

IEA Basic Documents

Table of Contents

<u>IEA RULES</u>	<u>1</u>
TITLE 1 - DEFINITION OF THE INTERNATIONAL ERGONOMICS ASSOCIATION.....	1
TITLE 2 - MISSION AND GOALS.....	1
TITLE 3 - MEMBERSHIP	1
▪ ARTICLE 1. COMPOSITION	1
▪ ARTICLE 2. DEFINITION OF MEMBERS.....	1
▪ ARTICLE 3. QUALIFICATIONS FOR MEMBERSHIP	2
TITLE 4 - COUNCIL.....	2
TITLE 5 - EXECUTIVE OFFICERS.....	3
▪ ARTICLE 1. DEFINITION AND RESPONSIBILITIES.....	3
▪ ARTICLE 2. ELECTIONS, ELIGIBILITY AND DURATION OF TENURE	3
▪ ARTICLE 3. RESPONSIBILITIES OF THE OFFICERS.....	3
TITLE 6 - EXECUTIVE COMMITTEE	3
TITLE 7 - IEA COMMITTEES	4
▪ ARTICLE 1. PURPOSE	4
▪ ARTICLE 2. DEFINITIONS	4
▪ ARTICLE 3. FORMATION.....	4
▪ ARTICLE 4. CHAIRS.....	4
TITLE 8 - IEA NETWORKS	4
TITLE 9 - SOURCES OF INCOME	45
▪ ARTICLE 1. FEES AND OTHER SOURCES.....	5
▪ ARTICLE 2. DONATIONS AND BEQUESTS.....	5
TITLE 10 - AUDITORS	5
TITLE 11 - IEA TRIENNIAL FORUM.....	5
TITLE 12 - POSTE RESTANTE ADDRESS.....	5
<u>IEA MEMBERSHIP</u>	<u>6</u>
TITLE 1 - IEA MEMBERS.....	6
▪ ARTICLE 1. FEDERATED SOCIETIES	6
▪ ARTICLE 2. AFFILIATED SOCIETIES.....	6
▪ ARTICLE 3. SUSTAINING MEMBERS	6
TITLE 2 - COUNCIL REPRESENTATIVES.....	6
▪ ARTICLE 1. THE COUNCIL AND ITS ROLE	6
▪ ARTICLE 2. APPOINTMENT OF COUNCIL REPRESENTATIVES.....	6
▪ ARTICLE 3. AREAS OF RESPONSIBILITY - REPRESENTATION.....	6
▪ ARTICLE 4. AREAS OF RESPONSIBILITY - COMMUNICATION.....	7
▪ ARTICLE 5. AREAS OF RESPONSIBILITY - PROMOTION.....	7
▪ ARTICLE 6. AREAS OF RESPONSIBILITY - DOCUMENTATION	7
TITLE 3 - MEMBERSHIP FEES	7
▪ ARTICLE 1. FEDERATED AND AFFILIATED SOCIETIES.....	7
▪ ARTICLE 2. SUSTAINING MEMBERS	7
TITLE 4 - BENEFITS FOR SUSTAINING MEMBERSHIP.....	8
<u>IEA OPERATING BODIES</u>	<u>10</u>
TITLE 1 - GENERAL.....	10
TITLE 2 - STRUCTURE OF THE ASSOCIATION.....	10
TITLE 3 - OFFICERS	10
▪ ARTICLE 1. DEFINITION	10

▪ ARTICLE 2. ELECTION OF OFFICERS	11
▪ ARTICLE 3. DUTIES OF THE PRESIDENT	11
▪ ARTICLE 4. DUTIES OF THE SECRETARY GENERAL	12
▪ ARTICLE 5. DUTIES OF THE TREASURER.....	12
TITLE 4 - EXECUTIVE COMMITTEE EX-OFFICIO MEMBERS.....	12
▪ ARTICLE 1. GENERAL	12
▪ ARTICLE 2. IMMEDIATE-PAST PRESIDENT.....	13
▪ ARTICLE 3. IEA NEWSLETTER EDITOR.....	13
▪ ARTICLE 4. THE CHAIRMAN OF THE FORTHCOMING IEA TRIENNIAL CONGRESS.....	13
▪ ARTICLE 5. IEA HISTORIAN	13
TITLE 5 - STANDING COMMITTEES - DEFINITION	13
▪ ARTICLE 1. AWARDS.....	13
▪ ARTICLE 2. PROFESSIONAL STANDARDS AND EDUCATION	13
▪ ARTICLE 3. INTERNATIONAL DEVELOPMENT	13
▪ ARTICLE 4. DEVELOPMENT.....	14
▪ ARTICLE 5. COMMUNICATION AND PUBLIC RELATIONS	14
▪ ARTICLE 6. SCIENCE, TECHNOLOGY AND PRACTICE	14
▪ ARTICLE 7. EQUID	14
TITLE 6 - STANDING COMMITTEES - MEMBERSHIP.....	14
▪ ARTICLE 1. COMMITTEE MEMBERS	14
▪ ARTICLE 2. TERMS OF MEMBERSHIP	15
TITLE 7 - STANDING COMMITTEES - OPERATIONS.....	15
▪ ARTICLE 1. FINANCE.....	15
▪ ARTICLE 2. REPORTING	15
TITLE 8 - AWARDS COMMITTEE.....	15
▪ ARTICLE 1. OBJECTIVES.....	15
▪ ARTICLE 2. COMMITTEE POLICIES.....	15
▪ ARTICLE 3. PROCEDURES	15
TITLE 9 - PROFESSIONAL STANDARDS AND EDUCATION COMMITTEE	16
▪ ARTICLE 1. OBJECTIVES.....	16
▪ ARTICLE 2. COMMITTEE POLICIES.....	16
▪ ARTICLE 3. PROCEDURES	17
TITLE 10 – INTERNATIONAL DEVELOPMENT COMMITTEE.....	17
▪ ARTICLE 1. OBJECTIVES.....	17
▪ ARTICLE 2. COMMITTEE POLICIES.....	17
▪ ARTICLE 3. PROCEDURES	17
TITLE 11 – DEVELOPMENT COMMITTEE	18
▪ ARTICLE 1. OBJECTIVES.....	18
▪ ARTICLE 2. COMMITTEE POLICIES	18
▪ ARTICLE 3. PROCEDURES	18
TITLE 12 - COMMUNICATION AND PUBLIC RELATIONS COMMITTEE	19
▪ ARTICLE 1. OBJECTIVES.....	19
▪ ARTICLE 2. COMMITTEE POLICIES.....	19
▪ ARTICLE 3. PROCEDURES	19
TITLE 13 - SCIENCE, TECHNOLOGY AND PRACTICE COMMITTEE	19
▪ ARTICLE 1. OBJECTIVES.....	19
▪ ARTICLE 2. COMMITTEE POLICIES.....	20
▪ ARTICLE 3. PROCEDURES	20
TITLE 14 – EQUID COMMITTEE	21
▪ ARTICLE 1. OBJECTIVES.....	21
▪ ARTICLE 2. COMMITTEE POLICIES.....	21
▪ ARTICLE 3. PROCEDURES	21
TITLE 15 - IEA OFFICE.....	21
TITLE 16 - IEA ADDRESSES.....	22

