

2015 Annual Report of  
Vice President and Secretary General  
Margo Fraser

INTRODUCTION

According to the IEA bylaws, the Vice-President and Secretary General is responsible for the following:

- Provides day-to-day administration of the IEA, including communication and documentation responsibilities;
- May also assist in other tasks as a Vice President at the discretion of the President; and
- Has the final responsibility for the IEA website.
- The Executive Committee is responsible for the management of IEA activities and programs in accordance with the objectives of the IEA, and for carrying out the wishes of the Council.

REPORT OF ACCOMPLISHMENTS AND FUTURE ACTIVITIES

Objectives of the SG	Accomplishments for 2014.06 -2015.08	Current and Future Plans and Activities
<p><b>Communication with Federated Societies</b></p> <p>IEA Strategic Plan Goal A. To develop more effective communication and collaboration with federated societies. Objective A1. Support the work of member societies. Objective A2. Improve IEA operational effectiveness.</p>	<ol style="list-style-type: none"> <li>1. Maintaining and updating the list of IEA council members</li> <li>2. Maintaining and updating contact information of the Federated Societies on the IEA website</li> <li>3. Email communications from EC as requested</li> <li>4. Reply to inquiries from Federated Societies</li> <li>5. Update of IEA policies/procedures documentation.</li> </ol>	<p>Determining how to increase value of IEA to Societies and promoting sharing of Society experiences with each other in terms of creating value for their members.</p> <p>Continued work on policies / procedures / templates.</p>

<p><b>IEA Website</b></p> <p>IEA Strategic Plan Goal A. To develop more effective communication and collaboration with federated societies. Objective A1. Support the work of member societies.</p>	<ol style="list-style-type: none"> <li>1. Maintaining and updating IEA website.</li> <li>2. Provision of feedback to update new website features to JES.</li> </ol>	<p>Continue to maintain and update the IEA website.</p> <p>Continue to provide feedback as new site is implemented.</p>
<p><b>Organization of Council meetings</b></p> <p>IEA Strategic Plan Goal A. To develop more effective communication and collaboration with federated societies. Objective A1. Support the work of member societies.</p>	<p>Organization of the annual Council meeting during 2014:</p> <ol style="list-style-type: none"> <li>1. The logistics preparation of the 2015 IEA EC and the IEA Council in Melbourne with assistance of HFESA.</li> <li>2. Communication to IEA Council members</li> <li>3. Prepare and provide templates for reports by IEA EC; collection of reports and dissemination to IEA Council members.</li> </ol>	<p>Yearly organization of Council meeting.</p>
<p><b>Organization of meetings of the IEA Executive Committee</b></p> <p>IEA Strategic Plan Goal A. To develop more effective communication and collaboration with federated societies. Objective A2. Improve IEA operational effectiveness.</p>	<ol style="list-style-type: none"> <li>1. In Dec, 2015 an EC meeting was held in Guwahati, India. Attendees included: Eric, Margo, Yushi, and Jose. Thank-you to the Indian Society of Ergonomics for hosting the meeting. EC attendees also participated in the HWWE conference.</li> <li>2. In May, 2015, an EC meeting was held in Seoul, South Korea. Attendees included Eric, Margo, Yushi, Jose, Andy, Barbara, Christina, Christine and Ernst.</li> </ol> <p>A meeting will be held in Melbourne in the 2 days prior to the Council meeting.</p> <ol style="list-style-type: none"> <li>3. Preparation of EC meeting minutes.</li> </ol>	<p>Continue to organize meetings as requested by the President.</p>

Objectives of the SG	Accomplishments for 2014.06 -2015.08	Current and Future Plans and Activities
<p><b>Communication with IEA President and EC members. Improving operational effectiveness.</b></p> <p>IEA Strategic Plan Goal A. To develop more effective communication and collaboration with federated societies. Objective A2. Improve IEA operational effectiveness.</p>	<ol style="list-style-type: none"> <li>1. Communication with the President and EC members regularly via email.</li> <li>2. Continued work of roles and responsibilities project for EC positions to capture day-to-day activities in more detail to ease future transitions between Executive members.</li> <li>3. Update of operations calendar for EC as an .ics file for import into each member's own calendar with activities and reminders.</li> </ol>	<p>Ongoing</p>
<p><b>New or emerging ergonomics societies</b></p> <p>IEA Strategic Plan Goal A. To develop more effective communication and collaboration with federated societies. Objective A1. Support the work of member societies.</p>	<p>Tracking of contacts with new or emerging societies. Different members of the EC are in contact with specific countries regarding the formation or development of ergonomics societies.</p> <ol style="list-style-type: none"> <li>1. Tracking of contacts with new or emerging societies. Different members of the EC are in contact with specific countries regarding the formation or development of ergonomics societies.</li> <li>2. Review of application from Peru prior to sending to Council for approval.</li> <li>3. Review of application information from Venezuela and request for completion of formal application.</li> </ol>	

Objectives of the SG	Accomplishments for 2014.06 -2015.08	Current and Future Plans and Activities
<p><b>Responding to various requests to the SG</b></p> <p>IEA Strategic Plan Goal C. To enhance the contribution of the ergonomics discipline to global society. Objective C1. Promote recognition of ergonomics discipline.</p>	<p>This is an on-going task.</p>	<p>Ongoing</p>

Last updated: July 9, 2015

**OTHER**

Currently working to reinstitute the journals discount program for IEA societies.

Development of member logos and membership package.

