



MEETING OF THE IEA EXECUTIVE COUNCIL

February 19-20
San Francisco, CA, USA
San Francisco State University Downtown Center

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 (EMW)
Andrew Todd, International Development Chair (AT)
Christina Jonsson, Development and Promotions Chair (CJ)
Christopher Schlick, Science, Technology and Practice Chair (CS)
Michelle Robertson, Communication and Public Relations Chair (MR)
Ernst Koningsveld, IEA Historian (EK)
Takashi Kawai, Information and Communication Technology AdHoc Committee Chair (TK)
Laura King, administrative assistant (LK)

Regrets: Sara Abolino, IEA 2018 Chair (SA)

DTC Room 610. Coffee at 0900

1. Call to Order February 19, 9:15 local time

Agenda item	Resp	Discussion, Decisions and Action Items
2. Approval of Agenda	YF	The agenda was approved by unanimous consent. Note: All reports were circulated to EC before this meeting and are included as appendices to the minutes.
3. Approval of the Minutes of Aug. 6-7, 2015	KM	The August, 2015 meeting minutes were circulated to Council via email. Edits received from the Federated Societies were incorporated and the minutes were approved.
4. Review of the action items from the previous EC and	KM	Action: MF and YF to provide terms of reference for the administrative position. Status: KM has hired graduate student Laura Wayne for some administrative support. She and JO will share administrative support funds in 2016 up to 10K.

REF = referenced documents for agenda item



<p>Council meetings</p>		<p>Action: next EC to examine this procedure and determine a more appropriate method of allocating profits. May also want to discuss situation of a loss as well. Status: Pending further discussion at next meeting.</p> <p>Action: Add the 2000 history book on the IEA website. “History of the International Ergonomics Association: The First Quarter of a Century.” After digitization? Status: Pending.</p> <p>Action: Larger task of examining these categories and what we really want needs to occur and could be integrated into the marketing plan. Perhaps “Supporting Organizations” or some other term would be a more suitable From Bylaws: “Sustaining Members are organizations or individuals that have an interest in the IEA and support it by the payment of an annual subscription or by services in kind. The conditions of their acceptance will be determined in each individual case.” Status: See section on new business model.</p>
	<p>YF/KM</p>	<p>We will begin to publish an annual report. YF designed a framework or a template for reports by standing committee chairs and others, so that the annual report can be made just by compiling their reports. Action: Distribute templates to EC members. Done.</p>
<p>Brief Reports</p>		
<p>President</p>	<p>YF</p>	<p>President’s update</p> <ul style="list-style-type: none"> - Added 13 EC members – plus new ad hoc committee, Information and Communication Technology (ICT). - Roger Haslam has stepped down from FofE committee position – no time. We need to appoint new chair – proposal during this meeting. <p>- Visits to member conferences (Algeria, Chile, India) - Articles for website (Notes from EC) - 3-year plans, coordination of committee activities - New TC – report from Christopher later</p> <p>- Plan for future – 3 facets: Marketing plan, F of E, 3-year plans. The plans are implementation of F of E. Also have to enforce our own infrastructure. Need to reestablish brand of IEA and decide how we shall conduct ourselves as international organization.</p> <p>- Growth - New members from Latin America and Africa. New issue – many smaller societies have only physical ergo scope – we need to cover ergo more comprehensively within our constraint of one FS per country. May encourage intra-</p>



		<p>national networks so that all aspects are covered.</p> <ul style="list-style-type: none"> - New business model – IEA plays catalytic role to connect collaborators and stakeholders. Test case in Algeria (Sonelgaz). - Certification – Possibility of flexible endorsement system – we need to comply with national standards, needs. We had idea that there could be a universal certification, endorsed by IEA, but some certification bodies (e.g., BCPE) have high national standards that we could not enforce in other countries. <ul style="list-style-type: none"> -- We want to form a global network of certification - - Local bodies could be somehow organized and connected via a subset of standards – core competencies - to merit IEA endorsement. We could help determine core competencies. - Effective exposure – produce high-quality content and present in most effective way
VPSG	KM	<p>Need updated contact information from some societies, TCs KM focusing on: Communication – increase frequency and quality</p> <ul style="list-style-type: none"> - Updated contacts and information on FS, TC webpages - Broadcast messages - Messages from EC <p>Policies and procedures</p> <ul style="list-style-type: none"> - Policy for selecting meeting venues – more systematic criteria? - Policy for Individual Sustaining Members <p>Standing Committees – working with STP and CPR Website changes – with Takashi</p> <ul style="list-style-type: none"> - Archives – moving documents to Archives - Access to documents from Internal Access - Good practices is now Ergonomics in Practice– criteria for selection and solicitation process - Website update plan
Triennial Congress	SA	<p>IEA 2018 Triennial Congress update Sara Albolino and Riccardo Tartaglia unable to attend but gave the report via skype. SA and RT have plans for advertising and promoting IEA 2018, for raising funds within the TCs, and for promoting beyond the IEA network.</p> <ul style="list-style-type: none"> - SA and RT are working with CS and KM on program and promotion. They want to involve other communities, and to promote at ABERGO and other conferences and via other channels such as social networks. They want to establish relationships with IEA 2021 organization to increase Canadian attendees. They are looking for sponsors to help with financial aspects. They want to support student attendance with subsidies. - the Program will consist of several tracks. A preliminary outline is Aug. 26-30, 2018. A question arose as to whether this would be enough time for scientific



