

# IEA RULES

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## TITLE 1 - DEFINITION OF THE INTERNATIONAL ERGONOMICS ASSOCIATION

Under the official name "International Ergonomics Association", an international organization was founded in Zurich (Switzerland) pursuant to article 60 et seq of the Swiss Civil Code. The International Ergonomics Association is the federation of ergonomics and human factors societies around the world. The following Rules are the constitution of the International Ergonomics Association (IEA).

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## TITLE 2 - MISSION AND GOALS

The mission of the IEA is to elaborate and advance ergonomics science and practice, and to expand its scope of application and contribution to society to improve the quality of life, working closely with its constituent societies and related international organizations.

The main goals of the IEA are :

- To develop more effective communication and collaboration with federated societies
- To advance the science and practice of ergonomics at an international level
- To enhance the contribution of the ergonomics discipline to global society.

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## TITLE 3 - MEMBERSHIP

### Article 1. Composition

The IEA membership is composed of :

- Federated Societies
- Affiliated Societies
- IEA Networks
- Sustaining Members

### Article 2. Definition of members

- *Federated 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.
- *Affiliated Societies* will be other national or international professional societies that are ineligible for federated member status or have an interest in ergonomics but have their main aim in an associated area.
- *IEA Networks* will be groupings of IEA federated societies, or its affiliates, formed to address specific needs. Council approves the formation of an IEA Network based on a formal proposal stating the purpose, organizational structure and mode of operation, and which is endorsed by participating societies. IEA Networks report on their activities to IEA.

- *Sustaining Members* will be organizations or individuals that have an interest in the Association and support it by the payment of an annual subscription. The conditions of their acceptance will be determined in each individual case.

### **Article 3. Qualifications for membership**

Societies applying for or having membership in the IEA as a Federated Society shall meet the following criteria :

- The society is duly constituted as a legal entity, having official by-laws (or equivalent) and elected representatives. A current copy of the by-laws must be submitted in English.
- The by-laws or other rules of the society should not deny membership to any person for any reason other than professional qualifications.
- The society shall have operated at a minimum of one year prior to application.
- The society shall have a minimum of 25 members whose primary occupation is in an ergonomics area.
- Societies will be accepted provided that they do not present a conflict with existing Federated Societies.
- Societies applying for IEA membership must complete the questionnaire relating to the position, aim and structure of the applicant.
- A payment of dues for the first year should be submitted with the application for membership. If the application is not successful, such a payment will be returned to the applicant.

Societies applying for or having membership as an Affiliated Society shall meet criteria 1, 2 and 3 above.

Non-payment of the whole annual fee for more than one year renders the Society or Member liable to termination of membership by Council.

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## **TITLE 4 - COUNCIL**

The governing body of the Association is the Council. The Council makes all major decisions concerning the Association, including rule changes, general policy, activities, admissions, election of officers and budget. Council admits all new members of the Association in any category and will terminate membership for good cause.

The Council consists of representatives of Federated Societies and elected Officers of the Association. Only these individuals have the right to vote.

It is recommended that at least one of the IEA Council member is also member of the board of the Federated Society.

Each Federated Society with 26 to 500 voting members shall designate one Council representative; those with 501 to 1000 voting members shall designate two representatives; and those with 1001 or more voting members shall designate three representatives. Each Affiliated Society is entitled to send one non-voting representative to sit on Council. Sustaining Members can attend Council meetings as observers only.

The Council meeting is conducted according to the Roberts Rules of Order. Where voting is necessary, a simple majority of those present, but not less than one-third of the Council Membership is required. Council members will be able to send alternate representatives to

meetings from within their National Society if they are unable to attend. Proxy votes can be used when representatives are unable to attend meetings. Mail ballots can be used when necessary.

The Council meets at least once per year. Council meetings are called by the President. A simple majority of the representatives can request the President to call a Council meeting.

In order to have a timely and accurate record of Council debates and decisions, approval of the IEA Council Minutes is conducted by email. After the Council Meeting, the draft of the Minutes, reviewed by IEA Executive Committee, is sent to the Federated Societies Delegates who were present at the meeting for approval. In absence of response from a delegate after one month, approval from this delegate is assumed. Minor amendments are incorporated in the final version. In the event of substantive amendments, a revised version is to be proposed for approval according to the same process. The final version is sent to the delegates and presidents of IEA Federated Societies, Affiliated Societies and Networks.

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## **TITLE 5 - EXECUTIVE OFFICERS**

### **Article 1. Definition and responsibilities**

The Officers of the Association are :

- President,
- Secretary General
- Treasurer.

The Officers are responsible for the management of the IEA affairs, in accordance with the IEA mission and goals.

### **Article 2. Elections, eligibility and duration of tenure**

Officers are elected by Council from members of Federated Societies. To be eligible for office, candidates must be members of a Federated Society and have either served previously on the Council or are the current representatives. Candidates should have demonstrated service to IEA and continuity of attendance at Council meetings. In addition, candidates for President shall have served a term on the Executive Committee. Elections are conducted at the Council meeting held in conjunction with IEA Triennial Congresses. The President is responsible for the election process as described in the IEA Operating Procedures.

The terms of office for Officers are three years, in phase with the Triennial Congress. The maximum service is one term for the President and two terms for the Secretary General and Treasurer.

Transition of leadership takes place at the closing ceremony of the Congress during which the Officers are elected. The term of the newly elected Officers begin after the closing of the Congress.

