).  
>>>This diversity shows a growing interest, but also a need for  
>>>structuring actions in the community.  
>>>The effective creation of a new Technical Committee could be  
>>>carried out at the time of the IEA 2006 congress to be held in  
>>>Maastricht. We have already contacted Dr. Koningsveld in order to  
>>>propose to organize several sessions on this topic. We would be happy  
>>>to discuss further this issue at the time of the congress to be held in  
>>>Madeira this summer.  
>>>Best regards.  
>>>Dr P. Béguin  
Laboratoire d'Ergonomie  
>> 41 rue Gay Lussac  
>> 75 005 Paris  
>> Tel : 33- 1 44 10 78 12, Fax : 33- 1 44 10 79 34

>Dear Dr Jung,  
>I emailed you a few weeks ago regarding the process that one must  
>follow for IEA endorsement of the CybErg 2005 conference. I have not  
>heard anything from you in the interim.  
>Kind Regards  
>Dr Andrew Thatcher

>- Dr Andrew Thatcher  
>Discipline of Psychology, School of Human & Community  
>Development  
>University of the Witwatersrand, WITS, South Africa  
>Email: [thatcher@umthombo.wits.ac.za](mailto:thatcher@umthombo.wits.ac.za)  
>Tel: +27 11 717 4533  
>Fax: +27 11 717 4559

Dear Prof. Sebastiano Bagnara,

You are cordially invited to the IHRAAM / ICHR Conference on the Right to Self-Determination in Geneva from Friday 6th to Sunday 8th August 2004.

IHRAAM and ICHR are sponsoring the Second International Conference on the Right to Self-Determination, the United Nations and International Civil Society, at the Ramada Park Hotel in Geneva. This Conference will explore the justice, economic and legal role that can be played by the international civil society. It will afford the international community the needed latitude to explore issues of extreme relevance to our time related to the preventive management or resolution of internal ethnic conflict or low intensity warfare (often referred to as terrorism) in furtherance of the democratic transformation of the international system. It will attract Government Representatives, UN officials, International NGOs, Representatives of Civil Society and from salient minority groups and nations, who will explore a series of Conference Themes introduced by distinguished scholars.

CONFERENCE WEBPAGE:

<http://www.geocities.com/ihraam/Conference2.html>

REGISTRATION FORM:

<http://www.geocities.com/ihraam/conf2application.html>

RAMADA PARK HOTEL:

<http://www.geocities.com/ihraam/conf2venue.html>

(click or copy and paste onto browser  
address bar)

#### BACKGROUND INFORMATION

The Second International Conference on the Right to Self-determination results from the response of international civil society to the inaction of the UN on the resolutions of the First Conference that was held in August, 2000, that were reported to the UN High Commissioner.

Additional

background information together with pictures are all on our website.

We look forward to meeting you in Geneva!

Barrister Majid TRAMBOO

Dr. Y. KLY

Chair, ICHR

Chair, IHRAAM

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ICHR Kashmir Centre  
IHRAAM Avenue des Arts 57 B-1000 Brussels  
1 - 5765 Turner Rd., Ste. 117 Belgium  
Nanaimo, BC. V9T 6M4 Tel 0032 (0) 2 505 58 80  
Canada Fax 0032 (0) 2 505 58 89  
Tel/Fax (001) 250-758-0449

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**PROFESSIONAL STANDARDS AND EDUCATION**

- Annual Report
- ~~Voting item~~ & blank

## **Mission of the PSE standing committee**

The current definition of the mission for the PSE standing committee is as follows:

This committee compiles and disseminates information relevant to offerings in ergonomics at educational institutions, educational materials, including instructional methods, aids and standards. Three subcommittees have been established as follows: Accreditation and Certification; Ergonomics Education and Resources, and: Education in Industrially Developing Countries.

(Source: IEA Basic Document, August 2003, p13).

The current definition no longer accurately nor fully reflects the work priorities of the committee. It is intended that a revised definition and statements of objectives, committee policies and procedures will be prepared and submitted for approval by Council at its meeting in 2005.

During 2003, the standing committee structure was revised. Three new subcommittees were formed, as follows:

Directory of Ergonomics Educational Programmes (DEEP) Subcommittee.  
Professional Standards (PS) Subcommittee.  
Ergonomics Education (EE) Subcommittee.

Each Subcommittee was tasked with specific goals. These are indicated below and are followed by a brief report on progress to date.

### **Directory of Ergonomics Educational Programmes (DEEP) Subcommittee Chair. Tina Worthy**

**Goal 1:** To maintain the DEEP on the IEA Web site ([www.iea.cc/directory](http://www.iea.cc/directory))

**Goal 2:** Review the DEEP for accuracy every year

**Goal 3:** Review the DEEP supplementary advisory information supplied about courses every 3 years

**Goal 4:** Develop guidelines for inclusion of courses within the DEEP

**Goal 5:** Encourage updating DEEP via the IEA home-page

**Goal 6:** Promote DEEP more widely

#### **Progress:**

**Subcommittee Members.** Stephen Legg, Andy Marshall

**Origins of the Directory.** The IEA web site includes a series of pages that make up the Directory (<http://www.iea.cc/directory>). The basis of these pages is the information that originally constituted the printed 3<sup>rd</sup> Edition of the International Directory of Ergonomics Programs. The details were scanned, checked and incorporated into web pages.

**Directory format.** Course details are currently listed by country, and include the following information:

- Name of school
- Name of University/Institute
- Contact name and address for enquiries
- Program title
- Degrees/diplomas on offer
- Prerequisites for admission
- Description of the character of the Program

Entries for the USA consist of lists by state of links to the appropriate entry on the HFES web site at <http://hfes.org/publications/2002gradschools/TofC.html>.

**Updates and Amendments.** The task of checking entries and amending where necessary is on-going. A list of contacts is maintained for each country represented and for some that currently have no course listed in the Directory. Contacts may be ergonomics society representatives, course co-ordinators or others that have involvement in some capacity. Communication with these contacts is via email. Occasionally, course contacts will get in touch to notify a change of details but usually prompts for updates are needed.

**New additions.** There is a form for visitors to complete to add details of new courses. Although there is no verification procedure that confirms that the information is accurate, the form is long and detailed, and includes a field asking for a contact name of someone in a Federated Society who will check the entry. It is assumed that if all fields are completed, and a web address is included, then the course is genuine and can be included in the Directory. As the IEA does not accredit courses, it is thought that it would be better to publish details and provide a timely service than to have an onerous checking procedure for each course that is submitted. Details are sometimes only confirmed by a university at a late stage and it would seem to be beneficial to provide rapid publicity.

**Directory publicity.** Where available, web editors of ergonomics society web sites were contacted to ask for a link to the Directory. This exercise will be repeated this year.

**Feedback.** A feedback form was added to the Directory in 2003 asking for suggestions for improvements to the Directory. As yet, no feedback has been received.

**Future plans.** There is a need to provide alternative indices to the list by country. For example, it would be useful to have a list of courses offering on-line study, or distance learning. In the next round of updates, which will be requested during the second quarter of 2004 by email communication with course contacts, further details will be requested that will allow indices such as these to be created. Where available, society newsletter editors will be contacted to ask for a short paragraph publicising the Directory to be printed in forthcoming issues. Further efforts will be made to confirm details for courses where contacts have not replied to requests for updates. This will involve extensive internet searches.

**Professional Standards (PS) Subcommittee**



Chair: Dr Carol Slappendel.

## Goal 1: Endorsement of Certifying Bodies

### Progress

**Subcommittee Members:** Stephen Legg (ex officio), Francois Daniellou, Jerry Duncan, Harvey Cohen.

Specific terms of reference and an action plan were determined as follows:

### Terms of reference

#### *Committee functions*

- To determine whether the certification process designed and submitted by an individual Federated Society, or any other group, meets the IEA minimum criteria defined for the certification of an ergonomist.
- To review the way in which a certifying body meets the criteria specified by the IEA.
- To make recommendations to the IEA Executive Committee that the certification process and certifying body under consideration be endorsed/not endorsed by the IEA.
- The Subcommittee will provide advice and guidance as necessary and appropriate within the means of its' resources to Federated Societies or any other groups which are developing , or are considering developing, certification schemes.
- To periodically review the criteria for endorsing the certifying process and the certifying body.

#### *Operating principles*

- The Subcommittee will seek the views of the relevant Federated Society on all applications for endorsement of a certifying process or of a certifying body.
- In reviewing an application for endorsement, the Subcommittee will adhere to the following guidelines approved by the IEA Council:
  - Minimum Criteria for the Process of Certification of an Ergonomist
  - Criteria for IEA Endorsment of Certifying Bodies
  - Guidelines for the Process of Endorsing a Certification Body.

#### **Action plan**

- The Chair will review and confirm membership of the Subcommittee by end January 2004 in consultation with the Chair of the IEA Standing Committee for Professional Standards and Education.
- The Subcommittee will confirm or review its Terms of Reference, and any other related materials specific to the Committee.
- The Subcommittee will, if necessary, review and revise application materials and processes in light of the lessons learnt in reviewing the BCPE application.
- The Subcommittee will conduct a questionnaire survey of Federated Societies and other groups, to determine the existence and/or stage of development of their certification schemes. The target date for distribution of the questionnaire is April 2004. An initial report will be prepared for presentation to the IEA Council at its meeting in July 2004.

- The Subcommittee, in conjunction with the Chair of the IEA Standing Committee for Professional Standards and Education, will actively promote the endorsement option to existing certification schemes.
- The Subcommittee will, from within its membership, establish Endorsement Review Groups to review any applications received from certification schemes. In doing so each Review Group will adhere to the existing IEA documents relating to the endorsement of certifying bodies, namely: Guidelines for process of Endorsing a Certifying Body, and; Criteria for IEA Endorsement of Certifying Bodies.
- The Subcommittee will recommend, as appropriate, changes to the IEA Documents for consideration by the IEA Executive Committee.
- The Subcommittee will provide advice and guidance as necessary and appropriate within the means of its' resources to Federated Societies or any other groups which are developing , or are considering developing, certification schemes.
- The Subcommittee Chair will report periodically on progress to the Chair of the IEA Standing Committee for Professional Standards and Education.

**Timeframe:** The Subcommittee will take whatever time is considered necessary to complete the endorsement process to the entire satisfaction of the chairperson.

A proposal has been submitted to Council for minor revisions to the IEA Certification Endorsement Application Form. The changes are all minor and largely reflect insights gained from the review of the BCPE application in 2002.

**Goal 2: Review of IEA Code of Ethics**

#### **Progress**

**Subcommittee Members:** Stephen Legg (ex officio), Shrawan Kumar, Ian Randle.

An action plan was determined as follows:

- Distribute existing Code of Ethics to all Subcommittee members by 30 Jan 2004.
- Distribute John Wilson's initial suggestions for changes by 30 Jan 2004.
- Members to submit independent comments to Chair by 30 Mar 2004.
- Chair to prepare 1<sup>st</sup> draft revision and distribute to Subcommittee members by 30 May 2004.
- Members' comments to chair by 30 July 2004.
- Final draft prepared by chair and submitted to EC by 30 Sept 2004.
- EC to respond by 30 October 2004.
- Send by 15 November 2004 to the IEA Presidents and IEA Representatives lists in order to solicit wider comment from federated societies committees. Responses required by 31 January 2005.
- Chair to collate comments and prepare a final version for presentation to EC by 15 March 2005 and then the IEA Council at its 2005 meeting.
- The Subcommittee Chair will report periodically on progress to the Chair of the IEA Standing Committee for Professional Standards and Education.

**Ergonomics Education (EE) Subcommittee**

**Chair:** Professor Stephen Legg

1

**Goal:** Prepare an IEA document: 'Guidelines on the minimum specifications for a Masters degree in Ergonomics/Human Factors (including guidance about distance learning)'

**Progress:**

**Subcommittee members:** Robin Hooper, Tom Smith, Robin Burgess-Limerick, TBA (from Asia), TBA (from CREE).

In order to achieve this goal, the subcommittee will build on the initial material prepared by the preceding chair, hold a joint IEA/APERGO workshop in July 2004 and prepare a draft document by the end of 2004 which will be submitted for external comment by a wider consultative group. Additional consultations during 2005 are likely to include joint IEA/SEAES (May 2005), IEA/HFES (September 2005) and IEA/CREE (date TBA) symposia/workshops so that a final version may be submitted to EC for consideration and subsequent recommendation to Council at the 2006 meeting.

