



MEETING OF THE IEA EXECUTIVE COMMITTEE

August 31-September 1
Furama Riverfront Hotel – Mercury I Room, Level 5
Singapore

MINUTES

Executive Committee Attendees:

Yushi Fujita, President (YF)
 Kathleen Mosier, Vice-President and Secretary General (KM)
 Jose Orlando Gomes, Vice President and Treasurer (JOG)
 Eric Min-Yang Wang, Past President and Awards Chair (EMW) (ex officio)
 Andrew Todd, International Development Chair (AT)
 Michelle Robertson, Communication and Public Relations Chair (MR)
 Thomas Alexander, Science, Technology and Practice Chair (TA)
 Frederick Tey, Professional Standards and Education Committee Chair (FT)

Sara Abolino, IEA 2018 Chair (SA)
 Giulio Toccafondi, IEA 2018 (GT)
 Ernst Koningsveld, IEA Historian (EK)
 Maggie Graf, Director (MG)
 Takashi Kawai, Information and Communication Technology Ad Hoc Committee Chair (TK)
 Lynn Strother, Secretariat (LS)

Regrets:

Riccardo Tartaglia, Alternate IEA2018 Congress Chair (RT)
 Sarah Sharples, Future of HFE Task Force Chair (SS)
 Juan Carlos Hiba, Future of Work Task Force Chair (JH)

August 31; 9:00 am local time

Agenda item	Resp	Discussion, Decisions and Action Items
1. Call to Order and Approval of Agenda	YF/KM	The agenda was approved as amended by unanimous consent.
2. Approval of the Minutes of Oct. 2016	KM	The Oct. 2016 EC meeting minutes were circulated to EC via email. Edits received from the Executive Committee members were incorporated. Per the IEA Operating Procedures, the minutes were approved.
3. President's report	YF	YF presented the President's Report. (<i>Ref. President's Report for Singapore Council 20170807 Final</i>)



	<p>YF thanked the group for joining the EC; our fourth meeting—we are past the halfway mark. It is now time to discuss how we spend the last year. Reinforcing infrastructure is important, even if we can't finish it within our term. It needs to last for many years. The GFM model has been supported by many people; however the model is incomplete and needs refinement. We will do that during the course of IDC activities. Work with networks—the Bylaws define network as a group of societies in a region with defined specific purpose. Previously, IEA did not have a strong relationship with IEA networks. SEANES coverage is narrow vis-à-vis the region. There is also ACED – Asian Council on Ergonomics in Design—which has a triennial conference. I am encouraging their Council members to expand their coverage as much as possible. They had about 150 participants at their meeting in Japan. I would like to work with ACED to cover the entire Asian region in the long run; however, we would need to establish a formal relationship with the network, as ACED is now an external organization - need the permission of the Council to do so. This is already a voting item in the agenda—to approve to start formal communications. I would hope to exchange an MOU with ACED. We don't know yet what we will work on. I hope to do this by the Florence Council meeting or possibly by email prior to that. BRICS-Plus – we still need to discuss with (Brazil, Russia, Indonesia, China, South Africa) whether we can exchange formal communications, associated with a potential commitment.</p> <p>KM: What about overlap? How to manage this?</p> <p>YF: We can't decide how to do this; they need to.</p> <p>KM: Can a society be a member of more than one network?</p> <p>YF: Yes.</p> <p>FT: Do these networks have formalized registration?</p> <p>YF This is not necessary, but they need to have bylaws, a Council, and Council members.</p> <p>FT: We asked for SEANES to give us a copy of Constitution and Bylaws—they didn't give them to us. Some societies are going to pull out of SEANES. It's a very complicated situation for SEANES. After 2020, when all of the countries have hosted, Singapore will join ACED. Are we still asking for Constitution and Bylaws?</p> <p>YF: We need to maintain a neutral position and not interfere with internal affairs. It's possible to have both ACED and SEANES.</p> <p>FT: I will relay this back to SEANES president.</p> <p>YF: New small societies are emerging throughout the world—we need to establish communication with local societies. So far, very few of these are interested in doing this.</p> <p>FT: We are trying to link physical therapists to possibly form a bigger group, rather than having one person to do it per country.</p> <p>JO: It's important to have a clear message. In Central America and Caribbean there are</p>
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		<p>lots of small countries—try to do local chapters first but when they become autonomous, it would be good to support them as a society. Bolivia and Paraguay are examples. We work with them, and they are doing a good job.</p> <p>FT: What is the requirement of number of members?</p> <p>YF: We can be flexible. Start as a small group.</p> <p>AT: There are operating procedure for how to allow groups to become affiliated with IEA. We don't want to have FSs with no growth potential. Acting locally, connecting regionally. Consider the meaning of Certified Professional Ergonomist and the requirements for affiliated societies, Federated Societies, Networks. It's easier to become a Federated Society than a network; e.g., ErgoAfrica could work with Morocco.</p> <p>KM: A Network is a collection of Federated Societies and their affiliates.</p> <p>JOG: It's important to move ahead. We have a framework for structuring societies. Societies need to organize.</p> <p>YF: (Slide: Contribute to Sciences.) We have been concentrating on IDCs, but it's important for IEA to have a scientific foundation. Some of our existing TCs are inactive. We should leave them as they are, but introduce as many as possible new TCs so that we can catch state-of-the art technologies? Sometimes, after 10 years or so, the topic loses interest, and a TC becomes less active. We don't need to care about that. We should care about establishing new TCs. Thomas organized an ad hoc committee on disruptive technologies. He will explain more about this. There may be some other approaches. Throw ideas on the table—don't worry if we can't realize this in our term. We should try to have continuity across terms.</p> <p>TA: Some of the older TCs are blocking the topic. We should discuss how to get rid of older topics with no action, no point of contact. We can discuss that later.</p> <p>YF (Slide – “Other policies”): I am happy with progress. Future of Work is an example that is progressing. All of these external organizations are established in our community or related communities. We are asking Takashi to establish relationship with Advanced Imaging Societies. This is not the only one. We need to be careful about doing this; we need to be sure about our ability to deliver something in return—we need to discuss this. We would like to shake hands with as many organizations as possible. Certification – I would like to discuss more about this in Frederick's report.</p> <p>YF (Slide “Information Sheet”) When we ask someone to write an article for the IEA website, we can provide them with a template to fill in. Next questions is how we can edit into a form of an article that can be put on the IEA website. The IEA website can be updated more regularly. We should discuss this more at this EC meeting.</p>
4. Financials	JOG	<p>JOG provided the VP/Treasurer's Report (<i>Ref: IEA Treasurer's Report Final</i>).</p> <ul style="list-style-type: none"> - New Accounting Procedures - Auditors' Report <p>JOG: I have been working with PHD student to put all reports since 2012, into an Excel</p>