### **Article 3. Responsibilities of the officers**

The main responsibilities of the Officers are as follows:

- |                   |   |  |
|-------------------|---|--|
| President:        | * | Represents the IEA   |
|                   | * | Chairs Council and Executive Committee   |
|                   | * | Oversees the work of Committees  |
|                   | * | Forms new Committees and restructures existing ones  |
|                   | * | Appoints Chairs to Committees.   |
| Secretary General | * | Provides day-to-day administration of the IEA, including communication and documentation responsibilities. |

Treasurer:	*	Responsible for accounting of IEA Funds
	*	Conducts budget analysis and projections
	*	Provides financial management
	*	Establishes new sources of revenue.

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## TITLE 6 - EXECUTIVE COMMITTEE

The Executive Committee consists of the Officers, Chairs of IEA Standing Committees and ex-officio members. The immediate Past President of the IEA, the Chairman of the next IEA Triennial Congress and the IEA Historian are ex-officio members of the Executive Committee. Other ex-officio members can be appointed by the President.

The Executive Committee is responsible for management of IEA activities and programs in accordance with the objectives of the Association. The Executive Committee meets at least twice a year.

Roles and functions of Executive Committee members are stated in the IEA Operating Procedures.

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## TITLE 7 - IEA COMMITTEES

### Article 1. Purpose

The work of the Association is performed through various committees. IEA Committees are formed to develop products, deliver services, or otherwise undertake specific projects that will:

- further the aims of the IEA as outlined in its Rules,
- facilitate the exchange of views and information on specific matters within the ergonomics community,
- provide information and advice to the Executive Committee and to Council, and
- increase the visibility and activity level of the IEA.

### Article 2. Definitions

There are two types of committees: *Standing Committees* and *Ad Hoc Committees*.

*Standing Committees* are defined as committees that are intended to remain active for an indefinite period as their work is required on an ongoing basis.

*Ad Hoc Committees* are defined as committees that are formed to accomplish short-term tasks or objectives and which will be dissolved upon completion of their work.

Committees of the IEA may form *subcommittees* to undertake specific tasks that will contribute to the realization of the objectives of the committee.

### Article 3. Formation

Standing Committees of the IEA are formed (and dissolved) by the President with the consent of the Council. Ad hoc Committees may be formed and dissolved by the President.

All presidential appointments (Standing Committee Chairs, IEA Historian, EI Newsletter editor, *ad hoc* committee chairs and any other appointed person) expire with the transition of IEA Officers

### Article 4. Chairs

Chairs of the Committees are appointed by the President. Appointment of subcommittee chairs of a given Committee will be made by the Committee Chair. The tenure of a Committee Chair is limited to six years.

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## **TITLE 8 - IEA NETWORKS**

IEA Networks are groupings of IEA federated societies, or its affiliates, formed to address specific needs. Council approves the formation of an IEA Network based on a formal proposal stating the purpose, organizational structure and mode of operation, and which is endorsed by participating societies. IEA Networks report on their activities to IEA.

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## **TITLE 9 - SOURCES OF INCOME**

### **Article 1. Fees and other sources**

The main sources of income of the Association are :

- annual fees of federated and affiliated societies ;
- annual fees of sustaining members ;
- capitation fees from IEA endorsed conferences and IEA triennial congress ;
- donations and bequests from individual and organizations who support the IEA ;
- other sources of income as deemed appropriate by the Council.

Annual fees and capitation fees are defined in the IEA Operating Procedures.

### **Article 2. Donations and bequests**

Organizations and individuals can support IEA by making donations or bequests. The donation does not confer the right to vote. Since legal requirements for bequests vary across countries, organizations and individuals should contact the IEA Treasurer to ensure their wishes can be appropriately addressed.

Donations and bequests may be general or specific, upon the discretion of the donor and will be appropriately acknowledged in relevant IEA publications.

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## **TITLE 10 - AUDITORS**

Each year, the Council elects two IEA Auditors, not necessarily members of the Council. The auditors audit and report on the accounts submitted by the Treasurer. The audit shall be completed at least 30 days before the Council Meeting.

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## **TITLE 11 - IEA TRIENNIAL FORUM**

At each Triennial International Congress, a Forum is held, intended essentially for Presidents of IEA Federated and Affiliated Societies, Sustaining members and representatives of International organizations with which IEA has formal relations. All Council members are welcome to attend.

During the Forum, the outgoing President delivers an address on the State of the Association. The Forum provides an opportunity to exchange views about the current and future needs for developing ergonomics world-wide, the role of the Association in relations to the IEA member societies and the development of interactions with international organizations.

The IEA Triennial Forum is not a decision-making body.

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## TITLE 12 - POSTE RESTANTE ADDRESS

International Ergonomics Association  
c/o Human Factors and Ergonomics Society  
P. O. Box 1369  
SANTA MONICA, CA 90406, USA

# IEA MEMBERSHIP

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## TITLE 1 - IEA MEMBERS

### Article 1. Federated Societies

*Federated Societies* are the members of the Association with voting rights. Federated Societies pay an annual subscription fee, set by the Council for each three-year period.

### Article 2. Affiliated Societies

*Affiliated Societies* have the right to participate in the activities of committees and subcommittees of the Association. Affiliated Societies pay an annual subscription fee, set by the Council for each three-year period.

### Article 3. Sustaining Members

IEA recognizes two categories of *Sustaining Members* :

- organizational sustaining members (enterprises, corporations, institutions, etc.) ;
- individual sustaining members.

Sustaining Members can attend Council meetings only as observers.

