

INTERNATIONAL ERGONOMICS ASSOCIATION



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INTERNATIONAL ERGONOMICS ASSOCIATION

MINUTES OF THE COUNCIL MEETING HELD AT HOTEL SCANDANAVIA, OSLO, NORWAY AUGUST 18-19, 1980

- Present:**
- | | |
|----------------------------|------------------------------|
| Donald Anderson | Dr. Richard G. Pearson |
| Dr. Sebastiano Bagnara | D. Pieter Rookmaaker |
| David Caple | Prof. Jan Rosner |
| Harry L. Davis | Prof. Dr. H. Scholz |
| Etienne P. Grandjean, M.D. | Reg Sell |
| Tuulikki Haapiainen | Prof. Brian Shackel |
| Dr. William Knowles | Dr. Sadeo Sugiyama |
| Dr. Tarald Kvalseth | Dr. Eimatsu Takakuwa, M.P.H. |
| Dr. John O'Hare | |
- Absent:**
- | | |
|----------------------|--|
| Prof. J. M. Faverge | Dr. T. Triggs (represented
by D. Caple) |
| Dr. T. Morris Fraser | Dr. Jean-Jacques Vogt |
| Dr. Imre Molnar | Dr. John Wood |
| Dr. Andrezej Oginski | |
| Dr. Masamitsu Oshima | |

An apology for absence was received from Dr. Oshima.

The meeting was called to order at 9:40 a.m. on August 18 by President, Professor Jan Rosner.

The first item of business was the introduction of each person, since there were several new appointees to the Council and some were substituting for others who could not be available at the meeting.

- 1) The proposed Agenda as distributed to Council members and Secretaries of Federated Societies on the 18th of June 1980, was read and approved.
- 2) The minutes of the Committee Meeting of January 31 and February 1 at London, England, were read and approved.
- 3) The minutes of the IEA Council Meeting in Warsaw, Poland, August 26th and August 30th, 1979, were read and approved with one modification. The modification was a proposal by Dr. Pearson that on page 4, C/79/9, second paragraph, 3rd line, that the word "inexpensive" be substituted for "cheap".

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- 4) The Treasurer, Professor Dr. H. Scholz, presented the Treasurer's Report, which indicated a balance on hand as of August, 1979 of 19.967 DM. This included a surplus of 412 DM received from the 7th Congress held at Warsaw in 1979, but did not include 34.800 Zlotys which is a surplus from that 7th Congress that is being retained in Poland for the use of the IEA.

It was pointed out that several societies are delinquent in the payment of their dues for 1979. They are:

Nordic Ergonomic Society	- 700 DM
Yugoslav Ergonomics Society	- 300 DM
Sociedad Espanola de Psicologia	- 100 DM

Societies that are still in arrears for their 1980 dues are:

Human Factors Association of Canada	- 330 DM
Japan Ergonomics Research Society	- 440 DM
Nederlandse Vereniging voor Ergonomie	- 810 DM
Polish Ergonomics Society	- 480 DM
Societa Italiana di Ergonomia	- 230 DM
Yugoslav Ergonomics Society	- 520 DM
Sociedad Espanola de Psicologia	- 160 DM

The Treasurer's Report was approved as presented and the Council unanimously urges all societies who are in arrears to please promptly pay their dues to the Treasurer, Professor Dr. Herbert Scholz.

ACTION: In conjunction with the Treasurer's Report, the membership
SECRETARIES OF the Federated Societies was reviewed as it is known and
AFFILIATED a copy of this list is attached. It is asked that all
SOCETIES societies please update the Treasurer on their current
membership status as of December 31, 1979, and that he be
updated on the membership status immediately following
December 31, 1980.

5) Objectives and Goals of the IEA:

Mr. Rookmaaker of the Netherlands Ergonomics Society proposed that we deliberate and discuss the aims and goals of the IEA. Mr. Davis delivered a statement of the purposes and goals of the IEA as are stated in the rules and other information pertinent to the numerous upcoming meetings such as the proposed Congress on Ergonomics in Developing Nations, the development of joint meetings with other societies in the area of Industrial Design, and with the

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International Federation of Information Display, among others. He also noted that with regard to one of the major stated aims of the IEA, namely the expansion and development of Ergonomics in more countries, it is being fulfilled currently by the development of the national societies of Mexico and Israel, both of whom have asked for membership into the IEA. Dr. Pearson added that what is done by the IEA is done by "volunteers", and is mostly done by members sitting on the Council body and whose efforts are moved towards the achievement of the IEA goals. The important point that Dr. Pearson stressed is that the IEA needs more volunteers. Mr. Sell added that from his knowledge, the continuity of the Council (or lack of continuity) in the make-up of the Council has presented difficulties in communicating among international members.

The Council asked Mr. Sell, Dr. O'Hare, and Mr. Rookmaaker to prepare a document of objectives and goals to be reviewed and acted upon by Council on the 19th of August. The following is a statement of these aims and goals as was adopted by the Council on the 19th of August.

Aims and Goals of IEA

1. To promote the ergonomic discipline within developing regions or countries in order to contribute to their well being.
2. To anticipate future developments in ergonomics for applications to current work conditions.
3. To provide practical information to improve the design of work situations.
4. To encourage educational training in ergonomics.
5. To organize specialized educational programs in ergonomics.
6. To establish formal relationships with international organizations concerned with issues of common interest.
7. To strengthen the links and interactions between the IEA and its federated societies.
8. To promote ergonomic principles in new industries and industries where such principles are not now applied.

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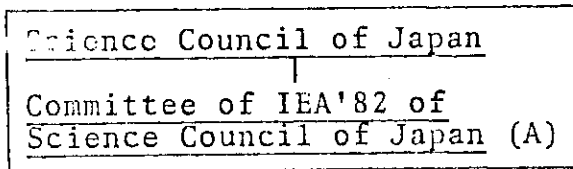
ACTION: After much discussion, Council asked Mr. Rookmaaker, assisted
 ROOKMAAKER by Dr. Grandjean and Prof. Shackel to elaborate on the above
 objectives and to develop a methodology document for implemen-
 tation of these objectives. This document will be presented
 to the Executive Committee prior to its February meeting in
 Geneva, Switzerland. Upon approval of the Executive Committe
 the document will then be sent to the Federated Societies.

