



MEETING OF THE IEA EXECUTIVE COMMITTEE

30th October, 2022

University of Technology, Delft, The Netherlands

MINUTES

Executive Committee Attendees In person :

Jose Orlando Gomes, President (JOG)
 Maggie Graf, Vice-President and Secretary General (MG)
 Thomas Alexander, Vice-President and Treasurer (TA)
 Nancy Black, Science, Technology and Practice Chair (NB)
 Anindya Kumar Ganguli, International Development Chair (AKG)
 Kathleen Mosier, Past-President and Awards Chair (MG) (ex officio)
 Elina Parviainen, Development and Promotions Chair (EP)
 Andrew Thatcher, Future of Work Task Force Chair (ATH):
 Andrew Todd, Strategy Development and Implementation (AT0)
 Myung Hwan Yun, IEA2024 Congress Chair (MHY)

Executive Committee Attendees online:

Jonathan Davy, Communication and Public Relations Chair (JD)
 Takeshi Ebara, Professional Standards and Education Committee Chair (TE): attending via video
 Takashi Kawai, Information and Communication Technology Ad Hoc Committee Chair (TK)

Staff: Aleksandra Gamper, Administrator, IEA Office (AG) - Online

0900 local time

Agenda item	Resp	Discussion, Decisions and Action Items
Welcome	MG/JOG	IEA president welcomed everyone to the meeting.
1.Call to Order and Approval of Agenda	JOG/MG	The agenda was approved by unanimous consent.

2. Approval of the Minutes of April 2022	MG	The April 2022 EC online meeting minutes were distributed following the meeting. (Ref 1). Edits received from the Executive Committee members were incorporated. Per the IEA Operating Procedures, the minutes were approved.
3. President's report and Questions and suggestions on President's report	JOG	<p>The President's report was circulated prior to the meeting.</p> <p>Discussion was held about the weekly officers' meetings.</p> <p>Action Point: After discussions about the weekly officers' meetings, it was agreed that standing committee chairs would be included in these meetings on a rotation basis to promote coherence in the IEA. The exact format will be discussed by the officers.</p> <p>Action Point: It was also noted that there are a lot of activities happening within the IEA and it is difficult to have an overview of these. Andrew Todd to put together a strategic document of IEA EC activities.</p>
0935 4. Questions and suggestions on VP/Treasurer's Report	TA	<p>The VP/Treasurer's Report was circulated prior to the meeting.</p> <p>Discussion on increase in equity of IEA was had and it was noted that Cash reserves and contingency are important from an IEA resilience perspective.</p> <p>Discussion was had around the changing nature of funding of IEA and increase in sustaining members – how do we incorporate this into the IEA Business model.</p> <p>Action Point: After robust discussions about the IEA funding model it was agreed to have a two-day meeting for the next EC to allow for sufficient discussion and development of implementation plans. It was also agreed that the next EC meeting would be early next year to facilitate the above.</p>
0950 5. Questions and suggestions on VPSG Report	MG	<p>The VP/Secretary General's report was circulated prior to the meeting.</p> <p>Action Point: Webinars need to be coordinated to ensure that we are not overdoing it.</p> <p>Action point: MG to check on the Newsbriefs and the ease with which individuals can subscribe to the briefs (both within the briefs themselves and on website).</p>

		<p>Some concern was expressed about delivering on the MOUs with external stakeholders – difficult to keep track with the changeover in committee members.</p> <p>Action point: Discussion around wavering of fees for endorsement of activities of federated societies, MOU collaborators and technical committees was had. NB to draft a document that clarifies the process and makes it transparent.</p>
1000		BREAK
1020 6. IEA Awards	KM	<p>KM provided a summary of the IEA Award nominations</p> <p>Action point: Discussion was had regarding the nonpayment of annual IEA Federated society fees and eligibility of members for IEA awards. MG and ATodd to propose a way forward for how IEA to manage this (as part of business model development)</p>
1035 7. Questions and suggestions for Science, Technology & Practice Committee	NB	<p>A report on the activities of Science, Technology and Practice Committee activities was circulated prior to the meeting.</p> <p>Action point Slack – MG to look to upgrade to licensed version so that we don't lose information after 3 months – particularly useful for TCs.</p> <p>Lots of discussion around the ergonomics in a nutshell document put together by IEA/CIEHF and how to disseminate it.</p> <p>Action point: Dissemination strategy for the Ergonomics in a nutshell document (KLM to do). Also for the translation from English into other languages (JOG to put in contact) Atodd will help put together a list of stakeholders to disseminate it to.</p> <p>Action point: To relook at the policy for endorsed conferences – current format of hardcopy of proceedings is outdated and needs to be looked at. (NB to undertake)</p>
1050 8. Questions and suggestions for Development and Promotions Committee	EP	<p>A report on the activities of the Development and Promotions Committee was circulated prior to the meeting.</p> <p>Suggestion from JOG: Next EC in Korea to be able to formalize and put CM into action.</p>
1105 9. Questions and suggestions for	TE (online)	<p>A report on the activities of the Professional Standards and Education Committee was circulated prior to the meeting.</p>

