

## **IEA ANNUAL REPORT 2002-2003**

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IEA Council meeting 2003

International Ergonomics Association

**IEA ANNUAL REPORT 2002 - 2003**

**Seoul, Korea**

**August, 24-29, 2003.**

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International Ergonomics Association

# IEA ANNUAL REPORT 2002 - 2003

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## INTERNATIONAL ERGONOMICS ASSOCIATION

The International Ergonomics Association (IEA) is the association of ergonomics and human factors societies around the world. Ergonomics, also known as human factors, is the scientific discipline concerned with the interaction between humans and technology.

### ERGONOMICS

Ergonomics integrates knowledge derived from the human sciences to match jobs, systems, products and environments to the physical and mental abilities and limitations of people.

### GOALS AND OBJECTIVES

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

### ORGANIZATION

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

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

### IEA GOVERNING BODY

The IEA is governed by a Council comprised of delegates from the member societies and by the Executive Committee of the Council.

### EXECUTIVE COMMITTEE

The IEA Executive Committee comprises of the elected Officers, Chairs of the Standing Committees, Past President (non-voting), Newsletter Editor (non-voting), and the IEA Triennial Congress Chairperson (non voting).

### SHORT HISTORY

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

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

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

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

## IEA EXECUTIVE 2000-2003

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# **IEA COUNCIL MEETING 2003**

Seoul, Korea

## **AGENDA AND DOCUMENTS**

Seoul, Korea  
August 24-29, 2003

## IEA Council Meeting, Seoul, Korea, August 2003

**August 22-23, 2003.**

Place : *GrandInter-Continental Hotel*

Room : to be assigned

August 22, starting time : 8 :30 a.m.

8:45	<b>1. Welcome – Housekeeping and logistics of the meeting</b>	
	1.1. Policies and operations procedures	
	1.2. Robert's rules of orders	
9:00	<b>2. Roundtable presentations by Council members : activities of IEA member societies (5 minutes max. per society)</b>	
11:00	<i>Coffee break</i>	
11:30	<b>3. Officers reports</b>	
	3.1. President's report	9
	3.2. Secretary General's report	13
	3.3. Treasurer's report	17
12h30	<i>Lunch</i>	
14:00	<b>4. Voting items</b>	
14:00	4.1. Voting procedures eligibility and roll call	
14:10	4.2. Approval of the minutes of the Santiago (Chile) Council meeting	22
14:20	4.3. New Member societies	
	4.3.1. Chile – Final approval	37
	4.3.2. Iran - Final approval	40
	4.3.3. Philippines – Final approval	42
14:50	4.4. Approval of FEES as an IEA Network (incl. Report from FEES)	46
15:10	4.5. Approval of new IEA Sustaining Members	48
15:20	4.6. Approval of the revised IEA Strategic Plan (2003-2006)	48
15:50	<i>Coffee break</i>	
16:20	4.7. Approval of the revised IEA policy on membership	54
	4.7.1. Federated membership	
	4.7.2. Correspondent status	
	4.7.3. Affiliated membership	
17:20	4.8. Approval of the modification of Standing Committee assignments	69



17:40	4.9. Approval of the revision of Awards 4.9.1. IEA Fellow Award 4.9.1.1. Extension of society membership requirements 4.9.1.2. Limiting the number of Fellows elected each year 4.9.2. Triennial Awards	72
18:00	4.10. Development of the IEA Societies membership distribution scheme	73
	4.11. Approval of the revised policy on endorsement of conferences	73
	4.12. Approval of the policy of endorsement of books	73
	4.13. Approval of the policy on transition of Officers and tenure of the EC 4.13.1. Policy on transition of Officers 4.13.2. Policy on term of appointment of the EC	74
18:45	<i>End of Day 1</i>	
20:00	<i>Council Dinner (Compliments of ESK)</i>	

August 23, starting time : 8 :45 a.m.

8:45	<i>WELCOME AND LOGISTICS</i>	
9:00	<b>5. Standing Committees reports</b>	
9:00	5.1. Policy and Planning Committee	75
9:20	5.2. Industrially Developing Countries Committee	79
9:40	5.3. Professional Standards and Education Committee	83
10:00	5.4. Science, Technology and Practice Committee	85
10:40	<i>Coffee break</i>	
11:10	5.5. Communication and Public Relations Committee	96
11:30	5.6. Awards Committee	98
	5.7. IEA Historian	101
12:00	5.8. IEA Congresses 5.8.1. Seoul 2003 5.8.2. Maastricht 2006	101 102
12:30	<i>Lunch</i>	
14:00	<b>6. Elections of IEA Officers 2003-2006</b>	105
14:15	6.1. Election of the President	
14:45	6.2. Election of the Secretary General	
15:15	6.3. Election of the Treasurer	
16:00	<i>COFFEE BREAK</i>	
16:30	<b>7. Next Council meeting locations</b>	
16:30	7.1. Selection of the IEA 2004 Council meeting location	106
17:00	7.2. Call for proposals for IEA Council meeting 2005	
17:10	<b>8. Other items</b>	
17:10	Presentation of Certificates of Appreciation to Council Members	
17:30	<b>9. Acknowledgement and thanks to the Council meeting hosts</b>	
17:35	End of Council meeting	
19:00	Council dinner (compliments of IEA)	

## 1. WELCOME – HOUSEKEEPING AND LOGISTICS OF THE MEETING

## 2. ROUNDTABLE PRESENTATIONS BY COUNCIL MEMBERS : ACTIVITIES OF IEA MEMBER SOCIETIES (5 MINUTES MAX. PER SOCIETY)

## 3. OFFICERS REPORTS

### 3.1. PRESIDENT'S ANNUAL REPORT (2002-2003)

*(Advance text)*

*State of the International Ergonomics Association in 2003*

*By Waldemar Karwowski*

---

#### 3.1.1. IEA Strategic Plan

The IEA mission is *to elaborate and advance ergonomics science and practice, and to expand its scope of application and contribution to society to improve the quality of life*. Our mission is reflected by three principal (and strategic) goals:

Goal I:

Effective communication and collaboration to support the work of member societies and to improve IEA operational effectiveness.

GOAL II:

Advance the science and practice of ergonomics at international level by facilitation of knowledge exchange and improving the quality of professional practice and education.

GOAL III:

Enhance contributions of the ergonomics discipline to global society by promoting wide recognition of our discipline in all aspects of life.

Realizing that the *Strategic Plan* is a working document, which should evolve over time in order to reflect our changing needs and aspirations, we are proposing some changes and modifications to be reviewed and acted upon by the Council in Seoul at our 2003 Meeting.

#### 3.1.2. IEA Officers Summit Meetings

In order to plan for and coordinate the current IEA business for the EC and the Council, the IEA Officers held the *Summit Meetings* in Paris, France as follows: December 11-13, 2002; February 2-3, 2003; (before the Executive Committee's Mid-Year Meeting held in Krakow, Poland on March 22-23, 2003); May 30- July 2, 2003 (to develop content of the *IEA Triennial Report 2000-2003*); and finally on July 2-3, 2003 in preparation for the Council meeting in Seoul. I would like to thank Pierre Falzon (Secretary-General) and Kazu Kogi (Treasurer) for organizing and participating in these important meetings

#### 3.1.3. IEA 2003 Congress

I am pleased to report that preparations for the **XV-the IEA Congress** Seoul, Korea, August 24-29, 2003 are on schedule. Despite recent political, economic and health care challenges, the upcoming Congress is poised for great success. I believe the 2003 IEA Congress it will shape the future of our profession and the discipline of ergonomics worldwide for the years to come. Please continue helping the organizers in publicizing the Congress and to actively support development of the scientific program.

#### 3.1.4. International Affairs

*PREVENCAT '2002*

On October 16, 2002, I presented the Opening Welcome Remarks at the *Catalonian Government Symposium on Occupational Safety at Work*, held in Barcelona, Spain,

### *III CONGRESS OF APERGO. LISBON, PORTUGAL' 2003*

I was invited to present the Welcoming Remarks and the Keynote Address at the *III Congress of APERGO. Lisbon, Portugal*, April 10-11, 2003. Unfortunately, due to my University duties, I was not able to participate. However, Prof. Ken Laughery, Chair of the IEA Science, Technology and Practice has kindly agreed to present the *Welcoming Remarks* on behalf of IEA.

### *ANNUAL CONGRESS OF THE SOCIETY OF MEXICAN ERGONOMISTS '2003*

I was also invited to deliver the *Welcoming Address* at the Annual Congress of the *Society of Mexican Ergonomists (Sociedad de Ergonomista de Mexico, A.C.)*, held on May 1-3, 2003 in Juarez, Mexico. Unfortunately, due to my previous commitments, I was not able to participate. Prof. Ken Laughery, Chair of the IEA Science, Technology and Practice has kindly agreed to present the *Welcoming Remarks* on behalf of IEA.

### *The GfA 50<sup>TH</sup> BIRTHDAY*

On my 7, 2003, I had an honor to present *Opening Remarks* at the *Special GfA's Anniversary Conference* held in Munich, Germany, on May 6-9, 2003. On behalf of IEA, I was pleased to congratulate the GfA's, one of the founding societies of IEA, on their 50<sup>th</sup> anniversary celebrating their outstanding contributions to IEA and ergonomics worldwide.

#### **3.1.5. Federation of European Ergonomics Societies (FEES)**

After more than 5 years of preparations, the *Federation of European Ergonomics Societies (FEES)* was formally established at the inaugural meeting on 7<sup>th</sup> May, 2003, in Munich, Germany. I was very pleased to attend this historical meeting on behalf of the IEA Executive Committee and to welcome FEES as part of the IEA family. *FEES* has applied to become the first *IEA Network* to be approved by the Council at the 2003 Meeting in Seoul.

#### **3.1.6. Plan for Cooperation with WHO and ILO (2003-2006)**

In response to the request by the World Health Organization (WHO), the Executive Committee has developed a long term plan for cooperation (2003-2006) through relevant *Task Forces* of the WHO as well as the ILO. The initial draft document was developed by the IEA Officers during our Summit meeting in Paris on December 11-12, 2002, and consequently discussed by the EC at our Mid-year Meeting in Krakow, Poland, March 22-23, 2003. A Draft of such a framework for cooperation has being sent to the Council in preparation for the discussion at our annual meeting in Seoul. Please send your comments directly to Prof. Pierre Falzon, IEA Secretary General.

#### **3.1.7. IEA Development Efforts: Campaign for Development (2002-2003)**

In 2000, we have set as a target to generate by the IEA 2003 Congress a total of \$100,000.00 (on a three year cycle, or 33,000 per year) in new and continued funding, i.e. the *IEA Campaign for Development*.

Today, the total amount of money either pledged or paid *IEA Sustaining Members* equals to: \$ 63,600.00 (\$21,200.00 per year for 3 years). We are also receiving a total of \$ 15,000 (\$5,000 per year for three years) worth of the in-kind contribution from ErgoWeb, Inc., which provides a total contribution to IEA of **\$78,600** on a triennial cycle. I would like to express my sincere appreciation to Kazu Kogi, our Treasurer; and all of those who supported us in this important task.

#### **3.1.8. The IEA Ergonomics Quality in Design (EQUID) Program**

At the 2001 meeting in Florence, the Council approved creation of the *IEA Ergonomics Quality in Design (EQUID) Program*, and in 2002 the Council endorsed its further development. The EQUID

program aims to provide the means for IEA to enhance the public understanding of the meaning of *ergonomics* and *ergonomics design*, and serves to implement the standards of minimum quality assessment of the claims for something was *ergonomically-designed*.

*The EQUID Committee's Core Group*, that includes Klaus Zink, Pierre Falzon, Ian Noy (excused) and Waldemar Karwowski, has met on September 3, 2002 in Santiago, Chile and February 5-6, 2003 in Kaiserslautern, Germany in order to further develop the EQUID documents related to Part I of the EQUID Program. As development of these documents took a lot of efforts, I would like to express my personal appreciation to the members of the *EQUID Committee* for their efforts.

### **3.1.9. IEA Symposium '2002: Developing Ergonomics in a Developing World**

On 2-3 September 2002 we organized the *IEA Symposium on "Developing Ergonomics in a Developing World"* in Santiago, Chile. The logistical support for this Symposium was provided by Ken Laughery, Chair of the *IEA Science, Technology and Practice Committee*, with the financial and logistical support from Martin Fruns of *ACHS*, the Chilean Ministry of Labour, Pedro Mondelo, President of the *Spanish Ergonomics Society*, *Prevencion-integral.com*, and the Chilean Society of Ergonomics. This successful Symposium was the largest gathering on ergonomics in the history of South America, with over 700 participants from all over the world. I would like to especially thank many of the Council members who actively participated in this historical event.

### **3.1.10. Communication with other ergonomics societies**

One of our objectives is to foster development of new ergonomics societies, and help the cause of the ergonomics profession and ergonomics discipline in both industrially developed and developing countries. During 2002-2003, we have maintained active communication with the following new societies in order to help them to join the IEA family in the near future: *Ergonomics Society of Thailand*, *Egyptian Ergonomics Society of Fitness and Disability*, *Ergonomics Society of Venezuela*, and *Ergonomics Society of Argentina*.

### **3.1.11. Support of the successful legislative act on "Ergonomics in Education", New Jersey, USA**

In November 2002, I have sent on behalf of the IEA a letter supporting the first successful legislative act in USA on the "Ergonomics in Education", which was recently adopted in the state of New Jersey. This act endorses the critical role of ergonomics in designing classroom environments for children. I would like to express our appreciation to Cheryl Bennett, Chair of the *IEA Technical Committee on Ergonomics for Children and Educational Environments* for her initiative and work towards this important accomplishment.

### **3.1.12. IEA Triennial Report (2000-2003)**

Following our recent tradition, the Executive Committee has prepared information that has been used to develop and print of the *IEA Triennial Report (2000-2003)*. This archival report not only accounts for the IEA accomplishments during this reporting period, but will also be invaluable in the near future facilitating our development efforts, as well as in our communicating to the outside world our goals and activities, especially those that focus on ergonomics in developing countries and on ergonomics education. This difficult task has been lead by Pierre Falzon, with the support of the *IEA Office* at CNAM, and we owe them a great deal of appreciation for their diligent work.

### **3.1.13. Development of the Core Ergonomics Curriculum at the MS level**

We have made progress on development of the *IEA Basic Guidelines for Masters Degree in Ergonomics*. While recognizing diversity of educational approaches and differences between different countries, these guidelines are to focus on the possible educational content of such degree programs, including the core and elective courses, in accordance with the *IEA Definition of Ergonomics*. In order to finalize this important task, we plan to organize an IEA Symposium to be held in 2005. (All individuals interested in helping in our organizational efforts should contact me at: karwowski@louisville.edu or Pierre Falzon at falzon@cnam.fr).

### **3.1.14. IEA – Related Meetings at the IEA Congress 2003**

Please note that during the IEA Congress in Seoul, August 24-29, 2003, there will many IEA sponsored meetings to which you as members of the IEA Council are warmly invited. Tentative schedule for these meetings is included in these Council materials. The final schedule for these functions will be provided at the IEA Council meeting, August 22-23, 2003.

### **3.1.15. Policy on IEA Membership**

One of the important policy issues we have been discussing with the IEA member societies over the last three years is the structure of our association's membership. I believe the IEA is in a unique position to embrace other organizations and bring under our common umbrella various societies and organizations who believe in the cause of ergonomics. As a federation that represents ergonomics worldwide, we will be more effective in fulfilling the needs of the global society by working together to adapt and design our living and working environments for the benefit of all people. The Council will be voting on the proposed changes at our meeting in Seoul.

### **3.1.16. Elections of the IEA Officers (2003-2006)**

On August 29, 2003, at the *Closing Ceremony of the IEA 2003 Congress*, Pierre, Kazu and I will hand over the responsibility for leading IEA in the 2003-2006 period to the newly elected IEA Officers.

The elections of the IEA Officers for 2003-2006 will be held during the second day of the Council, i.e. on August 23, 2003.

I am pleased to report to you that so far I have received the following nominations for the three IEA offices:

#### 2003-2006 IEA President:

- Pierre Falzon, France (SELF)

#### 2003-2006 IEA Secretary-General:

- Sebastiano Bagnara, Italy (Italian Ergonomics Society)

#### 2003-2006 IEA Treasurer (in alphabetical order):

- Shrawan Kumar, Canada (Association of Canadian Ergonomists)
- Ken Laughery, USA (Human Factors and Ergonomics Society)
- John Wilson, United Kingdom (The Ergonomics Society, UK)

### **3.1.17. Thank you**

As the third year of my 2002-2003 tenure as your President has passed, I would like to express my sincere appreciation to Pierre Falzon, Secretary General and Kazu Kogi, Treasurer for their wisdom, personal support and collaboration in these very busy and productive three years. I would also like thank other members of the Executive Committee, the Council, and all members of various IEA sub-committees and ad-hoc committees for their voluntary work on behalf of the IEA. Finally, I would also like to acknowledge invaluable contributions by all of the IEA *Sustaining Members*. Thank you for supporting our discipline and the ergonomics profession worldwide.

Waldemar Karwowski

June 23, 2002

## 3.2. SECRETARY GENERAL'S REPORT

### 3.2.1. Triennial Report

In Spring 2003, the Officers decided that the edition of the IEA Triennial Report was to be coordinated by the SG. The very efficient help of the IEA Office assistant, Mrs Jackie Jorrot ([jorrot.ergo@wanadoo.fr](mailto:jorrot.ergo@wanadoo.fr)) is to be acknowledged.

### 3.2.2. Meetings

• Executive committee meetings have been held in :

- Krakow, Poland : March 22-23, 2003

This meeting was organized by Waldemar karwowski and oosted by the Jagellonian University.

• Summit meetings have been held in :

- Paris, France : December 12-14, 2002
- Paris, France : February 4-5, 2003
- Paris, France : May 30-31, 2003
- Paris, France : July 2-3, 2003

[Several summit meetings have been particularly necessary due to the redaction of the IEA Triennial Report. We have taken the opportunity of the travels to Europe of W. Karwowski, so that they do not represent a financial burden to the IEA.]

• EQUID meetings have been held in :

- Kaiserslautern, Germany : February 6-7, 2003

This meeting was organized by Klaus Zink, chair of the P&P Committee, and hosted by the university.

• Meeting with the organizers of IEA'2003 has been held in

- Louisville, KY, USA : June 28, 2003

Meetings in Paris have been hosted by CNAM, Paris and organized by the SG.

### 3.2.3. Applications for membership to the IEA

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

Additionally, several organizations have got in touch with the SG, for various purposes.

#### • IEA Network

ULAERGO is a network of South-American societies. Following the announcement of its official creation (see below), the SG suggested to them that they could become an IEA Network. ULAERGO is interested and may send an application before the date of the Council.

Wednesday, June 11, 2003 5:01 PM

Subject: Latinamerican meeting

To : Mr. Waldemar Karwowski, IEA President

Dear Professor,

In the last meeting of the Latin American Union of Ergonomics, sustained in Buenos Aires, Argentina, in May 21, 2003, the national representatives ratified their commitment to support the development of Ergonomics in the Region.

This agreement will be expressed in a working plan that we will share with you as soon as possible.

In this meeting was emphasized the importance of the International Ergonomics Association as principal reference organism of Ergonomics worldwide. Also, it is my pleasure to notice that the primary goals of the mission of the IEA are our own objectives.

We thank in very special form the support and involvement of the Chairperson of the IEA IDDC, Prof. Patricia Scott, and ask you, officially, to give her our gratefulness and recognition.

We hope that this meeting will be a landmark for Latin American ergonomics. I trust that working together, we will reach our common objectives.

With my best regards,

Prof. Maria Eugenia Figueroa  
 President of ULAERGO (Latin American Union of Ergonomics)  
 President of SOCHERGO (Chilean Ergonomics Society)  
 mefigueroa@biomecanica.cl

• **Potential IEA societies**

**Philippine Ergonomics Society (PhilErgo)**

The Philippine Ergonomics Society (PhilErgo) has applied to become a federated member of the IEA. The application will be considered by the Council.

**Asociacion de Ergonomia Argentina (ADEA)**

This young association wishes to apply as an IEA Federated Member. The information they have sent (see below) shows that the association is indeed eligible. However, their by-laws have not been received by mid-July.

*Information on ADEA*

- Date of creation of the Society: June 31 th., 2002
- Full name (in your language and in English) and address of the Society : Asociación de Ergonomía Argentina (ADEA, Argentinian Ergonomics Association)
- Legal address: Hidalgo 139, 4º A, (1405) Buenos Aires City, Argentina
- General structure of the Society: President, Vicepresident, Secretary, Treasurer, Vocal 1, Vocals 2, Vocal Substitutes
- Number of members: 24
- Procedure for joining your Society (check of qualification, for instance):  
 For Active Members:
  - A. To develop a professional activity on the Ergonomic and / or related disciplines
  - B. To be presented by 2 Active Members
  - C. To fulfill an Application Form
- Name and address of the present President: Gabriela Cuenca - Juan Francisco Segui 3584, 3º / 32 - (1425) Buenos Aires City, Argentina
- Address of the Secretariat: Hidalgo 139, 4º A - (1405) Buenos Aires City, Argentina



***International Society of Occupational Ergonomics and Safety (ISOES)***

The International Society of Occupational Ergonomics and Safety (ISOES) has sent a declaration of intent for becoming a member of the IEA (see first mail below). However, after becoming aware that they could only apply for affiliated membership, they have revised their position. They would prefer to apply for federated membership. This is the kind of situation that gives support to the idea of revising our membership rules.

Dear Prof. Falzon,

**Subject: Application for Affiliate Membership of the IEA**

This has reference to the executive council meeting of the executive council meeting of the International Society of Occupational Ergonomics and Safety (ISOES) held in Munich, Germany on May 07, 2003, when the executive committee decided to apply for the Affiliate Membership of the IEA.

We hereby request you to send us the relevant instructions, so that we may proceed with this application for membership.

Thanking you.

Paul S. Ray, Ph.D., CSP, C.Eng(UK).

President ISOES (2003-2004)

June 11, 2003

**Subject: Application for Membership of IEA**

Dear Prof. Falzon,

Thank you for your E-mail dated June 10, 2003 giving details about IEA and the membership categories.

I have some concern about the Affiliate status. This status is for the societies that have interest in Ergonomics but their main aim is in an associate areas. ISOES has its main focus on Ergonomics and Safety. Also, I am not sure of any benefit for ISOES from the Affiliate membership of IEA. Will you kindly clarify?

I feel that «Federated Society» membership status is more suitable for ISOES. The number of ISOES members is much more than 25 required for the Affiliate status. Our main focus is on Ergonomics and Safety. The focus is more concentrated on Ergonomics than that of the HF&ES. It seems that a federated society will be able to participate and contribute in professional matters, while an affiliate society will only be a paying entity with no voice in the affairs of IEA.

We did not have all information at the EC meeting; as such I have to check our EC members before we apply for membership of the IEA.

In the meantime, any clarification from you will be very helpful in making decision in this matter.

Sincerely yours,

Paul S. Ray, Ph.D., CSP, C.Eng (UK)  
President, ISOES (2003-2004)

#### 3.2.4. IEA archives

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

### 3.3. Treasurer's report

As a non-profit organization of ergonomics societies around the world, the IEA finances its activities by membership fees of its member societies and sustaining members, capitation fees, donations and other income. The IEA operates accounts in U.S. Dollars (USD). The fiscal year-end is December 31. Financial statements are prepared using the cash basis of accounting, and the balance sheet tables and the statement of operations for the period are attached. As noted in the tables, the financial situation of the IEA remained stable during the report period of 2000-2003.

The growth of IEA equity components since 1987 is indicated in Figure 1. There has been a gradual increase in the assets together with continued contributions to the funds created at the IEA. The total assets at the start of 2000 were thus equivalent to USD \$ 153,233. At the end of 2002, the total assets were equivalent to USD \$201,520. These assets include funds based on contributions from some member societies for supporting ergonomics activities in industrially developing countries and a special fund for the Liberty Mutual Prize. The loans reserve of \$35,000 was established to ensure that adequate funds are available to provide seed money for conferences as approved by the Council from time to time.

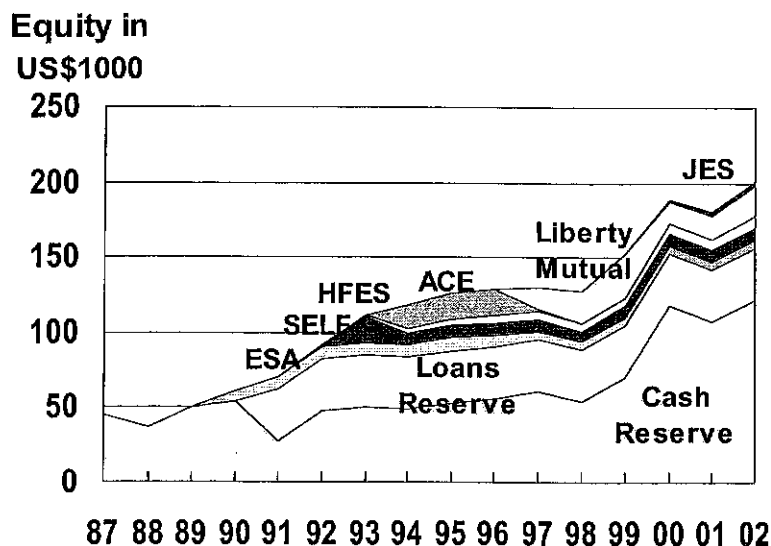


Figure 1: IEA Equity History

The financial health of the IEA is indicated by the Cash Reserve since this is the amount available for discretionary spending. The cash reserve at the start of 2000 was equivalent to USD \$70,070. At the end of 2002, the cash reserve was over USD \$121,000, keeping the similar level over the three year period. The cash reserve is sufficient for our current level of activity and it is normal for non-profit organizations to keep on hand a reserve sufficient to cover their annual budget. For planning more expanded activities and programs, however, new sources of revenues will have to be found.