6) Report of the 8th Congress Committee - Dr. Sadeo Sugiyama:

Dr. Sugiyama reviewed the aims and objectives of the 8th Cong
 Organizing Committee which is chaired by Dr. Oshima and prese
 the following organization structure:

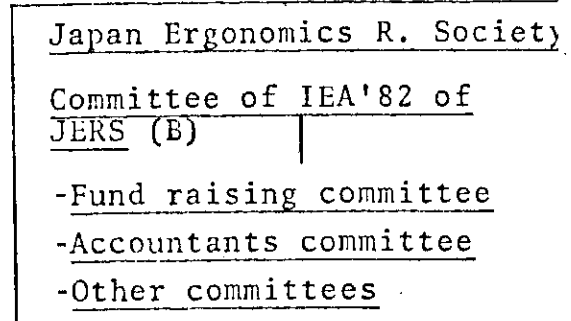
SUGGESTED STRUCTURE OF ORGANIZATION OF CO-SPONSORSHIP
 BY THE SCIENCE COUNCIL OF JAPAN

(Governmental budget)

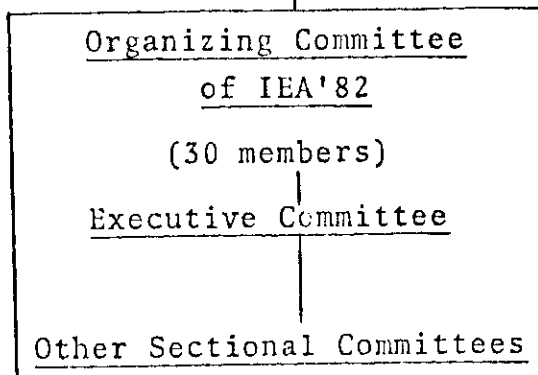


(A consists of 15 members
of the Science Council of
Japan.)

(Budget of the society)



(B consists of 15 members
from JERS and other leade
in academic and industria
organizations in Japan.)



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Dr. Oshima's Suggestion:

Under this restriction, the organization of the 8th Congress has to be formed. He suggested to organize a combined committee (IEA office and steering - program - Proceedings committees) with Professor Sadeo Sugiyama, Professor Eimatsu Takakuwa, Professor Toshiyuki Furukawa, Professor Kageyu Noro and Captain Hidemaro Nagano, in addition to the present members of Advisory Committee of IEA, H. Davis, Professor B. Shackel, and Dr. E. Grandjean, so that the opinion of IEA can be efficiently reflected to the Executive Committee of the Organizing Committee of IEA'82 and also to the Organizing Committee through those five Japanese members.

In presenting this organization, he pointed out that the Organizing Committee has been successful in securing the support of the Science Council of Japan and therefore some limited financial support from the Japanese government. Other financial support will be attempted to be secured from supporting commercial organizations.

Dr. Sugiyama also presented the financial budget for the Congress which shows a projected income of ¥ 40,340,000.

The stated dates for the 8th Congress are August 23-27, 1982, at the National Education Center, Tokyo, Japan. The committee is planning to publish via Ergonomics the usual publication of plenary papers and abstracts for distribution at the Congress and Proceedings of complete papers which will also be distributed at the Congress. The publication of plenary papers and abstracts as usual will be distributed to all members subscribing to Ergonomics as a regular issue of that publication.

ACTION:
SUGIYAMA

The Council deferred decision, until the next Executive Committee meeting, on the request of the Japanese Organizing Committee that only English be the official language. The suggestion which the Japanese will investigate and report to the Executive Committee is whether they can have copies of papers available at each paper session translated into French and German. A decision on whether this plan will be accepted and implemented will be made at the next Executive Committee Meeting which may occur in late January or early February.

7) Report of Fund Raising Committee: Dr. Ben Morgan

The report of the Fund Raising Committee which was presented by Dr. Ben Morgan, Jr. was received and read and the specific actions requested by Dr. Morgan were considered by the Council. The requests were:

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- ACTION:
ROSNER
- A) Give the fund raising activities the full sanction and backing of Council, making them an integral part of Council's overall efforts.
 - B) Request that the Human Factors Society (and perhaps other federated societies) serve as an official office for the submission of contributions to IEA.
 - C) Consider expanding the membership of the Fund Raising Committee to include a representative from each of the IEA member societies.

The Council, being restrained by the stated adopted rules of the IEA, could not take action to make the Chairman of the Fund Raising Committee a full member of Council. Council did, however, commend unanimously Dr. Morgan's continued efforts in the area of fund raising. Council asked him to continue as Chairman of this function and invited him to participate in Council and Executive Committee Meetings whenever he can possibly do so. Further, it was agreed that the President of IEA, Professor Rosner, would like to assist Dr. Morgan in the Fund Raising effort and specifically would like to write thank you letters to companies contributing.

Dr. Morgan's second request:

Because of the understanding of Council members or rather the lack of understanding of Council members regarding tax laws in their own nations regarding contribution by private companies, no action was taken on this item. Council members have been asked to review this request by Dr. Morgan and to report to Dr. Morgan in the very near future as to whether the Society office will act as recipient of the contributions.

Dr. Morgan's third request:

Dr. Sugiyama of the Japanese Ergonomics Society stated that he would like to assist Dr. Morgan in Fund Raising efforts and also thought with the 8th Congress being held in Japan that this would be a timely occasion to solicit companies in Japan.

8) Report of Publications Committee - John O'Hare

ACTION:
ANDERSON

In his report, Dr. O'Hare reported on the lapsed publication schedule of the IEA Newsletter. At this point, Council asked Dr. O'Hare and Professor Brian Shackel to develop some specific proposals as to the future of the Newsletter and to report back. This Committee did report back on the 19th of August and a copy of their report, which describes newsletter problems

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and a proposed new IEA News Service Plan is appended to these minutes. Under the plan it is proposed that there be a newsletter editor and an editorial assistant appointed by each of the federated Societies to work with the editor. Council then unanimously approved Mr. Donald Anderson of the United Kingdom as editor of the new IEA Newsletter and committed a 2000 DM budget for three issues per year. A copy of Dr. O'Hare's report of the Publications Committee is appended.

9) Report on the IEA/ES Job Satisfaction Conference - Reg Sell

ACTION:
SELL
SCHOLZ

Mr. Sell restated the status of the proceeds (approximately \$1,700) made from the Job Satisfaction Conference which he had reported at the Executive Committee Meeting of January 31 and February 1, 1980. Council requested Mr. Sell and Dr. Scholz to effect a transfer of the IEA share of those funds from the banks in Britian to the Society's account in Dortmund.

10) Report on IEA/NES Conference in Oslo - Dr. Tarald Kvalseth

Dr. Kvalseth reported that at that time 309 persons had registered for the conference and it appears as though it will be a financial success. Sixty-five papers were to be presented and the attendees represented more than twenty countries.

11) Report of ICSID/IEA Meeting

ACTION:
JOHN WOOD

No report was received from the Chairman of this project, Mr. John Wood. Council is requesting Mr. Wood to submit a status report no later than the 31st of December.