The specific action plan is as follows:

- EE core members will review, comment on and provide a short report for the chair to present to Chair PSE for EC on the Masters courses material and analysis provided by John Wilson, by 30 May 2004.
- Chair EE Subcommittee will use DEEP to identify all existing Masters degree courses in Ergonomics, contact their Directors of Studies to collect course structure and content and aims etc, by 30 May 2004.
- EE subcommittee will review suitability of the education component and the supervised professional practice component of the IEA Professional certification scheme, and the analogous material from ES, CREE (c.f. Stubbs and Sell) (and if it exists from BCPE), and any other relevant material, for suitability as a component of the guidelines, by 30 July 2004.
- EE subcommittee could review similar schemes such as the model run by the British Psychological Society, in which course criteria are mapped to certification requirements (c.f. scheme at Leicester University for Occupational Psychology (Stammers)), by 30 August 2004.
- EE subcommittee will organise and run a joint IEA/APERGO workshop on Masters Ergonomics Education - research and practice, in July 2004 in Madeira as part of the APERGO annual meeting. The aim will be to obtain informed comment and initial ideas on the nature and form of a draft IEA document.
- EE Subcommittee will prepare a initial draft of the document by 30 September 2004.
- EE subcommittee will complete a draft IEA document by 31 December 2004.
- The draft document will be sent, by 31 January 2005, to the wider consultative group for comment.
- Comments from the wider consultative group will be required by 1 March 2005.
- EE subcommittee will organise and run a joint IEA/SEAES Symposium/Workshop on Masters Ergonomics Education at the SEAES

Conference in Asia on 2-24 May 2005. The aim will be to obtain informed comment on the draft IEA document.

- EE subcommittee will organise and run a joint IEA/HFES Symposium/Workshop on Masters Ergonomics Education at the HFES Conference in Florida in September 2005. The aim will be to obtain informed comment on the draft IEA document.
- EE subcommittee will aim to organise and run a joint IEA/CREE Symposium/Workshop on Masters Ergonomics Education at a suitable European conference during 2005. The aim will be to obtain informed comment on the draft IEA document.
- EE Subcommittee will aim to publish the proceedings of the ergonomics education conferences by Dec 2005.
- EE Subcommittee will submit a final document to PSE Chair and EC by 31 Dec 2005.
- EC to review the final document by 30 January 2006.
- EE subcommittee will, if necessary, revise and resubmit the final document to EC by 28 February 2006.
- EC will submit the final document by 30 March 2006, for approval by the IEA Council at its 2006 meeting.
- EC will submit a proposal for the formation of an IEA Masters Ergonomics Education programme accreditation scheme, for approval by the IEA Council at its 2006 meeting.

**IEA PROFESSIONAL CERTIFICATION ENDORSEMENT  
APPLICATION FORM**

**(REVISED JANUARY 2004)**

Name of organization: \_\_\_\_\_

Contact person: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Physical address (if different): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Website address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

**Materials to be Submitted when Applying**

The agency shall submit four copies of the following materials to the IEA Professional Certification Endorsement Subcommittee of the IEA Professional Standards and Education Committee. These materials may be written specifically for the purpose of this application or may be pre-existing materials published or prepared previously by the agency.

1. The completed IEA Professional Certification Endorsement Application Form.
2. Copies of published financial statements for the past three years, including statements of income and expenditure, and balance sheets.
3. A written summary containing the following background and historical items:
  - The general history of the agency, including the year of founding
  - The geographic scope of the agency and its service
  - The governing structure of the agency

- The legal status (e.g. non-profit corporation) of the agency
  - Rules or bylaws of the agency
  - A tally of certificant applications and awarded certificates by year for all years of operation, including accept/reject ratios
  - A description of any other activities conducted by the agency
  - A copy of the most recent annual report of the agency
  - A description of any forms of agreement or cooperation with other organizations
  - A summary of any formal legal action that has been taken against the agency and the current status of such actions
  - A copy of the agency's Code of Conduct.
4. A detailed description of the educational, experience, skill, knowledge, and other criteria required by the agency for professional certification.
  5. A detailed description of the agency's professional certification application and evaluation process, including application review and feedback, measurement (testing, work sample evaluation, etc.), and the appeals process. Copies of all application materials and instructions must be included.
  6. A description of the agency's requirements for maintaining certification.
  7. A description of the agency's application and maintenance fees.
  8. A thorough description of the establishment of the statistical reliability and validity of the agency's evaluation process and the manner in which acceptance thresholds (cut-offs) were or are established.
  9. A description of the record-keeping facilities, the records that are kept, and for what period of time.
  10. A summary of the qualifications and backgrounds of individuals administrating agency activities.
  11. A summary of the qualifications and backgrounds of agency-certified ergonomists currently serving on the agency's governing board.
  12. A register of current certificants or, if the register is available on the internet, the website address.
  13. A current list of reviewers, including their qualifications, experience and training.
  14. Guidelines or instructions given to reviewers.
  15. Letters of acknowledgement or support from ergonomics societies operating within the same geographic area.

## **Submission to the Review Group**

Four copies of application materials must be provided.

The agency is responsible for mailing a physical copy of its application package directly to each member of the Review Group established by the IEA Professional Certification Endorsement Subcommittee for the purposes of reviewing that agency's application.

The names and addresses of Review Group members can be obtained from the Chair of the IEA Professional Certification Endorsement Subcommittee:

Dr. Carol Slappendel

E-mail: [zwaga@actrix.gen.nz](mailto:zwaga@actrix.gen.nz)

Phone/Fax: +64-4-473-3775

To assist you in evaluating your programme and completing your application, the following Criteria should be consulted.

**Criteria for IEA Endorsement of Certifying Bodies**  
**Version 4, October 2001**

**Mechanisms and procedures for endorsement**

1. The IEA Certification Endorsement Sub-Committee has been established with approved terms of reference. The IEA will charge a fee of \$1.00 per member of the Society or Body applying for endorsement, with a minimum of \$100 for endorsement with a five-year life; renewal will cost 50% of the original fee. No refund is available for unsuccessful applications. The Review Group appointed will follow a set of guidelines.
2. In considering the IEA endorsement of a certifying body concerned with the certification of individual practising ergonomists, the IEA will apply the following criteria.

**Features of the certifying body**

3. The certifying body should:
  - be acceptable to any relevant Federated Society
  - be national or international in scope.
  - be separate and independent from any educational body or institution.
  - have a governing body comprising certified ergonomists, the balance of which reflects the range of interests of practising ergonomists and ensures impartiality.
  - be responsible for formulation of policy matters relating to operation of the certifying body.
  - demonstrate clearly the line of responsibility, the reporting structure and the relationship between the assessment and certification functions.
  - have the financial resources to conduct the certification procedure efficiently.
  - be operated for no profit.
  - be explicit about its legal status.
  - be staffed by personnel knowledgeable about ergonomics and competent for the functions for which they are responsible.

**Operation of the certifying body**

4. In considering applications for certification, the certifying body should have regard to the following features:



### *Eligibility of applicants*

5. The eligibility criteria used by the certifying body should:
  - be defined clearly, and should include specific reference to qualifications, supervised experience, professional experience in ergonomics and any forms of evidence required for the certification process.
  - not be dependent on whether the person is a member of a relevant ergonomics Society, although such membership will be available as strong prima facie evidence.
  - be non-discriminatory in terms of gender, ethnicity, religion, or physical status.
  - be related to contemporary ergonomics theory and practice.
  - refer to requirements for recency of an individual's practice.

### *Procedural information for applicants*

6. The procedural information provided by the certifying body to applicants should include:
  - literature clearly outlining the formal procedures to be followed by the applicant in seeking certification.
  - the deadlines for applying for certification in any year.
  - information on all fees relevant to the process.
  - the process used by the certifying body in evaluating the suitability of the applicant for certification.
  - the standards of competency to be applied in all aspects of the review.

### *Certification processes followed*

7. The processes followed by the certifying body should:
  - be properly documented.
  - be in accordance with the minimum IEA criteria for certification.
  - include statements and rules relating to the current process of certification and policies relating to the granting of certification.
  - be reviewed regularly to ensure their currency in relation to ergonomics practice.
  - include a documented appeal mechanism.
8. Where an examination forms part of the review:
  - the standards expected should be relevant to current practice and should be clearly defined.
  - mechanisms should exist to ensure confidentiality of the examination and its outcomes.
  - the form of evaluation should be a valid test of the competencies assessed.
  - methods used by the certifying body to test the reliability of the assessment should be described.

## **Selection and guidance of certification personnel**

9. When appointing certification personnel:
  - The certifying body must have access to a pool of qualified and competent certification personnel and to other facilities to carry out a certification review initially and for re-certification purposes; assistance from Federated Societies or other relevant bodies may be sought
  - The certifying personnel must be competent in the areas in which they will make evaluations.
  - Up to date information on relevant qualifications, training and experience of certifying personnel should be maintained.
  - Clear guidelines relating to duties and responsibilities of certifying personnel will be provided by the certifying body.

## **Feedback to applicants**

10. The certifying body should have established processes for giving adequate feedback about deficiencies to applicants who have not attained certification.

## **Records**

11. The certifying body should:
  - keep a record of all policies and regulations relating to its process.
  - keep a confidential record of details of each certification procedure followed for individual applicants.
  - publish an annual report, including reference to numbers of applicants and outcomes of the process.
  - maintain an up to date register of ergonomists who have been certified, and make it publicly accessible.
  - publish its financial statements annually.

## **Re-certification processes**

12. The certifying body must have already established, or be developing, a re-certification process. That process should:
  - define the period of currency for any certification awarded.
  - address criteria relevant to the applicant's competence in relation to contemporary practice in ergonomics.
13. Reference has been made in this document to European Standard EN45013.

**EQUID**

- Annual Report
- Voting item

The EQUID committee develops and manages activities related to the use of ergonomics knowledge and methods in the design process of products, work systems and services. This objective is accomplished through the definition of process requirements for the design of ergonomic products, work systems and services, and the establishment of a certification for ergonomics quality in design (EQUID) program.

Objectives for the 3 years (2004-2006):

- Year 1: finalize the two texts on (1) ergonomic criteria of product design process, and (2) accreditation criteria and processes
- Year 2: establish the first accredited bodies
- Year 3: certify the first product design processes

*Tasks to accomplish in order to achieve the objectives:*

TASK 1 – Establish the EQUID Standing Committee

TASK 2 – Develop text on ergonomic design process for products

TASK 3 – Develop text on accreditation criteria and processes for EQUID certification for products

TASK 4 – Write up texts on EQUID Standing Committee for inclusion in IEA Basic Documents, to be approved by Council

TASK 5 – Seek industrial sponsors for developing EQUID program – (on-going task; progress report by July 2004)

TASK 6 – Accredite the first EQUID certifying bodies

TASK 7 – Complete the first product design certification

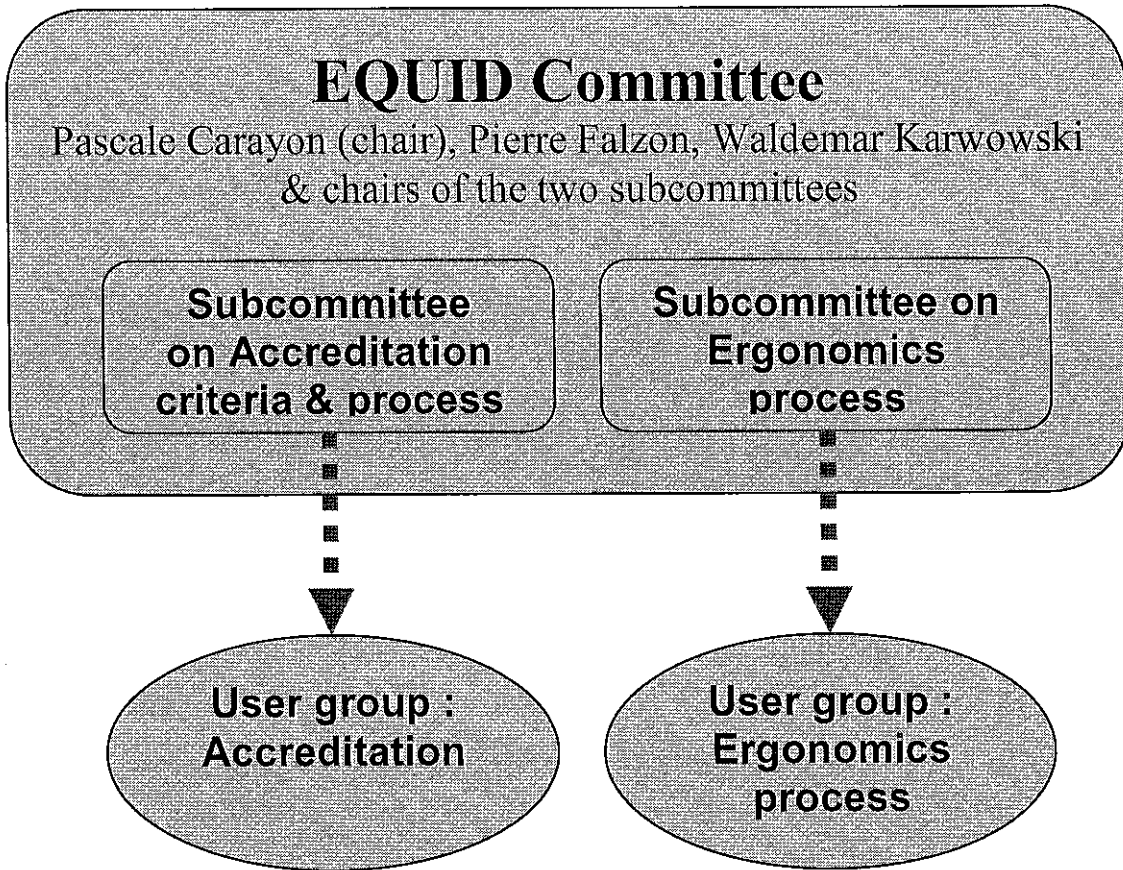
TASK 8 – Apply for trademarks for EQUID program and related names

