

INTERNATIONAL ERGONOMICS ASSOCIATION



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INTERNATIONAL ERGONOMICS ASSOCIATION MINUTES OF THE COUNCIL MEETING HELD IN TURIN, ITALY

NOVEMBER 5 & 6, 1983

PRESENT: Dr. Sebastiano Bagnara ✓
Bjorn Arve Bentsen
Prof. Vuksan P. Bulat
Harry L. Davis ✓
Dr. Hal Hendrick ✓
Tarald Kvalseth, Ph.D. ✓
Dr. Lakatos Gyulane
Dr. Ted Megaw ✕
Dr. Kageyu Noro ✓
Ian Noy ✓
ir. D. Pieter Rookmaaker
Bruce Rupp
Prof. Dr. Dr. Joseph Rutenfranz (✓)
Reginald Sell ✓
Wanda Smith
Brian Shackel ✕
Sadao Sugiyama, Ph.D. ✓
Professor Alain Wisner ✓

Regrets received from I. Brown, G. Simmonds, J. O'Hare, W. Rohmert and I. Molnar.

The meeting was called to order by the President, Dr. Sadao Sugiyama at 9:30 a.m. Introductions followed and Prof. C. Romano welcomed the Council on behalf of the Conference on Ergonomics and Health Aspects of Modern Office Jobs.

C/83/2, The proposed agenda was modified, enlarged and accepted.

C/83/3 Minutes - Harry L. Davis

The minutes of the Executive Committee meeting in London on 3/21/83 and 3/22/83 were received and accepted with two exceptions.

APPENDIX I The first exception was the surcharge rate for IEA sponsored and supported meetings which will be dealt with later on in these minutes. The second exception was an error on pages 3, #2 under E.C./83/6. This should be deleted.

C/83/4 Treasurer's Report - Prof. Dr. Dr. J. Rutenfranz

APPENDIX II The Treasurer's report was presented and accepted.

ACTION:
COUNCIL It was noted that several societies are in arrears for 1983.

MEMBERS &
FEDERATED
SOCIETIES As a reminder, Societies are asked to pay their dues in advance at the beginning of each calendar year. The amount of the dues should be based upon the full eligible membership of the Society as of the 31 December. As an example, 1984 dues should be paid in January of 1984 and based upon the current IEA dues rate and based upon the Society membership as of December 31, 1983.

All Council Members and Society Secretaries are urged to have the dues for their Society brought up to date.

C/83/5 8th Congress Report - Prof. Kageyu Noro

The report of the 8th Congress Organizing Committee was presented.

The financial aspects of that report, as it pertains to IEA, can be seen in the IEA Treasurer's report which is appended.

C/83/6 Dues Increase - Reginald Sell

A motion was made by R. Sell of The Ergonomics Society to increase the IEA dues in the following manner.

ACTION: Keep base rate at 80 S.F./Society.

FEDERATED Change from 2.0 S.F./member up to 600 members
SOCIETIES to 2.5 S.F./member up to 600 members
Change from 1.0 S.F./member over 600 members
to 1.5 S.F./member over 600 members

An amendment to this motion, by Hal Hendrick, was to have the proposed new dues structure referred to the Federated Societies for comment. Unless there is a significant disagreement by Federated Societies, the proposed new dues structure will be implemented at the next Executive Committee or Council Meeting, whichever occurs first.

The motion passed.

C/83/7 Rules and Policy Governing IEA Assessment of
Conferences and Congresses

APPENDIX III a. 9th Congress - Reginald Sell

No new proposal was made by the Ergonomics Society as was agreed to at the Executive Committee meeting in March 1983, Cambridge, England.

It was agreed that the financial arrangement with the host Society will be:

1. IEA will be liable, in case of a financial loss, only up to and including its advance money paid to the Organizing Committee.
2. IEA expects to have its advance money returned and to share in any profit on a 50/50 basis with the Ergonomics Society.

- b. A motion was made by Harry L. Davis and seconded by Hal Hendrick that, "travel expenses, of the chairman of any IEA Congress, to the IEA Council meetings be incorporated in the budget of the Congress".

After some discussion, the motion was withdrawn.

C/83/8 International Occupational Ergonomics Conference -
Toronto, Canada May 1984 - Ian Noy

APPENDIX IV See attached report.

C/83/9 10th Congress - Australia

No report was received.

C/83/10 11th Congress

A bid was received from S.E.L.F. to host the 11th Congress in 1991.

It was agreed that S.E.L.F. will be the host society for the 11th IEA Congress.