12) Report of the Congress for "Ergonomics in Developing Countries"
- Professor Rosner

ACTION:
ROSNER

Professor Rosner reviewed actions to date regarding the proposed IEA/ILO Congress on "Ergonomics in Developing Countries" which Dr. Wisner has been pursuing. A discussion centered around the conflict of this Congress and the 8th Congress and therefore it was concluded that the Congress "Ergonomics in Developing Countries" should be scheduled for mid-summer, 1983.

ACTION:
DAVIS

Pieter Rookmaaker pointed out that there exists a Center of Ergonomics at Wageningen, Netherlands which in May, 1979 held a symposium on ergonomics in tropical agriculture and forestry. A book on this symposium was published by this Center.

A suggestion was made that possibly Mexico would be an ideal site in which to hold the Congress on "Ergonomics in Developing Countries".

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ACTION: Dr. Rosner is to communicate with Dr. E. Hellen of ILO and
ROSNER Dr. Wisner and Dr. Grandjean on these matters. Further
discussions will be held during the Executive Committee Meeting
with ILO and WHO officers in Geneva, Switzerland. Appended to
these minutes is a letter from Dr. Hellen of ILO.

13) Report of the Awards Committee - Dr. Rosner

ACTION:
SECRETARIES
OF
AFFILIATED
SOCIETIES

The Council reviewed the guidelines for an IEA award to some living person connected with ergonomics in the international sphere which were originally offered and presented by an ad hoc Committee (Tarald Kvalseth, John O'Hare and Brian Shackel) at the Munich meeting. A copy of this proposed award is appended. Professor Rosner presented his nominees who will make up this awards committee. The nominees are: Dr. R. Pew, Professor E. N. Corlett, Dr. P. A. van Wely, Professor S. Sugiyama and Professor E. Grandjean. Council unanimously accepted these nominations. This Awards Committee is charged with developing a suitable award and nominating possible recipients. Affiliated IEA societies are asked to submit their nominees to the Awards Committee.

14) Report of Rules of the IEA - Harry Davis

Mr. Davis stated that the majority of Federated Societies acted upon the Rules and approved them with minor modifications. These modifications occurred in the 3rd page, last section, 2nd paragraph, that stated "the Association will be responsible for other expenses of members such as accommodation". This was changed to read "Travelling expenses of the representatives of Federated Societies on Council will normally be the responsibility of that Society or the individual Council member."

The few other changes that were suggested by a few societies were not approved by Council. A copy of the complete approved rules are appended.

15) Questionnaire from ILO Regarding: Quality of Working Life - Harry Davis

ACTION: Mr. Davis reviewed a request from Mr. G. Spyropoulos of the
DAVIS International Labor Office. Mr. Davis was authorized to
respond to Mr. Spyropoulos and to complete the requested
questionnaire.

Should you desire any further information regarding the IEA and Quality of Working Life, please communicate with Dr. Grandjean of Zurich, Switzerland.

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16) Report on Our Relation with WHO - Dr. Grandjean

ACTION: Dr. Grandjean reported on WHO's interest in Ergonomics as it
GRANDJEAN applies to informing medical directors of Ergonomics in the
work place. After much discussion, the Council voted to ask
Dr. Grandjean to be our direct liaison with WHO and the
Permanent Commission of the International Association of
Occupational Health. The following is a statement of the
guidelines under which Dr. Grandjean will proceed.

Relations with WHO or with the Permanent Commission and
National Association of Occupational Health

Grandjean makes contacts with these organizations and checks
whether they would be interested in a common action related
to Ergonomics and Occupational Health.

Grandjean is proposing as a first step to define the common
problems, like night shift, postures, heat load, visual fatigue
at Visual Display Terminals and others. This could be realized
in the frame of a workshop with participants from both
disciplines. Next step would be to study the appropriate
actions to promote Ergonomics as a tool of Occupational Health.

17) IEA Relations with ISO - Tom Leamon

ACTION: No report was received from Dr. Tom Leamon who is our repre-
LEAMON sentative to ISO. Dr. Leamon is requested to submit a report
prior to the 31st of December for review by the Executive
Committee.

18) Education Program Brochure - Dr. Pearson

ACTION: Dr. Pearson reviewed the status of the current Education Program
PEARSON Brochure and after discussions of its incompleteness, Council
AND SEC. asked Dr. Pearson to solicit member associations and Educational
OF NATION- institutions for purposes of preparing a supplement to the
AL SOCIE- Educational Directory.
TIES

19) Report from Organizing Committee of Israeli Ergonomic Society
- H. Davis

Mr. Davis read the letter of intent from the Organizing
Committee of Israeli Ergonomic Society which was sent by
Professor Tartakovsky, Chairman and Dr. R. S. Carel, Secretary
of the Organizing Committee. This society is to be organized
at the 1st Congress of the Israeli Ergonomics Society which will
be held on the 15th of October, 1980 at Tel Aviv, Israel. This
communication is enclosed in the appendix of these minutes.

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20) Mexican Ergonomics Society - B. Shackel

ACTION:
DAVIS Professor Shackel indicated that the Mexican Ergonomics Society is interested in affiliation with the IEA. However, no application has been received by the Secretary General. Subsequent to this Council meeting, the Secretary General did receive a request for an affiliation by the Mexican Ergonomics Society and this has been mailed to all Council members for solicitation of a mail ballot on their request.

POST MEETING ANNOUNCEMENT As of the 10th of December, 1980, ten society members have voted yes for admitting the Mexican Ergonomics Society as an affiliated member of IEA. The remaining societies simply have not had an opportunity to formally meet and vote upon this question.

ACTION:
DAVIS Since this was a vote of Council, and comprises a clear majority of Council, we, hereby, welcome the Mexican Ergonomics Society as a member of IEA.
ROSNER
SCHOLZ

21) Collaboration With I.F.I.P. - B. Shackel

ACTION:
SHACKEL Professor Shackel reviewed his proposal for IEA/I.F.I.P. (International Federation for Information Processing) affiliation. Professor Shackel was asked by Council to pursue on Council's behalf possible affiliation with I.F.I.P. and to prepare a report to be submitted by the next Executive Committee meeting.

ACTION:
SHACKEL The Secretary General was asked to communicate with the secretaries of the Federated Societies on this question of affiliation with I.F.I.P. seeking the opinions of their secretaries.

22) IEA/IEEE/NATO Conference on Human Factors in Design of Process Industries - H. Davis

ACTION:
DAVIS/
EMBRY Mr. Davis introduced a proposal which he had discussed with Dr. David Embry of Aston University, Birmingham, England, regarding such a proposed conference. The Council asked the Secretary General to write the secretaries of the Affiliated societies as to their interest in such a meeting.

