



## MEETING OF THE IEA EXECUTIVE COUNCIL

April 13 and 14, 2013  
Cambridge, UK

### DRAFT MINUTES

#### Attendees:

Eric Min-yang Wang, President (EMW)  
Margo Fraser, Vice-President and Secretary General (MF)  
Yushi Fujita, Vice President and Treasurer (YF)  
Andrew S. Imada, Past President (ASI)  
Wei Zhang, Science, Technology and Practice Chair (WZ)

#### Regrets:

Christine Marks, IEA 2015 Chair (CM)  
Barbara Silverstein, International Development Chair (BS)  
Jose Orlando Gomes, Professional Standards and Education Committee Chair (JOG)

#### 1. Call to Order Apr 13: 9:09 am local time

Agenda item	Discussion, Decisions and Action Items
2. Approval of Agenda	<b>The agenda was approved by unanimous consent.</b> CM will join at 10am local time for the conference report and JOG will join at 2pm local time by Skype.
3. Approval of the Minutes of December	<b>The minutes of the December 2 and 3, 2013 meeting were approved by unanimous consent.</b>
4. Council Position Vacancy Status	<p>Jose Orlando Gomes has been appointed as the Professional Standards and Education Committee Chair.</p> <p>EMW has asked Tommaso Bellandi of Italy if he would be willing to take on the Communications Chair position but there has been no response.</p> <p>Promotions Chair will be tasked with carrying forward the Future of Ergonomics item. Will ask Peter Buckle and John Wilson at the Sunday dinner if they have any ideas with respect to a person that could take this on. Jan Dul may also have ideas on an individual for this position. <u>Action:</u> EMW to contact Jan Dul.</p> <p>Patrick Waterson would likely be willing to continue with the Historian position. EMW will consider other people as well. <u>Action:</u> EMW to make decision before August Council meeting.</p>
4. IEA Awards	Action Item (Dec 2/3):ASI to send out nominations for Fellow nominations in January 2013 - DONE

Note: Items in purple are from last meeting.



	<p>Update on the status of the Fellow and Liberty Mutual Awards</p> <p>No Fellow nominations have been received to date. The evaluation team for the Liberty Mutual Awards is together and 4 papers have been received after the first call.</p> <p>Polling method for awards if needed (per reference to polling in the operating procedures): need forum for discussion and then voting on the nomination and whether to withdraw the name. If withdrawn what is obligation to the nominee. Person objection must have evidence of reason for withdrawal. Polling – need to determine majority needed and method of polling (verbal, ballot...?)</p> <p><u>Dec 2/3 Action:</u> ASI to investigate and draft a policy for this. May want to involve David Caple. May be able to use the voting procedures developed by MF.</p> <p>Discussion: Awards Chair and Awards Committees Roles and Responsibilities. Procedures for determining awards winners.</p> <p>The EC acts as the Committee for all of the Triennial awards except the KU Smith award. ASI to formalize this in the Awards process. Fellow nominations to go existing Fellows who comprise the Committee for Fellow Awards. Liberty Mutual Medal has a separate committee constructed by the Awards Chair.</p> <p><u>Action:</u> ASI to complete procedures for the rest of the awards.</p>
<p>5. IEA Conferences</p>	<p><u>Dec 2/3 Action:</u> EMW to send CM a memo that the report was received and will introduce WZ as the STP chair to lead the technical organization - Done</p> <p><u>Dec 2/3 Action:</u> CM and WZ to provide their photos for website – DONE for WZ. YF has picture of CM and forwarded to MF.</p> <p>CM joined by Skype to provide an update on 2015 Triennial Congress. Verna Blewett interested in being the Technical Chair person on the conference committee side. WZ to contact CM first and CM will set up coordination with Verna.</p> <p>Proposal for Professional Meeting Management is almost prepared and will be sent out shortly. The original contact from the conference centre has left the organization and a new contact was recently assigned. Will likely be interviewing 4-5 meeting management vendors. CM is organizing a bank account as the Government needs an ABN number to provide funding for the events. Need someone on Executive of HFESA to manage the bank account per regulations. Can't engage meeting organizer until bank account is in place for funds. Not sure if conference organizer will have website capability to host conference website so need to have that group in place before website can be set up.</p> <p>Discussed need for contract between IEA and HFESA for the Triennial Congress. CM agreed that this should be put into place. Once she receives the contract from the IEA, she will forward it to HFESA for review and signature. CM left the meeting after the discussion of the Triennial Congress agenda items.</p> <p>Per Dec 2/3 Items 7, 9, 19</p> <p>Discussion of expectations of IEA and Congress Host Committee. What are the obligations of the host committee to the IEA? What do we need to provide to the host committee? How are proceedings publishers determined?</p> <p>MF has asked Ernst if he would be willing to draft a template for host society bids for the triennial</p>

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congress. Ernst has already started to work on this.

