

P. FALZON



IEA ANNUAL REPORT 2004-2005

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International Ergonomics Association

IEA ANNUAL REPORT 2004 - 2005

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TABLE OF CONTENTS

1.	ABOUT IEA.....	5
2.	IEA EXECUTIVE COMMITTEE.....	7
3.	IEA COUNCIL MEETING OPERATING PROCEDURES	8
4.	AGENDA OF THE MEETING	10
5.	MINUTES OF MADEIRA IEA COUNCIL	12
6.	REPORTS	34
6.1.	IEA Report 2004-2005	34
6.2.	Secretary General	43
6.2.1.	Report	43
6.2.2.	Letter to Societies' secretaries	46
6.2.3.	Letter to Council members	47
6.3.	Treasurer	48
6.3.1.	Report (<i>Kenneth R. Laughery</i>)	48
6.3.2.	Extract from Basic rules about Membership fees	58
6.3.3.	Auditors' report	59
6.4.	Development	60
6.4.1.	Report (<i>Jan Dul</i>)	60
6.4.2.	Voting item : Mission	69
6.4.3.	Letter from IEA President to Societies' Presidents	72
6.4.4.	Letters from Committee Chair to IEA Societies	73
6.5.	International Development	90
6.5.1.	Report	90
6.5.2.	IEA/ILO Workshop	94
6.6.	Professional Standards and Education	100
6.6.1.	Report	100
6.6.2.	Draft plan	104

6.6.3. Guidelines on the minimum specifications for a Masters degree in Ergonomics/Human Factors	108
6.7. Communication and PR – Report	123
6.8. Science, Technology and Practice	128
6.8.1. Report	128
6.8.2. Ergonomics Compendium (<i>ErgoComp</i>)	133
6.9. EQUID – Report	135
6.10. Awards	140
6.10.1. Report	140
6.10.2. Extract from IEA Basic Docs – IEA Fellow Award (Article)	159
7. IEA'CONGRESSES	161
7.1. IEA'2006 Progress Report	161
7.2. IEA'2009 Progress Report	163
7.3. IEA'2012 : extract from Basic Docs (Policy on Conferences, Title)	164

1. About IEA

INTERNATIONAL ERGONOMICS ASSOCIATION

The International Ergonomics Association (IEA) is the association of ergonomics and human factors societies around the world. Ergonomics, also known as human factors, is the scientific discipline concerned with the interaction between humans and technology. Ergonomics integrates knowledge derived from the human sciences to match jobs, systems, products and environments to the physical and mental abilities and limitations of people.

GOALS AND OBJECTIVES

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

ORGANIZATION

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

The IEA is governed by a Council comprised of delegates from the member societies and by the Executive Committee of the Council. The IEA Executive Committee comprises of the elected Officers, Chairs of the Standing Committees, Past President (non-voting), Newsletter Editor (non-voting), and the IEA Triennial Congress Chairperson (non voting).

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

SHORT HISTORY

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

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

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

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

2. IEA Executive Committee

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3. IEA Council Meeting Operating Procedures

Policies and Operating Procedures

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

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

Order of the IEA Council meeting:

4. Report of Officers
5. Voting items
6. Information Items (Standing Committee reports, requests, and other items)

Voting

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

Major items include:

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

Basic Documents of the IEA consists of two parts:

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

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

(Summary using the IEA terminology)

Conducting Business

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

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

Order of Precedence of Motions

Undebatable

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

Debatable

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

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

4. Agenda of the Meeting

SAN DIEGO, CA - USA

Day 1

Time	Duration	Item
8.30	0.30	Introduction, acknowledgements, practical arrangements
9.00	2.00	Roundtable presentation by delegates of Federated Societies and IEA Networks + Meeting schedule and organization
11.00	0.30	Coffee break
11.30	0.10	Voting procedures eligibility and roll call
11.40	1.00	Introductory statement by President + discussion
12.40	1.20	Lunch
14.00	0.15	President's Report
14.15	0.20	SG Report
14.35	0.40	Treasurer report + Voting item: auditor's' report and new auditors
15.15	0.30	Development report + Voting item: Mission of Development Committee
15.45	0.30	Coffee break
16.15	2.00	Discussion session: Best practices initiative
18.15		End of day 1

Day 1

Time	Duration	Item
9.00	0.30	International development
9.30	0.30	Science, technology and practice
10.00	0.30	EQUID
10.30	0.30	Coffee break
11.00	2.00	Session on IEA Fees: introduction by President and Treasurer + discussion
13.00	1.30	Lunch
14.30	0.30	Professional standards and education
15.00	0.30	Communication and public relations
15.30	0.30	Coffee break
16.00	0.30	Awards + Discussion on Awards policy modification
16.30	0.30	IEA'2006
17.00	0.10	IEA'2009
17.10	0.05	IEA'2012
17.15	0.01	Next Council meeting: Maastricht
17.16		End of day 2
		Dinner offered by IEA

5. Minutes of Madeira IEA Council

IEA Council Meeting 2004

Madeira, Portugal, Tivoli Ocean Hotel
Saturday, July 24, 8.45 am –7:00 pm
Sunday, July 25, 8:30 am - 7:00 pm

Attendance

Officers

President: Falzon (PF)
Secretary-Genera: Bagnara (SB)
Treasurer: Laughery (KL)

Standing Committee Chairs

Awards, Past IEA President: Karwowski (WK)
International Development: Caple (DC)
Development: Dul (JD)
Communication & Public Relations: Marshall (AM)
Professional Practice & Education: Legg (SL)
Science, Technology & Practice: Jung (EJ)
EQUID: Carayon (PC)
Chair of IEA'2006 Congress: Koningsveld (ex-officio) (EK)

Invited: Editor of Ergonomics International - Moore (DM)

<i>Federated Societies</i>	<i>Representatives</i>	<i>Votes</i>
Associação Brasileira de Ergonomia	Soares	1
Associação Portuguesa de Ergonomia	Simoes	1
Association of Canadian Ergonomists/ Association Canadienne d'Ergonomie	Kumar	2
Chilean Ergonomics Society	Figueroa	1
Croatian Ergonomics Society	Mijovic	1
The Ergonomics Society	Marshall, Stubbs, Wilson	3
Ergonomics Society of Australia	Caple	1
Ergonomics Society of Korea	Jung	2
Ergonomics Society of Taiwan	Chia-Fen Chi	1
Gesellschaft für Arbeitswissenschaft	Zink	2
Hellenic Ergonomics Society	Marmaras	1

<i>Federated Societies</i>	<i>Representatives</i>	<i>Votes</i>
Human Factors & Ergonomics Society	Wogalter, Robertson, Sanders	3
Japan Ergonomics Society	Akita, Horie, Tsuchiya	3
Nederlandse Vereniging voor Ergonomie	Dul, Koningsveld	2
New Zealand Ergonomics Society	Legg	1
Nordic Ergonomics Society	Olsen, Sveinsdottir	3
Società Italiana di Ergonomia	Bonapace	1
Société d'Ergonomie de Langue Francaise	Neboit, Beguin	2
South-East Asian Ergonomics Society	Caple (proxy vote)	1

IEA Network

Federation of European Ergonomics Societies: Rookmaaker (non voting)
 Union of Latin –American Ergonomics Societies: Figueroa (non voting)

Meeting started at 9:0 0am

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

Pierre Falzon, IEA President, welcomed Council members and asked Peter Rookmaaker to remember Prof. F. Bonjer, recently died.

Peter honored F. Bonjer who was General Secretary (1970-73) and President of IEA (1973-76) for his fundamental contributions the development of ergonomics.

PF explained the composition and operations of the Executive Committee and of IEA Council, including voting eligibility, and the Robert's Rules of Order. The Council documents were briefly presented, distinguishing the basic documents (rules, operating procedures, and reference documents) and the archives.

Sebastiano Bagnara, IEA Secretary General, explained the logistics and housekeeping.

PF also presented the agenda, which at variance with the usual one, had very few voting items and much more time allowed for discussion. The discussion was expected to focus on two items:

- Involvement of member societies in IEA actions,
- The concerns of IEA societies

In order to facilitate discussion the members where invited to answer, privately and anonymously, to three questions:

- What are the three major concerns/problems/challenges of your society?
- What are presently the three most important IEA activities?
- From the perspective of your society, given your concerns/problems/challenges: What should the IEA be doing in the future?

The filled questionnaires were collected and elaborated by DM for presenting later the results to discussion groups.

2. Introductions and Roundtable presentations by Council members

Council members made short presentations concerning the main characteristics, major activities, difficulties, and future of their societies.

3. Voting procedures eligibility and roll call

PF explained the voting rules and procedures.

Roll Call: A quorum for voting was established (a total of 35 eligible votes were present).

4. Voting item

Approval of the Minutes of the 2003 Council meeting (Seoul, 2003)

Motion:

The Council approves the minutes of the IEA Council Meeting (August 22-23, Seoul, Korea)

Motion carried (Y: 35, N: 0, A: 0)

5. Introductory Statement by the President

PF summarised a letter received, on November 2003, by the President of NZES. The letter stated: "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?*"

PF said that the letter was a strong signal which brought about a series of actions: a letter from the President to NZES, a visit by the President to NZES, HFESA and to Ergonomics Society of Taiwan, and, instead to have a midyear Executive Council meeting, meetings of subgroups of EC. It was instrumental in re-stating that IEA is a Federation of National Societies, but also undertakes, with the Council approval, actions of general interest for the discipline, such as the definition of the disciplines, member societies (professional and educational standards and global societies, by linkages with International bodies). This is in agreement with the IEA mission "*Working closely with its constituent societies and related International organisations, 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 IEA is more than the sum of its parts. The challenge is to conduct its actions without losing contacts with and support from member Societies. There is clearly a communication problem since Federated Societies have very poor knowledge of IEA actions: there was a feeling of discovery among the audience when PF talked to audiences of members of a federated society; they showed also interest and satisfaction.

Two issues emerged: Improve communication within IEA and involve the Member Societies in the IEA actions. However, communication is a necessity, not a goal, and

part of the problem is beyond the reach of EC, because the IEA Council suffer from turn of the delegates who not always are board members of the Society they represent. Moreover, IEA actions are by nature, distant from daily concerns of Societies. Communication cannot be seen as an issue for EC only: It is an IEA issue.

PF proposed the following action to improve the situation:

- To establish direct links with the Presidents of the federated societies
- *Ergonomics International* as a direct link to Societies' members
- Networking editors 'bulletins, newsletters
- Better organise Council meetings to make it a tool for sharing issues of concern
- Develop means for involving Societies and/or members of Societies in IEA actions
- To make IEA'2006 (50th birthday of the IEA) an opportunity to reflect on the evolution of ergonomics and on the role of the IEA

A large discussion took place after the PF statement where several members agreed upon the analysis and actions proposed by the President: They insisted on more efficient communications procedures (timely press releases, summary reports of long documents, two-way communication tools), involving key persons in Federated Societies (e.g., secretaries) in communication process, maintaining high visibility for IEA goal and strategic plan, keeping clear priorities.

PF summarised the discussion by acknowledging the agreement on the analysis and the variety of actions proposed. He also insisted on the key role of IEA Council delegates in the communication process and the link between IEA Federated Societies:

6. President's report

Executive Committee

PF reminded that a new SC (EQUID) was formed. New chairs of Standing Committees have been appointed.

The guidelines for EC actions were identified:

- Increased involvement of IEA Federated and Associated Societies in IEA actions
- Better two-way communication between the EC and IEA Societies.

Archives

Ilkka Kuorinka, Past President of the IEA, served as IEA Historian six years. He has asked to end his service, having achieved to structure and index IEA archives. In 2003, the archives were transferred to the CNAM (Paris, France). PF made a visit and found that the documents are appropriately and safely stored. The first book on the history of the IEA was published (2000). SG now updates archives.

Ergonomics

Ergonomics is the official journal of the IEA. In the last period there were many complaints, especially for slow reaction of the Journal to submissions and long delays before publication. PF met the *Ergonomics* Editorial Board. He received positive reaction from the Editors that were aware of the problems mainly due to a steady and large flow of submissions that they hope to solve through new internet-

based system to cope with the flow. They understand, because of IEA status, the specific role and requirements of the journal.

Relations with IEA Societies

PF was invited to attend the Conference of the Ergonomics Society of Taiwan (April 2004), the Congress of the Association of Canadian Ergonomists (October 2004), the 1st ULAERGO Conference (Chile, November 2004).

As a general policy, notwithstanding the visits are very useful, PF avoids charging these visits on the IEA budget.

7. Secretary General's report

Duties

The duties of the Secretary General include:

- Keeping close connections to President to receive advice and to formulate the policy of IEA
- Looking after the correspondence and requests and routing the correspondence to the appropriate officers for response or action
- Preparation of council meeting

Activities

- Establishing and running of the office

The IEA office was established at the Cognitive Science and Technology of the Italian National Research Council, in Rome, Italy.

The exchange of correspondence was intense. Most was responded to by the office or routed to appropriate IEA officer: Particularly intense was the exchange of information with the Chair of Communications and Public relations SC for the need to update the roster on IEA Website.

- Preparation of meetings

Several meetings had been organised.

Executive Committee held in Rome, Italy, November 15-16, 2003, hosted by The Institute for Research on Socio-technical Systems (IRSO)

Subcommittee meetings in Paris, France, January 16 2004 hosted by CNAM, the first was among the President, the Secretary General, and IEA Historian, Ilka Kuorinka, and the second one among The President, the Secretary General, and the Chairs of the Development and of Communications and Public Relations Standing Committees.

Officers (Summit) meeting in Florence, May 2-3 2004, hosted by the Directorate General of the Health Service System, for preparation of Madeira Executive and Council meetings.

A short meeting was held in Milan, Italy, May 16, for a final check of the documents to be referred to in Madeira.

- Contacts

Continuous exchange of information Federated Societies related to renewal of Presidents and Delegates

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

Exchange of information initiated with FEES network

- Candidate IEA societies

The Philippine Ergonomics Society (PhilErgo) was contacted since the 2003 IEA Council, held in Seoul, Korea, decided to postpone to consider its application as Federated Society due to the lack of information on by-laws and on membership. PhilErgo submitted its by-laws and indicated a membership of more than the 25 required.

Asociacion de Ergonomia Argentina (ADEA) was accepted as a member of IEA at the 2003 IEA Council meeting, held in Seoul, Korea, "provided that ADEA reaches the threshold of 25 individual members and pays its annual fee". ADEA sent the information indicating the conditions had been reached.

8. Voting Items: New Federated Societies and Council minutes approval

Approval the Philippine Ergonomics Society Inc. (PhilErgo) to become a federated society of IEA.

There was discussion about the content of by-laws (art. 2, Section 3).

Motion:

The Council approves Philippine Ergonomics Society Inc. (PhilErgo) as a federated society of IEA

Motion carried (Y: 30, A: 5, N. 0)

Approval the Asociacion de Ergonomia Argentina (ADEA) has applied to become a federated member of the IEA.

Motion:

The Council approves Asociacion de Ergonomia Argentina (ADEA) as a federated society of IEA

Motion carried (Y: 35, A: 0, N. 0)

Approval of process of Council meeting minutes

Since there is a one-year delay between the Council meeting and the Council approval of the minutes, it was proposed by the officers to set up an electronic approval procedure, by which the Council Meeting minutes are first approved by the EC, and then sent for consultation to the Council members by e-mail. If within a period of time (two months) there was no reply, the minutes are considered as tacitly approved. If minor modifications are requested, they should be introduced. If major modifications are requested, then the Council approval must be solicited.

A discussion took place whether this procedure violates the Robert's Rules. After consultation of Robert's Rules, it was established that the proposal does not violate them. It was also noted that some federated societies already apply a similar procedure for practical reasons.

Motion:

The IEA Council approves the following addition of IEA Rules, Title 4. "In order to have a timely and accurate record of Council debates and decisions, approval of the IEA Council Minutes is conducted by email. After the Council Meeting, the draft of the Minutes, reviewed by IEA Executive Committee, is sent to the Federated Societies Delegates who were present at the meeting for approval. In 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.

Motion carried (Y: 28, A: 7, N: 0)

9. Treasurer's report

Ken Laughery, IEA Treasurer, presented an overview of how IEA funds are invested in Scotiabank in Ottawa, Canada. Funds are held in one cash account from which payments are made and two interest bearing accounts. Transfers are made between accounts as necessary.

A description was also provided of five IEA "Special Funds." Four of these funds have been established for supporting ergonomic development in underdeveloped areas. The fifth special fund is for the Liberty Mutual Prize and Medal.

A summary of IEA's financial performance was presented for 2003. Total revenue for the year was \$90,803, and expenditures totalled \$113,851. The operating deficit for the year was \$23,048. Because revenue and expenditures are significantly higher in years of a Triennial Congress, such as 2003, it has been customary to present an analysis of operations for a three-year cycle. For the period 2001-2003, the total revenue was \$238,516. Expenditures for this period totalled \$236,494. Thus, during this three-year period there was an operating surplus of \$2,022.

A detailed description and discussion of the 2003 expenditures indicated that several key factors accounted for the deficit. Most noteworthy was the Liberty Mutual Prize and Medal costs that totalled \$23,109 (revenue for this award program is received in equal annual instalments over the three-year period), publication and distribution of the Triennial Report, and \$3,500 for grants to attend the Congress.

The presentation of 2003 revenue indicated that income from Federated Societies was approximately the same as in the two previous years, but income from Sustaining Members was approximately \$8,000 less than in each of the previous two years. The capitation fee for the Triennial Congress was \$15,928, somewhat less than other recent congresses.

An analysis was also presented of "core" revenue and expenditures. Core revenues sources include federated society dues, capitation fees and bank interest. Core expenditures include expenses for office and officer activities, standing committee activities, meeting costs and bank fees. This analysis indicated that core expenditures have exceeded core revenue over the 2001-2003 period. When sustaining membership revenue is included, revenue and expenditures are approximately equal.

10. Voting items: Auditors' report and New IEA Auditors

The auditors, Koya Kishida and Sadao Horino, approved the Treasurer's Report with a remark: "Insufficient income". We find it important to make special efforts to collect Sustaining Member fees for 2004 duly"

Motion:

The Council approves the IEA auditors' report.

Motion carried (Y: 35, A: 0, N: 0)

Approval of New IEA Auditors

The Treasurer proposed two new IEA Auditors: Betty Sanders and Michelle Robertson, both of HFES.

Motion:

The IEA approves Betty Sanders and Michelle Robertson as the IEA auditors.

Motion carried (Y: 33, A: 2, N: 0)

11. International Development Committee

David Caple, Chair of International Development SC, organised the presentation of his report along four main topics: International Agencies, Developing Countries, Information Resources and Professional Associations.

International Agencies

The collaboration with ILO was about two Programs: Ergonomic Instruments and Ergonomic Checkpoints. Both collaborations are active and they expected to be even more active in the future.

The collaboration with WHO was about two programs: HIRANI program (an UN program to assist very poor countries –less than 3000 dollars per year per person GNP- for free access to on-line materials) and Developing Projects. The current projects are: Training, that involves African countries, Public Communication, which has to do with ergonomics in industry, Ergonomic checkpoints in agriculture, Ergonomics in Occupational Health practice in Industrial Developing Countries, Criteria for ergonomic quality in design, Sharing of ergonomic training material, and Web based ergonomic training material.

Developing Countries

A number of developing countries had been supported 2003-2004 by providing ergonomic materials, namely: Brazil, China, Columbia, Cuba, Ghana, India, Indonesia, Lithuania, North Africa, South Africa, Thailand, and Ukraine.

Federated Societies or Institutions, which had "twinned" with one developing country, such as University of Lulea in Sweden with Iran, Japan Ergonomic Society with various countries of Asia, Sweden with India, Dutch Ergonomics Society with Indonesia and the action of Pat Scott in South Africa, had set up ergonomic training programs,

The future challenges are to develop self-supporting communities in agriculture, tackle emergent areas such as mining and tourism, and the differences in development within the same country, and the involvement of more developed countries in successful twinning programs.

Information Resources

The information resources are basically provided by the IEA website. The book donation program has been successful, even if there have been problems with mailing costs. Of great value were the Publishers' support program, and the distance learning online program, though they have to overcome the language barrier. Any educational kit on ergonomics will be most useful.

Professional Associations

Good relations had been established with ICOH (International Conference on Occupational Safety) and IHOA (International Occupational Hygiene Associations).

Comments of appreciation for the activities and plans of the committee were raised. Peter Rookmaker was then invited to present the twining program between the Dutch Ergonomics Society and Indonesia. The program is active and focuses mainly on ergonomics in agriculture and tourism.

12. Session A: Involvement of Federated Societies in IEA actions

Pascale Carayon made an introductory presentation. She observed that the practice in involving the Federated Societies is based on the consultation of IEA Council for approval of IEA actions, the direct recruitment of individual Federated Societies' members and on questionnaires and surveys. These practices had several limitations: the limited number of ways of involving Federated Societies, the dependence on the IEA delegate for communications, the under-utilisation of talents and expertise. It turned out that several times this process has been perceived as unfair and determined often sub-optimal performance. Individual members were rarely recognized for their contribution to IEA from Federated Societies (there has been several instances, when individuals contributed to external actions, as those related to the collaboration with WHO, with ILO checkpoints, with technical monographs and with EQUID initiative, and internal actions as the development of masters' courses and professional certification).

Suggested topics for discussion in the groups were the role of Council members as a communication link for IEA actions, the involvement process (its openness, effectiveness, directness, fairness and equity), the opportunities for involvement (through which media, and by which procedures), how to overcome language barriers, and to get recognition by Federated Societies for involvement.

The expected outcomes were short-term and long-term actions and how to differentiate procedures according to the different needs.

Council members were split into three groups, all debating the same topics. Each group has one facilitator (an EC member), a note taker and a reporter. It was allowed one hour for group discussion and the following hour was for reports.

Subgroup 1. (Reporter: Michelle Robertson)

1. IEA mission: mission statement states "working closely with the federated society ... possibly change wording to working through the federated society".
2. Issue of federated societies: commonalities and differences. Commonalities among the societies are recognised: Increasing and sustaining society membership Branding of federated societies and ergonomics/human factors.

3. Volunteerism: Recognise time and effort. Importance of top-level recognition from IEA to federated society, based within the culture value. Specific projects to work on with start times, end times, deliverables. Develop a database of volunteers.
4. Internationalism of research themes: Linking the technical group and technical committees to focus and target research themes, issues and agendas. Specify projects; develop taxonomy and/or priorities of research areas. Work together to get International funds.
5. Linking to other professional societies that involve human factors or ergonomics professionals. Bridge to these organisations to bring together the efforts and directions of human factors and ergonomics research areas and related topics.
6. Linking to standard activities and bringing in the involvement of other societies and members.
7. Welcoming a new society. How do we welcome them into IEA? What type of activities or projects or agendas should they be focusing on? What are the first steps for them?
8. Language and Culture: Recognise the cultural diversity and raise the sensitivity of these cultural differences and similarities. Volunteerism recognition based on culture and what is valued for the federated society.
9. Bridging common words and themes among the federated societies.

Short Term goals:

1. Acknowledgement of federated societies and members
2. IEA column in each federated society's bulletin/newsletter
3. Establish a database of volunteers, list of activities and projects

Long-term goals:

1. Different procedures for different needs. What are these and how do we define them to move forward on specific activities and projects
2. Technical groups and technical committees for initiatives for developing International research projects.

Subgroup 2. (Reporter: Lima Boniface)

1. Facilitate the national delegate's communication work to better inform the national society in order for them to feel more involved/informed.
2. Presently, IEA is perceived as distant and not so interested in the future. There is a lack of knowledge of IEA programs and activities: even though the national delegate is motivated, it takes a long time to go through all the material of the IEA Council and it is hard for other members of the national boards to read through the same material (language can also be a barrier).
3. It is proposed that materials should be prepared so that the national delegates and presidents can easily use these to communicate with their boards and members (in order to help avoid skipping the delegates time during board meetings): short half-page reports, graphs and figures that help with language barriers, brief PowerPoint presentations, attractive topics presentations (talk more directly to members than general info). Materials are to be used in various ways

and translated into local language for newsletters (an IEA info corner in each issue of newsletter), oral presentations, and journals, web sites.

4. Increase the IEA visibility and visual identity (branding): Materials should be recognisable and attractive (clear graphic IEA identity), frequently circulated at national levels and for external purposes (organisations, promotion, etc.).
5. Stimulate a sense of co-operation from the national to IEA level. It can be reached by asking clearly what is expected from and work closely with national societies on specific actions/programs. Working on a project is concrete and creates a sense of involvement. Develop a flow of scientific/multimedia/ etc. materials from the national levels towards IEA by identifying specific issues of interest for WHO or other organisations.
6. Some national delegates have financial difficulties in attending the IEA Council meetings: for this reason many delegates are Academics and the participation of practitioners is rather limited. Ways to improve this situation have to be found.

Subgroup 3 (Reporter : Ernst Koningsveld)

Role of council members is not easy: they have to serve IEA, their Federated Society and its members. They have also their own goals and ambitions. Council members are, to a certain respect, the IEA, but more truly they are bridges between (perhaps go-betweens). A better link with Presidents of Federated Societies would benefit both, but it is not realistic to require Presidents to be the council members.

All the work is voluntary work. Much of the IEA work is strategic. Volunteers are more hands-on people, less strategic. Of course IEA must be strategic in order to attain the larger goals that Federated Societies require.

Make activities as clear and specific as possible, as in the twinning of Dutch Ergonomics Society and the Indonesian Ergonomics Society, which has led to a better understanding International Development issues amongst the Dutch members.

It was suggested to request Societies to add a page to their web site on IEA, in their own wordings and own language.

More in general: we need to state: What are the needs for communication? What should be communicated? Between whom? If these questions were answered: we can choose channels, select content and simply do it!

Pascale Carayon noted that the group discussions pointed at specific actions that can be implemented relatively quickly, e.g., acknowledgement of contribution by members of federated societies, IEA column in national newsletters/bulletins, preparation of council meeting materials, "welcome package" for new societies, short summaries/PowerPoint presentations on IEA and its actions/programs. Others are to be developed in the mid-term: the branding of IEA, the development of a database of volunteers, the establishment of bridges/communication links between researchers, the support to attendance to council meetings, in particular for small/poor societies.

13. Development Committee

Jan Dul, the Chair of the Standing Committee on Development made reference to the attached documents (Scope, Annual report, Needs of societies). JD reminded that it is a new Standing Committee, created in 2003, Korea, and replaces the previous Policy and Planning Committee.

Its mission is twofold. For *Internal Development*, it contributes to the development of individual societies; and for *External Development*: it explores possibilities to strengthen the promotion of ergonomics and the position of the IEA in the external environment.

The general objectives for *Internal Development* are strengthen interactions with ergonomics societies and networks, support new societies and networks, and support discussions on IEA membership. For *External Development*: Review of current external relationships and exploration for new external relationships.

The activities carried out in 2003-2004 were essentially focussed on the exploration of needs of societies (President's visit, e-mail exploration, etc.) and of needs of individual members (survey of European Ergonomists holding an EurErg certification). Following these explorations, JD stated that, for Internal development, Federated Societies and their members are not fully aware of the activities of the IEA, and IEA is not fully aware of the needs, concerns, problems, challenges of the Federated Societies. As for External development, it was found that members of ergonomics societies noticed that the external environment (deciders like engineers, managers) are not aware of the potential of ergonomics. There is a lack of success stories, communication channels, education, etc.

The next actions, for internal development, will consist in the preparation of discussion documents on selected topics for session with presidents of societies during IEA 2006, the publication of the EurErg survey, and other actions identified in the Madeira discussion session. The next action for external development will be the building up of an inventory of external bodies (e.g. professional, international organisations) with which to explore co-operation to improve awareness of ergonomics (added value for them/us). General action is to find members for the Development Committee.

A discussion took place where it was noted the possibility of an overlap between the ID and the Development Committees, but also with other Standing Committees and with EC. It was convened to postpone any decision about the definition of the objectives and general policy of the Development Committee.

14. Communication and Public Relations Committee

Andy Marshall stated that the main focus of the communications committee had been Ergonomics International and the IEA website, feedback indicated the IEA is failing in its communications to Federated and Affiliated Societies, both in delivering information and communicating what the IEA is doing. AM will proposed that the "Communications and Public Relations Committee" name may change to the "Communications Committee" to emphasise the focus on communications. AM will examine communications to cover members, messages and media.

Ergonomics International has a new Editor, Dave Moore, who has established links with other editors, wants to receive copies of all federated societies' newsletters, and plans to send EI to all editors by email. Currently distribution is by: e-mail to around 60 people (on production day), on the website (within one or two days of production), by Taylor and Francis offprint (>400 two months after production), and in the journal *Ergonomics* (three months after production). If you have feedback about EI or potential articles for publication in EI please send them to.

The Website (www.iea.cc) is hosted by Ergoweb, but it is now edited by the IEA Webmaster, Andrew Marshall. The site is large (> 160 pages) and has been difficult to maintain and update. It underwent to main changes: a menu button was added to the Standing Committees page, a link to Ergonomics4Schools website was provided, a World Map has been made available with links to IEA roster last year to aid the maintenance activity and the rationalisation of some pages. Usage statistics are now recorded, monitored and analysed: visits were, in April, 3115, in June 2815; page views were, in April 6304, and in June 5811. The most viewed page in the home page, followed by definition of ergonomics, and by the directory of educational programs (total of directory information). All IEA roster information is now on one page. A plan of the web and its links was produced pages viewed was 1090 (18%). Ergonomics International home page has 3.9% of the hits. March newsletter had 85 visitors (1.4%). 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 Secretary General. The awards page has now (June 04) made it into the top 10 and the search page has dropped to number 8. In conclusion, statistics are encouraging: IEA is providing access to a definition of ergonomics, the Directory of Ergonomics courses, to EI, to information on awards.