C/83/11 Admittance of Other National Ergonomic Societies as Federated, Associated or Affiliated Societies

APPENDIX V a. Human Ergology Research Association of Japan

ACTION:

SECRETARY
GENERAL

A letter was received, dated 7 October 1983, requesting membership in the IEA. The letter is appended and the other necessary documents are retained by the Secretary General. All is correct and in order.

A motion was made by Hal Hendrick and seconded by Alain Wisner that action on this matter be deferred until the next Council Meeting, to allow Japan Ergonomics Research Society a courtesy to contact the Human Ergology Association and to provide comment. Motion passed unanimously.

C/83/12 Video on Ergonomics - D. Pieter Rookmaaker

Mr. Rookmaaker showed an excellent video on ergonomics which was produced jointly by the Netherlands Ergonomic Society and the Netherlands Television. It was a segment of the full series which numbers twelve one-half hour sessions. These were shown on Dutch Television to approximately 100,000 viewers.

C/83/13 Policy on IEA Supporting Conferences in the Country of a Federated Society

The above question was discussed and it was agreed that an individual or organization, seeking IEA support of a conference, symposium, etc. should, as a courtesy, inform and review with the Federated Society of that country the plans for and intent to seek an IEA supported meeting. The IEA, also, as a courtesy should inform and review with its Federated Society affected, its intention to support such a meeting.

- C/83/14 Updated Rules on Meetings - Tarald Kvalseth
- Appendix VI The rules on meetings as modified and appended were accepted.
- C/83/15 Review of Current IEA Supported Conferences
- a. Ergonomic and Health Aspects in Modern Offices - Turin, Italy - November 1983
- This turned out to be an excellent meeting from all points of interest. The Proceedings should be available in June 1984 from Taylor & Francis.
- b. Occupational Ergonomics - Toronto, Canada - May 1984
- See attached report. (APPENDIX IV)
- APPENDIX VII c. Symposium on Organizational Design and Management - Hawaii - August 1984
- Request and approval attached.
- d. INTERACT - London, England - September 1984
 Brian Shackel
- An IEA co-sponsored conference on human-computer interaction.
- APPENDIX VIII It was agreed to be a co-sponsor of this meeting but assuming no liability.
- C/83/16 Ad hoc Committee on Finances - Hendrick
- Ad hoc committees were established to report back the next day of the Council meeting. They were:
1. Finances - Hendrick (Chair), Wisner, Rutenfranz, Shackel, Davis
 2. IEA relationship and interaction with Federated Societies - Noy (Chair), Smith, Rookmaaker, Kvalseth

The Committee dealt with the following issues:

- a. Recommended Changes in the Conference Surcharge Fees to:

	<u>Present</u>	<u>New</u>
Congress	- 50 S.F.	25 S.F.
Cosponsored Conference	- 30 S.F.	15 S.F.
Approved Conference	- 10 S.F.	5 S.F.

This was moved and accepted.

ACTION:

TREASURER

- b. Recommended considering a dues increase keyed to an inflation factor in the world. Treasurer to ascertain Inflation Factor between 1979 and 1983.
- c. Continued Increase of Services to Federated Societies in the Form of:
1. Workshops
 2. Teaching/Training Material
i.e.: Dutch Video Program
 3. Regional Conferences
- d. Proposed Changes in Frequency of Council and Executive Committee Meetings, i.e.:
- 1st year - Council Meeting
 - 2nd year - Executive Committee Meeting
- e. Proceedings of Congress and Cosponsored Conference
- IEA sharing in royalties of the sale of proceedings.
- f. Operating Rule Changes

A preliminary agenda be distributed to Societies and Council Members at least 90 days prior to meeting.

ACTION: g. Proposed a Change of Structure of Officers

FEDERATED
SOCIETIES

From: President
Vice President
Secretary General
Treasurer

To: President
President Elect
Vice President
Secretary General
Treasurer

C/83/17 IEA Council & Executive Committee Meetings

A motion was made and passed requiring:

"Council shall meet approximately once per year,
and the Executive Committee will meet separately
only if deemed essential."

C/83/18 Proceedings - Dr. Hal Hendrick

ACTION:
PUBLICATIONS
COMMITTEE
AND MEETINGS
COMMITTEE

Motion made and passed that "for IEA Congresses and
cosponsored Conferences, the royalties and other
income realized from the sale of proceedings should
be shared equally with IEA and the Conference
Organizing Committee.

TARALD
KVALSETH

This new rule applies to conferences approved
hereafter or by negotiation with previously approved
conferences by the Chairman of Meetings, Tarald
Kvalseth.

