

# INTERNATIONAL ERGONOMICS ASSOCIATION



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## INTERNATIONAL ERGONOMICS ASSOCIATION

### MINUTES OF THE COUNCIL MEETING HELD AT THE PALACE OF CULTURE, WARSAW; 26 AUGUST 1979

#### Present:

A. Chapanis	President
H. Scholz	Treasurer
R. G. Sell	Secretary <del>Treasurer</del>
J. Rosner	1979 Congress Chairman
T. Triggs	The Ergonomics Society of Australia New Zealand
B. Shackel	Ergonomics Society
J. Wood	Ergonomics Society
H. Davis	Human Factors Society
R. Pearson	Human Factors Society
J. O'Hare	Human Factors Society
T. M. Fraser	Human Factors Association of Canada
S. Sugiyama	Japan Ergonomics Research Society
E. Koningsveld	Nederlandse Vereniging voor Ergonomie
T. Kvalseth	Nordic Ergonomics Society
A. Oginski	Polish Ergonomics Society
J. Vogt	Societe d'Ergonomie de Langue Francaise
I. Molnar	Hungarian Society for Organisation and Managements Science
J. Mallart	Division of Ergonomics of the Sociedad Espanola de Psicologia

No apologies for Absence had been received.

#### C/79/1--Minutes of Council Meeting of 29 and 30 July 1978 and the Executive Committee Meeting of 26 and 27 January 1979 - (C/78/7)

Sugiyama doubted if he could get any support for individuals to attend the 1982 Congress. It was agreed that the minutes as laid down did not imply that this would definitely happen but that it was possible and it was agreed to leave the minutes as they stand.

(EC/79/14) - The phrase "who would also be a President of the HFS" should be removed from the fourth paragraph of this minute.

Subject to the above comments, the minutes of both these meetings were approved.

C/79/2--Matters Arising Not Covered Below

(EC/79/16) - Pearson reported that the Directory of Educational Programmes had been published on 22 August. The cost to the IEA would be \$600 which was cheaper than expected. The cost per individual copy was 40 US Cents but each copy had on it a price of 5 DM which Federated Societies could charge if they wished. Copies would be put on display at the Congress but would not be for sale. 1,500 had been printed for the Human Factors Society and for the IEA with 200 extra. Pearson hoped that the production of the brochure will increase knowledge and that its appearance will encourage more people to provide information as he had not received all the replies he expected.

Shackel congratulated Pearson on the production of the brochure and the other members of the Council agreed that it had been a worthwhile exercise.

C/79/3--Financial Report

The Treasurer distributed the Financial Report which is attached as Appendix I. The Treasurer reported that he was happy with the situation and that over the period of his Treasurership income had been roughly balanced with expenditure except that at present the cash in hand was low because of the loan paid to the seventh IEA Congress via the purchasing of copies of Ergonomics.

He was concerned with the problems of future expenses especially with the next Congress being in Tokyo and the possibility of having to pay fares for people to either go to Japan or people from Japan to come to Europe.

He said that the Human Factors Society had not yet paid their contribution towards the costs of printing the brochure. H. Davis was asked to get a bill sent to them.

The Secretary reminded the Council that the payments for the Congress issue of Ergonomics should be returned from Poland before any calculation was made regarding a surplus as this payment should be considered as an operating expense of the Conference.

C/79/4--Fund Raising Activities

The President said that the IEA was still not in a financially healthy state and it was necessary to look for further sources of funds. He had taken a strong line in trying to get sustaining members but not all Societies had supported this approach. Both the Chairman and the Human Factors Societies had sent in suggestions. So far only AT and T has become a member but there were some other possibilities in the United States.

It was necessary to go to the International divisions of companies rather than local ones and it helped if a direct approach to a senior member of the management could be made at the same time by a member of the IEA working within the company to put pressure on top management. Fraser suggested that the President should take over as Chairman of the Fund Raising Sub-Committee. It was agreed that he would act as an adviser to the Executive Committee on how things should proceed. The Secretary said that more topic-oriented meetings or activities should be carried out to involve people from outside the direct Ergonomics fraternity to give them a basis on which they could support IEA.