23) 10th Congress - IEA

The representative of Australia indicated the interest of the Ergonomic Society of Australia and New Zealand to host the 10th Congress in 1988. The representative was asked to have his society again submit a formal request to the Secretary General in time for the next IEA Council meeting.

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24) 9th Congress - IEA

ACTION: All Affiliated societies are asked to consider whether they
SEC'S. OF wish to host the 9th Congress of the IEA in 1985. Those who
FEDERATED wish to do so should submit formal detailed proposals to the
SOCIETIES Secretary General no later than July 1, 1981.

25) Telex Numbers

ACTION: The secretaries of the Federated Societies are asked to send
SEC'S. OF the Secretary General an international telex number so that
FEDERATED communications can be speeded at certain necessary times.
SOCIETIES

26) International Symposium on the Analysis and Health Evaluation
of the Work Place, Yugoslavia - Prof. Rosner

Professor Rosner will attend this symposium and report back to
the IEA Council.

27) General Request

All Council members, committee chair persons, and executive
secretaries are asked to please submit reports to the Secretary
General at least two months prior to an Executive Committee
or Council Meeting.

28) Executive Committee Meeting

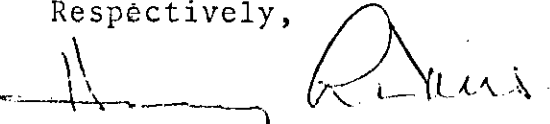
The next Executive Committee will be held in Geneva, Switzerland
in the office of WHO at a time to be selected either in January
or February, 1981.

29) The Next IEA Council Meeting

The next Council Meeting will convene at 1:30 p.m. on the 15th
of October, 1981 in the Genesee Plaza Hotel, Rochester, N.Y.
This meeting is being held immediately following the 25th
Anniversary Meeting of the Human Factors Society which begins
on the 12th of October, 1981 at the same hotel.

Meeting was adjourned at 17:30 on the 19th of August, 1980.

Respectively,


Harry L. Davis
Secretary General, IEA

HLD:sw
Attachments (Appendices I - XIII)

APPENDICES

- I. Report of Publications Committee - John O'Hare
- II. Letter from Dr. Hellen of ILO
- III. IEA Publications Committee Annual Report, 1979-1980
- IV. 1980 Mid-Year Report of IEA Fund Raising Committee
- V. IEA/ES Job Satisfaction Conference Financial Report
- VI. Proposals for the Membership of the IEA Award Committee - Page 1
Recommendation for IEA Award - Page 2
- VII. Rules of the IEA
- VIII. Letter of Intent from the Organizing Committee of Israeli
Ergonomic Society
- IX. Financial Results of VIIth IEA Congress/Warszawa - 27-31 Aug 1979
- X. Preliminary Budget For the 8th Congress of IEA (Aug., 1980)
- XI. IEA Council List - 1980 - 1981
- XII. IEA - Secretaries of Federated Societies
- XIII. IEA - Newsletter Editors

INTERNATIONAL ERGONOMICS ASSOCIATION

Paper to IEA Council
From Publications Committee

18 August 1980

Newsletter - Problems and PossibilitiesIntroduction

This paper was written at Council's request, following the debate on the first day of the two day Council Meeting in Oslo (18, 19 August 1980).

The basic problem is that the Newsletter as envisaged and planned at the Munich Council Meeting (1978) has not appeared regularly and satisfactorily (one copy in 1978 and 1979, and none since the Warsaw Congress); the Newsletter Editor appointed at that time has explained to the Secretary-General that his workload has prevented him taking the necessary action in the last year.

Having recognized the need for immediate change, Council developed a number of ideas which are recorded here.

Aims and Needs

A review of the earlier aims led on to a consideration of some other needs. The first aims were noted as follows: -

1. To disseminate information about the IEA.
2. To help make the IEA more 'visible' worldwide.
3. To get IEA information to members of Federated Societies so that they may feel the IEA is actually doing something for them.

In the discussion it was recognized that there are considerable difficulties (a) in gathering relevant information, also (b) in 'publishing' the information regularly, and especially (c) in ensuring that the information actually reaches the Members of Federated Societies (eg. few Federated Societies had replied they were willing to distribute a Newsletter for the IE or to allow the IEA to distribute directly to their members).

So these needs were recognized: -

4. To gather from the Newsletters of Federated Societies information likely to be of interest to Members of other Societies.
5. To find ways of actually getting information to the Members of Societies.

Possible Solutions

The following possibilities toward solutions are suggested for further consideration.

1. Appoint a central IEA News Editor or Editorial Group.
2. Ask all Federated Societies to send all their Newsletters, and any other relevant information, to the Editorial Group by Air Mail.
3. The Editor will take out excerpts of general international interest and put these together with the IEA's own specific material, to create an IEA News distribution regularly, say as a start 3 times a year, on specified dates.

4. This IEA News should be in 'camera ready copy', and be sent to Editors of all Society Newsletters, and where there are none such, then to the Secretaries of Societies. In addition, copies would be sent to such international bodies as WHO, ILO, etc., and to the small number of individual IEA members.
5. The Newsletter Editors/Society Secretaries would select which material is relevant, in their opinion, for their members and publish it in their own Society Newsletter or circulars. The Societies would be invited and expected to publish the material at least the IEA's own News, in an identifiable section of their Newsletter/circular with a masthead (such as 'IEA News').
6. However, an important problem is that the Editor could not be expected to read, eg., Dutch or Polish Newsletters. At least we would need to ask Societies to supply material (which they consider of international interest) translated into one of the official languages (English, French or German). If they could provide translation into more than one of these, so much the better.
7. This could still present a problem in the need for an Editor who is Trilingual, or else for a harmonious integrated, multilingual group who interact well and happily.
8. This scheme for a solution would be greatly helped if each Federated Society would appoint an 'IEA News Liaison Officer' or 'IEA News Correspondent' to interact directly and regularly with network of Correspondents would develop.
9. Another advantage of these suggestions is that the sort of network which may well evolve would then take advantage of the future likely developments in information networks.

We hope that this appraisal and these proposals will assist Council toward a decision in this matter.

Brian Shackel
John O'Hare



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02-536 WARSAW

Réf. BIT/ILO n° NGO 68 (J.2)

(Pologne)

Votre réf. n°

Dear Professor Rosner,

4 AUG 1980

Further to Mr. Spyropoulos' letter of 1 April 1980 we are only now in a position to say something more concrete on the subject of the proposed symposium on ergonomics in developing countries. Last week in our internal programming arrangements we have put forward a proposal to hold in the biennium 1982-83 under our Technical Meetings activities, an item entitled "International Symposium on Ergonomics in the Developing World".