MEMORANDUM OF UNDERSTANDING	23
TITLE 1 - OBJECTIVE AND PROCEDURE.....	23
AWARDS OF THE IEA	24
TITLE 1 - OBJECTIVES.....	24
TITLE 2 - PROCEDURES.....	24
▪ ARTICLE 1. NOMINATIONS	24
▪ ARTICLE 2. EVALUATION AND SELECTION.....	24
▪ ARTICLE 3. ANNOUNCEMENT OF AWARD	25
TITLE 3 - IEA TRIENNIAL AWARDS	25
▪ ARTICLE 1. IEA TRIENNIAL DISTINGUISHED SERVICE AWARD	25
▪ ARTICLE 2. IEA FOUNDERS TRIENNIAL AWARD.....	25
▪ ARTICLE 3. IEA TRIENNIAL OUTSTANDING EDUCATORS AWARD	25
▪ ARTICLE 4. IEA TRIENNIAL AWARD FOR PROMOTION OF ERGONOMICS IN INDUSTRIALLY DEVELOPING COUNTRIES	25
▪ ARTICLE 5. IEA TRIENNIAL ERGONOMICS DEVELOPMENT AWARD.....	25
▪ ARTICLE 6. IEA TRIENNIAL PRESIDENT'S AWARD	26
▪ ARTICLE 7. K.U. TRIENNIAL SMITH STUDENT AWARD.....	26
▪ ARTICLE 8. IEA/LIBERTY MUTUAL PRIZE IEA/LIBERTY MUTUAL MEDAL.....	26
▪ ARTICLE 9. IEA FELLOW	26
▪ ARTICLE 10. IEA TRIENNIAL //JOSE BEST PAPER AWARD	27
FUNDS ADMINISTERED BY THE IEA.....	29
TITLE 1 - POLICY ON FUNDS	29
▪ ARTICLE 1. PURPOSE	29
▪ ARTICLE 2. ESTABLISHMENT.....	29
▪ ARTICLE 3. AUTHORITY TO MANAGE	29
▪ ARTICLE 4. PROCEDURES.....	29
TITLE 2 - DESCRIPTION OF IEA FUNDS	29
▪ ARTICLE 1. ESA FUND FOR SOUTHEAST ASIA	30
▪ ARTICLE 2. HFES FUND	30
▪ ARTICLE 3. SELF FUND.....	30
▪ ARTICLE 4. JES FUND	30
IEA POLICY ON THE SUPPORT OF CONFERENCES IN ERGONOMICS.....	31
TITLE 1 - GENERAL.....	31
TITLE 2 - FINANCES.....	31
▪ ARTICLE 1. GENERAL.....	31
▪ ARTICLE 2. CAPITATION FEE.....	31
▪ ARTICLE 3. CONFERENCE PROCEEDINGS.....	32
▪ ARTICLE 4. SURPLUS.....	32
TITLE 3 - PROMOTION	32
TITLE 4 - GENERAL REQUIREMENTS FOR IEA CONFERENCE ENDORSEMENT	33
▪ ARTICLE 1. PROCEDURE FOR IEA CONFERENCE ENDORSEMENT	33
▪ ARTICLE 2. CONFERENCE REQUEST FORMS	34
TITLE 5 - CONGRESS OF THE INTERNATIONAL ERGONOMICS ASSOCIATION.....	35
▪ ARTICLE 1. GENERAL.....	35
▪ ARTICLE 2. SELECTION OF CONGRESS HOST SOCIETIES.....	35
▪ ARTICLE 3. SUBMISSION OF PROPOSAL.....	35
▪ ARTICLE 4. CONGRESS ORGANIZATION.....	36
▪ ARTICLE 5. TECHNICAL PROGRAM.....	38
▪ ARTICLE 6. PROVISIONS REGARDING IEA	38

TITLE 6 - IEA SPONSORED CONFERENCE	39
▪ ARTICLE 1. GENERAL	39
▪ ARTICLE 2. SUBMISSION OF PROPOSAL.....	39
▪ ARTICLE 3. IEA SPONSORED CONFERENCE ORGANIZATION.....	40
▪ ARTICLE 4. TECHNICAL PROGRAM	4142
▪ ARTICLE 5. IEA COUNCIL MEETING.....	42
TITLE 7 – ENDORSED CONFERENCE	4243
<u>IEA POLICY ON ENDORSEMENT OF TECHNICAL DOCUMENTS</u>	44
TITLE 1 - GENERAL	44
TITLE 2 - ENDORSEMENT OF DOCUMENTS PREPARED BY TECHNICAL COMMITTEES OF THE SCIENCE, TECHNOLOGY AND PRACTICE COMMITTEE (CATEGORY #1 DOCUMENTS)	44
TITLE 3 - ENDORSEMENT OF OTHER TECHNICAL DOCUMENTS (CATEGORY #2 DOCUMENTS)	44
TITLE 4 - ENDORSEMENT OF DOCUMENTS PREPARED BY IEA STANDING COMMITTEES (CATEGORY #3 DOCUMENTS)	45
<u>IEA POLICY ON JOURNAL ENDORSEMENT</u>	46
TITLE 1 - PROCEDURE OF JOURNAL ENDORSEMENT BY IEA	46
▪ ARTICLE 1. INITIAL SCREENING.....	46
▪ ARTICLE 2. FINAL APPROVAL.....	46
TITLE 2 - ENDORSEMENT REQUIREMENTS	46
<u>IEA PROCEDURES FOR OBTAINING OUTSIDE FUNDING</u>	47
TITLE 1 - BACKGROUND	47
TITLE 2 - RELEVANCE OF IEA TO UN	47
TITLE 3 - PROCEDURES	47
TITLE 4 - LIABILITY	47

IEA RULES

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).

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.

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.

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.

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. |

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.

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.

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.

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.

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.

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.

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

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.

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.

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)

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

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.

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.

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 ~~N~~omination Form for IEA Executive Office~~q~~

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/er 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.

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.

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 Presidents 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.

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.

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.

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.

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.

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 expertd; available resources; shared information on problems and solutions.

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

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.

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.

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.

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. %

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)
- receiving 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.

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

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.

AWARDS OF THE IEA

TITLE 1 - OBJECTIVES

An important function of the International Ergonomics Association is to award formal recognition to 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. The immediate Past President of IEA shall serve as Chair of the Awards Committee.

TITLE 2 - PROCEDURES

▪ ARTICLE 1. NOMINATIONS

- A Call for Nominations of candidates for IEA awards shall be made at the IEA Council meeting the year before a Triennial Congress is scheduled. A written request for nominations shall also be made at that time by the Secretary General to the various Federated Societies.
- Nominations are normally made and submitted by the Federated Societies. Nominations from other professional societies, organizations, or individuals may be accepted, however, but only if they are officially supported and endorsed by the respective Federated Society.
- All nominations are due no later than eight months prior to the next scheduled IEA Triennial Congress.
- Nominations from the Federated Societies shall be submitted to the Secretary General for transmittal to the Awards Committee. Each nomination should contain detailed information about the nominee's specific accomplishments or achievements at the international level relevant to the particular award, a brief biographical sketch, and a statement as to why the nominee is particularly deserving of the award for which nominated.

▪ ARTICLE 2. EVALUATION AND SELECTION

- The Awards Committee is responsible for the review and evaluation of all nominations for each authorized IEA award.
- The Awards Committee is also responsible for selection of a recommended candidate from among the eligible nominees for each IEA award. Only one award in each category may be given at any one time. An award may, however, be given to multiple recipients in recognition of joint achievement or group accomplishment.
- Names of nominees shall not be published or released by the Awards Committee, nor shall the information submitted to support a nomination (testimonials, data sheets, etc.) be made public.
- The Awards Committee will submit the names of recommended candidates to the IEA Executive Committee for review and approval at least 30 days prior to the IEA Triennial Congress. The chair of the Awards Committee shall also submit proposed citation statements to be used to introduce the awardees, evidence of the worthiness of the candidate, and information about the selection process used.

- If objections to a candidate are raised by any member of the Executive Committee, the President shall poll the Executive Committee to determine whether to withdraw the candidate's name or to grant the award.

- **ARTICLE 3. ANNOUNCEMENT OF AWARD**

- Notification shall be made to the winning candidate for each award by letter from the IEA President prior to the next Triennial Congress.
- Awards will be publicly announced, and appropriate plaques, citations, or certificates will be presented at a designated time during the IEA Triennial Congress. Recipients are not required to receive their awards in person, although they are encouraged to do so.
- Following the Triennial Congress, notices of awards, with brief biographical sketches of their recipients, shall be published in Ergonomics International.

TITLE 3 - IEA TRIENNIAL AWARDS

- **ARTICLE 1. IEA TRIENNIAL DISTINGUISHED SERVICE AWARD**

The IEA Distinguished Service Award is presented to individuals for outstanding contributions to the promotion, development and advancement of the International Ergonomics Association.

- **ARTICLE 2. IEA FOUNDERS TRIENNIAL AWARD**

The IEA Founders Award was granted to persons who were highly influential in the founding of either the IEA or of an IEA member society. This award is no longer attributed (Council decision; San Diego, 2001).