#### Conference checklists

Dec 2/3 Action: EMW to ask Ernst Koningsveld to coordinate the draft of this.

Action: MF to ask Ernst about checklists and whether we have these already. Should we be offering this or delete from operating procedures.

#### Triennial conference submission template

Dec 2/3 Action: EMW to ask Ernst Koningsveld to coordinate the drafting of this

Ernst has provided a draft template for the conference bids. Consider requirement for professional conference organizer. Is asking for a preliminary budget realistic 6 years out? May be better to ask about risk management. If we ask for a budget, what is it that we're actually looking for given that it's impossible to predict costs with any accuracy that far out (e.g. are we looking to see that the society understands what to consider or are we really asking about risk mitigation or some other thing). Once we understand why we are asking, we can be more specific in what it is that we are requesting. MF to follow-up with Ernst.

Which things in the bid document are requirements? Consider placing these on a list that are "must haves" that the bidder signs. Then a list of things we want feedback on can be left in this type of checklist and a list of things to consider that we don't need to know at the time of bid but the organizers should consider going forward should they be successful with the bid could also be added.

Action: MF to work on finalizing this draft with Ernst and have ready for Council meeting. Will circulate to EC for feedback before council meeting.

Dec 2/3 Conference proceedings – WORK published the proceedings for 2012 IEA conference in Brazil which means that we lose control. On one hand lose control of publication rights, on other hand being publication in a journal may be coveted by authors. Need to understand pros/cons of using journal. If give rights may want to ensure that it is open access for the volumes that have the proceedings. Karen Jacobs could be a resource.

April 13: The local conference committee has been discussing this item as well. Academics need publication credit and others typically want easy access. Need to put together list of considerations.

Action: CM to start a list and send to the HFESA for further input and will cc WZ.

Dec 2/3 Action: MF put together a list of benefits currently given for sponsored and endorsed conference and put together 'menu' of potential things that we could offer. Need to circulate the question and initial possibilities to Council before the next meeting.

Propose to change fee for Endorsed Conferences to use of logo and posting conference on website to a flat fee of \$200.00 from the current 2 x registration fee. Put this forward at next council meeting. Still need to determine menu of other items that could be offered.

Discussed other benefits for sponsored and endorsed conferences – new website will allow push emailing of announcements, could gather list of organizations with external relationships to send event announcements to. Only sponsored and endorsed conferences on home page.



	<p><u>Dec 2/3 Action:</u> ASI to provide copy of IEA Congress contract to MF - DONE  <u>Dec 2/3 Action:</u> ASI will provide copy of HEPS contract to MF and EMW. – DONE</p> <p>Need to put contract in place with HFESA for 2015 Triennial Congress.  <u>Action:</u> MF to set up connection between WZ and Karen Jacobs, past STP Chair via e-mail - Done</p> <p><u>Dec 2/3 Action:</u> YF to communicate with Jose Orlando to get the details of the conference accounting for Recife 2012 – DONE</p> <p><u>Action:</u> MF and YF to follow-up with USE 2013 conference to collect endorsement fee and conference proceedings.</p> <p>Triennial congress accounting spreadsheet needed.  <u>Dec 2/3 Action:</u> YF to draft accounting spreadsheet and procedures around it.                  Decision made not to continue with this action. Let the society provide initial budget and then EC can suggest other line items if needed. Carry forward conference spreadsheets to future conferences to help with planning.</p> <p>Seed money is a loan to be paid back so need to see a balance sheet (BS) rather than just a profit and loss (PL) report. Need to ensure that this is defined in the operating procedures as it is not currently.</p> <p>Gaur Ray asked about funding for the 2014 council meeting if they apply for hosting the meeting in 2014. IEA does not provide funding for hosting the Council meeting. MF will respond to this request.</p>
<p>6. Renewal of MOU with ICOH and IOHA and form a working group for the collaboration publication project.</p>	<p><u>From Dec 2/3 David Caple sent email notice that letter of agreement (memorandum of understanding (MOU)) signed with ICOH and this will end May 2013. EMW met with ICOH President in September at ICOH conference and met with Kogi after this. All agree that partnership should be maintained. Consider specifying terms for next MOU to make partnership permanent unless either party wishes to terminate this MOU.</u>  <u>The EC agreed with this.</u>  <u>Dec 2/3 Action:</u> send out notice to Council that we would like to renew the MOU with the change that the term will be permanent or automatically renewed until either party wishes to terminate the MOU and ask that if Council has any objections to register them with the VPSG by xx date, otherwise it will be considered approved.</p> <p>Need to assign someone to write the content of the email with the background for Council. MF can write in the part about registering any objections.  <u>Action:</u> ASI to write content of email with assistance from MF. MF to send to Council. Needs to be completed asap – Done                  Action: EWM to send MF the ICOH MOU to attach to the email.</p> <p><u>Dec 2/3 Action:</u> MF to ensure that there is no problem in the bylaws with conducting an email vote – DONE – seem to be no problems with doing this but should ratify at Council meeting.  <u>Action:</u> MF - Need to inquire with Klaus about whether Swiss law says anything about proxy voting. Will check to ensure there is nothing in the Swiss law that limits electronic voting.</p> <p><u>We are NGO for WHO (Wendy Macdonald is representative from IEA), ILO (look at list of</u></p>