We described the immediate objectives of the symposium as:

- (a) to raise awareness both among ergonomists and within the developing world of the potential of ergonomic principles and practice in the improvement of occupational safety and health and working conditions;
- (b) to foster the exchange of views and scientific information in this field.

And we remarked that the contribution of ergonomics to the improvement of working conditions and environment in developing countries is particularly important. Ergonomics allows such factors as human physiological differences, state of health and nutrition, social and cultural background and existing skills and technologies to be used in the design of an optimum man-task system from the point of view of both human protection and output efficiency. It thus responds to both the most critical constraints and the main objectives relating to a development strategy centred on man at work.

The ILO has been urgently requested to take action in this area by a number of bodies, including the International Ergonomics Association (which would co-operate in the organisation of the symposium) and the Ergonomics Commission of the Commission internationale du Génie rural, the International Association of Agricultural Medicine and Rural Health and the International Union of Forestry Research Organisation. The subject is also of interest to UNIDO, UNEP, WHO and FAO.

2.

We envisage that the symposium would last five calendar days and would be held in 1982, and that the number of participants would be about 300. We expect that Prof. Wisner will come to Geneva sometime in October. We may then have an opportunity to further discuss the matter with him.

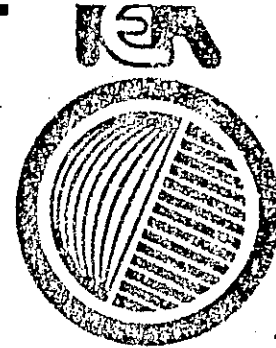
Unfortunately a word of caution must be added. Because of present financial constraints, this proposal could not be given a top priority classification. Nevertheless we remain hopeful that it may be approved. The final decision will in any case be taken by the ILO Governing Body and the International Labour Conference in June 1981.

Yours sincerely,
For the Director-General:



E. Hellen,
Chief,
Occupational Safety and Health Branch,
Working Conditions and Environment
Department.

- President:** Prof. J. Rosner, ul. Narbutta 15 m.l., 02-536 Warszawa, Poland
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- Secretary General:** H. L. Davis, Eastman Kodak Co., Kodak Park, Bldg. 56, Rochester, New York 14650, USA
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- Treasurer:** Prof. Dr. H. Scholz, Ardeystr 67, D-4600 Dortmund 1, W. Germany
Tel.: Office +49-231-124243 Home +49-231-128497
- Bankers:** Commerzbank Dortmund Account No. 210 6508



To: Prof. J. Rosner
President, IEA

14 August 1980

From: IEA Publication Committee
Prof. T. M. Fraser (HFA of Canada)
Dr. J. J. O'Hare (HFS)
Prof. B. Shackel (ES)

Subj: Annual report, 1979-80

1. Proceedings of the 1979 IEA triennial meeting. The EC minutes of 31 Jan-2 Feb 1980 indicate that due to a lack of significant number of full texts, a full proceedings of the meeting will not be published.
2. Proceedings of the 1982 IEA triennial meeting. Two issues have arisen with regard to the publication of the papers that will be given at this meeting; (a) the merit of publishing a hard-bound proceedings, after the meeting; and (b) the omission of the special issue of Ergonomics that would carry the plenary papers, special addresses, and a selection of the abstracts. The Committee has reached no consensus on these matters.

With regard to item (a) we can see some advantage to a more carefully prepared and edited proceedings and that could only be achieved by a post-Congress effort by the Japan Ergonomics Research Society. However, there are some drawbacks, that should be considered: (1) the need to introduce, at a little more expense, a distribution system such as a major publisher offers; (2) the need, to collect as part of the registration fee, sufficient advance payments to control the cost and assure an income from that source to the IEA; (3) the working out of the royalty fees that will be paid to the IEA for copies that are sold to subscribers.

With regard to item (b) we can see some advantage to including these portions of the program in the Proceedings and a potential reduction in the registration fee that is required. However, there are of some drawbacks: (1) the larger body of members of the IEA who do not attend the meeting will not have any tangible contact with the activities of that meeting; (2) the timeliness of the special papers that are given at the meeting will be lost since a post-Congress book will probably arrive a year or so late; (3) the greater cost to the subscribers to Ergonomics who want to receive copies of the meeting special papers.

3. IEA Newsletter. The EC minutes of 26 Aug 1979 requested the committee to look into ways to finance the wider circulation of the newsletter. In Sep 1979 a bid was received for publication of 4 issues of the Newsletter from Taylor & Francis but neglected to include data on the past publication costs of that newsletter for IEA. We make no recommendations on that proposal. In Nov 1979, an offer was received from IPC Science and Technology Press Ltd. to distribute a single issue in 1980 to all individual members of the affiliated societies of IEA, at no cost. A letter was then sent to all Secretaries of the affiliated/federated societies to determine their interest in such a direct mailing, especially to ascertain their willingness to provide IPC with address labels of their members.

INTERNATIONAL ERGONOMICS ASSOCIATION

- President:** Prof. J. Rosner, ul. Narbutta 15 m.l., 02-536 Warszawa, Poland
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Only two societies were willing to permit a direct mailing of the newsletter to its membership (Australia & New Zealand; HFA of Canada); two preferred a bulk mailing to the society (Ergonomics Society; Nederlandse Vereniging voor Ergonomie); and one society expressed no interest (HFS).

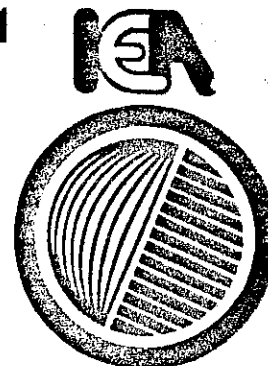
The committee would recommend accepting the offer of the IPC with bulk mailings to all the Secretaries of the societies, except for direct mailings to the two societies that prefer that form of distribution.

4. Educational Directory. The EC minutes of 26 Aug 1979 indicated some interest in updating and reprinting the Aug 79 educational directory on a periodic basis. The committee defers its response to that possibility until the annual meeting where we would inquire from the delegates whether they have seen how useful it is, how it could be modified to be more useful, and a reasonable schedule for updating its contents.

5. IEA brochure. The trilingual brochures appeared to have enjoyed wide distribution and acceptance; it appeared to be an easy task to update the list of new officers by appending sticky labels. The committee recommends the reprinting of copies when the supply decreases to a critical level.