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## TITLE 2 - COUNCIL REPRESENTATIVES

### Article 1. The Council and its role

Each Federated Society designates representatives as voting members of the IEA Council. Such composition of the Council, therefore, ensures that the IEA is responsive to the needs of the international ergonomics community, as a whole and that IEA activities and programs reflect the concerns and interests of member societies.

Council representatives serve as the link between their societies and the IEA (and the international ergonomics community). It is also the means by which the representative's society derives the services and support that are provided by the IEA. Council representatives must recognize their role in international ergonomics affairs and devote the necessary effort to fulfil their responsibilities.

#### **Article 2. Appointment of Council Representatives**

Each Federated Society designates its representative(s) to serve under such terms and conditions as it considers appropriate. Societies should pay attention to continuity of their representation to the Council. Prior to making its nomination(s), societies are requested to ascertain the willingness of their representative(s) to commit to active participation and leadership in IEA activities. The IEA does not cover travel expenses of Council representatives.

#### **Article 3. Areas of responsibility - Representation**

The Council representative is expected to express the views of the society and exercise his/her right to vote on matters requiring decision by Council (such as rule changes and election of officers).

The IEA aims to allow member societies appropriate time to consider voting items before Council meetings. Council representatives are expected to act in accordance with the views/instructions of their society. However, there may be matters that cannot be communicated to societies prior to Council meetings or arise during Council discussions. In such situations, Council representatives are expected to use their discretion and vote their conscience.

#### **Article 4. Areas of responsibility - Communication**

One of the responsibilities of the Council representative is to promote exchange of information between the Council and the member societies. Some of the liaison functions performed by Council representatives include:

- Responding to requests for information from the Council and Executive Committee ;
- Directing correspondence and information releases to appropriate individuals within the society in a timely fashion;
- Providing an updated list of society officers and contacts to the Secretary General as needed;
- Reporting on IEA-related matters to the member society's officers and membership;
- Distributing IEA publications to appropriate recipients;
- Providing information for publication in *Ergonomics International* (EI) and ensuring that articles of interest of EI are reproduced (and translated, if necessary) for domestic use;
- Arranging for translation of IEA information related to reporting of IEA activities and promotions;
- Reporting to the IEA about the society's interests, concerns, and related developments;
- Serving as the gateway to related groups and organizations within the society's geographic domain.

#### **Article 5. Areas of responsibility - Promotion**

The Council representative is expected to assist in the promotion of IEA activities within his/her society by writing articles, distributing materials, and encouraging involvement of society members, notably in the IEA Triennial Congresses and in IEA endorsed conferences.

#### **Article 6. Areas of responsibility - Documentation**

The Council representative will be provided with IEA materials and documents. It is the responsibility of the representative to organize, maintain, and update these materials for future

reference. It is also expected that these materials will be transferred to the representative's successor in due time.

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### **TITLE 3 - MEMBERSHIP FEES**

#### **Article 1. Federated and Affiliated Societies**

Each Federated and Affiliated Society pays an annual fee of 3% of the total income derived from membership fees during the preceding year or a minimum of US\$50.

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.

The IEA does not cover travel expenses of the representatives of member Societies.

#### **Article 2. Sustaining Members**

*Sustaining Members* pay an annual membership fee according to the level and category of membership.

There are four levels of membership fee for Organizational Sustaining Members :

- Gold level (annual fee of US\$ 1.000)
- Platinum level (annual fee of US\$ 5.000)
- Diamond level (annual fee of US\$ 10.000)
- Star level (annual fee of US\$ 25.000)

There is only one level of membership fee for Individual Sustaining Members :

- Individual Sustaining Member (annual fee of US\$ 200)

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### **TITLE 4 – BENEFITS FOR SUSTAINING MEMBERSHIP**

The IEA Sustaining Membership program supports the science and application of ergonomics worldwide and it provides exposure and enhances the image of institutional members.

The work of the IEA is accomplished by academicians and practitioners. However, many initiatives vital for the development to ergonomics as a unique science and profession cannot be funded with existing resources.

Funds are then needed to support the development of ergonomics worldwide, including in industrially developing countries, to disseminate ergonomic knowledge to the industry and to society at large, to promote ergonomics education and competency standards, and to support the work of our Technical Committees.

IEA is a non-profit organization. No monetary benefits are given to people involved in the operation of the IEA. This means that 100% of IEA funds support the implementation of the IEA goals.



There are four levels of support on a three year basis, and each level offers specific benefits. The granting of IEA Sustaining Membership does not imply IEA endorsement or approval of company products or services.

**Gold level                      US \$ 1,000/year**

- Complimentary subscription to Ergonomics International
- Listings in printed IEA directories as well as in the IEA website
- Sustaining Member Plaque with company name inscribed

**Platinum level                US \$ 5,000/year**

- All benefits at the Gold level
- Official listings in the programs of IEA conferences and congresses
- Two complimentary registrations for the forthcoming IEA congress
- Company logo on IEA home page with active links

**Diamond level                US \$ 10,000/year**

- All benefits at the Platinum level
- Free space at exhibitions organized at IEA congresses, subject to approval by congress organizer
- Access to the IEA International Data Bank of Individuals in Ergonomics
- Exposure of company logo at IEA conferences and congresses
- Other benefits such as a speech by an IEA officer can be negotiated

**Star level                      US \$ 25,000/year**

- All benefits at the Diamond level
- Additional three complimentary registration for the forthcoming IEA congress
- Acknowledgements on the first page (covers) of the Congress proceedings
- Free distribution of promotional materials at IEA Congress
- Additional benefits can be negotiated

**Individuals: US \$ 200/year**

# IEA OPERATING BODIES

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## TITLE 1 - GENERAL

This document describes the duties of the IEA Officers and Chairpersons of the Committees, outline the procedures for IEA Committees and functions and describe the conventions which the Council meeting, Committees or Officers may adopt. In general the Association will follow in its functions, activities and meetings, where applicable, the form and practice adopted by the organizations of the United Nations.