TASK 9 – Communicate about EQUID

TASKS	Action to Date	Future Plans
TASK 1 – Establish the EQUID committee	1.1 The committee is comprised of Pascale Carayon (chair), Pierre Falzon, Waldemar Karwowski and the chairs of the two subcommittees.	To meet twice per year (one meeting during council meeting). <i>To be completed by 2004</i>
TASK 2 – Finalize text on ergonomic design of products	2.1 Establish the sub-committee: - chair: Waldemar Karwowski (US) - Pierre-Henri Dejean (France) - A. Wichanski (US) - P. Vink (NL) - Kwan Lee (or Eui ?) (KR) 2.2 Scanning of the research literature (IEA proceedings, HFES proceedings) and Internet for identification of possible ‘users’ 2.3 Sub-committee charter ready	To establish the committee of ‘users’ that will provide input to the sub-committee. To present document to Council for information. <i>To be completed by 2004</i>
TASK 3 – Finalize text on accreditation criteria and processes	3.1 Establish the sub-committee: - chair: - Daniel Podgorski (Poland) - Michel Naël (France) - John Rosencrance (USA) - Olle Bobjer (Sweden) 3.2 Scanning of the research literature (IEA proceedings, HFES proceedings) and Internet for identification of possible ‘users’ 3.3 Sub-committee charter ready 3.4 Some members of the user group identified: Matthias Goebel (Germany), attendees of workshop organized by John Rosencrance	To establish the sub-committee (chair, other members?). To continue recruiting people for the committee of ‘users’ that will provide input to the sub-committee. To present document to Council for information. <i>To be completed by 2004</i>
TASK 4 – Write up documents on EQUID committee for approval by council	4.1 Review of current IEA reference documents 4.2 Document on EQUID committee	To be submitted for approval by Council. <i>To be completed by 2004</i>
TASK 5 – Involve companies in EQUID	5.1 Identification of interested companies (PF: Airbus, PSA, Renault; SB: Fiat)	To write up a draft proposal for establishing agreement with companies to sponsor EQUID committee work. To be reviewed by EQUID committee. To identify companies-partners; contact them; establish agreement. <i>Continuous</i>
TASK 6 – Establish the first accredited bodies		<i>To be completed by 2005</i>
TASK 7 – Certify the first product design processes		<i>To be completed by 2006</i>
TASK 8 – Register EQUID acronym		Waldemar Karwowski is responsible for it. <i>To be completed by 2004</i>
TASK 9 – Communicate about EQUID	9.1 Pascale Carayon is a member of the bureau program committee for the 2006 ISSA International Congress on	<i>Continuous</i>

	the theme of “What tools and methods can we offer to the designers and occupational health and safety specialists for better integrating health and safety?”.	
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IEA EQUID COMMITTEE STRUCTURE







**VOTING ITEM: ADDITION**

The IEA Council approves the addition to the IEA Operating Bodies document as stated below.

MM



IEA – BASIC DOCUMENTS – ADDITIONAL TEXT ON EQUID

We are proposing that the following text be added to the 'IEA OPERATING BODIES' document.

IEA OPERATING BODIES

TITLE 5 - STANDING COMMITTEES - Definition

Article 7. EQUID

This committee develops and manages activities related to the use of ergonomics knowledge and methods in the design process of products, work systems and services. This objective is accomplished through the definition of process requirements for the design of ergonomic products, work systems and services, and the establishment of a certification for ergonomics quality in design (EQUID) program.

process



*We are proposing that the following text be added to the 'IEA OPERATING BODIES' document right after TITLE 13 section.*

## IEA OPERATING BODIES

### TITLE 14 – EQUID committee

#### Article 1. Objectives

The objectives of the committee are:

- to define process criteria and requirements for the ergonomic design of products, work systems and services;
- to define a system for accrediting certifying bodies that will assess the ergonomics quality in design, using the relevant criteria and requirements.
- to design, implement and manage a system for regularly assessing and updating the process requirements for the ergonomic design of products, work systems and services;
- to design, implement and manage a system for regularly evaluating and improving the accreditation program.

#### Article 2. Committee Policies

The Committee is responsible for ensuring wide participation in the development, implementation and maintenance of EQUID process requirements for the ergonomic design of products, work systems and services, and of the EQUID accreditation program.

EQUID activities shall involve the participation of various stakeholders, including both experts, researchers, practitioners, industry representatives and consultants. Since the program is international, participation from ergonomics in different parts of the world will be sought after.

#### Article 3. Procedures

The membership of the EQUID Committee shall include between five to seven persons, appointed by the Chair, normally to serve for a period of three years. Two subcommittees are constituted in order to realize Committee objectives: (1) Subcommittee on Ergonomics Process, and (2) Subcommittee on Accreditation Criteria and Process. Members of the Subcommittees may preferably be recruited to give a global coverage of responsibilities. It is also critical to recruit individuals in different areas of the world. The chairs of the two subcommittees are automatically members of the EQUID Committee.



## **AWARDS**

- Annual Report
- Voting item : Fellows' election process





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## AWARDS

### STANDING COMMITTEE

Chair: Waldemar Karwoski

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**ANNUAL REPORT 2003-2004**

### **IEA COUNCIL MEETING**

**Madeira, Portugal**

**July, 2004**

The report of the Awards Committee is structured under the following main headings:

1. Mission of the Standing Committee
2. General objectives for 2003-2006
3. Outcomes: Progress report 2003-2004

#### 4. Awards Committee Plan for 2004-2006

##### 1. Mission of the Standing Committee

In accordance with the IEA Strategic Plan, the mission of the Awards Committee is to *Promote Recognition of Ergonomics Discipline*.

The Awards Committee (AC) recommends to IEA Council awards to individuals for their contributions to the field of ergonomics. Awards for which this committee is responsible include:

- IEA Distinguished Service Award
- IEA Outstanding Educators Award
- IEA Award for Promotion of Ergonomics in Industrially Developing Countries
- IEA Ergonomics Development Award
- The IEA/Liberty Mutual Prize and Medal in Ergonomics and Occupational Safety
- The IEA/K.U. Smith Student Paper Award
- IEA/JOSE Best Paper Award
- IEA Fellow Award.

An additional IEA awards is the IEA President's Award (the current IEA President selects the winner for this award). Detailed description of all IEA awards is shown in the Appendix below.

##### 2. General objectives for 2003-2006

The main objective of the Awards Committee is to support the mission of IEA through recognition of outstanding ergonomists/human factors professionals throughout the world. The specific goals for AC in the 2003-2006 period are to:

- Maintain and support current IEA awards making process
- Enhance the involvement of IEA federated and affiliated societies in making nominations for the various awards
- Improve the public-at-large awareness of the IEA awards by involving other IEA-collaborating and cooperating (international) bodies in publicizing IEA awards around the world

##### 3. Outcomes: Progress report 2003-2004

###### 3.1. The IEA/Liberty Mutual Prize in Ergonomics and Occupational Safety

The deadline for submissions was April 1, 2004. According to the changes adopted in 2003, The Review Committee (RC) for this Award is composed of 5 individuals, appointed by the AC Chair in consultation with the Liberty Mutual and Executive Committee.

The 2004 Review Committee represents four continents and includes:

- Prof. Hal Hendrick, USA
- Prof. Holger Luczak, Germany
- Prof. Pranab Nag, India
- Prof. Marcelo Soares, Brazil
- Prof. John Wilson, UK (RC Chair, 2004)

This year there were a total of 9 submissions.

The Committee will make the recommendation to the AC Chair by June 15, 2004. The RC recommendation is subject to approval by IEA Executive Committee (in consultation with LM). The official announcement will come from the joint statement by Liberty Mutual and IEA (represented IEA Awards Chair). It is planned to present the 2004 Prize sometime in the fall of 2004 (at a conference mutually agreed upon by Liberty Mutual and IEA).

### 3.2. IEA Fellow Award

The Nomination Form (see Appendix) is shown on IEA web site: [www.iea.cc/awards](http://www.iea.cc/awards)

The deadline for Nominations was April 30, 2004. The Fellows Selection Committee (all current IEA Fellows), chaired by the AC Chair will vote on the received nominations. All nominations and the recommendations from the Fellows Selection Committee will be reviewed by the Executive Committee prior to IEA Council meeting. The EC will make the final decision and inform the IEA Council about the outcome in Madeira. If possible, presentations of the certificates for 2004 IEA Fellow Awards will take place in association with the 2004 IEA Council meeting and/or the another meeting(s) held in 2004, as determined by the EC.

The process for selecting IEA Fellows needs to be discussed in view of the need to coordinate deadlines for nominations from the federated and affiliated societies.

### 4. Awards Committee Plan for 2004-2006

The Committee plans for 2004-2006 period are to:

- Review of the current awards structure and make adjustments (if needed and as appropriate)
- Identify and establish communication with respective awards making bodies within the IEA federated and affiliated societies
- Review and improve the process for selecting IEA Fellows
- Identify potential for new IEA awards (for example discussion with Tom Smith concerning enhancing or expanding the *K.U. Smith Student Award* to include other categories of awards).

## **Report of IEA Awards Committee 2004: APPENDICES**

### Appendix 1

#### **Awards of the International Ergonomics Association**

Recipients for the first four awards listed below are selected by the Awards Committee based upon nominations from federated societies.

The IEA President's Award is selected by the IEA President who may receive nominations from the Council and Executive Committee.

The Liberty Mutual Prize and Medal winners are selected by a special Review Committee of world-renowned researchers. The winner of the K.U. Smith Student Award is selected by the Student Awards Committee.

Except for the IEA/Liberty Mutual Prize and the IEA Fellow awards, which are presented annually, the IEA awards are presented during the IEA Triennial Congress.

#### **IEA Distinguished Service Award**

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

#### **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(s) 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 of 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 furthering 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 come from the IEA Council or the IEA Executive Committee. Final approval of this award rests with the IEA President.

#### **K.U. Smith Student Paper Award**

The IEA K.U. Smith Student Award was launched in 1997 through an agreement with the St. Paul Foundation, which provides overall management of the Fund. The award provides a tangible means by which the IEA can encourage the development of the discipline, foster scholarship and recognize worthy achievements. The purpose of the award is to honor a deserving student responsible for an application of or contribution to ergonomics.

The award consists of a cash amount of US \$ 3,000. Any student enrolled in an accredited post-secondary institution (college, university, technical or vocational school) is eligible to apply for the award. All areas of ergonomics are eligible for consideration. Examples of applicable projects include an applied ergonomics project, a human performance study or analysis, a design project or product, a research project undertaken in the laboratory or field, or a theoretical/conceptual contribution to ergonomics. This study endeavor should be documented in a paper submitted to the IEA Congress.

**The IEA/Liberty Mutual Prize in Occupational Safety and Ergonomics**

The IEA/Liberty Mutual Prize in Occupational Safety and Ergonomics was instituted in 1998. The award and a cash prize of US\$ 5,000 recognize outstanding original research leading to the reduction or mitigation of work-related injuries and/or to the advancement of theory, understanding, and development of occupational safety research.

**IEA Fellow Award**

To be considered for IEA Fellow Award, one must meet two eligibility criteria: International Service and Membership in Society. In addition, a Fellow, an ergonomics professional, must have made outstanding 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.

**IEA/JOSE Best Paper Award**

This award is given on a triennial basis. The winner is selected by the Committee composed of representatives from Editorial Board of the international Journal of Occupational Safety and Ergonomics (JOSE) and representative of IEA Executive Committee.

