



International Ergonomics Association

**IEA Council Meeting 2008**  
**Reykjavik, Iceland**

**August 9-10, 2009**

Meeting of the IEA Council  
Reykjavik, Iceland  
August 9-10, 2008

**AGENDA**

<b>Saturday, August 9, 2008</b>	
9-9:15am	Welcome; review of the agenda
9:15-9:30am	Voting procedures eligibility and roll call
9:30-10:30am	Report by President
10:30-11am	<i>Break</i>
11-11:30am	Report by SG including list of voting items; new IEA members
11:30am-noon	Discussion on external relationships
Noon-1:00pm	<i>Lunch</i>
1:00-2:00pm	Report on STP and discussion on Technical Committees
2:00 – 2:30pm	Report on IEA 2009
2:30-3:00pm	<i>Break</i>
3:00-3:30pm	Report by Treasurer
3:30-4:30pm	Report and discussion on IDC
4.30-5pm	Wrap-up of first day; review of agenda for second day
<b>Sunday, August 10, 2008</b>	
9:00-9:15am	Welcome; review of the agenda
9:15-10:00am	Report on EQUID
10.00–10.30am	Report on IEA'2012
10:30-11:00am	<i>Break</i>
11:00am-noon	Report on Development and workshop re Future of ergonomics
Noon-1:00pm	<i>Lunch</i>
1:00-2:30pm	Report and discussion on PSE
2.30-3:00pm	Report on Awards
3:00-3:30pm	<i>Break</i>
4:00-4:15pm	Update of IEA'2015 Congress (process; candidates?)
4:15-4:45pm	General business issues raised by Council members
4:45-5:00pm	Conclusion

**Location:**

**Grand Hotel Reykjavik**, Sigtun 38, 105 Reykjavík, Iceland

Phone: (+354) 514 8000, Fax: (+354) 514 8030, [www.grand.is](http://www.grand.is)

Location: See map at [http://www.reykjavikhotels.is/grand\\_hotel/english/info/location\\_map/](http://www.reykjavikhotels.is/grand_hotel/english/info/location_map/)

IEA Council meeting will be in the Hateigur meeting room on the 4<sup>th</sup> floor.

**Meeting of the IEA Executive Committee  
Reykjavik, Iceland, August 7- 8, 2008**

**AGENDA**

<b>Thursday, August 7, 2008</b>	
Noon-1:00pm	<i>Lunch</i>
1:00-1.30pm	Review of minutes from the Sub EC meeting in Strasbourg, France (June, 2008) <ul style="list-style-type: none"> <li>- Explanation and clarifications for non attending EC members</li> </ul> Review of meeting in Seoul, Korea with Min, Sheng and David
1:30-2:15pm	STP discussions including; <ul style="list-style-type: none"> <li>- Strategy to ensure the IEA TCs reflect the contemporary research and practice areas of ergonomics</li> <li>- Implementation process of the 6 year Rule for TC Chairs at IEA 2009 Congress</li> <li>- Opportunities for promoting the Endorsed IEA Journals to maintain their support of the IEA</li> <li>- Discussion topics for Council re STP</li> </ul>
2:15-3.00pm	PSE discussions on the proposed recommendations to the Council meeting prepared by Tom relating to; <ul style="list-style-type: none"> <li>- Education guidance and course accreditation options</li> <li>- Certification programs and IEA role with the Certification bodies</li> <li>- Discussions topics for Council re PSE</li> </ul>
3:00-3:15pm	<i>Break</i>
3.15- 4.30pm	IEA Congress 2009 <ul style="list-style-type: none"> <li>- Update from Sheng on the planning process and report from the Conference committee</li> <li>- Update on Keynote speakers</li> <li>- Financial report on the Congress budget</li> <li>- IEA requirements for meetings and functions prior to and during the Congress</li> <li>- IEA Triennial forum arrangements for Day One of the Congress</li> <li>- Launch of WEAR and hosting ISO 159 meeting</li> <li>- Discussion topic for Council re IEA 2009 Congress</li> </ul>
4.30 – 5.15pm	IEA Awards <ul style="list-style-type: none"> <li>- Liberty Mutual award outcomes and promotion</li> <li>- IEA Fellows – nomination strategy</li> <li>- KU Smith Award - updates</li> <li>- 2009 Awards preparations – nominations strategy</li> <li>- Awards ceremony requirements – IEA 2009 Congress</li> <li>- Discussion topic for Council re Awards</li> </ul>
5.15 – 5.30pm	Wrap up of Day One
6pm	Dinner with NES team

Pierre Falzon 5/8/08 11:37  
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Pierre Falzon 5/8/08 11:36  
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Pierre Falzon 5/8/08 11:37  
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Pierre Falzon 5/8/08 11:36  
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Pierre Falzon 5/8/08 11:38  
**Tableau mis en forme**

Pascal Carayon 28/7/08 10:12  
**Supprimé:** 7

Friday, August 8, 2008	
9:00-9:15am	Welcome; review of the agenda
9:15-10:30am	External relationships <ul style="list-style-type: none"> <li>- Discussion on merits for a "back to back" 2015 Congress with ICOH</li> <li>- Triple MoU with IOHA and ICOH</li> <li>- Registration of IEA in Switzerland</li> <li>- Joining ICOH for sharing PREMUS conference</li> <li>- Linking TC's websites with SC's websites from ICOH</li> <li>- Opportunities to develop ILO relationship</li> <li>- Role of IEA to support WHO research Collaboration Centres</li> <li>- Opportunities to extend the ISO relationship with IEA</li> <li>- Invitations to Presidents of external bodies to IEA 2009 Congress function</li> <li>- IEA Ergonomics month – October 2008</li> <li>- Discussion topics for Council re External relations</li> </ul>
10.30 – 10.45am	<i>Break</i>
10:45 - 11:30am	Development Committee <ul style="list-style-type: none"> <li>- Future of ergonomics update and inputs into the IEA 2009 Congress program</li> <li>- Discussion topic for Council re Development Committee</li> </ul>
11:30am-12.45pm	EQUID <ul style="list-style-type: none"> <li>- Review of minutes from Strasbourg</li> <li>- EC position re accreditation options for implementing EQUID process</li> <li>- Discussion topic for Council meeting</li> </ul>
12.45-1:30pm	<i>Lunch</i>
1:30-2:30pm	IDC <ul style="list-style-type: none"> <li>- New Ergonomics Society applications review and voting items for Council</li> <li>- Strategy for new potential members for 2009</li> <li>- Support options for IDC participation in IEA 2009 Congress</li> <li>- Online participation of IDC members in IEA meetings and programs</li> <li>- Updates on Networks ASEAN- EC; ULAERGO; FEES: East Asian Ergonomics Association</li> <li>- Discussion topic for Council</li> </ul>
2.30-3:00pm	Financial report <ul style="list-style-type: none"> <li>- Treasurer report on IEA finances and budget projections for 2009</li> <li>- Update on new IEA Dues process</li> <li>- Auditor report and nominations for 2009 Auditors</li> <li>- EC Budget allocations for 2009</li> <li>- Budget requirements from IEA for 2009 Council meeting</li> </ul>
3:00-3:15pm	<i>Break</i>
3:30-3:45pm	IEA Secretariat <ul style="list-style-type: none"> <li>- Option for a permanent Secretariat for the IEA to support the Secretary General</li> </ul>

Pascale Carayon 28/7/08 10:11

Supprimé: 4:00

<b>3:45-4:00pm</b>	<b>Process for selecting location of Council meetings</b>
4:00-4:30pm	IEA 2012 <ul style="list-style-type: none"><li>- Proposed management structure for the IEA Congress proposed by Marcelo</li><li>- Options to promote the Congress at the IEA 2009 Congress</li></ul>
4:30 – 4:45pm	IEA Triennial report <ul style="list-style-type: none"><li>- Content, logistics, budget, printing and distribution arrangements</li></ul>
4:45-5:00pm	Conclusion

DRAFT

## List of voting items for 2008 Council

1. The IEA Council approves the Ecuadorian Association of Ergonomics [Asociacion Ecuatoriana De Ergonomia] to become a member of the IEA.
2. The IEA Council approves the Latvian Ergonomics Society [Latvijas Ergonomikas Biedriba] to become a member of the IEA.
3. The IEA Council approves the Tunisian Ergonomics Society [Société Tunisienne d'Ergonomie] to become a member of the IEA.
4. The IEA Council approves the Ergonomics Society of Nigeria to become an affiliated member of the IEA.
5. The IEA Council approves the Perhimpunan Ergonomi Indonesia [Indonesian Ergonomics Society] to become an affiliated member of the IEA.
6. The Council approves the IEA Rules. *[We need this formal vote in order to complete the registration of the IEA in Switzerland.]*
7. The Council approves the treasurer's report.
8. The Council approves the auditors' report *[The auditors' report will be provided at the Council meeting.]*
9. Approval of the auditors for 2009 *[further information will be provided at the Council meeting.]*



International Ergonomics Association

August 2008

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**Science, Technology & Practice**

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## IEA President's Report Reykjavik, Iceland – Council Meeting, August 2008

It is again a pleasure to present my second annual report to the IEA Council as the 16<sup>th</sup> IEA President. During the last year, the IEA has continued to grow and provide leadership of the ergonomics domain at an international level.

### Introduction

This second year of this Executive has enabled the activities to be developed in accordance with the IEA Strategy Plan. Two major themes have been adopted by the Executive.

- (1) Partnerships – Identify strategic partnerships with external organizations to broader the opportunities to develop and extend the domain of ergonomics.
- (2) Inclusiveness – Participation in IEA programs and committees should be inclusive of IEA Federated Society members, as well as students and interested members of the community. This is consistent with our goal to extend the participation of ergonomics.

The IEA Executive Committee is a wonderful team who give generously of their volunteer time to commit their talents to the IEA.

- All-Ukrainian Ergonomics Association
- Asociación de Ergonomia Argentina
- Associação Brasileira de Ergonomia
- Associação Portuguesa de Ergonomia
- Association of Canadian Ergonomists
- Belgian Ergonomics Society
- Chilean Ergonomics Society
- Chinese Ergonomics Society
- Croatian Ergonomics Society
- Czech Ergonomic Society
- Ergonomics Society (U.K.)
- Ergonomics Society of Korea
- Ergonomics Society of Serbia
- Ergonomics Society of South Africa
- Ergonomics Society of Taiwan
- FEES
- Gesellschaft für Arbeitswissenschaft
- Hellenic Ergonomics Society
- Hong Kong Ergonomics Society
- Human Ergology Society
- Human Factors and Ergonomics Society (U.S.A.)
- Hungarian Ergonomics Society
- Indian Society of Ergonomics
- Inter-Regional Ergonomics Association
- Iranian Ergonomics Society
- Irish Ergonomics Society
- Israel Ergonomics Society
- Japan Ergonomics Society
- Nederlandse Vereniging Voor Ergonomie
- New Zealand Ergonomics Society
- Nordic Ergonomics Society
- Österreichische Arbeitsgemeinschaft für Ergonomie
- Philippines Ergonomics Society
- Polish Ergonomics Society
- Slovak Ergonomics Association
- Sociedad Colombiana de Ergonomia
- Sociedad de Ergonomistas de Mexico
- Società Italiana di Ergonomia
- Société d'Ergonomie de Langue Française
- South East Asian Ergonomics Society
- Spanish Association of Ergonomics
- Swiss Ergonomics Society
- The Human Factors and Ergonomics Society of Australia
- Turkish Ergonomics Society
- ULAERGO


I would like to acknowledge the team who has provided this leadership over the last year.

- Pascale Carayon – Secretary General
- Min Chung – Treasurer
- Halimahtun Khalid – Science, Technology & Practice (STP)
- Tom Smith – Professional Standards & Education (PSE)
- Marcelo Soares – Industrially Developing Countries (IDC)
- Jan Dul – Development (DC)
- Pierre Falzon – Awards

I also acknowledge and thank Sheng Wang and Kan Zhang from the Chinese Ergonomics Society for their leadership of the IEA2009 Congress committee as we prepare for the Beijing Congress in August 2009.

This report summarizes the key achievements and opportunities for the IEA over the last year. Specific details are contained in the individual reports from the Executive Committee members. These are presented within the context of the IEA Strategic Plan.

Yours sincerely,



**Prof. David C Caple**  
**President – International Ergonomics Association**

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| • All-Ukrainian Ergonomics Association | • Chinese Ergonomics Society                           | • Ergonomics Society of Taiwan                  | • Inter-Regional Ergonomics Association | • Österreichische Arbeitsgemeinschaft für Ergonomie | • Sociedad de Ergonomistas de Mexico      |
| • Asociación Española De Ergonomía     | • Croatian Ergonomics Society                          | • FEES  | • Iranian Ergonomics Society            | • Polish Ergonomics Society                         | • Società Italiana di Ergonomia           |
| • Asociación de Ergonomía Argentina    | • Czech ergonomic Society                              | • Gesellschaft für Arbeitswissenschaft          | • Irish Ergonomics Society              | • Associação Portuguesa de Ergonomia                | • Société d'Ergonomie de Langue Française |
| • Association of Canadian Ergonomists  | • Ergonomics Society (U.K.)                            | • Hellenic Ergonomics Society                   | • Israeli Ergonomics Society            | • Slovak Ergonomics Association                     | • South East Asia Ergonomics Society      |
| • Belgian Ergonomics Society           | • Ergonomics Society of Australia                      | • Hong Kong Ergonomics Society                  | • Japan Ergonomics Society              | • Sociedad Chilena de Ergonomia                     | • Swiss Society for Ergonomics            |
| • Brazilian Ergonomics Association     | • Ergonomics Society of Federal Republic of Yugoslavia | • Human Factors and Ergonomics Society (U.S.A.) | • Nederlandse Vereniging Voor Ergonomie | • Sociedad Columblana de Ergonomia                  | • Turkish Ergonomics Society              |
|  | • Ergonomics Society of Korea                          | • Hungarian Ergonomics Society                  | • New Zealand Ergonomics Society        |   | • UIAERGO                                 |
|  | • Ergonomics Society of South Africa                   | • Italian Society of Ergonomics                 | • Nordic Ergonomic Society              |   |   |



**Goal Number 1 – “To develop more effective communication and collaboration with Federated Societies”.**

Issue	Action During 2007/08
<p>1. Communication with Federated Societies from the IEA.</p>	<p>1.1 The monthly Newsletter has continued to be circulated to all Federated Societies and subsequently circulated to their members to ensure regular feedback and communication about IEA activities. The Newsletters are all available on the IEA website with the most recent edition on the Home Page. This enables all visitors to the IEA website to see what is occurring.</p> <p>1.2 The IEA website has been further developed in 2008 to include a “Members Only” section. This has introduced a Discussion Forum and Wiki facility. Any IEA member can access this area using a simple generic password and communicate directly at an international level. This facility is already being utilized by the Technical Committees as they discuss ideas and plan for the IEA 2009 Congress.</p> <p>1.3 Federated Society Newsletters are now being sourced by Dave Moore (New Zealand) and added to the IEA website to exchange local news and events.</p> <p>1.4 All conferences and ergonomics related activities are now displayed in one “Events” section of the website to encourage professional development programs around the world.</p>
<p>2. Communication within the IEA team.</p>	<p>2.1 The IEA Executive team continues to use Skype, email, and Wiki to communicate on a frequent basis.</p> <p>2.2 An international teleconference was trialed this year with 7 Executive members all participating from around the world together. These initiatives have reduced the overall IEA expenditure on the Executive meetings to free more of our limited funds for more strategic programs.</p>
<p>3. Collaborations with Federated Societies.</p>	<p>3.1 The IEA has been working directly with members of Federated Societies in a wide range of projects and programs. These include:-</p> <ul style="list-style-type: none"> <li>- Leadership from Ralph Bruder (Germany) and Michel Nael (France) on the IEA EQUID project.</li> <li>- Pat Scott (South Africa) with the IEA mining industry program in Botswana.</li> <li>- Hal Hendrick (USA) leading the Foundation for Professional Ergonomics.</li> <li>- IEA Standing Committee members from many Federated Societies.</li> <li>- IEA Technical Committee chairs, and also Co Chairs to assist with IEA2009 Congress preparations.</li> <li>- The Canadian ACE has offered 10 free places for an online professional development program to IDC members.</li> </ul>

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| <ul style="list-style-type: none"> <li>• All-Ukrainian Ergonomics Association</li> <li>• Asociación Española De Ergonomía</li> <li>• Asociación de Ergonomía Argentina</li> <li>• Association of Canadian Ergonomists</li> <li>• Belgian Ergonomics Society</li> <li>• Brazilian Ergonomics Association</li> </ul> | <ul style="list-style-type: none"> <li>• Chinese Ergonomics Society</li> <li>• Croatian Ergonomics Society</li> <li>• Czech ergonomic Society</li> <li>• Ergonomics Society (U.K.)</li> <li>• Ergonomics Society of Australia</li> <li>• Ergonomics Society of Federal Republic of Yugoslavia</li> <li>• Ergonomics Society of Korea</li> <li>• Ergonomics Society of South Africa</li> </ul> | <ul style="list-style-type: none"> <li>• Ergonomics Society of Taiwan</li> <li>• FEES</li> <li>• Gesellschaft für Arbeitswissenschaft</li> <li>• Hellenic Ergonomics Society</li> <li>• Hong Kong Ergonomics Society</li> <li>• Human Factors and Ergonomics Society (U.S.A.)</li> <li>• Hungarian Ergonomics Society</li> <li>• Italian Society of Ergonomics</li> </ul> | <ul style="list-style-type: none"> <li>• Inter-Regional Ergonomics Association</li> <li>• Iranian Ergonomics Society</li> <li>• Irish Ergonomics Society</li> <li>• Israeli Ergonomics Society</li> <li>• Japan Ergonomics Society</li> <li>• Nederlandse Vereniging Voor Ergonomie</li> <li>• New Zealand Ergonomics Society</li> <li>• Nordic Ergonomic Society</li> </ul> | <ul style="list-style-type: none"> <li>• Österreichische arbeitsgemeinschaft für Ergonomie</li> <li>• Polish Ergonomics Society</li> <li>• Associação Portuguesa de Ergonomia</li> <li>• Slovak Ergonomics Association</li> <li>• Sociedad Chilena de Ergonomia</li> <li>• Sociedad Columbiana de Ergonomia</li> </ul> | <ul style="list-style-type: none"> <li>• Sociedad de Ergonomistas de Mexico</li> <li>• Società Italiana di Ergonomia</li> <li>• Société d'Ergonomie de Langue Française</li> <li>• South East Asia Ergonomics Society</li> <li>• Swiss Society for Ergonomics</li> <li>• Turkish Ergonomics Society</li> <li>• ULAERGO</li> </ul> |
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Issue	Action During 2007/08
	<p>- Ergonomics Society in Italy as well as SELF and Gesellschaft Fur Arbeitswissenschaft in Germany for organizing the successful IEA Healthcare Systems Ergonomics and Patient Safety conference in Strasbourg, France in June 2008.</p> <p>- FEES and HFES in cooperating with the IEA in developing an international "Ergonomics Month" initiative.</p>
<p>4. Growth in Ergonomics Societies in developing countries and regions.</p>	<p>4.1 During the last year, the Industrially Developing Countries Committee has continued to work with new societies across the world. We welcome applications from Ecuador, Latvia and Tunisia to be considered by the 2008 Council meeting.</p> <p>4.2 The ULAERGO and FEES networks continue to flourish in Latin America and Europe respectively. We are supporting the SEAES in Thailand this year as they consider a potential move to a regional network as each country moves to their own IEA membership status.</p>
<p>5. IEA Sustaining members.</p>	<p>5.1 During 2008, our major Sustaining Member, Liberty Mutual has been working closely with the IEA on promoting ergonomics research, through the IEA Liberty Mutual Medal. Due to the insufficient number of quality applicants over recent years, the Liberty Mutual Awards have not been made. We engaged an independent public relations company, Precision Marketing Group in Boston, USA to assist in developing a promotion program. This has resulted in a new structure for the Liberty Mutual Medal with an annual \$10,000 prize.</p> <p>5.2 This year, we are grateful for two new Sustaining Members. These are 3M (USA) and The Knowles Group (Australia). I would encourage the IEA Council members to identify potential new Sustaining Members to broaden our corporate and individual support base.</p>
<p>6. Revenue from external bodies.</p>	<p>6.1 The funding of the IEA – AEDEC conference on Agriculture in Malaysia was provided by the IEA as well as ILO (International Labor Organization) Safe Work program (Geneva) and ICOH (International Commission on Occupational Health). This provided assistance for delegates from developing countries to attend.</p> <p>6.2 The IEA HEPS conference (Healthcare Systems Ergonomics and Patient Safety) in Strasbourg, France provided a financial support to the IEA from a range of European research and Government bodies.</p>
<p>7. Dues payments to the IEA from Federated Societies.</p>	<p>7.1 The 2008 Dues process commenced the new methods of calculating Dues from all Federated Societies. This has been a successful initiative to bring greater equity between societies and their respective capacity to pay.</p>

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<i>Issue</i>	<i>Action During 2007/08</i>
8. Registration of the IEA in Switzerland.	8.1 Considerable work has been done this year with the Swiss Ergonomics Society to prepare for registration of the IEA in the original “home”. It is planned that the 2008 IEA Council meeting will finalize the necessary documentation to be completed.
9. IEA Executive visits to Federated Societies.	9.1 During the last year, members of the IEA Executive have visited or met with, members of the following Federated Societies. <ul style="list-style-type: none"> <li>• Malaysia</li> <li>• India</li> <li>• Taiwan</li> <li>• Mexico</li> <li>• Argentina</li> <li>• Venezuela (non member)</li> <li>• Peru (non member)</li> <li>• Ecuador (non member)</li> <li>• SELF</li> <li>• Korea</li> <li>• Italy</li> <li>• Germany</li> <li>• Hong Kong</li> </ul>

*Table One: Summary of activities relating to the first goal of communication and collaboration with Federated Societies.*

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**Goal Number 2 – “To advance the practice of ergonomics at an International level”.**

The majority of activities in this second goal have been summarized in Table Two.

<i>Issue</i>	<i>Action During 2007/08</i>
<p>1. Approval of new Technical Committees.</p>	<p>1.1 During 2008, there has been an increase in interest to form new Technical Committees. They are relating to applications of ergonomics and also emerging international issues. These include:-</p> <ul style="list-style-type: none"> <li>• Mining</li> <li>• Online Communities</li> <li>• Transport</li> </ul> <p>1.2 The STP Chair, Halimahtun Khalid has completed the updating of all TCs on the IEA website. She will outline the activities in her report to the Council.</p> <p>1.3 The STP Chair will propose a range of potential TCs for consideration by the Council meeting and discuss the future approach to TC formation and activities.</p>
<p>2. Chairing of Technical Committees.</p>	<p>2.1 The 2007 Council meeting approved a maximum of 6 years for the position of TC Chair. In 2009, a call for nominations for Chair of many TCs will occur.</p>
<p>3. Technical Committee role in 2009 Congress preparations.</p>	<p>3.1 Each of the 24 TC’s has been invited to Call for Proposals for the IEA2009 Congress. The STP Chair has encouraged them to not only develop their Track for the Congress but also to identify joint sessions between TCs.</p>
<p>4. Promoting ergonomics with the IEA Endorsed Journals.</p>	<p>4.1 The publisher Elsevier has provided their most frequently requested papers on the IEA website.</p> <p>4.2 The publisher Taylor &amp; Francis invited the IEA President and others to contribute to the special edition of “Ergonomics” on the “Future of Ergonomics”.</p> <p>4.3 All endorsed journals were invited to indicate their interest in publishing the keynote speakers papers from the IEA2009 congress “Applied Ergonomics” has been selected with “Work” to publish selected conference papers.</p>
<p>5. IEA support of Master Level education.</p>	<p>5.1 A new international committee has been formed by the PSE Chair, Tom Smith to review an outcome approach to defining Masters education requirements. Tom will present details of the education requirements at the 2008 Council meeting.</p>
<p>6. Development of Certification programs for Ergonomists.</p>	<p>6.1 In December 2007, the IEA endorsed the certification program proposed by the New Zealand Ergonomics Society.</p> <p>6.2 The IEA initiative to benchmark international certification programs continues with cooperation from the endorsed programs. Details will be provided by Tom Smith at the Council meeting.</p>

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Issue	Action During 2007/08
7. IEA Awards.	<p>7.1 The developments of the Liberty Mutual Medal have been the major activity this year.</p> <p>7.2 The nomination process for two KU Smith student awards for the IEA congress has commenced.</p> <p>7.3 Nominations for IEA Fellows have been called by Pierre Falzon.</p> <p>7.4 Nominations for the 2009 Triennial awards will commence from the 2008 Council meeting.</p>

Table Two: Summary of actions related to the second goal on science and practice of ergonomics.

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| <ul style="list-style-type: none"> <li>• All-Ukrainian Ergonomics Association</li> <li>• Asociación Española De Ergonomía</li> <li>• Asocadón de Ergonomia Argentina</li> <li>• Association of Canadian Ergonomists</li> <li>• Belgian Ergonomics Society</li> <li>• Brazilian Ergonomics Association</li> </ul> | <ul style="list-style-type: none"> <li>• Chinese Ergonomics Society</li> <li>• Croatian Ergonomics Society</li> <li>• Czech ergonomic Society</li> <li>• Ergonomics Society (U.K.)</li> <li>• Ergonomics Society of Australia</li> <li>• Ergonomics Society of Federal Republic of Yugoslavia</li> <li>• Ergonomics Society of Korea</li> <li>• Ergonomics Society of South Africa</li> </ul> | <ul style="list-style-type: none"> <li>• Ergonomics Society of Taiwan</li> <li>• FEES</li> <li>• Gesellschaft für Arbeitswissenschaft</li> <li>• Hellenic Ergonomics Society</li> <li>• Hong Kong Ergonomics Society</li> <li>• Human Factors and Ergonomics Society (U.S.A.)</li> <li>• Hungarian Ergonomics Society</li> <li>• Italian Society of Ergonomics</li> </ul> | <ul style="list-style-type: none"> <li>• Inter-Regional Ergonomics Association</li> <li>• Iranian Ergonomics Society</li> <li>• Irish Ergonomics Society</li> <li>• Israeli Ergonomics Society</li> <li>• Japan Ergonomics Society</li> <li>• Nederlandse Vereniging Voor Ergonomie</li> <li>• New Zealand Ergonomics Society</li> <li>• Nordic Ergonomic Society</li> </ul> | <ul style="list-style-type: none"> <li>• Österreichische arbeitsgemeinschaft für Ergonomie</li> <li>• Polish Ergonomics Society</li> <li>• Associação Portuguesa de Ergonomia</li> <li>• Slovak Ergonomics Association</li> <li>• Sociedad Chilena de Ergonomia</li> <li>• Sociedad Colombiana de Ergonomia</li> </ul> | <ul style="list-style-type: none"> <li>• Sociedad de Ergonomistas de Mexico</li> <li>• Società Italiana di Ergonomia</li> <li>• Société d'Ergonomie de Langue Française</li> <li>• South East Asia Ergonomics Society</li> <li>• Swiss Society for Ergonomics</li> <li>• Turkish Ergonomics Society</li> <li>• ULAERGO</li> </ul> |
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**Goal Number 3 – “To enhance the contribution of the ergonomics discipline to the global society”.**

Table Three summarizes the major activities that have been undertaken for the third IEA goal.

<b>Issue</b>	<b>Action During 2007/08</b>
<p>1. Development, trialing and evaluation of the EQUID design process template.</p>	<p>1.1 During 2007/2008 we are grateful to Michel Nael and Ralph Bruder who have finalized the EQUID design process document for external review.            1.2 As requested at the 2007 Council meeting contact has been made with ICSID (International Council of Societies in Industrial Design). They have referred the document to a subcommittee. They have expressed strong interest in working with the IEA in a review process.            1.3 The EQUID document was circulated to all Federated Societies in April 2008 to seek feedback from their members and potential users in their country. This Council meeting will provide an opportunity for feedback and future directions.</p>
<p>2. Ergonomics Checkpoints publications with the International Labor Organization.</p>	<p>2.1 A joint IEA / ILO / ICOH workshop was conducted in Kuala Lumpur, Malaysia in November 2007. This provided a review of the 100 Ergonomic Checkpoints in Agriculture. It is hoped to launch this publication at the IEA2009 congress.            2.2 The 2<sup>nd</sup> Edition of Ergonomics Checkpoints has now been finalized and should be ready to launch by the ILO in late 2008.            2.3 Special thanks to Kazutaka Kogi (Japan) for his leadership with this project.</p>
<p>3. Relationships with external associations.</p>	<p>3.1 In February 2007, the Presidents of IEA, ICOH (International Commission of Occupational Health) and IOHA (International Occupational Hygiene Association) met in Taiwan. Following this meeting a tripartite Memorandum of Understanding was signed to work in partnership where practicable on joint activities and support each other’s major conferences.            3.2 A formal link has been established in 2008 with ICSID (International Council of Societies of Industrial Design). The EQUID project is the main focus to this initial communication.            3.3 The IEA has been working with the WHO (World Health Organization) in ways including:-            (a) contributing to the Collaborative Research program with our Ergonomics Checkpoint program            (b) supporting their resolution on Work Health passed by their WHO Assembly in 2007.            (c) supporting their conference on Women in Work held in Mexico in 2008.            (d) meeting with WHO in Seoul, South Korea in July 2008 to discuss their Control Banding initiative.</p>

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Issue	Action During 2007/08
	<p>3.4 In June 2008, the IEA President was invited to attend the World OHS Summit in Seoul, South Korea with 50 Government Ministers and leading OHS organizations.</p> <p>3.5 In June 2008, the IEA arranged a session at the KOSHA conference in Seoul, South Korea. Thanks to Kazutaka Kogi (Japan) and Min Chung (Korea) for assisting me in organizing of the IEA session. This included presentations from developing countries on the prevention of musculoskeletal disorders.</p> <p>3.6 Support was provided to the Japan Ergonomics Society for a major research facility in ergonomics that had been identified for potential closure.</p> <p>3.7 The IEA and ISO (International Standards Organization) have continued to link together in 2008. This involved two official IEA representatives at the ISO159 meeting in Poland. Tomas Berns (Sweden) and Tom Stewart (UK) agreed to represent the IEA.</p> <p>Planning is underway to host the 2009 ISO 159 Committee meeting in Beijing, China in conjunction with the IEA Congress.</p> <p>3.8 The ISO have provided a complete list of all their ISO Standards relating to ergonomics to the IEA. These are now available for free public access on the IEA website.</p>
<p>4. Future of Ergonomics Initiative.</p>	<p>4.1 The IEA contributed to the “Future of Ergonomics” edition of “Ergonomics” journal.</p> <p>4.2 An IEA presentation on the Future Directions of ergonomics was provided at the Applied Ergonomics conference in Las Vegas, USA with assistance from Sadao Horino (Japan).</p> <p>4.3 The outcomes of the IEA Best Practice project develop by the DC Chair Jan Dul (The Netherlands) has been finalized and now included on the IEA website.</p>

*Table Three: Summarizes the actions of the third goal to enhance the contribution of the ergonomics discipline to the global society”.*

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Report of the Secretary-General  
Pascale Carayon

INTRODUCTION

The IEA Secretary General (SG) provides day-to-day administration of the IEA, including communication and documentation responsibilities.

According to the IEA rules, the SG has the following tasks:

*The Secretary General has the duty to provide day to day administration of the Association. The tasks include :*

- *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. The fixed time periods are as follows:*
  - a / Information of the time and place of the Council meeting shall be sent at the latest three months prior to the meeting. This information should contain among others the updated list of the members of the Council.*
  - b/ Proposed agenda and eventual documentation shall be sent to the Council members at the latest six weeks prior to the meeting.*
  - c/ Information on the agenda should be sent in due time also to the Secretaries of the Federated Societies as well as societies having other types of liaison to the IEA than federation.*
- *Preparation of the General Assembly Meeting to be held in conjunction with the Triennial Congress. Preparation is in collaboration with the chairperson of the Congress.*

During 2007-2008, the SG was assisted in its duties by Emmanuel Dimiccioli (until December 2007), Ronelle Smith (January-April'2008) and Jon Ross (after April'2008). The assistant to the SG is also the webmaster of the IEA website.

REPORT OF ACCOMPLISHMENTS AND FUTURE ACTIVITIES

Objectives of the SG	Accomplishments for 2007-2008	Plan for 2008-2009
<p><b>Communication with Federated Societies</b></p> <p><i>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.</i></p>	<p>1. Maintaining and updating the list of IEA council members</p> <p>2. Maintaining and updating information on the Federated Societies on the IEA website</p> <p>3. Email the monthly newsletters to IEA Council email list. The monthly newsletters are also posted on the IEA website (see below).</p>	<p>To be continued</p>



Objectives of the SG	Accomplishments for 2007-2008	Plan for 2008-2009
	<p>4. Regular contacts with Federated Societies. During the 2007-2008 year, there were many contacts with federated societies in particular regarding the website and access to the member section of the website.</p> <p>5. Visits to Federated Societies. I keep track of the visits to Federated Societies made by various members of the EC (see below).</p> <p>6. I issue various IEA official documents, such as certificates of appreciation.</p>	
<p><b>IEA Website</b></p> <p><i>IEA Strategic Plan</i>  <i>Goal A. To develop more effective communication and collaboration with federated societies.</i>  <i>Objective A1. Support the work of member societies.</i></p>	<p>1. Maintaining and updating IEA website.</p>	<p>Continue to maintain and update the IEA website</p>
<p><b>Organization of Council meetings</b></p> <p><i>IEA Strategic Plan</i>  <i>Goal A. To develop more effective communication and collaboration with federated societies.</i>  <i>Objective A1. Support the work of member societies.</i></p>	<p>Organization of the 2008 Council meeting:</p> <ul style="list-style-type: none"> <li>- logistics of meetings of the IEA EC and the IEA Council</li> <li>- communication to IEA Council members</li> <li>- templates for reports by IEA EC; collection of reports and dissemination to IEA Council</li> </ul>	<p>Preparation for the Council meeting in China.</p>
<p><b>Organization of meetings of the IEA Executive Committee</b></p> <p><i>IEA Strategic Plan</i>  <i>Goal A. To develop more effective communication and collaboration with federated societies.</i>  <i>Objective A2. Improve IEA operational effectiveness.</i></p>	<p>A meeting of some members of the IEA EC took place during the HEPS'2008 conference in Strasbourg, France.  Attendees: Caple, Carayon, Dul, Falzon.</p>	<p>To be continued</p>
<p><b>Communication with IEA President and EC members</b></p>	<p>I communicate with the President and EC members via email on a weekly basis and via</p>	<p>To be continued</p>

Objectives of the SG	Accomplishments for 2007-2008	Plan for 2008-2009
<p><i>IEA Strategic Plan</i>  <i>Goal A. To develop more effective communication and collaboration with federated societies.</i>  <i>Objective A2. Improve IEA operational effectiveness.</i></p>	<p>Skype on a monthly or bi-monthly basis.</p>	
<p><b>Archives</b></p> <p><i>IEA Strategic Plan</i>  <i>Goal A. To develop more effective communication and collaboration with federated societies.</i>  <i>Objective A2. Improve IEA operational effectiveness.</i></p>	<p>Pierre Falzon is currently updating the archives. I am keeping documents that need to be archived.</p>	<p>To be continued</p>
<p><b>New or emerging ergonomics societies</b></p> <p><i>IEA Strategic Plan</i>  <i>Goal A. To develop more effective communication and collaboration with federated societies.</i>  <i>Objective A1. Support the work of member societies.</i></p>	<p>1. Tracking of contacts with new or emerging societies. Different members of the EC (Caple, Carayon, Falzon, Khalid, Soares) are in contact with specific countries regarding the formation or development of ergonomics societies.</p> <p>2. Proposals of the following societies to become federated with the IEA:  - Latvian Ergonomics Society  - Tunisian Ergonomics Society  - Ecuadorian Ergonomics Association</p> <p>3. Proposal from the Nigerian Ergonomics Society to become affiliated with the IEA.</p>	<p>To be continued</p>
<p><b>Responding to various requests to the SG</b></p> <p><i>IEA Strategic Plan</i>  <i>Goal C. To enhance the contribution of the ergonomics discipline to global society.</i>  <i>Objective C1. Promote recognition of ergonomics discipline.</i></p>	<p>This is an on-going task. Apart from communication with the EC and federated societies, I receive about 10-20 requests per month regarding a range of issues such as IEA membership and information about specific ergonomics topics.</p>	<p>To be continued</p>
<p><b>Relationship with ISO</b></p> <p><i>IEA Strategic Plan</i></p>	<p>I am the official IEA contact for ISO.</p>	<p>To be continued</p>

Objectives of the SG	Accomplishments for 2007-2008	Plan for 2008-2009
<p><i>Goal C. To enhance the contribution of the ergonomics discipline to global society..</i>  <i>Objective C1. Promote recognition of ergonomics discipline.</i></p>		
<p><b>Support to the IEA initiative on HEPS (Healthcare Ergonomics and Patient Safety)</b></p> <p><i>IEA Strategic Plan</i>  <i>Goal C. To enhance the contribution of the ergonomics discipline to global society.</i>  <i>Objective C1. Promote recognition of ergonomics discipline.</i></p>	<p>I am the chair of the HEPS steering committee. I helped with the organization of the HEPS'2008 conference (e.g., inviting keynote speakers) and marketing of the conference. I convened a meeting of the HEPS steering committee during the HEPS'2008 conference.</p>	<p>Manage bidding process for HEPS'2011 conference</p>
<p><b>Bid for IEA'2015 Congress</b></p> <p><i>IEA Strategic Plan</i>  <i>Goal B. To advance the science and practice of ergonomics at an international level</i>  <i>Objective B2. Facilitate knowledge exchange and collaboration.</i></p>	<p>I have created a document that describes the process and criteria for bidding for the IEA'2015 Congress</p>	<p>Manage bidding process for IEA'2015 Congress</p>
<p><b>KU Smith Award for Student</b></p> <p><i>IEA Strategic Plan</i>  <i>Goal C. To enhance the contribution of the ergonomics discipline to global society</i>  <i>Objective C1. Promote recognition of ergonomics discipline</i></p>	<p>I am the chair of the KU Smith Student Award committee; two awards will be given in 2009. I have worked with Tom Smith on this initiative.</p>	<p>Manage KU Smith student award process.</p>

## Visits to Federated Societies

Country	Who?	When?	What?
Columbia- ULAERGO	David, Pierre and Marcelo	October 16-19, 2007	ULAERGO conference in Bogota, Columbia
Singapore	Halimahtun	November 12, 2007	Meeting with Ergonomics Society of Singapore (ERGOSS) President
Malaysia	Halimahtun and David	November 25-26, 2007 November 27-29, 2007 November 29, 2007	IEA / ILO workshop on Agriculture checkpoints AEDeC Conference on Agriculture Ergonomics. Meetings of MSD and AE technical committees
India	David	December 2007	HWWE conference, Bhopal, India
Singapore	David	December 2007	Meeting with Ergonomics Society representative Meeting with ERGOSS representative
Spain	Marcelo	December 2007	2nd. Ibero-American Symposium of Ergonomics, Aviles, Spain
Taiwan	David	February 2008	IOHA 2008 Congress Keynote Meeting IEA 2009 sub committee Meeting Ergonomics Society, Taiwan
Thailand	Halimahtun	February 29, 2008 March 2, 2008	Meeting with SEAES President on SEAES as IEA network Meeting with Ergonomics Society of Thailand representative
Mexico	David	April 2008	Represent IEA at Mexican Ergonomics Society conference
Middle East	David	June 2008	Meet Arabian Society in Dubai
France	Pascale, Pierre, Jan and David	June 2008	Represent IEA at HEPS conference Sub EC meeting; EQUID meeting
Korea	David, Min	June 2008	Represent IEA at World OHS Summit IEA session at KOSHA OHS conference

### Monthly Newsletters of IEA President

	When?	Content of newsletter
14	August'2007	<p>IEA Council meeting in Boston, USA            Announcement of location for IEA Council meeting in 2008: Reykjavik, Iceland            Partnerships with various organizations            HEPS conference in 2008            Special edition of WORK journal            New system for IEA dues</p>
15	September'2007	<p>Minutes of the IEA Council meeting in Boston, USA            Announcement of location for IEA Council meeting in 2008: Reykjavik, Iceland            HEPS conference in 2008            Definition of 'certified ergonomist'            AEDEC conference in 2007            2<sup>nd</sup> symposium on Activity 2008</p>
16	October'2007	<p>Confirmation of minutes of 2007 Council meeting            Announcement of location for IEA Council meeting in 2008: Reykjavik, Iceland            HEPS conference in 2008            AEDEC conference in 2007            2<sup>nd</sup> symposium on Activity 2008            Ergonomics with indigenous communities            ULAERGO conference in 2007            IEA'2012 congress: February 12-16, 2012; Recife, Brazil            Tracking new ergonomics societies</p>
17	November'2007	<p>Update to IEA website            New IEA technical committees            Workshop on ergonomic checkpoints in agriculture            AEDEC 2007 conference            Workshop on mining in Bostwana            Definition of 'certified ergonomist'            Call for nominations for 2015 Congress            2<sup>nd</sup> symposium on Activity 2008</p>
18	December'2007	<p>Conference of the Indian Society of Ergonomics</p>

	When?	Content of newsletter
		IEA endorsement of the New Zealand Certification program Twinning opportunities New IEA sustaining members World OSH summit in 2008 IEA endorsement of journals IEA endorsement of CybErg'08 conference
19	January'2008	Joint meeting IEA/ILO/ICOH/WHO/NIOSH Hosting of the IEA Council meeting by NES in 2008 HEPS conference in 2008 IEA dues for 2008; new system being implemented Special issue of Ergonomics on "Future of Ergonomics Revisited"
20	February'2008	Liberty Mutual Prize 2008 Nomination for IEA fellows Update on EQUID IOHA congress in 2008 Discussion groups on the IEA website Newsletter editors from federated societies Hosting of the IEA Council meeting by NES in 2008 HEPS conference in 2008
21	March'2008	New technical committees Update on IEA'2009 Congress Update on EQUID CybErg'2008 conference Announcement of KU Smith student award for 2009 IEA awards HEPS conference in 2008
22	April'2008	Update on IEA'2009 Congress Comment on EQUID document Relationship with ICSID Invitation to the World OHS summit 60 <sup>th</sup> anniversary of the Ergonomics Society Visit to SEMAC conference in Mexico

	When?	Content of newsletter
		IEA awards Discussion groups and wiki on IEA website
23	May'2008	IEA'2009 congress: website, theme, call for proposals, publication of keynote addresses, external participation, involvement of researchers and practitioners, involvement of students and 'retired' ergonomists

# IEA TREASURER'S REPORT

January - December, 2007

Min K. Chung, Treasurer

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## 1. Summary of Financial Performance

### 1.1. *Accounting and Banking Procedures*

As in the past, IEA carried out its financial operations in 2007 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.

