



MEETING OF THE IEA EXECUTIVE COMMITTEE

16th-17th October, 2023
(Universidad Mayor, Av. Portugal 351)
Santiago, Chile

MINUTES

Executive Committee Attendees:

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)
 Jonathan Davy, Communication and Public Relations Chair (JD)
 Anindya Kumar Ganguli, International Development Chair (AKG)
 Elina Parviainen, Development and Promotions Chair (EP)
 Ex officio members:
 Kathleen Mosier, Past-President and Awards Chair (MG)
 Andrew Thatcher, Future of Work Task Force Chair (ATH)
 Myung Hwan Yun, IEA2024 Congress Chair (MHY)
 Shin'ichi Fukuzumi, Chair Advisory Body on Standardisation (SF)

Online participants:

Takeshi Ebara, Professional Standards and Education Committee Chair (TE)
 Takashi Kawai, Information and Communication Technology Ad Hoc Committee Chair (TK)
 Andrew Todd, Strategy Development and Implementation (ATO)

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

Day 1 Start 09:00 local time: Room 39-309

Agenda item	Resp	Discussion, Decisions and Action Items
0900 1.Call to Order and Approval of Agenda	JOG/MG	The agenda was approved as amended by unanimous consent.
0905 2. Minutes of last EC meeting	MG	Previously sent for comment, edited in accordance with comments and filed on IEA Website Executive members' area.
0910 3. President's report	JOG	The President's report was presented and discussed. Ref 1. JOG reported on a new educational program introduced or being developed in Colombia, Africa and Asia; TC development; IEA2024 organization progress; New corporate member.

		Discussed ways to report on presentations at conferences on behalf of IEA. Agreed that IEA representatives need to make notes of their activities and inform IEA members about them.
09:40 4. VPSG Report	MG	<p>The VPSG report was presented and discussed. Ref.2 VSPG report</p> <p>Discussed:</p> <ul style="list-style-type: none"> • Triennial report. Agreed that committees' reports need to be prepared in accordance with IEA goals within next months. • Corporate image project. • New IEA applicants. Expressed concerns about the election process of one of the applicants, VerV. Compliance of their constitution with IEA by-laws unclear – for decision by council. Algerian association was not allowed by the government to be a member of IEA. <p>AP: Need to find a solution for the countries that can't get a permission from the government to become a member. Agreed to keep them informed about IEA activities.</p>
10:00 5. VP/Treasurer's Report	TA	<p>The VP/Treasurer's Report was presented and discussed. Ref. 3</p> <p>Discussed:</p> <ul style="list-style-type: none"> • Revenues and expenditure figures. • Cash reserve vs obligation to spend the budget as an NGO. • Agreed to specify expenditures in the future: for travel/ projects. This would improve visibility of the projects. • Projects funding. It should be decided how IEA can fund projects sustainably. • Need to determine what IEA defines as a project and actions related to projects. • Investment account conditions: 4-4,5%/year. • Awards figures were corrected. • AKG suggested to write the report in quarters. • Travel costs. Agreed to specify which travel costs were shared.
11:30 6. Report and discussion: Science, Technology & Practice Committee	NB	<p>A report on the activities of Science, Technology and Practice Committee activities was presented and discussed. Ref. 4</p> <p>Discussed:</p> <ul style="list-style-type: none"> • Need to inform FS members about the TCs and their work, and possibilities to create new groups. • TCs that are quiet: only 3-4. Channels of communication with TCs: Slack, regular meetings with TC where they can speak out about their issues or success. • MHY and NB have confirmed that TCs are working on the special sessions for IEA2024.

