

2016 Annual Report of President
Yushi Fujita

INTRODUCTION

According to the IEA bylaws, the President is responsible for the following:

- Represents the IEA;
- Chairs the Council and Executive Committee meetings;
- Forms new Committees and restructures existing ones;
- Appoints Chairs to Committees; and
- Oversees the work of Committees.

REPORT OF ACCOMPLISHMENTS AND FUTURE ACTIVITIES

Objectives of President	Accomplishments for 2015 - 2016	Current and Future Plans and Activities
Represent the IEA	(2015) <ul style="list-style-type: none"> • The 3rd International Conference on the Application of Ergonomics in Developing Countries, Algerian Ergonomics Society, October 26-27, 2015 • X Congreso de Ergonomia SOCHERGO, Chilean Ergonomics Society (SOCHERGO), November 25-27, 2015. • HWWE2015, The Indian Society of Ergonomics (SEI), December 6-9, 2015. 	(2016) <ul style="list-style-type: none"> • 15th Congreso Colombiano de Ergonomia, Sociedad Colombiana De Ergonomía (SCE), November 1-4, 2016. • XI Congresso SIE, Società Italiana di Ergonomia (SIE), November 16-18, 2016. • SEANES 2016, hosted by Ergonomics Society of Indonesia (PEI), November 29 - December 1, 2016. • HWWE2016, The Indian Society of Ergonomics

Objectives of President	Accomplishments for 2015 - 2016	Current and Future Plans and Activities
	<p>(2016)</p> <ul style="list-style-type: none"> • ISO/TC159/SC1/WG5 Meeting, Tokyo, March 14-15, 2016. • 18th Congresso Brasileiro de Ergonomica, Associação Brasileira de Ergonomia (ABERGO) , May 18-20, 2016. • The ESK Spring Conference, Ergonomics Society of Korea, June 2-3, 2016. • Ergonomics 2016, Croatian Ergonomics Society, June 15-18, 2016. • The 29th International Seminar of Ergonomics, Polskie Towarzystwo Ergonomiczne (PTERG), June 20-22, 2016. • V Congreso Latino Americano y IV Congreso Peruano de Ergonomia, September 14-16, 2016. 	<p>(SEI), December 8-11, 2015.</p> <ul style="list-style-type: none"> • The BRICS Network Meeting, hosted by Chinese Ergonomics Society (CES), December 14-15, 2016. <p>(2017-) Not yet scheduled.</p>
<p>Chairs the Council and Executive Committee meetings</p>	<p>(2015) There was no meeting.</p> <p>(2016)</p> <ul style="list-style-type: none"> • The first EC meeting was held in February (San Francisco, USA). Action 	<p>(2016)</p> <ul style="list-style-type: none"> • The first Council meeting will be held in October (Medellín, Colombia). • The second EC meeting will be held in October in conjunction with the first

Objectives of President	Accomplishments for 2015 - 2016	Current and Future Plans and Activities
	<p>plans for the term were decided.</p>	<p>Council meeting (Medellín, Colombia).</p> <p>(2017-)</p> <ul style="list-style-type: none"> • No location and date have been decided for the third EC meeting. • The location and date of the second Council meeting will be selected at the first Council meeting (Medellín, Colombia). The forth EC meeting will be held in conjunction with the Council meeting.
<p>Forms new Committees and restructures existing ones</p>	<p>(2015)</p> <ul style="list-style-type: none"> • The IEA Infrastructure Ad Hoc Committee was newly formed to discuss how the transition between terms can be made smoother (Chair: David Caple). <p>(2016)</p> <ul style="list-style-type: none"> • The Development and Promotion Standing Committee was temporarily closed. • Two new Technical Committees were formed - Ergonomics in Advanced Imaging (Chair: Takashi 	<p>(2016)</p> <ul style="list-style-type: none"> • The Future of Human Factors and Ergonomics Task Force will select its members, and enter into actual works. <p>(2017-)</p> <ul style="list-style-type: none"> • The Future of Human Factors and Ergonomics Task Force will continue its activities and conclude recommended implementation plans such that they are proposed at the 2018 Council meeting for approval.

