



International Ergonomics Association

IEA TRIENNIAL REPORT 1994 - 1997

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International Ergonomics Association

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The IEA Press

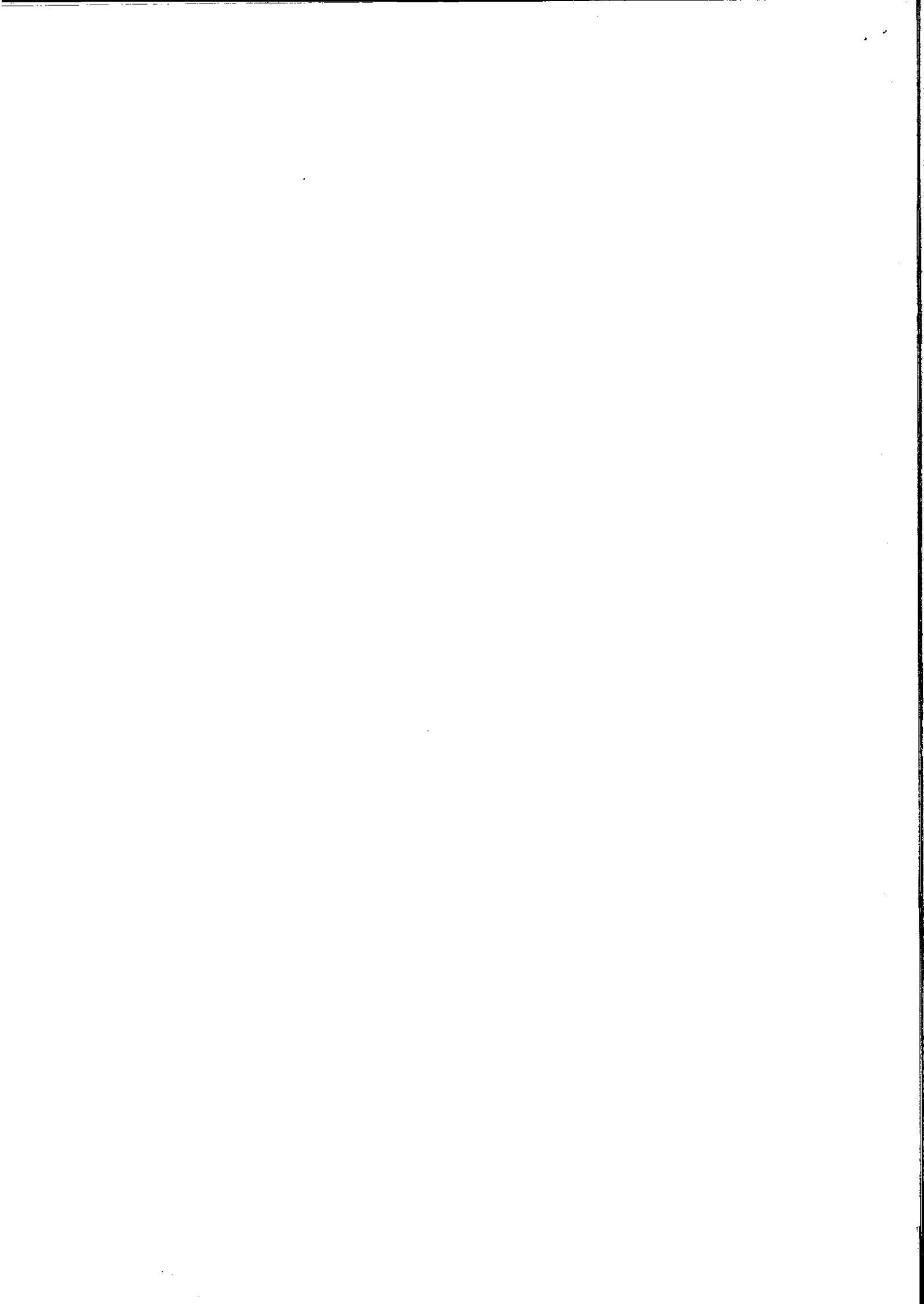
International Ergonomics Association

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INTERNATIONAL ERGONOMICS ASSOCIATION

The **International Ergonomics Association (IEA)** is the association of ergonomics and human factors societies around the world.

Ergonomics, also known as human factors, is the scientific discipline concerned with the interaction between humans and technology.

ERGONOMICS

Ergonomics integrates knowledge derived from the human sciences to match jobs, systems, products and environments to the physical and mental abilities and limitations of people.

GOALS AND OBJECTIVES

The goal of the IEA is to promote the knowledge and practice of ergonomics by initiating and supporting international activities and cooperation. The objectives include the advancement of knowledge, information exchange and technology transfer. To meet these objectives, IEA establishes international contacts among those active in the field, cooperates with international organizations to facilitate the practical application of ergonomics in industry and other areas, and encourages scientific research by qualified persons in the field of study and practice.

ORGANIZATION

The IEA was organized pursuant to Article 60 et seq of the Swiss Civil Code. The registered headquarters of the IEA is in Zurich with a business office in the U.S.A. At present, there are 29 member societies representing about 16000 ergonomist worldwide.

The IEA maintains liaison with the United Nations, the World Health Organization (WHO), the International Labour Office (ILO) and the International Standards Organization (ISO).

IEA GOVERNING BODY

The IEA is governed by a Council comprised of delegates from the member societies and by the Executive Committee of the Council.

SHORT HISTORY

Ergonomics emerged as a modern discipline during World War II when the human operator became increasingly the weakest link in modern sophisticated military systems. After the war, the discipline continued to grow to meet the challenge of civilian applications.

The IEA was founded in 1959 in response to the growing need for international cooperation, principally in Europe. The emphasis in the early days was on human productivity and work physiology. As the discipline matured, other fundamental objectives were recognized, such as the provision for safer and healthier working environments and the improvement of the quality of working life.

Today the discipline encompasses a diversity of interests including cognitive science, human-computer interaction, organizational design and management. The potential of ergonomics is becoming widely recognized by industry, government, labour and the general public.

Ergonomics has contributed to the development of industrial workplaces, transportation, aerospace systems, office design, computer hardware and software and consumer products. It is testament to the importance as well as the success of ergonomics that its scope of application is expanding at an accelerated rate to encompass virtually all aspects of human activity at work, at home and at play.

1994-1997 IEA OFFICERS

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IEA EXECUTIVE COMMITTEE

The IEA Executive Committee comprises of the elected Officers, Chairs of the Standing Committees, Past President (non-voting), Newsletter Editor (non-voting), and the IEA Triennial Congress Chairperson (non-voting).

1994-1997 IEA STANDING COMMITTEES

Awards.....H. Hendrick, U.S.A.
Education & Training.....M. Bullock, Australia
Industrially Developing
CountriesK. Vanwonderghem, Belgium
Policy & Development.....T. Brown, U.S.A.
Publication & Promotion.....W. Karwowski, U.S.A.
Science & Technology.....H. Luczak, Germany

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IEA '97 Congress Chairman.....M. Mattila, Finland

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IEA MAIN ACTIVITIES

The IEA sponsors its triennial Congress which is a major international event. Additionally, the IEA supports other joint conferences in ergonomics. The IEA publishes the proceedings of the triennial Congress and various other meetings as well as the Directory of Educational Institutions, other resource documents and books, and promotional material.

Much of the work of the IEA is accomplished through its standing committees. Committee chairs are normally changed or confirmed one year after the triennial Congress. The following are the standing committees of the IEA, some of which have subcommittees responsible for specific functions or activities.

AWARDS COMMITTEE

This committee recommends to the Council awards to be given to individuals for their contributions to the field of ergonomics.

The awards presently include: IEA Distinguished Service Award, IEA Founders Award, IEA Outstanding Educators Award, IEA Ergonomics of Technology Transfer Award, and IEA Ergonomics Development Award.

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TRIENNIAL REPORT OF THE PRESIDENT 1994-1997

by M. Helander

Ten Goals for IEA Revisited

In 1994, at the beginning of my term as President, I suggested ten priorities for the work within IEA (Helander, 1995). At the end of my term I take the opportunity to revisit these goals. Several have been achieved during the last three years, and some are long term policies which IEA may consider in the future.