		<ul style="list-style-type: none"> • IEA2024 Proceedings publication. Agreed that two formats will be offered abstract vs. extended paper. • Promotion of webinars and online sessions. Stressed that FSs need to circulate the information to better promote the events. • Credits for attending webinars. Discussed the possibility to send out a questionnaire to evaluate the gained knowledge and give credits for that. Agreed to discuss the process later.
11:00		BREAK
11:30 7. Report and discussion: Communications and Public Relations	JD	<p>A report on the activities of the Communications and Public Relations Committee activities presented and discussed. Ref. 5</p> <p>Discussed:</p> <ul style="list-style-type: none"> • Early career researchers: criteria to enter the group. Suggested to add early career practitioners. Agreed to use the term ‘early career professionals’ defined as HFE professionals up to 10 years after completing their degree. • Agreed to remind the national societies that they must be open to early career professionals. • Free webinars: do they promote or prevent from becoming a member? Agreed that the main benefit of being a part of the IEA is building up a network, thus free webinars do not prevent from becoming a member. • External stakeholders’ interactions. There is no institutionalized way of communicating with the stakeholders. Suggested to promote the stakeholders in relevant webinars. Promotions during events over the course of the year. • IEA2024 promotion. Emphasized that IEA2024 needs to be advertised on national societies websites and over IEA social media. • Invitation for the stakeholders to IEA2024. Agreed that the purpose and benefits need to be defined first.
12:30 8. Report and discussion: International Development Committee	AKG	<p>A report on the activities of the International Development Committee was presented and discussed. Ref. 6</p> <p>The work is being done in accordance with IEA 7 policies. AG reported on the progress of introducing educational programmes in Latin America and Africa, IEA’s support of conferences and events in Asia, development of a collaborative PhD programme in Asia.</p> <p>Discussed:</p> <ul style="list-style-type: none"> • Bangladesh difficulties in joining IEA. Ways to learn about IEA activities. Discussed NES’s membership system as an example that can be applied to smaller Asian societies. • Need to have a basic plan for a curriculum that people can use to ensure systems approach.

		<ul style="list-style-type: none"> • Need to train people in stakeholder analysis. • Possibility to sponsor fellowships for early career professionals in developing countries. Need further discussion. • Systems approach: it would be beneficial to collaborate with specialists from other fields who use systems approach to solve common issues.
13:30		LUNCH (local restaurant)
15:00 9. Report and Discussion: Awards	KM	<p>A report on the activities of the Awards Committee was presented and discussed. Ref. 7</p> <p>Discussed:</p> <ul style="list-style-type: none"> • IEA fellows awards: criteria and the voting procedure need to be clarified for the current fellows, as well as the criteria for the candidates. Agreed to ask the Council to suggest the criteria. • Musculo-skeletal disorders award: needs to be promoted among students. • Prestige vs money-attached to awards. Possibility to add further monetary awards needs to be discussed. • WHO project: HFE and health practitioners’ basics. Idea to have the same theory for different countries, but with local examples. Volunteers were invited. • ILO liaison: Sheng Li hasn’t responded to the draft document yet.
15:30 10. Report and discussion: Development and Promotions Committee	EP	<p>A report on the activities of the Development and Promotions Committee was presented and discussed. Ref. 8</p> <ul style="list-style-type: none"> • Elina informed the EC that she was going to start a full-time job. • CM poster: organization of the CM as a process. • Suggestion to have an agent who coordinates the work of IEA and IEA Congress hosts, specifically for helping HS in marketing. • Congress marketing plan to be developed and included in CM. • Agreed that during the first three years hosts make a preliminary plan. Timeline for the next three years before the congress should be defined in CM. • Agreed to review IEA OPs to vote on changes at 2024 Council. • Congress hosts need to understand IEA specific issues, while EC members need to have clear responsibilities. EP highlighted the need of each EC committee to describe what they can offer for Host Society in organizing the congress. Communication plan/roles/responsibilities need to be clear. • Agreed that the continuity in Congress preparation must be salient regardless of the hosting society board elections. • Potential hosts need to be reassured that CM is not mandatory, but a recommendation. However, some of the steps are mandatory on the timeline.

