

*Minutes P. 1*

INTERNATIONAL ERGONOMICS ASSOCIATION

MINUTES OF THE COUNCIL MEETING HELD AT THE EDEN HOTEL WOLFF, MUNICH, ON 29 AND 30 JULY 1978

- PRESENT:
- |                       |  |
|-----------------------|--|
| A Chapanis            | -- President   |
| H Scholz              | -- Treasurer   |
| R Sell                | -- Secretary General   |
| J Rosner              | -- 1979 Congress Chairman  |
| T Morris Fraser       | -- Human Factors Association of Canada                           |
| Brian Shackel         | -- Ergonomics Society  |
| Roger R Hall          | -- The Ergonomics Society of Australia and New Zealand           |
| Maurice De Montmollin | -- Société d'Ergonomie de Langue Francaise                       |
| Ernst Koningsveld     | -- Nederlandse Vereniging voor Ergonomie                         |
| Harry L Davis         | -- Human Factors Society   |
| Sadao Sugiyama        | -- Japan Ergonomics Research Society                             |
| Jose Mallart          | -- Division of Ergonomics of the Sociedad Espanola de Psicologia |
| Richard G Pearson     | -- Human Factors Society   |
| John J O'Hare         | -- Human Factors Society   |
| Tarald D Kvalseth     | -- Nordic Ergonomic Society                                      |
| Lothar R Holek        | -- Nordic Ergonomic Society                                      |
| Dr Imre Molnar        | -- Hungarian Society for Organisation and Management Science     |

(For addresses see Appendix 1)

No apologies for absence had been received.

C/78/1 The President welcomed all members to the meeting. He briefly described some of the activities that had taken place during the past year and commented on some problems still remaining. In particular, he was still concerned about the problems of communication between the IEA and its constituent Federated Societies. He hoped that those present would do their best to improve the situation.

C/78/2 The minutes of the Council meeting of 19th and 20th September 1977 and the Executive Committee meeting of 17th and 18th February 1978 were approved as correct subject to a correction to Minute EC/78/9. Rutenfranz is not involved in the organisation of a meeting with Professor Dror of Israel.

C/78/3 Matters Arising from the Minutes of previous meetings

(EC/78/3) The policy paper on IEA support for conferences in ergonomics has been approved and copies have been circulated to Federated Societies.

(EC/78/9) The Secretary gave a brief historical review of the discussions with Mr Gertzberg regarding the development of ergonomics in Israel. Koningsveld reported that the Dutch Society were still prepared to co-operate in the organisation of a meeting in Israel. As the Secretary had not heard anything since December 1977 he would send a copy of the final version of the policy document to Mr Gertzberg to find out if there was still interest in Israel in having a meeting.

Action  
Secretary

(EC/78/6) The Secretary reported that the joint IEA/ES meeting on "Job satisfaction" had been a success both financially and from the point of view of those attending. The book which had resulted from the conference was now at the publishers and was due to be ready early in 1979.

C/78/4 Financial report

The Treasurer presented a financial statement for the period 1976 to the 10th July 1978 as shown in Appendix 2. In reviewing the statement Molnar and De Montmollin said that they thought their Societies had paid for 1978. The Treasurer said that was possible since he had been absent from his office during the previous two weeks. He was not entirely up to date with the accounts. Rosner said that the money from Poland was for two years, 1977 and 1978. The non-payment by the Human Factors Association of Canada is being investigated.

Since present estimates of income and expenditures do not allow for much development of IEA activities, it is essential that new ways of fund raising be found.

C/78/5 Fund raising

The President tabled two versions (Appendix 3) of the letters it was proposed to send to International Corporations inviting them to become Sustaining Members. It was agreed that both versions would be used as appropriate. Dr Morgan has a list of the Secretaries of Federated Societies and he will write to them asking for names of people he should write to and for any special points to be made in the letters.

Action  
President/  
Dr Morgan

C/78/6 7th IEA Congress, Warsaw

The Secretary reported on a meeting held between himself, the Treasurer and representatives of the Polish Ergonomics Society in Warsaw on 19th May 1978 and on discussions with Taylor and Francis. It was agreed that in accordance with established precedent Taylor and Francis would publish invited papers in the August 1979 issue of Ergonomics, to be available to participants on their arrival at the Congress. The publishers insist on a rigid timetable being maintained by the organisers to ensure publication on time. Manuscripts must reach the editor of Ergonomics between 1 November 1978 and 1 February 1979 and be received by Taylor and Francis from 1 December 1978 to 1 March 1979. Publication date would be 15 July. The price, including delivery to Warsaw, for 200 copies would be £3.60 each, for 500 copies £2.93 each. These prices are based on an issue of 184 pages. The price would be reduced to £270 for 200 copies with 100 pages.

Rosner reported that as of 25 July he had received 589 completed cards expressing interest in the congress. Of the total 179 were from Poland, 86 from other Eastern European countries, 324 from Western countries.

In the budget prepared on 25 May, based on two estimates of attendance, the following surpluses were forecast: with 450 participants of whom 140 are from Western countries, 310,000 zls; with 600 participants of whom 180 are from Western countries, 557,000 zls. Since then the charge for accompanying persons has been reduced to 60 \$ so this will modify the above figures. In addition, the above figures do not take into account the cost of Ergonomics. Written confirmation had been received from the Polish Ministry of Finance that it will be possible to transfer to the IEA 50 per cent of the surplus of income over expenditure. A committee including representatives of the Polish Academy of Sciences had been set up and should any unexpected financial problems arise it might be possible to get further financial support from them in addition to that already promised.

