

MEETING OF THE IEA EXECUTIVE

March 29-30

Salone delle Feste Room

Hotel Tornabuoni

Florence, Italy

MINUTES

Attendees:

Yushi Fujita, President (YF)

Kathleen Mosier, Vice-President and Secretary General (KM)

Jose Orlando Gomes, Vice President and Treasurer (JOG)

Frederick Tey, Professional Standards and Education Committee Chair (FT)

Eric Min-yang Wang, Past President, Awards Committee Chair (EMW)

Andrew Todd, International Development Chair (AT)

Sara Albolino, IEA 2018 Cochair (SA)

Thomas Alexander, Science, Technology and Practice Chair (TA)

Michelle Robertson, Communications and Public Relations Chair (MR)

Ernst Koningsveld, IEA Historian (EK)

Sarah Sharples, Future of Ergonomics Task Force Chair (SS) (Day 2)

Sylvain LeDuc, FEES (SD) (Day 1)

Pascal Etienne, FEES (PE) (Day 1)

Sebastiano Bagnara, Scientific Committee Chair, IEA 2018 (SB)

Riccardo Tartaglia, IEA 2018 Cochair (RT)

Elena Belevfi, Organizing Committee, IEA 2018

Giulio Toccafondi, Organizing Committee, IEA 2018

Alessandra Dezzutto and Leonardo Sorelli, Net Congress

Lynn Strother (LS), Administrator, IEA Secretariat

Regrets:

Maggie Graf, Director

Takashi Kawai, ICT Ad Hoc Committee Chair (TK)

March 29

Agenda item	Resp	Discussion, Decisions and Action Items
	KM	Call to order – 9:00 a.m.
1. Approval of Agenda and Minutes	KM	The agenda was approved as amended by unanimous consent. The 2016 meeting minutes were circulated to the Executive Committee via email. Edits received from the Executives were incorporated. Per the IEA Operating Procedures, the minutes were approved.
2. Welcome	YF	Welcome from the President
3. 2018 Triennial Congress	SA/RT	IEA 2018 Triennial Congress update (see IEA 2018 Congress Report Florence March 2017.pdf) RT reported on outreach to related disciplines and organizations, including health care. The aim is involvement, both within and outside of Italy. SA reiterated the aim of involving industry sectors as well as the scientific areas encompassed by

		<p>the TCs in both the plenary sessions and the rest of the scientific program. The first draft of the program is complete. Plenary sessions will be held at noon and at the end of the day. Proposals are being received from industry sectors, Federated Societies, and international organizations (e.g., ILO, ICOH, ISQua). Keynote speakers from industry are being sought. Council members provided feedback that the preliminary program should provide information on session formats, requirements, and themes. SA explained that the abstract-submission site, which will open in June, will provide information that will help to eliminate confusion. TA has been asked to provide a list of reviewers from the TCs, along with reviewers from outside the TCs (e.g., FEES, Federated Societies, networks). The organizers are also considering creating a book that consists of contributions from companies, and TA suggested having a submission category for that type of contribution. Other comments mentioned the importance of engaging practitioners and low- to medium-income participants. A special session of short (five-minute) contributions was also suggested. Workshops will also be featured.</p> <p>A discussion of registration fees ensued, particularly with regard to reduced fees for low- to medium-income participants, and how to define eligibility for such fees. It was agreed that a standard list needs to be used, and the organizers expressed the wish that the Council or officers be involved in deciding which list to use. It was agreed that subsidized fees for low- to medium-income countries be limited to 200 registrants. This is necessary to ensure that the budget is sustainable; it already includes 200,000 Euros that has not yet been secured from sponsors. For 80 students, registration and accommodations will be provided; they would need to provide transportation.</p> <p>Also discussed were one- or two-day registrations (consensus was that these are very difficult to administer and control) and how to ensure that only members of Federated Societies receive the discount.</p> <p>Proceedings will be printed by the IEA press. Special-topic books might be published by Taylor and Francis, Springer, or another publisher. The journals <i>Work</i>, <i>Ergonomics</i>, <i>Applied Ergonomics</i>, <i>Applied Ergonomics</i>, and/or <i>ISQua Journal</i> might be asked to publish special issues with peer review.</p> <p>TA: High-level goal is to make the IEA Congress the highest-ranked event in HFE.</p> <p>ACTION ITEMS:</p> <p>Officers to decide which classification list of countries (e.g., the UN Human Development Index) will be used for low- to medium-income classification. SA will send out links for sponsorships, exhibitors, and scientific committee so that Federated Societies can help publicize the Congress on their web sites and through their society networks.</p> <p>FEES suggestions on Triennial Congress (SD) During the discussion of the 2018 Congress, suggestions made on behalf of FEES included giving details about the distinction between workshops and special sessions, the desirability of symposia and the importance of clear directions for these, providing clear directions that presenters must register, and engaging and acknowledging reviewers. He also emphasized that such countries as Latvia, Romania, and Estonia, although part of Europe, are still in the low-income category.</p>
4. STP	TA	<p>STP Update (see: IEA STP Report Florence March 2017.pdf)</p> <p>PREVIOUS ACTION ITEM: YF to work with TA to develop well-documented plan for handbook by next meeting. Status: In progress, but the four-volume handbook will not be completed by the end of 2018. TA asks if the 2018 organizing committee or authors/presenters would volunteer to work on the handbook.</p>