- **ARTICLE 3. IEA TRIENNIAL OUTSTANDING EDUCATORS AWARD**

The IEA Outstanding Educators Award is presented to persons in recognition of outstanding contributions in the area of ergonomics education for having either:

- “ developed ergonomics education programs,
- “ produced new methodology and/or materials for teaching ergonomics,
- “ graduated persons who have become outstanding ergonomists.

- **ARTICLE 4. IEA TRIENNIAL AWARD FOR PROMOTION OF ERGONOMICS IN INDUSTRIALLY DEVELOPING COUNTRIES**

The IEA Award for Promotion of Ergonomics in Industrially Developing Countries is given to a person who has made significant and outstanding contributions to the Development of Infrastructure of Ergonomics in an industrially developing country. This may be manifested through development of teaching/training programs, implementation of ergonomics design in industry, development of R&D programs, organization of ergonomics professionals and extensive collaboration with international bodies such as United Nations.

This Award has replaced the IEA Ergonomics of Technology Transfer Award.

- **ARTICLE 5. IEA TRIENNIAL ERGONOMICS DEVELOPMENT AWARD**

The IEA Ergonomics Development Award is presented to persons who have had an international impact on ergonomics in terms of making a contribution or development which:

- “ significantly advances the state of the art in an existing ergonomics sub-specialty, or
- “ opens up a new area of ergonomics research and/or application.

▪ **ARTICLE 6. IEA TRIENNIAL PRESIDENT'S AWARD**

The IEA President's Award is presented to persons who have made outstanding contributions to ergonomics or the development of ergonomics, and whose contribution does not clearly fall into one of the other award categories. Persons qualifying for this award do not necessarily have to be ergonomists. Nominations may be made either by IEA Council or the IEA Executive Committee. Final approval for this award rests with the IEA President.

▪ **ARTICLE 7. K.U. TRIENNIAL SMITH STUDENT AWARD**

The K.U Smith Student Award is to honor two deserving students responsible for an application of or contribution to the field of ergonomics. At least one of the deserving students shall reside and conduct the research in a developing country. The awards are given for the best student papers at the IEA Triennial Congress. This award was established in 1996 by agreement between the IEA and the K.U. Smith Foundation, and a set of procedures and terms of reference were established.

A Student Award Committee, organized as a subcommittee of the Awards Committee, is responsible for selection of the nominee. The IEA Executive Committee has oversight responsibility for this award. Further information on the K.U. Smith Student Award, eligibility criteria, and application procedures may be found on the IEA Home Page on the World Wide Web.

▪ **ARTICLE 8. IEA/LIBERTY MUTUAL PRIZE IEA/LIBERTY MUTUAL MEDAL**

▪ **IEA/LIBERTY MUTUAL PRIZE (L.M.P.)**

This prize (US\$ 5,000,-) is awarded annually to an individual for an original activity leading to a better understanding of avoiding, or mitigating occupational accidents or injuries, or in the rehabilitation and return to work of an injured worker. The main criteria, therefore, include significant advancements of theory and understanding, innovation and development of new directions or approaches.

The L.M.P. Awards Committee is composed of five senior, world-renowned individuals appointed by the Chair of the Awards Committee (in consultation with Liberty Mutual and the Executive Committee) for a term of 3 years, with the chair possibly rotating among these individuals. The Committee evaluates applications and selects the winner.

Persons wishing to be considered for the prize should submit an application to the chair of the Awards Committee. A letter of application should be accompanied by four (4) copies of a 30-page report summarizing the nature of activities. The selection will reflect the best judgment of the committee, according to the goals for the award.

▪ **IEA/LIBERTY MUTUAL MEDAL**

Every three years, this medal will be awarded to the chief investigator of the best project of the previous three years. This award consists of a medal and \$15,000.

The selection of the triennial Liberty Mutual Medal is made in the year of the Congress among the three recent prize winners by a special committee to be appointed and chaired by the Chair of the Awards Committee.

No specific criteria are anticipated for the selection of the medal recipient. The selection would reflect the best judgment of the committee according to the goals for the award.

▪ **ARTICLE 9. IEA FELLOW**

IEA Fellowship is to recognize extraordinary or sustained, superior accomplishments of an individual. To be considered for a fellowship two eligibility criteria must be satisfied. In addition, the candidate's distinction as an ergonomics professional must be demonstrated.

- ELIGIBILITY CRITERIA

There are two eligibility criteria: International Service and Membership in Society.

- International Service : this includes such activities as service to IEA, an extensive publication record in international journals, international consulting, service to the United Nations, and similar.
- Membership in Society : the candidate must have been a full member in good standing of a Federated or Affiliated Ergonomics Society for at least the preceding 10 years. Student membership and Associated Membership do not confer eligibility.

- DISTINCTION CRITERIA

The candidate should have made outstanding contributions to ergonomics/ human factors. There are many ways in which this can be demonstrated:

- the candidate could have had the primary responsibility for the technical direction, supervision or management of a significant effort during a sustained period of time.
- the candidate could be a well renowned researcher, designer or consultant of great distinction. Clear evidence of distinction should be supported by detailed descriptions and attachments to the nomination form that is submitted by the person nominating the candidate. For example, for a researcher, the most significant publications authored or co-authored by the candidate should be attached to the application. For a consultant, the most important consulting contracts should be outlined, together with the outcome of the contracts. For a designer the most important design objects should be specified. Any other information to support or attest to the achievements of the candidate should be furnished to the IEA Awards Committee, in order to support their deliberation of the candidates merits.

- SUBMISSION

The application should be submitted to the Chair of the Awards Committee.

- FELLOWS ELECTION COMMITTEE

The Fellows Election Committee consists of all fellows of IEA. The Chair of the Awards Committee serves as Chair of the Fellows Election Committee.

All former IEA presidents are named Fellows

- ELECTIONS

The nominee's candidacy must be approved by two-thirds vote of the members of the Fellows Selections Committee. Those candidates so approved must be elected by a majority of the IEA Executive Committee.

- RENOMINATION

An individual may be nominated for Fellow several times.

- **ARTICLE 10. IEA TRIENNIAL /JOSE BEST PAPER AWARD**

- RULES

1. The award is given every 3 years to the author (or authors) of the best paper published in the *International Journal of Occupational Safety and Ergonomics (JOSE)* since the previous award. The paper must adhere to the requirements of good science and/or practice.

2. The award consists of a diploma and an honorarium of US \$1,000. Up to three runners-up will receive diplomas.
3. There is a two-stage procedure, nominations being the first stage.
4. Members of the International Editorial Board of *JOSE*, subscribers, and readers of *JOSE* can nominate candidates for the award.
5. In order to nominate a paper it is necessary to post, fax, or E-mail to the Editorial Office of *JOSE* a nomination form. A copy of the nomination form will be published in every volume of the journal and posted on the *JOSE* WWW page. The nominations should reach the Office by the date given in the form.
6. Authors cannot nominate their own papers.
7. The *JOSE* Editorial Office will make a list of all nominated papers, beginning with the paper with the highest number of nominations. The list — with the off-prints of ten papers with most nominations — will be sent to the Chair of the Jury.
8. The second stage of the process consists of the Jury selecting the best paper out of the ten papers with most nominations.
9. There are 7 permanent members of the Jury. The five members are designated by the following individuals: President of the International Ergonomics Association, Chair of the Polish Ergonomics Society, President of the Ergonomics Committee of the Polish Academy of Sciences, Minister of Science — Chair of the State Committee for Scientific Research of Poland, Director-General of the International Labour Office. Two other members are the Chief Editor of *JOSE* and another member of *JOSE* (designated by the Chief Editor), who also serves as Secretary of the Jury. The Jury selects Chair and Vice-Chair. President of the International Ergonomics Association — in consultation with Chief Editor of *JOSE* — can nominate additional members of the Jury.
10. Members of the Jury will receive off-prints of the ten papers with most nominations and will vote for the best paper by sending the Chair of the Jury information on their selection.
11. The award is given to the publication, which received most votes (cf. point 10). If two or more papers receive the same number of votes, the award goes to the one the Chair of the Jury voted on. If the Chair voted of a paper other than one with the top number of votes, there is a second round of voting. Votes are then cast for one of the papers with most votes. Rounds are repeated until one paper has received most votes. In every round, the Chair of the Jury has the decisive vote.
12. Should the Chair of the Jury be unable to fulfill his/her duties, including voting in a stage, the Vice-Chair will take them over.
13. The winner will be announced in *JOSE* and on the *JOSE* WWW page.
14. The award will be presented to the author (representative of authors) of the winning paper by President of the International Ergonomics Association, Chair of the Jury and Chief Editor of the *International Journal of Occupational Safety and Ergonomics* at the Triennial Congress of the International Ergonomics Association.