6. International Directory of Ergonomic Organizations/Institutions. The committee proposes that an effort be undertaken in 1980-81 with the goal of producing a brochure, much like the educational directory, that identifies the principal ergonomic institutions: industrial, governmental, as well as educational. The first step would be the identification of an editor, the next, the preparation of a suitable informational sheet that would be reviewed by the Executive Committee at the mid-year meeting, and then the solicitation of the cooperation of the federated societies.

7. International Directory of Ergonomists. The committee is pessimistic about the feasibility of this undertaking at this time because of the passive response to the Newsletter mailing (see item 3, above), and the anticipated cost of such a survey. However, the committee would raise the question to the delegates whether it would be possible and useful to consider the development of a list of ergonomists by place of employment only.

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Chairman, Fund Raising Committee:

Dr. Ben B. Morgan, Jr., Ph.D.

Old Dominion University

Performance Assessment Laboratory

Norfolk, VA 23508

17 June 1980

Dr. Harry L. Davis
Secretary-General, IEA
Eastman Kodak Company
Kodak Park, Building 56
Rochester, NY 14650

Harry:

In response to your memorandum of 17 April 1980, I am enclosing herewith a report to the IEA Executive Council concerning my fund raising activities on behalf of IEA. I hope that you will be able to place this report on the agenda for the IEA meeting scheduled for the 18th and 19th of August 1980.

If you have any questions concerning this report, please feel free to give me a call before you leave for Oslo. Have a good meeting, and please let me know if my report stirs any action.

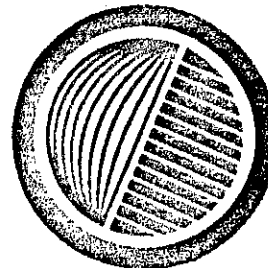
Sincerely,

Ben B. Morgan, Jr., Ph.D.
Chairman, IEA Fund Raising Committee

BBM/sbs

Enclosure: as noted.

INTERNATIONAL ERGONOMICS ASSOCIATION



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Chairman, Fund Raising Committee:
 Dr. Ben B. Morgan, Jr., Ph.D.
 Old Dominion University
 Performance Assessment Laboratory
 Norfolk, VA 23508

MEMORANDUM

17 June 1980

TO: IEA Executive Council

FROM:

Ben B. Morgan Jr.
 Ben B. Morgan, Jr., Chairperson, Fund Raising Committee

SUBJECT: 1980 Mid-year report of the IEA Fund Raising Committee

BACKGROUND

I received the file of correspondence concerning the solicitation of funds for IEA from Professor Chapanis on 4 October 1979. Since that time I have written some 50 letters to officials in 15 different American companies. Although most replies have been negative, I have received a promise of a \$300 contribution from the American Telephone and Telegraph Company (this will be their second), and several invitations to renew our solicitation toward the end of this year. I am in hopes that the AT&T contribution will have been received by the Treasurer prior to the August meeting of the Executive Council.

Although my efforts to date have not been particularly successful, I still believe that there is considerable potential for solicitation for IEA. I hope that the observations and suggestions given below will provide a basis for improving our solicitation income.

GENERAL OBSERVATIONS

1. Because of my limited access and knowledge of international companies who are home-officed in other countries, my solicitation efforts have been directed primarily at companies located in the United States. It seems to me that our solicitation efforts would be improved if one individual in each of IEA's "member nations" could be designated to solicit funds within that country. I would urge the Council to consider expanding the Fund Raising Committee to provide one member from each of the countries in which there is a federated society of IEA. Perhaps the solicitation of funds could be made a responsibility of the various representatives to Council.
2. The solicitation of funds (in the U.S.) is made more difficult by the fact that IEA has not established itself as having tax-exempt status. I have found that companies in the U.S. will not make a contribution unless the recipient organization has a Federal Identification Number. I have arranged

Memo To: IEA Executive Council
17 June 1980
Page 2

for (one or two) contributions to be received through the Human Factors Society, but a more permanent solution to this problem is needed. It seems to me that IEA should formally petition the United States Government for tax-exempt status and, in the interim, make an official request that the Human Factors Society continue to receive contributions on behalf of IEA. I am not sure that these same problems exist in other countries, but formal procedures certainly need to be established for making contributions within the U.S.

3. Sometimes I feel that my fund raising activities are taking place without the full knowledge and sanction of the Executive Council. I feel that there should be better communication between the Council and those involved in fund raising activities. For example, I feel that I should know more about the wishes and suggestions of Council, and I am sure that Council should be better informed concerning my activities.

It seems to me that solicitation efforts might be taken more seriously (by potential sustaining members) if such activities were a more formal part of the Executive Council. For example, perhaps (as has been suggested previously) the president (or some other officer of the Association) should assume the responsibilities as Chairman of the Fund Raising Committee; or, perhaps one of the other regular representatives to Council should coordinate the fund raising activities; or, perhaps at the very least the chairman of the Fund Raising Committee could be invited to meet with the Executive Council. In short, I feel that these activities have potential for high payoffs for IEA and, therefore, should carry the full weight of the Executive Council.

ACTIONS REQUESTED OF THE EXECUTIVE COUNCIL

- A. Give the fund raising activities the full sanction and backing of Executive Council, making them an integral part of Council's overall efforts.
- B. Request that the Human Factors Society (and perhaps other federated societies) serve as an official office for the submission of contributions to IEA.
- C. Consider expanding the membership of the Fund Raising Committee to include a representative from each of the IEA member nations.

BBM/sbs

Mr T Stewart
Butler, Cox & Partners Ltd
Morley House
26-30 Holborn Viaduct
London EC1A 2BP

17 December 1979

Dear Tom,

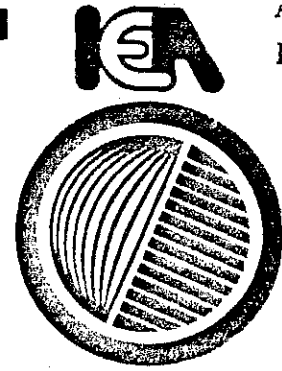
I would like to close the IMA/ES Job Satisfaction Conference Account and enclose the present Financial Report. There will be more interest to come as most of the money is held on deposit.

You will see that according to our subscription income VAT of £576.68p is appropriate though we have issued receipts for a greater amount because some of the participants paid with cheques which did not realise their full amount when paid into the account. We have paid out £389.45 VAT. Can we discuss soon how the accounts should be presented, what you want done about VAT and what auditing is required.