### Net Worth

The total assets of the IEA as at December 31, 2002 were equivalent to USD \$201,520. Eighty percent of the assets were held in current accounts with the Scotiabank of Canada; 30% were invested in guaranteed term deposits, about half in US Dollars term deposits, and 12% were moneys receivable from loans provided as seed money.

Figure 2 shows the current liabilities and equity of the IEA as at December 31, 2002. There are no amounts owing to external parties. The cash reserve represents the amount available for operational expenditures. The balance of the assets is held in reserves or funds as shown in the figure.

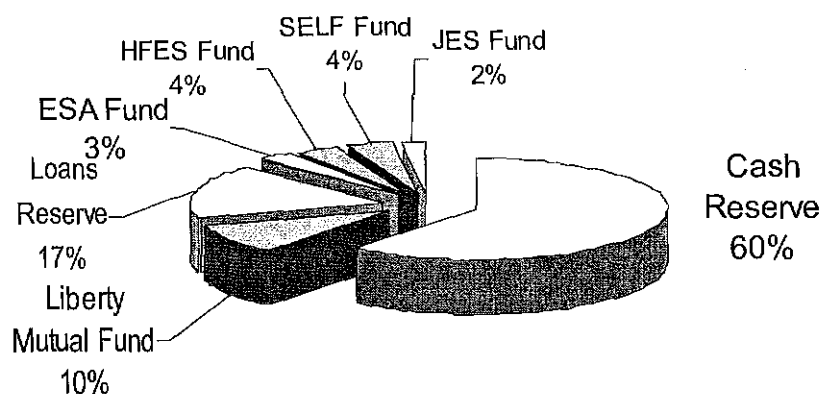


Figure 2: Liability and Equity as at December 31, 2002

### Revenue Sources

Figure 3 shows the proportion of income for the three-year period of 2000-2003. Main revenue sources were from membership dues, capitation fees, contribution to IEA Funds and miscellaneous sources such as interest. As clearly shown by the figure, the principal sources of our operating capital were derived from dues and capitation fees. About 56% of the total income came from membership dues, 33% from member societies and 23% from sustaining members. It should be noted that the IEA has changed its membership dues formula since 2000 to base the calculation on US Dollar terms. While society membership dues have remained substantially constant, sustaining membership fees, capitation fees and other sources have become increasingly important in covering operating expenses for new activities.

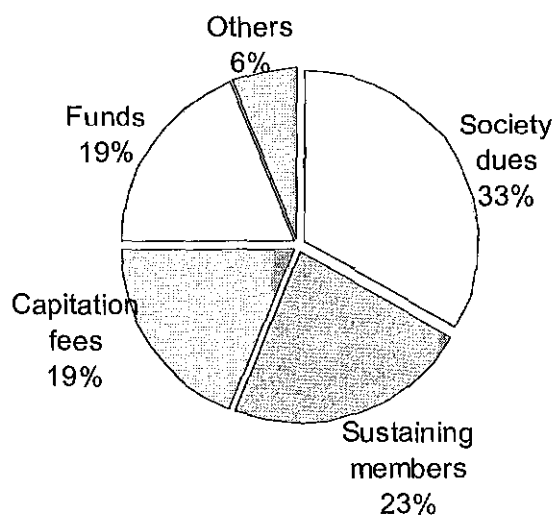


Figure 3: Revenue Sources 2000-2003

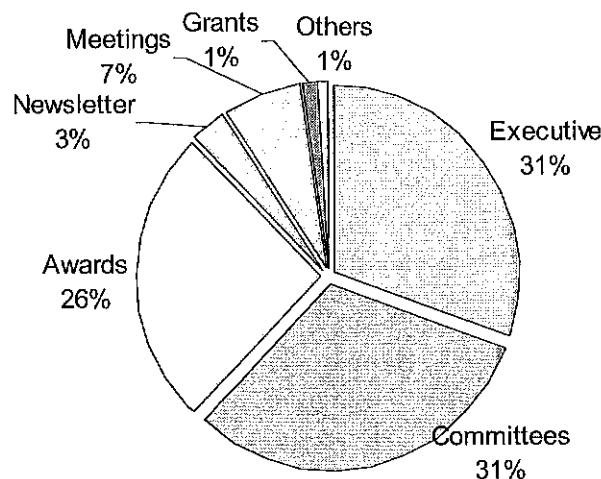
### Capitation fees

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

### Operations

The main categories of expenditures included executive and administrative expenses, committee expenses, provision of grants, the publication of *Ergonomics International*, the printing of brochures, meeting costs, and other miscellaneous expenses. The expenditures for the three-year period amounted to USD \$222,850, on the average about USD \$74,000 per year. The relative proportions spent in these main areas during the period 2000-2003 are shown in Figure 4. Most of the expenditures for the executive expenses and for committees within the Executive Committee were for travel and related administrative costs. These were mainly for organizing the Executive Committee meetings held twice or three times a year to plan and review IEA activities and the annual Council

meetings. The expenses through the Awards Committee including those for the Liberty Mutual Prizes and Medal became substantial. Part of the executive and committee expenses was also spent for task force meetings dealing with new initiatives such as membership issues and the ergonomics quality in design program. Meeting costs concerned the Executive Committee and Council meetings.



**Figure 4: Expenditures 2000-2003**

It should be noted that the levels of these expenditures varied from year to year mainly due to the fact that the levels were higher in the year of the Triennial IEA Congress. Thus the financial situation of the IEA should be examined on the basis of the total three-year expenditures, as depicted in Figures 3 and 4.

#### **Grants**

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

#### **Funds Administered by the IEA**

At the present time, the IEA manages five special funds. Three of these funds have been established from surplus income by societies that have hosted IEA Congresses. The ESA Fund for Southeast Asia, the HFES Fund for Ergonomics in Developing Countries and the SELF Fund are used to promote ergonomics in industrially developing countries and to support the organization of conferences, seminars and meetings in these countries. Another Fund, the ACE Fund, had been closed in 1998, with a small remaining amount transferred to the HFES Fund. Another new fund, the JES Fund, was created to support ergonomics activities in the industrially developing countries using the annual donations from the Japan Ergonomics Society. The fifth fund, the Liberty Mutual Fund, has been created for operating the Liberty Mutual Prizes accorded to individuals for an original activity leading to a better understanding of preventing or mitigating occupational accidents. A policy was established for the creation and management of funds which ensures that funds will be managed in accordance with the wishes of the organizations that have created the funds. It is expected that more funds will be created in the future.

#### **Bequests and Endowments**

The policy regarding bequests and endowments has been established to facilitate this form of fund raising. Such gifts will help the IEA to develop professional societies in new regions, promote educational programs in industrially developing countries, participate in the activities of UN organizations, harmonize professional standards for certification, develop strategic directions for the discipline, facilitate the exchange of scientific and technical information and promote international collaboration.

#### **Sustaining Memberships**

There are four categories of sustaining membership established for international corporations. These are Gold Level, Platinum Level, Diamond Level and Star Level. for corporate members. Individual sustaining members are also invited to contribute annual fees. The number of new sustaining members increased during the report period, including eight new members at Gold, Platinum and Diamond Levels and four individual sustaining members. See Part VI for description of Sustaining Membership Program.

**BALANCE SHEET COMPARISON FOR 2000, 2001 AND 2002**

	2002	2001	2000
<b>ASSETS</b>			
Current assets			
Cash accounts	13,707	8,083	64,681
Term deposit	163,778	166,096	123,189
Seed Funds Receivable	24,035	4,035	1,035
<b>Total</b>	<b>201,520</b>	<b>178,214</b>	<b>188,905</b>
<b>EQUITY</b>			
ESA Fund for South East Asia	6,078	5,680	5,282
HFES Fund for Ergonomics in IDCs	7,321	6,808	6,797
SELF Fund	8,299	7,757	7,215
Loans Reserve	35,000	35,000	35,000
JES Fund	3,669	1,934	903
Liberty Mutual Fund	19,339	16,031	15,249
Cash Reserve	121,814	105,004	118,459
<b>Total</b>	<b>201,520</b>	<b>178,214</b>	<b>188,905</b>

**STATEMENT OF OPERATIONS COMPARISON FOR 2000, 2001 AND 2002**

	2002	2001	2000
<b>REVENUE</b>			
Membership Dues			
Society Members	31,435	29,312	27,787
Sustaining Members	20,200	20,413	19,000
Capitation Fees	850	-	50,325
Interest	3,446	7,268	4,304
Contribution towards HFES/JES Funds	2,323	1,531	1,903
Contribution toward Liberty Mutual Fund	15,000	15,000	15,000
Miscellaneous	435	500	47
<b>Total</b>	<b>73,689</b>	<b>74,024</b>	<b>118,366</b>
<b>EXPENDITURES</b>			
<b>Executive and Administrative Expenses</b>			
Office-related Expenses	3,917	3,204	3,140
Travel	13,717	19,267	16,923
Clerical	5,418	2,025	1,500
<b>Committees</b>			
Awards	12,753	13,548	30,589
Policy and Planning	2,374	4,444	4,243
Science, Technology and Practice	3,451	2,609	5,184
Professional Standards and Education	1,563	3,167	4,132
Industrially Developing Countries	3,402	5,632	5,833
Communication and Public Relations	3,121	5,612	14,980
Newsletter	2,034	1,736	2,812
<b>Meeting Costs</b>	<b>2,749</b>	<b>4,884</b>	<b>8,312</b>
<b>Fees and bank charges</b>	<b>521</b>	<b>495</b>	<b>559</b>
Grants	-	1,000	2,000
<b>Total</b>	<b>55,020</b>	<b>67,623</b>	<b>100,207</b>
<b>OPERATING SURPLUS (DEFICIT)</b>	<b>18,669</b>	<b>6,401</b>	<b>18,159</b>

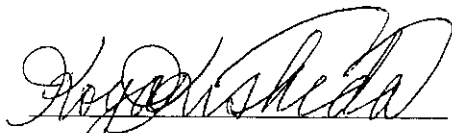
To the Council of the International Ergonomics Association:

We have audited the accompanying consolidated balance sheets of the International Ergonomics Association as of December 31, 2002, and the related consolidated statements of income, equity and cash flows for the one year in the period ended December 31, 2002, expressed in United States dollars. Our audits were made in accordance with auditing standards generally accepted and, accordingly, included such tests of the accounting records and such other auditing procedures as we considered necessary in the circumstances.

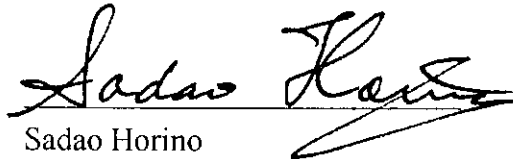
In our opinion, the consolidated financial statements referred to above present fairly the current financial position of the International Ergonomics Association as of the end of the fiscal year ended December 31, 2002. These statements represent fairly the consolidated results of their operations and their cash flow for the period ended December 31, 2002 in conformity with accounting principles generally accepted and applied on a consistent basis.

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

Tokyo, Japan  
June 24, 2003



Koya Kishida  
Auditor  
International Ergonomics Association



Sadao Horino  
Auditor  
International Ergonomics Association

## 4. VOTING ITEMS

### 4.1. VOTING PROCEDURES AND ELIGIBILITY

### 4.2. APPROVAL OF THE MINUTES OF THE 2002 COUNCIL MEETING IN SANTIAGO (CHILE)

**MOTION:** *Council approves the minutes of the 2002 Council meeting*

## MINUTES IEA COUNCIL MEETING 2002

Santiago, Chile, Crowne Plaza Hotel  
 Saturday, August 31, 8:30 am - 5:00 pm  
 Sunday, September 1, 8:30 am - 5:00 pm

### Attendance

#### Officers

President.....	Karwowski.....	WK
Secretary-General .....	Falzon .....	PF
Treasurer.....	Kogi.....	KK

#### Standing Committee Chairs

Awards, Past IEA President.....	Noy.....	IN
Industrially Developing Countries.....	Scott.....	PS
Policy & Planning.....	Zink.....	KZ
Communication & Public Relations .....	Smith.....	MS
Professional Practice & Education.....	Wilson (excused).....	JW
Science, Technology & Practice .....	Laughery.....	KL
Ergonomics International.....	Marshall (ex-officio).....	AM
IEA Historian .....	Kuorinka (excused).....	IK
Chair, Organizing IEA'2003.....	Chung.....	MC

#### Representatives of Federated Societies.....votes

All-Ukrainian Ergonomics Association		
Asociación Española de Ergonomía		
Associação Brasileira de Ergonomia (ABERGO)		
Associação Portuguesa de Ergonomia.....	Simoès.....	1
Belgian Ergonomics Society.....	Malchaire.....	1
Chinese Ergonomics Society .....	Zhang.....	1
Croatian Ergonomics Society .....	Mijović.....	1
Czech Ergonomics Society		
The Ergonomics Society .....	Marshall.....	3
Ergonomics Society of Australia		
Ergonomics Society of Federal Republic of Yugoslavia		
Ergonomics Society of Korea .....	Chung, Lee.....	2
Ergonomics Society of South Africa .....	Scott.....	1
Ergonomics Society of Taiwan .....	Wang.....	1
Gesellschaft für Arbeitswissenschaft .....	Strasser.....	2
Hellenic Ergonomics Society		
Association of Canadian Ergonomists/ Association Canadienne d'Ergonomie .....	Noy.....	2
Human Factors & Ergonomics Society .....	Sanders, Wogalter, Smith.....	3
Hungarian Ergonomics Society		
Indian Ergonomics Society		
Inter-Regional Ergonomics Association / IREA		
Irish Ergonomics Society .....	Fallon.....	1
Israeli Ergonomics Society		
Japan Ergonomics Society .....	Akita, Horie, Tsuchiya.....	3



Nederlandse Vereniging voor Ergonomie .....	Koningsveld, Dul.....	2
New Zealand Ergonomics Society		
Nordic Ergonomics Society .....	Nygård, Olsen.....	3
Österreichische Arbeitsgemeinschaft für Ergonomie		
Polish Ergonomics Society		
Slovak Ergonomics Association		
Sociedad Colombiana de Ergonomia		
Sociedad de Ergonomistas de Mexico.....	de la Vega, Garcia.....	1
Società Italiana di Ergonomia .....	Bagnara .....	1
Société d'Ergonomie de Langue Francaise (SELF) .....	Neboit, Desnoyers .....	2
South-East Asian Ergonomics Society (SEAES)		
Swiss Society for Ergonomics		
Turkish Ergonomics Society		

Guests

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Meeting started at 9:00 am

## 1. ANNOUNCEMENTS

### 1.1. WELCOME, HOUSEKEEPING AND LOGISTICS OF THE MEETING

Waldemar Karwowski, IEA President, welcomed Council members.

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

### 1.2. INTRODUCTIONS AND ROUNDTABLE PRESENTATIONS BY COUNCIL MEMBERS

Council members introduced themselves and made short presentations concerning major activities of their societies.

## 2. OFFICERS REPORTS

### 2.1. PRESIDENT : ANNUAL REPORT

(see IEA Annual Report 2001-2002)

WK recalled the three goals of IEA adopted at the IEA 2000 Council Meeting in San Diego, and discussed the way they were translated into actions for the IEA President, including:

- Improvement of IEA operational effectiveness by strengthening the IEA Standing and other Committees, considering the need for changes in IEA membership rules in order to make IEA more inclusive, and revising the IEA Basic Documents;
- Enhancement of contributions of ergonomics to the global society: focus on website development, promote a wide recognition of ergonomics, development of the *IEA Ergonomic Quality in Design (EQUID) Certification Program*

WK then discussed the following issues:

- IEA Strategic Plan
- Presentation of Welcoming or Opening addresses at conferences (Japan, Poland, Taiwan, Mexico, Germany, China)
- Meeting with the organizers of the IEA 2003 Congress in Paris
- Liaisons with UN Organizations: IOHA and WHO
- *Campaign for Development* and new IEA Sustaining Members

WK reported that our *Campaign for Development* has attracted several new Sustaining Members with the total new Sustaining Membership fees for the three years (2001-2003) in the amount of \$48,000 (as of September 1, 2002).

WK thanked the IEA Council, the IEA Executive Committee for their work for IEA and stressed that IEA relies on the dedication of volunteers to go forward.

## 2.2. SECRETARY-GENERAL : ANNUAL REPORT

PF presented the SG report (see IEA Annual Report 2000-2001).

The activities of the Secretary General included :

- Facilitating the Executive Committee's and Council's Plans and Activities
- Processing a large flow of electronic mail
- Update and restructuring of the IEA Basic Documents, following Council approval in 2001
- Contribution to the EQUID initiative
- Development of the IEA Report 2001-2002 and of all documents for EC and Council meetings

### Meetings

On top of usual EC and Summit meetings, specific meetings have been held to prepare EQUID documents and discuss the IEA'2003 organization.

Executive committee meetings have been held in :

- Paris, France : March 16-17, 2002

Summit meetings have been held in :

- Paris, France : February 25, 2002
- Paris, France : March 14, 2002
- Paris, France : July 23, 2002

EQUID meetings have been held in :

- Kaiserslautern, Germany : November 17-18, 2001
- Paris, France : March 18, 2002

A meeting with the organizers of the IEA'2003 congress has been held in Paris, France on March 15, 2002.

Meetings in Paris have been hosted by CNAM, Paris and organized by the SG. The meeting in Kaiserslautern has been organized by Klaus Zink, chair of the P&P Committee, and hosted by the university.

### Processing applications of new societies to IEA

Applications for membership received :

- Sociedad Chilena de Ergonomia
- Iranian Ergonomics Society

Applications being processed :

- Asociacion Venezolana de Ergonomia / Sociedad Venezolana de Ergonomia
- Asociacion de Ergonomia Argentina (ADEA)

### 2.3. TREASURER: ANNUAL REPORT

(see the IEA Annual Report 2001-2002, pp.23-29)

Kazutaka Kogi presented the state of the IEA financial resources and the statements of operations for fiscal year 2001-2002. Overall, IEA financial situation has improved, essentially because of addition of new IEA sustaining members.

KK reported on the revenues of membership fees from federated societies. He then presented the projected budget for the period 2001-2003. The budget included the «Strategic Fund» generated from new sustaining membership fees to finance specific projects.

He presented the comparison of expenditures between 2000 and 2001. S. Bagnara (SIE) inquired about the increase in expenditures in Communication and Public Relations between 1999 and 2001. KK indicated that this was caused by costs of printing of the IEA Triennial Report (1997-2000), produced for the IEA Congress 2000 held in San Diego, but paid in 2001, and to the increased activity of the EC (e.g. EQUID).

E. Koningsveld (NVvE) wondered whether printing of such a document was necessary, considering its printing cost. WK indicated that the IEA Triennial report is needed in printed form, useful for our development efforts aimed at attracting new sustaining members who provide significant revenues to IEA. The cost of the Triennial report 2000-2003 will be reduced by limiting the number of copies and by looking for sponsors.

B. Sanders (HFES) supported the production of the Triennial report in that it helps fulfilling the strategic goals of IEA.

### 3. VOTING ITEMS

WK explained the voting rules and procedures.

Roll Call: A quorum for voting was established (a total of 34 eligible votes were present).

#### 3.1. EXECUTIVE COMMITTEE

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

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

There was an error in the address of the website for the IEA'2003 address, that was corrected to read : [www.iea.cc](http://www.iea.cc).

Moved by IN and seconded by KZ.

Motion carried (34-Y; 0-N; 0-A)

### 3.1.2. APPROVAL OF THE SOCIEDAD CHILENA DE ERGONOMIA (SOCHERGO) AS AN IEA FEDERATED SOCIETY

MOTION: Council accepts the **Sociedad Chilena de Ergonomia (SOCHERGO)** as an IEA Federated Society, subject to payment of its registration fee.

PF presented the application of SOCHERGO and stated the problems that appeared between the application and the day of the Council (difficulties with the organizers of the IEA symposium, creation of another ergonomic society in Chile). After some questions, the Council decided to proceed with the application process and invited Maria Figueroa, president of SOCHERGO to present the application and answer questions from the Council. Maria Figueroa was then excused.

After careful consideration, IN (ACE) moved to amend the motion, seconded by B. Sanders, as follows :

AMENDED MOTION: Council accepts the **Sociedad Chilena de Ergonomia (SOCHERGO)** as an IEA Federated Society, provided SOCHERGO amends its by-laws to relax membership requirements, specifically to address the restriction on dual membership, formal training in ergonomics, and presentation of original scientific work, and subject to payment of dues.

Motion carried (22-Y; 4-N; 5-A)

Maria Figueroa was informed of the conditional acceptance of SOCHERGO as a federated member of the IEA, given the requirements stated above.

WK congratulated SOCHERGO and requested SOCHERGO to fulfil the requirements by the end of year 2002.

### 3.1.3. APPROVAL OF THE IRANIAN ERGONOMICS SOCIETY AS AN IEA FEDERATED SOCIETY

MOTION: Council approves the **Iranian Ergonomics Society** as an IEA Federated Society, subject to payment of its registration fee.

L. Desnoyers (ACE) proposed an amendment to the motion, stating :

*AMENDED MOTION: Council approves the **Iranian Ergonomics Society** as an IEA Federated Society, provided that Executive Committee receives satisfactory clarification about article 8.3 of the IES rules, and subject to payment of its registration fee.*

Moved by LD and seconded by KZ

J. Dul proposed a second amendment, adding "*and Article 15 item 11.15*", seconded by IN :

Amendment carried (24-Y; 5-N; 3-A)

AMENDED MOTION: Council approves the **Iranian Ergonomics Society** as an IEA Federated Society, provided that the Executive Committee receives satisfactory clarification about article 8.3, and article 15 item 11-15 of the Iranian Ergonomics Society Rules, and subject to payment of its registration fee.

Amendment carried (30-Y; 1-N; 4-A)

IN proposed to add *article 11 note 5*, seconded by S. Bagnara.

AMENDED MOTION: Council approves the **Iranian Ergonomics Society** as an IEA Federated Society, provided that Executive Committee receives satisfactory clarification about article 8.3, article 11 note 5 and 11-15 of the Iranian Ergonomics Society rules, and subject to payment of its registration fee.

Amendment carried (20-Y; 5-N; 4-A)

FINAL MOTION: Council approves the **Iranian Ergonomics Society** as an IEA Federated Society, provided that Executive Committee receives satisfactory clarification about article 8.3, article 11 note 5 and 11-15 of the Iranian Ergonomics Society rules, and subject to payment of its registration fee.

Motion carried (31-Y; 1-N; 1-A)

The Iranian Ergonomics Society was conditionally accepted as an IEA Federated Society. PF will communicate the results to the Iranian Ergonomics Society.

## 3.1.4. Approval of new sustaining members

The IEA Treasurer presented changes in IEA Sustaining Membership :

- Korean Occupational Safety and Health, new member ;
- Dr. Udo is to become a Gold level sustaining member.

*MOTION: Council approves the new sustaining members of the IEA.*

Motion carried (34-Y; 0-N; 0-A)

## 3.1.5. Approval of restructuring of IEA Basic Documents 2002

The IEA 2001 Council has approved the restructuring of the IEA Basic Documents, to be conducted in several successive steps. It was proposed to distinguish 4 classes of documents : Rules, Operating Procedures, Reference documents and Archives. It was agreed to rewrite the Rules and Operating procedures, in order to suppress repetitions, eliminate ambiguities, homogenize the style, etc.

The *revised IEA Basic Documents* are divided in sections, titles and articles in a homogeneous way. Efforts have been made towards a better organization of the documents and a more consistent wording. The content of the documents do not change : only their organization, presentation and language.

Changes in content were proposed but were discussed separately.

*MOTION: Council approves the revision of the IEA Basic Documents as presented*

Motion carried (34-Y; 0-N; 0-A)

## 3.1.6. Approval of the responsibility of the President in conducting the election of the IEA Officers

It was needed to clarify the responsibility of the President in conducting the election of the IEA Officers. Under the present rules, the elections are assigned as the responsibility of the Secretary General. However, due to potential conflict of interest (the SG may run as President), our practice has been that the current President took an active role in most, but not all of the election process.

The revised text states that the President will be in charge of the whole election process (see IEA Basic Documents, IEA Operating Bodies, Title 3, Article 2).

*MOTION: Council approves the assignment of responsibility for conducting the election of the IEA Officers to the President.*

Motion carried (34-Y; 0-N; 0-A)

### 3.1.7. Approval of the replacement of the *IEA General Assembly* by the *IEA Triennial Forum*

The *IEA General Assembly* is a meeting held during the IEA Triennial Congress. This meeting was a remnant of the time when IEA was a society of individual members. As currently IEA is a federation of societies, such a meeting is no longer useful. Therefore, it is proposed to replace the *General Assembly* with the *IEA Triennial Forum*.