1. IEA is the only global organisation in ergonomics and must take a global responsibility

IEA must support ergonomics globally. Partnerships with other international or regional organizations are important for collaboration, such as United Nations, the European Union, and ASEAN. Few of them, however, employ ergonomists. Their awareness should increase and IEA may look for opportunities to train employees of these organizations in ergonomics.

During 1996-1997 our contacts with ILO and WHO improved. This is partly because new officials at ILO and WHO are supportive of ergonomics. IEA also benefited from the joint publication with ILO of Ergonomics Checkpoints.

One problem in maintaining contacts with international organizations has been their frequent reorganizations, shifting levels of funding and change of personnel. We can, therefore, not wait for them to take the initiative. Rather, IEA must aggressively keep approaching UN and other organizations and present proposals.

2. IEA must continue to support ergonomics in countries where it has been neglected

There are two reasons. The first is simply that we want to help. We can help these countries by expanding their knowledge of ergonomics through training and education. The second is that IEA wishes to recruit more members. In order to do so, one must first help in creating the necessary infrastructure and organization of ergonomists in the country. An ergonomics association must be organized.

During the period 1994-1997 IEA training activities increased: Course were held in: Colombia (two courses), Hong Kong, Indonesia, Lithuania, Latvia, Malaysia (3 courses), South Africa (five course), and Thailand (two course). Some of these were in corporation with ILO and WHO. The IEA Committee for IDC's, chaired by Kamiel Vanwonderghem, is responsible for these activities.

IEA can also stimulate ergonomics by supporting conferences in strategic locations, where ergonomics is underdeveloped. Today, there are only a few activities on the large continents of Africa and South America. Through the help of the Brazilian and the South African Ergonomics Societies, IEA has been able to stimulate interest in neighbour countries.

Our book donation program has flourished. It is now organized as 10 library depositories in IDC's around the world. The student chapter of HFES at SUNY Buffalo, N.Y. took an initiative to collect books from HFES members. This was extremely successful, and we are very grateful for their initiative. To sustain this program, we need more donations of current textbooks and volumes of journals.

3. IEA must remain at the forefront of technological and scientific development

The Science and Technology Committee (Holger Luczak) carries the main responsibility. The committee organizes 16 Technical Groups, which arrange conferences, symposia and meetings of expert groups. New technical groups can be proposed by federated societies or by interested individuals. Inactive technical groups are dissolved.

During the time period 1994 - 1997 IEA sponsored 17 conferences around the world - in average about 6 per year. Many of these were held in IDC's. All of them were visited by members of the IEA Council and the Executive.

The Technical Groups helped in soliciting papers by organizing paper sessions for the IEA Congress. About half of the papers being presented at the IEA Congress in Tampere were sponsored by Technical Groups.

4. IEA must disseminate information about ergonomics on a global scale

The newsletter *Ergonomics International*, (edited by Stephan Konz), has been distributed quarterly as a section of the journal *Ergonomics* as well as via Internet. It is also mailed to about 250 individuals around the world.

The Publication and Promotions Committee established the "IEA Press" with the main objective of making conference proceedings available at low cost.

The *IEA Journal of Human Factors and Ergonomics: Research and Applications* will appear as a refereed Web journal. It was established for a similar purpose as IEA Press: to make information available at low cost - particularly to IDC's.

5. *IEA must facilitate global communication among professionals*

1994-1997 was the time when global communications exploded through the Internet. IEA was well prepared, and we established immediately effective e-mail communication among members of the Executive. For the future it would be desirable if all Council members would have an e-mail account. This would simplify communication around the world and also save postage.

An IEA Web page has been established. IEA Federated Societies and Sustaining Members should connect themselves to this page. By organizing all Federated Societies, the IEA Web page will become the most comprehensive Internet source of Ergonomics information. In the future IEA may try to organise an international register of E-mail addresses to ergonomics professionals.

The first Web conference in ergonomics, the CybErg conference, was organized by Curtin University, Australia, and was a great success.

6. *IEA must continue its leadership role in developing guidelines for educational accreditation and professional certification*

Draft guidelines for certification were developed by the Education and Training Committee, (chaired by Margaret Bullock). The final guidelines, which are intended as recommendations for adoption by federated societies, should be available within the next year. The guidelines will continue to evolve as the field of ergonomics changes.

7. *IEA must increase its budget and seek new sources of funding*

IEA relies on volunteer work, and for that reason it is possible to accomplish much at little cost. Current funding is provided by member societies, by donations, and by income from conferences. Our annual budget is insufficient - by far. For the future we must seek additional sources of revenue, more substantial donations and trust funds from individuals, sustaining membership fees from international corporations, grants for research and development, profits from publications, and so forth. Lack of funding restricts IEA activities, and makes it difficult for IEA to sustain its international role.

8. *IEA Council members must be given opportunities to help with IEA business, for example by doing special projects*

Some council members are already active on committees, but there are many opportunities for special projects of limited duration. I encourage Council members to bring up new initiatives where they would like to be involved. One very important activity is listed below in 9.

9. *IEA must actively recruit new members*

In particular, the number of Sustaining (company) Memberships must be increased. These validate IEA as important to industry and creates opportunities for international collaboration. The member ship fees make a valuable contribution to IEA budget. This activity rests with the Policy and Development Committee (Chair: Ogden Brown Jr.)

10. *IEA must promote an international debate on the goals of ergonomics*

Ergonomics is practised differently in many parts of the world. To develop a common understanding, IEA must lead a global debate on the goals and means of ergonomics. Ergonomics must be explained or packaged, so that the message is easy to understand for non-professionals: The purpose of ergonomics is to design systems that enhance productivity, safety and user satisfaction (Helander, 1997). With a clear message, we can effectively promote ergonomics.

References:

Helander, M.G. (1997). Forty Years of IEA: Some Reflections on the Evolution of Ergonomics. *Ergonomics*, in press.

Helander, M.G. (1995). Extending the IEA Network. *Human Factors and Ergonomics Society Bulletin*, 38(3), 1-2. (Also in *Ergonomics*, 38, 1525-1527.

TRIENNIAL REPORT OF THE SECRETARY GENERAL 1994-1997

By P. Rookmaaker

The task of the Secretary General / SG has to do with 5 main clusters:

1. Functioning as secretary
2. Managing the secretariat
- 3.. Networking
4. IEA members and others
5. Special items

It is needless to say that the SG has functioned, besides these specific clusters, as a team member, both together with the two other officers, with the members of the Executive and with the members of Council; from time to time the SG acted as initiator.

Due to the objectives of the SG function the primary task is to manage the "paperwork" within the IEA organization in a reliable and optimal manner. Until now this is the main mechanism for the communication and information dissemination. Although not always satisfactory, this "bureaucratic" contribution is indispensable for the well-functioning of the organization. Important to realize: not too much - not too little of that paperwork! In the (near) future we may expect a replacement of paperwork to e-mail.

1. Functioning as Secretary General

1.1. Correspondence

Numerous letters, faxes and - more recently - e-mails have been received about a wide variety of subjects such as literature research, individual IEA membership, board composition at societies, invitations for meetings, policy matters, relations with international organizations, etc, etc. The number of incoming mail pieces on an annual basis exceeds 250.

1.2. Internal IEA Meetings

Starting after the 1994 Toronto Council the annual meeting schedule was, in general, as follows:

- a) one two days Council meeting (approx. 50 pers.)
- b) two one, two or three days Executive meetings (approx. 10 pers.)
- c) two one or two days Summit meetings (3 officers).

In this reporting period, the following internal IEA meetings have taken or will take place:

IEA Council Meetings:

- a) Rio de Janeiro (October 1995)
- b) Breckenridge (July 1996)
- c) Tampere (June 1997)

Executive Committee Meetings:

- a) Aachen / Vaals (January 1995)
- b) Rio de Janeiro (October 1995)
- c) Cattilon (April 1996)
- d) Breckenridge (July 1996)
- e) Lisbon (February 1997)
- f) Tampere (June 1997)

Officers Summit:

- a) Amersfoort (November 1994)
- b) Geneva (May 1995)
- c) Amersfoort (January 1996)
- d) Linksping (October 1996)
- e) Amersfoort (April 1997)

All those meetings were prepared with agendas and relating documents and finalized afterwards with minutes and action lists. The SG was often rather intensely involved with organizational matters before and during those meetings.