### 1.2. *Overview of 2007 Financial Performance*

- a. Total Revenue - The total revenues for the 2007 fiscal year was \$76,612. This revenue included all funds that were deposited into the active cash account (\$70,655) plus the interest earned in the GIC accounts (\$5,957). There are seven categories into which the sources of revenue can be grouped: federated & affiliated society dues, sustaining member dues, capitation fees, interest, contributions to special funds, awards, and miscellaneous. The amounts of revenue received in each of these categories are presented in Table 3.
- b. Total Expenditures - The total expenditures during 2007 was \$52,878. The expenditures can be grouped into eight categories: officers' expenses, standing committee expenses, office/clerical, meetings costs, awards, grants/seed, bank fees, and miscellaneous. The amounts spent in each of these categories are presented in Table 3.



- c. Assets - IEA's assets at the end of 2007 totaled \$174,253. The funds in each of the Scotiabank accounts are shown in Table 1 below.

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

Active Cash Account (ACA)	\$42,235
Guaranteed Investment Certificate (GIC)	132,018
	-----
Total	\$174,253

- 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 office support, 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 is also in this category. Following are statements of the purposes of the four special funds.

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

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

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

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

## **2. Assets and Equity**

Table 2 presents IEA's assets and equity for 2007 and for the previous two years.

**Table 2. Balance Sheet for Year Ended December 31, 2007 (in US Dollars)**

<b>Year</b>	<b>2007</b>	<b>2006</b>	<b>2005</b>
<b>ASSETS</b>			
Cash Account	42,235	24,516	33,149
Term (GIC) Deposits	132,018	116,388	149,591
Seed Fund Receivable	0	0	20,000
<b>Total</b>	<b>174,253</b>	<b>140,904</b>	<b>202,740</b>

<b>Year</b>	<b>2007</b>	<b>2006</b>	<b>2005</b>
<b>EQUITY</b>			
ESA Fund (S.E. Asia)	5,426	5,426	5,426
HFES Fund (IDCs)	8,496	8,496	7,864
SELF Fund (Africa, SA)	7,647	7,647	7,647
JES Fund (IDCs)	12,731	11,101	9,421
Liberty Mutual Fund	(9,448)	(1,528)	29,537
Loan Reserve	35,000	35,000	35,000
Cash Reserve	114,401	74,762	107,845
<b>Total</b>	<b>174,253</b>	<b>140,904</b>	<b>202,740</b>

*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 2007, \$5,000 was spent to support Agriculture Ergonomics Development Conference (AEDeC) 2007 held on 27-29 November 2007 in Kuala Lumpur using the fund generated from ILO Checkpoints workshop in Malaysia.

Incomes for the JES funds during 2007 came from the Japan Ergonomics Society were credited to the Fund.

- 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 a minus balance of \$1,528 at the beginning of 2007. This amount was a carryover from previous contributions.

During 2007, an additional contribution of \$15,000 was expected to be received, however, the payment has been delayed to the following year (2008) due to a mail delivery problem. During the year, a consulting firm was hired for the promotion of the LM Award/Prize, and \$7,920 was spent for this service. Thus, we still have a minus balance of \$9,448 in the fund at the end of 2007.

### 3. Revenue and Expenditures

Table 3 presents a summary of IEA revenue and expenditures during 2007.

#### 3.1. *Comments on Revenue*

- a. Membership - As shown in Table 3, membership income includes two categories: dues from federated and affiliated societies and dues from sustaining members. In 2007, 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, 2007. The Table also indicates the amount paid and identifies those societies that chose the 5% payment option. Also, the Philippines Society has not paid its dues and its membership was contingent on such payment.

Sustaining members paid for 2007 are shown in Table 5.

- b. Capitation Fees – One capitation fee of \$790 was received for International Symposium of Human Factors in Organizational Design and Management-VIII.
- c. Interest, Contributions and Liberty Mutual Fund - These categories of revenue have been discussed. One additional comment concerns the amount of the interest and exchange values in Table 3. From the Table, it can be seen that the amounts vary from year to year. This variation is due in part to the time of year that interest payments are due for the two GIC accounts. It will also vary as a result of changes in the value of the US dollar relative to the Canadian dollar.
- d. Miscellaneous – The \$13,345 in this category is a surplus income from the 2006 Maastricht Congress thanks to the effort of the Netherlands organizing committee. The \$5,080 is ILO support for a workshop in Malaysia regarding the Agricultural Checkpoints and the certification of New Zealand Ergonomists.

**Table 3. Statement of Operations for Year Ended December 31, 2007 (in US Dollars)  
With Comparisons to Two Previous Years**

<b>Year</b>	<b>2007</b>	<b>2006</b>	<b>2005</b>
<b>REVENUE</b>			
Membership Dues			
Fed and Aff Societies	32,740	28,655	34,913
Sustaining Members	15,400	2,600	12,777
Capitation Fees	790	24,000	1,214
Interest and Exchange Value	5,957	4,425	5,707
Contributions (JES/ICOH)	3,300	2,312	1,875
Liberty Mutual Fund	0	15,000	15,000
Misc (ILO-Checkpoints/Certification) (Surplus from 2006 Congress)	5,080 13,345	5,000	10,000
<b>Total</b>	<b>76,612</b>	<b>81,992</b>	<b>81,486</b>

<b>Year</b>	<b>2007</b>	<b>2006</b>	<b>2005</b>
<b>EXPENDURES</b>			
<i>Officers and Administrative</i>			
Office-related expenses	335		2,414
Officers - Travel	13,616	21,681	16,224
Clerical			
<i>Standing Committees</i>			
Development	1,861	3,092	3,081
Science, Technology, Practice	3,320	1,813	1,751
Prof Standards and Education	0	6,918	7,456
International Development (Including AEDeC 2007 support)	13,658	8,645	13,665
Communication and PR	1,208	3,478	1,567
Newsletter			
EQUID	3,460	16,503	11,706
Awards			
Liberty Mutual Medal/Prize Promotion	7,920	31,065	2,115
Meeting Costs	6,908	16,499	6,640
Council dinner			
Fees and Bank Charges	591	228	314
Grants			
Miscellaneous			
Business cards			
Archives			
Documents for Council Meeting		30,952	
<b>Total</b>	<b>52,878</b>	<b>140,874</b>	<b>66,933</b>
<b>OPERATING SURPLUS</b>	<b>23,734</b>	<b>(58,882)</b>	<b>14,553</b>

**Table 4. Dues Payments During 2007 by Federated and Affiliated Societies**

	Fed & Aff SOCIETIES		Dues Owed	Dues Paid	Amount	Basis
1	ABERGO	Brazil	,07	,07	\$ 962.50	
2	ACE	Canada	,07			
3	ADEA	Argentina	,07	,07	\$ 35.50	5%
4	AEE	Spain	,07	,07	\$ 458.50	
5	APERGO	Portugal	,06,07	,06,07	\$ 242.80	
6	AUEA	Ukraine	,07			
7	BES	Belgium	,06,07		\$ 1,006.60	
8	ChES	China	,07	,07	\$ 156.00	5%
9	CrES	Croatia	,02-,07			
10	CzES	Czech	,07		\$ 84.00	5%
11	ES	UK	,07	,07	\$ 2,365.30	
12	ESFRY	Yugoslavia	,05-,07			
13	ESK	Korea	,07		\$ 1,545.00	
14	ESSA	South Africa	,06,07			
15	EST	Taiwan	,07	,07	\$ 393.70	
16	GfA	Germany	,07		\$ 1,430.10	
17	HES	Greece	,06,07			
18	HFES	USA	,07		\$ 5,481.70	
19	HFESA	Australia	,07	,07	\$ 1,660.70	
20	HKES	Hong Kong	,06,07	,06	\$ 175.00	5%
21	InES	Iran	,06,07	,06,07	\$ 600.00	5%
22	IREA	Russia	,05-,07	07	\$ 40.00	
23	IrES	Ireland	,07	,07	\$ 241.10	
24	ISE	India	,07			
25	IsES	Israel	,06,07			
26	JES	Japan	,07	,07	\$ 3,716.30	
27	MES	Hungary	,04-,07			
28	NES	Nordic	,06,07	,06,07	\$ 3,557.92	
29	NVVE	Netherlands	,06,07	06,07	\$ 2,717.40	
30	NZES	New Zealand	,07	6	\$ 280.04	
31	OAE	Austria	,07			
32	PES	Poland	,06,07	,06,07	\$ 805.00	
33	PhES	Philippines	,05-,07			
34	SCE	Colombia	,06,07		\$ 263.75	
35	SEA	Slovakia	,00-,07			
36	SEAES	Southeast Asia	,07	,07,08	\$ 173.00	Base
37	SELF	SELF (French)	,07	,07	\$ 1,650.10	
38	SEM	Mexico	,07	,07	\$ 178.50	
39	SIE	Italy	,07	,07	\$ 682.50	
40	SOCHERGO	Chile	,06,07			
41	SSE	Switzerland	,06,07	,06,07	\$ 1,107.00	
42	TES	Turkey	,07	,07	\$ 50.00	5%
43	HES-J	Japan	,07	,07	\$ 680.50	

**Table 5. Sustaining Members Paid in 2006 and 2007**

<b>IEA SUSTAINING MEMBERS</b>		
	<b>2007</b>	<b>2006</b>
<b>Diamond Members</b>		
Taylor & Francis Ltd.		
Elsevier	\$ 10,000.00	
<b>Platinum Members</b>		
Ergoweb, Inc.		In Kind
<b>Gold Members</b>		
Res Inst of Human Eng for Qual Life (HQL)		
Central Inst for Labor Protection	\$ 1,000.00	\$ 1,000.00
Ctr for Ind & Mgt Eng Res Resources, (Korea-Min)	\$ 2,000.00	
Conservatoire National des Arts et Metiers (CNAM)	In Kind	In Kind
Hiroshi Udo		
Korean Occ Safety and Health Agency (KOSHA)	\$ 1,000.00	\$ 1,000.00
<b>Individual Sustaining Members</b>		
Waldemar Karwowski		\$ 200.00*
Kazutaka Kogi	\$ 200.00	\$ 200.00
Kenneth Laughery		\$ 200.00
Becky Kinsler		
Martin Hellander	\$ 200.00**	\$ 200.00**
Jennifer A. Guthierrez	\$ 200.00	\$ 200.00

\* offset with travel expenses

\*\* prepaid by royalty contribution to IEA in 2000 up to 2011.

3.2. *Comments on Expenditures*

- a. Comparisons With the Previous Congress Year (2006) - As shown in Table 3, expenditures for 2007 totaled \$52,878. This total was much smaller than during the Congress year 2006 by \$87,996. Revenue was smaller in 2007 than in 2006 by \$5,380, however, this would have been \$10,000 greater if the Liberty Mutual fund were deposited on time. The expenditures during non-Congress years were maintained at similar levels.
- b. Officers and Standing Committees - A significant portion of IEA functions and activities are carried out by the officers and standing committees. Table 6 below presents the different categories of expenditures, the total for each category, and the percentage of the total represented by each category. From Table 6 it can be seen

that although the percentages of expenditures in 2007 for different categories greatly differ from those in 2006, the percentages stayed at the same levels for 2007 and 2005, both non-Congress years.

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

Year	2007		2006		2005	
Expenditure Category	Total	%	Total	%	Total	%
Officers and Administrative	13,951	26	21,680	15	18,638	28
Standing Committees	23,507	45	40,449	29	39,226	59
Awards	7,920	15	31,065	22	2,115	3
Meeting Costs	6,909	13	16,500	12	6,640	10
Grants						
Bank Fees and Charges	591	1	228	<1	314	<1
Miscellaneous			30,952	22		
<b>Total</b>	<b>52,878</b>	<b>100</b>	<b>140,874</b>	<b>100</b>	<b>66,933</b>	<b>100</b>

#### 4. Some Comments and Some Plans

##### 4.1 Federated and Affiliated Society Dues

One of my concerns as IEA Treasurer is membership dues 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:**

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

Alternatively, the society may elect to pay a sum equal to 5% of the total dues income of the Society.

In the 2007 IEA Council meeting in Boston, the following motion was passed:

**The current method of collecting Dues from Federated Societies cease from January, 1<sup>st</sup> 2008. A standard basis for Dues will be calculated by each Society based on 3% of the total income derived from membership fees during the preceding year. An interim arrangement will be implemented in 2008 for those Societies who currently pay less than 2% of their total membership fees; in 2008, they may wish to only pay 2% of their 2007 revenues and thereafter 3%. A minimum of \$50 per society will apply. All payments will be made in US Dollars.**

It was also agreed that the definition of membership rests with the Societies. If the calculated fee of the society is less than \$50, it was decided that they would need to pay a minimum of \$50.

#### 4.2 *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 have tried to restrain expenditures is travel, particularly for Officer and Executive Committee meetings. Airfares, hotels, meals, etc. are expensive, and getting more so. The current officers and members of the Executive Committee have attempted to have EC meetings related to major ergonomics conferences and/or special workshops, which some of the EC members have committed to attend. In this way, we tried to reduce the travel expenses as individual EC members 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. For example, we have been using skype and international teleconferencing as well as email to reduce the need for travel costs. However, carrying out the work of IEA, like any organization, requires some amount of face-to-face interaction. Team coordination, team spirit team effectiveness are notably enhanced by such interaction. This will be an ongoing matter for the IEA Officers and Executive Committee to take into account in carrying out their work.



Report of the Development Committee 2007-2008

Objectives of the SC	Accomplishments for 2007-2008	Plan for 2008-2009
<b>Follow up of Best Practices project</b>		
<b>Deliverable 1.</b> New webpage of the DC with results of IEA Best Practices project IEA goal A1	The results of the Best Practices project have been posted on the website of the IEA and made accessible for member societies.	Deliverable realized.
<b>Deliverable 2a.</b> Protected discussion forums on internet for leaders of IEA societies IEA goal A1/A2	Discussion forum has been created on the IEA website	Deliverable realized
<b>Deliverable 2b.</b> Summaries of main discussion results on the open IEA website IEA goal A1/A2	The discussion has recently been opened.	Approaching specific member societies/individuals to contribute to the discussion. Monitoring the responses from member societies/individuals. Stimulating discussion by reacting on issues.
<b>Future of Ergonomics project</b>		
<b>Deliverable 3a:</b> Establishment of a taskforce of a small number of people (4?) from different world regions that have overview of ergonomics, have access to external networks, and are able and willing to organize local meetings between ergonomists and external stakeholders. IEA goal C1	7 societies/countries/regions have been active in discussions on the future of ergonomics. Japan (JES) Nordic countries (NES) Indonesia (Manuaba) Germany (GfA) USA (HFES) Australia (Victoria Branch of HFES) Netherlands (REN, certified ergonomists) - See Status Report on the Future of Ergonomics project June 2008	Monitor and support local discussion on the future of ergonomics.
<b>Deliverable 3b:</b> Identification and classification of external stakeholders and their networks		

IEA goal C1		
<b>Deliverable 3c:</b> Debates in several parts of the world between ergonomists and external stakeholders IEA goal C1		
<b>Deliverable 3d:</b> “Living” discussion document on the future of ergonomics IEA goal C1	About 100 documents on the future of ergonomics were collected. A selection of documents will be the IEA website (restricted access)	Classification and analysis of the topics discussed in the documents. Discussion notes on selected topics for local discussion in member societies Access to documents on the future of ergonomics
<b>Deliverable 3e:</b> Workshops at IEA2009 to present the results and discuss its consequences IEA goal C1	Currently three sessions on Future of Ergonomics are planned. <ul style="list-style-type: none"> <li>- Session on developments in different regions (e.g. Europe, Asia, USA)</li> <li>- session on specific topics derived from a</li> <li>- session about linking ergonomics to other disciplines/practices (engineering, and business and management)</li> </ul>	Organization of the session on the basis of results of the discussions

# Future of Ergonomics Project

## Status Report June 2008

Jan Dul  
Chair IEA Development Committee

IEA Society	Contact person	Present Status	Planned activities in the coming time	Expected milestones/results	Publication #
Japanese Ergonomics Society	Yushi Fujita ( <a href="mailto:y.fjt@technova.co.jp">y.fjt@technova.co.jp</a> ) Sadao Horino ( <a href="mailto:horino@kanagawa-u.ac.jp">horino@kanagawa-u.ac.jp</a> )	- Report: <i>The JES ergonomics road</i> , 2006 - Session “Developing Roadmaps for Interactive Application of Ergonomics in Industry and Community Service” at AEI2008, USA	Identification of specific topics for further discussion at IEA2009		S1, S12
Nordic Ergonomic Society	Kai Olsen, Norway ( <a href="mailto:kaiskai@hotmail.com">kaiskai@hotmail.com</a> ) In co-operation with: Jakob Ugelvig Christiansen, Denmark, Oili Kettunen, Finland, Berglind Helgadottir, Iceland, Haraldur Haraldsson, Iceland, Christina Johnsson, Sweden.	- Document 1: “ <i>Is there something like Nordic Ergonomics</i> ” (2006) - Document 2: “ <i>Nordisk Ergonomi session NES2006</i> ” (2006) - Document 3: The Nordic tradition in ergonomics for the future (2007) - Workshop “The Nordic Ergonomics in the future” at NES 2008			S2, S3, S4
Indonesia	Adnyana Manuaba ( <a href="mailto:adnyanamanuaba@yahoo.com">adnyanamanuaba@yahoo.com</a> )	Proceedings Bali workshop (2006)	See action plan in workshop proceedings (funding needed to realize actions)		S5
Gesellschaft für Arbeitswissenschaft (Germany)	Klaus Zink ( <a href="mailto:klaus.j.zink@ita-kl.de">klaus.j.zink@ita-kl.de</a> ) Helmut Strasser ( <a href="mailto:h.strasser@aws.mb.uni-siegen.de">h.strasser@aws.mb.uni-siegen.de</a> )	- Document: <i>Die Zukunft der Arbeit erforschen</i> . (2000) - Document: <i>Arbeitswissenschaftliche Forschung</i> (2004)	- Education: GfA Academy at website. - Research: trends as shown in document		S6,S7
Human Factors and Ergonomics Society (USA)	Waldemar Karwowski ( <a href="mailto:wkar@mail.ucf.edu">wkar@mail.ucf.edu</a> ) Alan Hedge	Document: <i>From Past to future: building a collective vision for HFES 2020+</i> (2007)			S8,S9, S15

	(ah29@cornell.edu)	Document: <i>On the Future of Ergonomics: HFES Members Speak Out</i> (2008) (increasing jobmarkets for ergonomists: health care, consulting, consumer product design, or human-computer interaction and usability testing.)			
Victorian Branch of the Human Factors and Ergonomics society of Australia	Christine Waring (Christine.waring@dhs.vic.gov.au)	- Document: <i>IEA 3 year project on the Future of Ergonomics</i> - Working group for gathering members' views of future			S10
Society of Certified Ergonomists in the Netherlands (REN), affiliated with the Dutch Ergonomics Society	Tjeerd van Zadelhoff (tjeerd.van.zadelhoff@arbo.unie.nl)	- Brainstorm session " <i>the future of European ergonomists</i> " (2007) - Document on strengthening the reputation of ergonomists by - Media coverage (TV / newspapers / internet) about the ergonomic causes of accidents or disasters - Tools for individual members to promote their being Eur. Erg. - ReN Website - National contest for companies with ergonomic problems, the most challenging problem will be cost-neutrally solved future of ergonomics by Eur. Ergs		- 120 Dutch Eur. Erg's in 2012.. - a clear distinction between fields of operation between ergonomists and eur. erg.'s	S11

## INTRODUCTION

Considering the main objective of the IDC Committee which are promotes, coordinates, and implements ergonomic activities in industrially developing countries by supporting local and regional initiatives concerning research, development, training, and conferences, the IDC/IEA has carried out actions which reflects these objectives.

In according to IEA Strategic Plan, IDC Committee has developed the following actions to be carried out between 2007-2009:

1. To support the work of member societies by helping ergonomics societies in developing regions organize joint conferences such as the SEAES Triennial Conference by Ergonomics Society of Thailand and the ULAERGO 2007 - 2nd. Congress of the Latin America Union of Ergonomics, etc.
2. To support participation of industrially developing countries (IDCs) in IEA activities supporting IDC members travel to IEA related conferences. It will make some actions in order to obtain funds to support attendance at congresses. In 2006 the IEA supported over 40 attendees from developing countries to the IEA Congress in Maastricht.
3. To support the continuing growth of ergonomics in IDCs by training and education facilitating the conduct of knowledge and competency-based workshops. We plan to organize a mining workshop which may be the starting point to the IEA development and verification of the Ergonomics Checkpoints.
4. To provide IDCs with ergonomics knowledge by stimulating the existing IEA mechanisms distributing free resource material to libraries such as books, conference proceedings, etc. This service is continuing to be done by the IEA Book donation program. This has involved books sent to Nigeria and conference proceedings sent to 11 libraries in IDCs.
5. To enhance the quality of professional practice and education in ergonomics maintaining and disseminating IEA minimum criteria for the process of certification of an ergonomists. This aims to disseminate certification criteria to IDCs and help with their implementation particularly in Latin America and Asia. This activity is done in conjunction with the PSE committee.
6. To promote ergonomics in geographical regions where particular support is needed appointing representatives from different regions to form a network of regional resource persons; supporting existing societies in their revival or restructuring effort; facilitating the inauguration of new ergonomics societies in IDCs; and facilitating the federation of newly formed ergonomics societies in IEA. There are new ergonomics societies created in 2007 included Equator and Venezuela in Latin America.
7. In 2008 three countries will be considered by the IEA Council for membership. These include Latvia, Tunisia and Ecuador.
8. Some countries are in the phase of developing new Societies such is: Arabian, Sri Lanka and Vietnam. A number of IEA members are also in contact to stimulate the creation of new societies in Cuba, Costa Rica, Uruguay, Puerto Rico, Mauritius.
9. To promote applications of ergonomics in all aspects of life promoting collaboration in ergonomics projects among government and international bodies. This aim will be reached by collaborative projects including representatives from WHO, ILO, Liberty Mutual, NIOSH and other international focused bodies undertaking global projects with the IEA. We are currently

exploring the possibility of leading an international project on the design of face masks for Asian populations to protect against SARS and Avian Influenza.

**REPORT OF ACCOMPLISHMENTS AND FUTURE ACTIVITIES**

Objectives of the SC	Accomplishments for 2007-2008	Plan for 2008-2009
<p><b>Objective A1 – To support the work of member societies</b>            [2] To facilitate joint events between member societies when this will not conflict with the operations of these societies            [2.1] To help ergonomics societies in developing regions organize joint conferences</p>	<p>2007 – AEDEC/Agriculture workshop            2007 –ULAERGO Congress hosted by the Colombian Ergonomics Society</p>	<p>2008 – Support or organize ABERGO 2008 – Congress of the Brazilian Ergonomics Association            2008 - Support Cyberg2008 hosted by UNIMAS, Malaysia  <b>Deliverable:</b>            CD-ROM proceedings provided to IDCs.            Participation of IDCs in Cyberg 2008</p>
<p>[4] To support member societies to disseminate ergonomics knowledge at various levels            [4.1]To support content development and webcast of ergonomics programs by experts to member societies in developing regions            [4.2] To facilitate translation of ergonomics educational material into different languages (e.g. Portuguese, Spanish)</p>	<p>2007-Attended the webcast on “Ergonomic tools to quantify the risk of workplace MSDs of the upper extremities” promoted by the Canadian Ergonomic Society.</p>	<p>2008-Stimulate IDC members to attend the webcast on “Job rotation as a strategy to reduce risk of musculoskeletal injuries” promoted by the Canadian Ergonomic Society.  <b>Deliverable:</b>            Webcast programs involving IDC delegates.</p> <p>2008- Collaborate with the translation into Portuguese of the University of Nottingham Distance Learning materials.</p> <p>2008 – Explore Distance Learning programs in ergonomics that could be translated into Spanish for use in Latin America.</p>
<p>[5] To support participation of industrially developing countries (IDCs) in IEA activities            [5.1] To support IDC members travel to IEA related conferences</p>	<p>2007 – AEDEC/Agriculture workshop</p>	<p>2008 – SEAES Triennial Conference, Thailand            2008 – Cyberg 2008            2009 – IEA Triennial Congress, Beijing, China  <b>Potential source:</b>            - IEA Self funds/HFES/OIT</p>
<p>[6] To support the continuing growth of ergonomics in IDCs by</p>	<p>2007 – <i>Agricultural Checkpoints</i> developed by the IEA in</p>	<p>2008 – <i>Agricultural Checkpoints</i> developed and launched by the</p>

<p>training and education</p> <p>[6.1] To facilitate the conduct of knowledge and competency-based workshops</p>	<p>conjunction with the ILO</p>	<p>ILO</p> <p>2008 – 2<sup>nd</sup> Edition of the Ergonomics Checkpoints launched by the ILO</p> <p>2009 – <i>Mining Checkpoints</i> (Botswana, South Africa, Brazil, Colombia) developed and workshops conducted.</p> <p>2009-Workshop in Mauritius</p> <p>2009-Mining Workshop in Brazil.</p>
<p>[7] To provide IDCs with ergonomics knowledge by stimulating the existing IEA mechanisms.</p> <p>[7,1] To help distribute free resource material to libraries and relevant NGOs in IDCs</p>		<p>2009 – IEA Triennial Congress</p> <p><b>Deliverables:</b> books, conference proceedings, etc.</p>
<p>[7.2] To facilitate contacts for IDCs with HFE/ ergonomics experts in the conduct of professional activities</p>		<p>2009 –Contacted to represent IEA/IDC at a course in Cuba</p>
<p><b>Objective B2 – To facilitate knowledge exchange and collaboration</b></p> <p>[2] To provide appropriate support of regional groups in ergonomics when this does not conflict with the operations of member societies</p>	<p>2008 - To facilitate ULAERGO in realizing their mission and goals as an IEA network contributing to the election of the new ULAERGO EC.</p> <p>2008 - To facilitate and contribute to the creation of SEAES as an IEA network</p>	
<p><b>Objective B3 – To enhance the quality of professional practice and education in ergonomics</b></p> <p>[9] To maintain and disseminate IEA minimum criteria for the process of certification of an ergonomists</p>	<p>2007 – Discussion with ES from Latin America during the ULAERGO Congress</p>	<p>2009 – Discussion with ES in Asia after the development of SEAES as a Network.</p>
<p><b>Objective C1 – To promote recognition of ergonomics discipline</b></p> <p>[2] To promote ergonomics in geographical regions where particular support is needed</p> <p>[2.1] To appoint representatives</p>		<p>2008 – IEA promotes ergonomics in Botswana with the Mining industry</p> <p>2008 – regional based resource persons will be appointed to liaise with the regions on their</p>



from different regions to form a network of regional resource persons		respective needs
[2.2] To appoint representatives from different regions to form societies	Dr. Ricardo Montero – Cuba Maximiliano Izzi, Uruguay Adriana Campos Fumero, Costa Rica Lida Orta, Puerto Rico Mohammad Jauhangeer, Mauritius	2008 – Regional representatives will work in partnerships on ergonomics projects.
[2.3] To support existing societies in their revival or restructuring effort	2007: restructure SEAES to ASEAES (IEA network)	
[2.4] To facilitate the inauguration of new ergonomics societies in IDCs		2008-2009 Costa Rica Cuba Mauritius Puerto Rico Uruguay
[2.5] To facilitate the federation of newly formed ergonomics societies in IEA	2008: New Ergonomics Societies identified include; Ecuadorian Ergonomics Society Malaysian Ergonomics Society	2008-Ergonomics Association of Peru (ASPERG). 2008-Venezuelan Ergonomics and Occupational Health Research Union
<b>Objective C2 – To promote applications of ergonomics in all aspects of life</b> [3] To promote collaboration in ergonomics projects among government and international bodies [3.1] To appoint a representative from WHO, ILO, Liberty Mutual, Safework on special task committee	2007- Collaboration of the IEA with the ICOH, IOHA and WHO in the face masks project for pandemics.  2007- Close liaison with the WHO, ILO Safework, ISO and Liberty Mutual in a range of joint programs	2008 – further consultation will be required to commence this project with the support from all parties.  2008 – Joint projects include the KOSHA conference in Korea and the World OHS Summit involving IEA participation.

Report of IEA Professional Standards and Education Standing Committee

DATE: 12 June, 2008

INTRODUCTION

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

The Chair of the PSE is Thomas J. Smith (University of Minnesota), who accepted this position at the end of May, 2007.

REPORT OF ACCOMPLISHMENTS AND FUTURE ACTIVITIES

Objectives of the PSE	Accomplishments for 2007-2008	Plan for 2008-2009
<p>Endorses certification schemes, provides advice about their development, and provides guidance on professional conduct, ethics and standards for ergonomics education.</p> <p>The primary IEA Strategic Plan Objectives that this PSE Objective supports are as follows: (1) Objective A2 - Improve IEA Operational Effectiveness; and (2) Objective B3 - Enhance The Quality Of Professional Practice And Education In Ergonomics.</p>	<p>PSE Standing Committee accomplishments since the 2007 IEA EC Meeting in Boston are as follows.</p> <p>1. <u>Establishment of Two Subcommittees</u>            Two PSE Standing Committee Subcommittees have been established, a PSE Standing Committee Certification Subcommittee and a PSE Standing Committee Education Subcommittee. The PSE Standing Committee Chair serves on both subcommittees.</p> <p>Three additional E/HF professionals have volunteered to serve on the PSE Standing Committee Certification Subcommittee: Dr. Robert Bridger, Dr. Peter Budnick, and Prof. Kazuo Aoki. A resident of the U.K., Dr. Bridger has provided recommendations to the IEA PSE Standing Committee regarding both IEA certifying body accreditation specifications, and standards for tertiary level ergonomics education programs. Dr. Bridger also is author of the internationally recognized text, "Introduction to Ergonomics" (2<sup>nd</sup> Edition, 2003). Dr. Budnick is Chair of the Board of Certification in Professional Ergonomists (BCPE) in the U.S., and President and CEO of Ergoweb Inc. Prof. Aoki is Chair of the Japan Ergonomics Society Committee on Certification of Professional Ergonomists, and a Professor in the Dept. of Medical &amp; Welfare Engineering, Nihon University College of Science &amp; Technology in Tokyo, Japan.</p> <p>Two additional E/HF professionals have volunteered to serve on the PSE Standing Committee Education Subcommittee: Prof. Francis Daniellou, and Dr. Ian Gibson. Prof. Daniellou is Professor of Ergonomics at the University of Bordeaux, France, and has managed the Masters Program in Ergonomics there since 1994. He also has participated in work carried out by the French College of Academics in Ergonomics, and is coauthor of the text, "Understanding and Transforming Work. The Practice of Ergonomics." (2006). A resident of Sydney, Australia, Dr. Gibson has provided recommendations to the IEA PSE Standing Committee</p>	<p>Applications from certifying bodies received during 2008-09 for IEA accreditation will be reviewed by members of the IEA PSE Certification Subcommittee, and a consensus recommendation of acceptance or rejection of the application will be submitted to the IEA EC for final consideration.</p> <p>It is anticipated that the process for implementing Recommendation 1, introduced in Point 4 of Column 2 (accomplishments) will entail the following steps:</p> <ul style="list-style-type: none"> <li>• preparation of revised draft basic document (thirteenth appendix of Appendix 3) (7/08)</li> <li>• dissemination of revised draft to IEA EC members, and to members of IEA PSE Education and Certification Subcommittees (7/08)</li> <li>• review and discussion of revised draft by IEA EC during Iceland EC meeting (8/08)</li> <li>• usability analysis of revised draft (Appendix VII, Recommendation 5) through solicitation of feedback critiques of revised draft from representatives of selected ergonomics education programs in selected countries worldwide</li> </ul>

	<p>regarding IEA specifications for core competencies for ergonomists.</p> <p>2. <u>Accreditation of BCNZE</u>  An application for IEA certifying body accreditation was submitted by the Board of Certification of New Zealand Ergonomists (BCNZE) in June, 2007, and subsequently approved by the IEA Executive Council in December, 2007, after prior review of the application by the PSE Standing Committee Chair and by Dr. Robert Bridger.</p> <p>To facilitate review of this and future certifying body accreditation applications to the IEA, the PSE Standing Committee Chair developed an IEA Certifying Body Accreditation Compliance Checklist, a copy of which is provided in Appendix 1. The checklist contains a total of 42 compliance items distilled from specifications contained in two IEA certifying body accreditation reference documents (provided on the IEA web site): (1) Minimum Criteria for the Process of Certification of an Ergonomist, Version 4, October 2001; and (2) Criteria for IEA Endorsement of Certifying Bodies, Version 4, October 2001.</p> <p>The purpose of the checklist contained in Appendix 1 is twofold: (1) to provide guidance to certifying body accreditation applicants as to key compliance specifications that should be addressed in accreditation applications; and (2) to facilitate review of accreditation applications by members of the PSE Standing Committee Certification Subcommittee by providing a summary of key compliance provisions whose specification reviewers should verify in accreditation applications submitted for review.</p> <p>3. <u>Certifying Body Feedback on IEA Certifying Body Accreditation Process</u>  As noted in the 2007 report from this standing committee, a decision was made to solicit feedback from certifying bodies previously accredited by the IEA as to their perspectives and experiences with the accreditation process. To this end, letters requesting such feedback were forwarded to representatives of the Japan Ergonomics Society, the Board of Certification in Professional Ergonomics (U.S.); the Centre for Registration of European Ergonomists (CREE), and the Professional Affairs Board for the UK Ergonomics Society.</p> <p>To date, one response from these requests has been received, from Maggie Graf providing the CREE perspective. A copy of the letter from Ms. Graf is provided in Appendix 2.</p> <p>The major points raised by Ms. Graf in her response are summarized below. It is recommended that this response be placed on the agenda for discussion during the upcoming IEA EC meeting in Iceland.</p> <ul style="list-style-type: none"> <li>• The IEA should coordinate communication of experience amongst certification boards.</li> <li>• The IEA should facilitate development of, or adjudicate oversight of, a process whereby certification credentials earned by professional ergonomists receive mutual recognition by different certifying bodies (i.e., BCPE certification qualifies</li> </ul>	<p>(9/08-5/09)</p> <ul style="list-style-type: none"> <li>• modifications and updates to revised draft, based on feedback received (1/09-5/09)</li> <li>• dissemination of updated draft to members of IEA EC for review (5/09)</li> <li>• consideration of updated draft for formal adoption as IEA basic document by IEA EC at IEA 9<sup>th</sup> International Congress (8/09)</li> </ul> <p>IEA PSE Standing Committee issues and initiatives recommended for review and discussion by the IEA EC at the Iceland EC meeting:</p> <ul style="list-style-type: none"> <li>• Issues regarding the IEA PSE certifying body accreditation process addressed in CREE feedback letter from Maggie Graf (Appendix 2; Point 3 in column 2, Accomplishments)</li> <li>• Recommendations 1-3 pertaining to proposed rationalization of IEA guidelines for quality standards and core competency specifications for ergonomics education programs (Appendix 3; Point 4 in column 2, Accomplishments)</li> <li>• Revised IEA basic document draft that delineates details of the accreditation program proposed under Recommendation 1, and that incorporates features of this program advocated under Recommendations 2 and 3 (these recommendations are presented in Appendix 3, and in Point 4 of column 2, Accomplishments).</li> </ul> <p>This revised IEA basic document draft currently is in preparation. It is anticipated that the document will be completed in July, 2008, and will be submitted to members of the IEA EC for review in time for discussion at the Iceland meeting.</p>
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for CREE certification, or *vice versa*).

- The IEA should continue to serve as a primary accrediting body for certification systems.
- The IEA should provide guidelines as to the minimum educational requirements for ergonomists, but should not be too prescriptive in this area, as the profession is developing rapidly and the needs of the community are changing---there are discussions in several countries about the necessary depth and width of the training, on the basis that a complete in-depth knowledge of the whole field is probably no longer realistic.
- The IEA should consider defining minimum criteria for endorsement of ergonomist training programs, but should recognize that there may be differences in regional market needs for such training on the part of different countries/teaching authorities.
- The IEA should assume a role for oversight/regulation of certification of ergonomists from countries that do not have a certification system, including development of guidelines/agreement as to which countries should set up their own systems, and which countries should be encouraged to join an established group.
- The IEA should not assume the task of certifying ergonomists---this is a massive task which requires a lot of knowledge of national variations in training schemes.
- CREE is skeptical about the idea that the IEA should develop a performance appraisal system for certifying bodies. It is easy to provide information about the number of certification applications processed (input performance), but the professional benefits (output performance) are not easy to quantify.

4. Rationalization of IEA Guidelines for Quality Standards and Core Competency Specifications for Ergonomics Education Programs. A Proposal to the IEA Executive Committee

A proposal to the IEA EC for rationalization of IEA guidelines dealing with quality standards and core competency specifications for ergonomics education programs in different countries has been developed and is presented in Appendix 3.

Based on the analysis provided in Appendix 3, the following three recommendations to support such rationalization are introduced for the IEA EC to consider: (1) *Recommendation 1*. The IEA PSE should develop and implement an accreditation program for university-level ergonomics education programs. Guidelines and standards specified for accreditation under this program should address general criteria and principles for accreditation, but guidelines for curriculum content should be limited to *bona fide* minimum specifications for education program content and for performance expectations for professional ergonomists graduating from such programs; (2) *Recommendation 2*. As regards the degree level that the accreditation program advocated in Recommendation 1 should target, a 'hybrid' approach is proposed. That is,

	<p>the degree level target of IEA guidelines and standards for ergonomics education programs should be deliberately vague, but the basic document should emphasize that a Masters degree represents the most widely recognized degree level for achieving recognition and certification as a professional ergonomist; and (3) <i>Recommendation 3</i>. Specifications of core competencies for professional ergonomists should emphasize both content- and performance-based competencies. However, for both domains of competency, the guidelines cited should represent minimum specifications, and the document should refer the user to other sources for more detail (possibly appendices to the document itself).</p> <p>A revised IEA basic document draft that delineates details of the accreditation program proposed under Recommendation 1, and that incorporates features of this program advocated under Recommendations 2 and 3, is in preparation. It is anticipated that this document will be completed in July, 2008, and will be submitted to members of the IEA EC for review in time for discussion at the Iceland meeting.</p>	
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## **Appendix 1**

### **International Ergonomics Association Accreditation of Certifying Bodies Checklist to Verify Certifying Body Compliance with Accreditation Criteria**

# **International Ergonomics Association Accreditation of Certifying Bodies**

## **Certifying Body Compliance with Accreditation Criteria**

### **Compliance Checklist**

.

**Certifying Body Applicant:**

**Reviewer:**

**Date(s) of Review:**

Degree of Compliance with Accreditation Criterion			Accreditation Criterion	Comments	Section (or pages) of Reference Document
Fully Complies	Partially Complies	Does Not Comply			
<i>IEA Reference Document</i>			<i>Minimum Criteria for the Process of Certification of an Ergonomist, Version 4, October 2001</i>		
			1. Expected standards of ergonomics practice are clearly defined by the certifying body.		
			2. The certification process must apply a range of effective measures to determine the applicant's competence as an ergonomist.		
			3. Evaluation of applications for certification should be carried out by qualified assessors.		
			4. The certification process should familiarize applicants with a Code of Conduct for professional ergonomists.		
<i>IEA Reference Document</i>			<i>Criteria for IEA Endorsement of Certifying Bodies, Version 4, October 2001</i>		
			1. The certifying body should be acceptable to any relevant Federated Society.		
			2. The certifying body should be national or international in scope.		
			3. The certifying body should be separate and independent from any educational body or institution.		
			4. The certifying body should have a governing body comprising certified ergonomists, reflecting a range of impartial ergonomic interests.		
			5. The certifying body should be responsible for formulation of policy matters relating to operation of the certifying body.		
			6. The certifying body should have the financial resources to conduct the certification procedure efficiently.		
			7. The certifying body should be operated for no profit.		
			8. The certifying body should be explicit about its legal status.		
			9. The certifying body should be staffed by personnel knowledgeable about ergonomics.		
			10. Eligibility criteria used by the certifying body should be defined clearly, and should include specific reference to qualifications, supervised experience, and professional experience of the applicant, plus any other evidence required		



			for the certification process.		
			11. Eligibility criteria used by the certifying body should not be dependent on whether the applicant is a member of a relevant Ergonomics Society.		
			12. Eligibility criteria used by the certifying body should be non-discriminatory in terms of gender, ethnicity, religion, or physical status.		
			13. Eligibility criteria used by the certifying body should be related to contemporary ergonomics theory and practice.		
			14. Eligibility criteria used by the certifying body should refer to requirements for recency of an individual's practice.		
			15. The procedural information provided by the certifying body to applicants should include literature clearly outlining the formal procedures to be followed by the applicant in seeking certification.		
			16. The procedural information provided by the certifying body to applicants should include the deadlines for applying for certification in any year.		
			17. The procedural information provided by the certifying body to applicants should include information on all fees relevant to the process.		
			18. The procedural information provided by the certifying body to applicants should include the process used by the certifying body in evaluating the suitability of the applicant for certification.		
			19. The procedural information provided by the certifying body to applicants should include the standards of competency to be applied in all aspects of the review.		
			20. The processes followed by the certifying body should be properly documented.		
			21. The processes followed by the certifying body should include statements and rules relating to the current process of certification and policies relating to the granting of certification.		
			22. The processes followed by the certifying body should be reviewed regularly to ensure their currency in relation to ergonomics practice.		
			23. The processes followed by the certifying body should include a documented appeal mechanism.		
			24. Where an examination forms part of the review, the standards expected should be relevant to current practice and should be clearly defined.		
			25. Where an examination forms part of the review, mechanisms should exist to ensure confidentiality of the examination and its outcomes.		