C/79/4--Fund Raising Activities (continued)

Davis suggested that Conference organisers try harder to get a surplus. The Secretary pointed out that this was normal practice in that the break-even point was fixed for a pessimistic level of attendance. For the Warsaw meeting, the break-even level of attendance had been fixed at 145 from the West.

C/79/5--Seventh IEA Congress

Rosner reported that the current level of registrations were:

- 235 from the Western countries
- 115-120 Socialist countries excluding Poland
- 150 Poland

It was difficult at the time to estimate the profit but he would expect to have a substantial surplus in view of the high number of registrants from the West as compared to that budgeted for.

C/79/6--Proposals for 1979-82 Subscription Rate

Two proposals were put forward for the new subscription rate.

Proposal A: 80 Swiss Francs plus 2 Swiss Francs for each member between 0-600 and 0.75 Swiss Francs for each above 600.

Proposal B: 80 Swiss Francs plus 2 Swiss Francs for each member between 0 and 500, one Swiss Franc for each member between 500 and 1,000 and 0.5 Swiss Franc for each member for 1,000 upwards.

It was agreed that Proposal A should be accepted and that it should be made clear to Federated Societies that it was on the basis of each individual subscribing member as of the preceeding 31 December.

Affiliated Societies would pay 40 Swiss Francs plus 2 Swiss Francs for each member between 0 and 600 and 0.75 Swiss Francs for each member over 600.

The possibility of a late fee of, perhaps, 15% of the fee due in any one year was discussed but it was agreed to postpone any introduction of this.

C/79/7--Eighth IEA Congress Tokyo 1982

Sugiyama reported that preparation has started and the Japan Ergonomics Society Organising Committee has been set up.

Japan Airlines have been appointed as the official airline and this means they would be able to get some assistance from JAL in terms of free postage or brochures, etc.

The Japanese Ergonomics Research Society had suggested that the IEA Liaison Committee should consist of Davis, Shackel and Ruffell-Smith. The Secretary pointed out that there should be possibly two committees. One to advise on arrangements and one to advise on programme and that the members of these committees should be determined by the IEA rather than the Japanese Society. There was also a need to get representation on the scientific Programme Committee from non-English speakers so that the programme had an international flavour. It was agreed that discussion of this item should be the responsibility of the incoming Council.

C/79/7--Eighth IEA Congress Tokyo 1982 (continued)

The Chairman of the Congress Organising Committee would be Dr. Oshima and Professor Sugiyama would remain as the Japan Ergonomics Research Society's representative on the Council.

The date of the Congress had not yet been decided nor the exact location in Tokyo.

C/79/8--Officers of the IEA 1979 - 1982

The President reported that this was the first time that Council members had been appointed under the new system.

The Treasurer, H. Scholz was prepared to serve for another three years and it was unanimously agreed that he should continue to do so.

The Secretary, R. G. Sell, had completed his period of office and was not eligible for re-election. The Executive Committee had recommended at its meeting in January that Kvalseth should succeed him and there was another nomination for H. Davis. After discussion and particularly in view of Kvalseth's proposed move to the United States it was unanimously agreed that H. Davis should be the new Secretary General.

The Polish Ergonomics Society had proposed J. Rosner as the new President of the IEA and this was unanimously accepted by the Council.

C/79/9--Other IEA Meetings

Kvalseth reported on the arrangements for the joint IEA/NES Conference on "Ergonomics in action from theory to practice". A Conference Committee consisting of Sjöflot, Benjaminsen, Kvalseth, Shackel and Chapanis had been set up. A special issue of Ergonomics for 8 or 9 invited papers plus abstracts of others had been agreed with the Editor and discussions were in hand regarding publication of the complete proceedings.

The Executive Committee had commented that the registration fee of \$150 seemed to be expensive but there was no way of avoiding this kind of thing in Oslo where it is difficult to put on a cheap conference. This figure was based on attendance level of 200 and it was expected that this would be easily reached. The IEA did not stand to gain or lose from attendance at the meeting but it was hoped that some profit to the IEA might come from the publication.