The *IEA Triennial Forum* will be held during the Triennial Congress, and is intended essentially for the Presidents of IEA Federated and Affiliated Societies, Sustaining members and representatives of international organizations with which IEA has formal relations. The Forum provides the opportunity for the IEA President to deliver an address on the *State of the Association*. All Council members are welcome to attend.

As a consequence, the following amendment to IEA Rules was proposed (IEA Basic Documents, IEA Rules, Title 11) :

«At each Triennial International Congress, a Forum is held, intended essentially for Presidents of IEA Federated and Affiliated Societies, Sustaining members and representatives of International organizations with which IEA has formal relations. All Council members are welcome to attend. During the Forum, the outgoing President delivers an address on the *State of the Association*. The Forum provides an opportunity to exchange views about the current and future needs for developing ergonomics world-wide, the role of the Association in relations to the IEA member societies and the development of interactions with international organizations. The IEA Triennial Forum is not a decision-making body.»

*MOTION: Council approves the replacement of the IEA General Assembly by the IEA Triennial Forum.*

Motion carried (34-Y; 0-N; 0-A)

### 3.1.8. Approval of the recommendation for IEA Federated societies to appoint at least one member of their governing body as representative to the IEA Council

As one of the strategic goals of IEA is to improve the cooperation with Federated Societies, the information channels should be as well organised as possible. In the past the communication between council members and the board of the respective Federated Societies had sometimes areas for improvement. Therefore it would be helpful, if each Federated Society would have a member of the board responsible for «international issues» – and this member would also be member of the IEA Council. Another solution could be, that at least one of the Council Members of a Federated Society is also member of its board.

Therefore it was proposed to change the Basic Rules of IEA referring to point 8: «Council» at the end of the second paragraph as follows:

«It is recommended that at least one of the IEA Council members is also member of the board of the Federated Society.»

*MOTION: Council approves the recommendation for IEA Federated societies to appoint at least one member of their governing body as representative to the IEA Council*

J. Dul indicated that the motion seems to imply that the only solution to improve communication with IEA is the one proposed, which he did not believe. KZ (GfA) stressed that this is not a requisite, but a recommendation only.

Motion carried (26-Y; 2-N; 5-A)

### 3.1.9. Approval of the revisions of IEA Awards

Revisions of some of the rules governing the IEA Distinguished Service Award, the IEA president's Award, and the IEA Fellow Award were presented in the Awards report.

*MOTION: Council approves the revisions of the IEA Distinguished Service Award, the IEA President's Award, and the IEA Fellow Award as presented.*

IN proposed an amendment to maintain the requirement of 5-year membership in a federated society as eligibility criterion for the IEA Fellowship nomination, seconded by K.B. Olsen (NES)

Amendment carried (20-Y; 1-N; 12-A)

Amended motion carried (33-Y; 1-N; 0-A)

### 3.1.10. Approval of the IEA EQUID Documentation

Following the vote of the IEA Council in Florence, the Executive Committee has established the EQUID Committee (Core Group). This committee has worked in the last year on development of three EQUID documents, including:

- 0IEA Criteria for Accrediting EQUID Certifying Bodies ;
- 1IEA Guidelines for the Accreditation of Bodies Operating Certification-Registration for Ergonomics Quality in Design ;
- 2The IEA Certification for EQUID Program. Part I - Process requirements for product design.

The Council was asked to approve these three EQUID documents in principle.

*MOTION: Council approves the three EQUID documents as presented by the EC.*

B. Sanders commented that the motion was not sufficiently directed towards action. IN proposed a friendly amendment, stating :

*AMENDED MOTION: Council approves continuation of the work towards implementation of the EQUID program based on the three EQUID documents as presented by the EC.*

Motion carried (33-Y; 0-N; 0-A)

### 3.1.11. Approval of the provision of seed money to the IEA'2006 Congress

*MOTION: Council approves the provision of seed money(loan) to the IEA'2006 Congress.*

Motion carried (32-Y; 0-N; 1-A)

### 3.1.12. Travel support for participants from IDCs

*MOTION: Council recommends that all IEA member societies consider providing financial support for travel costs to IEA Congress 2003 for participants from the IDC countries. Such a support will be matched by the Congress organizers by a 50% reduction in the registration fee.*

L. Desnoyers suggested that financial support could go directly from Federated society to IDC nationals, that is without necessarily going through the IDC committee. B. Sanders noted that several options were possible: either direct support from Federated Societies to individuals, or provision of the money raised by societies to the IEA, that would then support individuals. IN proposed that societies transfer the money to the Korean society, which would then allocate that money to individuals. That would allow the Korean Society to provide later a report on the use of this money. M. Chung stated that the funds should not come to them.

Motion carried (30-Y; 0-N; 3-A)

## 4. IEA POLICY ON MEMBERSHIP

### 4.1. Council workshop on "IEA Membership"

Klaus Zink introduced the theme of the workshop and its organization. Luc Desnoyers, chair of the *sub-committee on IEA membership*, presented a synthesis of subcommittee report, and PF presented integrated proposals discussed by the EC. A discussion followed.

WK thanked Luc Desnoyers for chairing the subcommittee and for accomplishing the subcommittee's mission.

### 4.2. Plans for action on IEA Membership issues

The Council agreed that the EC will prepare a further document on this issue that will be sent to the Federated societies for discussion and feedback in December 2002.

## 5. STANDING COMMITTEES REPORTS AND DISCUSSION ITEMS

### 5.1. REPORT FROM FEES

C. Nygaard presented a report on the recent activities of FEES. Following an invitation for membership, many associations have accepted to participate without further comments (GfA, BES, HES, IrES, Nvve, APEERGO, Italian ES). SELF has expressed doubts on the organizational structure of FEES. Societies belonging to NES have various positions. The ergonomics societies of Austria and Spain have not yet responded.

Recent activities of FEES have dealt with relationships with Brussels Task Force, the construction of a website, an expression of interest for the EU 6<sup>th</sup> Framework Programme.



WK encouraged FEES to apply for the status of *IEA Network*, as agreed at the Florence Council meeting in 2001. C. Nygaard responded that FEES intended to do so soon.

## 5.2. POLICY & PLANNING COMMITTEE

Klaus Zink (KZ) presented the report on the activities of the Policy & Planning Committee (see IEA Annual Report).

He discussed the *IEA Strategic Plan* as a living document, and stated the plans of actions to be undertaken by the Executive Committee, their relations to IEA Goals and financial implications.

Two subcommittees have been active:

- *SubCommittee on IEA Membership* (chaired by Luc Desnoyers): this Subcommittee is in charge of considering changes in the policy on membership ;
- *Subcommittee on Macro-Micro issues*.

The survey of federated societies data is progressing. All societies are requested to provide the relevant information to PPC as soon as possible.

A request has been sent to all federated societies in order to explore their interest for IDC-directed actions, and to identify potential funding sources to help the development of ergonomics in IDCs. There are already a few 1-to-1 partnerships, but most societies have only very limited resources to support IDCs. A complete overview would help in determining where IEA should be active in the future .

## 5.3. INDUSTRIALLY DEVELOPING COUNTRIES COMMITTEE

PS recalled that the mission of the IDC Committee is to inculcate an awareness of the principles, practical application and benefits of ergonomics in IDCs. This covers three main responsibilities : regional development, redistribution of ergonomic documents, promotion and development of ergonomics. Committee members are KK (Japan, occupational health), H. Shahnava (Sweden, education), M. Vidal (Brazil, joint projects), D. Caple (Australia, global contribution, book donations), G.G. Ray (India, revitalization), PS (South Africa, education).

Information about IDC Committee's activities is provided on the IEA website. Links to IDC websites outside IEA are being updated. Federated societies are requested to provide any relevant information to the IDC Committee Chair.

Funds are necessary for running seminars and workshops, developing education and training materials and programs, and for participation at conferences. On that last issue, PS suggested reducing registration fees to the IEA'2003 Congress for IDC delegates.

Gaur Ray and PK Nag organized an Indian Ergonomics Conference in Mumbai in December 2001. The conference was attended by over 200 delegates; attendance of a younger group of potential ergonomists was encouraging. A number of workshops, formal and informal meetings and discussion groups were held.

Barbara McPhee (ICOH), with input from KK and PS is developing training materials for *Basic Ergonomic Principles for OH Professionals*. Recent communication with Ellen Roskam confirmed ILO interest in this area.

The work on distance learning programme has started. The staff at Rhodes University are working on chapter(s) in their specialized areas and will adjust/modify the University of Nottingham text to be more applicable to IDCs needs. A first draft is to be produced by the end of the year.

In order to have a significant increase in papers focusing on ergonomics specific to IDCs, a flyer was produced and distributed.

KK indicated that work on the *ILO Ergonomic Checkpoints in Agriculture* is progressing. A first draft will be produced by the end of the year.

#### 5.4. PROFESSIONAL STANDARDS & EDUCATION COMMITTEE

In the absence of JW, PF presented the report on the activities of the Professional Standards & Education Committee (see IEA Annual Report). The following four issues were addressed :

- *Programmes of certification of professional ergonomists.*  
The BCPE has received formal IEA endorsement for its certification system, structures and procedures. A document on the lessons learned during this case is being produced. The application from the New Zealand Certification Board is in process of review. Following discussion at the Council meeting in 2001, the Japan Ergonomics Society has proposed a new Certification system for professional ergonomists. This was reviewed by the IEA Executive and by the sub-committee for endorsement of certification systems. Comments have been communicated to the Japan Ergonomics Society.
- *IEA Directory of Ergonomics Programs.*  
Work on the *IEA Electronic Directory of Ergonomics Education Programs* is very dependent on the response, not always very quick, from Federated societies. Particular thanks to Tina Worthy, who serves as the editor of the Directory. Submission of new courses has raised the question of how entries into the Directory should be approved. It was suggested that details of all available courses be sent to the Federated Society contact person, the Gen Sec of the relevant Society and the President/Chair of their Council. They will be asked to discuss with their Society, and assess the entries within two to three months. It is intended to launch the web site in autumn 2002. Any objections to inclusion of a specific program will be considered on an individual basis.
- *Requirements for Masters Course in Ergonomics.*  
A review of the Masters Courses has been undertaken to compare the content of the programs. Results indicate a large variability in number of hours and relative weight of areas of ergonomics.
- *Code of Ethics.*  
The code is to be split into two separate documents. Draft documents will be prepared for discussion at the EC mid-year meeting 2003.

#### 5.5. SCIENCE, TECHNOLOGY & PRACTICE COMMITTEE

KL has coordinated the development of the program of the IEA Symposium, September 2-3, 2002, Santiago, Chile. The theme for the symposium is «Developing Ergonomics in a Developing World.»

KL represented IEA at the *International Occupational Hygiene Association (IOHA)* Triennial Congress in Bergen, Norway, June 3-4, 2002 where he presented IEA organization, goals and activities. The IOHA is clearly interested in developing stronger ties with IEA, and there are some significant opportunities to do so. KL invited IOHA to organize a symposium for the IEA'2003 Congress.

KL reported on the activities of the 21 *IEA Technical Committees* that are currently active. The chairs of the following TCs have changed: *Agriculture* (now led by P. Lundqvist), *HCI* (Tom Stewart), *ODAM* (P. Carayon), *Psychophysiology in Ergonomics* (Rob Henning). Four TCs are not very active: *Control Rooms*, *Cost-effective Ergonomics*, *Human Reliability*, *Work environment*.

Betty Sanders is a member of the ST&P Committee and serves as its webmaster.

IEA has endorsed the following conferences:

- Third International Cyberspace Conference on Ergonomics (CybErg), September, 2002.
- WWCS - Work With Computer Systems (formerly WWDU), June29-July 2, 2004, Kuching, Sarawak, Malaysia
- ODAM VII, Aachen, Germany, October 2003

KK informed the Council that he has received capitation fees from one of the IEA endorsed conferences (CAES'2001 Conference, Maui, Hawaii, July 2001).

#### 5.6. COMMUNICATIONS & PUBLIC RELATIONS COMMITTEE

AM presented the operation of *Ergonomics International*. EI is produced 4 times a year and distributed in different ways: through the journal *Ergonomics*, by email, on the web.

AM requested news and information from the federated societies (articles, photos, etc.).

MS announced that links between the IEA website and the sites of each IEA Federated Society will soon be established.

Sustaining members (above a certain level) are now given certificates. Hal Hendrick has graciously agreed to take upon the task of producing such certificates.

The CPR has begun working on the development of the IEA Triennial Report. MS announced that the report will include a short report by each federated society stating its activity. MS will send by the end of the year a specific request to the Council outlining the information that is needed from federated societies.

#### 5.7. AWARDS COMMITTEE

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

- IEA Fellow Award: 6 nominations have been received, 4 have been accepted: Shrawan Krumar (Canada), Tom Stewart (UK), Maurice de Montmollin, and Antoine Laville (France)
- Liberty Mutual Award: the 2001 Liberty Mutual Prize in Occupational Safety and Ergonomics is awarded to Drs. Hsiao, Bradtmiller and Whitestone for their paper, *Sizing and Fit of Fall-Protection Harnesses*.

Nominations for the following triennial IEA awards, to be presented at the opening ceremony of the IEA'2003 Congress, are being sought:

- IEA Distinguished Service Award
- IEA Outstanding Educators Award
- IEA Award for Promotion of Ergonomics in Industrially Developing Countries
- IEA Ergonomics Development Award

A call for nominations will be sent to the Council shortly.

All federated societies are requested to send nominations to IN. The nominations for IEA President's Award may be sent directly to WK (karwowski@louisville.edu).

## 6. FUTURE COUNCIL MEETINGS

The next Council meeting will be held on August 22-23, 2003, in Seoul, Korea. A call is made for hosting the 2004 and 2005 Council meetings.

## 7. IEA CONGRESSES

### 7.1. IEA 2003 TRIENNIAL CONGRESS REPORT

Min Chung (ESK), IEA'2003 Congress Chairman, presented a progress report on preparations for the Congress. Calls for proposals have been sent to all Federated Societies and a number of individuals. The Congress budget is based on a participation of 800 overseas and 400 national participants. An electronic system has been set up for submitting papers. Information on congress fees and on accommodation facilities was provided.

Further information can be found on the Congress website ([www.IEA2003.org](http://www.IEA2003.org)).

### 7.2. IEA 2006 TRIENNIAL CONGRESS REPORT

E. Koningsveld, Congress Chair, presented a report on the IEA 2006 Congress to be held in Maastricht, Netherlands. A risk analysis has been completed. A contract has been signed with the Convention center in Maastricht. Paul Settels has been recruited as the Chair for finances, Ruud Pikaar as the program chair. A request has been sent internationally for suggesting a theme and a logo. 50 themes have been submitted.

GfA and BES have formally expressed their agreement for collaborating. Final responsibility rests on the NVvE.

Selection of a professional congress organizer is in process. This is a prerequisite for receiving public sponsorship. Up to date, two sponsors have offered financial support in the amount of 25000 euros each.

Further information can be found on the Congress website ([www.IEA2006.org](http://www.IEA2006.org)).

### 7.3. IEA 2009 TRIENNIAL CONGRESS (VOTING ITEM)

WK stated the rules concerning the selection process of the organizers of IEA Triennial congresses. The rules state that the decision should occur 8 years before the congress. This time framework appears to be too long, and it was not respected when selecting the IEA'2006 congress, and it is not respected for the present decision.

K. Zhang (CES) presented, on behalf the Chinese Ergonomics Society, a proposal to organize the IEA'2009 congress in Beijing, P.R. China. He informed the Council on the history of the CES, the past conferences it has held, and current activities (technical committees, journals in the field of ergonomics). He presented information about the Convention Center in which the Congress could be held.

The projected attendance is 2500 participants (including 500 students)

WK asked whether collaboration with *Ergonomic Society of Taiwan* and *Hong-Kong Ergonomic Society* has been considered. K. Zhang replied that it was indeed the desire of CES to cooperate with these two societies. E. Wang (EST) expressed his support for the Chinese Ergonomic Society proposal.

WK requested K. Zhang to leave the room.

E. Koningsveld (NVvE) expressed concerns that no other proposals were received and that the proposal was not sent before with the Council materials. WK replied that another proposal was expected, but never arrived. He also noted that we may be observing reduced interest from the federated societies in bidding for the Congress. PF explained that the proposal by CES was formulated just before the Council meeting, leaving no time to send it to federated societies.

*MOTION : Council approves the Chinese Ergonomics Society as the organizer and host of the IEA'2009 Triennial Congress.*

Moved by MS and seconded by L. Desnoyers

Motion carried (33-Y; 0-N; 0-A)

### 8. IEA AUDITORS

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

- Koya Kishida, Japan
- Sadao Horino, Japan

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

Moved by KZ and seconded by S. Bagnara.

Motion carried (30-Y; 0-N; 3-A)

## 9. TIME FRAMEWORK FOR SELECTION OF FUTURE CONGRESSES

*MOTION : The first sentence of article 2 of Title 5 of IEA POLICY ON THE SUPPORT OF CONFERENCES IN ERGONOMICS is amended to read "6 years prior to the proposed congress".*

Moved by WK and seconded by K. Zhang

Motion carried (31-Y; 0-N; 0-A)

## 10. INFORMATION ITEMS

### 10.1. Election of IEA Officers

A call for nominations will be issued on December 1, 2002.

### 10.2. IEA Awards 2003

WK encouraged all federated societies to provide nominations for IEA Awards of worthy persons of their society. Federated societies are reminded that, while IEA Fellow Award and IE/Liberty Mutual Award are given every year, the following awards are given only once in a three year period:

- IEA Distinguished Service Award
- IEA Outstanding Educators Award
- IEA Award for Promotion of Ergonomics in Industrially Developing Countries
- IEA Ergonomics Development Award
- IEA President's Award

On top of recognizing the merit of these persons, awards also help in promoting ergonomics world-wide and should be publicized with this goal in mind.

Nominations must be made in time for the process to be run normally.

## 11. ADJOURNMENT

Waldemar Karwowski thanked all the Council members for their active participation in the meeting.

### 4.3. FINAL APPROVAL OF NEW MEMBER SOCIETIES

#### 4.3.1. Chile

**MOTION: Council confirms the Chilean Ergonomics Association as an IEA Federated Society, subject to payment of its registration fee.**

Delivered-To: falzon@cnam.fr  
X-Sender: falzon@pop.cnam.fr (Unverified)  
Date: Mon, 13 Jan 2003 18:38:16 +0100  
To: Maria Eugenia Figueroa <presidentesochergo@ergonomia.cl>  
From: Pierre Falzon <falzon@cnam.fr>  
Subject: SOCHERGO's bylaws  
X-Virus-Scanned: by AMaViS perl-11

Dear Maria,

Best wishes for the new year !

At the last Council meeting, Sochergo was accepted as an IEA federated society provided that it fulfils some requirements. These requirements are stated in the amended motion presented below, that was voted by the Council. The IEA Executive Committee will meet in March. Therefore, I request that you send me the amendments of Sochergo's bylaws before that meeting, so that they can be examined by the EC.

Pierre Falzon  
IEA Secretary General

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Extract from the minutes of the IEA 2002 Council meeting

**AMENDED MOTION: Council accepts the *Sociedad Chilena de Ergonomia (SOCHERGO)* as an IEA Federated Society, provided SOCHERGO amends its by-laws to relax membership requirements, specifically to address the restriction on dual membership, formal training in ergonomics, and presentation of original scientific work, and subject to payment of dues.**

**SOCHERGO's REVISED BYLAWS - 2003****RULES OF CHILEAN ERGONOMICS ASSOCIATION**

**OFFICIAL NAME AND LEGAL ADDRESS:** The Chilean Ergonomics Associations a private non-for-profit corporation regulated by Chilean Civil Code.  
Its legal address is: Casilla 165, Correo 22, Santiago, Chile.

**OBJECTIVES:**

To develop the investigation, study, diffusion and application of the Ergonomics practice.  
To promote the knowledge of the Ergonomics.

**ACTIVITIES**

The Chilean Ergonomics Association will obtain its goals developing diverse activities. Mayor activities include:

To develop the Chilean Conference of Ergonomics.

To develop, support or endorse formative activities as Seminars, Congresses, Courses, and others.

To publish scientific and technical literature and public diffusion materials.

Cooperating with other organizations related to the Ergonomics discipline

**THE MEMBERSHIP**

The association will be formed by natural or legal people interested in the discipline, with or without previous experience, academic background or practical experience in the field.

**DEFINITION OF MEMBERS**

There are four categories of membership at Sochergo. These are:

**Associate Member:** This category of membership is open to anyone interested in ergonomics, without regard to his/her knowledge or experience, which would like to become a member of the Society.

Associates will have full access to Society Meetings, special discount at Annual Conference and reduced rates in Society's publications; they will receive with no cost the Electronic Newsletter and may join the Special Interest Groups and Committees.

They may be able to progress to Full Membership, depending on their knowledge and experience.

**Full Member:** They are those members that are enabled for the exercise of the activities related to Ergonomics. Persons who apply to this category must demonstrate professional or academic experience in the exercise of Ergonomics. Full Members must agree to abide by the Code of Professional Conduct.

Associates will have full access to Society Meetings, special discount at Annual Conference and reduced rates in Society's publications; they will receive with no cost the Electronic Newsletter and may join the Special Interest Groups and Committees.

They may use the affiliation M.S.Ch.Ergo.

**Corporate Member:** Public or private organizations with an interest in ergonomics or in the work of the Society may apply to this Membership category to give their support

**Affiliate Member:** May apply to this category any foreigner or Chilean resident outside the country, that has interest in the work of the Chilean Society of Ergonomics, independently of its formation or previous experience in the subject, and who wishes to be a member of the Society.



They will have full access to Society Meetings, special discount at Annual Conference and reduced rates in Society's publications; they will receive with no cost the Electronic Newsletter and may join the Special Interest Groups and Committees.

This category is specially oriented to Latin American living in countries where, at the present time, do not exist National Ergonomics Societies, in order to unite them in a common body that supports them in distant form, and to stimulate their efforts for local development.

#### QUALIFICATIONS OF THE MEMBERS

The Chilean Ergonomics Association welcomes in its different categories of membership to any people interested in the Ergonomics discipline.

#### ORGANIZATIONAL STRUCTURE

The Association recognizes the General Assembly as main authority of the Corporation because it represents all the members. For its administration and management the assembly elects a Directory of five members, every three years, in ordinary session of the General Assembly. The Directors will administer the Society. Ideally they will reflect a multidisciplinary composition. The Directory of the Corporation will nominate from the elected members, in the first session, a President, a General Secretary, a Treasurer and two Directors. The day-to-day administration corresponds to the Directory. The Association will constitute any Technical Committees and Commissions for Work that it considers necessary for the performance of his tasks.

#### DIRECTORY

The Directory will meet at least once to the month, with the absolute majority of its members; its resolutions will be adopted with the absolute majority of the attending members. The sessions of Directory will be directed by the President of the Corporation, and in case of absence of that one, by its General Secretary.

#### DIRECTORY ELECTIONS

Only Full Members may vote, or be a candidate, to elect the directive positions of the Association. All the members have the obligation to serve the positions for which they are elected and to collaborate in the tasks that are entrusted. Every three years, 90 days before the end of the period of the Directory in functions, there will be elections of Directory, in an ordinary session of the General Assembly.

Each Full Member will vote for a single person. Will be elected those members who, in a same and only voting, obtain the greater number of votes, until completing the amount of five positions that need to be provided.

All the members must pay opportunely their dues to the Association.

The monthly ordinary due will be determined by the General Assembly.

#### AUDIT

In the same Ordinary session when the Directory is elected, the General Assembly will designate an Audit Commission, composed by three members, whose obligation is to supervise and control the accounting and economic administration of the Society.

#### GENERAL ASSEMBLY

There will be a General Assembly of members once in the year.

#### POSTAL ADDRESS

Sociedad Chilena de Ergonomía (SOCHERGO)

Casilla 165. Correo 22, Santiago, CHILE

Email: [presidentesochergo@ergonomia.cl](mailto:presidentesochergo@ergonomia.cl)

#### 4.3.2. Iran

Following the Council decision in 2002, regarding admission of the Iranian Ergonomics Society, several exchanges took place between the S.G. and the I.E.S.

De : Pierre Falzon <falzon@cnam.fr>

À : Iranian Ergonomics Society <IES@modares.ac.ir>

Date : lundi 7 octobre 2002 0:45

Dear Majid,

The IEA Council examined your request for membership and discussed your by-laws. I am pleased to announce to you that the Council accepted your admission as an IEA Federated Society. However, there were debates on some articles of your by-laws, so that the motion that was finally voted states :

*MOTION: Council approves the Iranian Ergonomics Society as an IEA Federated Society, provided that the Executive Committee receives satisfactory clarification about article 8.3, article 11 note 5 and article 15 item 11-15 of the IES rules, and subject to payment of its registration fee.*

Article 8.3 of your by-laws states that membership to the IES ceases if the member is condemned by the supreme board of the medical council of Iran. Why is that ?

Article 11 note 5 states that the representative of the Commission for Medical Scientific Societies should be invited at all meetings of the General Assembly, otherwise the meeting will not be in session. Why such a mandatory presence ? What is exactly meant by "not be in session" ?

Item 11-15 of article 15 mentions that the board decisions have to comply with rule and regularities (regulations ?) of Iran. What is exactly meant by this sentence ?