**Plaques** are awarded to individuals for substantial service to IEA.

## Appendix 2

### Announcement and Call for Submissions

#### The IEA-Liberty Mutual Prize in Occupational Safety and Ergonomics

#### The IEA is inviting applications for the 2004 Liberty Mutual Prize

*Submission deadline: April 1, 2004*

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 2004 Liberty Mutual Medal. The Medal, carrying an additional stipend of \$15,000, will be awarded during the IEA Triennial Congress in 2006 (Maastricht, The Netherlands) to the best of the 2004, 2005 and 2006 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 by April 1, 2004.

#### 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 be in press)
- 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.

Submission process:

Persons wishing to be considered for the 2004 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:

**Prof. Waldemar Karwowski  
Chair, IEA Awards Committee  
Center for Industrial Ergonomics  
Lutz Hall, Room 445  
University of Louisville  
Warnock Street  
Louisville, KY 40292, USA**

**Tel + 1 502 852 7173  
Fax + 1 502 852 7397  
[karwowski@louisville.edu](mailto:karwowski@louisville.edu)**

The deadline for receipt of applications is April 1, 2004.

Applicants should be notified of the results by mid-June.

Announcement of the award winner will be made public in July 2004.

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

## Appendix 3

### The IEA-Liberty Mutual Prize in Occupational Safety and Ergonomics

#### 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 selection committee composed of the 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 next IEA Congress 2006: see <http://www.iea2006.org/>.

**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.

## Appendix 4

**NOMINATION FORM FOR IEA FELLOW AWARD 2004**

*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 other attachments such as CV, letters of support, etc.) to:

**karwowski@louisville.edu**

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**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. Note that the eligibility criteria are used to screen candidates and do not hold much weight in the final decision.

**1. Eligibility.**

Only candidates that meet the two eligibility criteria will be considered for the award. The candidate must have been a Full Member in good standing of a Federated or Affiliated Ergonomics Society for at least the preceding **10 years**, and 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 **10 years**.

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, and similar. Describe below the nominee's service to the society, the IEA, or the ergonomics profession.

#### **1. 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)*

**APPENDIX 5****Awards of the International Ergonomics Association**

Past Recipients: 1982-2003

**IEA Distinguished Service Award:**

1982: Alphonse Chapanis, Etienne Grandjean

1985: M. Oshima, Alain. Wisner

1988: P. Davis, N. Lundgren, W. Singleton

1991: Jan Rosner

1994: Harry Davis

1997: Hal W. Hendrick

2000: Martin G. Helander

2003: Y. Ian Noy

**IEA Founders Award:**

1991: J. Scherrer

1994: K.U. Smith

1997: W. Floyd

2000: Wesley E. Woodson

**IEA/JOSE Best Paper Award:**

2003: Ralph Lipsey Barnett

**IEA Outstanding Educators Award:**

1991: E. Nigel Corlett

1994: W. Rohmert

1997: M. M. Ayoub

2000: John Long

2003: Gavriel Salvendy

**IEA Award for Promotion of Ergonomics in Industrially Developing Countries  
(Previously IEA Ergonomics of Technology Transfer Award)**

1991: Alain Wisner

1994: Houshang Shahnava

1997: R. Sen

2000: Najmedin Meshkati

2003: Patricia Ann Scott

**IEA Ergonomics Development Award:**

1991: Kazutaka Kogi

1994: J. Leplat

1997: David Meister

2000: Heinz Schmidtke; Shrawan Kumar

2003: Neville Moray

**IEA President's Award:**

1997: Tom Leamon

2000: Neville Moray

2003: Gavriel Salvendy

**K.U. Smith Student Award:**

1997: Laurel Ritmiller

2000: Caren A. Wenner

2003: Seung-Kweon Hong; Honorable Mention: Ming Hou

**The IEA/Liberty Mutual Prize In Ergonomics And Occupational Safety**

1998: Andrew Imada, USA

1999: Shirley Ann Gibbs, Australia.

2000: Peter J. McAlindon

2001: Peter A. Hancock and Selma N. de Ridder

2002: H. Hsiao, B Bradtmiller &amp; J. Whitestone

2003: William S. Marras, Sue A. Ferguson, Deborah Burr,  
Kermit G. Davis and Purnendu Gupta**The IEA/Liberty Mutual Medal In Ergonomics And Occupational Safety**

2000: Andrew Imada, USA

2003: Peter A. Hancock and Selma N. de Ridder

**IEA Fellows**

Munehira Akita, Japan

Moh M. Ayoub, USA

Sebastiano Bagnara, Italy

Kenneth R. Boff, USA

Frederick Bonjer, The Netherlands (IEA President 1973-1976)

Ogden Brown, Jr., USA

Margaret Bullock, Australia

Alphonse Chapanis, USA (IEA President 1976-1979)

Nigel Corlett, UK

Harry Davis, USA (IEA President 1985-1988)

Colin Drury, USA

Daniel Gopher, Israel

Peter A. Hancock, USA

Martin Helander, Sweden (IEA President 1994-1997)

Hal Hendrick, USA (IEA President 1994-1997)

Andy Imada, USA

Stephan Konz, USA

Shrawan Kumar, Canada

Ilkka Kuorinka, Finland (IEA President 1988-1991)

Antoine Laville, France

Tom Leamon, USA

Holger Luczak, Germany

David Meister, USA

Bernard Metz, France (IEA President 1970-1973)

Hugues Monod, France

Maurice de Montmollin, France

Neville Moray, Canada/France

Mitsuo Nagamachi, Japan

Y. Ian Noy, Canada (IEA President 1997-2000)

M. Oshima, Japan

Takao Ohkubo, Japan

Kyung S. Park, Korea

Jens Rasmussen, Denmark

Walther Rohmert, Germany

Pieter Rookmaaker, The Netherlands  
Gavriel Salvendy, USA  
Reginald G. Sell, UK  
Robindra Nath Sen, India  
Thomas Sheridan, USA  
Tom Singleton, UK  
Michael J. Smith, USA  
Tom Stewart, UK  
Sadao Sugiyama, Japan (IEA President 1982-1985)  
Alain Wisner, France  
Klaus J. Zink, Germany





## VOTING ITEM: FELLOWS ELECTION

**Rationale :** The proposals of the Fellows Election Committee should be presented to the Executive Committee for ~~final~~ decision. In particular, the Executive Committee may reconsider decisions regarding nominations not accepted by the Fellows Election Committee.

Council approves the following rewording of IEA Awards, Title 3, Article 9 :

"The nominee's candidacy must be approved by two-thirds of all Fellows who cast a vote. The Executive Committee will consider recommendations by the Fellows Election Committee, review the received nominations for those nominees who have not received two-thirds of the votes by the Fellows Election Committee and make the final determination as to the recipients of the IEA Fello

## Next IEA Triennial Congresses

- IEA 2006
- IEA 2009

# **Progress Report of IEA'2006 Congress**

**IEA COUNCIL MEETING  
Madeira, Portugal  
July, 2004**



2006 10-14 July  
MAASTRICHT  
THE NETHERLANDS

## **Progress report congress IEA2006**

### ***The period 2000-2003***

In this period two important contracts were agreed: with the congress center and with the professional congress organizer. Both are in Maastricht, in the southernmost part of the Netherlands. These contracts are responsible for 25% of the congress budget, which indicates their importance.

Haworth Europe was attracted as the first major sponsor and so contributes to the success of the congress. Meanwhile other major sponsors have signed their contracts with the IEA 2006 organization: Océ Copiers, Verosol, TNO, Royal Ahrend; at the end of 2003 Liberty Mutual donated a substantial amount of money.

The central organizing committee was formed, consisting of Ernst Koningsveld (Congress Chair), Ruud Pikaar (Program Chair) and Paul Settels (Chair Finances and Facilities). Arrangements have been made to assure continuity in cases of emergency. This team was prominently present at IEA2003 in Seoul, Korea. Much of the experiences of the Koreans were exchanged during a meeting of both organizing committees. The IEA2006 organizers are happy for their predecessors that, despite turbulences in the world, the Seoul congress was very well organized and ended in a positive financial result.

Just before the IEA2003 congress the web site of IEA2006 was launched: [www.iea2006.org](http://www.iea2006.org). Since then the site has been visited daily by tenths of interested from all parts of the world.

After a process with input from all over the world, the congress theme was chosen: "Meeting Diversity in Ergonomics". On the web site the meaning of the theme is explained.

### ***The period 2004 - 2006***

These are the exciting years, in which the many ideas and plans must become concrete. This indicates choices: about procedures; the fees for different categories of participants; rules for cancellations; establishment of committees and so on. Most important is to take action to get everything moving. For the organization the principle "small is beautiful" will be maintained: the organization is and remains in the hands of a small team that delegates tasks to individuals or very small groups on the basis of so-called work packages.

A Regional Program Committee with members from Belgium, Germany and The Netherlands was set up. This committee will meet in April and discuss how the central theme will be worked out in the program. The review process will be discussed as well. We expect 1,000 or more abstracts, so streamlining is essential.

The formation of an International Program Committee is ready for 90%. For the most recent composition: see the web site.

The headlines of the program become evident. More than in previous IEA-congresses interaction will be promoted; of course presenting papers in the

traditional way will be maintained, but participants are encouraged to choose for new ways of interaction.

The second announcement and call for papers will be issued both on the web site and in hard copy in September 2004. In July 2004 Council will be informed in detail about the content.

Attracting sponsors is an activity that gets much attention. The primary goal is to reduce the financial risks. The second goal is to make IEA2006 the best place to be!

Communication is a focal point of the organization. Agreements have been made with parties over the world, like editors of Ergonomics Newsletters, which allow us to submit texts for most of the forthcoming issues. By asking readers to help us anticipate on what potential target groups consider being important, we expect to be able to design an real 'ergonomic' congress. Commitment to IEA2006 can be achieved as well by taking all input seriously. In Korea great interest was shown for 'Maastricht 2006'. Many IEA technical groups have agreed to organize one or more sessions in 2006 and many individuals expressed their enthusiasm.

The basic principle is that the IEA2006 organization must facilitate the interaction of all participants in whatever way.

Ernst A.P. Koningsveld  
Congress Chair

19 July 2004



2006 10-14 July  
MAASTRICHT  
THE NETHERLANDS

## Discussion points for IEA

### Policy for waiving congress fees

Over the past IEA congresses it has become a tradition that the congress fee is waived for certain categories of potential participants. With an increasing number of federated societies this is becoming a serious burden for the congress budget. We invite the IEA EC and Council to discuss the matter. The goals are

- to prevent congresses to end with a negative financial outcome
- to promote that congresses end with a surplus, which are in general resources for further ergonomic development (either under the control of IEA or of a special Fund).

Categories that have been treated in the past are:

- IEA EC members (10-12 persons; no fee, IEA pays travel)
- IEA Council members (40-60 persons; no fee)
- Keynote speakers (16-20 persons, no fee + compensation of travel expenses)
- Participants from Ergonomically Developing Countries (IDC's) (number unknown, we heard that in Korea only a very small number of people were offered a reduced fee).

So a total of 70-100 persons take part in the congress without paying. In the case of IEA 2006 this represents an amount of Euro 40,000 to 60,000 (US\$ 50,000 – \$ 75,000), which is a considerable part of the total budget. Of course costs are made for these people; these costs must be divided over the other delegates: they pay each about Euro 40 extra (\$ 50). We question if this is realistic. Many of the IEA council members would anyway take part in the IEA congresses, either if they have to pay or not.

Of course we very well understand that a compensation for the efforts of these categories is welcome; the question is if the congress organization should be the body for that compensation. In fact IEA board can only ask the congress organizers to follow a certain policy.

Suggestions for a more realistic policy are:

- to reconsider the categories (especially to reduce the number of free participants)
- to offer a reduced fee for categories instead of a full waiver (can be different for different categories)
- to compensate part of the travel expenses (which can be different depending on the real costs).

### Discipline

Unfortunetaly we notice that congress participants' discipline is decreasing. Meeting the deadlines is a problem for many; several first authors don't show up; there is a rise in the number of cancellations and in the cases of too little payment, and so on. Can IEA EC or Council help with suggestions? Are there experiences with other conferences that are useful?

### **Number of papers**

The number of papers at almost all conferences is so large, that many parallel sessions must be planned. As a result only few people attend each session. At the ODAM 7 conference, early October, it happened more than once that the audience was as small as three to five people. This cannot be the goal of a major event. Solutions are for instance:

- discourage people to submit more than one paper;
- tougher selection (but that implicates a risk of a decreased number of participants);
- stress in all publicity for the congress that interaction is the key item to come to Maastricht, not to 'sit and listen'.

It would be great if the EC-/Council-members from their background and expertise will contribute to the development of ideas, especially with regard to these dilemma's.