W:  
TH The Conference was being held in hotels and they do not have their own conference equipment so it would be necessary to hire this. Translation would not be provided. The meeting would be held in place of the normal annual meeting of the Nordic Ergonomics Society which normally gets an attendance of 200+ people so there should be no problem with getting this number to an international meeting even with the higher level conference fee. Further information could be given at the next Council meeting.

W:  
[ The Secretary reported that he had corresponded with A. Wisner regarding him organizing a meeting through SELF and in co-operation with the ILO on "Ergonomics and Developing Countries". Vogt reported that this had not come up in SELF discussions as far as he knew and it was agreed that a check should be made with Wisner during the Congress.

C/79/9--Other IEA Meetings (continued)

J. Wood reported that there was a possibility of the Ergonomics Society holding a meeting on behalf of the IEA with the International Council for Societies of Industrial Design to be held some time in 1981 and '82. It was agreed that discussion should continue.

C/79/10--Proposal to have the HFS Address as the Permanent Address for the IEA

It was agreed that this should be set in motion.

C/79/11--Membership of the IEA

The Secretary reported that following discussions with the Czechoslovak Committee for Scientific Management it was not clear that they had never had official approval for their membership of the IEA and it should be considered that they had never been members.

Nothing further had been heard from Gertzberg but a travel agent in Israel who was keen to organize Ergonomics Conferences there was looking at other possible approaches.

Mallart reported that for the moment the Spanish Psychology Society would prefer to stay as an associate member of the Association rather than applying for full membership.

Discussions have been proceeding with Russia but they do not yet have a society in the true sense, China who have just formed a Psychology Society and there are future possibilities of Societies in Brazil, Mexico and Egypt.

The question was raised again as to whether it was necessary to have the restriction of only one Society for one geographical area. If the IEA was interested in raising more funds and enlarging its membership it could invite applications from division 21 of the APA and from similar groups in other countries. The Secretary reminded the Council that the reason for restricting membership to only one Society from any area was so that should the Association get involved in any discussions involving governments or other national organizations then it would be clear that there was only one national Federated Group through which they should talk to the IEA. It was agreed that all Council members should go back to their Societies to discuss the pros and cons of the options available.

C/79/12--Future IEA Activities

It was agreed that as this concerned the future it should be the responsibility of the incoming Council.

C/79/13--IEA Newsletter

The Secretary reported that Taylor & Francis had printed without charge the first two copies of Ergonomics International and the total cost in posting and other expenses was around £120. He had received an offer from IPC to do the same for the next two issues or they were prepared to print enough copies of Ergonomics International for all individual members of Federated Societies provided they could have the membership lists which they could then use for their own publicity material. It was agreed that most Societies did not have any objections to releasing their membership lists. To send just one copy of Ergonomics International, however, would raise expectations which the IEA was not yet in a position to satisfy that the newsletter would continue to arrive. It was agreed that the Publications Committee should look at ways of financing a wider circulation of the newsletter within the present budget of 1,000 DM per year and the next two issues of Ergonomics would be printed by PIC as they had originally agreed and sent to the restricted circulation list being developed. The Secretary reminded all members that there was a need for a wide ranging distribution list of the newsletter to be prepared covering Council and other members in each Federated Society and some other important people who it was felt should receive the newsletter especially in those countries where there is not a Federated Ergonomics Society. Proposals for names for the mailing list should be sent to:

Mr. D. Anderson  
Culross  
Bronshill Road  
Torquay  
Devon TQ1 3HD  
England

C/79/14--Newsletter

The Secretary reported that Stansfield had produced his paper on the pre-history of the IEA and would be presenting it at the Congress. It was agreed that the Secretary should write and thank him for this.

The Secretary said that he would now be working on the first 20 years of the IEA from 1959 to 1979 and would appreciate any information that members had on the progress of the IEA during that time. It was agreed that he would take responsibility for the preparation of this history and that it would be his views that were put forward although he would make every effort to check the facts with those responsible.