		<p>TA presented the ongoing activities of the STP and multiple Technical Committees in the area of science and technology. At present there are 29 TC in a broad spectrum of HF/E activities. There are new TCs on Human Robot Interaction and Neuroergonomics which are currently starting.</p> <p>One of the main short-term goals of STP (and, thus, the TCs) is to support the IEA triennial congress by providing expertise for planning, inviting, reviewing, and optimizing contributions, papers, and people. TA has contacted the TCs by email in the past and will continue to get TC chairs personally involved. Responses were collected and forwarded to SA for inclusion into the preparation process.</p> <p>TA also pointed out that TCs represent the interdisciplinary approach of HF/E so that there are “traditional” topics as well as “innovative” and disruptive topics. He briefed about the idea to set up an ad-hoc committee about new, disruptive technologies and how HF/E can help making them applicable.</p> <p>It has been observed that ergonomics has been a great marketing term, but HF/E experts are often not considered or involved appropriately. By setting up the ad-hoc committee, a general awareness should be created in order to make HF/E more visible to the public. At this point volunteers are identified to represent science (i.e., academia) and practice (industry).</p> <p>It was also mentioned that there are multiple publications of chairpersons or members of TCs but they are hardly noticed as an initiative of HF/E. TA proposed to capture and collect these publications, success stories, and accomplishments, and make them available. Therefore, it is very important to update the Web page and the information presented there.</p> <p>It was also remarked that most TCs are active and serve as a network of experts that are also active in other committees or groups; e.g., of ISO or the ILO. The communication to ISO has been established, and first meetings to co-align activities of ISO/TC 159 and IEA TCs have taken place. The communication between the two organizations will also be a valuable base to provide needs and ideas for future standardization.</p> <p>The last action is to prepare a four-volume handbook of HF/E. This activity has been not in the center of activities because of the higher relevance of IEA World Congress 2018. It was proposed to identify good publications and excellent authors during the preparation of the event and ask them to write chapters of the handbook.</p> <p>Accomplishments: 2 new TCs: Human Robot Interaction and Neuroergonomics. Communication with ISO/TC 159</p> <p>An important task of TA will be to intensify communications with TCs and have consequences for inactive/silent TCs. However, it is even more important to focus on new, innovative TCs and support their activities.</p> <p>ACTION ITEMS: TA to set up guidelines for TCs and disseminate them to EC for review and implementation. TK to add information on two new TCs to the Web site. SA: Consider whether the organizing committee or authors/presenters at the 2018 Congress would volunteer to work on the handbook.</p>
5. President’s Update	YF	<p>President’s Update (see: IEA President’s Report Florence March 2017.pdf)</p> <p>PREVIOUS ACTION ITEM: YF/JO/KM Meet with representatives of Swiss Ergo to ensure that they will continue to provide a Swiss resident director in the future. Status: Complete.</p>

YF reviewed the roles of the president and provided an update on his actions for each.

He recapped his travel to represent IEA and discussed the way in which video presentations can be a good substitute when travel is impractical. He reviewed the information sheet for conferences, which is a mechanism for obtaining information from participating conferences.

The next midyear EC meeting will be very important, as it allows an opportunity to document and finalize the accomplishments of this Council. We need to consider where to meet.

STP chair is encouraged to create more TCs. Rather than worry about quiet/inactive ones, we should create new TCs on active topics.