The scientific programme is almost finalised as far as invited speakers are concerned. There are to be two invited speakers for each main topic so that different views could be obtained to stimulate discussion. During the discussion a number of points were raised which should be discussed within the organising committee and acted upon. These points are:

Action  
Rosner,  
Secretaries of  
Federated  
Societies

1 It is necessary to publicise the meeting widely in both Ergonomics and other allied areas. Each Federated Society should be asked to nominate someone to act as the publicity agent for the Congress. That person should arrange for the Congress to be advertised in Ergonomics, Works Study, Management, Engineering, Medical and related publications in his country.

Action  
Rosner

2 Some concern was felt regarding the way in which the IEA's financial contribution to the Conference in paying for Ergonomics, and the total Western currency contribution will be taken into account in working out the amount of surplus which would be exportable. It was felt that payment for the journal, which could be of the order of 6,000 DM, should be included in calculations about how much Western money had been paid.

Action  
Rosner

3 It is usual for Orbis, the Polish Travel Agency, to arrange package tours for participants. These package tours considerably reduce the overall cost for those travelling by air to Warsaw. At 1977 prices a package tour consisting of one week full board in Warsaw plus return air fare and accommodation in a reasonable class hotel cost no more than a normal return air fare from the UK. Rosner was asked to ensure that it would be possible for wives and accompanying persons to come on a package tour arrangement without being forced to pay the accompanying person's Conference rate even if this had to be done by the participant and his wife taking advantage of normal package arrangements and registering for the Conference separately.

Action  
Rosner

4 Fraser thought some of the Orbis charges were too high and that some of the activities should be carried out independently of them. Rosner was asked to check if this could be done.

Rosner said that it was planned to issue a special commemorative series of stamps in connection with the Congress by the Polish Post Office.

#### C/78/7 8th IEA Congress 1982

The Secretary reported that since the last Council Meeting no more invitations had been received to add to those from Australia and Japan. The President said that although it was not essential to make a final decision at this meeting, it would be desirable to do so in order that whichever country was to host the meeting would have as much time as possible to prepare. It was agreed that the choice between Japan and Australia was a difficult one to make and that there was no clear agreement or any obvious reason for making one choice rather than the other. The Australian Society tabled a new paper outlining its case.

During discussion the following points were made:-

- 1 The Australians feel that as a small Society they now contribute more to the IEA than they get back.
- 2 Australia and Japan must be considered separately. Whichever one of the two is chosen it cannot be considered as satisfying the needs of the other. It is almost as expensive to go from Australia to Japan and vice versa as to go from either Japan or Australia to the USA or Europe.
- 3 The IEA must not just consider profit. The IEA should also consider what contribution each country can make to ergonomics on the international scene.

4 Consideration should also be given to which country would itself benefit most from the Conference.

but did not know  
if it could

5 Japan thought it could get official support for the Congress and might be able to provide financial support for some individuals to attend.

Action  
Secretary/  
Japanese  
Society

After an extended discussion Hall withdrew the Australian invitation. The Council agreed unanimously to accept the invitation from Japan. Shackel proposed and Davis seconded the following resolution, which was accepted.

"It is the opinion of this Council, in view of the reasons given and the deliberations during this Council meeting, that should suitable invitations be received, the 1985 Congress be held in Western Europe and the 1988 Congress be held in Australia."

Action  
Secretary

The Secretary thought that this would not solve the Australian Society's immediate problems and there was a need to involve them more with the IEA, perhaps in connection with other activities considered later in the agenda. He agreed to contact the Australian Society with this in mind.

#### C/78/8 Other IEA Meetings

Action  
Kvalseth

Kvalseth reported that the Nordic Society had discussed the idea of running a joint IEA/NS meeting in Norway on "Propogation of ergonomics knowledge" to include something on the costs and benefits of ergonomics. Shackel said this could be a follow-on from the session in the Warsaw Congress on "Positive and negative factors influencing the implementation of ergonomic principles in industrial practice". It was agreed that the IEA would support the joint IEA/NS meeting in late August 1980. The Nordic Society should prepare a budget for discussion by the Executive Committee at its next meeting in January/February 1979 to determine whether financial support should be given.

Action  
Secretary/  
Bulat

The Secretary read a letter from Bulat proposing a joint IEA/Yugoslav Ergonomics Society meeting on "System, man, machine, and environment" which he proposed to hold in August 1979. It was thought that this was too close to the Warsaw Congress. Although, in theory, some people might be induced to go from Warsaw to Yugoslavia, it was thought that a meeting in Yugoslavia would more likely act as a competitor to the Warsaw Congress and that people would choose one or the other. It was agreed to support the proposal but to ask if the meeting could be moved to May 1980.

Action  
Secretary/  
Federated  
Societies

Education and training in ergonomics had been suggested as a possible topic for an IEA meeting. De Montmollin reported that there would be a session on this at the SELF Conference in Geneva in October 1978.

The Secretary was asked to write to the Federated Societies to see if any of them would be prepared to run a joint meeting with the IEA perhaps in 1981 on "Problems of certification".

The President has sent the policy document on meetings to Brazil as agreed.

#### C/78/9 Membership of the IEA of the Czechoslovak Committee for Scientific Management

It was agreed that this Society should be removed from the list of Federated Societies unless the Secretary and Treasurer obtained information at the Comecon meeting in Budapest that would suggest reconsideration of that decision.

C/78/10 Proposed change in rules - new category of "associated organisations"  
This proposal (See Council Minute C/77/14) was approved.