		<p>presentations. Response was that they could add Friday if needed. - They would like to some innovative things, such as organizing events in the piazza in Florence.</p> <p>Action: SA to obtain lists of Melbourne and IEA 2012 contacts.</p>
	TK	<p>Takashi Kawai – Web Manager and Chair of ICT ad hoc committee - Background of IEA website – see slides We have a MOU with JES concerning the website. Currently being refurbished and updated by TK. - Policy/Organization of IEA website We use CMS (Content Management System) to control and update content - Content of IEA website is comprehensive somewhat difficult to modify. - Features of IEA website Structure of site – easy to surf. Protected pages in Internal Access. Issue - How to link with social media.</p> <p>Action: TK - Update Ergonomics in Practice - done</p>
		<p>Dean Keith Bowman of the SFSU College of Science and Engineering came to the meeting to welcome EC members and reaffirm his support.</p>
Financials	JOG	<p>Appointment of new Auditor</p> <p>TITLE 9 - AUDITORS Each year, the Council elects two IEA <u>Auditors</u>, who are 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 following the audited year. MR was appointed auditor at last Council meeting, but she is now a member of EC so not eligible. A new second auditor has been appointed - Naris Charoenporn</p> <p>2015 Report – 2016 revenues were \$77,166; expenditures were \$100,622 (see JO report). Reserves to 2016 Budget are \$122,944. Most of our expenditures are travel for executives. We have \$19,968 outstanding in seed funds to IEA 2105.</p> <p>Action: JOG will send updated Treasurer’s report for Annual report</p> <p>We need to support new projects with expenditures – so we are pursuing additional sources of income (e.g., sustaining members, stakeholder sponsors). Also, if we introduce a quasi-permanent secretariat, part time, we will need to fund this position.</p> <p>JO described difficulties of current bank operations – we are looking for new</p>



		<p>solutions. For example, we lost money due to exchange rate variation when we had an account in Canada. The statement of the Canadian bank was erroneously interpreted in terms of US\$, suggesting that we had more money than we did. We are closing the Canadian bank account and transferring the funds. We also lose money in transfer fees, and it is difficult for some societies to pay dues.</p> <p>Action: Officers will continue to consolidate bank services and look for better financial arrangements.</p> <p>We received a request by CIEHF (Steve Barraclough) for dissemination of dues information. Action: Deferred until we receive disclosure guidelines from Swiss.</p>
		<p>Lunch in Food Court</p>
	<p>CS</p>	<p>STP update CS was unable to get reports from ½ of the TCs – they are non-responsive. He questioned whether we should we have a policy concerning reports, activity, and remaining as a TC. Also – should we try to get membership lists. We have new TCs on Advanced Imaging, Design for all; potential others include Human-Robot Interaction, Neuroergonomics. Focusing on TCs that deal with current topics can help bring IEA to the forefront of science and technology.</p> <p>CS is working with SA on IEA Congress. One issue is how/where we will publish the proceedings of the Congress. We want to publish in a high quality international journal, as we did in 2012 (an appendix of an international journal), but there is an issue of submission quality. He made the point that Elsevier is a sponsor – we should pursue publishing with them.</p> <p>CS is editing a new IEA Handbook of Ergonomics. He proposes 4 volumes, (structure in report). He would like it to be published by the end of 2018. He also brought up the issue of journal endorsement – which journals are endorsed and potential candidates (note from KM – we had a number of endorsed journals listed on the website, but the listings disappeared when our website was hacked several years ago. I am working on restoring the list).</p> <p>CS proposes a new structure for CS – divided into 3 – Science, Technology, Practice– with separate co-chairs. Action: CS will choose co-chairs for Technology and Practice.</p>
	<p>CJ</p>	<p>DPC update CJ has been working on the marketing plan, but it has been postponed. She commented that the development of the marketing plan is a large responsibility, and that the DPC (primarily CJ) can facilitate but cannot take on full responsibility. CJ is questioning whether she should be continuing as committee chair – working with IEA is no longer in line with her ‘job’ work. Action: Put marketing plan on hold for now.</p>



<p>AT</p>	<p>IDC update AT notes that areas where occupational injuries are worst are the same areas in which we (IEA) are not present. Africa, Asia, & Latin America are growth areas for us. He suggests flexible business/conceptual models – funding, training, problem-solving within context of F of E. AT suggests we train local communities to deal with own ergo problems rather than going in and ‘fixing’ something. Continuing education, for example, provides long-term value. Doctoral programs are examples of training the trainers – ErgoLatina in Latin America, ErgoAfrica for Africa, BRICS university network (Brazil, Russia, India, China, South Africa).</p> <p>IDC goals are: - to have 3-4 new federated societies by 2018, and to help current FSs. Another goal is to Develop a PhD program for Ergonomics in Africa by 2017 - to develop BRICS – exchange program in India by 2017 – sharing experiences across countries will be very important. He wants to create a society mentorship program. - to have in place a publisher/review board to launch a Human Factors and Ergonomics journal by 2018 triennial congress - to development of local stakeholder collaboration (Dissemination of knowledge is key). Work with Senelgaz in Algeria is a test case.</p> <p>AT proposes 3 co-chairs for IDC – Paulo Oliveria for Latin America, Rosemary Seva for SEANES, Ray Gaur for India. Action: AT will appoint Co-Chairs. Action: AT will work with YF and JOG on Sonelgaz.</p>
<p>FT</p>	<p>PSE update FT is working on developing certification flow chart to be posted on website and used as reference for countries that want to develop certification programs. One question is what kind of variation we need in certification requirements, or perhaps layers – multiple-layer certification. Maggie Graf has been active in certification issues – but the documents we provide to societies that want to create a certification process are not detailed enough. We may need an approach that focuses on core competencies.</p> <p>FT suggests that we can use regional training courses, or promote a ‘sister society’ system for new, small societies – e.g., Singapore & Brunei. We could begin with the creation of regional representatives for areas where numbers are small – they would recruit societies to become federated society, report to IEA, seek sponsorship, identify experts. Action: FT will continue to work on certification model and provide update at next meeting.</p>
<p>EMW</p>	<p>Awards update</p>