FUNDS ADMINISTERED BY THE IEA

TITLE 1 - POLICY ON FUNDS

▪ ARTICLE 1. PURPOSE

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.

▪ ARTICLE 2. ESTABLISHMENT

To establish a Fund a donor organization completes a form signed by authorized agents of the donor organization. The form provides the name of the fund and indicates the initial amount contributed upon establishment of the fund, and the manner in which additional contributions, if any, will be made.

In addition, the donor organization specifies the intended use of the fund and the criteria it wishes to apply in the administration of the fund. Criteria may be general if the donor organization does not wish to constrain use of the fund, or specific, providing, for example, who is eligible to receive sums (recipient qualifications, geographical constraints), for what kinds of activities, how much can be provided, how the money is to be accounted for, whether any of it must be returned to the fund and under what terms, as well as the application/approval process. Based on these criteria, the IEA will create a Terms of Reference for the Fund which will be used to guide the administration of the fund by the IEA.

▪ ARTICLE 3. AUTHORITY TO MANAGE

Once the Terms of Reference are agreeable to both the IEA and the donor organization, the IEA is deemed to have acquired authority to manage the fund in accordance with the said Terms of Reference and may exercise independent judgment and freedom in the management of the fund. The IEA publishes details of the funds it manages in its brochures, newsletters, and other instruments.

▪ ARTICLE 4. PROCEDURES

The IEA establishes a bookkeeping account in which fund contributions are held. Interest earned is credited to the account. Fund activity is monitored and reported in the IEA financial statements.

Once a fund is created, the assets thereof belong to the IEA. Funds remain active so long as there is money in the fund. Once all the money is depleted, the donor organization is notified that the fund will expire within six months unless additional amounts are received to replenish the fund.

Organizations (or individuals) wishing to create or contribute to an IEA fund are urged to contact the IEA Treasurer for additional information.

TITLE 2 - DESCRIPTION OF IEA FUNDS

- **ARTICLE 1. ESA FUND FOR SOUTHEAST ASIA**

- PURPOSE

To promote ergonomics in industrially developing countries (IDCs), primarily in Southeast Asia.

- DESCRIPTION

Created by the Ergonomics Society of Australia (ESA) in 1988, this Fund provides grants and seed funds to eligible societies or groups. This Fund has supported roving seminars in Southeast Asia.

- **ARTICLE 2. HFES FUND**

- PURPOSE

To promote ergonomics in industrially developing countries (IDCs).

- DESCRIPTION

Established in 1992, this Fund is maintained through annual voluntary contributions from members of the Human Factors and Ergonomics Society. This Fund has supported roving seminars.

- **ARTICLE 3. SELF FUND**

- PURPOSE

To support the organization of conferences, seminars and meetings in ergonomically less developed areas such as Africa and South America.

- DESCRIPTION

This Fund was created by the Societe d'Ergonomie de Langue Francaise in 1993. It provides grants and seed funds to societies or groups. This fund has supported local conferences in Southeast Asia and has helped provide travel grants to the participants of IEA 94, the Twelfth IEA Triennial Congress.

- **ARTICLE 4. JES FUND**

- PURPOSE

To promote ergonomics research and organize conferences.

- DESCRIPTION

Created by the Japan Ergonomics Society in 2000, this fund provides grants and seed funds for promoting ergonomics research and for organizing conferences in industrially developing countries.

IEA POLICY ON THE SUPPORT OF CONFERENCES IN ERGONOMICS

TITLE 1 - GENERAL

It is the policy of the IEA to support international scientific 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 team. Support will be given for conferences of three major types:

- IEA Triennial Congress
- IEA Sponsored Conference
- Endorsed Conference

The IEA Triennial Congress is organized and hosted by a Federated Society. The other two types of conferences will normally be organized by a Federated Society, IEA Technical Group, or by Societies representing the IEA in cooperation with other bodies as may be appropriate.

The IEA supports these conferences to varying degrees, depending upon the type, in three basic categories:

- providing "seed" funds as approved by the Council
- providing publicity through its member societies (also see note below)
- permitting the use of its name and logo to endorse the conference.

The IEA requires to receive eleven (11) copies of the conference proceedings, delivered to the Secretary General's address or to addresses designated by the Secretary General. This requirement applies to all types of IEA supported conferences (see table below). One copy will be retained by the IEA for archival purposes and the other ten copies will be distributed to industrially developing countries.

TITLE 2 - FINANCES

▪ ARTICLE 1. GENERAL

No monetary remuneration or salary is to be afforded any individual involved in the organization and management of any type of IEA supported conference except for reimbursement of actual expenses incurred in performing the duties and activities of organizing and/or managing the conference. This requirement does not apply, of course, to compensation for the services of a professional meeting organizer if one is utilized.

▪ ARTICLE 2. CAPITATION FEE

For all types of conferences, the IEA expects to derive some financial benefit from its support. This takes the form of a capitation fee and a pro-rated fee per part-time registrant, except for the "Endorsed Conference" (flat fee). The table indicates the level of support offered and capitation schedule for each conference.

Conference Type	Seed Funds	Publicity (P)	Endorsement	Capitation Fees
Triennial IEA Congress	X	X	X	28 US Dollars
IEA Sponsored Conference	X	X	X	14 US Dollars
Endorsed Conference (EC)		X	X	flat fee of twice the regular registration fee

For conferences organized by federations of societies, like the IEA, for organizations with which the IEA has an MOU, and for other requests to be reviewed on a case-by-case basis by the Executive Committee, there is no fee for IEA conference sponsorship.

The number of registrants to be used for assessing the capitation fee is the sum of the number of delegates on each day divided by the number of days of the conference. Thus, for a four day conference, four delegates attending one day would be counted as one full delegate subject to a capitation fee.

Where the capitation fees constitute a significant concern to the applicant society or conference organizer, the capitation fees may be replaced by an alternative scheme to be negotiated on an individual basis. This will require a careful analysis of the conference budget. Alternative arrangements should provide a similar financial return to the IEA as the capitation fees.

The Executive Committee may waive, at its discretion, the capitation fees for conferences held in industrially developing countries or for delegates from industrially developing countries. Application for waivers will be considered for each conference on an individual basis.

In case of financial loss, the Executive Committee may waive the applicable capitation fees.

▪ **ARTICLE 3. CONFERENCE PROCEEDINGS**

For all IEA supported conferences addressed in this policy, conference organizers shall provide to IEA eleven copies of the conference proceedings, in addition to all other requirements as stated in this policy.

▪ **ARTICLE 4. SURPLUS**

For IEA Congresses, a minimum of 50% of the surplus (money remaining after capitation fees and all other obligations have been met) must be donated to the IEA for the purpose of establishing an IEA fund in the name of the host society. The organizers of IEA Conferences and IEA Joint Conferences are encouraged to apply this provision as well. The terms and conditions of the Fund shall be proposed by the host society and approved by the Executive Committee.

TITLE 3 - PROMOTION

The IEA will help promote IEA supported conferences (except Conference Endorsement) through the following means :

- IEA will provide a package including checklists for organizing conferences and the IEA logo for use in promotional material
- scientific support from the IEA Technical Committees to organize sessions and promote subject area, if requested.
- listing the conference in IEA home page and providing a link, if available and appropriate
- advertising the conference in the IEA newsletter, *Ergonomics International*

- requesting IEA approved journals to advertise the conference, if appropriate Federated Societies agree to help promote all IEA supported conferences (except Conference Endorsement) through the following means:
- listing of the conference in the calendar section of their newsletter, including a description or call for participation in their newsletter,
- distributing promotional material such as call for papers and announcements to its members (or at their annual conference).

The organizers of IEA supported conferences are requested to provide exhibit space to the IEA at a prominent location at the conference site for the duration of the conference for the purpose of displaying IEA leaflets, printed or published materials, conference calendars and other promotional displays.