C/78/11 Proposed change in rules - deletion of the category of corresponding members

This proposed change in rules was also agreed.

C/78/12 Preparation of brochure on the IEA

Davis reported that the English version of the brochure was at the printers. He was waiting for the German and French translations. He was planning to print 2,500 in English at a cost of \$380 and 1,000 each in French and German at a cost of \$244 for each. Corrections were suggested regarding the change in the name of the Polish Society, now the Polish Ergonomics Society, and the addition of the new category of associated organisations. Members were asked to let Davis know immediately of any further corrections. In discussion, many Federated Society representatives thought they would like to send copies to individual members of their Society. Scholz said the Gesellschaft für Arbeitswissenschaft would pay for the German version, and De Montmollin thought that SELF would pay for the French. 1,500 of each would be printed. The first printing of the English version would be extended if there was a need. Any further printings would take account of amendments and corrections. Shackel thought the Ergonomics Society might be prepared to contribute towards the English version. The Secretary said that it must be remembered that the brochure will be out of date in one year's time because a new set of officers would be elected at that time.

Action All

Action Secretaries  
SELF and  
Gesellschaft  
für Arbeit-  
wissenschaft

Action Shackel

C/78/13 Preparation of IEA Newsletter

The proposed draft of the first newsletter was tabled. Shackel had some amendments which he would pass on to Rabideau. It was agreed that the title be changed to "Ergonomics International" to ensure that the critical word "ergonomics" would be retrieved in, any alphabetical list. The Secretary reported that the German Marshall Fund was still considering our request for financial assistance to support the newsletter. Taylor and Francis had agreed to print the first two issues in return for free advertising.

C/78/14 History of the IEA

Action Secretary

The Secretary reported that he had been unable to contact Stansfield to find out what has been done about the preparation of the history.

C/78/15 IEA Honours Committee

The report of the Committee was tabled (Appendix 4). It was the unanimous recommendation of the Committee that the IEA should not have honorary members as it had no ordinary individual members. De Montmollin said that SELF did not agree with the principle of awards to individuals because they only went to old established people and to pillars of the establishment. Hall proposed acceptance of the report and Fraser seconded. It was accepted with two abstentions. The President thanked the Committee and said it would be the responsibility of the next President to implement the recommendations. As a result of the discussion an amendment to the Rules will be necessary to remove the category of honorary members.

C/78/16 Report of the Publications Committee

This report was tabled and discussed. The Secretary doubted whether conference proceedings were viable in an international multi-language setting. It was agreed that, at this stage, a Directory was too expensive and too difficult to keep up to date. The Secretary said that an abstracting series would be difficult to put on a commercial basis. He cited the Ergonomics

Information and Analysis Service in the United Kingdom which had severe problems supporting itself. There was to be a session at the Munich Applied Psychology Conference later in the week on the international collection of ergonomics data chaired by H. Van Cott of the US Bureau of Standards. The President said that the HFS was becoming its own publisher; perhaps the IEA could co-operate with them or, if not, at least learn from the experience.

Following discussions, some amendments were made and the amended version is attached (Appendix 5). Shackel proposed and Pearson seconded the acceptance of this report and this was agreed.

Rosner was concerned that the Publications Committee would get too big. The Secretary asked if the Chairman of the Committee was to be an officer of the IEA as this would increase expenses but it was agreed that this was not necessary at this stage.

It was agreed that O'Hare would be appointed as Chairman for a full term (ie, up to five years) and Shackel and Fraser as members for one year to get the proposals implemented.

#### C/78/17 Officers of the IEA 1979-82

Members of Council were asked to think particularly about who might be the new Secretary. The Executive Committee will give this matter further consideration at its next meeting in January/February 1979.

#### C/78/18 Contact with ILO, WHO, ISO

1 ILO The Secretary reported that he had been in contact with ILO and that the Treasurer had hoped to attend one of their meetings in Turkey as a representative of the IEA. Unfortunately, he had not been able to. The IEA has been asked to comment on a document on the ergonomics of hand tools submitted by the ILO.

2 WHO The meetings of this organization are, in general, less relevant to IEA interests but we do have contact with it. Following an invitation to be represented on a small group considering the psycho-social aspects of work, the Secretary had contacted the German, French and UK Societies asking for suggestions for a representative. Only the German Society had replied. Rutenfranz had been suggested.

An invitation had been received for a representative of the IEA to attend a meeting to be held in Lisbon on "Medical experimentation and the protection of human rights" combined with one on "Industrial medical congresses". The invitation included free accommodation. Fraser or Metz were suggested as possible representatives.

Action  
Secretary

The Secretary said he would attend part of the European meeting of the WHO to be held in London in September. Other meetings were scheduled on "Health care" in Alma Ata on the 6th-12th September 1978, South East Asia on the 22nd-28th August 1978, and Western Pacific on the 21st-25th August 1978-1979. No nominations of representatives to attend these meetings were forthcoming.

3 ISO The Secretary said that the IEA should be playing an important role in the development of standards. We have been represented at most of the ISO TC 159 meetings usually by someone who is already attending in another capacity. There was, however, a need for better co-ordination between the IEA and ISO and a more stable representation from the IEA to

Action  
Secretary

ISO. The Secretary was asked to contact Federated Societies in countries with ISO committees for suggestions about persons who might serve as permanent IEA representatives to the ISO. The Secretary was also asked to contact Rookmaker to see if he would take on some co-ordinating role with the ISO. Possible UK people with interests in international standards were G Williams (Rank Xerox) and R Remington (IBM Hursley Park).