We understand that some sentences may be due to legal procedures within your country. Let us know if this is the case. Please send your responses to both Prof. Karwowski and I.

Best wishes, and congratulations to the IES.

Pierre Falzon  
IEA Secretary General

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Dear Dr. Falzon

Many thanks for your reply and excuse me for your inconvenience. Regarding translation of IES constitution, it was a non-ergonomic task for my colleagues and me because we were not translator of legal documents. However, in response to your questions it is noticeable that during official registration process of IES by Commission for Medical Scientific Societies, located in Iranian Ministry of Health, the Commission offered us the draft of constitution and we only complete chapters 1, 2 and 3 (in chapter 3 only the membership requirements). For example article 8.3 is a typical item in constitutions of all scientific societies according to legal procedures in Iran. Thus, have being registered by the commission; we were obliged to complete the draft form of the commission.

Regarding article 11 note 5, presence of representative of the Commission for Medical Scientific Societies in all meetings of the General Assembly is considered respectfully, and sentence: "otherwise the meeting will not be in session" means that without presence of the commission representative, the session will not be in a formal state and this is only regarded ceremoniously.

Regarding item 11-15 of article 15, due to political considerations in relationships between Iranian government with other countries (e.g. Israel) we have to consider these limitations.

Many thanks for your understanding of our situation in your last sentences of your email and I hope above explanation would be satisfactory for you.

Majid Motamedzade, IES Secretary

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Dear Majid,

I am coming back to you regarding the Iranian Ergonomic Society to the IEA. As you remember, there has been some worries expressed by the IEA Council about parts of the IES by-laws. We already interacted on that subject. I forwarded your answers to the IEA Executive Committee. Here is the feedback of the EC.

The EC has accepted your answers on articles 8.3 and 11.5, but remains worried by article 15, item 11-15.

This item states that one of the duties of the board and directors consists in : "making decisions on the membership of the society in national and international scientific societies, provided that the current rules and regularities of the Islamic Republic of Iran are observed". Following our request of clarification, you have answered that "Regarding item 11-15 of article 15, due to political considerations in relationships between Iranian government with other countries (e.g. Israel) we have to consider these limitations."

Could you please clarify this point ? As you know, the Israel Ergonomics Society is a federated member of the IEA. Is this a problem due to the laws of your country ? If so, that would not be consistent with IEA principles. The provisions contained in the IES by-laws seem to enable state-imposed discrimination.

I perfectly understand that you have to comply to the laws of your country, but the way your answer was formulated is raises questions. I deeply regret to have to come back to you on this issue and strongly wish that we can sort this out and admit definitively the IES.

Best regards

Pierre Falzon  
IEA Secretary General

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Dear Dr. Falzon

Many thanks for your message. Regarding your question I hereby clarify that membership of Israel Ergonomics Society as a federated society of IEA is not a limiting factor for IES candidacy to IEA and IEA membership.

FYI, I as IES Secretary will participate in IEA 2003 and present a paper about foundation of IES.

Best Regards  
Majid Motamedzade ,Ph.D., IES Secretary

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

### 4.3.3. Philippines

*MOTION: Council confirms the Philippine Ergonomics Society as an IEA Federated Society, subject to payment of its registration fee.*

APPLICATION FOR MEMBERSHIP TO THE  
INTERNATIONAL ERGONOMICS ASSOCIATION (IEA)

PHILIPPINE ERGONOMICS SOCIETY, INCORPORATED  
(PHILERGO)

Pierre Falzon  
IEA Secretary General

Dear Dr. Falzon,

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

Date of creation of the Society

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

Full name and Address of the Society

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



General structure of the Society

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

Number of members

At present, PhilErgo has eighteen (18) individual members and twelve (12) Institutional members from government, academe and industry sectors. A Directory of our Current members and their respective Positions are provided as an attachment.

Procedure for joining the Society

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

Name and Address of the present President

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

Address of the Secretariat

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

**DIRECTORY OF PHILERGO MEMBERS**  
As of June 30, 2003

	<b>Individual Members</b>	<b>COMPANY</b>	<b>POSITION</b>
1	Dr. Jacqueline Abola	Department of Health (DOH) – Environmental & Occupational Health	Medical Specialist IV
2	Ms. Lorna Gonzales	Department of Labor and Employment (DOLE) - Bureau of Working Conditions	Labor & Employment Officer II
3	Ms. Grace Arrogante	Department of Labor and Employment (DOLE) - Bureau of Working Conditions	Labor & Employment Officer III
4	Prof. Rosemary Seva	Department of Industrial Engineering De La Salle University	Chairman & Assistant Professor
5	Dr. Jojo Mutuc	Department of Industrial Engineering De La Salle University	Assistant Professor
6	Prof. Jennifer Guitierrez	Department of Industrial Engineering De La Salle University	Assistant Professor
7	Ms. Jazmine Chong	Department of Industrial Engineering De La Salle University	Instructor
8	Dr. Aura C. Matias	Department of Industrial Engineering & Operations Research - University of the Philippines	Chairman & Associate Professor
9	Prof. Iris G. Martinez	Department of Industrial Engineering & Operations Research - University of the Philippines	Assistant Professor
10	Mr. Tomas Tan	Intel Technology Philippines, Inc.	Site Ergonomist, Supervisor
11	Ms. Ma. Celeste I. Rodriguez	Johnson & Johnson (Philippines), Inc.	Regional Ergonomics Manager
12	Ms. Maria Cristina So	Unilever Philippines	Industrial Engineering Manager
13	Mr. Edwin Dimacali	Wyeth (Philippines), Inc.	Safety & Health Engineer
14	Ms. Louie T. Duran R.N.	Ford Philippines	Corporate Nurse – Health & Safety Section
15	Ms. Veronica A. Liarena	IBM Philippines, Inc.	Senior Personnel Administrator
16	Mr. Michael Jimeno P. Tuason	ON Semiconductor	Associate Manufacturing Project Specialist
17	Ms. Fenilynn F. Magdalera	3M Philippines	Marketing Analyst
18	Mr. Boots G. Alcantara	Contract Design	General Manager

	<b>Institutional Members</b>	<b>REPRESENTATIVES</b>	<b>POSITION</b>
1	Department of Labor and Employment – Bureau of Working Conditions	Ms. Esperanza P. Rodriguez Mr. Norma Vivar	Supervising Labor & Employment Officer Supervising Labor & Employment Officer
2	University of the Philippines	Dr. Aura C. Matias	Chairperson
3	De La Salle University	Prof. Rosemary Seva	Chairperson
4	Johnson & Johnson (Philippines), Inc.	Mr. Rodrigo Y. Fuentes	Regional Director for Safety & Industrial Hygiene
5	Unilever Philippines	Mr. Emmanuel M. Maniquis, Jr.	Safety Manager
6	Wyeth	Ms. Claudette Alvarez	Safety & Health Officer
7	Ford Philippines	Mr. Joe Aristoza	Safety Engineer
8	3M Philippines	Ms. Edna V. Higashionna	Senior Account Representative
9	Asian Development Bank	Mr. Cordel Trinchera	Architecture Officer – Facilities Management
10	Kraft Foods (Philippines), Inc.	Mr. Raymund A. Joson	Environment, Safety & Health Engineer
11	Contract Design	Mr. Boots G. Alcantara	General Manager
12	ON Semiconductor	Mr. Rizalde Gamac	Associate Manufacturing Project Specialist

#### 4.4. APPROVAL OF FEES AS AN IEA NETWORK

(see next pages)

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

Dear Pierre,

After a preparation period of more than 5 years finally on 7th May, 2003 the Federation of European Ergonomics Societies (FEES) could celebrate in Munich its inauguration. We were particular glad with the attendance of the IEA president Waldemar Karwowski, which symbolises the very nature of the structure of FEES, namely to be a member of the IEA family. This was also mentioned several times in the various speeches during that inaugural meeting.

According to the outcome of the discussion in the IEA Florence council meeting 2001 and according to the IEA basic rules we ask hereby the formal approval by IEA council for the formation of FEES. Attached you will find our formal proposal, stating the purpose, the organisational structure and the mode of operation. You will also find the actual list of FEES membership.

Two members of the FEES executive committee ( Clas-Håkan Nygård and Dirk Delaruelle) will attend the IEA council in Korea for further information. Our chairperson Pieter Rookmaker regrets being unable to attend the council. He wishes you a successful meeting on behalf of FEES.

on behalf of FEES

Clas-Håkan Nygård (secretary)

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12<sup>th</sup> June 2003

To the International Ergonomics Association (IEA)  
Secretary General Pierre Falzon

Proposal of the Federation of European Ergonomics Societies (FEES) to be an affiliated member of IEA as an IEA network

The Federation of European Ergonomics Societies (FEES) applies hereby to be an affiliated member in IEA as a network.

FEES are the networks of the ergonomics societies in the various countries in Europe. All ergonomics societies in Europe can be a member of FEES; inside the European Union landscape, but also outside that landscape.

The major objective for FEES is to enhance the recognition of ergonomics, contributing to economic development, to quality of life, to health and safety at work and to social progress in Europe. More specifically to support the development of ergonomics issues specifically related with the European region such as:

- a. To enhance mutual communication between various European ergonomics societies, to encourage and facilitate contacts and exchanges between ergonomists (educators, researchers and/or practitioners) and to organise and run European conferences about evolving ergonomics
- b. To enable the good establishment of ergonomics in EU policy and programmes
- c. To assist in the access to EU resources and facilities for ergonomics
- d. To stimulate networking in the widest sense for ergonomics

At the start of FEES in 2003 the following ergonomics societies have decided for a membership: Netherlands Ergonomics Society, Belgian Ergonomics Society, Irish Ergonomics Society, Portugal Ergonomics Society, Hellenic Ergonomics Society, German Ergonomics Society, Finnish Ergonomics Society, Ergonomics Society, Suisse Ergonomics Society, Spanish Ergonomics Society, Italian Ergonomics Society and Nordic Ergonomic Society (Sweden, Norway, Denmark and Iceland).



At the first council meeting a three person executive committee was elected for a three-year period. Chairman is Pieter Rookmaker (the Netherlands), secretary Clas-Håkan Nygård (Finland) and treasurer Dirk Delaruelle (Belgium).

On behalf of FEES

Clas-Håkan Nygård

Secretary

#### 4.5. APPROVAL OF NEW IEA SUSTAINING MEMBERS

MOTION: *Council approves the Center for Industrial and Management Research Resources (Pohang, Korea) as an IEA Sustaining Member at the Gold level.*

MOTION: *Council approves the Conservatoire National des Arts et Métiers (Paris, France) as an IEA Sustaining Member at the Gold level in recognition of in-kind services (hosting of IEA Archives).*

#### 4.6. APPROVAL OF THE REVISED IEA STRATEGIC PLAN (2003-2006)

(see next pages)

MOTION: *Council approves the revised IEA Strategic Plan.*

### PROPOSAL OF REVISION OF IEA STRATEGIC PLAN

February 2003

#### 1. Introduction to the revision

The IEA Strategic Plan needs to be revised in order to improve wording, consistency and overall logic, and to avoid repetitions.

A change in terminology is proposed :

- Past version : goals, then objectives, then strategies
- New version: goals, then subgoals , then actions

The overall logic of the revision is as follows :

- Goal A : Internal affairs
  - o subgoal A1 : Communication and collaboration between and with fed. societies
  - o subgoal A2 : Develop fed. soc. world-wide
  - o subgoal A3 : IEA operational effectiveness
- Goal B : Development of ergonomics
  - o subgoal B1 : Develop ergonomics discipline
  - o subgoal B2 : Develop professional practice and education
- Goal C : Contribution of ergonomics to society
  - o subgoal C1 : Promote recognition of ergonomics discipline
  - o subgoal C2 : Promote applications of ergonomics in all aspects of life

A number of editing changes have been made : all examples and all mentions of Standing Committees have been deleted (Standing Committees were already deleted in the Triennial report version, but not in the original file).

The table in section 2 presents the Strategic Plan 2000 (column 1) and the proposed modifications (column 2). When nothing is mentioned in column 2, it means that the line remains unchanged (save for numbering and for deletion of examples and standing committees).

Section 3 presents the proposed Strategic Plan 2003.

#### 2. The Strategic Plan 2000 and the proposed amendments

<b>STRATEGIC PLAN 2000</b>	<b>Proposed amendments</b>
<b>A. GOAL: TO DEVELOP MORE EFFECTIVE COMMUNICATION AND COLLABORATION WITH FEDERATED SOCIETIES</b>	<b>NEW GOAL A</b> Ex-goal A is modified and becomes subgoal A1
<u>OBJECTIVE: A1. SUPPORT THE WORK OF MEMBER SOCIETIES</u>	New subgoal A1
1. Facilitate visibility of each member society through the IEA home page and other means of communication {P&P}	
2. Facilitate joint events between member societies where this will not conflict with the operations of these societies {P&D/S&T}	
3. Support member societies in taking proactive and reactive positions on major public issues and in their use of the media {EC}	Moved to C1, and simplified Replaced by action on IEA networks
4. Support member societies to disseminate ergonomics knowledge at various levels {P&P/IDC/S&T}	
5. Support participation of the industrially developing countries in IEA activities (e.g., support for travel to conferences) {IDC}	
6. Support the continuing growth of ergonomics in industrially developing countries by training and education {IDC}	Moved to new A2
7. Provide industrially developing countries with ergonomics knowledge by stimulating the existing IEA mechanisms (e.g. book fund, expert consultants) {IDC/P&P}	Moved to new A2
8. Show best practices in order to stimulate the growth of ergonomics {IDC/S&T}	Moved to B2
<b>OBJECTIVE: A2. Improve IEA Operational Effectiveness</b>	
1. Develop mechanisms for effectively involving member societies in IEA activities (e.g. possibilities for strategic discussions) {EC/P&D}	
2. Improve communication with member societies (e.g. through consultation, exchange of action plans and soliciting feedback) {SG}	
3. Facilitate the exchange of views and experiences among the leaders of member societies (e.g., through workshops, sessions, special interest groups) {P&D}	
4. Initiate campaign to increase the numbers of sustaining IEA members where this will not conflict with the operations of member societies {Tres/P&D}	The last part of the sentence is deleted
5. Increase revenues from donations, endowments and funds where this will not conflict with the operations of member societies (e.g. from international bodies) {Tres/P&D}	
<b>B. GOAL: TO ADVANCE THE SCIENCE AND PRACTICE OF ERGONOMICS AT AN INTERNATIONAL LEVEL</b>	

<b>OBJECTIVE: B1. Stimulate Development and Acceptance of Ergonomics</b>	Reworded to focus on development (not acceptance) and on discipline
1. Define and clarify the field of ergonomics {EC/P&P}	
2. Elaborate and promote the benefits of ergonomics to improve the quality of life for individuals, organizations and society {EC/P&P}	Moved to C1
3. Identify and elaborate cultural and economic differences on ergonomic design {EC/P&P}	reworded
4. Identify future needs for development of ergonomics (e.g. through the Technical Committees of the Science & Technology Committee) {S&T/P&D}	
<b>OBJECTIVE: B2. Facilitate Knowledge Exchange and Collaboration</b>	Deleted. Actions integrated in B1
1. Support and promote specialized conferences and workshops in collaboration with member societies. {S&T}	
2. Provide appropriate support of regional groups in ergonomics (e.g. FEES) where this will not conflict with the operations of member societies. {P&D}	Moved (reworded) to A1
3. Promote IEA publications suited to knowledge dissemination by IEA {P&P}	
<b>OBJECTIVE: B3. Enhance The Quality Of Professional Practice And Education In Ergonomics</b>	Becomes B2
1. Continue to promote a broad view of ergonomics and its aims {P&P}	
2. Consider development of procedures for the IEA endorsements of various activities, in particular journals and books {P&D}	
3. Develop international professional standards and guidelines and promote best practices in ergonomics (code of ethics, code of professional practice, etc.) {PP&E}	
4. Encourage educational institutions to offer ergonomics programs consistent with "IEA Core Competencies for Practitioners in Ergonomics" criteria {PP&E}	
5. Promote sharing of quality ergonomics education programs available on the Internet through the IEA home page {PP&E}	
6. Develop IEA guidelines for accreditation of ergonomics educational programs {PP&E}	
7. Maintain the IEA Criteria for Endorsement of Certifying Bodies and implement a system for such endorsement {PP&E/P&D}	
8. Maintain the IEA Core Competencies for Practitioners in ergonomics {PP&E}	
9. Maintain and disseminate IEA minimum criteria for the process of certification of an ergonomist {PP&E}	
<b>C. GOAL: TO ENHANCE THE CONTRIBUTION OF THE ERGONOMICS DISCIPLINE TO GLOBAL SOCIETY</b>	
<b>OBJECTIVE: C1. Promote Recognition Of Ergonomics Discipline</b>	
1. Identify specific areas where greater international exchange of information is needed, and develop appropriate means for dialogue {S&T}	
2. Promote ergonomics in geographical regions where particular support is needed {IDC}	Moved to C2
3. Increase public awareness of the benefits of ergonomics	

through mass media communications {SG/P&P}	
4. Provide information about ergonomics/IEA for listing in international directories and reference publications {SG}	
5. Expand and strengthen links with other international bodies and form alliances with affiliated societies in the related fields (e.g., industrial design and engineering, psychology, safety, health care, economics) {Pres}	Split in two : links with other international bodies, and links with sister societies (ACM, IEEE, etc.)
6. Expand IEA prizes to reward and publicize ergonomics innovations {Awards}	
7. Develop more effective use of IEA conferences to promote added value of ergonomics to society {P&P}	

<b>OBJECTIVE: C2. Promote Applications of Ergonomics in All Aspects of Life</b>	I have added a last action on ... EQUID !
1. Promote ergonomics as a means to improve the quality of human life, work effectiveness and economic benefits {P&P}	
2. Mobilize ergonomics profession to address major global challenges {EC}	
3. Promote collaboration in ergonomics projects among government and international bodies {P&D}	
4. Stimulate the involvement of ergonomics in the emerging fields of application (e.g. management sciences and mass communication). {S&T}	

### 3. Proposed Strategic Plan 2003

#### Remarks :

- the actions presented under subgoals A3 and B2 could be improved ;
- the first paragraphs below, which present Ergonomics and IEA missions, have not been modified.

## INTERNATIONAL ERGONOMICS ASSOCIATION

### ERGONOMICS

Ergonomics (or human factors) is the scientific discipline concerned with interactions among humans and other elements of a system in carrying out a purposeful activity. Ergonomics aims to improve human well-being and overall system performance by optimizing the compatibility between humans and other system components; that is, by matching systems, products, procedures and environments to the needs, abilities and limitations of people. Human-system analysis, design, and evaluation includes considerations of physical, cognitive, social, organizational, environmental and other relevant factors.

### IEA MISSION STATEMENT

The International Ergonomics Association is the federation of ergonomics and human factors societies around the world. Working closely with its constituent societies and related international organizations, its mission is to elaborate and advance ergonomics science and practice, and to expand its scope of application and contribution to society to improve the quality of life.

**GOALS: THE FOLLOWING GOALS REFLECT THE IEA MISSION**

- A. Contribute to the development of federated societies
- B. Advance the science and practice of ergonomics at an international level
- C. Enhance the contribution of the ergonomics discipline to global society

**GOAL A: CONTRIBUTE TO THE DEVELOPMENT OF FEDERATED SOCIETIES****SUBGOAL A1 : Develop more effective communication and collaboration between and with federated societies**

1. Facilitate visibility of each member society through the IEA home page and other means of communication
2. Facilitate joint events between member societies where this will not conflict with the operations of these societies
3. Facilitate the creation of networks of societies
4. Support member societies to disseminate ergonomics knowledge at various levels
5. Support participation of the industrially developing countries in IEA activities (e.g., support for travel to conferences)

**SUBGOAL A2 : Develop ergonomic societies throughout the world**

1. Support the continuing growth of ergonomics in industrially developing countries by training and education
2. Provide industrially developing countries with ergonomics knowledge by stimulating the existing IEA mechanisms

**SUBGOAL A3 : Improve IEA operational effectiveness**

1. Develop mechanisms for effectively involving member societies in IEA activities
2. Improve communication with member societies
3. Facilitate the exchange of views and experiences among the leaders of member societies
4. Initiate campaign to increase the numbers of sustaining IEA members
5. Increase revenues from donations, endowments and funds where this will not conflict with the operations of member societies (e.g. from international bodies)

**GOAL B: ADVANCE THE SCIENCE AND PRACTICE OF ERGONOMICS AT AN INTERNATIONAL LEVEL****SUBGOAL B1. Stimulate development of the Ergonomics discipline**

1. Define and clarify the field of ergonomics
2. Identify and elaborate cultural and economic differences affecting ergonomic science and practice
3. Identify future needs for development of ergonomics

4. Support and promote specialized conferences and workshops in collaboration with member societies
5. Promote IEA publications suited to knowledge dissemination by IEA

**SUBGOAL B2. Enhance the quality of professional practice and education in Ergonomics**

1. Continue to promote a broad view of ergonomics and its aims
2. Consider development of procedures for the IEA endorsements of various activities, in particular journals and books
3. Develop international professional standards and guidelines and promote best practices in ergonomics (code of ethics, code of professional practice, etc.)
4. Encourage educational institutions to offer ergonomics programs consistent with "IEA Core Competencies for Practitioners in Ergonomics" criteria
5. Promote sharing of quality ergonomics education programs available on the Internet through the IEA home page
6. Develop IEA guidelines for accreditation of ergonomics educational programs
7. Maintain the IEA Criteria for Endorsement of Certifying Bodies and implement a system for such endorsement
8. Maintain the IEA Core Competencies for Practitioners in ergonomics
9. Maintain and disseminate IEA minimum criteria for the process of certification of an ergonomist
10. Show best practices in order to stimulate the growth of ergonomics

**GOAL C : ENHANCE THE CONTRIBUTION OF THE ERGONOMICS DISCIPLINE TO GLOBAL SOCIETY**

**SUBGOAL C1. Promote recognition of Ergonomics discipline**

1. Identify specific areas where greater international exchange of information is needed, and develop appropriate means for dialogue
2. Increase public awareness of the benefits of ergonomics through mass media communications
3. Provide information about ergonomics/IEA for listing in international directories and reference publications
4. Expand and strengthen links with other international bodies
5. Expand and strengthen links with societies working in related fields
6. Expand IEA prizes to reward and publicize ergonomics innovations
7. Develop more effective use of IEA conferences to promote added value of ergonomics to society
8. Elaborate and promote the benefits of ergonomics to improve the quality of life for individuals, organizations and society

**SUBGOAL C2. Promote applications of Ergonomics in all aspects of life**

1. Promote ergonomics as a means to improve the quality of human life, work effectiveness and economic benefits
2. Mobilize ergonomics profession to address major global challenges
3. Promote collaboration in ergonomics projects among government and international bodies
4. Stimulate the involvement of ergonomics in the emerging fields of application (e.g. management sciences and mass communication).
5. Support member societies in taking positions on major public issues and in their use of the media
6. Promote ergonomics in geographical regions where particular support is needed
7. Develop program of certification of ergonomic quality in design

**4.7. APPROVAL OF THE REVISED IEA POLICY ON MEMBERSHIP**

**4.7.1. Federated membership**

(see next pages)

MOTION: *Council approves the revised IEA Policy on Federated Membership*

**4.7.2. Correspondent status**

(see next pages)

MOTION: *Council approves the creation of the Correspondent Status for individuals*

**4.7.3. Affiliated membership**

(see next pages)

MOTION: *Council approves the revised IEA Policy on Affiliated Membership*

**Revised proposal on IEA membership policy**

June 2, 2003

**1. Introduction**

The purpose of this text is to address the current needs of IEA with respect to its membership policies in the context of our strategic plans and of our major goals.



Discussions on this subject have taken place during the last 6 years on the occasion of several Council or Executive Committee meetings. These discussions led to the awareness of the criticality of this issue for the future of the IEA and for the development of ergonomics worldwide.

In order to address these issues in a systematic and comprehensive way, the IEA Executive Committee, to support its own efforts, has created a Sub-Committee on IEA membership issues.

At the Council meeting held in September 2002 in Santiago, Chile, Council members were presented a report from that subcommittee and a first framework of a new membership policy. After discussion with the Council members, it was agreed that the Executive Committee would consult all Federated Societies on proposals of membership policy changes.

This consultation took place in the first semester of 2003. A few responses have been received and considered in view of the original proposal. Consequently, the initial proposal has been revised as follows.

## 2. Goals of IEA

The policy on IEA membership has been evaluated in the context of the mission and main goals of the association, as defined in the IEA Rules and reflected in the IEA Strategic Plan.

According to IEA Rules, «*the mission of the IEA is to elaborate and advance ergonomics science and practice, and to expand its scope of application and contribution to society to improve the quality of life, working closely with its constituent societies and related international organizations.*»

*The main goals of the IEA are :*

- *To develop more effective communication and collaboration with federated societies*
- *To advance the science and practice of ergonomics at an international level*
- *To enhance the contribution of the ergonomics discipline to global society.»*

## 3. Present membership structure

Present IEA policy on membership differentiates three categories of members :

4. *Federated Societies* are societies that have the main aim of promoting ergonomics. [...] In general, there will be only one Federated Society in any geographical area.
5. *Affiliated Societies* are 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.
6. *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.

## 4. Revised new policy

In order to fulfil the mission and goals of IEA (see above), the IEA should become a more inclusive organization, admitting all societies that share the common goal of developing the ergonomics discipline and profession in their (geographical or thematic) areas.