Actions: One-year plan: complete the update of out of date pages, and simplify the site layout and improve navigation. Two-year plan: Bring IEA into top 5 hits on Google/Yahoo search. We reached the 9th position in April 2004 and the 8th in July 2004.

15. Voting item: Proposal of establishing a network of Editors of Societies' Bulletins

The President proposed the establishment of a network of editors of Societies' bulletin, newsletter, and other relevant publications, for the purposes of communication and exchange and sharing of these materials.

It was suggested not to imply any form obligation and dependence between EI and the Bulletins of the federated societies.

Motion:

The IEA Council approves the establishment of a network of editors of Societies' bulletin, newsletter, and other relevant publications, for the purposes of communication and exchange and sharing of these materials.

Motion carried (Y: 35, A: 0, N: 0)

16. Science, Technology and Practice Committee

Eui Jung, chair of the SC, stated the missions of the SC:

- Monitor and encourage the activities of IEA Technical Committees, in particular to contribute to the IEA2006 technical program. Currently, a number of TC chairs help to organise sessions for IEA2006. Experience from IEA2003 is being delivered.

- Take initiatives in the endorsement of journals, technical documents, and conferences.
- Produce technical documents (monographs) for the website by activating Technical Committees, in relation with the ID Committee.

The Chair reported then on the actual situation of Technical Committees. Some are not active and no longer exist (Control Room, Cost-Effective Ergonomics, Work Environment Design), some are newly formed and approved by the Executive Committee (Auditory Ergonomics, proposed by Ellen Haas, Activity Theories and Work (provisional name) proposed by Pascal Beguin, some are in project (Virtual Reality and Digital Human Modelling, Engineering, Anthropometry). The leadership of three Technical Committees is being sought (Consumer Product, Rehabilitation Ergonomics, Standards).

Conferences endorsement:

- ECCE'12: Living and working with technology. University of York, UK, September 12-15, 2004
- Healthcare Systems Ergonomics and Patient Safety. Florence, Italy, March 30-April 2, 2005
- ODAM'2005, 20th Anniversary of ODAM. Maui, Hawaii, USA, June 23-26, 2005
- HAAMAHA'2005 10th International Conference. San Diego, USA, July 17-19, 2005
- CybErg'2005

Journals' endorsement:

Previously endorsed journals: Ergonomics (Official Journal of IEA), Applied Ergonomics, 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.

Journals endorsed in 2003-2004: Ergonomia, Cognition, Technology & Work (CTW).

Drafting of technical documents

A brief overview (1-3 pages) on topics of general interest, written for non-specialists, including examples, or case studies, graphic materials, to be placed on the website, having a standard format (title, text, references, relevant sites, related topics,). First contributors are IEA Technical Committees, but Federated Societies contribute. Potentially, they are particularly useful to the ID Committee.

17. Professional Standard and Education Committee

The chair of the Standing Committee reminded its mission: "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". The definition of the mission will be revised and submitted to the 2005 Council meeting.

The activity was centred on the development of three new subcommittees: Directory of Ergonomics Educational Programmes (DEEP), Professional Standards (PS), and Ergonomics Education (EE).

Directory of Ergonomics Educational Programmes (DEEP) Subcommittee

Tina Worthy was appointed as chair and Stephen Legg, Andy Marshall are the Subcommittee Members. The goals of the Subcommittee are:

Goal 1: To maintain the DEEP on the IEA Web site. The progress archived was the development of a new feedback form. In the future a new chair may be needed.

Goal 2: Review the DEEP for accuracy every year. It is an ongoing activity.

Goal 3: Review the DEEP supplementary advisory information supplied about courses every 3 years: The review started in May 2004 and will be complete by Dec 2004.

Goal 4: Develop guidelines for inclusion of courses within the DEEP. A 'responsible person' from the Federated Society must check the course entry before it is accepted, so no need for slavish checking of course details by a DEEP committee member. In the future, the criteria will change if IEA develops guidelines for course accreditation.

Goal 5: Encourage updating DEEP via the IEA home page. A new form has been developed which allows visitors to add details of new courses. In the future, Federated Societies web editors will be periodically reminded.

Goal 6: Promote DEEP more widely. The Federated Societies web editors were asked to provide a link to DEEP. This request will be repeated each year.

Professional Standard Subcommittee

The appointed chair is Dr Carol Slappendel.

Goal 1: Endorsement of Certifying Bodies. The Subcommittee Members are Stephen Legg, Francois Daniellou, Jerry Duncan, Harvey Cohen, and Neil Mansfield. It revised the IEA website, made minor changes to IEA Certification Endorsement Application Form, advised Japan and South Africa, encouraged CREE, UK and NZ to submit applications, initiated a questionnaire survey of all Federated Societies about their certification schemes. Replies trickling in were too slowly. In the future, a questionnaire survey will be completed; applications should be encouraged and assessed.

Goal 2: Review of IEA Code of Ethics. The Subcommittee Members are Stephen Legg, Shrawan Kumar, and Ian Randle. It was commenced a review: The initial impression was that COE is too long and confuses codes for ethics (ethical practice and research) with code for professional conduct. Legg will present IEA COE at the NES conference - theme 'Ethical practice in ergonomics' (August 2004). In the future, the review will be completed.

Ergonomics Education (EE) Subcommittee

The Chair is Stephen Legg and the members are Robin Hooper, Tom Smith, Robin Burgess-Limerick, Reg Sell (CREE) (ad hoc), TBA (from Asia). The goal is to prepare an IEA document: "Guidelines on the minimum specifications for a Masters degree in Ergonomics/Human Factors (including guidance about distance learning)". All material has been collated, and an international consultation has commenced. A workshop will be held at APERGO conference (July 2004). A first draft of document is expected to be ready by January 2005. It will be presented and discussed in

workshops at SEAES conference (March 2005), HFES Conference (Sept.2005) and a FEES and/or CREE meeting in Europe (TBA 2005). The consultation with IEA Federated Societies will start early in 2006. The final document should be ready for approval by 2006.

In the discussion that followed the presentation of the report, many members of the IEA Council asked for a greater representativeness of the Federated Societies in composing the Sub-committees. The President supported this suggestion.

18. EQUID Committee

Pascale Carayon, chair of this Standing Committee, reminded the history of the EQUID project. In 2001, the Council approved the Equid project. In 2002, the drafts of two documents were presented to the Council and approved. In 2003, the proposal of restructuring the EC, including the creation of the EQUID Standing Committee was approved by the Council. In this Council, the proposal of definition of mission and goals will be requested for approval.

The mission of the Ergonomics QQuality In Design (EQUID) Committee is to develop and increase the use of ergonomics knowledge and methods in the design process of products, work systems and services.

The objective for 2004-2005 is to finalize the two texts on:

- Ergonomic criteria of product design process,
- Accreditation criteria and processes

The Equid Committee comprises Pascale Carayon, Chair, Pierre Falzon and Waldemar Karwowski, and the chairs of two sub-committees, on accreditation criteria and process (involving a user group on accreditation), and on ergonomic criteria of product design process (involving a user group on ergonomics process in design).

The tasks are the establishment of the EQUID Standing Committee, the development of texts on ergonomic design process for products, on accreditation criteria and processes for EQUID certification for products, on EQUID Standing Committee for inclusion in IEA Basic Documents, to be approved by Council. Industrial sponsors for developing EQUID program are to be sought. The goals to be reached are the accreditation of the first EQUID certifying body, and the completion of the first product design certification. The Committee also should apply for trademarks for EQUID program and related names. Of course, it badly needed to communicate about EQUID.

19. Voting item: Approval of the mission of the EQUID Committee

In the discussion some questioned the broad aim, some saw a risky activity to be counterbalanced with the institution of a subcommittee on risk assessment of the EQUID activities. Others feared a commercial profit seeking in applying for trademark, some observed that some Federated Societies are involved in the activities and there is the need of co-ordination. Yet others expressed favourable comments and suggestions, while some declared neutral. The President observed that the support of the council to the EQUID program appeared to be strong. In

EQUID is very strong. He also stated that the EQUID Program is probably the most ambitious actions ever undertaken by the IEA, and will serve both the discipline and the profession.

Motion:

The IEA Council approves the following additions to the IEA Basic documents on 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 product, work system and services. This objective is accomplished through the definition of ergonomic requirements for the design process of products, work systems and services, and the establishment of certification for ergonomics quality in design (EQUID) program. ”

“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 system 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 system 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 requirement for the ergonomic design of product, work system and services, and of the EQUID accreditation program.

EQUID activities shall involve the participation of various stakeholders, including 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 realise 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 subcommittees are automatically members of the EQUID Committee.”

Motion carried (Y: 28, A: 3, N: 3)

20. Session B: Needs of Federated Societies

David Moore reported the results of the survey carried out at the beginning of Council Meeting. The results for the answers to the first question "What are the three major concerns/problems/challenges of your society?" were as follows:

External recognition of the discipline of ergonomics	19
Maintaining sustainable membership numbers	17
Struggle in running the Society with volunteers	6
Dealing with diverse professional groups of members	6
Relationship with IEA not working well enough	5
Feelings of ineffectiveness locally	3

Other responses were: Shortage of funds, lack of employment opportunities in industry for new graduates, achieving regular enough meetings, problems with Certification schemes, professional training opportunities shortage, and problems in forming Regional Groups.

The results for the answers to the second question: "What are presently the three most important IEA activities?" were as follows:

Triennial Congress and conference support	12
Promoting ergonomics internationally	10
IDC support	9
Harmonising and developing educational standards	6
Harmonising and developing professional standards	6
Inter-society networking opportunities	5
EQUID	5
Individual networking/CPD opportunities	4

Others responses were: Technical knowledge/methods/success story sharing, raising quality of ergonomics practice worldwide, troubleshooting.

The results for the answers to the third question: "From the perspective of your society, given your concerns/problems/challenges: What should the IEA be doing in the future?" were as follows:

Technical knowledge/methods/success story sharing	16
Promoting recognition of ergonomics internationally	13
IDC support	10
IEA - FS communications and support	6
Triennial Congress and conference support	3

Others responses were: Developing education and professional standards, supporting society-society networking opportunities, improved considerations of cultural and linguistic differences, assisting the professional effectiveness of individuals, improved IEA efficiency and willingness to change, EQUID, growth and development of the discipline.

Jan Dul, co-ordinator of the session, proposed four topics for the group discussion:

1. Which concrete actions should the IEA take to promote ergonomics internationally and improve external recognition of the discipline of ergonomics?

2. Which concrete actions should the IEA take to cope with related societies (such as other professions) and maintain sustainable membership numbers?
3. Which concrete actions should the IEA take to improve technical knowledge/methods/ success story sharing?
4. Which concrete actions should the IEA take to improve support of IDCs?

Each topic was to be addressed for one hour by one group that was moderated by an EC-member but EC-members did not contribute to the discussion. The expected outcomes should be the concrete actions that the IEA should take and reported to the Council by a Reporter.

Group 1. (Reporter: Michelle Robertson)

The concrete actions identified were: Developing consistent visual material for marketing and branding, establishing communication links with the other professional organisations, lobbying legislators, consumers, targeting the message, developing educational programs for target population (non-engineering groups, economists, managers, children, college students and emerging workforce, implementing ergonomics into the national curricula (through developing textbooks for teachers and student, participation in Science Fairs, encouraging design competitions), identifying the unique needs of different countries, increasing ergonomics awareness at other professional conferences (by giving presentations), developing educational material (interactive workshops, videotapes, case studies, success stories, history, design process, facilitator training), making use of the media, developing special publications (e.g., for children), promoting the developments of ergonomics checkpoint, developing a "badge" on ergonomics, awarding design at company level, and to reactivate the Technical Group of cost/benefit analysis of ergonomics.

Group 2 (Reporter: Betty Sanders)

The actions to be taken are: Co-sponsoring meeting on topics of mutual interest, fostering open communication at the International levels of these organisations, seeking invitation as speaker at attendees at the meetings, offering special rates to their members at IEA and federated societies meetings, developing and provide high level publications and media releases for audience of interest (e.g., medical doctors), exploring a variety of ways to build new relationships and involvement. A caution: not to be "swallowed" by the other groups and to remain always visible. The strategy should be to identify the Societies of interest, to prioritise the list, to define different strategy according to personality, commonality, history of the group, to get input and support for the Federated Societies in the are, and to develop and implement the plan of action.

Group 3 (Reporter: Michael Wogalter)

The focus is to be put on success stories. The web should provide links with existing material or reports already developed printed material, such as book s by Hendricks, Tullis, Mehew, or Vicente, or visual material, such as HFES video. The layout should be somewhat standard to ease the copying. An editor and reviewers should be identified to find or develop material that covers all the spectrum of ergonomics domain, to select different type of success, and to give instances of failures. The Conferences and the Congress should have room for presenting success stories in various topics, possibly organized by the Technical Committees. Also journals, endorsed by IEA, should have room for success stories.

Group 4 (Reporter: Shrawan Kumar)

The group identified a number of actions: Define Industrially Developing Countries, diffuse the twinning initiative, prepare an operating tool kit, develop the role of "roving professor" (who possesses technical expertise, marketing skills, is willing to repeat the lessons in different locations, is sensitive to the local and cultural needs), assess and crystallise IDCs problems through consultation, mentor in development of Societies, translate educational material in language of IDCs, assisting in distance education and helping IDCs in thinking for themselves: Furthermore, the Council Members should present papers in conferences arranged in IDCs or when IEA meetings are held in IDCs.

The President congratulated and thanked the groups for producing so many ideas for actions. He underlined the need to think in terms of IDCs, the need for material of general education, and the necessity not to forget the language barriers. The IEA should be thought of as a networking tool, where EC organises the work in order to direct actions.

21. Awards Committee

The Chair, Waldemar Karwowski, HFES, past President of the IEA, reminded the IEA mission is to promote recognition of ergonomics discipline. The main objective of the Award Committee is to support the mission of IEA through recognition of outstanding ergonomists/human factors professionals throughout the world.

The specific AC objectives 2003-2006 were to maintain and support current IEA awards making process, to enhance the involvement of IEA Societies in making nominations for the various awards, and to improve the public-at-large awareness of the IEA awards by involving the IEA-collaborating and co-operating international bodies in publicising IEA awards around the world.

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

The 2004 IEA/Liberty Mutual Prize in Ergonomics and Occupational Safety prize winner to be announced in August 2004 by joint Liberty Mutual Co./IEA press release. The 2004 Review Committee comprised: Prof. Hal Hendrick, USA, Prof. Holger Luczak, Germany, Prof. Pranab Nag, India, Prof. Marcelo Soares, Brazil, and Prof. John Wilson, UK (Chair)

For the 2004 IEA Fellow Awards, 10 nominations were received. Congratulations to five newly elected IEA Fellows: Dr. Stu Parsons, HFES (USA), Prof. Pat Scott, ES of South Africa, Dr. Stover Snook, HFES (USA), Prof. M. J. Wang, ES of Taiwan, and Prof. John Wilson, ES (UK) Feedback was received from three current IEA Fellows.

Following the 2004 IEA Awards, some observations should be made. Nominations play an important role and should be made in time. Council members have a major role in that respect. WK urged Council members to begin thinking about 2005

nominations. The IEA Triennial Awards, at IEA 2006 Congress in Maastricht, must be organised as a high publicity event for IEA.

It was suggested to reconsider the number of IEA awards, and to co-ordinate with the Awards Committee of the Federated Societies.

22. IEA Triennial Congresses

IEA'2009, Beijing, China Progress Report

The Chair, Kan Zhang, was not present and will be asked to report at the next Council Meeting.

IEA'2006, Maastricht, NL Progress Report

The chair, Ernst Koningsveld, reported that two contracts were signed: with the congress center and with the professional congress organizer. 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 organisation; Liberty Mutual donated a substantial amount of money. 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! The central organising committee was formed, consisting of Ernst Koningsveld (Congress Chair), Ruud Pikaar (Program Chair) and Paul Settels (Chair Finances and Facilities). This team was prominently present at IEA2003 in Seoul, Korea. Much of the experiences of the Koreans were exchanged during a meeting of both organising committees. The IEA2006 organisers are happy for their predecessors that, despite turbulence in the world, the Seoul congress was very well organised and ended in a positive financial result.

Just before the IEA2003 congress the web site of IEA2006 was launched: www.iea2006.org. Since then many people have visited the site daily 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. A Regional Program Committee with members from Belgium, Germany and The Netherlands was set 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 up. We expect 1,000 or more abstracts, so streamlining is essential.

Communication is a focal point of the organisation. Many IEA technical groups have agreed to organise one or more sessions and many individuals have expressed their interest. The basic principle is that the IEA2006 organisation must facilitate the interaction of all participants in whatever way.

23. Next Council Meeting Location

Two offers to host the next Council Meeting had been received.

- 10th HAAMAHA Conference, San Diego, CA, USA, July 18-20, 2005
- SEAES Conference, Bali, Indonesia, May 23-25, 2005

Because of dates (May is thought to be too early) and because San Diego is more easy reachable, San Diego is to be preferred. On the other end, some members of

Executive Council and the offices have planned to have a meeting in Bali the preceding days.

The Council members expressed their preference for San Diego (18 votes), having nine votes for Bali, and seven abstained.

24. Synthesis

The President drew some synthetical observations. The meeting allowed for increased interaction and better use of expertise. It concentrated on important issues for internal democracy and development. There was a general agreement with issues of concerns proposed by the EC: sharing Societies' concerns, and involving Societies in IEA actions.

The means for involving societies are still to be clarified. May be there are high expectations which the limited resources available. The answers may be beyond EC capacity.

Some lines of action can be figured out from Executive Committee as for communication (establishing more direct link with the leadership of Fed Soc (Presidents or others), providing the Federated Societies with synthesis, digests, etc. of IEA actions, making *EI* reach individual members of Federated Societies, and setting up network of editors), and developing support materials (brochures, web resources, educational toolkits). The Executive Committee should move toward a two-way involvement of Federated Societies by selecting and tailoring IEA actions to our human and financial resources, translate and better integrate societies' concerns into IEA actions and plans, improve international membership in IEA actions. A synthesis of Council debates will be sent to Federated Societies Presidents (by the IEA President), with request for feedback. The executive Committee should also prepare plan of action for Presidents' workshop at IEA' 2006.

The President noticed that some lines of action emerged also for the Council: reflect on the role of the Council member as a liaison with Federated Societies, devise better ways of disseminating information on IEA actions in Federated Societies, ensure that appropriate feedback is provided to IEA following letter from President.

In the discussion followed it was asked to distribute the minutes of Executive Council to all the members of the Council. It was replied that it should pay attention not to duplicate discussion that it was never done for reasons of practicality and confidentiality.

25. Acknowledgement to the hosts of the Council Meeting

The President, Pierre Falzon, thanked the APERGO for the kind and efficient hosting of the meeting that was very appreciated by all.

26. End of Council Meeting

The President thanked all the Council members for their active and collaborative participation in the meeting and declared the meeting closed.

6. Reports

6.1. IEA Report 2004-2005

Pierre Falzon, President of the IEA

This report provides a general overview of IEA activities in year 2004-2005. These activities are presented in relation to IEA Strategic goals. The presentation takes into account the needs of the IEA Federated Societies as they have been expressed during the workshops held during the 2004 Council meeting (Funchal, Madeira).

This report is self-contained and should allow the reader to get a good picture of IEA activities. More details are provided in the reports of the Officers and of the Chairs of Standing Committees.

Context

At the time of the next IEA Congress, in 2006, the IEA will be close to its 50th birthday. Although there is some uncertainty on the formal date of creation of the IEA, the decision to found such an organization was taken in 1957, during a workshop held in Leiden (Netherlands), who judged that an international body was necessary in order to promote the discipline. The IEA'2006 Congress, which will take place in Maastricht (NL) will then provide an opportunity to celebrate this event in the country which saw the conception (if not the birth!) of the IEA.

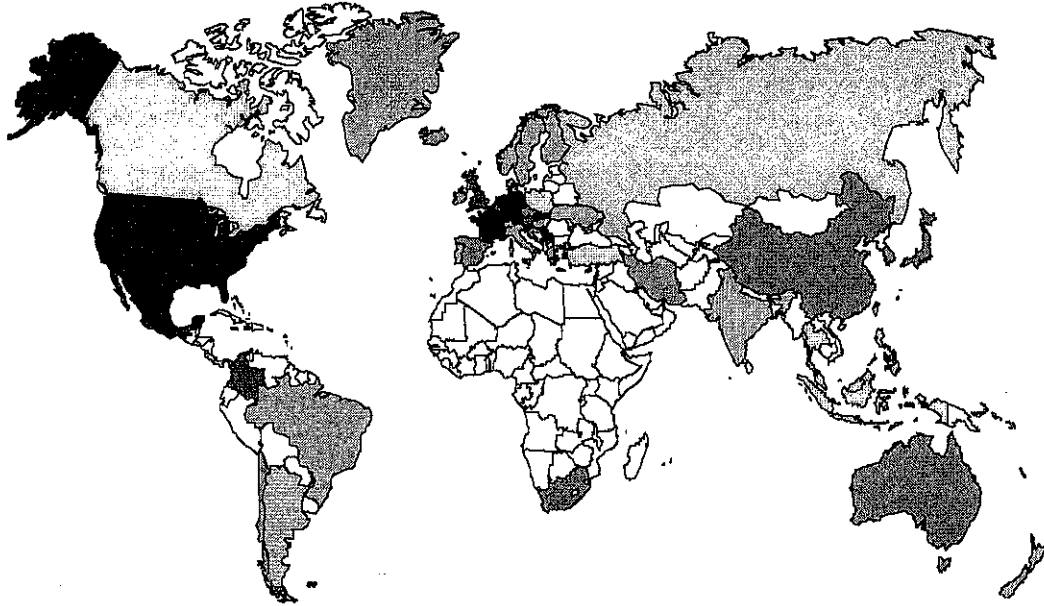
Our intention is to use this event not only as an occasion for raising glasses together, but to reflect on the evolution of Federated societies and of the IEA itself. There are many reasons to do so.

On one hand, the IEA covers now a very large part of the world, as reflected in the map below (coloured areas mean that an IEA Federated Society is present; colours are meaningless). Federated Societies differ widely in their age, number of members, membership rules and level of activity. Also, the type of ergonomic issues that are of interest for Federated Societies vary according to the social and economic situation faced by the country. A glance at the programs of national societies conferences provides a good picture of this diversity.

So here is a first challenge. The Ergonomics Societies that contributed to the birth of the IEA were born in developed countries. Their areas of interest have grown in the reconstruction years and later in the years of automatization and computerization of the societies. The IEA membership is now diverse and the IEA must make sure it accommodates a diversity of needs. This issue will be revisited several times in this report.

Although Latin America has seen the creation of several ergonomics societies in the past ten years (Mexico, Colombia, Chile, Argentina), which is a good sign, both for ergonomics and for the economics of these countries, the expansion of the IEA is slowing down. The main reason is that, in order for an ergonomics society to exist in a given country, the country must have reached a sufficiently high level of development. There is a paradox: some countries which badly need ergonomics action in order to improve working conditions do not have an education system, an

administrative organization and a legal system that allow ergonomists to be trained and ergonomic actions to take place. The white areas of the map correspond of course to these poorer countries. Africa is, save from South Africa, not yet represented in the IEA. However, there are hopes to see the creation of one or several ergonomics societies in the Maghreb area in the near future.



A concern

In year 2003-2004, interactions with some IEA Federated Societies indicated that improvements were needed in terms of communication between the Executive Committee of the IEA and Federated Societies: actions undertaken by the IEA were little known by the Societies (even though they had been approved by the IEA Council), up to the point that some Societies even questioned the necessity of their membership to the IEA. A letter was then sent to Societies' Presidents to express our concern on this issue, and discussion sessions were held during the 2004 Council meeting to assess the expectations and needs of Societies. A synthesis of these discussions was later sent to the Societies.

One of the problems that appeared prominent was that of IEA internal democracy. We need to have a better linkage with Federated Societies (not only with Council delegates but also with Federated Societies' Presidents); we need to find ways to better understand the needs of Federated Societies. A plan of action on these issues has been devised and is put into action by the Development Committee.

Another aspect of internal democracy concerns attendance to Council meetings. Attendance to Council meetings is not systematic for all Federated Societies. Some Societies are always represented, others nearly never come. This is caused – seemingly- by a variety of reasons: Societies do not fund their delegates travel expenses, so that some cannot come; this is all the more so when societies are small and young and when the country is not very wealthy. The consequence is that decisions are taken by a biased sample of IEA members. We intend to try and better

understand the causes of non-attendance, and see what can be done to improve this situation.

We have also decided to reshape the role of the IEA towards Federated Societies: the IEA needs to be more proactive, encourage networking between Societies (the creation of IEA networks was already a first step in that direction), and help sharing of concerns and solutions. This issue will be addressed further in this report.

Finally, we need to make a better use of the Council itself: our will is to spend less time on administrative matters and more time on discussing issues with Societies' delegates. We have had very positive feedback on the way the 2004 IEA Council meeting was conducted: this meeting gave much more opportunity for delegates to actively participate. We intend to carry on in this direction. Additionally, for reasons explained at this last meeting, while the role of the Council delegate is certainly an important one, a direct link with Federated Societies Presidents is necessary, to make sure that they are aware of IEA actions and requests. The names of Societies' Presidents have been added to the electronic distribution list, in order to develop awareness of IEA activities.

IEA finances

The Executive Committee has begun discussing three issues related to IEA finances: IEA cost of functioning, IEA dues, and IEA budget.

IEA cost of functioning

The cost of functioning of the IEA is related to a large extent to the cost of meetings: meeting of the Council itself (travel expenses of the EC, general logistics of the meeting, Council dinner) and meetings of the Executive Committee. Concerning EC meetings, it must be understood first that much can be done via the Internet, but not everything. Some discussions need to be done face-to-face. The fact that the present composition of the EC reflects the worldwide nature of the IEA adds to the cost of meetings. We have tried to lower these costs by suppressing full EC meetings. Meetings involving a subset of the EC have been held in Paris, Florence and Bali, in conjunction with other event so as to minimize costs. In spite of these efforts, meetings cost remain one of the main expenses of the IEA. It is in part unavoidable, and it also reflects an increasing activity of the IEA (e.g. EQUID).

Another solution that we are considering is the downsizing of the EC. We have begun discussing hypotheses of reconfiguration of EC tasks, which would yield a smaller EC. Following Eui Jung's resignation as Chair of the STP committee, we have proposed to have a single person as Chair of this committee and of the EQUID committee. This solution (which also appeared as making a lot of sense) is a first attempt at downsizing. But we believe more can be done.

IEA dues

Concerning IEA dues, simple mathematics are sufficient to see that the rules we use to compute these dues do not favour small societies and societies of developing countries. How many of the large societies would accept to use the 20% rule (20% of

their income) that is proposed to these small societies? None of course. There are two paradoxes:

- first we propose this very taxing rule to small, newly born societies, that is to societies that are struggling to exist ;
- second, while the IEA dues constitute a large part of these Societies' budgets, they represent a very small part of the IEA budget !

We clearly need to revise our rules on this issue. This will be discussed during the Council meeting. The IEA Treasurer will provide elements.

Increasing IEA budget

Another way to cope with the cost of IEA activities is to get more money into the IEA. Ultimately, a program like EQUID should be able to bring additional resources. But this is a hypothesis for the future: for the time being, it is only an additional cost. Thus, we should try and find funds for financing specific activities. As an example, the ILO has funded the workshop on Ergonomic Checkpoints that has been held before the SEAES Conference in May.

One of the major sources of revenue for the IEA is the IEA Triennial Congress. However, we believe we are not exploiting as much as we could the possibilities given by our own rules, concerning IEA conferences. Organizers of IEA Conferences are supposed to give the IEA a *per capita* fee. We should encourage and promote such Conferences, which could help the IEA to better fund its own activities. This issue will be developed further in this report.

Activities of the IEA Standing Committees

A synthetic view of the activities of the IEA Standing Committees (SCs) is provided here, focusing on the main tasks undertaken this year. Activities are described with more detail in the reports of the SCs.

Activities of SCs fulfil IEA Strategic goals, which are:

- To contribute to the development of federated societies;
- To advance the science and practice of ergonomics at an international level;
- To enhance the contribution of the ergonomics discipline to global society.

The following table summarizes SCs activities in relation to these strategic goals. It can be noted that some activities, unsurprisingly, contribute to the fulfilment of several strategic goals.