C/78/19 Reports from Federated Societies

Reports had been received from Australia and Germany (Appendices 6 and 7).

C/78/20 Report on IEA Directory of Educational Programmes

Pearson reported that he was working on the Directory through contacts obtained from Federated Society Secretaries and other sources. He had not yet settled on the details of the format but was considering the following items:-

- An Introductory section
- Advice on how to select a programme
- Advice on how to get financial assistance
- When to apply
- Admission requirements
- Fees
- To whom enquiries should be addressed
- 50 words on the major emphasis of the programme
- The level of qualification a student may reach

Action  
All  
recipients

A list of courses covered so far is included in the first IEA newsletter.

The President asked anyone with further suggestions to contact Pearson. There was a need for a budget for this activity. It was agreed that Pearson should prepare one for the IEA Executive Committee to consider. It is almost certain that the Human Factors Society will share the publication costs. The President and Shackel thanked Pearson for his work and Shackel in particular expressed his appreciation to the Human Factors Society for its offer.

C/78/21 Vth International Conference on Production Research

The Secretary said that the Executive Committee had agreed to a request to be a sponsoring organisation for the Vth International Conference on Production Research which is to be held in Amsterdam from 13th-16th August 1979. It was agreed that Koningsveld would act as the liaison between the organising committee of the Conference and the IEA. Shackel and Holek agreed to suggest speakers if requested by the organisers.

Action  
Secretary/  
Koningsveld

C/78/22 Other IEA Activities

The Secretary said that it was important for the IEA to be more outward looking and to co-operate with other bodies. Such new activities might make the IEA more attractive to sustaining members and help the IEA to have more influence on international affairs. One such activity might be in the area of telecommunications. Further discussion of this item was deferred due to lack of time.

C/78/23 Any Other Business

Kvolseth asked if there were any strings attached to NATO's support of conferences. In particular he asked if the proposed Nordic/IEA meeting had NATO support whether it would still be open to all nationalities.

Action  
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Action  
Secretary

It is necessary to amend the Rules to allow for the new category of sustaining members. The Secretary was asked to notify Secretaries of Federated Societies and to assume that the category is approved if no reply is received within a reasonable time.

A number of members felt there was a need to involve other countries, not as yet members of the IEA, in its activities. Examples are Russia, South America, and India. One proposal was to hold council meetings in these countries and to invite observers. The Secretary said this would increase costs considerably with little prospect of any benefit. He also expressed the opinion that there would be great difficulties in having open meetings. Other Council Members disagreed. The Russians would like to be more closely associated with the IEA but the main organisation of ergonomists in the USSR is the Institute of Industrial Design headed by Dr Manipov. This is a State organisation which employs people and also has a co-ordinating role with ergonomics research in the Comecon countries. It is not a body which elects a governing body from within its own membership. The Executive Committee was asked to explore this matter further.

Action  
Secretary

C/78/24 Date and place of future meetings

The next Executive Committee meeting will be held in January or February 1979 probably at the Secretary's house in London and the next Council meeting will be held in Warsaw on 25th/26th August 1979.

R G SELL  
Secretary



NAMES AND ADDRESSES OF THE DELEGATES TO THE COUNCIL MEETING OF THE INTERNATIONAL  
ERGONOMICS ASSOCIATION HELD IN MUNICH 29-30 JULY 1978

<u>Name</u>	<u>Society</u>	<u>Address</u>
Jan Rosner	Polish Erg Society	15 ul, Narbutta Warsaw (Poland)
T Morris:Fraser	Human Factors Assoc of Canada	Professor Dept of Systems Design Univ of Waterloo Waterloo, Ontario, Canada
Brian Shackel	The Ergonomics Society	Professor Dept of Human Sciences Univ of Technology Loughborough UK
Roger R Hall	Ergo Soc Aust & NZ	School of Transport and Highways University of NSW PO Box 1 Kensington NSW 2033 Australia
Maurice De Montmollin	Societe D'Ergonomie De Langue Francaise ( 'Self' )	Professor Univ. Paris Nord 3 AV Stalingrad F-G1120 Palaiseau
Ernst Koningsveld	Dutch Erg Soc	24 Labouchere laan 2283 EH Ryswyk The Netherlands
Harry L Davis	Human Factors Society	Human Factors Sect B-56 3rd fl Kodak Park Div Eastman Kodak Co Rochester NY 14650 USA
Sadao Sugiyama	Japan Ergonomics Research Association	Kwansei Gakuin Nishinomiya, Hyogo Japan
Jose Malhart	Division of Ergonomics of the Sociedad Espanola De Psi- cologia	Instituto de Psicologia Aplicada y Orient. Profesional Ciudad Universitario Madrid - 3
Richard G Pearson	US Human Factor Society	Professor Industrial Engrg NC State University Raleigh, NC 27650
John J O'Hare	Human Factors Society (USA)	Office of Naval Research 800 N Quincy St Arlington, VA 22217 USA

Tarald D Kvolseth

Nordic Ergonomic Society

Norwegian Institute of Technology  
N7034 Trondheim-NTH  
Norway

Lothar R Holek

Nordic Ergonomic Society

Technological Institute  
Gregersensvej  
Department of Occupational  
Psychology  
DK - 2630 Taastrup  
Denmark

Dr Imre Molnar

Hungarian Soc of Organisation  
and Leadership (Sekt Ergono-  
mic)

H -1068 Budapest  
Rippl - Ronai u 28  
Hungary

FINANCIAL STATEMENT 13.12.76 - 10.07.78  
(Summary)