Development of Operations Manual to aid in future transitions

**RECOMMENDATIONS:**

**Administration**

The VP-Secretary General role is quite administratively intensive leaving less time to work on strategic items. Consideration should be given to use of an administrative assistant by the IEA for general administration (website upkeep, invoicing, meeting arrangements, maintaining the contact list for societies, maintaining the operations calendar and sending reminder to appropriate individuals on action items) on a part-time basis. It is recommended that the administrator be independent of any existing society. For the needs of the IEA, a virtual assistant used on an as-needed basis would likely be an appropriate starting point. Excellent command of the English language would be needed along with basic website management and bookkeeping skills

**Website**

We are very grateful to the JES for the development and maintenance of the current website. Only certain areas of the website are accessible to the VPSG for updating and most areas require request to the website manager to have updates performed. Document control in the membership area is not set-up to allow for categorization of materials within the system and therefore upload requires intervention by the website manager.

Having recently completed a review of various association management software programs for the Association of Canadian Ergonomists, I would recommend that in the next 5 years, the IEA consider moving to one of these types of systems. There has been a proliferation of this software onto the market in response to wide demand from the not-for-profit community and while some are quite expensive, there are others that are quite reasonable in cost and already have the features that the IEA would need in addition to enhanced features already built in.

**IEA TREASURER’S REPORT**  
**January – December 2014**  
**Yushi Fujita**

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INTRODUCTION

This report summarizes the financial performance for the period of January 1 - December 31 of 2014 (hereafter referred to as “Y2014”, or as “the Period”). The basic accounting rules are essentially the same as those applied in previous years. However, the followings are noted for clarification:

- There are three (3) active accounts all of which are at Scotiabank in Canada:
  1. US\$ cash account opened in June 1998 – basic account
  2. CD\$ account opened in July 2011 – not in use
  3. Investment Account including two Guaranteed Investment Certificates (GICs)
- Membership dues of previous years paid during Year 2014 are allocated to the Revenues of the Period.
- Membership dues for Y2015 and beyond paid during Year 2014 are allocated to the Liabilities.
- The interest of GCI was added to the principal. It is not explicitly allocated to “Revenues.”
- The followings accounting titles are used.

Revenue items	Expense items
<ul style="list-style-type: none"> <li>● Member ship dues (FS and AS combined)</li> <li>● Sustaining member contributions</li> <li>● Funds</li> <li>● Capitation fees</li> <li>● Seed money returned</li> <li>● Miscellaneous</li> </ul>	<ul style="list-style-type: none"> <li>● Meeting</li> <li>● Travel executives (officers and standing committee chairs)</li> <li>● Office</li> <li>● Awards Committee</li> <li>● ID Committee</li> <li>● PSE Committee</li> <li>● STP Committee</li> <li>● DP Committee</li> <li>● CPR Committee</li> <li>● Grants</li> <li>● Seed money</li> <li>● Bank charges</li> <li>● Website – new title</li> <li>● Miscellaneous</li> </ul>

## BALANCE SHEET (BS)

Table 1 shows the Balance Sheet as of December 31, 2014.

Table 1: Balance Sheet of Y2014 (as of December 31, 2014)

Assets		Liabilities	
Saving account	\$114,005.27	Dues advanced received	\$485.55
Saving account – CD\$	CD\$4,484.00	<b>Equity</b>	
Cash	\$2,594.81	Funds	\$61,849.37
Check	-	Cash reserved	\$295,618.44
Term deposit	\$241,353.28		CD\$4,484.00
Seed fund receivable	\$0		
<b>Total</b>	<b>\$357,953.36</b> <b>CD\$4,484.00</b>	<b>Total</b>	<b>\$357,953.36</b> <b>CD\$4,84.00</b>

Compared with the Assets of a previous year (\$373,296.47+CD\$4,484.00 in Y2013), the Assets at the end of the Period (\$357,953.36+CD\$4,484.00 in Y2014) have been decreased about \$15K (4%).

## REVENUES AND EXPENDITURES (PL)

Table 2 shows the Revenues and Expenditures of Y2014.

Table 2: Revenues and Expenditures of Y2014

PL		
<b>Revenues</b>		
Member ship dues	\$29,386.34	\$ 1,777.76 in cash
Sustaining member contributions	\$200.00	Receipt of LM contribution is under investigation. The Elsevier contribution was shifted to Year 2015.
Funds	\$824.24	
Capitation fees	\$0.00	
Seed money returned	\$0.00	
Miscellaneous	\$0.00	
<b>Total</b>	<b>\$30,410.58</b>	<b>\$1,777.76 in cash</b>
<b>Expenditures</b>		
Meeting	\$5,829.68	
Travel executives	\$37,015.63	
Office	\$0.00	
Awards Committee	\$4,000.00	The LM Award was shifted to Year 2015.
ID Committee	\$0.00	
PSE Committee	\$0.00	
STP Committee	\$0.00	
DP Committee	\$0.00	
CPR Committee	\$0.00	
Grants	\$0.00	
Seed money	\$0.00	
Bank charges	\$903.97	
Website	\$7,242.13	
Miscellaneous	\$0.00	
<b>Total</b>	<b>\$54,991.41</b>	
<b>Balance of Year 2013 and reserves forwarded to Year 2014</b>		
Reserve forwarded from Year 2013	\$141,180.91	
Balance of Year 2014	(\$24,580.83)	
Reserve forwarded to 2015	\$116,600.08	

On the side of Revenues, the total amount \$30,410.58 has appeared to be significantly smaller than that of a previous year: \$69,384.79 (Y2013). The receipt of Liberty Mutual support is still under investigation. The support of Elsevier was shifted to Y2015 because of the delay in finalizing the MOU. The receipt of some membership fees was delayed. These explain the decrease in Revenues.

On the side of Expenditures, the amount has appeared to be significantly larger than that of a previous year, but about the same as that of Y2012: \$55,671.27 (Y2012), \$17,528.77 (Y2013), and \$54,991.41 (Y2014). The payment of the Liberty Mutual Award was shifted to Y2015 because of delay in processing. On the other hand, the Travel Executives appeared to be significantly larger: \$6,522.37 (Y2013), \$37,015.63 (Y2014). The reason for the increase in the Travel Executives was that an Executive Committee Meeting originally scheduled for Y2013 was shifted to Y2014. The Travel Executives accounts for 67% of the total expenditures. The expenditure associated with the Website appeared to be \$7,242.13. This included the expenditure associated with works done in Y2013. The expenditure associated with works done in Y2014 was \$4,242, which was within the original budget (\$5K).