Objectives of President	Accomplishments for 2015 - 2016	Current and Future Plans and Activities
	<p>Kawai) and Ergonomics in Design for All (Chair: Isabel Tiziana Steffan).</p> <ul style="list-style-type: none"> • The IEA Infrastructure Ad Hoc Committee supported the idea of introducing a permanent secretariat, whereas the idea of President Elect position was not supported. This ad hoc committee was closed. • The Future of Human Factors and Ergonomics Task Force was formed to develop mid-term and long-term implementation plans of the Future of Ergonomics (Chair: Sarah Sharples). 	<ul style="list-style-type: none"> • A new ad hoc committee for discussing how ergonomics should contribute to cutting-edge technologies, e.g. Artificial Intelligence, may be formed. • The Development and Promotion Standing Committee may be restarted depending on needs.
Appoints Chairs to Committees	<p>(2015)</p> <ul style="list-style-type: none"> • Communications and Public Relations Standing Committee Chair - Michelle M. Robertson • Development and Promotion Standing Committee – Christina Jonsson • International Development Committee Chair - Andrew Todd 	<p>(2016)</p> <ul style="list-style-type: none"> • The Future of Human Factors and Ergonomics Task Force – Sarah Sharples <p>(2017-) There is no specific plan.</p>

Objectives of President	Accomplishments for 2015 - 2016	Current and Future Plans and Activities
	<ul style="list-style-type: none"> • Professional Standards and Education Committee Chair - Frederick Tey • Science, Technology & Practice Committee Chair – Christopher Schlick • IEA2018 Congress Chair - Sara Albolino • Alternate IEA2018 Congress Chair - Riccardo Tartaglia • Historian - Ernst A.P. Koningsveld • The Information and Communication Director - Takashi Kawai <p>Note: Eric Min-yang Wang became Chair of Awards Standing Committee by rule.</p> <p>(2016)</p> <ul style="list-style-type: none"> • Director (Swiss resident) - Margaret Graf • Science, Technology & Practice Committee Chair - Thomas Alexander <p>Note: Christopher Schlick stepped down from the chair of Science, Technology and Practice Standing Committee in early 2016 for</p>	

Objectives of President	Accomplishments for 2015 - 2016	Current and Future Plans and Activities
	<p>a health reason. He passed away on October 3, 2016.</p> <p>On behalf of IEA, the President expressed the sincere sympathy, and appreciation for his significant contributions to IEA.</p>	
Oversees the work of Committees	<p>(2015)</p> <p>(2016)</p>	<p>(2016)</p> <p>(2017-)</p>

2016 Annual Report of

Vice President and Secretary General

Kathleen Mosier

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 VPSG	Accomplishments for 2015 (Aug) -2016 (Oct)	Current and Future Plans and Activities
Communication with Federated Societies <i>IEA Strategic Plan Goal</i> <i>A. To develop more effective communication and collaboration with federated societies.</i> <i>Objective A1. Support the work of member societies.</i> <i>Objective A2. Improve IEA</i>	Maintained and updated the list of IEA council members. Maintained and updated contact information of the Federated Societies, Technical Committees, Fellows, and external parties on the IEA website Initiated and responded to email communications from Officers, EC, and Federated Societies as requested	- Continue to communicate often with the Federated Societies, let them know about events and announcements on the IEA website, and work to enhance the quality and value of their relationship within IEA. Attend and give presentation at XI Congresso SIE, Società Italiana di Ergonomia (SIE), November 16-18, 2016.

