



MEETING OF THE IEA EXECUTIVE COMMITTEE

November 6, 2021
Online Meeting

Executive Committee:

President: José Orlando Gomes (JOG)

Vice-President and Secretary General: Maggie Graf (MG)

Vice President and Treasurer: Thomas Alexander (TA)

Past President and Chair (ex officio) of Awards Committee: Kathleen Mosier (KM)

Chair of Communication and Public Relations Committee: Jonathan Davy (JD)

Chair of Development and Promotion Committee: Elina Parviainen (EP)

Chair of International Development Committee: Anindya Ganguli (AG)

Chair of Professional Standards and Education Committee: Takeshi Ebara (TE)

Chair of Science, Technology and Practice: Nancy Black (NB)

Chair of Information Communication Technology: Takashi Kawai

Chair of IEA2024 Congress Organising Committee: Myung Hwan Yun (MHY)

Chair of ad hoc Future of Work Task Force: Andrew Thatcher (ATh)

Chair of ad hoc Strategic Development and Implementation: Andrew Todd (ATo)

Staff: Lynn Strother, Administrator, IEA Secretariat (LS)

Meeting 1: UTC 06:00

Meeting 2: UTC 14:00

The agenda was the same for both meetings. Both meetings were recorded with permission of participants. Attendees were requested to listen to the meetings that they did not attend, as collaboration with executive committee colleagues is expected. The recordings may also be valuable for co-chairs.

Agenda Item	Discussion, decisions, action item
1. Introductions	All participants introduced themselves: Professional background, previous IEA and federated society work, etc.
2. IEA Strategic Goals	JOG presented the strategic goals that have been developed over the previous two terms and will be continued by the present

	group of officers. These are based on the mission of the IEA and the recommendations from the Future of Ergonomics report 2012. The presentation is REF 1.
3. Operative planning / using the P2DT tool	ATO presented the P2DT tool which has been developed using HFE tools for system analysis and planning. The IEA officers would like the work of the committees analysed and planned using this tool. The practice examples used to explain the tool were different in the two meetings so participants are encouraged to listen to both presentations if they are unclear about the use of the tool. The presentation is REF 2.
4. Questions and initial ideas for value added goals (information exchange)	Each participant presented their proposed work and most prepared a slide or slides with the (2-4) goals that they would like to achieve for the IEA within the next three years (in line with the strategic goals). A discussion generally followed the presentation where possible synergies with other projects were exchanged and the projects clarified.
5. Future administration of meetings and reporting	Participants were requested to place the presentations on the IEA Slack website. MG explained the proposed plan and timeline for the following year. This is REF 3. Each Committee is requested to further develop their value added goals using the P2DT template, particularly in regard to engaging stakeholders and identifying their relationships to the IEA Executive. These are due to be submitted before 28 th February 2022 in preparation for the next IEA Executive meeting.