1.3. IEA Basic Documents and Mailing Lists

During the reporting period 2 updated versions of the IEA Basic Documents (September 1995; May 1997) were prepared by the Chairperson Policy and Development Committee, published in 60 copies by the SG and mailed to the Councilors.

At least 6 updates of the address list Executive, Council and Secretariats IEA members have been prepared and distributed.

2. Managing the secretariat

In the reporting period Mrs. Linda Krokk-Read was the acting staff person for IEA, employed for about 8 hrs a week. At first located at the NVvE / Dutch Ergonomics Society's office in Amsterdam without charge, the IEA secretariat's office moved in April 1996, due to the closure of the NVvE office, to Mrs. Krokk's home address.

3. Networking

3.1. World Health Organization / WHO

IEA has the NGO status at WHO. Especially with the Office of Occupational Health / Division Health Promotion and Communication (Dr. M. I. Mikheev) in Geneva the collaboration has grown:

- a) discussions with Dr. Mikheev took place three times (May 1995; January and September 1996);

b) IEA presented, prepared by the SG, a statement at the WHO Executive Board Meeting / Geneva, January 1996, which strongly supported the adoption of the resolution 49.12 about the WHO Global Strategy for Occupational Health for All.

c) IEA was represented by the SG at the third WHO meeting for Collaborating Centres in Bogotá. A paper was presented about ergonomic design in agriculture, especially related to IDC's and about IEA. In the final recommendations the WHO Collaborating Centres were requested to pay more attention in their programming to ergonomics as a design approach.

As a result of the meeting a broader and more realistic understanding of ergonomics was felt by the often medically-orientated audience.

d) The SG met with dr. B. Baranski, the WHO Regional Adviser for Occupational Health. IEA has been invited to make a presentation on the role of ergonomics in workplace risk assessment at a Follow-up meeting about occupational health indicators and country profiles, Vilnius, September 1997.

3.2. International Labour Office / ILO

IEA has also the NGO status at ILO. There are, in particular with the Occupational Safety and Health Branch, headed by dr. J. Takala (successor of dr. Ch. Pinnagoda) at ILO / Geneva, close relations.

Discussions with members of the Branch took place in May 1995 and continued in September 1996 about the publication of the "Ergonomics Checkpoints" issued by ILO and prepared by IEA; matters dealing with copyright, distribution, discount and translation were discussed and solved.

About the Roving Seminars it was decided that there should be a shared involvement by ILO, WHO and IEA. A planning scheme of coming Roving Seminars will be developed; the Ergonomics Checkpoints in its translations is an essential training tool.

3.3. International Social Science Council / ISSC

After several years of preparation IEA became accepted as an Associate Member of the ISSC. Council in December 1996. Through ISSC, IEA is now also connected to the UNESCO organization with same specific advantages (eg. fund raising, involvement in specific research areas). The relationship between IEA and ISSC will be developed and periodically evaluated.

3.4. European Union / EU

As it is felt desirable to influence on strategic level the ergonomic involvement in the EU programs and other

activities, the SG was involved in various meetings in order to find suitable entries at the EU central organization. There were talks with persons from DG III / Industry; DG VII / Transport; DG XII / Science, Research and Development and also with some members of the European Parliament.

4. IEA members and others

4.1. Membership

In the reporting period the IEA membership grew by:

- a) the change from a Affiliated status to a Federated one by the Irish Ergonomics Society (1995);
- b) Federated memberships of the Ergonomics Society of Taiwan (1995) and All-Ukrainian Ergonomics Association (1995);
- c) the replacement of the IEA Federated Membership of the Russian Ergonomics Association by that of the Inter-Regional Ergonomics Association (1997);
- d) the Sustaining Membership of the Research Institute of Human Engineering for Quality Life / HQL (1996);
- e) the application for IEA Federated membership of the Turkish Ergonomics Society (scheduled 1997).

All these changes had to be prepared, communicated and pre-checked by the SG.

4.2. IEA Representation

- a) In February 1995 the SG attended Executive Board meeting of the Japan Ergonomics Society in an open and friendly atmosphere.
- b) In April 1997 there was a meeting with the Board of the Colombian Ergonomics Association which will, most probably, apply for IEA Federated Membership in 1998.
- c) Also in April 1997 the SG stimulated and co-organized, together with the Colombian Ergonomics Association / CEA, the founding of a contact group of ergonomist in the so-called Andean Region (Chile, Peru, Venezuela, Cuba, Ecuador and Panama); the CEA will act for the time being as convenor.

4.3. Federation of European Ergonomics Societies / FEES

In order to meet various wishes from European IEA member societies and also to meet the requirements for acceptance by the EU (see item 3.4), an organizational IEA structure was discussed with the IEA officers and representatives from IEA members within the EU. A proposal for the foundation of such a structure - FEES - under the IEA umbrella will be discussed at the Tampere Council.

The SG was and is involved in the preparation of the FEES foundation.

5. Special Items

5.1. Summit Meeting on Human Engineering for Quality of Life

The SG was an invited speaker at the Summit Meeting, February 6-7th 1995 in Osaka. In his paper he gave an introduction about the registration and certification system for ergonomist as quality instrument.

5.2. EU - DG III - Strategic Planning Workshop / ESPRIT Long Term Research

On May 21-22, 1997, the SG is invited to participate in a strategic planning workshop in Brussels, organized by DG III / European Union. The objectives of the workshop are to assess European needs for research in the future.

5.3. International Institute for Communication and Development / IICD

The IICD - founded by the Dutch Minister for Development Cooperation - will assist developing countries to get connected with the developments in the field of Information and Communication Technologies / ICTs, that are currently taking place in the industrialized countries in the North. In the brainstorm phase about how to start the work, the SG has been invited to participate in order to give attention to the ergonomics aspect.

5.4. Book Distribution

Three out of six invited centers to act as IEA distribution centres for information reacted very positively to that invitation. (Kaunas University / Lithuania; Bali University / Indonesia; Nat. Inst. for the Improvement of Work Conditions and Environment / Bangkok, Thailand. A composition of books was shipped to those centers.

5.5. Donations, Bequests

No donations or bequests were received in the reporting period by the SG!

TRIENNIAL REPORT OF THE TRESASURER 1994-1997

by Y. Ian Noy, Treasurer

The IEA is a federation of ergonomics and human factors societies around the world. The number of members of the 35 current federated and affiliated societies are shown in the attached figure. The IEA operates accounts in U.S. Dollars (USD) and Swiss Francs (CHF) and has an investment certificate in Canadian Dollars (CDN). The fiscal year-end is December 31. Financial statements are prepared using the cash basis of accounting; i.e., revenues are recognized when received and expenses are recognized when paid. The balance sheet and Statement of Operations for the period are attached.

Figure 1 shows the growth of IEA equity components since 1984. The total assets at the start of 1994 were equivalent to USD \$111,605. At the end of 1996, the total assets were equivalent to USD \$129,270. The total assets, however, include Funds which created and used for specific purposes and are thus not expected to remain stable. The loans reserve of \$35,000 was established to ensure that adequate funds are available to provide seed money for conferences as approved by Council from time to time.

The financial health of the IEA is indicated by the Cash Reserve since this is the amount available for discretionary spending. The cash reserve at the start of 1994 was equivalent to USD \$50,127. At the end of 1996, the cash reserve was equivalent to USD \$55,925, representing an increase over the three year period of USD \$5,798. This modest increase in cash reserve indicates that the IEA's financial performance has been stable over this period. It is normal for non-profit organizations to keep on hand a reserve equal to their annual budget. The total expenditures for 1996 were USD \$41,428. Therefore, the cash reserve is sufficient for our current level of activity. If, however, the IEA plans to initiate more ambitious programs new sources of revenues will have to be found.