The meeting procedures are written keeping in mind the rotation of the Council members and holders of the various offices of the International Ergonomics Association. The meetings of the Association take place infrequently. These procedures try to help to promote the continuity and smooth flow of the administrative processes.

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## TITLE 2 - STRUCTURE OF THE ASSOCIATION

The International Ergonomics Association is the coalition of the Federated Societies. There are also Affiliated Societies and Sustaining Members in the Association. The Rules define the scope of each category of membership in the Association.

The Council is the governing body of the Association comprising the accredited delegates of the Federated Societies. The Council meets once a year. The order of the IEA Council meeting is :

- Report of Officers
- Voting items
- Information Items (Standing Committee reports, requests, and other items)

The IEA Triennial Forum, held during each Triennial International Congress, is open primarily to Presidents of IEA Federated and Affiliated Societies and to Sustaining members and to representatives of International organizations with which IEA has formal relations. The IEA Triennial Forum is not a decision-making body.

Committees (IEA Committees) are the loci for day-to-day activities of the Association. Chairs of the Standing Committees along with the Officers constitute the Executive Committee of the Association. The Immediate Past President of the IEA, the IEA Newsletter Editor and the Chairman of the next IEA Triennial Congress are ex-officio, non-voting members of the Executive Committee. Each Committee meets at the call of the Committee Chair.

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## TITLE 3 - OFFICERS

### Article 1. Definition

The Officers of the Association are:

- **President**
- **Secretary General**
- **Treasurer**

## **Article 2. Election of Officers**

At least nine months prior to the Triennial Congress, the President will invite all Federated societies to make formal (written) nominations (see #3) for the IEA Executive Officers to be received 60 days prior to Council meeting. This invitation will be sent to all Council members and the secretaries of the Federated societies. The Federated Societies nominating candidates must first determine their ability, availability and willingness to serve and attend the IEA meetings as necessary.

The prescribed nomination form, consisting of two parts (A: Nomination Form; B: Candidate Statement) must be used for making a nomination and submitted to the President at least 60 days prior to Council meeting.

Six weeks prior to the Triennial Congress, the President shall inform Council members and Secretaries of Federated Societies of all nominations received.

Further nominations from the representatives of the Federated Societies may be made prior to the elections for the specific office, upon submission of the completed 'Nomination Form for IEA Executive Office'.

Before voting for the particular office, all candidates for that office will be excused. Each candidate will then be called in a random order to make a presentation regarding his/her goals and suitability for the office (maximum time of 10 minutes will be allowed), and to answer questions from the Council. After presentation the candidate will be excused, and the next candidate will be called upon.

Voting shall be by secret ballot. Candidates for a given office must not be present during the vote for that office. Voting Council members may vote only for one eligible candidate. Election is decided by qualified majority (meaning: more than 50%). In the event that a qualified majority is not achieved, the candidate with the least votes shall be removed from the slate, and voting shall continue.

Officers shall be elected in the order provided below, unless Council votes to alter this order prior to the elections:

- **President**
- **Secretary-General**
- **Treasurer**

After the election of an officer, the President may call for a short break in order to provide an opportunity for further nominations.

The IEA President is responsible for the entire election process, and must assure that the election is conducted according to these procedures. The President must control the number of eligible votes. The President can be supported in this task by ex-officio non-voting members.

## **Article 3. Duties of the President**

According to the Rules, the President will represent the IEA, oversee the work of the Committees, form or restructure Committees and appoint Chairs to the Committees. Representation of the IEA by the President runs on an *ad hoc* basis. The President may delegate the representation to the other Officers or he/she may accredit member(s) of the Federated Societies to take care of the task. (In 1986 the Council adopted a recommendation that the Federated Society which is most conveniently located, with respect to any occasion, should help in organizing of the representation.) In any case, the authorization should be undersigned by the President.

The main part of the work of the IEA takes place in committees. Thus, overseeing their activities is an important part of the duties of the President. Because the distance between the office of the President and the committees may be important, the President may authorize other members of the Executive Committee to oversee some of the committees.

The forming of new committees or restructuring of the existing ones have two pre-conditions :

- a) Advice from the Executive Committee, and
- b) Consent from the Council.

Appointment of Committee Chairs is a duty of the President. Consequently, the President also has authority to dismiss or replace Committee Chairs.

The President has the responsibility to develop, set the policy and in general to govern the functions of the Association.

The term of office of the President is three years (in phase with the Triennial Congress). Maximum service is one term.

#### **Article 4. Duties of the Secretary General**

The Secretary General has the duty to provide day-to-day administration of the Association. The tasks include :

- Keeping close connection to the President to receive advice and to formulate the policy of the Association in routine questions.
- Looking after the correspondence and requests and routing of the correspondence to the appropriate officers for response or action.
- Preparation of the Council meetings. The fixed time periods are as follows:
  - a / Information of the time and place of the Council meeting shall be sent at the latest three months prior to the meeting. This information should contain among others the updated list of the members of the Council.
  - b/ Proposed agenda and eventual documentation shall be sent to the Council members at the latest six weeks prior to the meeting.
  - c/ Information on the agenda should be sent in due time also to the Secretaries of the Federated Societies as well as societies having other types of liaison to the IEA than federation.
- Preparation of the General Assembly Meeting to be held in conjunction with the Triennial Congress. Preparation is in collaboration with the chairperson of the Congress.