**OBSERVATION OF THE THREE-YEAR TERM TRENDS**

The IEA’s financial activities have a three-year cycle regulated by the timing of triennial congresses.

Figure 1 shows the trends of the Assets, Term Deposit and Cash Reserve in dollars (\$) for the past four periods from Y2003-05 to Y2012-14.

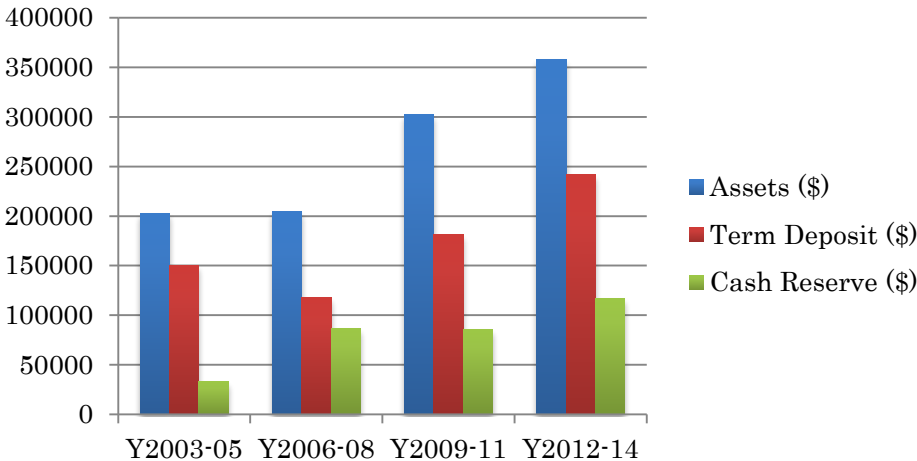


Figure 1: Trends of Assets, Term Deposit and Cash Reserve for Four Periods (\$)

Blue columns show the trend of Assets. The Assets have significantly increased about

\$150K in the last two periods from \$200K to \$350K. The increase in the Term Deposit (i.e. \$125K) accounts for more than eighty percent of the increase in the Assets. Though there is a slight dent in the period of Y2009-11, the Cash Reserve has also shown an increasing trend from the period of Y2006-08. The Cash Reserve of the period of Y2012-14 (i.e. \$117K) is more than 3.5 times larger than that of the period of Y2003-05 (i.e. \$33K).

Figure 2 shows the trends of Total Revenues, Total Expenditures, Total Balance and Total Dues in dollars (\$) for the past four periods from Y2003-05 to Y2012-14.

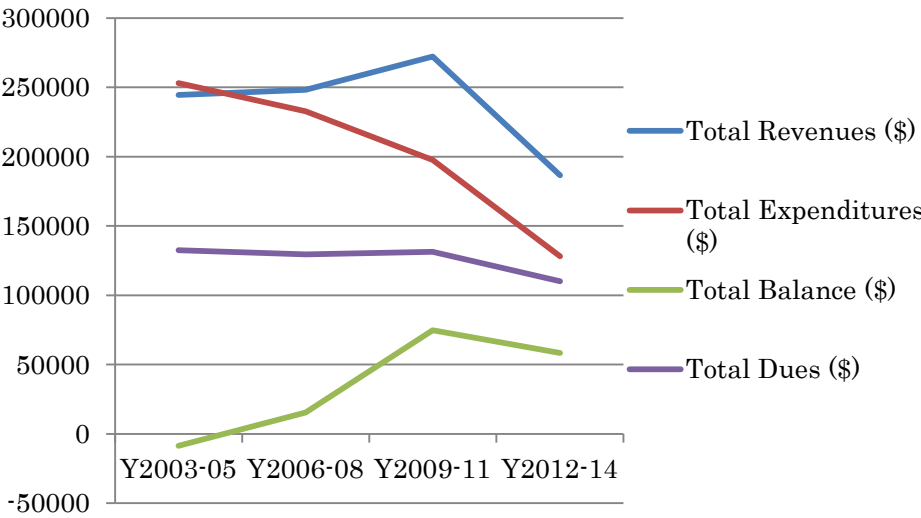


Figure 2: The Trends of Total Revenues, Total Expenditures, Total Balance, and Total Dues for Four Periods (\$). Total Revenues is a total of yearly revenues in the period. The same applies to Total Expenditures, Total Balance, and Total Dues.

The Total Revenues (blue line) of the period of Y2012-14 appears to be significantly smaller than that of previous periods. The Revenues of Y2014 (\$30,410.58) contributes to the decrease in the Total Revenues for the period of Y2012-14. As explained earlier, the decrease was caused by few reasons, which were accidental rather than systematic. It is interesting to see that the Total Expenditures (red line) shows a steady decrease, which in turn causes a steady increase in the Total Balance. Total surplus for the last two periods (Y2009-11 and Y2012-14) amounts to \$133K. This corresponds to a yearly surplus of \$22K on average for the six years. The Dues (green line) looks steady except the period of Y2012-14.

The interpretation of these tendencies and resultant recommendations are discussed in the next section of this report.