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	<p>relationships from David and Andy’s triennial reports)                  WHO – should be formal report provided to IEA for each Council meeting                  ILO – Ambassador to one group related to environmental design. <b>ASI to look this up.</b></p> <p><u>Dec 2/3 Action:</u> ASI to determine and provide names of ILO appointees, if any.  <u>Dec 2/3 Action:</u> BS to contact Wendy Macdonald about getting a report with respect to WHO activities and current status.  <u>Dec 2/3 Action:</u> need to ensure that we get reports for each Council meeting from representatives</p> <p><u>Dec 2/3 Action:</u> MF to add providing reports to these organizations to VPSG roles and responsibilities.</p> <p>Wendy Macdonald sent request from WHO for report covering 2011-2013 to EMW. Report is due back to WHO on June 7, 2013. Wendy is likely the best person to complete this report. Need to find out status from her on this.</p> <p><u>Dec 2/3 Action:</u> ASI to send EMW contact information for these ISO contacts. - Done  <u>Dec 2/3 Action:</u> EMW to reach out to ISO and offer engagement with 2015 congress</p> <p><u>Dec 2/3 Action:</u> BS to check on ISO documents to see if any tools are representing themselves as IEA endorsed as they should not be.</p> <p>Dec 2/3 Discussion of what difference would be between this and ILO checklists? This has not been detailed yet and will require further discussion.  <u>Dec 2/3 Action:</u> EMW to follow-up on this item via email.</p> <p>Request from TC 159 Chair to identify contact person from IEA. Georg Kramer is Chair of SC 1 and would like name of contact person to communicate with TC Chairs. WZ may be best person to act as this contact given his oversight of IEA TCs.  <u>Action:</u> YF to provide WZ’s name to Georg - Done</p>
<p>7. Operating Procedures (OP)</p>	<p>MF has parsed out the Operating Procedures and created documents for the items that were in the old rules but are not currently showing in the operating procedures.</p> <p><u>Action:</u> YF - IEA Funds procedures document: separate out the descriptions. Add in missing ones. Make sure there is a form for the funds available. Need to ensure that we’re looking at funds and how to spend the money in them to support the objective of the fund.</p> <p>Endorsement of Technical Documents procedure seems to be complete as is.</p> <p>Discussion of roles and responsibilities documents and what components should be in the OP verses a separate document.</p> <p>Committee descriptions: are there any that should be deleted?</p> <p><u>Dec 2/3 Action:</u> MF to draft more detailed process for voting – Done for voting. Need to do elections procedure.                  Voting Procedure: review of procedure document provided by MF. How prescriptive do we want to be in the OP verses a separate ‘guide’?</p>

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Leave all information in for now.

Action: EMW and YF to send MF the proxy form. - Done

Sustaining members as observers – nothing in bylaws currently indicates numbers allowed, how to handle meals, etc for these observers. How would they make the request to attend? – formal request made through the VPSG, one rep per sustaining member; must leave for any elections or in camera (confidential) portions of the meeting. No travel expense covered but can join meals. Not allowed to participate/speak/address Council.

Dec 2/3 Action: MF to draft policy on this

Procedures/policies around conference requirements and council meeting requirements in the procedures document need to be reviewed and updated.