<p><i>operational effectiveness.</i></p>	<p>Sent IEA updates to the Federated Societies via the Broadcast email web function. Hired a part-time administrative assistant for database management and website updates. Gave invited address on Cognitive Engineering at the XVIII International Congress on Ergonomics, Tijuana, Mexico Attended and presented paper at HFES Annual Meeting</p>	
<p>IEA Website</p> <p><i>IEA Strategic Plan Goal</i></p> <p><i>A. To develop more effective communication and collaboration with federated societies.</i></p> <p><i>Objective A1. Support the work of member societies.</i></p>	<p>Worked with Takashi Kawai (IEA WebManager) to update website information. Announced society news and events on the website Identified improvements the website and worked to implement them (e.g., Internal Access area; Ergonomics in Practice section). Organized a series of Messages from EC, which appeared on the IEA home page Moved operational documents to the Internal Access area of the website for access by officers and EC.</p>	<p>- Continue to maintain and update the IEA website in collaboration with the WebManager. Continue to archive IEA records and documents on the website.</p>
<p>Organization of Council</p>	<p>Organization of the annual</p>	<p>- Yearly organization of Council</p>

<p>meetings</p> <p><i>IEA Strategic Plan Goal</i> <i>A. To develop more effective communication and collaboration with federated societies.</i></p> <p><i>Objective A1. Support the work of member societies.</i></p>	<p>Council meeting during 2016:</p> <p>Worked with SCE (Sociedad Colombiana de Ergonomica) on logistics, special activities, and preparation for the 2016 IEA EC and Council meetings in Medellin, Colombia</p> <p>With officers, prepared EC and Council meeting agendas</p> <p>Communicated with Society Presidents, Secretaries, and IEA Council members</p> <p>Provided guidance for reports by IEA EC; collected reports and disseminated to IEA Council members.</p>	<p>meeting.</p> <p>- Prepare and disseminate EC and Council minutes from the October, 2016 meeting.</p>
<p>Organization of IEA Executive Committee meetings</p> <p><i>IEA Strategic Plan Goal</i> <i>A. To develop more effective communication and collaboration with federated societies.</i></p> <p><i>Objective A2. Improve IEA operational effectiveness.</i></p>	<p>In Feb, 2016, organized and held an EC meeting in San Francisco, CA. Attendees included Yushi, Jose Orlando, Kathy, Eric, Andrew, Frederick, Michelle, Christopher, Christina, Ernst.</p> <p>As stated above, an EC meeting will be held in Medellin, Colombia prior to the Council meeting.</p> <p>Prepared and disseminated EC meeting minutes (Feb).</p>	<p>- Continue to organize meetings as requested by the President.</p>
<p>Communication with IEA President and EC members. Improving operational effectiveness.</p>	<p>Communicated with the President and EC members regularly via email.</p> <p>Communicated with ITC</p>	<p>Ongoing</p> <p>- Prepare annual report</p>

<p><i>IEA Strategic Plan Goal</i></p> <p><i>A. To develop more effective communication and collaboration with federated societies.</i></p> <p><i>Objective</i></p> <p><i>A2. Improve IEA operational effectiveness.</i></p>	<p>Chair/WebManager for website issues and plans for improvement.</p> <p>Created proposal for permanent secretariat</p> <p>Worked with STP and CPR Chairs on 3-year plans and reports of activities.</p> <p>Met with Chair of Fof HFE Task Force to discuss strategies</p> <p>Visited IEA Archives at CNAM</p>	
<p>Outreach to new or emerging ergonomics societies/networks and external stakeholders</p> <p><i>IEA Strategic Plan Goal</i></p> <p><i>A. To develop more effective communication and collaboration with federated societies.</i></p> <p><i>Objective A1. Support the work of member societies.</i></p>	<p>Tracked contacts with new or emerging societies.</p> <p>Different members of the EC are in contact with specific countries regarding the formation or development of ergonomics societies.</p> <p>Worked with VMware to identify ergonomics experts for their world-wide office ergonomics implementation</p> <p>Tracked contacts with new or emerging societies. YF, JOG, and AT are in contact with specific countries regarding the formation or development of ergonomics societies and networks.</p> <p>Reviewed application from Uruguay prior to sending to Council for approval.</p> <p>Reviewed application information from Ergo Africa</p>	<p>- Work with officers to identify and foster new federated societies and networks.</p> <p>- Work with officers to identify stakeholders and develop collaborative relationships.</p>