## ISSUES AND RECOMMENDATIONS

- 1. It is often difficult to identify remitters with bank account statements. Member societies are strongly requested to notify the Treasurer when the membership fee was remitted. A copy of bank receipt or any other relevant information should be provided:** Some member societies remit the membership fees under the names of individuals without the information on the names of societies to. Some other member societies deposit the membership fees probably in cash at bank tellers. The records of this kind of payment are often shown in our bank account statement as “Credit Memo” without any information on the societies’ names or individuals’ names. This makes it very difficult to identify who paid the membership fees. Efforts of identifying remitters take much time on the side of Treasurer and potentially cause anxieties on the side of member societies. This is a systematic issue unavoidable with the current bank system. Therefore, member societies are strongly requested to notify the Treasurer when the membership fee was remitted. A copy of bank receipt or any other relevant information should be provided.
- 2. Our bank has been becoming much less reliable and friendly. It may be advisable for the next Treasurer to consider changing the bank:** We have experienced several problems with the operation of Scotiabank. Requests for money transfer are often left unattended for weeks. This caused some embarrassing experiences that included the delay in sending the prize money of the Liberty Mutual Award. The bank does not conceal the workload of their small business branch has increasingly been escalated and customers’ requests cannot be processed in timely manners. There are a few other symptoms that may reflect their problems: (1) Copies of bank receipts for “Credit Memos” which were provided in the past are not provided any more. This makes it cumbersome and more difficult for the Treasurer to identify the remitters. (2) The receipt of the 2014 Liberty Mutual support has not been confirmed and it is still under investigation. This can be a fatal problem, though it is not yet fully clarified. There are a few other systematic issues such as delay in confirming transactions with traditional paper-based monthly bank account statements – No online capability was available. Recently, Scotiabank has notified us that they will stop manual processing of requests for international money transfer unless the Treasurer is present at the bank, and suggested that we introduce their new service (i.e. “ScotiaConnect”). This system enables us to monitor transactions online, and to remit the money online. This is something we requested to have for long time, and we definitely like to introduce the system: Now there is no other choice though. The system is expected to become available in early July 2015. It may take a while to see if this new online capability can remove problems that we have experienced for the past one and a half years. Since we

will change the location of IEA registration, it may be a good opportunity for the next Treasurer to consider changing the bank. However, pragmatic issues may need to be carefully studied before deciding to change the bank. For instance, the bank charges is expected to increase with ScotiaConnect: The bank charges in Y2014 was about eight hundred and fifty dollars for about seventy transactions, whereas the charges with the new system may amount to fifteen hundred dollars (\$22 per transaction). Paying \$22 for a remittance of \$100 or less does not look sensible. We do not know types of services that other banks provide and their conditions.

- 3. The steadily increasing Assets and Cash Reserves should be considered as a sign that we must be more active. It is strongly recommended to work out good project plans and implement them urgently by activating collaborations among member societies and technical committees as well as external parties. External recourses need to be explored to sustain multiple projects:** This issue was pointed at the Taipei Council Meeting and the Treasurer encouraged people to propose more projects. Following the recommendation, a new project in Bangladesh was proposed, and it is expected to start in the last half of 2015. However, more project plans have to be work out and implemented by activating collaborations among member societies and technical committees as well as external parties. Based on performance records, it is reasonable to assume that the annual revenues are expected to be \$70K-80K in that the annual membership fees are expected to be about \$40K. On the other hand, the annual expenditures are expected to be \$65K-70K. Hence, the investable surplus is about \$10K per year. This is obviously too little to sustain multiple projects. During the course of revitalizing the activities of the IEA, it may be sensible to invest reasonable fraction of the reserves. But in the long run, we certainly need to explore external resources so that we can sustain two or three projects per year. Of course it is also necessary to follow the IEA expense policy to minimize the travel and meeting expenses thereby maximizing the investable resource.

DETAILED DATA – Informative (All figures are cut off after decimal points.)

**Table 3: Assets of Y2012–14**

<b>Assets</b>	<b>Y2014</b>	<b>Y2013</b>	<b>Y2012</b>
Cash	\$2,594	\$817	\$301
Saving Account	\$114,005 CD\$4,484	\$140,363 CD\$4,484	\$88,964 CD\$4,484
Check	\$0	\$0	\$59
Term Deposit (GIC)	\$241,353	\$232,115	\$224,548
PayPal Account	NA	NA	NA
Seed Fund Receivable	\$0	\$0	\$3,500
<b>Total</b>	\$353,296 CD\$4,484	\$373,296 CD\$4,484	\$317,373 CD\$4,484

**Table 4: Liabilities of Y2012–14**

<b>Liabilities</b>	<b>Y2014</b>	<b>Y2013</b>	<b>Y2012</b>
Advance Received	\$485	\$140	\$250
<b>Total</b>	\$485	\$140	\$250

Note: EST (Thailand) and ABERGO (Brazil) have paid for Y2015.

**Table 5: Equity of Y2012–14**

<b>Equity</b>	<b>Y2014</b>	<b>Y2013</b>	<b>Y2012</b>
IDC Funds	\$61,849	\$61,025	\$46,486
Cash Reserve	\$295,618 CD\$4,484	\$312,131 CD\$4,484	\$267,207 CD\$4,484
<b>Total</b>	\$357,467 CD\$4,484	\$373,156 CD\$4,484.00	\$313,693 CD\$4,484

**Table 6: State of Operations for Y2012–14: Revenues**

<b>Revenues</b>	<b>Y2014</b>	<b>Y2013</b>	<b>Y2012</b>
Membership Dues	\$29,586	\$64,318	\$40,432
FS and AS	\$29,386	\$40,482	\$40,432
SM	\$200	\$24,352	\$0
Capitation Fees	\$0	\$0	\$43,926
Seed money returned	\$0	\$3,500	\$0
Funds	\$824	\$1,109	\$3,430
Miscellaneous/Others	\$0	-\$59	\$1,666
<b>Total</b>	<b>\$30,410</b>	<b>\$69,384</b>	<b>\$86,714</b>

FS : Federated Societies  
AS : Affiliated Societies  
SM : Sustaining Members

**Table 7: State of Operations for Y2012–14: Expenditures**

<b>Expenditures</b>	<b>Y2014</b>	<b>Y2013</b>	<b>Y2012</b>
Meeting	\$5,829	\$0	\$9,968
Travel Executives	\$37,015	\$6,522	\$0
Office	\$0	\$0	\$15,499
Standing Committees	\$4,000	\$10,000	\$28,429
Seed Money	\$0	\$0	\$0
Bank Charges	\$903	\$484	\$600
Website	\$7,242	\$0	NA
Miscellaneous	\$0	\$521	\$1,174
<b>Total</b>	<b>\$54,991</b>	<b>\$17,528</b>	<b>\$55,671</b>

Note: The Travel Executives in Y2012 are included in the Standing Committees.