		<p>EMW presented an overview of annual and triennial awards. He suggests change of IEA fellow nomination due date to April 30 rather than May 1.</p> <p>EMW suggests we create a promotional plan for awards on website and elsewhere. Create banner on home page after announcement of awards, as well as application packages for web and put as separate tab under awards</p> <p>Action: Eric will create forms for application process. Done for Fellow Application.</p> <p>Action: Change IEA fellow nomination due date to April 30. Done</p>
	TK	<p>ICT - new ad hoc committee</p> <p>TK walked us through the changes to the website, and discussed the 3-year plan of IEA website. He gave a comprehensive demonstration to let all EC members know what kinds of information and documents are available on the website, and where and how they can be found</p> <p>Webmail URL http://iea.cc/ControlPanel/mail/index.xsl</p> <p>One new issue for the website is collaboration with SNS – for example, LinkedIn (already shown on home page), or others. Compatibility/collaboration with mobile devices would cost around \$12,000US to initiate, with annual maintenance costs of about \$300US. This could be explored by a new committee. We could also explore eLearning applications.</p> <p>Action: TK will implement plans for ICT</p>
	MR	<p>CPR update</p> <p>MR's goals are to promote information about “what IEA is doing for me” and to make it more accessible. Goals to align CPR plans with IEA mission are: 1) external outreach – getting knowledge and research out to external stakeholders; 2) internal communication; and 3) engage with standing committees to disseminate information. We need to connect developing countries to resources (e.g., proceedings, learning materials). This will involve strategies of collaboration among TCs, using social media, and providing webinars.</p> <p>Action:</p>
	EK	<p>Historian update</p> <p>EK is working on next history book, and will invite authors to submit chapters within a few months. His goal is to publish in 2019 – the 60th anniversary of IEA.</p> <p>EK visited the archives at CNAM and reported that many documents are crumbling, and there are not many from recent years. He is working to decide what is relevant and should be saved. Personnel from CNAM are making copies of older documents. A goal is to archive everything from Jan 1, 2016 electronically.</p>



	All	Define topics for Day 2 by going through discussion materials
1700		Day 1 Adjourn Dinner at The Plant Café, Pier 3, San Francisco Waterfront
DAY 2 0900 - Coffee		Room 617
	YF	Call to order 0915
	YF	<p>IEA Registration Change New registration report</p> <ul style="list-style-type: none"> • Explanation: Move to Geneva was approved by the Council in Melbourne. However, the application has not been initiated because of a need to obtain an address in Geneva for the purpose of registration. Documents necessary for registration are already identified and sent to a legal attorney in Zurich, Switzerland - Araki Legal. • Issue: We are expected to obtain an address in Geneva soon. We may need to change our address in the by-laws. If we need to change the By-law to reflect the new address before we apply for registration in Geneva, we have to conduct a vote at the next Council meeting - November in Colombia. This will cause the registration to take much longer than we hoped. • We currently have 4 different addresses for different purposes. WE will need to get to one address. <p>Action: YF and JOG will complete registration change and follow up on address changes.</p>
Strategic Discussion Sessions		
	EK&YF	<p>1. IEA Digital Archives</p> <p>YF - Explanation: In addition to an effort of writing a new IEA history book, Ernst has been taking a very active role in the development of the IEA Digital Archive (DA). He visited CNAM in Paris to see the existing IEA Archives, and he is working closely with our ICT Director, Takashi Kawai, to specify the DA. The framework of DA has been well specified and already implemented on the website. We will however need some more refinements, digitize old documents, collect missing documents, and store them in DA. DA is in the Internal Access area of the IEA website. Access is limited to those who have ID and passwords. In addition to officers and executives, several past officers will be given the ID and password, shortly. CNAM has already digitized a substantial number of historical documents.</p> <ul style="list-style-type: none"> • Goal of the EC meeting: Ernst will summarize what he has done and what need to be decided. • Issue: <p>[A] An update of MOU with CNAM is still under processing at CNAM. It is a</p>