C/83/19 Ad hoc Policy and Planning Committee

An ad hoc committee was established to study broad
areas of organization, operations and activities of
IEA and to report back to Council prior to its next
meeting. The committee is composed of:

Ian Noy, Chair
Harry L. Davis
Hal Hendrick, Ph.D.
Tarald Kvalseth, Ph.D.

C/83/20 Policy on Committees - Tarald Kvalseth, Ph.D.

APPENDIX IX

ACTION:

T. KVALSETH

The first draft of a set of working guidelines on committees was presented by T. Kvalseth and reviewed.

C/83/21 Awards Committee - Sadeo Sugiyama, Ph.D.

ACTION:

An awards committee was established as follows:

S. SUGIYAMA

Sadeo Sugiyama, Ph.D., Chair
U. Aberg, Ph.D.
Dr. K. Noro
J. O'Hare, Ph.D.
W. Rohmert, Ph.D.

C/83/22 Publications Committee - Brian Shackel

In the absence of J. O'Hare, Chairman of the Publications Committee, Prof. Brian Shackel reported.

APPENDIX X

No report was received on time from the Publications Committee on all of its activities. A memorandum on a proposed "Volume On Ergonomics In Developing Countries" is appended. Also appended is a report by Dr. S. Konz on his activities regarding "Ergonomics International".

APPENDIX XI

International Directory of Educational Programs - Brian Shackel

ACTION:

R. PEARSON

Prof. Shackel moved that Dr. R. Pearson be asked to again serve as Editor for a revision of the Directory. Dr. Pearson is urged to seek associate editors through Council members. All Council Members pledged to support this effort.

ACTION:

T. KVALSETH

Prof. Shackel moved and it was accepted, that the Vice President T. Kvalseth communicate with Dr. J. O'Hare to assist in revitalizing and activating the Publications Committee. He was also directed to contact Dr. R. Webb and have him reconsider his resignation from the Publications Committee. It was recognized that a strong active and productive Publications Committee is very much needed during this period of growth and expansion to new countries by the IEA. All members of the committee are urged to participate.

C/83/23 Congress on Ergonomics In Developing Countries - Prof.
Alain Wisner

Prof. Wisner reported that efforts are still underway by the ILO to organize the meeting in Tunis. Subsequent information received by the Secretary-General, from Prof. Wisner and Mr. Spyropoulos, suggests that little progress is being made.

Recently a tentative expression of interest for hosting such a meeting was received from the Ergonomics Society of Israel.

C/83/24 Other Society Developments

In addition to receiving a request from the Human Ergology Society of Japan for membership in the IEA, correspondence has been received from several other individuals regarding ergonomics society activities in their countries.

ACTION:

Letters pertaining to Society organization have been received from:

SECRETARY
GENERAL

South East Asia
Brazil
Argentina
China
Austria

The Secretary-General will maintain communication with these individuals and organizations.

C/83/25 First International Symposium on Human Factors In
Organizational Design and Management
- Dr. Hal Hendrick

This is a jointly sponsored meeting of the IEA and the Human Factors Society, 21-24 August 1984, Honolulu, Hawaii.

It was moved by T. Kvalseth and passed by Council that IEA cosponsor this symposium and advance \$1,500.

C/83/26 ICSID - John Wood

ACTION: An invitation has been received from Mr. Deane
Richardson of ICSID for IEA to develop and chair a
JOHN WOOD session on human factors in product design at the next
ICSID Congress which will be held in
Washington, DC in August 1985.

Council approved this involvement and urges Mr. Wood
to proceed accordingly.

C/83/27 11th IEA Congress

ACTION: A bid was received from S.E.L.F. to host the 10th IEA
SECRETARY- Congress. This bid was accepted unanimously by
GENERAL Council.

C/83/28 ERGOMA - Wanda Smith

Ms. Smith received the proposal of ERGOMA to hold an
international Congress on Ergonomics. Following some
discussion, Council did not extend support for this
meeting as no request for support had been received.

C/83/29 Other Business

Prof. Dr. Rutenfranz expressed his desire to resign as
Treasurer of IEA. This resignation was accepted with
great reluctance.

Council passed a resolution commending
Prof. Rutenfranz's many contributions to the IEA.
Prof. Brian Shackel volunteered and was unanimously
approved as Acting Treasurer.

C/83/30 ISO TC159

ACTION: Council considered ways and means of improving IEA
representation at ISO meetings and on ISO Committees.
T. KVALSETH The Vice President T. Kvalseth was asked to pursue
these with Mr. T. Leamon.

C/83/31 Next IEA Council Meeting

Hal Hendrick invited Council to meet in August 1984 in Honolulu, Hawaii in conjunction with the Symposium on Organization and Management.