	<p>spreadsheet. Written materials have been sent and figures are in the Treasurer's report (Slide). Auditors have commented. In 2016, there was a loss of \$18,167. Some societies sent 2016 dues early in 2017. We are much more balanced in 2017 because societies paid their dues within the proper calendar year. A wire transfer from HFES in beginning of was sent at the end of December but arrived in the beginning of January. Had it arrived in December, the income and expenses would have been balanced.</p> <p>(Slide – "Issues and Recommendations." We are trying to introduce the idea of making a budget so that we can move to a prospective view. Your organizations are contributing to IEA. A huge contribution from JES and Yushi personally as well as ABERGO and ESSA. We need to document the contributions of other societies. You, my colleagues, need to inform IEA about this. We need to show what you are expending.</p> <p>KM: Should we track the Society contributions for the meeting?</p> <p>JOG: Very good point. For all trips around the world, there is a contribution from the Federated Societies. We should track the contribution/investment in IEA. This gives us more responsibility to deliver services.</p> <p>The Canadian dollar exchange rate is getting better.</p> <p>We have some issues to take care of. Sustaining members – Liberty Mutual may say we have to find a new a new source. We have been exploring an idea of Sustaining Members. Corporate and Individual sustaining memberships need to be explored. It is not healthy to be as dependent as we are on one organization to be dependent as we are. We need to address this. Also, if we consider new data on "in kind" contributions, JES is contributing a lot.</p> <p>We will be moving the bank account to Switzerland, and we will be able to have a PayPal system. Makes it easy to pay.</p> <p>KM: We need to make sure that Paypal goes to IEA and not an individual to make sure that there are no tax consequences to an individual account holder.</p> <p>JOG: The Scotia bank account will stay open until 2019. 64% of 2017 dues have been received in 2017.</p> <p>We have a request to make available the detailed information on dues received/paid by each country. Does the Council want to open this data? Very few (10%) of the societies send us data. We need to have all data before we open it. Swiss NPO law seems to support this. Since 2012, only \$13.5K have not been identified by Societies.</p> <p>YF: What about the reserve policy? This was a comment from the UK a year ago. We promised to think about the reserve policy and our accounting system. We should keep only as much money in the form of cash as we need to meet our budget plus an amount for contingencies. The rest of money should be invested to maximize the value of our assets. We are in a transitional period, and we have a term deposit at the Canadian bank—we need to wait for a while until we move the money. We should have a policy about how much to reserve. JOG and Gilbert have made an effort to redo the</p>
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		<p>accounting system to become more transparent. If you are good at reading the P&L and balance sheet, you can understand the status. The treasurer can briefly comment on how we have changed the system. We have not yet made the improvement. Under the old system, we are on a cash basis, not accrual. If we would introduces money receivable in the balance sheet, you would get a better picture.</p> <p>JOG: We will move from cash to accrual to see how healthy we are. We should receive dues in the fiscal year. There are some exceptions. Some pay in June. We need a bit more discipline.</p> <p>YF: We should also show absolute figures, not percentages.</p> <p>JOG: The slide, Proposal for IEA budget, 2018—presents new accounting system titles. We used the data set that we have. There is a new field – infrastructure. How to account for Web site spending—part is an investment, plus 20% depreciation.</p> <p>Budget slide. Sustaining memberships – we need to look at this. \$28K in capitation fees--IEA needs this. The Australia is an alert for us. We need to take the actions necessary. Without the capitation fees, we have a loss.</p> <p>LS: Question about Liberty Mutual prize and contribution?</p> <p>JOG: How to find alternative? YF—thank you for pushing me to make this exercise. We need to introduce strategic plan. Guide what goes to achieve costs, etc.</p> <p>YF: We will talk about financial issues tomorrow in greater detail.</p> <p>JOG: If we keep things the same we will have a reserve of one year budget.</p> <p>SA: The Florence meeting will contribute the \$28K capitation fee. We need sponsors at the international level. That is our main message.</p> <p>GT: We are exploiting Italian companies; need to find international sponsors.</p>
Break		
5. VPSG Report and Review of voting items	KM	<p>KM provided the VPSG report, website and task force updates (<i>Ref: 2017 VPSG report</i>)</p> <ul style="list-style-type: none"> - Future of HFE - Future of Work <p>Review of voting items (<i>Ref: IEA By-Laws approved September 9_2017 ; Ref: OP-IEA Triennial Congress020170903; OP-IEA Journal Endorsement-20170903; OP-IEA Membership Fees-20170903</i>)</p> <ul style="list-style-type: none"> - By-law change (Add Director) - OP changes – membership fees, triennial congress, sustaining members, journal endorsement - Permanent Secretariat (<i>Ref: Proposal for Permanent IEA Secretariat; Lynn Strother Resume</i>) - Reaching out to BRICS and ACED



	<p>KM Report</p> <p>There was a spam issue with my previous email address – my new email address is vp_sg@iea.cc</p> <p>Messages from EC – we need to do some updating. I will write an article about the Council meeting.</p> <p>Travel summary. Went to CNAM in Paris, signed the MOU with SwissErgo. Attended the ILO meeting. We published and gave an IEA press ISBN for Ergonomics Checkpoints; waiting for confirmation on ILO Web site.</p> <p>How to publish IEA 2018 Proceedings – option to do IEA Press. Many thanks to HFESS and Frederick Tey for support.</p> <p>Societies still don't know that they can have their events advertised.</p> <p>Need info from federated societies and their officers to keep the lists up to date. Otherwise, they will not get information.</p> <p>MG and FT have been involved in updating core competency information. Links, information, etc.</p> <p>Need to discuss Internal Access pages on the Web site with the Council members. EC knows how to do this.</p> <p>Broadcast message function. Slowly building up a digital archive of the paper archives at CNAM.</p> <p>We need to do work on Web site content. There are inconsistencies as well as new things that will be added. We need to update and modernize the presentation. A few societies have commented that the Web site needs to be modernized. We need to decide how much content we would like to be able to update ourselves. We don't know what will happen with JES. They may or may not continue. We should decide whether to devote revenue to upgrading the site in the time remaining with the JES arrangement.</p> <p>Long-range plans – more meetings, future of Work task force.</p> <p>Thanks to everyone! It's great to work with you!</p> <p>YF: What are the most important topics?</p> <p>KM: Web site—things that we want to take to Council. If we want to go to Council with a recommendation, we should decide what we want to do first.</p> <p>SA: Problem of updating the website – the mechanism would be connected to some other activity. Ask for an update of the page. When each Society pays dues, we can connect the communication with the officers. The Web site is not representing the lively</p>
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	<p>activities that we are doing. KM We do send out that request, but every Society has elections at a different time.</p> <p>SA: But at least you have an update once a year.</p> <p>TA: We should update information within one week of receiving it. Some TCs – in the past this has been a problem; however, not recently. There needs to be trust in the updating process. Some TCs have said that they sent information but it did not get out.</p> <p>KM: we need to have contact info that is current.</p> <p>AT: Web site has two purposes – internal and external. It's useful for external audiences. For FSs, it plays a very different role. We can do more. We should have a strategy.</p> <p>TA: TCs need to be aware that it is important to update.</p> <p>SA: You can't rely on push communication.</p> <p>JOG As we are looking to infrastructure, we need to look at what functions need more administration. We need to see how much it costs to have the functions. I would like to send forms manually. At the same time, I would like to have a dataset. Totally handcrafted. Really, we need to discuss in terms of function. Another issue is how to attract the community outside the family. It should be a dynamic source of information. We need to explore and make a budget for this what we need to spend in 2-3 years and what we need to spend in the next year.</p> <p>KM: So we need to discuss a bit about the web site. We also have voting items; for example, the proposal for individual sustaining membership outreach. Should we solicit individual sustaining members at different levels? This would be an OP change. Regarding FofHFE, Sarah has not sent a report; she has talked to Claire Dickinson about being a cochair.</p> <p>AT: She has asked Waldemar Karwowski to do half of the project – outreach. Plus case studies.</p> <p>KM: Also, we should discuss the task forces and how we can support them. Juan Carlos Hiba's FoW initiative is coming at the same time as FoHFE—there is synergy between the topics. He provided a lot of information about why this is an appropriate time. He hasn't given me the names of task force members, but has a paper comparing IEA and ILO. He wants a global panel, and asks us to submit a white paper. This is a great external relationship to foster. He had many, many strategic approaches regarding how to approach ILO.</p> <p>JOG – Contacting regional offices of ILO at the network and society level is a good direction for other issues.</p> <p>YF My original understanding was that he wants the white paper to be approved – our action would be to support the concept. Take steps to move forward.</p>
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		MG: Publicly broadcast this – get people to work with him.
6. 1130 IEA Awards	EMW	<p>EMW provided a summary of the IEA Awards (<i>Ref.</i>)</p> <p>7 new Fellows were approved by the IEA Fellows:</p> <p>Kazuo Aoki – JES Veikko Louhevaara – Finnish Society Matti Launis – Finnish Society Knut Inge Fostervold – Nordic Society Richard Wells – ACE Nancy Cooke – HFES David Rempel – HFES</p> <p>VOTING ITEM: Moved and seconded that the selected candidates above be approved for the IEA Fellow Award. Motion approved.</p> <p>One submission was received for the IEA Liberty Mutual Medal award. The panel approved the submission: Stephen S. Bao, Jay M. Kapellusch, Andrew S. Merryweather, Matthew S. Thiese, Arun Garg, Kurt T. Hegmann & Barbara A. Silverstein (2016) Relationships between job organisational factors, biomechanical and psychosocial exposures, <i>Ergonomics</i>, 59:2, 179-194 The medal will be presented during the IEA 2018 Triennial Congress in Florence, Italy, 2018.</p> <p>EMW comments:</p> <p>Thanks for Kathy and Yushi's support.</p> <p>Annual awards – Fellows were approved by IEA Fellows. Received 34 votes. One from Japan, three Nordic, one Canada, two U.S.</p> <p>Liberty Mutual Medal – only one submission from Bao et al. Medal will be presented in 2018.</p> <p>MR: Why did we only get one submission? Usually around 20.</p> <p>KM We sent a notice to all endorsed journals.</p> <p>EMW: We need to promote it more.</p> <p>Triennial Awards:</p> <p>8 Triennial Awards. Nominations/application deadline is March 30, 2018. (NOTE:</p>