Balance at CB 13.12.76		10.274,69
<u>Income</u>		
Ergonomics Society 1977	179,07	
Interest Alg Bank Nederland 1977	212,48	
Profit Congress Maryland 1976	<u>11.923,34</u>	12.314,89
Membership fees 1977		4.676,28
Membership fees 1978		<u>4.717,54</u>
		31.983,40
<u>Expenditure</u>		
Travelling costs	12.717,96	
Transfer to Secretary	5.095,35	
Telephone	117,30	
Costs Bank	<u>102,45</u>	18.033,06
Balance at Commerzbank 10.07.78		<u>13.950,34</u>
		31.983,40

<u>MEMBERSHIP FEES</u>	1977	1978
Ergonomics Society (UK)	710,38	834,24
Czechoslovak Committee		
Australia & Nes Zealand	304,99	
Ges F Arbeitswissensch	463,03	495,-
Hungarian Society	140,36	
HFS of Canada		
HFS USA	1.343,78	1.646,46
Japan ERS	260,29	297,86
Nederlandse Ver	340,29	
Nordic ES	651,-	695,-
Societa Italiana		
S E L F (France)	139,26	
Sociedad Espanola	102,20	108,42
Polish ES		<u>640,56</u>
	<u>4.676,28</u>	4.717,54
		<u>4.676,28</u>
		9.393,82

Travelling costs

Ex Com Meeting Febr 77 Luxemburg	3.825,39
Congress-arrangements Warsaw Apr 77	1.879,90
Council meeting London Sept 77	2.510,60
Prof Metz Warsaw Nov 77	874,69
Ex Com Meeting Febr 78 Luxemburg	2.538,28
Congress-arrangements Warsaw Mai 78	1.089,10
	<hr/>
	12.717,96

Membership fees	1978	Estimates 1979
Ergonomics Society (UK)	834	850
Czechoslovak Committee for Scientific Management		
Australia & New Zealand	310	320
Ges f Arbeitswissenschaft	495	550
Hungarian Society	140	150
HFS of Canada		
HFS USA	1.646	1.700
Japan ERS	298	300
Nederlandse Ver	350	360
Nordic ES	695	700
Societa Italiana		
Polish ES (77/78)	640	320
S E L F (France)	230	240
Yugoslav ES	140	150
Sociedad Espanola	108	120
	<hr/>	<hr/>
	5.886	5.760
	- 4.717	
	<hr/>	
	1.169	

International Ergonomics Association

## Recommendations for IEA Award

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

T Kvalseth  
J O'Hare  
B Shackel

Draft of an IEA Solicitation Letter Received from Dr. Ben B. Morgan, Jr.,  
with his letter dated May 22, 1978, and further edited by A. Chapanis

Short Form

Dear \_\_\_\_\_:

Some of the more important innovations in the design of  
consumer products, work spaces, equipment, and production procedures in  
recent years have come from the field of Ergonomics, or Human Factors  
Engineering as it is called in North America. As described in the en-  
closed brochure, the major world-wide supporter of ergonomic activities is  
the International Ergonomics Association. The International Ergonomics  
Association is a non-profit federation of organizations whose members are  
concerned with achieving the most efficient matches of people with the  
machines and tools they use and the environments in which they work and  
live. The purposes of the International Ergonomics Association are to  
disseminate ergonomic information throughout the world, to promote the  
practice of ergonomics on an international basis, to encourage the prac-  
tical application of ergonomics in industry, in the home, and in <sup>leisure</sup>~~sports~~  
activities, and to promote scientific ergonomic research in all countries.

In order to achieve these goals, the Association is endeavoring to identify a number of Sustaining Members, international organizations interested in ergonomic activities, who are willing to help support its efforts. On behalf of the International Ergonomics Association, we wish to invite your consideration of a plan of annual support for the work of the Association by your organization. We specifically suggest <sup>annual</sup> contributions in the amount of DM 500, but any contribution will be accepted and will qualify your organization as a Sustaining Member of the International Ergonomics Association. Contributions should be sent to the Association's bank account. (The Association is a non-profit organization and gifts within the United States are tax deductible.)

refer  
to  
entry

Your contributions, and those of other interested organizations, will make it possible for the International Ergonomics Association to undertake such new activities as (1) the establishment of international technical interest groups to deal with the ergonomics of aviation, computers, consumer products, and the design of other types of man-machine systems; (2) participation in the preparation of international standards for the design of equipment and systems; and (3) publication of an international directory

of ergonomists, ergonomic monographs (and eventually an edited series of abstracts) In addition, your contributions will also allow us to take a more active role in promoting ergonomics in a variety of international agencies and organizations (such as the ISO and WHO), and to sponsor more international ergonomics conferences and meetings.

Omit?  
(-)

In short, your contributions will make it possible for the Association to promote more actively the cause of ergonomics throughout the world, thereby advancing the worldwide improvement of working conditions, living conditions, and leisure activities (not to mention improved profits, increased productivity, greater safety, and higher job satisfaction.)

Your attention to this request is greatly appreciated. If you would like to discuss the matter further, please feel free to contact any of the Association officers listed on this letterhead.



Draft of an IEA Solicitation Letter Received from Dr. Ben B. Morgan, Jr.,  
with his letter dated May 22, 1978, and further edited by A. Chapanis

Long Form

Dear \_\_\_\_\_:

Your firm has achieved its position of international prominence by remaining alert to advances in science and technology, and by creatively adapting new ideas to the unique characteristics and requirements of the (automobile, telephones, drilling equipment, ships, etc.,) you produce. Some of the more important innovations in product design and systems development have come from the field of Ergonomics, or Human Factors Engineering, as it is called on the North American continent.