Prepared for Meeting of the IEA Executive Committee, Tunis, May 3-4, 2014

#	Agenda Items		Actions	Background and observations	Benefits for IEA
1	6	PSE	Cuba Graduate Program on Ergonomics Latin America	EC Meeting in Paris ask for a detailed plan  Two trips to Cuba using Abergó resources ( December/January 2013 and March 2014)	From 2009 Ulaergo founded new societies in Latin America such as Bolivia, Cuba, Venezuela, Uruguay, Costa Rica, or revived as Peru causing a big demand for ergonomics education in the region and the PSE Codmmittee took at hand to give a solution for this request.  Secondly, the number of societies doubled in 5 years, and the new societies will be part of the IEA family.
2	6	PSE	Poland AHFE 2014 Conference July 2014	a joint proposal PSE/IEA and JES/Certification Body to organize a session at AHFE 1014 Conference to discuss the certification subject and related issues like education on Ergonomics. All Certification Bodies were invited to be there, beside the BRICS countries national societies.	This action was extremely important to revive the discussion on Certification including endorsed bodies, as well as non-endorsed bodies, and ergonomics societies whose countries do not have certification bodies. This will permit to expand the certification body network of IEA.
3	6	PSE	Ecuador September 2013	Latin American Congress with the launching of Graduate Program on Ergonomics for Latin American.	To organize the IV Latin American Ergonomics Congress with the presence of the President of IEA, as well as gathering the most prominent researchers and professors in Latin America.  This congress had more than 300 participants. In addition, it was launched the Doctorate Program on Ergonomics for Latin America supported by IEA.  Ecuador Ergonomics Association organized this event locally, an IEA federated society, for the first time in its history.
4	6	PSE	Colombia October 2013	Meeting with Colombia university professors to organize 2 <sup>nd</sup> . National Seminar on Ergonomics for April 2014	To make the bridge with Colombian Ergonomics Society to support the initiative as well as to help professors and Colombian universities to improve the level of training on Ergonomics: practitioners and researchers (M.Sc. & D.Sc.).

#	Agenda Items		Actions	Background and observations	Benefits for IEA
5	6	PSE	Venezuela October 2013	To participate as keynote speaker in this seminar was sponsored by Petroleos de Venezuela in Caracas	To support the Venezuelan ergonomists to found and organize their ergonomics societies to be federated to IEA. Venezuela is one of the biggest petroleum producer in the world with so many ergonomics issues on safety, production and health.
6	6		Uruguay November 2013	To participate as keynote speaker in the Conference to found the Uruguayan Ergonomics Association in Montevideo.	To support the Uruguayan ergonomists to found and structure their ergonomics society to be federated to IEA. This is the first conference on ergonomics in the Uruguay history.
7	6		Argentina November 2013	To participate as keynote speaker at the Argentinian Conference on Ergonomics.	To support the Argentinian ergonomists to organize their national conference and help them move forward in their plan to internalize the ergonomics in the country
8	6		Colombia December 2013	To be member of Doctorate Jury at the Javeriana University in Bogota And participate in a meeting with Colombian Ergonomics Society and University Professors to organize the 2 <sup>nd</sup> . National Meeting on Ergonomics.	To support education initiatives in Colombia to strength the dissemination of ergonomics in the country.
9	6		Peru February 2014	To participate in Short Conference on Ergonomics in Lima To support Catholic University of Peru in Lima to design a A training on Ergonomics at graduate level	To support education initiatives in the university as well as consolidate the Peruvian Ergonomics Society to be federated organization to IEA.
10	6		Colombia April 2014	To participate as keynote speaker in the 2 <sup>nd</sup> . National Seminar on Ergonomics at Javeriana University in Bogota	To participate in the national ergonomics seminar and train people on ergonomics. This seminar has more than 200 participants.

#	Agenda Items	Actions	Background and observations	Recommendations/Remarks	
11	6	PSE	Tunisia	<p>To help Tunisian Ergonomics Society to organize its congress as well as to support</p> <p>The foundation of the African Federation of Ergonomics Societies with Nigerian Ergonomics Society and Ergonomics Society of South Africa</p>	<p>To support the Tunisian ergonomists to organize their national conference on ergonomics and to disseminate the message in the country.</p> <p>To support the African Ergonomists and the IEA federated and affiliated societies in Africa to create their continental network on ergonomics, called ErgoAfrica.</p> <p>This action until now result in two new ergonomics societies: Algeria, and Morocco future federated societies to IEA.</p>

Prepared for Meeting of the IEA Executive Committee, Guwahati, India, December 6-7th, 2014 (Jose Orlando Gomes)

