



MEETING OF THE IEA EXECUTIVE COMMITTEE

August 24 and 25, 2013
Paris, France

APPROVED MINUTES

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

Guest: Takashi Kawai – Website Redesign (TK)

Regrets:

Wei Zhang, Science, Technology and Practice Chair (WZ)

August 24, 2013

Agenda item	Discussion, Decisions and Action Items
1. Call to Order	The meeting was called to order at 9:00 am.
2. Approval of Agenda	The draft agenda was circulated prior to the Executive meeting. The agenda was approved by unanimous consent.
3. Approval of the Minutes of 20130413-14	The minutes of the April 13-14, 2013 EC meeting in Cambridge were circulated following that meeting. The minutes were approved by unanimous consent.
4. Voting procedures	<i>Reference:</i> OP-Voting at IEA Council Meetings - DRAFT MF reviewed the voting procedures document. The voting procedures were circulated prior to the meeting as an item to add to the IEA Operating procedures and IEA guidelines documents. Note that procedures for elections and ballot voting still need to be added and will be presented at the 2014 Council meeting for approval.
5. 2012 Council Meeting minutes	A small typographical error on Page 15, Voting item 2 of the 2012 Council meeting minutes was made to correct "Klaus raided \$165,000" to "Klaus raised \$165,000". This revision was included in the copy of the minutes included with the meeting materials for this Council meeting.
6. EC position vacancy status	<i>Outstanding from last meeting:</i> 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. Tommaso responded that he is unable to take on the time commitment to do this job.



	<p>Could consider Veerle Hermans or Andrew Thatcher or Camilla Madsen. <u>Action:</u> All – speak with your contacts at council meeting on recommendations for this position.</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. Discuss at Council meetings. Laerte Sznelwar, Andrew Thatcher, Dave Moore, Mario Vidal are possibilities.</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. <u>Action:</u> BS reported that there was a historian at the PREMUS conference and will look for name to pass on to the EC. <u>Action:</u> EMW to put together scope for historian – target date: September 30, 2013 Target date for having someone in place: October 31, 2013</p>
<p>7. IEA Financials and Auditors' Report</p>	<p>Review of financials and Auditors report. YF circulated the Auditors report to the EC.</p> <p>Discussion of how to handle Audit given that auditors were not officially appointed at the last council meeting. Should note to council that it was forgotten at the last meeting and the EC choose to ask Ernst and Michelle for completing of the audit. YF is in process of collecting dues. JOG reported that Paypal or similar would be more convenient for some smaller societies.</p> <p>Is there an e-bank through HSBC or ING that we could set up an account with for receiving these payments? <u>Action:</u> YF - Need to look into this.</p> <p>Wording for motion to exonerate the officers to be used at the Council meeting: "Moved and Seconded that based on the auditor's report, the officers of the IEA are exonerated."</p>
<p>8. IEA Awards</p>	<p><i>Reference:</i> 20130826-27-RPT-IEA Awards Committee 2012-13 Update on awards committee activities. New awards?</p> <p><u>Action:</u> ASI to investigate and draft a policy for this (polling). May want to involve David Caple Done</p> <p><u>Action:</u> ASI to complete procedures for the rest of the awards. Done</p> <p>Three new were Fellows approved: Peter Buckle, Richard Pew, Karl Kroemer</p> <p>IEA Liberty Mutual Medal winner was a paper by Sean Gallagher and John Heberger of</p>