Ergonomists seek to achieve efficient matches of people, machines, and environments. They attempt to specify the "properties" of the human being as an essential component in the total system, and to do so in quantitative terms that can be applied to design and production processes. Designers can use such data to produce safer, more attractive product lines, and to accommodate machines to a wider variety of users, thereby shortening necessary courses of training, lowering accident rates, boredom and fatigue,

increasing worker satisfaction, lowering personnel turnover, and obviating the need for stringent selection of workers. Although many advances have been made in the improvement of the design of products, workspaces, and production procedures, there remain many fertile areas for research and improved applications of ergonomic principles.

The International Ergonomics Association, which is described in more detail in the enclosed brochure, is a world-wide, non-profit federation of organizations whose members are concerned with these matters. Some members are directly engaged in the design process. Others are conducting research and development to explore and measure those aspects of human capabilities most relevant to system operation. Still others are engaged in teaching and in the development of the underlying theory of man-machine systems. The purposes of the International Ergonomics Association are to disseminate ergonomic information throughout the world, to promote the practice of ergonomics on an international basis, to encourage the practical application of ergonomics in industry, in the home, and in leisure activities, and to promote scientific ergonomic research in all countries.

To achieve these goals, the Association is endeavoring to identify a number of Sustaining Members who are willing to help support its efforts. On behalf of the International Ergonomics Association, we wish to invite your consideration of a plan of annual support for the work of the Association by your organization. We specifically suggest annual contributions in the amount of DM 500, but any contribution will be accepted and will qualify your organization as a Sustaining Member of the International Ergonomics Association. Contributions should be sent to the Association's Treasurer, Professor Dr. H. Scholz, or directly to the Association's bank account. (The Association is a non-profit organization and gifts within the United States are tax deductible). [Relate to Country of recipient or org]

Your contributions, and those of other interested organizations, will make it possible for the International Ergonomics Association to undertake such new activities as (1) the establishment of international technical interest groups to deal with the ergonomics of aviation, computers, consumer products, and the design of other types of man-machine systems; (2) participation in the preparation of international standards for the

design of equipment and systems; (and (3) publication of an international directory of ergonomists, ergonomic monographs, (eventually an edited series of ergonomics abstracts) In addition, your contributions will also allow us to take a more active role in promoting ergonomics in a variety of international agencies and organizations (such as the ISO and WHO), and to sponsor more international ergonomics conferences and meetings.

(—)  
Omit?

In short, your contributions will make it possible for the Association to promote more actively the cause of ergonomics throughout the world, thereby advancing the worldwide improvement of working conditions, living conditions, and leisure activities (not to mention improved profits, increased productivity, greater safety, and higher job satisfaction).

Your attention to this request is greatly appreciated. If you would like to discuss this matter further, please feel free to contact any of the Association Officers listed on this letterhead.

## International Ergonomics Association

Report of Committee to look at the IEA role in publications.

### INTRODUCTION

In accordance with minutes C/77/18 of the Council Meeting of 19-20 September 1977, an ad hoc Committee was formed to consider the role of the IEA in the publication of material in the field of ergonomics. The Committee comprised Dr T.M. Fraser, Canada (Chairman), Prof. Dr. J Rosner, Poland, and Dr S. Sugiyama, Japan. Business was conducted by mail. In the latter part of the year 1977 a document was prepared by the Chairman and submitted for comment to the Committee members. No comments were received from Dr Sugiyama. Those of Dr Rosner are incorporated into the present Report.

### ROLE OF IEA IN PUBLICATION

The Committee notes that until the recent approval of the IEA News letter the IEA has in fact sponsored no publications. Even the Proceedings of the Triennial Congresses have been the responsibility of the host country and have been published, by agreement, in the journal Ergonomics.

All publications in the field of ergonomics have had national origins and have to some extent reflected national viewpoints, although they have been widely distributed internationally. The English language journals in particular, namely Ergonomics, Applied Ergonomics, and Human Factors, have had a wide international distribution.

The Committee believes that the IEA should have a special role in ergonomic publication, namely an international role that should reflect international interest and commonality of purpose, while at the same time clarifying differences in national approach and procedure. The Committee also considers that IEA publications should serve the function of bringing to an international audience expertise which might otherwise be relegated to strictly national activities. There should in fact be a publication forum sponsored by IEA which emphasizes the international aspects of ergonomics without conflicting with the legitimate aspirations of national societies and their publications.

### TYPE OF PUBLICATION

Several varieties of publication can be defined that might be of interest to IEA. These include proceedings of congresses and conferences, academic and professional journals, edited abstracts, specialized textbooks, and general reference books. Each is examined below.

#### Proceedings

As previously noted, it has been the practice for the Proceedings of the Triennial Congress to be published by Ergonomics under the sponsorship of the host country. The Committee is advised that this arrangement is merely one of convenience and is not mandatory. The Committee therefore recommends that, beginning with the papers derived from the 7th IEA Congress in Warsaw

in 1979, the publications in Ergonomics be restricted to abstracts only, in a pre-Conference issue, and that, as soon as possible after the Congress, revised and edited Proceedings be published in book form jointly by the IEA and the national organizing society, the profits of which would be divided between IEA and the national organizing society on some mutually satisfactory basis.

With respect to other conferences in which IEA is involved, the Committee recommends that the concept of Sponsorship by the IEA should include the expectation that the IEA will share in or if necessary be solely responsible for publication of any Proceedings of the Sponsored Conference, and to accrue a proportionate amount of the profits resulting from that publication.