			26. Where an examination forms part of the review, the form of evaluation should be a valid test of the competencies assessed.		
			27. Where an examination forms part of the review, methods used by the certifying body to test the reliability of the assessment should be described.		
			28. When appointing certification personnel, the certifying body must have access to a pool of qualified and competent certification personnel to carry out certification and recertification reviews.		
			29. When appointing certification personnel, the certifying personnel must be competent in the areas in which they will make evaluations.		
			30. When appointing certification personnel, up-to-date information on relevant qualifications, training and experience of certifying personnel should be maintained.		
			31. When appointing certification personnel, clear guidelines relating to duties and responsibilities of certifying personnel will be provided by the certifying body.		
			32. The certifying body should have established processes for giving adequate feedback about deficiencies to applications who have not attained certification.		
			33. The certifying body should keep a record of all policies and regulations relating to its process.		
			34. The certifying body should keep a confidential record of details of each certification procedure followed for individual applicants.		
			35. The certifying body should publish an annual report, including reference to numbers of applicants and outcomes of the process.		
			36. The certifying body should maintain an up-to-date, publicly accessible, register of ergonomists who have been certified.		
			37. The certifying body should publish its financial statements annually.		
			38. The certifying body must have an established re-certification process that should define the period of currency for any certification awarded.		

**Summary Comments and Recommendations of Reviewer:**

## **Appendix 2**

### **Letter From Maggie Graf Providing Feedback on the Perspective and Experience of the Centre for Registration of European Ergonomists with the IEA Certifying Body Accreditation Process**

Thomas J. Smith, Ph.D., CHFP  
School of Kinesiology  
University of Minnesota  
226 Cooke Hall  
1900 University Avenue SE  
Minneapolis, MN 55455

03 December 2007

**Re:** Your letter of July 9, 2007

Dear Mr Smith

Firstly we would like to apologise for the delay in responding to your letter. Officially the CREE meets only twice each year and several of the points on your letter were not easy to answer. After discussion with David Caple at the IEA meeting in Boston and communication with the previous president of CREE, Philippe Mairiaux I think I can now answer in a way that might help you.

Unfortunately nobody on the current executive board of CREE was involved in the endorsement of CREE by the IEA. Philippe Mairiaux informed me that it also took place before his presidency, so we have not been able to contact any of the people involved to ask their opinions. Philippe replaced Nigel Corlett, who has been retired now for many years. The outcome of this is that we are not able to make any comments on the process.

You asked what role the IEA should have in professional endorsement. We believe that there is a need for some communication of experience amongst the certification boards and this is a role that could be undertaken by the IEA. The IEA could provide a platform for this exchange in some form or another.

Furthermore we have a need for regulation of the mutual recognition between certifying bodies. We have had applications from ergonomists who are certified, for example, with the BCPE and who would like to get Eur.Erg certification. Apparently there was some agreement between CREE and the BCPE on this matter but it is outdated. This coordination could be facilitated by help from the IEA.

You asked whether the IEA should be the accrediting body for certification systems. There are organisations that are specialised in accrediting certification systems. It is not an easy task and perhaps it is best left to these organisations. Within CREE we have briefly discussed getting accreditation as a certifying body as it may increase the acceptance of Eur.Ergs in industry. On the other hand we very much appreciate our endorsement by the IEA as the official certifying body for ergonomists in Europe. We would like you to continue to take this role such that "competitor" certification systems are discouraged.

The IEA could also give guidelines as to the minimum educational requirements for ergonomists. On the other hand we feel that it may be counterproductive to be too prescriptive in this area, as the profession is developing rapidly and the needs of the community are changing. In this respect the documents that you supplied to us are very interesting. The CREE is currently reviewing the minimum requirements for certification as a European Ergonomist and this has involved reviewing the minimum educational requirements. We are aware that there are discussions in several countries about the necessary depth and width of the training, on the basis that a complete in-depth knowledge of the whole field is probably no longer realistic.

Endorsement of training programs is also a theme for debate within CREE. We have some experience doing this and some unsolved problems, not the least of which is how to assess teaching quality. Again, it may be advisable to let countries / teaching authorities respond to market needs. Nevertheless minimum criteria could be defined.

We are currently receiving a number of applications from countries which are not represented in CREE. This is posing a problem for us. A role of the IEA could be to regulate the certification for people from countries that do not have a certification system. Here we would like some agreement about which countries should set up their own systems and which countries should be encouraged to join an established group. As an example, the countries within the Council of Europe should be encouraged to join CREE. If we do not meet their needs then the IEA could mediate a solution.

We would strongly recommend that the IEA does not assume the task of certification for all ergonomists. This is a massive task which requires a lot of knowledge of national variations in training schemes. We are prepared to give further details of our experiences to reinforce this point.

In regard to the performance appraisal system that you propose we are also sceptical. It is very easy for us to provide information about the number of applications that we process (input performance) but the professional benefits (output) are not easy to quantify. We would welcome some discussion of this matter, as it is also of concern to us, but the primary question must be what advantage this will have and to whom. The aim should be to ultimately provide incentives for ergonomists to raise their professional standards. Additionally it should help them to raise their professional status in the communities in which they work.

We are looking forward to further discussion on these issues and welcome the initiative that you have shown in contacting us.

Yours sincerely,

A handwritten signature in black ink, appearing to be 'A. G. R.' or similar, written in a cursive style.

**Appendix 3**

**Rationalization of IEA Guidelines for Quality Standards and Core Competency Specifications for  
Ergonomics Education Programs**

**A Proposal to the IEA Executive Committee**

**Rationalization of IEA Guidelines for Quality Standards and Core Competency Specifications for Ergonomics Education Programs**

**A Proposal to the IEA Executive Committee**

Thomas J. Smith, Ph.D., CHFP  
Chair, IEA Professional Standards and Education Standing Committee  
Research Associate  
School of Kinesiology  
University of Minnesota

June, 2008



## List of Appendices

- Appendix I Core Competencies in Ergonomics: Introduction - Version 4, October 2001
- Appendix II Summary of Core Competencies in Ergonomics: Units and Elements of Competency - Version 3, October 2001
- Appendix III IEA Guidelines on Professional Training and Recognition in Ergonomics: Scope and Intention - Version 4, January 2003
- Appendix IV Guidelines on Standards for Accreditation of Ergonomics Education Programs at Tertiary (University) Level - Version 2, January 2003
- Appendix V IEA Guidelines on the Minimum Specifications for a Masters Degree in Ergonomics/Human Factors - Version 1 (March 11, 2005). Report of Workshop held during the Ergonomics Society Annual Conference, UK, April 2005, led by Dr. Robin Hooper
- Appendix VI IEA Guidelines on the Minimum Specifications for a Masters Degree in Ergonomics/Human Factors - Version 2 (draft issued on behalf of IEA PSE Standing Committee EES by Prof. Stephen Legg, September 20, 2005)
- Appendix VII Development and Promulgation of Guidelines Regarding Graduate Education in Ergonomics - the Role of the International Ergonomics Association. A Perspective (submission to the IEA EC by Thomas J. Smith, April 22, 2007)
- Appendix VIII. R.S. Bridger. Basic Ergonomics: Skills, Competencies and Knowledge (abstracted from Bridger, R.S. (2003). *Instructor's Manual for Introduction to Ergonomics*. London: Taylor and Francis)
- Appendix IX Centre for Registration of European Ergonomists. HETPEP Model for European Ergonomists
- Appendix X Francis Daniellou. Professional Ergonomics Master Programs. Performance Objectives for Professional Ergonomists
- Appendix XI Robert Bridger. Critique of IEA Basic Document, 'Guidelines on Standards for Accreditation of Ergonomics Education Programs at Tertiary (University) Level' (Appendix IV)
- Appendix XII Ian Gibson. A Brief Review of Documentation on Competencies
- Appendix XIII Revised Guidelines on Standards for Accreditation of Ergonomics Education Programs at Tertiary (University) Level - Version 1 draft, July, 2008

## **Purpose and Rationale**

Since appointment of Prof. Stephen Legg in 2003 to head the IEA Professional Standards and Education (PSE) Standing Committee, the Committee has struggled with the issue of the nature and extent of standards and guidance that the IEA should provide to ergonomics education programs in different countries throughout the world. This issue encompasses the putative roles of the IEA both in serving as an accrediting body, as well as in specifying educational competency standards, for such programs. Still unresolved are a number of major dimensions of this issue, which may be framed as a series of questions.

1. Should the IEA be responsible for formal accreditation of the standards of quality of ergonomics education programs, or rather for providing more informal guidance as to the quality standards that such programs should strive to develop and achieve?
2. What degree level should the IEA target, in terms of providing some level of guidance for standards of quality for ergonomics education programs?
3. What criteria should the IEA use to define core competencies expected of a professional ergonomist--- specification-based competencies (i.e., demonstrated competencies in different domains of knowledge and skill), performance-based competencies (i.e., standards expected of the ergonomist in the course of execution of professional work performance), or both?
4. What level of detail should the IEA specify in defining the core competencies addressed in Question 3? That is, what are the "minimum standards" that the IEA should specify for the purpose of providing standards and guidance for ergonomics education programs.

The purpose of this submission is to propose a framework for the IEA to adopt that will address the questions outlined above, and that will thereby rationalize the nature and extent of standards and guidance that the IEA provides to ergonomics education programs on an international basis. The rationale for the proposal is embodied in the above questions, which remain unresolved despite promulgation by the IEA of a series of standards and specifications in this area dating back to 2001.

## **Background and Reference Sources**

Official IEA standards and guidance of ergonomics education programs are embodied in five PSE documents dating back to 2001: (1) Core Competencies in Ergonomics: Introduction - Version 4, October 2001 (Appendix I); (2) Summary of Core Competencies in Ergonomics: Units and Elements of Competency - Version 3, October 2001 (Appendix II); (3) Full Version of Core Competencies in Ergonomics: Units, Elements, and Performance Criteria - Version 2, October 2001 [1] (numbers in brackets refer to references cited in the last section of this submission); (4) IEA Guidelines on Professional Training and Recognition in Ergonomics: Scope and Intention - Version 4, January 2003 (Appendix III); and (5) Guidelines on Standards for Accreditation of Ergonomics Education Programs at Tertiary (University Level) - Version 2, January 2003 (Appendix IV). Of these documents, only numbers 1, 2, and 5 currently are listed for access by the public on the IEA web site (the reason(s) for limiting access to the other two documents is not known to me). Document 3 (Full Version of Core Competencies) [1], which represents an expanded version of Document 2 (Appendix II), is not included as an appendix in this submission, for reasons addressed below.

As noted above, Prof. Stephen Legg accepted the position of Chair of the PSE in 2003 with a mandate to develop IEA guidelines on specifications for a Masters degree in ergonomics/ human factors (E/HF). For the purpose of addressing this question, Legg formed an Ergonomics Education Subcommittee (EES) of the PSE in 2004 (the author of this submission served as an EES member), and convened a number of workshops on different continents to solicit feedback from selected professional ergonomists. These efforts are summarized in [2] (numbers in brackets refer to references cited in the last section of this submission). To accompany the summary in [2], based on the feedback provided plus his own perspective on the matter, Legg issued version 1 of a draft advocating a series of guidelines on minimum specifications for a Masters degree in E/HF [3].

One significant contribution from the workshops convened by Legg was that of the Ergonomics Society (U.K.), a copy of which is provided in Appendix V. This document provides a critical perspective on the Legg version 1 draft [3], raising a series of concerns that will be reviewed in the next section.

In 2005, on behalf of the PSE Standing Committee, Legg issued version 2 of a draft advocating a series of guidelines on minimum specifications for a Masters degree in E/HF, a copy of which is in Appendix VI. This draft updates the version 1 draft [3], based on further workshop and professional ergonomist feedback.

In 2005, Smith forwarded to Legg a letter [4] criticizing the version 2 draft contained in Appendix VI, based on the observations that: (1) there was extensive overlap between the stipulations for ergonomics education program content contained in the Legg draft, and those contained in the 2003 Guidelines document contained in Appendix IV; and (2) there were a series of other shortcomings as well in the draft. Subsequently, Smith followed up on this letter with a report to the IEA EC providing a perspective on the role of the IEA in developing and promulgating guidelines regarding graduate education in ergonomics. This report, a copy of which is in Appendix VII, contains a series of five recommendations for modifying and rationalizing the role of the IEA in providing guidance regarding standards and core competency specifications for ergonomics education programs. The present submission represents transformation of these recommendations into a proposed IEA basic document.

Despite the Smith critique ([4]; Appendix VII) of the Legg draft (Appendix VI), the Legg draft represents an important contribution to the debate about how the IEA should interact with ergonomics education programs on a worldwide basis, for four key reasons: (1) unlike the 2003 Guidance document (Appendix IV), it avoids promulgating any explicit position regarding whether or not the IEA should be responsible for accrediting ergonomics education programs (Question 1 above); (2) it specifies explicitly that the IEA should focus on Masters degree programs for the purpose of providing guidance for standards of ergonomics programs at the University level (Question 2 above)---contrast this focus with the less explicit focus on degree level of the Guidelines document in Appendix IV; (3) it delineates why a Masters degree is the most useful degree for an individual wishing to pursue a career as a professional ergonomist, and in so doing provides a rationale for this focus; and (4) it introduces, for the first time in documentation among the IEA community about ergonomics education, the possible significance of distance education as a means of providing ergonomics education.

This brings us to Questions 3 and 4 above, concerning that nature and extent of core competencies to be expected of professional ergonomists. The existing IEA basic documents specify criteria for the content (Appendix IV) of ergonomics education programs (Appendix I uses the term 'Elements of Competency' to refer to content criteria), as well as criteria for professional performance (Appendix II; [1]) to be expected of graduates of such programs. As

Table 1. Degree of overlap in IEA basic documents between criteria for content of ergonomics education programs (Appendix IV), and criteria for performance of professional ergonomists (Appendix II).

<b>IEA Basic Document Criteria for Performance of Professional Ergonomists (entries listed refer to numbered bullets in Appendix II)</b>	<b>IEA Basic Document Criteria for Content of Ergonomics Education Programs (entries listed refer to numbered bullets in Appendix IV).</b>
1.1	43,44
1.2	
1.3	55
1.4	49
1.5	
1.6	51
1.7	
2.1	
2.2	45,46,47,48
2.3	
2.4	52
2.5	
3.1	
3.2	54
4.1	50
4.2	
4.3	53
4.4	
4.5	
5.1	
5.2	
5.3	
5.4	
5.5	
5.6	
6.1	57
6.2	56,57
6.3	57
7.1	
7.2	
7.3	
8.1	
8.2	58
8.3	
8.4	
8.5	
9.1	
9.2	
9.3	
9.4	
9.5	

summarized in Table 1 above, there is a substantial lack of overlap between the content and the performance criteria. In particular, all of the content criteria specified in bullets 44-58 in Appendix IV (Content of Ergonomics Curriculum section), correspond to performance criteria specified in Appendix II, but there are 28 performance criteria (over two-thirds of the 41 criteria specified in Appendix II) for which there are no directly

corresponding content criteria. Furthermore, Table 1 indicates that the order of the content criteria in Appendix IV (bullets 44-58) is not aligned with the order of the corresponding performance criteria in Appendix II.

As shown in Appendix 1 of the Smith critique (Appendix VII) of the Legg version 2 draft (Appendix VI), there is complete overlap between the content criteria (bullets 44-58) of the IEA basic document (Appendix IV), and those specified by Legg in his version 2 draft (Appendix VI).

A number of reference sources can be cited that address the question of what constitutes 'minimum specifications' for either content or performance criteria. Table 2 provides various perspectives on this question as regards content criteria for ergonomics education programs. The specifications in Table 2 are drawn from seven sources: (1) the IEA basic document in Appendix IV (column 1); (2) the Board for Certification of New Zealand Ergonomists (BCNZE) [5] (column 2); (3) the Board of Certification in Professional Ergonomics (BCPE) [6, p. 3] (column 3); (4) Bridger's Instructor's Manual for his text, *The Introduction to Ergonomics* (Appendix VIII) (column 4); (5) the Centre for Registration of European Ergonomists (CREE) (Appendix IX) (column 5); (6) the Human Factors and Ergonomics Society (HFES) document, *Accreditation Self-Study Report Guide* [7, pp. 9-11] (column 6); and (7) the Japan Ergonomics Society (JES) [8, p. 3] (column 7). Except for the specifications of the IEA (column 1) and of Bridger (column 4), the remaining sources in Table 2 represent either certifying or accrediting bodies for ergonomics education programs (at present, the IEA does not formally accredit ergonomics education programs).

It should be emphasized that for each source cited in Table 2, the elements listed for that source represent broad categorical content specifications. Under each category a series of more specific topic areas are recommended for the educational program to cover, to provide the ergonomist in training with knowledge and skill necessary to achieve understanding in each of the broad categorical areas.

The information in Table 2 prompts a number of conclusions. The most detailed specifications are those of Bridger (column 4)---these reflect the layout of chapters in his introductory ergonomics text (as indicated in Appendix XIII, Bridger lists a series of knowledge and skill topic areas, as well as performance criteria, for each of the categorical content areas specified in Table 2).

There are broad similarities in the minimum specification topic areas cited by BCNZE, BCPE, CREE, HFES, and JES, that for each of these five sources number either 5 or 6 specifications. These specifications without question are either drawn directly from, or largely inspired by, recommendations contained in a working group document published by Rookmaaker and colleagues in 1992 [9] (the BCPE and CREE documents explicitly cite this source). With two specifications emphasizing acquisition of research knowledge and skill, the HFES specifications show the most evident differences from those for the other four certifying bodies.

It is noteworthy that the categories of Bridger (column 4) by and large can be mapped onto the minimum specification categories of the certifying/accrediting bodies. This can be

Table 2. Different perspectives on 'minimum specifications' for ergonomics education program content criteria.

<b>IEA Basic Document. Guidelines on Standards for Accreditation of Ergonomics Education Programs at Tertiary (University Level) – Version 2, January 2003 (Appendix IV)</b>	<b>Board for Certification of New Zealand Ergonomists (BCNZE) [5]</b> ( <a href="http://www.ergonomics.org.nz/Docs/BCNZE_FlowChart_Nov05.pdf">http://www.ergonomics.org.nz/Docs/BCNZE_FlowChart_Nov05.pdf</a> )	<b>Board of Certification in Professional Ergonomics (BCPE) [6, p. 3]</b> ( <a href="http://bcpe.org/store/list.asp?RecordID=4">http://bcpe.org/store/list.asp?RecordID=4</a> )	<b>Bridger (Appendix VIII)</b>	<b>Centre for Registration of European Ergonomists (CREE) (Appendix IX)</b> ( <a href="http://www.eurerg.org/CREE%20-%20HETPEP%20criteria%20V2%20-%20June%202007.pdf">http://www.eurerg.org/CREE%20-%20HETPEP%20criteria%20V2%20-%20June%202007.pdf</a> )	<b>Human Factors and Ergonomics Society (HFES) [7, pp. 9-11]</b>	<b>Japan Ergonomics Society (JES) [8, p. 3]</b>
1. An understanding of the theoretical bases for ergonomic planning and review of the workplace	1. Ergonomics principles	1. Ergonomics principles	1. Introductory ergonomics	1. Ergonomics principles	1. Knowledge about properties of people	1. Basic principles of ergonomics
2. An appreciation of the effect of factors influencing health and human performance that have the potential for generating injury, disease or disorder	2. Human characteristics	2. Human characteristics	2. Posture and biomechanics	2. Human characteristics	2. Research methodologies	2. Physical & mental characteristics of human beings
3. An understanding of the requirements for safety and the concepts of risk, risk assessment and risk management	3. Work analysis and measurement	3. Work analysis and measurement	3. Anthropometry	3. Work analysis and measurement	3. Analysis and design methodologies	3. Analysis and evaluation of work
4. An appreciation of the extent of human variability influencing design	4. People and technology	4. People and technology	4. Seating/workspace	4. People and technology	4. Skills (4A. Communication) (4B. Mathematical and Statistical) (4C. Computer)	4. Sciences and technologies regarding human beings

5. An understanding of methods of quantitative and qualitative measurement relevant to ergonomic appraisal and design	5. Professional issues	5. Applied research and/or design	5. Repetitive work	5. Applications	5. Research experience	5. Practical application of ergonomics
6. Analysis of current guidelines, standards and legislation		6. Professional issues	6. Manual handling	6. Professional issues	6. Practical experience	
7. Identification of potential or existing high risk areas and high risk tasks			7. Physiology/stress			
8. Ability to communicate effectively with the client and professional colleagues in verbal and written form			8. Physiology/work-load/work capacity			
9. Application of the principles of systems theory and systems design			9. Work environment /assessment			
10. Application of appropriate concepts and principles at an organization level			11. Vision/lighting			
11. Ability to outline and justify appropriate recommendations for design or intervention			12. Hearing/noise			

12. Ability to carry out evaluative research relevant to ergonomics			13. Human information processing			
			14. Displays and controls			
			15. Basics of HCI			
			16. Accidents and error			
			17. Ergonomics and organizational/ macroergonomic factors			



Table 3. Different perspectives on 'minimum performance specifications' for professional ergonomists trained by ergonomics education programs.

<b>IEA Basic Document. Summary of Core Competencies in Ergonomics: Units and Elements of Competency - Version 3, October 2001 (Appendix II)</b>	<b>Human Factors and Ergonomics Society of Australia (HFESA) and New Zealand Ergonomics Society (NZES) Competency-Based Standards Project [10]</b> ( <a href="http://www.ergonomics.org.au/documents/CompetenciesErgonomistsNov97.pdf">http://www.ergonomics.org.au/documents/CompetenciesErgonomistsNov97.pdf</a> )	<b>Daniellou (Appendix X)</b>
Unit 1. Investigates and analyses the demands for ergonomics design to ensure appropriate interaction between work, product and environment, and human needs, capabilities and limitations	Unit 1. Demonstrates professional behaviour and conduct in practice	1. An ergonomist must be able to negotiate his/her mission
Unit 2. Analyses and interprets findings of ergonomics investigations	Unit 2. Uses relevant information appropriately for ergonomics practice	2. An ergonomist must manage his positioning
Unit 3. Documents ergonomics findings appropriately	Unit 3. Assesses the degree of match between people and their activities, equipment, environment and systems	3. An ergonomist must understand the context in depth
Unit 4. Determines the compatibility of human capabilities with planned or existing demands	Unit 4. Designs and implements interventions to enhance the match between people and their activities, equipment, environment and systems	4. An ergonomist must be comfortable with observing workplaces
Unit 5. Develops a plan for ergonomics design or intervention	Unit 5. Evaluates ergonomics interventions	5. An ergonomist must be prepared for unexpected findings
Unit 6. Makes appropriate recommendations for ergonomics changes	Unit 6. Imparts ergonomics skills and information	6. An ergonomist must be in one's element in design processes
Unit 7. Implements recommendations to improve human performance		7. An ergonomist should be prepared for reflective practice
Unit 8. Evaluates outcome of implementing ergonomics recommendations		8. An ergonomist should be prepared to handle pedagogical situations
Unit 9. Demonstrates professional behaviour		9. An ergonomist must be familiar with different media of communication
		10. An ergonomist should be prepared for assessment issues

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Table 4. Degree of overlap between performance specifications provided by the three sources in Table 3 (elements cited are defined in Table 3)

IEA Basic Document Specification (Table 3, column 1)	HFESA/NZES Element that Overlaps with IEA Basic Document Specification (Table 3, column 2)	Daniellou Element that Overlaps with IEA Basic Document Specification (Table 3, column 3)
Unit 1	Unit 3	Elements 1, 3, 4
Unit 2	Unit 2	Elements 1, 3, 4
Unit 3	Unit 6	Elements 8, 9
Unit 4	Unit 3	Elements 1, 3, 4
Unit 5	Unit 4	Elements 6, 10
Unit 6	Unit 4	Elements 6, 10
Unit 7	Unit 4	Elements 6, 10
Unit 8	Unit 5	Elements 6, 10
Unit 9	Unit 1	Elements 1, 2

demonstrated as follows, using the CREE specifications (column 5) as an example (CREE specifications cited first, Bridger topics cited in parentheses): (1) Ergonomics Principles (Introductory Ergonomics); (2) Human Characteristics (Posture and Biomechanics, Anthropometry, Physiology/Stress, Physiology/Workload/Work Capacity, Vision, Hearing, Human Information Processing); (3) Work Analysis and Measurement (Seating/Workspace, Repetitive Work, Manual Handling, Work Environment/Assessment, Accidents and Error, Ergonomics and Organizational/Macroergonomic Factors); and (4) People and Technology (Lighting, Noise, Displays and Controls, Basics of HCI).

The IEA specifications cited in Table 2 (column 1; Appendix IV, bullets 44-58) stand in distinct contrast to specifications cited for the remaining sources. They are more verbose and less concise. They lack a precise categorical framework evident in specifications cited for the remaining sources, and on the basis of this lack it can be argued that they do not represent 'minimum specifications.' In the opinion of this observer, these deficiencies mark the IEA specifications as clearly inferior to those advocated by the other sources.

What about 'minimum performance specifications' for professional ergonomists trained by ergonomics education programs. Table 3 offers three perspectives on this question, namely those of the IEA core competency summary basic document (Appendix II) (column 1), the Human Factors and Ergonomics Society of Australia (HFESA) and the New Zealand Ergonomics Society (NZES) [10] (column 2), and Daniellou (Appendix X) (column 3). The IEA and HFESA/NZES specifications are promulgated by these professional HF/E bodies. The specifications of Daniellou are based on: (1) experience as a Professor of Ergonomics at the University of Bordeaux (France); (2) management of a Masters program in Ergonomics at this institution since 1994; and (3) work carried out by the French College of Academics in Ergonomics.

For each of the three sources cited in Table 3, the elements listed for that source represent broad categorical performance specifications. Under each category a series of more specific performance objectives are indicated relevant to the broader performance category (see Appendices II and X for examples).

The information in Table 3 prompts the following conclusions. First, unlike the case for ergonomics education program content (Table 2), performance specifications for professional ergonomists provided by the three sources cited in Table 3 are reasonably comparable. With 6

elements, the HFESA/NZES specifications are the most concise, whereas the number of elements for the remaining two sources is almost identical.

Second, as summarized in Table 4, there is a reasonable degree of overlap in the performance specifications provided by the three sources. The Daniellou specifications are broader and less explicit than those for the remaining two sources---consequently, the overlap designations in the third column of Table 4 are based on an attempt by this observer to interpret the meaning of some of the Daniellou elements. Nevertheless, it appears reasonably clear that Elements 5 and 7 of the Daniellou specifications (Table 3, column 3) have no evident counterparts among the elements for the remaining two sources.

Third, there are some evident shortcomings among specifications for each of the three sources listed in Table 3. For the IEA basic document specifications (Table 3, column 1), it can be argued that: (1) Units 1 and 4 are more or less redundant; (2) Units 6, 7, and 8 readily could be combined into one element; and (3) in some (perhaps many) instances, the Unit 7 specification is unrealistic---a professional ergonomist may have no opportunity or latitude for 'implementing recommendations to improve human performance,' given that decisions governing such implementation may be the prerogative of the client or employer.

For the HFESA/NZES specifications (Table 3, column 2), it can be argued that the meaning of the Unit 6 specification---'imparts ergonomics skills and information'---is somewhat vague. Compare with the more explicit specification of Unit 3 of the IEA basic document (Table 3, column 1): 'documents ergonomics findings appropriately.'

Lack of clarity is even more of a problem with the Daniellou specifications (Table 3, column 3). Particularly, it can be argued that the meanings of the following phrases---'must be able to negotiate his/her mission,' 'must manage his positioning,' and 'should be prepared for reflective practice'---are somewhat uncertain.

Based on the foregoing analysis, the final conclusion regarding the performance specifications provided by the three sources in Table 3 is that each of the three lists of elements could be construed as providing 'minimum specifications,' but that a more compelling set of 'minimum specifications' might be compiled by combining the best elements from each of the three sources.

It perhaps is not surprising that IEA basic documents dealing with core competencies for professional ergonomists have attracted critical attention from other sources. Appendix XI contains a critique of the IEA Guidelines and Standards for Accreditation of Ergonomics Education Programs basic document (Appendix IV), submitted by Robert Bridger in response to an invitation from current IEA President, David Caple. Bridger provides 20 critical comments on this basic document, and specifically addresses problematic aspects of 18 sections of bullets of the document. He closes by advocating a performance-based (as opposed to a content-based) approach to assessing core competencies for professional ergonomists, and criticizing the 'heavy' nature of the IEA basic document guidelines in Appendix IV. It also is noteworthy that Bridger assumes that 'Ergonomics Education Programs at Tertiary (University) Level' refers to Masters Level educational programs.

Gibson has provided a critique of the IEA basic documents dealing with core competencies for professional ergonomists, a copy of which is in Appendix XII. This document was developed as advisory input to the HFESA Professional Advisory Board (PAB).

Gibson leads off his analysis with a review of the rather convoluted set of IEA basic documents dealing with core competencies for professional ergonomists. He goes on to offer four critical comments (Appendix XII, p. 4) regarding the nine units in the IEA basic documents

dealing with core competencies for professional ergonomists (Table 3, column 1; Appendix II; [1]), followed by a comparison of these units with the six units of core competency specified by the HFESA and NZES (Table 3, column 2; [10]). Gibson closes with a series of conclusions, the first one of which is that the HFESA/NZES document dealing with core competencies [10] is more consistent in format and general readability than the IEA core competency documents.

### **Recommendations**

The foregoing analysis supports the following series of recommendations to the IEA EC. These are aimed at development of a revised IEA basic document that provides a more rational approach to IEA guidelines for standards and core competency specifications for ergonomics education programs. The order of the recommendations proposed is aligned with the questions raised at the outset of this submission.

#### *Question 1:*

Should the IEA be responsible for formal accreditation of the standards of quality of ergonomics education programs, or rather for providing more informal guidance as to the quality standards that such programs should strive to develop and achieve?

#### *Recommendation 1:*

The IEA PSE should develop and implement an accreditation program for university-level ergonomics education programs. Guidelines and standards specified for accreditation under this program should address general criteria and principles for accreditation (exemplified by pages 1-4 in the IEA basic document in Appendix IV, and by pages 1-8 in the Legg Version 2 document in Appendix VI), but guidelines for curriculum content should be limited to bona fide minimum specifications for education program content and for performance expectations for professional ergonomists graduating from such programs. A revised IEA basic document draft for such an accreditation program (Appendix XIII) is in preparation that will delineate the approach proposed for this program.

#### *Rationale for Recommendation 1:*

Both the IEA basic document (Appendix IV) and Legg (Appendix VI) hedge their bets when it comes to the question of IEA accreditation of ergonomics education programs. The former source states (Point 7), 'The criteria which *could* be applied to an accreditation process are outlined in some detail within this document' (italics mine). The latter source states (Point 13z), '*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 or recognised group of Societies' (italics mine for both quotes). The fact of the matter is that the IEA currently does not accredit ergonomics education programs, and that (despite the claim of Legg in the second quote above) there are no international standards for accreditation of such programs. To the knowledge of this observer, only two E/HF professional bodies formerly accredit university level ergonomics education programs, namely: (1) CREE [11, Modules, pp. 4-5]; and (2) HFES [7, Appendix A, Curriculum, pp. 10-15]. Strictly speaking, the guidance for program accreditation provided by these two bodies cannot be considered truly international in scope.

In contrast, the number of IEA Federated Societies is approaching 50 (three new applications, from Tunisia, Ecuador, and Nigeria, in the last two months alone). As the only truly international E/HF body, the IEA is uniquely and appropriately positioned to assume the responsibility of accrediting ergonomics education programs, particularly those in countries that manifest an emerging or expanding focus on E/HF science. The IEA PSE already formerly accredits certification programs---there is no compelling reason why responsibilities of this committee could not also be extended to formal accreditation of ergonomics education programs. However, as the foregoing analysis points out, existing documents that anticipate this goal (Appendices IV and VI) are inadequate from a number of standpoints. Hence the need for a revised basic document (Appendix XIII).

*Process for Implementing Recommendation 1:*

It is anticipated that the process for implementing Recommendation 1 will entail the following steps:

- preparation of revised draft basic document (Appendix XIII) (7/08)
- dissemination of revised draft to IEA EC members, and to members of IEA PSE Education and Certification Subcommittees (7/08)
- review and discussion of revised draft by IEA EC during Iceland EC meeting (8/08)
- usability analysis of revised draft (Appendix VII, Recommendation 5) through solicitation of feedback critiques of revised draft from representatives of selected ergonomics education programs in selected countries worldwide (9/08-5/09)
- modifications and updates to revised draft, based on feedback received (1/09-5/09)
- dissemination of updated draft to members of IEA EC for review (5/09)
- consideration of updated draft for formal adoption as IEA basic document by IEA EC at IEA 9<sup>th</sup> International Congress (8/09)

*Question 2:*

What degree level should the IEA target, in terms of providing some level of guidance for standards of quality for ergonomics education programs?

*Recommendation 2:*

A 'hybrid' approach is proposed. That is, the degree level target of IEA guidelines and standards for ergonomics education programs should be deliberately vague, but the basic document should emphasize that a Masters degree represents the most widely recognized degree level for achieving recognition and certification as a professional ergonomist.

*Rationale for Recommendation 2:*

The title of the IEA basic document in Appendix IV exemplifies lack of specificity regarding what exact degree should be offered by an ergonomics education program. Conceivably, either a robust E/HF undergraduate degree, or an E/HF doctoral degree, might qualify for IEA accreditation under guidelines and standards envisioned under Recommendation 1 (see Appendix XIII). Yet as noted previously, Legg (Appendix VI) provides a compelling argument for the conclusion that a Masters degree represents the most widely recognized degree level for achieving recognition and certification as a professional ergonomist. Bridger (Appendix XI) implicitly agrees with this point. The Ergonomics Society Workshop document (Appendix V)

points out that an IEA guidelines document on ergonomics education programs should recognize and accommodate the fact that there are two type of Masters programs, namely specialist and conversion programs.

*Questions 3 and 4:*

What criteria should the IEA use to define core competencies expected of a professional ergonomist--content-based competencies (i.e., demonstrated competencies in different domains of knowledge and skill), performance-based competencies (i.e., standards expected of the ergonomist in the course of execution of professional work performance), or both?

What level of detail should the IEA specify in defining the core competencies addressed in Question 3? That is, what are the "minimum standards" that the IEA should specify for the purpose of providing standards and guidance for ergonomics education programs.

*Recommendation 3:*

Specifications of core competencies for professional ergonomists should emphasize both content- and performance-based competencies. However, for both domains of competency, the guidelines cited should represent minimum specifications, and the document should refer the user to other sources for more detail (possibly appendices to the document itself).

*Rationale for Recommendation 3:*

Various documents cited previously (Appendices IV, V, VI, VII, and XI) make the point that the IEA should avoid being too explicit in its specifications for content-based guidelines and standards. Yet information in Table 2 supports the conclusion that the IEA basic document (Appendix IV) ignores this warning. As regards performance-based specifications, the information from three sources in Table 3 indicates that there is a greater level of concordance as to what units represent minimal specifications. Thus, one key challenge in developing a revised guidance document (Appendix XIII) is to abstract consensus information from both Tables 2 and 3 for purposes of delineating minimum specifications for both content- and performance-based guidelines.

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## Science Technology and Practice Standing Committee

### Goal

The prime goal of the Science Technology and Practice (STP) Committee is to promote and coordinate the exchange of scientific and technical information at the international level. This is accomplished through five main objectives.

### Objectives

1. To create Technical Committees which address specific areas of technical interest in human factors and ergonomics, and to promote their activities through various means;
2. To develop and disseminate human factors and ergonomics knowledge through the Ergonomics Compendium;
3. To assist in developing the program for the IEA Triennial Congress, in cooperation with the Technical Committees;
4. To facilitate the IEA in endorsement of scientific events; and
5. To serve as a reviewer for IEA endorsement of scientific publications.

### Structure and Functions

The STP work is primarily operationalized through the Technical Committees (TCs). Presently, there are **twenty-three** TCs, with two in the making,

[http://www.iea.cc/browse.php?contID=technical\\_committees\\_home](http://www.iea.cc/browse.php?contID=technical_committees_home)

The STP acts in accordance to guidelines that were specially developed for the purpose of transparency and efficient action. To expedite decision making, the STP Chair liaises directly with the IEA Officers and Executive Committee (EC) through various communication modes, especially *email* and *skype*. These decisions are highlighted at EC meetings for record purposes.