Recognizing the cost for Europeans and other members, Dr. Hendrick stated he would seek financial support for Council members. He has been able to obtain support in the amount of \$600 per Council member for those travelling from Europe and other long distances; \$300 is available for those travelling from the east cost of North America. Dr. Hendrick should be contacted for the exact amount of support in each individual case.

The Council meeting has been tentatively set for 17 and 18 August 1984, Honolulu, Hawaii at the Sheraton Waikiki Hotel.

Consideration is currently being given to holding the Council Meeting on the 16 and 17 August to allow people to also attend meeting on Human-Computer Interaction which is being held at the same venue on the 18-20 August.

ACTION: Definite dates for the Council Meeting and a proposed
SECRETARY- agenda will be published and distributed by
GENERAL 31 May 1984.

An informal Council Meeting will be held at the Toronto meeting on Monday, May 7th at 3:30 p.m. at the Hilton Harbour Castle Hotel.

Respectfully submitted,



Harry L. Davis
Secretary General, IEA

HLD:mlc
4/10/84

AGENDA

IEA COUNCIL MEETING

GRAND HOTEL SITEA - TURIN, ITALY

5 & 6 NOVEMBER 1983

- 1. Admittance of Other National Ergonomic Societies as Federated, Associated or Affiliated Societies
2. Prior Review With or Approval by a Federated Society of IEA Supported Conferences
- 3. Review of the Financing Arrangements of and Expected Financial Return from IEA Supported Conferences
4. Review of the Official and Unofficial Guidelines in the Selection of the Officers of IEA
5. Need for Chairpeople of Conferences to Attend Executive and IEA Council Meetings (The question arises as to who should support these chairpeople financially.)
- ✓ 6. Consideration of a Dues Increase or Other Means of Increasing Revenue
- ✓ 7. Financial Report of the 8th Congress, IEA
- ✓ 8. Consideration of the Request of the Human Ergology Research Association of Japan for Membership
9. Consideration of the Proposal by Dr. Robert Webb to Publish an International Ergonomics Review
10. Review of Status of Congress on Ergonomics for Developing Countries
- ✓ 11. Toronto Proceedings
- ✓ 12. Awards Committee
- ✓ 13. Payment of Officers' Travel Expenses Policy
14. Other Business

DIRECTORY - EDUCATION PROGRAMS.

HLD:mlc
10/28/83

POLICY ON CONFERENCE CONFLICTS.

INTERNATIONAL ERGONOMICS ASSOCIATION

Policy on the Support of Conferences in Ergonomics

It is the policy of the International Ergonomics Association (IEA) to support international conferences organized by any of its Federated Societies or by other international bodies that have an interest in ergonomics or that are organizing a conference with a major ergonomics theme. Support will be given for conferences of three main types: (1) congresses, (2) joint conferences, and (3) approved conferences. Meetings will normally be organized by a Federated Society or by Societies representing the IEA in cooperation with other bodies as may be appropriate.

Congress of the International Ergonomics Association

The triennial congress of the International Ergonomics Association (Congress) is the primary conference activity of the IEA. When a site for a Congress is approved, the IEA will give the organizers of the Congress all reasonable support. Support includes financial assistance at a level to be determined by the Council of the IEA. In addition, one or more representatives appointed by the IEA Council will participate actively in the organization of the Conference. The officers of the IEA and the representative(s) of the IEA Council will hold periodic consultations with the organizers and provide advice on finance, physical requirements, Congress organization, themes, topics, scientific speakers and other matters.

The IEA Council will decide the venue of the Congress on the basis of invitations received at or before the Congress immediately prior to the proposed Congress, that is, approximately 3 years before the date of the proposed Congress. The IEA Council may invite Societies to submit a formal request to the Council for its consideration.

To qualify for consideration the proposed Congress must meet the following requirements:

Submission of request

The request must be formally submitted on or before the due date (see above) by the governing body of a Federated Society of the IEA. The proposed Congress will be formally entitled the Xth Congress of the International Ergonomics Association where X is the appropriate cardinal number.

Scope of Congress

The proposed Congress must be international and intercontinental in its scope. In particular, theme speakers must be drawn from different national and continental backgrounds.

Attendance

There must be no restriction on the attendance of delegates, members and visitors to the Congress by reason of national origin or political belief.

Financial Support

SENTLY: The society sponsoring the proposed Congress must be both willing and able to provide a substantial portion of the cost of organizing the Congress. The remainder, to a total to be determined by Council for each Congress, will be provided by the IEA. 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 sponsoring society and the IEA. Expenses of the IEA members of the Congress organizing Committee will be the responsibility of the IEA.