		<p>matter of time. [B] There are important documents that are not archived in CNAM. How to collect them is an issue.</p> <p>EK needs to identify authors for chapters of IEA history book – would like input. Possible chapter is Education in Ergonomics – with Sarah Sharples (UK) as suggested author. Pat DeLucia (US) is another suggestion. Other possible authors – on IDC – Pat Scott (South Africa), someone from Latin America and from Sweden.</p> <p>With respect to the Archives structure – EK had questions:</p> <ul style="list-style-type: none"> ○ Add year of fellowship to fellows’ names? ○ Keep names of deceased fellows? Indicate deceased? <p>Action: think about these questions and come back in October meeting.</p>
	<p>YF</p>	<p>1. Future of Ergonomics (FoE) (No one has been appointed as chair)</p> <ul style="list-style-type: none"> • Explanation: FoE is taken as the most important framework, which shapes important activities of the present term. Having spent half a year by now, we do not have any specific plan for FoE because of the absence of leader. On the other hand, standing committee chairs have been trying to work out their plans in line with FoE. We are in a situation where we must reconsider how to initiate the FoE committee and how to coordinate activities of standing committees. Officers selected a top candidate with help of past presidents - Sarah Sharples. Everyone agreed with the candidate. <p>YF presented two distinct ideas about the role and nature of FoE committee:</p> <ol style="list-style-type: none"> 1. Responsible for developing plans for implementing high-level strategic plans specified by the Future of Ergonomics Report. It is assumed that the committee reports to President. 2. Responsible for reviewing and commenting on what EC is conducting. EC is responsible for translating FoE strategic plans into what actually they plan to conduct, and also responsible for translating back what they are conducting into higher-level strategies. By the middle of the term, we hope to have a situation where long-term FoE implementation plans are specified, and part of the plans being implemented already. <ul style="list-style-type: none"> • ACTION: YF will <ul style="list-style-type: none"> ○ ask Sarah to chair the committee and ask her to form a committee as quickly as possible with EC help ○ ask her to develop short-term and long-term recommendations using our existing documents and plans. ○ ask her to develop long-term plan (Note: DONE – Sarah agreed to chair the task force.) <p>Relationship between the Future of Ergonomics Committee and EC</p>



		<ul style="list-style-type: none"> • Explanation: As explained above, the Future of Ergonomics (FoE) Committee has not been initiated, yet. It is not clear at this point how the roles of FoE should be specified and how it can be organized. Unless we decide to manage the committee by ourselves, we need a liaison who ties the FoE and the EC. • Goal of EC meeting: <ul style="list-style-type: none"> [A] If we can successfully form the FoE committee under the leadership of someone independent of EC, AND if Christina agrees, we like to ask her to act as a liaison to FoE.☑ [B] Clarify the missions of the liaison. • Actions: Delay conclusions until we have leader of FoE. YF suggests that someone from EC should be member of FoE task force. (Note: DONE – Christina agreed to work with Sarah on task force.)
	YF	<p>2. Marketing research - Creation of new visions of IEA as an international NPO(DPC)</p> <ul style="list-style-type: none"> • Explanation: An idea of asking a private company to conduct a marketing research for IEA was proposed to and approved by Council. But, it took much time to select a company that was willing to accept our offer; reasons being not enough budget, no experiences in ergonomics... We finally found one company, but because of the transition of IEA term, the order has been suspended until now with an agreement of the DP chair (Christina). <p>Erwin Spekle has been in touch with IRIS – we should get in touch with him to see status. His basis was a document prepared by Christina and Hugo Boss, as well as paper by Jan and FoE paper.</p> <ul style="list-style-type: none"> • Goal of EC meeting: <ul style="list-style-type: none"> [A] Achieve a consensus that this \$20K marketing research would bring substantial benefits [B] Decide if we like to ask a marketing company to help us. [C] If we order, do we like go ahead with the current specifications or do we like to modify them so that we can be more confident about potential benefits we can get? We decide to choose how to proceed. • Issues: <ul style="list-style-type: none"> [A] With specific plans of standing committees now available at hand under much clearer strategies, it is necessary to be convinced that the marketing research would awaken us to the truth, [B] One of the main promoters of the idea, Hugo Boss, left IEA. [C] the \$20K budget is not a small money for IEA to spend. <p>ACTION: Yushi will contact Erwin Speckle to get updated information to make a decision. Christina will decide whether she can be involved after this conversation.</p>
	YF	<p><u>Group-D2: Making the administration of IEA more reliable as an international organization</u></p>



		<p>1. Permanent secretariat</p> <ul style="list-style-type: none"> • Explanation: It has been well recognized that the absence of permanent secretariat is a major cause of (1) unreliable administration, (2) discontinuity across terms, and (3) high workload of officers which eventually result in less than enough execution of duties. We need to clarify if a practically useful secretariat is possible with budget affordable for us. • Goal of the EC meeting: Decide if we like to pursue the idea. • Issues: <ul style="list-style-type: none"> ○ How would we hire such a person? Through one of the societies? ○ The role and the funds must be approved by Council (for half time, expect a minimum of \$33,000-\$40,000US/year). • Conclusions: <ul style="list-style-type: none"> ○ EC agrees that this course of action should be approved <p>Actions: EK will draft out position, tasks, abilities required, status.</p> <p>Actions: YF will create IEA Infrastructure Committee to examine this issue, as well as issue of President-Elect, arrangements with external organizations, governance on legal matters, and simplification of financial processes.</p> <p>(note - DONE. David Caple has been appointed Chair of committee.)</p>
	<p>YF</p>	<p>2. President-elect</p> <ul style="list-style-type: none"> • Explanation: The current system in which all officers are elected every three years is the major cause of discontinuity. President-elect may alleviate the problem, as observed in many other societies. • Goal of the EC meeting: Decide if we like to pursue the idea. <ul style="list-style-type: none"> ○ Yushi’s model – one year prior to end of term, we choose President-elect. ○ Issues - extent of the president’s commitment (9 years if you require the president to serve on EC). ○ Right now, the rules state that the president should have been on EC, but not required. ○ Experience on EC is important as well as serving as president-elect ○ EK – have to consider election process – currently elections are held during year of congress and these meetings are very well-attended. If we choose president-elect during off-years... ○ Logistics are tricky. • Issue: Requirements for president-elect if we do this – EC experience? <p>Action: EW will create and compare several models of this system. We can then take plans to Council.</p> <p>Action: YF will create ad hoc committee to examine concept. (Note: DONE – see above.)</p>