#	Agenda Items	Actions	Background and observations	Recommendations/Remarks
1	PSE	Cuba Graduate Program on Ergonomics Latin America November, 2014	EC Meeting in Paris ask for a detailed plan Trip to Cuba to sign the 1 <sup>st</sup> . agreement with University of Matanzas, and 2 <sup>nd</sup> . Agreement with CUJAE University	To structure the ERGOLATINA Foundation, a non-profit organization in Colombia, to coordinate the Doctorate Program on Ergonomics for Latin America. To organize a consortium of Cuban Universities to provide the doctorate academic program.
2	PSE	Poland AHFE 2014 Conference July, 2014	A session was organized by PSE/IEA and JES/Certification Body at AHFE 1014 Conference to discuss the certification subject and related issues like education on Ergonomics.	To gather the endorsed certificated bodies and non-endorsed to expand the certification process on ergonomics and strength ergonomics internationally. Participants: USA, Japan, Brazil, Germany, South Africa, and China and Usability Certification Bodies (Germany & Japan outside the IEA family). Secondly, to prepare the next symposium at the IEA2015 with more participants including new ones as Mexico, India, Australia, and New Zealand.
3	PSE	Colombia August 2014	Keynote speaker at Colpatria Conference on Ergonomics, Medellin	To promote IEA concepts on Ergonomics for Private Occupational Health Insurance Providers in Colombia
4	6 PSE	Colombia August 2014	- Workshop in the Valle del Cauca University to discuss the cooperation with the Graduate Program on Ergonomics for Latin America.	To define actions to consolidate the Foundation ERGOLATINA to be responsible for the operationalization of the Doctorate Program on Ergonomics for Latin America



#	Agenda Items	Actions	Background and observations	Recommendations/Remarks
5	PSE	Brazil September 2014	To organize the XVII Brazilian Ergonomics Congress, in Sao Carlos, Sao Paulo State	To have the presence of IEA officers as keynote speaker: Prof. Eric Wang, and Dr. Yushi Fujita.  To have the participation of Latina American Ergonomics Association in the congress: Chile, Argentina, Peru, Ecuador as well promote more interaction among IEA board and societies representatives.
6	PSE	Peru September 2014	III International Congress on Ergonomics, in Lima	To support the congress organization and help them to have Yushi Fujita and Eric Wang as keynote speakers.  To help Peruvian Ergonomics Society to prepare their dossier for the IEA affiliation.
7	PSE	Peru November 2014	To support support Peruvian Ergonomics Society to organize - their 1 <sup>st</sup> . professional training course on ergonomics in Lima	To help Peruvian Ergonomics Society to finalize their dossier to affiliate to IEA family.
#	Agenda Items	Actions	Background and observations	Recommendations/Remarks

Prepared for Meeting of the IEA Executive Committee, May 30th. & 31<sup>st</sup>, 2015 (Jose Orlando Gomes)

#	Agenda Items	Actions	Background and observations	Recommendations/Remarks
1	PSE	Cuba Graduate Program on Ergonomics Latin America Havana February,2015	EC Meeting in Paris ask for a detailed plan Trip to Cuba to define academic program. Academic program already done and sent to EC members(Spanish)	The academic program was already approved at Cuban Universities and it is adapting to Latin American countries rules on Ph.D. recognition. There are 10 students interested to be enrolled in the program to start in 2016.
2	PSE	XVII Mexican Ergonomics Congress, Hermosillo, April 2015	PSE/IEA Committee chair participated as keynote speaker	To present the Graduate Program on Ergonomics for Latin America for interested people in Mexico. To support the participation of IEA officer, Dr. Yushi Fujita in the congress and disseminate the IEA message.
3	PSE	I Moroccan Ergonomics Conference May 2015	Keynote speaker at the Conference & 2-day course on ergonomics	To found the 5 <sup>th</sup> . ergonomics society in Africa with help of ErgoAfrica. Audience in the congress around 130 participants, mostly occupational doctors, safety engineers, and federal labor inspectors from the Ministry of Labor.
4	6 PSE (planned action)	Colombia July 2015	Workshop planned in the University of Valle del Cauca to discuss Participatory Ergonomics approach for the Graduate Program on Ergonomics for Latin America.	To make the first selection analysis in the documentation of the enrolled people To promote the first discussion on ergonomics methodology with the professors team of the Graduate Program on Ergonomics for Latin America.

#	Agenda Items	Actions	Background and observations	Benefits for IEA
5	PSE (action Planned)	Uruguay September 2015	To support Uruguayan Ergonomics Society to organize its II Congress.	To train people on ergonomics and to have another federated society in the IEA family.
6	PSE	Uruguay May 2015	To support the association to prepare its dossier for the IEA affiliation submission	To have another federated society in the family to disseminate ergonomics in the country.
7	PSE	Venezuela May 2015	To support the association to prepare its dossier for the IEA affiliation submission	To have another federated society in the IEA family and train people in ergonomics.
8	PSE	Colombia Bogota May 2015	To help the organization of the III National Seminar on Ergonomics	To strengthen the ergonomics in Colombia supporting the event where the new academic research were presented with more than 150 participants.
9	PSE	IEA2015 Session  Symposium on Certification	To organize with Shin Fukuzumi (Japan Certification Body) a session with the participation of:  USA, Canada, CREE, JES, Australia, New Zealand, China, India, South Africa, Mexico, Brazil, Usability Certification/HCD-net(Japan), and possibly SEANES representative.	To strength and expand the debate on certification promote by IEA.  Secondly, to rethink the certification goals to deal with with new issues like new areas on ergonomics like usability for example.
#	Agenda Items	Actions	Background and observations	Recommendations/Remarks

**Industrially Developing Countries (IDC) Report**  
**Barbara Silverstein, IDC Chair**  
**May 2015**

It has been two years since the Rana Plaza Complex outside Dhaka, Bangladesh collapsed, killing more than 1,130 people inside, most of who were female garment workers. The tragedy launched an imperative to protect workers' safety in Bangladesh, which is one of the world's top three producers of clothing. A deadly lack of fire safety equipment and marked exits, forced labor, child labor, and the freedom for workers to organize are among the many issues that still need to be addressed.

Different stakeholders are tackling the overwhelming issue in myriad ways: Workers and their families rally for compensation; International apparel brands form coalitions to audit factories and help finance upgrades; Local manufacturers struggle to implement safety measures; And, perhaps less effectively, western consumers hashtag selfies in solidarity for "Fashion Revolution Day."