	<p>CORRECTION BY KM – NOMINATIONS ARE DUE DEC. 31, 2017) Four awards that are nominated by FSs. Distinguished Service, Educator, Promotion of Ergonomics in IDCs, Ergonomic Development Award.</p> <p>IEA President’s Award – nominated by IEA Council or IEA EC. Decision made by the president.</p> <p>KU Smith Student Award – applied by students. We need to promote this to FSs. Reviewed by IEA Student Award Committee, led by Tom Smith.</p> <p>IEA HF/E prize nominated by IEA EC or Federated Society.</p> <p>John Wilson Award – Elsevier. Gaia Lupo has been replaced by Timo Bazuin.</p> <p>Work shall be carried out early enough to be in time for the Congress. I will announce it in the Council meeting to promote and call for awareness. Also I am planning to ask for introduction information—not necessarily long, but will highlight the contributions of all Fellows and past award winners. People within IEA will not be totally aware of their contribution. Need to have a brief summary on Web site. I need a lot of time to collect the information.</p> <p>I have asked a PhD student to help to do this. For earlier pioneers, we may need to dig out their contributions.</p> <p>YF: To be honest, very little is known about the awarding process; e.g., who is the jury for the Liberty Mutual Medal? Nothing is written about the procedures. I think that we should have internal operating procedures within the EC. That will be very helpful for us and people who succeed the EC.</p> <p>EMW: Andy Imada has some documents.</p> <p>YF: I’m glad to know this.</p> <p>EK: I’m not sure who is responsible for posting the new awardees that are not on the Web site. 2016 Fellows.</p> <p>EMW: I will do that</p> <p>TA: In the past, TCs were given a certificate. That was nice. We didn’t get that in Australia. Would be nice to have a session—give a piece of paper for the TC chairs, etc.</p> <p>MR: This was done at the Congress in Brazil.</p> <p>SA: Is there a workshop or other occasion where they can receive certificates?</p> <p>TA: Call it a meeting? Get them together, have them see one another.</p> <p>SA: Maybe we could use IEA 2018 in order to promote the awards and send the information relative to the awards. It’s a powerful channel to send out this information.</p>
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	<p>Messages to FSs, starting from one to two years prior to the Congress.</p> <p>GT – We can promote this, but it needs to have a link to the IEA website regarding the description of the awards and when applications are due.</p> <p>SA: We need to discuss the Awards session. SS would love to chair the John Wilson Awards session. We were wondering if the student award that's already in place could also suffice.</p> <p>KM: Look at the student award qualifications and see whether it applies.</p> <p>SA Will do, and will give you feedback.</p> <p>SA: Why not have a Facebook page?</p> <p>GT: We can transition the IEA 2018 page after the Congress.</p> <p>SA: Our center has one person that manages the page.</p> <p>KM: Who would do it, how much time will it take?</p> <p>GT: It would be a shame to lose this.</p> <p>AT: Have a manager that reviews submissions.</p> <p>KM: So what does that mean? How much time?</p> <p>AT: Integrate it with the website and Twitter.</p> <p>JOG: We need a proposal regarding how it works.</p> <p>AT: It should come from the communications officer.</p> <p>SA: Maybe we can give you feedback after our experience.</p> <p>YF: Theoretically, all of us will be changing every three years. It's possible to ask the Council members if anyone would like to volunteer for a longer period of time; e.g., India. They are English-speaking people. We can ask the Council.</p> <p>KM: I bring it up to question whether we should establish another social network presence unless we have a plan regarding how to manage it.</p> <p>YF: I have a simple request for Kathy---please put the Liberty Mutual Medal recipient to be on the website. Ian Noy would make a press release first in the past. I've been asking LM and have been waiting for his reply for more than 3 weeks.</p> <p>M: Social media – should be an action item for CPR committee. I have targeted someone to do this. The social media task comes under CPR.</p> <p>KM: Michelle will work with SA and GT to determine how to move forward with social</p>
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		<p>media. They need to decide how to control the content.</p> <p>AT: We should have a policy. We don't have to have it up and running. Policy would be the starting point.</p> <p>MR: I will put that on my task list and will work with SA and GT.</p>
7. International Development Committee	AT	<p>International Development Committee (<i>Ref: IDC Report – Singapore 2017</i>) AT provided an update on the activities of the International Development Committee.</p> <p>AT: Reminder of long- and short term plans.</p> <p>Long-Term Plan – General framework. Model exists, new policy for engaging with stakeholders. Discussed potential networks. Had a workshop. Case studies – Algeria – 4 day workshop (November)</p> <p>Peru – Engagement with the Catholic University of Lima and National University of Engineering. Development of academic programs. Panama – New masters program proposal at U of Americas. CREE – Workshop.</p> <p>Long term goals = publication of GFM in academic journal Publication of guidance document – draft complete Operating procedure for introduction of new affiliated and federated societies. Must be sustainable. Facilitation of strong new societies, not those just self-interested to get work.</p> <p>Slide – Long-term goal framework. Moving from a starting point, next an affiliated society, finally a Federated Society. Start by getting support from IEA and/or a regional network. Requirements need to be specified. Need diversity of specializations; research/practice; academic training programs. We might need a term limit on affiliated status. Is this sensible and of value?</p> <p>(No objection).</p> <p>SA: What is an example of an affiliated society?</p> <p>AT: Nigeria, for one.</p> <p>KM: So what determines when they should be upgrading?</p> <p>AT It has been 9 years, and nothing has happened.</p> <p>FT: There are also FSs that have fewer than 25 but are prepared to pay dues.</p> <p>JOG: Human Ergology is affiliated. JES is an FS.</p> <p>FT They pay according to the same formula.</p> <p>MR: Take a step back and discuss the definition and criteria.</p>



	<p>TA: And say that this is for new societies.</p> <p>JOG: In Latin America, they have potential to be bigger. Societies for only practitioners are among those that are already Federated.</p> <p>SA We have two meanings – a step towards FS. Human Ergology—fully developed but can't apply because there is already a society in the country. Or they have a different focus (ISSQUA). Maybe we need to name them in a different way.</p> <p>FT: Those of us who on the borderline, we might fall out of compliance with the rules.</p> <p>AT: Maybe the number is not right?</p> <p>KM It's a qualifying number, but we don't disaffiliate based on the number.</p> <p>AT: Good to have a step-by-step process.</p> <p>Need to be careful – for some, it may be enough to promote the agenda of either affiliated or federated.</p> <p>Strengthen relationship with Federated networks; e.g., FEES. Future plans with FEES, especially in Eastern Europe.</p> <p>YF: Question to Ernst and Maggie on the policy to work with FEES. Even though we have a new policy, it doesn't mean that we don't communicate with FSs. Are any societies uncomfortable with this new policy?</p> <p>MG: When FEES was set up, they might have been uncomfortable, but they have persuaded the big players that FEES has added value. There are issues about paying dues to two societies.</p> <p>EK: No new insights. Of course, what happens with Brexit? Are the British going out of FEES?</p> <p>MG: No—they came in again after leaving earlier. Situation was delicate—they were financing ½ to 2/3 of activities, and they only had one vote. I can support what Yushi says about having one big organization that provides most of the money. Membership of FEES is not contingent on EU Membership.</p> <p>TA: From my observation there is no problem.</p> <p>GT: I would challenge the view – all of costs are on the shoulders of the FSs. You should really give clear objectives. I participated in the FEES conferences, and the atmosphere was really good. Benchmarks, best practices, etc. IEA should be clear about what they expect.</p> <p>YF: I don't know why FEES was formed. Bylaws say that networks may be formed for their own reason. Another reason from the side of IEA, it makes our business simpler, more efficient, and may add new responsibilities to networks. That would be good for</p>
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		<p>FEES. They will become in a position where they need to communicate more closely with FSs. We can't write down those things.</p> <p>AT: One symposium presenter said that we should support FEES's agenda, but it should not replace the communication between IEA and the Federated Societies. IEA has a responsibility to communicate with our own Federated Societies.</p> <p>SA: My impression is that it facilitates developing ergonomics in European countries with the specific context of Europe.</p> <p>AT (Continuing with report) Collaboration with ULAERGO</p> <p>Future plans (see slides)</p> <ul style="list-style-type: none"> • BRICS+/ACED collaboration. • Education: Potential for a new TC on informal economies. • How to engage with societies—for example, how to allow at least observation by IDC societies.
8. Professional Standards and Education	FT/MG	<p>Professional Standards and Education (<i>Ref. IEA PS&E Report</i>)</p> <p>FT and MG provided an update on the activities of the Professional Standards and Education Committee</p> <p>Website – contact information on website is not always correct. This has meant that not much progress could be made on obtaining information about training courses.</p> <p>For IEA 2018, Maggie will work hard on core competency revision. Seems outdated and not well coordinated with future of ergonomics strategy. Will possibly be hard to establish agreement among all societies in the world. A big issue is, how do we allow for a degree of specialization? We will have to think this through. CIEHF uses competence criteria to assess for chartered membership, other certification bodies put more emphasis on subjects and hours, using practice examples to assess the level of competence. We should aim to order the core competencies according to priorities, as some are more important than others. The outcome of the revision will be of interest to academic institutions and certification bodies. We will also investigate the value of having different levels of certification..</p> <p>YF? - Challenge is to segregate by levels and compartmentalize by specialization area</p> <p>MG The CREE, BCPE and CIEHF have all moved to allow people to be more specialized. Those who are specialized in physical ergonomics, UX, etc., often don't cover the breadth described in the core competencies. To me, you need to cover the breadth at least to some minimal level.</p> <p>YF: Another issue is that we don't have criteria for recertification. This is necessary to encourage life-long learning in the profession.</p>