		<ul style="list-style-type: none"> MHY requests to create a separate one-page document with the timeline for the OC to guide the collaboration with the IEA. For ex., when to sign the contract, etc. IEA Congress Steering group formation principles need to be clarified.
16:00 11. Report and discussion: Standardization	SF	<p>SF gave a presentation on the new Standardization ad hoc committee and welcomes discussion Ref. 9</p> <p>Discussed:</p> <ul style="list-style-type: none"> Committee membership and work processes. Work in progress to form the committee. Stressed the importance of TC 159 connection and the need to explain it to the Council. Requested a short description about the IEA standardization to promote the committee and build the network.
16:30 12. Report and discussion: Future of Work Task Force	ATH	<p>A summary of the activities of the Future of Work Task Force was presented and discussed. Ref. 10</p> <p>Discussed:</p> <ul style="list-style-type: none"> Issues in industrialized countries and developing countries: what challenges are common, and which are different. Agreed that many challenges are common and effect people in similar way. How different countries are dealing with new challenges. Plan to invite speakers from ILO, EU OSHA and UN programmes. Agreed to call for potential speakers through the Council members. Idea to contact ISO to share their ideas on the future of standards. Need to link organizations that have MOUs with IEA with the relevant EC. Planning panel/workshop session at IEA 2024.
17:00 13. Report and discussion: IEA2024	MHY	<p>MHY provided a presentation on current IEA 2024 Congress preparations. Ref. 11</p> <p>Several domestic societies will join the Congress. The OC is over 100 people. The milestone updates have been presented. The registration system is ready, but the fees have not been agreed upon.</p> <p>Discussed:</p> <ul style="list-style-type: none"> Time to open registration. The EC encouraged to open the registration early. MHY agreed to speed up the process. Agreed that EC proposed sessions need to be submitted to Myung. Stressed the need to inform TCs early about the review load and their contributions.

		<ul style="list-style-type: none"> • Full-paper review process. The format needs to correspond with the Springer requirements, thus some review is needed. • Hybrid format.
17:30		CLOSE OF MEETING DAY 1

18:00 - 2000 Dinner hosted by IEA (Hotel Nodo, Suecia 172)

Day 2 Start 0800 local time. Room 39-309

08:00 14. (ONLINE) Report and discussion: Professional Standards and Education Committee	TE Tokyo time: Tuesday, 17 October, 20:00	<p>A report on the activities of the Professional Standards and Education Committee was presented and discussed. Ref. 12</p> <p>TE reported on the development of the PhD program and professional training in Asia, collaborative HFE program in Vietnam, activities in Latin America, progress of the certification subcommittee, and update in the education map.</p> <p>Discussed:</p> <ul style="list-style-type: none"> • The update of the education map. TE was asked to share the form for updating the education map.
08:30 15. (ONLINE) Report and discussion: Information & Communication Technology	TK Tokyo time: Tuesday, 17 October, 20:30	<p>TK provided summary of Information and Communication Technology Ad Hoc Committee activities and plans. Ref. 13</p> <p>TE reported on the progress of the online voting system development, member’s area of the website improvements and the corporate image project.</p> <p>Discussed:</p> <ul style="list-style-type: none"> • The process of voting during the Council meeting. • Template for TCs’ presentation on the website.
09:00 16. (ONLINE) Report and discussion: Strategy Development and Implementation	ATO South Africa time: Tuesday 14:00	<p>ATO provided a summary of the current implementation of the P2DP strategy development. Ref. 14</p> <p>ATO reported on the progress of integration of committee activities, HFE Education strategic development around the world, specifically on Sub-Saharan African education program, formation of new societies in Africa, WHO meeting on Patient Safety, transition of IEA activities into a project format.</p> <p>Discussed:</p> <ul style="list-style-type: none"> • Definition of an ‘IEA project’. Recognition of the work of people involved and sharing credit. • Lack of sharing of information about IEA activities.