### 4.1. Proposed membership structure of the IEA

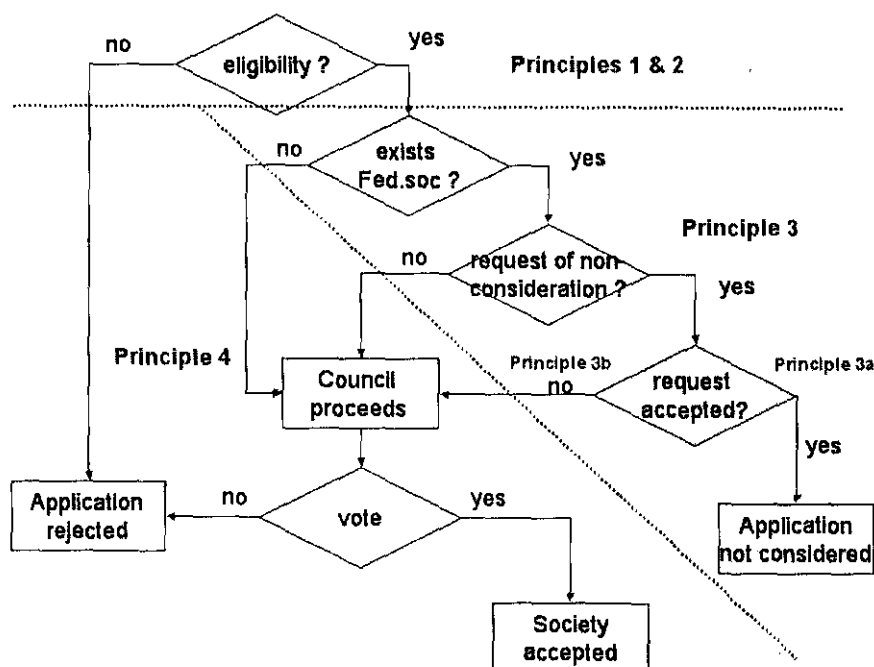
- Federated members (voting members) : societies having ergonomics as their primary goal
- Affiliated members (non-voting members)
  - Non-profit organizations supporting ergonomics
  - Newly formed ergonomics societies

- Networks of IEA federated societies
  - Correspondents
- Sustaining members (non-voting members) :
- Organizations supporting ergonomics
  - Individuals

#### 4.2. Proposed policy on federated membership

Due to the growth and diversification of ergonomics, it may be the case that more than one ergonomics society exist within a given country. When one of these societies is already an IEA federated member, the application of additional societies will be processed as follows:

1. The applicant should submit a formal application to the SG. This application is checked for eligibility, according to IEA rules, which means that the applicant :
  - a. must be either a society with direct individual membership or a federation of societies that are not members of IEA
  - b. must share the objectives of the IEA and have the promotion of ergonomics as its primary goal.
2. This application will be forwarded to all federated societies for review ;
3. The federated society from the country (or countries) where the applicant society is registered has the right to request that such application be not considered by the Council. The reason for this *request of non-consideration* should be stated in writing and sent to the SG ;
4. In such a case, the Council will vote on the *request of non-consideration*:
  - a. If the *request of non-consideration* is accepted by the Council, the application will not be considered. The SG will notify the applicant of the reason of this decision. The applicant has the right to re-apply at any time.
  - b. If the *request of non-consideration* is not accepted by the Council, the application will be considered according to IEA rules. The Council will vote on whether or not the applicant is accepted as a federated IEA society).



#### 4.3. Proposed policy on affiliated membership for non-profit organizations and networks

- Principle 1 : Affiliated membership can be granted to societies or other non-profit organizations or institutions that support the cause of ergonomics and want to cooperate with the IEA
- Principle 2 : Small ergonomics society (that is societies with less than 25 members) may apply for IEA affiliated membership
- Principle 3 : IEA networks are granted the status of affiliated IEA members and are waived from membership fees
- Principle 4: Rights and obligations : Affiliated organizations are non-voting members of the Council. They receive the same information as federated societies, and report annually to the EC and the Council

#### 4.4. Proposed policy on IEA Correspondent status for individuals

- Principle 1: IEA Correspondent status can be granted only to a person who already belongs to an IEA federated or affiliated society
- Principle 2 : Obligations : the IEA Correspondent must not use the correspondent status to claim any professional competence in the field of ergonomics
- Principle 3 : Rights : the IEA Correspondent receives Ergonomics International by email and the Triennial Report.
- Principle 4 : Fees : IEA Correspondents pay a fixed annual fee (e.g. \$150)

#### 5. Implications and benefits of the new policy

More than one society (including thematic societies) in a given geographical area are eligible for federated membership. It is to be noted that this possibility is not excluded by our present rules : the proposed rules make that possibility more open, which is needed due to the growing number of countries in which several societies operate.

International thematic societies may become federated members.

The IEA improves its operational ability and political influence with respect to representation of ergonomics in the international arena.

IEA Networks have been created by Council decision in 2002. Considering IEA Networks as affiliated members give them the opportunity to report to the Council and develop full awareness on current IEA issues.

As suggested by the ad hoc committee on membership chaired by Luc Desnoyers (2001-2002), the IEA needs to help newly created ergonomics society. Allowing these small societies to become affiliated members give them the opportunity to learn and grow and become viable societies eligible for  
I E A                      F e d e r a t e d                      m e m b e r s h i p .

Creating the IEA Correspondent status (with no voting rights), on top of its interest for the person, will create an additional source of revenue for the IEA, while in no way have negative impact on federated societies or mission and goals of IEA.

**APPENDIX 1 : EXTRACT FROM «IEA RULES»****TITLE 2 - MISSION AND GOALS**

The mission of the IEA is to elaborate and advance ergonomics science and practice, and to expand its scope of application and contribution to society to improve the quality of life, working closely with its constituent societies and related international organizations.

The main goals of the IEA are :

- To develop more effective communication and collaboration with federated societies
- To advance the science and practice of ergonomics at an international level
- To enhance the contribution of the ergonomics discipline to global society.

**TITLE 3 - MEMBERSHIP****ARTICLE 1. COMPOSITION**

The IEA membership is composed of :

- Federated Societies
- Affiliated Societies
- Sustaining Members

**ARTICLE 2. 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.

**ARTICLE 3. QUALIFICATIONS FOR MEMBERSHIP**

Societies applying for or having membership in the IEA as a Federated Society shall meet the following criteria :

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.

The by-laws or other rules of the society should not deny membership to any person for any reason other than professional qualifications.

The society shall have operated at a minimum of one year prior to application.

The society shall have a minimum of 25 members whose primary occupation is in an ergonomics area.

Societies will be accepted provided that they do not present a conflict with existing Federated Societies.

Societies applying for IEA membership must complete the questionnaire relating to the position, aim and structure of the applicant.

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.

## APPENDIX 2 : IEA Membership in practice

The wording of these membership rules should be improved to eliminate vagueness and improve language quality. However, what is more important and critical to the considered issue is that they do not reflect the current membership practices.

*Article 2, title 3 of IEA Rules states : «In general, there will be only one member society in any geographical area».* This article has been interpreted up to now in a restrictive way, leading to admission of only one society per country.

A consequence of the above is Japan. The Japan Ergonomics Society is a federated member of IEA and has thus voting rights. However, another society, the Human Ergology Society is an affiliated member with no voting rights.

A reverse example is the geographical area of China. Three societies from this area are federated members : Chinese Ergonomic Society, Hong-Kong Ergonomic Society, and Ergonomic Society of Taiwan.

The South-East Asia Ergonomic Society (SEAES), on the contrary, has individual members from several countries. SELF (Francophone Society of Ergonomics) is yet another case of supra-national association, but in a different way. The geographical area covered by SELF is not based on physical location, but on the use of a common language.

Nordic Ergonomic Society is a federation of national societies (Sweden, Norway, Finland, Denmark, Iceland). The Nordic Ergonomic Society has no individual members.

Many federated ergonomic societies have foreign members. For instance, the Ergonomics Society (U.K.) has a number of voting members in various countries where local ergonomic societies exist and have federated status in IEA. It is even the case that HFES has an European chapter.

In Russia, that is in the same geographical area, there are at least three different ergonomic societies. One of them (the Inter-Regional Ergonomic Association – IREA) is a federated member, while the other two societies have been de facto excluded as federated members.

Under our present rules, a society such as the European Association of Cognitive Ergonomics (EACE) cannot be a member, because it is supra-national. Additionally, our rules do not address the issue of thematic societies.

All these observations show that our present rules need readjustment to take reality into account and clarify IEA membership rules, and, by doing so, make them more democratic and equitable.

Lastly, especially for countries where no ergonomic societies yet exist, it would be very useful to offer the possibility of individuals to become involved in IEA affairs by becoming affiliated members of the IEA. This possibility may also be of interest to members of federated societies who have an interest in the international development of the discipline and profession.

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**IEA membership  
Proposals  
to the Council**

**August 2003**

# Proposed membership structure

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- **Federated members**
  - ◆ Societies having ergonomics as their primary goal
- **Affiliated members**
  - ◆ Non-profit organizations supporting ergonomics
  - ◆ Networks of IEA federated societies
  - ◆ Correspondents
- **Sustaining members**
  - ◆ Organizations supporting ergonomics
  - ◆ Individuals

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## ● CURRENT

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- Federated members
    - ✦ Regional societies having ergonomics as their primary goal
- 

- Affiliated members
  - ✦ Regional societies

- Sustaining members
  - ✦ Organizations supporting ergonomics
  - ✦ Individuals

## ● PROPOSED

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- Federated members
    - ✦ Societies having ergonomics as their primary goal
- 

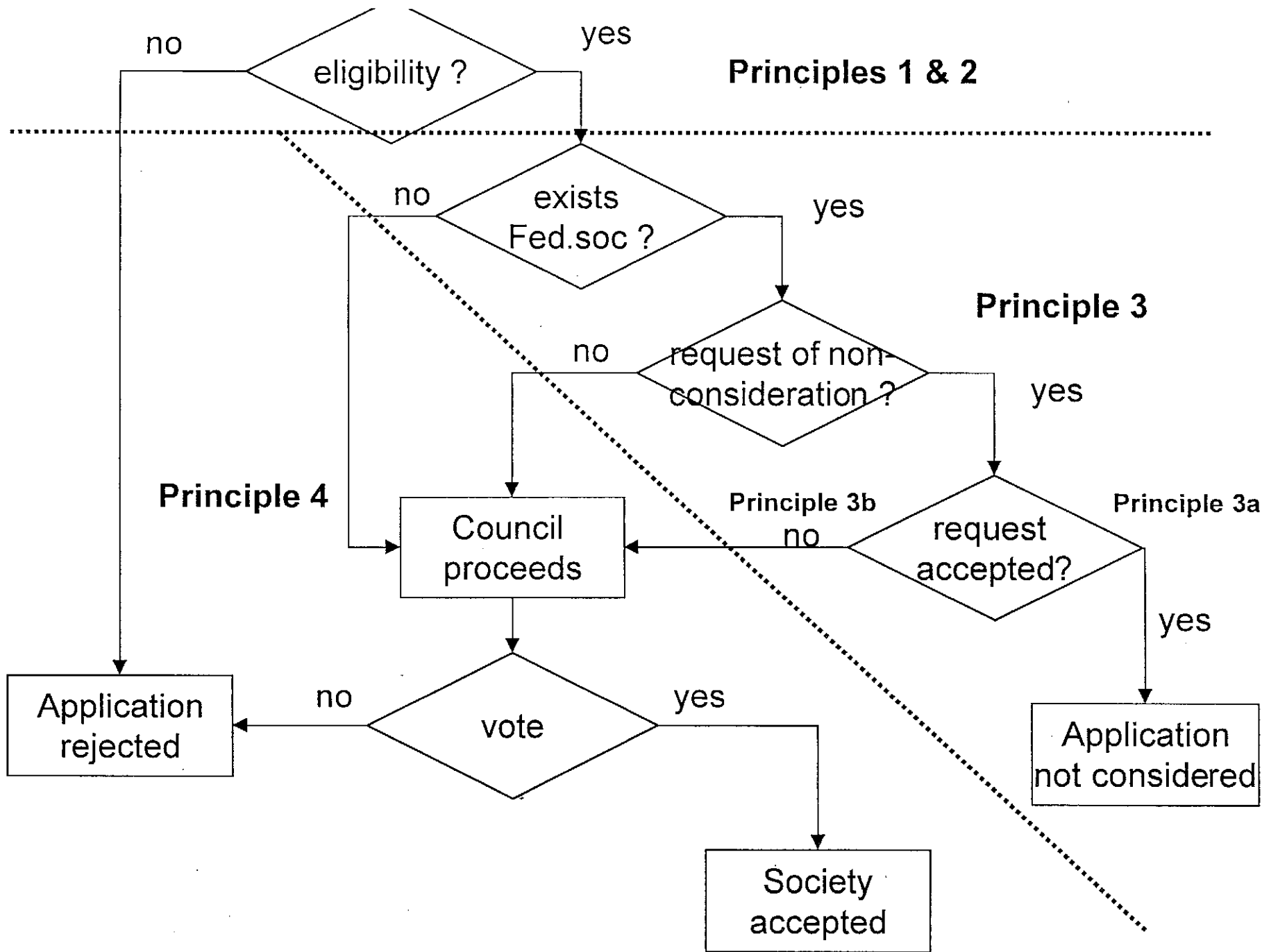
- Affiliated members
  - ✦ Non-profit organizations supporting ergonomics
  - ✦ Small ergonomics society
  - ✦ Networks of IEA federated societies
  - ✦ Correspondents

- Sustaining members
  - ✦ Organizations supporting ergonomics
  - ✦ Individuals

# Proposed policy on federated membership

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- Principle 1 : The applicant society (applicant) should fulfill the IEA eligibility requirements
- Principle 2: The applicant should have direct individual membership or be a federation of societies that are not members of IEA
- Principle 3: In case there already exists a federated society from the country (or countries) where the applicant society is registered, this federated society has the right to request that the application be not considered by the Council. In this case, Council decides if it accepts or rejects the *request of non-consideration* :
  - 3A. If the *request of non-consideration* is accepted by the Council, the application will not be considered.
  - 3B. If the *request of non-consideration* is not accepted by the Council, the application will be considered according to IEA rules.
- Principle 4: In cases others than those covered by Principle 3, the application will be considered by the Council according to IEA rules.



# **Proposed policy on federated membership concerning societies with thematic focus**

- **Principle 1 : To be a federated member of the IEA, a thematic society has to comply with the objectives of the IEA, notably the promotion of ergonomics.**
- **Principle 2 : To be a federated member of the IEA, a thematic society must have direct individual membership or be a federation of societies that are not members of IEA.**

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# **Proposed policy on affiliated membership for societies or other non-profit organizations**

- Principle 1 : Affiliated membership can be granted to societies or other non-profit organizations or institutions that support the cause of ergonomics and want to cooperate with the IEA
- Principle 2 : Small ergonomics society (membership < 25) may apply for IEA affiliated membership
- Principle 3 : IEA networks are granted the status of affiliated IEA members and are waived from membership fees
- Principle 4: Rights and obligations : Non voting members of the Council. Receive the same information as federated societies. Report annually to the EC and the Council

# Proposed policy on IEA Correspondent status

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- Principle 1: Correspondent status can be granted only to a person who already belongs to an IEA federated or affiliated society
- Principle 2 : Obligations : The IEA Correspondents must not use their IEA status to claim any professional competence in the field of ergonomics
- Principle 3 : Rights : The IEA Correspondent receives Ergonomics International by email and a copy of the Triennial Report.
- Principle 4 : Fees : Fixed annual fee (\$150)

#### 4.8. APPROVAL OF THE MODIFICATION OF STANDING COMMITTEE ASSIGNMENTS

(see next pages)

MOTION: *Council approves the modification of Standing Committees assignments*

### **Proposal for modification of Standing Committee assignments**

**Paris, June , 2003**

#### **1. PRESENT SITUATION**

Here are simplified definitions of the existing Standing Committees.

##### **AWARDS**

This committee recommends to Council awards to be given to individuals for their contributions to the field of ergonomics.

##### **PROFESSIONAL STANDARDS AND EDUCATION**

This committee compiles and disseminates information relevant to offerings in ergonomics at educational institutions, educational materials, including instructional methods, aids and standards.

##### **INDUSTRIALLY DEVELOPING COUNTRIES**

This committee promotes, coordinates, and implements ergonomic activities in industrially developing countries by supporting local and regional initiatives concerning research, development, training, and conferences.

##### **Policy and Planning**

This committee explores and coordinates new policy options and proposals, and assists in development and implementation of new programs and initiatives relevant to the function and effectiveness of IEA. The committee develops and coordinates plans and proposals concerning IEA policies, operation, and structure, and assists in development of policy recommendations to better serve Federated Societies and the international ergonomics community.

##### **COMMUNICATION AND PUBLIC RELATIONS**

This committee develops and distributes a variety of publications, including the IEA annual reports, a newsletter, Ergonomics International, Directory of Educational Institutions, Directory of Resources Centers, and promotional brochures.

##### **SCIENCE, TECHNOLOGY AND PRACTICE**

This committee promotes and coordinates the exchange of scientific and technical information at the international level.

## 2. RATIONALE OF THE PROPOSAL

The changing needs of the IEA make it necessary to adapt the IEA organization so that it can operate more efficiently and meet the increased demands of the IEA members and of the society at large. In particular, the following areas of IEA activities need to be reorganized or refocused.

The Policy and Planning committee was the first Standing Committee that was created, at a period where there was no real Executive Committee, in order to help planning of activities. Today, six committees are functioning. The Executive Committee has de facto become the planning and policy making body of the IEA. Policy and planning is the primary responsibility of the IEA Officers. Consequently, the President guides the appointed members of the EC to develop and propose policy issues in their area of responsibility, dictated by the strategic goals of the association ; these are then discussed and acted upon by the Council.

Simultaneously, new areas of interest have appeared. Notably, the EQUID program has been proposed and will need to be further developed and implemented as an on-going activity. It is the opinion of the Officers that this program will need focused leadership in the near future.

Another issue is the role the IEA should play on the international forum, as stated in its mission. Organizations like WHO and ILO consider IEA as a legitimate partner and have expectations from the IEA. Therefore, the IEA has to better organize and monitor its cooperation with such organizations as ILO, WHO, for which IEA has an NGO status, and IOHA, ICOH, ISSC, with which IEA has signed a memorandum of understanding.

Lastly, it is clear that communication tools have evolved rapidly in the last few years. In particular, web-based tools have proven to be powerful media for developing and promoting ergonomics worldwide. IEA should take this into account and refocus assignments of responsibilities in this critical area.

## 3. PROPOSAL

The following proposal is done in order to meet the demands stated above. However, the number of standing committees will remain stable, so that no additional burden is placed on the IEA budget.

### 3.1. EQUID

Considering the EQUID program development, it is anticipated that there will be a need for a full Standing Committee in charge of the program in the near future. Approval by the Council of the creation of the EQUID Committee is then requested. The President will appoint a chair for this committee in the near future as appropriate.

### 3.2. Policy & Planning activity

The role of the Policy and Planning Committee will be assumed by the Officers with the help of the rest of the EC as appropriate. Consequently, this Committee ceases to exist.

### 3.3 International Development Committee

In view of the need to coordinate internal IEA activities with respect to industrially developing countries and external activities related to cooperation with international bodies (per IEA mission statement), it is proposed to refocus the IDC committee and rename it the *International Development Committee*. The charge of the IDC Committee will be :

- to support and coordinate actions towards the development of ergonomics in industrially developing countries ;
- to coordinate IEA interaction and joint activities with other international organizations.

### 3.4. Communications and Public Relations Committee

Based on the experience of the last six years, it is proposed to refocus the charge of the Communication and Public Relations Committee in order to better fit the IEA response to the needs of



the information society and contribute to the worldwide dissemination of ergonomics knowledge and expertise.

The charge of the CPR Committee will then be:

- to design and support operation of web-based communication tools,
- to publish promotional documents (including IEA Triennial Report)
- to manage the development of all IEA plaques, certificates, etc. given in recognition of services to the IEA and ergonomics, and any documents which involve the public image of the IEA.

## 4.9. APPROVAL OF THE REVISION OF AWARDS

### 4.9.1. IEA Fellow Award

#### ARTICLE 9. IEA FELLOW

IEA Fellowship is to recognize extraordinary or sustained, superior accomplishments of an individual. To be considered for a fellowship two eligibility criteria must be satisfied. In addition, the candidate's distinction as an ergonomics professional must be demonstrated.

#### Eligibility Criteria

There are two eligibility criteria: International Service and Membership in Society.

- International Service : this includes such activities as service to IEA, an extensive publication record in international journals, international consulting, service to the United Nations, and similar.
- Membership in Society : the candidate must have been a full member in good standing of a Federated or Affiliated Ergonomics Society for at least the preceding 5 years. Student membership and Associated Membership do not confer eligibility.

#### 4.9.1.1. Extension of society membership requirements

The second eligibility criterion is changed to require at least 10 years of membership in good standing to the society. One of the reasons for that change is that societies often require 10 years of membership to grant the Fellow status.

*MOTION: Council approves the extension of society membership requirements for IEA Fellow Awards*

#### 4.9.1.2. Limiting the number of Fellows elected each year

The motivation for this change is to protect the high level status of the Fellows award, which is the highest IEA award. Other societies have similar provisions, for identical reasons. The proposal is to limit the number of Fellows elected every year to 10.

*MOTION: Council approves to limit the number of Fellows elected each year to 10.*

### 4.9.2. Triennial Awards

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

#### **4.10. DEVELOPMENT OF THE IEA SOCIETIES MEMBERSHIP ELECTRONIC DATA BASE DISTRIBUTION SCHEME**

The objectives of the motion are :

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

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

*MOTION: Council approves the development of the IEA Societies membership electronic data base distribution scheme*

#### **4.11. APPROVAL OF THE REVISED POLICY ON ENDORSEMENT OF CONFERENCES**

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

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

Old :

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

New:

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

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

#### **4.12. APPROVAL OF THE POLICY OF ENDORSEMENT OF BOOKS**

In order to promote quality in our ergonomics discipline, the IEA has had an endorsement policy that includes conferences, journals and special manuscripts. It is hereby proposed that the IEA expand its endorsement policy to include selected major books in the ergonomics area. Handbooks and collections of significant papers would be examples of books that could qualify. The procedure for endorsement would be as follows: Upon receiving an endorsement request from a publisher, the Chair

of the IEA Science, Technology & Practice Committee would be responsible for reviewing and evaluating the book. Normally, two or more people would be recruited to evaluate the book and recommend (or not recommend) endorsement. The primary criterion for IEA endorsement is that the book make a significant contribution to ergonomics science and/or practice. If positive, the recommendation would be submitted to the IEA Executive Committee for approval. In return for endorsement, the publisher would pay the IEA 1% of net sales of the endorsed book. Payment would be made on an annual basis.

*MOTION: Council approves the policy of endorsement of books.*

#### **4.13. APPROVAL OF THE POLICY ON TRANSITION OF OFFICERS AND TENURE OF THE EC**

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

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

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

##### **4.13.1. Policy on transition of Officers**

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

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

##### **4.13.2. Policy on term of appointment of the EC**

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

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

## 5. STANDING COMMITTEES REPORTS

### 5.1. POLICY AND PLANNING COMMITTEE

#### Activities 2000-2003 (K. Zink)

##### IEA Triennial Report

In accordance with some changes in the content of work the tasks of the Policy and Planning Committee (PPC) have been redefined in a moderate way:

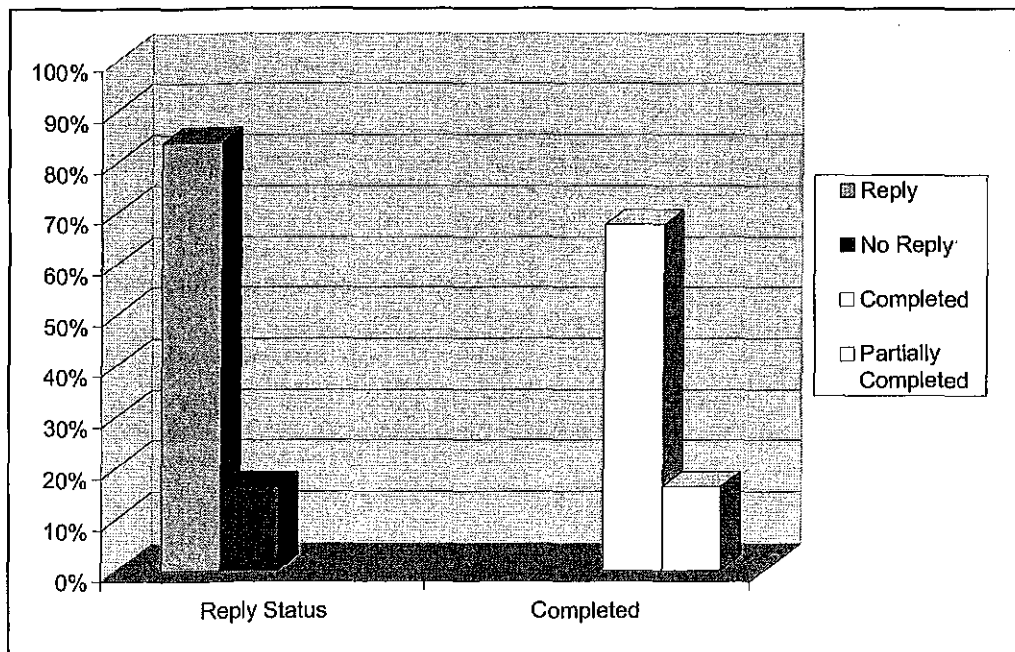
IEA is continuously adapting and developing its rules and policies in order to improve its organizational effectiveness and service to its members. Because of its global character, such rules and policies aim to reflect the diversity of IEA and stimulate the development of its member societies.