		<p>FT: In CIEHF, you have to go through a process to confirm continuous professional development.</p> <p>MG: It is already part of the IEA requirements for endorsement that the system has to have some form of ongoing education requirements. Nobody will argue about that. But it is a fault of a system that we never review the endorsement and don't check to see if they are actually still doing what they said when they were granted endorsement by the IEA.</p> <p>AT: There are core competencies and there is scope of practice. We want to be sure that what they are doing, they are doing right.</p> <p>MG: Maybe we could certify them in a specific scope of practice.</p> <p>JOG: It's time to discuss the base qualification of ergonomist—can't avoid this any longer. We should establish a minimum level to train somebody. Like in medicine—you train to be a doctor, and then you establish their specialty. You can't have an ergonomist in Brazil and have them do only physical. Our experience shows that we need to have this resolved.</p> <p>MG – That is the aim of the revision of the core competences, however, bear in mind that some IDCs may not have the educators in their universities who can train in all fields.</p> <p>YF: Also, in second day of Council meetings, we can ask them if they have ideas.</p> <p>KM We should have a suggestion for the Council.</p> <p>TA: They should have a basic understanding of all levels.</p> <p>MR: BCPE updated the core competencies. The evaluation involves an examination and process from affiliate to associate, etc.</p> <p>FT: Leading to this is the challenge of education, including HFE. There is a demand for filling the gaps in countries throughout the world. Education – How can we say that programs are comparable or equivalent? We should have a template where every country has the same format. (“Education listing example”) slide. See if we can recognize each other's courses as the same so that a course in one country fulfills the requirement in another country. By fulfilling x number of those, he or she can climb up the level of professionalism. (Pyramid of levels slide).</p>
9. Science, Technology & Practice	TA	<p>Science, Technology & Practice (<i>Ref. STP August 2017 Report</i>) TA provided summary of STP Activities SLIDES – Background and responsibility.</p> <p>Congress – 2018. STP assists in development with Congress. Virtual meetings every month. Happy that we started in time. TCs and TC chairs have asked about publications. Good publisher, good rating and review process. Need this to attract people. Pushed the TC chairs to get in touch with the organizers, very active. Sara will give a</p>



	<p>summary tomorrow. Some are more active than others.</p> <p>Quality of publication will be important. Review process is important, as is advertising in scientific community.</p> <p>Support IEA interdisciplinarity – slide. In the future we will ask TCs to summarize publications—journals and books.</p> <p>KM: We can publish it on the TC Web page.</p> <p>TA: Very important, and helpful the other way. I have also been in communication with ISO/TC 159. Met with the Andreas Hauptvogel, the TC 159 Secretary, in Berlin). There was a good presentation on TC at HSVE in June in Bonn, mostly in anthropometry.</p> <p>Slide – foster IEA’s reputation</p> <p>TA: IEA Endorsed journals – need to clarify the procedure. Need for an endorsement policy?</p> <p>KM: There is a policy—we were discussing if Impact Factor is the only measure. Another would be inclusion in SCOPUS World of Science index.</p> <p>TA: New ad hoc committee on disruptive technologies. TA would like to start kicking off this TC. Technology driven, not application driven. We should be in the lead of this development. Making them usable. We should not be following behind.</p> <p>Slide about the procedure and process for TC. TA asked external groups about participation. Virtual meetings and email. Limited number of personal/face-to-face meetings.</p> <p>IEA Community. Gray ones (on slide) are not responding, not doing anything, and have retired chairs. We have no way of keeping in touch with them and no way to find them.</p> <p>GT: We might want to wait until after the Congress to see whether any of these inactive topics come up.</p> <p>SA: Once we know that they are not interested any more we can have a call to take over the chair.</p> <p>TA: I did that already. In the beginning I wrote a general email, then personalized emails.</p> <p>KM: A first step might be to put this on the website—“looking for new leadership.”</p> <p>SA: Ask for active contributions.</p> <p>TA: Some have LinkedIn groups with 300-500. Most of them are involved in helping with the Triennial Congress. Would be good to have feedback from Sara.</p> <p>SA: I have list—we can look at it tomorrow. We have list of reviewers.</p>
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	<p>TA: Neuroergonomics, Human/robot interaction—no chair. This was top-down. Need to ask communities who want to work together.</p> <p>KM: Ask at the Council meeting whether there are people that the Council members could recommend.</p> <p>TA: Other possible TCs—sports, informal economies.</p> <p>TCs are the backbone of STP activities. Informality is both a strength and a weakness. They need some guidelines and structure. We have general ideas but nothing formal. Need to build guidelines to support new TC chairs. Roles of TC officers, description of TC events, reporting, newsletters.</p> <p>TA: HFES has a guide for TG chairs that can serve as a model.</p> <p>KM: Who will do this?</p> <p>TA: I think it's my responsibility. Come up with a draft, run it past EC, get approval, run it past the TC chairs. Let's get suggestions before Florence so that we can circulate it and have a discussion.</p> <p>Handbook of Ergonomics. Didn't get very far with it. Put a higher priority on the World Congress. Would reduce this to formulating a general process and pass it along to the next STP chair.</p> <p>KM: That was Christopher Schlick's suggestion</p> <p>TA: We should do the Congress first and ask them afterwards.</p> <p>SA: We can get some special sessions organized by the TCs.</p> <p>TA: Don't interfere with the proceedings publications.</p> <p>Awards for TCs - Steps:</p> <ul style="list-style-type: none"> • TC chair session at Congress • Award for most active TC – no money, just an award • Certificates of appreciation. <p>SA: Concern about award – you would need to publish the criteria for the award.</p> <p>TA: Have the award in 3 years. Too much to pull off.</p> <p>MR: If you put up newsletters, it's difficult.</p> <p>TA: Could also be distributed within the TCs. .</p> <p>JOG: Like to have idea for cutting edge – external people. Would like to have a session.</p>
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<p>10. Communications and Public Relations</p>	<p>MR</p>	<p>Communications and Public Relations (<i>Ref: IEA CPR 2017 Report</i>) MR provided summary of CPR activities</p> <p>Recognize committee members. CPR mission (slide 2). Reviews action item. Wants to put ODAM proceedings on the website, has a question about storage. Doesn't know whether what she has a signed MOU—she thinks there might be one. MR distributes the matrix of relationships in hard copy. GEM – activities. Wants to archive them on the website.</p> <p>Unveils the proposed IEA logo.</p> <p>YF: Just use the template for internal presentations</p> <p>YF: We need to have guidelines regarding when to use the template; i.e., when we represent IEA. This is not specified anywhere. We will just use the new template when we represent IEA. This is not formally recognized by the EC. Not necessary to present it to the Council.</p> <p>MR: Will remove the logo from the presentation.</p> <p>KM: If you have time, put your presentation on it. We're trying out a new template.</p> <p>Case studies – Claire said we could put a link on the IEA website.</p> <p>SA: Do we need to include IEA in the MOU with ErgoAfrica and ULAERGO?</p> <p>KM: I depends on what you want the level of involvement to be. If you are acting as an independent entity, you have the right to do that with or without IEA's involvement. If you want IEA involvement, it needs to go for a Council vote.</p> <p>YF: Need to understand the role of CPR vis-à-vis FoHFE?</p> <p>MR: Case studies, WHO plan, GEM</p> <p>Claire will put a memo out to the Federated Societies. By 2019, we need to deliver to WHO.</p> <p>YF: Your contribution may be related to the committee activities, but your committee should be directed at external audiences.</p> <p>KM: Can you think about that and make a plan of action for contacting external audiences without going to meetings?</p> <p>YF: And of course, all of us can help you.</p>
<p>11. IEA Historian report</p>	<p>EK</p>	<p>IEA Historian report (<i>Ref: IEA history progress report</i>)</p> <p>EK provided the Historian report</p> <p>Things are going well, but much slower than preferred. IEA History Book 3. Update on</p>