IEA Standing Committees	IEA Strategic Goals		
	To contribute to the development of federated societies	To advance the science and practice of ergonomics at an international level	To enhance the contribution of the ergonomics discipline to global society
Science, Technology and Practice	Ergonomics Compendium Technical Committees	Ergonomics Compendium Endorsements Technical committees	Ergonomics Compendium
EQUID (Ergonomic quality in design)	Development of the profession	Development of EQUID guidelines	Provision of processes for certifying products
Professional Standards and Education	Organizations of Masters' sessions in Societies' conferences Certification programs	Masters' program guidelines Code of ethics/conduct Certification programs	Code of ethics/conduct
International Development	Support to IDC ergonomists Support twinning programs Organizations of IEA/ILO sessions in Societies conference	IEA/ILO Checkpoints IEA/ILO checkpoints on agriculture Support twinning programs	IEA/ILO Checkpoints IEA/ILO checkpoints on agriculture
Development	"Best practices" initiative		
Awards	New awards policy	K.U. Smith Award Liberty Mutual Award	
Communication and public relations	Information about Societies and links to Societies websites	Website hosting of TCs information and Ergonomics Compendium	Dissemination of information on ergonomics

International development

A large part of the activity of the International Development (ID) Committee has been focused on the revision of the IEA/ILO Ergonomics Checkpoints. The writing of this document has been a major achievement of the IEA, some ten years ago. The document is a best-seller and has been translated in many languages. A revision was requested by the ILO. David Caple, Chair of the ID Committee, has put up an editorial board. This editorial board includes several of the original authors. An

editorial board workshop has been held in Bali, at the occasion of the SEAES Conference in May 2005. The ILO financially supported the workshop.

Another joint IEA/ILO action concerns a similar endeavour : the writing of Checkpoints on agriculture. This initiative has been going on for some time now, under the responsibility of Kazutaka Kogi (who is a member of the ID Committee). A session on this topic has been organized during the SEAES Conference. We hope to be able to organize a workshop (similar to the one held in Bali) at the HWWE Conference in India at the end of the year. Funding from the ILO has been requested.

Development

Following the discussion sessions held during the 2004 IEA Council meeting, an initiative was conceived by the Chair of the Development Committee, Jan Dul. The objective is to use the 2006 IEA Congress as an occasion for Federated and Associated Societies to share their ideas on issues of common concern and to learn from each other's experiences. Societies seldom realize the extent to which the difficulties they face are shared by many other Societies. Here is a list of issues of common concern:

- How to attract new members and realize membership growth;
- How to accommodate research and practice (or: researchers and practitioners) within the Society;
- How to assist young ergonomists in their first steps as professionals;
- How to develop continuing education in ergonomics;
- How to establish programs for certification of ergonomists;
- How to increase visibility by the general public;
- How to increase recognition by national authorities or national organizations;
- How to strengthen the relationship with the business world;
- How to strengthen the relationship with related, non-ergonomics societies.

In this perspective, the Development Committee has requested Societies to propose names of volunteers in charge of preparing a "Best practices" forum during the 2006 IEA Congress. Response from Societies has been very good and positive. This initiative is quite in line with the EC and Committee objective of contributing to the development of IEA Societies and of a more bottom-up approach to Societies' needs.

Science, Technology and Practice

Eui Jung, who was Chair of the Science, Technology and Practice (STP) Committee, had to resign due to lasting health problems. This resignation was effective in March 2005. Pascale Carayon has accepted to take charge of the STP Committee on top of her assignment as Chair of the EQUID Committee.

The activities of the STP Committee concern endorsements of Journals and Conferences, management of IEA Technical Committees, contribution to the scientific organization of the IEA Triennial Congress. These activities are described in the Committee report. I will here insist on some specific actions.

Technical Committees (TCs)

Following TCs activities should not be simply to keep a list of them: some TCs need to be revitalized, some may need to be disbanded or reformed, and the creation of new TCs should be encouraged. The existence of active TCs benefit to the discipline and it is also a way to develop links between Societies. It therefore contributes to several of the IEA goals. In order to encourage TC creation, the benefits of being a TC should be given some thought.

Ergonomics

A number of complaints have been received about the way *Ergonomics* was operated: response to authors is very slow, in spite of numerous attempts to get in touch with the editors. Although the problem does not concern only this journal, the IEA has to pay a specific attention to this problem since *Ergonomics* is the "official journal" of the IEA. Contacts have been taken with people in charge at Taylor and Francis, who are aware of the problem. I have also been in touch with the Ergonomics Society. A joint action of the IEA and the ES has been discussed.

Endorsed conferences

As stated earlier, IEA conferences are a means to provide more funds to the IEA. The opportunity of developing a new set of IEA Conferences has been discussed. Potential themes for such conferences are (notably) ergonomics in design, and ergonomics of health systems. We expect to make progress on this issue in the year to come.

Ergonomics Compendium

The objective is to develop short texts on ergonomics topics, to be placed on the IEA website. The texts should allow a non-ergonomist to get a good idea of the ergonomics point of view on the topic under consideration. It should also point at other relevant sources (books, websites), for further information.

This new initiative serves the three strategic goals of the IEA

- To contribute to the development of federated societies, because it may help the development of ergonomics in countries where access to documentation is difficult, but also in more developed countries to develop the awareness of the general public of what ergonomics is and what it can do
- To advance the science and practice of ergonomics at an international level
- To enhance the contribution of the ergonomics discipline to global society

Betty Sanders has accepted to take charge of this initiative, within the STP Committee. Technical Committees have been consulted as potential contributors to the Ergonomics Compendium. The establishment of a steering committee is considered.

Professional Standards and Education

The Professional Standards and Education (PSE) Committee has three main tasks: developing guidelines for education in ergonomics, developing and encouraging certification programs, developing code of ethics and conduct. I will here focus on the Masters' program initiative.

The contribution of the IEA for homogenizing education in ergonomics is not new. Several texts have been developed in the past in that perspective. The present goal concerns the development of guidelines for Masters program. A first text has been developed as a "martyr" document, intended to provoke reactions and amendments. The strategy is to propose the text during specific IEA sessions held on the subject in Societies' conferences. Such a specific session has taken place at the occasion of the Ergonomics Society Meeting; another took place during the SEAES Conference. Two others are scheduled (NES Conference, HFES meeting). During this process, we are also assessing this method of iterative development of the text. First results will be presented by Stephen Legg, Chair of the PSE Committee, at the Council meeting in San Diego. Our hope is to have a text presented and voted upon at the 2006 Council meeting. We are not certain at the moment that this goal can be reached: establishing a consensus on Masters' programs is not an easy job.

Communication and Public Relations

The name of this Standing Committee could be changed. It is essentially concerned with communication, not really with public relations. Its main activity is the development of the website, an essential tool to communicate between Federated Societies and with the public at large, and ensuring that the website is easily targeted when consulting web browsers. The role of the CPR is thus more and more in interaction with the other SCs. The CPR Committee is now also in charge of managing the IEA electronic distribution list.

We have had some discussion about the role of *Ergonomics International*, the IEA bulletin. This discussion is still going on.

Ergonomics Quality in Design

The Ergonomics Quality in Design (EQUID) Committee has held two meetings this year. The first goal has been to appoint members of the two subcommittees. Two meetings have been held (in Florence and Berlin), allowing to progress in the definition of the tasks and in planning.

During the 2004 Council meeting, a frank and open discussion on the EQUID program took place. We have heard the remarks that were made at that time, which expressed concerns of the feasibility of the program and on the appropriateness of IEA for conducting the program. Our proposal is to set 2006 at an assessment date. At the time of the Council meeting in Maastricht, a decision will be taken on the future of the EQUID program. Several options, of varying degrees of ambition, will be elaborated and submitted to the Council.

Awards

Awards play two main roles: they acknowledge the contribution of individuals to the development of ergonomics and they provide visibility to the discipline. It has been noted that there was unequal interest and reactivity of Federated Societies in that matter. Some societies propose regularly names of deserving individuals, while other societies do it rarely. The reason may be in part cultural, but we feel that it may also be related to the definition of IEA Awards, which insists on international impact. It is today difficult for a Society to nominate someone who has played a major role in the development of the discipline in a specific geographic area. This could be revised,

since these people make an important contribution to the worldwide dissemination and implementation of ergonomics.

An extension of the K.U. Smith Student Award to support ergonomics students in developing countries is being considered, following various scenarios: helping the development of a library, or an educational program, or a student research project, or the establishment of a new ergonomics training program for students, or providing a general benefit to students.

6.2. Secretary General

6.2.1. Report

Sebastiano Bagnara, Secretary General of the IEA

- 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.
- Taking care of archives

Connection to the President

An almost daily exchange of e-mail messages with the President, and an intense communication with the Treasurer and the Chairs of Standing Committees have taken place.

Since the decision to hold the 2005 Council Meeting in San Diego was not unanimous, and some Council members requested to reconsider it in favor of Bali, the President decided to ask the Council members to express again their will. Consequently, the Secretary organized an email ballot, which ended up with about the same result as in Madeira. Moreover, besides the outcome of the ballot, in the meanwhile it was made apparent that it would be difficult or impossible for some members to obtain the visa to reach Bali. For these reasons, the decision to hold the Council meeting in San Diego was confirmed

For the first time, in application of the decision taken in the Madeira Council Meeting, the minutes of that meeting were to be approved through e-mail, first by the officers, then by the Executive Council, and, later, by the Council members, who were present in Madeira. By the end of October, the process of approval was concluded.

A Summit Meeting (attendance: President, Secretary General and Treasure) was held in Paris, January 21-22, 2005.

The summit considered the progresses made in implementing the planned actions by PSE, IDC, and STP SC. Special attention was dedicated to the situation of STP: given the forced inactivity of the Chair, actions to be undertaken (such as Conferences' endorsement) were to be carried out by the officers.

Since the reduced rate of endorsed journal was frequently difficult to be achieved and not very well known by the members of Federated Societies (it is one benefit for all members of the Federated Societies), the Secretary was asked to write a letter to secretaries of societies to recall the numerous endorsed journals (Ergonomics –the official Journal of IEA-, Applied Ergonomics, 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, Cognition,

Technology & Work (CTW) and the benefit of reduced rates. The letter was sent by the end of January.

The mission and actions of Development Committee were also discussed deeply and at length. It was also discussed the emerging figures of 2004 budget. The actions to be undertaken for the San Diego Council meeting were also planned. It was decided to hold two sub EC meeting, one in Florence (April 2) with the attendance of the Officers and the Chairs of CPR, D, EQUID, Awards SCs, the other in Bali, with the attendance of the President, and the Chairs of ID and PSE SCs. The dates of Sand Diego Officers, EC, and Council meetings were also decided.

The Sub EC Meeting in Florence took place in April 2, 2005 with the expected attendance. The meeting was centered on the preparation on the San Diego Council meeting. It was decided that the President, on the basis of the SC chairs' reports, will write a general synthesis of all EC activities. This synthesis will provide the reader with a view of what has been accomplished by IEA during the year. The synthesis will refer to appropriate appendices for further information. The appendices will include the reports of each Officer and each Committee Chair.

After the successful experience in Madeira, one or two workshop will be again held, but on more specific topics. There will be few voting items: Mission of Development Committee, K.U. Smith support program, and auditors' report.

It was decided also that in 2005 a full EC meeting will not be held, in order to save money. There will be a European sub-EC meeting an America sub-EC meeting, a sub-EC Oceania meeting. Proposals about the federated society dues were advanced and the Treasurer was asked to elaborate them and simulate the outcomes. The EC was announced that Eui Jung had resigned for personal reasons (repetitive health problem). The President accepted the resignation and appointed Pascale Carayon as Chair. Pascale accepted and the EC welcomed her. Presidents of Federated Societies have been later informed about the change.

The implementations of the planned actions of SCs had been analysed and evaluated together with progresses in the organisation of the IEA Triennial Congresses. Some perplexities arose for the poor communication about the Beijing Congress.

Later, at the beginning of May, the reports of Standing Committed were collected together with the general synthesis of IEA activities written by the President and the latter mailed to the Council members.

Contacts with federated societies.

There was a continuous exchange information related renewal of presidents, and delegates by many Federated Societies. The roster is currently updated by the Chair of CPR, Andy Marshall, in the website and by the General Secretary for IEA files.

Contacts with IEA Networks

The minutes of IEA Council had been sent to the President of FEES.

Archives

All IEA documents from the Seoul Council have been collected and ordered. They will be stored at CNAM premises in early June.

Basic and Reference documents

Basic and reference documents had been updated after the decisions taken in Madeira. The President and the Secretary will revise them, in June.

Correspondence

Much correspondence about information providing was handled. There were many inquiries about how to get papers published in the Proceedings of IEA Triennial Congresses or of IEA endorsed Conferences. It should be considered to put those Proceedings in the IEA website.

6.2.2. Letter to Societies' secretaries

Dear colleague,

Very often, individual members of IEA federated and affiliated societies address the IEA secretariat to inquire about possible discount in the subscription rates of scientific ergonomics related journals. This may suggest that many members do not know a tangible benefit provided by IEA.

In order to spread this information, you are kindly asked by the President of IEA, Pierre Falzon, to let the members of the your Society know that they are entitled of a reduced subscription rates for all IEA endorsed journals. Up to now the endorsed journals are: Ergonomics (The Official Journal of IEA), Applied Ergonomics, 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, and Cognition, Technology & Work (CTW). Information on IEA-endorsed journals can also be found on the IEA website (www.iea.cc)

Thank you for your collaboration.

Best regards

Sebastiano Bagnara
General Secretary of IEA

6.2.3. Letter to Council members

Dear Council member,

You are cordially invited to participate to the next IEA Council meeting that will take place in San Diego, July 16-17.

In the sub-EC meeting held in Florence, Italy, April 2, it was convened, that the President, on the basis of the SC chairs' reports, writes a general synthesis of all EC activities. This synthesis provides the reader with a view of what has been accomplished by IEA during the year. The synthesis refers to appropriate appendices for further information. The appendices will include the reports of each Officer and each Committee Chair.

You will find attached the President's general synthesis. The paper versions of the President's synthesis and of all the appendices will be available in San Diego. Anyway, if you require any or all the appendices (the list is also attached) I'll send them immediately.

Please, remember that each delegate should provide a short (maximum three slides) account of the activities of the society he or she belongs to in a roundtable presentation in San Diego. Of course, societies having more than one delegate will be allowed for only one presentation. The presentation, besides providing the last year main facts, initiatives and figures (membership) about the society, should focus on the two major issues the society is facing.

The Power Point presentation should be emailed to the President (falzon@cnam.fr) and me (bagnara@unisi.it) within July 10.

For any request, feel free to contact me.

Looking forward to seeing you in San Diego, please have my best regards

Sebastiano Bagnara
IEA Secretary General

6.3. Treasurer

6.3.1. Report

Kenneth R. Laughery, Treasurer of the IEA

Summary of Financial Performance

Accounting and Banking Procedures

As in the past, IEA carried out its financial operations in 2004 in U.S. Dollars (US\$). The IEA fiscal year coincides with the calendar year, January 1 through December 31. A cash basis of accounting was employed. Revenues were noted and recorded when received, and expenses were noted and recorded when paid.

We continued to maintain and carry out our financial activities with Scotiabank in Ottawa, Canada. Three separate accounts were maintained: the Active Cash Account (ACA) into which income was deposited and from which payments were made; and two Guaranteed Investment Certificates (GICs) that are interest bearing accounts.

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.

Overview of 2004 Financial Performance

- a. Total Revenue - The total revenues for the 2004 fiscal year was \$72,285. There are eight 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, interest 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 2004 was \$72,260. 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 2004 totalled \$188,192. The funds in each of the Scotiabank accounts are shown in Table 1 below. Also, IEA has seed funds receivable from one outstanding loan.

Table 1. Scotiabank Accounts and Seed Fund Receivable

Active Cash Account (ACA)	\$24,308
Guaranteed Investment Certificate (GIC) (180 days maturity)	56,544
Guaranteed Investment Certificate (GIC) (one-year maturity)	87,340
Seed Fund Receivable - 2006 Congress	20,000
Total	\$188,192

- 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 the administrative work of the officers and administrative assistant, the work of the standing committees, meeting costs, and other recurring activities.

The special reserves category includes a loans fund of \$35,000 that was established several years ago to ensure a supply of seed funds for conferences. There are four special funds in this category whose purpose generally is to promote and support ergonomics in developing countries (IDCs). The Liberty Mutual Prize and Medal Fund are also in this category. Following are statements of the purposes of the four special funds.

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

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

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.

Assets and Equity

Table 2 presents IEA's assets and equity for 2004 and for the previous two years.

Table 2. Balance Sheet for Year Ended December 31, 2004 (in US Dollars)

Year	2004	2003	2002
ASSETS			
Cash Account	24,308	31,435	
Term (GIC) Deposits	143,884	136,732	13,707
Seed Fund Receivable	20,000	24,035	
			163,778
			24,035
Total	188,192	192,202	201,520

Year	2004	2003	2002
EQUITY			
ESA Fund (S.E. Asia)	5,426	5,426	6,078
HFES Fund (IDCs)	7,864	6,669	7,321
SELF Fund (Africa, SA)	7,647	7,647	8,299
JES Fund (IDCs)	7,546	4,671	3,669
Liberty Mutual Fund	16,652	11,231	19,339
Loan Reserve	35,000	35,000	35,000
Cash Reserve	108,057	121,558	121,814
Total	188,192	192,202	201,520

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, one grant was made that qualified for support from one or more of these funds. The grant was for \$350 to provide support for a member of SEAES to travel from Indonesia to Malaysia for an IEA sponsored conference.

Income for the special funds during 2003 came from three sources. A contribution of \$1,875 was received from the Japan Ergonomics Society and credited to the JES Fund. The second source was a contribution of \$695 from the Human Factors and Ergonomics Society and was credited to the HFES Fund.

The third source was a portion of the interest earned in the GIC accounts that was added to the JES and HFES Funds.

- b. Liberty Mutual Fund - This fund provides financial support for the IEA/Liberty Mutual Prize of \$5,000 that is awarded annually and for the IEA/Liberty Mutual Medal plus \$15,000 that is awarded every three years.

Funding for the IEA/Liberty Mutual Prize and Medal is provided by Liberty Mutual Insurance Company. The Liberty Mutual Fund contained \$11,231 at the beginning of 2004. This amount was a carryover from previous contributions. During 2004, an additional contribution of \$15,000 was received, and expenditures were \$9,579. Thus the balance in the fund at the end of 2004 was \$16,652.

Revenue and Expenditures

Table 3 presents a summary of IEA revenue and expenditures during 2004.

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. In 2004 there were 42 federated societies and one affiliated society. Table 4 shows the federated and affiliated societies and the dues paid as of December 31, 2004. The table also indicates the amount paid and identifies those societies that chose the 20% payment option. The table indicates that the affiliated society, HES(j) had not paid its 2003 or 2004 dues as of the end of the year. Payment for both years has been received in 2005 from HES(j). Two federated societies, Slovakia and Croatia, are currently in arrears for three or more years. Also, the Philippines Society has not paid its dues and its membership was contingent on such payment.

Sustaining members paid for 2004 are shown in Table 5.

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

- b. Capitation Fees – One capitation fee of \$500 was received for the WWCS Conference in Malaysia.
- c. Interest, Contributions and Liberty Mutual Fund - These categories of revenue have been discussed. One additional comment concerns the higher amount of interest in

Table 3. Statement of Operations for Year Ended December 31, 2004 (in US Dollars)

With Comparisons to Two Previous Years

Year	2004	2003	2002
REVENUE			
Membership Dues			
Fed and Aff Societies	31,076	27,308	31,435
Sustaining Members	14,565	12,000	20,200
Capitation Fees	500	17,056	850
Interest and Exchange Value	7,152	2,785	3,446
Contributions (JES and HFES)	2,570	1,654	2,323
Liberty Mutual Fund	15,000	15,000	15,000
Misc (APERGO - Coffee Brks)	1,422	15,000	435
Total	72,285	90,803	73,689

Year	2004	2003	2002
EXPENDURES			
<i>Officers and Administrative</i>			
Office-related expenses	6,193	11,039	3917
Officers - Travel and Expenses	14,624	20,931	13717
Clerical			5418
<i>Standing Committees</i>			
Development	918	3,704	2374
Science, Technology, Practice	2,506	5,930	3451
Prof Standards and Education	5,354	4,157	1563
International Development	5,896	7,140	3402
WHO Project	7,505		
Communication and PR	2,041	12,142	3121
Newsletter	3,319	3,434	2034
EQUID	2,814	1,382	
Awards	1,428	3,109	5652
Liberty Mutual Prize	9,579	23,109	7101
Meeting Costs	6,756	9,482	2749
Council dinner	1,436		
Fees and Bank Charges	184	337	521
Grants	355	7,000	
Miscellaneous		955	
Business cards	336		
Archives	1,016		
Total	72,260	113,851	55,020

OPERATING SURPLUS	25	(23,048)	6,401
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Table 4. Dues Payments During 2004 by Federated and Affiliated Societies

	Fed & Aff SOCIETIES		Dues Owed	Dues Paid	Amount	# Members
1	ABERGO	Brazil	02,03,04	,02,03	\$ 917.00	120
2	ACE	Canada	,04	,04	\$1,584.10	544
3	ADEA	Argentina	,04	,04	\$ 223.30	36
4	AEE	Spain	,03,04	,04	\$ 402.50	100
5	APERGO	Portugal	,04	,04	\$ 216.70	34
6	AUEA	Ukraine	,04			
7	BES	Belgium	,04	,04	\$ 286.50	59
8	ChES	China	,03,04			
9	CrES	Croatia	,02,03,04			
10	CzES	Czech	,04	,04 (20%)	\$ 74.00	44
11	ES	UK	,04	,04	\$2,467.00	675
12	ESFRY	Yugoslavia	,02,03,04	02,03,04	\$ 413.00	
13	ESK	Korea	,03,04	03,04	\$3,094.00	520
14	ESSA	South Africa	,04	,04 (20%)	\$ 241.72	75
15	EST	Taiwan	,04	,04	\$ 427.70	109
16	GfA	Germany	,04	,04	\$1,519.70	499
17	HES	Greece	,04			
18	HFES	USA	,04	,04	\$5,291.30	3192
19	HFESA	Australia	,04	,04	\$1,388.10	452
20	HKES	Hong Kong	,04	,04 (20%)	\$ 182.00	47
21	InES	Iran	,04	,04	\$ 286.18	80
22	IREA	Russia	,04	,04	\$ 24.00	225
23	IrES	Ireland	,01,02,03,04	01,02,03,04	\$ 865.20	44
24	ISE	India	,04	,04 (20%)	\$ 13.00	
25	IsES	Israel	,04	,04	\$ 237.50	41
26	JES	Japan	,04	,04	\$3,845.10	1445
27	MES	Hungary	,04			
28	NES	Nordic	,04	,04	\$2,618.70	1283
29	NVVE	Netherlands	,04	,04	\$1,522.50	500
30	NZES	New Zealand	,04	,04	\$ 430.50	110
31	OAE	Austria	,04	,04	\$ 167.30	16
32	PES	Poland	,02,03,04	,02,03,04	\$1,789.90	185
33	PhES	Philippines	,04			
34	SCE	Colombia	,03,04			24
35	SEA	Slovakia	,00,01,02,03,04			
36	SEAES	Southeast Asia	,04	,04	\$ 122.50	
37	SELF	SELF (French)	,04	,04	\$1,707.50	632
38	SEM	Mexico	,03,04	,03,04	\$ 225.00	
39	SIE	Italy	,04	,04	\$ 657.50	191
40	SOCHERGO	Chile	,04	,04	\$ 234.50	40
41	SSE	Switzerland	,04	,04	\$ 500.50	135
42	TES	Turkey	,04			
43	HES-J	Japan	,03,04			

Table 5. Sustaining Members Paid in 2004

IEA 2004 SUSTAINING MEMBERS		
	2003 Pay	2004 Pay
Diamond Members		
Taylor & Francis Ltd.	\$10,000.00	\$10,000.00
Platinum Members		
Ergoweb, Inc.	In Kind	In Kind
Gold Members		
Res Inst of Human Eng for Qual Life (HQL)		\$ 1,000.00
Central Inst for Labor Protection	\$ 1,000.00	\$ 1,000.00
Ctr for Ind & Mgt Eng Res Resources, (Korea-Min)		\$ 1,000.00
Conservatoire National des Arts et Metiers (CNAM)	In Kind	In Kind
Hiroshi Udo	\$ 1,000.00	\$ 1,000.00
Individual Sustaining Members		
Waldemar Karwowski		\$ 200.00
Kazutaka Kogi		\$ 200.00
Kenneth Laughery		\$ 200.00
Becky Kinsler		\$ 200.00

2004 than during the previous two years. This apparent difference is due primarily to the time of year that interest payments are due for the two GIC accounts. As a result,

Amount of interest will appear to vary from year to year; and in fact it does, given our system of accounting. For example, in 2001 interest was \$7,268.

Miscellaneous – The \$1,422 in this category is reimbursement from APERGO for payment for coffee breaks during the Council meetings in Madeira.

Comments on Expenditures

- a. Comparisons With Previous Non-Congress Years - As shown in Table 3, expenditures for 2004 totaled \$72,260. This total was significantly lower than during 2003, a Congress year. Comparisons with the two previous non-congress years, 2002 (shown in Table 3) and 2001 (\$67,623) are useful. Expenditures in 2004 were \$17,240 higher than in 2002, and \$4,637 higher than in 2001. A significant portion of this increase is accounted for by the \$7,505 expense for the WHO Project listed under the International Development Committee. It should be noted that the revenue for this project was received in 2003, so it appears strictly as a cost in 2004. Two other categories of expenditures that account for increases in 2004 compared to 2002 and 2001 are EQUID and meeting costs. EQUID is a new standing committee that did not exist in the two earlier non-congress years. Meeting costs in 2002 were lower because our meetings were in

part supported by the organization that provided financial support for the Santiago Conference.

- b. Officers and Standing Committees - the officers and standing committees carry out a significant portion of IEA functions and activities. 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 have been in the 60-75% range each year.
- c. Grants – Only one grant was allocated in 2004. The \$355 was to help with travel costs for an ergonomist in Indonesia to attend the WWCS Conference in Malaysia.
- d. Miscellaneous – Two expenses were placed in this category. The first was a \$336 cost for business cards for officers and standing committee chairs. The second, \$1016, was the cost of transferring the IEA Archives to Paris for permanent storage.

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

Year	2004		2003		2002	
	Total	%	Total	%	Total	%
Officers and Administrative	20,817	29	31,970	28	23,052	42
Standing Committees	30,353	42	37,889	33	15,945	29
Awards	11,007	15	26,218	23	12,753	23
Meeting Costs	8,192	11	9,482	8	2,749	5
Grants	355	<1	7,000	6		
Bank Fees and Charges	184	<1	337	<1	521	1
Miscellaneous	1352	2	955	<1		
Total	72,260	100	113,851	100	55,020	100

Some Comments and Some Plans

Membership in the International Social Science Council (ISSC)

In the past, IEA has been a member of the ISSC and paid annual dues of \$300. In my report for the 2004 Council meeting, I noted that this membership was being reviewed to assess whether IEA should continue. The review indicated that IEA has not been active in ISSC, and it is not clear that IEA benefits from the membership. Thus, a decision was made by the officers to terminate membership.

Federated and Affiliated Society Dues

One of my concerns as IEA Treasurer is a membership due by federated and affiliated societies. More specifically, the concern is one of fairness and ability to pay. This concern is shared by the other officers and members of the Executive Committee. For several years our dues structure has been defined by a formula based on society membership. Specifically, the formula is defined in the following table:

Table for calculating membership fees:

Total no. of paying members (n)		
Fixed sum		= US\$ 122.50
On first 500 (n up to 500)	X US\$ 2.80	= US\$
On remaining (n over 500)	X US\$ 1.40	= US\$
Total payable in US Dollars*		US\$

Alternatively, the society may elect to pay a sum equal to 20% of the total dues income of the Society.

The specific origin of the formula is unclear. However, it appears that the current formula poses a hardship for some of our societies from developing areas. Two ideas are being considered. The first is to lower the alternative option from 20% to 10% of total dues. An analysis of past dues payments indicates that such a change would reduce IEA revenues by approximately \$300 per year. For societies with limited membership and low annual dues, it would represent meaningful financial relief. The second idea to be considered is possible alternatives to the current formula. One possibility might be to base the formula on some measure of "wealth" or economic strength of the area/country of the society. One such measure might be GNP or GNP per unit of population. Such data is readily available; its potential utility in this context will have to be explored. Other ideas and suggestions would be most welcome.

The goal of considering alternative formulas for federated society dues is not to justify a dues increase. Rather, the intent is to try to develop a formula that is fair but yet sensitive to the considerable differences in the various societies ability to support IEA financially. Such sensitivity is consistent with our goals to promote ergonomics internationally and to support its growth in developing countries. I will be working on this issue, and I hope to be prepared for a preliminary discussion in San Diego.

Sustaining Membership

While sustaining members provide a significant and important part of IEA revenue, it is difficult and time consuming to "sell" this type of membership. One idea under consideration is to try to tie sustaining membership solicitations to specific projects or activities. To do so, however, requires that the projects and activities be defined. This is a direction in which we hope to move more actively in the future. While they have not been related to sustaining memberships, two recent IEA projects have received significant external support. The first was the project in 2003 supported by

WHO and carried out by the Professional Standards and Education Committee. The second project, currently underway, is supported by ILO and is being carried out by the International Development Committee. Hopefully, these projects will serve as models for other opportunities.

Controlling Costs

The Officers and Standing Committee Chairs have been concerned with the need to keep expenditures under control and as low as possible within the context of carrying out the work of IEA. One area in which we are trying to restrain expenditures is travel, particularly for Officer and Executive Committee meetings. Airfares, hotels, meals, etc. are expensive, and getting more so. We have attempted to have fewer meetings and to be more selective in who needs to attend. Also, as individuals we have sought other sources of travel support. We will be continuing to explore methods for cost containment including alternative methods of communication and alternative organizational structures and procedures that can result in greater efficiencies.