#### **Article 5. Duties of the Treasurer**

The Treasurer is responsible for controlling and accounting the funds and for provision of the financial management. He/she makes analysis and projections of the budget and establishes new sources of revenue.

The Treasurer prepares yearly for the Council a summary of the financial condition of the Association and presents the balancing of the books as well as the projection (budget) for the coming period.

The Treasurer has the duty of invoicing the member societies, receiving their subscription dues, sending a final warning letter if subscription dues have remained unpaid for one year, and reporting this fact to Council if payment is still not received with the expectation of automatic termination of membership.

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### **TITLE 4 - EXECUTIVE COMMITTEE EX-OFFICIO MEMBERS**

#### **Article 1. General**

The ex-officio members of the Executive Committee are full members, but do not have the right of voting either at the Executive Committee or the Council, unless they are a Council member.

The following ex-officio positions exist: Immediate-Past President, IEA Newsletter Editor, The Chairman of the forthcoming IEA Triennial Congress, IEA Historian.

#### **Article 2. Immediate-Past President**

The immediate Past-President is the Chairperson of the Award Committee. The immediate Past-President may also assist in some tasks at the discretion of the President.

#### **Article 3. IEA Newsletter Editor.**

The IEA Newsletter-Editor is responsible for the publication of the IEA-Newsletter which provides information about current activities of the IEA, its related members and ergonomics in general. The Newsletter is published in both hard copy and electronic formats and is available free of charge.

#### **Article 4. The Chairman of the forthcoming IEA Triennial Congress**

In order to optimize the communication between the Congress organization and the IEA, a report on the progress of the next Triennial Congress is a fixed agenda item for Executive Committee meetings. The attendance of the chairman of the next IEA Triennial Congress facilitates that communication.

#### **Article 5. IEA Historian**

The main task of the IEA historian is to collect, maintain and store systematically IEA-related documents, and other products and/or information, which are no longer of value but need to remain accessible. The historian will work in co-operation with the Executive Committee members, in particular with the Secretary General.

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### **TITLE 5 - STANDING COMMITTEES - DEFINITION**

Much of the work of the IEA is accomplished through its Standing Committees. The following are the Standing Committees of the IEA, some of which have subcommittees responsible for specific functions or activities.

#### **Article 1. Awards**

This committee recommends to Council awards to be given to individuals for their contributions to the field of ergonomics. Awards for which this committee is responsible include:

- "IEA Fellow Award",
- "IEA Triennial Distinguished Service Award",
- "IEA Triennial President's Award",
- "IEA Triennial Outstanding Educators Award",
- "IEA Triennial Awards for Promotion of Ergonomics in Industrially Developing Countries",
- "IEA Triennial Ergonomics Development Award",
- "IEA/Liberty Mutual Prize and IEA/LM Medal",
- "IEA Triennial IEA/JOSE best paper Award "
- "The Triennial K.U. Smith Student Award",

#### **Article 2. Professional Standards and Education**

This committee compiles and disseminates information relevant to offerings in ergonomics at educational institutions, educational materials, including instructional methods, aids and standards. Three subcommittees have been established as follows: Accreditation and Certification, Ergonomics Education and Resources, and Education in Industrially Developing Countries.

#### **Article 3. International Development**

This committee promotes, coordinates, and implements ergonomic activities in industrially developing countries by supporting local and regional initiatives concerning research, development, training, and conferences. The committee implements ergonomics development programs in industrially developing countries and collaborates with other IEA committees with interests in industrially developing countries.

#### **Article 4. Development**

This committee contributes to the development of ergonomics societies, to encourage and support interactions and open discussions between IEA member societies and to explore needs of societies and networks. This committee aims at developing more effective communication and collaboration with federated societies.

#### **Article 5. Communication and Public Relations**

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

#### **Article 6. Science, Technology and Practice**

This committee promotes and coordinates the exchange of scientific and technical information at the international level. There are presently eighteen subcommittees (known as IEA Technical Committees), which address specific areas of technical interest.

The IEA Technical Committees are:

- Aging,
- Agriculture,
- Building and Architecture,
- Building and Construction
- Consumer Products,
- Ergonomics for Children and Educational Environments,
- Hospital Ergonomics,
- Human Aspects of Advanced Manufacturing,
- Human-Computer Interaction,
- Human Reliability,
- Musculoskeletal Disorders,
- Organizational Design and Management,
- Process Control,
- Psychophysiology in Ergonomics,
- Quality Management,
- Rehabilitation Ergonomics,
- Safety and Health,
- Standards.

#### **Article 7. EQUID**

This committee develops and manages activities related to the use of ergonomics knowledge and methods in the design process of product, work system and services. This objective is accomplished through the definition of ergonomic requirements for the design process of products, work systems and services, and the establishment of certification for ergonomics quality in design (EQUID) program.

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## TITLE 6 - STANDING COMMITTEES - MEMBERSHIP

### Article 1. Committee members

The committee members shall be appointed by the Committee Chair. The composition of the committee should be geographically diverse. The size of the committee (or subcommittee) is left to the discretion of the chair but is normally three (3) to five (5) individuals. Working subcommittees may be larger than (5). The President of the IEA, or his/her designated representative, shall be an ex-officio member.

### Article 2. Terms of Membership

Except for ad-hoc committees, the period of membership shall normally be in three-year terms. Subcommittee members shall serve at the pleasure of the Chair.