IEA SUPPORT LEVELS	Triennial	Sponsored	Endorsed
1. Seed Funds	x	x	
2. Publicity	x	x	
3. Endorsement	x	x	
4. Capitation Fee (US\$)	28	14	flat fee

TITLE 4 – GENERAL REQUIREMENTS FOR IEA CONFERENCE ENDORSEMENT

▪ ARTICLE 1. PROCEDURE FOR IEA CONFERENCE ENDORSEMENT

For all types of conference endorsement the organizers should provide the information described in Title 4, article 2 of the IEA Policy on the support of conferences in ergonomics.

Forms for IEA Triennial Congress are available from the Secretary General. Forms for the other types of conferences are available from the Chair of the Science and Technology Committee or may be downloaded from the IEA home page.

For IEA congresses and IEA Sponsored conferences the IEA requires that comprehensive financial reports be completed and filed with the Treasurer of IEA within 4 months after the conference. For Approved Conferences, a report shall be submitted to the Treasurer of IEA indicating the final attendance details.

Any financial return to IEA shall be provided with these reports.

▪ **ARTICLE 2. CONFERENCE REQUEST FORMS**

A. GENERAL INFORMATION	Triennial	IEA	Endorsed
1. Conference Title	X	X	X
2. Organizers	X	X	X
3. Type of Conference	X	X	X
4. Financial Sponsors	X	X	
5. Plans - Solicit Papers	X	X	X
6. Plans - Select Papers	X	X	X
7. Publications	X	X	X
8. Session Facilities	X	X	X
9. Accommodations / Housing	X	X	X
10. Exhibit Facilities	X	X	
11. Other Information	X	X	
B. INCOME AND EXPENSE SUMMARY	X	X	
1. Income	X	X	
2. Expenses	X	X	
3. Net Surplus / Loss	X	X	
4. Post Conference Distribution	X	X	
Income Detail			
1. Registration	X	X	
2. Site Proceedings Sales	X	X	
3. Social Functions	X	X	
4. Tours / Special Events	X	X	
5. Tutorials / Workshops	X	X	
6. Other Income	X	X	
Expense Detail			
1. Printing / Mailing	X	X	
2. Publicity	X	X	
3. Registration	X	X	
4. Facilities / Program	X	X	
5. Social Functions	X	X	
6. Tours / Special Events	X	X	
7. Tutorials / Workshops	X	X	
8. IEA Capitation Fees	X	X	
9. Other	X	X	
10. Contingency	X	X	
C. APPROVAL	X	X	X
1. Conference General Chair	X	X	X
2. Chair Sponsoring Organization	X	X	X
3. President Local Society (if applicable)	X	X	X
4. President IEA Federated Society	X	X	X
5. IEA Treasurer	X	X	
6. IEA Council (President)	X	X	X

TITLE 5 - CONGRESS OF THE INTERNATIONAL ERGONOMICS ASSOCIATION

▪ ARTICLE 1. GENERAL

The primary conference activity of the International Ergonomics Association (IEA) is the IEA Triennial Congress (Congress). When a host society and a venue for a Congress have been selected, 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 actively participate in the organization of the Congress.

The officers of the IEA and the representative(s) of the IEA Council will hold periodic consultations with the organizers and provide advice on finances, physical requirements, Congress organization, themes, topics, scientific speakers and other matters.

▪ ARTICLE 2. SELECTION OF CONGRESS HOST SOCIETIES

The IEA Council will select the host society based upon proposals submitted by Federated Societies at least six years prior to the proposed Congress. The IEA Council should invite societies to submit a formal proposal to the Council for its consideration, and should advertise for proposals at least one year prior to the decision. The following criteria will be employed by Council with respect to evaluation of the host society and its proposal:

- **Size of Society:** A host society should have a minimum of at least two hundred paying members in order to adequately staff the Congress.
- **Degree of Risk:** The organizational soundness and credibility of the host society, as well as capability and experience in conducting both similar sized and international conferences will be examined with respect to the degree of risk to IEA.
- **Location of Congress:** The geographical location of the Congress will reflect the strength of ergonomics worldwide and - provided that other criteria are met - the location should be spread around the major geographical regions. Although no strict rotational order will be followed, Congresses shall not normally be held consecutively within the same geographical region.
- **Growth of Congresses:** Host societies must be aware of the potential for the increasing size of triennial congresses and must be able to successfully cope with such growth.
- **Participation:** Host societies or host countries may not place any restrictions on the attendance of delegates, members, participants or visitors to the Congress by reason of national or racial origin, political or religious beliefs, gender or age.
- **Advantages to IEA:** An evaluation will be made to determine any strategic, scientific and political advantages to IEA.
- **Allocation of Gain:** Preference will be accorded host societies which offer a portion of excess profits to be used to establish special IEA funds.
- **Assistance to Participants:** Consideration will also be given to host societies which propose efforts to help fund delegates and participants from Central European and industrially developing countries as well as students.
- **Special Events and Tours:** Consideration will be afforded host societies which propose holding special events and/or technical tours of interest to delegates and participants.

▪ ARTICLE 3. SUBMISSION OF PROPOSAL

The IEA Council will also decide upon the venue of the Congress based upon the proposals submitted by Federated Societies.

- **Proposal:** A proposal to host the Congress must be formally submitted by the governing body of a Federated Society of the IEA in English. The proposed Congress will be formally entitled the "Xth Congress of the International Ergonomics Association" where X is the appropriate cardinal number. The proposal should acknowledge the IEA policies herein provided and

should provide details relating to the organization and technical program similar to that used in this document. Federated Societies wishing to submit proposals should contact the Secretary General for conference manuals, checklists, and the IEA Congress Meeting Request Form which must accompany all proposals.

- **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.
- **Length of Congress:** The Congress is normally held over a five day period.
- **Attendance:** The proposal should indicate the total expected, or planned, attendance.
- **Financial Support:** The proposal should indicate agreement with the financial arrangements as described herein. The Society sponsoring the proposed Congress must carry the financial responsibility for the Congress. At the Congress prior to the proposed Congress, the sponsoring society must provide a preliminary budget to Council for approval. The IEA may provide a financial advance to the organizing committee, the amount to be determined by Council. Revenue sources in addition to registration fees (i.e., exhibits, sponsorships, etc.) are to be encouraged where feasible. Also, the use of professional organizers should be considered, particularly if they offer services in a variety of languages. The return to the IEA will be the financial advance plus 25 Swiss francs per Congress registrant. Surplus revenue from the Congress will be retained by the host society. Expenses of the IEA Council appointed representatives on the organizing committee will be the responsibility of the IEA.

- **ARTICLE 4. CONGRESS ORGANIZATION**

- **Location of Congress:** The location of the proposed Congress should meet the following criteria:
Venue: The geographic 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 historic attractions. It should be within easy access by air or land transportation from distant points.
Date: The Congress is normally held during the third quarter of the year. The specific dates for the Congress should be selected so as to minimize conflict with other related conferences, academic terms, major holidays, etc. The proposed date should be cleared with the Executive Committee of the IEA.
- **Congress Center:** The Congress center should preferably 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. Consideration should be given to accommodating the special needs of handicapped or elderly persons. Ideally, the Congress should have sole occupancy of the center or at least that part of the center in which the Congress is housed.
Audio-Visual Facilities: Facilities must be available to permit the use of 35mm slides, overhead projectors, and, if requested, film projectors and video equipment.
Signage: The number and placement of signs depends upon the complexity of the center and location of the meeting rooms. Sufficient numbers of signs should be posted in English and in the local language to direct delegates to all points of interest (e.g., registration, information, tours, meeting rooms, press room, audio-visual room, photocopying room, washrooms, etc.). It is desirable to post signs outside each room to indicate the session in progress.
- **Translation:** Every effort should be made to communicate with delegates in their own language (i.e., through enlistment of multi-lingual volunteers) and to provide interpretation services for on-site registration and information. Facilities must be available for simultaneous translation on plenary sessions and the General Assembly into at least English and the language of the country where the meeting is held. Translation must be available in the same conference room as the original presentation.
- **Accommodation:** 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 accommodations should be available to meet different budgets; allowance should be made for single, double or multiple occupancy as preferred.