		<p>Disclosure of financial information</p> <ul style="list-style-type: none"> • Explanation: Stephen Barraclough, the Chief Executive of CIEHF requested the information on a membership fee of each society. He is interested in discussing if each member is making contribution (or receiving benefit) that matches the amount of fee the society is paying. He also asks for more transparency. Swiss NPO law ensures the right to know financial details, but it is not clearly followed. The Swiss NPO is unique. Usually, disclosure of payment details is not accepted in other countries. <p>YF&JOG pointed out that most societies are paying dues as required. The treasurer’s reports are typically over 3 years to enable us to see trends, but it’s difficult to track payments by year. Council also sees the audit report.</p> <ul style="list-style-type: none"> ○ KM – offered to continue conversation with Steve <ul style="list-style-type: none"> • Goal of the EC meeting: Decide if we agree to disclose the payment details. • Issue: There may be some societies who are uncomfortable with the disclosure. <p>Action: Delay response to Steve. YF and JO will meet with lawyer in Switzerland to find out legal requirements.</p>
	<p>JOG</p>	<p>TRIENNIAL CONGRESS suffered a loss. Christine Marks has asked us to waive capitation fees and will share small surplus with IEA.</p> <p>JOG proposes that we agree to waive capitation fees pending an official report that finalizes income situation. EC has authority to waive fees, but needs to have final report to make the decision.</p> <p>Action: JOG will send a message to Christine saying we will make a decision once we have received the final report, including receipt of promised government funds. (note: DONE.)</p> <p>YF - Notion of sustaining members – how to pursue. We need to seek organizational support</p> <p>MR observed that organizations will want to know value of being sustaining member – this is where we need one-pager from marketing. FT asked whether we list benefits on website? E.g., advertisement on top page.</p> <ul style="list-style-type: none"> ○ Benefits should be advertised on web page. (note – check info on indiv sustaining member and benefits) ○ Some issues: <ul style="list-style-type: none"> ○ JOG – how do we articulate benefits? ○ MR – who is audience, who do we want to attract. Update our benefits ○ CS – we also have to know what our products are? What do we provide?



		<ul style="list-style-type: none"> ○ FT – some benefits of each level are listed in brochure on website ○ MR – this is an immediate action we can do for ‘marketing’ ○ FT – we could offer a booth at triennial congress (YF make sure to discuss with congress organizer) ○ MR – we may have a handful of sustaining members, but we can creative on how to give benefits without impacting finances for hosting societies <p>Action – JOG will lead review of benefits listed on website and brochures that describe them and update them.</p>
		<p>LUNCH - food court</p>
	<p>CS</p>	<p><u>Group-A1: Improve scientific activities 1 (better contents) = Promote good sciences/practices through IEA leadership</u></p> <p>Assisting existing Technical Committees (STPC) - CS has a template for the annual status report for TCs. He hopes to get response for all TCs next year – only about ½ reported for 2015. The issue is not that TCs reluctant to report because they don’t have all the info; they are just nonresponsive.</p> <ul style="list-style-type: none"> ○ CS - Slips, Trips and Falls newly elected chair is not a member of federated society. We do not have a policy around this – we probably should have one. We have a new TC – around new imaging technologies – chaired by TK. 360deg immersive viewing technologies exist but we do not know impact on users. We also have a proposal for new TC – Ergonomics and Design for All; Isabella Stephan (Italy) will chair. Design for all cultures, anthropometry, disabilities. CS proposes other new TCs – Human-Robot Interaction and Neuroergonomics. JOG – we have no dedicated TC for usability – which is new hot topic. ○ CS noted that many academics join TCs as means to publish. When creating new TC, have to ensure motivated leadership. YF noted that it is good to revitalize existing TCs and create as many new TCs as possible to cover the cutting edge of ergonomics. ○ KM&JOG suggested that information on how to join a TC should be displayed on website. • Conclusions: At this point, we will keep the TCs as they are, even the inactive ones <p>Action: AT knows chair of Mining TC, and will follow up to get report.</p> <p>Action: MR knows people who are active in Psychophysiology in Ergonomics – she will follow up</p> <p>Action: CS will contact Chair of STF TC and ask him to join a FS in order to chair.</p>