ED TO: THE SOCIETY SPONSORING THE PROPOSED CONGRESS MUST CARRY THE FINANCIAL RESPONSIBILITY FOR THE CONGRESS. THE IEA MAY PROVIDE A FINANCIAL ADVANCE TO THE ORGANIZING COMMITTEE, THE AMOUNT TO BE DETERMINED BY COUNCIL. THE RETURN TO IEA WILL BE THE FINANCIAL ADVANCE PLUS 50 SWISS FRANCS PER CONGRESS REGISTRANT. EXPENSES OF THE IEA COUNCIL APPOINTED REPRESENTATIVES ON THE ORGANIZING COMMITTEE WILL BE THE RESPONSIBILITY OF THE IEA.

Location of Congress

The location of the proposed Congress should meet the following criteria:

Site. The geographical site should be at, or close to, a major center, noted for its academic and/or professional affiliations as well as for its social and historical attractions.

Congress center. The Congress center should be in one building, in which can be found administrative and logistic facilities, a major hall or auditorium for plenary sessions, conference rooms for lesser sessions, committee rooms, and suitable places for casual informal discussion with easy access to a continuous service of light refreshments. Ideally the Congress should have sole occupancy of the center or at least that part of the center in which the Congress is housed.

~~Translation. Facilities must be available for simultaneous translation of plenary sessions and the General Assembly into at least English, French, and German, as required by individual attendees. Translation must be available in the same conference room as the original presentation.~~

Accommodations. Accommodations must be available at or close to the Congress center. Accommodations should be of good quality, in terms of that normally found in the area. Different levels of accommodation should be available to meet different budgets; allowance should be made for single, double or multiple occupancy as preferred. Where it is not possible to arrange for accommodations within reasonable walking distance from the Congress center free transportation should be available at frequent intervals during the day.

Program. The sponsoring society must ensure that during the 4-5 day period of the Congress provision is made for a combination of superior quality technical sessions, both plenary and special interest, professional visits and social events. The speakers at the plenary sessions will be selected with the advice of Council, will be of international standing or of other high repute, and in total will represent the international representation of ergonomics. Themes and topics must have the approval of the Council. Provision should be made for a meeting of the General Assembly of the Association and for other meetings if requested by Federated Societies. The success of an international conference depends not only on formal presentations but on facilities for interpersonal contact and the interchange of ideas and views by discussion both formal and informal. In addition to ensuring that space is available for informal discussions, time should be allowed in the program for the exchange of ideas and views.

Transportation. Arrangements must be made by the sponsoring society for the provision of transportation to and from all events authorized by the Congress. It is especially important that adequate transport be provided between the local airport, and rail or bus stations and the Congress location or that delegates be aware in advance of the public transport facilities available. Consideration should be given to having an information desk at the airport and station or to providing full details of the Congress to the normal information agencies.

Registration, Promotion, Publication

The sponsoring society must ensure that arrangements are made for pre-registration, registration, promotion and advertising, the publication of proceedings, and the preparation of a list giving the full addresses of attendees. The IEA will assist in promotion and advertising. All promotional material and publications must state that the Congress is a function of the IEA. Following the Congress the organizers should submit a report to the IEA for the benefit of later conference organizers giving information on such things as the organization of the Congress, problems that had to be overcome, and unusual or outstanding difficulties encountered.

Joint Conference

A Joint Conference is a secondary activity of the IEA. The term is applied to an international conference in ergonomics organized by a Federated Society of the IEA, jointly by one or more such societies, or in cooperation with a cognate international organization. The IEA will provide support in the form of active promotion and advertising as well as advice and counsel on such matters as physical requirements, conference organization, themes, topics and suggestions for speakers. The IEA may or may not provide financial support and it may participate directly or formally in the organization of the conference.

RESENTLY:

ANGED TO: A JOINT CONFERENCE IS A SECONDARY ACTIVITY OF THE IEA. THE TERM IS APPLIED TO AN INTERNATIONAL CONFERENCE IN ERGONOMICS ORGANIZED BY A FEDERATED SOCIETY OF THE IEA, JOINTLY BY ONE OR MORE SUCH SOCIETIES, OR IN COOPERATION WITH A COGNATE INTERNATIONAL ORGANIZATION. THE IEA WILL PROVIDE SUPPORT IN THE FORM OF ACTIVE PROMOTION AND ADVERTISING AS WELL AS ADVICE AND COUNSEL ON SUCH MATTERS AS PHYSICAL REQUIREMENTS, CONFERENCE ORGANIZATION, THEMES, TOPICS AND SUGGESTIONS FOR SPEAKERS.