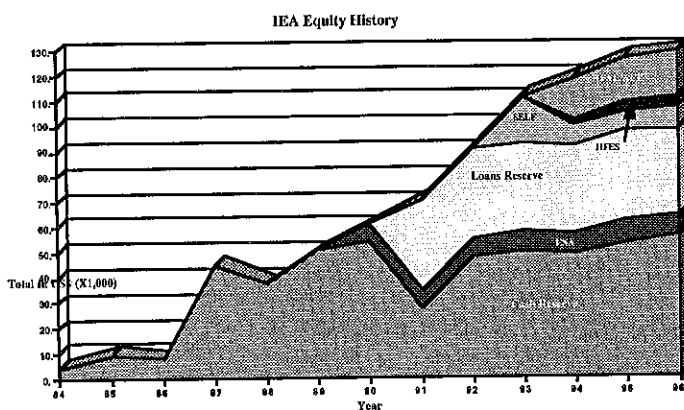


Figure 1: IEA Equity History Net Worth

The total assets of the IEA as at December 31, 1997 were equivalent to USD \$129,270. Eleven percent of the assets were held in current accounts (CHF and USD) with the Hong Kong Bank of Canada; 63% were invested in guaranteed term certificates, and 26% were monies receivable (from loans provided as seed money).

Figure 2 shows the current liabilities and equity of the IEA as at December 31, 1997. There are no amounts owing to external parties. The cash reserve represents the amount available for discretionary spending. The balance of the assets are held in reserves or funds as shown in the figure.

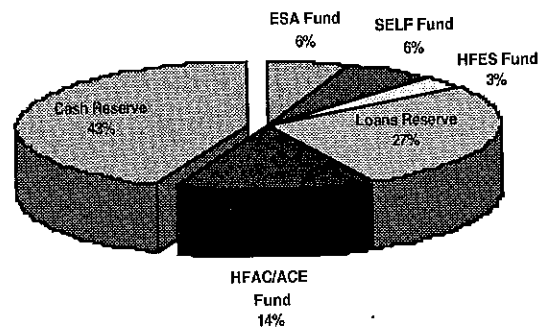


Figure 2. Liability and Equity as of December 31, 1997

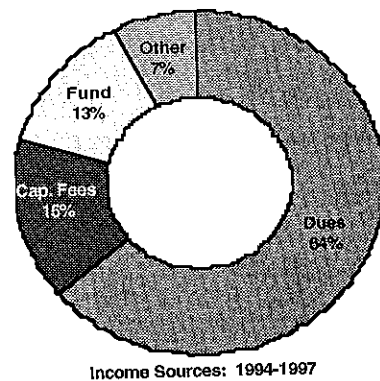


Figure 3: Revenue Sources 1994-1997

Revenue sources

Figure 3 shows the proportion of income from membership dues, capitation fees, contribution to IEA Funds and miscellaneous sources such as interest. The principal sources of operating capital was derived from dues and capitation fees.

Only 65% of the total income was raised through membership dues. It should be noted that the IEA has not increased its membership dues formula since 1986. Since membership dues have remained constant, capitation fees have become increasingly important in defraying increased operating expenses.

Capitation fees

During the period 1994-1997, capitation fees were received as follows:

IEA'94	\$17,602
Warsaw Conference on Materials Handling	\$1,470
HCI International '95, Yokohama	\$2,802
ODAM IV	\$878
Psychophysiology in Ergonomics Conference	\$353

Operations

The main categories of expenditures included executive and administrative expenses, committee expenses, provision of grants, the publication of Ergonomics International, the printing of brochures, meeting costs, and miscellaneous other expenses. The relative proportion spent in these main areas during the period 1994-1997 is depicted in Figure 4.

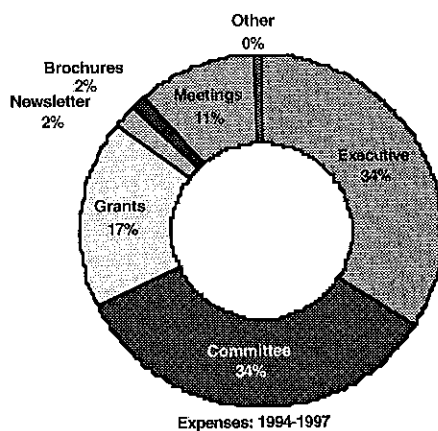


Figure 4. Expenditures 1994 - 1997

Grants

The following grants were awarded during the reporting period.

Delegates to IEA'94	\$19,000
CybErg Conference	\$2,500

Funds Activities

The Human Factors Association of Canada/Association canadienne d'ergonomie (HFAC/ACE) created a Fund in the amount of \$17,000 to help delegates from industrially developing countries to attend future IEA Congresses.

Most, if not all, of this money will be used to support attendance at IEA '97.

The SELF Fund was used to pay \$8,000 towards travel grants for delegates from industrially developing countries to attend IEA'94. A further \$2,000 was paid as a grant to help SEAES conference.

POLICY CHANGES

Funds Administered by the IEA

At the present time, the IEA manages four special funds. Three of these funds have been established from surplus income by societies that have hosted IEA Congresses. It is expected that more funds will be created in the future. A policy was established for the creation and management of funds which ensures that funds will be managed in accordance with the wishes of the societies that have created the funds.

Bequests and Endowments

The policy regarding bequests and endowments was created to facilitate this form of fund raising. Individuals who wish to donate to a discipline that has given them the opportunity to make a meaningful contribution to society through their teaching, research, and practice can consider making general or specific gifts to the IEA. No tax receipts are available at the present time since the IEA is not registered as a charity in any country.

Such gifts will help the IEA to develop professional societies in new regions, promote educational programs in industrially developing countries, participate in UN organizations, harmonize professional standards for certification, develop strategic directions for the discipline, facilitate the exchange of scientific and technical information and promote international collaboration.

Sustaining Memberships

In addition to the existing sustaining membership, three new categories of membership in the IEA have been established for international corporations. These are Gold Level, Platinum Level and Diamond Level. The Japanese Research Institute of Human Engineering for Quality Life (HQL) has been accepted as a Platinum member.

Capitation Fees

A proposal to revise the capitation fee schedule applicable to IEA supported conferences will be considered at the Tampere Congress. The new schedule, reflecting inflationary and value increases, is expected to increase revenues for the IEA in the future. It will not affect conferences already approved.

Balance Sheet Comparisons for 1994, 1995 and 1996

	1996	1995	1994
	Total \$	Total \$	Total \$
ASSETS			
Current Assets			
Cash Accounts (Hongkong Bank of Canada)	14213.80	24679.64	27528.76
Term Deposits	81021.89781	77316.79	71428.57
	<u>95235.70</u>	<u>101996.43</u>	<u>98957.33</u>
Seed Funds Receivable	34034.72	24883.00	20043.00
	<u>129270.42</u>	<u>126879.43</u>	<u>119000.33</u>
EQUITY			
ESA Fund for Conf. in Ergon. in South East Asia	7699.44	9965.17	8331.84
SELF Fund	8177.99	7928.76	7642.00
HFES Fund for Ergon. in Dev. Countries	4274.79	3718.72	2136.00
Loans Reserve	35000.00	35000.00	35000.00
HFAC/ACE Fund	18193.09	17637.92	17000.00
Cash Reserve	55925.11	52628.85	48890.49
	<u>129270.42</u>	<u>126879.43</u>	<u>119000.33</u>
	<u>129270.42</u>	<u>126879.43</u>	<u>119000.33</u>

Statement of Operations

Comparisons for 1994, 1995 and 1996

	1996	1995	1994
	Total \$	Total \$	Total \$
REVENUE			
Membership Dues	38894.80	29673.50	29179.88
Capitation Fees (PIE)	352.75	2802.00	19949.78
Interest	4059.45	4761.09	1648.30
Contributions towards HFS Fund	439.00	1503.00	1349.00
From IEA'94 to establish HFAC/ACE Fund			17000.00
Misc.	74.01	169.50	441.36
	<u>43820.01</u>	<u>38909.09</u>	<u>69568.32</u>
EXPENDITURES			
Executive & Administrative Expenses			
Office-related expenses	3192.85	1189.75	6459.64
Travel	10022.15	8609.05	7318.40
Clerical	2240.43	2164.05	2224.80
Committees			
Policy & Planning	1914.87	3783.75	2124.00
Science & Technology	2290.04	2302.00	3144.92
Education & Training	5574.61	5971.25	3853.00
Roving Seminar			
Industrially Developing Countries	2989.64		
Publications & Promotions	2840.20	1719.00	3454.08
Publications	1485.00	1809.00	589.00
Newsletter	50.00	1352.00	1331.00
Meeting costs	6135.74	4210.95	3119.56
Bank charges	193	265.70	120.76
Grants (CybErg 1996)	2500.00		19000.00
	<u>41428.34</u>	<u>33376.25</u>	<u>52739.02</u>
OPERATING SURPLUS (DEFICIT)	<u>2391.66</u>	<u>5532.84</u>	<u>16829.30</u>

EDUCATION AND TRAINING COMMITTEE

This committee compiles and disseminates information relevant to offerings in ergonomics at educational institutions, educational materials, including instructional methods, aids and standards. Three subcommittees have been established as follows:

1. Accreditation and Certification
2. Ergonomics Education and Resources
3. Education in Industrially Developing Countries

The goals of the Committee are :

- To encourage harmonization of criteria and procedures for certification of ergonomist.
- To develop an outline of core competencies of ergonomist.
- To develop international guidelines for accreditation of ergonomics educational programs.
- To maintain an up to date Directory of Ergonomics Education programs throughout the world.
- To facilitate a process for electronic educational information sharing.