### Accomplishments and Future Activities

Objectives of the SC	Accomplishments for 2007-2008	Foreseen Plan for 2009
<p>1. To create Technical Committees which address specific areas of technical interest in human factors and ergonomics</p> <p><i>IEA Strategic Plan</i> Goal B. To advance the science and practice of ergonomics at an international level</p> <p><b>Objective B1 – To advance the science and practice of</b></p>	<p>Two TCs were dissolved:</p> <ul style="list-style-type: none"> <li>• <b>Human Reliability TC</b>, effective December 2007 as its scientific functions overlapped with that of Process Control TC;</li> <li>• <b>Quality Management TC</b>, effective April 2008 as the Chair claimed that it had not been active for the last 5 years; moreover, most of the issues are covered under ODAM and Process Control TCs.</li> </ul> <p>Three (3) new TCs were formed between September 2007 to June 2008:</p> <ul style="list-style-type: none"> <li>• <b>Online Communities</b> (Chair: Andrew Thatcher, South Africa), endorsed March 2008. Proposal initiated in October 2007.</li> <li>• <b>Transport HFE</b> (Chair: Anabela Simoes,</li> </ul>	<p>Propose to create three (3) new technical committees in the following technical interests, with prospective Chairs:</p> <ul style="list-style-type: none"> <li>• <b>Forensic Investigations</b> (Michael Wogalter, USA)</li> <li>• <b>Cultural Ergonomics</b> (Kenneth Boff, USA)</li> <li>• <b>Cognitive Engineering</b> (Penelope Sanderson, Australia)</li> </ul>



<p><b>ergonomics at an international level</b></p>	<p>Portugal), endorsed March 2008. Proposal initiated in January 2008.</p> <ul style="list-style-type: none"> <li>• <b>Human Simulation and Virtual Environments</b> (Chair: Thomas Alexander, Germany) endorsed in June, 2008. Proposal initiated in April 2008.</li> </ul> <p>Two (2) new TCs are finalizing their proposals:</p> <ul style="list-style-type: none"> <li>• <b>Mining</b> (Chair: Schu Schutte, South Africa). Proposal initiated in March 2008.</li> <li>• <b>Human Factors in Sustainable Development</b> (Chair: Klaus Zink, Germany). Proposal initiated in May 2008.</li> </ul>	
<p><b>Sub-objectives:</b> 1.1. To monitor the progress of TCs, including appointment of Chairs.</p> <p><i>IEA Strategic Plan</i></p> <p>Goal A. To develop more effective communication and collaboration with Technical Committees.</p> <p><b>Objective A2 – To improve STP-TC operational effectiveness</b></p>	<p>Technical Committees provided their Annual Report using the template, see <a href="#">Appendix A</a>.</p> <p>These reports are posted on the TC page of the IEA website.</p>	<p>The 2009 Annual Report is due in June 2009.</p>
<p>1.2. To provide information in the creation of TCs and to support their formation.</p> <p><i>IEA Strategic Plan</i></p> <p>Goal A. To develop more effective communication and collaboration with Technical Committees.</p> <p><b>Objective A2 – To improve STP-TC operational effectiveness</b></p>	<p>A discussion space has been created on the IEA website to enable TC Chairs and members discuss issues related to their respective TCs, <a href="http://www.iea.cc/browse.php?contID=member_login">http://www.iea.cc/browse.php?contID=member_login</a></p> <p>A template for planning and organizing the IEA 2009 Congress was created for use by TCs, see <a href="#">Appendix B</a>. This form helps the Congress organizers in scheduling the program and managing the space for each technical session.</p>	<p>The members' forum space will be reviewed in terms of utility and usability, to enhance access and usage.</p>

<p>1.3. To promote TC Plan of activities.</p> <p><i>IEA Strategic Plan</i></p> <p>Goal A. To develop more effective communication and collaboration with Technical Committees.</p> <p><b>Objective A1 – To support the work of technical committees</b></p>	<p>Each TC creates a Website template (i.e. TC Charter) that is posted on the TC page. The Charter describes the goals and implementation plans of the TCs. The following TC has updated its Charter due to a new Chair appointment:</p> <ul style="list-style-type: none"> <li>• Aging TC</li> </ul> <p>The following new TCs have posted their Charters:</p> <ul style="list-style-type: none"> <li>• Aerospace HFE TC</li> <li>• Online Communities TC</li> <li>• Transport HFE TC</li> </ul> <p>TC news and events are announced in the monthly IEA President’s newsletter.</p>	<p>All TCs are expected to review their Charter based on their Annual Report.</p>
<p>2. To develop and disseminate human factors and ergonomics knowledge through the Ergonomics Compendium.</p> <p><i>IEA Strategic Plan</i></p> <p>Goal B. To advance the science and practice of ergonomics at an international level</p> <p><b>Objective B1 – To advance the science and practice of ergonomics at an international level</b></p>	<p>The <b>Ergonomics Compendium</b> activity was put on hold as it required further review.</p>	
<p>3. To assist in developing the program for the IEA Triennial Congress, in cooperation with the Technical Committees.</p> <p><i>IEA Strategic Plan</i></p> <p>Goal B. To advance the science and practice of ergonomics at an international level.</p>	<p>The IEA 2009 Congress website was updated in April 2008, <a href="http://www.iea2009.org">www.iea2009.org</a></p> <p>A Congress flyer was produced, as per <a href="#">Appendix C</a>. The flyer was disseminated with the IEA newsletter in May 2008.</p> <p>There will be <b>36 Technical Tracks</b> at the Congress:</p> <ul style="list-style-type: none"> <li>• 26 Tracks organized by the IEA TCs;</li> <li>• 10 Tracks organized by members of the International Scientific Committee.</li> </ul> <p>A list of invited plenary speakers was approved by the International Advisory Committee of the Congress. Their names will be announced in the July</p>	<p>There will be new sessions in the program as follow:</p> <ul style="list-style-type: none"> <li>• Meet ISO Committees Panel</li> <li>• Meet-the-Editors panel</li> <li>• Student-to-Student outreach sessions</li> <li>• EQUID workshop</li> <li>• Ergonomics Checkpoints workshop and launch</li> <li>• WEAR database launch</li> <li>• 99 seconds issue sessions</li> </ul>

<p><b>Objective B2 – To facilitate knowledge exchange and collaboration</b></p>	<p>newsletter, and a synopsis of their talks will be posted on the Congress website in August 2008.</p> <p>The plenary addresses will be published in <b>Applied Ergonomics</b>, an IEA endorsed journal, subject to the journal’s editorial requirements.</p> <p>Abstracts (500 words) of proposal are due November 15, 2008. The Calls for Proposals were first published in the May IEA newsletter, and the remaining in the June newsletter.</p> <p>A comprehensive <b>checklist</b> of Congress requirements was created to guide the Organizers in managing the event.</p>	
<p>1. To facilitate the IEA in endorsement of scientific events.</p> <p><i>IEA Strategic Plan</i></p> <p>Goal C. To enhance the contribution of the ergonomics discipline to global society</p> <p><b>Objective C2 – To promote applications of ergonomics in all aspects of life</b></p>	<p>The following event was approved in November 2007 as an IEA endorsed conference:</p> <ul style="list-style-type: none"> <li>• CybErg 2008, hosted by Universiti Malaysia Sarawak, Malaysia. It will be held online from 15 September to 15 October 2008, <a href="http://www.cyberg2008.org">www.cyberg2008.org</a></li> </ul> <p>Other conferences organized in 2008 by IEA <b>federated societies</b> or TCs include:</p> <ul style="list-style-type: none"> <li>• ODAM 2008, March 19-21, Sao Paulo, Brazil.</li> <li>• Ergonomics Society Annual Conference 2008, April 1-3, Nottingham, UK.</li> <li>• HEPS 2008, June 25-28, Strasbourg, France.</li> <li>• NES 2008, August 11-13, Reykjavik, Iceland.</li> <li>• SEAES 2008, October 22-24, Bangkok, Thailand.</li> <li>• HWWE 2008, December 22-24, Pune, India.</li> </ul>	<p>The focus in 2009 will be the IEA 2009 Triennial Congress, August 9-14, to be held at the Lihua Convention Centre, Beijing, China, <a href="http://www.iea2009.org">www.iea2009.org</a></p> <p><i>Nat. Res. Conf.</i></p>
<p>2. To serve as a reviewer for IEA endorsement of scientific publications.</p> <p><i>IEA Strategic Plan</i></p> <p>Goal B. To advance the science and practice of ergonomics at an international level.</p> <p><b>Objective B2 – To facilitate knowledge exchange and collaboration</b></p>	<p>Three (3) Elsevier journals were endorsed by the IEA in October 2007:</p> <ul style="list-style-type: none"> <li>• <b>Accident Analysis &amp; Prevention</b> (Editors: R. Elvik, K. Kim), Publisher: Elsevier.</li> <li>• <b>Journal of Safety Research</b> (Editor-in-Chief: Thomas W. Planek), Publisher: Elsevier.</li> <li>• <b>Safety Science</b> (Editor: A.R. Hale), Publisher: Elsevier.</li> </ul> <p>One (1) IOS Press Journal founded by ECEE TC Chair was endorsed in November 2007:</p> <ul style="list-style-type: none"> <li>• <b>WORK</b> (Founding Editor: Karen Jacobs), Publisher: IOS Press, Netherlands.</li> </ul>	

## Annual Report of IEA Technical Committee

Name of Technical Committee: **Aerospace HFE**

Website/link:

<http://www.iea.cc/browse.php?contID=aerospace&phpMyAdmin=XPyBrlJQjtrNYKM50fpmCYvGm%2C8&phpMyAdmin=jLDUJrGUIxQ-3p3v5atPhaf1Xo8>

Chair: Guy Boy, EURISCO, France

Reporting year: 2008

Steering group (executive members):

- Deborah Boehm-Davis, George Mason University, USA
- Sherry Borener, FAA, USA
- Don Harris, Cranfield University, UK
- Wen-Chin Li, National Defense University, Taiwan
- Nick McDonald, Trinity College, Ireland
- Oliver Straeter, Eurocontrol, Belgium
- Matthew Thomas, University of South Australia, Australia

Working groups:

- Curriculum (Don Harris (Chair), Philippe Palanque, Sylvie Athènes, Pierre Salom, Matthew Thomas, Sonja Straussberger...)
- HFE training to professionals (Matthew Thomas (Chair), Alain Favresse, Glauco Trebbi, Guy Gouardères... people from Airbus, Air France, Lufhansa...)
- ATM of the future (Frank Durso, Bernd Korn, Lucas Noldus, Sonja Straussberger, Florence Reuzeau...)
- Multicultural (Wen-Chin Li (Chair), Don Harris, Beatrice Feuerberg...)
- Methods and tools (Lucas Noldus, Lucas Stephane, Franck Salis, Florence Reuzeau...)
- Networking (Sonja Straussberger, Stéphane Deharvengt, Elena Beauchamp-Akatova, Sylvie Athènes...)
- Maintenance (Nick McDonald, people from Airbus, Dassault...)
- Adaptive systems (Gudela Grote, Lucas Stephane, Lucas Noldus, Bernd Korn, Toshiyuki Inagaki...)
- Accident/incident analysis (Glauco Trebbi, Philippe Palanque, Chris Johnson...)
- Diversification (Toshiyuki Inagaki, Jérôme Barbé, Lucas Stephane, Frank Flemisch, Richard Smyth, Elena Beauchamp-Akatova...)

Current membership (regions and professions):

- Countries: Australia, Belgium, Emirates, France, Germany, Italy, Japan, Netherlands, Switzerland, Taiwan, UK, USA
- Professions: Aviation (pilots), Computer science, Engineering, Physiology, Psychology, Sociology

Activities accomplished in 2008:

- 2008 was really the first year of existence of the IEA Aerospace HFE TC
- kick-off meeting in Toulouse, France, on February 1<sup>st</sup>, 2008
- forming the steering group of the TC
- defining sub-committees by topics of interest
- defining a strategy
- participation in the HCI-Aero 2008 conference to be held on October 1-3 in Toulouse

Activities Planned/Foreseen for 2009:

- Organize Aerospace HFE session(s) at IEA World Congress in Beijing in August 2009
- Consolidate active sub-committees
- Get up to speed

Reference

- Kick-off meeting report, February 1st, 2008, Toulouse, France

## Annual Report of IEA Technical Committee

Name of Technical Committee: **Affective Product Design**

Website/link:

[http://www.iea.cc/browse.php?contID=affective\\_product\\_design&phpMyAdmin=XPyBrIJQjtrNYKM50fpmCYvGm%2C8&phpMyAdmin=jL DUJrGUIxQ-3p3v5atPhaf1Xo8](http://www.iea.cc/browse.php?contID=affective_product_design&phpMyAdmin=XPyBrIJQjtrNYKM50fpmCYvGm%2C8&phpMyAdmin=jL DUJrGUIxQ-3p3v5atPhaf1Xo8)

Chair: Martin Helander; Co-Chair: Halimahtun Khalid

Appointment Date: June 2007

Reporting Year	Work Group/ Executive Members (if applicable)	Current Membership (give breakdown by region and profession)	Activities Accomplished for the Reporting Year (if still in progress, specify when expected)	Activities Planned/Foreseen for the Following Year
2007-2008	<p>Executive Members:</p> <p>Martin Helander Halimahtun Khalid Lin-Lin Chen Peter Hancock Oya Demirbilek Tal Oron-Gilad Anders Opperud</p>	<p>Australia: 1 Canada: 2 China: 1 Germany: 2 Hong Kong: 1 Indonesia: 1 Israel: 2 Malaysia: 4 Philippines: 2 Singapore: 5 Sweden: 2 Taiwan: 2 USA: 3</p> <p>To continue with recruitment of</p>	<p>Activities of the TC in 2007-2008 have been primarily focused on conference participation, with the aim of knowledge-sharing and dissemination on concepts in affective design.</p> <p><b>Conference:</b> 21-24 May 2007 – Organized an affective design session at WWCS 2007 conference in Stockholm, Sweden. Four papers were presented on <i>citarasa</i> engineering.</p> <p>3-5 December 2007 – Organized special session at the IEEM 2007 conference, Singapore, based on the EU IST CATER project. Six papers presented in the session were on affective design topics.</p>	<p>The TC has created a discussion forum on the IEA website to solicit ideas and proposals for the IEA 2009 Congress.</p> <p>Joint sessions with Ergonomics in Product Design TC, and Aging TC are being planned.</p> <p>TC will meet in Beijing, and there may be an appointment of members to the work groups.</p> <p>A dedicated website has been planned for launching in 2009.</p>

		<p>members in other countries, especially at the Design &amp; Emotion Conference in Hong Kong, and the IEA 2009 Congress, China.</p>	<p>13-15 July 2008 – Dagstuhl seminar, Germany. Halimahtun Khalid &amp; Martin Helander invited to present position papers on Affective Design. Seminar on Visual Aesthetics of HCI is being organized by Marc Hassenzahl, Gitte Lindgaard, and Noam Tractinsky.</p> <p>11-13 August 2008 – NES 2008, Iceland. Halimahtun Khalid invited to deliver keynote address on Affective design as ergonomics lifestyle.</p> <p>6-9 October 2008 – Two submissions to the Design &amp; Emotion 2008 Conference, Hong Kong were accepted that focused on emotional design.</p> <p>21-23 October 2008 – One submission to SEAES 2008 on affective design, to be held in Bangkok, Thailand.</p> <p><b>Publications:</b>  Halimahtun Khalid – Chapter on Citarasa Engineering in Festschrift in honour of Holger Luczak (ed. Schlick) Publisher : Springer Verlag.  Martin Helander &amp; Halimahtun Khalid – Chapter on “Emotions and Affect in HMI”, a Handbook on HMI (ed. Guy Boy) publisher: Ashgate.  Lin-Lin Chen – Chief Editor of International Journal of Design that publishes works on affective design.</p> <p><b>Discussion forum:</b>  Initiated the Yahoo group forum in 2007. Forum to be replaced with the IEA members’ forum which has started to gain momentum with the IEA Congress discussion.</p>	
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## Annual Report of IEA Technical Committee

Name of Technical Committee: **Aging**

Website/link: -

Chair(s): Professor Clas-Håkan Nygård      Appointment date: 2007

Reporting Year	Work Group/ Executive Members (if applicable)	Current Membership (give breakdown by region and profession)	Activities Accomplished for the Reporting Year (if still in progress, specify when expected) <sup>1</sup>	Activities Planned/Foreseen for the Following Year
2007-2008	Professor Clas-Håkan Nygård (chair from 2007) Members: Professor Juhani Ilmarinen, Professor Masaharu Kumashiro	Under construction	<p><b>3<sup>rd</sup> International Symposium on Work Ability “Promotion of work ability towards a productive aging”, 22-24 October 2007, Hanoi, Vietnam</b></p> <p>ICOH aging and work committee arranged the third Work ability and aging symposium in Hanoi, Vietnam between October 22<sup>nd</sup> and 24<sup>th</sup> of 2007. The symposium was collaboration between the ICOH and IEA aging committees. The practical arrangements were chaired by professor Kumashiro and his staff from the Department of Ergonomics, Institute of Industrial Ecological Sciences, University of Occupational and Environmental Health, Japan, in collaboration with the Vietnam association of Occupational and Environmental Health. The symposium was attended by 116 persons from 20 countries. During the three days we</p>	<p>Workshop on ageing in Tallinn, Estonia called "Contemporary Problems of Prolonging Work Ability". The workshop is held from 9th to 10th of October, 2008. More details from: <a href="http://cppwa.ttu.ee/programme.html">http://cppwa.ttu.ee/programme.html</a></p> <p>Cooperating with ICOH Aging and committee in planning of Aging sessions at ICOH 2009 in Capetown, South Africa 22-27.3.2009 (<a href="https://www.givengain.com/cgi-bin/giga.cgi?c=1600">https://www.givengain.com/cgi-bin/giga.cgi?c=1600</a> )</p> <p>Planning of aging sessions for IEA 2009, included the planning of an Aging seminar forwarded especially for the Chinese participants.</p>



		<p>had 49 oral and 25 poster presentations. The participants were provided with a CD containing the abstracts of the symposium. The book of abstract from the symposium is free to be down loaded from: <a href="http://www.uoeh-u.ac.jp/kouza/ningen/aging.html">http://www.uoeh-u.ac.jp/kouza/ningen/aging.html</a> .</p> <p>A book of proceedings will be published by Taylor &amp; Francis in 2008.</p> <p>A first common newsletter with the ICOH Aging and work group was sent in May 2008 to the participants of the above mentioned work ability symposium and the ICOH Aging group members.</p> <p>A common “Aging business meeting” for the IEAQ and ICOH groups, chaired by Clas-Håkan Nygård and Masaharu Kumashiro (ICOH, Aging and work chair) was held in Hanoi, Vietnam 22.10.2008 during the Work ability symposium. In the meeting the activities of both committees was presented and discussed.</p> <p>In the same symposium another meeting, chaired by professor Juhani Ilmarinen was held on 23.10.2008, to discuss aging and work ability matters. Especially a formation of a network for use of the Work ability index was discussed. The coordination of the activities was decided to be at the Finnish Institute of Occupational Health in Finland.</p>	
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## Annual Report of IEA Technical Committee

Name of Technical Committee: **Activity Theory for Work Analysis and Design**

Website/link:

[http://www.iea.cc/browse.php?contID=work\\_analysis\\_design&phpMyAdmin=XPyBrlJQjtrNYKM50fpmCYvGm%2C8&phpMyAdmin=jLDUJrGUIxO-3p3v5atPhaf1Xo8](http://www.iea.cc/browse.php?contID=work_analysis_design&phpMyAdmin=XPyBrlJQjtrNYKM50fpmCYvGm%2C8&phpMyAdmin=jLDUJrGUIxO-3p3v5atPhaf1Xo8)

Chair(s): Pascal Béguin.

Appointment Date: July 2005

Reporting Year	Work Group/ Executive Members	Current Membership	Activities Accomplished for the Reporting Year (if still in progress, specify when expected)	Activities Planned/Fore seen for the Following Year
2007-2008	No WG for the moment .  Laura Seppänen (Finnish Institute of Occupational Health) is co-chair for IEA'09.	No procedure for being "membership".  About 160 contributors, from 16 countries (Finland, Norway, Danmark, UK, France, Italy, Portugal, Germany, Russian Federation, Greece, Switzerland, Brazil, South Africa, Australia, Hong Kong and Japan), attends its Symposium at Helsinki, centered on the following sub-themes: 1. Interventions and intervention methodologies in developing work 2. The concepts 'work' and 'activity' in ergonomic research 3. Activity approaches in risk analysis and management 4. Activity-driven design concepts	Publication of the best papers from the meeting hold at Maastricht 2006 in @ctivités, vol 4, n° 1 & 2 ( <a href="http://www.activites.org">http://www.activites.org</a> ).  Organization of the symposium "Activity 2008, Activity analyses for developing work ». 12-14 May, 2008, Helsinki, Finland. <a href="http://www.ttl.fi/Internet/English/Information/International+meetings+and+symposia/Activity2008">http://www.ttl.fi/Internet/English/Information/International+meetings+and+symposia/Activity2008</a> .	Participation of TC in Beijing is discussing.

## Annual Report of IEA Technical Committee

Name of Technical Committee: Anthropometry

Website/link:

<http://www.iea.cc/browse.php?contID=anthropometry&phpMyAdmin=XPyBrIJQjtrNYKM50fpmCYvGm%2C8&phpMyAdmin=jLDUJrGUlxQ-3p3v5atPhaf1Xo8>

Chair(s):Johan Molenbroek Date: July 2008

This TC Anthropometry is started in 2007 after a discussion between the IEA President David Capble and the Wear group, that is active on anthropometry ater IEA 2000 in San Diego and has about 1 or 2 meetings per year for local industry in the countries of the 15 founding members. These Wear-founding member decided in 2007 to become also a member of a IEA TC anthropometry. See above website for objective and plans

Reporting Year	Work Group/ Executive Members (if applicable)	Current Membership (give breakdown by region and profession)	Activities Accomplished for the Reporting Year (if still in progress, specify when expected) <sup>1</sup>	Activities Planned/Foreseen for the Following Year
2007-2008	WG1 standards: Not yet active WG2 DHM Not yet active WG3	<i>Chair</i>  Assoc Prof Dr. Johan F.M. Molenbroek Delft University of Technology Faculty Industrial Design Engineering Landbergstraat 15, 2628CE Delft The Netherlands Tel: +31-15-2783086 Fax: +31-15-2787179 Email: <a href="mailto:j.f.m.molenbroek@tudelft.nl">j.f.m.molenbroek@tudelft.nl</a>	Try to get more members active in the anthropometric field trough networking  Preparing sessions for IEA 2009 with Wear members  First meeting about this in is Paris July 2008	Participation of TC in Beijing conference – symposium being discussed  TC will meet in Beijing  Looking for publication into a special issue of a journal on anthropometry

		<p><b>Members</b></p> <p>Dr Kathleen Robinette Air Force Research Laboratory 2800 Q Street Wright-Patterson AFB, OH 45433-7947 USA Tel (937)255-8810 Fax (937) 255-2019 Email <a href="mailto:kathleen.robinette@wpafb.af.mil">kathleen.robinette@wpafb.af.mil</a></p> <p>Dr Hein Daanen TNO Human Factors Kampweg 53769 DE Soesterberg The Netherlands Tel + 31-346-356402 Email <a href="mailto:Hein.Daanen@tno.nl">Hein.Daanen@tno.nl</a></p> <p>Carla Patrícia Guimarães National Institute of Technology, Av. Venezuela, 82 Térreo - Anexo 4 Centro - Rio de Janeiro - 20 081-312 Brazil <a href="mailto:cpquimas@aol.com.br">cpquimas@aol.com.br</a></p> <p>Makiko Kouchi National Institute of Advanced Industrial Science and Technology, 2-41-6 Aomi, Koto-ku, Tokyo 135-0064, Japan <a href="mailto:m-kouchi@aist.go.jp">m-kouchi@aist.go.jp</a></p> <p>Karen Smit ERGOmics TECHNOlogies POBOX 6264 Pretoria 0001 South Africa <a href="mailto:karen@ergotech.co.za">karen@ergotech.co.za</a></p> <p>Masaaki Mochimaru National Institute of Advanced Industrial</p>	<p>Extra non-WEAR members in 2008:</p> <p>Roelof Montmans IDEWE Belgium</p> <p>Dr Claire Gordon USA Army Natick</p> <p>Dr. Bruce Bradtmiller</p> <p>Related activities are done in the WEAR- group</p> <p>See <a href="http://www.wearanthro.org">www.wearanthro.org</a></p>	
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		<p>Science and Technology, 2-41-6 Aomi, Koto-ku, Tokyo 135-0064, Japan <a href="mailto:m-mochimaru@aist.go.jp">m-mochimaru@aist.go.jp</a></p> <p>Regis Mollard University Paris Descartes, 45 rue des Saints-Peres, 75270 Paris Cedex 06, France <a href="mailto:regis.mollard@univ-paris5.fr">regis.mollard@univ-paris5.fr</a></p> <p>Flavia Pastura National Institute of Technology, Av. Venezuela, 82 Térreo – Anexo 4 Centro - Rio de Janeiro - 20 081-312 Brazil <a href="mailto:flaviach@int.gov.br">flaviach@int.gov.br</a></p> <p>Sandy Ressler National Institute of Standards and Technology, 100 Bureau Drive STOP 8940 Gaithersburg, MD 20899-8940 USA <a href="mailto:sressler@nist.gov">sressler@nist.gov</a></p> <p>Marc Rioux National Research Council Canada, Montreal Road, Building M-50 Ottawa, Canada K1A 0R6 <a href="mailto:Marc.Rioux@nrc-cnrc.gc.ca">Marc.Rioux@nrc-cnrc.gc.ca</a></p> <p>Lee Young Suk Chonnam National University, 300 Yongbong-dong, Puku-gu, Gwangju, 500-757 South Korea <a href="mailto:ysl@chonnam.ac.kr">ysl@chonnam.ac.kr</a></p> <p>Daisy Veitch Sharp Dummies Pty Ltd,</p>		
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		<p>102 Gloucester Avenue, Belair, 5052 Australia <a href="mailto:daisy@sharpdummies.com.au">daisy@sharpdummies.com.au</a></p> <p>Mao-Jiun J. Wang National Tsing Hua University, 101 Sec. 2 Kuang Fu Rd, Hsinchu, Taiwan, Republic of China <a href="mailto:mjwang@ie.nthu.edu.tw">mjwang@ie.nthu.edu.tw</a></p> <p>Roelof Montmans</p> <p>IWEPE Belgium</p> <p><a href="http://www.idewe.be">www.idewe.be</a></p> <p>Claire C. Gordon, Ph.D. Convenor, ISO TC 159/SC3/WG1</p> <p>Senior Research Scientist (ST) Office of the Director US Army Natick Soldier RD&amp;E Center Natick, MA 01760-5020</p> <p>Tel: 508-233-5429 Email:<a href="mailto:claire.gordon@us.army.mil">claire.gordon@us.army.mil</a></p> <p>Bruce Bradtmiller, Ph.D., President Anthrotech 503 Xenia Avenue Yellow Springs, OH 45387 +1-937-767-7226 v +1-937-767-9350 f <a href="mailto:bruce@anthrotech.net">bruce@anthrotech.net</a></p>		
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### Annual Report of IEA Technical Committee

Name of Technical committee: **Auditory Ergonomics**

Website/link: [http://www.iea.cc/browse.php?contID=auditory\\_ergonomics](http://www.iea.cc/browse.php?contID=auditory_ergonomics)

Chair: Ellen Haas

Appointment Date: 2005

Reporting Year	Work Group/Executive Members (if applicable)	Current Membership (give breakdown by region and profession)	Activities Accomplished for the Reporting Year (if still in progress, specify when expected)	Activities Planned/Foreseen for the Following Year
2007-2008	<p>No WG for the moment</p> <p>Dr. Ellen Haas (U.S. Army Research Laboratory) is Chair</p> <p>Dr. James Bliss, Old Dominion University, USA, is Vice-Chair</p>	<p>Members can join from IEA Auditory Ergonomics website, or by emailing chair at ehaas@arl.army.mil</p> <p>Approximately 70 members from 7 countries, including Great Britain, Japan, South Korea, Republic of China, Sweden, United States, the Netherlands.</p>	<p>October 2007, discussed future joint symposia held with International Conference of Auditory Display</p> <p>May 2008, joint symposium in Auditory and Tactile Displays held with Auditory Engineering Society 124<sup>th</sup> Convention in Amsterdam, the Netherlands</p>	<p>Participation of TC in 2009 IEA Beijing conference – symposium being discussed. Also joint sessions with Warnings paper sessions.</p> <p>Will provide IEA 2009 call for papers to researchers performing work in multimodal (audio and tactile/visual) displays</p> <p>TC will meet in Beijing</p>

## Annual Report of IEA Technical Committee

Name of Technical Committee: **Building & Construction**

Website/link: [http://www.iea.cc/browse.php?contID=building\\_construction](http://www.iea.cc/browse.php?contID=building_construction)

Chair(s): Henk F. van der Molen, PhD (NL)

Co-chairs: Scott Schneider, MS CIH (USA) and Ernst A.P. Koningsveld, MSc Eur.Erg (NL)

Appointment Date: 2006

Reporting Year	Work Group/ Executive Members (if applicable)	Current Membership (give breakdown by region and profession)	Activities Accomplished for the Reporting Year (if still in progress, specify when expected) <sup>1</sup>	Activities Planned/Foreseen for the Following Year
2007-2008	Reflecting the international nature of the problems, ergonomists and researchers participate from all over the world. The TC organizes a triennial symposium at the IEA Congresses. Furthermore the TC stimulates information exchange by presentations at international congresses and publication of peer reviewed articles. No executive members.	Unchanged	<p>Cochrane review about the effectiveness of interventions to prevent injuries (2007)</p> <p>Article in Applied Ergonomics (2007)</p> <p>Article in Ergonomics (2008)</p> <p>Presentations at Symposium held at PREMUS, Boston, USA (2007)</p> <p>Applied Ergonomics Conference in Orlando, FL, USA (2008)</p> <p>British Ergonomics Society Conference in Nottingham (2008)</p> <p>ICOH meeting and mini-symposium of scientific committee in Washington, USA (2008)</p>	<p>Special issue of American Journal of Industrial Medicine (2008)</p> <p>Lecture at Italian national meeting on Evidence Based Prevention and Work (2008)</p> <p>ANSI A10.40 standard on Reducing Musculoskeletal Problems in Construction</p> <p>Symposium in IEA Beijing conference (2009)</p> <p>TC will meet in Beijing (2009)</p>



			<p>Invited lecture, round table and workshop at ORP, La Coruna, Spain (2008)</p> <p>NIOSH book on Simple Solutions for Ergonomics in Construction (2008)</p> <p>NIOSH National Occupational Research Agenda (NORA) research goals on musculoskeletal disorders in construction</p>	
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## Annual Report of IEA Technical Committee

Name of Technical Committee: **Ergonomics for Children in Educational Environments (ECEE)**

Website/link: <http://www.iea.cc/ergonomics4children/index.html>

Chair: Karen Jacobs

Appointment Date: July 2007

Reporting Year	Work Group/ Executive Members	Current Membership	Activities Accomplished for the Reporting Year (if still in progress, specify when expected)	Activities Planned/Foreseen for the Following Year
2007-2008	Professor Andree Woodcock BSc MSc PhD Chair of Educational Ergonomics and Design Senior Research Fellow and Postgraduate Tutor The Design and Ergonomics Applied Research Centre Coventry School of Art and Design Priory Street Coventy, UK	We have 97 members from 26 countries (Australia, Brazil, Canada, Columbia, Croatia, Hong Kong, Iran, Ireland, Israel, Japan, Latvia, Malaysia, Mexico, New Zealand, Palestine, Portugal, Russia, Singapore, South Africa, Slovenia, Sri Lanka, Switzerland, UAE, United Kingdom, United States, & Venezuela).	<p>At the 6<sup>th</sup> Annual <b>Scientific Conference on Prevention of Work-Related Musculoskeletal Disorders</b> held in Boston, Massachusetts, USA from August 27-30, 2007 there was a session devoted to <i>MSDs</i> in children and adolescents and included the following:</p> <p><b>Posture during tablet computer use by young children</b>                      Authors: Straker L, Coleman J, Skoss R, Maslen B, Burgess-Limerick R, Pollock C                      Presenter: Straker L</p> <p><b>Next generation workers: identifying and preventing self-reported musculoskeletal discomfort with notebook computer use</b>                      Authors: <i>Jacobs K, Runge K</i>                      Presenter: <i>Jacobs K</i></p> <p><b>An intervention aiming to improve working technique reduce exertion and pain among young computer users with neck and upper extremity symptoms?--a randomized controlled study</b>                      Authors: <i>Lindegård Andersson A, Gustafsson E, Ekman</i></p>	<p><b>2009 Triennial IEA Congress in Beijing, China</b> (August 9-14, 2009).                      Contacts have been made for a technical field trip to a school in Beijing. We are planning to collaborate with other technical committees such as environmental design and education.                      Members have been encouraged to submit papers to the Congress.</p>

	<p>is co-chair for IEA'09.</p>		<p><i>E, Wahlström J</i>  Presenter: <i>Lindegård Andersson A</i></p> <p><b>Playing related musculoskeletal problems in children learning instrumental music</b>  Authors: <i>Ranelli S, Straker L, Smith A</i>  Presenter: <i>Straker L</i></p> <p><b>Physical workload in relation to pain in the low back neck and shoulders in adolescents</b>  Authors: <i>Mikkonen P, Pienimäki T, Remes J, Viikari-Juntura E, Taimela S, Zitting P, Leino-Arjas P, Karppinen J</i>  Presenter: <i>Pienimaki T</i></p> <p><b>Self-reported mechanical exposure and neck shoulder and upper back pain in a prospective cohort of technical school students</b>  Authors: <i>Hanvold TN, Hæg LB, Wærsted M, Veiersted KB</i>  Presenter: <i>Hanvold T</i>  (Chairs: Monique Frings-Dresen &amp; Carol Murphy)</p> <p><b>Special Issue of WORK: A Journal of Prevention, Assessment &amp; Rehabilitation (IOS Press) devoted to Ergonomic Issues Concerning Children, Youths, and Students</b> has completed a call for papers and received 24 submissions. The blind review process is in process and it is anticipated that the special issue will be published in 2009. The guest editor of this special issue is Dr. Carolyn Sommerich from Ohio State University. For information about this special issue go to:  <a href="http://www-iwse.eng.ohio-state.edu/ISEFaculty/sommerich/Work_special_issue.htm">http://www-iwse.eng.ohio-state.edu/ISEFaculty/sommerich/Work_special_issue.htm</a>   </p> <p><b>Cheryl Bennett Memorial Fund</b>  With the assistance of Charlie Bennett (Cheryl's husband) and Dr. Thomas Smith, we are in the beginning phase of setting up a Cheryl Bennett Memorial Fund. Our initial</p>	<p>ECEE TC will meet in Beijing.</p> <p><b>40th Nordic Ergonomics Society Annual Conference</b> in Reykjavík, Iceland (August 11-13, 2008)  (<a href="http://www.nes2008.is">www.nes2008.is</a>). Karen Jacobs will give a keynote address entitled: <i>Ergonomics is a Lifestyle: Preparing the Next Generation of Workers</i>.</p> <p>Stephen Legg was invited to give a workshop on <i>Ergonomics for schools</i>.</p>
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			<p>thoughts are that the Fund will support scholarly work that helps to extend the benefits of ergonomics to children. Some examples of scholarly work might include the development of a 'classroom ergonomics' module; ergonomic innovations in the classroom and classroom ergonomics research projects. It is anticipated that applications for funding will be reviewed on a yearly basis by a committee of the Ergonomics for Children and Educational Environments (ECEE).</p> <p><b>Human Factors and Ergonomics Society (HFES)</b> annual conference (September 22-26, 2008) in New York City, New York, USA will include presentations and a panel discussion on ergonomics for children, youth, and students. An informal meeting of ECEE members is planned.</p>	
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## Annual Report of IEA Technical Committee

Name of Technical Committee: **Ergonomics in Design**

Website/link: -

Chair(s): Pierre-Henri Dejean

Appointment Date: July 2006

Reporting Year	Work Group/ Executive Members (if applicable) Ranking by importance	Current Membership (give breakdown by region and profession)	Activities Accomplished for the Reporting Year (if still in progress, specify when expected) <sup>1</sup>	Activities Planned/Foreseen for the Following Year
2007-2008	<p>WG-1, relationship with EQUID (M. Naël) under the direction of Pierre-Henri Dejean, has about 7 members (could be considered common with EQUID) one part are ergonomist and an another are designers, quality management now and we hope to increase the number with the planned activities, a) tutorial about product design certification, ergonomics applications, Ergonomics/ Design Forum Lyon 2009. b) to help and collaborate with EQUID to organise an EQUID event at IEA Bejin 2009.</p> <p>WG-2, Ergonomics/Design Forum ) under the direction of Pierre-Henri Dejean, has about 10</p>	Unchanged	<p>September 2007. WG-1 held successful round table meeting about ergonomics process design certification September 2007 at the SELF annual congress, St-Malo, France</p> <p>Help to EQUID work to test the referential (link with institutions such as French Institut of Design, ICSID International Council of Society of Industrial Design, CDRA Centre de Design Rhone Alpes, and companies )</p> <p>May 2007. Call to host and organise the first Ergonomics/Design Forum.</p>	<p>Participation of TC in Beijing conference – symposium being discussed</p> <p>May 2009 Lyon Ergonomics/Design</p>

	<p>members one part are ergonomist and another are designers, quality management... now and we hope to increase the number and the geographical position (now France, The Netherlands, Canada, Hong Kong/China, Brazil...)</p> <p>WG-3, Relationship with designers and others Product Design stakeholders</p>		<p>Montreal was interested and Lyon candidate by CDRA (Centre de Design Rhone Alpes)</p> <p>September 2007 to now</p> <p>Collaboration and discussion with CDRA, sponsors,...</p> <p>Introduction of relationships with ICSID</p>	<p>Forum</p> <p>2011 Montreal would be candidate</p> <p>Regarding to organise an inter ergonomics/design problem solving workshop</p> <p>TC will meet in Beijing</p>
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## Annual Report of IEA Technical Committee

Name of Technical Committee: **Gender and Work**

**Website/link:**

[http://www.iea.cc/browse.php?contID=gender\\_and\\_work&phpMyAdmin=XPyBrIJQjtrNYKM50fpmCYvGm%2C8&phpMyAdmin=jLDUJrGUlxQ-3p3v5atPhaf1Xo8](http://www.iea.cc/browse.php?contID=gender_and_work&phpMyAdmin=XPyBrIJQjtrNYKM50fpmCYvGm%2C8&phpMyAdmin=jLDUJrGUlxQ-3p3v5atPhaf1Xo8)

Chair(s): Karen Messing

Appointment Date: July 2006

Reporting Year	Work Group/ Executive Members (if applicable)	Current Membership (give breakdown by region and profession)	Activities Accomplished for the Reporting Year (if still in progress, specify when expected) <sup>1</sup>	Activities Planned/Foreseen for the Following Year
2007-2008	WG-1, under the direction of Sandrine Caroly, has about 20 members who attend its seminars and activities. 1 symposium in September 2007 at the SELF meeting, 1 seminar in January. New Québec working group (“WG-2”?) had its second meeting Oct. 18, 2008 with lectures and discussion. A Spanish-speaking group is now being proposed, out of a research project now in progress in Chile. There have now been three separate invited lectures on gender and ergonomics in Latin America – Peru, Chile and Argentina, which seems to us to be a good starting point. We will present a grant application for this.	Unchanged but we hope to expand in Latin America	<p>August 2007. Symposium held at PREMUS, Boston, USA.</p> <p>September 2007. WG-1 held successful symposium and meeting at SELF, St-Malo, France</p> <p>Grant request presented in Canada but refused.</p> <p>October 2008. WG-2 met in Montréal for seminar and discussion. 20 ergonomists present, another 11 on the mailing list. Another meeting is planned for November 2008.</p>	<p>Participation of TC in Beijing conference – symposium being discussed</p> <p>TC will meet in Beijing</p> <p>Editors of <i>Ergonomics</i> have accepted in principle the idea of a special issue on gender and ergonomics, from presentations in Beijing</p>

<sup>1</sup> I have added activities that were not listed or that were incomplete for 2007.

			<p>Special issue of <i>Scand J Work Environ Health</i> in preparation from papers presented at the PREMUS symposium. Four abstracts were reviewed and accepted, pending evaluation of full papers.</p> <p>Meeting of WG-1 in Geneva, June 9-10 2008.</p> <p>Comments on EQUID document in preparation</p> <p>WG-1 has organized a round table at SELF 2008 in Ajaccio, France in September.</p> <p>Grant is being requested for Canada-Latin America collaboration in ergonomics training</p>	
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## Annual Report of IEA Technical Committee

Name of Technical Committee: **Healthcare Ergonomics (HETC9)**

Website/link: link on IEA website

Chair(s): Dr. Richard H.M. Goossens.

Appointment Date: 2007

Reporting Year	Work Group/ Executive Members	Current Membership	Activities Accomplished for the Reporting Year (if still in progress, specify when expected)	Activities Planned/Fore seen for the Following Year
2007-2008	No WG for the moment .  Dr. Richard H.M. Goossens is co-chair for IEA'09.	About 95 members in 17 countries (a.o. United Kingdom, USA, The Netherlands, India, Italy, Sweden, Portugal Denmark, Germany, France, Finland, Australia, Switzerland )	Steering committee Healthcare Systems Ergonomics and Patient Safety. 25-27 June, 2008, Strasbourg, France. <a href="http://www.heps2008.org">www.heps2008.org</a>	Participation of TC in IEA 2009, Beijing.  Monthly newsletter  Website

# Annual Report of IEA Technical Committee

Name of Technical Committee: **Musculoskeletal Disorders (MSD)**

Website/link: -

Chair(s): **Enrico Occhipinti** (University of Milan- Italy)

Appointment Date: **Informal :2003. Formal : 2004**

Reporting Year	Work Group/ Executive Members (if applicable)	Current Membership (give breakdown by region and profession)	Activities Accomplished for the Reporting Year (if still in progress, specify when expected)	Activities Planned/Foreseen for the Following Year
<b>2007 (actually from May 2007 to May 2008 in relation to the latest report).</b>	<p><b>Co chairs:</b> Monique Frings Dresen &amp; Judith Sluiter (Netherlands)</p> <p><b>Special topics and reference persons.</b></p> <p>MSD-National and international guidelines: Karlheinz Schaub (Germany) and Tom Armstrong (U.S.).</p> <p>MSD-Building sector: Judith Sluiter (Netherlands).</p> <p>MSD-Agriculture and fishing: Daniela Colombini (Italy)</p>	<p>About 50 members mainly from Europe (20) and US (6). 15 new members (mainly from Asian countries, but also from Australia) appointed to the TC during the AEDEC conference in Kuala Lumpur - November 26 to 29, 2007.</p>	<p><u>CONFERENCES</u></p> <p>Participation in ORP 07 conference (Santiago de Chile) 9-11 May 2007.</p> <p>Participation in Issa conference on healthcare sector in Athens 4-6 June 2007 where 1 meeting of EPPHE sub group took place (3 June)</p> <p>Participation in Premus Boston, 27-30 August 2007 by some members.</p> <p>Participation in AEDeC conference, Kuala Lumpur - November 26-29, 2007 where a special meeting of the TC took place and many new members, especially for interest in MSD-primary industries, were recruited.</p> <p>Participation in ORP 08 conference in La Coruna (Spain) 14-16 May 2008</p>	<p>Possible participation in HEPS conference. Strasbourg 25-27 June 2008</p> <p>Participation in AHFEI 2008 conference in Las Vegas (14-17 July 2008) by organizing ad hoc sessions (Standards and methods).</p> <p>Possible participation in IPS 2008 conference; 16 - 18 July 2008. Cambridge, UK, where 1 meeting of EPPHE sub group will take place.</p> <p>Activities in preparation of IEA 17th Congress in Beijing (China): details are in progress.</p>

	<p>MSD-Office work: Monique Frings Dresen (Netherlands)</p> <p>MSD-Healthcare: Enrico Occhipinti (Italy)</p>		<p><u>OTHERS:</u> Participation in ISO/CEN groups of biomechanics for refining standards. 2 new items in progress in next 36 months:</p> <ul style="list-style-type: none"> <li>• <b>ISO TR Ergonomic</b> - <i>Application document for ISO standards on manual handling (ISO 11228-1, 2, 3) and working postures (ISO 11226)</i></li> <li>• <b>ISO TR 11228-XXX</b> <i>Ergonomics - manual handling of people in the healthcare sector.</i></li> </ul> <p>Seminar and training course (MSD-Agriculture) at Maharana Pratap University of Agriculture &amp; Technology Udaipur(Raj) INDIA on February 2008 (contacts established at AEDEC conference).</p>	
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## ANNUAL REPORT OF THE IEA TECHNICAL COMMITTEE

Name of Technical Committee: **Organizational Design and Management** Website/link: [www.iea.cc](http://www.iea.cc) & [www.odam2008.org](http://www.odam2008.org)

Chair(s): Michelle M. Robertson (Chair); Matthias Goebel (Co-chair) Appointment Date: July 2006

Reporting year	Work Group/Executive members (if applicable)	Current membership (give breakdown by region and profession)	Activities Accomplished for the Reporting Year (if still in progress, specify when expected)	Activities Planned/Foreseen for the Following Year
2007-08	M. Robertson (USA) M. Goebel (So. Africa) A. Imada (USA) L. Sznclwar (Brazil) P.Vink (Netherlands) K. Zink (Germany) B. Lobb (New Zealand) E. Kongsveld (Netherlands) J. Wilson (U.K.) J. Deauveau (U.K.) P. Carayon (USA) B. Karsch (USA) P.Hoonakker (USA) K. Kogi (Japan) H. Hendrick (USA) B. Kleiner (USA) C.Korunka (Austria) G. Bradley (Sweden) A. Aaras (Norway)	Approximately 250 members from over 20 different countries, including: Asia, New Zealand, Europe, So. Africa, USA, So. America. Professions include; Researchers, practitioners, medical doctors, healthcare providers, professors, industry managers, students.	There have been three major activities of the ODAM TC, which involved: 1) the 9 <sup>th</sup> International Human Factors in Organizational Design and Management Symposium, 2) the special issue of <i>Applied Ergonomics</i> on Macroergonomics, and 3) supporting the 51 <sup>st</sup> Annual Human Factors and Ergonomics Society Meeting for the Macroergonomics Technical Group.  1. The 9 <sup>th</sup> Human Factors in Organizational Design and Management (ODAM) Symposium of the Macroergonomics Technical Group sponsored by the, University of Sao Paulo, POLI-USP, PRO, TTO-Trabalho Tecnologia Organizacao, IEA (International Ergonomics Association), CAPES and supported by Fundacao Vanzolini, Macroergonomics Technical Group of the Human Factors and Ergonomics Society, and ABERGO.  The conference was held from March 19-21, 2008 at Guarujá, Sao Paulo Brazil. Over 14 countries were represented in the conference. The Human Factors in Organizational Design and Management – IX proceeding book, edited by Sznclwar, Mascia & Montedo, was	The primary activity will be planning and organizing the ODAM symposia and technical sessions for the IEA 17 <sup>th</sup> Congress of the International Ergonomics Association: Changes, Challenges and Opportunities. Several of the sessions will be co-organized, possibly with the following TC's: Healthcare, MSD, Built environment, Office work, WWCS, and others?