6.3.2. Extract from Basic rules about Membership fees

Article 1. Federated and Affiliated Societies

Each Federated and Affiliated Society pays an annual fee consisting of:

- (1) either the full amount as prescribed below,
- (2) or 20% of its total fee income.

The full amount consists of the sum of :

- a base fee (fixed amount per society) ;
- a variable fee (total number of paying members in the society (excluding student members) times a fixed individual amount.

Both base fee and individual amount are set by Council for each three-year period.

The following fees are applicable for the three-year period 2001-2003:

- the base fee is 122.5 US Dollars for a Federated Society and 70 US Dollars for an Affiliated Society.
- the fixed individual amount of the variable fee is 2.8 US Dollars per member up to 500 members, and 1.40 US Dollars per member beyond 500 members.

This money is to be used for the payment of the general administrative costs of running the Association, setting up meetings, sponsoring publicity, payment of expenses of officers, and in aiding cooperation with other international organizations.

The IEA does not cover travel expenses of the representatives of member Societies.

Article 2. Sustaining Members

Sustaining Members pay an annual membership fee according to the level and category of membership.

There are four levels of membership fee for Organizational Sustaining Members :

- Gold level (annual fee of US\$ 1.000)
- Platinum level (annual fee of US\$ 5.000)
- Diamond level (annual fee of US\$ 10.000)
- Star level (annual fee of US\$ 25.000)

There is only one level of membership fee for Individual Sustaining Members:

- Individual Sustaining Member (annual fee of US\$ 200)

6.3.3. Auditors' report

6.4. Development

6.4.1. Report

Jan Dul, Chair of the IEA Development SC

General strategy and objectives

The objective of the Development Committee (to be approved by the council) is to contribute to the development of individual societies, by strengthening the interactions between IEA societies, by stimulating more dynamic interactions, and open discussions.

This objective is directly related to: Principal Goal A of the IEA to develop more effective communication and collaboration with federated societies. Within this goal the DC contributes to objective A1: Support The Work Of Member Societies, in particular Strategy 8: "Show best practices in order to stimulate the growth of ergonomics". Also, the DC contributes to objective A2: Improve IEA Operational Effectiveness, in particular Strategy 1 to "Develop mechanisms for effectively involving member societies in IEA activities (e.g. possibilities for strategic discussions)", Strategy 2 to "Improve communication with member societies (e.g. through consultation, exchange of action plans and soliciting feedback)" and Strategy 3 to "Facilitate the exchange of views and experiences among the leaders of member societies (e.g., through workshops, sessions, special interest groups)".

Action plan for the period

Between June 2004 and May 2005, the following activities were performed:

- Workshop during IEA council meeting
- Start of the "IEA Best-Practices" project
- Establishment of a preliminary DC

Results obtained

Workshop during IEA council meeting

A successful workshop was held during the council meeting in Madeira (2004) to involve council members in discussions about possible future activities of the IEA and its societies. The report of the workshop, which includes actions suggested by council-members, is presented in Appendix 1.

The IEA Executive has reviewed the suggestions, and the possibilities to integrate the actions into the IEA action plan.

Start of the "IEA Best-Practices" project

The IEA has realized that societies experience similar problems and can benefit from solutions that have been developed by other societies. The DC will support IEA

member Societies in sharing ideas on issues of common concern, and in learning from experiences of other societies.

For this purpose, the DC started the "IEA Best Practices" project to explore and discuss topics of common interest, which will climax towards IEA Workshops on selected topics, to be held during the IEA2006 Congress in Maastricht, The Netherlands. The "IEA Best Practices" project includes both the explorations and discussions before the workshops, as well as the workshops themselves.

After preparations, the "IEA Best Practices" project has started in March 2005. At this moment 12 IEA Federated societies have appointed 24 representatives (usually a senior and a junior member) that contribute to the project. A first long list of topics of common interest has been defined.

Establishment of a preliminary DC

At the council meeting in Madeira (2004), the following council-members were willing to be a member of the preliminary DC: Alexander Burov (Ukraine), Lina Bonapace (Italy), David Caple (Australia), Jan Dul (chair, Netherlands), Kirsten Olsen (Denmark), John Wilson (UK), Michelle Robertson (USA), Maria Eugenia Figueroa (Chile). Later, Maurice Aarts (Netherlands) was added as secretary. The group evaluated and structured the results of the council-workshop, and has been involved in setting up the "IEA Best Practices" project".

Action plan for the future

Workshop during IEA council meeting

The results of the review of the IEA Executive of suggested actions from the Madeira workshop, will be reported to the Council meeting in San Diego (2005). During that meeting, the concept of having workshops on specific topics with participation of council members will be continued.

"IEA Best-Practices" project

In the coming period until IEA2006, the "IEA Best-Practices" project is the major activity of the Development Committee. Preliminary results on selected topics for discussion will be reported at the council meeting in San Diego. After that, working groups with representatives of societies as members, and lead by members of the DC, will have discussions by e-mail on selected topics. These working groups will also prepare documents for the IEA2006 workshops, and will organize the workshops.

At the IEA website, a special section will be dedicated to the "IEA Best-Practices" project, in order to inform non participating IEA societies and other interested parties about the developments of the discussions.

Establishment of an active DC

The final Development Committee will primarily consist of active members of the "IEA Best Practices" project, including leaders of working groups. It will be attempted to have an internationally balanced DC with representation from America, Europe and Asia.

Appendix 1: “The Needs of IEA Societies” Results of a IEA council workshop

1. Introduction

One of the main goals of the IEA in 2003-2006 is to increase the involvement of federated societies in the activities of the IEA. Members of IEA Societies, including Presidents, Board members, and individual members, presumably are more inclined to become active in IEA activities, if these activities address the current needs of the IEA Societies and its members.

In order to explore these needs, a workshop was held during the Council Meeting in Funchal, Portugal, July 24-25, 2004.

2. Workshop

19 of 40 Federated Societies (representing 48 % of all IEA Federated Societies) participated in the discussion: ABERGO (Brazil), ACE (Canada), APERGO (Portugal), CrES (Croatia), ES (Great Britain), ESK (Korea), EST (Taiwan), GfA (German), HES (Greece), HFES (USA), JES (Japan), NES (Nordic Countries), NVvE (Netherlands), NZES (New Zealand), SEAES (South-East Asia), SELF (French), SIA (Italy) SOCHERGO (Chile), HFESA (Australia). Also the two IEA networks FEES (Europe) and ULAERGO (Latin America) participated in the discussion.

The workshop consisted of three parts.

In part 1 at the start of the first day of the council meeting, each representative answered on paper, the following three questions:

1. What are the 3 major concerns/problems/challenges of your society? What are presently the 3 most important IEA activities?
3. From the perspective of your society, given your concerns/problems/challenges: What should the IEA be doing in the future?

In part 2 during the afternoon of the second day of the council meeting, the results of this survey were summarized and presented plenary. 4 issues were selected for further discussion. Next, each issue was discussed in a subgroup by answering a question:

1. Which concrete actions should the IEA take to promote ergonomics internationally and improve external recognition of the discipline of ergonomics?
- 2.
3. Which concrete actions should the IEA take to cope with related societies (such as other professions) and maintain sustainable membership numbers?
- 4.
5. Which concrete actions should the IEA take to improve technical knowledge/methods/ success story sharing?
- 6.
7. Which concrete actions should the IEA take to improve support of IDC's?

The results of the discussions in the subgroups were presented and discussed plenary.

In part 3 during the evening of the second day of the council meeting, a selection of council members¹, organized the suggested actions into areas according to the IEA Committees:

AC	Awards Committee
CPR	Communications and Public Relations Committee
DC	Development Committee
EC	Executive Committee
EQUID	Ergonomics Quality in Design
ID	International Development Committee
PSE	professional Standards and Education
STP	Science, Technology and Practice Committee

3. Results

Part 1

The 3 major concerns/problems/challenges of IEA societies

Table 1 shows the three major concerns/problems/challenges of IEA societies that were mentioned most. The numbers indicate the number of delegates that mentioned these issues.

Concerns/problems/challenges	Times mentioned
External recognition of the discipline of ergonomics	19
Maintaining sustainable membership numbers	17
Struggle in running the Society with volunteers	6
Dealing with diverse professional groups of members	6
Relationship with IEA not working well enough	5
Feelings of ineffectiveness locally	3

Table 1 The three major concerns/problems/challenges of IEA Societies

Other concerns/problems/challenges of IEA societies that were mentioned were:

- Shortage of funds
- Lack of employment opportunities in industry for new graduates
- Achieving regular enough meetings
- Problems with Certification schemes
- Professional training – opportunities shortage
- Problems in forming Regional Groups

The 3 most important present IEA activities

¹ Lina Bonapace (Italy), David Caple (Australia), Jan Dul (Netherlands), Kirsten Olsen (Denmark), John Wilson (UK), Michelle Robertson (USA), Maria Eugenia Figueroa (Chile),

Table 2 shows the three most important present IEA activities that were mentioned most. The numbers indicate the number of delegates that mentioned these issues.

	Times mentioned
Triennial Congress and conference support	12
Promoting ergonomics internationally	10
IDC support	9
Harmonizing and developing educational standards	6
Harmonizing and developing professional standards	6
Inter-society networking opportunities	5
EQUID	5
Individual networking/CPD opportunities	4

Table 2 The three most important present IEA activities

Other important present IEA activities that were mentioned were: Technical knowledge/methods/success story sharing

- Raising quality of ergonomics practice worldwide
- Trouble shooting?

What should the IEA be doing in the future?

Table 3 shows the most frequently mentioned suggestions on what the IEA should be doing in the future. The numbers indicate the number of delegates that mentioned these issues.

<i>Suggested action</i>	Times mentioned
Technical knowledge/methods/success story sharing	16
Promoting recognition of ergonomics internationally	13
IDC support	10
IEA - FS communications and support	6
Triennial Congress and conference support	3

Table 3 What the IEA should be doing in the future?

Other suggestions were:

- Developing education and professional standards
- Supporting society-society networking opportunities
- Improved considerations of cultural and linguistic differences
- Assisting the professional effectiveness of individuals
- Improved IEA efficiency and willingness to change
- EQUID
- Growth and development of the discipline

Part 2

From the results of Part 1, the most mentioned issues (shown in **bold**) were selected for further discussion. (The Triennial Congress was not selected since this activity is already well developed). The result was a list of suggestions for actions that the IEA could take on these issues.

Actions to promote ergonomics internationally and improve external recognition of the discipline of ergonomics

Table 4 shows in the left column the list of suggested actions to promote ergonomics internationally and improve external recognition of the discipline of ergonomics.

Suggested action	IEA committee
Developing consistent visual materials for marketing/branding	CPR
Communication and link to other professional organizations	CPR, DC
Lobbying (e.g. legislation, consumer products)	EC
Developing educational programs for non-engineering groups (e.g. economists, managers, nurses, children)	PSE
Implementing ergonomics into national curricula (e.g. textbooks, science fairs, design competitions)	PSE
Identifying unique needs of the different countries	IDC, CPR
Increase awareness at other related professional conferences (e.g. presentations, identifying speaking opportunities)	DC, STP
Developing educational materials (e.g. interactive workshop, video tapes, case studies, success stories, history, design process, facilitator training)	PSE, STP
Media (e.g. TV promotion)	CPR
Press releases (develop message, speaker directory, work with press agents)	CPR
Develop and Publicize the IEA Awards (Develop Award at company level)	CPR, AC
Special publications (e.g. book on ergonomics for children)	STP
Promote the development of a checkpoint list	TC, IDC
Re-activate the TC on cost-benefits	STP

Table 4 Suggested actions to promote ergonomics internationally and improve external recognition of the discipline of ergonomics.

Actions to cope with related societies (such as other professions) and maintain sustainable membership number

Table 5 shows the list of suggested strategies (5a) and actions (5b) to cope with related societies (such as other professions) and maintain sustainable membership number

Suggested action	IEA committee
1. Identify societies of interest	DC
2. Prioritize the list	DC
3. Define different strategies depending on commonality, history, personality, etc of the group	DC
4. Get input and support from Federated Societies	DC, (federated societies)
5. Develop and implement plan of action	DC

Table 5a Suggested strategy to cope with related societies (such as other professions) and maintain sustainable membership number

Suggested action	IEA committee
Co-sponsor meetings on related topics	STP
Foster open communication at international level of these organizations	DC
Seek invitations as speakers and attendees at meetings	STP
Offer special rates to their members at IEA meetings	EC
Develop and provide publications and media releases	CPR, STP
Explore a variety of ways to build new relationships and involvements	DC

Table 5b Suggested actions to cope with related societies (such as other professions) and maintain sustainable membership number

Actions to improve technical knowledge/methods/ success story sharing

Table 6 shows the list of suggested actions to improve technical knowledge/methods/ success story sharing. Only actions to improve success story sharing were discussed.

Suggested action	IEA committee
Website with existing materials (links, printed materials, video's, society awards) and promote its making	CPR
Standard format to present story (what, who, how; or object, action result, classification scheme). Web and print version.	CPR
Editor and reviewers to protect quality and cover broad spectrum of ergonomics (Success can be defined	CPR, STP

differently. Also present failures, No commercial product design endorsement)	
Sessions at Triennial Congress on success stories for different topics	STP
Special issue in journal	STP

Table 6 Suggested actions to improve success stories sharing

Actions to improve support of IDC's

Table 7 shows the list of suggested actions to improve support of IDC's

Suggested action	IEA committee
Definition of IDC	IDC, EC
Twinning non-IDC with IDC	IDC
Operating tool kit	IDC, STP
Roving professor (technical expertise, marketing skill, willing to repeat in different locations, sensitive to cultural differences/local needs)	IDC, STP
Assessment and crystallization of IDC's problems through consultation	IDC, STP
Council members present papers in conferences arranged in IDC	STP, (Council members)
Mentoring in development of Societies	IDC and other committees
Translating educational materials in language of IDC	IDC, PSE, STP
Assist in distance education	IDC, PSE, STP

Table 7 Suggested actions to improve support of IDC's

Part 3

The right column of Tables 4-7 shows the IEA committees that can work on the suggested actions.

4. Conclusion

It turns out that council members that were present at the 2004 council meeting have 4 major issues that the IEA could be working on in the coming years, in co-operation with the Federated Societies:

1. To promote ergonomics internationally and improve external recognition of the discipline of ergonomics
2. To cope with related societies (such as other professions) and maintain sustainable membership number

3. To improve technical knowledge/methods/ success story sharing
4. To improve support of IDC's

The council members for each of these issues formulated concrete actions. It is proposed that after discussion in the Executive Committee, for each action a responsible committee is chosen (e.g. the first mentioned Committee in tables 4-7) to discuss how the action can be realized and integrated in the action plan of the committee. Then, at the next council meeting, it can be shown if and how the actions are integrated into the IEA action plan.

6.4.2. Voting item : Mission

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 Committees².

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 period³.

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.

A first draft of a new scope was discussed at the Council meeting of 2004 in Funchal, Portugal. In particular it was discussed whether the DC should give priority to internal or external development, whether or not the DC should keep the role of the old Policy and Planning Committee for being responsible for preparation and control of the overall IEA strategy, and what was the distinction between the scope and activities of the Development Committee and the International Development Committee. Furthermore there was a need to relate the activities of the DC clearly to the objectives and strategies as formulated in the IEA Strategic Plan.

This note is a proposal of the IEA Officers and the chair of the Development Committee for the scope and policies of the Development Committee, based on the following decisions:

- DC gives priority and is limited to *internal development of the IEA*;
- the DC has *no overall strategy* role for the IEA as the Policy and Planning Committee had. Based on proposals for the policy and planning of specific topics by IEA standing committees, the IEA Executive Committee is responsible for coordination, preparation and control of the overall IEA strategy.
- The DC has *no overlap with the International Development Committee* because the DC will not be active on external development like the IDC, and will not specifically look at relationships with Industrially Developing countries.
- The scope of the DC is *directly and explicitly related to the IEA Goals, objectives and strategies*

² IEA document "Proposal for modification of Standing Committee assignments" June 2003.

³ IEA Triennial Report. Policy and Planning Committee Activities 2000-2003

The objective and activities of the Development Committee would be directly related to Principal Goal A of the IEA Mission *to develop more effective communication and collaboration with federated societies*. Within this goals the Development Committee would contribute to objective A1: *Support The Work Of Member Societies*, in particular Strategy 8: "Show best practices in order to stimulate the growth of ergonomics", as well to objective A2: *Improve IEA Operational Effectiveness*, in particular Strategy 1 to "Develop mechanisms for effectively involving member societies in IEA activities (e.g. possibilities for strategic discussions)", Strategy 2 to "Improve communication with member societies (e.g. through consultation, exchange of action plans and soliciting feedback)" and Strategy 3 to "Facilitate the exchange of views and experiences among the leaders of member societies (e.g., through workshops, sessions, special interest groups)".

Motion

The IEA Council approves the definition of the missions of the Development Committee as stated below.

Article 1. Objective

The objective of the Development Committee is :

- to contribute to the development of ergonomics societies,
- to encourage and support interactions and open discussions between IEA member societies
- to explore needs of societies and networks.

The objective and activities of the Development Committee would be directly related to Strategic Goal A of the IEA : *to develop more effective communication and collaboration with federated societies*.

Article 2. Committee policies

The Development Committee is to work in close contact with IEA member societies and maintain a network of correspondents within the societies. The Committee is to develop a proactive activity directed towards societies, anticipating and deciphering needs and proposing actions.

The Committee may conduct studies on IEA member societies on relevant issues (such as evolution of membership, problems met, issues of interest, relations with government agencies, etc.).

The Committee should be attentive to newly formed societies. When no IEA Federated society existed in a given area, it should provide assistance to the creation of the young society. When an IEA Federated Society already exists in the same region, the Committee Chair is to discuss the situation with the Federated Society.

Article 3. Procedures

The Committee includes a non-limited number of members of IEA Societies, appointed by the Committee Chair in order to help Committee operations. Subcommittees on specific issues can also be created as needed.

The Committee shall respond to the direction of the Executive Committee to study specific issues and formulate recommendation for policy changes, especially regarding IEA membership. The Committee shall assemble all relevant information, develop alternative options, identify critical information needs, develop estimates and predictions based on available data and document these to justify its recommendations.

6.4.3. Letter from IEA President to Societies' Presidents

To the Presidents of IEA Federated and Associated Societies
(copy to the IEA Council members and to the IEA'2006 Congress organizers)

Dear President,

At the time of the IEA'2006 Congress in Maastricht, Netherlands, the IEA will be close to its 50th birthday. This occasion provides an excellent opportunity to discuss the role of the IEA and the evolution of member Societies.

Concerning the role of IEA, the IEA Executive Committee organized a workshop during the 2004 Council meeting in Madeira with the aim of gathering ideas regarding Societies expectations of IEA. A synthesis of the outputs of this workshop is presented in the attached document. We are currently reviewing IEA activities in order to evaluate what could be undertaken realistically, given the actual manpower and capacities of the IEA. Further information on this issue will be presented at the next IEA Council meeting in July 2005.

Concerning the second topic, evolution of IEA member Societies, our intention is to use the IEA'2006 Congress as an occasion for Federated and Associated Societies to share their ideas on issues of common concern and to learn from each other's experiences. As a result of recent discussions with Board members of a number of Ergonomics Societies, I have been able to sense how much Societies could benefit from such interactions. Societies seldom realize the extent to which the difficulties they face are shared by many other Societies. Following is a tentative list of issues of common concern:

- how to attract new members and realize membership growth;
- how to accommodate research and practice (or : researchers and practitioners) within the Society;
- how to assist young ergonomists in their first steps as professionals;
- how to develop continuing education in ergonomics;
- how to establish programs for certification of ergonomists;
- how to increase visibility by the general public;
- how to increase recognition by national authorities or national organizations;
- how to strengthen the relationship with the business world;
- how to strengthen the relationship with related, non-ergonomics societies.

I am proposing that you and all IEA Ergonomics Societies take part to this joint effort to share concerns and experiences. The Chair of the IEA Development Committee, Jan Dul, is in charge of coordinating this initiative. In the following weeks, he will get in touch with you to ask for thematic suggestions and for your possible contributions to the IEA workshops that will be organized during the 2006 Congress.

A first discussion of this initiative will take place during the next IEA Council meeting in San Diego in July 2005. Prior to that meeting, we will send a first proposal for the organization of the workshops and of the process between now and the IEA Congress. Please discuss this with your delegates to the Council.

Best regards,



Pierre Falzon
President of the IEA
Attached document: Synthesis of the Madeira Workshop

6.4.4. Letters from Committee Chair to IEA Societies

To the Presidents of IEA Federated and Associated Societies

(copy to the IEA Council members and to the organizers of the IEA2006 congress)

Dear President,

I would like to inform you about the progress of the project to share ideas and best practices of IEA societies on issues of common concern, in order to learn from each other's experiences. I have named this the 'IEA best practices project'. **Today we have started the project with the representatives of several societies from Asia, Europe and the Americas.** Attached you will find the letter that I wrote to the representatives that have been appointed by you. Thank very much for your support!

Until now we have not yet received reactions from all IEA federated and associated societies. This may be due the fact that delivery of the letters of Pierre Falzon (president of IEA) and myself to you (see Appendix 1 and 2 of the letter to the representatives) may have been delayed because of technical problems with the IEA mailing list server.

Since we would like to get inputs from all societies, I would be glad if you could appoint representatives of your society to join the discussions, if you have not yet done so. It is no problem when you join a bit later, but I would like to urge you not to wait too long.

I am confident that even on the short term, your society would get good ideas from other societies on the further development of your society and support of your members. To limit costs, all communication will be through e-mail and there are no physical meetings planned. The amount of time that is needed from the representative is flexible; quality of the input and motivation are more important criteria for a good discussion than time available.

If you have not yet appointed representatives of your society for this important project, I would be glad if you could consider my request to provide me with names and e-mail addresses of one or two representatives.

On behalf of the Development Committee I would like to thank you for your co-operation.

Sincerely yours,

Jan Dul
Chair IEA Development Committee
E-mail: jdul@rsm.nl

Attachment

To the appointed representatives of IEA Federated and Associated Societies for the 'best practices' project
(copy to the organizers of the IEA'2006 conference)

Dear representative,

Thank you for being the representative of your society for the 'best practices-project'.

The goal of this project is to share ideas and best practices of individual societies on issues of common concern, and to learn from each other's experiences.

I would like to start the process now. Some societies have already appointed one or more representatives; others are still looking for candidates. The societies that have shown interest are listed below in alphabetical order. Later, other societies and representatives can join us. Also the two IEA networks have expressed interest in the project and we are looking forward to their contributions as well.

IEA Federated or Associated Society	Representative	e-mail
ASSOCIATION OF CANADIAN ERGONOMISTS/ASSOCIATION CANADIENNE D'ERGONOMIE (Canada)	Contribution not yet decided	
ERGONOMICS SOCIETY (United Kingdom)	Dave Stubbs	d.stubbs@surrey.ac.uk
HONG KONG ERGONOMICS SOCIETY (Hong Kong)	Simon Yeung Alan Chan	rssyeung@polyu.edu.hk Alan.chan@cityu.edu.hk
HUMAN FACTORS & ERGONOMICS SOCIETY (USA)	Contribution not yet decided	
JAPAN ERGONOMICS SOCIETY (Japan)	M. Akita	m-akita@h8.dion.ne.jp
NORDIC ERGONOMICS SOCIETY (Denmark, Finland, Iceland, Norway, Sweden)	NES: Kisten Bendix Olsen Denmark: Katrine Therkildsen Edvin Grinderslev Finland: Nina Nevala Sweden: Chritlina Jonsson	kbolsen@ofsoptics.com ktn@kl.dk edgr@ke.dk nina.nevala@ttl.fi christina.jonsson@av.se
SOCIETA ITALIANA DI	Sara Albolino	s.albolino@mail.regione.toscana.it

ERGONOMIA (Italy)	Lina Bonapace	bonapace@ergosolutions.it
IEA networks		
ULAERGO (Latin America)	Maria Eugenia Figueroa	MEFigueroa@mutual.ci
FEES (Europe)	Pieter Rookmaaker	rookmaaker@intergo.nl
IEA coordinators		
chairman IEA Development Committee	Jan Dul	jdul@rsm.nl
secretary IEA Development Committee	Maurice Aarts	m.aarts@fontys.nl

List of societies and representative active in the project (March 24, 2005).

As you may have read in the letter of the IEA president (see Appendix 1) and in my letter (see Appendix 2) to the president of your society, our main tasks are:

1. to explore and discuss topics of common interest;
2. to prepare IEA Workshops on selected topics, to be held during the IEA2006 Congress in Maastricht, The Netherlands.

I expect that already during the exploration and discussion you will get ideas from other societies that might be useful for your society. Your first ideas you may even get rather soon after our first activity.

The first activities that I would like to ask you to do:

- 1. to add topics to the preliminary long list of topics (Appendix 3) that could be discussed in our project group;**
- 2. to give first reactions like concerns, experiences and ideas on all or a selection of the topics of the list;**
- 3. to identify topics for which you could be particularly active in the coming discussions .**

I would be glad to receive your reactions by **April 15, 2005**.

Please consider the present list of topics that I have prepared in Appendix 3 as just examples to stimulate thought. You may want to add 'policy or strategy related topics' but also 'operational topics', which are important for the day-to-day running of your society. It is important that you add topics that you believe are of concern to your society, or topics for which your society has interesting ideas or experiences that could be useful for other societies. You may want to consult with other members of your society. Sharing concerns and learning from other's experiences are important goals of our project.

For your response you can use the format of Appendix 3, by just adding reactions, but this is not necessary.

After we have drawn a more complete long list of topics, it will be circulated again for further additions and reactions. Then we may want to make a selection of topics, that need to be discussed further, and we may want to divide work between us, to further explore topics. This has to be decided later.

We have to work with e-mail as the main communication channel, and due to financial constraints we will probably only meet during IEA2006 at the workshops.

Just by doing we can discover our best way of working and communicating. So you could send me suggestions and comments that could strengthen our process.

For the IEA council meeting in San Diego (July), I will make a progress report for the presidents and council members, and ask for their further input as well. In the coming weeks I will announce our activity on the IEA website (www.iea.cc), and later I will add (preliminary) results. I would like also to mention your name and e-mail address on this website to acknowledge your contribution and to give possibilities of members of your or other societies to contact you. Please let me know if you prefer *not* to be mentioned on the IEA website.

I am looking forward to your input and to working with you,
Best regards,

Jan Dul
Chair IEA Development Committee
jdul@rsm.nl

Appendix 1 Letter from president of IEA to presidents of IEA Federated and Associated Societies (see 6.4.3)

Appendix 2 Letter from chairman Development Committee to presidents IEA Federated and Associated Societies

To the Presidents of IEA Federated and Associated Societies
(copy to the IEA Council members and to the organizers of the IEA2006 congress)

Dear President,

Recently a letter has been sent to you by the president of the IEA, Pierre Falzon, concerning 'the role of the IEA and the evolution of member Societies'. With regard to the evolution of IEA member Societies, the IEA has realized that societies experience similar problems and can benefit from solutions that have been developed by other societies. The IEA intends to support IEA member Societies in sharing ideas on issues of common concern, and to learn from each other's experiences.

For this purpose, the IEA Development Committee plans to organize a process of exploring and discussing topics of common interest, which will climax towards IEA Workshops on selected topics, to be held during the IEA2006 Congress in Maastricht, The Netherlands. We expect that both the explorations and discussions, and the workshops, will be important learning possibilities for your society.

To start this process, Pierre Falzon has asked your society for 'thematic suggestions and for your possible contributions to the IEA workshops'. I would like to further specify this request:

I would like to have a team of active representatives of IEA Societies who soon can start to select topics and prepare the discussions and the workshops. I would like to ask you to **provide me with names of motivated members of your society that are willing to contribute to the preparations of the IEA workshops, and can start as soon as possible.**

Specifically, I would be interested –if possible- in the names and e-mail addresses of:

- (at least) one senior member of your society with experience in boards etc., e.g. (past) president, (past) secretary general);
- (at least) one 'upcoming junior star' of your society.

Afterwards, I will contact these persons, and I will inform you regularly on the progress that is made. During the next IEA Council meeting, the progress will also be discussed with the council members.

I am looking forward to receive your reaction not later than **Friday, March 11, 2005.**

On behalf of the Development Committee I would like to express my gratitude for your co-operation.

Sincerely yours,

Jan Dul
Chair IEA Development Committee
E-mail: jdul@rsm.nl

Appendix 3 Preliminary list of possible topics for discussion within IEA Federated and Associated Societies

Preliminary long list topics (March 24, 2005)

(please add topics and comments, no need to fill in all blanks)

Topic	<i>Concerns</i> Is this also a concern for your society, (please specify)	<i>Experiences</i> (good practice, that you can share with other societies)	<i>Ideas</i> (including other comments)	I could be particularly active in the discussion of this topic
How to attract new members and realize membership growth?				
How to get and share submissions for the society's newsletter ?				
How to set up certification of ergonomists?				
How to increase interaction with members ?				
How to strengthen the relationship with the national government ?				
How to strengthen the relationship with the business world ?				
How to strengthen the relationship with related, non-ergonomics societies ?				
How to assist young ergonomists with first steps as a professional (tutoring, finding a job)?				
How to realize continuous education in ergonomics?				
How to support researchers and practitioners for their public				

visibility?				
How to receive recognition by national authorities or national pressure groups?				