Ernst A.P. Koningsveld  
Congress Chair

19 July 2004





# **Progress Report of IEA'2009 Congress**

**IEA COUNCIL MEETING**

**Madeira, Portugal**

**July, 2004**

## **Early preparations of IEA'2009 Congress**

The Chinese Ergonomics Society (CES) has done some preparations for IEA 2009, which will be held in Beijing. Two major parts of the preparation was to form a local organizing committee and a local scientific committee and to decide a professor meeting agency and the venue of the congress.

1, Formal President, Professor Kan Zhang has been officially appointed chair of the local organizing committee during the 7<sup>th</sup> National Congress of Chinese Ergonomics Society which was held in Wu Han City, China from April 22 to 25. Professor Kan Zhang will be fully in charge of the organization of the 2009 congress on behalf of the CES. And the current president of the society, Professor Sheng Wang was appointed the chair of the local scientific committee. Members of these two local committees will be decided by the end of the year 2005 and report to IEA.

2, The local organizing committee is going to invite members of international advisory committee before 2006's congress, to be approved by the IEA .

3, During the 7<sup>th</sup> National Congress of CES, a group of younger ergonomists has been elected into the EC of CES to be prepared to work for the IEA congress in the year 2009.

4, Formal promotion will be started during the 2006 congress.

5, Chinese Ergonomics Society has chosen the in-house PCO (professional congress organizer) and PEO (professional exhibition organizer) of China International Conference Center for Science and Technology (CICCST), which will be responsible for the Congress organizing and exhibition management.

CICCST, established in 1985, is the first professional meeting organizer in China. Under the leadership of the China Association for Science and Technology (CAST), it is a non-profit, non-governmental organization to convene international scientific conventions and technological exchanges, not only for the 164 professional associations of CAST, but also for some governmental organizations, universities, hospitals and companies.

This team is consisted of very experienced meeting managers involving the field for 15 years. CICCST has the necessary relations with the related governmental and non-governmental organizations, has a qualified service net and certified service property to offer the regularly, professional, economic and very detailed service for the management.

6, Attraction of the venue to overseas delegates

### **BEIJING - GENERAL INFORMATION**

#### **History**

Beijing is both an old and a new city - old in its cultural heritage, and new as the capital of the

People's Republic of China.

The story of Beijing dates back to long before the recorded history. The fragments of the bones of "Peking Man", dated to a period about 300,000 - 500,000 years ago, were discovered in a village to the southwest of the present-day city. In the same area, the fossils of the "Upper Cave Man" dating back 18,000 years were also found.

In the last 1,000 years, it has been China's political and cultural center. Beijing was established as the secondary capital of the Liao Kingdom (916-1125) in 938. In the Jin Kingdom (1115-1234) in 1151, Beijing began to serve as the central capital. After the Yuan Dynasty (1271-1368) was founded, Beijing was made by Kublai Khan in 1263 the winter capital and a grand metropolitan city, which became the center of international cultural exchanges in the Orient.

The foundation of the layout of present Beijing was laid in 1404, when the Ming Dynasty (1368-1644) decided to move the capital from Nanjing to Beijing and started a large-scale construction. Many of the ancient palace buildings, temple structures and gardens that are still visible today can be traced back to this period or later.

Weak Ming rulers and corrupt bureaucrats finally doomed the Ming Dynasty. The last Ming emperor hanged himself behind the Imperial Palace and the Qing succeeded the Ming and ruled China in Beijing from 1644 to 1910.

Following the 1911 revolution that found overthrew the Qing Dynasty, Beijing became the arena of important political events, such as the May Fourth Movement.

On October 1, 1949, Beijing became the capital of the New China. Today's Beijing is mingled with tradition and modernity. While seeking for industrialization, Government is also carrying out a conservation program to protect the traditional houses in the downtown area to partly maintain Beijing's original outlook.

### **Climate and Weather**

Beijing lies at the northwest corner of the North China Plain and is surrounded by mountains in the east, north and west. It has a continental monsoon climate and thus have four clearly defined seasons. In summer, the average temperature is about 24 degrees Celsius. The maximum can reach 38 degrees Celsius and the minimum, 12 degrees. Summer is also a rainy season. The annual precipitation is about 700 mm, which concentrates mainly in summer. But it is usually showers and thunderstorms lasting just one hour.

As the congress venue and hotels are all air-conditioned, and so are the shuttle buses, the delegates can have a comfortable stay in Beijing.

### **Food**

Cooking traditions in China can trace its roots and inspiration to two disparate groups of people: the emperor's chefs gained fame for their techniques and special dishes which became legacies to

the whole country, while bean curd was developed as the cheapest way of providing protein to a billion bellies.

Beijing-style food runs the gamut from traditional dishes once prepared for the imperial court, popular dishes and those originated elsewhere. The most popular are meticulously prepared and attractively arranged Imperial Cuisine, Roast Beijing Duck, and the Mongolian Dining. Westerners and Asian visitors will easily find their national food in hotel restaurants, such as the cuisine of France, Germany, Italy, Japan, Korea, Russia and Thailand.

### **Shopping**

Beijing is the city for serious shoppers. The great shopping street is Wangfujing Street, east of Beijing Hotel, where quite a few department stores are located. It attracts tourists from all over China, and was once shoppers' paradise before large department stores were erected in other districts of Beijing. Liu Li Chang, Beijing's art and Antiques Street, offers a range and selection of merchandise not found elsewhere in the city. Since this street attracts mainly scholars and the literati, an abundance of rubbings, scroll paintings and the "four treasures" of the studio can be found. To buy souvenirs home, the Friendship Store will be an ideal place where various arts and crafts and silk -garments are available.

### **Language**

The local people speak Chinese. Since English is taught as the principal foreign language, school students, educated young people and service staff of hotels can speak some English.

### **Cultural**

Beijing is unique in history, culture and characteristics. One cannot understand the Orient without visiting China, and neither can one understand China without visiting Beijing. The city was at the heart of the nation from the height of China's dynastic splendor 600 years ago to the collapse of feudal society in 1911. It was a capital of the Yuan, Ming and Qing Dynasties, and home to 34 emperors who ruled China's vast territory. Such a rich history has bequeathed many famous historic sites of great aesthetic and cultural value.

The **Great Wall**, a huge project begun more than 2000 years ago, winds its way along the mountains and valleys bordering northern Beijing. It is a very impressive stone highway and as many people like to quote: the earth's only tourist attraction visible from the moon.

The **Forbidden City** represents the crystallization of ancient Chinese architecture. Once home to 24 emperors of the Ming and Qing dynasties, The Forbidden City took 17 years to build and is a perfect expression of its place in the universe. A walk through the city reveals dozens of places worth more than just one visit: mansions, gardens, gate towers, temples, former residences of celebrities and sites where historic events took place.

The **Summer Palace**, designed on themes of water and coolness, the palace was a graceful respite from the ferocious heat of the city. **Beijing Opera, Acrobatic Show and Chinese Traditional Music** will be arranged optional for delegates and accompanying persons during the Congress.

A program of guided tours to the sites of historical and cultural interest will be arranged to provide the accompanying guests and the participants an opportunity to appreciate the splendid culture of the Chinese nation. In addition, **Hutong** – the old city tour to the local residential areas on the ride of a rickshaw and to the children's extracurricular activities center will also be organized to give the guests a feel of the typical and real local life.

## 7, High quality Convention/Exhibition Center

Beijing has rich experience in holding large-scale exhibitions, there are a number of exhibition centers there, and hundred international exhibitions are held each year, of which lots are on environmental protection and water pollution control. These exhibition centers cover different purpose and variation size, and at least four of these exhibitions can fit the requirement of the congress from all aspects, such the auditorium for opening ceremony, the rooms, equipments and interpretation facilities.

### **Congress venue**

All conference related activities will be held at the Beijing International Convention Center (BICC), which is located in the Asian Games Village, in the north of Beijing, nine kilometers to the famous Tiananmen Square and the center of the city, 25 kilometers to the Beijing Capital International Airport, and is within easy reach of Beijing's world famous attractions: the Summer Palace, the Great Wall, and the Ming Tombs.

BICC is the second largest convention facility in Beijing. It is specialized in staging national and international meetings, conferences, exhibitions and other large events.

It has simultaneous interpretation systems, television projection receivers, film and slide projectors, stereophonic sound systems and stage lighting. It comprises more than 60 conference halls and meeting rooms as well as dozens of offices to serve a wide variety of purposes: plenary sessions, concurrent sessions, round-table talks, and small-group meetings. Its indoor exhibition halls and other exhibition space can accommodate 300 international standard exhibition booths, and will be used for poster sessions and exhibition of books. Its spacious registration hall, public and VIP lounges and bar located on each floor are all designed to ensure an enjoyable stay for congress participants. Attached to the convention facilities, there is a wide range of service facilities within walking distance. A shopping center, a post office, a recreational club with bowling, swimming pool and billiards, and quite a few restaurants and fast-food outlets and stores are just close by.

- (a) Although the biggest hall in BICC – Hall 1 has 2500 seats, we suggest the Opening Ceremony could be held in the Great Hall of People, in Tiananmen Square – the heart of the Country. There are 10000 seats the main meeting hall.
- (b) According to the capacity of BICC, the Congress could have 15 parallel session rooms.
- (c) The exhibition halls on the first floor are totally about 4500 square meters. Another 1400 sq. m. on the basement and 660 sq. m. on the second floor. Exhibition could be on the

first floor, and Posters on the second – Exhibition Hall 3 and all space in the lobby (about 800 sq. m.).

- (d) BICC has 10 rooms on the 3<sup>rd</sup> floor could be used for board meeting and other meetings.
- (e) The audio and visual facilities will be enough and qualified to the request.
- (f) Secretariat Office and Organizing Committee meeting rooms could be arranged on the 3<sup>rd</sup> floor of BICC as mentioned in item (d).
- (g) BICC has six channels simultaneous interpretation (fixed and movable). We think it may be necessary to offer the interpretation to local delegates.
- (h) PEO will entrust a professional freight company to serve good access and will arrange related service for all exhibitors. Inside BICC, beverage and lunch could be arranged easily.
- (i) BICC is located beside the fourth circle of the city and very easy to reach (see above information). After several years, this area will be much more convenient and attractive to people.
- (j) There are total 14 restaurants outside BICC, 8 restaurants in the hotel by 3 minutes walk, 6 restaurants by 5 minutes walk and a food market (at least 50 restaurants) inside the shopping center by 10 minutes walk.

**NEXT IEA COUNCIL MEETINGS**





Delivered-To: falzon@cnam.fr  
Date: Sun, 13 Jun 2004 15:24:47 -0700 (PDT)  
From: Nyoman Adiputra <nadip2003@yahoo.com>  
Subject: Council meeting  
To: falzon@cnam.fr  
Cc: bagnara@unisi.it, laugher@ruf.rice.edu, ejung@korea.ac.kr,  
dapidcable@pacific.net.au, S.J.Legg@massey.ac.nz  
X-Virus-Scanned: by amavisd-new at cnam.fr

Dear Professor

After discussing your email with the local OC and Prof. Manuaba, may I to inform you regarding to my proposal for the 2005 Council Meeting of the IEA. From the extract of IEA Operating procedures, the followings answer you have to take for your consideration:

- a) a meeting room for two days for the Council meeting (May 21-22, 2005), and refreshments (coffee and rolls) will be provided; the venue will be in the same venue for the SEAES Conference at the Grand Bali Beach Hotel, a five starr hotel. This will be okay if the participants of IEA Council Meeting around 40 persons and all stay at the Grand Bali Beach hotel during the IEA Council Meeting and SEAES Conference. For your information the rate of hotel room is about RpÖÖÖ
- b) A meeting space available for meetings of the IEA Executive Committee, IEA committee and subcommittee during the conference period.
- c) The President of IEA be invited to deliver a speech at the opening ceremony.
- d) The registration fee, at this moment can not be waived for all IEA Executive Officers, standing Committee Chairs, and Council members. The OC can not help for the travel expenses for those persons. We are so poor for that, we are very sorry for that.
- e) A table shall be provided in the main exhibit hall or near the registration area for displaying IEA brochures and other materials.

We are looking for your promising.

Thank you very much.

Sincerely yours

MM

Nyoman Adiputra  
President of SEAES.

---

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Message from the President of the SEAES, Adnyana Manuaba

>>Dear Professor Pierre Falzon,

>>

>>This is to inform you as the President of IEA, that on 23-25 May 2005,  
>>SEAES shall organize its 8th conference and to celebrat also its 20  
>>years anniversary, in Denpasar, Bali, Indonesia. It shall be jointly  
>>organized with the 12th Indonesian Physiological Congress, to make it  
>>more flourish, effective and efficient. The venue will be the Ina Grand  
>>Bali Beach Hotel, a five star hotel on the beach of Sanur where you  
>>could see the sunrise, which gave us special rate US\$50,-/nite/ single  
>>or double occupancy included American breakfast.