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REPORT ON COMMITTEE ACTIVITIES 1994-1997

by Margaret I Bullock

1. Certification of ergonomist

To encourage harmonization of criteria and procedures for certification of ergonomist, material relevant to certification was disseminated to all Federated Societies. This included:

- certification guidelines developed by BCPE and CREE,
- a comparison of certification criteria used in those countries with a procedure in operation,
- a paper outlining definitions and certification issues to be considered.

To provide guidance to Federated Societies contemplating the development of a system of certification for ergonomist, IEA guidelines for the minimum criteria relevant to the process of certification have been developed.

It is anticipated that these criteria will provide the means by which the IEA will endorse individual systems of certification. IEA endorsement of a system of certification will indicate that it has met internationally accepted criteria.

Criteria for IEA endorsement of a certifying body have also been developed.

Issues relating to certification processes and endorsement of certifying bodies were topics included for discussion at a special Education and Training Committee workshop scheduled during the IEA '97 Congress, in Tampere. When finalized, these details will be circulated to all Federated Societies.

2. Accreditation of educational programs

Guidelines for basic criteria to be considered during a process of accreditation of ergonomics educational programs have been outlined for circulation to Federated Societies following the 1997 IEA Council meeting. Standards relating to each criteria have yet to be defined.

3. Core competencies

With input from a number of Federated Societies and after wide consultation, an outline of core competencies of ergonomist has been developed, to be offered as a reference source for certification and accreditation procedures. Such an outline could also be used as a reference by educational authorities developing or revising educational curricula in ergonomics, or planning continuing education programs in ergonomics.

Proposals for definition of core competencies were topics included for discussion at a special Education and Training Committee workshop scheduled during the IEA '97 Congress, in Tampere. When finalized, the outline of core competencies will be circulated to all Federated Societies.

4. Directory of Ergonomics Education Programs

The Directory of Ergonomics Education Programs, presented in hard copy in 1994, has been installed on the IEA home page on the internet.

Councilors from each country have been encouraged to arrange for the progressive updating of the entries for programs in their country, incorporating information about accreditation of each ergonomics program, where this has been gained. The updated material is to be endorsed by the relevant Federated Society for transfer to the Directory electronically.

Where details of a particular program are available (including curricula or application forms for enrollment), a link from the IEA home page will be established.

5. Ergonomics Education in Industrially Developing Countries

Prior to the formation in 1996 of a specific IEA Committee to handle initiatives in this area, the Education and Training Committee worked to develop programs and processes for self help in ergonomics education in IDCs.

Possibilities of accessing resources for funding Roving Seminars were explored with some success and plans were made for the delivery of a series of Roving Seminars in Southern Africa (using English as the presenting language).

The development and expansion of the Ergonomics Checkpoints for specific applications were topics of negotiations with the ILO.

6. Code of Professional Behavior

Copies of the IEA Guidelines for a Code of Professional Behavior were sent to all Ergonomics Secretariats with advice that this IEA Code was provided as a resource should the Federated Societies decide to adopt a Code of Professional behavior for their own members.

7. Collation of ergonomics educational programs (or components of a program) available on the internet

A committee has been formed to search for education programs offered through the internet, to review them for quality of content and presentation and, where considered appropriate, to provide a link to them through the IEA home page.

INDUSTRIALLY DEVELOPING COUNTRIES (IDC) COMMITTEE

This committee promotes, coordinates, and implements ergonomic activities in IDC's by supporting local and regional initiatives concerning research, development, training, and meetings and conference. The committee implements an ergonomics development program in IDC's, and collaborates with other IEA committees with interests in IDC's. The committee policies are to develop a methodology for workload assessment for international comparisons, survey ergonomics problems in IDC's and establish a list of priority actions.

The committee established an international network of ergonomics professionals related to IDC's. The committee utilizes knowledge from industrialized countries regarding research and development, training and education and transfer of technology. It explores nationally and internationally the possibilities for funding for the planned actions, and establishes reliable contacts with world organizations including ILO, WHO, and UNDP.

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REPORT ON COMMITTEE ACTIVITIES 1994-1997

by Kamiel Vanwonderghem

The Council decision of establishing a Standing Committee on Industrially Developing Countries (IDC) was made at the Rio Conference in October 1995. As of June 1997, the main activities of the committee can be categorized as follows:

1. Development of a policy
2. Establishment of a structure
3. Organization of contacts and training courses

Main Tasks:

- a) establishment of a structure which should become operative within 2 years, i.e. after the Tampere Congress,
- b) development of an action program for the IDCC in order to realize the Committees objectives (see basic documents IEA February 1997 p. 27, paragraph 2.3.a) and to investigate funding possibilities to realize the program,
- c) continuation of actions launched by the Standing Committee Training and Education

a) Establishment of the IDC-structure

The committee is composed as follows, all persons having formally accepted the proposed duties:

- South East Asia and the Pacific:
 - A. Manuaba, Bali-Indonesia
- India: R. N. Sen, India
- Eastern Europe: L. Pacholski, Poland
- Central & South America : M. D. Gonzales, Columbia
- Africa: P. Scott, South Africa
- Central Asia: H. Shahnava, Sweden
- Chair: K. Vanwonterghem, Belgium

(No formal commitment received from China to date, contact: R. Shen.)

The following Technical Groups have been established:

- Training and Education: Chair: H. Shahnava, Sweden
- Technology Transfer: R. N. Sen, India
- Meetings & gatherings: A. Manuaba, Bali-Indonesia
- Research: L. Pacholski, Poland
- Consulting: P. Scott, South Africa
- Finances and international contacts; chairman

The first contacts were made at Congresses and Seminars (e.g. New Delhi, Taipei, Denpasar, Breckenridge) or by telecommunicating facilities. The definitive start of the committee is planned for Tampere. The delay is due to the fact that the persons could not be gathered together because of a lack in financial resources. It is hoped that all will be attending the Tampere Conference, where a workshop on Developing Countries is planned.

Workshop in Tampere

Preparatory discussions have been made with the Chairpersons of the Technical Group. They will present the basic strategy and policy of the Technical Group (10 minutes) and the members will summarize the specific needs for their region. After the presentations, the audience will be split into groups and the items will be discussed (under the guidance of the committee members) for about 1.5 hours. Each group will prepare their conclusions which will be discussed plenary.

Closing resolutions will be established, forming the basis for future activities.

b) Establishment of action program

After contacts with ILO and WHO, the proposal of the program in ergonomics to promote health, safety, well being and efficiency of working processes in the industrially developing world has been remodeled following possible funding possibilities within ILO. The program is not changed in its principles, but split in two three year phases: a launching phase (1997-2000) and a consolidation phase

(2000-2002). Both ILO and WHO endorse the project.

In October 1996, the project was introduced to the Chief of the Multi-Bilateral Activities of ILO who is their fund raising body. Even though it will take some time to obtain an answer, there is some reason for an optimistic outcome.

Other contacts have been made commonly with the IEA Officers.

c) Roving Seminars:

- In addition to the 5 Roving Seminars in Southern Africa (P. Scott and H. Shahnava), a new initiative has been launched commonly with ILO and WHO, namely the Training for Trainers - Roving Seminars Ergonomics.