Dec 2/3 Action: MF to work on this.

Calculations of dues process and associated rules need to be added to the Operating Procedures.

Dec 2/3 Action: YF to send draft process and rules for membership dues to MF to add to rules.

Endorsed journals – is there a form for this? Where are the existing agreements? – Is there a formal agreement documents. How long is the term of endorsement?

Dec 2/3 Action: WZ to investigate. Karen Jacobs, David Caple, Pascale Carayon, Pierre Falzon may be resources.

Put in agreement with journals that the term of endorsement will continue indefinitely as long as conditions of approval continue to be met or until either party decides to terminate the agreement.

Use of IEA logo by societies – allow to use with specific wording and must be in good standing. May want to include member level specifically as part of the logo.

Dec 2/3 Action: MF to draft policy on use of the IEA logo

Applications for conference (supported, endorsed), membership categories

Dec 2/3 Action: EMW to provide application forms to MF - Done

Formation and Maintenance of Technical Committees: policies and procedures around forming new TCs and maintaining them. Review existing documents and update as needed.

Dec 2/3 Action: WZ to review and update. Check with Karen Jacobs on maximum term for a TC Chair.

This needs to be added to Operating Procedures.

Action: MF to add date for when proxies are to be sent out prior to council meeting to the procedures.

What is missing from the content of the current OP plus additions from old rules?

What new content needs to be added to the OP?

May want to add conflict of interest for those representing the IEA.

May raise logo change at council meeting. Make case that this is part of our promotion of IEA, branding and expanding the use the logo. Doesn't convey anything about the IEA. Promotion / appeal to younger generations. This may be something for Promotions chair could look into.

Process would be to have a vote to change logo and if successful, committee would be struck and charged with running a design contest or other means to get logos submitted then selecting





	<p>the top 2 or 3 for presentation to council for final selection.</p> <p><u>Action:</u> ASI to try to find source and age of current logo.</p>
	<p>2:40pm Jose Orlando Gomes joined meeting by Skype. JOG reported that there is a lack of trainers for ergonomics in Latin America. Only PhD programs available are in Brazil and Cuba. There are few professors. Only industrial engineering has undergraduate programs that include ergonomics. Africa has same problem of shortage of professors.</p> <p>Federal inspectors at ministry of labour have received training in ergonomics and now there are new laws at ministry of labour level and at social security. Need training in ergonomics at government levels and for practitioners. How to provide collaborative area on IEA website to help provide support in the countries into which multi-national companies are expanding where there is a poor understanding of ergonomics. WZ reported that these problems are similar in China. Tsinghua university has international program that provides sponsorship opportunities. JOG needs 2 months for notice of meetings to process the request at Government level to travel abroad.</p> <p>YF will be sending JOG his documentation around the PSEC.</p>
8. Update on IEA Financials	<p>Current financial status including status of membership renewals</p> <p><u>Dec 2/3 Action:</u> YF to develop preliminary budget for 2013.</p> <p>YF is getting information from Klaus on whether there is a policy around EC meeting expenses such as food. If not, likely need to create one. Also getting information from Klaus on other budget items.</p> <p>Report to Council at a high level but EC needs to understand the finances in more detail.</p> <p><u>Dec 2/3 Action:</u> YF to communicate with bank contact to determine what on-line access to our accounts would require and what the costs would be.</p> <p>IEA credit card – <u>Action:</u> MF to contact branch manager to ask about possibilities. Also ask about electronic delivery of bank statements and electronic account access.</p> <p>Update info for IEA member societies (Founding dates, number of members).</p> <p><u>Dec 2/3 Action:</u> YF to add this to renewal process as a requirement.</p> <p>YF will be able to do this in conjunction with new website design. This should happen in July.</p> <p>Link to web link for dues calculation is not showing on website.</p> <p><u>Dec 2/3 Action:</u> ASI to contact individual in Germany that designed the calculation form to determine what the link is so it can be put back on website – The calculation was hosted on a page on the University website and has been removed.</p> <p><u>Action:</u> MF will ask contact to send code for calculation to YF.</p> <p><u>Dec 2/3 Action:</u> MF to send calculation form to YF - DONE</p>
	Adjourn Day 1
Apr 14	Call to order Day 2 9:10am
9. Council Meeting Preparations	<p>Times lines for Council Meeting Preparation</p> <p>Items needed for Meeting</p> <p>Agenda, proxies and voting items should be out 6 weeks before the council meeting (July 15, 2013)</p>