>>

>>I wrote this email with special purpose, beside we shall ask also your  
>>help and influence, because your laboratory has a special meaning to me,  
>>to us SEAES, as the late Prof Alain Wisner, by chance is one of the most  
>>VIP founding fathers of SEAES. Due to his encouragement and assistance  
>>with Dr Kogi, finally in 1985 we proclaimed in Bali SEAES existence,  
>>after one year since 1984 we did a lot of preparation. Since that time he  
>>always with us, and he was considered as brother from France. I was so  
>>sad to hear that he already passed away last year. The former plan is to  
>>invite him to come to Denpasar to attend our 20th anniversary. For your  
>>information I was at your institute in 1977 for one month to help him to  
>>develop agricultural ergonomics, before I went to Geneva afterward to  
>>work for ILO for three months. It was really something to me as I learn  
>>a lot there. After that we frequently see each others, among others in  
>>Bangkok, Japan, Paris, Indonesia, etc. We in Bali really lost our  
>>brother.

>>

>>Now I shall be happy if you could assist us both on behalf of CNAM and  
>>IEA to make our conference in Bali a successful one. I am confident a

>>lot of thing could be done, especially with our conference theme is :

>>Bridging the Gap.

>>

>>I am looking forward for a promising response. If you need more

>>information I shall be very happy to provide it. Prof Adiputra, the

>>President of SEAES shall send you in due time the first circular. Thank

>>you so much for your attention and understanding

>>

>>Best regards,

>>

>>Adnyana Manuaba

>>Founding father of SEAES, the 1st (1985-1988) and 2nd ( 1988-1991)

>>President of SEAES.

Hi Pierre,

If we can get our proposal in, Michelle Robertson, Brian Kleiner and I will propose to hold the council meeting in conjunction with the 20th anniversary of the ODAM conference that will take place in Hawaii on June 23-26, 2005.

How do we turn in a proposal? Is there a specific format? What are the expectations?

Thanks.

Pascale

May 2005

**23-25**  
Bali  
Indonesia

**seaesIPS 2005** 8th South East Asia Ergonomics Society Conference  
12th Indonesian Physiological Society Congress - 15th Scientific Seminar The  
theme will be : "Bridging the gap" and topics in ergonomics shall cover issues  
on HCI , MSD, ODAM, agriculture, small scale, modern and big industry,  
developing countries, Asian ergonomics, ergonomics checkpoints, ageing,  
cognitive ergonomics, macro ergonomics, shift work, woman workers; while in  
physiology shall cover paper on work/sport physiology, deep sea, aviation,  
cell, environment, training, sustainable development, education, acupuncture,  
Industrial athlete, athlete performance. Important dates: Abstract submission-  
15 January 2005; Full Paper submission-15 March 2005. For further  
Information, contact Secretariat  
seaesIPS 2005, Dr I G N Susila, M.Erg., Dr P G Adiatmika, M.Kes, Dept. Of  
Physiology, Udayana University, Medical School, Jalan PB Sudirman, Denpasar  
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Delivered-To: falzon@cnam.fr  
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To: "Eui Jung" <ejung@korea.ac.kr>,  
"Bradley Chase" <bchase@sandiego.edu>  
Cc: "Legg, Stephen" <S.J.Legg@massey.ac.nz>,  
"Bagnara Sebastiano" <direz.istc@istc.cnr.it>,  
"Waldemar Karwowski" <w0karw01@gwise.louisville.edu>,  
"Andy Marshall" <andy@ergs.org>,  
"David Caple" <davidcaple@pacific.net.au>,  
"Jan Dul" <J.Dul@fbk.eur.nl>, "Ken Laughler" <laughler@ruf.rice.edu>,  
"Pascale Carayon" <carayon@engr.wisc.edu>,  
"Pierre Falzon" <falzon@cnam.fr>  
Subject: Request for Endorsment of HAMAHA 2005  
Date: Thu, 15 Jul 2004 19:47:28 -0400  
X-Priority: 3  
X-Virus-Scanned: by amavisd-new at cnam.fr

Dear Jui:

This is to request an endorsement by IEA of our 10th HAAMAHA conference that will be held in San Diego, California, July 17-19, 2005

<http://2005.haamaha.org/>

The 2004 meeting was organized by Sebastiano Bagnara in Rome

<http://linus.media.unisi.it/haamaha2003/>

and the 2004 meeting will be held in August this year in Ireland

<http://indeng.nuigalway.ie/haamaha04/h/default.asp>

and it is chaired chaired by Enda Fallon.

This conference has been endorsed by the IEA since its inception, and is organized in cooperation with the IEA TC on Human Aspects of Advanced Manufacturing.

I would very much appreciate your prompt action in this regard. (As you know, the IEA endorsement is handled by the Executive Committee only).

Finally, I am copying the EC in order to let you know that we will also be glad to organize the IEA EC and Council meetings in 2005 in association (before or after) this Conference.

On behalf of the

2005 HAMAHA Conference Chair,  
Dr. Bradley Chase





**MINUTES OF FEES COUNCIL MEETING**

## **MINUTES OF FEES COUNCIL MEETING (PARIS, JUNE 4, 2004)**

Participants: Pieter Rookmaaker (chair), Dirk Delaruelle (treasurer), Clas-Håkan Nygård (secretary) and Dietmar Gude (web manager)

### **1. Last board meeting minutes from 13th February**

- The minutes were accepted without changes

### **2. FEES council meeting 4<sup>th</sup> June**

- FEES council meeting is to be held at CNAM INETOP, room 63, 6<sup>th</sup> floor, Rue Gay-Lussac 47, 5<sup>th</sup> Arrondissement, Paris at 4<sup>th</sup> June between 9.00 and 13.00.
- The agenda for the meeting was discussed and approved .
- An invitation to council representatives will be sent a.s.p. and related documents in two weeks at latest. An invitation will be sent also to the Ergonomics Societies in Austria, Poland and Hungary.

### **3. FEES involvement in CREE 10<sup>th</sup> Anniversary conference**

- Pieter Rookmaaker will give a short speech at the opening of the conference and during the dinner.
- FEES sponsors the first session "Marketing the profession" by paying the costs for a key-note speaker ( Jan Dul from the Netherlands).
- Secretary will send the names of the council members to the organizers so they can be afforded a reduced registration fee (75€) if they attend the conference.
- For the council meeting, the representatives should register to FEES secretary

### **4. Personal talks with representatives from national ergonomics societies**

- Until now discussions has been undertaken with the following societies:
- German, Dutch, Finnish, English, Irish and Nordic Ergonomics societies. Before the council meeting it is planned to have discussions with the societies in Portugal, Spain and Belgium and with the rest before next board meeting at 5<sup>th</sup> October.
- Pieter will give a short summary to the council of the main messages from the societies as far. A report will be then prepared and delivered to the societies and presented to the council in 2005 at latest.

### **5. Web site**

- Dietmar Gude gave a throughout description of the present state of the site ( Appendix )

It was decided that because of that the web site of the federation is of high importance, Dietmar will be invited to the board meetings to have a more straight view of the discussion in the board. Travelling costs for Dietmar to the board meetings will be paid by FEES. Dietmar may also take direct contacts with web managers in each national society to speed up the updating of the site. Dietmar shall ask the web managers to collaborate i.e. by asking them to send short presentations of the society in English (1 page) for the FEES site. He will also ask for a photo of each FEES council representative. All the information will be put on the web as soon as possible in the order they arrive.

## **6. Conferences**

- FEES involvement in the fair trade Confoseat/Ergonoma in Brussels in April 2004 was discussed and evaluated as very promising and such an involvement may be repeated in the future. A short policy paper on FEES involvement in this kind of commercial trades will be written and discussed in the council (Clas).
- The planning of the FEES involvement in the IEA 2006 conference will be started by making a working group for that, which also will plan other conferences and seminars. David O'Neill will be asked to chair the group (Pieter).

## **7. New member societies**

- Croatia Ergonomics Society will join FEES in 2004 after they have paid their duty for 2004 (before 1th June) and have been approved by the council.
- The Czech Ergonomics Society plan to join FEES in 2005
- Austria, Poland and Hungary has been interested to join FEES and will be invited to attend the council meeting in Paris without any voting rights (Pieter)

## **8. Finances**

- The cash of FEES for 2003 has been checked and approved by Ernst Koningsveld (The Netherlands).

## **9. EU-related activities and BTF 2**

- There has been several contacts with "EU people" by the board members but no summary has yet been made. Because it is a very big job we need more people to continue with that, especially from the Brussels region. To continue the work of BTF 1 we will ask Elisabeth Wendelen and Roland Gauthy for their interest in join that working group.
- Mean while we will continue to search for ergonomics related material and topics in the Internet by e.g. going through "the Cordis". Relevant links will then be put on FEES web site. A student will be asked to do the search (Clas).
- EU starts a group on the topic "Consumer products". We will ask for more details about that (Pieter).

## 10. CEN standards

- It was discussed if it would be a possible task for FEES to disseminate standards. The role of FEES in ergonomics standards will be discussed at the next council meeting. Professor Jan Dul will introduce the council to this topic by telling about a book he has been written "Combining economical and social goals of production systems by using ergonomics standards".

## 11. Next meetings

- The board will meet in Paris before the council meeting on 3th June at 20.00 at the Hotel Armagnac, 18 Rue Cujas, 75005 Paris

A board meeting will be held at 5<sup>th</sup> October 2004 in Dortmund



# IEA ROSTER

May 2004)



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## IEA EXECUTIVE 2003-2006

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Surname	Hotel	Arrival	Departure
Miguel	Tivoli	24-lug	28-lug
Burov	Estrelícia	19-lug	01-ago
Marshall	Tivoli	21-lug	26-lug
Sanders	Tivoli	21-lug	26-lug
Chi	Estrelícia	24-lug	28-lug
Rookmaaker	Tivoli	23-lug	26-lug
Caple	Tivoli	13-lug (only 1 night) + 21-lug	26-lug
Stubbs	Tivoli	23-lug	03-ago
Koningsveld	Tivoli	22-lug	27-lug
Jung	Tivoli	21-lug	26-lug
Dul	Tivoli	21-lug	27-lug
Wilson	Tivoli	23-lug	26-lug
Laughery	Tivoli	21-lug	27-lug
Zink	Tivoli	23-lug	27-lug
Bonapace	Tivoli	23-lug	26-lug
Soares	Tivoli	23-lug	29-lug
Figueroa	Estrelícia	22-lug	28-lug
Wogalter	Tivoli	22-lug	27-lug
Neboit	Tivoli	21-lug	28-lug
Barroso	Tivoli	24-lug	28-lug
Akita	Tivoli	23-lug	27-lug
Ohashi	Tivoli	23-lug	29-lug
Béguin	Tivoli	23-lug	26-lug
Carayon	Tivoli	21-lug	26-lug
Bagnara	Tivoli	19-lug	27-lug
Kumar	Tivoli	23-lug	29-lug
Legg	Estrelícia	21-lug	27-lug
Karwowski	Tivoli	18-lug	26-lug
Horie	Tivoli	19-lug	26-lug
Sveinsdottir	Alto Lagar	22-lug	26-lug
Falzon	Tivoli	20-lug	27-lug
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## **SCIENCE, TECHNOLOGY AND PRACTICE COMMITTEE REPORT**

**IEA Executive Committee Meeting 2004**

**Madeira, Portugal**



# **SCIENCE, TECHNOLOGY AND PRACTICE COMMITTEE**

## **GOAL**

The ST&P Committee focuses on the following tasks during 2003-2006:

1. To monitor and encourage the activities of each Technical Committee, and eventually lead to organize technical programs for IEA2006. - Currently, a number of chairs of TCs are helping to organize sessions for IEA2006 and information obtained from IEA2003 experiences is being delivered.
2. To take initiatives in the endorsement of journals, technical documents, and conferences
3. To produce technical documents (monographs) for the web site by activating Technical committees and setting up the review process and also in relation to the IDC – The types and contents of monographs of interest will be identified and drafted by 2005 Council meeting.

## **IEA Document Update**

IEA documents and processes that are relevant to the ST&P Committee are updated and included in the report:

1. IEA Basic Document are finalized based on the suggestions of the Executive Committee at Rome meeting in 2003.
  - Title 5 – Article 6: Definitions of the ST&P committee are more specified
  - Title 13 – Articles 1 and 2 are updated accordingly
  - Title 13 – Article 3 is modified and Article 4 is newly created to establish a more formal process of forming and dissolving Technical Committees
2. IEA Policy on Journal Endorsement and Endorsement of Technical Documents are finalized and included
  - IEA Policy on Journal Endorsement is modified and a draft of MOU was written based on the agreement with Taylor & Francis
  - IEA Policy on Endorsement of Technical Documents is modified and reflects changes in soliciting more technical documents from technical committees, and publishing monographs on the website. Liability disclaimers are updated

## **TECHNICAL COMMITTEES**

Among 21 TCs that are listed, the following TCs no longer exist due to inactivity:

- Control Rooms
- Cost-Effective Ergonomics
- Work Environment Design





The following new TCs have been formed and their proposals were submitted to the Executive Committee for final approval:

- Auditory Ergonomics
- Activities at Work

The following new TCs have been formed on an exploratory basis:

- Virtual Reality and Digital Human Modeling
- Engineering Anthropometry

The leadership of three TCs is being sought.