	and request for completion of formal application. Contacted Endorsed Journals for updates and reinstated on website	
Responding to requests <i>IEA Strategic Plan Goal</i> <i>C. To enhance the contribution of the ergonomics discipline to global society.</i> <i>Objective C1. Promote recognition of ergonomics discipline.</i>	This is an on-going task.	Ongoing

Last updated: October, 2016

OTHER

Administration

As the previous VPSG noted, the VP-Secretary General role is quite administratively intensive leaving less time to work on strategic items. This fact is part of the impetus driving the proposal for a permanent Secretariat position. The other driver is the difficulty of maintaining continuity in records, processes, and procedures as officers transition every three years. The Secretariat would enable smoother transitions and consistency in processes.

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. However, Federated Societies, EC, and Officers have access to the Internal Access area and documents of interest have been made available for downloading. We are working to store all IEA records, forms, contracts, etc. on the website.

We are continuously making the website more user-friendly for searching as well as for making changes to content and structure.

IEA TREASURER'S REPORT

January – December 2015

Jose Orlando Gomes

INTRODUCTION

This report summarizes the financial performance for the period of January 1 - December 31 of 2015 (hereafter referred to as “Y2015”, 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 – in less intensive use
 3. Investment Account including two Guaranteed Investment Certificates (GICs) in US\$ and CD\$.
- Membership dues of previous years paid during Year 2015 are allocated to the Revenues of the Period.
- Membership dues for Y2016 and beyond paid during Year 2015 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">● Member ship dues (FS and AS combined)● Sustaining member contributions● Funds● Capitation fees● Seed money returned● Miscellaneous	<ul style="list-style-type: none">● Meeting● Travel executives (officers and standing committee chairs)● Office● Awards Committee● ID Committee● PSE Committee● STP Committee● DP Committee● CPR Committee● Grants● Seed money● Bank charges● Website● Miscellaneous● Exchange rate and clearing fee– new title

BALANCE SHEET (BS)

Table 1 shows the Balance Sheet of Year 2015 as of December 31, 2015.

Table 1: Balance Sheet of Year 2015 as of December 31, 2015.

Balance Sheet – Dec 31, 2015			
Assets		Liabilities	
US\$ Savings Account (US\$)	\$100.434,53	Dues advanced received (US\$)	\$50,00
CD\$ Savings Account (US\$)	\$21.799,27		
Cash (US\$)	\$562,81	Equity	
Check (US\$)	\$147,42	US\$ Funds (US\$)	\$58.849,00
US\$ Term deposit (US\$)	\$73.111,73	CD\$ Funds (US\$)	\$3.018,60
CD\$ Term deposit (US\$)	\$114.026,15	US\$ Cash reserved (US\$)	\$135.344,99
Seed fund receivable (US\$)	\$19.987,50	CD\$ Cash reserved (US\$)	\$135.825,42
US\$ Denominated (US\$)	\$194.243,99	US\$ Denominated (US\$)	\$194.243,99
CD\$ Denominated (US\$)	\$135.825,42	CD\$ Denominated (US\$)	\$135.825,42
TOTAL (US\$)	\$330.069,41	TOTAL (US\$)	\$330.069,41

Compared with the Assets of the previous year (\$360,580.75 in Y2014), the Assets at the end of the Period (\$330,069.41 Y2015) have been decreased \$30,511.34 (8.5%) due to main reasons:

- The CD\$/US\$ exchange rate varied from US\$ 0.8634 per CD\$ on Dec 31st, 2014 to US\$ 0.7199 per CD\$ on Dec 31st, 2015.
- Confusing statements provided by Scotia Bank led to misinterpretation of currencies and thereby misunderstanding of amounts by previous treasurers. Older statements did not clearly define where amounts were stated in CD\$ versus US\$. This fact explains the correction in assets value at this time.