	<p>E. Jarvenpaa, (Finland) K. Lindstrom (Finland) S. Bagnara (Italy) Gabrellia (Italy) P. Falzon (France) M. Nagamashi (Japan) M. Kahlid (Malaysia) M. Helander (Singapore) M. Bullock (Austrialia) S. Montreux (Canada) M. Bellemare (Canada) V. Duffy (Hong Kong)</p>		<p>published by the IEA press containing over 110 papers.</p> <p>2. The special issue of Applied Ergonomics on Macroergonomics. A. Imada and P.Carayon were the editors for this special issue, which was dedicated to Macroergonomics and consists of 14 papers. The table of content is listed at: <a href="http://www.sciencedirect.com/science/journal/00036870">http://www.sciencedirect.com/science/journal/00036870</a></p> <p>Other related activities include members of the ODMA TC organizing technical sessions and presenting papers at the Healthcare, Medical Systems and Patient Safety IEA endorsed conference in France.</p>	<p>A second activity will be planning the 10<sup>th</sup> International Human Factors in Organizational Design and Management Symposium for 2011 in So. Africa, chaired by Matthias Goebel. The ODAM TC International Executive Committee (listed on the right) will be the primary organizing committee and scientific board. Others will be invited and venue will be in Port Elisabeth, South Africa, hosted by Rhodes University and the Federated Society of South Africa. Close work with the IDC will also occur for this particular symposium.</p> <p>A third activity is the participation in the 53<sup>rd</sup> Annual Human</p>
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				Factors and Ergonomics Society Meeting for the Macroergonomics Technical Group sessions. One of the sessions is a joint session with Healthcare and Medical Systems.
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## Annual Report of IEA Technical Committee

Name of Technical Committee: **Online Communities**

Website/link: The 'Online Communities' Technical Committee's blogspot:  
<http://onlinecommtc.blogspot.com/>  
 The Technical Committee's discussion forum on the IEA website:  
[http://www.iea.cc/browse.php?contID=Online\\_communities\\_forum](http://www.iea.cc/browse.php?contID=Online_communities_forum)  
 The Technical Committee's conference series:  
<http://www.cyberg2008.org/>

Chair(s): Prof. Andrew Thatcher

Appointment Date: October 2007

Reporting Year	Work Group/ Executive Members (if applicable)	Current Membership (give breakdown by region and profession)	Activities Accomplished for the Reporting Year (if still in progress, specify when expected)	Activities Planned/Foreseen for the Following Year
2007-2008	Prof. Andrew Thatcher, University of the Witwatersrand Dr Francois Detienne, Research Director, Telecom Paris Tech Dr Peter Budnick, President and CEO, Ergoweb	Andrew Thatcher, Associate Professor, South Africa Françoise Detienne, Research Director, France Margo Fraser, Executive Director, Association of Canadian Ergonomists, Canada Miguel Acevedo, President, Sociedad Chilena de Ergonomia, Universidad Mayor, Chile Peter Budnick, President and CEO, Ergoweb, Park City, USA Wendy MacDonald, Associate Professor, Australia	This Technical Committee was formally established during this reporting year. So far we have set up a general committee and an executive committee. We have also established a blogsite and a discussion forum.  We are currently in the process of setting up a special symposium session at IEA 2009. A call for submissions has been constructed and distributed.  We are also looking at having a special online session at IEA 2009. This is currently in the planning stages.	Having a special online session at IEA 2009.  Hosting a symposium session at IEA 2009.  TC will have its first committee meeting at IEA 2009.

# Annual Report of IEA Technical Committee

Name of Technical Committee: Psychophysiology in Ergonomics

Website/link: www.pie-iea.org

Chair(s): Richard W Backs, Ph.D.

Appointment Date: Sept, 2006

Reporting Year	Work/Group/Executive Members (if applicable)	Current Membership (give breakdown by region and profession)	Activities Accomplished for the Reporting Year (if still in progress, specify when expected)	Activities Planned/Foreseen for the Following Year
2008	Richard W Backs (President) Stephan Fairclough (Pres-elect) Shinji Miyake (Past-Pres) Wolfram Bousein (Sec/Treas) Robert A Henning (Director) K Wolfram Kallus (Director) Michael Trimmel(Director) Min-Cheol Whang(Director)	About 200 members world-wide. They are primarily psychologists and engineers, employed in academia and industry	We will hold our 6 <sup>th</sup> International Conference in conjunction with the Human Factors and Ergonomics Society in New York City on 20 September 2008.  Special Issue of Applied Ergonomics is in progress based upon papers that were presented by authors who participated in our symposia at the Engineering Psychology and Cognitive Ergonomics annual meeting held in conjunction with HCI 07 in Beijing	We will plan our activities for 2009 at our Business Meeting that will be held in conjunction with our 6 <sup>th</sup> International PIE Conference. Typically we sponsor at least one symposium at a related conference. We will also plan on a special issue of a journal for papers presented at the 6 <sup>th</sup> International PIE Conference.

**Note:**

The report must be submitted to the Chair of Science Technology & Practice Committee THREE months before the annual IEA Executive/Council Meeting.



## Annual Report of IEA Technical Committee

Name of Technical Committee: **Primary Industries**

Website: -

Chair: Dave Moore

Appointment date:

Name of Technical Committee, and Chair	Membership (with details listed on website) as of 12 May 2008	Meetings held and/or foreseen for 2008 (calendar year)	Activities undertaken and/or foreseen for 2008	Activities foreseen for 2009
<b>Primary Industries</b> Dave Moore (Chair) Dave O'Neill (Co Chair)	3	None.	<ul style="list-style-type: none"> <li>• Continue international review of the state of play – ergonomics in the Primary Industries</li> <li>• Assistance with track planning for the Beijing Triennial</li> <li>• Field conference planning (NZ 2010)</li> <li>• Review of ILO checkpoints document final draft version (when available). Discuss launch plans</li> </ul>	<ul style="list-style-type: none"> <li>• Assistance with planning Symposium and Panel for the 2009 IEA Triennial. Review of papers and organising of sessions</li> <li>• Continue international review of the state of play – ergonomics in the Primary Industries via workshop at Beijing Triennial conference</li> <li>• Field conference planning (NZ 2010)</li> </ul>
<b>Wider Membership (on circulation list) = 31.</b> <i>Up from 24 in 2007</i> Members: Australia (5) South Africa (5) Malaysia (4) New Zealand (3) USA (3) Chile (2) And one person from each of the following: Poland, Germany, Thailand, UK, Indonesia, Iran, Sweden, Japan, Italy		Work done over email and IEA website discussion forums.  Three threads operating <ol style="list-style-type: none"> <li>1. Field Conference 2010 planning</li> <li>2. Beijing planning</li> <li>3. International Review of Ergonomics in the Primary Industries</li> </ol>		

# Annual Report of IEA Technical Committee

Name of Technical Committee: PC Website/link: \_\_\_\_\_

Chair(s): Erik Hollnagel, Yushi Fujita Appointment Date: 2007

Reporting Year	Work Group/ Executive Members (if applicable)	Current Membership (give breakdown by region and profession)	Activities Accomplished for the Reporting Year (if still in progress, specify when expected)	Activities Planned/Foreseen for the Following Year
2008	Orlando, J. G. Carvalho, P. V. Johnsen, S. O. Bye, A. Stahre, J. Reiman, T. Röttger, S. Cabon, P. Yoon, W. C.		Literature review (completed DEC08)	Identification of development trends

**Note:**

The report must be submitted to the Chair of Science Technology & Practice Committee THREE months before the annual IEA Executive/Council Meeting.

## Annual Report of IEA Technical Committee

Name of Technical Committee: Safety and Health

Website/link:

Chair(s): Kwan Lee Appointment Date: \_July 2006

Reporting Year	Work Group/ Executive Members (if applicable)	Current Membership (give breakdown by region and profession)	Activities Accomplished for the Reporting Year (if still in progress, specify when expected)	Activities Planned/Foreseen for the Following Year
2007-2008	WG1 and WG2.	Unchanged but we will add a few soon	<p>March 2006. Planning Meeting, Hong Kong Plan for the activities and Working Group</p> <p>Oct., 2007. TC meeting, Thailand</p> <p>Discuss the approach for a study on the Asian safety and health regulations and standards</p>	<p>TC meeting at Seoul, June 29, 2008 – Planning meeting for the Beijing Congress</p> <p>TC meeting, Nov, 14, 2008</p> <p>Plan for reporting the study of the Asian regulations by WG1 and the draft of the standards of work places which would reflect constraints of Asian work places by WG2.</p> <p>Plan to offer two sessions on the Asian safety and health and the standard of the Asian Work places at the 2009 Congress.</p> <p>TC meeting, during Beijing Congress</p>

## Annual Report of IEA Technical Committee

Name of Technical Committee: **Slips, Trips and Falls**

Website/link: [http://www.iea.cc/browse.php?contID=slips\\_trips\\_falls](http://www.iea.cc/browse.php?contID=slips_trips_falls) or [www.slipstripsfalls.org](http://www.slipstripsfalls.org)

Chair(s): Wen-Ruey Chang.

Appointment Date: July 2006

Reporting Year	Work Group/ Executive Members	Current Membership	Activities Accomplished for the Reporting Year (if still in progress, specify when expected)	Activities Planned/Foreseen for the Following Year
2007-2008	<p>Dr. Sylvie Leclercq (Vice Chair)</p> <p>Dr. Chien-Chi Chang (Communication /Webmaster)</p> <p>Dr. Steve Thorpe (secretary)</p>	31 full members and 16 affiliated members (not a member of federated societies)	<p>A stand alone conference on slips, trips and falls was held on August 23-24, 2007 in Hopkinton, MA, USA with the sponsorship of the IEA, Ergonomics Society (UK) and Liberty Mutual. Thirty nine papers were included in the conference proceedings. There were 74 attendees.</p> <p>A symposium on slips, trips and falls was held at the Ergonomics Society Annual Conference in Nottingham on April 1-3, 2008. Twenty one papers were presented on the first two days of the conference and a visit to the Health Safety Laboratory was organized on the third day.</p>	<p>A symposium on slips, trips and falls at IEA 2009 will be organized.</p> <p>TC will meet in Beijing</p>

## Annual Report of IEA Technical Committee

Name of Technical Committee: **Work With Computing Systems (WWCS)**

Website/link: -

Chair: Tomas Berns; Co-chair: Christopher Schlick

Appointment Date: 2004 and 2007

Reporting Year	Work Group/ Executive Members (if applicable)	Current Membership (give breakdown by region and profession)	Activities Accomplished for the Reporting Year (if still in progress, specify when expected)	Activities Planned/Foreseen for the Following Year
2007 and 2008	Tomas Berns Christopher Schlick Allan Toomingas	No special procedure for membership. Number more or less unchanged but we hope to expand at and after the IEA2009	<p>May 2007, the WWCS2007 conference was held in Stockholm.</p> <p>Issues concerning computing systems, work and employment were discussed at the 8<sup>th</sup> international scientific conference on Work With Computing Systems - WWCS2007 under the overall theme <i>Computing systems for human benefits</i>.</p> <p>Interaction between THEORY and PRACTICE was in special focus during the conference. Besides traditional oral and poster sessions within one of the three main themes - <i>Healthy and efficient work with computing systems; Computing systems for mobile and non-mobile work; Computing systems for everyone and in specific areas</i>, there was a parallel</p>	<p>Active participation at the IEA2009 conference in Beijing.</p> <p>A TC meeting will be held at the IEA 2009.</p>

			<p>Practice track.</p> <p>Twelve selected papers have been published in the Scandinavian Journal of Work Environment &amp; Health – Supplement late in 2007.</p> <p>Eight selected papers will be published in a BIT special issue, due autumn 2008</p>	
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## IEA 2009 Congress Planning Form

Name of Technical Committee (TC): Name & affiliation of contact person: Email address of contact person:			
<b>ACTIVITIES</b>	<b>1. Symposia</b> <i>This involves oral presentation of papers, typically research based.</i>	<input type="checkbox"/> No <input type="checkbox"/> Yes $\Rightarrow$ Planned no. of session(s) : _____	
	<i>Please indicate if there are combined sessions as these may help in publicity drive.</i>	<b>Type of session</b>	<input type="checkbox"/> Standalone (with members of this TC only) <input type="checkbox"/> Joint (organized with other IEA TCs, including Federated societies) <input type="checkbox"/> Joint (organized with non-IEA professional organizations) <input type="checkbox"/> Joint (with practitioners from industry)
	<i>A typical session comprises 5-6 papers, with 15-18 minutes per presentation. A full session is about 90-120 minutes. This information will help with scheduling.</i>	<b>No. of papers per session</b>	_____ papers X _____ sessions = _____
	<i>Please suggest topics to gauge if there are similar ones offered by another TC.</i>	<b>Proposed topics</b>	
<b>ACTIVITIES</b>	<b>2. Panel</b> <i>This involves discussion of issues by an invited group of professionals. Brief presentations may be offered by panelists.</i>	<input type="checkbox"/> No <input type="checkbox"/> Yes $\Rightarrow$ Planned no. of session(s) : _____	
	<i>Please indicate if there are combined sessions as these may help in</i>	<b>Type of session</b>	<input type="checkbox"/> Standalone (with members of this TC only)

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	<i>publicity drive</i>		<input type="checkbox"/> Joint (organized with other IEA TCs, including Federated societies) <input type="checkbox"/> Joint (organized with non-IEA professional organizations) <input type="checkbox"/> Joint (with practitioners from industry)
	<i>Please indicate the duration to help with scheduling. Typically a panel is about 60-90 minutes long.</i>	<b>Duration of each panel</b>	_____ minutes X _____ session(s) = _____
	<i>Please suggest topics to gauge if there are similar ones offered by another TC.</i>	<b>Proposed topics</b>	
<b>ACTIVITIES</b>	<b>3. Workshop/ Tutorial</b> <i>This involves presentation of topics (methods, concepts, etc.) to a group of participants, with hands-on exercises.</i>	<input type="checkbox"/> No <input type="checkbox"/> Yes $\Rightarrow$ Planned no. of session(s) : _____	
	<i>Please indicate if there are combined sessions as these may help in publicity drive(e.g. IEA and ICOH, etc.)</i>	<b>Type of session</b>	<input type="checkbox"/> Standalone (with members of this TC only) <input type="checkbox"/> Joint (organized with other IEA TCs, including Federated societies) <input type="checkbox"/> Joint (organized with non-IEA professional organizations) <input type="checkbox"/> Joint (with practitioners from industry)
	<i>Please indicate the duration to help with scheduling. Typically a workshop/tutorial range from half-day to full-day.</i>	<b>Duration of each workshop/tutorial</b>	<input type="checkbox"/> Half-day X _____ session(s) <input type="checkbox"/> Full-day X _____ session(s) <input type="checkbox"/> Other (please specify) _____



Appendix B

	<i>Please suggest topics to gauge if there are similar ones offered by another TC.</i>	<b>Proposed topics</b>	
<b>ACTIVITIES</b>	<b>4. Demonstrations</b> <i>This involves a showcase of products/methods to a captive audience.</i>	<input type="checkbox"/> No <input type="checkbox"/> Yes $\Rightarrow$ Planned no. of session(s) : _____	
	<i>Please indicate if there are combined sessions as these may help in publicity drive</i>	<b>Type of session</b>	<input type="checkbox"/> Standalone (with members of this TC only) <input type="checkbox"/> Joint (organized with other IEA TCs, including Federated societies) <input type="checkbox"/> Joint (organized with non-IEA professional organizations) <input type="checkbox"/> Joint (with practitioners from industry)
	<i>Please indicate the duration to help with scheduling. Typically a demo is about 30-60 minutes.</i>	<b>Duration of each demo.</b>	_____ minutes X _____ session(s) = _____
	<i>Please suggest name of product/method to gauge if there are similar ones offered by another TC</i>	<b>Proposed topics</b>	
<b>ACTIVITIES</b>	<b>5. Technical Meetings</b> <i>This is a meeting of the TC with its members. All TCs are expected to hold a meeting during the Congress. Typically, election/appointment of a NEW TC Chair who has met the 2 terms (6 years) rule will be undertaken during the meeting.</i>	<input type="checkbox"/> No new TC Chair will be elected at this meeting. <input type="checkbox"/> Yes, a NEW TC Chair will be elected.	

Appendix B

	<i>Please indicate if the meeting will be standalone or joined with related TCs.</i>	<b>Type of session</b>	<input type="checkbox"/> Standalone (with members of this TC only) <input type="checkbox"/> Joint (organized with other IEA TCs)
	<i>Please indicate the duration to help with scheduling. Typically a meeting is about 60 minutes, if there is no election, but may need about 90 minutes with new appointments. The agenda must be disseminated to members at least TWO months prior to the scheduled meeting, to help with the planning.</i>	<b>Duration of meeting and preferred time</b>	_____ minutes X _____ session(s) = _____  <input type="checkbox"/> Lunch time <input type="checkbox"/> Afternoon <input type="checkbox"/> Evening
	<i>Please suggest approximate no. of attendees, based on current membership</i>	<b>Estimated No. of attendees</b>	_____ current members _____ new members
ACTIVITIES	<b>6. OTHERS</b> – <i>if there are other types of activities, please specify details.</i>	<b>Name of event</b>	



17th World Congress on Ergonomics  
**IEA2009 in Beijing**  
International Ergonomics Association



**9-14 August, 2009**



## Call for Proposals and Participation

### About IEA 2009 Congress

Since it was first established 50 years ago, the International Ergonomics Association (IEA) has organized several congresses with the 17<sup>th</sup> event to be held in August 2009. The IEA Congress has become a respected forum for the substantive interchange of ideas in all areas of human factors and ergonomics. IEA 2009 is jointly organized by three federated societies of the IEA - Chinese Ergonomics Society, Ergonomics Society of Taiwan, and the Hong Kong Ergonomics Society. On the theme "*Partnerships in Ergonomics - Changes, Challenges and Opportunities*" IEA 2009 will be held in Beijing, China, from **9-14 August, 2009**.

The objective of the congress is to provide a unique environment in which researchers and practitioners in the human factors and ergonomics sciences can frankly exchange and discuss their research ideas, techniques and applications. To realize this objective and to facilitate lively discussion and interaction, the format of the congress program is carefully structured.

While the number of participation is not limited, submitted papers will be peer-reviewed and published by the IEA Press. IEA Congresses are totally self-supported by registration income; therefore, funding support cannot be offered for participants. However, fees have been kept reasonable for students and participants from industrially developing countries. See [www.iea2009.org](http://www.iea2009.org) for details.

### Scientific Program

IEA Congress is recognized particularly for its high degree of discussion among the participants during the week long deliberation. Paper sessions are conducted in a variety of settings, from workshop-like to forum-style, hands-on demonstrations, and typical oral presentations. The week's events consist of plenary lectures, advanced seminars, tutorials, workshops, open forums, task forces, symposia, and the daily presentation of accepted manuscripts which emphasize research and development activities. Below are program tracks organized by members of the IEA Technical Committees, and International Scientific Committee. The scope and coverage should enable greater participation and discussion.

Accepted papers may be theoretical, conceptual, tutorial or descriptive in nature. Those selected for presentation will be published in the Conference Proceedings published by the IEA Press.

Submissions must not have been previously published or be under submission elsewhere; all submissions undergo a peer referee process to determine their relevance, technical merit, and clarity.

## Technical Tracks

Below are the tracks organized by the IEA Technical Committees and their Chairs. Read about the tracks in the IEA newsletter starting May 2008 to know about its scope and coverage of topics.

### ACTIVITY THEORY FOR WORK ANALYSIS IN DESIGN

Chair Pascal BÉGUIN, *France*  
[pbeguini@grignon.inra.fr](mailto:pbeguini@grignon.inra.fr)  
Co-Chair Laura SEPPÄNEN, *Finland*

### AFFECTIVE ERGONOMICS

Chair Martin HELANDER, *Singapore*  
[martin@ntu.edu.sg](mailto:martin@ntu.edu.sg)  
Co-Chair Peter HANCOCK, *USA*  
Lin-Lin CHEN, *Taiwan*

### ANTHROPOMETRY

Chair Johan MOLENBROEK, *Netherlands*  
[j.f.m.molenvbroek@io.tudelft.nl](mailto:j.f.m.molenvbroek@io.tudelft.nl)  
Co-Chair Kathleen ROBINETTE, *USA*  
Mao-Jiun WANG, *Taiwan*

### BUILDING AND CONSTRUCTION

Chair Henk VAN DER MOLEN, *Netherlands*  
[H.F.vanderMolen@amc.nl](mailto:H.F.vanderMolen@amc.nl)  
Co-Chair Ernst KONINGSVELD, *Netherlands*  
Scott SCHNEIDER, *USA*

### FORENSICS AND INVESTIGATION

Chair Michael WOGALTER, *USA*  
[wogalterm@aol.com](mailto:wogalterm@aol.com)  
Co-Chair Max HELY, *Australia*

### HEALTHCARE

Chair Richard GOOSSENS, *Netherlands*  
[R.H.M.Goossens@tudelft.nl](mailto:R.H.M.Goossens@tudelft.nl)  
Co-Chair Peter BUCKLE, *UK*

### MINING

Chair Schu SCHUTTE, *South Africa*  
[pschutte@csir.co.za](mailto:pschutte@csir.co.za)  
Co-Chair Robin BURGESS-LIMERICK, *Australia*  
Elias APUD, *Chile*

### ONLINE COMMUNITIES

Chair Andrew THATCHER, *South Africa*  
[Andrew.Thatcher@wits.ac.za](mailto:Andrew.Thatcher@wits.ac.za)  
Co-Chair Francoise DETIENNE, *France*  
Peter BUDNICK, *USA*

### PRIMARY INDUSTRIES

Chair Dave MOORE, *New Zealand*  
[dave.moore@cohfe.co.nz](mailto:dave.moore@cohfe.co.nz)  
Co-Chair David O'NEILL, *UK*

### AEROSPACE HUMAN FACTORS

Chair Guy BOY, *France*  
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Co-Chair Don HARRIS, *UK*

### AGING

Chair Clas-Hakan NYGARD, *Finland*  
[clas-hakan.nygard@uta.fi](mailto:clas-hakan.nygard@uta.fi)  
Co-Chair Masaharu KUMASHIRO, *Japan*

### AUDITORY ERGONOMICS

Chair Ellen HAAS, *USA*  
[ehaas@arl.army.mil](mailto:ehaas@arl.army.mil)  
Co-Chair James BLISS, *USA*

### CHILDREN AND SCHOOL ERGONOMICS

Chair Karen JACOBS, *USA*  
[kjacobs@bu.edu](mailto:kjacobs@bu.edu)  
Co-Chair Andree WOODCOCK, *UK*  
Clare POLLOCK, *Australia*

### GENDER AND WORK

Chair Karen MESSING, *Canada*  
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Marianne LACOMBLEZ, *Portugal*

### MANUFACTURING

Chair Waldemar, KARWOWSKI, *USA*  
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Co-Chair Anand GRAMOPADHYE, *USA*  
John WILSON, *UK*  
Max LIANG, *Taiwan*

### MUSCULOSKELETAL DISORDER

Chair Enrico OCCHIPINTI, *Italy*  
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Co-Chair Wendy MACDONALD, *Australia*  
Rosnah MOHD YUSUFF, *Malaysia*

### ORGANIZATIONAL DESIGN AND MANAGEMENT

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Co-Chair Matthias GOEBEL, *South Africa*  
Andrew IMADA, *USA*

### PROCESS CONTROL

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[erik.hollnagel@cindy.ensmp.fr](mailto:erik.hollnagel@cindy.ensmp.fr)  
Co-Chair Scott MALCOLM, *Canada*  
Hassanein AL-SHARIFI, *Abu Dhabi*

### PRODUCT DESIGN

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Co-Chair Lina BONAPACE, *Italy*  
Gaur RAY, *INDIA*

### HUMAN FACTORS AND SUSTAINABLE DEVELOPMENT

Chair Klaus ZINK, *Germany*  
[kjzink@wiwi.uni-kl.de](mailto:kjzink@wiwi.uni-kl.de)  
Co-Chair Colin DRURY, *USA*

### SIMULATION AND VIRTUAL ENVIRONMENTS

Chair Thomas ALEXANDER, *Germany*  
[alexander@fgan.de](mailto:alexander@fgan.de)  
Co-Chair Nico DELLEMAN, *Netherlands*  
David WORTLEY, *UK*

### TRANSPORT ERGONOMICS

Chair Anabela SIMOES, *Portugal*  
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Co-Chair Roberto MONTANARI, *Italy*

### PSYCHOPHYSIOLOGY

Chair Richard BACKS, *USA*  
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Co-Chair Stephen FAIRCLOUGH, *UK*

### SAFETY AND HEALTH

Chair Kwan Suk LEE, *Korea*  
[kslee@wow.hongik.ac.kr](mailto:kslee@wow.hongik.ac.kr)  
Co-Chair Tsuyoshi KAWAKAMI, *Thailand*  
Marilyn FINGERHUT, *USA*

### SLIPS, TRIPS AND FALLS

Chair Wen-Ruey CHANG, *USA*  
[wen.chang@libertymutual.com](mailto:wen.chang@libertymutual.com)  
Co-Chair Sylvie LECLERCQ, *France*  
Roger HASLAM, *UK*

### WORK WITH COMPUTING SYSTEMS

Chair Tomas BERNS, *Sweden*  
[tomas.berns@ergolab.se](mailto:tomas.berns@ergolab.se)  
Co-Chair Christopher SCHLICK, *Germany*  
Peter HOONAKER, *USA*

The following tracks are organized by members of the International Scientific Committee.

### BIOMECHANICS

Chair Barbara SILVERSTEIN, *USA*  
[silb235@lni.wa.gov](mailto:silb235@lni.wa.gov)  
Co-Chair Leon STRAKER, *Australia*

### CULTURAL ERGONOMICS

Chair Kenneth BOFF, *USA*  
[ken.boff@mac.com](mailto:ken.boff@mac.com)  
Co-Chair Apala Lahiri CHAVAN, *India*  
Alan CHAN, *Hong Kong*

### DISPLAYS AND WARNINGS

Chair Catherine BURNS, *Canada*  
[c4burns@uwaterloo.ca](mailto:c4burns@uwaterloo.ca)  
Co-Chair Kenneth LAUGHERY, *USA*  
Susumu SAITO, *Japan*

### MARITIME

Chair Brian JONES, *UK*  
[brian@processforusability.co.uk](mailto:brian@processforusability.co.uk)  
Co-Chair Tom STEWART, *UK*

### SERVICE AND HF PRACTICE

Chair Holger LUCZAK, *Germany*  
[h.luczak@fir.rwth-aachen.de](mailto:h.luczak@fir.rwth-aachen.de)  
Co-Chair Mark PALMER, *USA*

### COGNITIVE ENGINEERING

Chair Penelope SANDERSON, *Australia*  
[psanderson@itee.uq.edu.au](mailto:psanderson@itee.uq.edu.au)  
Co-Chair Sebastiano BAGNARA, *Italy*

### COMMUNICATION AND COLLABORATION

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Co-Chair Liam BANNON, *Ireland*  
Majid MOTAMEDZADE, *Iran*

### HUMAN COMPUTER INTERACTION

Chair Sung HAN, *Korea*  
[shan@postech.edu](mailto:shan@postech.edu)  
Co-Chair Tom PLOCHER, *USA*  
Pei-Luen Patrick RAU, *China*

### OFFICE AND FURNITURE ERGONOMICS

Chair Ravindra GOONETILLEKE, *Hong Kong*  
[ravindra@ust.hk](mailto:ravindra@ust.hk)  
Co-Chair Aura MATHIAS, *Philippines*

### SPORTS, TRAINING AND LEISURE

Chair Daniel GOPHER, *Israel*  
[dgopher@ie.technion.ac.il](mailto:dgopher@ie.technion.ac.il)  
Co-Chair Samson ADARAMOLA, *Nigeria*

To realize the Congress theme "Ergonomics Partnerships," track sessions are encouraged to be jointly held, with papers or common issues to be presented together in collaborative sessions.

## Special Sessions

In addition, there will be specially organized sessions to address various issues:

- Meet the ISO Standards Committee, including ISO 159
- Meet the Editors Panel
- Student-to-Student Outreach
- Future of Ergonomics Workshop
- EQUID – Ergonomics Quality In Design – Workshop
- Industrially Developing Countries Workshop
- Ergonomics Checkpoints Workshop
- WEAR Database Launch
- 99 Seconds Issue Forum
- IEA/Liberty Mutual Prize Presentation
- K.U. Smith Student Paper and Prize Presentation

## Important Deadlines

**From now to AUGUST 15, 2008:** Prepare 500-word Abstracts. Then, contact [TRACK CHAIRS](#) for guidance and indication of appropriate content.

**NOVEMBER 15:** Authors submit revised abstracts by this date, using the [IEA2009 Abstract Template](#). All abstracts will be submitted to the Congress website and limited to ONE page only.

**JANUARY 1, 2009:** Acceptance notices are sent to Corresponding Authors of submitted abstracts. Each accepted paper will be assigned a **PAPER ID**. Please quote this in all correspondences. At this time, at least one author of an accepted paper should begin visa, fiscal and travel arrangements to attend the congress to present the paper.

**APRIL 1:** Authors submit Final Full version of papers following submission instructions posted on the IEA 2009 web site. Preparation of papers should use the [IEA2009 Paper Template](#), and the length between 5-8 pages, including diagrams and references. At least one author of each paper must register by this date with specific plans to attend the conference.

**JUNE 15:** Papers without at least one registered author will be pulled from the publication process; authors will be notified

## Enquiries

For further enquiries, contact below:

**Congress Organization & Exhibition:** Sheng WANG, [shengw@bjmu.edu.cn](mailto:shengw@bjmu.edu.cn); Lihua HE, [alihe@bjmu.edu.cn](mailto:alihe@bjmu.edu.cn)

**Scientific Program:** Kan ZHANG, [zhangk@psych.ac.cn](mailto:zhangk@psych.ac.cn); Halimahtun KHALID, [halimahtun@damai-sciences.com](mailto:halimahtun@damai-sciences.com)

**Congress Website:** Xianghong SUN, [sunxh@psych.ac.cn](mailto:sunxh@psych.ac.cn)

**Congress Secretariat:** [iea09secretariat@bjmu.edu.cn](mailto:iea09secretariat@bjmu.edu.cn)

# IEA 2009 Congress Call for Proposals

## Affective Product Design Invites Submissions

By Martin Helander, APD Program Chair

The Affective Product Design Technical Committee is accepting submissions for the IEA 2009 Congress in Beijing, China. APD encourages symposia, panels, and demonstrations that address affective/emotional design and evaluation of products. The content could include laboratory, field and case studies, conceptual models, and demonstrations. Relevant topics include novel methods for measurement of affect, cross-cultural and usability issues in affective design, development of affective design standards. Symposia with papers that combine APD methods with particular domain areas (e.g. healthcare, transportation, building and construction) are especially welcomed. We are also interested in demonstrations of new products/tools/software/methods that address affective issues for young and elderly users.

APD is also soliciting reviewers for the proposals in November 2008. If you are an APD member and you wish to help with the review, or you have any other questions, please contact me at [martin@ntu.edu.sg](mailto:martin@ntu.edu.sg) or co-chairs Peter Hancock and Lin-Lin Chen.

## Aging Invites Submissions

By Clas-Håkan Nygård, Aging Program Chair

The Aging Technical Committee is accepting submissions for the IEA 2009 Congress in Beijing, China. Aging TC encourages symposia, panels, and demonstrations that address for example Aging and work, Promotion of Work ability, Health and Well being of Aging workers, Female workers and Aging, Age management, Gerotechnology, Aging workers and technology, Aging and working hours, Aging and learning.

The content could include laboratory, field and case studies, conceptual models, and demonstrations. Symposia with papers that combine aging with particular domain areas (e.g. healthcare, transportation, building and construction) are especially welcomed. We are also interested in demonstrations of new products/tools/software/methods that address affective issues for elderly users.

Aging TC is also soliciting reviewers for the proposals in November 2008. If you wish to help with the review, or you have any other questions, please contact me at [clas-hakan.nygard@uta.fi](mailto:clas-hakan.nygard@uta.fi)

## Call for 5<sup>th</sup> International Symposium on Ergonomics in Building and Construction

By Henk van der Molen (chair), Ernst Koningsveld & Scott Schneider (co-chairs) Building and Construction Program

At the 17th triennial congress of the International Ergonomics Association the fifth **symposium on ergonomics in the building and construction industry** will be held. The aim of the symposium is to show recent projects, focussing on: 1) effectiveness of ergonomic measures, 2) implementation strategies to implement ergonomic measures (e.g., knowledge dissemination, adoption of ergonomic measures, commitment of stakeholders like architects, principals, main contractors). Next to oral presentations, posters, also round tables may be proposed. Each of the sessions will either focus on research or on practice. In each session there will be ample time for discussion.

The Building & Construction Committee is soliciting participants to send abstracts at [www.iea2009.org](http://www.iea2009.org). Please give as first keyword "Building & Construction". Also a new TC chair will be elected. If you wish to help with the review, or you are interested to be the next co(chair), or have any other questions, please contact me at [h.f.vandermolen@amc.nl](mailto:h.f.vandermolen@amc.nl) or [vandermolen@arbouw.nl](mailto:vandermolen@arbouw.nl).

## Cultural Ergonomics Track Invites Submissions

*By Ken Boff, Program Chair*

Professionals in complex scientific, business, military and humanitarian domains must identify problems, make sense out of complex and confusing information, weigh options, and coordinate with others in order to make decisions and take action. The shift towards multinational operations in complex work domains presents a problem: Intelligent and thoughtful people from different national groups sometime construct different realities, use alternative coordination schemes, and make different decisions. As a result, competent, well-meaning professionals may struggle during interactions with their equally competent, well-meaning counterparts. Cultural differences in cognition can compromise the productivity, safety, and quality of work. While the identification and measurement of national differences is critical, there are few tools for measuring differences and predicting complex cognitive processes.

From April 1 2008, the Cultural Ergonomics Track is accepting submissions for the IEA August 2009 Congress in Beijing, China. We are calling for proposals for symposia, panels, workshops, and papers that address current or emerging issues in cultural ergonomics. The content of these offerings could include case studies, empirical research, conceptual models, evaluations, methods and techniques. In particular, we are interested in contributions covering novel methods of qualitative and quantitative data collection in the field.

Email your enquiry to Ken Boff at [ken.boff@mac.com](mailto:ken.boff@mac.com) or Alan Chan, [alan.chan@cityu.edu.hk](mailto:alan.chan@cityu.edu.hk)

## Displays and Warnings Track Invites Submissions

*By Catherine Burns, Programme Chair*

From April 1st 2008, the Displays and Warnings (DW) Track is accepting submissions for the IEA August 2009 Congress in Beijing, China. We are calling for proposals for symposia, panels, workshops, field demonstrations and papers that address current or emerging issues in display design, interface design, visualization, warnings, and alarm systems.

The content of these offerings could include case studies, reports of laboratory research, descriptions of field methods, conceptual models, evaluations, and implementation approaches. Demonstrations or examples of displays that have had impact on safety, decision making, situation awareness, and productivity would also be very welcome. In particular, the DW Track is looking for contributions that show how ergonomic methods can be used to develop designs that improve worker, consumer, and public safety, and how design approaches can bridge the gap between ergonomic methods and effective designs of displays and warnings.

If you have any questions, please feel free to contact the DW Track via me at: [c4burns@uwaterloo.ca](mailto:c4burns@uwaterloo.ca)

## ECEE (Ergonomics for Children and Educational Environments) Invites Submissions

*By Karen Jacobs, ECEE Program Chair*

Papers on all aspects of ergonomics for children, youths and students are encouraged to be part of the Ergonomics for Children and Educational Environments (ECEE) symposia. Suggested scope of topics might include: backpacks, furniture & equipment, product development, technology use, and education. Panel discussions and joint presentations with members of other IEA Technical Committees are welcome. Submit your proposals to the IEA 2009 website, [www.iea2009.org](http://www.iea2009.org). If you have enquiries about your submission or would like to organize panels, workshops and so forth, email Karen Jacobs, [kjacobs@bu.edu](mailto:kjacobs@bu.edu).



## Gender and Work Invites Submissions

By Karen Messing, GWTC Program Chair

The Gender and Work Technical Committee is accepting submissions for the IEA 2009 Congress in Beijing, China. GWTC encourages symposia, panels, and demonstrations that address gender and work from a diversity of perspectives. The interaction between gender, sex and the science and practice of ergonomics can occur with respect to the physical, social or organizational aspects of work. Content could include: consequences of the gendered division of labour for the health of men and women; gender-sensitive product design; differences in intervention strategies according to the gender of the work force; interaction between work schedules and domestic responsibilities of women and men; training programs for women entering physically demanding jobs; gender differences in the experience of musculoskeletal symptoms; gender and compensation for occupational health problems. Selected papers may be retained, after review, for publication in a special issue on gender that is being planned with the journal *Ergonomics*.

GWTC is also soliciting reviewers for the proposals in November 2008. If you are an IEA member and you wish to help with the review, or you have any other questions, please contact Karen Messing at [karenmessing@gmail.com](mailto:karenmessing@gmail.com) or Sandrine Caroly at [Sandrine.Caroly@upmf-grenoble.fr](mailto:Sandrine.Caroly@upmf-grenoble.fr)

## Healthcare Ergonomics Invites Submissions

By Richard H.M. Goossens, HETC Chair

The Healthcare Ergonomics Technical Committee calls for submissions for the IEA 2009 Congress in Beijing, China. The topics could address ergonomic research on for example the area of Prevention, Diagnosis, Treatment, Rehabilitation but also Patient Safety, Hospital Ergonomics and Training in Healthcare. We welcome as well single papers as proposals for symposia, workshops or initiatives for meetings on international research collaborations.

Members of Healthcare Ergonomics TC are also invited to help with the review process in November 2008. If you want to become a reviewer or have any other questions, please do not hesitate to contact me: [R.H.M.Goossens@tudelft.nl](mailto:R.H.M.Goossens@tudelft.nl)

## Human Computer Interaction Track Invites Submissions

By Sung H. Han, Program Chair

The Human Computer Interaction (HCI) Track is waiting for your submissions for the IEA 2009 Congress that will be held August 2009 in Beijing, China. Proposals are invited for:

- Interactive sessions: e.g. panels and workshops
- Symposia: one or several sessions on a specific theme, either scientific, technical or a mix of both
- Scientific research and review papers or posters
- Technical case study papers, application papers (or posters).

Proposals for any other format of presentation or for an interactive activity are also welcome.

The interests of the HCI track include all emerging issues in the HCI area. In particular, we are looking for innovative and future-looking HCI technologies. Suggested topics for contributions include, but are not limited to:

- Novel User Interface
- Scenario-based Usability Engineering
- Multi-modal Interfaces
- Affective User Interface
- Mobile computing and RFID
- User Interface for Small Devices
- Intelligent/Adaptive Interfaces
- Tangible/Touch User Interface
- Context-dependant Systems
- HCI and Web 2.0
- Usability Evaluation
- User Experience

If you have any question, please feel free to contact the program chair at [shan@postech.edu](mailto:shan@postech.edu)

## Mining Invites Submissions

*By Schu Schutte, Mining Program Chair*

The Mining Technical Committee (MTC) is accepting submissions for the IEA 2009 Congress to be held in Beijing, China. The MTC encourages symposia, interactive workshops, discussion panels, oral presentations and posters in all areas of ergonomics or human factors in mining. The content may include laboratory, field and case studies. Relevant topics include the design of mining equipment (surface as well as underground), ergonomics programmes, fatigue management, assessing fitness for work physiological and/or psychological strain experienced by miners, and future ergonomics challenges in mining.

The MTC is also soliciting reviewers for the proposals in November 2008. If you are a member of the MTC and you wish to assist with the review of submissions, or you have any other questions, please contact me at [pschutte@csir.co.za](mailto:pschutte@csir.co.za)

## MusculoSkeletal Disorder (MSD) Invites Submissions

*By Enrico Occhipinti, MSD Program Chair*

The MusculoSkeletal Disorder (MSD) Technical Committee is accepting submissions for the IEA 2009 Congress in Beijing, China.

MSD TC encourages papers, special sessions, panels, and demonstrations that address prevention of MSD in different working and geographical contexts. Main topics could include epidemiological, laboratory, field and case studies, methods for risk assessment and management, and practical demonstrations.

Relevant topics include experiences of MSD prevention in special working sectors (e.g. agriculture, fishing, construction, SME, healthcare) as well as in "traditional" manufacturing and office work.

Special sessions devoted to national or international MSD prevention strategies, guidelines and standards, as well as cost-effectiveness aspects and demonstrations of new tools/software/methods addressing MSD prevention are welcome.

If you intend to organize some special event in the area of "MSD", or for any other questions, please contact me at [epmenrico@tiscali.it](mailto:epmenrico@tiscali.it) or [Enrico.Occhipinti@unimi.it](mailto:Enrico.Occhipinti@unimi.it).