- **Transportation:** Where it is not possible to arrange for accommodations within reasonable walking from the Congress center, free transportation should be available at frequent intervals during the day. 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 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. An opportunity should be provided in advance literature and the final program for a message from the President of the IEA. Announcements should be included in all related journals and advertising material distributed to Federated Societies, ILO, WHO and other related organizations as well as at related conferences within a year prior to the Congress.
- The IEA will assist in promotion and advertising. All promotional material and publications must state that the Congress is a function of the IEA and display the IEA logo. The IEA logo may be integrated with other artwork, if desired. The sponsoring society is responsible for publishing and issuing free of charge to delegates the proceedings of the Congress, and, if possible, a list of delegates including affiliations and full addresses.
- The organizing committee should consult with the Publication and Promotion Committee of the IEA in regards to matters related to the publication of invited or submitted papers in the proceedings or other publications following the Congress.
- **Name Badges:** Delegate badges should indicate the name of the delegate and affiliation using letters of size 20 points to ensure good readability. Badges for staff, IEA council members and officers, presenters and session chairpersons should indicate their role to facilitate recognition by delegates.
- **Social Events:** It is normal practice to arrange a welcome reception for all delegates and accompanying persons on the first evening of the Congress to facilitate interpersonal contact. The cost of the reception is to be included in the registration fee. Theme evenings and other social functions are optional as are pre- and post-Congress professional tours and sightseeing tours. A program for accompanying persons during the Congress is desirable.
- **Reporting Requirements:** Once approval has been obtained from Council for the Congress, the organizers are required to submit reports to Council at its annual meetings describing progress to date and any difficulties experienced or foreseen. 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.
- **Recommended Planning Timeline:** The precise planning timetable will, of course, reflect the specific requirements of the Congress organizers and the circumstances surrounding the Congress. However, the following plan might serve as a useful starting point :
 - Booking of the Congress hotel and reserving blocks of rooms at a number of alternate hotels (offering high, medium and low rates) - as soon as possible after approval of Congress by Council
 - Preparation of preliminary budget - 3 years prior to Congress
 - Preliminary announcement - at Congress prior to proposed Congress
 - Announcements to relevant publications - sent regularly starting 3 years prior to Congress
 - First announcement and call for papers - 18 months prior to Congress
 - Brochures or posters distributed to societies, organizations, at conferences, etc. - 15 months prior to Congress
 - Second announcement and call for papers - 15 months prior to Congress
 - Abstract deadline - 12 months prior to Congress
 - Authors kits distributed- 10 months prior to Congress
 - Provisional program and registration distributed - 8 months prior to Congress
 - Paper deadline - 7 months prior to Congress
 - Early registration deadline - 3 months prior to Congress

▪ **ARTICLE 5. TECHNICAL PROGRAM**

The technical program should be developed in close cooperation with the Science and Technology Committee and its various Technical Committees. The sponsoring society must ensure that during the period of the Congress, provision is made for a combination of superior quality technical sessions, both plenary and special interest, professional visits, if appropriate, and social events. The speakers at the plenary sessions will be selected with the advice of Council, will be of an international standing or of other high reputation, and in total will represent the international scope of ergonomics and emerging interests. Themes and topics must have the approval of the Council. The success of an international conference depends not only upon formal presentations, but also upon 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.

At least one and one half hours during the Congress must be scheduled for the IEA General Assembly, chaired by the President. No other activities are to be scheduled during this time block.

On the final day of the Congress, a "Futures Panel" shall be scheduled for one and one half hours. This panel discussion is organized by the Policy and Development Committee and addresses topics, trends, and forecasts concerning the future of ergonomics.

Advice should be sought from the Science and Technology Committee regarding the status of poster presentations, paper length for publication in proceedings, acceptance of papers, inviting speakers, selection of papers and themes, policy related to registration of presenters for purposes of inclusion in proceedings, etc.

In addition to advice from the Science and Technology Committee, two persons nominated by the IEA Executive Committee shall serve as members of a Scientific Advisory Committee which shall be formed by the organizers of a Triennial Congress and which shall meet at least twice to oversee the planning of the technical program.

- **Audio-Visual Guidelines:** Presenters should be provided a standard set of guidelines for the preparation of audio-visual aids, including slides and overhead transparencies. All audio-visual material should be examined by technical staff prior to their presentation to ensure reasonable compliance with the guidelines. Presenters should be advised well in advance that aids which do not conform with the guidelines may be rejected. A facility for the on-site preparation of overhead transparencies would be desirable. Instructions on the use of audio-visual equipment should be provided on-site to all presenters and session chairpersons to ensure the proper use of the equipment. A rehearsal room, complete with slide and overhead projectors, should be provided for use by presenters. Audio-visual technicians should be readily available, ideally in each room, to operate audio-visual equipment and to assist with the presentations. A spare projection bulb and/or spare projector should be available.
- **Exhibits:** Exhibits may be arranged by the organizers providing they are not subsidized by registration income. Publications related to the exhibits must include a disclaimer stating that the IEA does not necessarily endorse the products or services being exhibited. Notwithstanding the disclaimer, the organizers must endeavor to ensure that the products and services being exhibited are of high quality and appropriate to the audience.

▪ **ARTICLE 6. PROVISIONS REGARDING IEA**

The host society shall make arrangements to provide the IEA the following facilities and services, insofar as possible, at no cost to the IEA.

- (a) A meeting room should be provided for a period of two days for the Council meeting prior to the Congress, the exact dates to be set by the Executive Committee. This meeting room must accommodate 40 or more persons seated around a conference table, plus some additional seating for invited observers. Refreshments (coffee and rolls) are to be provided during morning and afternoon breaks. Secretarial support (photocopying, preparation of last minute documents, etc.) is also required.

- (b) Additional meeting space may be required for meetings of the IEA Executive Committee, IEA committees and subcommittees during the Congress period. The requirement for this should be ascertained by the organizers through contact with the IEA Executive Committee a year prior to the Congress.
- (c) Suitable facilities should be provided for use by the President of the IEA for a period spanning the Council meeting and the Congress. These facilities, or, if not suitable, additional facilities should be provided for special receptions hosted by the IEA.
- (d) The IEA President should be given space in the printed program as well as be invited to give a 15 to 20 minute address at the opening ceremony to welcome delegates.
- (e) The registration fee should, if possible, be waived for all IEA Executive Officers, Standing Committee Chairs, and Council members. Defraying some of the travel expenses of these individuals paying their own way to attend the Congress should be considered.
- (f) IEA Executive Officers, Standing Committee Chairs, and Council members should be invited to chair technical sessions of the Congress.
- (g) A table should be provided in the main exhibit hall or near the registration area exclusively for displaying IEA brochures, a slide show and other materials.

All delegates to the Congress who are members of IEA Federated Societies should be entitled to a reduced registration fee. They should be required to identify their affiliation to verify their eligibility for the reduced fee.

TITLE 6 - IEA SPONSORED CONFERENCE

▪ **ARTICLE 1. GENERAL**

An IEA Sponsored Conference may be organized by a Federated Society, an IEA Committee, or a Technical Group of IEA. The IEA has primary responsibility for this type of conference. Support includes financial assistance at a level to be determined by the Council of the IEA.

The Executive Committee of IEA and the representative(s) of the IEA Council will hold periodic consultations with the organizers and provide advice on finance, venue requirements, conference organization, themes, topics, scientific speakers, and other relevant matters.

▪ **ARTICLE 2. SUBMISSION OF PROPOSAL**

A proposal to host an IEA Sponsored Conference is usually submitted by a Committee or Technical Group of the IEA, other groups, or by individuals. The proposal should acknowledge the IEA policies herein provided and should provide details relating to the organization and technical program. Those wishing to submit proposals should contact the Chair of the Science and Technology Committee for guidelines and budget outlines, and should provide the information described in Title 4, article 2 of the IEA Policy on the support of conferences in ergonomics.

All proposals to sponsor an IEA Sponsored Conference must be coordinated with, and approved by, the IEA Federated Society in whose jurisdiction the conference will be held, and, if applicable, approved by the local ergonomics society as well.

- (a) **Scope of IEA Sponsored Conference:** IEA Sponsored Conferences may have narrow scientific themes or specialized interests (i.e., ergonomics in industrially developing countries), but they should be international and intercontinental in scope. Theme speakers should be drawn from different national and continental backgrounds.
- (b) **Length of IEA Sponsored Conference:** Since IEA Sponsored Conferences may have a narrow scope, no specific length is prescribed.