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	<p>Committee reports and all other information reports are due to the VPSG 6 weeks before the council meeting (July 15, 2013) and should be out to Council 4 weeks before the meeting (July 29, 2013).</p> <p>Awards  PSEC  STP  IDC  President  Treasurer  Auditors' report  Secretary  IEA 2015 Triennial Congress  Promotion &amp; Development  Communication  Send minutes from last meeting as reminder.  Website redesign  Future of Ergonomics (group work)  Changing country of IEA registration (for bylaws)  Maybe discussion of sponsored-endorsed conference benefits  Note that Andy needs to be on first day.  Discussion of electronic voting for approval of membership applications.</p> <p>Voting items:  Ratify MOU (ICOH)  Procedures (determine what to break out for discussion e.g. fee for endorsed conferences)  MOU with JES for website  Logo  HFESM membership application</p>
<p>10. Ideas and action plan for future of ergonomics</p>	<p><i>Need to build on the plan that Jan Dul et.al. completed per the instruction of the Council at the 2012 Council meeting. Some societies have met and discussed the future of ergonomics paper. MF has the feedback from a few of these societies.</i></p> <p><i>Dec 2/3 Action: MF can contact those that we know have completed something to get summaries of what their results were to collate and also put a template together to send to all societies to complete. –No responses received. Will likely need to collect information at the Council Meeting</i></p> <p>Break out session at Council meeting:  Part A: What have you done – this may start a good practice database – societies to bring something that can be shared electronically. Action to Presidents of Societies. Successes and difficulties. What stage: idea→development→ planning →implementation → follow-up</p> <p>Need flip charts and/or large post-its</p> <p>Part B: What should we be doing at IEA level and Society level – breakout groups – where are gaps from what has been done so far to what needs to be or should be done</p> <p><i>Need a space on the website for capturing what is being done. A headline could be made for the public area and details and discussions can be put in the member area.</i></p>

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	<p>Once someone is assigned as the Chair of the Promotions and Development Committee, this work can be transferred to that individual.                  This individual will need clear direction but then the freedom to develop their own ideas for meeting the objective(s)</p> <p>Good Ergonomics – Follow up to the future of ergonomics.</p> <ol style="list-style-type: none"> <li>1. While several societies have followed up on Jan Dul’s paper, the IEA should be doing something to promote the work of the Future of Ergonomics. Idea is to create a forum for people to submit examples of “high quality ergonomics”. This can be then publicized to the rest of the world. Ideas include a website where people can submit their examples of ergonomics applications that meet the criteria and show practical results, or a monograph like Hal Hendrick’s Good Ergonomics is Good Economics.</li> <li>2. Build on existing practices                     <ol style="list-style-type: none"> <li>a. JES Good Practice Data Base; Hong Kong, Taiwanese follow up</li> <li>b. UK best practices data base</li> <li>c. SHARP examples</li> <li>d. Cornell University</li> </ol> </li> <li>3. Criteria for inclusion (brainstorming)                     <ol style="list-style-type: none"> <li>a. Must meet Future of Ergonomics criteria;                             <ol style="list-style-type: none"> <li>i. Design</li> <li>ii. System oriented</li> <li>iii. Optimize both human and system effectiveness</li> </ol> </li> <li>b. Demonstrate value in                             <ol style="list-style-type: none"> <li>i. Ergonomics</li> <li>ii. Economics</li> <li>iii. Ecology (sustainability)</li> </ol> </li> <li>c. Transdisciplinary approach – reach out to other disciplines, include other professionals (Ernst Koningsveld’s work on marketing ergonomics)</li> </ol> </li> </ol> <p>IEA could gather the resources that are out there. Federated societies may have programs that could feed into this. Submit to website. Harvest certain ones for topical publications. Need to make sure get permissions to reproduce.</p> <p><u>Action:</u> ASI to develop this idea further. Instead of further developing, will let Promotions Chair take these items and develop own plan. ASI can be resource to the Chair.</p>
<p>11. IEA Website</p>	<p>YF circulated link to demo site prior to the meeting.                  Website MOU with JES.</p> <p><u>Dec 2/3 Action:</u> MF to set up Google apps account for EC. Can have up to 10 people without any cost. – have be now pay \$4.00 per person per month now for groupware                  YK reported that JES would like to ask Professor Takashi Kawai to be the website manager. His expertise is in Human Interface. The EC agreed to invite Takashi as an observer. JES will support his participation financially and it is expected that he will attend the EC meeting in Paris.</p> <p>Will need to change the ownership of the iea.cc domain from David Caple.                  There are 3 technical committees with programming on their websites that cannot be supported on the new group (ECEE, Auditory Ergonomics and Online Communities).</p>