The main objectives of the PPC for the period 2000 – 2003 can be described as follows:

- To develop a concept improving the IEA policy deployment process to deliver a framework for planning
- To review the rules for membership
- To support the development of new societies or networks
- To stimulate the development and acceptance of a holistic view of ergonomics by introducing respective task forces
- To involve member societies in supporting EDCs
- To review IEA Basic Documents to improve IEA operational effectiveness

#### • Update of IEA membership data

Based on a questionnaire, developed by Pieter Rookmaker before the IEA 2000 congress, PPC tried to complete outstanding questions and to update the database. By the end of April 2003, 81% of the responses could be included in the database which will be available on the IEA website. In the future the update of membership data shall be connected with the yearly presentations of the federated societies at the beginning of each council meeting. The respective questionnaire will be available on the IEA homepage and the council members of federated societies will be able to update their data if necessary.



#### ▪ Clarification of IEA Basic Documents/Rules (Examples)

➤ **Clarification of IEA legal status**

The clarification of the legal status of the IEA revealed that IEA is a Swiss association which is not registered. But according to Article 60 of the Swiss Civil Code, a scientific association can exist without being officially registered, if the will to exist as a corporation is declared in respective bylaws. The bylaws must describe the association's goals, means and organisation. In this sense IEA is not a registered Swiss association. If the association has "relevant" economic activities, it has to be registered, also in Switzerland. For the future an additional IEA Foundation could be taken into consideration.

➤ **General Assembly and Triennial Forum**

So far IEA bylaws included a Council and a General Assembly. As the Council takes all of the tasks of the General Assembly of an association described by law, the Council is identical with the General Assembly. Therefore the term "General Assembly" was removed and replaced by the Triennial Forum.

As a consequence, the new Title 11 of IEA Rules reads:

"At each Triennial International Congress, a Forum is held, intended essentially for Presidents of IEA Federated and Affiliated Societies, Sustaining members and representatives of International organizations with which IEA has formal relations. All Council members are welcome to attend.

During the Forum, the outgoing President delivers an address on the State of the Association. The Forum provides an opportunity to exchange views about the current and future needs for developing ergonomics world-wide, the role of the Association in relations to the IEA member societies and the development of interactions with international organizations.

The IEA Triennial Forum is not a decision-making body."

➤ **Auditing Financial Results**

A respective IEA policy for auditing financial results has been put in place. The old Basic Documents included "Auditors" without having a policy for financial auditing. Therefore the new Title 10 – Auditors reads as follows:

"Each year, the Council elects two IEA Auditors, not necessarily members of the council. The auditors audit and report on the accounts submitted by the Treasurer. The audit shall be completed at least 30 days before the Council Meeting."

➤ **Development of networks of Ergonomics Societies**

The IEA Council in Florence 2001 decided on a respective rule for networks. Council stated that it should give its agreement to the creation of networks on the basis of a proposal from networked societies. After agreement, the networked societies are granted the status of *IEA Network*.

The new Title 8 – *IEA Networks* in the IEA Rules reads as follows:

"IEA Networks are groupings of IEA federated societies, or its affiliates, formed to address specific needs. Council approves the formation of an IEA Network based on a formal proposal stating the purpose, organizational structure and mode of operation, and which is endorsed by participating societies. IEA Networks report on their activities to IEA"

➤ **Council Membership**

To improve the communication between IEA and Federated Societies it has been proposed, that for each Federated Society one of the respective council members should be member of the board of this Federated Society.

For this reason, the second paragraph of point 8 – *Council* in the IEA Rules has been complemented in the following way:

"It is recommended that at least one of the IEA Council members is also member of the board of the Federated Society."

➤ **Review of the sustaining membership levels**

The primary three levels *Gold*, *Platinum* and *Diamond* have been supplemented by the *Star Level* as highest category. At the same time the preconditions of all levels have been redefined.

*Gold Level* (annual subscription fee US \$1,000)

*Platinum Level* (annual subscription fee US \$ 5,000)

*Diamond Level* (annual subscription fee US \$10,000)

*Star Level* (annual subscription fee US \$ 25,000)

Also the rules for donations and bequests have been reformulated.

- **Development and Introduction of a Policy Deployment Procedure**

Among other things, the Council in San Diego agreed on IEA principal goals. To enliven these ideas, a Policy Deployment Procedure was developed. A planning blueprint for the period 2000- 2003 included all activities of officers and standing committees in regard to the IEA principal goals as key elements of an IEA Strategic plan. For each year this living document has been updated as "Operative Plan". The "operative plans" of the respective Officers and Standing Committees are aggregated into a summary document. This document shows which of the strategic goals are dealt with, which actions are planned to be taken, who is responsible, which results will be reported at which council – and if possible, which financial support is needed.

<b>Goal A: To develop more effective communication and collaboration with federated societies</b>				
<b>Subgoal A1: Support the work of member societies</b>				
Action points	Action plan	Responsibility	Financial support	Council Meeting to report results
A 1.1				
A 1.2 Support regional networks as a strategic element	- sub committee to be installed - NEES as pilot (ongoing)	Luc Desnoyers	Travelling costs (not yet defined)	<u>Florence 2001:</u> - subcommittee installed - members - detailed action plan for subcommittee (2001-2003)
A 1.3				

#### Example for strategic goals and subgoals

#### Policy Issues

##### > **Membership Development**

The discussion on membership issues started during Ian Noy's presidency.

A first task of this international sub-committee led by Luc Desnoyers was the review of the membership rules for current members, new national or regional ergonomics societies and also thematic societies. The members of this sub-committee have been representatives from SAES, Nordics Society and Human Ergology Society as well as representatives from Africa and Latin America.

A first general report was presented to the EC in Florence 2001, followed by a more detailed one in Paris 2002 which was reviewed for discussion with council members. A plenary discussion of this paper followed during the 2002 Council meeting in Santiago de Chile. As a result, a "White Paper on the IEA Membership Policy" was developed to be discussed within Federated Societies. The feedback of Federated Societies shall be the basis for a decision in Seoul.

A second task of this sub-committee was to generate measures to support new societies and networks within a respective IEA policy. Among other things, it is about providing exemplary bylaws or methods to develop a mission or vision. A respective concept was developed for further proceedings.

##### > **IEA Knowledge Portal**

From the very beginning and based on a report by Martin G. Helander the idea of a knowledge portal has been discussed and a respective sub-committee led by Halimahtun Khalid has been put in place. A rough concept was developed. A comprehensive realisation has to be postponed because of financial restrictions. The input of this sub committee shall be considered by the Public Relations Committee in developing the IEA web site.

➤ **Development of Ergonomics (Macro-Micro Subcommittee)**

This sub-committee led by Klaus J. Zink is based on the idea to promote Ergonomics by finding a better connection of Macro- and Micro-Ergonomics. An international sub-committee has been installed to gather relevant material in this field. The literature review is based upon relevant definitions, taxonomies and conceptions of Macro ergonomics and subsequently characterizes different approaches to connect Micro- and Macro ergonomic issues. Two workshops in Santiago de Chile (2002) and Seoul (2003) stressed this topic. The results will be presented in the context of ODAM VII in Aachen 2003.

➤ **Accreditation of EQUID Certification Bodies**

One of the strategic goals of the IEA president for the period 2000 – 2003 was the implementation of a process to promote Ergonomics Quality in Design (EQUID) referred to the design of products, work systems and services. The role of PPC was to integrate knowledge in the certification of quality management systems and to find a similar approach. PPC support focussed on a document describing the preconditions that have to be fulfilled by organizations, which intend to get accredited by IEA. This documentation is to comply with international standards in this field.

Therefore IEA contacted EA (European Co-operation for Accreditation) and IAF (International Accreditation Forum) and integrated their principles into the document.

➤ **Involvement of council members to enlarge the ideas for supporting EDCs**

The idea of a stronger support of EDCs was discussed at the first meeting of the new Executive Council in Louisville in 2000. The first activity was connected with the council in Florence 2001, where breakout groups discussed ideas how EDCs could be supported by IEA Federated Societies. A document describing results of the three breakout discussion groups was sent to all council members and the Board of the respective Federated Societies. Some Federated Societies described their activities in this field. To proceed with this approach, the EDC Committee has to describe projects which could be supported either by "twinning arrangements" or by funds for EDCs existing in countries of well established Federated Societies.

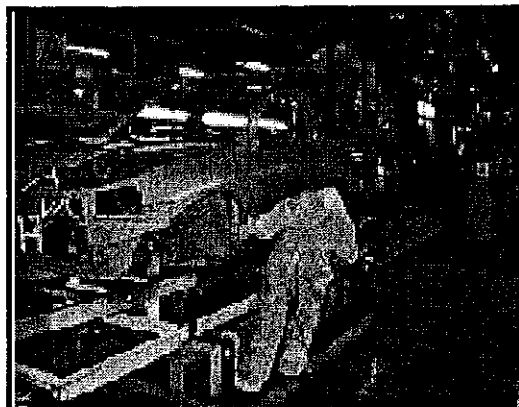


## 5.2. IDC STANDING COMMITTEE

(P. Scott)

### IEA Triennial Report

While there was almost a note of frustration in the last Triennial report (1997 – 2000), the current report is full of enthusiasm and optimism. There has been a significant growth in the involvement in, and commitment to Ergonomics in numerous developing areas over the last three years. This increased awareness of the critical role that Ergonomics can play in improving working conditions and enhancing worker well being is due to the dedication of the IDCC, collaboration with organizations such as the ILO, WHO and ICOH, plus the increasing numbers of local individuals now promoting Ergonomics within their own areas. This latter point is particularly rewarding as one of the main goals of the IDCC was to "help others, help themselves". There is no doubt that ergonomics in IDCs is now viable thanks to a global and local interaction and commitment. But, there is still a great deal to do.



*"Pulling and pushing" in the automotive industry.*

*a) Workers in action*

*b) Ergonomists evaluating the situation*



**Male and female workers in the Forestry industry:  
Physically demanding task (debarking) under extreme climatic conditions (often over 40°C)  
IDC Committee (IDCC) Activities**

Pat Scott (Chairperson) South Africa.

Over the past three years Pat has travelled extensively throughout Southern Africa, South America and India where she has given keynote addresses, conducted workshops and participated in discussion groups, all focussing on establishing an Ergonomic ethos within these areas.



**Opening of the HWWE Conference in Mumbai in India (2001)**



**Workshop in Namibia: with the Minister of Works and Transport and a group of delegates participating at the workshop.**

Pat has also been involved in developing Ergonomic educational programs and training guidelines for potential Ergonomists and for those involved in the occupational health professionals.

Kasu Kogi (Japan) continues with his good work in Asia, running workshops and working with his own educational materials such as WIND. Kasu has also played a major role in establishing a collaborative relationship between the IEA and other organizations such as the ILO, WHO and ICOH whose common concern is for the workers.

Houshang Shahnavaaz (Sweden) travels far and wide promoting ergonomics in diverse areas such as Iran, Cuba, Mexico, Columbia and South Africa. His two major achievements have been his involvement in educating students from developing areas through the CEDC program at Lulea, and the establishment of the Iranian Ergonomics Society which has now applied to become a Federated Society of the IEA.

Gaur Ray (India) has been part of an encouraging revival of Ergonomics in India, a region where although much good work had been done in the past they had been through a lean period for several years. The HWWWE Conference held in Mumbai in 2001 was well attended by a few of the old stalwarts as well as many young potential ergonomists.



*Gaur Ray and Pat Scott in India; Pat (in a sari) conducting a workshop in India*

David Caple (Australia) continues his sterling endeavours to establish a mechanism for collecting Ergonomic books and journals from Ergonomists in IACs, and distributing these to IDCs where they have been gratefully received. David has also run a Workshop in East Timor which he found to be a most rewarding experience.



*David Caple with a group of participants at a workshop in East Timor*

Mario Vidal (Brazil) enthusiastically continues his drive to promote Ergonomics in South America. There have been substantial developments in many areas throughout the continent, culminating in a drive to establish a Latin American ergonomics network. Mario is also the driving force behind the promotion of a Latin American Ergonomics Journal which they anticipate launching this year.

It is evident that South America as a whole must be one of, if not the most dynamic IDC region, with extensive global interaction and various activities in Brazil, Mexico, Columbia, Argentina and Chile. Chile in fact is the latest society to apply for membership to the IEA at the Symposium ("Developing Ergonomics in a Developing World") held in Santiago, Chile in September 2002.

#### **International Communication Network (ICN)**

One of the main drives of the IDCC was to establish a network which is now up and running and can be accessed through [www.iea.cc](http://www.iea.cc). Once in on the IEA section covering the IDC standing committee there is a direct link to the IDC

homepage where there are over 100 international contacts and a continuous update of IDC activities. The site is proving to be a convenient way for making contact and dissemination of knowledge.

New contacts and interesting activities can be included at any stage through the IDCC

Chairperson.

#### Research

Although the traditional leading ergonomics journals have very few articles on ergonomics research in IDC areas it is encouraging to witness the increasing amount of research being conducted within IDCs by IDC Ergonomists. The South African journal "Ergonomics SA" is becoming more international and it is hoped that the proposed Latin American Journal will attract works from beyond their borders. It is also encouraging to note the number of Conferences/Symposia that have been held in numerous IDCs over the last three years (Brazil (3), Chile, Columbia, India, Iran, Mexico, South Africa (2)), all of which have been well attended, with articles reflecting the wide array of both field and lab investigations. Mention must also be made of the encouraging increase in the number of IDC delegates attending and presenting work at International conferences.



*Lab simulation of unloading and sliding crates*

#### Finance

Finance is probably the biggest problem facing IDCs, and because of the significant growth in interest, and in activities, within IDCs there is a need for a more structured mechanism of not only bringing money in, but also for a formal control over the distribution of available money. Proposals have been put forward and will be discussed at the IEA 2003 Congress in Korea.

### 5.3. PROFESSIONAL STANDARDS & EDUCATION

(J. Wilson)

#### IEA Triennial Report

#### Background

1. I took over as Chair of the Professional Standards and Education Committee in 1997, after a period of great change and development. My predecessor, Margaret Bullock, had planned for a considerable body of documentation which would give guidance and support to the federated societies in education, accreditation and certification for ergonomists. She had delivered, and had accepted, guidance on core competencies, certification and endorsement of certifying bodies.
2. By the time of the Council Meeting at IEA2000, guidelines on accreditation of ergonomics education programmes had also been produced (by a sub-committee chaired by Margaret Bullock) and were approved by Council.
3. In the period 2000-2003 the intention with all this guidance has been to allow comments to be made by societies, to propose and have approved modifications where necessary, tidy up the form and content into a more consistent style, and to support any Societies wishing to use the guidelines.

#### Professional Recognition

4. Documents and guidance under the general heading of Professional Recognition Documentation are:
  - Guidelines on Professional Training and Recognition in Ergonomics: Scope & Intention
  - Guidelines on Standards for Accreditation of Ergonomics Education Programs at Tertiary (University) Level
  - Guidelines for Process of Endorsing a Certifying Body
  - Core Competencies in Ergonomics: Introduction
  - Criteria for IEA Endorsement of Certifying Bodies
5. With all the advice on competencies, accreditation and certification, the constant question has been whether the IEA should take more than an advisory role and actually take a role of assessment and approval, of education and training programmes or of individuals. To date the only approval or endorsement process operated by the IEA directly is endorsement of certifying bodies, for which both criteria and a process have been agreed.
6. The extent to which Societies appear to want IEA accreditation or certification systems and bodies does vary, with interest the greatest amongst newer and smaller societies. But it is true to say that there is much less enthusiasm, and even opposition, amongst larger and older societies. Therefore no efforts have been made to take further soundings about this or to propose any such systems.
7. However, the guidance documents have proved of value to Societies setting up their own process of certification (e.g. the Japan Ergonomics Society) and to those considering new education programmes.

#### Endorsement of certifying bodies

8. A sub-committee chaired by Hal Hendrick has been active throughout 2000-2003. During the period the BCPE has received IEA endorsement, and the New Zealand Ergonomics Society and Association of Canadian Ergonomists have both initiated discussions towards endorsement.
9. Hal Hendrick will stand down as Chair of the Certifying Body Endorsement Sub-Committee after IEA 2003. The whole of the IEA and especially the PSE Committee owe him and his sub-committee members a huge debt of gratitude.

## IEA Directory of Education Programmes

10. Because of logistical and resourcing difficulties, work on the electronic 4<sup>th</sup> edition of the IEA directory of ergonomics education programmes had, by 2001, slowed down badly. As a result, Tina Worthy was appointed to develop this Directory in late 2001, and has worked on it since.
11. The IEA Education Programme Directory is now fully accessible at [www.iea.cc/directory](http://www.iea.cc/directory). The process checking all entries by societies and education institutions is underway, the former to check that all eligible courses and no ineligible ones are included, and the latter to check the accuracy of details.
12. Now the Directory is on-line, plans are being considered to include professional and short-course training programmes, and electronic and other distance learning programmes.
13. The major question is still of quality checking. At present the federated societies **must** do this. The IEA does not endorse any of the education programmes just because they appear in their Directory. If the IEA were to implement a system of approval it would mean that the status of their core competencies and accreditation documents should move from advisory to obligatory.

## Review of education (MSc) course syllabi

14. At the request of the President, the PSE Committee has examined the syllabi of a number of MSc ergonomics programmes around the world. The intention is a first exercise to assess whether the IEA can produce any guidance about content for teaching programmes.
15. Of course, such guidance is implicit already in the IEA core competencies and accreditation documents. This exercise is one of working from what is available and acceptable in practice towards some general principles.
16. As might be expected, there is considerable variation in the MSc course content, in terms of the weighting given to different components or topics and hours of study required in total and per module.
17. Some degree of consistency has been found, however, between MSc courses of similar types. This has enabled production of a first set of guidance on a minimum specification for an MSc in ergonomics/human factors.

## Codes of Conduct and of Ethical Practice

18. Some years ago the IEA approved a Code of Ethical Conduct. During 2000-2003 this has been reviewed and revisions will be proposed, including separating the code into one for conduct as a professional ergonomist and one for practice (for instance in work with participants).

## General

19. The PSE Committee has played a central part in the work and workings of the IEA, its Council and its Executive Committee in the period 2000-2003. It has also helped to develop relevant parts of the Strategic Plan.
20. When we have a body like the IEA, that is international in scope but which is an organisation with societies rather than individuals as members, considerable care is needed to provide support, guidance and prescription in the right measures. Many of the Federated Societies have well-developed regulations, processes or guidelines on matters of professional standards and the education and training of ergonomists. This must be respected by the IEA at the same time as they also set standards and recommendations for ergonomics as an international discipline and profession, and as a consequence support development of ergonomics quality in ergonomically developing countries.

## 5.4. SCIENCE, TECHNOLOGY AND PRACTICE COMMITTEE

(K. Laughery)

### IEA TRIENNIAL REPORT - 2003

At the IEA Council meeting in San Diego in August, 2000, the name of the Science and Technology Committee was changed to the Science, Technology and Practice Committee (ST&P). The intent of this change was to more accurately reflect the broad range of activities in which ergonomists are engaged.

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

- Identify and promote important research and application areas
- Promote and coordinate the exchange of scientific and technical information at the international level
- Advise and assist in the development of the technical program of IEA Triennial Congresses
- Advise and assist in the organization and conduct of IEA sponsored meetings
- Assist industrially developing countries in the assimilation of ergonomics practices and knowledge

There are several types of activities that serve as a focus of the work of the Science and Technology Committee and the technical committees. These activities include:

- (I. Arranging and promoting scientific and technical conferences and meetings
- (II. Assisting in developing the program for the IEA Triennial Congress
- (III. Serving as a review body for IEA endorsement of conferences, journals and special publications
- (IV. Providing information for the IEA web site regarding the organization and activities of the technical committees

### Technical Committees

One of the major assignments of the ST&P Committee is to oversee the structure and activities of the IEA technical committees (TCs). There are presently 18 TCs that address specific areas of technical interest. During the past three years there have been several changes associated with the TCs.

The following TCs no longer exist:

- Control Rooms
- Cost-Effective Ergonomics
- Human Reliability
- Work Environment Design

The following new TC has been formed:

- Ergonomics for Children and Educational Environments –  
Cheryl L. Bennett, Chair

The following TC was formed on an exploratory basis to determine the potential level of interest:

- Building and Construction – Ernst A.P. Koningsveld, Chair

We are also considering the possibility of forming another new TC in the area of ergonomics design.

The leadership of several TCs has also changed. These TCs and the new chairs are:

- Agriculture – Peter Lundqvist, Chair
- Hospital Ergonomics – Sue Hignett, Chair
- Human-Computer Interaction – Tom Stewart, Chair
- Organizational Design and Management - Pascale Carayon
- Psychophysiology in Ergonomics - Rob Henning, Chair

In order to more accurately reflect its objectives and activities, the Power Systems TC changed its name to Process Control.

A list of the 18 current technical committees and contact information for the Chairs is presented in Appendix A.

A number of the technical committees submitted a summary of activities during the 2000-2003 triennial period. These activity reports are presented in Appendix B.

### **Approved/Endorsed Conferences**

Each year the IEA supports many international scientific conferences organized by its Federated Societies or by other international bodies that have an interest in ergonomics or that are organizing a conference with a major ergonomics theme. Support for conferences is of four types:

- IEA Triennial Congress
- IEA Conference
- Joint Conference
- Endorsed Conference

Conferences endorsed by IEA during the past three years were:

November 19-22, 2000 Ergonomics: Useful, Practical and Applied Discipline, Rio de Janeiro, Brazil

June 27-29, 2001 Affective Human Factors Design, Singapore

July 28 – August 2, 2001 International Conference on Computer-Aided Ergonomics and Safety, Maui, Hawaii

August, 2001 Ninth International Conference on Human-Computer Interaction, New Orleans, USA

September 11-14, 2001 Sixth International Conference Word With Display Units (WWDU), Berlin, Germany

September 12-14, 2001 World Congress on Safety of Modern Technical Systems, Saarbruecken, Germany

September, 18-20, 2001 8<sup>th</sup> IFAC/IFIP/IFORS/IEA Symposium on Analysis, Design, and Evaluation of Human-Machine Systems, Kassel, Germany,.

September, 2002 Third International Cyberspace Conference on Ergonomics (CybErg), Virtual Conference.

May, 2003 HAAMAHA 2003, Rome, Italy

October, 2003 ODAM VII Conference, Aachen, Germany

7<sup>th</sup> International Scientific Conference on WWCS (Work with Computing Systems – formerly WWDU). Kuching, Sarawak, Malaysia.

IEA has changed the capitation fee for conference endorsement. A capitation fee equal to two times the conference registration fee for regular members is now required. The requirement that proceedings from endorsed conferences be provided for distribution to IDCs continues.

### **Journals Published in Cooperation with IEA**

#### Official Journal of IEA

*Ergonomics*, published by Taylor & Francis, is the official journal of the International Ergonomics Association.



### IEA Endorsed Journals

*Applied Ergonomics*

*International Journal of Occupational Safety and Ergonomics*

*International Journal of Industrial Ergonomics*

*Human Factors and Ergonomics in Manufacturing*

*Theoretical Issues in Ergonomic Science*

*International Journal of Human-Computer Interaction*

\*The *International Journal of Cognitive Ergonomics*, previously endorsed by IEA, is no longer being published.

### **Web Site**

An important continuing effort is the development of the IEA web site. Betty Sanders is now a member of the ST&P Committee and serves as the Committee's Web Master. Our objectives include updating information about the goals and activities of the ST&P Committee as well as the various TCs. Our ultimate goal, of course, is to provide a forum for the exchange of information and the opportunity for people with similar interests to interact. Betty's email address is:

Email: [Bmaesand@aol.com](mailto:Bmaesand@aol.com)

### Miscellaneous

Ken Laughery, as Chair of ST&P, took on the assignment of organizing the two-day symposium to be held on September 2-3, 2002 in conjunction with the IEA Council meeting in Santiago, Chile. Response to the invitation to participate were very good. The theme for the symposium was "Developing Ergonomics in a Developing World." The goal in developing this program was twofold. First, the Chilean Ergonomics Society submitted a list of suggested topics to which the IEA tried to be responsive. Second, given the theme of the symposium, a goal was to provide some breadth of coverage of the discipline as well as an exposure to some new developing areas.

In June, 2002 Ken Laughery represented IEA at the International Occupational Hygiene Association (IOHA) Triennial Congress in Bergen, Norway. He made a presentation about IEA, our organization, goals and activities. It seemed to be well received. One point to be noted is that two of the organizations with whom IEA has MOUs, IOHA and ICOH, also have a triennial congress, and their congresses are staggered with ours; that is, IEA meets in 2003, ICOH meets in 2004, and IOHA will again meet in 2005. The IOHA group is clearly interested in developing ties with IEA, and there are some significant opportunities in doing so. The President of ICOH, Dave Zalk has organized a symposium for the IEA Congress in Seoul.