- (c) **Attendance:** There must be no restriction on the attendance of delegates, members, participants or visitors to an IEA Sponsored Conference by reason of national or racial origin, political or religious beliefs, gender or age. Consideration should be given to accommodating the special needs of handicapped and elderly persons. The proposal should indicate the total expected, or planned, attendance.
- (d) **Financial Support:** The proposal should indicate agreement with the financial arrangements as described herein and include a preliminary budget. The IEA may provide a financial advance in the form of seed money to the organizing committee, the amount to be determined by Council. Revenue sources in addition to registration fees (i.e., sponsorships, exhibits, etc.) are to be encouraged where feasible. Also, if a large attendance is anticipated, the use of professional organizers should be considered, particularly if they offer services in a variety of languages.

The return to the IEA will be the financial advance plus 14 US Dollars per full paying registrant. Surplus revenue will be retained by the IEA. If an annual meeting of the IEA Council or a mid-year meeting of the IEA Executive Committee is to be held in conjunction with the conference, the registration fee for these persons should be waived and consideration given to helping offset their travel expenses. The sponsoring organization, in its discretion, may wish to consider reduced registration fees for special populations (i.e., Federated Society members, sponsoring organization members, registrants from industrially developing countries, and/or student registrants).

▪ **ARTICLE 3. IEA SPONSORED CONFERENCE ORGANIZATION**

- (a) **Location of Conference:** The location of the proposed IEA Sponsored Conference should meet the following criteria:
 - Venue:** The geographic site should be at, or close to, a major center, within easy access by air or land transportation from distant points.
 - Date:** The specific dates for the IEA Sponsored Conference should be selected so as to minimize conflict with other related conferences, academic terms, major holidays, etc. The proposed date should be cleared with the Executive Committee of the IEA.
- (b) **Conference Center:** The IEA Sponsored Conference center should preferably be in one building with 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 IEA Sponsored Conference should have sole occupancy of the center or at least that part of the center in which the conference is housed.
 - Audio-Visual Facilities:** Facilities should be available to permit the use of 35mm slides, overhead projectors, and, if requested, video equipment.
 - Signage:** The number and placement of signs depends upon the complexity of the center and location of the meeting rooms. Sufficient numbers of signs should be posted in English and the local language to direct delegates to all points of interest (e.g., registration, information, tours, meeting rooms, press room, audio-visual room, photocopying room, washrooms, etc.). It is desirable to post signs outside each room to indicate the session in progress.
- (c) **Translation:** Every effort should be made to communicate with delegates in their own language (i.e., through enlistment of multi-lingual volunteers) and to provide interpretation services for on-site registration and information. If a language other than English is to be used at technical sessions, whenever feasible, facilities should be available for simultaneous translation at these sessions. Translation must be available in the same conference room as the original presentation.
- (d) **Accommodation:** Accommodations must be available at or close to the IEA Sponsored Conference center. Accommodations should be of good quality, in terms of that normally found in the area. Different levels of accommodations should be available to meet different budgets; allowance should be made for single, double or multiple occupancy as preferred.
- (e) **Transportation:** Where it is not possible to arrange for accommodations within reasonable walking from the IEA Sponsored Conference center, free transportation should be available at frequent intervals during the day. Arrangements must be made by the sponsoring society for

the provision of transportation to and from all events authorized by the IEA Conference. It is especially important that adequate transport be provided between the local airport, and rail or bus stations and the IEA Sponsored Conference location or that delegates be aware in advance of the public transport facilities available.

- (f) **Registration, Promotion, Publication:** An opportunity should be provided in advance literature and the final program for a message from the President of the IEA. Announcements should be distributed to Federated Societies, and other related organizations, as appropriate, as well as at related conferences within a year prior to the IEA Conference. The IEA will assist in promotion and advertising. All promotional material and publications must state that the IEA Sponsored Conference is a function of the IEA and display the IEA logo. The IEA logo may be integrated with other artwork, if desired.

The organizers of the conference are responsible for publishing and issuing free of charge to delegates the proceedings of the IEA Sponsored Conference, and, if possible, a list of the delegates including affiliations and full addresses.

The organizing committee should consult with the Publication and Promotion Committee of the IEA in regards to matters related to the publication of invited or submitted papers in the proceedings or other publications following the IEA Sponsored Conference.

- (g) **Name Badges:** Delegate badges should indicate the name of the delegate and affiliation using letters of size 20 points to ensure good readability. Badges for staff, IEA council members and officers, presenters and session chairpersons should indicate their role to facilitate recognition by delegates.
- (h) **Social Events:** It is desirable to hold a welcome reception for all delegates and accompanying persons on the first evening of the IEA Sponsored Conference to facilitate interpersonal contact. Theme evenings and other social functions are optional as are pre- and post-IEA Sponsored Conference professional tours and sightseeing tours. A program for accompanying persons during the IEA Sponsored Conference is desirable.
- (i) **Reporting Requirements:** Once approval has been obtained from Council for the IEA Conference, the organizers are required to submit reports to Council at its annual meetings describing progress to date and any difficulties experienced or foreseen.

Following the IEA Sponsored Conference, 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 IEA Sponsored Conference, problems that had to be overcome, and unusual or outstanding difficulties encountered.

- (j) **Recommended Planning Timeline:** The precise planning timetable will, of course, reflect the specific requirements of the IEA Sponsored Conference organizers and the circumstances surrounding the IEA Sponsored Conference. However, the following plan might serve as a useful starting point:

- First announcement and call for papers - 1 to 1 1/2 years prior to the IEA Sponsored Conference
- Brochures or posters distributed to societies, organizations, at conferences, etc. - 14 months prior to IEA Sponsored Conference
- Second announcement and call for papers - 1 year prior to IEA Sponsored Conference
- Abstract deadline - 10 months prior to IEA Sponsored Conference
- Authors kits distributed - 7 months prior to IEA Sponsored Conference
- Provisional program and registration distributed - 6 months prior to IEA Sponsored Conference
- Paper deadline - 4 months prior to IEA Sponsored Conference
- Early registration deadline - 3 months prior to IEA Sponsored Conference

▪ **ARTICLE 4. TECHNICAL PROGRAM**

The technical program should be developed in close cooperation with the Science and Technology Committee and its various Technical Committees. 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.

Advice should be sought from the Science and Technology Committee regarding the status of poster presentations, paper length for publication in proceedings, acceptance of papers, inviting speakers, selection of papers and themes, policy related to registration of presenters for purposes of inclusion in proceedings, etc.

- (a) **Audio-Visual Guidelines:** Presenters should be provided a standard set of guidelines for the preparation of audio-visual aids, including slides and overhead transparencies. Facility for the on-site preparation of overhead transparencies would be desirable. Instructions on the use of audio-visual equipment should be provided on-site to all presenters and session chairpersons to ensure the proper use of the equipment. A rehearsal room, complete with slide and overhead projectors, should be provided for use by presenters. Audio-visual technicians should be readily available, ideally in each room, to operate audio-visual equipment and to assist with the presentations. A spare projection bulb and/or spare projector should be available.
- (b) **Exhibits:** Exhibits may be arranged by the organizers providing they are not subsidized by registration income. Publications related to the exhibits must include a disclaimer stating that the IEA does not necessarily endorse the products or services being exhibited. Notwithstanding the disclaimer, the organizers must endeavor to ensure that the products and services being exhibited are of high quality and appropriate to the audience.

▪ **ARTICLE 5. IEA COUNCIL MEETING**

In the event that an annual meeting of the IEA Council is to be held in conjunction with the Conference, the organizers shall make arrangements to provide the IEA the following facilities and services, insofar as possible, at no cost to the IEA.