		<p>progress.</p> <p>Paper archive – still at CNAM in Paris. All Council minutes and old rules are on the website. Don't see a need to have minutes digitized. Starting in 2009, we don't have financial reports. Help is appreciated. Triennial reports not available from 1991-1994. Auditor reports are not available.</p> <p>Archive – Ernst and Takashi will discuss the transfer of electronic files to the website. We need to be careful about the scanning of past documents due to the expense.</p> <p>YF: Good opportunity to say that EK told us that 2019 will be IEA's 60th anniversary. Would you like to discuss this tomorrow?</p> <p>KM This item is on the Council agenda. We might want to give them a suggestion.</p>
1500		BREAK
12. Information & Communication Technology	TK	<p>Information & Communication Technology (<i>Ref: ICT Report 2016-17_EC</i>) TK provided summary of ICT activities and plans See last slide. Need to make a decision.</p> <p>YF: Our web site is about \$40-50K. \$30K paid by JES. Additional investment by IEA of \$10-20K. Since we used our money to add programs, that part is ours. We introduced this as an asset and added the depreciation. If you want to start from scratch, it will cost as much or more. Can we afford to do that? If we do, we need to reserve a certain amount of money. The fate of our website should be determined by the next EC, but we need to make a tentative decision about its future.</p> <p>FT: Not tomorrow, right? Are we looking for a new webmaster? The person should talk to you and find out whether there is an expectation. Some people in Singapore could potentially host the job if we want to continue using the current site. HFESS went through the pain of getting a new website.</p> <p>MG: CREE redid the Website 5 years ago. Can't get it updated because it's old technology. Should be budgeted every five years.</p> <p>KM: If our decision keeps us with the current technology, they may need to communicate in Japanese.</p> <p>YF: It's possible to migrate content to a new website. We can't really make a decision, but we should decide what our recommendation should be and provide information.</p> <p>FT: I suggest we do a fact-finding project where we get information for a new company.</p> <p>KM: We should ask Council whether they have had good experiences with web companies.</p>
13. 1600		Recess for the day



DAY 2		
9:00	YF	Call to order
14. IEA 2018	SA	<p>IEA 2018 (Ref. IEA2018 report 03082017)</p> <p>SA provided an update on the IEA 2018 Congress preparations.</p> <p>Updates on conference. Lots of events around the world promoting IEA (see slide).</p> <p>JOG: Would be nice to list discussants for plenary sessions.</p> <p>SA: They have not been invited yet, but we will share once they have been confirmed.</p> <p>EK: How are you organizing the 22 keynotes?</p> <p>SA: Two in the morning and two in the afternoon.</p> <p>KM: Are some also sponsors?</p> <p>SA: Yes. We are not paying expenses for industry reps.</p> <p>JOG: Union representation?</p> <p>GT: Yes.</p> <p>Slide of program folder.</p> <p>SA: We were going to have a plenary session at the end of the day to keep people at the conference, but I am not confident about this. Need suggestions about structure. Not sure about having plenaries until the end of the day.</p> <p>KM When do you start?</p> <p>SA Start and 9, finish at 7.</p> <p>EK: Bad news is that people behave as they want. You can organize them, but they will do what they want to do.</p> <p>SA: First announcement is ready; I will send you the final version. We will use it instead of the card, as now we have all of the details.</p> <p>KM: is there an electronic version that is easy to read? That one is easy to read if it's folded. With a different layout.</p> <p>GT and SA: – will do.</p> <p>SA: List of countries that have not promoted—let's ask.</p> <p>SA: Fees. Wide definition of low- and medium-income countries. Special treatment for students and accommodations for students and participants from low- and medium-income countries. For every 10 registered attendee of a FS, the FS receives one free registration.</p>