To qualify for consideration a proposed conference must meet the following requirements:

Submission of Request

The request must be formally submitted to the Council of the IEA by the governing body or bodies of a Federated Society or Societies or by an international organization in an allied field for consideration at a Council or Executive Committee meeting held at least 12 months before the proposed date of the Conference. Alternatively, the IEA may itself invite a Federated Society or other international group to organize a joint meeting. Normally, either the IEA or a Federated Society will take an active role in the organization of any conference where the main sponsor is an outside organization.

Scope of the Conference

The Conference must be substantial and international in scope with speakers of international or high repute. It may be on a topic of interest to only a part of the total body of ergonomists or even on a topic of main interest to non-ergonomists but to which ergonomists are expected to make a major contribution.

Attendance

Attendance at some Conferences may be restricted because of limited facilities, or because the Conference is dedicated to an ergonomic topic primarily of interest to specialists. Nonetheless, Conferences must be open to all professionally qualified members of Federated Societies who wish to attend. There must be no restriction on the attendance of delegates, members or visitors by reason of national origin or political belief.

FINANCES

THE IEA MAY OR MAY NOT PROVIDE FINANCIAL ADVANCE SUPPORT TO THE ORGANIZING COMMITTEE, THE AMOUNT TO BE DETERMINED BY IEA COUNCIL. THE RETURN TO IEA WILL BE THE FINANCIAL ADVANCE, IF ANY, PLUS 30 SWISS FRANCS PER CONFERENCE REGISTRANT. ANY EXPENSES INCURRED BY THE IEA WILL BE ITS OWN RESPONSIBILITY.

Promotion and Publication

All promotional material and publications must state that the conference is a joint conference sponsored by the IEA.

Program

Themes and topics must have the approval of Council.

Approved Conference

An approved Conference is a tertiary activity of the IEA. The term is normally applied to a Conference in ergonomics presented by a Federated Society of the IEA, jointly by one or more such Societies, or by another international body associated with ergonomics whose organizers wish to draw public attention to its international affiliations.

To qualify for consideration a proposed Conference must be substantial, with speakers of academic or professional repute. The request for approval must be made to the IEA Council sufficiently in advance of the proposed date of the Conference to allow approval to be given. Themes and topics must have the approval of Council.

In a region where there is no Federated Society or branch of a Federated Society, or where support from some externally located Federated Society cannot be secured, the IEA may approve a Conference in ergonomics, provided that the Conference is organized by a suitably qualified person and provided there is no objection from any Federated Society which would otherwise, as deemed by Council, have a legitimate interest in that region. A suitably qualified person will be so designated by Council and will normally be a member of a Federated Society

THE RETURN TO IEA WILL BE 10 SWISS FRANCS PER CONFERENCE REGISTRANT,

NEW
ADDITION

EW
ADDITION

Conference Cooperation

The IEA may cooperate in the promotion and/or presentation of a conference by some other professional or academic association when it is deemed by the Council to be in its interests to do so. In such circumstances, at no financial cost to the IEA, the conference organizers would be permitted to use the good offices of the IEA in advertising the conference, and in particular to use the name of the IEA in promotional and other literature and to identify the IEA as a supporter of the conference. In return, promotional opportunities and/or other incentives such as reduced cost of registration for IEA members of the conference may be provided to the IEA. Reciprocal arrangements may also be pursued in which a reputable academic or professional association is encouraged to participate in the promotion of an IEA Conference or Congress.

FINANCIAL REPORTS

CONDITION

FINANCIAL REPORTS OF ANY IEA SUPPORTED CONFERENCE SHALL BE COMPLETED AND FILED WITH THE TREASURER OF IEA WITHIN 4 MONTHS AFTER THE CONFERENCE. ANY RETURN TO IEA SHALL BE PROVIDED AT THAT TIME.



INTERNATIONAL LABOUR OFFICE
BUREAU INTERNATIONAL DU TRAVAIL
OFICINA INTERNACIONAL DEL TRABAJO

Turin - Cong. Dev. Countries

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Mr. H.L. Davis,
Secretary General,
International Ergonomics Association,
Eastman Kodak Co.,
Kodak Park, Bldg. 56,
Rochester,
New York 14650

Réf. BIT/ILO n° SH 28-1-1002

(USA)

Votre réf. n°

19 OCT 1983

Dear Mr. Davis,

Thank you for your letter of 30 September and for the invitation to attend the forthcoming IEA Council Meeting in Turin.