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## TITLE 7 - STANDING COMMITTEES - OPERATIONS

### Article 1. Finance

Committee work shall be financed through annual budgetary appropriations prepared by the Treasurer and approved by Council. The committee members shall normally be responsible for their own expenses.

### Article 2. Reporting

A progress report of the committee's work should be presented in writing to the Secretary General of the IEA at least six (6) weeks prior to the annual Council meeting. A brief summary should also be provided for possible publication in the IEA Newsletter, *Ergonomics International*, and the newsletters of member societies.

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## TITLE 8 - AWARDS COMMITTEE

### Article 1. Objectives

To give formal recognition to members of federated societies who have made outstanding contributions to the field of ergonomics on an international level.

To further the cause of the IEA through formal recognition of outstanding contributions to international ergonomics.

### Article 2. Committee Policies

Once every three years, the Committee will solicit nominations from the IEA member societies for each of the IEA awards except the President's Award and the K.U. Smith Student Award.

Assuming at least one truly deserving person is nominated for each award, one nominee for each award will be put forth to the Executive Committee for review and approval upon completion of the selection process at least 30 days prior to the IEA Triennial Congress. Where the voting for two candidates is extremely close, the Executive Committee may approve that more than one candidate will receive a specific award.

Only living persons may be nominated for these awards.

Selection of awardees will be based upon the composite rankings of the nominees by committee members. The Committee Chair's rankings of the nominees will be used only in cases of a tie.

For each award, the Committee will evaluate nominees solely on the basis of the criteria for each award.

### **Article 3. Procedures**

At least one full year prior to the IEA Triennial Congress, the Committee Chair will issue a call for nominations for each of the IEA awards (except for the President's Award and the K.U. Smith Student Award). The solicitation will be in writing and will be distributed to all member societies and IEA Council members.

Included in the solicitation will be a description of each award. The solicitation will request that sufficient information concerning the basis for nomination be provided to enable a fair evaluation of the nominee. It will also indicate that only living persons may be nominated and that only official nominations from member societies will be considered. The nomination deadline will be included in the solicitation and will allow member societies at least six months in which to consider and submit their nominations.

Following the nomination deadline, the Committee Chair will distribute a composite list of the nominations for each award along with copies of the nomination letters and attachments, if any, to each member of the Awards Committee. The transmittal letter from the Chair will ask committee members to rank order all nominees considered qualified for each award. Committee members will be given at least 30 days from receipt of the nominations to make their rankings.

The Committee Chair will consolidate the rankings for each award, and will distribute the results to the committee members and the IEA Executive Committee. For each award, the person receiving the highest composite ranking will be recommended to the Executive Committee for the award.

In the event of a tie, the Committee Chair will also rank order the nominees, and the Chair's rankings will be added to the composite to determine the outcome.

The Committee Chair will prepare the citations to accompany each award, and will make all arrangements for the preparation and delivery of the award plaques in time for presentation at the Triennial Congress.

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## **TITLE 9 - PROFESSIONAL STANDARDS AND EDUCATION COMMITTEE**

### **Article 1. Objectives**

The objectives of the committee are :

- to develop internationally accepted guidelines for accreditation of ergonomics educational programs, including guidelines for ergonomics curricula, which satisfy IEA Competency Standards
- to provide a process for the IEA endorsement of certifying systems, and certifying bodies, according to IEA Guidelines.
- to review the Directory of Ergonomics Education programs and develop firmer guidelines for inclusion of courses within the Directory; to encourage updating via the IEA home-page.
- to provide a resource in relation to educational programs available on the internet.
- to explore strategies to enhance support of ergonomics education programs.

### **Article 2. Committee Policies**



To reach those objectives, the Committee will :

- develop standards for the content of programs in ergonomics/ human factors at the post-graduate level ;
- offer a variety of educational and instructional materials (such as audio/visual material) suitable for different types of courses in ergonomics/human factors, including materials for self-instruction ;
- stimulate development of educational programs in areas (such as geographic and technical) where new programs are indicated or current programs are lacking. In such cases, the Committee can, when requested, give advice in the creation of courses at different levels ;
- collect and publish directories and other information concerning ergonomics teaching and educational programs and methods in cooperation with the Communication and Public Relations Committee.

### **Article 3. Procedures**

The Professional Standards and Education Committee has to be organized in different subcommittees related to different areas mentioned above.

Recommendations of the subcommittees will be presented to the Chair of the Professional Standards and Education Committee. When applicable, the Professional Standards and Education Committee will present these recommendations to Council.

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## **TITLE 10 – INTERNATIONAL DEVELOPMENT COMMITTEE**

### **Article 1. Objectives**

For the purpose of this committee, Industrially Developing Countries (IDCs) are taken to include both those countries designated as such by appropriate international bodies (e.g., ILO, WHO, UN, etc.), and also those countries in which, in the view of IEA, Ergonomics development is severely hindered by reason of economic, social or other relevant circumstances.

The objectives of the committee are :

- to promote, coordinate, and implement ergonomics activities in IDCs by giving support to local and regional initiatives concerning education and training, research and consultancy missions, as well as to encourage formal and informal meetings when required.
- to establish an international network in order to inform IDCs about ongoing activities, initiatives, and other relevant information concerning the implementation of ergonomics to working conditions typically found in IDCs.
- to cooperate with other IEA Standing Committees and ad-hoc working groups in order to emphasize the specific industrially developing countries needs, and to organize common projects with these committees and groups.
- To establish a collaborative working partnership with other international organisations with a common concern for working conditions in IDCs (eg. ILO, WHO, ICOH and others).