		<p>Action: KM and LW- include a line on contact TC chair to join on each TC page. (Note: DONE)</p> <ul style="list-style-type: none"> • Future action - policy on TC leadership
	CS	<p>Publishing IEA Congress Proceedings – needs high-quality journal outlet. MR suggested Occupational Ergonomics, which is endorsed by IEA and published by IEEE. Publishing would increase number of submissions.</p> <ul style="list-style-type: none"> ○ JOG noted that we have to be careful about controlling quality of papers if they are going into a journal. We have to keep balance between quality and quantity to publish. <p>Other suggestions –</p> <ul style="list-style-type: none"> ○ IEEE track on occupational ergonomics ○ MR – at ODAM, they invited a subset of people to submit to review for special issue ○ Elsevier could publish proceedings – but the copyright rests with Elsevier. No decision was made. CS will continue to explore along with SA. <p>Action: KM will send Elsevier contact info (Gaia Lupo) to CS. (Note: DONE)</p>
	CS	<p>Journal requesting IEA endorsement – Denis Coelho is asking for endorsement of Human Factors and Ergonomics journal</p> <p>Action: CS will follow OP for journal endorsement</p>
	YF	<p>ERGOWiki</p> <ol style="list-style-type: none"> 1. Develop ErgoWiKi - An attempt to become more influential in the ergonomics community-3 (STPC) <ul style="list-style-type: none"> • Explanation: Pierre Falzon recommended us to develop ErgoWiKi. A follow-up investigation has revealed that many people support the idea. ErgoWiKi is expected to be attractive to those who are unable to read English or cannot afford printed English books - especially Spanish-speaking people in IDCs. However, we do not know how easy/difficult to develop and manage ErgoWiKi. There is a similar ongoing project - OSHwiki. FEES is heavily involved and we are being asked to take part. The relationship with OSHwiki needs to be clarified, too. • Goal of the EC meeting: <ul style="list-style-type: none"> [A] Clarify if it is something that is achievable by us [B] Clarify the relationships with the proposed handbook and OSHwiki. [C] Clarify how to proceed [D] Approve the idea if we like to pursue the possibility. • Issues: <ul style="list-style-type: none"> ☐ Can we control content, keep it up to date



		<p>Action: KM will contact FEES to understand relationship with OSHwiki and see whether we want to be involved</p>
	YF	<p><u>Group-B1: Implement ergonomics practices through collaboration with stakeholders</u></p> <p>1. Promote Algerian project - A case study of working with stakeholders (IDC and PSEC)</p> <ul style="list-style-type: none"> • Explanation: YF met senior executives of the second largest company in Algeria - Sonelgaz. In response to Fujita’s proposal they became interested in obtaining support from the IEA. They have safety problems. However, this new attempt requires us to clarify (1) the role that IEA can play safely, (2) a financing mechanism that makes the projects possible, and (3) a financial benefit IEA can enjoy. It is assumed that IEA itself is not involved in contracted researches funded for collaborators, but IEA still wants to get funded for operational costs and also to obtain a bonus. An important benefit for IEA from this attempt may be to explore and specify new business model(s) for IEA. • Goal of the EC meeting: Achieve a consensus to propose a project to Sonelgaz. The purpose of this proposed project is to investigate into local needs and issues, and propose contracted researches by our collaborators in the region (e.g., Allegers 2 University, Rhodes University). • Issue: YF - Algeria is test case for our new model <p>Action - YF, JOG, AT work together to draft proposal for approval. AT will take lead – contact Sonelgaz to let them know a proposal is pending</p>
	YF	<p>2. Promote XXX projects - More case studies of working with stakeholders - IDC and PSEC</p> <ul style="list-style-type: none"> • Explanation - YF is willing to make similar commitments in other areas, in Latin America, East Europe, South East Asia, and hopefully in Central Asia as well. Launching externally funded projects is important for IEA for sure. But it is only possible when local conditions are met. Relating this idea to the activities of IDC subcommittee is critical - See below. • Goal of EC meeting: [A] Agree on the idea - AGREED [B] Discuss how we can arrange meetings with stakeholders in different areas.
	YF, AT	<p>3. IDC subcommittees - An effort of understanding real situation of IDCs and identifying what IEA should and could do</p> <ul style="list-style-type: none"> • Explanation: AT is taking a lead in investigating the real nature of IDCs. Guar Ray, Rosemary Seva, and Paulo Oliveira are working with Andrew Todd as subcommittee chairs, each covering specific region of his/her concern. • It is YF's view that summarizing needs in IDCs is not enough. We should launch some real projects, help establishing some new societies, create new networks, add new affiliate members, help developing certification schemes. See Andrew’s