An overview was presented of committee/task force projects, with specific attention to FoHFE and the FoHFE task force, which will implement ideas from FoHFE over the next three years.

IEA has been successfully registered in Geneva, and YF and JO will go to Zurich to meet with the attorney.

Lynn Strother has taken on the permanent secretariat, and YF expressed the hope that this would be a long-time position and that Lynn would continue with IEA.

The accounting system needs improvement and we need a reserve policy. Seed money needs to be properly recognized in the budget.

IEA Digital Archive –progress needs to be made on digitizing and uploading documents. CNAM has not yet signed the MOU—this needs to be addressed before Pierre Falzon retires.

Kathleen Mosier has revived the IEA press, and member societies are encouraged to publish with us. A review mechanism is needed.

Andrew Todd and YF have been involving stakeholders; a representation of a general framework model was described. Member societies should be encouraged to engage stakeholders using this model.

MOUs have been signed with FEES and ULAERGO. SEANES needs to be discussed. The *BricsPlus* network was established in Beijing; hopefully, someday it will be an IEA Network. We are ready for an MOU with ISQua for collaboration on health-care ergonomics, quality, and safety. We need to establish new relationships with such old partners as ILO and ISO.

We need to decide how to accommodate small societies, especially those in IDCs, who wish to become an IEA Federated Society.

STP Committee should be a center of cutting-edge information on science and be proactive in driving ergo-related issues to the cutting edge technologies.

ACTION ITEMS:

KM, JO, and YF will go to ILO to see if they will co-publish the new Health Care Ergonomics Checkpoints with IEA and post them on the ILO website as well as in the Ergonomics Checkpoints.

EC: Decide where midyear 2018 EC meeting will be held.

TA: Organize a session on an Advanced Imaging TC at the 2018 Congress

<p>6. Awards</p>	<p>EMW</p>	<p>Awards update (See: IEA Awards Report Florence March 2017.pdf)</p> <p>Previous Action item: YF/KM/EMW Next year, change process so that nominations will be sent to President and VPSG. Status: Complete.</p> <p>EMW expressed his thanks to all EC members and officers for the support he was given last year.</p> <p>Awards were announced on February 26. This year’s deadline for Fellows is April 30. Liberty Mutual Award deadline is May 31. Details were provided about the review process for these two awards. Results for Fellows should be available by the middle of June and for the LM Award by the end of July.</p> <p>The deadline for next year’s Triennial awards is March 30, 2018. Details were presented regarding the nomination and review process for these awards. Since few nominations were received last year, we need to promote nominations and attract attention to these awards. The suggestion was made to make it easier to submit information on previous awardees and Fellows for posting on the Web site, via an online form. Also, online submission applications would make the process easier.</p> <p>YF noted that the Liberty Mutual Lecture, held at the Triennial Congress, will include all of the prize winners presenting a lecture. It is assumed that the winners will use the prize funds to pay for their travel and accommodations; there will be no other reimbursement.</p> <p>ACTION ITEMS: EMW work with TK to make changes to Awards/Fellows information and submission process on Web site. EMW include changes in procedures for Liberty Mutual award in the information disseminated on the Web site. EMW contact the Congress organizers for IEA 2018 regarding the award ceremony.</p>
<p>7. Treasurer’s Report</p>	<p>JOG</p>	<p>Financials (See: IEA Treasurer’s Report A Florence March 2017.pdf and IEA Treasurer’s Report B Florence March 2017.pdf)</p> <p>JOG reported that the financial position of IEA is stable.</p> <p>Due to the drop in value of the Canadian dollar relative to the U.S. dollar, funds held in Canadian dollars were devaluated by 30%. This was impossible to control, and we have converted all funds in Canadian dollars to U.S. dollars to avoid this situation in the future.</p> <p>For IEA 2015, the Australian government’s sponsorship funds have come through, so the seed money (\$20K) will be returned. We have also forwarded seed money to Italy for 2018 (\$30K). It’s very important to promote the 2018 Triennial Congress in Europe so that we can recover these funds. Promotion should take place not just in Federated Societies, but beyond.</p> <p>We need to expand our revenues, which consist primarily of Federated Society dues plus Sustaining Member contributions. It’s important to consider new formulas, (e.g., support from stakeholders such as BRICS<i>Plus</i>) and to increase contributions from Sustaining Members and other affiliations.</p> <p>On the expense side, the cost of travel in the budget should actually be characterized as “representation.” Travel expenses that are incurred by committee chairs doing committee business will be attributed to those committees. Also, it should be kept in mind that IDCs and other sources are funding travel.</p> <p>Another expense item was the cost of maintaining the Web site. MR commented that we should recognize the contribution of IDCs to travel as well as the donation by JES to the Web site.</p> <p>JO agreed that we should define our reserve policy, as suggested by YF. JO suggests that we keep</p>

