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INTERNATIONAL ERGONOMICS ASSOCIATION

Minutes of Council Meeting held at the Schipol Hilton
Hotel Amsterdam, 14th June, 1974

Present: F.H. Bonjer - Chairman
 J.R. de Jong
 R.G. Sell - Secretary
 H.L. Davis
 H. Monod
 J. Rosner
 S. Sugiyama

Apologies were received from E. Asmussen, B. Shackel and J. Rutenfranz.

The Chairman welcomed the members to the meeting and expressed his pleasure that so many had managed to come. It was difficult often to justify travelling so far for a one day meeting and in future we should try to combine Council Meetings with some other activities. It might be easier if we have, in addition, someone whose responsibility it is to organize meetings between Conferences.

C/74/1 The minutes of the Council Meeting held on June 8th 1973 were signed subject to minor amendments.

C/74/2 Matters arising Minute 3. There were no firm views as to whether there could be more than one society from any country as a federated member. A particular example was the A.P.A. in the U.S.A. Davis thought the Association should only have one federated Society from each country so that there was one body to represent the whole of ergonomics and one which Government representatives would know if they wished to get information.

Action There is a need for careful wording in the rules as to
SELL who can become members. A question was asked regarding
 tax paid on the Associations account in Zurich. The
 reason for registering the Association in Switzerland
 was to avoid taxes. de Jong agreed to find out the
 reason for this.

Action The Policy for inviting speakers to Conferences and the
de Jong publication of their papers was discussed. It was
 agreed that invitations should be given by a member of
 the organising committee, a member of the I.E.A. Council
 or by someone from the Sponsoring Society who has a
 good understanding of the subject covered. Attempts
 should always be made to get all the invited papers
 published in Ergonomics. J. Fox should be a member of
 the 1976 organising committee because of his previous
 experience in arranging publication in the Journal.

Cont'd..

C/73/74

Minutes of the Executive Committee held on the 17th December, 1973.Action
Sell

It was agreed the Secretary should write to all corresponding members to point out that they could only be members of the I.E.A. in their own right if there was no National Society for their country and they did not belong to another.

Bonjer had not received a reply from the International Standards Organisation.

Both de Jong and Bonjer were going to the meeting in Bucharest but as Bonjer was giving a paper it was agreed that he would be the official representative of the I.E.A. ~~Shakel had written to say that Loughborough University was not willing to have an I.E.A. Meeting at the moment.~~ The Minutes of the Meeting were signed as correct.

C/74/4

Future constitution of the International Ergonomics AssociationAction
Sell

The Secretary read a letter that he had received from the Nordic Ergonomics Society broadly agreeing with the proposal published in the News-letter. The Chairman had had correspondence with Wisner who pointed out that the Association was based on Federated not National Societies; SELF and the Nordic Society for instance both covered a number of countries. After discussion it was agreed that it might be desirable to have more than one representative from the larger societies. It was suggested that societies up to 1,000 members should have one representative on the Council and those above 1,000 members two. It was hoped that amicable arrangements could be made between National Societies and the Association on the basis of the payment of Council Members expenses. It was suggested that the National Society should pay travelling expenses plus the hotel if possible, otherwise the I.E.A. would pay the costs of the hotel. The I.E.A. would, in any case, pay all expenses of the Executive Committee. It was agreed that the Secretary would write a draft constitution and give further attention to the role of the General Assembly.

A discussion was also held on the basis on which the subscription rate should be set for the future. It was thought that this should be on the basis of a per capita fee plus a block payment standard for all societies. It would then be possible in future to vary either the block payments or the per capita fee; the Treasurer agreed to think about this but there was a general agreement on say 500 Swiss francs per society plus one Swiss franc per member. The attached paper gives the Treasurers further thoughts.

C/74/5

1973 Conference

Bonjer read an extract from a letter from himself to Davis in which he reported that the guarantee of 4,000 Swiss francs which was provided to the Dutch society by the I.E.A. had now been paid back and was available for the Human Factors Society. Final loss of the 1973 Conference was 2,600 Dutch florins which was covered by the Dutch Government Guarantee.

C/74/6

1976 Conference

It was agreed that the Committee set up to consider this Conference was now working very well. H. Davies reported that none of the reports on previous Conferences covered the role of the Conference location operators. Davies had an initial meeting with the University of Maryland authorities in October 1973. It was obvious then that they wished to run the complete Conference. It was difficult for Davies to get from the organisers their estimates of costs and it appears that the following figures apply:-

If 500 attend and the minimum costs are \$30,000 that means a fee of \$60 per person, if the maximum cost estimate for 500 people is \$40,000 then the fee will be \$80 per person. These costs include that of simultaneous translation but it may be possible to get the equipment free. Kodak will probably be able to undertake some publicity work at no charge to the I.E.A. but it is difficult to know at the moment where to get Government support. The Rockefeller Foundation may support the Conference activities as it is timed to coincide with the American bicentenary celebrations.