- (a) A meeting room should be provided for a period of two days for the Council meeting prior to the Conference, the exact dates to be set by the Executive Committee. This meeting room must accommodate 40 or more persons seated around a conference table, plus additional seating for invited observers. Refreshments (coffee and rolls) are to be provided during morning and afternoon breaks. Secretarial support (photo-copying, preparation of last minute documents, etc.) is also required.
- (b) Additional meeting space may be required for meetings of the IEA Executive Committee, IEA committees and subcommittees during the Conference period. The requirement for this should be ascertained by the organizers through contact with the IEA Executive Committee a year prior to the Conference.
- (c) Suitable facilities should be provided for use by the President of the IEA for a period spanning the Council meeting and the Conference.
- (d) The IEA President should be given space in the printed program as well as be invited to give a 15 to 20 minute address at the opening ceremony.
- (e) The registration fee should, if possible, be waived for all IEA Executive Officers, Standing Committee Chairs, and Council members. Consideration should be given to helping offset some of the travel expenses for these persons.
- (f) IEA Executive Officers, Standing Committee Chairs, and Council members should be invited to chair technical sessions of the Conference.
- (g) A table should be provided in the main exhibit hall or near the registration area exclusively for displaying IEA brochures, a slide show and other materials.

TITLE 7 – ENDORSED CONFERENCE

The IEA may endorse an international conference organized by academic institutions, a professional association or an individual when it is considered to be appropriate by the Executive Committee. Organizers of an endorsed conference have to pay IEA a fixed fee as stated in Title 2, article 2 of IEA Policy on the support of conferences in ergonomics. This fee is equal to two times the regular

registration fee for the endorsed conference. The organizers of an endorsed conference are permitted to use the name of the IEA in promotional and other literature and to identify the IEA as follows : ~~endorsed and logo by the International Ergonomics Association~~. The conference organizers should provide promotional opportunities to IEA, and/or other incentives such as reduced cost of registration for members of IEA federated societies.

Those wishing to submit requests should contact the Chair of the Science, Technology and Practice Committee for guidelines regarding the IEA endorsed conferences. All requests should provide the information described in Title 4, article 2 of the IEA Policy on the support of conferences in ergonomics *and by a check equal to two times the regular registration fee for the endorsed conference, dated on the first day of the conference and to be cashed at that date*. Information regarding the name and address of the Chair as well as the request form can be obtained on the IEA Website.

IEA POLICY ON ENDORSEMENT OF TECHNICAL DOCUMENTS

TITLE 1 - GENERAL

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

There are three basic categories of documents that may be considered for IEA endorsement:

- Category 1: Technical documents prepared by Technical Committees of the Science, Technology and Practice (STP) Committee.
- Category 2: Other types of technical documents.
- Category 3: Documents developed by other IEA Standing Committees.

For each category of documents the specific procedure for endorsement is set out below.

TITLE 2 - ENDORSEMENT OF DOCUMENTS PREPARED BY TECHNICAL COMMITTEES OF THE SCIENCE, TECHNOLOGY AND PRACTICE COMMITTEE (CATEGORY #1 DOCUMENTS)

The draft document is to be reviewed by the appropriate technical committee or, if non exists, a task force formed by the chair of the STP Committee.

The recommendation is to be reviewed by the Chair of the STP Committee and, at the chairperson's discretion, sent for external review

The document proposed for endorsement will be submitted to the EC for final approval.

The endorsed document should have the following wording on its front cover:

"This document has been developed by (name of the respective Technical Committee) and endorsed by the IEA. The views expressed in this document are those of the authors, and do not necessarily reflect the views of IEA. IEA disclaims any liability as to the intended or non-intended use of this document. Specific mention of any products, equipment, procedures or systems is not intended to imply IEA endorsement of same".

TITLE 3 - ENDORSEMENT OF OTHER TECHNICAL DOCUMENTS (CATEGORY #2 DOCUMENTS)

The draft-document is presented to the Executive Committee.

The draft-document goes through an external review process, to be coordinated by the Chair of the STP Committee.

The final document will be presented to Council by the Chair of the STP Committee (voting for endorsement).

The endorsed document should have the following wording on its front cover:

"This document was developed by ..., reviewed by external reviewers and approved by IEA Council on ... for distribution. The views expressed in this document are those of the authors and do not necessarily reflect the views of IEA. IEA disclaims any liability as to the intended or non-intended use of this document. Specific mention of any products, equipment, procedures or systems is not intended to imply the IEA endorsement of the same."

TITLE 4 - ENDORSEMENT OF DOCUMENTS PREPARED BY IEA STANDING COMMITTEES (CATEGORY #3 DOCUMENTS)

The draft-documents have to be reviewed by the appropriate Sub-Committee.

The draft-document is then sent to the Chair of the appropriate Standing Committee for comment.

The final document will be presented by the Chair of that particular Standing Committee to the Council for approval (voting for endorsement).

The endorsed document should have the following wording on its front cover:

“This document was developed by ... , reviewed by the ... IEA Standing Committee, and endorsed by IEA Council on ... The views expressed in this document are those of the authors and do not necessarily reflect the views of IEA. IEA disclaims any liability as to the intended or non-intended use of this document. Specific mention of any products, equipment, procedures or systems is not intended to imply the IEA endorsement of the same.”

IEA POLICY ON JOURNAL ENDORSEMENT

TITLE 1 - PROCEDURE OF JOURNAL ENDORSEMENT BY IEA

▪ **ARTICLE 1. INITIAL SCREENING**

The initial screening criteria for journal endorsement are as follows.

- The primary objective of the journal is to publish independent scientific results relevant to ergonomics.
- The journal is refereed, with the refereeing process based on the widely accepted scientific quality requirements
- The journal should have an international editorial board
- The editorial board should include internationally recognized ergonomists
- The journal should have a regular frequency of publication.

▪ **ARTICLE 2. FINAL APPROVAL**

Following the initial screening, each of the journals requesting IEA endorsement should be assessed by the Science and Technology Committee, supported, as appropriate by the relevant Technical Committee. The supporting documentation should include sample copies (if the journal is already in print), description of objectives and scope, and statement of the criteria for acceptance of manuscripts.

The Executive Committee will make its final decision based on perceived overall quality of the journal and upon positive recommendation by the Chair of the Science and Technology Committee.

TITLE 2 - ENDORSEMENT REQUIREMENTS

Endorsement is contingent on the following:

- Discount on subscription to the members of the IEA federated and affiliated societies
- Provision of 11 complimentary copies for the IEA Information Center
- Provision of free advertising space for IEA (up to 2 pages per year)
- Placement on the journal's face cover of the official IEA logo and of the following statement:

"Published in cooperation with the International Ergonomics Association".

IEA PROCEDURES FOR OBTAINING OUTSIDE FUNDING

TITLE 1 - BACKGROUND

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.

TITLE 2 - RELEVANCE OF IEA TO UN

The IEA enjoys official status as a Non-Governmental Organization (NGO) with both ILO and WHO. As such, IEA is the only viable international organization of ergonomists. NGOs are typically non-political entities based upon a global network of professionals. To the extent that ergonomics has relevance to the UN, the priorities and programs of IEA are highly important to the United Nations.

TITLE 3 - PROCEDURES

IEA may, through the initiative of Federated Societies, IEA Technical Committees, or individuals, apply for funding. The application shall be coordinated with the Chair of the IEA Science, Technology and Practice Committee and submitted to the IEA Executive Committee for evaluation and approval. The Executive Committee will inform Council about decisions. If, for example, there are questions of policy implied by the source of funding or type of contract, Council's opinion and approval will be sought.

The IEA Treasurer is responsible for all fiscal procedures and accounting matters. IEA expenses shall be covered by applying an overhead rate to each contract. The basic overhead rate is 30%, but is subject to negotiation with funding agencies.

IEA will issue a subcontract to an individual, a company, or to a Federated Society, with the understanding that one named individual will carry responsibility for the coordination and execution of the contract.

Final reports must be approved by the IEA Executive Committee prior to any submission to the funding agency.

Individuals representing IEA may also apply for funding directly to a UN agency. In fact, several UN organizations prefer to issue contracts to individuals rather than to organizations. Such applications shall also be coordinated with the Chair of the IEA Science and Technology Committee and submitted to the IEA Executive Committee for evaluation and approval.

TITLE 4 - LIABILITY

IEA shall not be held responsible or liable for any personal loss or damage, accidents, diseases, or fatalities which may be incurred by subcontractors while working on an IEA contract. Individuals or companies that act as subcontractors to IEA shall insure themselves against losses which may occur. They shall be held responsible for taking the necessary precautions for working on IEA contracts. Relevant insurance costs shall be included in all proposals for IEA contracts.