Yours sincerely

R G Sell

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Proposals for the membership of the IEA Award Committee

1. Professor E.N. Corlett, University of Birmingham /U.K./,
2. Professor E. Grandjean, Technical University of Zurich
/Switzerland/,
3. Dr. R.W. Pew, Bolt Beranek and Newman Inc., Cambridge /USA/,
4. Professor S. Sugiyama, Kwansei Gakuin University /Japan/,
5. Dr. P.A. van Wely, N.V. Philips Gloeilampenfabrieken
/the Netherlands/

International Ergonomics Association

Recommendations for IEA Award

- 1 Objective. To recognize outstanding educational, scientific, or professional contributions of a living person concerned with ergonomics in the international sphere, i.e. not limited to one national or language group
- 2 Award Committee. Membership shall be composed of the current IEA President as Chair plus a number of members that is no less than 5 but no more than one-third of the number of member Societies. The Committee's composition shall be geographically diverse with not more than one individual from one country. Committee members, who need not be delegates to Council of the member Societies, shall be proposed by the President for a triennial term and submitted to the Council for their approval. At least two (2) but preferably three (3) members of the Committee shall be retained by the next President for another triennial term, but the same individuals may not serve more than two consecutive terms, unless the Council decides otherwise by formal resolution.
- 3 Committee Procedures. The Committee shall evaluate all nominations and may recommend one or more, or no awards for a given triennial period. Sufficient time shall be allowed for general announcement in the publications of the member Societies, the submission of recommendations, the assemblage of supporting information, and review of materials, so that the Committee's recommendations which are forwarded to the Secretary of the IEA Council may be considered for ratification by the Council approximately one year prior to the next triennial Congress. The Secretary of the IEA Council would inform the successful candidate(s) and request their acceptance of the award and presence at the triennial Congress.
- 4 Award Candidates. Nominations may be made by any member of a member Society of IEA who shall furnish evidence of outstanding accomplishment by the candidate in: research projects and management, teaching/training achievements, practical applications, organizational leadership, and/or efforts to increase public knowledge about ergonomics. If any member of the Awards Committee shall be nominated as an award candidate, the Chair shall relieve that individual from further duty on the Committee and, with the concurrence of the IEA Executive Committee, appoint a replacement.
- 5 Award A suitable plaque and/or scroll that includes a statement, signed by the current President of IEA, to the effect that the award is in recognition of outstanding international contributions to the discipline of ergonomics; a standard model should be designed for subsequent approval by the Council. The award should be formally presented at the triennial Congress by the current IEA President.

T Kvalseth
J O'Hare
B Shackel

RULES OF THE INTERNATIONAL ERGONOMICS ASSOCIATION

Name and Registered Headquarters

Under the name "International Ergonomics Association" an international organisation having its registered headquarters at Zurich is formed pursuant to Artical 60 et seq of the Swiss Civil Code.

Objects

The International Ergonomics Association is intended to bring together organisations and persons concerned with ergonomics or human factors, ie relation between man and his occupation, equipment and environment in the widest sense including work, play, leisure, home and travel situations. To further these aims it shall establish international contacts amongst those acting in this field, promote knowledge and practice of ergonomics on an international basis especially in areas where no Federated Society exists, co-operate with international associations in order to encourage the practical application of ergonomics in industry and other areas, and promote scientific research by qualified persons in this field.

Membership

The Association shall have a membership comprising:

- (a) Federated Ergonomics Societies.
- (b) Affiliated Societies.
- (c) Associated Societies.
- (d) Sustaining Members.

RULES OF THE INTERNATIONAL ERGONOMICS ASSOCIATION -- 2

Definition of Members

- a) Federated Ergonomics Societies shall be societies which have the main aim of promoting ergonomics. They will be bodies which elect from within their own membership a governing council and which encourage the free publication of research material. There shall in general be only one Federated Society in any geographical area.
- b) Affiliated Societies shall be other societies which have an interest in ergonomics but which have their main aim in an associated area or are ineligible for Federated Member status because there is already Federated Society for their area.
- c) Associated Societies shall be groups and organisations that have an interest in ergonomics and that are international in nature. The conditions of their acceptance will be determined in each individual case.
- d) Sustaining Members shall be organisations that have an interest in the Association and support it by the payment of an annual subscription.

Governing Body

The Governing Body of the Association will be the Council. This will be made up of the officers of the Association and the representatives of Federated Societies. Each society with more than 50 but less than 500 voting members will nominate one member of Council and those with 500 or more will nominate two. Those with 1,000 or more will nominate three.

RULES OF THE INTERNATIONAL ERGONOMICS ASSOCIATION -- 3

All major decisions concerning the Association will be taken by Council which should meet annually. Where voting is necessary a simple majority of the total Council membership will apply. Postal and proxy votes will be held if necessary on major decisions where representative members are unable to attend meetings.

Council members will be able to send alternative representatives to meetings from within their National Society if they are unable to attend. Council will normally be called together at the President's request or at the request of a simple majority of the members.

Council will elect all new members of the Association in any category.

Officers

The Council will elect Officers of the Association for the following period. These will be the President, Secretary, Treasurer and the Chairman of the Congress Committee. The latter will be elected in co-operation with the Federated Society which will be responsible for the next Congress.

Terms of Office

Periods of office will normally commence with the Triennial International Congress. The President will serve for one term of three years (in addition to any period as an ordinary member of the Council). The Secretary and the Treasurer may serve for a maximum of two consecutive terms, a total of six years (in addition to any period as an ordinary member of the Council). Each representative member of Council will serve initially for one term of three years, but will be eligible for re-election for one more term.

RULES OF THE INTERNATIONAL ERGONOMICS ASSOCIATION -- 4

Executive Committee

An Executive Committee will be formed of the President, Secretary, Treasurer and the Chairman of the Congress Committee. Others may be invited to attend.

All representative members of Council will be notified of Executive Committee Meetings and will be able to attend if they wish. The Executive Committee will have the responsibility of making routine decisions and of carrying out other duties as delegated to them by the Council. The Executive Committee will meet at periods dictated by the needs of the Association.

Finance

Each Federated Society shall pay a fee consisting of a fixed amount per Society together with a variable amount based on the total number of voting members in the society at a rate to be determined by Council for each three-year period.

This money is to be used for the payment of the general administrative costs of running the Association, setting up meetings, sponsoring publicity, payment of expenses of officers and in aiding co-operation with other international organisations. Travelling expenses of the representatives of Federated Societies on Council will normally be the responsibility of that Society or the individual Council member.

Auditors

The selection of the auditors will be the responsibility of the Council.

RULES OF THE INTERNATIONAL ERGONOMICS ASSOCIATION -- 5

General Assembly

At each triennial International Congress a General Assembly shall be held which will be a meeting open to all the membership who wish to attend to receive the approved report of the Association. It will provide an opportunity for the Council of the International Ergonomics Association to hear the views of the many individual members of the Federated Affiliated and Associated Societies and for them to hear the views of Council. It will not be a decision taking body.