### **Article 2. Committee Policies**

The committee is responsible to effect tangible links between IDCs and developed countries through Ergonomic experts able and prepared to liaise with identified IDC sub-regions in order to facilitate research and practice in those regions. This will lead to the establishment of an international network to work in conjunction with regional structures.

Identify common Ergonomic needs in IDCs and establish :

- basic methods of assessments
- accessible data banks of information
- basic methods of intervention strategies, with guidelines on modifications for specific needs.

Develop and publish educational and training manuals to assist local groups to implement Ergonomics within their region.

Encourage and guide Ergonomics research specific to IDCs and assist in the publication and dissemination of results.

### **Article 3. Procedures**

The membership of the Committee shall be between three to seven persons, appointed by the Chair, and normally serving for a period of three years. Members must have experience of working in IDCs and prepared to be actively involved to the establishment of Ergonomics in IDCs.

Each member will be responsible for specific region(s) within a developing country. Their responsibilities will be to identify specific needs within their area and to assist in establishing an Ergonomic ethos within the area.

All committee members should make every effort to develop the following areas when working within IDC regions : education and training; research; consultancy guidelines specific to the region; local leaders to develop regional commitment to Ergonomics.

Develop training materials specifically relevant for IDCs, and to assist locals without a formal education in Ergonomics.

A data base will be established and available for all. This will include : IDC contacts; available International expert; available resources; shared information on problems and solutions.

Publicise IDC activities : workshops; seminars; conferences; journal articles; reports on successes and failures.

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## **TITLE 11 – DEVELOPMENT COMMITTEE**

### **Article 1. Objectives**

The objectives of the Development Committee are:

1. To contribute to the development of ergonomics societies,
2. To encourage and support interactions and open discussions between IEA member societies
3. To explore needs of societies and networks.

The objectives and activities of the Development Committee would be directly related to Strategic Goal A of the IEA: to develop more effective communication and collaboration with federated societies.

### **Article 2. Committee policies**

The Development Committee is to work in close contact with IEA member societies and maintain a network of correspondents within the societies. The Committee is to develop a proactive activity directed towards societies, anticipating and deciphering needs and proposing actions.

The Committee may conduct studies on IEA member societies on relevant issues (such as evolution of membership, problems met, issues of interest, relations with government agencies, etc.).

The Committee should be attentive to newly formed societies. When no IEA Federated society existed in a given area, it should provide assistance to the creation of the young society.

### **Article 3. Procedures**

The Committee includes a non-limited number of members of IEA Societies, appointed by the Committee Chair in order to help Committee operations. Subcommittees on specific issues can also be created as needed.

The Committee shall respond to the direction of the Executive Committee to study specific issues and formulate recommendation for policy changes, especially regarding IEA membership. The Committee shall assemble all relevant information, develop alternative options, identify critical information needs, develop estimates and predictions based on available data and document these to justify its recommendations.

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## **TITLE 12 - COMMUNICATION AND PUBLIC RELATIONS COMMITTEE**

### **Article 1. Objectives**

The objectives of this Committee are to:

- promote the awareness of the IEA and ergonomics on a global basis ;
- interact with other international and national organizations and associations to promote IEA ;
- disseminate the IEA-related information to countries and news agencies around the world with the main purpose of increasing their awareness of IEA, and help to recruit national ergonomics societies as members of IEA ;
- assist in developing and distribution of variety of IEA publications, including the IEA Triennial Reports, Ergonomics International, Directory of Educational Institutions, Directory of Resource Centers and print annually the *IEA Informational Brochure* ;
- manage *The IEA Press* which serves as the publishing house of IEA ;
- coordinate donations of educational materials related to the field of ergonomics to libraries in developing countries.

### **Article 2. Committee Policies**

The Committee shall maintain liaison with other IEA Standing Committees, and representatives of the Federated Societies to identify needs in the area of new publications and promotional activities. At least once every three years the Committee will survey the Federated Societies to determine the areas of interest at the international level in the potential IEA publications and books/journals donation programs.

The Committee will explore and develop innovative means for promoting IEA on the global arena. The Committee will stimulate development of new publications and maintain an up-to-date computerized data bank for the IEA books/journals donation program.

### **Article 3. Procedures**

The membership of the Committee shall be between three to five persons, appointed by the Chair and normally serving for a time period of three years.

The Chair and Members of the Committee shall be appointed for the same term as the President who appointed the Chair.

Committee Chair and members shall coordinate the activities with the President and keep the President and Secretary General informed of on-going activities.

Members of the Committee may preferably be recruited to give a global coverage of responsibilities. It may therefore be practical to recruit individuals in different areas of the world.

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## **TITLE 13 - SCIENCE, TECHNOLOGY AND PRACTICE COMMITTEE**

### **Article 1. Objectives**

The objectives of the committee are :

- to promote and coordinate the exchange of scientific and technical information at the international level ;
- to advise and assist in the development of the technical program of IEA Triennial Congresses ;
- to take the initiative or to advise and assist in the organization and conduct of IEA sponsored meetings ;
- to assist industrially developing countries in the assimilation of ergonomics practices and knowledge ;
- to endorse journals and technical documents as appropriate according to the IEA rules.

### **Article 2. Committee Policies**

At least once every three years, the Committee will survey all Federated Societies to determine if there are new areas of technical interest at the international level, and to develop new IEA Technical Committees where there is sufficient indication of interest.