Unfortunately, it will not be possible for my Department to be represented at this meeting, but we would be grateful to you if you could keep us informed of decisions taken at this meeting. Concerning the proposed ILO/IEA International Symposium on Ergonomics in Developing Countries, I am sorry to report that no final decision has yet been taken as to the country in which the meeting will be held. However, on the occasion of my recent mission to Tunis, I had the opportunity of raising the matter with the Tunisian authorities which showed great interest in inviting the ILO and other co-sponsors of the meeting to hold it in Tunis. The Tunisian authorities hope to be in a position to make an official offer next November. Professor Wisner, with whom I had a telephone conversation yesterday, will be in a position to give you more details concerning my discussions in Tunis.

I sincerely hope that after so many delays we shall soon be in a position to start preparing seriously the International Symposium and fixing a date for the preparatory Committee early in 1984.

Best regards,

Yours sincerely,

G. Spyropoulos,
Chief,
Working Conditions and Environment
Department.

Trinn - Cong. Dev. Comm

PRO MEMORANDUM

ERGONOMICS FOR DEVELOPING COUNTRIES: AN INTERNATIONAL CONGRESS

To: IEA Executive Committee meeting in London, March 1983.

Background

The congress Ergonomics for Developing Countries is the first of its kind (organized as a joint effort of ILO and IEA). It should be considered the start of new activities and not single event. A succesful and useful congress germinates other activities and events. However, we are now faced with some difficulties to be overcome:

- Compared to ordinary scientific conferences, a greater percentage than usual of the participants do not habitually attend conferences. This implies that the organization must be effective and language barriers must be overcome. Unfortunately, these factors are partly out of our control.
- Well-prepared conference material can be a valuable source of information for the participants both during and after the conference. The quality of IEA may be able to contribute to this point. Some of the possible means are outlined in the following:
 - * the selection of well-briefed rapporteurs;
 - * the effective gathering of the texts at the conference site, possibly the recording and transcription of the talks;
 - * effective chairpersons, written summaries
 - * the effective collection of texts beforehand;
 - * an effective form of publication.

Efforts should be directed to find distribution channels which could ensure maximum coverage also outside the usual channels of ILO.

My personal opinion is that IEA should direct its effort primarily to the effective publication and distribution of the material, produced by conference or which can be produced on the basis of the conference material.

Questions to be discussed at the IEA Executive Committee Meeting

1. Mode and extent of participation of IEA in the congress preparations:
 - meetings of the conference committee only?
 - adopting partial tasks in the preparatuon; boundaries ?
 - a secretary to ILO for preparations of the conference ?

2. Preliminary tasks before the meeting of the official conference committee

Only limited time is available. As many tasks as possible should still be done before the first meeting of the official conference committee.

- Participation of the IEA federated societies in the preparations: financial support for participants from developing countries, information channels, etc.
- Locating key people to act as contact persons, chairpersons, to do preparatory work, etc.
- Preliminary program outline
 - + topics and ideas from developing countries
 - + the definition of the main details before the first meeting of the official conference committee.

3. Contacts in the recipient country

As early as possible.