REVENUES AND EXPENDITURES (PL)

Table 2 shows the Revenues and Expenditures of Y2015.

Table 2: Revenues and Expenditures of Y2015

P&L Statement Y2015 (except variation in GIC values)	Y 2015
Revenues	
Member ship dues	\$38.172,16
Sustaining member contributions	\$36.200,00
Funds	\$3.018,60
Capitation fees	\$0,00
Seed money returned	\$0,00
Miscellaneous	\$147,42
Total	\$77.538,18
Expenditures	
	\$0,00
Meeting	\$0,00
Travel executives	\$49.224,42
Office	\$1.406,06
Awards Committee	\$10.000,00
ID Committee	\$12.000,00
PSE Committee	\$0,00
STP Committee	\$0,00
DP Committee	\$0,00
CPR Committee	\$0,00
Grants	\$0,00
Seed money	\$19.987,50
Bank charges	\$1.103,81
Website	\$2.790,73

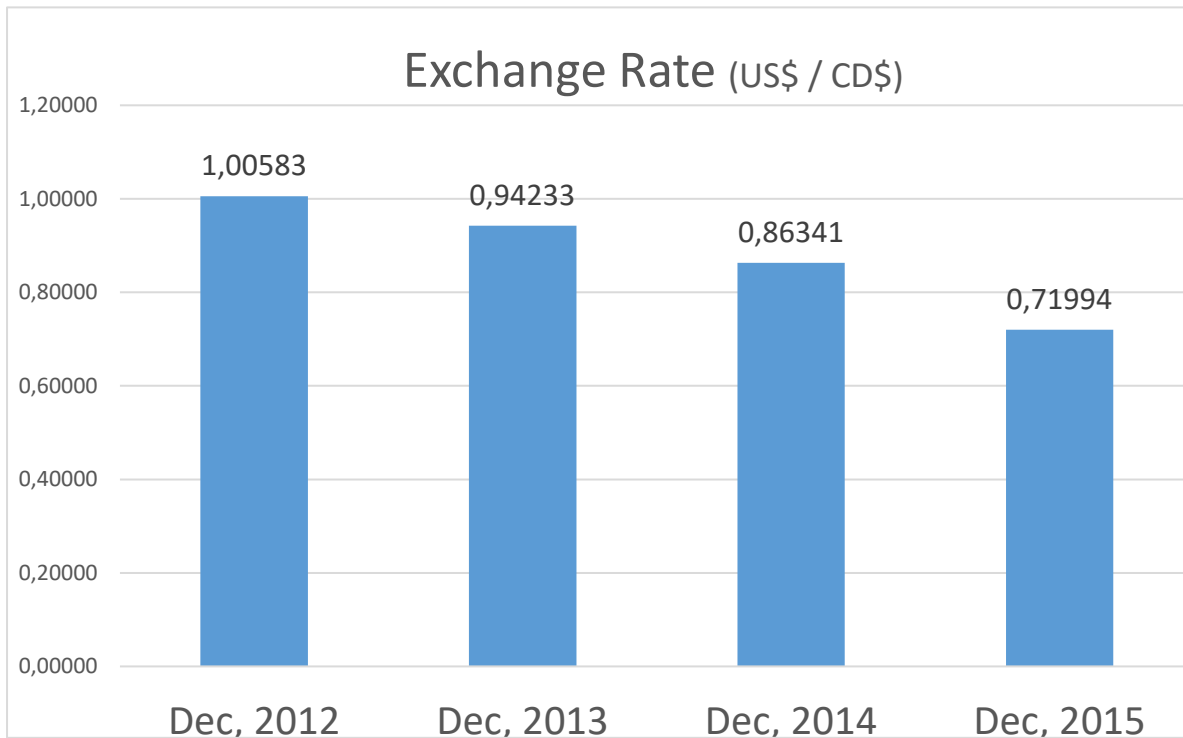
Miscellaneous	\$2.680,00
Exchange rate variation & Clearing fees	\$6.165,04
Total	\$105.357,56
Summary of operations	
Year 2015	
Forwarded from Year 2014	\$152.132,29
P&L (Operations)	-\$27.819,38
Forwarded to Year 2016	\$124.312,91