## ODAM (Organizational Design and Management) Invite Submissions

*By Michelle Robertson, ODAM Program Chair*

You are invited to submit papers, posters, panels, workshops and round tables related to any of the following topics:

- Organizational design and management / Macroergonomics
- Participatory ergonomics
- Macroergonomics in healthcare systems
- Sociotechnical systems
- Cross cultural issues perspectives of macroergonomics
- Occupational health, stress and well-being
- Organizational and technological change
- Job and organization design

Abstracts can be submitted at the IEA Congress website, [www.iea2009.org](http://www.iea2009.org). Please make sure to select 'ODAM' as a keyword when submitting your proposal. For enquires, email [michelle.robertson@libertymutual.com](mailto:michelle.robertson@libertymutual.com); fax: +1 508 435-0482

## Office and Furniture Ergonomics Track Call for Proposals

*By Ravindra Goonetilleke, Program Chair*

The office and furniture ergonomics track (OFFERT) would like to invite proposals from researchers, practitioners and students in relation to current and emerging issues related to office and furniture ergonomics. Very specifically, the OFFERT would be interested in innovative research that can promote the importance of ergonomics, especially in the Asian region. The proposals can be related to case studies, lab or field research, scientific models, evaluations or implementation approaches to various issues in relation to office ergonomics. Studies that emphasize design approaches will be highly valued. You may direct questions to the track chair, Ravindra Goonetilleke at: [ravindra@ust.hk](mailto:ravindra@ust.hk)

## Online Communities Invites Submissions

*By Andrew Thatcher, Online Communities Program Chair*

The Online Communities Technical Committee is a new TC that is accepting submissions for the IEA 2009 Congress in Beijing, China. The Online Communities Technical Committee encourages symposia, panels, and demonstrations that address the role that ergonomics has to play in evaluating the efficacy of online communities, understanding mechanisms of better online work design, improving better work socialization, and ultimately to apply ergonomic principles to design better systems. In particular we are looking for proposals that address one or more the following issues: the efficacy and qualities of online communities versus face-to-face communities; the physical and psychological wellbeing related to online communities versus face-to-face communities; understanding and supporting online collaboration processes; building and developing online communities; maintaining an online social presence; the role of specialised communities online; delivery mechanisms of educational content online; and/or methodological issues in the study of online communities

The Online Communities Technical Committee is also looking for volunteers to act as reviewers for the proposals in November 2008. If you would like to become an Online Communities Technical Committee member and you wish to help with the review, or you have any other questions, please contact me at [andrew.thatcher@wits.ac.za](mailto:andrew.thatcher@wits.ac.za)

## Primary Industries Invites Submissions

*By Dave Moore, Programme Chair*

From April 1<sup>st</sup> 2008, the Primary Industries Technical Committee (PITC) is accepting submissions for the IEA August 2009 Congress in Beijing, China.

The PITC is calling for proposals for symposia, panels, workshops, field demonstrations and papers that address current or emerging issues in agriculture, horticulture, forestry, viticulture and any other land-based industries. The interest of the Primary Industries group also cover other predominantly rural occupations including fishing and the transportation and primary processing of produce – for example log truck driving, initial seafood processing and sawmill work.

The content of these offerings could include case studies, reports of laboratory research, descriptions of field methods, conceptual models, evaluations, implementation approaches and intervention programme design. Demonstrations or examples of new products/tools/software/methods that have had impact in addressing common ergonomics problems or livelihood issues in these industries would also be very welcome.

In particular, the PITC is looking for contributions covering novel methods of qualitative and quantitative data collection in the field, and also any presentations that discuss methods for the reliable evaluation of intervention effectiveness in rural communities.

If you have any questions, please feel free to contact the PITC via Dr. Dave Moore at: [dave.moore@cohfe.co.nz](mailto:dave.moore@cohfe.co.nz)

## Process Control Invites Submissions

*By Erik Hollnagel, PC Program Chair*

The Process Control Technical Committee is accepting submissions for the IEA 2009 Congress in Beijing, China. Process Control has changed from being the prerogative of specialised operators in complex industries to become something that many people encounter, and is affected by, in their daily work. The PC T encourages symposia, panels, workshops, and presentations that address practical and theoretical issues of process control in both the industrial and private sphere. Relevant topics include practical approaches to design, operation, and maintenance of process control environments; changes from localised process control to integrated operations; interface and interaction design; training in real and synthetic environments; the proper use of automation; joint systems; decision making and decision support; function allocation and work design; distribution of roles and responsibilities; control of beyond the-design-base scenarios, etc. Field studies and other experiences from the process control in the "wild" are encouraged.

PC is also soliciting reviewers for the proposals in November 2008. If you are a PC member and you wish to help with the review or you have any other questions, please contact me at [erik.hollnagel@crc.ensmp.fr](mailto:erik.hollnagel@crc.ensmp.fr)

## Slips, Trips and Falls Invites Submissions

*By Wen-Ruey Chang, STF Program Chair*

IEA Technical Committee on Slips Trips and Falls (STF) would like to invite you to submit abstracts for presentations at an International Symposium on slips, trips and falls at the IEA 2009 in Beijing, China from 9 to 14 August 2009. The objective of this symposium is to provide a technical forum on slip, trip and fall incidents for researchers and practitioners around the world to present their latest findings and to exchange research ideas. The symposium will cover all aspects related to the problems from research to practical experience, such as falls from heights, falls among older people, biomechanics, slip resistance measurements, standardization, pedestrian fall prevention, flooring and stairway design and development, design of footwear, anti-skid devices, and housekeeping. Papers may address industrial safety as well as safety at home and during leisure-time. Please follow the guidelines for abstract submission listed at the conference website [www.iea2009.org](http://www.iea2009.org) and use the first keyword: Slips, trips and falls.

For questions, please contact: Wen-Ruey Chang, Phone: 1-508-497-0219, Fax: 1-508-435-8136, E-mail: [Wen.Chang@LibertyMutual.com](mailto:Wen.Chang@LibertyMutual.com).

## Transport Ergonomics and Human Factors Invites Submissions

*By Anabela Simoes, TEHF Program Chair*

The Transport Ergonomics and Human Factors Technical Committee is accepting submissions for the IEA 2009 Congress in Beijing, China. TEHF encourages symposia/workshops, panels and demonstrations that address human-centered design in the field of transport. The content could include laboratory, field and case studies, conceptual models, and demonstrations. Relevant topics include human-machine interactions in dynamic and complex environments highlighting driver human factors; driving task performance; vehicle and technology design, systems usability (theory and evaluation methods), traveling and mobility needs (different users' groups); safe, user-friendly and error-tolerant infrastructure and environment; and transport related working systems.

Papers combining other topics (e.g. aging, night and shiftwork, gender and work, activity analysis, systems design) with application in the context of transport are welcomed.

TEHF is also soliciting reviewers for the proposals in November 2008. If you are a TEHF member and/or you wish to help with the review, or you have any other questions, please contact me at [ana.simoes@isec.universitas.pt](mailto:ana.simoes@isec.universitas.pt)

## The “Work With Computing Systems” (WWCS) Invites Submissions

*By Christopher Schlick, WWCS Program Co-Chair*

The overall objective of the Technical Committee WWCS is to advance knowledge about the ergonomic design and evaluation of interactive computing systems used in the work and business systems of commercial and nonprofit organizations. Special attention is paid to promoting users’ health, well-being and productivity and to the interaction between theory and practice.

WWCS encourages interdisciplinary submissions addressing case, field and laboratory studies on work with computing systems as well as innovative models, methods and tools concerning the following themes:

- Usability of workplace computing systems and Information and Communication Technology (ICT) at work
- User interface design for aging workers
- User diversity for new and future technologies
- Social responsibility
- Software ergonomic standards and standardization
- Vision during ICT work
- Future user interfaces utilizing eye and EEG data
- ICT and stress.

Contact Christopher Schlick, [c.schlick@iaw.rwth-aachen.de](mailto:c.schlick@iaw.rwth-aachen.de) or Tomas Berns, [tomas.berns@ergolab.se](mailto:tomas.berns@ergolab.se)



[www.iea2009.org](http://www.iea2009.org)

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**International Ergonomics Association**  
**EQUID (Ergonomic Quality In Design) Technical Committee**  
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Version 1.10 / April, 7, 2008

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## **EQUID Design Process**

Requirements for ergonomic quality management in the design process for products and services

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## **Requirements**

### **Introduction**

This document has been developed to provide guidance on the term "Ergonomically Designed Product". To legitimately use this description, the product must have been developed using a process that incorporates *ergonomics* principles during the design process. This is referred in this document as the "*EQUID Design Process*" (When a word is in italics, its definition can be found in the "Definitions" section, page 3).

The main target users of this document include ergonomists and designers of *products* and *services* together with managers responsible for their development.

This document describes the basic requirements to certify that a design process follows the *EQUID Design Process*.

Applying the *EQUID Design Process* requirements has the following benefits for an *organization*:

- A better opportunity to supply *products* that fit users' needs (in this document, the word "*product*" can also mean "*service*")
- A chance to increase the quality of *products* in the opinion of users and the general public (or to increase the perceived quality of *products*).
- Reduced customer support costs. Users don't ask for as much help with *products*, so after-sales costs are lower.
- Designing ergonomic *products* for the public is a good way to promote the *product* and the *organization*.

#### **Important note**

This document describes the conditions that are necessary to design ergonomic *products*. The goal is to deliver ergonomic *products* by the end of the design process. But certifying a process is not certifying a *product*, although there is a better chance to have an ergonomic *product* when following the *EQUID Design Process* requirements.

This document describes five groups of requirements:

1. Organization management
2. Initial definition of the user requirements
3. Design reviews
4. Final ergonomic evaluation
5. Evaluating after-sales user satisfaction

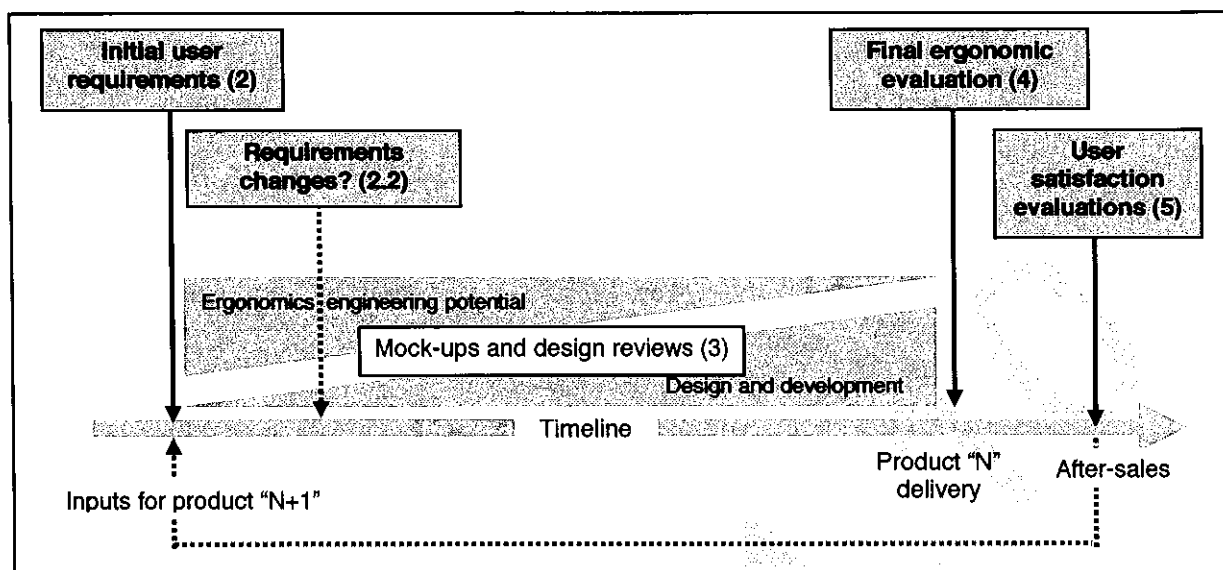
The organization management makes decisions that will have an effect on the ergonomic quality of products. Therefore, its role in this matter must be clearly defined (Part 1).

The most important ergonomic inputs into the design process are described in:

- Part 2: Initial user requirements document and possible changes.
- Part 4: Final ergonomic evaluation report.
- Part 5: User satisfaction evaluation reports (after-sales).

The evaluation of mock-ups and the decisions management makes during design reviews (Part 3) is also very important for the control of the ergonomic quality of the final product.

The following diagram shows these key points and the corresponding documents to be produced:



EQUID Design Process diagram

Ergonomic quality or usability is seen to be an essential aspect of the perceived quality of *products*. Therefore, the *EQUID Design Process* is consistent with ISO 9001:2000 (Quality management systems – Requirements). However, in ISO 9001, requirements to include *ergonomics* in the design process are only implicit. This document makes these requirements explicit. In fact, it is a reference document that addresses “ergonomic quality management” within the design process for *products* and *services*.

An organization may claim certification for all its design processes or for only a limited number of its design processes.

- In the first case, the requirements would apply to the entire organization.
- In the second case, the requirements would only apply to the design process of a specific *product* or *product line*.

In either case, the scope of the certificate is made completely clear to the public.

This EQUID document does not intend to conflict with, or replace, other ergonomic standards that already exist (see Annex 1, Relations with existing standards). It is for any kind of industry or *service* and is common to all *products* and *services*. Annex 1 refers to specific industries. Others may be added in future versions of the document.

Applying and claiming an *EQUID Design Process* is a strategic decision for an organization. It means keeping to the requirements that are defined in this document. But this document does **not** claim that the structure or documentation of *product* design projects should be the same for every *product* or for every *organization*. It is a framework to be adapted to each *organization*.

All the requirements must be documented although it is not necessary to produce long documents.

## Definitions

- \* **Certification Body:** An independent organisation involved in assessing processes, *products* or *services* to meet specified criteria. They may issue certificates based on their criteria.
- \* **Designer:** A person, or a small group of persons, who are most strongly involved in the creative activity in a design process. "Design is a creative activity whose aim is to establish the multi-faceted qualities of objects, processes, services and their systems in whole life cycles. [...]. It involves a wide spectrum of professions in which products, services, graphics, interiors and architecture all take part. Together, these activities should further enhance - in a choral way with other related professions - the value of life". (extracts from the ICSID definition, International Council of Societies of Industrial Design).
- \* **EQUID Design Process:** A set of requirements for the ergonomic quality of the design process for *products* and *services*. This will follow state-of-the-art *ergonomics* engineering. The requirements are defined by the International *Ergonomics* Association (IEA) in the present document.
- \* **Ergonomics / study of human factors:** A scientific discipline that studies the interactions between humans and other elements of a system. Also, the profession that applies theory, principles, data, and methods to design, in order to optimize human well-being and overall system performance (IEA definition and ISO 6385:2004). Most of the time, "*ergonomics*," "human factors," and "*usability*" have similar meanings.
- \* **International Ergonomics Association:** The IEA is the professional association representing the domain of *ergonomics*. Members of the IEA have developed the *EQUID design process*, however, the IEA has no role in *product* or *service* certification programs.
- \* **Organization:** A legal entity that claims, or applies for, certification of conformity of its design process with the *EQUID Design Process*. It may be a company, a manufacturer, a *service* provider, a public *organization*, etc.
- \* **Product:** Hardware and software that is used by a human. This includes user's manuals and other things necessary to use the *product*. In this document, the word "*product*" can also mean "*service*."
- \* **Qualified ergonomist:** A person who has the theoretical and practical knowledge necessary to apply *ergonomics* to particular *products*. This person is certified by a recognized academic or professional authority. Ergonomists who are certified by an IEA-accredited body, such as CREE (Centre for Registration of European Ergonomists) or BCPE (Board of Certification in Professional *Ergonomics*), offer an extra guarantee of competence.
- \* **Service:** (See "*Product*")
- \* **Usability:** The extent to which a *product* can be used by specified users to achieve specific goals with effectiveness, efficiency and satisfaction in a specified context of use (ISO 9241-11:1998, definitions 3.1). Some extra characteristics, such as learnability and flexibility, are also required for interactive *products*.
- \* **User:** A person who uses a *product* or *service* to achieve a goal. This also includes secondary *users*, such as maintenance and *service* personnel, or other persons who may be affected indirectly by the *product*.



## EQUID Requirements

### 1. Organization management and documentation

#### 1.1 Management commitment

- Top management shall show evidence of its commitment to apply state-of-the-art rules and methods in *ergonomics* and ergonomic engineering.
- Top management shall communicate, throughout the *organization*, the importance of meeting the *user* requirements.
- Management has regular meetings to review the project and to consider questions of *ergonomics*.
- "Top management shall ensure that customer requirements are determined and are met with the aim of enhancing customer satisfaction" (ISO 9001:2000 § 5.2).
- Top management shall document evidence of this (ways and means, decision reports).

#### 1.2 Quality policy, quality objectives, and management planning

Top management shall:

- Document the ergonomic quality objectives and economic rationale for applying *ergonomics* in the design process.
- Set ergonomic quality objectives at relevant functions and levels. The objectives will consider the purpose of the *organization*. Ergonomic "quality objectives are measurable and consistent with the quality policy." (ISO 9001:2000, § 5.4.1)
- Plan ergonomic tasks to meet the quality objectives. These main tasks are documented in:
  - The "Initial Definition of the User Requirements" (Part 2).
  - The "Final Ergonomic Evaluation" (Part 4).
  - The after-sales "User Satisfaction Evaluations" (Part 5).
- Define the way the ergonomic inputs (mainly Parts 2, 4, and 5) are considered.
- Perform and document regular evaluations of the costs and benefits of the resource spent in *ergonomics*. This includes consideration of after-sales costs and *user* satisfaction.

#### 1.3 Responsibility, authority, and communication

- Top management shall appoint a management person to:
  - Set up, carry out, and maintain state-of-the-art ergonomic practices.
  - Report to top management on ergonomic performance.
  - Communicate the ergonomic quality objectives within the organization.

#### 1.4 Management reviews

- Management reviews shall regularly examine:
  - The user requirements (see 2.1).
  - Reports on ergonomic evaluations of test prototypes, if any (see 3.2).
  - Reports on final ergonomic evaluation before commercial delivery (see 4.1).
  - Reports from user satisfaction evaluations (see 5.1).
- At the beginning of the design process, management shall approve the definition of the initial requirements of *users* (Part 2).
- During the design process, management shall make decisions for corrective actions, to improve the *product* according to *user* requirements.
- Before the *product* is delivered, management shall consider the results from the final ergonomic evaluation. Management shall then make a decision whether to deliver or modify the *product*.
- Management shall make reports of all decisions in ergonomic matters.

### 1.5 Competence, awareness, and training of human resources

- A qualified *ergonomist* who has demonstrated ergonomic competencies relevant to the *product* design process shall participate regularly. The *ergonomist* shall supervise at least:
  - The Initial definition of the *user* requirements (see 2.1) and any changes (see 2.2).
  - The Final ergonomic evaluation (Part 4).
  - The After-sales *user* satisfaction evaluations (Part 5).
- Records are kept of the qualified *ergonomist's* education, training, skills, and experience.
- The qualified *ergonomist* may be part of the human resources of the *organization*, or external with a written contract of employment from the *organization*.

## 2. User Requirements document(s)

### 2.1 Initial User Requirements document

*User* requirements shall include information that is necessary to help designers create innovative and ergonomic *products*. This information includes:

- The characteristics and the variation limits of the target *users*:
  - Categories of users, (including secondary users) such as: age, gender, background knowledge, experience, and skills.
  - The variation limits around the "average user". These limits will be made clear to the public.
- The intended context of use, possible variation limits, and their effect on the *user* requirements:
  - Intended context and possible variation limits around the "normal" context.
  - The effect of this context on the user requirements.
- The goals of *users*, to be met by the *product*:
  - Activities of users, related to the product.
  - Factors influencing users when they do something with the product.
  - Typical usage situations showing possible difficulties of users and main variations.
  - "Normal use" variation limits and incorrect usage to be avoided.
- *User* satisfaction reports on former versions of the *product* (see 5.1) or other similar products.
- Suggestions for solutions. These will be more detailed than standard guidelines.
- Performance criteria for the *ergonomics* of the *product*, including:
  - General criteria for typical use of the product (performance time, error rate, satisfaction, etc.).
  - Acceptable time limit to learn how to use the product.
  - A test plan for the ergonomics of the product. Show the targeted performance of the product for critical tasks.
  - Acceptance limits for the ergonomics of the product in a user test. This limit shall be set according to an initial evaluation plan.
- Relevant health and safety issues for *users*.
  - Applying standards or regulatory requirements (if any).
  - Criteria for comfort and health (minimize forces, repetitions, awkward and static postures).
- Planned after-sales help for *users*. User assistance information and the means to communicate that information.

The *user* requirements shall be clear and not in conflict with each other. If some requirements seem to contradict others, the contradiction and its explanation shall be clearly stated. Optional directions shall be given to solve the issue.

The *user* requirements shall be stated in a document. All persons involved in the design process can refer to this document. The document shall be easy to understand for all project partners and management representatives.

#### Notes:

- This document can be in any form: text, drawings, storyboards, videos, narrative scenarios, or a mix of these.

- This document will indicate directions for creative design. It will not be limited to authoritarian requirements, although some strict requirements may be necessary (e.g. safety issues or a few specific dimensions).

## 2.2 User Requirements Changes

- When any part of the initial definition of the *user* requirements is changed during the design process, the change must be reported in the “User Requirements” document.

## 3. Design reviews

### 3.1 Design and development planning

Management shall:

- Plan ergonomic reviews according to the design and development stages.
- Plan ergonomic evaluations of intermediate samples of the *product* (if any).
- Make the responsibilities and authorities clear for decisions based on the ergonomic evaluations results.

### 3.2 Design and development reviews

- During the regular reviews of design and development (see 1.4), report and discuss ergonomic issues to:
  - Compare the results of intermediate ergonomic evaluations with the defined performance criteria for the *ergonomics* of the *product* (see 2.1 and 2.2).
  - Identify any problems.
  - Propose necessary actions.
  - Management shall make decisions on proposed actions.
- The organization shall keep records of the results of the reviews and decisions.
- The organization shall document what design review(s) is applicable for a particular product and, if applicable, reasons for not doing design reviews.

## 4. Final ergonomic evaluation report and management decision

### 4.1 Design and development validation

Management shall always:

- Validate ergonomic aspects of the *product* before delivering the *product*.  
*“Design and development validation shall be performed in accordance with planned arrangements to ensure that the resulting product is capable of meeting the requirements for the specified application or intended use, where known. Wherever practicable, validation shall be completed prior to the delivery or implementation of the product. Records of the results of validation and any necessary actions shall be maintained.”* (ISO 9001:2000, § 7.3.6)

Note: Verification based on checklists or expert inspection only is **insufficient** to validate the *ergonomics* of the *product* (see “ergonomic evaluation process” below).

- Perform ergonomic validation in reference to the defined *user* requirements (see 2.1 and 2.2). This validation shall include:
  - Controlling conformity with standards:
    - Complying with health and safety standards and the general safety obligation for consumer products.
    - Complying with relevant ergonomic standards (if not, give reasons).
    - Complying with relevant industry standards (if not, give reasons).
  - Completing the final ergonomic evaluation process. There are two documents to provide:
    - a) Before the evaluation, create a preparation document that includes:

- Evaluation procedure, conditions, and *user* test scenarios.
  - N.B. Users' notices shall be considered as a part of the product.
- Characteristics of the sample of test *users*.
- Objective and subjective evidence to be collected.
- Links to the *user* requirements (Part 2).
- Conditions for a "go / no go" decision. Threshold for acceptance by *users*.
- This shall be validated by management.

b) After the evaluation, create a final ergonomic evaluation report that includes:

- Compliance with the definition of the requirements of *users* (Part 2). If not, it explains actions to take.
- The possible effects on sales and after-sales costs in cases of no compliance.

Note: When a component or part of the final *product* comes from another *organization*, its possible effect on the *ergonomics* of the *product* shall be evaluated.

#### **4.2 Management review of evaluation results compared to the user requirements**

- Management shall perform a review before the *organization* commits to delivering the *product* to *users*. This evaluation shall include a discussion of the final ergonomic evaluation, which will help the management make the "go / no go" decision.

### **5. User satisfaction evaluation reports**

#### **5.1 Monitoring and measuring after-sales user satisfaction**

- Regularly, the *organization* shall collect and analyse data that gives information about:
  - After-sales *user* satisfaction and user complaints
  - Whether the *product* complies with the definition of the *user* requirements (Part 2).
- The *organization* shall keep records of after-sales ergonomic issues and related costs and estimated benefits.

#### **5.2 Control of a product that does not conform and corrective actions**

- When a *product* does not comply with the *user* requirements, the *organization* shall eliminate the nonconformity.
  - The *organization* "takes action to eliminate the cause of nonconformities in order to prevent recurrence: reviewing nonconformities (including customer complaints), determining the causes of nonconformities and reviewing corrective action taken." (ISO 9001:2000, § 8.5.2)
- When an unintended use of the *product* risks the health and safety of *users*, the *organization* shall eliminate the nonconformity.
- If the correction of the nonconformity might affect the *ergonomics* of the *product*, the *product* shall be evaluated again after modification.

#### **5.3 Monitoring and continual improvement**

- The *organization* shall apply suitable methods for monitoring the ergonomic quality management, and continually improve its effectiveness through audit results, analysis of user satisfaction data, corrective and preventive actions.

## Annex 1

### Relation to other standards

*To be developed and commented briefly*

#### Quality management

- ISO 9001:2000, Quality management systems - Requirements

#### Ergonomics

- ISO 6385 Ergonomic principles in the design of work systems
- ISO 13407 Human-centred design processes for interactive systems
- ISO 9241-10:1996, Ergonomic requirements for office work with visual display terminals – Part 10: Dialogue principles.
- ISO/TS 20282-1:2006 Ease of operation of everyday *products* – Part 1: Design requirements for context of use and *user* characteristics.
- ISO/TS 20282-2:2006 Ease of operation of everyday *products* – Part 2: Test method for walk up and use *products*.
- ISO/IEC 23025 Common industry format for *usability* test reports

#### Specific industry domain

- IEC 60601-1-6 *"Usability standard" for medical equipment (reference to be made exact)*

Directive 2006/42/EC of the European Parliament and of the Council of 17 May 2006 on machinery, and amending Directive 95/16/EC

#### IEA / EQUID documents

- IEA Ergonomics Quality In Design (EQUID) program *(to be updated)*
- EQUID Accreditation Criteria and Process *(version 1.1, Phase 1, Experimental)*

## Annex 2

### Guidance and bibliography

*The intention is to give product managers, not HF professionals, some practical rules to implement HF in design processes. "Quick and simple"*

#### **Usability performance acceptance threshold to a defined evaluation protocol**

For example, 80 – 100% success, such as measured with the Systems - Usability - Scale (cf. bibliography).

N.B. 1. Performance criteria for a general public *product* may be acceptable with 80% success but, for *products* to be used in a professional context, a 100% success threshold may be required.

N.B. 2. Performance criteria must include ease of use and efficiency of the overall system (*product* in context of use).

N.B. 3. Existing dialogue principles, such as in ISO 9241, can help define *usability* performance criteria.

#### **Basic requirements for a usability test**

- Recruitment of a sample of people (10 is a minimum) who belong to the *product / service target users*.
- Usage scenario based test sessions (for example: edit, modify, delete a directory element, switch between normal and predictive modes, describe the content hidden under the terms in the main menu, under the icons, etc.). Each person has to carry out the predefined scenarios, without assistance from the experimenter. The basic scenarios must be carried out without any help from the manual, which must also be evaluated through several scenarios.
- Test procedure and environment must be as natural and realistic as possible. For general public *users*, no detailed explanations are given on operating procedures; scenarios are designed as goals to be reached. It is highly recommended that the experimenter is qualified in Human Factors Sciences.
- Main indicators to be considered to conclude about *product* acceptability are: number of persons who have reached the scenario goals, time to execute the scenarios, number of errors and hesitations, spontaneous expressions, answers to questions on terminology and icon understanding.
- Competitive *usability* tests between the *product* and other *products* with technical or functional similarities can be relevant to assess *user* acceptance.

See also bibliography: ISO/TS 20282-2:2006 Ease of operation of everyday *products* – Part 2: Test method for walk up and use *products*.

#### **Objective and subjective evidence to be gathered**

*Usability* evaluation must be supported by some observational data of *users'* behaviour and not rely on verbal data (e.g. interviews or questionnaires) alone.

#### **Final usability evaluation report, in a standard format**

Basic structure of a final *usability* evaluation report usually includes:

- Executive summary (2 pages: evaluation objectives reminder, evaluation technique and conditions, evaluation limits, key results, conclusions)
- Evaluation details (evaluation protocol, technical description, full results, tables)

The ISO/IEC 23025 format may also be used (cf. Annex 1)

### Bibliography

- Brooke, J., 1996, *SUS: a "quick and dirty" usability scale*, in: *Usability evaluation in industry*, edited by Jordan, P.W. & al. Taylor & Francis.
- Dul, J. and Weerdmeester, B. (2001), *Ergonomics for Beginners, A Quick Reference Guide*, Second Edition, Taylor & Francis.

*Other easy to read references please?*

### Annex 3

#### Short examples of documents to be maintained by the organization

*Non exhaustive and illustrative only*

*A set of forms and check lists for use in a variety of situations (e.g. according various industry contexts, for external or internal certification) can be proposed*

<b>Product "XYZ"</b>		
<b>Initial user requirements definition</b>		
2.2	User categories definition	
	User categories variation limits	
	Intended context of use	
	Context variation limits	
	Effect of context on user requirements	
	Users' activities related to product	
	Typical usage scenarios	
	Potential health and safety issues	
	Usability performance criteria	
	Etc.	
Comments: consistency with quality policy of the organization?		

<b>Product "XYZ"</b>		
<b>Final ergonomic / usability evaluation: a) Preparation document</b>		
4.1. a)	Evaluation procedure and conditions	
	Description of sample of test users	
	Test scenarios description and schedule	
	Indicators to be collected, objective and subjective	
	Target performance to user test, related to user requirements definition	
	Etc.	
Comments: consistency with user requirements?		

<b>Product "XYZ"</b>		
<b>Final ergonomic / usability evaluation: b) Evaluation report</b>		
4.1. b)	Description of actual test conditions, users' sample, etc.	
	Performance results (number of successes, failures, etc.)	
	Potential effect on after-sales and user assistance	
	Etc.	
Conclusion: The results are acceptable, or unacceptable, for product delivery? If not, what kind of action is taken?		

## Questionnaire to be filled out by societies applying for membership

### Full name (in your language and in English) and address of the Society

Ecuadorian Ergonomics Association

ASOCIACION ECUATORIANA DE ERGONOMIA AEERGO

### Date of creation of the Society

May , 22 of 2007

### General structure of the Society

President .	Francisco Cáceres Flores MD
Vice-president:	Martha Kenny Vélez FTP
Secretary :	Mario Ramiro Ávila Bastidas MD
Treasurer:	María Stella Estupiñán Maldonado FTP

### Number of members

26

### Procedure for joining your Society (verification of qualification, for instance)

- a) Active Members are professional with Post graduate formation that you/they are qualified in the exercise of the activities related with the ergonomics and have been endorsed by the National Directive Meeting.
- b) Members students are those registered in some professional program or of graduate degree where exists the ergonomics discipline or related subjects.
- c) Collective Members, are the companies, unions or public or private entities interested in the ergonomics and represented by credited members.
- d) Honorary Members , are Ecuadorian personalities or foreigners that have lent outstanding services to the development of the ergonomics.

### Name and contact information of the present President (address, email, phone and fax numbers)

**FRANCISCO CACERES FLORES**  
Address : Av. Manuel Cordova Galarza Km 12 ½  
QUITO ECUADOR SUDAMERICA  
[fcaceres@andinanet.net](mailto:fcaceres@andinanet.net)  
[faceres@mazda.ec](mailto:faceres@mazda.ec)  
593-2-2476323  
593-2-98049808



**FAX 593-2-2394702**

**Name and contact information of the Vice-president (address, email, phone and fax numbers)**

**MARTHA KENNY VELEZ**

**Address : Ramón Valarezo N 58-06 y P. Freile**

**QUITO ECUADOR SUDAMERICA**

**marthakennyvele@hotmail.com**

**593-2-2599267**

**593-2- 95665586**

**Address of the website of the Society**

## STATUTES OF THE ECUADORIAN ASSOCIATION OF ERGONOMICS

### I SURRENDER I

#### NATURE, DENOMINATION, HOME, DURATION

I ARTICULATE 1. - The nature of the entity, is that of a private institution, without spirit of lucre, of scientific character, governed by the Ecuadorian civil right.

I ARTICULATE 2. - Their denomination will be Ecuadorian Association of Ergonomics and it will be identified by means of the acronym AEERGO.

ARTICLE 3. - The main home of AEERGO will be the city of I Remove, capital of the Republic of Ecuador, Street Ramón Valarezo N58-06 and Pedro Freile, Urb. San Pedro Claver, but he/she will be able to develop their social object in the whole national territory and to have other homes in function of the requirement of their activities or of the place of the president's residence.

I ARTICULATE 4. - The duration of the Ecuadorian Association of Ergonomics is of indefinite character.

### I SURRENDER II

#### DE THE OBJECTIVES OF THE ECUADORIAN ASSOCIATION OF ERGONOMICS

I ARTICULATE 5. - The Ecuadorian Association of Ergonomics, AEERGO, has as objectives:  
to) to Stimulate the scientific and technological investigation and their application in the field of the ergonomics.

b) to Promote and to organize meetings, courses, events and other activities that contribute to the diffusion and the exchange of ergonomics knowledge.

c) to Carry out or to support the publication of bulletins, magazines, books, programs in magnetic means, etc., on ergonomics and matters tunes.

d) to Develop actions that propendan to improve the work conditions, health and the workers' life and of the community in general.

and) to Contribute to that the users of means, instruments and labor teams can manage them under functional and sure conditions, and in general to promote improvements in the quality of life.

f) to Advise to institutions of government character, ONGs, and of the private sector in the elaboration of programs, projects, norms and international agreements that look for the development, diffusion and application of the ergonomics.

g) to Represent the interests of the members in front of the national entities, foreigners and international.

h) to Promote and to favor the innovation of ergonomic products that you/they improve the labor interaction with the human being.

i) to Endorse and to recommend services and the collective members' products and/or effective members of agreement with the reaches and the effective legal requirements.

### I SURRENDER III

#### DE THE MEMBERS

I ARTICULATE 6. - The Ecuadorian Association of Ergonomics is constituted by members founders, active members, members students, collective members and honorary members.

to) active Members are professional with any formation that you/they are qualified in the exercise of the activities related with the ergonomics and have been endorsed by the National Directive Meeting.

b) Members students are those registered in some professional program or of graduate degree where exists the ergonomics discipline or related subjects.

c) collective Members, are the companies, unions or public or private entities interested in the ergonomics and represented by credited members.

d) honorary Members, are Ecuadorian personalities or foreigners that have lent outstanding services to the development of the ergonomics.

ARTICLE 7. - The admission, suspension or new active members' exclusion, students or communities, he/she will be carried out before the Directive Meeting, by means of application and application of the inscription form.

t) The Assembly is reserved the admission right and the establishment of the requirements to be partner, he/she studies the admission applications and in the event of not accepting some it will present the due justification in writing.

b) The candidate that has not been admitted can make a new application presenting his arguments and the Directive Meeting will study such an application again, supported in a Committee of Evaluation that will designate him the Meeting for the effect.

c) The partner student will be admitted by a maximum period of two (2) years after whose term active partner can become, if it has the respective professional qualification.

d) The desafiliación application will be made in writing to the Directive Meeting.

and) associate's quality is suspended by the nonfulfillment of six months in the payment of the ordinary quotas, for retirement volunteer; for contempt to the Statutes and regulations in opinion of the Directive Meeting or of the General Assembly.

f) it will Be reason of the members' expulsion: to incur in fraud to enter to the Association; to have been condemned to prison by deceitful acts; to make bad use of the funds and haberes of the Association; to be exercising the profession unduly; to violate the Code of Professional Ethics; and, to fall in actions or omissions that you/they go in I deteriorate of the objectives and principles of the Association.

g) The sanction, the retirement of the members or their expulsion, either for the causes contemplated in this Article or for any other worthy cause in opinion of the Association, it requires for their validity, the act and probatory testimony under oath and the approval for majority of votes of an Ordinary or Extraordinary Assembly

ARTICLE 8. - they Constitute the members' rights, the following ones:

b) to Participate in all the activities of the Ecuadorian Association of Ergonomics.

c) to Be expressed freely in the assemblies and meetings.

d) to Propose activities of common interest and chords to the objectives of the Association.

and) to be designated to participate of meetings and commissions representing to the Association.

f) to Vote and to be chosen in elections to different positions.

g) to Enjoy the benefits and services of the Association.

h) to Present suggestions and birdcalls in writing before the Directive Meeting.

i) to Summon Extraordinary General Assemblies of agreement with these Statutes.

j) to Be informed of the administration of the Directive Meeting and of the work of the committees or organized entities to the interior of the Association.

ARTICLE 9. - they Constitute the members' duties, the following ones:

t) to Respect and to complete the dispositions of Statute and Regulations of the Ecuadorian Association of Ergonomics.

- b) to Cancel the quotas ordinary and other tax appropriately that you aprobaren statutorily in favor of the Association, inside the terms that it points out the Directive one in the respective regulation.
- c) to Participate in conscious and active form in the deliberations, votings, commissions and responsibilities for which he/she is requested.
- d) to Attend the meetings of the General Assembly and to act in them according to the statutes and regulations.
- and) to Accept the decisions of the Assemblies and of the Directive one.
- f) to Look after the good name of the Association.
- g) to Carry out the tasks that are assigned him or delegated by the directive organs.
- h) to Participate actively in the different committees organized by the directive organs.
- i) The partner can be impeached to carry out the tasks of the lit. and) by means of justification.
- j) The members that don't complete the duties settled down in this article are subject to the sanctions that determine the directive organs, such as tickets, suspensions, admonishments, and even the exclusion.
- k) The expelled partner can request the revision of such a sanction in General Assembly, which will name a commission of his breast to analyze and to inform on the case to the Assembly whose report will put on to consideration and voting.

#### I SURRENDER IV

#### DE THE ASSEMBLIES

I ARTICULATE 10. - The General Assembly of Members is the deliberative and directive organ, maximum and sovereign that can meet in ordinary and extraordinary sessions.

- to) The Ordinary General Assembly will meet once per year in the date that you/they point out the legal dispositions and it will be summoned by the President with a minimum advance of thirty (30) skilled days, for the most suitable means, specifying date, hour and place.
- b) The General Assembly will settle with the presence of most of the members, in first convocation. If in a session the regulation quorum is not completed, written perseverance will be left and it will be summoned to a new session inside a non inferior term to a (1) hour, in which case the quorum will be constituted with any number of Active Members.
- c) The Extraordinary General Assembly will be been able to summon by means of communication written correspondent to all the members, with ten (10) skilled days of anticipation, by means of invitation in writing to each partner, specifying date, hour and place, to the address registered in the Association and with the specified agenda. The convocation will be able to make it the President, most of the Directive one, or most absolute of the members with right to vote.
- d) The ordinary quorum will be constituted with the existence of the third part more one of the associates that are a day in the payments to the Treasury of the Association, and represent at least the half more one of the members with right to voice and vote.

ARTICLE 11. - they are functions of the General Assembly:

- to) to Deliberate on the matters settled down in the agenda.
- b) to Approve the records of their meetings, the budget and the state of bills of the Association.
- c) to Choose the members of the Directive one and their substitutes.
- d) to Decide on the sanction (suspension, exclusion or deprivation) of the members of the Directive one. On in knowledge for the commission of excuses and qualifications
- and) to Approve in two instances the proposals of modification of statutes and to reform the effective statutes.

- f) to Interpret, in the event of doubt, the Statutes and regulations. To not decide on situations contemplated in the same ones.
- g) to Decide on the breakup of the Association
- h) The decisions of the General Assemblies will take with most simple of the present members.
- i) The decisions foreseen in the literal d), and) and f) of this I articulate alone they will be able to be taken by the half but one of the present members in the General Assembly or by means of the vote of most absolute of the members consulted by diverse means (mail, telephone, fax or electronic mail) and certified by the Treasurer.

#### I SURRENDER V

##### DE THE ELECTIONS

I ARTICULATE 12. - For the election of the Directive Meeting, the General Assembly in its previous session to the election will conform an Electoral Commission, integrated by three active members who will organize the process eleccionario and they will summon it with an anticipation of thirty days (30) calendar.

- t) The members of the Directive one won't be able to integrate the electoral commission.
- b) The members of the Electoral Commission won't be able to candidatizarse to the Directive one.
- c) The Electoral Commission will extinguish in thirty (30) days calendar after the respective voting for which was conformed.

d) The elections will be carried out in the General Assemblies.

ARTICLE 13. - they are functions of the Electoral Commission:

- t) to Elaborate and to disclose the regulation of elections that will be adjusted to what you/they prepare the Statutes, with a minimum advance of forty (40) days calendar.
- b) to Qualify and to inscribe the lists of candidates.
- c) to Carry out the scrutiny, the count of votes and to elaborate the respective records.
- d) to Disclose the results, to proclaim the elects and to elaborate a final report on the election.
- and) to Settle on any doubt that arises during the electoral process.
- f) in the event of tie he/she will be carried out a new voting in the same Assembly or to summon to another Assembly later one hour and to make the decision thirty (30) days calendar after the first voting.

I ARTICULATE 14. - The inscription of candidates will be carried out by means of complete list for all the positions of the Directive one with its respective substitutes.

I ARTICULATE 15. - they will Be able to candidatizarse to the alone positions of the Directive one the active members that are a day with their obligations.

#### I SURRENDER VI

##### DE THE DIRECTIVE MEETING

I ARTICULATE 16. - The Directive Meeting is the executive organ that will be integrated by a President, two Vice-presidents, a General Secretary, a Treasurer, and three Vowels. Except for the President, the other members will have their respective substitute.

I ARTICULATE 17. - The members of the Directive Meeting will be members in exercise.

I ARTICULATE 18. - The period of the Directive Meeting will be of two (2) years and he/she will begin to be from the date of its election.