	<p>HFES. One medal is awarded for the paper.</p> <p>Discussion of new awards: Considering modeling an award on the IEHF award for a group who has promoted ergonomics. Could be around Future of Ergonomics, Sustainability, EQUID, etc. Would need to have it in place by next Council meeting to have it ready to present at the 2015 conference. May need to have a caveat for product suppliers that award would not imply endorsement.</p> <p>Will open the floor to discussion of this at the Council meeting and collect names for participation on Committee.</p>
<p>9. IEA website redesign</p>	<p>Website review</p> <p>Waldemar did the original registration for the domain name and needs to provide the access to the domain registrar so that MF can change the IP address to point to the new server.</p> <p>Takashi Kawai presented an overview of the website redesign project.</p> <p>EC needs to provide materials to be archived and materials to be downloadable.</p> <p><u>Action:</u> All to send documents to YF and TK.</p> <p><u>Action:</u> MF and TK to discuss how to divide the workload for updating information.</p> <p>Good practices database – would like both contact information and the detailed information itself.</p> <p>Add Sustaining Members to tabs in member area and need page in public area where sustaining members are listed per our bylaw obligation.</p>
<p>10. Operating Procedures Review</p>	<p>MF reviewed the revised and proposed operating procedures.</p> <p>Conferences: Pull out must do's from procedures and put these into a list of requirements for reporting.</p> <p>Discussion on use of surplus funds for Congress. If the surplus is less than capitation, is it fair to have the Society give 50% back to the IEA? Where is the win-win point between the IEA having what it needs vs what the society feels is fair.</p> <p>Would be good to have list of what went well and what did not from past congresses and current congress. Get from last 3 congresses. Have this part of the pre-conference reporting rather than waiting until after the congress when people are burnt out and don't get reports done.</p> <p>Contracts associated with must have items – copy to be provided to IEA to have on file (not for the IEA to sign off on).</p> <p>Rather than detailed expenses, may want to ask about contingency planning and risk management. Need to determine level of detail for this. Provide a list of income and expense line items to the conference committee. Organizers asking for seed money need to provide justification for the amount they are requesting.</p> <p>Professional Conference Organizer contracted at least 2.5-3 years out so that first detailed budget can be provided at least 2 years out.</p> <p><u>Action:</u> At Council meeting, propose that congress chairs (current and past 3) work on details of items in question and report back to MF with recommendations to integrate into</p>



	<p>document for voting at 2014 Council meeting.</p> <p>Attendance at Council meetings: Options for attendance by extra observers for Council meetings were discussed. Need to cover the situation where the extra observers create additional costs to the meeting organizers. Several options including application for attendance to payment of additional costs and reserving the right to ask observers to leave were discussed and will be presented to Council for discussion.</p> <p>Use of IEA logo: no current procedure. Versions of the IEA logo will be created for the membership categories and endorsement activities per the appropriate endorsement policies. E.g. “Federated Society” overtop of the IEA logo for Federated Society use.</p> <p>Background: IEA logo is important branding for the Association and needs to be controlled. At the same time, want to increase the use of the logo by the societies and via endorsement activities to improve recognition of the IEA.</p> <p>Motion that the EC would like to propose: That different versions of the IEA logo be created for the various membership categories and for the established categories of IEA endorsement (journals, conferences, technical documents, certification, etc.) with the name of the category over the logo.</p>
<p>August 25 11. Call to order</p>	<p>The meeting was called to order at 9:00 am local time.</p>
<p>12. Conferences</p>	<p>Update on the IEA 2015 Congress preparations. <u>Re: publication of proceedings:</u> <u>Action: CM to start a list and send to the HFESA for further input and will cc WZ.</u> CM discussed with organizing committee. Looking at not having printed proceedings but trying to determine best option for those who need published journal vs IEA control over proceedings vs open access. Considering development of an app that shows information on venue, program, etc. Could use from year to year. CM provided email contacts for Verna Blewett and Dave Moore to WZ but don't believe that WZ has made contact with him yet. What is best way to facilitate relationship building between STP Chair and IEA 2015 Technical Chairs? May want to consider face-to-face meeting for these individuals. Preliminary budget was presented. Conference starts Sunday night Aug 9. Council meeting will be Aug 7/8, Executive meeting Aug 5/6.</p> <p><u>Action: MF and YF to follow-up with USE 2013 conference to collect endorsement fee and conference proceedings.</u> Not done.</p>
<p>13. IDC activities</p>	<p>Activities and plans for IDC Coffee project is completed. The group is looking at ways to bring the beans down the hillsides but from a project perspective, it is completed. BS brought forward the problem of working conditions in Bangladesh.</p>