The idea is to establish a team of trainers able to handle the Check Points Book with basic ideas about ergonomics and training. The first Seminar was organized in Thailand April 8-11, 1997, by the Ergonomics Unit of the Department of Physiology, Rangsit University, Pathumtani. IEA participants/lecturers/experts were H. Shahnava and K. Vanwonterghem.

Cooperation with ILO-WHO-IEA included the following:

- ILO provided 22 copies of check points book for free, plus one speaker introducing the organization (Ms. Pia Markkanen, ILO-Office Bangkok)
- WHO sent leaflets to the surrounding countries and encouraged them to participate. Dr. Han Tun introduced WHO's interest in Ergonomics (WHO-representative in Bangkok).

Participants received an IEA-ILO-WHO certificate of participation.

POLICY AND DEVELOPMENT COMMITTEE

This committee explores and coordinates new policy options and proposals, and assists in development and implementation of new programs and initiatives relevant to the function and effectiveness of IEA. The committee develops and coordinates plans and proposals concerning IEA policies, operation, and structure, and assists in development of policy recommendations to better serve Federated Societies and the international ergonomics community.

This committee also explores and develops initiatives for collaboration with other global organizations, and develops and implements plans and programs for the recruitment of new sustaining members. The committee is also responsible for development of medium and long range objectives for IEA and the formulation of a strategic plan to assist in development of the science and profession of ergonomics. Three groups have been constituted in order to realize the objectives of the committee. They are: Policy Group, Membership Development Group, and Strategic Planning Group.

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REPORT ON COMMITTEE ACTIVITIES 1994 - 1997

By Ogden Brown, Jr.

The Policy and Development Committee explores and coordinates new policy options and proposals, and assists in the development and implementation of new programs and initiatives relevant to the function and effectiveness of IEA. This committee develops and coordinates plans and proposals concerning IEA policies, operation, and structure, and assists in development of policy recommendations to better serve Federated Societies and the international ergonomics community.

This committee also explores and develops initiatives for collaboration with other international organizations, and develops and implements plans and programs for the recruitment of new sustaining members. The committee is also responsible for development of medium and long range objectives for IEA and the formulation of a strategic plan to assist in development of the science and profession of ergonomics. The name of this committee was changed from Policy and Planning in 1995 to better reflect committee responsibilities and objectives. Three subcommittees were then constituted in order to help realize objectives of the new Policy and Development Committee: the Policy Group,

Membership Development Group, and the Strategic Planning Group.

The *IEA Basic Documents* were extensively revised during this triennium. The section on the history of the IEA was completely rewritten, and major changes were made to the awards section, operating procedures section, and the section on IEA policy on the support of conferences in ergonomics. In addition, major rules changes were proposed to Council, approved, and implemented. In 1997, the entire *IEA Basic Documents* publication was prepared for inclusion on the IEA home page of the World Wide Web as were the meeting request forms for IEA sponsored conferences.

An ongoing research project, the *Special Survey of IEA Federated Societies*, was completed and the final report published. This survey was intended to provide a better understanding of the state of ergonomics around the world, to identify trends and patterns within the domain of ergonomics, and to identify current issues and future aspirations of all federated societies of the IEA. Results of the survey revealed that the science and profession of ergonomics is alive and well: that the discipline is growing and maturing; and that readily identifiable trends have emerged, principal among which is a definite movement toward dealing with issues and concerns on a systems oriented basis and a greater interest in areas associated with occupational safety and health and human-computer interaction.

The survey instrument which was used in gathering data for the *Special Survey* has been revised and shortened for use as one of the required documents to be submitted by all new applicants for membership in IEA. This *Applicant Survey* will provide continuing information for the data base on all IEA Federated Societies.

A new sustaining member from Japan joined IEA during this triennium, the Research Institute of Human Engineering for Quality Life.

The Strategic Planning Group under the leadership of Nigel Corlett undertook a two year study to "analyze and explore feasible approaches to the challenges which lie ahead and the issues which need to be addressed with respect to the future development of the science and profession of ergonomics". The conclusions and final report of this group, entitled "Ergonomics in a Future World", will be presented during the 1997 Triennial Congress in the 'Futures Panel' plenary session just before closing ceremonies of the Congress.

The Triennial IEA Council Workshop for IEA Council members was held just before the 1994 Council meeting at the 12th Triennial Congress in Toronto. A similar workshop will again be held for IEA Council members just prior to the

PUBLICATION & PROMOTION COMMITTEE

1997 Council meeting at the 13th Triennial Congress in Tampere. The workshop features short presentations by members of the Executive Committee on their responsibilities and duties: a discussion of IEA organization, rules, and operating procedures; and a discussion of Council member duties and responsibilities. It is intended primarily for new Council members, but every Council member is welcome to participate.

Major activities of the Policy and Development Committee for the 1994-1997 triennium have been set forth above, but, as is the case in all committee work, many routine and repetitive tasks are ongoing on a recurring basis. These kinds of tasks and activities may not deserve specific mention, but they constitute responsibilities which are an important part of the committee's work and they serve to contribute to the overall effectiveness of the International Ergonomics Association. It has been my distinct honor and pleasure to have served as Chair of this committee.

This committee develops and distributes a variety of publications, including the IEA annual reports, a newsletter, Ergonomics International, Directory of Educational Institutions, Directory of Resources Centers and promotional brochures, and manages IEA Press, which serves as the printing and publishing house of IEA. The committee coordinates donations of educational materials (books, journals, etc.) to libraries in developing countries through the IEA Book Fund.

This committee also promotes awareness of the IEA and ergonomics on a global basis through various interactions with other international and national organizations as well as media and news agencies. The committee moderates the computer list server, IEAWORLD, designed to facilitate communication between the members of IEA Federated Societies and the world society at large.

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REPORT ON COMMITTEE ACTIVITIES 1994-1997

by Waldemar Karwowski

1. IEA brochure

The IEA brochure was revised, upgraded and printed in 1995 and 1996, and printed for the first time under the IEA Press imprint with the title *IEA Facts and Background* in February 1997.

2. IEA in cyberspace: Home page on world wide web

<http://www.spd.louisville.edu/~ergonomics/iea.html>

The IEA homepage of the Worldwide Web has been developed. The items currently under development include:

- Structure of Technical Committees
- Directory of Educational Programs
- IEA Basic Documents
- Books Donation Program
- IEA Sponsored Conferences

3. Design of the new IEA Logo

A new IEA logo was developed based on the guidance provided by the Council Meeting in Brazil, October, 1995.

4. Development of IEA Press

The virtual publication arm of IEA, the IEA Press, was developed. The IEA Press serves as a supporting shell for many important activities performed by IEA as the professional association. It is a vehicle designed to help in bringing the ergonomics knowledge to the federated IEA members and the world society at large. The items that could be published under the IEA Press imprint (by lending its name and providing the ISBN number) include proceedings of the IEA sponsored Conferences organized by member societies, materials (books, monographs, etc.) generated by and coming out of the activities of various Technical Committees of the Science and Technology Committee, the IEA Triennial Report, IEA Facts and Background brochure, and various reports of the IEA activities., as determined the Council.

The IEA Press does not engages in any commercial printing activities, or publishing of the projects which require significant investment of IEA funds. The main trust of the IEA Press is to facilitate publication of the selected projects, which are approved by IEA. The publication costs of other projects are to be covered from the return on the projects, with no financial risk to IEA.

5. ISBN (International Standard Book Numbering)

An application was made and authorization was received for providing the ISBN (International Standard Book Numbering), i.e. publisher prefix for the IEA Press.

6. IEA Press Publications: 1996 -1997

6.1. Conference Proceedings sponsored by IEA and published under an imprint of the IEA Press:

- a) *Manufacturing Agility and Hybrid Automation-I*, Proceedings of the International Conference on Human Factors in Advanced Manufacturing and Hybrid Automation, Maui, Hawaii, August 1996, IEA Press, ISBN: 0-9653395-0-5.
- b) *The First International Cyberspace Conference on Ergonomics 1996: Proceedings of the Cyberg Conference*, Australia, September 1996, IEA Press, ISBN: 0-9653395-1-3
- c) Proceedings of the ASEAN '97 Conference, Malaysia. (in preparation), IEA Press, 1997.