I ARTICULATE 19. - The Vice-presidents, in the order of their election, will substitute the President in the event of absence or impediment, or for responsibility of this.

I ARTICULATE 20. - The President will be able to be reelected alone for a (1) time, in serial periods.

I ARTICULATE 21. - The renouncement application of anyone of the members of the Directive one will be carried out in writing to the Directive one.

I ARTICULATE 22. - in the event of vacancy of one of the positions, it will be substituted with the other members, main or substitute, in the order of of hierarchy settled down in the list.

I ARTICULATE 23. - in the event of collective renouncement of the Directive one, the General Assembly you autoconvocará for a new election, in the terms fixed in this Statute.

I ARTICULATE 25. - The Directive Meeting will have like functions, the following ones:

to) to Meet a (1) time a month and extraordinarily when it is summoned by the President or their substitute.

b) to Deliberate on the convocation of Ordinary and Extraordinary General Assemblies, and to elaborate the respective agendas.

c) to Present to the General Assembly a report written yearly of activities on their main administrative acts.

d) to Deliberate on the creation of Committees or internal entities with specific attributions, and to name their members for certain times.

and) to Elaborate and to diffuse their Annual Plan of Work and to organize the operation of the Association, by means of the expedition of regulations and appropriate norms for such an objective.

f) to Know the renouncements of their members and to provide the positions that are vacant for the rest of the period.

g) to Designate and to propose to the Assembly an active partner to constitute and to preside over the Electoral Commission.

h) to Designate representatives to participate in meetings and commissions.

i) to Approve the admission of members, as the article 7.

j) to Point out the ordinary and extraordinary quotas and to regulate their collection.

k) to Elaborate and to approve the annual budget of revenues and expenditures of the Association and to subject it to consideration of the General Assembly.

l) to Execute the dispositions of the General Assembly.

m) to Promote and to support the constitution of sectional or regional organizations.

n) to Study and to decide on the realization of contracts and agreements with other entities.

or) to Create the positions that it requires the good operation of the Association and to fix the honorarium to that there is place.

p) to Admit and to supervise the hired personnel, and to determine the respective functions.

q) to Sign economic commitments, to acquire, to build, to reform goods properties, furniture, machines and teams, until for an I mount of five thousand dollars (\$5.000,00), as well as to subscribe other economic commitments that surpass this quantity, previous authorization of the General Assembly.

r) to Propose to the General Assembly the concession of holding of Honorary Partner.

s) to not Authorize extraordinary expenses contemplated in the budget, of which he/she will inform to the following General Assembly to the decision.

t) to Know the complaints on the associates and to impose the sanctions to that there is place.

or) to Promote and to organize events has more than enough Ergonomics, for their own bill or in agreement with other institutions.

v) to Study the proposals presented to the Association to intervene in consultantship projects, consultancy and similar, to decide if they are of their competition or interest and, if was not this way, to delegate to individual members, by means of open and public convocation.

w) to Maintain international relationships with associations of ergonomics of other countries, and with the International Ergonomics Association, IEA

x) to Represent AEERGO before the IEA and other National and International Organisms.

and) The other ones that you/they correspond him by nature and they are not attributed to other organisms of the Association.

I ARTICULATE 26. - The Directive Meeting will be able to name an Administrative Director whose functions will be the following ones:

to) to Offer the administrative support for the execution of the objectives traced by the Directive one.

b) to Respond for the inventories of the assets fixed and other properties of the Association.

c) to Execute and to coordinate the activities that it establishes the Directive Meeting.

d) to Hire and to authorize expenses related with the operation of the Association until for the equivalent one at twenty (20) monthly minimum wages.

and) The other ones that it assigns him the Directive meeting or the General Assembly in reason of their condition.

I ARTICULATE 27. - The meetings of the Directive Meeting will be presided over by the President and in their absence for the First Vice-president, Second Vice-president, or for who corresponds them to substitute in hierarchical order.

I ARTICULATE 28. - The quorum for the meeting of the Directive Meeting, will settle down with the presence of at least three (3) of its members. The decisions took for simple majority of the present. Of all that it happens a records that it will be approved in the following meeting rose.

I ARTICULATE 29. - in case an Assembly General non pudiere to make the election of the National Directive Meeting, the previously elected ones continued in their positions until when they are replaced. This prorogation of functions will lose its validity after six months, starting from the date of the fruitless Assembly.

I ARTICULATE 30. - they are functions of the President, the following ones:

to) to Represent legally to the Association in all the official activities of the same one in the regional, national and International environment.

b) to Complete and to make complete the Statutes and the decisions of the General Assembly and of the Directive one.

c) to Summon and to preside over the General Assemblies.

d) to Elaborate the monthly reports on the activities of the Association and to present them to the Directive one.

and) to Elaborate the annual report of activities of the Association in writing, which will be subjected to consideration of the General Assembly.

f) to Summon and to preside over the meetings of Directive Meeting.

g) to Take the responsibility for the movement of the financial and patrimonial resources, jointly with the Treasurer.

h) to Execute the administrative acts.

i) to Delegate attributions to members of the Meeting, of the Commissions or of the Members.

j) to Sign the records once approved.

k) to Approve all retirement order and expenses of funds together with the treasurer

l) to Represent legally to the Association in all their relationships of natural and juridical character

m) to Establish the contractual commitments with natural or juridical people or with government or not government organisms (ONGs), together with the secretary.

I ARTICULATE 31. - they are the vice-presidents' functions

t) to Take the responsibility for the administrative matters of the Association

b) to Respond for the Presidency when the position this vacancy, until the I finish of the respective command.

c) to Lend consultantship to the President in the exercise of their function.

d) 4. - to Assume the Presidency from the Directive Association of the new one when concluding the command to which was designated as Vice-president of the President. This case was excepted when the President is reelecto.

I ARTICULATE 32. - they are functions of the General Secretary:

t) to Take the responsibility for the administrative matters of the Association

b) to Respond for the Presidency when the position this vacancy, until the I finish of the respective command.

c) to Offer consultantship to the President in the exercise of their function.

d) to Elaborate the correspondence of the Association.

and) to Subscribe jointly with the President all the administrative acts

f) to Take the responsibility for the publication of editorials, to send official statements of meetings, to edit records, to facilitate the resources for the different publications.

g) The other ones that you/they are assigned him by the Statutes, the General Assembly, the Directive one and those

h) Regulations.

i) to Send and to request up-to-date information biannually to each one of the secretaries and

j) presidents of the chapters or regional and vice versa

k) 9. to Maintain an up-to-date database of the members together with the treasurer.

l) 10. To execute and to control the communication and information to the interior of the directive one, with the chapters and with the members in general.

I ARTICULATE 33. - They are functions of the Treasurer the following ones:

t) to Make the process of collection of the quotas of the members.

b) to Maintain up-to-date the financial states and to take up-to-date the respective countable books demanded by the law.

c) to Make the payments authorized by the Directive one or the President.

d) to Subscribe jointly with the President the documents of the financial and patrimonial movement.

and) to Maintain up-to-date the fiscal obligations.

f) to Prepare the annual balance to be subjected to consideration of the General Assembly, jointly with the budget...

g) to Exercise other activities that are attributed him by the Directive one.

h) to Inform the members in writing the commitments and slopes of their quotas with enough anticipation to the general or extraordinary assemblies.

i) to Take the up-to-date database of the members.

I ARTICULATE 34. - they are functions of the vowels the following ones:

b) to Participate actively in the activities defined by the President and the General Secretary of agreement with the regulation that sends the National Directive Meeting for the effect.

c) to Collaborate with the other members of the Directive one in the execution and control of initiatives



d) to Promote the contact with the members of the Association and being spokesman of their restlessness.

and) By means of appointment to represent to the National Directive Meeting or the Association.

I ARTICULATE 35. -. they are functions of the Representative of the Students:

to) to Make stress in the diffusion of the ergonomics among the students from the universities to all the levels.

b) to Generate bonds with educational entities and student associations.

c) to Cooperate with all the members of the meeting in all the purposes of the Ecuadorian Association of Ergonomics in diffusion, investigation, formation etc.

d) to Represent in front of the meeting the necessities of the members students.

I ARTICULATE 36. -. they are functions of the Expresidente:

to) to Conform the advice consultant of the Association.

b) to Act like connection between the incoming president and the new members of National Directive Meeting to guarantee the continuity of the administration.

c) to Support and to advise to the meeting in the decisions with base in the experience of previous years.

I SURRENDER VII

DE THE RENTS AND THE PATRIMONY

I ARTICULATE 37. They constitute rents of the Ecuadorian Association of Ergonomics

to) The annuities and the members' other taxes

b) The endowments budget them specific.

c) The donations, grants and legacies, as well as the goods furniture or properties acquired on their behalf or received in donation by national or international entities.

d) The rents coming from their patrimonial goods.

and) The resources coming from contracts signed with national entities or foreigners.

I ARTICULATE 38. The annuities of the members are fixed by the National Directive Meeting, according to that prepared in the numeral j of the article 25.

to) The effective members paid a hundred percent and the members students will pay the thirty percent (30%) of the annuity of the effective members.

b) The collective members will pay five (5) times the value of the annuities of the members troops.

c) The chapters seccionales or regional, as confederate members, they paid an annual quota of affiliation defined by the Directive Meeting and additionally 10% for each partner

I SURRENDER VIII

DE THE REGIONAL CHAPTERS

I ARTICULATE 39. The members residents in a certain County can organize an I surrender Sectional or Regional.

to) For the creation of an I surrender Sectional or Regional, at least five (5) effective members should be residents in the respective city or county that you/they request authorization to the Directive one.

b) The National Directive Meeting has term to show on the creation application of the I surrender up to sixty (60) days calendar.

c) Obtained the authorization of the Directive one, the interested ones should summon to an Assembly of Constitution.

d) The sectional or regional chapters can be constituted as confederate partner of the SEE, but governed inside the same statutory body of the national organ.

I ARTICULATE 40. - He surrenders Sectional or Regional it will be countersigned by the General Assembly of the Association.

Paragraph. The regulations of this they should be countersigned by the General Assembly of the Association.

I ARTICULATE 41. - The Ecuadorian Association of Ergonomics can transfer a percentage of the annuities paid by the respective members of a Sectional or Regional.

I ARTICULATE 42. - Each I surrender Sectional or Regional it should present report of activities to the General Assembly of the Association and biannually to send up-to-date information to the general secretary of the Association permanent communication should exist among secretaries (he/she informs of activities)

I SURRENDER IX

DE THE BREAKUP

I ARTICULATE 43. The Ecuadorian Association of Ergonomics has a duration of ninety nine (99) years and its breakup can decide it a General Assembly summoned with such a purpose, but if for force adult it was necessary to liquidate it or to dissolve it this measure will require the approval of the in the middle of general assembly and to mention to a new Extraordinary Assembly to approve in second and definitive debate

I ARTICULATE 44. They will be causal of breakup of the Ecuadorian Association of Ergonomics the following ones: for decision of the in the middle of General Assembly, for exhaustion of the patrimony, for absence of activities during three continuous years, according to the legal dispositions defined by the state.

I ARTICULATE 45. When the Ecuadorian Association of Ergonomics is in the breakup phase, in the same act it will name a Clearer or in its defect he/she will be the last inscribed legal representative.

I ARTICULATE 46. The patrimony remainder, after the breakup will be to disposition of an equivalent scientific Association named by the General Assembly and in accordance with the effective legal norm in that moment.

I SURRENDER X

DE THE LEGAL REPRESENTATION OF THE ASSOCIATION

I ARTICULATE 47. The organ rector of the Ecuadorian Association of Ergonomics is the Directive one and its legal representative is the President.

## Application for IEA membership – Latvian Ergonomics Society

### Full name (in your language and in English) and address of the Society

Latvijas Ergonomikas Biedriba  
Latvian Ergonomics Society

### Date of creation of the Society

29<sup>th</sup> of August, 2006.

### General structure of the Society

Board president, Board (administrative body), Meeting board (decision-making body), Members

### Number of members

53

### Procedure for joining your Society (verification of qualification, for instance)

As Society member can become any capacitated and legal entity or legal personalsociety by handing in written application form. Application form and necessary attaching documents are stated by Society board (more detailed information in attached rules).

### Name and contact information of the present President (address, email, phone and fax numbers)

President Dr. Med. sc. Zenija Roja, Adress: Dzirnavu 66-36, Riga, LV-1050, Latvia, tel: +371 29739399, e-mail: zenija.roja@lu.lv

### Name and contact information of the Secretariat (address, email, phone and fax numbers)

Secreteriat: Henrijs Kalkis, Adress: Dzirnavu 66-36, Riga, LV-1050, Latvia, tel: +371 29739399, e-mail: henrijs@ergonomika.lv

### Address of the website of the Society

[WWW.ERGONOMIKA.LV](http://WWW.ERGONOMIKA.LV)

register

Registered in Latvian societies and foundation

Riga, 2006, 03. October

With Reg. Nr. 40008106835

Latvian Ergonomics Society  
rules

## 1. section. Name of Society

- 1.1. Society name is "Latvijas Ergonomikas biedrība" (in official Latvian language).
- 1.2. Society name in English is „Latvian Ergonomics Society”, further in text – Society.
- 1.3. The abbreviation of the name in Latvian is LEB, but in English LES.
- 1.4. Society has own stamp, blank and it has right to work out and maintain Society web page in internet.
- 1.5. Society has rights to organize seminars, conferences as well as other informative events and do publishing.
- 1.6. Society has rights to establish contacts with other binding organizations from other countries and join international organizations.

## 2. section. Targets of Society

- 2.1. The targets of society are:
  - 2.1.1. Develop understanding about ergonomics essence in providing human life quality as well as work life quality.
  - 2.1.2. Educate public in ergonomics field by working out necessary guidelines and by popularizing good praxis example in Latvia and other places in Europe.
  - 2.1.3. Educate members of society, employers and employees with training of ergonomics risk factors identification, assessment and prevention.
  - 2.1.4. Promote science based practical and businesslike research projects in ergonomics and joined fields (in workload ergonomics, cognitive ergonomics, organizations and design ergonomics).
  - 2.1.5. Take part in legislation work development that is essential for ergonomics, including occupational health as well as labor protection questions, collaborating with necessary ministries and other governmental institutions.
  - 2.1.6. Promote ergonomics discipline development as separate science branch in Latvia.
  - 2.1.7. Develop profession – ergonomist – also taking part in profession standard development.
  - 2.1.8. Promote collaboration with governmental (societies) and nongovernmental organizations that grapple with ergonomics questions and problems.

## 3. section. Society work life term

- 3.1. Society established for indefinite time period.
- 3.2. Society can be liquidated or reorganized or made other changes with accordance with Latvian legislation stated order.

## 4. section. Members joining Society, discontinuation of membership and removing membership.

- 4.1. As Society member can become any capacitated and legal entity or legal personalsociety by handing in written application form. Application form and necessary attaching documents are stated by Society board.
- 4.2. The decision about member to join is made by Society board. The application form must be reviewed and considered in nearest board meeting, but not later than in one month when received all necessary documents, only exceptions can be made in summer time period (July – August). Applicant can also be invited to board meeting when his candidature is considered. Board should inform applicant about the decision in written form in one week after the decision is made.
- 4.3. The negative board decision can be appealed in accordance with Latvian legislation.
- 4.4. Any member can remove his/her membership at any time by informing Society board in written form.

4.5. Member can be removed from Society with board decision if:

4.5.1. Member haven't paid annual member fee with any plausible reason till the end of march of running year.

4.5.2. Member doesn't obey to general meeting or board decisions.

4.5.3. Member doesn't fulfill his duties and liabilities.

4.5.4. Member does other activities that are in conflict with Society rules.

4.5.5. If member haven't paid member fee till the next Member meeting starting than he/she can participate in Member meeting but without voting rights.

4.6. The question about removing membership is considered by Society Board in closest meeting by inviting removable member and allowing to express his opinion.

4.7. For special achievements in ergonomics as science development and essential contribution in ergonomics and connecting problems solving in Latvia the Society can elect Society Honor members. Election is made after board proposal by Member meeting.

## 5. section. Member rights and obligations

5.1. Society Members has such rights:

5.1.1. Take part in Society work and running processes.

5.1.2. Gain information about Society activities as well as get acquainted with all Society institution protocols, decisions and instructions.

5.1.3. Take part in all Society organized events, give recommendations about Society activities and about improvements, take a firm stand.

5.1.4. Represent Society in other organizations with board or Member meeting authorization.

5.2. Society Members has such obligations:

5.2.1. Take part in all Society activities, obey to Society rules and fulfill Member Meeting and board decisions.

5.2.2 Make regular payments of Society member fee.

5.2.3. With active collaboration support fulfillment of Society targets and assignments.

5.2.4. Address to employers with proposals of work safety, occupational health and ergonomics problem questions due to the salvation of the problem is in strong conflict with Society targets and assignments and well known ergonomics principles.

5.2.5. Defend Society interests, targets, assignments to other organizations and persons.

5.3. Obligations can be stated with Member Meeting or Board decision. In case of assigning obligations that disparate from regular obligations the corresponding Member has to accept these obligations.

5.4. Society Honor Members act as advisors.

## 6. section. Society structural units

6.1. Society territorial and other structural units can be developed with society member meeting decision.

6.2. Structural unit activities, rights and liabilities as well as relations with Society are regulated by structural unit bylaw that is approved by Society Members meeting.

6.3. Till Society Members meeting the new structural unit exists with temporary bylaw status approved by Society board.

## 7. section. Members meeting, convoking, decision making

7.1. Members meeting status and activities:

- 7.1.1. Members meeting is highest Society decision-making body.
- 7.1.2. Members meeting for 3 years elect Board president, approves Controller's reports, makes changes in Society rules and activities program, decide about joining international organizations, as well as Society termination or continuation.
- 7.2. In Society Members meeting all Society members are authorized to participate. Members can participate in meeting only in person. Society members that are legal entities or persons societies are represented by corresponding authorized representatives that have one vote.
- 7.3. Regular members meeting is called together one time per year, but not later than 31 of March.
- 7.4. Extraordinary members meeting can be called together with the initiative of board or if it is demanded from more than 1/10 of Society members by explaining the reason in written form. Board president can call together extraordinary members meeting by explaining the reason.
- 7.5. Members meeting is called together not later than two weeks before the meeting by sending written invitation to members.
- 7.6. Members meeting is authorized to make decisions if there takes part more than half of all Society members (50% +1).
- 7.7. If Members meeting is not authorized to make decisions due to insufficient quorum, during three weeks reiterative Members meeting is called together that is authorized to make decisions without reference to members count with condition that there is at least two members.
- 7.8. Members meeting decision is made if more than half (50% +1) of attendant members have voted. Decision about rule change, Society termination or continuation as well as staff questions can be made if more than two thirds (2/3 +1) of attendant members have voted.

#### 8. section. Administrative body.

- 8.1. Society administrative body is Board.
- 8.2. Board members elect Board president from all board members.
- 8.3. Board is authorized to make all decisions that are not in exclusive Members meeting competence.
- 8.4. Board member officiate with reimbursement that amount every year is stated by Members meeting.
- 8.5. With Members meeting decision Board can recruit and pay Society secretary and/or accountant.
- 8.6. Board president manages Society in general, he/she work out and realize Society activities strategy and tactic.
- 8.7. Board president in accordance with legislation is liable for accounting and documentation, financial lawfulness of assets receiving and usage.
- 8.8. Board president hands in to Board and members meeting all necessary documents that should be approved.
- 8.9. Board president represents Society in government and in public organizations without special authorization, including representation events in case no other representative is chosen by Board.
- 8.10. Board president annually gives reviews to Members meeting.
- 8.11. Same person can be elected as Board president for more times.
- 8.12. Board president take part in Board work with one vote.
- 8.13. Board members represent society separately.

#### 9. Section. Society controller

- 9.1. Control of Society financial and commercial activities is made by controller elected for one year by members meting.
- 9.2. Society controller can not be Board member.
- 9.3. Society controller:
  - 9.3.1. Makes Society property and finance auditing.

- 9.3.2. Makes resolution on Society budget and annual summary.
- 9.3.3. Evaluates Society accounting and record keeping.
- 9.3.4. Gives recommendations about Society finance and commercial activity improvement.
- 9.4. Controller makes inspection in terms stated by Members meeting, but not rare than once a year.
- 9.5. Members meeting approve Society annual report only after controller's resolution has been made.

#### 10. section. Member fee.

- 10.1. Society individual members pay member fee once a year. Member's fee amount states Members meeting every year. For the first year the amount is stated by the Founding meeting.
- 10.2. Full time students, pensioners, and other individual members the Members fee can be stated in different amount.
- 10.3. Legal entities and personalsocieties that are members of the Society make payment in triple amount as individual Member's stated fee.

#### 11. section. Entrance fee.

- 11.1. Entrance fee in Society is stated in 10.00 LVL or 15 EUR amount.
- 11.2. Full time students and non-employed pensioners entrance fee is not charged.

#### 12. section. Finances and material assets.

- 12.1. Society finances consists of member fees, donations and gifts from organizations and private persons and assets that are gained in a result of commercial activity.
- 12.2. Society can own property and other material assets that are gained in accordance with Latvian Republic legislation.
- 12.3. The property and assets of Society can be used only in order to achieve Society targets and assignments.
- 12.4. Society Board and its authorized person is responsible for financial activities and other Society asset usage but for the control is responsible the Controller.

Founders:  
Z. Roja

H. Kalkis

Rules are approved in Founding meeting in Riga, 2006, 29<sup>th</sup> of August.





# Ergonomics Society of Nigeria

#5 Woriji Avenue, Elijiji, Rumurolu, Off Woji Road, P.O.Box 12493,  
Port Harcourt, Rivers State, Nigeria  
Phone: 084752087, 08055154906, Email:vinetribo@yahoo.com

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## QUESTIONNAIRE TO BE FILLED OUT BY SOCIETIES APPLYING FOR MEMBERSHIP

1. Full name (in your language and in English) and address of the society.  
**Ergonomics Society of Nigeria (ESN)**  
**5 Woriji Avenue, Elijiji, Rumurolu**  
**Port Harcourt, Rivers State, Nigeria (500001)**
2. Date of creation of the Society.  
**Thursday, 14<sup>th</sup> September, 2006**
3. General structure of the Society  
**Ergonomics Society of Nigeria (ESN) is an independent and self-governing institution, consisting of five (5) classes of membership. ESN operate within Nigeria and may, subject to applicable laws, operate in any part of the world and may be affiliated with any association or organization having similar or compactable aims and objectives with or outside Nigeria.**
4. Number of members  
**Thirty (30)**
5. Procedure for joining your Society (verification of qualification, for instance)  
**A person may be admitted as a member of any class of membership if:**
  - **He fills the membership form**
  - **Fulfills the requirements of the constitution for the relevant class of membership**
  - **Executive committee recommends him as a member.**
6. Name and contact information of the present President (address, e-mail, phone and fax numbers)  
**Engr. Samson Adaramola**  
**P. O. Box 11253, Port Harcourt, Rivers State, Nigeria**  
**E-mail: [vinetribo@yahoo.com](mailto:vinetribo@yahoo.com)**  
**Phone: 234-080-55154906**
7. Name and contact information of the secretariat (address, e-mail, phone and fax numbers)  
**National Secretariat**  
**5 Woriji Avenue, Elijiji, Rumurolu, Port Harcourt.**  
**E-mail: [info@esnig.com](mailto:info@esnig.com)**  
**Phone: 234-084-752087**
8. Address of the website of the Society  
**[www.esnig.com](http://www.esnig.com)**

# CONSTITUTION OF ERGONOMICS SOCIETY OF NIGERIA

## PREAMBLE

WHEREAS, WE THE members of the Society having envisioned the need for the observance of ergonomics of all spheres of human activity and being resolved to be committed to the mission of promoting the application and development of ergonomics in Nigeria and elsewhere CONSTITUTE ourselves into an Association and DO HEREBY give ourselves this constitution:

1.0

### ARTICLE 1

#### NAME AND TERRITORIAL SCOPE

1.1 The Association shall be known as and called **ERGONOMICS SOCIETY OF NIGERIA**

1.2 The Association shall be operative within Nigeria and may, subject to applicable laws, operate in any part of the world and may be affiliated with any Association or organisation having similar or compactable aims and objectives within or outside Nigeria

### ARTICLE 2

2.0

#### REGISTERED AND OTHER OFFICES

2.1 The Association shall have its registered office at 5, Woriji Avenue, Elijiji, Rumurolu, Port Harcourt or at any other address in Nigeria as the General Meeting of the Association may resolve.

2.2 The Association shall have and maintain such other offices as the National Executive Committee may determine from time to time.

### ARTICLE 3

3.0

#### AIMS AND OBJECTIVES

3.1 The Aims and Objectives of the Association are:

- (a) To foster the development of Ergonomics and the improvement and awareness of knowledge thereof
- (b) To encourage and ensure the maintenance of high professional standards in the practice of Ergonomics by its members.

- (c) To ensure the continuous development and education of its members
- (d) To promote the welfare of the members of the Association generally

#### **ARTICLE 4**

##### **MEMBERSHIP**

- 4.1 Members of the Association shall consist of the following classifications of members: Fellows, Members, Associates, Affiliates and Students but no discrimination as to sex, race, ethnicity or religion shall be observed in the admission of members or organization of the Association.
- 4.2 Members of the Association may be individual persons or Corporate entities whatsoever.
- 4.3 A person may be admitted as a Member of any class of membership if:
- (a) He fills the membership form;
  - (b) Fulfils the requirements of this constitution for the relevant calls of membership and the current stipulations of membership made under or by virtue of this Constitution;
  - (c) The Executive Committee recommends him to be a member;
  - (d) The General Meeting admits him as a member
- 4.4 A person shall be admitted as a member of the 'Member' class if he is at least twenty five years of age and holds a Degree or HND or equivalent qualification in a discipline relevant to ergonomics/human factors or in the alternative, if he is a full member of the Nigerian Institute of Safety Professionals (NISP) or Society of Occupational Physicians of Nigeria (SOPN) or a like body and also has at least three years working experience in ergonomics/human factors.
- 4.5 A person shall be admitted as a 'Fellow' if he is qualified to be a member under clause 4.3 of this article; is at least thirty five years of age and a person who has demonstrated flair in the field of ergonomics/human factors by technical innovation, authorship or other significant contribution and in addition has been involved in ergonomics in a senior or eminent position for at least five years.
- 4.6 A person shall be admitted as a 'Student Member' if he is at least seventeen years of age and is undergoing a relevant course of study with intention to fulfill the requirements for being admitted as a 'Member' under clause 4.3 of this article.
- 4.7 A person shall be admitted as an 'Associate Member' if he fulfills the educational requirements for admission as a Member under clause 4.3 of this article and intends to fulfill the other conditions stipulated in that clause.

- 4.8 A person shall be admitted as an 'Affiliate Member' if he is at least twenty years of age, has good education and general interest in the practice of ergonomics.
- 4.9 A corporate body interested in the practice of ergonomic may be admitted as a Member of the 'Member' class and shall be represented at meetings and functions of the Association by its staff or directors of such number as the corporate member may designate.
- 4.10 A member of the Association shall lose his membership if-
- (a) He resigns his membership in writing to the President
  - (b) He is expelled or suspended by the General meeting for any act considered to be inimical to the aims and purposes or integrity and image of the Association provided that the General Meeting, whether Annual or Extraordinary, shall not expel or suspend a member unless such a member has been heard or given reasonable opportunity of being heard in defence of allegation(s) brought against him upon which any motion is moved for his expulsion or suspension by the General Meeting.
- 4.11 The hearing referred to in Article 4.9 may be conducted before the General Meeting or any ad hoc committee of the members set up by the General Meeting and in the latter case, such committee shall, subject to the direction of the General Meeting, make a written report of its findings and present the same General Meeting before a resolution expelling or suspending the member is passed.
- 4.12 Notwithstanding the foregoing, default by a member in fulfilling any financial obligation to contribute to the running of the Association shall subject to the resolution of the General Meeting stipulating the general terms of suspension for such default, only operate to render his membership suspended.
- 4.13 A member, may, upon his suspension, be re-admitted in accordance with the resolution of the General Meeting passed at the time of suspension or thereafter.
- 4.14 The rights, privileges and incidents attaching to membership shall, subject to the provisions of this constitution, be stipulated from time to time by the General Meeting so however that only Fellows and Members of the Association shall have the right to vote at any meeting of the Association, but that notwithstanding, all members of the Association of whatsoever classification may participate in the functions or meetings of the Association without diminution of the right to speak at any meeting or function of the Association; and further to the foregoing, all stipulations in this Constitution relating to quorum or resolutions or eligibility for offices specifically mentioned in this Constitution relate to Fellows and Members.

## ARTICLE 5

### 5.0 THE EXECUTIVE COMMITTEE

- 5.1 There shall be an Executive Committee of the Association which shall consist of the President, The Vice President, Secretary, The Financial Secretary, The Treasurer and two Ex-Officio members.
- 5.2 Members of the Executive Committee shall be elected from among members of the Association, present or absent at the venue of such election, for the period of three years, by the General Meeting in a manner deemed to be reasonably democratic by the General Meeting and affording the right of re-election.
- 5.3 The Executive Committee shall meet at such times and places as the Executive Committee may resolve but not less than twice in one year.
- 5.4 The Executive Committee shall
- (a) Govern and coordinate the Association and its activities
  - (b) Recommend prospective members of the Association for admission as members by the General Meeting
  - (c) Recommend the setting up branches of the Association under a structure and upon condition to be approved in a resolution of the General Meeting.
  - (d) Set up, at its discretion working groups, sub-committees, or other executive representatives of the Association.
  - (e) Prepare the budget and financial statements of the Association.
  - (f) Hire and maintain Employees or other professional to work for the Association.
  - (g) Act and carry out its functions subject to any resolution of the general Meeting.
- 5.5 Quorum at meeting of the Committee shall be three so however that notices of meetings of the Committee shall be sufficiently communicated to all members thereof but no meeting shall be held unless a notice of at least fourteen days is given to al the members of the Executive Committee.
- 5.6 Decisions of the Executive Committee shall be by a simple majority assent but the President shall have a casting vote where there is a tie.
- 5.7 A member of the Executive committee shall cease to hold office by his resignation in writing or upon his removal for any sufficient cause by a two-third majority resolution of the General Meeting.

## ARTICLE 6

### 6.0 OFFICERS OF THE EXECUTIVE COMMITTEE

6.1 The President shall

- (a) Be the presiding officer at all meetings and functions of the Association.
- (b) Direct all executive affairs of the Association subject to the resolution of the Executive Committee and the General Meeting.
- (c) Be the chief Representative of the Association.

6.2 The Vice-President shall deputize for the President in his absence and in accordance with his directives.

6.3 The Secretary shall take and keep the minutes of the meetings of the Association and summon Executive Committee and General Meeting in accordance with the directive of the President.

6.4 The Financial Secretary shall take and keep record of all financial transactions of the Association.

6.5 The Treasurer shall keep custody of all monies of the Association not lodged in the bank.

6.6 The Ex-officio members of the Executive Committee may nevertheless be charged with such functions as the President shall specify from time to time.

6.7 All the function and powers of the officers of the Executive Committee shall be subject to the provisions of this constitution and to the resolution of the General Meeting made under and in accordance with the provision of this Constitution but there shall be no restriction to act for or/and on behalf of an absent or incapacitated officer.

## ARTICLE 7

### 7.0 THE GENERAL MEETING

7.1 The General Meeting of the Association shall consist of all the members of the Association save suspended members.

7.2 The General Meeting shall meet at least once a year in an Annual General Meeting which shall be convened by the President within twelve months after the last Annual General Meeting and may also meet at such other times as an Extra ordinary General Meeting, upon a resolution of the Executive Committee or upon the request in writing by one-third of the members of the Association and in the latter case, the Executive Committee may convene the General Meeting.

- 7.3 The General Meeting shall:
- (a) Elect the members of the Executive Committee for three years, deemed to terminate at the next three Annual General Meetings after the election of the last Executive Committee.
  - (b) Elect officers to complete any tenure vacated before the expiry.
  - (c) Elect the Auditors of the Association.
  - (d) Approve the annual budget and financial statement of the association.
  - (e) Fix membership fees.
  - (f) Constitute ad hoc committees to carry out any function or duty not specifically provided for in any extent under this Constitution.
  - (g) Subject to the provision of this Constitution, have residual powers under this Constitution and be the highest decision making organ of the Association.
- 7.4 Notice of any type of General Meeting of the Association shall be given to all members in writing to each member and/or in the public media and no such notice shall be less than thirty days in duration.
- 7.5 Save as otherwise stand in this Constitution, all resolutions of the General Meeting shall be by a simply majority assent but the President shall have a casting vote in the event of a tie.
- 7.6 There shall be no proxies.
- 7.7 Quorum at General Meetings shall be one-third of the membership of the Association.

## **ARTICLE 8**

### **TRUSTEES**

- 8.1 The Trustees of the Ergonomics Society of Nigeria for the purposes of the Companies And allied Matter Act No. 1 of 1990, Part C, shall be members or officers of the Association appointed at a General Meeting, Annual or extraordinary, by two-third majority of members present.
- 8.2 Such Trustees (hereinafter referred to as "The Trustees") shall be five in number and shall known as "THE REGISTERED TRUSTEES OF ERGONOMICS SOCIETY OF NIGERIA" who shall regulate their proceedings and meet or act with a quorum of three.
- 8.3 The Trustees may hold office for life but a trustee shall cease to hold office if he:
- (a) Resigns his office
  - (b) Ceases to be a member of the Association

- (c) Becomes insane
- (d) Is officially declared bankrupt
- (e) Is convicted of a criminal offence involving dishonesty by a Court or Tribunal of competent jurisdiction.
- (f) Is recommended for removal by the Executive Committee and/or Trustees and the recommendation is approved by majority votes of members present at a General meeting of the Association or
- (g) Ceases to reside in Nigeria.

8.4 Upon a vacancy occurring in the number of trustees, a General Meeting of any type will be held to elect another eligible member to fill the vacancy.

## **ARTICLE 9**

### 9.0 **THE COMMON SEAL**

- 9.1 The Trustees shall have a common seal of metal type of such impression as the Executive Committee shall approve.
- 9.2 The common seal shall be kept in the custody of the President who shall produce it whenever required for use by the Trustees.
- 9.3 All documents to be executed by the Trustees shall be signed by the Trustees and sealed with the common seal.
- 9.4 The Trustees shall apply to Corporate Affairs Commission for Certificate of Incorporation under the Companies AND Allied Matters Act No. 1 of 1990, Part C.
- 9.5 If such a certificate is granted the Trustees shall have power to accept and hold in trust all land belonging to the Association and to acquire land on behalf of the Association subject to such conditions as the Commission shall impose.

## **ARTICLE 10**

### 10.0 **FINANCE AND AUDIT**

- 10.1 The sources of finance of the Association shall be:
  - (a) Membership dues or subscriptions
  - (b) Lawful donations to the Association.
  - (c) Such other sources compatible with the purpose, aims and objectives of



the Association.

- 10.2 The Treasurer shall keep an impress of such amount in cash as the General meeting may specify from time to time, for the running of the Association.
- 10.3 Subject to clause 2 of this Article, the Association shall maintain bank Account(s) with the President and the Financial Secretary as signatories; and the Treasurer and officers and members of the Association shall lodge all monies accruing to the Association in their custody in the Association's bank(s) within twenty four hours of receiving same.
- 10.4 The General Meeting shall elect any two of its members at any time to audit the financial statement(s) or position of the Association at least once a year and such auditors shall act subject to the resolution of the General Meeting specifying their duration of office and stating any other matters relating to their assignment.
- 10.5 The General Meeting may employ or direct as to the employment of professional external auditors to audit the financial statement(s) or position of the Association at any time, without prejudice to the provisions of clause 4 of this Article.

#### **ARTICLE 11**

##### **AMEDMENT OF THE CONSTITUTION**

- 11.1 This Constitution shall be amended upon a proposal of the Executive Committee or one third of the members.
- 11.2 This Constitution shall be amended if the proposal for amendment as made or modified is approved by the two-third resolution of members in the General Meeting.

#### **ARTICLE 12**

##### **DISSOLUTION**

- 12.1 A proposal for the dissolution of the Association shall be passed by a two third majority resolution of the General Meeting in which at least Four-fifth of the entire membership is present.
- 12.2 Upon the passing of the resolution dissolving the Association, the General Meeting shall appoint a liquidator to act under such terms as the General Meeting, or if the General Meeting approves, as a dissolution committee elected by the General Meeting may specify.

12.3 Subject to the resolution of the General Meeting, any residual funds or assets at dissolution shall be assigned to reputable institutions having similar objects as the Association or for any charitable purpose of providing scholarships for students.

### ARTICLE 13

#### TRANSITIONAL PROVISIONS

The acts and transaction of the Steering committee promoting this Association shall be deemed to be valid and subsisting and binding on the Association and its members except where such acts and transactions are incompatible with the purpose, aims and objectives of the Association and the General Meeting further voids such acts and transactions.

Dated at Port Harcourt the fourteen day of September 2006

Engr Samson ADARAMOLA  
President

Engr John UGBEBOR  
Secretary

Prepared by

*C.O. Oparah Esq. Solicitor  
13, Ciroular Road, Presidential Housing  
Estate Phase 2, Port Harcourt  
Phone: 08033425232  
E-Mail: charlesokoparah@yahoo.com*

# **ERGONOMIC SOCIETY OF NIGERIA**

## **THE EXECUTIVE COMMITTEE**

**President...** Engr. Samson ADARAMOLA

**Vice President...** Mrs Susan NWACHUKWU

**Secretary...** Engr John UGBEBOR

**Financial Secretary... ..** Dr n.b. SAALE

**Treasurer...** Mrs Charity OMORUYI

**Two Ex-Officio Members...**

- 1) Mr Kalio ADIELE
- 2) Mr Sylvester NWUYIELEME

## Questionnaire to be filled out by societies applying for membership

**Full name (in your language and in English) and address of the Society**

Tunisian Ergonomics Society .  
La Société Tunisienne d'Ergonomie

**Date of creation of the Society**

April 20, 2007

**General structure of the Society:**

- **President:** Akrouit Mohamed
- **Vice-President:** Loukil Walid
- **Secretary General:** Mhamdi Abada
- **Deputy Secretary General:** Sakka Mehdi
- **Treasurer:** Khalfallah Taoufik
- **Deputy Treasurer:** Bouslah H'mida
- **Voting Members**
  - Touzani Habib
  - Kahri Farid
  - Gharsallah Mohamed
  - El Mabrouk Hanène
  - Ouni Ridha
  - Riahi Jamila

**Number of members:**

50 (annex 1)

**Procedure for joining your Society (verification of qualification, for instance)**

Active member : having an ergonomics degree and sponsored by two active members of STE.  
Adherent member : any persons working in the ergonomics area with the condition to present a curriculum vitae

**Name and contact information of the present President (address, email, phone and fax numbers)**

Dr. Akrouit Mohamed  
University of Medicine – Laboratory of occupational health and ergonomics 5000- Monastir –  
TUNISIA  
Email : [Mohamed.akrouit@rns.tn](mailto:Mohamed.akrouit@rns.tn) Phone : +216 98407092 ; Fax : +216 73460737

**Name and contact information of the Secretariat (address, email, phone and fax numbers)**

Mhamdi Abada

University of Medicine – Laboratory of toxicology, ergonomics and environment – 15, Rue  
Djebel Lakhdar La Rabta -1007- Tunis – TUNISIA

Email : [abada.mhamdi@fmt.rnu.tn](mailto:abada.mhamdi@fmt.rnu.tn) Phone : +216 98384134 ; Fax : +216 71564280

**Address of the website of the Society/**

[www.st-ergonomie.org](http://www.st-ergonomie.org)

The following materials should be submitted to Pascale Carayon, Secretary General of the IEA:

- the questionnaire
- a copy of the current by laws of the Society.
- a payment for dues for the first year.

Address where the materials should be sent:

Pascale Carayon, Ph.D.  
Secretary General of the IEA  
Procter & Gamble Bascom Professor in Total Quality  
Department of Industrial and Systems Engineering  
Director of the Center for Quality and Productivity Improvement  
University of Wisconsin-Madison  
1550 Engineering Drive  
3126 Engineering Centers Building  
Madison, WI 53706 - USA  
tel: +1-608-265-0503 or + 1-608-263-2520  
fax: +1-608-263-1425  
email: carayon@engr.wisc.edu

Official journal of Tunisian republic.  
Legal, regulation and juridical

Constitution of a professional society

Name: Tunisian Ergonomics Society

Head office: University of Medicine Monastir

Number of receipt of deposition: 500 at the date of December 21, 2006.

Objective:

promote facilitate and manage the research, practice and training of ergonomics in Tunisia.

President: Akrouit Mohamed

Vice- president: Loukil Walid

Secretary General: Mhamdi Abada

Treasurer: KHalfallah Taoufik

Executive Committee :

President: Akrouit Mohamed

Vice-president: Loukil Walid

Secretary General: Mhamdi Abada

Deputy Secretary General : Sakka Mahdi

Treasurer: Khalfallah Taoufik

Deputy Treasurer : Bouslah H'mida

Voting Members:

Touzani Habib

Kahri Ferid

Gharsallah Mohamed

El Mabrouk Hanène

Ouni Ridha

Riahi Jamila

## **STATUS of the Tunisian Ergonomics Society**

**Article 1** – The Tunisian Ergonomics Society founded on 2007. It has an objective to promote facilitate and manage the research, practice and training of ergonomics in Tunisia.

### **Article 2**

The head quarters of the Tunisian Ergonomics Society is the University Of Medicine of Monastir- Occupational safety and health and Ergonomics Laboratory Monastir.

**Article 3** – The means of action of the aforesaid association is in particular:

- The Organisation of Conferences as well as workshops in the area of Ergonomics
- Promote Ergonomics in various domain activities
- Work toward the development of ergonomics in the country

**Article 4** – The Tunisian Ergonomics Society is composed of active and honorary members, correspondents, student correspondents and institutional members. The requirements to be a member are fixed by the interior regulations. The member yearly contribution is fixed by decision of the General assembly for the following exercise.