	<p>IDC Report:</p> <p>Coffee Project</p> <p>1. Bag design will be in journal Work. This solves patenting issue.</p> <p>2 Flexible ductwork going down mountain to transport coffee having technical glitches as not enough water to force it down. University of Wisconsin in Milwaukee industrial engineering project may be able to work out possible solutions via student projects and test them before we suggest this as a real solution. They will do 3D lab simulations prior to field testing. May be able to work through CISTA group at UNAN (University of Nicaragua at Leon).</p> <p>Bangladesh garment factories deaths continuing. 1. This could be a potential new IDC project 2. BS has contacted a number of ergonomists interested 3. Need an in country contact 4. If have in country contact organization, can apply for World Bank funding 5. Does IEA want involvement in this effort? Should it be an IEA sponsored or co-sponsored project? Kazu Kogi may be a contact for this as he has a wide network of contacts and he also focusses on low cost participatory solutions. Sheng Li may also have a contact. Need to understand scope of problem and the complexities involved.</p> <p><u>Action:</u> EMW will be visiting ILO/Sheng Li and will ask if he has a contact in Bangladesh.</p> <p><u>Action:</u> BS to speak to Kogi.</p> <p>Need to also consider internal IDCs and how to support them. May want to contact IDCs to determine what they are working on and what their needs are.</p>
<p>14. PSEC</p>	<p>Activities and plans for professional standards and education committee.</p> <p>JOG circulated a report prior to the EC meeting and reviewed the summary. Will follow through on the sub-committee work and appoint Chairs for the needed committees. There was not enough response to the education directory to maintain it. May want to consider looking at on-line programs as those coming into ergonomics and already in workplace cannot get to a physical location. JOG reported that practical training is a weakness in Brazil as there is not enough of this practical aspect currently. Need to determine how to train professors so that they can train students.</p> <p>Looking at implementing education upgrade mentoring in Latin America via Skype for collaboration with experts and setting up structure that requires practical work in industry. Money management system needs to be determined to maintain funds for training and travel for the professors. Practical training for first 1.5 years, then after another year finished Masters, then move into PhD. Program is for all Latin American countries.</p> <p>U Michigan has an “On job, On Campus” program for a few professional areas where on Campus for 1 week at a time and then rest on own and at their own workplaces that might be a model.</p> <p>Need someone to manage the system for the professors to pay them and manage their accommodation, etc.</p> <p>If the program worked then could be used as a model for other same language countries. From this perspective, IEA could support further investigation but the IEA needs a clear understanding of what its role would be and what is being asked for so that an appropriate decision can be made.</p> <p>Recommended by the EC at this time that JOG do a short presentation to Council asking</p>