It should be noted that in undertaking these publishing ventures the IEA may have to incur some expenditure prior to receiving any returns.

#### Periodicals

The Committee recognizes that the field of ergonomics is already reasonably well supplied with academic and professional journals in several languages, each of which is prepared to accept submissions from countries outside of its country of origin. Some indeed are prepared to publish articles in more than one language. The Committee therefore considers that the IEA cannot and should not enter into competition with the national journals. It recommends that the only periodical that should be sponsored by the IEA should be the Newsletter. The Newsletter should be informational in content rather than academic. It should be concerned primarily with people, things, procedures, management, activities and developments, and should not publish any academic, professional, or technical articles which would be more appropriate in the journal of a member society.

#### Edited Abstracts

For persons familiar with one language only it is frequently difficult to obtain information from work published in an unfamiliar language. While the Committee recognizes that several journals do indeed provide translated and edited abstracts of work published in another language, it considers that the IEA is in a unique position to provide a special service in this area. It therefore recommends that the IEA give consideration to the publication on an annual or other basis of a volume of edited abstracts on pre-selected topics taken from the pertinent literature available in the language of each participating country. Volunteers would be invited to select and edit appropriate abstracts published in the literature of their own language. The abstracts would then be translated into a common language, collated by an editor, and published in book form with a different or revised topic each issue. Since English is the most widely understood language it might be best to present the publications initially in English.

#### Text and Reference Books

The Committee recognizes that there is a shortage of good textbooks and general reference books in ergonomics, but it considers that the IEA has little, if anything, to gain by sponsoring publication of the type of text and reference books that are already handled by the national and international publishing houses.

It suggests, however, that there might be a place for three other types of book which are not presently published. One of these would be a series of books on the general theme of Current International Practice in Ergonomics. This series would emphasize international viewpoints. Like the previously noted Abstracts, each book could be oriented towards a topic. Selected authors from different countries could be invited each to prepare a chapter on the activities

and practices in that topic within the bounds of his own country. An editor would collate all chapters into an appropriate book which would then be a repository of international practice in that topic.

In a second area the Committee notes the initiative of the International Labour Office in having developed an Encyclopedia of Industrial Hygiene, and also the activities of Committee TC159 of the International Standards Organisation in developing ergonomic standards. The Committee recommends that either on its own, or in conjunction with ILO and/or ISO, the IEA should consider the preparation and publication of an International Encyclopedia of Ergonomics. This would be a major undertaking, developing over several years, perhaps as many as five. Topics would be defined by an Editorial Board and each topic would be assigned to two or more international experts chosen by the Board. The experts would then prepare definite articles to meet the Board requirements. These would ultimately be organized into an alphabetically ordered encyclopedia. This encyclopedia, in turn, would require periodic updating by smaller supplementary volumes, perhaps every five years, until eventually a complete revision would become necessary.

In a third area, the Committee took cognizance of a long felt need, originally expressed in minute EC77/15 of the Executive Council meeting of January 1977, for an international directory. It recommends that consideration be given to the preparation and publication, perhaps in conjunction with ISO Committee TC/159 and the World Health Organization, of an International Directory of Ergonomics Organizations and Institutions. In addition to presenting brief outlines of the activities and objectives of IEA federated and associated societies, along with the membership of their executive bodies, the Directory would include information on the status of ergonomic groups and activities in other public and private organizations such as ISO, ILO, professional engineering, psychological and medical organizations, and others as appropriate. The Directory would require regular revision.

#### IMPLEMENTATION MECHANISMS AND ORGANISATION

To implement the foregoing recommendations, if and when approved, the Committee recommends the formation of an IEA Publications Committee, responsible to the Council, to be chaired by a Member of the Council appointed by Council for a maximum term of 5 years and remaining on Council for that time.

The Publications Committee will be started by the Council and will consist of the Chairman with two other members appointed for one year so that work may start immediately. The Federated Societies will appoint the other members of the Publications Committee by the same formula as for membership of Council. These members will serve for a fixed term of three years, with re-election permitted. The Publications Committee will have the power to coopt subject to approval in each case by the Executive Committee.

The Publications Committee will be responsible for advising Council on and implementing when agreed the proposals in this report on Publications. In particular the Publications Committee will be responsible for supervising the Editors of any IEA publications, proposing their terms of reference and duration of appointment, etc; it will also consider the case for appointing a Managing Director to develop in detail the proposals in this report.

It will be the function of the Publications Committee to oversee and maintain the academic, professional, and technical content of the publications. The editors of the various publications will select and coordinate contributors to publications, will edit and collate contributions and will arrange for final printing and distribution, preceded where necessary by translation.

Until any or all of the foregoing recommendations are approved the Committee does not consider it feasible at this time to consider the actual mechanisms of publication, that is, for printing, binding, and distribution, etc. Clearly the IEA has no facilities for this purpose and arrangements would have to be made with commercial publishers or appropriate public bodies.

Furthermore, the Committee has not made any study of the potential costs involved and the likely results to the IEA, should the ventures be successful, or losses if they should fail. And while it has made recommendations concerning possible publishing activities there should be no implication that all of these should be undertaken at one time. To implement all of them would be a heavy commitment beyond the capacity of the IEA at this time. The Committee therefore recommends that Council consider the priorities of the publishing activities that have been suggested and make decisions accordingly. The Committee recommends that approval be given for sequential implementation of publishing activities in the following order of priority.