6.2. Publications planned for the future (subject to Council approval):

- a) Book on the History of IEA
- b) Book on Macroergonomics

7. The IEA Triennial 1997 Report was published for the first time.

8. The ILO Ergonomics Checkpoint book is promoted on the IEA home page.

9. Book donation/distribution program is being facilitated through the IEA home page.

10. Development of electronic communication tools for IEA

The COUNCIL (previously known as IEANET) and IEAWORLD discussion lists on the Internet were developed as follows:

- COUNCIL, to facilitate the communication between Executive Committee and IEA Council. COUNCIL is the IEA working network for members of the IEA Federated Societies, designed to facilitate business communication between the IEA Executive, IEA Council Members, and Officers of the IEA Federated Societies..
- IEAWORLD, to facilitate information exchange between the IEA members and the ergonomics community worldwide. IEAWORLD is the IEA open communication (server) discussion list available to the ergonomics society worldwide, and designed to facilitate information exchange between the IEA members and the ergonomics community at large.

In order to subscribe to the IEAWORLD, please send a request message as follows:

<send to> LISTSERV@ULKYVM.LOUISVILLE.EDU
<subject> (leave the subject line blank)

SUB IEAWORLD First-name Last-name

11. The IEA Electronic Journal

An electronic Journal, entitled *The IEA Journal of Ergonomics and Human Factors: Research and Applications*, was established. The WWW site is maintained by Prof. M. Mattila at Tampere University of Technology, Tampere, Finland. The Journal operation will be coordinated through the following Committees: Publication and Promotion, Industrially Developing Countries, Science and Technology, and Education and Training.

The journal will provide a medium for realization and publication of the work of the many specific Technical Committees operating within the Science and Technology Committee. Available to subscribers who will pay the small subscription fee, this Electronic Journal will be free to those members of the IEA Federated Societies who reside within the industrially developing countries. The first issue of this quarterly is planned for publication in the Fall 1997.

SCIENCE AND TECHNOLOGY COMMITTEE

There are three major objectives of the Science and Technology Committee:

- To promote and coordinate the exchange of scientific and technical information at the international level.
- To advise and assist in the development of the technical program of IEA Triennial Congresses.
- To assist industrially developing countries in the assimilation of ergonomics practices and knowledge.

There are several different ways in promoting these objectives. Initiatives can be taken by the Technical Committees of IEA. Currently there are 19 technical groups representing different areas of interest. Initiatives can also be taken by the Council members or other individuals who represent federated societies. In any of these cases initiatives must be coordinated with the chair of the Science and Technology Committee. It may also be necessary to obtain a formal approval by the Executive Committee or IEA Council.

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IEA CONGRESSES 1994-1997

13th IEA CONGRESS

June 29-July 4, 1997

Tampere, Finland

The 13th Congress of the International Ergonomics Association was hosted by the Nordic Ergonomics Society and the Finnish Ergonomics Society, and held in Tampere, Finland in the summer of 1997.

IEA '97 CONGRESS CHAIRMAN

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12th IEA CONGRESS 1994

Final Report

by Y. Ian Noy, Chairman

The 12th Congress of the International Ergonomics Association was held on August 15-19, 1994 in Toronto, Canada. The Congress was a financial and scientific success. A number of innovative features were introduced which will establish new directions for IEA Congresses. The following represents the highlights of the Congress.

Participation

IEA '94 attracted over 1,400 participants. It was about the size of the Paris Congress in 1991. There were over 44 countries represented.

Table below shows the countries represented:

Australia	16	Indonesia	1	Russia	8
Austria	1	Ireland	2	Saudi Arabia	1
Belgium	15	Israel	4	Serbia	2
Brazil	21	Italy	14	South Africa	1
Bulgaria	1	Japan	76	South Korea	1
Canada	223	Kenya	1	Spain	3
Denmark	17	Korea	3	Sweden	70
Estonia	1	Lithuania	1	Switzerland	7
Finland	34	Mexico	2	Taiwan	1
France	55	New Zealand	2	The Netherlands	31
Germany	44	Norway	8	The P R of China	4
Greece	1	Philippines	1	Ukraine	5
Hungary	5	Poland	9	United Kingdom	47
Iceland	2	Portugal	10	USA	234
India	2	Romania	1		

Financial Outcome

The overall budget envelope for the Congress was CDN \$900,000. Because of the high risk associated with holding a conference of this size, financial management was a major concern. Seed money was received from the IEA (in the amount of USD \$15,000) and HFAC/ACE (in the amount of CDN \$75,000). A total of \$170,000 was raised from 26 sponsors.

The conference was a financial success, with about CDN \$90,000 in surplus revenues. In addition to the capitation fees of about USD \$17,600, HFAC/ACE established the HFAC/ACE Fund in the amount of USD \$17,000 to help delegates from industrially developing countries to attend future IEA Congresses.

Support provided to IEA

The Congress provided all of the meeting needs of the IEA, including meal functions. In addition, complimentary registrations were extended to all Council representatives.

Considerable financial support was provided to about 55 delegates from industrially developing countries.

The IEA Awards ceremony was scheduled at a Plenary Session.

Scientific program: key elements

The scientific and technical program was extensive. There were 790 papers and 150 posters. In summary, there were 14 Parallel sessions for most of the time, structured as follows:

178	Sessions
15	Symposia
15	Special sessions
25	Keynote speakers
6	Technical tours
3	Workshops

A special feature of the Congress was the creation of the Etienne Grandjean Memorial Lecture which was delivered by Prof. Alain Wisner.

There were 15 symposia and numerous special sessions. There was unprecedented involvement of the technical groups of the Science & Technology committee in organizing these symposia and special session. This was highly successful and should be further developed in future Congresses.

The Congress symposia included:

VHS - Intelligent Vehicle Highway Systems (sponsored by the U.S. Federal Highway Administration)
REH - Rehabilitation Ergonomics
ODAM - Organizational Design and Management
CR - Control Room Ergonomics
MANUF- Human Factors in Design for Manufacturability
ETW - Ergonomics and Training in the Workplace
AGE - Aging
STD - Towards Harmonizing Professional Standards
CAES - Computer Aided Ergonomics and Safety
TRANS - Transportation Ergonomics - Global Perspectives (sponsored by Transport Canada Transportation Development Centre)
HS - Ergonomics and the Design of Workplaces for Health Services
WCI - Identification of Risk Factors for Work-related Musculoskeletal Disorders (sponsored by Institute for Work and Health)
CTD - Cumulative Trauma Disorders
MMH - Manual Materials Handling
OHS - Occupational Health and Safety (sponsored by National Health Research & Development Program of Health Canada/Programme national de recherche et de développement en matière de santé)

Proceedings

Each full delegate received V1 + one other of their choice.

There were six volumes of proceedings as listed:

V1: International Perspectives on Ergonomics
V2: Ergonomics in Occupational Health and Safety
V3: Rehabilitation Ergonomics
V4: Ergonomics and Design
V5: Ergonomics and the Workplace
V6: Part I: Organizational Design and Management
Part II: General Issues in Ergonomics

Language

English and French were the official languages of the Congress. However, simultaneous interpretation was available in only 3 large meeting rooms

Exhibits

There were a total of 49 Exhibitors.

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IEA FUNDS FOR INDUSTRIALLY DEVELOPING COUNTRIES

In recent years, the IEA has actively pursued ways to promote ergonomics in industrially developing countries (IDC's) as a matter of priority. Recent accomplishments include the preparation jointly with the International Labour Organization (ILO) of the book, Ergonomics Checkpoints, organization of local conferences, provision of grants to various groups and individuals and the organization of roving seminars involving IEA experts/lecturers. The IEA Funds described here represent an important element of the program of knowledge transfer to industrially developing countries.

IEA FUNDS OVERVIEW

Purpose of the IEA Funds

The IEA manages a number of Funds which have been established through donations from individuals, member societies and other organizations. These funds help promote ergonomics training and practice in industrially developing countries by providing seed money for local conferences, subsidizing special projects, awarding scholarships and supporting other activities. Different Funds have different objectives and criteria as described herein.