		<p>our assets intact and try to increase sources of funding. We should also consider Web site expenses as investments, which will require a policy on appropriation and depreciation.</p> <p>ACTION ITEMS (JOG) Consider how to recognize society contributions for representation, Web site, etc., in financial statements. Work on a reserve policy and a policy on appropriations and depreciations for EC review and approval. Prepare budget for next year Send member invoices in first quarter; in 2018, this can be done with help from the secretariat.</p>
8. IDC Update	AT	<p>IDC update (See: IDC Report Florence March 2017.pdf)</p> <p>AT reminded the EC of the goals and implementation strategies for the IDC. He then provided feedback on stakeholder engagement by societies and networks, noting that, in addition, meetings are being held with high-level external stakeholders such as WHO and ILO. MOUs between IEA and ULAERGO and ErgoAfrica are in progress.</p> <p>Feedback on educational programs was then detailed, including BRICSPlus, ULAERGO, ErgoAfrica, and ARLAC (African Regional Labour Administration Center). In health care, it was noted that WHO and collaborating centers have greater reach than IEA, and that health care is a key issue for the partners noted previously.</p> <p>Guidance for the long-term strategic framework for international development has been developed since the meeting in Medellin, with Peru and Algeria serving as case studies. In the future, objectives include further guidance on evaluating stakeholder relationships, the application of the model to IEA itself for becoming global, and adapting the framework for societies at all stages of development (established, emerging, stagnating, start-up). Questions include why societies stagnate, why societies join IEA, whether new IEA membership criteria are needed, and what implications the FoHFE Task Force might have. The next steps for framework inclusion are to assess how effectively it promotes development of education programs, which global stakeholders IEA can access to promote regional growth in education, and establishing guidelines for avoiding charlatans. In conclusion, good progress has been made and the growth of education programs is key to long-term sustainable societies and is a focus of ID going forward.</p> <p>YF observed that there are many opportunities but few resources, and it would be good to have 2 or 3 candidates with a high probability of success and work on these. Concrete outputs are necessary and we should be pragmatic.</p> <p>ACTION ITEM: AT – choose 2-3 candidates for focusing on, which have the probability of success.</p>
9. PSE	FT	<p>PSE update (See IEA Education Updates A Florence March 2017.pdf and IEA Education Updates B Florence March 2017.pdf and IEA PS&E Plans & Deliverables Florence March 2017.pdf)</p> <p>PREVIOUS ACTION ITEMS:</p> <ul style="list-style-type: none"> • MG: MG will integrate application forms and recommend a procedure and application form, streamline and clarify application forms. We will test the new forms on South Africa. Status: Complete. • MG/FT: Identify a core group to work on improving certification/accreditation process. Status: Complete. • KM/FT: If Singapore is selected to host the meeting, identify speakers from EC and Council for symposium prior to EC Meeting. Status: complete. • <p>FT: The committee has completed looking at the certification process, and we think it's ready. We</p>