On the Revenues side, the present total (US\$77,538.18) will increase by US\$20K when the IEA receives seed money from the IEA2015 Congress. Also, some important amounts of dues have not been paid yet because the invoices were sent late in 2015.

On the Expenditures side, the amount appears to be significantly larger than that of the previous year, because the Seed Money for IEA 2015 has not been paid back yet.

The devaluation of the Canadian dollar relative to the US dollar had a significant impact on IEA assets, about 40% of which are maintained in Canadian dollars according to graph 1 below.

Graf 1: Exchange rate US\$/CD\$



ISSUES AND RECOMMENDATIONS

- Financial performance seems decreasing in terms of time, and it seems necessary to explore (new and/or existing) funding sources in new ways.
- Despite the online system (Scotia Connect) improvements, we are seeking better bank services and will close the Canadian dollar bank account to avoid operational costs and the exchange rate variation.
- To explore new possibilities with Scotia Bank concerning the investments in order to avoid exchange variation rate in the future.

Appendix 1

OBSERVATION ON FINANCE PERFORMANCE IN THE PERIOD 2012-2015

Table 2 and graph 2 show the evolution of revenues and expenditures in each December of every year in the period 2012-2015. The graph 2 shows expenditure increasing compared to incomes.

Table 2: P&L statements in the period 2012-2015

P&L Statements	Year 2012	Year 2013	Year 2014	Year 2015
Total Revenues	\$86.714,93	\$69.888,97	\$62.338,72	\$77.538,18
Total Expenditures	\$55.675,26	\$17.528,77	\$55.391,52	\$105.357,56
P&L (Operations)	\$31.039,67	\$52.360,20	\$6.947,20	-\$27.819,38
Forwarded to Year+1	\$89.145,70	\$141.685,09	\$151.796,94	\$124.312,91