	<p>TA: Special discount for early registration? Way ahead?</p> <p>KM: Congress dinner included?</p> <p>SA: No—30 Euro for dinner.</p> <p>SA: Slide – call for contributions. Early registration information. 190 registrations, 63 abstracts.</p> <p>JOG: Do you have the distributions by region?</p> <p>SA: Lots from Latin America, USA, Australia.</p> <p>SA: How many parallel sessions?</p> <p>SA: A lot of TCs have not responded with list of reviewers.</p> <p>TA: Some of them are the ones who are not active. Some are really active (e.g., WWCS).</p> <p>SA: Opportunity for publishing visual abstract and/or papers. Need to allocate space for them.</p> <p>GT: We want to organize social events during coffee breaks. Stories from people. Asking EC to provide stories about people who were involved in IEA since the beginning. Slide show and a few talks. We will organize it only if we get enough stories.</p> <p>MR: Is this part of the Call for Proposals</p> <p>GT: Yes these are not reviewed.</p> <p>SA: Session on Future of HF/E. Ergonomics by language sessions – we need rooms for this. We have commitments from USA, SELF, UK, etc. We will need some help from you in order to identify points to discuss (maybe from Task Force). Sarah is happy about this idea and is available to collect input at the end for the final session. What do you think about this idea? Any input?</p> <p>KM: I'm wondering if you get enough people to justify the rooms. A whole time slot worth of rooms.</p> <p>SA: Good point—we can ask people to sign up in the second step of registration. Maybe put it at the end of the day.</p> <p>KM: Just trying to figure out whether to have it. Just a discussion session on a question that is prearranged.</p> <p>GT: To discuss ergo in the future.</p> <p>SA: People complain that all regions are not represented.</p>
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	<p>GT: Connected to IEA strategy – contextualized solutions for every setting in the world. Priorities are different in different regions. Define different criteria for different areas. For English-speaking not the same as other languages.</p> <p>SA: And you will have different areas.</p> <p>GT: Topic is something for IEA to discuss areas for the future. We could brainstorm on the kind of questions to ask different societies.</p> <p>SA: We can talk over the next few months about how to ask the questions.</p> <p>KM: And advertise it.</p> <p>JOG: need to define the goal more clearly and engage the societies that are organizing. For example, Latin America and Spanish Ergo Society. Have promoters and organizers involved. Design the goal; otherwise, it may be hard to attract people. If you talk about English—if you put Kenya and UK or Namibia and New Zealand, there are very different.</p> <p>SA: SELF is committed to do this. We need the commitment. We can work together on the focus of this session over the next few months.</p> <p>AT: Nice idea, part of IEA international development focus. Goal to create a better understanding of global issues. Data collection that populates our understanding.</p> <p>SA: We also have been talking with EMW about awards. Awards session should be strategically scheduled for visibility. Thinking about a prize for Ph.D students. While we are still thinking of having a moment when students can get feedback—early in the morning. Nice to have this discussion between senior professors and students presenting their own work. The goal is to present novel solutions (e.g., prototypes) by students that they designed for their masters or Ph.D. thesis.</p> <p>JOG: How many prizes for students?</p> <p>SA: Not sure—we would like to give a Vespa?</p> <p>TA: Ongoing or finished Ph.D. studies? Not such a good thing to have Ph.D. who just passed. Better for ongoing work. Otherwise you could intervene with the overall outcome of Ph.D. study. Something else—call it a workshop so that it's clear that it's interactive and is ongoing work.</p> <p>GT: We are calling it a Ph.D. Forum</p> <p>KM: Some conferences call it a forum. Talking to Eric, there is already a prize for students; don't want to be in conflict.</p> <p>TA: when you have a Ph.D. award, the professors usually propose the award; otherwise, a person who just passed and doesn't have a good mark gets an award and then it is strange. Might be in conflict.</p>
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	<p>SA: Eric, how does it work?</p> <p>EMW: Tom Smith set it up in order to memorialize his father. We respect/honor his input in selecting the prize.</p> <p>SA: So IEA does a call?</p> <p>EMW: We announce it.</p> <p>YF: Normally it goes to a younger and senior Ph.D. student.</p> <p>SA; Not okay to have another prize?</p> <p>EMW: We might be able to make another prize.</p> <p>YF: Prize is \$3000.</p> <p>EMW: We need to separate those who need to publish in a journal to get the PhD.</p> <p>TA: How about a best paper award for those who are Ph.D. students. A Best Paper award counts for a lot. Best paper, second-best paper. Give recognition. That's what counts. What other conferences sometimes do, they have pre-selection, with ones that are nominated.</p> <p>JOG: Great opportunity to engage the young community. Give recognition; not about money. Best paper for region? If you compare IDCs with Europe, might be unfair.</p> <p>MR: Young Investigator Award – ODAM does this. Provides a number of awards. Have a committee of five people, including a young investigator.</p> <p>YF: So you need a nomination before the Congress? Eric, is Tom Smith involved in the award process? (Yes) I was thinking that we choose the best papers.</p> <p>SA: My understanding is that we don't have to merge the two prizes.</p> <p>YF We need to find a way to make sure that people understand the difference.</p> <p>GT: The main difference is that the KU Smith Award is ongoing. This is just an experiment for this conference. If it is successful, we can repeat it.</p> <p>MR: The KU Smith Award focuses on a written paper. Our award was for the written paper but also the presentation.</p> <p>JOG: I think we have to have a proposal on the IEA Young Investigator Award so that they can check off something during registration.</p> <p>SA: The original idea was to have not only results from work, but also a prototype or other normative solution—design, innovation, etc. Applied work.</p> <p>JOG We are discussing the criteria. We need a proposal with criteria.</p>
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	<p>GT: We would like to go through and would like to avoid conflict with the KU Smith Award.</p> <p>EMW: KU Smith covers a broader area.</p> <p>SA: But we are not going to ask only for normative solutions. Different areas have different kind of work.</p> <p>GT: We can ask for applied research.</p> <p>MR: We did that; put it into registration form.</p> <p>SA: Send us the criteria.</p> <p>GT: Will it be called the IEA 2018 Young Investigator Award?</p> <p>SA: Springer proceedings is the best one. Open access, they don't charge for each one. Impact Factor is very high?</p> <p>TA: Are they cited in Scopus World of Science? Want to make sure it's referenced there, or in another rating system. Publishers come up with new policies. Just want to be reassured that it's in there.</p> <p>SA We will double-check.</p> <p>KM: So it's going to be in a volume?</p> <p>GT We have to check.</p> <p>SA: We were talking about publishing business cases with the IEA press. This is something we need to discuss. I didn't receive confirmation from <i>Ergonomics/Applied Ergonomics</i> about a joint special issue. Maybe more journals. Each special issue is about 14 contributions. We are trying to have more special issues for special topics (e.g., <i>International Journal for Quality and Safety</i>). We have been asked for two other special issues. Also a supplement? Early stage of this discussion.</p> <p>JOG: We have the product called Triennial, but we have competitors that give opportunities to publish. The experience is to use a work supplement; older people are nostalgic about the supplement work.</p> <p>SA: In addition to proceedings.</p> <p>GT: We have been talking to <i>Work</i>, but the fee was quite high.</p> <p>JOG: Springer has experience. SA: We can ask them.</p> <p>JOG: Talk to Karen Jacobs. <i>Work</i> produces the supplement. Everyone wants to do it again.</p>
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	<p>SA: How many papers in a supplement?</p> <p>JOG: In Recife, 200.</p> <p>GT: In Recife, all extended papers were published in <i>Work</i>.</p> <p>TA: Springer is very good. Let's see if Springer could be optimized. Springer has many different formats.</p> <p>SA: Once we decide on Springer, we can discuss. Open access is very attractive.</p> <p>TA: And that it's referenced. We should say.</p> <p>SA: We want to close the discussion by next week.</p> <p>TA: I would also ask you, as soon as you have it clear and the contract signed, publish it in the Web site.</p> <p>JOG: It's a key marketing issue.</p> <p>SA: Sponsors that will pay (Slide). Banca Intesa, COMAU, Fiat, GE Oil & Gas, Inail, Luxottica.</p> <p>KM: Do you have a form for sponsorship?</p> <p>SA: I sent you sponsor prospective.</p> <p>MR: How will you highlight?</p> <p>GT: It's in the sponsor prospectus.</p> <p>SA: Different menus. Organizing committee doing a great job. We would love to have international sponsors?</p> <p>JOG: France, Spain, Germany?</p> <p>FT: I would send the leaflet to Austria and Germany – Human Solutions.</p> <p>GT: GfA has been in contact with Bosch and will propose a keynote.</p> <p>FT: Company called User Experience would like to sponsor; they would also like to speak.</p> <p>JOG: Lunchtime meeting?</p> <p>SA: We will do that. Also ,we will do IEA 2018 Madness. Abstract in 2018 Date of sponsor prospectus. We open Facebook page.</p> <p>GT: Have about 300 contacts. Send me a post. Picture of what you are organizing,</p>
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		<p>connected to IEA. Facebook – http://iea2018.org Two lines and a picture.</p> <p>Break</p> <p>KM: MR would like to present the matrix.</p> <p>MR – Matrix. (passes out handout) please look at it and decide if I have included everything that needs to be there. Highlight it, write it down, and hand it to me. Tomorrow I will say that we have the input of EC. Goal is to put it into Internal Access. Andrew and I will map to stakeholders.</p> <p>(People comment on the matrix).</p> <p>JOG: Add goals of the organization. Describe the organization and potential opportunities. For example, international scientific societies.</p> <p>MR. Just wanted to get a sense that we are moving in the right direction.</p>
		LUNCH
15. President's Discussions	YF	<p>President's update and Strategic discussions</p> <ul style="list-style-type: none"> - Relationships with External Organizations - Virtual attendance at meetings <p>YF: Continuity and smoother transition (slide) we are improving our system, but we don't see continuity. This is the first thing we would like to establish. We would like successors to at least partially follow our efforts, because we cannot finish them in our term. We believe we are doing good for the future of IEA. We are walking on a bumpy road, but we want to decrease the level of difficulty. How can we do that? We have tried to improve our website; it is an essential effort. We do need to work on some things but we are reasonably happy. If we stop at that point, people will not know how to manage the website, because nothing is written down. This is true of other things.</p> <p>We have one year to go—we will spend time working on things that will make for a smoother transition and contribute to continuity of policy. Slide shows what we are trying to do and consequences of doing them.</p> <p>Slide – Topics – Conclusion, Goals, Action, and Milestone.</p> <p>Things that need immediate actions:</p> <ol style="list-style-type: none"> 1. Two days ago, we received the formal report from IEA 2015. In terms of money, it was a loss. If you subtract expenditures from revenues, \$500+ U.S. dollars. They agreed to pay the capitation fee to IEA and half of the surplus. They are not able to pay capitation fee at all. The Congress was generally well accepted in terms of quality but was not successful in terms of finances. <p>We need to make a decision. EC can decide if the organizers should</p>