C/79/15--Appointment of Honours Committee

This was deferred for the new Council.

C/79/16--Publications Committee

O'Hare had produced the report. See Appendix II. There was some discussion as to whether it would be possible to publish the proceedings of the Warsaw Congress. It was pointed out that it would be difficult to get a publication now because many authors would not have prepared their papers properly. It is necessary to decide well in advance if that is what should be done and consideration should now be given as to what should happen in Tokyo in 1982. The Secretary reminded members that it is easier to do some things with a one language conference.

C/79/16--Publications Committee (continued)

Pearson asked whether it would be desirable to update the Educational Directory every three years. It was thought that this might be possible if more up-to-date information had come in and if a continuing dialogue has been established with the contributors.

V: The next Council should appoint the new Publications Committee.

C/79/17--Contacts with ILO, WHO, ISO

ILO---The Secretary reported that he had asked for nominations for representatives of the IEA at an ILO meeting due to be held in Dresden in November on noise and had only one suggestion; Dr. Szechey from Hungary had been nominated but there was a problem over whether he would be able to get finance. Scholz said that he would be going to this meeting and it was agreed that Molnar would contact the Secretary (Sell) if Szechey was unable to attend and that Scholz would represent the IEA.

WHO---The Secretary reported that there were a number of meetings coming up for which he would like representatives. He would raise the matter at the General Assembly to see if anyone volunteered.

ISO---The Secretary reported that the IEA had been asked to comment on ISO Draft Proposal No. 6385, IS/TC159/SC1 "Ergonomic Principles of the Design of Work Systems". This had been sent to all Federated Societies in October 1978. Due to the time which Societies take to reply the co-ordinated comments were not sent to ISO until 19 July 1979 which, unfortunately, was not in time for official consideration at the Committee but was able to be considered by the technical experts who met after the Committee meeting. Replies were not received from the Ergonomics Society of Australia and New Zealand, Gesellschaft fur Arbeitswissenschaft, Human Factors Society, Nordic Ergonomics Society, Polish Ergonomics Society, Yugoslav Ergonomics Society. The Secretary said it would help that if Societies who were not intending to reply or who had no comments let the Secretary know when he asked for views on papers--this would save considerable trouble.

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He apologized to Council that he had missed a request from ISO TC159/SC2 for a list of experts in Ergonomics to whom the ISO Committees could turn for assistance. He saw from the papers for the recent ISO Sub-Committee meeting that both the Netherlands and French organizations had put forward names. During the discussion both the NVvE and the SELF representatives said they had not submitted names and that any names from their countries had come from the Standards organizations. The Human Factors Society representatives said they would not consider putting forward the names of experts. It was agreed that the IEA was not able to provide a list and that it would be up to the National Standards organizations to approach Federated Societies in their area who could decide if they were prepared to support a list or not.

The Secretary reported that he was still having problems in getting an IEA co-ordinator for ISO matters. He had written, as agreed in the last Council meeting, to Rookmaker asking if he would be prepared to take this on but he had not received a reply. In the meantime, T. Leamon had expressed an interest in doing this role

C/79/17--Contacts with ILO, WHO, ISO (continued)

because it fitted in well with his employer's interests. It was agreed that as both were present at the Congress in Warsaw discussions should be carried on and that the Secretary should obtain agreement between them as to who should do the job.

C/79/18--Brochure on IEA

This has now been distributed to some Societies but others have not yet received it. Davis was asked to check on the whereabouts of outstanding copies. There was a need to bring the names of the officers up-to-date and Davis was asked to look into the best way of doing this. The retiring Secretary asked for some copies of the amended leaflets or amendment slips if these were produced to be sent to him so that he could still deal with routine enquiries without referring them back to the new Secretary.

C/79/19--General Assembly

This would be the first General Assembly held under the new rules and so there were no precedents. It was agreed that the President would introduce the meeting giving his report on the last three years and stating what the function of the General Assembly was. The Secretary and Treasurer would present their reports and there would be opportunity for discussion.

C/79/20--Any Other Business

The Secretary reported that the IEA had had a letter from the Ergonomics Society congratulating it on its 20th birthday.