Ken Laughery represented IEA and IEA President, Waldemar Karwowski at the annual conferences of two Federated Societies; the Portugal Ergonomics Society (APERGO) in April, 2003, and the Mexico Ergonomics Society (SEM) in May, 2003.

## APPENDIX A

## IEA TECHNICAL COMMITTEES

## Chairs IEA TGs:

9/1/2001

**Aging**

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**Consumer Products**

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**Human Aspects of Advanced Manufacturing**

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## IEA TECHNICAL COMMITTEE ACTIVITY REPORTS

### Aging - Juhani Ilmarinen

This is a report of our activities. Besides chairing the IEA Aging I am acting as secretary of the ICOH Aging, too. Therefore many of the activities are shared activities between IEA and ICOH, which is one important goal for improving the co-operation between the two organizations. I think we have found a good way to co-operate and several coming meetings, symposia and conferences will be announced together with IEA and ICOH.

Since HFES and IEA2000, San Diego, following conferences can be listed:

1. NIVA-course: Challenges of the Aging of the Workforce, 2-8 April 2001, Saariselkä, Finland
2. Nordic Ergonomic Society (NES) and First International Symposium on Work Ability, 3-6 September 2001, Tampere, Finland
3. The 21st UOEH and 4th IIES International Symposium, and 3rd ICO and 1st IEA International Conference on Aging and Work, 26-28 September 2001, Kitakyushu, Japan
4. 4th ICOH and 2nd IEA Aging and Work Conference, 2002, Krakow Poland

IEA2003, Seoul, South-Korea:

1. For IEA2003 symposium and several technical sessions for Aging and work has been planned.
  - Symposium "Age management" with 5 invited speakers
  - Technical sessions: number open, but at least five
  - Post-Symposium on Saturday
2. Business meeting of the Aging TC

Publications:

J. Ilmarinen, Jurgen Tempel: Arbeitsfähigkeit 2010. Was können wir tun damit sie gesund bleiben? VSA 2002.

M. Kumashiro (ed.) Aging and work. Taylor and Francis, London and New York 2003.

Meetings in 2004:

- NIVA-course on Aging, spring 2004, Finland
- 2nd International Symposium on Work Ability, autumn 2004, Europe

### Agriculture - Peter Lundqvist

Agriculture is a sector which goes through a lot of changes all over the world. There is the change from manual to machine work, from traditional farming to organic farming, from small-scale to large-scale farming, from family farming to corporate farming, and from manual to robotic farming. The transition of farming may look very different in different areas of the world, but it always has an impact on the human working conditions. By working in ergonomic terms, we might be able to help the transition into a better world for farmers, farm workers and rural populations. Efforts need to focus on research, development, teaching and information.

The TC is organizing sessions during the IEA 2003 Congress in Seoul. These sessions will serve as a starting point of a global network on ergonomics in agriculture.

### Building and Construction - Ernst Koningsveld

This TC was set up as a sort of exploratory effort. Successful symposia at the IEA Congresses have been organized, but that seems to have been the extent of the activities.

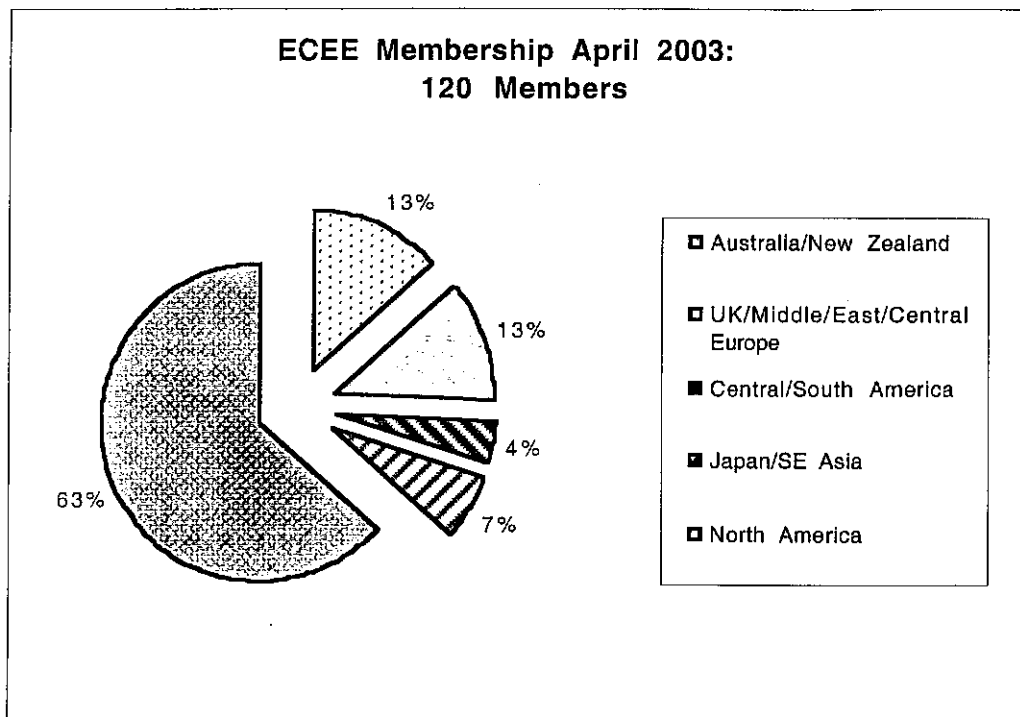
When we look at areas with activities in this field, we see only few countries where a hand full of people have experience in this field. These countries include the USA, The

Netherlands, South Africa, Sweden, Finland, Germany, Taiwan, Brazil, and Canada. In San Diego we asked people if they were interested in a TC on this topic; the result was limited. We have a network of about 25 people, enough to have successful symposia but not a effective TC.

### **Ergonomics for Children and Educational Environments (ECEE) - Cheryl Bennett**

The Ergonomics for Children and Educational Environments (ECEE) Technical Committee was approved in November 2000.

ECEE membership has grown to 120 and includes members from 22 different countries.



ECEE member Margo Fraser of Calgary developed an ECEE web site ([www.ergonomics4children.org](http://www.ergonomics4children.org)) that was established in January 2002 and is hosted under the auspices of the University of Minnesota, through Thomas J. Smith.

The ECEE has held three meetings and although these meetings have been held in North America, participation of all members in the agenda development has been encouraged and minutes of the meetings have been distributed. The fourth meeting will be held at the IEA2003 in Seoul, Korea.

With the cooperation and assistance of the IEA Executive Committee, the ECEE was able to support the passing of the New Jersey Ergonomics in Education Assembly Bill 545. AB545 is a landmark in legislative recognition of ergonomics issues that are increasingly present in education.

Recently the Human Factors and Ergonomics Society of the US has broadened the scope of the Educators Professional Group to encompass educational design and ergonomics. This has been accompanied by changing the name to Education Technical Group. More ergonomics societies around the world are recognizing the vast scope of the ergonomics issues related to education and children.

ECEE Membership

2003	
Countries	Members
Australia/New Zealand	17
UK/Middle/East/Central Europe	15
Central/South America	5
Japan/SE Asia	8
North America	75
Total	120

**Hospital Ergonomics – Sue Hignett**

This technical group has continued to be active, albeit at a fairly low key level. The aims of the group are to:

- Promote the recognition and development of hospital ergonomics as a specialist area of ergonomics
- Plan and develop paper sessions, symposia and group meetings on hospital ergonomics at IEA congress and other conferences
- Raise the profile of hospital ergonomics by creating an inclusive forum to represent the diversity of research and practice interests
- Liase with other professional organisations to enhance the inclusive base of this group.

**Background**

This group was started by Francois Daniellou in 1997, following the IEA Congress in Finland. Over 56 members responded to the initial invitation from 14 countries. All areas of the healthcare industry are represented for clinical and non-clinical working environments in both acute and community (social) settings.

The group encourages the diverse range of interests from product to architectural design, musculoskeletal issues, accident analysis and organisational systems.

**Up-date 2003**

- There are currently 48 active members from 14 countries
- Hospital Ergonomics has been emerging as a theme at conferences; e.g. ACE 2002
- A symposium was held at The Ergonomics Society conference 2002 with over 30 delegates attending from UK, USA, Canada, Portugal
- Symposium at IEA Congress 2003 with papers from UK, USA, Australia
- Symposium planned for PREMUS 2004, Zurich, Switzerland.

**Human Aspects of Advanced Manufacturing - Waldemar Karwowski**

The objectives of the Committee are development and dissemination of scientific knowledge about human aspects in the design, implementation, and management of systems in the broadly defined manufacturing area and advanced technologies, including:

- Design of the Human Infrastructure for Computer- Integrated Technology
- Future Trends in Advanced Manufacturing and Human- Integrated Enterprises
- Human Aspects in the Design, Implementation, Operation and Use of CIM
- Cognitive Engineering and Manufacturing Systems Design
- Human Factors Engineering: Design, Testing and Evaluation of Work Systems
- Human Factors in Maintenance, Inspection and Testing
- Human Factors in Total Quality Management
- Human-Computer Interaction and System Usability
- Human-Computer Interface Design
- Hybrid (Human-Computer) System Integration
- Integration of People, Manufacturing Technology, and Organization
- International Cooperation and Standardization Issues in Safety, Occupational
- Health, Environmental Protection, and Quality Management
- Automation Safety and Accident Prevention

Recent activities include:

#### Conference sponsorship

The TC has co-sponsored the *World Congress on Safety and Automated Production Systems* held in September 12-14, 2001, Saarbrücken, Germany.

The IEA Technical Committee on HAAM is co-sponsoring this year in cooperation with the National Research Council of Italy the 8<sup>th</sup> *International Conference on Human Aspects of Advanced Manufacturing: Agility and Hybrid Automation* (endorsed by IEA)  
<http://www.media.unisi.it/haamaha2003/>

The TC will also be involved in organization of the next conference on *Human Aspects of Advanced Manufacturing and Technology: HAAMAT 2004* to be held in Dublin, Ireland in 2004, under sponsorship of the Irish Ergonomics Society, and chairmanship of Dr. Enda Fallon.

The following HAAMAT '2006 Conference is planned for Beijing, China in cooperation with the Chinese Ergonomics Association.

#### Journal cooperation

Many of the members of the Committee serve on the Editorial Board of the *Human Factors and Ergonomics in Manufacturing* journal, published by John Wiley & Sons.

#### Contribution to the IEA Congress 2003 Technical Program

There will be a Workshop at the *IEA Congress 2003* devoted to ergonomics design in advanced manufacturing systems sponsored by the TC.

#### Cooperation with other international bodies

The TC cooperates with) *Committee on Social Effects of Automation of the International Federation of Automatic Control (IFAC)*.

### Human-Computer Interaction - Tom Stewart

The unique aspect of the Human-Computer Interaction TC is that we approach HCI from an ergonomics point of view. As ergonomists therefore:

1. We are interested both in computer software and in computer hardware.
2. We recognize and value the importance of individual differences in task performance and preferences.
3. We aim to make computers usable, efficient, effective and satisfying for their users so that they contribute positively to our lives.

This orientation distinguishes us from other HCI groups that come from computing, psychology or health and safety. However, we aim to work closely with our professional groups interested in how people use computer technology.

We have started collaboration with the Work with Computer Systems Group (previously the Work with Display Units Group) and the Scientific Committee on Work and Vision of the International Commission on Occupational Health.

Sadly, during the past year, one of our highly respected members Dr. Ulf Berquist passed away. We wish to record our appreciation of his significant contribution to science and the loss of a valued friend.

## **Human Reliability – Heiner Bubb**

At the last IEA conference in San Diego in 2000, the Human Reliability TC performed a quite successful session with nine excellent papers on Human Reliability issues in various technical areas. A meeting of the chairs with other TCs was held in conjunction with the conference. Overall it was concluded regarding the HR-TC that the topic itself is of interest and is related closely to other issues. A couple of mutual working relationships were identified.

Despite this initiative, HR-TC did not accomplish building working relationships in the time between IEA 2000 and IEA 2003, partly also because some key personnel involved in the management of the HR-TC have moved their positions.

HR-TC has scheduled a session on Human Reliability for the coming IEA 2003. Papers from nuclear, aviation and occupational safety will be presented there.

In the longer term, we seek to create a common interdisciplinary database regarding human error.

## **Musculoskeletal Disorders - Antonio Grieco †**

FOUR SPECIAL SESSIONS WITHIN THE SYMPOSIUM "ERGONOMICS IN ACTION"  
To be held within IEA 2003 at Seoul.

INTERNATIONAL COURSE "Assessment and management of the risk connected to repetitive exertions of upper limbs (OCRA methods), Venice, June 24-25, 2003 with over 20 participants from all over the world.

INTERNATIONAL SYMPOSIUM ON ERGONOMICS within the ICOH 2003 Congress, Iguazu, February 23-28, 2003.

EDITOR (with Daniela Colombini and E. Occhipinti) of the Book "Risk assessment and management of repetitive movements and exertions of upper limbs", Elsevier Ergonomics Book series, vol. 2, 2002.

EDITOR (with G. Molteni and G. Devito) of the chapter "Sitting behaviour" of the Book "Working postures and movements - tools for evaluation and engineering", editors N. Delleman and C. Haslegrave (in press).

EDITOR (with E. Occhipinti, Daniela Colombini) of the chapter "Repetitive actions and movements of the upper limbs" for "Handbook of standards and guidelines in ergonomics and human factors", editor W. Karwowski (in preparation).

## **Organizational Design and Management - Pascale Carayon**

The ODAM TC has been heavily involved in organizing sessions for the IEA Congress. In addition, a major focus of the TC's activities has been the planning of Conferences. The TC has actively helped the organizers of the ODAM Conference to be held in Germany in October, 2003. The TC also plans to get involved in the organization of the next ODAM Conference in 2005.

## **Process Control - John O'Hara**

The Process Control TC was formerly the Power Systems TC. The name was changed to better reflect the diverse interests and needs of the broader process control industry. The members of the TC are interested in the design and operation of all types of process control facilities, such as power plants, refineries, oil platforms, manufacturing facilities, and waste treatment plants. TC members focus on design and research issues.

A major activity of the TC has been building relationships with other organizations in an effort to cosponsor events and help to set up meetings in process control ergonomics. In this regard, we provided support to organizing the technical content of the IEEE Conference on Human Factors and Power Plants held in Scottsdale, Arizona USA. The meeting was a major forum for human factors and ergonomics in the power industry. The TC is planning to coordinate paper sessions for future meetings.

## **Psychophysiology in Ergonomics (PIE) - Rob Henning**

The purpose of *PIE* is to promote and advance the understanding of psychophysiological methods and their application to ergonomic environments through the interchange of knowledge and methodology in the behavioral, biological and physical sciences, and engineering disciplines. *PIE* became a formal organization and a TG of the IEA in 1996.



*PIE* has grown from the initial organizing committee of Wolfram Boucsein, John Stern, and Akihiro Yagi to a membership of 200 members worldwide. The primary qualification for membership is: interest or activity in the application of psychophysiological methods to the solution of ergonomic problems.

*PIE* holds autonomous biannual conferences, the objectives of which are to provide an international forum for the presentation of scientific work on the use of psychophysiological methods in the field of ergonomics and to foster the exchange of expertise among international scientists in this field. The 3rd *PIE* conference, *PIE* 2000 took place in San Diego, California, in conjunction with the IEA'2000, on July 30, 2000. The 4th *PIE* conference took place on September 22, 2002 in Glasgow, Scotland, in conjunction with the Annual Meeting of the British Psychophysiological Society.

A special issue of the "International Journal of Psychophysiology" edited by Akihiro Yagi, Wolfram Boucsein and Fumio Yamada was published in April 2001.

*PIE* is sponsoring two symposium sessions on the use of psychophysiological methods in ergonomics at IEA 2003 (Sessions S062 and S063) with six presenters in each symposium, coming from Japan, Korea, Germany, Austria, and Ukraine. The session organizer is Wolf Boucsein from Wuppertal, Germany, the co-organizer is Min Cheol Whang from Seoul, Korea.

*PIE*'s current website is:

<http://www2.uni-wuppertal.de/FB3/psychologie/physio/pie.htm>

*PIE* Officers:

President: Robert A. Henning, Ph.D., University of Connecticut, USA, email: [henning@uconnvm.uconn.edu](mailto:henning@uconnvm.uconn.edu)

Secretary/Treasurer: Wolfram Boucsein, Ph.D., University of Wuppertal, Wuppertal, Germany, email: [boucsein@uni-wuppertal.de](mailto:boucsein@uni-wuppertal.de)

Directors-at-large: John Stern, Ph.D., Washington University, St. Louis, USA;

Richard W. Backs, Ph.D., Central Michigan University, USA; Anthony Gaillard, Ph.D., TNO Human Factors Research Institute, Soesterberg, The Netherlands; Gabriele Freude, Ph.D., Federal Institute for Occupational Safety and Health, Berlin, Germany

Past President: John Hinton, Ph.D., University of Glasgow, Scotland

President Elect: Shinji Miyake, Ph.D., University of Occupational and Environmental Health, Yahatanishiku, Japan

### **Safety and Health - Masaharu Kumashiro**

The major activity undertaken by the Safety and Health TC over the past three years was sponsorship of the international symposium titled "Aging and Work" held on September 26-28, 2001. The symposium was organized jointly by three different research bodies, as we also called upon the IEA TC for Aging and the ICOH Scientific Committee on Aging and Work. In this way it was possible to have participation by occupational physicians and nurses who are not members of IEA, and they were able to realize anew the importance of work conditions and ergonomics in their domains. Unfortunately, many presentations had to be cancelled due to the terrorist attacks in New York and Washington, but nevertheless spirited discussions of the formation of four task forces relating to the theory and practice of occupational ergonomics in the context of raising productivity and its harmony with humanization of labor in the face of an aging society.

These results were published in a book titled *Aging and Work* published in the UK by Taylor & Francis in January, 2003.

### **Standards - Nico J. Delleman**

Any mature and growing society is characterised by consensus on its knowledge base, tools, and work practices. The aim of the TC is to create opportunities for exchange of information and views on current and future standards and guidelines in the field of ergonomics.

The activities of the TC primarily focus on bringing interested people together, i.e., by organising sessions at international conferences, primarily at the IEA triennial congresses, and referring to specific organisations. At IEA/HFES 2000 five sessions were organised, i.e., on VDTs and control rooms - software usability - physical workload - sitting, vision, heat, and education - and user involvement in international standardisation. In the latter session, leading representatives of ISO and CEN technical committees on ergonomics described the current process of standardisation, presented their experiences, and gave their opinion on the way to go concerning user involvement in international standardisation. For IEA 2003 the standardisation community has been invited for contributions.

## 5.5. COMMUNICATIONS AND PUBLIC RELATIONS

(J. Smith)

### IEA Triennial Report

The Communications and Public Relations Committee (CPRC) has three members, Vince Duffy, Andrew Marshall and Michael Smith. Vince Duffy serves as the IEA Webmaster and deals with improvements and updates to the IEA website. He is the primary contact with the company hosting the website, ErgoWeb. ErgoWeb provides web facilities and staff support free of charge to the IEA and manages the IEA website. Andrew Marshall is the editor of Ergonomic International (EI), the newsletter of the IEA. He prepares each issue of EI and ensures that it is posted on the IEA website and sent via regular mail to a variety of readers, including a representative of each federated and affiliated society and each sustaining member of the IEA. Michael Smith is the chairperson of the committee and he serves as a member of the IEA Executive Committee.

The CPRC accomplished several goals in 2000-2003 including:

1. Improving and updating the IEA website.
2. Publishing 3 volumes of Ergonomics International.
3. Carrying out administrative duties to prepare the IEA Triennial Report.
4. Developing and implementing a process for recognizing the contributions of sustaining members. Gold, Platinum and Diamond level sustaining members receive a Plaque from the IEA recognizing their contribution, and individual sustaining members receive a certificate of appreciation.

There were several things the CPRC wanted to accomplish but was not able to complete:

1. Establishing web links to all federated and affiliated societies.
2. Developing an IEA library of resource papers on the IEA website.
3. Establishing a Speakers Bureau.
4. Establishing a Publicity Subcommittee.
5. Establishing a mechanism for providing IEA endorsement for scholarly books dealing with ergonomic topics.

There are changes proposed by the IEA Executive Committee in the duties, activities and focus of the CPRC.

1. Shift the responsibility for the development of the website resource papers to the Science, Technology and Practice Committee.
2. Focus more of the CPRC attention on the improvement and updating of the website.
3. Shift the responsibility of preparation of the Triennial Report from the CRPC to the officers of the IEA.

Issues for the CPRC to consider in the future.

1. Reorganizing activities to emphasize the website operations and the publication of ergonomics International. This meets the central directive of the IEA Executive Committee.
2. Shifting public relations activities to the IEA officers. This includes the awarding of recognition plaques and certificates to the sustaining members, the development of marketing materials, and preparation of the IEA Triennial Report.
3. Establishing web links to federated and affiliated societies.

### **ERGONOMICS INTERNATIONAL 2003 Spring Report**

Ergonomics International (EI) is produced four times a year. It is sent to the web and printers, emailed to about 70 people and produced as a stand alone pamphlet.

#### **EI Distribution**

EI is distributed in four ways:

1. A copy is sent to Taylor and Francis (T&F) and they reproduce it in the journal Ergonomics about 3 months later.
2. T&F also send out printed copies to people on the IEA address list (currently 423 individuals in 61 countries) approximately a month before it appears in Ergonomics.
3. I email it to the newsletter editors of the Federated Societies and some other names. Additionally this is emailed to the Executive Committee. (Total 72 people).
4. An email copy is also sent to the IEA web page, and is on the web within a week.

#### **New Editor Required**

In August 2004 I will have edited EI for 6 years. This is the limit suggested by Ian Noy (equivalent to 2 terms of Executive Office), and I agree with him! We should start looking for a replacement editor now, and advertise the position during the triennial congress in Seoul. It would be preferable to have someone from a different continent from the first 2 editors, and maybe with a different first language. I envisage that Steve Konz and I would continue to contribute to the newsletter.

#### **Mailing Database**

The EI databases are out of date and time consuming to maintain. I suggest that we put the onus onto representatives from each country to ensure that the distribution list for their country is up to date. I have already done this to some extent. However, given the overlap between the other IEA databases and EI it makes sense for them all to be administered by the IEA office. For example, the Executive and Council member mailing addresses and email addresses, sustaining members and organisations are, or should be, common to both lists.

Transferring this function to the IEA office would make the editor's job slightly less frustrating and perhaps encourage a bigger response to a request for new volunteers. This needs to be resolved at the meeting in Poland.

Andrew Marshall  
10 March 2003

**5.6. AWARDS COMMITTEE**

(I. Noy)

**2001-2003****Fellows**

The Fellow selection procedures have been simplified and improved. The selection committee now comprises all current Fellows of the IEA rather than a small subset. The following Fellows were named during the past three years.

2001

- Hancock, Peter A., U.S.A.
- Noy, Y. Ian, Canada (IEA President 1997-2000)

2002

- de Montmollin, Maurice, France
- Kumar, Shrawan, Canada
- Laville, Antoince, France
- Sen, Robindra Nath, Malaysia
- Stewart, Tom, UK

2003

- Ayoub, Moh, U.S.A.
- Drury, Colin, U.S.A.
- Moray, Neville, France
- Sheridan, Thomas, U.S.A.
- Leamon, Tom, U.S.A.
- Imada, Andy,

**Liberty Mutual Prize in Occupational Safety and Ergonomics**

We acknowledge with gratitude the members of the LM Review Committee: Nigel Corlett (2001-2003), Andrew Hale (2002-2003), Kazutaka Kogi (2001-2002), Moh M. Ayoub (2001) and Takao Ohkubo (2003).

Refinements of the solicitation and selection procedures were instituted, including inviting editors of relevant journals to submit nominations of their best papers for the prize. The following Prize winners were announced during the reporting period:

- 2001 – Presented to Professor Peter A. Hancock, University of Central Florida, and Selma N. de Ridder, for their research paper entitled, "Behavioral Accident Avoidance Science: Understanding and Assessing Response in Accident Incipient Conditions".
- 2002 – Presented to Hongwei Hsiao, National Institute for Occupational Safety and Health (NIOSH), Bruce Bradtmiller, Anthrotech, Inc., and Jennifer J. Whitestone, Total Contact, Inc., for their research paper entitled, "Sizing and Fit of Fall-Protection Harnesses".
- 2003 – Presented to Drs. W.S. Marras, S.A. Ferguson, D. Burr, K.G. Davis, and P. Gupta, for their paper, "Kinematic Compromise Predicts Spine Loading In Low Back Pain Patients During Lifting".

The 2003 Liberty Mutual Medal in Occupational Safety and Ergonomics was awarded to Professor Peter A. Hancock, D.Sc., Ph.D. and Selma N. de Ridder in recognition of their research paper entitled, "Behavioral Accident Avoidance Science: Understanding and Assessing Response in Accident Incipient Conditions." The medal carries a stipend of \$15,000.

**K.U. Smith Awards**

We thank Michael J. Smith, Tom Smith and Ian Noy for their participation on the Selection Committee of the K.U. Smith Student Award.