		<p>experience a loss; we can decide how much to ask them to pay. We can waive the capitation fee. The OPs don't tell us any specific numbers—we can decide. My personal feeling is that we can't take money by causing them to experience too much sacrifice. We can tell them that we are waiving the capitation fee. And then, since they don't have a surplus, we take zero. This is one way of thinking. (or take \$28 dollars—the capitation fee for one person). So I welcome your comments.</p> <p>EK: The structure of the IEA Congress is that the local organizing committee takes the responsibility. Over the years, it has worked out. At least, the capitation fee was shared. Sometimes it is a lot of money; for the Paris Congress, it was \$100K. In our structure, IEA is not the organizing body. We take a risk by delegating to an organizing body. If it turns out one time it's not as good as we hoped, it's part of the game. We could claim the capitation fee. As we say in our language, "You can't pull hairs out of a cat with no hair." If we take one capitation fee for one individual, it's okay.</p> <p>KM: In terms of procedure, the decision is pretty straightforward. It would not be good for us to demand a capitation fee—it seems like it would be better to waive the capitation fee. We shouldn't take one.</p> <p>GT: From a financial point of view—do we know whether the capitation fee was capitalized?</p> <p>SA: I agree with Kathleen. I think we are doing a good job for 2018 because we are closely organized with the EC. You should not totally separate—IEA needs to have control. We should have a different policy.</p> <p>FT: What happens if it always happens this way, and now we have a case where IEA has to bear the consequences?</p> <p>YF: I would rather think that the officers should support the organizers.</p> <p>FT: It is very hard—we look for sponsorships at the last minute. We needed to use quantity, managed to get students. It's a calculated risk.</p> <p>EK: And this is why we need a reserve in IEA.</p> <p>YF: My fear is that more and more societies will not want to organize the meeting.</p> <p>GT: How about differentiating our products? Our main product is the Triennial Congress. Can we think of other products such as short courses, seminars?</p> <p>KM: One product is endorsement of events.</p> <p>YF: I was expecting that you would start discussing these things. Obviously, we can't reach a conclusion. We need to note that we should consider discussing the fundamental structure of organizing the IEA Congress. The only thing we can do here is to make a note.</p>
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	<p>JOG: We had the same concern with IEA 2012. I'm sorry to say, but I don't think it can be zero. Second, I think it is not only the other side. We learned a lesson from Australia and Brazil; we need to improve our management system. We should improve our Operating Procedures. We should have someone assigned to be liaison from EC. We should improve, as I think our main product is under threat. Have a liaison from EC and more continually handle reports not only from the organizer.</p> <p>SA: A committee inside the EC that follows at the local level.</p> <p>JOG: If you have 2021 without a capitation fee, there would be a problem running IEA.</p> <p>SA: As an example, we did not have a mailing list to refer to. We should have some starting points that are facilitated.</p> <p>KM: One of the things we need is feedback from you.</p> <p>MR: We need a handbook.</p> <p>AT: The entire committee has the potential to change. As a general rule there is no guarantee. The Secretariat should have that knowledge and have the list available.</p> <p>TA: One more general thing, which is a basic thing that I have observed with the TCs— with each Congress, there is a new Congress organizer and TC chairs, all starting from zero. We should use the experience to provide guidelines. We need a process for the whole thing. It would be great to have a general process and make it available to the next one.</p> <p>EK: All of the organizers make a final report. Only now it's available from 2015.</p> <p>YF: Can we make a decision now about the capitation fee.</p> <p>KM: I suggested zero—we waive the capitation fee.</p> <p>YF: Okay—decision.</p> <p>EC agreed to waive the capitation fee for IEA2015, and also agreed that HFESA would keep the resultant profit (~\$500).</p> <p>BUDGET AND RESERVE POLICY</p> <p>YF: The treasurer showed you an idea about the budget. Frankly, we need to have a little more time to discuss how the budget can be constructed. There are many ways to do this. Look at previous performance and adjust for next year. We can't do that without knowing what IEA should do—we need to define our roles. The UK asked the question "Do you have a reserve policy?" The intention is to maximize the assets. In order to know the budget, including contingency, we need to know that we will meet our budget and the rest will go to the term deposit in order to receive interest. That is the way to maximize our assets. Our treasurer will have to mention something about the budget and reserve policy in the report. My feeling is that the treasurer can tell the Council members that we are still working on it.</p>
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	<p>FT: There is a difference between a reserve policy and a reserve. The interest rate is so low—they are probably talking about the procedure for using a big chunk of money. In Singapore, we can't spend more than \$50K. That is the policy in terms of reserve.</p> <p>YF: I understand your point. We are allowed to use the money that is specified in terms of budget and contingency (defined as 50% of budget). The rest cannot be touched at all.</p> <p>KM: We can't touch it or should not touch it? Do we have a policy that we should keep a specified amount in reserve?</p> <p>FT: We also don't have any investment in a fixed deposit.</p> <p>TA: Are we allowed to build up a reserve?</p> <p>YF: Good question. We would need to be told that we are making too much profit. We don't have enough to worry about it.</p> <p>TA: In Germany it has to be zero.</p> <p>YF: We went through all of the process to get registration in Geneva, and we won the tax-exempt status and did not receive any comment like that.</p> <p>I would like to thank treasurer for effort; please work a little more on the budget and reserve policy.</p> <p>AWARD PROCESS</p> <p>YF: Andy Imada has some documents. I would like the system to be more resilient. My proposal to EMW is to write down procedures and integrate relevant documents for the next officer, which happens to be me. Please make my business easier.</p> <p>EMW: I will draft the procedures, then send to you and KM. If you have any feedback, we can modify.</p> <p>YF: When will you do this? Please make a decision. You need to consider that. The deadline for submissions is next March. (NOTE: ACTUAL DEADLINE IS DEC. 30). I think you have one month.</p> <p>EMW: Okay—I will do my best.</p> <p>YF: So those are the three things we need for quick decisions. I don't care of the order of the other six.</p> <p>TECHNICAL COMMITTEES</p> <p>Thomas, we talked about the TCs being more active. We talked about awarding, and developing guidelines for, TC chairs. Is it clear for you what you need to do?</p>
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	<p>TA: Yes, I totally agree. I would like to ask the Council for nominees and potential participants for these topics. I ask them for ideas of new topics and people to get them involved. Not only awards, but other kinds of appreciation/acknowledgment.</p> <p>YF: This is a policy matter. When can we tell the Council that we will do? In my presentation I will talk about new TCs; I didn't say anything about existing TCs. Can I say something about guideline development?</p> <p>TA: We are looking at the HFES Handbook for Technical Group Chairs as a basis. I hope to have a first draft for the next EC meeting.</p> <p>YF: So I will comment about that briefly in my presentation.</p> <p>CPR COMMITTEE</p> <p>YF: I would like to define and implement a new role for the CPR Committee. There is currently some overlap currently between the CPR and PSE committees. The real role of the CPR Committee is to best utilize the outcomes of the other standing committees, and by that I mean to maximize exposure to the public or at least outside the HFE community.</p> <p>MR: I agree there is internal and external communication.</p> <p>YF: You will be requested to support committees on the case by case basis. So please define your role that way and go along with it.</p> <p>ANNUAL REPORTS</p> <p>YF: EMW – did you publish an annual report each year? It requires a lot of work. We need to restart the annual report. When you prepare your report to EC or Council, you follow a certain format so that Kathy and Lynn can compile the report. First thing is to have a good template, a good table of contents. It's not too late to start that.</p> <p>KM: If you didn't send me a text report, please send me one. We can't use PowerPoint files for the annual report. Once we look at it, I can send out a template for the next ones. So we can send out a much simpler annual report.</p> <p>PSE</p> <p>MG: We don't certify people, we endorse certification programs. It's ready to go. What has not been done is the core competencies. It's what societies use to set standard for the certification.</p> <p>YF: I think we are saying the same thing. We are just expressing it differently. We have a good system. On the other hand, we have a lot of small societies that are impatient to start up their certification bodies, but which can't qualify under our endorsement criteria. So we need to make it easier for them to come to the certification family.</p> <p>MG: Yes, both some new and the old societies have problems with the current core competencies and there is a wish to allow more specialisation.</p>
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	<p>FT: Some certification bodies have different levels. If there is just one, they are strict. On the other hand, Canada is very strict.</p> <p>MG: We cannot endorse different levels but we can allow societies to have different levels. It must be clear for the IEA which level corresponds to a defined competence level. In all the endorsed societies the common professional level is a Master level degree with at least one year of ergonomics content and at least two years of professional experience. This level must be somewhere in the system or we should not endorse it.</p> <p>FT: Different certifying bodies have set different standards. Some of them are harder.</p> <p>MG: Some require longer experience for professional certification and some have higher levels. The problem is not the length of study and experience but the scope of the studies and experience. For example, not all want to include both physical and cognitive ergonomics in the requirements. Could we accept it?</p> <p>FT: It's the scope and level of specialization. There are vertical and horizontal levels.</p> <p>MG: (Shows levels). All societies seem to agree that a masters level is okay, but not the idea that you need to be expert in all three areas. (Physical, cognitive, organizational). This is not just an issue in developing societies, but in all of them.</p> <p>JOG: We have a very good problem—the point is about education. There should be a basic level of training in at least three areas. And then you move to specialisation in cognitive, physical, whatever. Industrially developing countries are fragmented with bad consequences. They don't have the comprehensive view. It's imperative to discuss how to make sure that the comprehensive view of ergonomics is retained .</p> <p>TA: When I see this, the three areas have to be incorporated into the basic competencies.</p> <p>FT: To be fair, before we even get there, we also have the other group that didn't have an education to begin with. In IDCs, they just need certification to get a job.</p> <p>MG: I think we can define a set of basic competencies.</p> <p>AT: I think we have to be creative. We can't have ergonomics go back to be reductionist. There are subsets below Certified Professional Ergonomist. We must not compromise our profession to accommodate a lower level.</p> <p>KM: What is basic enough?</p> <p>MG: A demonstrable core competency in each major speciality.</p> <p>FT: There is a huge variation among different bodies.</p> <p>MG: You could give a certificate at each level so that people can progress as they are able.</p>