- Consumer Products
- Rehabilitation Ergonomics:  
After Shrawan Kumar resigned, no one yet volunteers.
- Standards:  
Nico Delleman intends to resign and a successor is being sought.

A list of the current and potential TCs and contact information for the chairs is presented in Appendix A of IEA Standing Committee Report for the Council Meeting.

Activity reports of a number of active TCs are presented in Appendix B of of IEA Standing Committee Report for the Council Meeting

## **CONFERENCE ENDORSEMENT**

### **Approved/Endorsed Conferences**

Conferences that have already been endorsed by IEA are:

May 2004	Computer Aided Ergonomics and Safety (CAES2004). Kosice, Slovakia
June 2004	7 <sup>th</sup> International Scientific Conference on WWCS (Work with Computing Systems – formerly WWDU). Kuching, Sarawak, Malaysia.
Aug 25-27, 2004	HAAMAHA 2004 9 <sup>th</sup> International Conference: Human and Organizational Issues in the Digital Enterprise. Galway, Ireland
September 12-15, 2004	ECCE12: Living and working with Technology, University of York, UK
May 2007	Work With Computer Systems (WWCS2007), Stockholm, Sweden

The following conferences requested the endorsement from IEA:

June 23-26, 2005	ODAM2005, 20 <sup>th</sup> Anniversary of ODAM, Maui, Hawaii, USA
July 17-19, 2005	HAAMAHA 2005 10th International Conference, San Diego, California,



2005, CybErg2005, Andrew Thatcher

2005, Healthcare systems ergonomics and patient safety, Bellandi

## **JOURNAL ENDORSEMENT**

### **Journals Endorsed by IEA**

Official Journal of IEA

Ergonomics, published by Taylor & Francis, is the official journal of the International Ergonomics Association.

IEA Endorsed Journals

Applied Ergonomics

- Drafting of a new MOU is being discussed

International Journal of Occupational Safety and Ergonomics

International Journal of Industrial Ergonomics

Human Factors and Ergonomics in Manufacturing

Theoretical Issues in Ergonomic Science

International Journal of Human-Computer Interaction

Ergonomia

- Drafting of a new MOU is needed

Journals requesting the endorsement

Cognition, Technology & Work (CTW) by Springer London

Endorsement requirements are listed in the following. The publishers who joined HINARI project led by WHO favor that the IEA Information Centers join the HINARI programme rather than direct provision to these centers. Taylor & Francis no longer sends their journal editions to the Centers.

Currently, 10 centers receive CD proceedings from IEA conferences and copies of journals: Universities in Thailand, South Africa(or Columbia), Lithuania, China, Cuba, Indonesia, Ukraine, India, Brazil, and France (for Northern Africa distribution).

- Discount on subscription to the members of the IEA federated and affiliated societies
- Provision of 11 complementary copies for the IEA Information Centers that IEA designates in countries defined as 'least developed' in the annual UNDP Human Development Report -
- Provision of free advertising space for IEA, that is one free advertising page in each issue of the Journal for IEA to publish announcements
- Placement on its front and back covers of the following statement, with associated publicity including the web site and the official IEA logo:

*"Published in cooperation with the International Ergonomics Association"..*

Springer London, publisher of CTW, prefers to adapt instead "Endorsed by the International Ergonomics Association," due to the fact that the journal and IEA will not have any editorial or financial input, so there is not so much a cooperation action.



## **DRAFTING TECHNICAL DOCUMENTS BY TC**

Drafting of technical documents in the form of monographs is being solicited to the Technical Committees, and three TCs are pursuing it.

Format of such a document is either a brief overview written in rather laymen's terms preferably with case studies or a monograph of specific topic that each TC sees fit. Overview type documents will be drafted in a way to help the ID Committee promote ergonomics and will be available in the website.

A simple template will be provided to each TC in a month or so.





International Ergonomics Association

**Basic Document**  
**for**  
**SCIENCE, TECHNOLOGY AND PRACTICE COMMITTEE**

**Prepared by Eui S. Jung, Chair of ST&P**

**updated in July 21, 2004**

*This document includes a part of IEA Basic Document that is relevant to the operation of the Science, Technology and Practice Committee.*





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#### Hospital Ergonomics

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#### Human Aspects of Advanced Manufacturing

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### **Human Reliability**

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### **Musculoskeletal Disorders**

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### **Organizational Design and Management**

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### **Process Control**

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Scott Malcolm (co-chair)  
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### **Psychophysiology in Ergonomics**

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### **Quality Management**

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### **Rehabilitation Ergonomics**

A chair is being sought

### **Safety & Health**

Prof. Masaharu Kumashiro  
University of Occupational and Environmental Health  
Department of Ergonomics  
Institute of Industrial Ecological Sciences  
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### **Standards**

Mr. Nico J. Delleman (intends to resign)  
A chair is being sought  
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Auditory Ergonomics  
Ellen Haas  
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Activities at Work  
Pascal Beguin, with Michel Neboit  
[beguin@cnam.fr](mailto:beguin@cnam.fr)

Virtual Reality and Digital Human Modeling  
Nico Delleman  
[delleman@tm.tno.nl](mailto:delleman@tm.tno.nl)



## APPENDIX B

### IEA TECHNICAL COMMITTEE ACTIVITY REPORTS

#### **Ergonomics for Children and Educational Environments (ECEE)**

Cheryl Bennett, Chair  
bennett13@lnl.gov  
with Stephen Legg, Member

#### **Organization**

The Ergonomics for Children and Educational Environments (ECEE) Technical Committee was organized following the IEA2000 Congress by Cheryl Bennett and approved by the IEA Executive Committee in November 2000. By July 2004 the membership of ECEE has reached 146 (Australia/New Zealand, 20; South/Central America, 9; North America, 86; Europe/UK, 16; Central/East Europe, 3; Middle East/Africa, 4; Asia/Pacific, 8). We are pleased that membership from countries undergoing international development has been increasing.

#### **Activities**

##### **Education Interest Groups:**

The UK Ergonomics Society in an effort led by Mike Tainsh (Chair), Tina Worthy, and Andree Woodcock successfully initiated a new Special Interest Group (SIG) on Ergonomics for Schools (Ergonomics4schools). A programme of scientific and professional groups is planned, and an MSN Group site has been set up to facilitate the exchange of knowledge and views.

The New Zealand Ergonomics Society (NZES) has created an informal group for anyone interested in school-related ergonomics in New Zealand called the Ergonomics for School Special Interest Group (ESSIG). The US Human Factors and Ergonomics Society has changed the name and focus of the Educators Technical Group (TG) to the broader Education TG. The Association of Canadian Ergonomists has also initiated an informal effort to bring together those interested in this area. This has led to thoughts of encouraging other societies to create formal or informal regional groups focusing on children and education. The ECEE would like to receive the thoughts of the larger IEA body on such an effort.

##### **Publication of a Special Issue of the journal Ergonomics:**

Stephen Legg initiated contact with Taylor & Francis who publish the UK Ergonomics Society journal Ergonomics and they have committed to publishing a special issues on Ergonomics in Schools. Stephen Legg and Cheryl Bennett are the guest co-editors and have received 30 papers which have been reviewed and will be reduced to approximately 20 excellent papers.

This issue will be of great interest to members of the ECEE. As members from countries undergoing international development may not have online or subscription access to this publication it may not be available to them. The ECEE would like to solicit the assistance of the IDC to make this issue more readily available to interested members throughout the world.

We would like receive support for obtaining cooperation from Taylor & Francis to:

1. Publish additional copies of this issue to distribute upon request at a lower rate
2. Make the papers from this issue available electronically on the ECEE website

More information can be provided if this project is feasible.

#### **Website**

The ECEE has maintained a website since 2001 and it has been designed by Margo Fraser, hosted by the University of Minnesota through the auspices of Thomas Smith and maintained by the efforts of Pat McKay, also of the University of Minnesota.



[www.ergonomics4children.org](http://www.ergonomics4children.org) (<http://education.umn.edu/kls/ecee/>)

The ECEE would like to offer formal thanks to Margo Fraser, Thomas Smith and Pat McKay ECEE for supporting and maintaining the ECEE website. We would like to request permission to use certificates with the IEA logo to express appreciation for the generosity of these individuals. The ECEE Chair has paid for registering the website address which has amounted to US\$166.00 for 2001-2004.

### **Mission**

The purpose of the Ergonomics for Children and Educational Environments Technical Committee is to provide a forum for the international exchange of scientific and technical ergonomics information related to children (the word, "children" should be understood to span infancy through adolescence) and educational environments. The Committee promotes professional and public awareness of ergonomics related to children of all abilities in all aspects of their lives and the application of ergonomics in all educational environments.

### **Objectives**

The objectives of the Committee are to prevent or reduce the risks of developing musculoskeletal and vision disorders and to promote the beneficial effects of educational computing through:

- Serving as a network for the interchange between researchers, practitioners, school administrators, teachers, parents, health professionals, architects, designers, and manufacturers of furnishings, education supplies, software and equipment;
- Fostering professional initiatives for the International Ergonomics Association to promote ergonomics in schools throughout the world;
- Advocating ergonomics education for children, parents, teachers, librarians and health professionals;
- Developing materials for educational institutions as well as parents, teachers, librarians, and health professionals about ergonomics specifically adapted to children's postural and visual needs;
- Promoting ergonomics education for teachers and students in education information technology and design technology projects;
- Compiling, presenting, and making readily accessible, research related to ergonomics for children and educational environments;
- Identifying further research needs and encouraging international research collaboration;
- Encouraging collection and exchange of health and comfort data on incidence or prevalence of computer-related musculoskeletal and vision complaints among children;
- Advancing ergonomics as a major consideration in the design phase of learning environments;
- Defining strategies to inexpensively retrofit or redesign existing furniture used in computer environments at home, and in schools, libraries, children's museums and other educational environments;
- Advocating that a portion of major funding for information technology should be earmarked for ergonomics; and
- Promoting the development of ergonomic design guidelines (or codes of practice) for software, hardware, furniture, classrooms, computer rooms, school libraries and other educational environments.

### **Hospital Ergonomics**

Sue Hignett  
[S.M.Hignett@lboro.ac.uk](mailto:S.M.Hignett@lboro.ac.uk)

### **Mission**

The aims of the group are to:

- Promote the recognition and development of hospital ergonomics as a specialist area of ergonomics





- Plan and develop paper sessions, symposia and group meetings on hospital ergonomics at IEA congress and other conferences
- Raise the profile of hospital ergonomics by creating an inclusive forum to represent the diversity of research and practice interests
- Liaise with other professional organisations to enhance the inclusive base of this group.

### **Activities**

- A successful symposium was held at IEA Congress 2003 with papers from UK, USA, Australia
- Symposium planned for PREMUS 2004, Zurich, Switzerland.
- The Ergonomics Society (UK) is organising a conference on Ergonomic Patient Safety Solutions in November 2004.
- A special edition of *Ergonomics* on patient safety is planned for 2005
- Prof. Pascale Carayon is editing a book entitled *Handbook of HFE in Healthcare and Patient Safety* which includes contributions from a number of group members.
- IEA group is participating in the Healthcare Ergonomics and Patient Safety conference, Florence, 2005.
- Proposed symposium at ODAM, June 2005
- Proposed symposia at IEA 2006 and ICOH 2006.

### **Human Aspects of Advanced Manufacturing**

Waldemar Karwowski, Chair

[karwowski@louisville.edu](mailto:karwowski@louisville.edu), [www.louisville.edu/speed/ergonomics](http://www.louisville.edu/speed/ergonomics)

### **Objectives**

The purpose of the TC on Human Aspects of Advanced Manufacturing is to provide a forum for the international exchange of scientific and technical knowledge related to human aspects, organizational design and management, and safety of advanced manufacturing systems and hybrid automation.

The Committee promotes development of knowledge and public awareness for making manufacturing technology compatible with humans, with special focus on the manufacturing enterprise of the future, including digital factory and intelligent organizations.