Thirteen excellent papers were received, making the selection of a winner difficult. Honourable mention goes to Ming Hou, Department of Mechanical and Industrial Engineering, University of

Toronto, Toronto, Canada for his paper "Perceptual Effects in Aligning Real and Virtual Objects in Stereoscopic Mixed/Augmented Reality Environments"

The K.U. Smith Student Award for 2003 will be presented to Seung-Kweon Hong of the Department of Industrial Engineering, University at Buffalo, for the paper entitled, "Stopping Strategies and Stopping Times in Multiple-Target Search."

### **Triennial Awards**

Six IEA Awards will be presented during the IEA'2003 Congress Opening Plenary Session.

#### IEA President's Award

The IEA President's Award is presented to persons who have made outstanding contributions to ergonomics or the furthering of ergonomics. Persons qualifying for this award do not necessarily have to be ergonomists. Nominations may come from the IEA Council or the IEA Executive Committee. Final approval of this award rests with the IEA President. The 2003 IEA Distinguished Service Award will be presented to

#### IEA Distinguished Service Award

The IEA Distinguished Service Award is presented to individuals or organizations for outstanding contributions to the promotion, development and advancement of the International Ergonomics Association. The 2003 IEA Distinguished Service Award will be presented to

#### IEA Outstanding Educators Award

The IEA Outstanding Educators Award is presented to persons in recognition of outstanding contributions in the area of ergonomics education for having:

- developed ergonomics education programs,
- produced new methodology and/or materials for teaching ergonomics, or
- graduated persons who have become outstanding ergonomists.

The 2003 IEA Outstanding Educators Award will be presented to **Prof. Gavriel Salvendy**

#### IEA Award for Promotion of Ergonomics in Industrially Developing Countries

The IEA Award for Promotion of Ergonomics in Industrially Developing Countries is given to a person 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 2003 IEA Award for Promotion of Ergonomics in Industrially Developing Countries will be presented to **Prof. Pat Scott**.

#### IEA Ergonomics Development Award

The IEA Ergonomics Development Award is presented to persons who have had an international impact on ergonomics in terms of making a contribution or development which:

- significantly advances the state of the art in an existing ergonomics sub-specialty, or
- opens up a new area of ergonomics research and/or application.

The IEA Ergonomics Development Award will be presented to **Prof. Neville Moray**

IEA/JOSE Best Paper Award

The IEA/JOSE Best Paper Award for 2000-2002 is awarded to **Ralph Lipse**y **Barnett** for the paper entitled. "Slip and Fall Theory – Extreme Order Statistics", JOSE 8(2). The award also carries a stipend of US \$1,000.

## 5.7. IEA HISTORIAN

(I. Kuorinka)

June 2003

- The IEA history book.

The IEA History book (History of the International Ergonomics Association: The First Quarter of a Century, The IEA Press, 2000) was published in July 2000. A limited number of copies was printed and distributed during IEA Congress in San Diego in 2000. Afterwards about 200 copies have been sold via HFES office.

While the history book was under preparation questions about an eventual second volume that would cover the last part of the twentieth century were raised. After some reflections the present historian decided, however, not to go ahead, mainly because of apparent lack of interest on the part of IEA members as well as because of the lack of historical material. The latter question is now partly solved while certain archives from earlier IEA officers have been received.

### 2. IEA Historical Archives

The Historian has been the clearing agent for archives. The task has been (and still is) to receive, organise and classify the material and prepare it for deposit. In 2002 a contract was signed between the IEA and the archiving unit of the CNAM, Conservatoire National des Arts et Métiers in Paris, France. According to contract the IEA has a possibility to deposit its archives in the CNAM archives' premises where they may be consulted by agreement from secretary general as stipulated in the contract.

At present about two thirds of the IEA archives has been classified and moved to Paris. That part contains the eldest documents starting from the nineteen fifties.

## 5.8. IEA CONGRESSES

### 5.8.1. Seoul

(Min K. Chung)

**Date: June 10, 2003**

#### **Report on the 15<sup>th</sup> Triennial Congress of the IEA (IEA 2003)**

The 15th Triennial Congress of the International Ergonomics Association will be held in conjunction with the 7<sup>th</sup> Joint Conference of Ergonomics Society of Korea(ESK) and Japan Ergonomics Society(JES), August 24 through August 29, 2003 in Seoul, Korea at COEX, the largest Convention & Exhibition Center of Korea. The official theme of the Congress is "Ergonomics in the Digital Age".

Plans for the Congress are proceeding on schedule. Details on the congress may be found at the Congress web site (<http://iea2003.org>). A new unique feature is a complete web-based processing of paper submission, paper review and on-line registration, and a program to enable participating persons to develop their personal schedule for the Congress, using the full technical program schedule and schedule of events posted on the site.

19 industry and tour site visit programs have been scheduled for the Congress so that all participants can fully appreciate and enjoy Korea's unique culture and history and its rapid growth of industry.

10 full-day and 18 half-day professional workshops also now are scheduled, covering a wide variety of professional development topics.

There will be 2 key note speakers and 16 plenary speakers who are international leaders in their areas of expertise. Each day, during the 1.5-hour lunchtime break, there will be box lunch seminars scheduled with the Plenary Speakers for that day. These seminars primarily are for the benefit of students, but everyone is invited to attend. Box lunches will be available for purchase by the attendees.

As of January 31, 2003, 1,600 paper abstracts have been accepted for the Congress presentation. As a preliminary rough estimate, approximately 15% of the persons scheduled to present a paper or poster failed to submit them for

inclusion in the Proceedings. In addition, some of the persons who submitted proposals for papers, but which were accepted as posters, withdrew their submissions. In total, we will have approximately 1,250 papers in the Congress Proceedings, and we believe that we have an outstanding technical program with more papers on almost any topic than attendees having that interest will be able to hear. In order to keep the congress length to five days as requested, we have maintained the number of parallel sessions per period to 18. This does not include posters, each of which will be scheduled for a special poster session room for \_ day. The poster sessions will run continuously throughout the Congress. We believe that the layout of the technical session rooms and the poster presentation room will be the best that has ever been utilized for a Congress. The Congress Proceedings will be provided to each attendee on a CD. In addition, the full set of hard copy volumes will be available for purchase. A limited number of single volumes also will be available for purchase at the Congress.

It was very unfortunate that the U.S. attack on Iraq began in March and that there were many cancellations of international conferences during April and May due to the risk of SARS exposure around the entire world. Thanks to keen interest in ergonomics from colleagues of the world, thousands of full paper submissions from 51 countries were received despite such uncertain situations. These records are said to reflect all participants' expectation to the IEA Congress to be held in Asia after 21 years' absence. We now expect approximately 1,200 persons to attend the Congress, but the number could go higher. In any event, we feel confident that it will be a financial success for the IEA and ESK.

We have so far collected a total of \$17,000 fund to be used for IDC(industrially developing countries) support. The IEA 2003 Organizing Committee expresses special thanks to the following societies for their generous contributions to this fund: ESK \$10,000, JES \$4,000, and IEA \$3,000. Two thirds of this fund have been distributed among the participants from Asia, and one third to the participants from other regions than Asia. Approximately 35 people have been benefited from the fund.

Several excellent pre- and post-conference tours have been arranged at special discount rates by ICEM, the professional congress organizers. These are to Jeju island, Hawaii of the Orient, Mt. Seorak National Park, and Gyeongju, the ancient capital city. A variety of social events, industry visit and cultural tour programs have been arranged during the conference so that all participants can fully appreciate and enjoy Korea's unique culture and history.

Hotels of a wide range in grade have been arranged for the convenience of the IEA 2003 participants. Especially, Olympic Parktel has bunker beds for group accommodation, and is a perfect choice for students and participants from industrially developing countries. The participating person can obtain all the information for accommodation from the web site. The room reservation, confirmation, change and cancellation need to be arranged directly with the person in charge of each hotel by fax or email.

I will make an oral report on the actual Congress attendance during the Annual Meeting of Council.

Respectfully submitted,

Min K. Chung

IEA 2003 Congress Chair

### 5.8.2. Maastricht 2006

#### **IEA2006 status report summer 2003** (E. Koningsveld)

From 10-14 July 2006 the 16<sup>th</sup> congress of the International Ergonomics Association will be held in Maastricht, the Netherlands. Since 1999, when the Netherlands' Ergonomics Society was granted the organization, activities have been undertaken to make this congress a great place to meet.

#### **Theme**

After a process of brainstorming and feedback, in which many ergonomists from all over the world were involved, the organizing committee proudly presents the theme for the IEA Congress 2006:

#### ***Meeting Diversity in Ergonomics***



The combination of diversity and ergonomics expresses what the organizing committee would like to emphasize during the Congress. In general it stresses the broad scope of our field of interest and the variety in ergonomics and ergonomists and the global differences. For example regarding:

- ergonomics in itself is diverse:
  - as an engineering activity or a product development cycle (design for all)
  - driven by optimization (prevention combined with performance) versus driven by legislation and standardization (corrective/ curative).
- ergonomists or human factors specialists are diverse as they are:
  - scientific researchers: in-depth research in one or several topics
  - professionals in applying scientific results in ergonomic design projects
  - practitioners, who may be full time ergonomists, versus specialists in other fields applying ergonomic knowledge.

There are diversities in the ergonomic fields of interest, areas of application, and of course in mankind.

- people (anthropometrics, capacities/limitations)
- topics to be addressed: physical workload, mental workload, environmental factors, organizational design and management (ODAM), etc.
- area's of application, such as: manufacturing, process industry, office, rehabilitation, hospital, agriculture
- methodology: research methodology, engineering practices, project ergonomics
- cultural differences worldwide: modern industrial countries versus industrially developing countries.

The challenge for ergonomists' research and consultancy is to meet the diversity in the target group.

Finally, there are many ways to meet the diversity of ergonomists and to communicate knowledge and experiences.

We envisage several different congress formats, such as:

- traditional keynotes and oral presentations
- a speakers corner on a market place
- interactive sessions
- hands-on workshops
- professional visits
- interactive poster sessions.

And be sure: there will be ample opportunities to meet many ergonomists in the wonderful town of Maastricht.

### ***Maastricht: a city to meet!***

Situated close to the borders of Belgium and Germany, the Roman city of Maastricht has a cosmopolitan atmosphere. To visit Maastricht is like traveling through time. Walk on Roman cobblestones from 150 BC and visit the halls where the Maastricht Treaty was signed in 1992. Enjoy Maastricht's skyline of churches spires and towers and its tree lined squares. The city is well known for its excellent restaurants, hotels and shopping areas. Its central location in Europe, in the triangle of the universities of Aken, Luik en Maastricht, good accessibility by plane, railway and road makes it easy to reach. Last and certainly not least, it has wonderful congress facilities. All congress sessions and most of the related activities will be held under one roof: the MECC. In other words: there are plenty reasons to come to Maastricht! We guarantee that Maastricht and its people will delight and charm you.

### **Organization**

The congress is organized on behalf of the International Ergonomics Association in close collaboration with the ergonomics societies from The Netherlands, Belgium and Germany and the Federation of European Ergonomics Societies.

The Congress committee:

Ernst A.P. Koningsveld	congress chair
Ruud N. Pikaar	program chair
Paul J.M. Settels	chair finances and facilities

The organizational structure that is chosen, is: "small is beautiful!"; this means that a limited number of people will be involved in formal organizational bodies; specific tasks will be delegated to individuals or small groups.

Actually we are in the process of inviting top ergonomists from Belgium, Germany and The Netherlands for the Regional Program Committee. After the Korean Congress an International Program Committee will be set up.

### **Web site and further contact**

For more information, visit our web site: [www.iea2006.org](http://www.iea2006.org) There are links to many relevant sites, like the city of Maastricht, the societies, accommodation, tourist information, ergonomic centers in the region, sponsors.

We look forward to your suggestions that will help to make IEA2006 the best place for new knowledge, reflection and contacts. Innovative ideas for sessions and for meeting each other and the congress goals are welcome.

*Further contacts:*

Conference Agency Limburg  
 PO Box 1402  
 6201 BK Maastricht  
 The Netherlands  
[www.conferenceagency.com](http://www.conferenceagency.com)

### Sponsors

We are proud that the following sponsors have decided to support the congress:

Haworth Europe

**HAWORTH**



Nederlandse vereniging voor Ergonomie

Negotiations with several other sponsors are in process.

### Important data (provisional data)

1 September 2003 – 1 September 2005  
15 October 2005  
15 December 2005  
1 March 2006  
15 May 2006  
10 – 14 July 2006

proposals for workshops, symposia  
abstracts deadline  
abstracts reviewed  
full papers submission deadline  
program on the internet  
congress

## 6. ELECTIONS OF IEA OFFICERS 2003-2006

### 6.1. ELECTION OF THE PRESIDENT

### 6.2. ELECTION OF THE SECRETARY GENERAL

### 6.3. ELECTION OF THE TREASURER

## TITLE 5 - EXECUTIVE OFFICERS

### Article 1. Definition and responsibilities

The Officers of the Association are :

1. President,
2. Secretary General
3. Treasurer.

The Officers are responsible for the management of the IEA affairs, in accordance with the IEA mission and goals.

### Article 2. Elections, eligibility and duration of tenure

Officers are elected by Council from members of Federated Societies. To be eligible for office, candidates must be members of a Federated Society and have either served previously on the Council or are the current representatives. Candidates should have demonstrated service to IEA and continuity of attendance at Council meetings. In addition, candidates for President shall have served a term on the Executive Committee. Elections are conducted at the Council meeting held in conjunction with IEA Triennial Congresses. The President is responsible for the election process as described in the IEA Operating Procedures.

The terms of office for Officers are three years, in phase with the Triennial Congress. The maximum service is one term for the President and two terms for the Secretary General and Treasurer.

### Article 3. Responsibilities of the officers

The main responsibilities of the Officers are as follows:

- |                      |  |
|----------------------|--|
| President:           | <ul style="list-style-type: none"> <li>* Represents the IEA</li> <li>* Chairs Council and Executive Committee</li> <li>* Oversees the work of Committees</li> <li>* Forms new Committees and restructures existing ones</li> <li>* Appoints Chairs to Committees.</li> </ul> |
| Secretary<br>General | <ul style="list-style-type: none"> <li>* Provides day-to-day administration of the IEA, including communication and documentation responsibilities.</li> </ul>   |
| Treasurer:           | <ul style="list-style-type: none"> <li>* Responsible for accounting of IEA Funds</li> <li>* Conducts budget analysis and projections</li> <li>* Provides financial management</li> <li>* Establishes new sources of revenue.</li> </ul>                                      |

## 7. NEXT COUNCIL MEETING LOCATIONS

### 7.1. SELECTION OF THE IEA 2004 COUNCIL MEETING LOCATION

**De :** Pierre Falzon <falzon@cnam.fr>

**À :** "Enda F. Fallon" <ENDA.FALLON@NUIGALWAY.IE>

**Cc :** Waldemar Karwowski <karwowski@louisville.edu>, Jackie Jorrot <jorrot.ergo@wanadoo.fr>

**Date :** vendredi 25 octobre 2002 3:03

**Objet :** Re: IEA Council Meeting 2004

Dear Enda,

First thank you for this offer of hosting the 2004 Council meeting.

You are right, we did not take any decision on the location of this meeting. A call for proposals was made orally at the end of the Santiago meeting. The Council will vote on proposals in Seoul.

The Council meeting takes place in general at the end of the summer, in September for instance. It can be earlier or later, but it is around that period. It may be organized in conjunction with a local event (for instance the meeting of the IEA federated society ; that was the case in Florence in 2001).

The requirements are :

- a meeting room should be provided for a period of two days for the Council meeting. This meeting room must accommodate 50 or more persons seated around a conference table, plus some additional seating for invited observers. The following equipment should be available

- Audio equipment (microphones, loudspeakers, etc.)
- Video projector and overhead projector

- refreshments (coffee and rolls) are to be provided during morning and afternoon breaks.

- secretarial support (photocopying, preparation of last minute documents, etc.) is also required.

- a one-day meeting of the Executive Committee is held before the Council meeting. A 15-seat room should be provided for this meeting, equipped with a video projector and an overhead projector

Best wishes

Pierre

>Dear Pierre,

>  
>I seem to recollect from the Council Meeting in Santiago that no venue had been selected for the IEA 2004 Council meeting. I would like to invite the Council to meet in Ireland, however before doing so I would like to know whether there are any specific requirements regarding dates etc.

>  
>Yours Sincerely

>  
>Enda Fallon

>

**De :** Pierre Falzon <falzon@cnam.fr>  
**À :** Budimir Mijovic <mijovic@hotmail.com>  
**Cc :** Waldemar Karwowski <karwowski@louisville.edu>  
**Date :** jeudi 7 novembre 2002 3:47  
**Objet :** Re:

---

Dear Budimir,

Thank you for your kind proposal to host the 2004 Council meeting in Dubrovnik (a very beautiful city : I visited it 30 years ago). I am very honoured of your proposition to be a member of teh Conference Scientific Board and am pleased to accept.

Best wishes

Pierre Falzon  
IEA Secretary General

>Dear Professor Falzon,

>

>It was a pleasure to see you in Santiago.

>Thank you for ybu e - mail IEA-ROSTER.

>The CroatianErgonomics Society in cooperation with IEA would like to  
>organise International Conference in Dubrovnik, 3-5 September 2004.

>I have made contact about that with Prof. Karwowski, and hé approved.

>Also, we would like to organize the Council Meeting 2004, in

>Dubrovnik, Croatia.

>Prpf Karwowski said that we will talk about that in Seul.

>I would like to ask you if I can involve you in the Scientific Board  
>for the Conference 2004.

>

>Best regards,

> Prof. Mijovic

>

>

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Lisbon , the 27<sup>th</sup> of November, 2002

Prof. Waldemar Karwowski  
Center for Industrial Ergonomics  
Lutz Hall, Room 445  
University of Louisville  
LOUISVILLE, KY 40292  
USA

Dear Sir

APERGO IS cooperating with the Ergonomics Department of the Technical University of Lisbon on the organization of the Congress of the Portuguese Speaking Countries, which topic is "The Ergonomics Practice". This Congress will be held in Madeira, the Portuguese Atlantic Island, as a meeting point for people from Brasil, Angola, Mozambique, Cabo Verde, Guiné, Sao Tomé e Príncipe, Timor and Portugal. The date previewed but not yet defined is September 2004. This Congress aims to promote Ergonomics over the Portuguese speaking developing countries.

Being the participation of IEA of major importance, APERGO would like to host the 2004 IEA Council meeting previously to this congress. The participation of several Council members as keynote speakers would encourage the invited developing countries to start the integration of Ergonomics in their different projects, aiming at a better quality of life.

Madeira Island has been chosen due to its geographic situation, the tourist interest for visitors and the great facilities provided by the local government.

Hoping to be succeeded on our request, I present my best regards.

Anabela Simões

(The President of APERGO's Board)

**De :** Pierre Falzon <falzon@cnam.fr>  
**À :** "Legg, Stephen" <S.J.Legg@massey.ac.nz>  
**Cc :** Waldemar Karwowski <karwowski@louisville.edu>  
**Date :** vendredi 20 juin 2003 10:48  
**Objet :** Re: Bid for 2004 Council mtg in NZ

Steve,

I would certainly be very pleased to come to NZ ! You will find in the extract below what is expected from the host society. The IEA certainly does not want to be a burden to the host society, but the meeting should be at no cost for the IEA.

All the best

Pierre

In the event that an annual meeting of the IEA Council is to be held in conjunction with the Conference, the organizers shall make arrangements to provide the IEA the following facilities and services, insofar as possible, at no cost to the IEA.

(a) A meeting room should be provided for a period of two days for the Council meeting prior to the Conference, the exact dates to be set by the Executive Committee. This meeting room must accommodate 40 or more persons seated around a conference table, plus additional seating for invited observers. Refreshments (coffee and rolls) are to be provided during morning and afternoon breaks. Secretarial support (photocopying, preparation of last minute documents, etc.) is also required.

(b) IEA Executive Officers, Standing Committee Chairs, and Council members should be invited to chair technical sessions of the Conference.

---

Pierre,

I have been given approval by the NZ ES to prepare a bid to host the 2004 IEA Council meeting in Taupo New Zealand.

This is dependent on minimal cost to our small society.

What is the host society expected to pay for? What will IEA pay for?

Would IEA pay for or contribute to the venue booking fee?

Stephen Legg  
NZES IEA Rep

From: "Martin Helander (Prof)" <MAHel@ntu.edu.sg>  
To: <w0karw01@athena.louisville.edu>  
Cc: "Mahtun" <mahtun@wwcs2004.org>  
Sent: Saturday, June 21, 2003 9:19 PM  
Subject: Council meeting and Executive meeting 2004.

Dear Waldemar:

We would like to propose to Council that the Council meeting in 2004 be held Malaysia (or Singapore), in conjunction with the 7th International WWCS conference in Kuala Lumpur. The dates are 29 June -2 July, 2004. This is the only IEA endorsed conference in 2004 - so far. The Council meeting could be held either before or after the conference.

The conference will be held in a brand new 5-star Hilton Hotel in K.L. The hotel will be completed in January 2004, see attachment. We can offer IEA free meeting facilities at the hotel. We have negotiated a hotel rate of about RM 240 = US \$63 including taxes. The views from the hotel are expansive and the interior design unusual and inspiring.

We will look favorably upon acceptance of papers submitted by council members - although they should address the theme of the conference: [www.wwcs2004.org](http://www.wwcs2004.org).

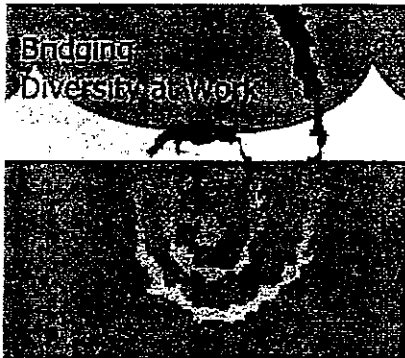
If you are in agreement with this proposal (I realize thsat there may be more) How can I submit this to the Council?

Best regards



# 7<sup>th</sup> International Conference on Work with Computing Systems, WWCS 2004

June 29 - July 2, 2004  
Hilton Kuala Lumpur  
Malaysia



## CALL FOR PROPOSALS

The Conference, formerly known as WWDU (Work with Display Units), addresses various aspects of work with computers, at the workplace or at home. The focus is on the use of computers for work activities and the impact of the work environment on computer usage.

The major goals are to enhance work, and support human-system performance, product and process quality, global competitiveness, and cultural diversity.

We will offer a forum for international exchange between researchers and practitioners. We also welcome companies involved in WWCS to contribute by submitting papers or presenting innovative tools, solutions or experience reports.

<http://www.wwcs2004.org>

### Main Areas of Interest:

The Conference will cover a broad range of work related issues, from HCI and ergonomics to occupational safety and health. These issues are essential to the integration of people, technology and organization. Contributing papers must deal with the use of computers in a work scenario. Issues include, but are not limited to the following:

#### User Issues

- :: Interaction Design
- :: Biomechanics and Work posture
- :: Cognitive Models
- :: Graphical User Interface
- :: Universal Access
- :: Elderly, Youth and Children
- :: Environmental Hygiene
- :: Learning and Training at Work
- :: Safety/Health with Computers
- :: Usability Issues
- :: Visual Ergonomics
- :: Work Stress

#### Organizational Issues

- :: Cross Cultural Issues
- :: Collaboration and Cooperation
- :: Health Care
- :: Macroergonomics
- :: Distributed Work
- :: Internet communities
- :: Organizational Impact
- :: Safety & training
- :: Security at Work
- :: Internet Security
- :: Psychosocial Issues
- :: Quality of Life and Lifestyle

#### Applied Issues

- :: Product Design
- :: Service Applications
- :: Standards for Work and HCI
- :: Virtual Environments
- :: Smart Workplaces
- :: Global Networks
- :: Design of e-business
- :: Web Interaction
- :: E-learning at Work
- :: Ergonomics Design
- :: Call Centers
- :: Tele-Communting

### Proposals for Presentations

#### Technical Presentations

An 800-word abstract should state objectives, method, results and conclusion.

#### Posters

A 500-word abstract should state objectives, method, results and conclusion.

#### Tutorials

A 500-word abstract should state the objective, content, methodology for conducting the tutorial, and the target audience.

#### Panel Discussions

A 500-word abstract should state the objectives, its scientific importance, and a brief summary for each panel member.

For all proposals, please submit a separate page with the author(s) name and affiliation, fax, and e-mail address. For tutorials, include a brief biodata of the instructor(s).

Deadline for abstracts of technical papers and panels:	November 15, 2003
Review notification:	January 25, 2004
Deadline for posters / demonstrations:	February 15, 2004
Deadline for camera-ready papers:	March 25, 2004

#### Conference Chairs

Halimahtun M. Khalid  
President WWCS  
mahtun@wwcs2004.org

Martin G. Helander  
Secretary General WWCS  
mahel@ntu.edu.sg

### Hosted by the WWCS Group

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Multimedia University  
Universiti Teknologi Malaysia

#### Conference Secretary

Alvin W. Yeo  
alvin@fit.unimas.my

#### For enquiries and submission of proposals

Email [contact@wwcs2004.org](mailto:contact@wwcs2004.org)  
Tel/Fax +65 6790 7761

**7.2. CALL FOR PROPOSALS FOR IEA COUNCIL MEETING 2005**



# IEA ROSTER

(August 2003)

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**IEA EXECUTIVE 2000-2003**


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