In the last year, the EC approved a "pilot" project for a small group to visit garment factories in Dhaka. The plan has been to identify 3 factories where conditions appear to be "good" and 3 factories where conditions were known to be "poor." Dr. Hassanat Aligmir from

Bangladesh, and currently at the University of Texas, has been encouraging us to take on this project for the last year or so. I had been in touch with several representatives of US companies operating in Bangladesh who were willing to have us visit their plants in order to provide them with recommendations for improvement and Dr. Aligmir knows of other companies that may participate.

The IEA IDC committee has been planning to develop a project in Bangladesh to use a systems approach in addressing conditions in garment factories. In the past few years, there have been a number of devastating fires, worker injury and death in this industry.

Four of us from the US made plans to visit these factories in early spring (Silverstein, Aligmir, Garg, and Chatta) and made plane reservations for March 2015 to visit the factories. However, just before we were to visit, riots erupted in Dhaka over an American who allegedly made disparaging comments about Islam. We cancelled our flights and hope to wait for a more opportune time. Late spring and summer are times of flood in this low-lying country. Consequently, we are postponing the trip until early fall 2015.

Other organizations are also working in Bangladesh, including ICOH. I have been in contact with them and they are supportive of us using an ergonomics perspective to identify areas for work environment improvement.

Professor Klaus Zink provided us with a large survey instrument currently being used in Europe to evaluate industrial companies from a productivity and quality perspective. We believe we can take parts of this instrument to help focus our evaluation efforts in Bangladesh where conditions are much more marginal than in Europe.

There will be a new EC after elections in Melbourne. They may have different priorities than the current EC but hopefully they will agree that ergonomics can make a big difference in industrially developing countries and this project is worthy of support.

References

Agence France-Presse in Dhaka, Bangladesh rocked by violence on election anniversary, Monday 5 January 2015

Kaplan G, Bo-Linn G, Carayon P, Pronovost P, Rouse W, Reid P, Saunders R. Bringing a Systems Approach to Health, NAE-IOM Roundtable, July 10, 2013.

The way to start a real fashion revolution: put Bangladesh's invisible garment factories on a map. Quartz 2015.

## Report from the Development and Promotion Committee

**Chair: Christina Jonsson**

### **Development of a marketing plan for IEA**

At the Council meeting 2014 in Taipei a position paper on adding Human Factors (HF) to the IEA name was presented. The Council discussed the core values of IEA. Further defining the IEA brand should help to determining whether Human Factors should be added to the name. As an outcome of the discussions a proposal for creating a marketing plan for IEA was presented. The Council agreed to proceed with the marketing plan.

The plan was to develop a marketing plan from September 2014 to April 2015. A marketing company would be engaged for the task and the work would be done in collaboration with an IEA working group. A proposed marketing plan would have been circulated prior to the Council meeting 2015 and voted on by the Council. Unfortunately, none of the marketing companies that we contacted were willing to take on the task. The work was postponed. In spring this year two options emerged.

- An Australian marketing company, who did a good job with the marketing plan of HFE Society of Australia, is willing to do the work for IEA as well.
- A Dutch marketing company are willing to take on the task for IEA.

The marketing companies will submit proposals. If the Council 2015 agrees to it, the plan is to restart the work in September with the aim to do analysis and develop a marketing plan that will guide the Council's decision regarding the future direction for IEA, including a name change and new logo, at the Council meeting 2016.

### **2. Communication with the IEA members**

A communications survey directed to the IEA Federated Societies is planned. It will be implemented through the IEA LinkedIn group.

The President's Newsletter has been revived. The members of the Executive Committee work together to draft articles. A new name would therefore be appropriate, such as "Messages from the Executive Committee."

### **3. Future of Ergonomics session at IEA 2015**

At the IEA 2015 Congress a session about the future of ergonomics will be arranged, "2025 and beyond: Future challenges for Ergonomics and Human Factors societies around the world". The session will include three presentations of conference papers and a panel discussion with short presentations.

# Awards Committee Report 2014-2015

Andrew S. Imada  
Awards Committee Chair

## 1. Mission of the Award Committee

In accordance with the IEA Strategic Plan, the mission of the Awards Committee is to promote the ergonomics discipline and to support the IEA through recognition of outstanding ergonomists/human factors professionals throughout the world.

The committee's goals are to:

- Maintain and support current IEA awards making process and proposing changes when necessary
- Enhance the involvement of IEA federated and affiliated societies in making nominations for the various awards

Recognizing an individual for their achievements is not only an acknowledgement of their contribution to ergonomics, but a recognition of IEA Societies and to our worldwide community.

The table below lists the awards, their periodicity and the modes for nomination and selection of awardees. Except for the IEA Fellow Award and the IEA Liberty Mutual Medal, IEA awards are granted every third year. Complete information about IEA awards can be found at [www.iea.cc/05\\_awards/Current%20IEA%20Awards.html](http://www.iea.cc/05_awards/Current%20IEA%20Awards.html)

<b>Nomination and Selection</b>	<b>IEA Annual Awards</b>	<b>IEA Triennial Awards</b>
Nominated by member societies and selected by the respective committees	Fellow Award	<ul style="list-style-type: none"><li>• Distinguished Service Award</li><li>• Outstanding Educator Award</li><li>• Promotion of Ergonomics in Industrially Developing Countries Award</li><li>• Ergonomics Development Award</li><li>• Human Factors and Ergonomics Prize</li><li>• IEA/Elsevier John Wilson Award</li></ul>
Nominated by member societies or their members and selected by ad hoc committees	IEA/Liberty Mutual Medal in Occupational Safety and Ergonomics	K. U. Smith Student Award
Presidential		President's Award



## **2. Annual Awards**

This report will cover the winners of these awards from 2014-2015 because the 2014 results were not completed at the time of the council meeting in Taipei.