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	<p>Online communities has merged with WWCS.  <u>Action:</u> YF to find specifics on what cannot be supported on the ECEE site.</p> <p><u>Action:</u> Need to send comments to YF and Takashi Kawai (<a href="mailto:mx03620@nifty.com">mx03620@nifty.com</a>) by May 24, 2013.  <u>Action:</u> MF to test the CMS. Takashi needs to determine how to break down the website tasks.</p> <p>The Domains of Specialization section needs to be rewritten to show broader scope. Take the definition of ergonomist and put in on a different background.</p> <p><u>Action:</u> EMW to email Pierre Falzon to ask where the official definition of ergonomics/human factors ends. Not sure if the definition of ergonomics includes the part on what an ergonomist does.</p> <p><u>Action:</u> YF to send document on Committee pages so that each Committee can review and provide the necessary information for the website.</p> <p><u>Action:</u> All Committee Chairs to review the webpage information for their committee by June 28, 2013.</p> <p>July 1 will be cut off date for posting new information to the current site. It will be forwarded to JES for the new site and there will also need to be a new check to ensure the page information are all updated with new information that MF has posted since the information was originally pulled over to the new site.</p> <p><u>Action:</u> update DNS servers to new site at end of July.</p> <p><u>Dec 2/3 Action:</u> YF will forward page templates for review.- Done  <u>Dec 2/3 Action:</u> EMW to send MF and YF this 50 years document in electronic format. - Done  <u>Dec 2/3 Action:</u> ASI will draft content for the projects section and send to YF. - Done  <u>Dec 2/3 Action:</u> YF to circulate MOU to EC - Done  <u>Dec 2/3 Action:</u> MF to add MOU to Council meeting agenda. - Done</p> <p>Will need mechanism to select good practices projects to show on home page. EC section has groupware.</p> <p><u>Action:</u> YF to check that there is no fee for adding more IEA email addresses.</p> <p>Need to determine best way (cost effective) to make page updates and to add subpages.</p>
<p>12. Initiate and give more IEA awards</p>	<p>Current awards: Fellow, Liberty Mutual Medal, Triennial awards: distinguished service (IEA related), outstanding educator, promotion of ergonomics in industrially developing countries, Development (international impact on development of ergonomics), President’s award, KU Smith student paper award.</p> <p>Discussion on benefits vs drawbacks of awards generally. More meaningful to some than others. Consider using award to motivate involvement versus after the fact honour.  Brainstorming:  Maybe award to a company that utilizes and promotes ergonomics.</p>

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	<p>Take a look at what IEHF is doing as they have award for group (doesn't need to be part of IEA).  <u>Dec 2/3 Action:</u> ASI to look into IEHF award as an example.                  Best case study award (ergonomist/company change made or could just be company).                  Best implementation of EQUID principles in company.                  ASI to discuss concept with Dave O'Neill at IEHF.                  Could use to promote Future of Ergonomics strategies or having outcomes of both well-being and performance or supporting utilization of EQUID in the design process.  <u>Dec 2/3 Action:</u> MF to keep this on agenda for April meeting – Done</p> <p>Consider naming awards either through names of individuals that have a strong relationship to award or having the award sponsored and named after that sponsor.</p> <p>Could consider naming awards after individuals or funding companies (e.g. something like John Deere Award for promotion of ergonomics in industrially developing countries).</p>
<p>13. Operations Calendar</p>	<p>Need calendar that shows all dates for due dates per those in bylaws around meetings and conferences.  <u>Dec 2/3 Action:</u> MF to draft operations calendar based on dates/deadlines in bylaws and procedures document.</p> <p>Do second announcement for Fellow and Liberty Mutual Awards at 4-6 weeks before deadline.</p> <p>MF has pulled the various deadline dates from the Operating Procedures and Bylaws and will add in the Council meeting deadlines determined at this meeting. These will be placed into an Outlook calendar and forwarded to the EC as a .ics file.</p>
<p>4. STP Chair report</p>	<p><u>Dec 2/3 Action:</u> WZ to inform the Chair of the WWCS that the merger with Online communities was approved. – Done. The WWCS name will be retained.</p> <p>TC Chairs cannot serve for more than 6 years. There were some questions on how the election process should occur and whether approval of the STP Chair is then needed.                  They should just inform the STP Chair of who the new Chair is. The TC Chair should be elected from amongst their own membership.  <u>Dec 2/3 Action:</u> WZ to add this to Technical Committee policy/procedures document.  <u>Dec 2/3 Action:</u> WZ to ask for lessons learned and recommendations from Karen Jacobs</p> <p><u>Action:</u> WZ will communicate with the TCs to get updates on leadership and number of members and to remind them that annual reports are due by the end of May.</p> <p>There is no specification currently in the rules for whether Federated Society membership is required. This should be clearly indicated in the rules. Practice has been to allow anyone to join.</p> <p>For privacy purposes, best not to show the contact information for anyone but the Chairs. Full information would require consent of the individual and the information tends to change regularly. Placing name and affiliation information should be OK. Put only affiliation, city, country, IEA email address on website for EC members and Chairs of all committees. Create an email address for each TC provided there is not a cost for doing so.</p>