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	<p>TA: There are two dimensions. The core, which is broad, and expertise, which is deep.</p> <p>YF: Educational requirements + experience = core competencies</p> <p>FT: The only way to make it happen for all is to make a low bar that will accommodate all certification bodies.</p> <p>JOG: The discussion is to have theoretical, methodological, and applied ergonomics.</p> <p>YF: What about the need to be recertified every 3-5 years? IEA doesn't say anything about that.</p> <p>MG: We need to say in the IEA rules that there must be a system for encouraging continuing education.</p> <p>KM: What's enough basic knowledge? Is it our job to define that?</p> <p>MG: In CREE we have a unit system, so we say the candidates must have a minimum of academic credit points in each area. I think it is the job of the IEA to define the minimum basic knowledge that an ergonomist should have in each area. This could be done in the Core Competencies (it is the aim of them)</p> <p>KM: So how do you turn credit points into a universal metric?</p> <p>MG: That's the job we have ahead of us. We probably will not finish in the next three months.</p> <p>YF: Please consider the diagram as a system.</p> <p>(lunch)</p> <p>GUIDE FOR EXECUTIVES</p> <p>YF: I would like to make a smooth transition to the next term, so I will take the lead on the next item. "Guide for Executives" – how to use Bylaws and OPs.</p> <p>TOPICS FOR WEBSITE</p> <ol style="list-style-type: none"> 1. Systematic update mechanism. Need a policy or plan that enables us to regularly update. 2. Digital archive. Store the files; stop using the Drop Box. Final goal is to put everything in the archive. Don't like to use Drop Box for long period of time. We should talk about this. 3. Emails – I am using Yushi1130@gmail.com. Problem with sending emails from iea.cc account. 4. Use of Internal Access – contact section—is it useful? Archive section—please think about uploading documents. 5. Future of website – we agreed to estimate the cost of three cases. Is that the only conclusion that we should make now?
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	<p>TK: Tasks for Next Year – slide</p> <ol style="list-style-type: none"> 1. Website update plan and organization <p>Important issue will be completion of update within this fiscal year.</p> <ol style="list-style-type: none"> 2. Digital archive – stop use of Drop Box Which kind of documents should be archived? 3. Email usage – stop using personal address? Takashi says it's important to use broadcast email function. Use the webmail system. If there is a serious spam problem, the email address can be changed. 4. Internal access – download vs. archive? Download – ongoing, archive – past document 5. How to deliver ID and passwords to all TCs. <p>Completion of Web system</p> <ol style="list-style-type: none"> 1. CMS function for Council pages 2. File transfer function for archives. Would like to customize archive function. <p>Additional archiving function?</p> <p>Past proceedings. I have to prepare a structure for the archiving system.</p> <p>How to promote the “Information Sheet”? This is an important point to keep the website fresh. YF proposed an information sheet to collect the updates.</p> <p>4. How to form the Working Group for 2021. Aspects to take into consideration. Not task force but small working group. Point to be discussed here.</p> <p>KM: Is it possible to use our email effectively? Is there something you can do to get us unblocked from Outlook.</p> <p>Information sheet – I agree. Maybe a policy to send out the sheet every time we post an event. Maybe we can have the template with a photo.</p> <p>Archiving function – what to archive? One of the societies sent the proceedings and asked for archiving. The societies should be responsible for their own records.</p> <p>CMS Council pages.</p> <p>YF: Regarding Takashi's comments:</p> <ol style="list-style-type: none"> 1. My concern is the content update. How many times should we update
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		<p>messages from the Council, and how many Federated Society reports should we upload each year? This determines the cost. So it may or may not be your responsibility, but it's something that we need to decide, so how can we do that?</p> <p>2. Information sheet is one of the inputs, and there may be others that we can find, but we would like to see that the websites is updated more frequently. As a director, do you have something to say?</p> <p>TK: From my viewpoint, I need content to update it. Regarding the collecting system from IEA members (EC members, FSs), I don't have a totally different idea. The frequency of the updates relates to the cost issue. But the headline news and events are in the CMS. In that sense, we need the content to be uploaded.</p> <p>LS: We need to understand the cost. One message from EC is not so expensive.</p> <p>KM: What is the most expensive thing to do?</p> <p>TK: Improving the functions. For example, we uploaded 1000 pdfs from IEA 2015. It is a time-consuming task for the company. I would like to know whether there will be a similar event for such work. So it is quite important to understand which documents we should archive.</p> <p>YF: So for next year, it's about \$6K--\$10K for ordinary updates and \$4K for the CMS. Do we need an editorial board or something like that? It's unfair to ask only Takashi and Kathy. More people need to get together and talk about what we should upload in the next 3 or 4 months, while watching the expenses.</p> <p>TK: It's urgent that tasks are clarified. I can propose an answer for these points.</p> <p>YF: So we will introduce a new CMS at the cost of \$4K, but we don't expect to introduce any more CMS improvements at this point. We will use the CMS for content, plus it may be possible to upload the content within the \$6K.</p> <p>KM: Awards, etc. Does this include file transfer function? Can this be done within the \$4K budget.</p> <p>TK: No—I need to ask the company. It's a customization. I will discuss with the company.</p> <p>YF: Would you like ask a few people to form an editorial board to help with the content? You need to be proactive.</p> <p>KM: We need to assign people to write articles. We were going to do a whole calendar's worth.</p> <p>YF: Not now, but please pick up someone.</p> <p>MR: I will help you. Depending on the timing.</p>
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	<p>YF: #2 is just the work. How would we like to do that? Is it easy to convert the files in the archives?</p> <p>TK: It's easy to test with EK.</p> <p>YF: We agree that Kathy and Lynn can continue using DropBox.</p> <p>YF #3 You are suggesting using Web mail.</p> <p>KM: Among ourselves, it doesn't matter. If we send out official email, it's better to use iea.cc. But right now it's not the most user-friendly. It's tricky and it's slow..</p> <p>YF #4 Relationship between archive in internal access page and the real IEA digital page. Do we need an archive section in the officer's page.</p> <p>KM: When we get updates from the officers, we can send them the info on Internal Access.</p> <p>TK: we have plenty of memory space at this moment.</p> <p>YF: Do we need FS page, etc?</p> <p>KM: Can we track usage of such pages?</p> <p>TK I can set a counter for analytics.</p> <p>KM: I can give out the ID and password, ask FSs who are here whether we they will use it.</p> <p>VIRTUAL ATTENDANCE</p> <p>KM: It would be a big undertaking to provide remote access. Do they talk, or can they just watch? If they can participate, it changes the dynamics. On the other hand, it's true that small societies can't come to these meetings. Marion from New Zealand wanted to come—maybe we should ask them if the proxy can connect them up. It may not be efficient.</p> <p>MG: May run out of bandwidth.</p> <p>FT: Time zone issues?</p> <p>AT: I don't think we need to discuss anything. Can they come up with constructive, useful, practical options for them to explore? They would like to explore this with the Federated Societies.</p> <p>KM: It would be great to be able to include everyone. Face-to-face aspect .</p> <p>AT: I suspect that they will come up with effective communication strategies.</p> <p>ACTION ITEMS</p>
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	<ol style="list-style-type: none"> 1. YF – provide guidance for the next EC; follow up with Sheng LI on checklist 2. JOG – will improve accounting procedures, structure the budget process and reserve policy. 3. KM: Website—Liberty Mutual/Fellows awards, Annual report structure. Arrange for a new message from EC, update awards info, link to CIEHF case studies. 4. TA: TC guidelines. First draft for EC meeting. Start with the task force on disruptive technologies. Identify participants, white paper. 5. EK: no special tasks, just regular task. Transferring documents with Takashi. 6. MR – completion of the matrix post on Internal Access. Prioritize external organizations. Possibly will be able to contact a few. Continue with WHO. Promotion of Global Ergonomics Month. Messages from EC. Four leading-edge scientific articles over the year. 7. MG and FT – review of core competencies and establish framework. 8. AT – OPs for new affiliated and federated societies. Paper for publication under review. Guidelines for the GfA to actually use. Establish relationship with Sonel Gas for educational programs in Algeria. 9. EMW – document awards procedures, deadlines, etc. 10. SA – report back on state of the art of organization; think about what to have at the beginning of organizing IEA Triennial Congress – starting packet. Come back with some ideas. Keep doing Skype. <p>KM Where the EC will meet next and when? Taiwan and U.S. Any other proposals?</p> <ol style="list-style-type: none"> 1. March 24 and 25th or 26th and 27th. Taiwan. 2. HFES – March 25th and 26th in conjunction with the HFES Healthcare Symposium. <p>KM: Possibilities for IEA 60th celebration. Have them do whatever they think or have them come up with stories from the history of IEA?</p> <p>JOG: Don't impose, but come up with a plan.</p> <p>KM Some Federated Societies might have an event.</p> <p>MR Have a timeline. If Federated societies don't know much about IEA</p> <p>YF: We will announce in the Council meeting that 2019 is 60th anniversary.</p> <p>EK: Two items – report of 2021 congress. Invitation for 2024 bids. Should be announced.</p>
Adjourn	The meeting was adjourned at 16:25 local time.