It was agreed that \$80 would be an acceptable fee as far as I.E.A. Council members are concerned but it was appreciated that there might be difficulties with Human Factors Society Members who would consider this to be a high fee for a Conference held in the U.S.A. Discussion was held on how the risk should be shared. Should the I.E.A. take 40% of the risk/profit together with the Human Factors Society and 20% for the University of Maryland. Discussions were getting to the stage where it was possible there could be no risk to the University. The Human Factors Society/I.E.A. would be hiring them on the basis of services provided and agreed in advance. Insurance was considered but deferred until later because the majority of expenditure only arises in the last few months before the Conference. It was agreed that the maximum risk likely to arise by January 1976 was \$6,000 - 7000 and the I.E.A. were prepared to share this risk with the Human Factors Society. The provisional programme was discussed and it was agreed that the Secretary should publish the following topics in the next issue of the Newsletter and see if he could get suggestions for further topics and speakers on these topics.

Action
Sell

Cont'd..

1. Occupational safety and health
2. Ergonomics and industrial design (The move from an emphasis on styling towards function efficiency and safety)
3. Education and ergonomics
4. Ergonomics and standards
5. Transfer of ergonomic developments in space to occupational and home environments.
6. Storage retrieval and utilisation of ergonomics data
7. Ergonomic job design and work satisfaction
8. Equal employment opportunities and ergonomic implications for the employment of all groups of people.
9. Ergonomics for health care (report of an international meeting)

It was agreed that the desirability of having the "Old world, new world, one world" theme would be left to the Human Factors Society to consider. The Advisory Committee for the Conference from the International Association would consist of T. Fraser, B. Shackell, J. Fox and the Executive Committee.

C/74/7

1979 ConferenceAction
Sell

It was agreed that the Secretary should send an encouraging letter to the Polish Authorities but that this would still leave it open for other venues to be considered.

C/74/8

Other Activities 1974/6Action
Sell

A symposium on experimental studies of shift work was due to be held in October 1974 at Dortmund to be organised by Rutenfranz and it was believed that another meeting was being held in November 1974 on shift work being organised in France by Cazamian. It was agreed that the Secretary should write to both these organisers to see if they would be prepared to let the I.E.A. Council have a report giving the conclusions of these meetings and to see if they had any relevance to the I.E.A. Congress. It was agreed that the I.E.A. should organise a meeting in February/March 1975 on the "Contributions to be made by Ergonomics to Health Care with the intention of starting from the patients needs. This would be held in Geneva and would be held in co-operation in some way with the World Health Organisation. Bonjer would explore the possibilities of this meeting and also whether there was anything further which would be carried out on "Ergonomics

and standards". Rosner mentioned the possibility of a meeting in Warsaw on design of Consumer products in January to April 1975 in co-operation with Icsid. It was thought that this might be in conflict with the other I.E.A. meeting and resources. Possible people who might help with such a meeting if it was held in Poland were:-

J. Dirken - University of Delft
 B. Shackell - Loughborough University
 B. Archer - Royal College of Art, London
 Rebiffe - (Renault/Peugeot)
 Chester Abend - SCM Corporation, SCM Design
 Centre, Syracuse, New York.

The Secretary was asked to write straight away and suggest some help with this meeting. It was agreed that it would be difficult in view of the competition for I.E.A. time and resources to make this a fully sponsored meeting.

Action
 Sell

It was agreed that although a good idea, conservation was not a practical subject for a meeting in the near future. The Secretary will write to the Secretary of the Nordic Society to get the latest information on ship board ergonomics work.

Action
 Sell/de
 Jong

It was agreed that the Treasurer and Secretary should discuss together the possibility of having a meeting in September 1975 on "Ergonomics and job satisfaction" which could lead into the 1976 International Congress.

C/74/9

Membership of the I.E.A.

Action

No letter has yet been received from the Hungarian Society, Rosner agreed to try and find out what the reason was for the hold up.

C/74/10

Ergonomics and Standards

Bonjer had not yet received a reply to correspondence sent to the ISO last year. It was believed Burckhardt was in favour of an ISO technical committee on ergonomics.

C/74/11

Communications between Societies and I.E.A.

Action
 All
 Repts

It was agreed that representatives should try and ensure that material is sent to the Secretary in a suitable form for him to publish in a Newsletter without editing.

C/74/12

Next Meeting

It was agreed that the next Council Meeting should be held if possible in connection with the meeting on Health Care in Ergonomics which is hoped to be organised early in 1975 in Geneva.