Other comments/suggestions:

To the appointed representatives of IEA Federated and Associated Societies for the IEA 'best practices' project

(copy to council members, presidents of IEA societies, and organizers of the IEA'2006 conference)

April 25, 2005

Dear representative,

Thank you for your input so far, to the IEA 'best practices- project'. We have received many good ideas, best practices, and other thoughts. I have put them together in a long list of topics for further discussion. The long list can be found in Appendix 1. Please check whether your ideas have been copied correctly into the table.

I would like to ask you to review the ideas that other societies have put forward, and to get inspired to add more ideas, or to give comments. You can do this by adding text to table of Appendix 1. Please start your text with the abbreviation of your society (see list of societies at the bottom of the long list). I would appreciate it if I would receive your reaction not later than May 10 on jdul@rsm.nl.

If you have not yet given your first ideas, please do it now (see previous correspondence on the scope of the project).

After we have collected all material, we will make a selection of topics, that need to be discussed further, and we will divide work between us, to further explore topics and to prepare the workshops at IEA 2006. Please also indicate for which topics you want to be especially active (last column of the table in Appendix 1).

Several new societies have joined our "IEA best practices" project and new representatives have been appointed as well. An updated list of participating societies and representatives can be found in Appendix 2.

I am looking forward to your reactions,
Best regards,

Jan Dul
Chair IEA Development Committee
jdul@rsm.nl

Appendix 1 Long list of topics for the IEA Best Practices project

Second version long list topics (April 25, 2005)
(please add topics and comments, start with abbreviation of your society)

Topic	Concerns Is this also a concern for your society, (please specify)	Experiences (good practice, that you can share with other societies)	Ideas (including other comments)	I could be particularly active in the discussion of this topic
How to attract new members and realize membership growth?	<p>ABERGO: yes</p> <p>ESS: yes</p> <p>NES: Not for NES but for it federated societies</p> <p>SELF: Why a decreasing of membership in our society, and how can we increase this membership?</p> <p>ULAERGO: yes</p>	<p>ABERGO: The certification process has increased the number of new members, once it is required to a candidate be member of ABERGO.</p> <p>ESS: Arranging seminars</p> <p>NES: The federated society that arranges the annual conference experiences an increase in the number of members that year. (maybe because the members get a reduction on the fee)</p>		<p>ESS: Christina Jonsson</p> <p>SELF: Pascal Beguin Michel Neboit</p>
How to get and share submissions for the society's newsletter ?	<p>NES: NES has tried to maintain a newsletter and have had difficulties. At the moment NES doesn't have one.</p> <p>ULAERGO: yes</p>	<p>NES: NES thinks that it would be good to have a electronic newsletter, but hasn't found a way to organize it or found the persons that have the resources.</p>	<p>ESS: - Links to the society's newsletters - Summaries from other society's homepage or newsletter.</p>	<p>NES: Kirsten Bendix Olsen</p>
How to set up certification of ergonomists?	<p>ABERGO: yes</p> <p>CzES: yes</p> <p>ESS: Yes, we want to make the CREE certification better known and more used in Sweden.</p>	<p>ABERGO: ABERGO has started its certification process last year and has now 44 certificated members.</p>	<p>ABERGO: The ABERGO experience may be shared with other IEA members, mainly in undeveloped countries.</p> <p>ESS: Promote the CREE system</p>	<p>ABERGO: Marcelo Soares</p> <p>CzES: Sylva Gilbertová</p> <p>ESS: Christina Jonsson</p>

	<p>NES: Maybe. NES have a certifying body and is a member of CREE. But there are not many members that have applied for certification. It is a very long and time consuming process</p> <p>ULAERGO: yes</p>		as a worldwide certification	
How to increase interaction with members?	<p>ABERGO: yes</p> <p>ESS: yes</p> <p>NES: including: How to create and/or increase the internal activity of the society? How to make members participate actively It is a concern. It is difficult to create and maintain activities between the board meetings, and it is mostly the board members that are active at all.</p> <p>ULAERGO: yes</p>	<p>ABERGO: In a large country as Brazil, the creation of Technical Groups is a practice which can help interactions with members.</p> <p>ESS: - Direct contacts with members, e.g. ask members to write for the newsletter. - Arranging seminars and workshops.</p> <p>NES: NES established two networks in 1999. One was a network that would meet from time to time and the other was an email based network. After a short period the first one only had members from one country and it faded out after two years. The last one went on for a couple of years</p>	<p>ESS: - Pen friends</p>	<p>NES: Kirsten Bendix Olsen</p> <p>ESS: Christina Jonsson</p>

		until there were too many viruses on the net. It was mostly Norwegian that used it but some from Sweden and Denmark contributed too.		
How to strengthen the relationship with the national government ?	<p>ABERGO: Yes</p> <p>ULAERGO: yes</p>	<p>ABERGO: Involving representative members of ABERGO in contact with members of the Government. This practice was used with the Certification Process and was very useful indeed.</p> <p>ESS: We arrange seminars together with the Swedish Work Environment Authority</p>		
How to strengthen the relationship with the business world ?	<p>ABERGO: yes</p> <p>CzES: yes</p> <p>ESS: yes</p> <p>ULAERGO: yes</p>	<p>ABERGO: Involving representative members of ABERGO in contact with business members. This practice was used with the Certification Process and was very useful indeed. To including ergonomics in the media is also very useful.</p> <p>ESS: - Integration of ergonomics in technical projects. - Using models in certain types of industries</p>	<p>ESS: - Arranging conferences - Show the economic consequences of poor ergonomics</p>	<p>ESS: Christina Jonsson</p> <p>SIE: Lina Bonapace</p>
How to strengthen the relationship with	<p>ABERGO: yes</p>	<p>ABERGO: Identifying common</p>	<p>ES: The communication</p>	

<p>related, non-ergonomics societies?</p>	<p>ULAERGO: yes</p>	<p>interest, such as the ABERGO has done with the Manufacturing Engineering Society.</p> <p>ES: In addition to the ES being a member of the Professional Organisations of Occupational Safety & Health (POOSH) network, there is now a POOSH communication body with the aim of coordinating the timing of events & campaigns, as well as investigating joint events and cooperation.</p> <p>ESS: - Arranging seminars and conferences together</p>	<p>body is meeting regularly and sharing ideas</p> <p>ESS: - Lower fee if double membership</p>	
<p>How to assists young ergonomists with first steps as a professional (tutoring, finding a job)?</p>	<p>ABERGO: yes</p> <p>CzES: Yes</p> <p>ULAERGO: yes</p>	<p>ABERGO: Last year ABERGO included in its two-yearly Congress a joined event: The First Congress of Initiation in Ergonomics which main public was undergraduate students. It has involved papers and lecturers specific to this public. It was a tremendous success.</p> <p>CzES: not only assists young</p>	<p>ESS: Establish a mentor system</p>	<p>ABERGO: Marcelo Soares</p>

		ergonomists but also to gain /attract/ them - our society has few young persons		
How to realize continuous education in ergonomics?	<p>ABERGO: yes</p> <p>NES: In a way. At the annual conferences we have discussed education in topics with in ergonomics. We have had discussions of education on the different levels.</p> <p>ULAERGO: yes</p>	<p>ABERGO: Creating courses with this aiming.</p> <p>CzES: experiences above all with education of physiotherapists, occupational therapists and medical doctors / rehabilitation and occupational medicine)</p> <p>NES: There is a Nordic organisation which organise courses on ergonomics / Occupational Health and Safety (often with a length of 5 – 10 days) The conference can be seen as a part of part of development of the members' knowledge on ergonomics. I do not know if I want to call it a part of continuous education.</p>	<p>NES: Legislation</p> <p>ESS: - Exchange between professionals. - The CREE certification system is a way to realize continuous education in ergonomics. Support ergonomists who want to be certified and become an European Ergonomist, Eur. Erg.</p>	
How to support researchers and practitioners for their public visibility ?	<p>ES: Concern that national media fails to cover ergonomics developments Coverage in the specialist press tends to be limited,</p> <p>CzES: yes</p>	<p>ES: Ext Relations committee is currently consulting Consultancy Panel as to its initiatives to raise the profile of the Consultancy Register</p>	<p>ES: Plans to improve public profile by improved website access; a drive to get more coverage of ergonomics success stories and to support members writing</p>	

	<p>ULAERGO: yes</p>		<p>articles, particularly for the specialist press</p> <p>ESS: - Encourage other abstracts than scientific abstracts to be presented at conferences. - Seminars with invited speakers</p>	
<p>How to receive recognition by national authorities or national pressure groups?</p>	<p>ABERGO: yes</p>	<p>ABERGO: Being involved in action which has public appeal such as reducing MSD and other concerns very popular in Brazil nowadays.</p> <p>ESS: - In our national society we have active members who work at national authorities and national institutes. - Be active in standardization work, e.g. answer enquiries regarding proposed standards.</p>	<p>ES: Need to highlight relevant recent ergonomics developments in language understood by the non ergonomist and to make sure that these good news stories are branded as ergonomics rather than being seen as health & safety, or patient safety etc</p>	
<p>NEW TOPIC: Make a profile of societies</p>	<p>ULAERGO: <u>for example for certifications.</u> a. The interest does not exist interest in certifying ergonomists b. There are interest, but we do not know how c. The first steps have occurred, but there are legal obstacles d. Certification is in process . e. The Society is certifying</p>			

	ergonomists.			
NEW TOPIC: IEA workshops n mother tongue language with English translation	ULAERGO: yes			
NEW TOPIC: How to enhance good ergonomics globally? A global perspective on ergonomics, effects, economy and ethics	ESS: Companies move their production to developing countries where it is cheaper to produce the products. But what about the working conditions at the new production sites? Production and consumption at the cost of workers health?		ESS: Set-up exchange programs for ergonomists where you work in another country for a period, e.g. 3 months. Exchange person to person, group to group. Set-up international networks of ergonomists for support, exchange of information, good examples, solutions, etc.	ESS: Christina Jonsson
NEW TOPIC: How to get a common view worldwide on the meaning of good ergonomics?	ESS: yes			ESS: Christina Jonsson
NEW TOPIC: How to increase the demand for good ergonomics?	ESS: yes			ESS: Christina Jonsson
NEW TOPIC: International relationship of IEA with large institutions (WHO, ...)	SELF: yes			SELF: Pascal Beguin Michel Neboit

Societies that joined the IEA best practices project:

<u>Abbreviation</u>	<u>Full name</u>
ABERGO	ASSOCIAÇÃO BRASILEIRA DE ERGONOMIA (Brazil)
ACE	ASSOCIATION OF CANADIAN ERGONOMISTS/ASSOCIATION CANADIENNE D'ERGONOMIE (Canada)
CzES (Denmark)	CZECH ERGONOMICS SOCIETY (Czech Republic)
ES	ERGONOMICS SOCIETY (United Kingdom)
ESS	Ergonomics Society of Sweden (Sweden)
FEES (Finland)	Federation of European Ergonomics Societies (Europe)
GfA	Gesellschaft für Arbeitswissenschaft (German speaking)
HES	HONG KONG ERGONOMICS SOCIETY (Hong Kong)
HFES	HUMAN FACTORS & ERGONOMICS SOCIETY (USA)
JES	JAPAN ERGONOMICS SOCIETY (Japan)
NES	NORDIC ERGONOMICS SOCIETY (Denmark, Finland, Iceland, Norway, Sweden)
SELF	SOCIETE D'ERGONOMIE DE LANGUE FRANÇAISE (French speaking)
SIE	SOCIETA ITALIANA DI ERGONOMIA (Italy)
SOCHERGO	CHILEAN ERGONOMICS SOCIETY (Chile)
ULAERGO	Union of Latin-American Ergonomics Societies (Latin America)

Appendix 2 List of representatives of IEA Federated and Associated Societies for the IEA Best Practices project

	Representative	e-mail
IEA Federated or Associated Society		
ASSOCIAÇÃO BRASILEIRA DE ERGONOMIA (Brazil)	Marcelo Soares	marcelo2@nlink.com.br
ASSOCIATION OF CANADIAN ERGONOMISTS/ASSOCIATION CANADIENNE D'ERGONOMIE (Canada)	Contribution not yet decided	
CHILEAN ERGONOMICS SOCIETY (Chile)	Horacio Rivera	hrivera@ceyet.cl,
ERGONOMICS SOCIETY (United Kingdom)	Dave Stubbs	d.stubbs@surrey.ac.uk
CZECH ERGONOMICS SOCIETY (Czech Republic)	Sylva Gilbertová	sylva.gilbertova@volna.cz
Gesellschaft für Arbeitswissenschaft (German speaking)	Holger Luczak Christopher Schlick Klaus Zink	Astrid.Peters@fir.rwth-aachen.de c.schlick@iaw.rwth-aachen.de kjzink@wiwi.uni-kl.de
HONG KONG ERGONOMICS SOCIETY (Hong Kong)	Simon Yeung Alan Chan	rssyeung@polyu.edu.hk Alan.chan@cityu.edu.hk
HUMAN FACTORS & ERGONOMICS SOCIETY (USA)	Michelle Robertson Mike Kalsher Hal Hendrick	Michelle.Robertson@LibertyMutual.com kalshm@rpi.edu HHendrick@aol.com

JAPAN ERGONOMICS SOCIETY (Japan)	Munehira Akita Yoshinori Horie	m-akita@h8.dion.ne.jp horie@cit.nihon-u.ac.jp
NORDIC ERGONOMICS SOCIETY (Denmark, Finland, Iceland, Norway, Sweden)	NES: Kisten Bendix Olsen Denmark: Katrine Therkildsen Edvin Grinderslev Finland: Nina Nevala Sweden: Chritina Jonsson	kbolsen@ofsoptics.com ktn@kl.dk edgr@ke.dk nina.nevala@ttl.fi christina.jonsson@av.se
SOCIETE D'ERGONOMIE DE LANGUE FRANÇAISE (French speaking)	Pascal Beguin Michel Neboit	beguin@cnam.fr neboit.michel.estelle@wanadoo.fr
SOCIETA ITALIANA DI ERGONOMIA (Italy)	Sara Albolino Lina Bonapace	s.albolino@mail.regione.toscana.it bonapace@ergosolutions.it
IEA networks		
ULAERGO (Latin America)	Maria Eugenia Figueroa	MEFigueroa@mutual.ci
FEES (Europe)	Pieter Rookmaaker	rookmaaker@intergo.nl
IEA coordinators		
chairman IEA Development Committee	Jan Dul	jdul@rsm.nl
secretary IEA Development Committee	Maurice Aarts	m.aarts@fontys.nl

List of societies and representative active in the best practices project (April 25, 2005).

6.5. International Development

6.5.1. Report

David C. Caple, Chair of the IEA ID SC

Action Plan Summary –April 2005

This table summarizes the numerous projects being undertaken together with the future actions (in bold).

Project	Progress	Comment / Suggestion
(1) ILO "Ergonomic Checkpoints" review prior to re-launch at IEA 2006.	<p>1.1 Workshop jointly convened by David Caple and Kazu Kogi arranged for May 21st / 22nd, 2005 in Bali, Indonesia. Confirmed 16 attendees are:</p> <ul style="list-style-type: none"> - Dr Sara Arphorn, Thailand - Dr Akiyoshi Ito, Japan - Dr Tsuyoshi Kawakami, Japan - Dr Halimahtun Khalid, Malaysia - Dr Barbara Silverstein, USA - Mr David Caple, Australia - Mr Kazutaka Kogi, Japan - Prof. Sutjana, Indonesia - Dr Shengli Niu, Switzerland - Dr Erna Tresnaningsih, Indonesia - Budi Santoso Goutama, Indonesia - Theresia A Pawitra, Indonesia - Prof. Pierre Falzon, France - Prof. Martin Helander, Singapore - Ms Sudthida Krungkrai Wong, Thailand - Mr Jose Maria S Batino, Phillipines <p>1.2 Funding to IEA of US\$10,000 provided by ILO to assist conduct of workshop in Bali.</p> <p>1.3 Attendees invited to participate in South East Asian Ergonomics Society conference following workshop.</p>	<p>1.1 Cooperation with ILO in arranging and funding contribution to workshop has brought IEA and ILO programs closer.</p> <p>1.2 Broad international participation in workshop.</p> <p>1.3 Tangible support from the ID Committee to SEAES conference committee for program and registrations.</p> <p>1.4 Future action will involve reviewing the next draft of this publication.</p> <p>1.5 The book will be launched during IEA 2006</p>

Project	Progress	Comment / Suggestion
(2) ILO development of Ergonomic Instrument focusing on MSD prevention.	<p>2.1 Extensive literature review including approaches taken by Governments and other agencies completed by the ID Committee and accepted by ILO in early 2004.</p> <p>2.2 ILO "SafeWork" program debating status for Ergonomics document prior to commissioning the drafting process.</p>	<p>2.1 The ILO has to consult further with employers and unions who have different expectations of this document.</p> <p>2.2 A meeting will be held with the ILO in Bali to determine the future direction for this publication.</p>
(3) ILO publications on other "Checkpoint" areas.	<p>3.1 IEA ID Committee members requested to identify suitable areas. These include:-</p> <ul style="list-style-type: none"> - Forestry - HCI - Tourism - Office <p>3.2 An ID sub committee is working on an "Ergonomics in Agriculture" document.</p>	<p>3.1 Members of the ID Committee are invited to nominate their interest to assist with these or other Checkpoint topics.</p> <p>3.2 At least 2 new Ergonomic Checkpoint areas will be commissioned in 2005 – 06.</p>
(4) WHO registration as an NGO.	<p>4.1 During 2004/05, contact with the WHO was established via this ID Committee.</p> <p>4.2 Details of ID projects have been provided to and accepted by the WHO.</p>	<p>4.1 IEA representation at one or more WHO strategic meetings would be great. Check their website for meeting details and inform the Chair of the committee if you are interested and available to attend.</p> <p>4.2 Annual reports on IEA activities will be provided to the WHO and attendance to their meetings where possible.</p>
(5) Ergonomic training / awareness materials suitable for small or newly affiliated Federated Societies to assist in general promotion of ergonomics.	<p>5.1 Michelle Robertson (HFES) and David Stubbs (ES) volunteered to explore what existing materials could be made available for IEA use.</p> <p>No specific progress to date.</p>	<p>5.1 This may be past to the IEA Development Committee as part of their "Internal" IEA support program.</p> <p>5.2 IEA Website planned updating to include more general ergonomic promotion materials.</p> <p>5.3 A review of this project will be undertaken since offers of assistance from South Africa have been received.</p>

Project	Progress	Comment / Suggestion
(6) Donations of CDs from IEA endorsed conference proceedings.	<p>6.1 Recipients from developing countries were requested to nominate a library to receive the materials. This has been completed.</p> <p>6.2 CDs regularly posted to 10 recipient developing countries.</p>	<p>6.1 Program appreciated by recipients.</p> <p>6.2 Possibility to expand the list and share the available CDs.</p> <p>6.3 Any committee member interested in coordinating this mail out?</p> <p>6.4 This donation program will continue with assistance from the IEA endorsed conference conveners.</p>
(7) Donation of complete and current sets of ergonomic journals.	<p>7.1 Whilst a program that has resulted in donations across the world has been successful, it has primarily depended on individuals contacting each other directly and finding their own funding for transport costs.</p>	<p>7.1 We may need to have a section on the IEA website listing potential donors so recipients can make direct contact, rather than via the ID Chairman or committee member.</p> <p>7.2 This program will continue in 2005 -6 with assistance from ID Committee members.</p>
(8) Main publishers of Ergonomic journals to contribute to free or subsidized online costs for new federated societies for an initial period.	<p>8.1 Main publishers participate in free online access via the United Nations HINARI program. Unfortunately, these countries do not belong to IEA so we receive no measurable benefit.</p>	<p>8.1 This could be taken up by the Development Committee as part of the support to Internal IEA programs.</p> <p>8.2 Contact will be made with the United Nations to determine how the IEA can assist some of our Societies with limited resources.</p>
(9) Twinning between Federated Societies.	<p>9.1 Main project between The Netherlands, and Indonesia primarily dependent on Pieter Rookmaaker's team. Contacts in Indonesia difficult to secure for ongoing projects.</p>	<p>9.1 Support from other Committee members appreciated.</p> <p>9.2 Partial review of needs in Indonesia will be undertaken as part of SEAES meeting in Bali, May 2005.</p> <p>9.3 The Twinning Project may fit in the Development Committee as well.</p> <p>9.4 Opportunities for more twinning projects will be explored with the ID Committee members. We hope to</p>

Project	Progress	Comment / Suggestion
		<p>have at least 2 new twinning projects commenced over the next year.</p>
(10) Participation of IDC researchers and research in IEA 2006 Congress.	<p>10.1 Pat Scott continues to lead the program's IDC development with the IEA 2006 committee. She has arranged various streams of papers already.</p>	<p>10.1 Committee members are encouraged to contact Pat directly with your suggestions of suitable presenters as well as offering your own services.</p> <p>10.2 The IEA Congress program will reflect the active participation of IEA members from Developing Countries.</p>
(11) IOHA liaison on joint projects of interest.	<p>11.1 David Zalk from IOHA (USA) continues to involve the IEA in their discussions on Control Banding.</p>	<p>11.1 A member of our committee interested to act as our liaison with IOHA, preferably in USA, would be appreciated.</p> <p>11.2 Direct and regular communication will be established between the IEA and IOHA.</p>
(12) Ongoing ICOH project in occupational ergonomics.	<p>12.1 The joint ICOH / IEA committee (Kazu Kogi, Pat Scott, Barbara McPhee) still finalizing this publication.</p>	<p>12.1 We need to finalize the publication by IEA 2006 to enable a launch to be arranged.</p>
(13) Distance Learning in Ergonomics project in Portuguese speaking countries in Africa.	<p>13.1 Anabela Simoes in Portugal continues to work hard in obtaining a local university to support this project. She has a strong commitment to translate and promote the project in Africa once agreements are reached.</p>	<p>13.1 This will be an exciting ID Committee project that will need support. We hope the permission will be finalized this year and the program commence in 2006.</p> <p>13.2 We need to sign the agreement between the IEA and the participating Universities to enable this project to proceed.</p>
(14) Monitor ergonomic research and programs relating to women and children in work.	<p>14.1 Lena Karlqvist (Sweden) is engaged in a project involving women in the workforce in India.</p> <p>14.2 The TC on Children has aspects of interest of children in work but primarily interested on education issues.</p>	<p>14.1 Further work is required to determine how best to position IEA to contribute to the application of ergonomics to benefit women and children in work. This will be led by a sub committee of the ID committee.</p>

6.5.2. IEA/ILO Workshop

13th April 2005

IEA, ID Committee – Bali
Workshop Attendees

NEWSLETTER NO. 3 IEA ILO “Workshop on Ergonomic Checkpoints” - Program

Hello Team,

We are now only a few weeks from our workshop in Bali. I hope that your travel bookings have been confirmed.

We will all arrive at the Inna Grand Bali Beach hotel on Friday 20th May. A room has been reserved for 2 nights for each attendee. It should be under your name or SEAES group booking.

The first night is at your own leisure.

We will meet in our allocated meeting room at the hotel for a 9am start on Saturday 21st May.

Kazu has prepared an Agenda and Program for your 2 days. This is attached. Could you bring your copy of the “Ergonomic Checkpoints” with you please?

Thank you for the initial comments received by early April. I have incorporated them into an interim report to Dr Shengli Nui at the ILO in Geneva. He will be joining our workshop. I have attached the report so you can see the nature of the suggestions provided.

We welcome two more attendees:

- Ms Sudthida Krungkrai Wong, Thailand
- Mr Jose Maria S Batino, The Philippines

I have attached the updated contact list for your information.

My email address is davidcaple@pacific.net.au

Best Wishes,
David C Caple
Joint Facilitator with Prof. Kazu Kogi

- Appendix 1: Agenda & Program
- Appendix 2: ILO Interim Report
- Appendix 3: Updated Attendee List

**IEA / ILO “Ergonomic Checkpoints” Workshop
21st & 22nd May**

AGENDA

1. Reports of the work done for reviewing IEA / ILO Ergonomic Checkpoints
2. Overview of the experiences in using Ergonomic Checkpoints
3. Outline of the changes to be proposed for the new edition of IEA / ILO Ergonomic Checkpoints
4. Proposals for revising existing checkpoints
5. Proposals for new checkpoints and checkpoints to be replaced
6. Other proposals for upgrading Ergonomic Checkpoints
7. Examination of draft checkpoints (available at the workshop)
8. Work left for completing the new edition
9. Any other matters arising from the workshop

PROGRAM

Day 1

- AM Opening of the workshop
 Orientation to the workshop
 Agenda Items 1-3
- PM Agenda Items 4
- (Evening: Dinner at Inna Grand Bali Bench Hotel)

Day 2

- AM Agenda Items 5-7
- PM Agenda Item 7 (continued)
 Agenda Items 8 and 9
 Closing of the workshop

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Yes

Mr Kazutaka Kogi
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kanagawa 213
JAPAN
Email: k.kogi@isl.or.jp

Yes

Prof. Sutjana
Denpassar, INDONESIA

Yes

<p>Dr. Shengli NIU Senior Specialist in Occupational Health Infocus Programme on Safety and Health at Work (SafeWork) International Labour Office 4 route des morillons CH-1211 Geneva 22 Switzerland Tel.: +4122 7996708 Fax: + 4122 7996878 www.ilo.org/safework E-Mail: niu@ilo.org</p>	<p>Yes</p>
<p>Dr Erna Tresnaningsih Head of Occupational Health INDONESIA</p>	<p>Yes</p>
<p>Budi Santoso Goutama Surabaya University Surabaya INDONESIA</p>	<p>Yes</p>
<p>Theresia A Pawitra Surabaya University Surabaya INDONESIA</p>	<p>Yes</p>
<p>Prof. Pierre Falzon IEA President Paris FRANCE Email: falzon@cnam.fr</p>	<p>Yes</p>
<p>Prof. Martin G Helander School of Mechanical & Production Engineering 50 Nanyang Avenue Nanyang Technologies University Singapore 639798 Email: martin@ntu.edu.sg</p>	<p>Yes</p>

Ms Sudthida Krungkrai Wong
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Department of Labour Protection & Welfare
Ministry of Labour
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Yes

6.6. Professional Standards and Education

6.6.1. Report

Stephen Legg, Chair of the IEA PSE SC

Mission of the PSE standing committee

The current definition of the mission for the PSE standing committee (IEA Basic Document, August 2003, p13) is out of date and no longer accurately nor fully reflects the work priorities of the committee. A more appropriate and concise definition of the mission of the PSE standing committee is:

The committee maintains, develops and disseminates the IEA Directory of Ergonomics Educational Programmes, endorses certification schemes (and provides advice and guidance about their development) and provides guidance on professional conduct, ethics and standards for ergonomics education.

It is recommended that:

1. Council approve the new definition (above),
2. EC makes the appropriate changes to the IEA Basic Documents

PSE has three subcommittees:

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

This report gives the goals and/or action plans for the period 2003-4 for each subcommittee, followed by the results obtained (the progress) during the year and a new action plan for the period 2004-5.

Directory of Ergonomics Educational Programmes (DEEP) Subcommittee

Chair: Tina Worthy. **Members:** Stephen Legg, Andy Marshall

Action plan 2004-5

Goal 1: To maintain the DEEP on the IEA Web site (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

Results

Tina Worthy has resigned, so progress has been limited to a maintenance function, conducted by Andy Marshall who has updated the Directory as requests for inclusion

have been submitted. He has also maintained the updating of the website (<http://www.iea.cc/directory>). A new volunteer for chairperson is needed.

Action plan for 2005-6

1. Find a new chairperson
2. Continue maintenance of the Directory as for 2004

Professional Standards (PS) Subcommittee

Chair: Dr Carol Slappendel.

Goal 1: Endorsement of Certifying Bodies

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

Action plan for 2004/05

1. The Subcommittee will, if necessary, review and revise application materials and processes in light of the lessons learnt in reviewing the BCPE application.
2. 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.
3. 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.
4. 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.
5. The Subcommittee will recommend, as appropriate, changes to the IEA Documents for consideration by the IEA Executive Committee.
6. 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, or are considering, developing certification schemes.

Results

The application form for certification endorsement was reviewed and updated in January 2004. The relevant content relating to the subcommittee on the IEA website was also updated in 2004.

In May 2004, the subcommittee conducted a survey of Federated Societies to obtain information about certification programmes. Responses were obtained from Brazil, Korea, Hong Kong, Nordic Countries, BCPE (USA), South Africa, New Zealand, China, Germany, Italy and South East Asia. Key contacts identified through this survey were subsequently emailed for information about code of ethics or codes of conduct as part of the IEA Code of Ethics Review (see below).

No applications for endorsement were received during the period, although a query about the endorsement process was received from Japan.

Action plan for 2005-6

1. Pending the outcome of the IEA Code of Ethics Review (see below), modify the IEA Basic Document 'Criteria for Endorsement of Certification Programmes' to include reference to 'Codes of Conduct'.
2. 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, particularly CREE.
3. 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, or are considering, developing certification schemes.