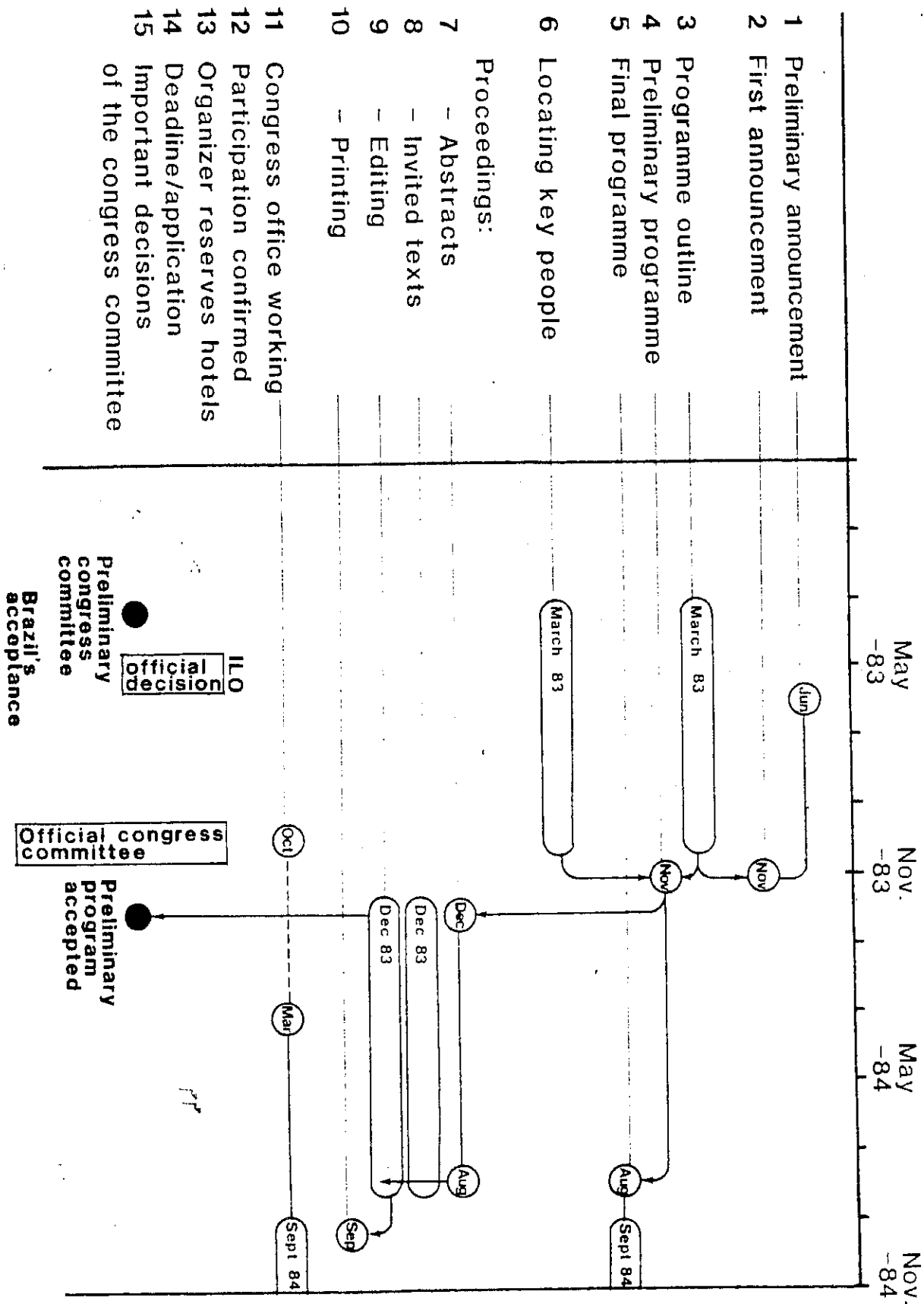
4. Time table

Ilkka Kuorinka

ERGONOMICS IN DEVELOPING COUNTRIES

An International Congress

Months before the congress



RULES OF THE INTERNATIONAL ERGONOMICS ASSOCIATION

Name and Registered Headquarters

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

Objects

The International Ergonomics Association is intended to bring together organizations and persons concerned with ergonomics or human factors, i.e., relations between the individual and his/her occupation, equipment, and environment in the widest sense, including work, play, leisure, home, and travel situations. To further these aims, it will 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, cooperate with international associations in order to encourage the practical application of ergonomics in industry and other areas, and promote scientific research and teaching by qualified persons in this field.

Membership

The association will have a membership comprising:

1. Federated Ergonomics Societies.
2. Affiliated Societies
3. Associated Societies.
4. Sustaining Members.

Definition of Members

1. Federated Ergonomics Societies will be societies that have the main aim of promoting ergonomics. They will be bodies that elect a governing council from within their own membership and encourage the free publication of research material. In general, there will be only one Federated Society in any geographical area.
2. Affiliated Societies will be other societies that have an interest in ergonomics but that have their main aim in an associated area or are ineligible for Federated Member status because there is already a Federated Society for their area.
3. Associated Societies will be groups and organizations that have an interest in ergonomics and that are international in nature. The conditions of their acceptance will be determined in each individual case.
4. Sustaining Members will be organizations 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 1000 or more will nominate three.

All major decisions concerning the association, including rule changes, will be taken by Council, which should meet annually. Where voting is necessary, a simple majority of those present, but not less than one-third of the Council membership is required. 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. These will be the President, Vice President, Secretary General, Treasurer, and the Chairman of the Congress Committee. The latter will be elected in cooperation 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 3 years (in addition to any period as an ordinary member of the Council). The Vice President, Secretary and Treasurer may serve for a maximum of two consecutive terms--a total of 6 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 3 years but will be eligible for re-election for one more term.

Executive Committee

An Executive Committee will be formed consisting of the President, Vice President, Secretary General, Treasurer, and 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 will 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 3-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 cooperation with other international organizations. Traveling expenses of the representatives of Federated Societies on Council will normally be the responsibility of that society or the individual Council member.

Rules of the IEA--3
3576P, November 1, 1983

Auditors

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

General Assembly

At each triennial International Congress, a general assembly will be held that will be a meeting open to all members who wish to attend for the purpose of receiving 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 that of the Council. It will not be a decision-making body.

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