		<p>are asking permission to upload the whole package onto the Web site. The countries that are interested are Thailand, Malaysia, South Africa, and some others. In June at ACED there will be a session devoted to certification where they can provide feedback regarding challenges identified with the program. We hope to finalize the criteria by 2018.</p> <p>FT provided details of the 30th HFESS Symposium in Singapore and distributed a flyer. All speakers are asked to confirm dates and talks. Accommodations will be provided for 7 nights for speakers as well as a dinner. The next EC meeting will be held on August 31 and September 1 at the Furama Riverfront hotel, and the Council will meet on September 2 and 3 at the same location.</p> <p>Education update – the committee reviewed course offerings on every society Web site. There is little consistency on how information is presented, and FT asks whether it is the PSE’s responsibility to update the courses. SS mentions that the distinction between programs and courses is not universally observed. IEA could provide added value by providing information on courses and advertising them. It would be good to have a central site to link to as many courses as possible. Endorsement, however, would be complicated and difficult to administer. FT observed that IEA’s role is to be a gatekeeper to avoid rigging of certification. AT suggested that we set minimum standards and work with providers to achieve that minimum. A discussion of certification followed. JO noted that IEA has a framework for certification on the site, which we could provide to societies. SS suggested that IEA not endorse, but defer to the local endorsement. YF recommended that we redesign the Web site information on the certification endorsement process, and make it easily accessible. In addition, we need to provide examples of core competence to supplement the existing criteria. SS observed that qualification in one country is different from that in another. IEA might endorse only when there is a rigorous process, but IEA might have a role in supporting smaller courses. KM noted that support is different from endorsement, and that we should definitely support developing programs. YF observed that IEA has a role to promote international standards for ergonomists and that we should become more politically active in encouraging industry to use Certified Professional Ergonomists.</p> <p>Long-term plans and deliverables for Midyear EC 2018 are as follows:</p> <ol style="list-style-type: none"> 1. Present finalized endorsement process. This is well under way. 2. Specify a new set of criteria. The certification core competencies should be reviewed by then. 3. Initiate activities by certification holders to escalate their status. Something special at the IEA Congress? CREE is considering subsidizing attendance at the Congress for certificants. 4. Begin to promote the development of education programs for certification holders. Tell people where they can get the necessary information, which would largely come from the Society level. IEA could advertise possibilities for distance learning. 5. Draft a paper for publication on the certification of professional ergonomists of the future. Sounds like a nice idea, but MG proposed concentrating on a seminar/workshop or two at the IEA Congress, and perhaps something really useful will come out of that. Frederick has been asked to prepare a 4-page document on certification for the ACED conference in Japan in June 2017. <p>ACTION ITEMS Speakers at HFESS symposium are asked to confirm dates, titles, and dietary constraints (if any) for HFESS symposium and whether they would like to extend their stay at the same rate.</p> <p>FT: Work with MG and TK to update and improve information on certification on the IEA Web site.</p>
10. 2018 Triennial Congress (Continued)	SA	<p>Further Discussion of Criteria for Reduced Fees at IEA 2018</p> <p>SA presented a revised version of the budget for the 2018 Congress that takes into account the actual percentages of participants in different categories for two simulations—one with 1000 attendees and another with 1200. On this basis, we can decide on the definition of low- and medium-income countries. Based on the simulations, it was decided that a maximum of 200</p>

	<p>discounted registrations be offered to participants from low- and medium-income countries. SA wishes that the reference list of the countries be a shared decision with the EC, as we need to publish the criteria, not just the countries used by previous Congresses. We need to have a good rationale for the choice of countries. KM noted that the choice also needs to be sustainable. SA will wait for information from the Maastricht Congress, which was the last one held in Europe, and use the same criteria for discounted registration as was used there.</p> <p>YF asked whether Net Congress will be taking a fixed number or a percentage of the surplus as their fee. SA responded that Net Congress will take the surplus and SIE will get a fixed amount in exchange for promoting the Congress. IEA receives a capitation fee. Once the IEA seed money has been returned, Net Congress receives 50% of the balance from which they will pay SIE's portion, and IEA receives the other 50%.</p> <p>YF noted that in answer to a question regarding the break-even point, the previous day, Net Congress said that the minimum break-even is 800. YF asked about the underlying assumptions. He suggested that the number of members in France, Germany, and the U.K. might provide a gauge of attendees.</p> <p>A discussion ensued regarding the AHFE Congress, and to what extent they would be accommodated. It was decided that marketing exchanges are acceptable. RT noted that we need to market outside the area of ergonomics; i.e., to related fields. SA mentioned that keynotes are a major strength of IEA Congresses that distinguishes it from some other meetings; e.g., AHFE and HCII.</p>
<p>11. FoHFE</p>	<p>SS</p> <p>FoHFE Update (See: IEA FoHFE Report Florence March 2017.pdf)</p> <p>SS reported that the FoHFE Task Force has been assembled and is trying to make progress in identifying activities in support of the wide-reaching aims in the Dul et al. paper (A strategy for human factors/ergonomics: Developing the discipline and profession, <i>Ergonomics</i>, 2012). We are cognizant that implementation in various IEA Federated Societies and countries will take different forms.</p> <p>SS listed the members:</p> <p>Sarah Sharples Paulo Antonio Barros Oliviera Maggie Graf Andrew Thatcher Andrew Todd Mica Endsley Waldemar Karwowski Kathleen Mosier – liaison to EC</p> <p>The initial mission set for the task force by the IEA president involved producing a set of recommended long-term implementation plans and mapping activities to the work of IEA standing committees. The themes of the Dul et al. paper are:</p> <ul style="list-style-type: none"> • HFE takes a systems approach • HFE is design driven • HFE focuses on two related outcomes: performance and well-being • Stakeholders are system actors, system experts, system decision makers, and system influencers. <p>The task force is in the process of mapping activities. It needs delivery of material and review by experts to ensure that the case studies to be disseminated as part of the activities are endorsed. We should have the publication printed professionally, and it will be launched next year.</p> <p>Regarding recognition, awards, and prizes for high-quality HFE, SS asked if we collate these prizes (e.g., those given by IEA, CIEHF, and HFES). Can they be gathered?</p>