Applications

Applications for grants should be sent to the IEA Treasurer (address below) and include:

- objective of the event
- program description
- expected audience
- qualifications of organizers of event
- organization structure and milestones
- detailed budget
- estimate of financial needs and status of applications to other funding sources

Individuals or organizations wishing to create or contribute to an IEA Fund are urged to contact the IEA Treasurer for additional information.

Dr. Y. Ian Noy, Treasurer
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344 Slater Street, Ottawa, Ontario
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DESCRIPTION OF FUNDS AND RELATED PROGRAMS

ESA FUND FOR SOUTHEAST ASIA

- Purpose:** To promote ergonomics in IDC's, primarily in Southeast Asia.
- Description:** Created by the Ergonomics Society of Australia in 1988, this Fund provides grants and seed funds to eligible societies or groups. This Fund has supported roving seminars in Southeast Asia.

SELF FUND

- Purpose:** To support the organization of conferences, seminars and meetings in ergonomically less underdeveloped areas such as Africa and South America.
- Description:** This Fund was created by the Societe d'Ergonomie de Langue Francaise in 1993. It provides grants and seed funds to societies or groups. This Fund has supported local conferences in Southeast Asia and has helped provide travel grants to participants of IEA '94.

HFES FUND

- Purpose:** To promote ergonomics in IDC's.
- Description:** Established in 1992, this Fund is maintained through annual voluntary contributions from members of the Human Factors and Ergonomics Society. This Fund has supported roving seminars.

HFAC/ACE FUND

- Purpose:** To assist delegates from IDC's to attend IEA Congresses.
- Description:** Created by the Human Factors Association of Canada/Association canadienne d'ergonomie in 1994, this Fund provides grants to assist individuals to attend IEA Congresses.

IEA BOOK FUND

Purpose: To assist libraries, universities and professors in IDC's to acquire ergonomics books and educational materials.

Description: The IEA maintains a list of eligible recipients. This list is available to donors wishing to send material directly.

IEA EDUCATIONAL MATERIALS DONATION PROGRAM

The IEA facilitates the donation of educational materials in ergonomics and human factors (books, journals, etc.) to libraries in industrially developing countries through the IEA Book Fund. Individuals and Institutions interested in donating such materials are requested to contact either the Secretary General or Chair of the Publication & Promotion Committee directly.

The current list of educational materials which are available for donation to libraries under this program is posted on the IEA www home page:

<http://www.spd.louisville.edu/~ergonomics/iea.html>

EXPERT LECTURERS/CONSULTANTS

Purpose: To provide technical assistance and advice in IDC's, free of charge.

Description: Volunteer expert advisors teach courses, hold workshops and consult on productive use of human resources, operation and organization of work places. For more information contact:

Contact: Dr. Michael Kaplan
International Centre for Cultural Ergonomics
Department of Psychology
University of Central Florida
Orlando, FL 32816, USA

SUSTAINING MEMBERSHIP

IEA is a non-profit organization based on volunteer work. Currently about 250 individuals, all distinguished professionals from all parts of the world, participate in realizing the goals of IEA. The international network is extensive and keeps expanding. No funds are wasted since there are no salaries to employees or organizational overhead expenses. This implies that 100% of IEA funds support the chosen mission.

Sustaining Membership Funds

The funds support the work of IEA:

- At present IEA is trying hard to reach out to countries where ergonomics is not well known and represented. It is important that professional associations be created, since they organize ergonomist and support future work.
- IEA is also helping educational programs in industrially developing countries by sending textbooks and journals.
- IEA is a an accredited Non-Governmental Association (NGO) of United Nations, and provides input to the various organizations of UN to inspire the use of ergonomics methodology, for example in assessing the usability of computer systems, to examine the prevalence of occupational injuries and accidents and how they can be prevented, and to improve effectiveness and safety in process control.
- IEA is currently trying to harmonize professional standards for Certification of Ergonomist and Accreditation of Teaching Programs. Such world wide coordination is extremely important to enhance the professional standing of ergonomist and human factors professionals.
- IEA organizes a triennial Congress and in addition sponsors several international conferences every year.
- As a policy IEA must stimulate an international debate and understanding of new developments in the field. IEA must always be at the forefront of technological development, and assess the appropriateness of technology in its organizational and cultural environment.

Levels of Support for International Corporations.

There are three levels of support, and each level offers several benefits. The membership fee is paid yearly.

Gold level US \$ 1,000

Benefits:

- * Complementary subscription to *IEA International*
- * Complementary subscription to *Ergonomics* or some other IEA sponsored professional journal.
- * Listings in printed IEA Directories as well as World wide web listings.
- * Sustaining Member Plaque with company name inscribed

Platinum Level US \$ 5,000

Benefits:

- * All benefits at the Gold level.
- * Official listings in the programs of IEA Congresses and Conferences.
- * Two complementary registration fees for each IEA Congress
- * Complementary second subscription to an IEA sponsored journal.

Diamond Level US \$ 20,000

Benefits:

- * All benefits at the Platinum level
- * Two complementary trips in business class and hotel expenses to attend each IEA Congress.
- * Access to the IEA International Data Bank of Individuals in Ergonomics.

Individual Sustaining Member

Individuals can support IEA activities by becoming Sustaining members. There is only one class of membership.

IEA Sustaining Member US \$ 200

Benefits:

- * Complementary Subscription of *Ergonomics International*
- * Listing in IEA directories.
- * Sustaining Member Plaque with name inscribed.

BEQUESTS

to the International Ergonomics Association

The International Ergonomics Association, as a federation of societies, is dedicated to the advancement of the discipline of ergonomics and human factors. The mandate of the IEA is to promote the knowledge and practice of ergonomics by initiating and supporting a wide variety of international activities and cooperative programs.

Because no remuneration is paid to the members of the IEA Executive Committee or its many working committees, all donations are used to support initiatives and programs.

Additional information about the IEA and its programs can be obtained by contacting Secretary-General of IEA .

The Purpose of Bequests

Gifts, such as bequests, have greatly benefitted the development of disciplines such as engineering and medicine. In recent years, there has been an increase in the number of individuals who have expressed an interest in making a bequest for ergonomics. Benefactors wish to donate to a discipline that has enriched their lives and given them the opportunity to make a meaningful contribution to society through their teaching, research, and practice.

There are essentially two types of bequest: general and specific. The general bequest permits the IEA to pursue initiatives that will further its fundamental objectives of increasing the body of ergonomics-related knowledge, promoting the teaching and practice of ergonomics, and sponsoring international activities. Specific bequests are used to support ergonomics-related programs in industrially developing countries, promote particular branches of the discipline, and provide scholarships and prizes to stimulate research and recognize significant achievements in the field.

Individuals or organizations who wish to support the IEA through other means, such as sustaining membership or donations, should contact the IEA Treasurer for information.

Making a Bequest

Making a bequest to the IEA is not difficult. If you have named the IEA in your will or are contemplating giving this type of gift, suggested wording for making your bequest is provided below. Since countries have different legal traditions, donors are urged to obtain legal advice when naming the IEA as a beneficiary and to contact the IEA Treasurer to ensure their wishes can be properly carried out. Members of IEA Federated societies may wish to direct their bequest to their national society

Donors

Individuals may also make financial gifts to the IEA during their lifetime. Annual donations entitle individuals to be listed in the IEA brochure and other material. Like bequests, donations may also be general or specific. Financial support helps the IEA to develop professional societies in new regions, promote educational programs in industrially developing countries, participate in UN organizations, harmonize professional standards for certification, develop strategic directions for the discipline and facilitate the exchange of scientific and technical information and promote international collaboration.

Example of a General Bequest

I give and bequeath to the International Ergonomics Association (IEA) the sum of ____dollars (or x% of my estate), to be used for the purposes and benefit of the Association in such manner as the Executive Committee may decide.

Example of a Specific Bequest

I give and bequeath to the International Ergonomics Association (IEA) the sum of _____ dollars (or x% of my estate), to be used for the purposes of _____. If, in the opinion of the Executive Committee, it is at any time impractical or inadvisable to use the said sum for the purposes specified above, the sum may be used for the purposes and benefit of the Association in such manner as the Executive Committee may decide.

Inquiries

For more information regarding IEA activities, please contact the Secretary General.