Goal 2: Review of IEA Code of Ethics

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

Action Plan 2004-5

1. Distribute existing Code of Ethics to all Subcommittee members by 30 Jan 2004.
2. Distribute John Wilson's initial suggestions for changes by 30 Jan 2004.
3. Members to submit independent comments to Chair by 30 Mar 2004.
4. Chair to prepare 1st draft revision and distribute to Subcommittee members by 30 May 2004.
5. Members' comments to chair by 30 July 2004.
6. Final draft prepared by chair and submitted to EC by 30 Sept 2004.
7. EC to respond by 30 October 2004.
8. 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.
9. 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.

Results

Actions 1-3 have been completed. A revised IEA Code and draft report for EC have been prepared by the subcommittee Chair. On 16th April 2005, this document was sent to all subcommittee members for their comment. It is anticipated that a report will be available for consideration by EC in June 2005.

Action plan for 2005/6

1. Submit the IEA Code of Ethics Review Report to EC and WC for approval.

Ergonomics Education (EE) Subcommittee

Chair: Stephen Legg. **Members:** Robin Hooper, Tom Smith, Robin Burgess-Limerick.

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

Action plan 2004-5

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.

Results

A joint IEA/APERGO workshop was held. This informed the development of a first draft version of the Guidelines by the chair. This was submitted for comment to the subcommittee members in February 2005 and presented in joint IEA workshops at the UK Ergonomics Society conference on 6 April 2005 and the South East Asia Ergonomics Societies conference on 25 May 2005. Based on feedback from the workshops, a revised version has been prepared. This represents good progress towards international consensus.

Action plan for 2005-6

The latest version of the Guidelines will be circulated for comment by all WC members on 16 July, at a joint IEA/HFES workshop at the Human Factors and Ergonomics Society meeting on 26 September and at a joint IEA/Federation of European Ergonomic Societies (FEES)/ Centre for Registration of European Ergonomists (CREE)/Nordic Ergonomics Societies (NES) workshop at the NES2005 conference on 10 October 2005. Tentative plans for an additional IEA workshop in August 2005 with the Association of Canadian Ergonomists (ACE) have been considered. In December 2005, a near final version will be sent to all IEA Federated Societies for an opportunity to comment, before submission to the EC and subsequently to the WC for approval at its July 2006 meeting.

6.6.2. Draft plan

Plan for the development of an IEA Basic document: IEA Guidelines on the minimum specifications for a Masters degree in Ergonomics/Human Factors (including guidance about distance learning)

**Explanatory note
from the chairperson of the EE subcommittee (Stephen Legg)
(Date: 11 March 2005)**

Introduction

In the past, under the chairmanship of Professors Margaret Bullock (1997-2000) and subsequently John Wilson (2001-2003), the International Ergonomics Association (IEA) Professional Standards and Education (PSE) committee developed a number of IEA Basic documents concerned with core competencies, certification criteria for ergonomists, certification of professional bodies and accreditation of tertiary ergonomics education programmes, as follows:

1. Core Competencies in Ergonomics
2. Minimum Criteria for the Process of Certification of an Ergonomist
3. Guidelines on Standards for Accreditation of Ergonomics Education Programmes at Tertiary (University) Level
4. Criteria for IEA Endorsement of Certifying Bodies
5. Guidelines for the Process of Endorsing a certifying body

The first three of these Basic documents contain material which is directly relevant to the development of IEA guidelines on the minimum specifications for a Masters degree in ergonomics/human factors.

An additional IEA Basic document also has direct relevance to the development of Masters guidelines. This is the IEA definition of Ergonomics (and of 'an ergonomist'), in which the major areas of the discipline of 'ergonomics' are described.

However, none of these documents specifically describe the minimum specifications for a Masters degree in ergonomics or human factors, either in structure, process or content. Moreover, none of these IEA Basic documents address the issue of distance learning in tertiary ergonomics education and certainly not at the masters level.

It would be very useful for smaller national Federated Societies, or those without any ergonomics masters degrees, to have an authoritative IEA guidance document about a masters degree in ergonomics/human factors, upon which to base the development of their tertiary ergonomics training and also as more specific guidance for the educational component of professional certification.

It would be useful for larger and more developed national Federated Societies, and/or those with existing masters degree programme(s) to have an international consensus document that describes what constitutes minimal specifications for a masters degree in ergonomics.

In the absence of any guidance about tertiary ergonomics distance learning programmes, both of the above groups would benefit from an IEA consensual guidance document.

Ergonomics Education subcommittee

In order to address these issues, an ergonomics education (EE) subcommittee of the PSE committee was formed in 2004 and, under the chairmanship of Professor Stephen Legg, tasked with developing an IEA guidance document on the minimum specifications for an ergonomics/human factors masters degree (including guidance about distance learning).

In February 2005 the EE subcommittee prepared a first draft version of a new IEA Basic document entitled: 'IEA Guidelines on the minimum specifications for a Masters degree in Ergonomics/Human Factors (including guidance about distance learning)'. It used material from the four relevant Basic documents identified above, so as to ensure consistency between and continuity with the existing IEA guidance documents. This was reviewed via email by the EE subcommittee members during March 2005, resulting in a second draft version in April 2005.

International workshops

In order to obtain informed commentary and international consensus and acceptance of the draft guidelines from as wide as possible an audience, various versions of the new guidance document will be presented and discussed at workshops at international conferences during 2005, as follows:

- April 2005 – Version 2 will be discussed at a workshop at the United Kingdom Ergonomics Society conference (led by EE subcommittee member Dr Robin Hooper)
- 23-25 May 2005 – Version 3 will be discussed at a workshop at the South East Asia Ergonomics Society (SEAES) Conference (led by Professors Stephen Legg and Adnyana Manuaba - the local convenor)
- August 2005 – **TBA** Association of Canadian Ergonomists (ACE) ?
- 26 September 2005 – The latest version will be discussed at a workshop at the US Human Factors and Ergonomics Society (HFES) Conference (led by Professors Stephen Legg and Thomas Smith – EE subcommittee member)
- 10-12 October 2005 – The latest version will be discussed at a workshop at the Nordic Ergonomics Society (NES) Conference (incl FEES and CREE and NES (led by Professor Stephen Legg)

Modus operandi of the workshops

The workshops will be advertised in such a way as to attract or to invite participants with a specific interest or special knowledge of masters level education in ergonomics/human factors.

Each workshop will have a similar structure. After a brief welcome and introductory explanation of the development plan for the new IEA guidance document, the convenor will hand out a pre-prepared questionnaire that identifies specific issues that each participant should consider during the subsequent presentation and in which they are requested to express their views, in writing.

The convenor will present the latest version of the new IEA guidance document. He/she should instruct the workshop participants to complete the questionnaire during the presentation. The convenor may differ for each workshop, but each convenor will be provided with a PowerPoint presentation of the latest version of the guidance document by the chair of the EE subcommittee. This will be followed by a short period for general questions. The convenor will ensure that these are primarily concerned with clarification of the details of the guidance document.

The workshop participants will then be divided into small groups, each with a chair identified, and asked to discuss their views on each of the issues specified in the questionnaire and to complete a questionnaire which represents each group's views (or diversity of views) on each issue.

The convenor will then lead a feedback session, taking each specific issue in turn. A spokesperson for each group will give a short oral report on their group's views. This will be immediately followed by a general discussion aimed at synthesising the views presented.

The convenor will note the outcomes of the discussions on each specific issue, and ensure that he/she collects each individual's and group's completed questionnaires.

The convenor will close the workshop by thanking the participants for their involvement, on behalf of the IEA. He/she should also offer to send any participants who so indicate, a copy of his/her written report for the EE subcommittee.

Finally the convenor will prepare a short report for the EE Subcommittee, which must contain all of the individual and also each group's completed questionnaires as an annex. He/she should then mail or email it to the chair of the EE Subcommittee (Stephen Legg) within two weeks from the date of the workshop.

The outcomes of each workshop will be collated by the chair of the EE subcommittee and reviewed by the members of the EE subcommittee so as to generate a revised version of the guidance document as appropriate.

Thus by November 2005, an advanced version of the guidance document will have been generated, shaped through repeated revision into a form that is reflective of the considered views of a wide international group of people with special interest and expertise in ergonomics/human factors masters programmes.

Federated Societies' opportunity to provide comments

In November 2005, the advanced version of the guidance document will be sent to IEA Federated Society Presidents and IEA representatives soliciting open comment from all IEA federated societies and their members, with responses required by the end of Feb 2006.

IEA Executive Committee comments

A near final version will be submitted to the IEA Executive Committee in March 2006.

Submission to IEA World Council for approval

It is expected that a final version will be submitted for approval by the IEA World Council at its 2006 meeting in Maastricht, the Netherlands.

6.6.3. Guidelines on the minimum specifications for a Masters degree in Ergonomics/Human Factors

IEA Guidelines on the minimum specifications for a Masters degree in Ergonomics/Human Factors (including guidance about distance learning)

Version 1

11 March 2005

Recommendation

1. The IEA recommends that all Federated Societies agree to accept this Basic document as guidance on the minimum specifications for a masters degree in ergonomics/human factors (including guidance about distance learning).

Introduction

2. A masters degree in ergonomics or human factors is generally recognised as the major route for an individual to progress towards becoming a professional (certified) ergonomist either as a practitioner, researcher or academic.

3. It is therefore essential that a masters degree should provide students with most of the core knowledge, competencies, research training and preferably some or all of the supervised professional practice experience required of a professionally certified ergonomist. The academic level of study must be consistent with internationally agreed standards for masters degrees.

4. The remaining core competencies for professional certification as an ergonomist are normally acquired through the experience of independent professional practice. This is normally beyond the scope of most tertiary ergonomics education programmes, though some may assist in providing this via highly specialised professional development courses.

5. There are four IEA Basic documents that already contain information which is directly relevant to the development of guidelines for a masters degree in ergonomics and which have been taken into account in this text. These are:

- a) Definition of 'Ergonomics' and 'an Ergonomist',
- b) Core Competencies in Ergonomics,
- c) Minimum Criteria for the Process of Certification of an Ergonomist, and
- d) Guidelines on Standards for Accreditation of Ergonomics Education Programmes at Tertiary (University) Level.

6. Although the IEA has developed a considerable amount of material that can be used in the development of tertiary ergonomics programmes, there is no single document that explicitly describes the minimum specifications for the structure and content of a masters degree in ergonomics/human factors. Moreover, none of the

material contained in the existing IEA Basic documents address the issue of distance learning in masters level ergonomics education.

7. This new IEA Basic document has therefore been developed to provide guidelines for a masters degree in ergonomics (or human factors) that are consistent with the four IEA Basic documents identified above. It also provides some guidance about distance learning.

[The two preceding points (6& 7) should not be in the text, but before, as an introductory note.]

Process used to develop this guideline [Irrelevant here. Extract points 8 to 14]

8. An ergonomics education (EE) subcommittee of the PSE committee was formed in 2004 and, under the chairmanship of Professor Stephen Legg, tasked with developing an IEA guidance document on the minimum specifications for an ergonomics/human factors masters degree (including guidance about distance learning). In February 2005 the EE subcommittee prepared a first draft version of the guidelines. It used material from the four relevant Basic documents identified above, so as to ensure consistency between and continuity with the existing IEA guidance documents. This was reviewed via email by the EE subcommittee members during March 2005, resulting in a second draft version in April 2005.

9. In order to obtain informed commentary and international consensus and acceptance of the draft guidelines from as wide as possible an audience, various versions of the new guidance document were presented and discussed at workshops at international conferences during 2005, as follows:

- 6 April 2005 United Kingdom Ergonomics Society conference (Convenor: EE subcommittee member Dr Robin Hooper)
- 23-25 May 2005 South East Asia Ergonomics Society (SEAES) Conference (Convenors: Professors Stephen Legg and Adnyana Manuaba - the local convenor)
- August 2005 – TBA Association of Canadian Ergonomists (ACE) ?
- 26 September 2005 US Human Factors and Ergonomics Society (HFES) Conference (Convenors: Professors Stephen Legg and Thomas Smith – EE subcommittee member)
- 10-12 October 2005 Nordic Ergonomics Society (NES) Conference (incl FEES and CREE and NES (Convenor: Professor Stephen Legg)

10. The workshops were advertised in such a way as to attract or to invite participants with a specific interest or special knowledge of masters level education in ergonomics/human factors.

11. Each workshop had a similar structure. After a brief welcome and introductory explanation of the development plan for the new IEA guidance document, the convenor will hand out a pre-prepared focal questionnaire that identifies specific issues that each participant should consider during the subsequent presentation and in which they are requested to express their views, in writing. The convenor then presented the latest version of the new IEA guidance document. This was followed

by a short period for general questions, primarily concerned with clarification of the details of the guidance document.

12. The workshop participants were then divided into small groups, each with a chair identified, and asked to discuss their views on each of the issues specified in the focal questionnaire and to prepare summary notes representing each group's views (or diversity of views) on each issue. The convenor then led a feedback session, taking each specific issue in turn. A spokesperson for each group gave a short oral report on their group's views. This was immediately followed by a general discussion aimed at synthesising the views presented. The convenor noted the outcomes of the discussions on each specific issue and collected each individual's and group's completed questionnaires. Which were used to prepare a short report for the EE subcommittee.

13. The outcomes of each workshop were then reviewed and revised by the EE subcommittee so as to generate a sequence of versions of the guidance document. Thus by November 2005, an advanced version of the guidance document was generated, shaped through repeated revision into a form that was reflective of the considered views of a wide international group of people with special interest and expertise in ergonomics/human factors masters programmes.

14. In November 2005, the advanced version of the guidance document was sent to IEA Federated Society Presidents and IEA representatives soliciting open comment from all IEA federated societies and their members, with responses required by the end of Feb 2006. A near final version was then submitted to the IEA Executive Committee in March 2006 and a final version submitted for approval by the IEA World Council at its 2006 meeting in Maastricht, the Netherlands.

General requirements of a masters degree in ergonomics/human factors

15. A masters degree in ergonomics (or human factors) should provide students with an appropriate level (extent and depth) of

- a) ergonomics knowledge,
- b) ergonomics competencies,
- c) supervised ergonomics research training, experience and expertise,
- d) supervised ergonomics professional practice which might assist progression to national or international certification,

and be consistent with internationally accepted

- a) definitions of 'ergonomics' (and of 'an ergonomist'), definitions of domains of specialization
- b) core competencies in ergonomics,
- c) accreditation standards for ergonomics education programmes at tertiary (university) level, and
- d) criteria for masters level qualifications.

16. A masters degree in ergonomics/human factors is not expected to cover the level of research competence required of doctoral training nor the independent practice experience that is additionally required for full certification of an individual as a professional ergonomist.

17. In order for a tertiary (university level) institution to be able to offer a masters degree in ergonomics/human factors, it is necessary that it has the capacity to do so according to specified national or international standards such as the IEA Guidelines on Standards for Accreditation of Ergonomics Education Programs at Tertiary (University) Level.

18. It is therefore necessary that an IEA document such as this should specify not only the minimum criteria for the masters curriculum and the process of education, but also the mechanisms employed to ensure quality outcomes, the resources and facilities available, and the performance of graduates. In order to demonstrate the viability of a masters degree, issues relating to student selection and progression, faculty expertise and development, and arrangements for supervised research and work experience also need to be specified. In addition, it also necessary to address such issues as differences in culture and professional practice expectations between countries.

QUESTION – COULD THE NEXT TWO SECTIONS (General principles and Philosophy, Objectives and Scope) BE COMBINED AND REDUCED? I FEEL THERE IS UNEEDED REPLICATION HERE... STEPHEN

General principles

19. The following general principles should be applied in the specification of minimum standards for a masters degree in ergonomics/human factors:

- a. the educational content and structure may reflect the diverse and unique character of individual programs/institutions
- b. there is recognition that excellent education programs may differ in many respects and that educational objectives may be achieved in a variety of ways
- c. innovation in achieving educational objectives should be encouraged
- d. although this guidance document specifies many details of a number of input elements, it is not intended to be prescriptive in terms of precise curriculum details (such as hours in any one subject). Rather, it aims to provide guidance about the ways that the appropriate knowledge, competencies, research and professional practice capabilities of students may be taught and learnt
- e. the degree should include all or an appropriate subset of core knowledge and competencies within its taught curriculum
- f. the degree should include a substantial element of supervised research training, including the preparation of a research report or thesis
- g. the degree should address professional issues relevant to the time and needs of the marketplace and include the option for students to gain an appropriate level of supervised professional practice.

SHOULD WE ADD? h) the degree should not be taught/learnt by distance or e-learning alone.

20. While all masters degrees in ergonomics/human factors need to meet specified standards and to be consistent with the principles espoused above, flexibility in application of these specifications needs to be shown as appropriate to the country, its needs and objectives and the facilities available. It should be possible to select the detailed specifications relating to the curriculum content of a masters degree according to the particular focus of the institution or programme.

21. It is anticipated that in due course, masters degrees in ergonomics/human factors would be accredited according to international standards, such as the IEA Guidelines on Standards for Accreditation of Ergonomics Education, and/or national standards, developed by the relevant Federated Society.

Philosophy, objectives and scope

22. The philosophy and objectives of the degree should be clearly stated and be consistent with the professional practice of ergonomics. The degree should reflect the current needs for ergonomics in society, industry and commerce, trade unions, government, and academia

23. The degree should be of sufficient duration to prepare the student in a comprehensive and defined sub-set of ergonomics, knowledge, competencies (such as those produced as guidance by the IEA) This allows the possibility for flexibility and selection of the core knowledge and competencies deemed to be relevant to a particular professional focus within the qualification.

24. The degree identifies the scope and level of ergonomics knowledge, competencies and research and professional practice capabilities for which it prepares the students by making reference to a comprehensive set of internationally agreed competencies about which they will learn/be taught (it is anticipated that reference would be made to the IEA Core Competencies document), and the specific sub-set of competencies which will be addressed in depth (that is, those competencies relevant to the focus of the masters degree).

25. The degree facilitates the student's potential for gaining certification as an ergonomist. It is preferable that the degree should include appropriate periods of ergonomics practice, supervised and validated by a qualified educationalist and/or a practising ergonomist so that students are able to achieve competency in specified core areas. Where this is not possible (for example in small countries where there may be only a few professionally certified practicing ergonomists), part of the degree should be designed to simulate supervised professional practice as closely as possible.

26. Policies, procedures and degree program information are current and readily available to the students, particularly as related to the aims and objectives, assessment, progression and requirements for graduation, appeals processes, costs and academic review processes.

Approaches to teaching/learning and problem solving

27. The degree program should use a range of teaching and learning methods appropriate for masters level, to the achievement of the objectives and the learning styles of the students.

28. An interdisciplinary learning environment should be provided to offer opportunities to learn from, and be influenced by, knowledge from outside as well as from within ergonomics. Students should be made aware of multiple styles of thinking, diverse social concepts, values, and ethical behaviours that will prepare them for identifying, redefining and fulfilling their responsibility to society and the profession.

29. The degree program should include opportunities for students, supervised or mentored by ergonomics academic faculty/staff, workplace supervisors or certified ergonomists, to participate in such activities as field trips, internship/practica at industrial, institutional or governmental work sites. Where the program structure precludes field trips, wherever possible opportunities to participate should be provided in laboratories where ergonomics programs are planned and implemented and/or where ergonomics research is performed.

30. The degree should provide opportunities for both independent and group/co-operative learning experiences.

SHOULD WE ADD? If the degree includes any distance or e-learning, it must include sufficient periods of time involving direct contact between students and academic faculty/staff consistent with the provision of adequate learning/teaching of practical skills and the core competencies, research and professional practice capabilities described in the above paragraphs in this section and elsewhere in this guidance document.

Possible routes to qualification with a masters degree

31. A masters degree is essentially a postgraduate qualification of one or two years of full time study (or equivalent), usually requiring prior completion of a relevant specialist field (usually an undergraduate degree). A number of possible routes to qualification with a masters degree in ergonomics/human factors might be acceptable, as follows:

- i. Tertiary (university level) postgraduate qualification in ergonomics of a minimum of one or two years of full time study (or equivalent), following prior completion of a tertiary (university level) educational program in a relevant specialist field (involving a minimum of three years education).
- ii. Tertiary (university level) qualification in a related field of a minimum duration of four years of full time study (or equivalent), which has included a major component of ergonomics, has addressed a comprehensive set of core competencies and has required completion of a major ergonomics project.

- iii. Tertiary (university level) qualification in a related field of a minimum duration of three years of full time study (or equivalent), followed by continuing education (CE) programmes to ensure comprehensive preparation in ergonomics core knowledge, competencies, substantial supervised experience in conducting research and in the practice of ergonomics

Note: "Related field" or 'relevant specialist field' referred to in the paragraph above may be in any professional field that prepares the student in a substantial set of basic core knowledge and competencies.

Overall curriculum content

32. Although the overall content of the curriculum may contain details of a large number of input elements, it will not be prescriptive in terms of precise curriculum details (such as hours in any one subject), but will seek to ensure that that core knowledge, competencies, research capability and professional practice experience can be acquired or developed at an appropriate level for a masters degree.

33. It is anticipated that for each Institution, the curriculum will be designed in sufficient depth and breadth and the philosophy of education be such as to ensure that the desired objectives and outcomes of the program can be achieved. The program should seek the preparation of graduates as competent ergonomists who have been introduced to the broad spectrum of ergonomics competencies (as expressed in the IEA Core Competencies document or its equivalent) and have a depth of understanding in a defined sub-set of competencies.

34. In some instances, specific features of content might be covered in pre-requisite study.

35. The list of detailed curriculum content provided below addresses all of the competencies included within the IEA Core Competencies document. In some instances, full coverage of this list would be more than could be expected for the particular qualification offered. It is understood that each degree program will focus on certain aspects of content and may choose to leave a number of areas for additional detailed study at an appropriate level of education.

Curriculum content

36. The content of the curriculum should include ergonomics/human factors theory, knowledge, research, practice and professional issues relevant to the time. [does that mean "state-of-the-art", up to date?]

37. The degree curriculum (or accepted credit for prior learning) should include opportunities for the student to appreciate theoretical concepts and gain supervised research and practical experience which would provide a breadth of knowledge across core areas, and a depth of knowledge in a specialised application of ergonomics consistent with the focus of the institution, where applicable, and as achieved by a thesis or project and /or professional practice experience.

38. The degree curriculum (or accepted credit for prior learning) should include the following ergonomics knowledge and competence areas appropriate to the achievement at masters level. **A more detailed listing that could be used as a guide is given in the IEA Basic document on Core Competencies in Ergonomics.**

1. An understanding of the theoretical bases for ergonomic planning and review of the workplace.

39. Theoretical concepts and principles of those aspects of physical, biological, social and behavioural sciences relevant to ergonomics.

40. The basics of physics, mathematics, functional anatomy, patho-physiology, exercise physiology, environmental science, and sensory, cognitive and behavioural psychology, organisational psychology, and sociology, relevant to the practice of ergonomics and to the extent required by the specific focus of the institution.

2. An appreciation of the effect of factors influencing health and human performance that have the potential for generating injury, disease or disorder

41. An introduction to occupational hygiene, biomechanics, anthropometry, motor control, forces applied, and stresses and strains produced in the human body.

42. An introduction to the effect of the environment (acoustic, thermal, visual, vibration) on human senses, human health and performance.

43. An introduction to psychological characteristics and responses and how these affect health, human performance and attitudes; the perceptual and cognitive aspects of information intake, information handling and decision making; and the psycho-physiological bases of perception and cognition.

44. The effect and interaction of factors influencing health and human performance.

3. An understanding of the requirements for safety and the concepts of risk, risk assessment and risk management

45. An introduction to industrial safety, safety management, human reliability and error, organizational failure, risk assessment and risk management.

4. An appreciation of the extent of human variability influencing design

46. The application of knowledge of human characteristics, the range of these, human error and human reliability.

5. An understanding of methods of quantitative and qualitative measurement relevant to ergonomic appraisal and design.

47. Validation of quantitative and qualitative measurement methods appropriate to ergonomics appraisal and design; application of survey methodology, observation

and surveillance of human performance, or product use including operator considerations, and epidemiological approaches; methods of analysing feedback; instrumentation relevant to evaluation or design of workplaces, work procedures or work equipment, and methods of measurement; methods of interpreting results; use of the computer and other technology for technical calculations, data acquisition and processing, process control, design and other ergonomics-related functions and applications.

6. Analysis of current guidelines, standards and legislation

48. Awareness of the major, relevant sets of guidance and standards; matching measurements against identified standards and legislative requirements.

7. Identification of potential or existing high risk areas and high risk tasks

49. Methods of determining demands placed on people by tools, machines, jobs and environments; evaluation of products or work situations in relation to expectations for safe and effective performance; methods of determining the compatibility of human physical and psychological capacities and planned or existing work demands.

8. Ability to communicate effectively with the client and professional colleagues in verbal and written form.

50. Practice and feedback on written reports of various forms (management report, scientific paper, academic essay, thesis); verbal presentations to colleagues and faculty; presentations to external parties (e.g. project company).

9. Application of the principles of systems theory and systems design

51. Application of a systems approach to work analysis; application of human-system interface technology; ergonomics analysis and planning in a variety of contexts; development of a holistic, integrated, balanced and prioritised plan for ergonomic design.

10. Application of appropriate concepts and principles at an organization level

52. Organisational management; participatory ergonomics; human development and motivation; group functioning and socio-technical systems.

11. Ability to outline and justify appropriate recommendations for design or intervention.

53. Application of ergonomics principles in the control of organisational, physical, psychological, social and environmental factors which could influence human performance, an activity, a task, or use of a product; consideration of participation, role analysis, career development, autonomy, feedback and task redesign, as appropriate to the client and the defined problem; application of individual and organisational change techniques, including education and training, work structuring and motivational strategies; appropriate use of computer and non-computer modeling and simulation, instrumentation and design methodology; application of the principles of design of

workplaces, products, information, and work organization; the testing of proposed solutions under realistic conditions; the identification and quantification of the potential benefits and costs of possible ergonomics solutions.

12. Ability to carry out evaluative research relevant to ergonomics.

54. Application of principles of experimental design and statistics, and thorough data analysis and interpretation; principles of marketing ergonomics; evaluation of the outcome of implementing ergonomics recommendations.

QUESTION – COULD THIS SECTION BELOW BE REDUCED OR INCORPORATED ELSEWHERE TO REDUCE THE LENGTH OF THE DOCUMENT? STEPHEN

Organisation of curriculum

55. Learning experiences should include, at least, the integration of

- a) problem definition – such as task analysis, error analysis, operational analysis
- b) the design of experiments and/or equipment and of action strategies
- c) collection of data on operational users
- d) statistical analysis and interpretation of data
- e) the presentation of findings to operational personnel

56. The curriculum should be organised in a sequential and integrated manner to ensure effective learning and is designed to ensure the progressive development of skills of independent thinking, ethical and value analysis, communication, reasoning, problem solving skills and decision making.

57. Through interdisciplinary instruction and assigned projects, students should be exposed to research and practice issues which provide a holistic appreciation of the scope of the field of ergonomics.

58. Through involvement in a structured and concrete research or design project, students should be introduced to the integrative, interactive, social and iterative nature of applying ergonomics.

59. The program should be structured to include classroom, laboratory, field and research experiences and the timely and progressive exposure of students to a variety of work place problems of increasing complexity.

60. Students should be made aware of current professional, organisational, legal and ethical issues pertinent to ergonomics practice. The regional Ergonomics Society should be consulted to ensure that all relevant issues are fully addressed.

61. The practical experience should have sufficient breadth, depth and coverage to ensure that the objectives of the program are met; and that the students have the opportunity to integrate theoretical concepts into ergonomics practice; to perform professional responsibilities for ergonomics application under appropriate levels of

supervision or mentoring; to observe professional role modelling; and to practise with timely and constructive feedback their skills and reasoning.

62. In workplace environments, specific procedures should be established for communication between the mentors and students so that issues of ergonomics design may be fully addressed. Specific procedures should be established for communication between work place mentors and the faculty on professional, curriculum and administrative matters.

63. The program should encourage the development of student portfolios which contain quality work products.

64. The content of the curriculum and the organisation of the learning experiences should foster a commitment to continuing professional growth including learning through self-directed, independent study.

Research and scholarship

65. The relationship between research activities and the content and delivery of the program should be well recognised and demonstrated by faculty/staff and student involvement in research and scholarship related to the ergonomics profession. The nature of such research should reflect the principal objectives of the program.

66. The approach taken to encouraging research should ensure that students gain an adequate understanding of research methodology so that they may accomplish applied studies in relevant professional positions. Faculty and students should be actively involved in research activities integral to the program objectives. Faculty/staff should act as effective mentors for students.

Institution

67. The University or College providing the degree should first have been accredited by an appropriate government agency in the geographic area, if such an agency and process exists in that country. Where such arrangements do not exist, the Institution should be accredited by an appropriate professional body according to international standards.

Faculty/Staff

Characteristics

68. Each academic faculty/staff member should have documented expertise in their area of teaching, demonstrable effectiveness in teaching and evaluation of students, and a record of involvement in scholarly research and/or professional practice in ergonomics consistent with the philosophy of the masters degree and the needs of the ergonomics community.

Qualifications

69. The academic faculty/staff as a whole should have a sufficient mix of qualifications to conduct the masters degree successfully, including a diversity of areas of expertise, a diversity of academic qualifications relevant to ergonomics and experience in curriculum design and development.

70. Each faculty/staff member should normally possess a Ph.D. in an appropriate cognate field. A Masters degree may be acceptable when combined with a record of quality work in an applied domain.