To be active member, it is necessary to be sponsored by two members of the association and accepted by the Leading Committee. The correspondents are persons interested in ergonomics, the student correspondents are persons registered in any academic program. The institutional members are the organisms that want to contribute to the development of the ergonomics.

The title of honorary member can be awarded by the Leading Committee to any persons in return of his/her services to the society The honorary members has the right to be part of the General assembly without having to pay his yearly contribution. The Honorary members form a committee of patronage whose opinions will be solicited by the Leading Committee.

**Article 5** – Neither the professional reference of the members nor the activity of the society can be used as a professional reference or as an advertisement for a third party.

**Article 6** – The Status of the member is withdrawn:

- a) by the resignation,
- b) by non payment of his/her yearly dues, according to the modes defined in the interior regulation,
- c) by membership withdrawal decision by the Leading Committee due to his / her conduct.

## **II - ADMINISTRATION**

**Article 7** – The Society is managed by a Committee composed of twelve members elected for three years by the General assembly. The committee must have an active member category to be elected. In case of vacancy, the Committee assigns a temporary members who will be assigned definitely in the next General Assembly. A member can only once be re-elected. Any committee member becomes again eligible to hold an office only three years after the expiration of their last mandate.

The Committee chooses among the members, by secret voting every 3 years, a President, a Vice-president, a secretary general and a Treasurer. .

**Article 8** – The Committee meets at least once every 3 months or every time the President calls for a meeting, or on the demand of the quarter of the members.

The presence of the half of the members of the Leading Committee is necessary to validate the decisions. The meeting minutes are taken are signed by the President and the secretary general.



**Article 9** – The Leading Committee can decide to have specialized commissions chosen among the members of the society and of which it assigns it head. The Head of every commission will give a periodical report to the president or to the Leading Committee

**Article 10** – The members of the Leading Committee or the head of the commissions can not receive any payment in return to the work they are doing.

**Article 11** – The General assembly of the society is composed of active members and Honorary members. The other category members can attend the meetings, but don't have right to vote.

The assembly meets at least once every two years and every time that it is called by the Leading Committee or on the demand of at least quarter of its members. The agenda is defined by the Leading Committee. The financial and the projects situations are discussed and proposed for approval as well as the budget of the following term.

A yearly report and the accounts are addressed every year to all members of the association.

**Article 12** – All the expenses are approved by the President. The society is represented in justice and in all civil acts by the Secretary General

**Article 13** – An up-to-date accounting of all receivable income and expenses. If the society is brought to manage or to finance specifically activities, a distinct accounting will be setup for that purpose.

**Article 14** – The demands of subsidies and financial contests are presented by the President, after approval of the Leading Committee, following a written report by the treasurer. The signature of the agreement and contracts by the representative of the society is approved by the Leading Committee.

### III - CHANGEMENTS, MODIFICATIONS ET DISSOLUTION

**Article 15** - La dissolution de l'association ne peut être prononcée que par l'Assemblée Générale extraordinaire convoquée à cet effet. L'Assemblée Générale désigne un ou plusieurs commissaires chargés de la liquidation des biens de l'association. Elle attribue l'actif net conformément à la loi. La dissolution doit faire l'objet d'une déclaration au ministère de l'intérieur.

# INDONESIAN ERGONOMIC SOCIETY (IES)

An Application to Become a Federated Society

Submitted to  
The International Ergonomics Association (IEA)

Mailing Address:  
Hardianto Iridiastadi, Ph.D.  
Faculty of Industrial Technology (FTI)  
Institut Teknologi Bandung  
JL. Ganesha No.10  
Bandung 40132  
INDONESIA  
Phone/Fax : 62-22-250-8124

website : [www.iesnet.org](http://www.iesnet.org)  
email : [info@iesnet.org](mailto:info@iesnet.org)

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NEW NAME AND LOGO



**Indonesian Ergonomics Society**

*(Perhimpunan Ergonomi Indonesia)*

## INTRODUCTION

The Perhimpunan Ergonomi Indonesia (PEI), or Indonesian Ergonomic Society (IES), was established on October 10, 1987, as a professional organization whose main goal is to foster the development of ergonomics in Indonesia. Prof. Adnyana Manuaba and Iftikar Z. Sitalaksana, Ph.D. were among those who strongly propose the establishment of a national ergonomic society. Today, the society is the only forum for ergonomic community in Indonesia, and has been responsible for conducting a number of activities. These include holding annual conferences, establishing a national anthropometric data base, and developing the society's official publication "Indonesian Journal of Ergonomics". Members' contributions in this scientific discipline have reached a variety of sectors, including the industry, service, transportation, and the military. It has been the intention of the society to contribute more toward establishing national ergonomic guidelines and becoming a significant ergonomic-related resource for the government and law-makers. The IES has also been selected to host the 10th Asia Pacific Conference on Computer-Human Interaction. This implies the importance of IES, both nationally and regionally.

With a growing number of memberships and a more diverse ergonomic interest among the society members, the last national congress held in 2006 requested the present officers to seek possibilities for the society to join the IEA. This proposal has been developed for this purpose. With support from our colleague – Halimahtun Khalid, Ph.D., it is our intention to apply for becoming a Federated Society of the IEA. We sincerely hope that the IEA council and executive committee will approve this application.

## IES QUESTIONNAIRE

### Full name (in your language and in English) and address of the Society

“Perhimpunan Ergonomi Indonesia (PEI)” – Indonesian Ergonomic Society (IES)

Hardianto Iridiastadi, Ph.D.  
Faculty of Industrial Technology (FTI)  
Institut Teknologi Bandung  
JL. Ganesa No. 10  
Bandung 40132  
INDONESIA

### Date of creation of the Society

October 10, 1987

### General structure of the Society

#### Advisory Board:

Iftikar Z. Satalaksana, Ph.D.  
Prof. Adnyana Manuaba  
Sritomo Wignyosubroto

**President:** Hardianto Iridiastadi, Ph.D.

**Treasurer:** Caecilia H. Moerti

**Secretary:** Wawan Yudiantyo

#### Regional Representatives:

Nora Azmi  
Lamto Widodo  
I Putu Gede Adiatmika  
Arief Rahman  
Markus Hartono  
Heru Prastawa

### Number of members

33 members

### Procedure for joining your Society (verification of qualification, for instance)

1. An academic background (minimum bachelor's degree) in ergonomics or related field
2. Pay three-year membership dues of Rp. 150,000 (~ \$16)

**Name and contact information of the present President (address, email, phone and fax numbers)**

Hardianto Iridiastadi, Ph.D.  
Faculty of Industrial Technology (FTI)  
Institut Teknologi Bandung  
JL. Ganesa No. 10  
Bandung, 40132  
INDONESIA  
Email: hiridias@vt.edu  
Ph./Fax: 62-22-250-8124

**Name and contact information of the Secretariat (address, email, phone and fax numbers)**

Hardianto Iridiastadi, Ph.D.  
Faculty of Industrial Technology (FTI)  
Institut Teknologi Bandung  
JL. Ganesa No. 10  
Bandung, 40132  
INDONESIA  
Email: hiridias@vt.edu  
Ph./Fax: 62-22-250-8124

**Address of the website of the Society**

<http://www.iesnet.org>

# **SOCIETY BRIEF AND OFFICIAL BY LAW**

## **CHAPTER I**

### **NAME, POSITION and TIME**

#### **SECTION 1**

##### **NAME**

This organization name is “Perhimpunan Ergonomi Indonesia” (Indonesian Ergonomic Society).

#### **SECTION 2**

##### **POSITION**

Indonesian Ergonomic Society is national organization which the central at Bandung.

#### **SECTION 3**

##### **TIME**

Indonesian Ergonomic Society has been established at Bandung in October 10<sup>th</sup> 1987 for the undetermined time.

## **CHAPTER II**

### **STATUS**

#### **SECTION 4**

Indonesian Ergonomic Society is an independent professional organization.

## **CHAPTER III**

### **BASIS, PURPOSE and FUNCTION**

#### **SECTION 5**

##### **BASIS**

Indonesian Ergonomic Society is based on Pancasila and UUD 1945.

#### **SECTION 6**

## PURPOSE

Indonesian Ergonomic Society purpose is for establishing and applying Ergonomic section in every technology, industry, and others activity which demand ergonomic approach, with objective to reach the harmony relation of both side between human, tolls and environment, and to take care the balance of physical, social, psychological relation element for increasing the better life quality.

## SECTION 7

### FUNCTION

Indonesian Ergonomic Society is become coordinating institution which scholar organization, practicing, and group that in professional activity use and apply ergonomic method.

## CHAPTER IV

### EFFORT TO REACH THE OBJECTIVE

## SECTION 8

The effort to reach the objective in section 6, Indonesian Ergonomic Society will arrange the interactive inside and outside which is between group and others profession organization with democratize, have advantage each other and not against the law. The efforts are:

1. Support the unity, communication, and cooperation between the members.
2. Build the relationship with the same kind of profession organization in the country and in the international level, and create a cooperation with the organizations who have the relevant activity with Indonesian Ergonomic Society.
3. To rising and developing the better Ergonomic situation, for both of the objective of knowledge and every applied field of ergonomic.
4. Increasing the role of organization and the members in National Development.
5. And others effort that can support the objective of Indonesian Ergonomic Society.



## CHAPTER V MEMBERSHIP

### SECTION 9 THE KIND OF MEMBER

Member of Indonesian Ergonomic Society consist of:

1. Full member
  - a. Professional member
  - b. User and/or interested member
2. Honorary member

### SECTION 10 MEMBER KIND CRITERIA

#### 1. Professional Member

Someone can be a Professional member if she/he is Indonesian people that follow the requirements:

- a. Be educated in field which support ergonomic.
- b. Active in ergonomic knowledge.
- c. Apply the ergonomic itself in professional activities.

#### 2. User and/or interested Member

Who can be user member are Indonesian people:

- a. Either person or group that applies the use of ergonomic in the activity.
- b. Either person or group that shows interest in the use of ergonomic and development.

#### 3. Honorary Member

Someone or groups can be honorary member of Indonesian Ergonomic Society, if they meritorious to applied and developed ergonomic and/or establish the Indonesian Ergonomic Society organization.

### SECTION 11 MEMBER CRITERIA

Someone or groups can be the Indonesian Ergonomic Society member if they have fulfilled the criteria that have been added in bylaws.

**SECTION 12**  
**END OF MEMBERSHIP**

Membership will be ended if:

1. End as member or the request from the member itself.
2. Past away.
3. Riffed because the member no longer fulfills the member criteria.

**SECTION 13**  
**MEMBER RIGHT and OBLIGATION**

1. Rights of Individual Professional and user member and/or interested members:
  - a. Get services from Ergonomic Society.
  - b. Follows in every organization activities.
  - c. Speak out on group forum.
  - d. Give one vote in decision of member forum.
  - e. Chosen in every organizational level.
2. Rights of groups professional and user member and/or interested member:
  - a. Get services from Ergonomic Society.
  - b. Follows in every organization activities.
  - c. Speak out on group forum.
  - d. Give one vote in decision of member forum.
3. Rights of honorary member.
  - a. Get services from Ergonomic Society.
  - b. Follows in every organization activities.
  - c. Speak out on member forum.
4. Member obligation  
All of the member must follow every planning and organization decision that obtain and keep the good image of Indonesian Ergonomic Society.

**CHAPTER VI**  
**ORGANIZATION INSTITUTIONS**

**SECTION 14**  
**ORGANIZATION**

1. Indonesian Ergonomic Society have an organization institution such as:
  - a. Member Conference
  - b. Board Council
  - c. Executive Officers
  - d. Execution Secretary
  - e. Regional Commissary
2. Board Council and Executive officers are an institution that have same level and have been composed by Member Conference.
3. Execution Secretary is daily executor institution that composed by Board Council and under responsibility of Executive Officers.
4. Regional Commissary is a delegation institution from Executive Officers in every region that had been decided.
5. Indonesian Ergonomic Society have organization basis with power level based on the following steps:
  - a. Member Conference Determination.
  - b. Statues.
  - c. Bylaws
  - d. Executive officers Decisions.
6. In every decision making obtain certain decision making such as:
  - a. All decisions which is made by the Member Conference, special conference, and others meeting it should be with conference for agreement.
  - b. If in method of conference for agreement it does not reach a decision, but the situation is urge, so the decision was took by vote.

## SECTION 15

### MEMBER CONFERENCE

1. Member Conference is the highest organization institution.
2. Member Conference is attended by the Indonesia Ergonomic Society Member and also observer.
3. Member Conference is performed at least once in 3 year at the place that has been specified from the last meeting.
4. Member Conference is carried out by Executive officers
5. Obligation and authority of Member Conference :
  - a. Specify the organization policy

- b. Specify the Organization Work plan Outline
  - c. Discuss about the organization problem and others which there is a relation with job, work, and Society obligation; and also release which assumed needs.
  - d. Abstracts and/or cancels a decision which has been executed or applied and release the new decision.
  - e. Discuss and make decision to accept or deny submitted responsibility by Executive officers.
  - f. Choose format of Executive officers and Board Council.
  - g. Rives the Executive officers and Board Council
  - h. Authenticates establishment the organization.
  - i. Authenticates requirements and choose also discharging Honorary Member.
6. In an insisting circumstances, can be performed Special Conference which solely purposed to solve a certain problem. Special Conference can be request from:
- a. Executive officers
  - b. At least 10% from the full member

## SECTION 16

### BOARD COUNCIL

- 1. Board Council is an organization of Indonesian Ergonomic Society who gives the guidance and observation about normative and strategic
- 2. Member of Board Council is chosen and discharge by the Member Conference.

## SECTION 17

### EXECUTIVE OFFICERS

- 1. Function of Executive officers:
  - a. Carries out organization activity that required for executes decisions of Member Conference according to its boundary.
  - b. Compiles Annual Work plan and Budget and Earnings of organization which is written by the organization policy.
  - c. Specify organization decisions which are not the authority of other higher level at Society are.

- d. Coordinates the execution of Annual Work plan and Budget and Earnings.
- e. Represents Indonesian Ergonomic Society in National and International level.
- f. Represents Indonesian Ergonomic Society inside and outside the court.
2. Management responsible their works to the Member Conference by the end of its period or when the Member Conference requested.
3. Executive officers is led by one Head Leader.
4. Structures of Executive officers :
  - a. Core Executive officers Members are at least one General Chairman, General Secretary, and General Treasurer.
  - b. Full Executive officers are Core Executive officers and added by the other Executive officers Member
5. Other Management Member chosen by the Core Executive officers and the period time is following the Executive officers Running Period Time.
6. Core Executive officers is compiled at least 3 (three) agent which is selected by the member in Executive officers; where General Chairman is direct selected by the member who is also agent Chairman.
7. General Chairman other agent election will be done in Member Conference.
8. The position of General Chairman can be taken hold successively by the same person in 2 times period at Executive officers position.

## SECTION 18

### EXECUTOR SECRETARY

1. Executor Secretary is an institution from Indonesian Ergonomic Society beneath the Executive officers position which functioning:
  - a. Carries out daily technical execution of management duty from Indonesian Ergonomic Society
  - b. Takes care of continuity the organization administration duties of Indonesian Ergonomic Society from one management period to the future management period.
2. Executor Secretary consisted full time worker for Indonesian Ergonomic Society and paid by Indonesian Ergonomic Society according to Job Contract.
3. Structure and Executor Secretary Personnel is specified with decision of Executive officers.

4. Executor Secretary have a responsibility to Executive officers.

## **SECTION 19**

### **REGIONAL COMMISSARY**

1. Regional Commissary is an institution from Indonesian Ergonomic Society which reside in region that has been specified by Member Conference.
2. Regional Commissary and Central Regional Commissary are specified by the Member Conference based on the region suggestion. Central Regional Commissary is at a town that supported by the existence of Ergonomic Development Elements.
3. Regional Commissary and Central Regional Commissary that specified when the establishment of Indonesian Ergonomic Society are :
  - a. East Regional, with Surabaya as the Central Regional
  - b. Middle Regional with Yogyakarta as the Central Regional
  - c. West Regional with Jakarta as the Central Regional
4. Regional Commissary is led by a Commissary and Vice Commissary which domicile in Central Regional Commissary. Commissary and Vice Commissary is selected and deselected by the Regional Member Conference.
5. Regional Commissary could have Daily Executor Secretary

## **CHAPTER VII**

### **ASSETS**

#### **SECTION 20**

1. Indonesian Ergonomic Society obtains organization assets from:
  - a. Member First Fee
  - b. Member Fee
  - c. Collection from legal business.
  - d. Donation from the other who is not interconnected.
2. Organization asset usage and process is become the management authority and responsibility according to each scope.
3. The other things that concern about using and processing organization asset value and procedure is arrange in Bylaws.

**CHAPTER VIII**  
**BYLAWS**

**SECTION 21**

These Bylaws is an indivisible part from Statutes which contains rule or order operationally, and other things which have not enough arrange yet in Statutes.

**CHAPTER IX**  
**STATUTES CHANGE**

**SECTION 22**

Rules in this statutes can only be changed, added, or eliminated by the Member Conference or Conference that specially performed for:

- a. Statutes Change Conference is attended by at least half plus one from total member
- b. Statutes Change must be voted half plus one from the total member
- c. If Member Conference or Conference that specially performed for Statutes Change was agree, Executive officers performs referendum to have a member agreement about the Statutes Change.
- d. The further of the referendum rules will be specified by the Member Conference.

**CHAPTER X**  
**DISBANDMENT**

**SECTION 23**

- I. Indonesia Ergonomic Society Disbandment can only be done with decision of Member Conference which specially performed with rules:
  - a. Member Conference is attended by at least  $\frac{2}{3}$  from total member.
  - b. The decision must be voted 75% from the total member

2. This Member Conference invitation must be submitted by mail to all member from Executive officers at least 60 (sixty) days before the event.
3. Member Conference who decides Indonesia Ergonomic Society disbandment must specify rules about assets liquidity of Indonesia Ergonomic Society.

## CHAPTER XI CONCLUSION

### SECTION 24

This Indonesian Ergonomic Society Statutes is ratified for the first time in January, 9<sup>th</sup>, 1988 by Indonesia Ergonomic Society agent according to mandate from meeting of Indonesia Ergonomic Society Founder in October, 10<sup>th</sup>, 1987 that carried out at Technology III Building, Institute Technology of Bandung.

Bandung, January, 9<sup>th</sup>, 1988  
Indonesia Ergonomic Society Agent

Sign,

Dr. Ir. Iftikar Z. Sutaksana

Dr. dr. Wahyu Karhiwikarta

Drs. Imam Buchori

Dra. Semiati Ibnu Umar

Dr. Ir. Sudiyono Kromodihardjo



## ORGANIZATIONAL GENERAL STRUCTURE

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23	Lientje Maurice			
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## JOINING PROCEDURE

Admittance to being part of **IES** is granted when the following requirements are fulfilled:

1. Download IES application form from the website (see Appendix).
2. Pay for membership dues in the amount of Rp 150.000 per 3 years (~\$16)

Current membership starts January 2007 until December 2009.

## PRESIDENT'S CONTACT

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# **APPENDIX – IES Member Application Form**

IES FORMULIR



# PERHIMPUNAN ERGONOMI INDONESIA

Jl. Ganessa 10 Bandung, Tlp : .....

## FORMULIR PENDAFTARAN KEANGGOTAAN

### DATA PRIBADI

Nama Lengkap	:																											
Alamat Rumah	:																											
Kota	:													Kode Pos														
Pengisian	:																											
Tanggal & Tanggal Lahir	:													:			:			:								
Tanggal Lahir	:																											
Handphone	:							.							/							.						
Handphone	:							.							/							.						
Handphone	:							.							/							.						
Email	:																											
Pendidikan Terakhir	:																											

### DATA PEKERJAAN

Nama Instansi / Perusahaan	:																											
Alamat Instansi / Perusahaan	:																											
Kota	:													Kode Pos														
Pengisian	:																											
Bidang Usaha (salah perusahaan)	:																											
Handphone	:							.							/							.						
Handphone	:							.							/							.						
Handphone	:							.							/							.						
Email	:																											
Jabatan	:																											

Tanda tangan

Saya menyetujui dan memahami bahwa saya terdaftar sebagai anggota PERHIMPUNAN ERGONOMI INDONESIA, sehingga tidak saya menjadi bagian dari suatu komunitas untuk memajukan diri dan misi yang telah ditetapkan. Oleh karena itu, saya akan meneliti segala peraturan dan tata tertib yang telah ditetapkan.



## Application for IEA Membership

The IEA membership is composed of:

- Federated Societies
- Affiliated Societies
- Sustaining Members

### Definition of members:

Federated Societies will be societies that have the main aim of promoting ergonomics. They will be bodies that elect a governing council from within their own membership and encourage the free publication of research material. In general, there will be only one Federated Society in any geographical area.

Affiliated Societies will be other national or international professional societies that are ineligible for federated member status or have an interest in ergonomics but have their main aim in an associated area.

Sustaining Members will be organizations or individuals that have an interest in the Association and support it by the payment of an annual subscription. The conditions of their acceptance will be determined in each individual case.

### Qualifications for membership:

Societies applying for or having membership in the IEA as a Federated Society shall meet the following criteria:

1. The society is duly constituted as a legal entity, having official by laws (or equivalent) and elected representatives. A current copy of the by laws must be submitted in English.
2. The by laws or other rules of the society should not deny membership to any person for any reason other than professional qualifications.
3. The society shall have operated at a minimum of one year prior to application.
4. The society shall have a minimum of 25 members whose primary occupation is in an ergonomics area.
5. Societies will be accepted provided that they do not present a conflict with existing Federated Societies.



6. Societies applying for IEA membership must complete the questionnaire relating to the position, aim and structure of the applicant.
7. A payment of dues for the first year should be submitted with the application for membership. If the application is not successful, such a payment will be returned to the applicant.

Societies applying for or having membership as an Affiliated Society shall meet criteria 1, 2 and 3 above.

Non payment of the whole annual fee for more than one year renders the Society or Member liable to termination of membership by Council.

IEA fees:

Each Federated and Affiliated Society pays an annual fee consisting of 3% of the total income derived from their membership fees.

## **Awards Committee Report 2007-2008**

### **1. Mission of the Award Committee**

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

IEA Awards are:

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

Except for the IEA Fellow Award and the IEA/Liberty Mutual Award, IEA awards are granted every third year. All awards are presented at the time of the Triennial Congress.

Information on IEA Awards can be found on <http://www.iea.cc/browse.php?contID=awards> .

### **2. General objectives for 2006-2009**

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 in the 2006-2009 period are to:

- maintain and support current IEA awards making process, proposing changes when necessary ;
- enhance the involvement of IEA federated and affiliated societies in making nominations for the various awards.

### **3. Progress report 2007-2008**

#### **• IEA Fellow Award**

A call for nominations has been sent to IEA Societies. Two nominations have been submitted by IEA Federated Societies and have been assessed by the Fellow Subcommittee. This subcommittee is composed of all living IEA Fellows. In order to become an IEA Fellow, the nominee must obtain at least 2/3 of the votes. The names of the 2008 IEA Fellow Award recipients will be provided at the Council meeting.

### • IEA/Liberty Mutual Prize

The IEA/Liberty Mutual Award in Occupational Safety and Ergonomics was instituted 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. This award was actually composed of a Prize, awarded every year (cash prize of US\$ 5,000), and a Medal, awarded every three years by selecting among the three last Prize winners (cash prize of US\$ 15,000).

There has been in the past some difficulties with this award. Submissions have not been numerous enough. 9 submissions were received in 2004, 4 in 2005 (with no paper selected), 5 in 2006, and only 1 in 2007 (the Prize was then not awarded). An attempt was made in 2006 to attract more submissions through a call to IEA-endorsed journals and other journals. These efforts have proved ineffective (no papers were proposed).

The IEA/LM award is a very significant one, both in terms of the amount of money given to the winner and in terms of its sponsor, Liberty Mutual, a widely known and large company. Being recognized by the IEA and by Liberty Mutual is a significant achievement for the person receiving the award. So awarding the Prize (and the Medal) means receiving a sufficiently large number of top-quality submissions.

The low number of submissions might have been caused :

- either by the "not-yet published" requirement (the paper should describe laboratory, field, or intervention research unpublished at the time of submission);
- or by a lack of appropriate exposure and publicity.

The IEA Executive Committee and Liberty Mutual have discussed this issue and decided the following :

- the Prize and Medal are merged into a single Medal award, given annually, carrying a stipend of \$10,000.
- requirements for submission remain unchanged :
  - o The paper should present original work, containing non-proprietary data, describing laboratory, field, or intervention research
  - o It should be unpublished at the time of submission (submitted for publication is allowed)
  - o It should be thirty pages or less (single-spaced using point size 12 with 1 inch margins)
- a specific effort of publicity was to be undertaken. A company was hired in order to help on this issue (Precision Marketing Group). Additionally, the Executive Committee has paid attention to the dissemination of information regarding this award, notably through the President's newsletter.

The application of these decisions have resulted in an increase in the number of submissions. Nine research papers have been received and are at present being reviewed by the IEA/LM subcommittee, chaired by Pr. Hal Hendrick, IEA Fellow and Past IEA President. The 2008 winner will be announced at the Council meeting.

### 3. 2008-2009 schedule

2009 is the year of the IEA Congress. On top of yearly awards (IEA Fellow award and IEA/LM Medal), the IEA will be acknowledging the contributions of individuals with the following awards:

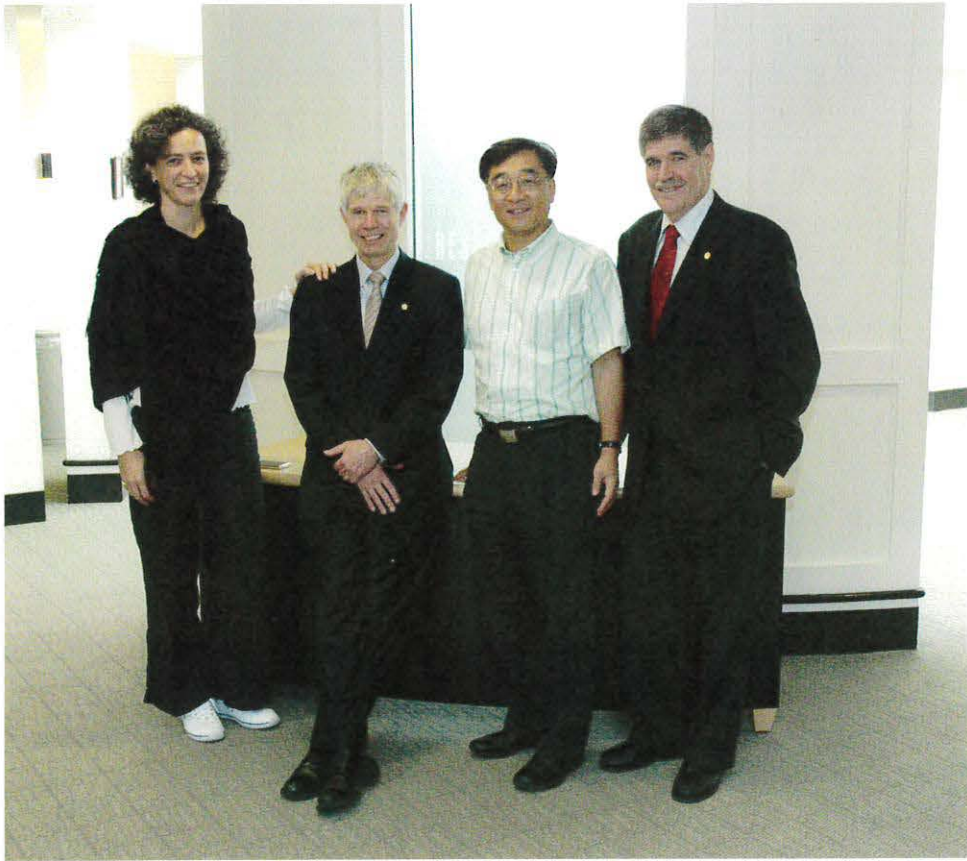
- The *IEA Distinguished Service Award* is presented to individuals for outstanding contributions to the promotion, development and advancement of the IEA.
- The *IEA Outstanding Educators Award* is presented to persons in recognition of outstanding contributions in the area of ergonomics education for having developed ergonomics education programs, produced new methodology and/or materials for teaching ergonomics, or graduated persons who have become outstanding ergonomists
- 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.
- 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 Societies are requested to nominate deserving individuals for these awards (and for the IEA Fellow Award). It is to be reminded that awarding an individual for its achievements is not only an acknowledgement of the contribution of this individual to ergonomics but a sign addressed to IEA Societies and to our worldwide community.

A call for nominations will be issued in January 2009.

## Submissions to IEA/Liberty Mutual Medal - 2008

First author	Country	Titre	Date of reception	Remarks
Andrea SHAW et al	Australia	Digging deeper : an investigation into OHS in the New South Wales mining industry	May 31	
Hongwei HSIAO et al	USA & France	Development of sizing structure for fall arrest harness design	May 28	
Jason DEVEREUX et al	UK	A 3 year follow-up study using participatory ergonomics to reduce musculoskeletal injuries in a pharmaceutical company	May 30	
Kapila JAYARATNE et al	Sri Lanka	Ergonomic factors of educational environments and influence on school-going early adolescents	May 28	
Maury NUSSBAUM et al	USA	Development of a décision support system for residential construction using panelized wall : approach and preliminary results	May 23	
Rebecca MITCHELL et al	Australia	Development of an evaluation framework for injury surveillance systems	May 25	
Robin BURGESS-LIMERICK	Australia	Reducing injury risks associated with underground coal mining equipment	May 28	Submission "drawn from Part 1 of a handbook prepared at the conclusion of the project"
Sharon CHIOU	USA	Kinematics and kinetics of gait on stilts : identification of risk factors associated with construction stilt use	May 30	Paper "accepted by <i>Ergonomics</i> , but not yet published"
Subrata GOSH et al	India	G-6-PD level and surface nanoscopy: a novel approach in ergonomic stress management of female labours in Bengal suburbs performing MMH	May 21	



X-Original-To: FALZON@CNAM.FR  
Delivered-To: FALZON@CNAM.FR  
X-Virus-Scanned: amavisd-new at cnam.fr  
Subject: 50th anniversary booklet  
Date: Mon, 21 May 2007 11:17:10 -0500  
Thread-Topic: 50th anniversary booklet  
thread-index: Acebu5Wn/Ty0yVRCSWGmDr/z251mCAAAX1Q  
From: "Carayon, Pascale" <Carayon@ie.engr.wisc.edu>  
To: "Min K. Chung" <mkc@krf.or.kr>  
Cc: <FALZON@CNAM.FR>, <davidcable@PACIFIC.NET.AU>

Hi Min,

It may take a few days before I finalize the minutes of the IEA executive committee meeting that was held yesterday. But I wanted you to be aware of decisions that we made regarding the final version of the 50th anniversary booklet. I informed the EC that two changes had been made to the booklet: (1) additional text by Waldemar, and (2) new map with Korea. As you know, the changes were made a-posteriori because those pieces of information did not arrive on time to be included in the booklet. We discussed the importance of this booklet as an official IEA publication, therefore, a publication that is under the management and control of the EC. So, here are the decisions that the EC made:

1. Pierre will review the content of the booklet. As president of IEA at the time of publication of the booklet, he was responsible for the content of the booklet. Because we have made a few changes, he needs to review the document and approve it.
2. After Pierre has reviewed and approved the final version of the booklet, the PDF of the booklet will be posted on the IEA website (under 'History of the IEA'); the booklet will be part of the series of documents describing the history of IEA (the book written by Ilkka Kuorinka is also part of this series).
3. The booklet will not be re-distributed at the Council meeting in Boston. The booklet was officially distributed at the IEA'2006 Congress, and therefore, does not need to be re-distributed. If people want to get a new copy of the booklet, they can download it from the IEA website. So, there is no need for you to print the booklet for Boston.

Thank you.

Pascale

\*\*\*\*\*  
Pascale Carayon, Ph.D.  
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[http://www.engr.wisc.edu/ie/faculty/carayon\\_pascale.html](http://www.engr.wisc.edu/ie/faculty/carayon_pascale.html)  
<http://www.engr.wisc.edu/centers/cqpi/>  
<http://www2.fpm.wisc.edu/seips/>  
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# **The 17th Congress of the International Ergonomics Association**

***Changes, Challenges and Opportunities***

*August 9-14, 2009 Beijing, China*

**Call for Participation**



Chinese Ergonomics Society

The International Ergonomics Association

Co-organizer: Ergonomics Society of Taiwan, Hong Kong Ergonomics Society, China





## Message from President of IEA

The International Ergonomics Association (IEA) welcomes you to the 17<sup>th</sup> Congress of the International Ergonomics Association (IEA2009) hosted in Beijing, China. The IEA is a federation of ergonomics societies from 42 countries and involves over 20,000 members. Every three years we join with a society for our Congress. It is with much pleasure to work with the Chinese Ergonomics Society together with the Ergonomics Society of Taiwan, Hong Kong Ergonomics Society, China for IEA2009.

The theme of this Congress is "Changes, Challenges and Opportunities". The IEA has been actively seeking partnerships with other professional associations, international agencies and research partners to strengthen the growth of our domain. I am delighted to welcome these partners to our Congress and I encourage your participation with them during the Congress.

This Congress will enable presentations by, and interaction with, the leading ergonomics researchers and practitioners from around the world. The IEA has 26 Technical Committees each representing areas of the ergonomics domain. We welcome all members to join and participate in their seminars, workshops and presentation sessions. Finally, I welcome you to enjoy the wonderful hospitality of our Chinese hosts in this vibrant city of Beijing.

You will have a wonderful time.



Professor David Caple

President, IEA



Professor Sheng Wang

Congress Chair, IEA 2009

President, CES

## Welcome from Congress Chair

On behalf of the International Ergonomics Association (IEA), the Chinese Ergonomics Society (CES) is pleased to announce that IEA2009 is going to be held on August 9-14, 2009 in Beijing, China. The Congress is hosted by the CES with support of Ergonomics Society of Taiwan, Hong Kong Ergonomics Society, China in the true spirit of Changes, Challenges and Opportunities.

As a rapidly developing city, Beijing is a great showcase of changes, not only in the physical landscape, but also in the way people responds to the challenges that these changes demand. Beijing also offers immense opportunities for human factors and ergonomics intervention in environmental and socio-technical system functioning. We therefore invite you to witness for yourself by attending the IEA2009 in this historic and cultural city of Beijing. As an exotic city with more than 3,400 years of history, Beijing is world-famous for its splendid beauty and culture. It is also a hub for Chinese international exchanges, including cultural, economic and political. Today, all eyes are on Beijing as we also host the 2008 Summer Olympic Games.

If this is your first visit to Beijing, we have a lot to offer you – from scenic sights, cultural experience, delicious cuisine, to warm and friendly people. Our generous hospitality will surely enchant you. We hope you will make new friends while revisiting old acquaintances. We promise you a great Congress in a beautiful location, and a pleasantly helpful team that demonstrates Chinese partnerships. See you in August, 2009!



## ORGANIZATION

### Congress Committee

Congress Chair	Sheng Wang	President, Chinese Ergonomics Society, Peking University, China
Secretary General	Baoshan Liu	Institute of Aviation Medicine, China
Deputy Secretary General	Lihua He	Peking University, China
	Xianghong Sun	Inst. of Psychology, Chinese Academy of Sciences, China

### National Advisory Committee

Chair David Caple, IEA President

### International Scientific Committee

Co-Chairs Kan Zhang, China & Halimahtun Khalid, Malaysia

## IMPORTANT DATES

Submission of abstracts/proposals	15 November, 2008
Notification of acceptance	1 January, 2009
Submission of full paper	1 April, 2009



# PROGRAM OVERVIEW

The program below is tentative. A revised program will be available in June, 2009.

Time	Sunday 9 August	Monday 10 August	Tuesday 11 August	Wednesday 12 August	Thursday 13 August	Friday 14 August
08:00-09:00		Registration				
09:00-10:00	Congress Registration, Tutorials, Workshops (All day)	Opening Ceremony	Keynote Speech			
10:00-10:20		Tea/Coffee Break				
10:20-12:00		Keynote Speech	Parallel Scientific Sessions			Closing Ceremony (11:00-12:00)
12:00-14:00		Lunch, Exhibition, Poster				
14:00-15:20		Parallel Scientific, Poster Sessions				
15:20-15:40		Tea/Coffee Break				
15:40-17:00		Parallel Scientific, Poster Sessions				
17:00-18:00	Welcome Reception					
18:00-19:00			Congress Dinner			
19:00-20:00		Technical Meetings			Technical Meetings	
20:00-21:00						

## CALL FOR SUBMISSIONS AND PROPOSALS

Authors are invited to submit proposals and/or abstracts for workshops, oral/poster presentations, symposia, special sessions, and any other types of scientific communications on any topics relating to Ergonomics and Human Factors. The topics may be categorized to but **no limited** to one of the Technical Committees in IEA as listed below. Please refer to the Congress official website ([www.iea2009.org](http://www.iea2009.org)) for the detail information of Call for Submissions and Proposals for a Specific Technical Committee.

Activity Theory for Work Analysis and Design (AC)	Forensics and Investigations (FO)	Process Control (PC)
Aerospace (AE)	Gender and Work (GE)	Product Design (PD)
Affective Ergonomics (AF)	Healthcare (HE)	Psychophysiology (PS)
Aging (AG)	Human-Computer Interaction (HU)	Quality Management (QU)
Anthropometry (AN)	Manufacturing (MA)	Safety and Health (SA)
Auditory (AU)	Maritime (MT)	Service and Hospitality (SE)
Biomechanics (BI)	Mining (MI)	Simulation and Virtual Environment (SI)
Building and Construction (BU)	Musculoskeletal Disorder (MU)	Slips, Trips and Falls (SL)
Children and School (CH)	Office and Furniture (OF)	Sports and Leisure (SP)
Communication and Collaboration (CO)	Online Communities (ON)	Transport (TR)
Cultural Ergonomics (CU)	Organizational Design and Management (OR)	Work with Computing Systems (WO)
Ergonomic Analysis of Work Activity and Training (ER)	Primary Industries (PR)	Others (OT)

The abstracts/proposals should indicate type of presentation (e.g., workshop, special session, oral/poster presentations, etc.), include a topic, a brief description of the content (no more than 500 words), authors'/organizers' information, and expected participants. All abstracts will be peer reviewed. Keynote papers will be published in an IEA endorsed scientific journal.

## EXHIBITING

IEA2009 is an ideal opportunity to exhibit your products and services to an international audience of about 2,000 researchers, academics, professionals and users in the field of Ergonomics.

Attendees will be able to examine state-of-the-art ergonomic technology and interact with manufacturing representatives, vendors, publishers, and potential employers. By exhibiting at IEA 2009, you will help to make this an exciting and informative event.

For more information about the exhibition, Please check detail instructions on the Congress official website ([www.iea2009.org](http://www.iea2009.org))

## ACCOMMODATION

Jiuhua Resort & Convention Center lies in the east of Changping District of Beijing. It is about 40 minutes' drive from the Beijing International Airport and is the nearest holiday inn away from the downtown. There are 2,200 guestrooms and suites, ten restaurants featuring various cuisines, more than sixty meeting rooms and a variety of entertainment services. One of the peculiar characteristics of Jiuhua is Hot Spring, which has been famous since ancient times. The spring is rich in trace elements and minerals such as strontium, lithium, etc. Its amazing curative effect has won it a beautiful name: "A Basin of Gold Water". As a royal palace in the old days, Jiuhua undoubtedly features a deep accumulation of culture, which is reflected in its architectures of Ming & Qing style and places of interests, etc.. You can check/reserve the hotel in [www.jiuhua.com.cn/enindex.asp](http://www.jiuhua.com.cn/enindex.asp)



There are also many hotels around. For more information, you can check the webpage of Beijing Tourism Administration <http://hanweb.capnet.com.cn/u8/english.visitbeijing.com.cn>

## OTHER INFORMATION

### Tourism

Beijing, as a cultural center, enjoys a great deal of sightseeing spots. Whether you want to feel the remnants of the Ming (1368-1644) and Qing (1644-1912) Dynasty by uncovering the mysteries lying in the Forbidden City, whether you would like to witness one of the most gigantic project ever overtaken by one man by stepping on the Great Wall or whether you are seeking to meet Mao in Tiananmen Square, the biggest square in the world, you will definitely have a memorable and unique experience. Other popular sightseeing spots include the Summer Palace, the world's largest imperial garden, the Ming Tombs well-known for the thirteen emperor's mausoleums from Ming Dynasty, the Temple of Heaven, the world's grandest cult architecture complex and many more.

You can find additional information on the government official website <http://www.ebeijing.gov.cn>

### Transportation

Beijing has good transport facilities. The main shopping areas and most of the tourist attractions are easily reached by subway, taxi, bus or bicycle. Public buses, serving from 5:30 to 23:00 daily, are a convenient and cheap way to get around Beijing. There are 9 Subways in Beijing and more lines are expanding. The subways run every 4 or 5 minutes daily from 5:00 to 23:00. And it's very easy to hail a taxi anywhere in Beijing, which are inexpensive and plentiful.

### Shopping

Beijing, the nation's capital is an ideal tourist shopping city. There are four business areas in Beijing: *Wangfujing Street, Qianmen Street, Xidan Commercial Street and Dongsu Street*. Wangfujing street is famous for its modern commerce plaza and underground Old-Beijing- Street. It is said to be the sister street of the Champs-Elysees in Paris. Qianmen Street is filled with aged brand stores selling shoes, caps, silk cloth, scissors, Chinese brushes and ink-stick, jade, teas, desserts, pickled vegetables, roast duck and so on. Xidan Commercial Street, named 'the second Wangfujing' in Beijing, it is of an international standard modern commercial combination of shopping, dining, recreation and culture, etc.. Dongdan Street is the representation of modern Beijing, all the franchised foreign name-brand shops are concentrated there.



*Welcome to  
Beijing!*

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