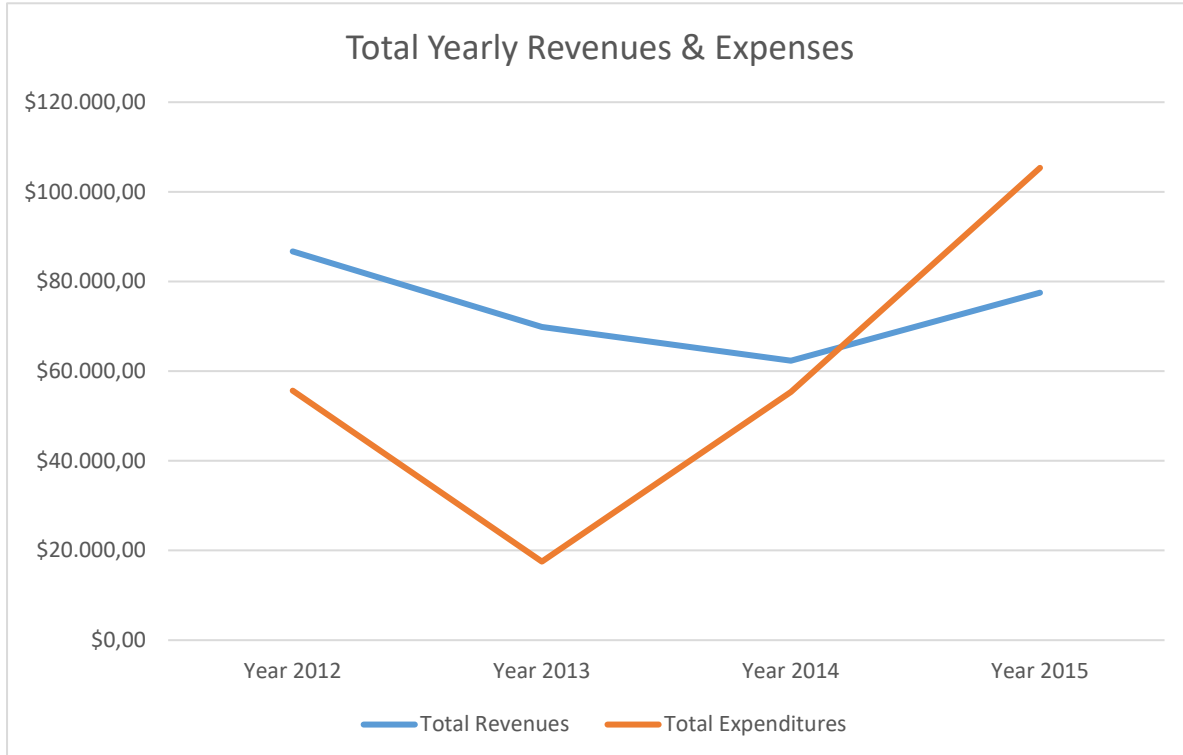


Table 3 shows the evolution of Assets in each December of every year in the period 2012-2015 and impact of exchange rate variation on saving accounts as well as in the investments called term deposits GIC. Graph 3 shows a decreasing behavior due to a decreasing of Canadian dollar compared to US dollar.

Table 3: Balance sheets in the period 2012-2015

Balance Sheets				
Assets	Dec 31, 2012	Dec 31, 2013	Dec 31, 2014	Dec 31, 2015
US\$ Savings Account (US\$)	\$88.964,04	\$140.363,86	\$114.005,27	\$100.434,53
CD\$ Savings Account (US\$)		\$4.004,18	\$35.532,21	\$21.799,27
Cash (US\$)	\$301,05	\$817,05	\$2.594,81	\$562,81
Check (US\$)	\$59,80	\$0,00	\$0,00	\$147,42
US\$ Term deposit (US\$)		\$72.602,62	\$72.919,54	\$73.111,73
CD\$ Term deposit (US\$)	\$225.262,33	\$146.125,82	\$135.528,92	\$114.026,15
Seed fund receivable (US\$)	\$3.500,00			\$19.987,50
US\$ Denominated (US\$)	\$92.824,89	\$213.783,53	\$189.519,62	\$194.243,99
CD\$ Denominated (US\$)	\$225.262,33	\$150.130,00	\$171.061,13	\$135.825,42
TOTAL (US\$)	\$318.087,22	\$363.913,53	\$360.580,75	\$330.069,41

Liabilities				
Dues advanced received (US\$)	\$250,00	\$140,00	\$485,00	\$50,00
Equity				
Funds (US\$)	\$46.486,00	\$61.024,76	\$61.849,00	\$49.849,00
CD\$ Funds (US\$)	\$0,00	\$0,00	\$0,00	\$3.018,60
US\$ Cash reserved (US\$)	\$46.088,89	\$152.618,77	\$127.185,62	\$144.344,99
CD\$ Cash reserved (US\$)	\$225.262,33	\$150.130,00	\$171.061,13	\$135.825,42
US\$ Denominated (US\$)	\$92.824,89	\$213.783,53	\$189.519,62	\$194.243,99
CD\$ Denominated (US\$)	\$225.262,33	\$150.130,00	\$171.061,13	\$135.825,42
TOTAL (US\$)	\$318.087,22	\$363.913,53	\$360.580,75	\$330.069,41

Savings Accounts & Term Deposits