Publications

71. Each faculty/staff member's publication list should reveal productivity and quality in research and demonstrate active contribution to refereed journals or presentation of technical or other such reports, in the fields of ergonomics/human factors or other related cognate disciplines.

Relevant experience

72. Faculty/staff as a whole should have ergonomics/human factors experience in:

- teaching
- research
- professional practice
- publishing outcomes of research
- systems development or applications
- supervising masters theses and/or doctoral dissertations

Degree of accountability

73. There must be a clearly defined person with explicit responsibility for the masters degree, faculty/staff evaluation, and to whom faculty/staff report their activities.

Professional standing

74. Faculty/staff should be members of appropriate professional societies and should abide by their professional standards and codes of ethics.

Participation in professional issues

75. Faculty/staff should demonstrate their commitment to the advancement of the profession and to discussion of professional issues relevant to the time by participating in leadership positions and on professional committees.

Professional development activities

76. Faculty/staff should demonstrate an interest in remaining up-to-date by participating in continuing education or professional development programmes, where relevant.

Availability of support staff

77. The masters degree programme should have adequate support staff and services, including library, computing and laboratory facilities, to meet the needs of the students and academic staff.

Faculty-student consultative process

78. There should be adequate time available and access to academic faculty/staff for students to consult on progress and course content.

Students

Pre-requisites for entry

79. Entry into the program should be offered on an assurance of equal opportunity with respect to race, creed, colour, national origin, gender, age, disability, religion, socio-economic and marital status.

80. The academic pre-requisites and any other specific criteria for entry to the program must be clearly stated, compatible with the requirements of a masters degree and equivalent to the completion of an undergraduate degree in a relevant field.

81. Where an institution chooses to admit students without all of the academic pre-requisite training that it has prescribed, arrangements must be made for students to rectify these deficiencies.

Student/faculty(staff) ratio

82. The masters degree should be viable in terms of faculty/staff and student numbers. Faculty(staff)/student ratios for class work should be appropriate for the subject, and ensure quality of supervision as appropriate for masters level study.

Policies on progression and graduation

83. Policies and procedures should be relevant to repeat enrolments after failure, competences and levels of assessment required for progress, maximum time allowable for course completion and final graduation must be clearly stated, appropriate for masters level study and made available to students at the commencement of the degree.

Student workload

84. There must be a clear outline of the expectation of study (workload) in relation to each component of the degree, including course work and research projects and theses.

Evaluations and assessments

85. The standards of achievement expected must be clearly stated to students and related to their professional practice and the IEA Core Competencies for Ergonomists (or similar set of competencies).

86. The programme should utilise a range of assessment methods appropriate to the objectives for both formative and summative purposes. Evaluations should match the competency being assessed, and include written, oral and practice formats. Students should receive regular feedback on performance. Final evaluations should provide an opportunity to assess overall and comprehensive knowledge, attributes and skills relevant to ergonomics practice and professional behaviour.

87. Assessment methods should be reviewed and evaluated regularly in terms of student load and their validity, reliability, emphasis, balance, appropriateness and relevance to the IEA Core Competencies or similar approved set of competencies.

Quality management

88. The degree must be offered in a recognised accredited tertiary education institution, preferably a University, which is supportive of ergonomics both as an academic and professional discipline. Programmes must be approved by an accredited University and are in compliance with regional academic regulations. There should be an ongoing programme of evaluation of the performance of the faculty/staff, which includes the assessment of teaching ability, scholarly activity and administrative competence. The organisational structure should provide a career path for faculty/staff and an ongoing programme of professional development for all faculty/staff which is linked to evaluation of performance.

88. The degree should have established mechanisms of accountability to the University and to the ergonomics profession. There should be a clear and accessible description of the academic governance of the degree programme with demonstrated lines of accountability and responsibility. The degree programme should maintain records of attrition, pass rates, failure rates, graduations, honours received and professional recognitions.

89. There should be clear and comprehensive policies on course development.

90. There should be clear and comprehensive policies for periodic review of course goals, content, relevance and quality. The curriculum should be developed and regularly reviewed at an institutional level by the faculty/staff of the programme, with input from representatives of the profession, the student body and other interested groups.

91. There should be a clearly defined organisational structure for the overview of the program. The faculty/staff should regularly review the admissions criteria, including pre-requisite subjects as part of the evaluation of the effectiveness of the programme in preparing graduates to be competent ergonomists.

Facilities and resources

92. The degree programme should have adequate funding available per student to provide sufficient numbers of staff and resources to achieve the programme goals.

SHOULD WE ADD? The degree should have sufficient institutional administrative, printing, computing and communication support facilities and resources to support any distance learning or e-learning elements of the programme.

93. The students and faculty/staff should have access to sufficient equipment relevant to ergonomics and human-system interface technology, and consumables to provide the means for effective learning and research.

94. Sufficient space and computing facilities should be available for students to have appropriate access over a prolonged period of the day. Appropriate and up to date computing packages relevant to ergonomics applications and to data analysis should be available for student use. The students should have ready access to informational resources including the World Wide Web and E-mail.

95. There should be sufficient classrooms, laboratories, work place facilities, offices and space for students, faculty and support staff to provide an environment conducive to learning and research.

96. The students should have ready access to a well maintained and catalogued library of appropriate media and holdings that are current and sufficient in number and breadth to support the content of the curriculum and to meet the needs of the programme. There should be database and bibliographic search facilities sufficient to identify appropriate information not held at the library, and inter-library loan facilities in order to obtain these resources.

97. The students should have ready access to those services that will facilitate their successful completion of the degree including student counselling, educational support including language instruction, health and residential facilities, and financial aid.

98. There should be occupational health and safety policies relating to a safe working environment, sexual harassment and disability.

6.7. Communication and PR – Report

Andrew Marshall, Chair of the IEA CPR SC

Summary

The IEA is improving its communications with IEA Federated and Affiliated societies, with individuals, and with the general public.

There are four main means of communication with the IEA societies:

- meetings (principally the annual IEA Council meeting),
- print (*Ergonomics International*, annual and tri-annual reports, minutes, basic documents, letters)
- email, including the council listserver
- the IEA website (www.iea.cc)

Meetings

The IEA are examining ways of making the IEA Council meetings more effective. This is a once a year activity and we want it to be a productive use of everyone's time. The use of workshops to discuss issues common to societies or in line with the IEA strategic plan is one of the initiatives.

Ergonomics International

Dave Moore continues to bring his enthusiasm and experience to the production of *Ergonomics International*.

Dave has been very active in establishing links with other editors and receives copies of other societies' newsletters, but not all. He will be using the San Diego meeting to try and increase these links.

Distribution of EI has improved and it is now emailed to the whole of the council list (see below) soon after production. It also appears on the website at that time. Printed copies are produced as an offprint by Taylor and Francis and mailed to over 400 individuals around two months after production. It also appears in the journal *Ergonomics* around three months after production.

Content of the newsletter has covered a diverse range of topics under Dave's editorship. If there is anything you think would be useful or interesting to ergonomists around the world please do not hesitate to contact the editor.

Dave Moore
Centre for Human Factors and Ergonomics

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Council ListServe

The email list server is hosted by Louisville University. The list includes:

- IEA Executive
- Federated and Affiliated society IEA council members
- Alternative IEA council delegates
- Presidents of Federated and Affiliated societies
- Secretaries of Federated and Affiliated societies

All members of the list can send messages to all the others on the list. We encourage reasonable use of this facility for IEA and ergonomics related messages.

The use of this list is an important tool for communication. We are grateful to Waldemar Karwowski and Louisville University for providing this facility at no cost to the IEA.

IEA Website – www.iea.cc

Andrew Marshall is the IEA webmaster. The main routine changes are to:

- Maintain the Ergonomics Programme Directory
- Add new editions of *Ergonomics International*
- Add and delete announcements
- Update the IEA Awards pages
- Maintain the Committee pages
- Maintain the IEA Roster

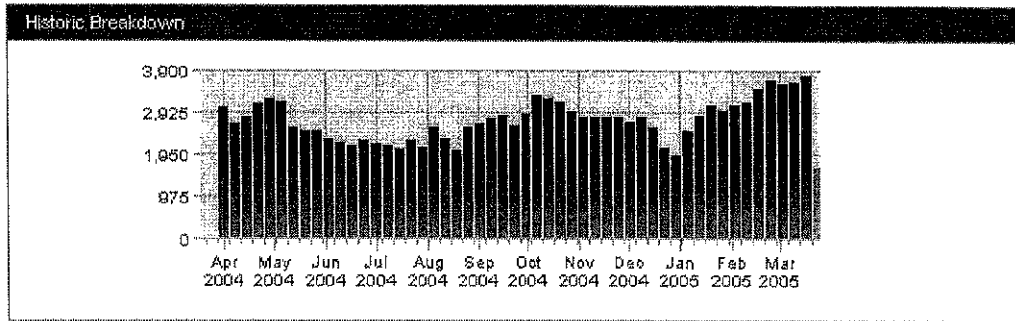
All the IEA roster information is kept on the website and is used as the up to date repository for this information. If and when there are any changes required then please email the webmaster. Council members, listed in the roster can now elect to have their photo by their contact details. This is intended to aid recognition and communications, especially at the annual council meeting.

New additions to the website are:

- Auditory Ergonomics Technical Committee web pages (Elleen Haas)
- International Development Committee newsletters (David Caple)
- The addition of Ergonomics Standards (Jan Dul)

Web Statistics

Over the last year (April 2004 to April 05) the number of visits per week has ranged from just under 2,000 (New Year) to nearly (4,000) and currently averages 2,745. This is shown in the figure below:



The IEA receives an average of 2,745 visits per week and from the top 100 pages there are 5,775 page views.

The twenty most frequently visited pages for December 2004 are shown below (figures given per week):

Page	Page Views per week	Average Page Views	Percent of Page Views
/index.cfm	1235	1125	21.7
/ergonomics/index.cfm	534	589	9.4
/directory/index.cfm	363	274	*6.4
/announcement/index.cfm	262	143	4.6
/newsletter/index.cfm	253	209	**4.4
/standards/index.cfm	207	0	3.6
/awards/index.cfm	188	122	3.3
/contact/index.cfm	181	110	3.2
/about/council.cfm	142	126	2.5
/about/membership.cfm	134	86	2.4
/search/search.cfm	129	133	2.3
/events/journals.cfm	93	85	1.6
/newsletter/nov2004.cfm	92	0	1.6
/directory/mainlist.cfm	90	77	1.6
/about/executive.cfm	82	100	1.4
/events/technical.cfm	70	73	1.2
/auditory/index.cfm	64	0	1.1
/about/standingcommittees.cfm	62	55	1.1
/events/index.cfm	58	182	1.0
/events/science.cfm	52	34	0.9

*All directory pages accounted for 15.5% of page views

** All Newsletter pages accounted for 9.9% of page views

The page with Ergonomic Standards was produced from a paper provided by Jan Dul. It is encouraging to see such use being made of the data. These pages need to be kept up to date as preliminary standards are published and others updated. The standards page is currently the 4th most visited single page on the web site.

Note that the pages for the auditory TC is nearly as popular as the executive!

Accessibility

The World Wide Web Consortium's (W3C) commitment to lead the Web to its full potential includes promoting a high degree of accessibility for people with disabilities. The Web Accessibility Initiative (WAI), part of the W3C, in co-ordination with organisations around the world, is pursuing web accessibility through five primary areas of work:

- Technology
- Guidelines
- Tools
- Education and outreach
- Research and development

The WAI Web Content Accessibility Guidelines (WCAG) can be found at www.w3.org/TR/WAI-WEBCONTENT

The WAI have created three levels of accessibility - "A", "AA" and "AAA", based on compliance with a range of accessibility checkpoints graded as priority one, two and three.

A lot of the IEA web site is based on old code and has not been produced in accordance with good accessibility standards. The IEA is committed to improving accessibility of the web site, and the process of renovating the site to comply with good practice is now underway. We are also using up to date coding standards (XHTML) that will not become obsolete with the introduction of new internet browsers.

Changes include using HTML to properly mark headings, changes to tables, images and layouts. A full list of standards and guidelines can be found at:

During this transition phase you may notice that the "look and feel" of the site changes between different pages.

This initiative should be completed in the next 12 months.

Search Engine Listings

It is recognised that content of the web site is more important than search engine listings, and the aim is to improve both at the same time. The websites that we are

competing with are also trying for top 10 listings. Most have more resources to try and achieve this with.

Currently (20 April 2005) the website is 6th on Google for the search term "Ergonomics". This is an improvement on its listing last year which was 8 or 9. However it has been as low as 21 in the last 12 months. The aim is to bring it into the top 5 within the next twelve months. Over the same period the listing in Yahoo has improved from 21st to 10th.

Feedback

Please give us feedback where you think the IEA can improve its communications. This would be useful in the Council meeting or on a one to one basis while we are in San Diego, but also at any other time by email. Comments on where we are doing well are also always welcome.

6.8. Science, Technology and Practice

6.8.1. Report

Pascale Carayon, Chair of the IEA STP SC

Eui Jung was the chair of the STP committee until April'2005. He resigned as chair of the STP committee in April'2005 because of health reasons. Pascale Carayon then took over as chair of the STP committee.

General Strategy and Objectives

The STP committee promotes and coordinates the exchange of scientific and technical information at the international level. There are presently 17 subcommittees (known as Technical Committees or TCs) that address specific areas of technical interest (<http://www.iea.cc/events/technical.cfm>).

There are five major objectives of the Science, Technology and Practice Committee:

1. To identify and promote important research and application areas
2. To promote and coordinate the exchange of scientific and technical information at the international level
3. To advise and assist in the development of the technical program of IEA Triennial Congresses
4. To advise and assist in the organization and conduct of IEA sponsored meetings
5. To assist industrially developing countries in the assimilation of ergonomics practices and knowledge

For the 2005-2006 period, the main objectives of the STP committee are:

1. To endorse journals and conferences
2. To improve the management and leadership of the TCs
3. To develop the Ergonomics Compendium.

Action Plan and Accomplishments

Tasks to accomplish in order to achieve the objectives:

TASK 1 – Ensure that members of federated societies obtain discount on IEA-endorsed journals.

Members of IEA Federated Societies are entitled to reduced subscription rates to IEA endorsed journals. This policy is not well known by potential subscribers. The journals do not always let members of federated societies know that they are entitled to a reduced rate. This reduced rate is not always publicized. Sebastiano Bagnara, the IEA secretary general, has informed all ergonomics societies about this policy, and will address any problem in the implementation of the policy.

TASK 2 – Deal with issues related to *Ergonomics*.

There have been numerous complaints regarding the processing of manuscripts submitted to *Ergonomics*, which is the official journal of IEA and the official journal of ES. Pierre Falzon (IEA president) and Anne Robinson (ES) will work together to improve the management of the journal.

TASK 3 – Review procedures related to IEA- endorsed conferences.

IEA-endorsed conferences pay the IEA a capitation fee. The procedure for recovering the capitation fee needs to be reviewed and applied in a more systematic manner. The development of IEA conferences should also be explored. The *Healthcare Systems Ergonomics and Patient Safety* Conference organized in Florence, Italy, on 03/29-04/02/2005 has been officially accepted as an IEA conference. It can represent a test case to establish a process for developing future IEA conferences.

TASK 4 – Improve the management and leadership of the TCs.

There is an uneven involvement and activity level across the various TCs. Communication with TCs needs to occur on a regular basis. Expectations towards the TCs need to be clarified and communicated to the TC chairs.

TASK 5 – Develop the Ergonomics Compendium.

In order to disseminate information on ergonomics and publicize the discipline, the IEA executive committee would like to create an "Ergonomics Compendium", a series of short texts on various ergonomic topics. In January'2005, Pierre Falzon sent an email to all TC chairs regarding the Ergonomics Compendium (see Appendix). Betty Sanders (HFES) has accepted to lead the Ergonomics Compendium effort.

TASK 6 – Update the information on the STP committee.

The IEA basic documents contain information on the STP committee. This information needs to be updated on a regular basis.

TASKS	Actions	Accomplishments and Future Plans
TASK 1 – Ensure that members of federated societies obtain discount on IEA- endorsed journals	1.1 Sebastiano Bagnara will inform the federated societies about the discount their members can obtain for IEA-sponsored journals.	DONE
	1.2 Sebastiano Bagnara will follow up on any problem society members have in obtaining the discount.	Continuous
TASK 2 – Deal with issues related to <i>Ergonomics</i>	2.1 Pierre Falzon (IEA) and Anne Ferguson (ES) will work with T&F in order to find a solution for improving the processing of manuscripts submitted to <i>Ergonomics</i> .	Continuous
TASK 3 – Review procedures related to IEA- endorsed conferences	3.1 Pascale Carayon and Ken Laughery will work together to ensure that the fee capitation procedure for IEA- endorsed conferences is implemented effectively and adequately.	<i>To be completed by 2005</i>
	3.2 Review the procedure for endorsing conferences and explore the development of IEA conferences.	<i>To be completed by 2005 with the HEPS (Healthcare Systems Ergonomics and Patient Safety) conference as a test case.</i>
TASK 4 – Improve the management and leadership of the TCs	4.1 Pascale Carayon will ask TCs' chairs for an annual report of their activities.	<i>To be completed by May'2005 with June 10 as the deadline for the reports.</i>
	4.2 A charter specifying the objectives of the TCs, as well as the expectations from the TCs' chairs will be developed and communicated to the TCs' chairs.	<i>To be completed by 2005 Get input from Ken Laughery and Waldemar Karwowski.</i>
TASK 5 – Develop the Ergonomics Compendium	5.1 Pierre Falzon has asked all TCs' chairs for a list of topics and potential authors for the Ergo. Compendium.	Four TCs have responded: PIE, ECEE, Hospital Ergonomics, and Construction and Architecture.
	5.2 Betty Sanders has been invited to lead the Ergo. Compendium effort, and has accepted to take on the task.	DONE

TASKS	Actions	Accomplishments and Future Plans
	5.3 Betty Sanders will establish a plan + timeline for developing the Ergo. Compendium	<i>To be completed by May'2005</i>
	5.4 A steering committee for the Ergo. Compendium will be established.	<i>To be completed by July'2005</i>
	5.5 Establish a list of topics + authors.	<i>A draft of the list will be presented at the IEA Council meeting in San Diego in July'2005</i>
	5.6 Compile the various texts for the Ergo. Compendium.	<i>A set of draft texts will be posted on the IEA website by the end of 2005.</i>
TASK 6 – Update the information on the STP committee	6.1 Update the information on the STP committee on the IEA website.	<i>To be completed by June'2005</i>
	6.2 Pascale Carayon will review the information related to the STP committee in the IEA Basic Documents.	<i>To be completed by July'2005</i>

List of journals and conferences endorsed in 2004-2005
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1. 4th Asian Pacific Computer Human Interaction Conference to be held in Taipei, Taiwan, in October 2006 (request submitted by Professor Eric Wang)

APPENDIX – ERGONOMICS COMPENDIUM

From: Pierre Falzon [falzon@cnam.fr]
Sent: Monday, January 10, 2005 9:18 AM
Cc: Sebastiano Bagnara; Ken Laughery; Andy Marshall; Eui Jung
Subject: Request for contributions

Dear IEA Technical Committee Chair,

One of the goals of the IEA is "to advance the science and practice of ergonomics at an international level". In that perspective, the IEA Executive Committee wishes to develop a set of short texts on ergonomics topics, to be placed on the IEA website. These texts should allow a non-ergonomist to get a good idea of the ergonomics point of view on the topic under consideration. It should also point at other relevant sources (books, websites), for further information. I believe that the establishment of this set of texts will help the general public to be better aware of what ergonomics is and of the kind of issues ergonomics addresses. I will refer to these texts as ErgoComp, for Ergonomics Compendia.

I would like the IEA Technical Committee you chair to contribute to this initiative. I request your committee to propose a list of topics that you think fall within the domain of your TC and a list of potential contributors you will be in charge to solicit.

Each entry in ErgoComp should include :

- a title
- about 1-3 pages of Times 12 single-spaced text
- references to relevant books and websites
- a "see-also" section (references to other entries of the ErgoComp : this may be done later, not necessarily by the author of the text)
- a date of writing
- a signature

The objective is to have a first set of texts on the IEA website in the course of 2005-2006. In order to reach this goal, we need to have a first list of topics and contributors from you by April 1st, 2005.

Let me take this opportunity to express my best wishes for the new year.

Kind regards,

Pierre Falzon
President of the IEA

6.8.2. Ergonomics Compendium (*ErgoComp*)

Objective

The objective is to develop short texts on ergonomics topics, to be placed on the IEA website. The texts should allow a non-ergonomist to get a good idea of the ergonomics point of view on the topic under consideration. It should also point at other relevant sources (books, websites), for further information.

General characteristics

Each entry should include :

- a title
- about 1-3 pages of Times 12 single-spaced text
- references to relevant books and websites
- a "see-also" section (references to other entries of the ErgoComp)
- a date of writing
- a signature

Procedure of creation

An *ErgoComp* task force is established. It includes the IEA Officers and the chairs of the STP and CPR committees. The goals of the ErgoComp task force are :

- to define a list of potential topics and potential contributors. This will be achieved in conjunction with IEA TCs, but not only with them.
- to solicit contributions and make sure that they arrive in due time
- to screen texts for conformity with the ErgoComp characteristics (see below)
- to integrate the texts on the IEA website
- IEA TCs will be asked to provide a first list of relevant topics and contributors they will solicit. Simultaneously, and since IEA TCs do not cover all potential areas of ergonomics interest, the ErgoComp task force will define a list of other topics to be covered.

Reviewing

In general, the idea is to trust the person in charge of writing the entry, when this person has been solicited by the EC or by a TC of the IEA. If a TC is in charge of soliciting the texts, it should make sure the texts provide an accurate vision of the topic before sending it to the *ErgoComp* task force.

However, texts should be screened to check that they conform with the general objective of the *ErgoComp*, and by the chair of the CPR Committee for consistency with other texts, establishment of cross-references, etc.

Timing

The general framework for the Ergonomics Compendia will be presented at the next Council meeting. At that time, we should have developed the general procedure (this text is a first attempt at that) and have obtained first inputs (not texts, just a list of topics and contributors) from the TC chairs.

The first texts should be on the website before IEA'2006. In order to achieve this, a rather tight schedule should be proposed to the contributors (like : 2 or 3 months) :

for someone who specializes in a given domain, writing a short introductory text in this domain should not be a problem.

Letter to TC chairs

Dear xxx,

The IEA Executive Committee wishes to develop a set of short texts on ergonomics topics, to be placed on the IEA website. These texts should allow a non-ergonomist to get a good idea of the ergonomics point of view on the topic under consideration. It should also point at other relevant sources (books, websites), for further information. We feel that the establishment of this set of texts will help the general public to be better aware of what ergonomics is and of the kind of issues ergonomics addresses. I will refer to these texts as ErgoComp, for Ergonomics Compendia.

I would like the IEA Technical Committee you chair to contribute to this initiative. I request your committee to propose a list of topics that you think fall within the domain of your TC and a list of potential contributors you will be in charge to solicit.

Each entry in ErgoComp should include :

- a title*
- about 1-3 pages of Times 12 single-spaced text*
- references to relevant books and websites*
- a "see-also" section (references to other entries of the ErgoComp : this may be done later, not necessarily by the author of the text)*
- a date of writing*
- a signature*

The objective is to have a first set of ErgoComp texts on the IEA website in the course of 2005-2006. In order to reach this goal, we need to have a first list of topics and contributors from you by March 15, 2005.

Best regards,

PF

Pdt of the IEA

6.9. EQUID – Report

Pascale Carayon, Chair of the IEA EQUID SC

General Strategy and Objectives

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.

At the IEA Council meeting in 2004, the definition, objectives and policies of the EQUID committee were approved.

For the 2004-2006 period, the main objectives of the EQUID committee are:

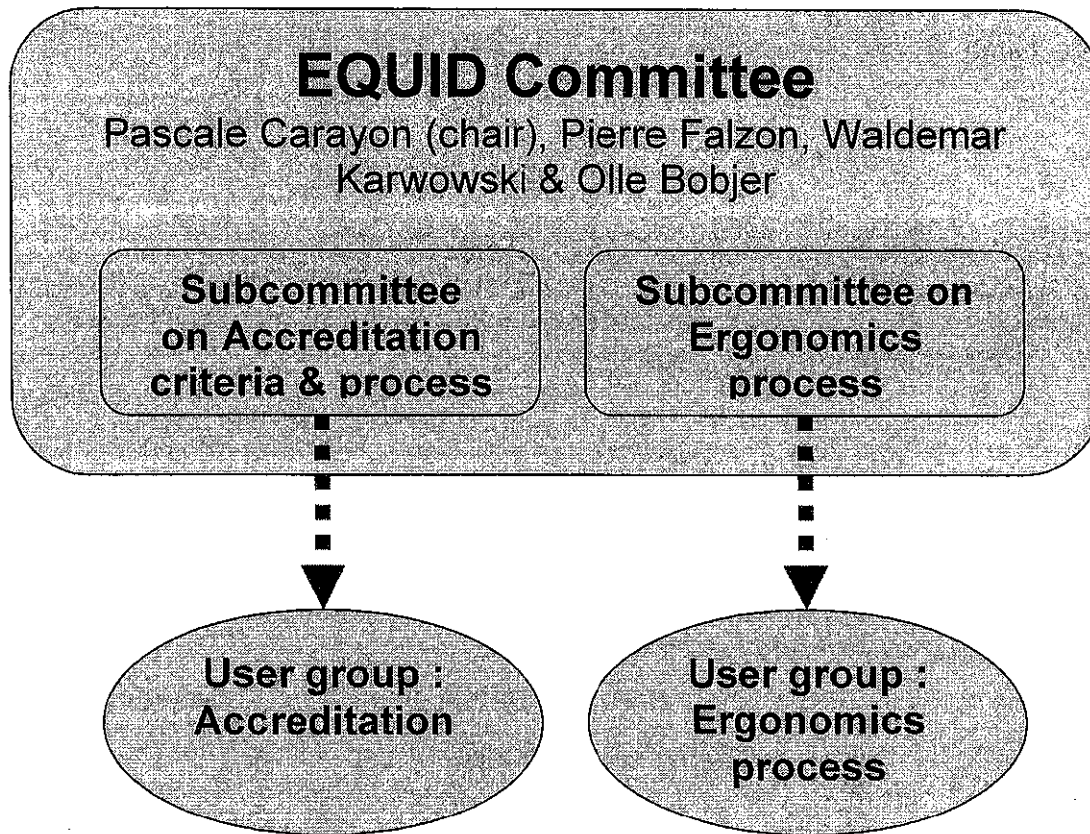
1. to revise and update the two texts on (1) ergonomic criteria of product design process, and (2) accreditation criteria and processes
2. to evaluate various scenarios for the implementation of the EQUID program.

For the 2004-2006 period, the focus of the EQUID program is on product design. Issues related to the design of work systems and services will be addressed in a subsequent phase. In 2006, the EQUID committee will present its conclusions regarding this first phase of the EQUID program.

The EQUID program contributes specifically to the subgoal C2/item 7 of the IEA strategic plan: *“to develop program of certification of ergonomic quality in design”*. It also contributes to:

- Goal B of the strategic plan: *“to advance the science and practice of ergonomics at an international level”*; in particular subgoal B1: *“to stimulate development of the ergonomics discipline”*;
- Goal C of the strategic plan: *“to enhance the contribution of the ergonomics discipline to global society”*; in particular the subgoal C1: *“to promote recognition of ergonomics discipline”* and the subgoal C2: *“to promote applications of ergonomics in all aspects of life”*.

The structure of the EQUID committee is as follows:



Subcommittee on Ergonomics process	<ul style="list-style-type: none"> - chair: Waldemar Karwowski (US) - Lina Bonapace (Italy) - Pierre-Henri Dejean (France) - Wolfgang Friesdorf (Germany) - Sung Han (Korea) - Francisco Rebelo (Portugal) - Peter Vink (NL) - Toshiki Yamaoka, Wakayama University (Japan)
Subcommittee on Accreditation criteria & process	<ul style="list-style-type: none"> - chair: Olle Bobjer (Sweden) - Michel Naël (France) - Yusakau Okada, Keio University (Japan) - Daniel Podgorski (Poland) - John Rosencrance (USA) - Yvonne Toft (Australia)

Additional recruitment of members for the two sub-committees is ongoing in order to ensure adequate geographical representation. In particular, we are trying to recruit people from South America and Asia.

