



Number	Name	Date first approved	Date last revision	Responsible Officer	Objective
1	IEA Membership Admissions	27.08.13	19.10.20	VPSG	To provide a procedure for admission to the IEA for new membership applications.
2	IEA Membership Fees	27.08.13	03.09.17	VPTres	
3	IEA Networks	27.08.13	03.09.17	VPSG	The IEA Networks are groupings of federated societies, or their affiliates, formed to address specific needs. To detail the procedures for election of IEA Officers (IEA President, IEA Vice-President and Secretary General, and IEA Vice-President and Treasurer) (these procedures follow Robert's Rules of Order and the IEA Bylaws).
4	Election of IEA Officers	23.06.14		President	
5	Participation in Council Meetings	27.08.13		VPSG	To clarify who may participate in IEA Council meetings. To detail the procedures for establishing quorum and voting at IEA Council Meetings (these procedures follow Robert's Rules of Order and the IEA Bylaws).
6	Voting at IEA Council Meetings	26.08.13	18.10.23	VPSG	To detail the procedures for voting outside of IEA Council Meetings that will allow the IEA to move forward on items between Council meetings.
7	Voting Outside of IEA Council Meetings	26.08.13		VPSG	This operating procedure specifies the procedures and policies for the Host Society of the IEA Triennial Congress, the IEA Council, and the IEA Executive Committee to realize the congress collaboratively. The Operating Procedure is mandatory.
8	IEA Triennial Congress	03.09.17	16.02.24	DP Chair	To document the rules related to sponsorship of conferences by the IEA. Sponsorship involves the provision of more IEA support than for an endorsed conference.
9	IEA Sponsored Conferences (Draft review under preparation)	23.06.14		STP Chair	The IEA may endorse events organized by academic institutions, a professional association or an individual when it is considered to be appropriate by the Executive Committee.
10	IEA Endorsed Events	22.06.14		STP Chair	IEA may endorse documents developed either within or outside the IEA. Endorsement of a technical document signifies that the document has been found to have merit and is considered by the IEA to be worthy of publication and dissemination
11	IEA Endorsement of Technical Documents	11.02.12		STP Chair	



12	IEA Journal Endorsement	03.09.17	STP Chair	IEA may endorse journals relevant to the field of ergonomics / human factors that meet the criteria outlined in this procedure. An important function of the International Ergonomics Association (IEA) is to award formal recognition to the members of Federated Societies who have made outstanding contributions to the field of ergonomics on an international level. All awards are presented during the IEA Triennial Congress.
13	IEA Awards	27.08.13	Past President	The IEA administers a number of funds which have been established through contributions by Federated Societies or other organizations (donor organizations) wishing to contribute towards the development of ergonomics at an international level. Most funds are created for specific uses which are often specified by the donor organization. The IEA administers these funds in accordance with the policy described herein and the corresponding terms of reference of the funds.
14	Funds Administered by the IEA	27.08.13	VPTres	IEA may perform contractual work for outside agencies. Such agencies include, but are not limited to: the United Nations (UN) or one of its divisions such as the United Nations Development Program (UNDP), United Nations Industrial Development Organization (UNIDO), World Bank, International Labor Organization (ILO), the World Health Organization (WHO), International Atomic Energy Agency (IAEA), and UNESCO. Contractual agreements can also be entered into with national or international funding agencies.
15	Obtaining Outside Funding for IEA Activities	27.08.13	STP Chair	The IEA can develop mutual advantageous arrangements with bodies similar to the IEA through memoranda of understanding (MOU).
16	Memoranda of Understanding	27.08.13	President	To define criteria for use of the IEA name and logo by IEA Federated and Affiliated Societies, Sustaining Members, and IEA endorsed events, publications and programs.
17	Use of the IEA Logo	27.08.13	VPSG	The IEA logo is important branding for the Association and needs to be controlled. At the same time, it is desired to increase the use of the logo by the societies and via endorsement activities to improve recognition of the IEA.



IEA
International Ergonomics &
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IEA Operating Procedures

18	IEA Archiving and Retention Policy	27.08.13	VPSG	To provide a clearly defined schedule for the retention of all Association records.
19	Conflict of Interest	27.08.13	VPSG	To provide a clear policy for conflict of interest for IEA Executive, Council Members and Committee Members.
20	Certification Endorsement	19.10.20	PS&E Chair	IEA may endorse certification systems relevant to the field of ergonomics / human factors that meet the criteria outlined in this procedure.