The Secretary said that there was a need to vote by Societies on one aspect of the new rules. Agreement had tacitly been given to the category of sustaining members but formal agreement to a change of the rules had not been agreed. The Secretary said that he would produce a new set of rules which he would send to Federated Society Secretaries to get agreement to them, using the system applied before that a nil reply by a certain date indicated acceptance. The rules would then be re-produced in the newsletter and in Ergonomics.

Triggs reconfirmed that the Ergonomics Society of Australia and New Zealand would like to have the 1988 Conference held in their area and the Council reaffirmed its decision of the last Council meeting that this should take place if possible.

C/79/21--Date and Place of Next Meeting

Thursday 30 August in Room B, Palace of Culture, Warsaw after the closing ceremony..

Respectfully submitted

R. G. Sell  
Secretary-General

RGS:cb  
4/18/80

Attachments: Appendix I  
Appendix II



# INTERNATIONAL ERGONOMICS ASSOCIATION



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Tel: Office +49-231-124243 Home +49-231-128497
- Bankers:** Commerzbank Dortmund Account No. 210 6508

Appendix 1

## S T A T E M E N T

of Income and Expenditure for International Ergonomics Association 1977 - 1979

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We have examined the statement of income and expenditure for International Ergonomics Association. Our examination was made in accordance with generally accepted auditing standards. Recorded receipts and disbursements were reviewed and traced to the applicable accounts. Also, all invoices for disbursements were examined.


At the 22-08-1979 the IEA had a balance of

3.648,-- DM  
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at the Commerzbank Dortmund.

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Dr. J. R. de Jong  
Bilthoven/Netherlands



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Prof. Dr. Dr. J. Rutenfranz  
Dortmund/West-Germany

23-08-1979

INTERNATIONAL ERGONOMICS ASSOCIATION

S T A T E M E N T of Income and Expenditure 1977 - 1979

	DM	DM
<u>I N C O M E</u>		
Balance at Commerzbank 13.12.1976	10.275,--	
Ergonomics Society	179,--	
Interest Alg. Bank Nederland	212,--	
Profit Congress Maryland 1976	11.923,--	
Membership Fees 1977 - 1979 (Appendix 1 + 2)	16.069,--	
Sustaining Membership	563,--	
IEA-Information-Brochure (Appendix 3)	<u>1.440,--</u>	<u>40.661,--</u>
		=====
<u>E X P E N D I T U R E</u>		
Travelling Costs (Appendix 4)	21.035,--	
Bank Charges	47,--	
Telephone, Postage	614,--	
Transfer to Secretary General	5.556,--	
IEA-Information-Brochure (printing Costs)	3.017,--	
ERGONOMICS - Special Issue for Warsaw -	<u>6.744,--</u>	<u>37.013,--</u>
Balance Commerzbank 24-08-79	<u>3.648,--</u>	<u>40.661,--</u>
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MEMBERSHIP FEES

1977 - 1979

	DM	Members
Ergonomics Society	2.384,--	681
The Ergonomics Society of Australia and New Zealand	1.053,--	324
Czechoslovak Committee for Scientific Management	--	--
Gesellschaft für Arbeits- wissenschaft	1.531,--	437
Human Factors Society (USA)	4.653,--	1.573
Human Factors Association of Canada	688,--	142
Japan Ergonomics Research Society	558,--	193
Nederlandse Vereniging voor Ergonomie	1.293,--	364
Nordic Ergonomic Society	1.346,--	620
Polish Committee on Ergonomics and Labour Protection	964,--	220
Société d'Ergonomie de Langue Française	625,--	280
Societa Italiana di Ergonomia	417,--	100
Hungarian Society for Organisation and Management Science	208,--	76
Yugoslav Ergonomics Society	139,--	( 60 )
Sociedad Espanola de Psicologia	<u>210,--</u>	<u>( 100 )</u>
	16.069,--	5.170
	=====	=====
Arrears: (Japan, Nordic, France, Hungaria, Yugoslavia, Spain)	2.000,--	