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<p>15. New country registry</p>	<p><u>Dec 2/3 Action:</u> MF to send out notice to Council on looking for new registrar for IEA (will circulate draft email to the EC first) Not done. We have text from last meeting. Target end of month to send out email to Council.</p>
<p>16. IDC activities</p>	<p>Promotion of local ergonomics for IDCs (Journal, activities, resources, etc.). Will hold this item for next meeting when BS is available.</p> <p>Should look at linking to 2009 award winner's website if possible. <u>Dec 2/3 Action:</u> BS to try making linkage with Suman Singh</p> <p><u>Dec 2/3 Action:</u> EMW to provide business card for Klaus for his Ambassador of International Development (confirm this title with Klaus and how that would happen) appointed position.</p> <p>Another area of possibility: Improving condition in sewing factories in Bangladesh. BS contacted about this from an academic from there who is currently on sabbatical in Texas. No ergo society in Bangladesh so would need professional contact inside that could assist with more information. <u>Dec 2/3 Action:</u> BS to contact gentleman for more information.</p>
<p>17. Roles and Responsibilities</p>	<p>Bylaws list some basic tasks that EC positions are responsible for but need to understand the day to day responsibilities that each position require to improve transitioning these positions after elections. Each position should track and document what their EC positions entail over the next few years.</p> <p><u>Dec 2/3 Action:</u> All to start with their own positions (could also assist with past positions if previously on the EC in a different capacity) and start development for next meeting in April.</p> <p>This could be part of the development of a Board manual for board orientation.</p> <p><u>Action:</u> Each individual to return the Roles and Responsibilities document assigned to him/her by July 1, 2013 as a draft.</p> <p>This will be an evergreen document that is continually updated and maintained in an IEA Guidelines document.</p>
<p>18. Setting goals</p>	<ol style="list-style-type: none"> <li>1.1 Platform for better and more interactions among member societies</li> <li>1.2 More financial support from enterprises and more aid to IDCs on international activities (Ergo development aid plan for IDCs).</li> <li>1.3 New ergonomics society and new IEA members</li> <li>1.4 New publications with ICOH, IOHA, and others.</li> <li>1.5 Collect and publish ergonomics resources.</li> </ol> <p><b><i>Platform for better and more interactions among member societies</i></b></p> <p>Website will help to assist with interactions among member societies.</p> <p>Consider some kind of event, possibly around the best practices to bring people together. This could be virtual. Could link with one of the networks to boost the participation and interaction. There is already a Linked-in group that Andrew Thatcher set up as part of the on-line</p>

Note: Items in purple are from last meeting.



communities but need to promote that it exists.

Webinars could be considered.

Consider having IEA representative at the various Federated Societies conferences. Funding would be an issue.

Collect info from societies prior to Council meeting on membership numbers, council and top 3 priorities they are working on so that this can be shared amongst societies.

Communications Chair could be assigned these items as well as producing newsletter that collects information from the societies.

Place in technical committee website area for them to provide their priorities.

Best practices in societies might be shared as well.

Need to encourage inactive TCs to be more active.

Joint forums for TCs at conferences.

Dec 2/3 Action: YF to expand Good Practices area to allow for more information on TC work - Done

***More financial support from enterprises and more aid to IDCs on international activities (Ergo development aid plan for IDCs).***

One common industry across developing countries is the garment industry so may want to capture those that have made good improvements and pass those on to the other countries possibly via publications, webinars, in person symposia, etc. Link with local experts in these countries.