		<ul style="list-style-type: none"> • Suggestion of summarizing projects by hours to make the value-added from IEA explicit. • Importance of creation and support of regional networks. • Presentation of cross-committee collaborative activities as projects at the next Council meeting. • Data visualization of reports to deliver results of the activities better. Description of the reports on the website.
<p>10:40 17. Report and discussion: IEA2024 (continued)</p>	<p>MHY</p>	<p>Presentation on current IEA 2024 Congress preparations (Continued). Ref. 11</p> <p>Discussed:</p> <ul style="list-style-type: none"> • Exhibition to promote sponsors. Need to motivate for the exhibitors and contact them asap. • Need to enhance our marketing efforts. • Data on registrants, access to the participants’ email. IEA needs to be a registration company together with ESK to make sure that IEA can use the contact information. • Special session proposals. Joint session day. Agreed to send the proposals to Yushi and MHY. • Budget: registration fee. Sustaining members have some free registrations. Rough estimation of the resulting figures. Requested to review the calculation. Reimbursement for IDC countries. • IEA’s support for council representatives from IDC (10k fund). IDC selection criteria: conference&council attendance, paid dues. The fund is used to support in person vs. online participation. Agreed to have a separate meeting on the fund distribution. Stressed the need to specify the criteria in the CM. • Possibility to have some online sessions and some in person sessions. • Visa information needs to be clarified. Specific rules apply to entering Jeju. Advised to post this information on the conference website. • Promotion materials. Agreed to be shared among the EC.
<p>12:00 18. Next EC Meeting</p>	<p>MG JD, AT</p>	<p>MG requested to present the next EC meeting venue proposals.</p> <p>JD presented a proposal to host the next EC meeting in South Africa. Ref. 12</p> <p>Discussed:</p> <ul style="list-style-type: none"> • Possible dates: within mid-March – beginning of April. • Shared funding possibilities and proposed activities besides the EC meeting: workshops and a conference at local universities. • Facilities, accessibility, and available equipment. • Benefits for the hosting university and the promotion of HFE in the region.

		<ul style="list-style-type: none"> As no other applications were received, the decision was tentatively made to accept this invitation. Final decision pending further details about dates and venue possibilities from ESSA.
12:15 19. Planning discussion	MG	<p>Preparations for Council meeting 2024</p> <ul style="list-style-type: none"> Elections. Request for nominations for officers will be made at Council meeting. Eligibility is described in the by-laws. Time required for the jobs is at least 1-2 days a week. The officers are personally liable for the finances unless they are exonerated by the Council. Implications of the IEA being registered in Switzerland: Requirement that at least one executive member is Swiss. If not, SwissErgo representative to Council becomes ex-officio Director. Handover of roles. MG requested committees to document their activities to make sure that their projects continue. Venue IEA2030. The call for proposals will be made at Council meeting.
12:40 20. Summary of society reports and preparation of Council workshops	MG	<p>Preparations for Council meeting 2023 workshops</p> <p>Workshops preparations: Moderators were defined. Agreed to organize representatives in groups for discussions of the four topics both online and in person.</p>
12:50 21. Any other business	All	<p>Discussed:</p> <p>Auditors assignment. Confirmed that Call for auditors and the decision would be made at the Council meeting.</p> <p>Responsive action for not paying dues. Confirmed that non-paying members couldn't have any awards, reduction of registration fees, and other types of funding. In the meantime, agreed to commit to support the development of weak societies.</p>
13:00 22. Any other business	JOG AT	<p>Acknowledgement of the EC efforts to develop IEA. Encouragement to continue networking efforts.</p>
13:15 Adjourn		<p>The meeting was adjourned at 13:15 local time.</p>

Evening –Dinner (not hosted)

- Ref 1. The President’s Report
- Ref 2. The VPSG Report
- Ref 3. The VP/Treasurer’s Report
- Ref 4. Science, Technology and Practice Committee Report
- Ref 5. Communications and Public Relations Committee Report
- Ref 6. International Development Committee Report

Ref = referenced documents for agenda item

- Ref 7. Awards Committee Report
- Ref 8. Development and Promotions Committee Report
- Ref 9. Standardization Ad Hoc committee Report
- Ref 10. Future of Work Task Force Report
- Ref 11. IEA 2024 Congress Report
- Ref 12. Professional Standards and Education Committee Report
- Ref 13. Information and Communication Technology Ad Hoc Committee Report
- Ref 14. Strategy Development and Implementation Ad Hoc Committee Report