### **2.1 IEA Fellow Award 2014-2015**

Following the call for nominations to IEA Federated Societies, five nominations were received in 2014 and six nominations were received in 2015. The Fellow Subcommittee electronically assessed these nominees. This subcommittee is composed of all IEA Fellows and the IEA Executive Committee. The IEA Policy on Awards (Title 3, Article 9) states that:

*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.*

The application of these rules led to the decision to award IEA Fellowships to:

- Don Chaffin
- Ekkerhart Frieling
- Maury Nussbaum
- Susumu Saito
- Eduardo Salas
- Penelope Sanderson
- Richard So
- Sheng Wang
- Christopher Wickens

### **2.2 IEA/Liberty Mutual Medal**

The IEA/Liberty Mutual Medal in Occupational Safety and Ergonomics was established in 1998. The award recognizes 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.

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

- Be scholarly in nature such as an original paper describing laboratory, field, or intervention research
- Contain non-proprietary data
- Be unpublished at the time of submission or have been published within the previous calendar year
- Be thirty pages or less, single-spaced using point size 12 with 1 inch margins

In 2014, ten papers were submitted and reviewed by the IEA/Liberty Mutual award subcommittee, which included Candice Christie (ESSA), Kazutaka Kogi (JES), Michael Smith (HFES) and Klaus Zink (GfA). The 2014 award went to:

Priyadarshini R. Pennathur , David Thompson , James H. Abernathy III , Elizabeth A. Martinez , Peter J. Pronovost , George R. Kim , Laura C. Bauer , Lisa H. Lubomski , Jill A. Marsteller & Ayse P. Gurses (2013) Technologies in the wild (TiW): human factors implications for patient safety in the cardiovascular operating room, *Ergonomics*, 56:2, 205-219, DOI: [10.1080/00140139.2012.757655](https://doi.org/10.1080/00140139.2012.757655)

In 2015, seven research papers were submitted and reviewed by a committee composed of Kazutaka Kogi (JES), Michael Smith (HFES) and Klaus Zink (GfA). The 2015 award went to:

Bob Muffett, John R. Wilson, Theresa Clarke, Anthony Coplestone, Emma Lowe, John Robinson, and Stuart Smith. (2014). Management of personal safety risk for lever operation in mechanical railway signal boxes. *Applied Ergonomics*, 45, 221-233.

### **3. Triennial Awards**

There are two new triennial awards

#### **3.1 IEA/Elsevier John Wilson Award**

The IEA has instituted a new award – the IEA/Elsevier John Wilson Award. This award is presented in honor of John Wilson (1951-2013), Professor of Human Factors at the University of Nottingham, where he was Director of the Institute of Occupational Ergonomics until his departure and Head of the Human Factors Group (until 2006). Professor Wilson was the co-Editor-in-Chief of *Applied Ergonomics*, former president of the IEHF, and long-term affiliate with the IEA (IEA Council member, member of the IEA Executive Committee in 2000-2003). The IEA/Elsevier John Wilson Award recognizes major contributions in the field of applied ergonomics. As Editor of the journal, Professor Wilson demonstrated tremendous leadership and transformed the journal into one of the best human factors and ergonomics journals. This triennial award will be presented to an individual or team with a monetary prize of US \$5,000, which is sponsored by Elsevier. The winners of the inaugural IEA/Elsevier John Wilson Award are:

Peter Hancock  
Mitsuo Nagamachi  
Gavriel Salvendy

#### **3.2 IEA Human Factors and Ergonomics Prize**

This prize is presented to a group, institution or organization that has made significant contributions to research and development, and/or application of knowledge generally in the field of human factors and ergonomics. This award will be made triennially in conjunction with the IEA Congress. Nominations must come from federated societies or

the IEA Executive Committee and are submitted to the Chair of the Awards Committee. The winner of the inaugural IEA Human Factors and Ergonomics Prize is:

The Liberty Mutual Research Institute for Safety

### **3.3 K.U. Smith Award**

The KU Smith Award encourages research and presentation by students at the Triennial IEA Congress. Due to the generosity of the Smith family and the investment of funds through their HFES, the IEA is now able to provide two awards. Tom Smith has secured additional funding to ensure that this award will continue to be presented to deserving and aspiring students. Each award is valued at US\$3,000. The winners of the KU Smith Award for 2015 are:

Ademola James Adeyemi from Malaysia  
Ben Sawyer from the USA.

### **3.4 Recognition for Individual Contributions**

An important function of the International Ergonomics Association is to award formal recognition to members of Federated Societies who have made outstanding contributions to the field of ergonomics on an international level. All awards are presented during the IEA Triennial Congress. As prescribed by the Rules, Past President Andrew Imada, served as Chair of the Awards Committee.

The Awards Committee, based upon nominations from federated societies, selects recipients for the first four awards listed below. The IEA President, who may receive nominations from the Council and Executive Committee, selects the IEA President's Award. The individual IEA awards and their winners are:

#### **Individual Triennial Award Recipients for 2015**

IEA Triennial Award for Distinguished Service – Jan Dul

IEA Triennial Award for Ergonomics Development – Peter Hancock

IEA Triennial Award for Outstanding Educator – Helmut Strasser

IEA Triennial Award for Promotion of Ergonomics in Industrially Developing Countries  
– Kazutaka Kogi

IEA Human Factors and Ergonomics Prize – Liberty Mutual Research Institute for Safety

IEA Triennial Presidents Award – Halimahtun Khalid

The IEA thanks all those who gave willingly of their time to serve on the selection committees, the federated societies who nominated candidates for these awards, and the individuals willing to be nominated for these awards. It is a great honor to be recognized by peers and the profession. Thanks to all who helped make this possible.

Andrew S. Imada  
Chair, IEA Awards Committee  
July 2015