		<p>In the area of building strategic partnerships, we don't know who stakeholders are and how much they can be influenced. Benchmarking activity is needed here and in the area of current activities. We need to identify what IEA can deliver. We are mapping training activities around core competencies.</p> <p>SS presented examples of case studies and their format. Getting case studies may require a prestigious, competitive call from IEA with recognition and celebration of those that are accepted. IEA 2018 is a good opportunity for publicity. We need professional editors and good photos from appropriate sources. Sarah Sharples and Maggie Graf are lead task force members on this project.</p> <p>Final thoughts—how do we engage younger colleagues in FoHFE activities. Beyond FoHFE, what about Future of Work? Others taking ownership of this.</p> <p>ACTION ITEMS Provide externally facing report and academic paper that identifies stakeholders and mechanisms for engaging them. (Karwowski)</p> <p>Conduct a benchmarking survey of current activities and link with work of FT and AT mapping needs of individual societies. Identify what is appropriate for IEA to deliver. Map training activities onto core competencies work. (Kentaro Kotani)</p> <p>For international case studies that communicate the value of HFE, reuse framework from “Human Connection” (see CIEHF Web site http://www.ergonomics.org.uk/the-human-connection/). Put out a formal call for case studies to all FSs and recruit volunteers to review. Assess cost implications for professional editing and production and present a proposal for the September Council meeting. (Sharples, Graf)</p>
12. CPR	MR	<p>CPR Update (See: IEA CPR Report Florence March 2017.pdf)</p> <p>MR reviewed the mission of the CPR and the status of the action items to produce a follow-up article on FS activities regarding Global Ergonomics Month (GEM). She noted that the article highlighted the history of GEM activities directed at a variety of audiences. She suggested that these activities be archived on the IEA Web site.</p> <p>Current activities to update the external relations outreach matrix include attending WHO Board meetings, participating in TC activities (specifically, health care) and those of affiliated societies (Japanese Ergology Society; checkpoints in health care), relationships with external professional/scientific organizations, and international standards.</p> <p>Establish criteria and process for disseminating IEA endorsed/sponsored conference proceedings. We need to consider storage on the IEA Web site.</p> <p>Discussion focused around the appropriate relationships within WHO. EMW noted that there is a subtle relationship between WHO and ILO that needs to be kept in balance. SA has delivered a new contact within WHO and suggests that collaborating on specific areas such as patient safety may result in finding technically competent contacts who understand the value of collaboration. MR stated that she doesn't mind putting the matrix of relationships with external organizations into Internal Access on the IEA Web site, but she doesn't want others to populate it. MR will populate the names and asks EC members to verify that the correct person, expectations, and relationships are being identified.</p> <p>A new IEA template was introduced, action items were discussed (see below), and metrics of success were detailed.</p>