Dec 2/3 Action: BS to investigate finding local contacts in countries that could be leveraged to look at the garment industry.

***New ergonomics society and new IEA members***

Encourage the creation of a society in Sri Lanka.

Need to determine a better process for approval of new members that come in between Council meeting.

Consider electronic voting for approving the membership application from Human Factors and Ergonomics Society of Malaysia.

Dec 2/3 Action: MF to review documentation for HFESM to ensure all information has been submitted and contact Mahtun if anything is missing. –Done, Application is complete

***New publications with ICOH, IOHA, and others.***

Dec 2/3 Action: ASI to contact Ralph Bruder to determine the status of the EQUID document.

Done. The student working with Ralph on the EQUID project was denied an extension to stay in Germany so deadlines not met. ASI will follow up again to determine new deadline date.

***Collect and publish ergonomics resources.***

People looking for information on where to go for education, products, etc. May want to collect this information and post on the website.

What is "IEA Press" – who is owner and how do we go about publishing through it?

Action: EMW will ask Pierre about the IEA Press.

ILO Ergonomic Checkpoints 1, 2 and Agricultural (published by ILO)



	<p>Ergonomics Guidelines (published by IEA and ICOH) IEA 50 years (published by IEA)</p> <p>Need to align all the actions and tactics under the 5 strategic areas that the IEA has and then prioritize them.</p>
<p>19. Digitize the IEA archives – maintaining Archives</p>	<p>YF will be coordinating transfer of archives from Paris to Japan and the digitizing process to post information on the website as determined by the EC/Council. YF may need to meet with Pierre Falzon in Paris as part of this process. MF noted that Pierre Falzon indicated that there had not been any minutes, etc. sent to place in the archives for the past few years so the archive will need to be updated with these documents.</p> <p><i>What needs to be archived?</i></p> <ul style="list-style-type: none"> <li>• Minutes and related documents</li> <li>• Triennial Reports</li> <li>• Bylaws and Operating Procedures and reference documents</li> <li>• Documents of historical significance.</li> <li>• Financials for past x years (does Swiss Law have a specific requirement?)</li> <li>• Publications – 1 copy of each</li> <li>• Newsletters</li> <li>• Contracts, Letters of agreement, MOUs</li> <li>• Registration documentation showing IEA as a not-for-profit organization</li> </ul> <p>To consider archiving:</p> <ul style="list-style-type: none"> <li>• Standing Committee and subcommittee documents – need to determine what is useful – at minimum annual reports</li> <li>• Ad Hoc committees – at minimum final reports</li> <li>• TC Committees</li> <li>• Formal mail correspondence to external individuals/organizations</li> </ul> <p>Ask Pierre if there are any other types of documents that need to be in the archive</p> <p>Need Policy on retention</p>
<p>20. Other Business</p>	<p>A new working group has been set up under TC159 to look at design process. There will be three standards 1) for management 2) for executives 3) for specialist. Would like IEA to formally publish EQUID with a specific number to reference so that it can be placed as an informative reference in the annex for the standard. Would like to reflect examples in the annex. <u>Action:</u> ASI will contact Ralph Bruder on status of EQUID and publishing the document.</p> <p>Discussion of dealing with individual requests for assistance. Best we can likely do is refer them to the local or closest Federated Society. Need to make most of council meetings for interactions with societies and minimize report time.</p> <p>Human care Checkpoints is in progress (joint between Human Ergology Society and IEA) <u>Action:</u> YF to check with Japan contact (Dr. Yoshikawa) for this on what his expectations are for AIS at this point to complete the checkpoints.</p>

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<p>17:30 21. Next Meeting</p>	<p>August Council meeting: Paris, Aug 26/27, Executive meeting Aug 24/25, 2013                  About 3pm on 25<sup>th</sup>, EMW will need to leave to give training to new Council members. Evening of 25<sup>th</sup> usually Council members and spouses for light snack and drinks. Night of 26<sup>th</sup> there will be a Council dinner. Sorbonne is closed on Aug 24/25 so we are looking for external meeting room.</p> <p>Look for summer conference in 2014 (possibilities HEPS, ODAM) for the Council meeting that year. Send out document to request potential hosts for the 2014 EC meeting with the Agenda.</p>
<p>22. Adjournment</p>	<p>The meeting was adjourned at 3:57 pm local time.</p>

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