Professional Standards and Education Committee		To note: South Africa and Canada have got their certification system endorsed by the IEA. Argentina is still under the review process.
1120 10. Questions and suggestions for International Development Committee	AKG	<p>A report on the activities of the International Development Committee was circulated prior to the meeting. Algerian ergonomics society has applied to join to IEA. For Council decision.</p> <p>ACTION POINT: Affiliated societies of the IEA: AG to work on growing the category through the existing societies that are too small for FS status – Also a need to review the difference between FS and AS</p>
1135 11. Questions and suggestions for Communications and Public Relations	JD	<p>A report on the activities of the Communications and Public Relations Committee activities was circulated prior to the meeting.</p> <p>Action point: To respond to Early Career Community (ECC) paper by highlighting our responses with the new awards targeting them. Include potential for new webinar between ECC and IEA. Look to have a lower online rate for conference attendance as an option going forward. Katie Buckley and JD to work on requests from ECC as to how we can best serve them at IEA congress 2024. Also, to give them a chance to liaise with high level HFE researchers. Poster presentation by fellows – coffee chat</p> <p>Action point: Resources to professionalize our social media/communication channels. JD to look at what resources are required and to put forward a proposal at the next EC meeting.</p>
1150 12. Information & Communication Technology	TK	<p>TK provided summary of Information and Communication Technology Ad Hoc Committee activities and plans. Takashi was thanked for his work on the website.</p> <p>Action point: Need to organize Subscribe tick-box for the Newsbriefs on society websites.</p>
1230		LUNCH
1400 14. Questions and suggestions for Future of Work	ATH	A summary of the activities of the Future of Work Task Force was circulated prior to the meeting.

Task Force		Comment: A need to include the social partners into the discussions on future of work. Example - Dr Paul A Schulte - from the US, board member of ICOH and is a practitioner
1415 15. IEA 2024	MHY	MHY provided presentation on IEA 2024 Congress preparations. Website demonstration. Action item: Design awards are tradition of ESK – potential for IEA to collaborate – concerns around IEA seen as endorsing a product. 2 years to discuss the potential for this.
1430 16. Proposed new ad hoc committee on Standardization	JOG	JOG gives a presentation on the proposal and welcomes discussion Ad hoc committee lead by Yushi Fujita to lead TC 159 liaison. Action point: To let all TCs know about the new committee and those that are interested to contact the committee. JOG to send to Aleksandra to distribute to council.
1445 17. Proposed business plan	MG/JOG	<i>Ref 2. Business Model Draft</i> Left over to the next meeting due to time constraints. Action Item: Members of EC to please provide feedback to MG on the model. Key to the model: How do we have a model that is consistent with our bylaws to be successful Suggested that we change the name from business model to sustainable organization model. Action plan: To propose a financial plan at the next council meeting after we have more information on the plan next year. An amount of \$20 000 was approved in 2013.
1530		Break
1545 18. Strategy Development and Implementation	ATO	ATO provided a summary of the implementation of the P2DP strategy development Need to ensure that IEA is engaging with the social partners
1600 19. President's Discussions and	JOG	A big thank to everyone for the efforts. Action item:

other business		A thank you (certification of appreciation) to Marieke for the venue for the meeting. Aleksandr to adapt those of the webinars
1630 21. Next Meeting	MG	Next EC meeting. Proposal to host it in South Korea in May/June next year. Early one hosted online. South Africa to potentially host in early 2024.
1700 Adjourn		The meeting was adjourned at 17:00 local time.

NOTE: Final versions for discussion of all referenced documents are included in the Minutes of the Council Meeting 2022 and filed on the IEA Website Members' Area.