- |                   |   |
|-------------------|---|
| <u>Priority 1</u> | Newsletter<br>Congress Proceedings<br>Conference Proceedings<br>International Directory |
| <u>Priority 2</u> | Current International Practice Series<br>International Edited Abstracts                 |
| <u>Priority 3</u> | Encyclopedia of Ergonomics  |

It further recommends immediate appointment of the Publications Committee Chairman and two members who should be instructed to begin implementation of Priority 1 items pending the election of the Publications Committee.

Finally it recommends that the Publications Committee be instructed to determine and report to Council on the actual mechanisms for effecting publication of the other approved items.

T.M. Fraser, M.D., P.Eng.  
Chairman, Committee on Role of  
IEA in Publications



## GESELLSCHAFT FÜR ARBEITSWISSENSCHAFT e.V.

Annual Report 1977(1) Annual spring-congress in Darmstadt (Technical University, March 1977)

Much time was given to the transmission of scientific results and to the exchange of experiences. In 18 papers we gave a platform especially to young scientists for pointing out their results, methods and problems. Prof. Kordaszewski, Warszawa, gave an excellent report on the prospective changes of the workers' structures and of the organisation of work. Nearly all of the congress-participants paid a visit to Prof. Rohmert's institute. Two hundred and forty persons attended the congress.

(2) Autumnal conference in Wuppertal (October 1977)

This conference at the Technical University found a big interest with over 200 persons as participants. In lectures and discussions three themes were treated:

- (a) Ergonomic and safety-orientated education in the FRG.
- (b) Ergonomics - how to put into practice?
- (c) Working conditions in the office.

(3) Congress for industrial safety and medicine in Dusseldorf (November 1977)

The GfA co-organized this big congress (about 5.500 congress-participants and 23.000 exhibition-visitors). Several members of our society gave paper-contributions.

(4) Journal ZEITSCHRIFT FÜR ARBEITSWISSENSCHAFT

The development of the journal is satisfactory. In 1977 four numbers - as provided - were edited. In the last time there are difficulties in getting qualified and admissible manuscripts. The refuse-quota is at present about 40%. The number of subscribers has increased to over 1.000.

(5) Council members (since March 1977)

Prof. Dr. H Schmidtke, München (president)  
 Prof. Dr. J Rutenfranz, Dortmund (vice-president)  
 Prof. Dr H Scholz, Dortmund (secretary)  
 Dipl.-Ing. K John, Köln  
 Prof. Dr G Kaminsky, Reinbek  
 Dr H Munker, Dusseldorf  
 Direktor Dipl. -Volksw H Rehhahn, Neunkirchen/Saar.

(6) Membership subscription

40, --- DM/year.

(7) Membership

Full members: 400, sustaining members: 27.

July 1978

## THE ERGONOMICS SOCIETY OF AUSTRALIA AND NEW ZEALAND

The first meeting of the Ergonomics Society of Australia and New Zealand was held at the University of Adelaide in 1964. In 1970 the Society was incorporated under the Associations Incorporation Ordinance of the Australian Capital Territory. It became a federated member of the International Ergonomics Association in 1967.

The aims of the Society are, broadly

- 1 To promote research into the relationship between man, his occupation and his environment
- 2 To encourage the use of the human sciences and engineering knowledge to solve problems arising from this relationship.

Activities include annual conferences and a Quarterly Newsletter. The five branches (Australian Capital Territory, New South Wales, Queensland, South Australia and Victoria) are responsible for regular programmes of scientific meetings for members living near main centres. Working parties are currently examining Anthropometry in Australia and Training for Ergonomists, Publicity and Promotion and it is expected that other working parties will be set up in due course.

The Society is an interdisciplinary one. Of the membership of 250, approximately 22% come from the clinical sciences (medicine, physical and occupational therapy, optometry, etc), 21% from mechanical and electrical engineering, 16% from psychology and 10% from architecture, civil and structural engineering and industrial design. Other smaller groups come from industrial and production engineering, management consulting, and other physical and social sciences. The majority of members are employed in federal or state government agencies and laboratories or in tertiary education institutions.

There are three grades of membership. Fellowships for outstanding contributions to the objects of the Society have been bestowed on Professor R W Cumming (Psychology Department, Monash University), Associate Professor D A Ferguson (School of Public Health and Tropical Medicine, University of Sydney), Dr J C Lane (Director of Aviation Medicine, Department of Transport), Professor K A Provins (Deputy Vice Chancellor, University of Adelaide), Professor A T Welfare (Department of Psychology, University of Adelaide) and Mr R R Hall (School of Transport and Highways, University of New South Wales) Members are required to fulfil one or more of the following conditions:

- (a) hold a professional or academic qualification which was awarded upon the successful completion of a tertiary course of study of not less than three years duration full time or part time equivalent.
- (b) offer evidence of the application, over a period of at least two years, of anatomical, physiological, psychological and engineering knowledge to the problems arising from the relationship between man and his occupation, equipment and environment.
- (c) hold a full-time appointment in ergonomics.
- (d) offer evidence of direction or sponsorship of ergonomics research and/or application by others.
- (e) have published not less than two scientific papers on topics defined under (b) above in a reputable scientific or technical journal.

Persons may also join as Associate (non voting) Members if they do not qualify as Members. Provision is also made for Corporate Membership for organizations.

The Federal Council for 1978 is:

President	:	Dr W H Gladstones C/- Psychology Department Australian National University PO Box 4 Canberra A.C.T. 2600
General Secretary	:	Mr J H Adams C/- Defence Engineering Analysis Section  Department of Defence Russell Offices Canberra A.C.T. 2600
Treasurer	:	Mr M Peacock