		<p>ACTION ITEMS</p> <ul style="list-style-type: none"> • Suggest mechanism for storage of TC proceedings on IEA Web site • Add to IEA sponsored/endorsed form the requirement to provide 10 USB copies of proceedings. IEA sends proceedings to conference organizers with IEA overview and introduction. • Scan the formal signed agreement with WHO and put it in the IEA Web site. • Identify new/established candidates for IEA external relationships add to matrix and post in Internal Access • Provide a series of articles directed at the public on healthcare, sedentary behaviors, crisis management, autonomous vehicles
<p>13. Historian</p>	<p>EK</p>	<p>Historian update (See: IEA Historian Report Florence March 2017.pdf)</p> <p>EK reported that he has been working on two main topics, the history book and the archive.</p> <p>For the history book, the introduction will be written by EK in cooperation with YF. Jan Dul will write “a strategy for ergonomics.” This will be followed by remembrances from past IEA presidents. We are missing Hal Hendrick, but with the help of Pieter Rookmaaker and Michelle Robertson will fill in the gap. We don’t have any information from Harry Davis’s presidency (other than minutes), so his presidency will not be represented. Other chapter topics were detailed. In general, the previous timeline was too optimistic, but we will have a draft version ready prior to the Florence Congress but this will not be distributed to the Council. A launch in 2019 is still viewed as realistic.</p> <p>For the IEA archives, a few old documents were retrieved as digital files, and Triennial Reports from 2009 and 2012 were scanned. There has been no progress scanning Council minutes, despite reminders.</p> <p>Action points for the archive were identified:</p> <ul style="list-style-type: none"> • Decide on location (Historian and ICT Director) • Define roles and responsibilities (President, VPSG). Ensure that there is always a backup. • Collect electronic documents from 2000 on and archive those. From now on, all relevant documents are to be archived immediately (VPSG and Secretariat) • Scan and save old documents—oldest first; EK will contact Pierre Falzon and secretary at CNAM • Create a manual for archiving process <p>Progress toward goals:</p> <ul style="list-style-type: none"> • From 1/1/16, all relevant new documents will have been taken up in the electronic IEA archives: ongoing. • At least 25% of the oldest paper documents will have been scanned and included in the IEA electronic archives: ongoing • All basic documents (EC meeting minutes, Council minutes, annual reports) of all years are included in the IEA electronic archive : Ongoing, but depending upon several volunteers. <p>60th Anniversary, 2019</p> <p>2019 will be the year to celebrate the 60th anniversary of IEA. Human Factors NL has considered the option of hosting a 2019 conference in the Netherlands, where IEA was founded. Since there are no regularly held conferences to combine the celebration with, HFNL considers it to be (too) risky to organize a one-time event. Following this discussion, the EC decided to hold celebrations at three to four locations around the globe and over the year 2019. Proposals for such to be sent in one month before the 2017 Council meeting.</p> <p>ACTION ITEM</p> <p>EK will draft a call for proposals for the 2019 Anniversary global observance for sending to Federated Societies, networks, affiliated organizations.</p>

14. VPSG	KM	<p>VPSG Report (See IEA VPSG Report Florence March 2017.pdf)</p> <p>Previous action items (Web Site and ITC)</p> <p>Ask TK about obtaining more space for storage; specifically, because the web server is not designed for archiving data, should we consider introducing a file server? Status: TK updated information on the storage capacity of the Web site, which has 125 GB available.</p> <p>Ask TK to establish a more complete e-mail system, especially so that we can choose ‘iea.cc’ as the ‘send’ account and avoid the use of personal account (e.g., Gmail). Status: Pending.</p> <p>Update TC pages based on new reports Status: Ongoing</p> <p>KM reported on the permanent secretariat and welcomed Lynn Strother who is administering the IEA secretariat. She asked EC members to consider using her experience to the benefit of IEA</p> <p>Communication KM is keeping up with TC contacts using the broadcast message option; e.g., Future of HFE or Future of Work message from the EC. All of the presentations at this meeting are fodder for messages from EC.</p> <p>The endorsed journal page is back on the IEA Web site, and these will be reviewed in 2017. At least one journal does not have an Impact Factor.</p> <p>KM asked for short- and long-term action items from all participants. YF reiterated that he would like a nearly final product on three-year goals by the next EC meeting so that the last half year could be spent in writing up reports and handing them off to the next set EC and also to show member societies how IEA is improving.</p> <p>YF suggested that spending \$20K per year on the Web site is not sustainable annually. We need to plan for regular updates, and during the next year we will establish the basis for that.</p> <p>ACTION ITEM All participants in this meeting are asked to write down their action items and forward to KM. This is for items between now and Singapore as well as long-term items.</p> <p>All participants coordinate with KM regarding the timing of documents for final reports.</p> <p>Consider venue for 2018 midyear EC meeting</p> <p>Upcoming dates:</p> <ul style="list-style-type: none"> • Council meeting: Singapore, September 2-3, 2017 • TC reports due to STP Chair: June 1, 2017 • Agenda and materials due to Council members: July 22, 2017 • Audit completed by: August 1, 2017
Adjournment		The meeting adjourned at 4:00 p.m.