Action Plan and Accomplishments

Tasks to accomplish in order to achieve the objectives:

- TASK 1 – Establish the EQUID committee and sub-committees
- TASK 2 – Revise and update text on ergonomic design process for products
- TASK 3 – Revise and update text on accreditation criteria and processes for EQUID certification for products
- TASK 4 – Write up documents on EQUID committee for inclusion in IEA Basic Documents
- TASK 5 – Involve users (e.g., companies) in EQUID
- TASK 6 – Evaluate various scenarios for the implementation of the EQUID program
- TASK 7 – Apply for trademarks for EQUID program and related names
- TASK 8 – Communicate about EQUID

TASKS	Actions	Accomplishments and Future Plans
TASK 1 – Establish the EQUID committee and subcommittees	1.1 The committee is comprised of Pascale Carayon (chair), Pierre Falzon, Waldemar Karwowski and Olle Bobjer.	DONE Committee will meet twice per year (one meeting during council meeting).
	1.2 Establish the sub-committee on Ergonomics process in design: - chair: Waldemar Karwowski (US) - Lina Bonapace (Italy) - Pierre-Henri Dejean (France) - Wolfgang Friesdorf (Germany) - Sung Han (Korea) - Francisco Rebelo (Portugal) - Peter Vink (NL) - Toshiki Yamaoka, Wakayama University (Japan)	DONE <i>Additional recruitment of members to ensure geographical representation – to be completed in 2005</i>
	1.3 Establish the sub-committee on Accreditation criteria & process:	DONE <i>Additional recruitment of members to ensure</i>

	<ul style="list-style-type: none"> - chair: Olle Bobjer (Sweden) - Michel Naël (France) - Yusakau Okada, Keio University (Japan) - Daniel Podgorski (Poland) - John Rosencrance (USA) - Yvonne Toft (Australia) 	<i>geographical representation – to be completed in 2005</i>
	1.4 Establish charter for the work of the two sub-committees.	DONE
TASK 2 – Revise and update text on ergonomic design of products (sub-committee on Ergonomics process in design)	2.1 The sub-committee on Ergonomics process in design will revise and update the text on ergonomic design of products.	<p>Meeting of the sub-committee in Florence, Italy (04/01/2005).</p> <p><i>The sub-committee is planning to meet in June 2005 in Berlin, Germany.</i></p> <p><i>To present document to Council for information.</i></p> <p><i>To be completed by 2005</i></p>
TASK 3 – Revise and update text on accreditation criteria and processes (sub-committee on Accreditation criteria & process)	3.1 The sub-committee on Accreditation criteria & process will revise and update the text on accreditation criteria and processes.	<p><i>To present document to Council for information.</i></p> <p><i>To be completed by 2005</i></p>
TASK 4 – Write up documents on EQUID committee for inclusion in IEA Basic Documents	<p>4.1 Review of current IEA reference documents</p> <p>4.2 Document on EQUID committee</p>	DONE
TASK 5 – Involve users (e.g., companies) in EQUID	5.1 Identification of interested companies (PF: Airbus, PSA, Renault; SB: Fiat)	<p><i>To write up a draft proposal for establishing agreement with companies to sponsor EQUID committee work.</i></p> <p><i>To be reviewed by EQUID committee.</i></p> <p><i>To identify companies-partners; contact them; establish agreement.</i></p> <p><i>Continuous</i></p>
	5.2 Explore the organization of an EQUID symposium (IEA Conference).	<i>To be completed by 2005</i>
TASK 6 – Evaluate various scenarios for the implementation of the EQUID program	6.1 The sub-committee on Accreditation criteria & process will explore and evaluate various scenarios for the implementation of the EQUID program	<p><i>List of scenarios and evaluation criteria to be completed by 2005</i></p> <p><i>Optimal scenario to be presented at the IEA council meeting in 2006</i></p>

TASK 7 – Register EQUID acronym	7.1 Waldemar Karwowski will prepare a plan + budget.	<i>To be completed by 2005</i>
TASK 8 – Communicate about EQUID	8.1 Pascale Carayon is a member of the bureau program committee for the 2006 ISSA International Congress on 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?”.	<i>Continuous</i>
	8.2 Presentation at IEA’2006 Congress: Pascale Carayon will organize 2 sessions on EQUID.	<i>To be completed by October 1st, 2005</i>
	8.3 Pascale Carayon will prepare a document describing the EQUID program.	<i>Draft needs to be revised and updated. To be completed by June’2005</i>
	8.4 Organize presentation of EQUID at national ergonomic conferences.	<i>Continuous</i>

6.10. Awards

6.10.1. Report

Waldemar Karwowski, Chair of the IEA Award SC

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

- Mission of the Standing Committee
- General objectives for 2003-2006
- Outcomes: Progress report 2004-2005

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 periods 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 2004-2005

The IEA/Liberty Mutual Prize in Ergonomics and Occupational Safety

The deadline for submissions was April 15, 2005. 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 2005 Review Committee represents four continents and includes:

- Prof. Hal Hendrick, USA
- Prof. Holger Luczak, Germany
- Prof. Pranab Nag, India
- Prof. Marcelo Soares, Brazil (RC Chair, 2005)
- Prof. John Wilson, UK

This year there were a total of 4 submissions (last year we had 9 submissions).

The Committee will make the recommendation to the AC Chair by July 1, 2005. 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 2005 Prize sometime in the fall of 2005 (at a conference mutually agreed upon by Liberty Mutual and IEA).

A proposal to change the mode of submissions and the focus of this award is being discussed with Tom Leamon of Liberty Mutual.

IEA Fellow Award

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

Based on the input from the federated societies, the deadline for Nominations was moved to May 15, 2005.

The Fellows Selection Committee (all current IEA Fellows), chaired by the AC Chair, 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 San Diego.

The official presentations of the certificates for 2004-2006 IEA Fellow Awards will take place during the 2006 IEA Congress.

4. Awards Committee Plan for 2005-2006

The Committee plans for 2005-2006 period are to:

- Continue a review of the current awards structure
- Prepare a proposal for the Council to expand the K.U. Smith Student Award by establishing the IEA Educational Support for Ergonomics Students in Developing Countries.
- Discuss a proposal for revising the process of submissions / nominations of papers for the IEA/Liberty Mutual Prize in Ergonomics and Occupational Safety
- Plan for the IEA Triennial Awards to be presented at IEA Triennial Congress 2006:
- Call for Nominations (to be distributed to all societies in July 2005)
 - announcements to be printed in all IEA-endorsed journals and promoted by the federated societies
 - importance of submission deadlines
 - communication with the IEA federated and affiliated societies (direct contact to the responsible body within the societies)
 - publicity (Awards Ceremony at the Opening of the Congress, press conference) coordination with the IEA 2006 Congress organizers

Report of IEA Awards Committee 2005: 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 2005 Liberty Mutual Prize
Submission deadline: April 15, 2005

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 15, 2005.

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 2005 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

The deadline for receipt of applications is April 15, 2005.

Applicants should be notified of the results by July 1, 2005.

Announcement of the award winner will be made public in July 2005.

If you require additional information, please 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 2005

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

Deadline: May 15, 2005

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

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.

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.

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)

Deadline for submitting the nominations: May 15, 2005

ANNOUNCEMENT
INTERNATIONAL ERGONOMICS ASSOCIATION (IEA)
K.U. SMITH STUDENT AWARD 2006

The IEA K.U. Smith Student Award honors a deserving student responsible for an application of or contribution to ergonomics/human factors (E/HF). The next award will be presented during the IEA 2006 XVIth Triennial Congress, scheduled to convene July 10-14, 2006, in Maastricht, Netherlands.

The Award winner will receive of a cash award of US \$3,000. Depending upon need, an additional stipend for travel to the Congress also may be awarded to the winner. Certificates will be awarded to two runners-up.

Any student enrolled in an accredited post-secondary institution (college, university, technical, or vocational school) worldwide is eligible to apply for the award. All areas of E/HF are eligible for consideration. Examples of applicable projects include an applied E/HF 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 E/HF.

A student wishing to apply for the award should submit the following to the IEA Student Award Committee:

- (1) Five copies of the abstract for a paper that the student has authored, that documents an application of or contribution to E/HF on the part of the student.
- (2) A resume for the student, with the student's name, full address, e-mail and phone numbers, institution enrolled in, experience, list of publications, and a summary of accomplishments and/or contributions related to the field of E/HF. The resume should be limited to 4 pages in length.
- (3) A letter from the student's academic advisor on institutional letterhead certifying the following: (1) that the paper described in the abstract was written by the student; (2) that the student was enrolled in the academic program at the time that work described in the abstract was carried out; (3) when the work described in the abstract was carried out; and (4) that the abstract is being submitted for the IEA K.U. Smith Student Award.

The IEA Student Award Committee will select the awardee and two runners-up using a two-stage procedure:

- (1) review of abstracts and resumes; and
- (2) review of full paper.

Students who have successfully passed the first stage will be invited by the IEA Student Award Committee to submit full papers for final selection. Two selection criteria will be used to select the awardee and runners-up:

- (1) Quality of contribution to E/HF, as documented in the full paper; and
- (2) Other accomplishments in and contributions to E/HF, as described in the resume.

Deadlines for the award process are as follows:

Oct. 2, 2005:

Abstracts, resumes and advisor letters must be received by the IEA Student Award Committee.

Nov. 6, 2005:

Applicants eligible for submitting full papers will be notified by this date.

Jan. 8, 2006:

Full papers from eligible applicants must be received by the IEA Student Award Committee by this date.

Feb. 5, 2006:

Applicants informed of results of award evaluation by this date.

March 1, 2006:

Full paper by winner due to IEA 2006 Congress Program Committee by this date

(visit www.iea2006.org/ for details).

NOTE: The IEA 2006 Congress Program Committee will reserve a slot for the award winner to present her/his paper. The winner does NOT have to meet the Oct. 1, 2005 deadline for submitting paper abstracts. However, the winner must submit her/his full paper to the IEA 2006 Congress Program Committee by March 1, 2006.)

Submissions should be sent to the Chair of the Student Awards Committee:

Chair: Prof. Michael Smith
Department of Industrial Engineering
University of Wisconsin, Madison
1513 University Avenue
Madison, WI 53706
Fax: 608-262-8454
Email: mjsmith@engr.wisc.edu

APPENDIX 5

Awards of the International Ergonomics Association Past Recipients: 1982-2005

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

1999: Shirley Ann Gibbs, Australia

2000: Peter J. McAlindon

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

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

2003: William S. Marras, Sue A. Ferguson, Deborah Burr, Kermit G. Davis, Purnendu Gupta

2004: David M. DeJoy

The IEA/Liberty Mutual Medal In Ergonomics And Occupational Safety

2000: Andrew Imada

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
Pat Scott, South Africa
Reginald G. Sell, UK
Robindra Nath Sen, India
Stover Snook, USA
Thomas Sheridan, USA
Tom Singleton, UK
Michael J. Smith, USA
Tom Stewart, UK
Sadao Sugiyama, Japan (IEA President 1982-1985)
Mao-Jiun Wang, Taiwan
John Wilson, UK
Alain Wisner, France
Klaus J. Zink, Germany

A memo from Tom J. Smith re the IEA K.U. Smith Student Award Fund

Waldemar et al,

The IEA K.U. Smith Student Award Fund currently is capitalized at \$41,572. It has been growing at a faster rate than the \$3000 paid out every 3 years for the student award at the IEA Triennial Congress. Accordingly, Waldemar and I have had some brief discussions on the idea of expanding the scope of the award. I previously held similar discussions with Ian Noy.

The decision tree on this idea can be summarized as follows.

1. Do nothing (let the fund capitalization continue to grow)
2. Do something (expand scope of fund in some manner)
2. Options for doing something:
 - Increase amount and/or number of student awards
 - Increase size of winning student award higher than \$3000
 - Increase number of awards (i.e., make award to runner-up)
 - Support some type of IEA Student Education initiative
 - Other?

If any changes to how the award fund is allocated are to be finalized prior to the 2006 Congress, planning should begin now. The requisite steps are:

1. Prepare and submit proposal to IEA Executive (I am prepared to assume this responsibility)
2. Approval by IEA Executive
3. Modify fund agreement with St. Paul Foundation
4. Publicity and implementation

I would appreciate thoughts or ideas that any of you may have on what course to pursue.

In the interests of putting something on the table for you to chew on, let me offer the following preliminary proposal.

A proposal from T.J. Smith

EDUCATIONAL SUPPORT FOR ERGONOMICS STUDENTS IN DEVELOPING COUNTRIES

Purpose:

Annual funding shall be provided from the IEA K.U. Smith Student Award Fund to support the education of ergonomics students in developing countries.

Terms:

1. \$1000 shall be allocated annually from the IEA K.U. Smith Student Award Fund to support the education of ergonomics students in developing countries.
2. The IEA Professional Standards and Education Committee shall be responsible for allocation of these funds
3. The annual fund transfer process shall proceed as follows (specific schedule to be determined):
 - IEA Professional Standards and Education Committee identifies fund recipient
 - Request transmitted to designated Fund administrator (currently members of the IEA Student Award Committee are so designated, under terms of the agreement with the St. Paul Foundation)
 - Fund administrator submits request to St. Paul Foundation
 - Check sent from St. Paul Foundation to Mike Smith's HF/E program in IE at the University of Wisconsin
 - Mike sends check to designated fund recipient
4. The definitions of the terms 'supporting education of ergonomics students' and 'developing countries' remain to be defined. Some ideas for support are as follows:
 - Supporting development of a library by a designated educational program through provision of books or internet access to publications
 - Supporting purchase of educational equipment/resources
 - Supporting a particular student research project
 - Supporting establishment of a new ergonomics training program for students

As for which countries, and which programs in developing countries, might be eligible, that would be the decision of the Professional Standards and Education Committee. One obvious approach would be for the Committee to establish an application program for funding, and choose one worthy application each year for a

fund award.

5. There should be some provision for adjusting the terms of the proposed award, based on the financial status of the student award fund

I look forward to your comments on this, or on any other ideas that you may have.

T.J. Smith
School of Kinesiology
University of Minnesota

6.10.2. Extract from IEA Basic Docs – IEA Fellow Award (Article)

Article 9. IEA Fellow

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

Eligibility Criteria

There are two eligibility criteria: International Service and Membership in Society :

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

Distinction Criteria

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

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

Submission

The application should be submitted to the Chair of the Awards Committee.

Fellows Election Committee

The Fellows Election Committee consists of all fellows of IEA. The Chair of the Awards Committee serves as Chair of the Fellows Election Committee.

All former IEA presidents are named Fellows

Elections

The nominee's candidacy must be approved by two-thirds vote of the members of the Fellows Selections Committee. Those candidates so approved must be elected by a majority of the IEA Executive Committee.

Renomination

An individual may be nominated for Fellow several times.

7. IEA'Congresses

7.1. IEA'2006 Progress Report



I am happy to be able to inform the IEA Council that most things go very well.

Late 2004 the call for abstracts was submitted both by PDF-files and on our completely renewed web site on the Internet (www.iea2006.org). We have a good series of proposals now, most of which need further development to be so-called symposia or if you prefer sessions. Many of the IEA TC's have taken initiatives, but not all of them. On the website one can see who is actually active. Any further promotion by IEA Council members would be appreciated; up till now we only have few proposals from for instance Asia, South America, Scandinavia.

The facilities are booked and most of the details are agreed. We anticipate on a major event, with a sparkling start, a splendid party and the best opportunities to interact with those you know and those you may want to get to know.

Next to publications in as many newsletters as possible, a special communication approach is now being developed. We trust that this will be successful and allow the participants to communicate without barriers. I am sorry that I cannot be more specific at this moment, as we are dependent from a very ambitious project by students in communication, ICT, management and ergonomics.

The contract with Elsevier for the publication of proceedings is signed. Next to a Cd-rom we will collaboratively publish a special issue of Applied Ergonomics with all the keynotes and a state of the art book with extended chapters on the best contributions to IEA2006.

Over the past months we have been inviting nominations for keynotes. All IEA Federated Societies, IEA Council- and EC-members and members of our program committees have been invited to make nominations. Early May 2005 the selection is made and the selected people are invited. At the IEA Council Meeting of July 2005 an overview will be given.

In April I spoke to the UK's Ergonomics Society's annual meeting to promote IEA2006 and attended the FEES Council Meeting. Also in April I will visited Germany to meet the new GfA President, prof. Holger Luczak. In June I will attend the ODAM conference on Hawaii and in July the IEA meetings in San Diego. My colleagues in the congress organization take care for other parts of the world. We expect that full

promotion by Officers and EC members is a continuous item in their agenda's and minds.

The financial aspects become more safe as we have attracted major sponsors for a total of than € 200,000 on a total budget of about € 1,2 million. With that amount we begin to meet our ambitions that are even higher, as we really want to make the best of IEA2006! The recently updated budget seems stable enough for a safe outcome. More sponsorship is most welcome as we are confronted with sincere increases in prices, and a world's economy is not yet favorable for meetings like IEA2006.

To conclude: we don't have many worries, except for the unpredictable number of participants. By our extensive efforts to inform anybody as good as possible, we trust that the final attendance will be large. Nevertheless support from the IEA boards and Council members to announce, promote and stimulate participation would be highly appreciated.



Ernst A.P. Koningsveld
Congress Chair
26 April 2006

7.2. IEA'2009 Progress Report

7.3. IEA'2012 : extract from Basic Docs (Policy on Conferences, Title)

Article 1. General

The primary conference activity of the International Ergonomics Association (IEA) is the IEA Triennial Congress (Congress). When a host society and a venue for a Congress have been selected, the IEA will give the organizers of the Congress all reasonable support. Support includes financial assistance at a level to be determined by the Council of the IEA. In addition, one or more representatives appointed by the IEA Council will actively participate in the organization of the Congress.

The officers of the IEA and the representative(s) of the IEA Council will hold periodic consultations with the organizers and provide advice on finances, physical requirements, Congress organization, themes, topics, scientific speakers and other matters.

Article 2. Selection of Congress Host Societies

The IEA Council will select the host society based upon proposals submitted by Federated Societies at least six years prior to the proposed Congress. The IEA Council should invite societies to submit a formal proposal to the Council for its consideration, and should advertise for proposals at least one year prior to the decision. The following criteria will be employed by Council with respect to evaluation of the host society and its proposal:

- **Size of Society:** A host society should have a minimum of at least two hundred paying members in order to adequately staff the Congress.
- **Degree of Risk:** The organizational soundness and credibility of the host society, as well as capability and experience in conducting both similar sized and international conferences will be examined with respect to the degree of risk to IEA.
- **Location of Congress:** The geographical location of the Congress will reflect the strength of ergonomics worldwide and - provided that other criteria are met - the location should be spread around the major geographical regions. Although no strict rotational order will be followed, Congresses shall not normally be held consecutively within the same geographical region.
- **Growth of Congresses:** Host societies must be aware of the potential for the increasing size of triennial congresses and must be able to successfully cope with such growth.
- **Participation:** Host societies or host countries may not place any restrictions on the attendance of delegates, members, participants or visitors to the Congress by reason of national or racial origin, political or religious beliefs, gender or age.
- **Advantages to IEA:** An evaluation will be made to determine any strategic, scientific and political advantages to IEA.
- **Allocation of Gain:** Preference will be accorded host societies which offer a portion of excess profits to be used to establish special IEA funds.

- **Assistance to Participants:** Consideration will also be given to host societies which propose efforts to help fund delegates and participants from Central European and industrially developing countries as well as students.
- **Special Events and Tours:** Consideration will be afforded host societies which propose holding special events and/or technical tours of interest to delegates and participants.

Article 3. Submission of Proposal

The IEA Council will also decide upon the venue of the Congress based upon the proposals submitted by Federated Societies.

- **Proposal:** A proposal to host the Congress must be formally submitted by the governing body of a Federated Society of the IEA in English. The proposed Congress will be formally entitled the "Xth Congress of the International Ergonomics Association" where X is the appropriate cardinal number. The proposal should acknowledge the IEA policies herein provided and should provide details relating to the organization and technical program similar to that used in this document. Federated Societies wishing to submit proposals should contact the Secretary General for conference manuals, checklists, and the IEA Congress Meeting Request Form which must accompany all proposals.
- **Scope of Congress:** The proposed Congress must be international and intercontinental in its scope. In particular, theme speakers must be drawn from different national and continental backgrounds.
- **Length of Congress:** The Congress is normally held over a five day period.
- **Attendance:** The proposal should indicate the total expected, or planned, attendance.
- **Financial Support:** The proposal should indicate agreement with the financial arrangements as described herein. The Society sponsoring the proposed Congress must carry the financial responsibility for the Congress. At the Congress prior to the proposed Congress, the sponsoring society must provide a preliminary budget to Council for approval. The IEA may provide a financial advance to the organizing committee, the amount to be determined by Council. Revenue sources in addition to registration fees (i.e., exhibits, sponsorships, etc.) are to be encouraged where feasible. Also, the use of professional organizers should be considered, particularly if they offer services in a variety of languages. The return to the IEA will be the financial advance plus 25 Swiss francs per Congress registrant. Surplus revenue from the Congress will be retained by the host society. Expenses of the IEA Council appointed representatives on the organizing committee will be the responsibility of the IEA.

Article 4. Congress Organization

- **Location of Congress:** The location of the proposed Congress should meet the following criteria:
- **Venue:** The geographic site should be at, or close to, a major center, noted for its academic and/or professional affiliations, as well as for its social and historic attractions. It should be within easy access by air or land transportation from distant points.
- **Date:** The Congress is normally held during the third quarter of the year. The specific dates for the Congress should be selected so as to minimize conflict with

other related conferences, academic terms, major holidays, etc. The proposed date should be cleared with the Executive Committee of the IEA.

- **Congress Center:** The Congress center should preferably be in one building, in which can be found administrative and logistic facilities, a major hall or auditorium for plenary sessions, conference rooms for lesser sessions, committee rooms and suitable places for casual informal discussion with easy access to a continuous service of light refreshments. Consideration should be given to accommodating the special needs of handicapped or elderly persons. Ideally, the Congress should have sole occupancy of the center or at least that part of the center in which the Congress is housed. **Audio-Visual Facilities:** Facilities must be available to permit the use of 35mm slides, overhead projectors, and, if requested, film projectors and video equipment. **Signage:** The number and placement of signs depends upon the complexity of the center and location of the meeting rooms. Sufficient numbers of signs should be posted in English and in the local language to direct delegates to all points of interest (e.g., registration, information, tours, meeting rooms, press room, audio-visual room, photocopying room, washrooms, etc.). It is desirable to post signs outside each room to indicate the session in progress.
- **Translation:** Every effort should be made to communicate with delegates in their own language (i.e., through enlistment of multi-lingual volunteers) and to provide interpretation services for on-site registration and information. Facilities must be available for simultaneous translation on plenary sessions and the General Assembly into at least English and the language of the country where the meeting is held. Translation must be available in the same conference room as the original presentation.
- **Accommodation:** Accommodations must be available at or close to the Congress center. Accommodations should be of good quality, in terms of that normally found in the area. Different levels of accommodations should be available to meet different budgets; allowance should be made for single, double or multiple occupancy as preferred.
- **Transportation:** Where it is not possible to arrange for accommodations within reasonable walking from the Congress center, free transportation should be available at frequent intervals during the day. Arrangements must be made by the sponsoring society for the provision of transportation to and from all events authorized by the Congress. It is especially important that adequate transport be provided between the local airport, and rail or bus stations and the Congress location or that delegates be aware in advance of the public transport facilities available. Consideration should be given to having an information desk at the airport and station or to providing full details of Congress to the normal information agencies.
- **Registration, Promotion, Publication:** The sponsoring society must ensure that arrangements are made for pre-registration, registration, promotion and advertising. An opportunity should be provided in advance literature and the final program for a message from the President of the IEA. Announcements should be included in all related journals and advertising material distributed to Federated Societies, ILO, WHO and other related organizations as well as at related conferences within a year prior to the Congress.
- The IEA will assist in promotion and advertising. All promotional material and publications must state that the Congress is a function of the IEA and display the IEA logo. The IEA logo may be integrated with other artwork, if desired. The

sponsoring society is responsible for publishing and issuing free of charge to delegates the proceedings of the Congress, and, if possible, a list of delegates including affiliations and full addresses.

- The organizing committee should consult with the Publication and Promotion Committee of the IEA in regards to matters related to the publication of invited or submitted papers in the proceedings or other publications following the Congress.
- Name Badges: Delegate badges should indicate the name of the delegate and affiliation using letters of size 20 points to ensure good readability. Badges for staff, IEA council members and officers, presenters and session chairpersons should indicate their role to facilitate recognition by delegates.
- Social Events: It is normal practice to arrange a welcome reception for all delegates and accompanying persons on the first evening of the Congress to facilitate interpersonal contact. The cost of the reception is to be included in the registration fee. Theme evenings and other social functions are optional as are pre- and post-Congress professional tours and sightseeing tours. A program for accompanying persons during the Congress is desirable.
- Reporting Requirements: Once approval has been obtained from Council for the Congress, the organizers are required to submit reports to Council at its annual meetings describing progress to date and any difficulties experienced or foreseen. Following the Congress, the organizers should submit a report to the IEA for the benefit of later conference organizers, giving information on such things as the organization of the Congress, problems that had to be overcome, and unusual or outstanding difficulties encountered.
- Recommended Planning Timeline: The precise planning timetable will, of course, reflect the specific requirements of the Congress organizers and the circumstances surrounding the Congress. However, the following plan might serve as a useful starting point :
 - Booking of the Congress hotel and reserving blocks of rooms at a number of alternate hotels (offering high, medium and low rates) - as soon as possible after approval of Congress by Council
 - Preparation of preliminary budget - 3 years prior to Congress
 - Preliminary announcement - at Congress prior to proposed Congress
 - Announcements to relevant publications - sent regularly starting 3 years prior to Congress
 - First announcement and call for papers - 18 months prior to Congress
 - Brochures or posters distributed to societies, organizations, at conferences, etc. - 15 months prior to Congress
 - Second announcement and call for papers - 15 months prior to Congress
 - Abstract deadline - 12 months prior to Congress
 - Authors kits distributed- 10 months prior to Congress
 - Provisional program and registration distributed - 8 months prior to Congress
 - Paper deadline - 7 months prior to Congress
 - Early registration deadline - 3 months prior to Congress

Article 5. Technical Program

The technical program should be developed in close cooperation with the Science and Technology Committee and its various Technical Committees. The sponsoring society must ensure that during the period of the Congress, provision is made for a combination of superior quality technical sessions, both plenary and special interest, professional visits, if appropriate, and social events. The speakers at the plenary

sessions will be selected with the advice of Council, will be of an international standing or of other high reputation, and in total will represent the international scope of ergonomics and emerging interests. Themes and topics must have the approval of the Council. The success of an international conference depends not only upon formal presentations, but also upon facilities for interpersonal contact and the interchange of ideas and views by discussion both formal and informal. In addition to ensuring that space is available for informal discussions, time should be allowed in the program for the exchange of ideas and views.

At least one and one half hours during the Congress must be scheduled for the IEA General Assembly, chaired by the President. No other activities are to be scheduled during this time block.

On the final day of the Congress, a "Futures Panel" shall be scheduled for one and one half hours. This panel discussion is organized by the Policy and Development Committee and addresses topics, trends, and forecasts concerning the future of ergonomics.

Advice should be sought from the Science and Technology Committee regarding the status of poster presentations, paper length for publication in proceedings, acceptance of papers, inviting speakers, selection of papers and themes, policy related to registration of presenters for purposes of inclusion in proceedings, etc.

In addition to advice from the Science and Technology Committee, two persons nominated by the IEA Executive Committee shall serve as members of a Scientific Advisory Committee which shall be formed by the organizers of a Triennial Congress and which shall meet at least twice to oversee the planning of the technical program.

Audio-Visual Guidelines: Presenters should be provided a standard set of guidelines for the preparation of audio-visual aids, including slides and overhead transparencies. All audio-visual material should be examined by technical staff prior to their presentation to ensure reasonable compliance with the guidelines. Presenters should be advised well in advance that aids which do not conform with the guidelines may be rejected. A facility for the on-site preparation of overhead transparencies would be desirable. Instructions on the use of audio-visual equipment should be provided on-site to all presenters and session chairpersons to ensure the proper use of the equipment. A rehearsal room, complete with slide and overhead projectors, should be provided for use by presenters. Audio-visual technicians should be readily available, ideally in each room, to operate audio-visual equipment and to assist with the presentations. A spare projection bulb and/or spare projector should be available.

Exhibits: Exhibits may be arranged by the organizers providing they are not subsidized by registration income. Publications related to the exhibits must include a disclaimer stating that the IEA does not necessarily endorse the products or services being exhibited. Notwithstanding the disclaimer, the organizers must endeavor to ensure that the products and services being exhibited are of high quality and appropriate to the audience.

Article 6. Provisions regarding IEA

The host society shall make arrangements to provide the IEA the following facilities and services, insofar as possible, at no cost to the IEA.

- (a) A meeting room should be provided for a period of two days for the Council meeting prior to the Congress, the exact dates to be set by the Executive Committee. This meeting room must accommodate 40 or more persons seated around a conference table, plus some additional seating for invited observers. Refreshments (coffee and rolls) are to be provided during morning and afternoon breaks. Secretarial support (photocopying, preparation of last minute documents, etc.) is also required.
- (b) Additional meeting space may be required for meetings of the IEA Executive Committee, IEA committees and subcommittees during the Congress period. The requirement for this should be ascertained by the organizers through contact with the IEA Executive Committee a year prior to the Congress.
- (c) Suitable facilities should be provided for use by the President of the IEA for a period spanning the Council meeting and the Congress. These facilities, or, if not suitable, additional facilities should be provided for special receptions hosted by the IEA.
- (d) The IEA President should be given space in the printed program as well as be invited to give a 15 to 20 minute address at the opening ceremony to welcome delegates.
- (e) The registration fee should, if possible, be waived for all IEA Executive Officers, Standing Committee Chairs, and Council members. Defraying some of the travel expenses of these individuals paying their own way to attend the Congress should be considered.
- (f) IEA Executive Officers, Standing Committee Chairs, and Council members should be invited to chair technical sessions of the Congress.
- (g) A table should be provided in the main exhibit hall or near the registration area exclusively for displaying IEA brochures, a slide show and other materials.

All delegates to the Congress who are members of IEA Federated Societies should be entitled to a reduced registration fee. They should be required to identify their affiliation to verify their eligibility for the reduced fee.