23-08-1979

MEMBERSHIP FEES

	1977	1978	1979	Arrears
Ergonomics Society	710,--	834,--	840,--	
The Ergonomics Society of Australia and New Zealand	305,--	396,--	352,--	
Czechoslovak Committee for Scientific Management, Ergonomics Section	--	--	--	
Gesellschaft für Arbeitswissenschaft	463,--	495,--	573,--	
Human Factors Society (USA)	1.344,--	1.646,--	1.663,--	
Human Factors Association of Canada	→	444,--	244,--	
Japan Ergonomics Research Society	260,--	298,--	✓ (300,--)	
Nederlands Vereniging voor Ergonomie	340,--	468,--	485,--	
Nordic Ergonomic Society	651,--	695,--	(700,--)	
Polish Gemmittee on Ergonomics and Labour Protection Ergonomics Society	→	641,--	323,--	
Société d'Ergonomie de Langue Française	221,--	404,--	✓(400,--)	
Societa Italiana di Ergonomia	→	222,--	195,--	
Hungarian Society for Organisation and Management Science	140,--	68,--	✓(200,--)	
Yugoslav Ergonomics Society	139,--		(300,--)	
Sociedad Espanola de Psicologia	102,--	108,--	(100,--)	
	4.675,--	6.719,--	4.675,--	(2.000,--)

INTERNATIONAL ERGONOMICS ASSOCIATION

Report of the Publications Committee

- 1 Three publications launched by the IEA Council appear to be moving well and the PC feels no need to assume any role in their successful activities, except to monitor their activities.
- 2 The PC continues to review the procedures for the handling and distribution of the congress proceedings, preparation of brochures and development of the International Directory of Educational Programmes. No recommendations.
- 3 The remaining two items of first priority - (1) International Directory of Ergonomic Organisations /Institutions, and (2) Conference Proceedings, are under continuing review. No recommendations. We note that in the current issue of "Ergonomics International" that the Editor has made a start towards item (1) by soliciting information from secretaries of the federated/affiliated Societies.

M Fraser  
J O'Hare (Chair)  
B Shackel

Appendix 3

IEA-Information-Brochures  
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Payment

DM

Société d'Ergonomie de Langue Française	549,20
Japan Ergonomics Research Society	104,80
Nordic Ergonomic Society	19,30
Gesellschaft für Arbeitswissenschaft	444,96
Human Factors Association of Canada	60,--
Ergonomics Society	<u>260,90</u>
	1.439,16
	=====

23-08-79

## INTERNATIONAL ERGONOMICS ASSOCIATION

## Travelling Expenses

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DM

Executive Committee Luxembourg Febr. 1977

Chapanis	2.013,89	
Rosner	1.100,--	
Scholz	347,85	
Sell	<u>363,65</u>	3.825,35

Congress Arrangements Warsaw May 1977

Scholz	1.008,40	
Sell	<u>871,50</u>	1.879,90

Council Meeting London Sept. 1977

Rosner	776,05	
Scholz	451,60	
Oginski	194,20	
Meals	<u>1.088,75</u>	2.510,60

Congress Arrangements Warsaw Nov. 1977

Metz		874,69
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Executive Committee Luxembourg Febr. 1978

Chapanis	1.048,71	
Rosner	1.180,67	
Scholz	308,90	
Sell	<u>--</u>	2.538,28

Congress Arrangements Warsaw May 1978

Scholz	1.089,10	
Sell	<u>--</u>	1.089,10

Participation in COMECON-Congress  
Budapest July 1978

Scholz	298,70	
Sell	<u>--</u>	298,70

Council Meeting Munich 1978

Chapanis	1.512,24	
Rosner	852,--	
Scholz	183,--	
Sell	400,--	
Telephone, Copies	53,--	
Meals	<u>1.560,25</u>	4.560,49

Executive Committee Hounslow Jan. 1979

Chapanis	625,42	
Rosner	749,50	
Scholz	<u>721,40</u>	2.294,32

Congress Arrangements Warsaw Jan. 1979

Metz		1.163,57
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