Business Office

c/o Human Factors Society
P. O. Box 1369
Santa Monica, California
U.S.A.

HLD:sw
10/6/80

OCCUPATIONAL HEALTH & REHABILITATION INSTITUTE

At Loewenstein Hospital - Tel-Aviv University Medical School

Raanana P.O.B. 3 , ISRAEL , Tel 052 - 91103

5th August 1980

Our Ref: 1526/80

Dr. Harry L. Davis
General Secretary
International Ergonomics Association

Dear Dr. Davis,

We trust this will reach you in time for the Council meeting, either at your Rochester address or in Oslo. We are acting for a group of human factors researchers and practitioners in Israel, who are interested in forming a national society federated with the IEA.

Many thanks for the material which you forwarded after your meeting with Dr. Steyer. We read it with great interest and should be very glad of a copy of the proceedings or pre-prints of the Oslo meeting, which appear most far-ranging and topical.

Included is a copy of the invitation and call for papers for the first Israel congress on ergonomics, to be convened at this Institute on the 15th October 1980. This is now being sent out in Hebrew and English to all those active in ergonomics and its associated fields in Israel, and to friends and professional contacts abroad.

At this writing, over seventy qualified professionals from industry, health institutes, universities, research and consulting organizations, have registered in writing as members of the prospective organization. They include large contingents of engineers and physicians with a sprinkling of biologists, anthropologists, psychologists and architects. We trust that the Congress, with the attendant publicity, will attract most of those qualified and active in this country.

.../2

OCCUPATIONAL HEALTH & REHABILITATION INSTITUTE

At Loewenstein Hospital — Tel-Aviv University Medical School

Raanana P.O.B. 3 , ISRAEL , Tel 052 - 91103

Dr. Harry L. Davis

Page 2

5th August 1980

May we stress that we aspire to form a strictly professional federated society (as defined in the IEA rules), maintaining the standards this qualification implies, and having nothing in common with promotion organizations or memorial foundations engaged in mass congresses and not in actual human factors research and application.

Will you kindly let us have any remarks and pointers that might guide us in structuring our Society and assuring its membership in the IEA. Any ergonomics professional that can make it to Israel at the time of the Congress is sincerely invited to join us there.

Yours faithfully,



Prof. M.B. Tartakovsky
CHAIRMAN



Dr. R.S. Carel
SECRETARY

FOR THE CONGRESS COMMITTEE

Dr. Harry L. Davis
General Secretary
International Ergonomics Association
c/o Hotel Scandinavia
Holbergs gate 30
Oslo 1, NORWAY

cc:

Dr. Harry L. Davis
Eastman Kodak Co.
Kodak Park, Bldg. 56
Rochester, NY 14650
U.S.A.

INTERNATIONAL ERGONOMICS ASSOCIATION



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Financial results of the VIIth IEA Congress /Warszawa, 27 - 31 August, 1979/

According to the rules stated in the IEA paper: "Policy of the Support of Conferences in Ergonomics", any surplus remaining after the payment of all Congress costs /including all loans to the organizing society and the IEA / will normally be divided equally between the organizing society and the IEA.

The surplus remaining after the VIIth IEA Congress has to be divided in two parts:

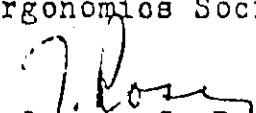
1. Surplus resulting of the payments in Western currencies and transferable abroad.
2. Surplus resulting of payments in zlotys and not transferable.

The IEA receives 50 % of both these surpluses, i.e.:

Surplus transferable	US \$	228,50
Surplus not transferable	Zł	34 800,00
/corresponding approximately to US \$ 1 160 /.		

This last sum will be transferred to an IEA account in the Polish National Bank and be at my disposal to cover expenses in zlotys such as travel expenses to IEA meetings outside Poland, organizing IEA meetings in Poland, etc.'

The Polish Ergonomics Society has reimbursed to the IEA the sum of DM 6 744 corresponding to the printing costs of the special issue of "Ergonomics" containing the papers presented at the VIIth IEA Congress /this sum had been advanced by the IEA as a loan to the Polish Ergonomics Society/.


Professor J. Rosner
Chairman of the Organizing Committee
of the VIIth IEA Congress

PRELIMINARY BUDGET FOR THE 8TH CONGRESS OF IEA (August, 1980)

No. 1

ITEM	EXPENSES OF THE GOVERNMENT	EXPENSES FROM DUES AND CONTRIBUTIONS	TOTAL
1. Remuneration	¥ 0.00	¥ 512,000.00 (Translation, correction, etc.)	¥ 512,000.00
2. Traffic expenses (for the members of Committee of IEA '82 of Science Council and of Organizing Committee)	¥ 428,000.00	¥ 586,000.00 (for the members of Committee of IEA '82 of JERS)	¥ 1,014,000.00
3. Expenses for articles of consumption	¥ 201,000.00 (Letter papers, envelopes, tapes, etc.)	¥ 2,130,000.00	¥ 2,331,000.00
4. Printing expenses	¥ 303,000.00 (1st and 2nd Announcement, records of committees, invitation letters, envelopes, proceedings, etc.)	¥ 7,970,000.00	¥ 8,273,000.00
5. Communication expenses	¥ 234,000.00 (Postage, telephone, telex, etc.)	¥ 5,740,000.00	¥ 5,974,000.00
6. Rent (Congress hall, meeting rooms, offices, audio-visual equipments, printing machines, typewriters, etc.)	¥ 5,464,000.00	¥ 0.00	¥ 5,464,000.00

 1. Estimated numbers of attendants

From countries other than Japan	250
From Japan	300

Total estimated numbers of attendants	550
---------------------------------------	-----

2. Estimated participation fee

¥50,000.00	(Before May 31, 1982)
¥55,000.00	(After June 1, 1982)
¥20,000.00	(For person accompanying deligate)

3. Estimated income

(1) Income from participation fee	¥27,500,000.00
(2) Subsidy from the Government	¥10,000,000.00
(3) Miscellaneous	¥ 1,000,000.00
(4) Necessary amount of donation	¥ 1,840,000.00
Total estimated income	¥40,340,000.00

* Loan from IEA is not included.

1980 - 1981

INTERNATIONAL ERGONOMICS ASSOCIATION COUNCIL LIST

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Maritime Ergonomics Research Unit
UWIST
Llwyn-y-Grant
Penylan
Cardiff, Wales
United Kingdom

Dr. Sebastiano Bagnara
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00157 Roma
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Harry L. Davis
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Professor Jan Rosner
ul. Narbutta 15 m.1.
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