### **Main Activities: 2003-2004**

1. Organized Technical Session at the 15<sup>th</sup> IEA Congress in Seoul, Korea
2. Organized HAMAHA 2003 Conference in Rome, Italy, May 26-30, 2003, co-sponsored by the Italian Ergonomics Society, chaired by Prof. S. Bagnara,
  - royalties from the Conference were paid to IEA
  - Conference Proceedings were published as a book
3. Organized HAMAHA 2004 Conference in Galway, Ireland, to be held on August 24-27, 2004, co-sponsored by the Ergonomics Society of Ireland, chaired by Prof. E. Fallon

### **Future Plans**

Future plans include organization of the following events:

1. HAMAHA 2005, San Diego, California, USA, July 2005
2. 2006 *Symposium of Human Aspects of Manufacturing* will be organized in the framework of the technical program of the 16<sup>th</sup> IEA Congress, Maastricht, Netherlands, July 2006
3. HAMAHA 2007, Poznan, Poland, August 2007

### **Current TC Membership**

Current membership includes the following:



R. Badham (Australia), S. Bagnara (Italy), G. Bradley (Sweden), H. Bubb (Germany), B. Chase (USA), M. Chung (Korea), C. Clegg (USA), D. Coelho (Portugal), F. Daniellou (France), P. Dawson (Scotland), C. Drury (USA), V. Duffy (USA), E. Fallon (Ireland), A. Genaidy (USA), A. Hale (Netherlands), S. L. Hwang (Taiwan), M. Helander (USA), D. Kaber (USA), W. Karwowski (USA), B. Kleiner (USA), R. Koubek (USA), K. Landau (Germany), S. K. Lee (Korea), H. Luczak (Germany), T. Marz (Poland), M. Mattila (Finland), N. Meshkati (USA), P. Mondelo (Spain), M. Nagamachi (Japan), L. Pacholski (Poland), S. Papantonopoulos (Greece), K.-L. Saarela (Finland), G. Salvendy (USA), P. Seppala (Finland), J. Wilson (UK)

### **Musculoskeletal Disorders**

Enrico Occhipinti, Chair, [epmenrico@tiscali.it](mailto:epmenrico@tiscali.it)

Nico Delleman, Co-chair, [Delleman1@zonnet.nl](mailto:Delleman1@zonnet.nl)

Pedro Mondelo, Co-chair, [pedro.mondelo@upc.es](mailto:pedro.mondelo@upc.es)

### **Members**

The list of expert members of the group is very wide as it reflects all the work done up to 2002 and includes about 60 members that were really active as well as members that were only nominally present. For the future we intend to restrict this list to those active members that will show interest for the provisional plan of activities for next years. To this aim in next months, once the provisional plan will be accepted by IEA, we will submit it to all past members and to other potential new members to check their interest and consequently will update the list of TC members.

### **Objectives**

To collect, review and share with all ergonomists and OSH in the world, methods, "best" practices and "best experiences" for risk assessment and management of WMSDs, including aspects related to job/task design and to workplace/work tools design.

### **Proposed Activities**

Plans for years 2004-2006 are in continuity with the previous work but refer particularly to specific topics:

- **Prevention of WMSDs in the health care sector.**

A strict cooperation with IEA TC "hospital ergonomics" (chair: Sue Hignett) is already active. During Premus04 a special workshop (only invited experts) will be held on this topic; during that meeting we will better define the scope of the cooperation, the task force of experts involved, the expected outputs in terms of documents, publications and the presence of this task force (with relative scientific production) in next international events (HEPS05, ICOH06, IEA06).

- **International Standards (and guidelines) relevant for WMSDs prevention.**

Many international standards (especially within ISO and CEN) that directly relate to WMSDs prevention have been recently prepared or are in preparation. Their scientific and practical relevance for ergonomists and OSH operators is obvious. As a lot of members of the TC are involved in preparing those standards the task of the group will be: - To have a "lobby" of experts supporting the draft standards now under discussion; - to spread the knowledge of those standards; - to verify their usefulness and applicability also for giving some impulse to other national and international guidelines on the matter. This topic will be developed in strict connexion with IEA TC on Standards.

- **Methods and experiences of risk assessment, management and of positive ergonomic intervention for WMSDs prevention in different working sectors with special focus on some "neglected" sector.**



This should be the characterizing topic for the TC; at the moment it has still to be completely detailed. The attempt will consist in collecting and give relevance to experiences and examples of good practice in WMSDs prevention in peculiar sectors like agriculture, fishing, construction and SME (small-medium enterprises) from which (looking at health statistics) a lot of WMSDs are generated.

Obviously important experiences from "more usual" manufacturing and "white collars" sectors will be considered too, but the aim is to check the state of art and the state of applications in sectors that are particularly relevant also in developing countries.

In this perspective we expect to be able to organize some special session during IEA2006 and to have a larger amount of experiences and results for IEA2009.

- **Cooperation with ICOH Scientific Committee on MSD**

At the moment attempt are in course to re-start a cooperation with this committee for sharing projects and for better defining respective fields of interest also in order to avoid useless overlaps. We will inform the IEA Board of progresses in those relations.

### **Safety and Health**

Masaharu Kumashiro  
m-kuma@med.uoeh-u.ac.jp

### **Mission**

For the time being, the TC for Safety and Health is dealing only with occupational fields. The main target activity for occupational safety is to develop ergonomics activities ranging from discovery to improvement of unsafe conditions and actions in the workplace. Another important occupational health activity goal is the improvement and design of work conditions so as to minimize the onset of work-related diseases, occupational stress and fatigue. The contribution of the TC for safety and health from now on in IEA will be to build an international database for work improvement/job design that will serve as a tool for achieving the above two targets.

### **Activities**

1. The TC for Safety and Health not only holds symposiums at IEA Congresses, but also holds separate International Conferences, the proceedings of which have been published in book form by Taylor & Francis, London. Some of these titles include Towards Human Work (1991), The Paths to Productive Aging (1995) and Aging and Work (2003).

2. The TC for Safety and Health will duly support the 5<sup>th</sup> International Conference of the International Society for Gerontechnology which will be held in May 2005, Nagoya, Japan, and the TC for Safety and Health will have a business meeting during this conference term.

3. The TC for Safety and Health currently is updating its new membership registration in advance of the Big Business Meeting and Big Symposium in the near future. All interested parties are invited to submit the registration form below to m-kuma@med.uoeh-u.ac.jp.

### **Standards**

Nico J. Delleman, TNO Human Factors, Soesterberg, The Netherlands  
[delleman@tm.tno.nl](mailto:delleman@tm.tno.nl)

Any mature and growing society is characterised by consensus on its knowledge base, tools, and work practices. The aim of the TC is to create opportunities for exchange of information and views on current and future standards and guidelines in the field of ergonomics. The activities of the TC



primarily focus on bringing interested people together, i.e., by organising sessions at international conferences, primarily at the IEA triennial congresses, and referring to specific organisations. At IEA/HFES 2000 five sessions were organised, i.e., on VDTs and control rooms - software usability - physical workload - sitting, vision, heat, and education - and user involvement in international standardisation. In the latter session, leading representatives of ISO and CEN technical committees on ergonomics described the current process of standardisation, presented their experiences, and gave their opinion on the way to go concerning user involvement in international standardisation. At IEA 2003 roughly the same number of sessions were organised as at IEA/HFES 2000. For IEA 2006, invitations will go out in particular to CEN and EU representatives to speak about EU directives, such as the Machinery Directive.

The TC is thinking about changing its name to "Standards & Guidelines" to make the scope somewhat wider, i.e. less restricted to obligations (requirements) and oriented more toward documents based on consensus among ergonomists (recommendations).

## **New Technical Committees being proposed**

### **Auditory Ergonomics**

Ellen Haas, Chair (with about 60 members)  
gehaas@comcast.net

#### **Mission**

The purpose of the Auditory Ergonomics Technical Committee is to provide a forum for the international exchange of scientific and technical ergonomics information related to auditory issues, which include auditory warnings and displays, automatic speech recognition and voice input devices, speech synthesis, spatial auditory displays, noise, hearing protection, and any other area that involves audio input or output. The Committee will promote professional and public awareness of auditory ergonomics.

#### **Objectives**

The objectives of the Committee are to foster a better understanding and appreciation for auditory ergonomics, and to promote the beneficial effects of this area by:

- Serving as a network and advocating the interchange of information between researchers, practitioners, educators, those involved in standards and regulations, and others with an interest in auditory ergonomics;
- Fostering professional initiatives for the International Ergonomics Association to promote auditory ergonomics throughout the world; including conferences, symposia, and publications;
- Compiling, presenting, and making readily accessible, research related to auditory ergonomics throughout the world;
- Identifying further research needs and encouraging international research collaboration;
- Advancing ergonomics as a major consideration in the design phase of auditory systems and applications;
- Promoting the development of ergonomic design guidelines (or codes of practice) for auditory systems;
- Organizing Committee activities, events, and meetings to take place during IEA Triennial Congresses as well as during inter-Congress intervals;
- Maintaining an IEA web page describing current and future Committee activities, events, and meetings.

#### **Current Activities**





Our founding members have been busy. Some are currently working hard organize a special paper session entitled "Emerging Issues in Human Factors in Speech and Communications Systems" for the International Conference of Spoken Language Processing (ICSLP), to be held in South Korea in October, 2004. Others are writing several chapters on auditory warnings for the forthcoming book, "Handbook of Warnings", edited by Dr. Mike Wogalter, to be published by Lawrence Erlbaum Press in the near future.

### **Proposed Activities**

Proposed activities for the immediate future will include the following:

1. Starting and maintaining an Auditory Ergonomics Web Page which:
  - Describes the mission and purpose of the AE Technical Committee
  - Lists AE planned activities
  - Lists events of interest to members
  - Lists relevant research projects and papers
  - Lists calls for papers for conferences of interest
  - Describes books of interest, publish book reviews
  - Provides a forum for members to describe and discuss auditory ergonomics issues
  
2. Proposed activities for the 2006 IEA Triennial Congress in Maastricht, Netherlands:
  - 1) Organize one or more IEA paper symposium sessions
  - 2) Contact the TNO Human Factors Speech and Hearing Group in Soesterberg, Netherlands, and organize a tour of the TNO Human Factors Hearing Research Laboratory.
  - 3) Organize an on-site discussion session or workshop given by members of the Speech and Hearing Group. Members of the TNO Speech and Hearing Group have expertise in automatic speech recognition, automatic speaker recognition, speech communication quality, hearing protection, and noise annoyance. A tour of the facilities, or a workshop or discussion session with this group, would be of great benefit to members of the AE Technical Committee.
  
3. Long-term proposed activities to maintain a presence at the AE-related conferences:
  - 1) Organize a special paper session for the Human Factors and Ergonomics Society, starting with their 49<sup>th</sup> Meeting in Orlando, Florida, USA.
  - 2) Organize a special paper session for the International Conference of Spoken Language Processing (INTERSPEECH) (even years) and Eurospeech (odd years)
  - 3) Propose a special issue in *Ergonomics* covering issues in auditory ergonomics and/or Propose a special issue in *Human Factors* covering issues in auditory ergonomics

### **Activities at Work**

Pascal Beguin, Chair (with Michel Neboit)  
beguin@cnam.fr

### **Mission**

The committee promotes an international network in ergonomics about activity theories. The concept of activity (and the associated methods) is a central part in fieldwork analysis, and aims at defining the problems encountered by the workers in professional contexts. At the same time, activity analysis is an international topic, which stems from different traditions. For example, the Russian or Scandinavian approaches use also the concept of activity, but from a different point of view: these approaches underline the historical and cultural component of the actions. Beyond the differences, the main topic is the unit of analysis in fieldwork, in terms of appropriate concepts and theories, and their relevance to design.

### **Past activities**

The interest for these approaches have been very noticeable in the IEA 2003 congress held in Seoul, where several sessions discussed them. It was the case for sessions such as "activity



theory", "cognitive task design – theories", "cognitive task design – methods", "cognitive Task design- empirical studies and field applications", and "cognitive ergonomics". This diversity shows a growing interest, but also a need for structuring actions in the community.

#### **Proposed activities**

The effective creation of a new Technical Committee could be carried out at the time of the IEA 2006 congress to be held in Maastricht. Further discussions will be discussed at the time of the congress to be held in Madeira.

#### **Virtual Reality and Digital Human Modeling**

Nico Delleman, Chair, [delleman@tm.tno.nl](mailto:delleman@tm.tno.nl)

Eui S. Jung, Co-chair, [ejung@korea.ac.kr](mailto:ejung@korea.ac.kr)

Heiner Bubb, Co-chair, [bubb@lfe.mw.tu-muenchen.de](mailto:bubb@lfe.mw.tu-muenchen.de)

#### **Activities**

Currently, the committee tries to solicit pronounced professionals from all over the world and to organize sessions on digital human models and vehicle ergonomics at the IEA tri-annual conferences. It is also important to relate such activities to the SAE DHM conferences.