		<p>message below.</p> <p>We need external budgets to drive any substantial projects in IDC. There is a hope that the newly founded BRICS bank may help us. But, it is somewhat speculative and needs commitments to clarify the feasibility. We may also contact World Bank for support. But, this requires very specific business plans in which major business players have to be involved: The best IEA can promise is a catalytic role. We need to recognize that local needs involve the foundation of certification schemes and education of experts. This is relevant to PSEC.</p> <ul style="list-style-type: none"> • Goal of EC meeting: <ul style="list-style-type: none"> [A] Approve any proposals [B] Define exits [C] Clarify how to proceed. • Issues: <ul style="list-style-type: none"> • AT – if we’re going to be effective in helping these IDC societies, we have to know what they need. We can put societies with similar concerns in touch with each other to work together. IEA can be facilitator of collaboration • YF – important part of effort is getting funding from external stakeholders. We need to understand effective approach for different types of stakeholders. ILO should be involved and may provide some funding. • AT – ILO is stakeholder. We can provide IDCs with patterns, templates for finding and approaching stakeholders. FoE taskforce should also be involved in developing our approach • FT – we developed checkpoints funded by ILO – we should take them to industry and demonstrate positive impact – we are watching out for workers. We need to find a company who will adopt these for trial run. <p>It is recommended to identify possible exits (outcomes, achievements) in advance.</p> <ul style="list-style-type: none"> • Getting a commercial business funded by governmental resources or any other external resources (e.g., BRICS bank, World Bank). Note that IEA will not be involved in the business. Governments may be stakeholders. • Getting contracted research funded by a local stakeholder for collaborators (local universities, EWB, etc.). The research intends to help solving specific problems that the stakeholders are facing. Note that IEA will not be involved in the contracted research, but may be indirectly funded to cover the costs (e.g. donation, sustaining membership fees. • Getting a new society founded in a given country. The society may be federated, affiliated, or networked. It is recommended to help developing affiliated societies where a federated society already exists. This may be a way to expand the scope of ergonomics discipline in a given country. • Getting educational programs developed for a given region. The programs may be for experts, post-doctoral scholars, doctoral students, master-level students, undergraduates.
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		<p>+++ Types of stakeholders who can provide us and our collaborators with budgets:</p> <ul style="list-style-type: none"> • Private companies • Governments or governmental agencies • Banks <p>Action??</p>
	YF	<p>Enhance professional standards and education</p> <ul style="list-style-type: none"> • Explanation: IEA intends to maintain high standard of professional ergonomists through certification and education of professionals. <ul style="list-style-type: none"> [A] The concept of mutual recognition of certified professional ergonomists is not viable because of different national criteria posed on certifying bodies. Meanwhile, many societies have become interested in introducing certification programs. Because of differences in local needs, the current IEA endorsement criteria do not fit the current situations. [B] There are growing demands for educating post-doctoral people and professionals, especially in IDCs – related to PSEC. There are also growing demands for educating young students – related to IDC. • Goals of the EC meeting: <ul style="list-style-type: none"> [A] Decide if we want to continue promoting the IEA certification endorsement system. [B] Clarify the essential requirements for the IEA endorsement system that are suited for the current and future environments, and ensure that the plans by PSEC meet these requirements. • Issues: <ul style="list-style-type: none"> YF - FT notes that if you come from an area where numbers are small, very difficult to do certification on your own – should be able to go to an existing certification body. AT - Being able to say our certification process is endorsed by IEA is very important. - FT proposes layered system for endorsement. He proposes that by the end of this year the flow diagram & documents will be developed and THEN core competencies <ul style="list-style-type: none"> o Competencies will be similar to minimum qualifications <p>Action: FT will work with certification subcommittee to specify goals and process based on our discussion.</p>
	YF & CS	<p>1. Collaborate with ISO and other external organizations</p> <p>ISO - Goals of the EC meeting:</p> <ul style="list-style-type: none"> [A] Clarify how to collaborate with ISO/TC159 [B] Decide whether to promote JES’s attempt of investigating into stakeholders based on ISO27500. - Issues: CS is working with ISO (Peter Frener) to collaborate and cross-reference



		<p>member lists, etc. of chairpersons & key members and we can match it with the federated societies</p> <p>2. Promote survey based on ISO27500 Explanation: As an effort of contributing to the Future of Ergonomics (FoE) committee, Japan Ergonomics Society (JES) will conduct a survey based on ISO27500. This international standard encourages company executives to pay good attention to ergonomics and recommends that they play substantial roles. The survey is expected to be a good contribution to ISO as well as to the FoE committee. They want to conduct similar surveys in other countries. Goals of the EC meeting: Decide if we like to conduct surveys in collaboration with JES. They could be useful tools for us - we need to see what they're going to do and what they like to do so we can monitor the process - if we find it appropriate to encourage other societies to take similar approaches we can eventually do worldwide survey investigations</p> <p>Actions: YF will show more concrete information at the next meeting for decisions on how to proceed</p> <ul style="list-style-type: none"> •
	<p>YF</p>	<p>Relationships with external organizations.</p> <p>ILO - [A] Clarify the involvement of ILO in IDC related activities</p> <p>EW – we have automatic renewal of MOUs with ICOH and IOHA. Proposal is in minutes of EC 2012 in Beijing.</p> <p>WHO</p> <ul style="list-style-type: none"> • Explanation: Wendy MacDonald has resigned as liaison to WHO • Goals of the EC meeting: [A] Clarify the involvement of WHO in IDC related activities? <p>ICOH - No idea how to discuss the relationship with ICOH.</p> <p>Others - No idea how to discuss the relationship with ICOH, ISSO, IOHA, and UN, which we claim we maintain close liaison – IEA Website. [A] We cannot find formal agreements. [B] We need to find specific reasons if we propose to update the relationships.</p> <p>Action: YF will invite Jodi Oakman (Australia) to be liaison with WHO.</p> <p>Action: EW will send documentation of automatic renewal of MOUs with ICOH and IOHA to YF</p>



		Action: MR will document relationships with other organizations (and suggest collaborations?)		
	MR	<p>Communications and Public Relations.</p> <ul style="list-style-type: none"> • Explanation: Exposing IEA more effectively and attractively is important. In addition to improving internal communications, reaching out external organizations and to the public is particularly important • • Issue: MR would like sense from EC about getting copies of proceedings of IEA endorsed or sponsored conferences to distribute to IDCs. We can use electronic media. • MR is finishing up GEM materials. She wants to create timelines of events, etc. and be proactive about showing events. She asks us to pass on information about events etc., especially external events such as ISO. We should proactively send out information. We need to find the appropriate ways of getting information to the public such as Twitter and LinkedIn (we already have LinkedIn site) <p>Action: MR will write article on GEM for website in March. (Note: Pushed back to June, 2016)</p>		
		<p>1. Improve and make maximum use of the IEA Website (ICT Director, VPSG)</p> <ul style="list-style-type: none"> • Issue: <ul style="list-style-type: none"> - Broadcast messages – how frequent and what topics - Notes from EC • Conclusions: Once a month is about the right frequency for broadcast messages. If possible, Notes from EC should be change every month. 		
		<p style="text-align: center;">Actions for all EC members</p> <ul style="list-style-type: none"> ■ Finalize the 3-year plans: All EC members are requested to finalize their 3-year plans by reflecting discussion of this EC meeting. Please use the following form to specify the 3-year plans, and submit them to YF with CC to KM and JOG not later than 31/03/2016. [Notes] <ul style="list-style-type: none"> • Items 1-5 will be edited and uploaded to the IEA website except those which are truly internal • Items 1-7 will be edited and used as the basis for (1) follow-up by EC, (2) annual reports, and (3) input to the Future of Ergonomics Committee. • Items 8-9 will be used for internal discussion. <p>(EK – DONE)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%; text-align: center;">No.</th> <th style="text-align: center;">Content</th> </tr> </thead> </table>	No.	Content
No.	Content			