	<p>them to support investigation into the management requirements further as a PSEC project.</p>
<p>15. STP Report.</p>	<p>Activities and plans for STP WZ has received some reports from the Technical Committees but a number have not responded. EMW has asked WZ if he can provide a short Powerpoint presentation to him for the Council meeting.</p>
<p>16. External Relations Activities</p>	<p>ILO, WHO Report for WHO completed. Next week EMW will be visiting ILO and hopefully WHO. Wants to discuss how to further cooperate and do projects supported by these organizations. Would like to develop more projects with ICOH and IOHA as well.</p> <p>Reports from WHO should come through VPSG. Need to have a better hierarchical structure and determine who manages the external relations positions for accountability. MOU has been renewed with ICOH and IOHA. Who are the contact(s) with these relationships? Could consider President as managing external relations and VPSG working internally on these.</p> <p>Human Care Checkpoints: 2009 Human Ergology Association approached ASI about doing a human care checkpoints jointly. The project has now been completed. ASI has written the forward and the EC approved the forward and finalization of the document. ASI will contact the Society to let them know that we have approved the final version. May offer to assist with printing costs if needed but need to know what this cost would be.</p> <p>From previous meetings: <u>Dec 2/3 Action:</u> MF to add providing reports to these organizations (WHO and ILO) to VPSG roles and responsibilities. Noted that MF can provide reports but liaisons and President need to be responsible for the writing of the reports since the VPSG is not typically in contact with these organizations.</p> <p><u>Dec 2/3 Action:</u> EMW to reach out to ISO and offer engagement with 2015 congress Not completed</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. No other analysis tools are an issue.</p> <p><u>Dec 2/3 Discussion</u> of what difference would be between this and ILO checklists? This has not been detailed yet and will require further discussion. <u>Re: ICOH/IOHA:</u> At Malaysia conference, EMW discussed creating and publishing guidelines on risk prevention related to safety and health. Discussion was with Jacob (IOHA) and Kogi (ICOH).</p> <p><u>Dec 2/3 Action:</u> EMW to follow-up on this item via email. <u>Action:</u> EMW will discuss further with Kogi/IOHA to outline scope – target by end of 2013.</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>ILO – Ambassador to one group related to environmental design. ASI to look this up.</p> <p>Relationships with Journals. Request from Elsevier. When in Cambridge, met with new Elsevier editor (Gaia Lupo). Used to be Diamond sponsors and then decreased to Platinum. YF discussed returning to Diamond status. Conditions: Interested in increasing exposure and interested in Future of Ergonomics work. Interested in establishing Elsevier award that would be like Liberty Mutual award. Could consider a paper on the Future of Ergonomics from the perspective of the IDCs. Another consideration would be a contest on a paper with the future of ergonomics as a topic. May not be many participants in this as it's not part of most people's daily work. Why is ergonomics relevant? Propose to Council that we would like to pursue Elsevier's offer a) award to be given in 2015 b) something to be published on Future of Ergonomics with Elsevier.</p> <p><u>Action:</u> ASI to determine if there is updated sustaining member information because what is on website is not available in terms of benefits.</p> <p>Should change wording for "Major Sponsors" to something else where Liberty Mutual and Elsevier logos are on the left side bar as this is not quite correct terminology. Elsevier should be noted as a "x (whatever category)" Supporting Member and Liberty Mutual is an Award Sponsor.</p> <p><u>Action:</u> ASI: Need to fully review Sustaining member levels, benefits and website updates.</p> <p>Request from Cecilia DE-LA-GARZA with Laboreal on-line journal If journal policy passed at Council meeting, then can provide this to Cecilia.</p> <p>EMW – Consider initiation of journal for IDCs focused on publishing results from IDCs.</p> <p>Need to understand the extent of the problem and what the barriers are first. Is it that the work is more practical than scientific, that there are language barriers, that they have difficulty writing in the format required, aren't performing research at the level of quality demanded by the journals...etc?</p> <p><u>Action:</u> BS, EMW, JOG to investigate this further to understand the problem so that the appropriate solution can be put into place.</p>
<p>17. Future of Ergonomics</p>	<p>Future of Ergonomics Discussion and preparation for break out at Council meeting Keep this separate from discussion of name change. Activity is to allow societies to discuss what they are doing to put tactics into place to meet strategies and what they are having difficulties with. Adding HF to IEA name (wording for motion received from Jan Dul). <u>Action:</u> AIS to lead discussion on name change at Council meeting.</p> <p>Changing logo – this will be a separate discussion of why we believe the logo should be changed and that it will be a process with the new logo, if adopted, not coming into play until 2015. If vote occurs, will only be on changing the logo, not what new logo will be.</p>



	<p>Participation of non-voting delegates: Per bylaws, Networks members can participate fully but cannot vote. Sustaining members and observers can observe only and cannot participate. Federated Societies Council members, Affiliate Council members and Network representatives will be covered for Council dinner and food and beverage associated with Council meetings.</p> <p>Sustaining Members and observers will not be covered for the Council dinner. Need to keep an eye on trends. If numbers of observers grows too large, may not be able to offer food and beverage to them during meeting.</p>
18. Council meeting check in procedure.	Check-in procedure for Council meeting, handling voting items, acknowledgement of those who have passed away since last council meeting
19. Review of last minutes for outstanding action items	Items from the last minutes have been covered.
20. Review of Council Agenda for other items that need discussion	The council meeting agenda was reviewed and an item for Ralph Bruder to discuss the current status of the EQUID project was added on the morning of day 2.
21. Other Business	No other business was discussed.
22. Next Meeting	The next EC meeting will be determined after the date of the 2014 Council meeting is set.
23. Adjournment	The meeting was adjourned at 4:34pm local time.