The committee will :

- working through the IEA Technical Committees, promote the organization of international conferences and symposia under IEA sponsorship ;
- review all requests for IEA sponsorship of meetings, symposia, etc., and make recommendations to Council regarding the nature and level of sponsorship support ;
- monitor directly, or through IEA Technical Committees, as applicable, all IEA sponsored activities ;
- explore and develop new means for promoting technical information exchange at the international level and make recommendations to Council.

### **Article 3. Procedures**

The Science, Technology and Practice Committee maintains oversight and will promote the activities of the IEA Technical Committees. The Science, Technology and Practice Committee will discharge either directly or through the Technical Committees, as appropriate, the objectives, policies and procedures herein stated.

Chairs of Technical Committees shall submit a statement of intended activities and milestone dates to the Chair of the Science, Technology and Practice Committee annually by the last day of May. This statement may include items such as:

- planning of activities for IEA Triennial Congresses ;
- organization of international conferences to include IEA sponsored Conferences, and Endorsed Conferences. These are described in the "IEA Policy on the Support of Conferences in Ergonomics" ;
- sponsorship of international seminars and expert meetings ;

- proposals for technical publications may be endorsed by the Chair of the Science, Technology and Practice Committee. Such publications may be published by Taylor & Francis under the IEA imprint or by another publisher.

One member from each Technical Committee shall serve as a member of the Science, Technology and Practice Committee. This may be the Chair of the Technical Committee or a member selected to represent the Chair.

Committee members shall communicate as often as necessary and conduct face-to-face meetings when practical. The Chair of the Science, Technology and Practice Committee shall take the initiative for such meetings.

New Technical Committees may be suggested by the Federated Societies or individuals associated with IEA.

The Chair of the Science, Technology and Practice Committee will, after nominations by the Federated Societies and in collaboration with members of a Technical Group, select a Chairperson for each Technical Group.

Members of a Technical Group shall be proposed by the Chair of the Technical Committee and confirmed by the Chair of the Science, Technology and Practice Committee.

Chairs of IEA Technical Committees are able to remain in this role for a maximum of 6 years.

Technical Committees that are no longer viable as technical entities may be dissolved by the Chair of the Science, Technology and Practice Committee subject to approval of the Executive Committee.

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## **TITLE 14 – EQUID COMMITTEE**

### **Article 1. Objectives**

The objectives of the committee are :

- to define process criteria and requirements for the ergonomic design of products, work system and services;
- to define a system for accrediting certifying bodies that will assess the ergonomics quality in design, using the relevant criteria and requirements;
- to design, implement and manage a system for regularly assessing and updating the process requirements for the ergonomic design of products, work system and services;
- to design, implement and manage a system for regularly evaluating and improving the accreditation program.

### **Article 2. Committee Policies**

The Committee is responsible for ensuring wide participation in the development, implementation and maintenance of EQUID process requirement for the ergonomic design of product, work system and services, and of the EQUID accreditation program.

EQUID activities shall involve the participation of various stakeholders, including both experts, researchers, practitioners, industry representatives and consultants. Since the program is international, participation from ergonomics in different parts of the world will be sought after.

### **Article 3. Procedures**

The membership of the EQUID Committee shall include between five to seven persons, appointed by the Chair, normally to serve for a period of three years. Two subcommittees are constituted in order to realize Committee objectives: (1) Subcommittee on Ergonomics Process, and (2) Subcommittee on Accreditation Criteria and Process.

Members of the Subcommittees may preferably be recruited to give a global coverage of responsibilities. It is also critical to recruit individuals in different areas of the world. The chairs of the subcommittees are automatically members of the EQUID Committee. “

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## **TITLE 15 - IEA OFFICE**

An IEA Office is established in order to help the functioning of the Association. It is staffed on a part-time basis with the IEA Executive Assistant.

The duties of the IEA Executive assistant are :

- aiding IEA Officers to perform their functions
- responding to and preparing routine communications
- maintaining correspondence log (sent/received by the Officers)
- assisting in preparation of EC and Council meetings (logistics, travel arrangements, venue selection)
- assisting in preparation of EC and Council documents (meeting agenda, minutes, etc.)
- bookkeeping :
  - check preparation, check deposits, bank/financial statements
  - administering all IEA funds
  - investing IEA funds as directed by the treasurer
  - keeping financial records of all money received and dispersed
  - preparing and filing necessary annual tax returns
  - preparing financial reports
- updating, maintaining and creating back-up copies of various IEA records, databases and mailing lists (Including IEA Basic Documents, IEA Listserve, IEA Roster)
- receiveing reports from standing committees Chairs and keeping track of action items
- preparing and maintaining an annual timetable of events and lead times, including calls for meetings
- acquisition of appropriate office supplies on as needed basis

The total budget for the IEA Office will not exceed 10.000 US Dollars per year.

The physical location of the IEA Office may change with the location of the Secretary General on a need basis.

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## **TITLE 16 - IEA ADDRESSES**

The principal address of the IEA is that of the Secretary General in office at the time.

The *'poste restante'* address of the Association is as follows:

c/o Human Factors and Ergonomics Society

P.O. Box 1369  
SANTA MONICA, CA 90406, USA  
Tel: +1-310-394-1811  
Fax: +1-310-394-2410  
E-mail: hfes@compuserve.com

# MEMORANDUM OF UNDERSTANDING

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## TITLE 1 - OBJECTIVE AND PROCEDURE

The IEA can develop mutual advantageous arrangements with bodies similar to IEA. The arrangement for collaboration (for example, for information exchange, combined activities) will be formulated in a written document (MOU), undersigned by representatives of both organizations for a limited period. Confirmation of such a proposal is subject to voting by Council.