		<p>1 Relevant high-level goal – chose one and erase others.</p> <ul style="list-style-type: none"> • To promote the advancement of the science and practice of ergonomics at an international level – IEA goal • To stimulate enhanced contributions of the ergonomics discipline to global society – IEA goal • To develop effective communication and collaboration with federated societies – IEA goal • To enforce/improve the strategic bases of IEA • To enforce/improve the infrastructure of IEA administration <p>2 The project title</p> <p>3 Responsible committee(s) and/or officer – Specify the leading committee if more than two committees are involved</p> <p>4 Specify the final project goal(s)</p> <p>5 Resultant outcomes, e.g., conference, guidelines, criteria, MOUs ... = Strategic means of maximizing the benefit of outcomes to the IEA members, the HFE community, the society,.., cf. <u>Note</u></p> <p>6 Project details – process, intermediate goals, milestones (schedule), and descriptions of activities</p> <p>7 Relevance to the Future of Ergonomics strategies</p> <p>8 Issues, e.g., preconditions that need to be satisfied, obstacles that need to be removed</p> <p>9 Considerations that the proposed project:</p> <ul style="list-style-type: none"> • Does not pursue any commercial or self-help purposes • Does not cause violate general ethical norms • Does not inflict damage upon members, third parties, and the society <p>[Note] Typical means identified in the By-laws:</p> <ul style="list-style-type: none"> • Setting up working groups and technical committees of volunteers on ergonomics topics • Establishing Memoranda of Understanding with external organizations such as Non International Ergonomics Association, Governmental Organizations and Professional Associations (, and major National Societies/Associations) • Collaboration with other international associations such as ILO, WHO and ISO • Promoting the dissemination of knowledge through educational programs and journals, supporting conferences, and stimulating local initiatives <p>Action: Contribute to the drafting of the 2015 Annual Report (Chief Editor = YF): an initial drafting by YF with help of KM and JOG (within a week after receipt of inputs), review by committee chairs (within two weeks after receipt of the draft), final edit by YF and KM (within two weeks after receipt of verified inputs), and distribution by KM.</p> <p>Action: Contribute to the “Message from the Executive Committee” section (top page) - topics, writers, schedule</p>
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		<ul style="list-style-type: none"> ➤ MR - mid March - GEM - Moved to June ➤ April - EK ➤ May - AT KM will contact to remind and will schedule others <ul style="list-style-type: none"> ■ Contribute to the “Ergonomics in Practice” section <ul style="list-style-type: none"> ➤ We can solicit them now, but also have to develop criteria for inclusion. ■ Contribute to the identification of relevant conferences for the presentation on the IEA website <ul style="list-style-type: none"> ➤ Issue concerning what is posted for endorsed events, FS events, other events. ➤ Other events – should we charge for posting? Eliminate links and only show title? ■ Contribute to the identification of past documents for Archives (CNAM and IEA Digital Archives) under the instruction of Historian ■ Contribute to external relations as IEA representatives or liaisons: <ul style="list-style-type: none"> • ILO - Eric • WHO – Wendy (successor) • ISO - Yushi • ICOH - ? • IOHA - ? • ISSC - • UN • others <p>Note: EMW provides the evidence of relevant agreements - MR will summarize our relationships with these organizations</p> ■ Contribute to the specification of the 2016 schedule <ul style="list-style-type: none"> • Awards (announcement of application, announcement of results,...) • Council meeting (agenda, voting items, proxies,...) • Participation in the SIE annual meeting (who,...) • Next intermediate EC • Travel executives; e.g., Mexico cong. (KM, JOG), Brazil cong. (YF, JOG), Italy conf. (who?), Croatia conf. (YF, JOG?, EMW), Araki Legal in Zurich (YF, JOG?), Poland conf. (YF), URAERGO cog (Peru). (YF, JOG), Colombia cog. (All EC), SENEAS conf. (YF), India conf.? (YF, JOG, EMW) <p>- we need to remind Colombia that we need 2 days before Council for EC meetings. WE can do the council meeting during their activities – so Oct 30-31. We also invite new Council members to the second day of EC meeting.</p>
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Other Business		
Miscellaneous	KM	Deadlines: Drafts for Messages from the Executive Committee (Website): - February 20, 2016 – Michelle Robertson, CPR TC reports due to STP Chair: August, 2016 Agenda and materials due to Council members: Mid October, 2016 Audit completed by: September 30, 2016 EC meeting: Council meeting:
Next Meeting	YF	Medellin, Colombia - EC, October 28-29. Council, October 30-31, 2016.
pm Adjourn		The meeting was adjourned at 1642 local time.