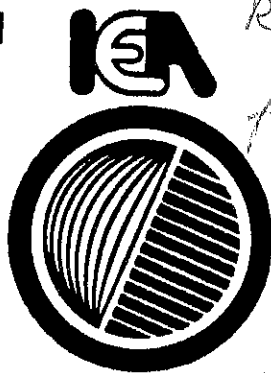


INTERNATIONAL ERGONOMICS ASSOCIATION



- President:** Prof. J. Rosner, ul. Narbutta 15 m.l., 02-536 Warszawa, Poland
Tel.: Office +49-63-76
- Secretary General:** H. L. Davis, Eastman Kodak Co., Kodak Park, Bldg. 56, Rochester, New York 14650, USA
Tel.: Office +1-716-7220206 Home +1-716-244-1199
- Treasurer:** Prof. Dr. H. Scholz, Ardeystr 67, D-4600 Dortmund 1, W. Germany
Tel.: Office +49-231-124243 Home +49-231-128497
- Bankers:** Commerzbank Dortmund Account No. 210 6508

INTERNATIONAL ERGONOMICS ASSOCIATION

1982

MINUTES OF THE COUNCIL MEETING HELD IN TOKYO, JAPAN AT THE NIHON TOSHI CENTER, 23rd & 27th AUGUST, 1982

- PRESENT:**
- Dr. Sebastiano Bagnara
 - Dr. Nigel Corlett
 - Mrs. dr Halina Cwirko
 - Mr. Harry L. Davis
 - Mr. Thomas Fischhof
 - Dr. Tuulikki Haapianinen
 - Mr. Roger R. Hall
 - Dr. Hal Hendrick
 - Mr. Ernst Koningsveld (representing P. Rookmaaker)
 - Mr. Ian Noy
 - Dr. John O'Hare
 - Dr. Richard G. Pearson
 - Prof. Dr. Walter Rohmert
 - Prof. Dr. Herbert Scholz
 - Dr. Sadao Sugiyama
 - Prof. Alain Wisner

COUNCIL
Verify 1
PAR COPY
complete

- GUESTS:**
- Mr. John L. Burch, Ergosyst Associates
 - Mr. Peter Croft, Australia
 - Dr. Ernest J. Hamley, England
 - Mrs. Marian Knowles, Human Factors Society
 - Dr. Willian Knowles, Human Factors Society
 - Dr. Illka Kuorinka, Finland
 - Dr. Ted Megaw, Great Britain

Apologies for inability to attend were received from: Dr. Imre Molnar, Hungary; Mr. Pieter Rookmaaker, Holland; and Professor Brian Shackel, Great Britain.

President, Professor Jan Rosner, called the meeting to order at 9:30 a.m.

C/82/1 - Dr. Oshima extended a warm welcome to Japan and Tokyo and thanked all for their assistance in supporting the Congress. The proposed agenda was received and accepted as presented.

C/82/2 - The 1981 IEA Council minutes were read and approved as read with the addition of the comments received from The Ergonomics Society.

C/82/3 - The 1982 IEA Executive minutes were read and received with a correction made by Dr. Bagnara relative to Item EC/82/1.

C/82/4 - Treasurer's Report

- (a) The Treasurer presented his report which covered the period from 22-08-79 to 18-08-82. The balance on hand was shown to be 6.429 DM on 16-08-82. The income and expense statement was audited by Prof. Dr. J. Rutenfranz and Prof. Dr. W. Laurig.

The reports were accepted by Council. Copies are attached as Appendix #1.

- (b) A discussion was held regarding the need for the Treasurer to again write the Federated Societies that are in arrears asking them to please pay their dues. Those in arrears at the time of the Council Meeting were:

1. Ergonomics Society of Australia and New Zealand
2. Japan Ergonomics Research Society
3. Polish Ergonomics Society
4. Societi d'Ergonomic de Lanque Francasise
5. Yugoslav Ergonomics Society
6. Israel Ergonomics Society

- ON: (c) Since the Yugoslav Society is in arrears for the past four years, it was
SECRETARY moved and approved that the Secretary General write the Society and
RAL inform them that they have been voted out of the Association for nonpayment of dues.

NOTE: Such a letter was never written to Yugoslav Society as they paid their dues to the Treasurer immediately following the Council meeting.

- (d) The Spanish Society informed the Treasurer that they wished to withdraw from membership in the IEA. Council accepted their withdrawal with regrets.
- (e) A dues increase was considered but rejected in favor of other means of raising revenue. One of these being the current worldwide increase in membership within the various ergonomic societies.
- (f) A lively discussion was held regarding a proposal to assess a surcharge on attendees at all IEA sponsored Congresses and Conferences. This idea had broad support from many members of Council.

An ad hoc Committee was appointed to develop the details of this proposal. The Committee was composed of Dr. Nigel Corlett, Chairperson Ian Noy, Dr. Alain Wisner and Harry L. Davis, exofficé.

Following is the proposal recommended by the Committee and accepted by Council:

"IEA Policy on the Support of Conferences"

Four types of scientific gatherings are defined:

1. IEA Congresses
2. Joint Conferences
3. Approved Conferences
4. Conference Cooperation

IEA contributions to conference organizations are threefold:

- (a) "Seed" money
- (b) Publicity through member societies
- (c) "Lending the name", prestige

A capitation fee arrangement, associated with the level of IEA contribution to assist conference organizations, is proposed as follows:

Conference Type	Level of Contribution			Capitation Fee:
	A	B	C	Swiss Francs
1	X	X	X	50
2	X	X	X	30
3		X	X	10
4			X	0

Contribution 'B', Level of Contribution

There should be a formal channel for IEA conference publicity from member Societies. It is proposed that a society sends the newsletter editor of IEA newsletter up to 250 words announcing the conference. This is printed and marked distinctly. For contributions so marked, newsletter editors and secretaries of member Societies are asked to both republish in their own newsletters and send to secretaries of other Societies in their country who might see it as a relevant conference.

NOTE: The forms of words to be used to describe each form of association between IEA and a conference should be specified, e.g. "in cooperation with IEA".

Capitation fee

To avoid excess charges to Societies, the number of registrants to be used for assessing the fee should be the total number of attendees on each day divided by the number of days. Thus, for a 4-day conference four separate delegates who come only for 1 day each count as one delegate.

SION: The Policy on the Support of Conferences in Ergonomics is to be amended
E accordingly.
ESIDENT

NOTE: As a consequence of this new policy, the IEA will no longer share in the distribution of profits or in the responsibility for losses of a given Congress or Conference which it supports.

The stated and agreed upon purposes of this new surcharge are:

1. Assure a greater degree of financial capability for the IEA.
 2. Allow the IEA to cosponsor conferences more frequently and in many more parts of the world to disseminate existing ergonomic knowledge.
- (g) The Ergonomics Society delegate raised the question that the British Government may levy a VAT on the profits of the 1977 Conference which was held in London and chaired by Reginald Sell.

Council agreed that The Ergonomics Society should bill the IEA if VAT is levied.

- (h) A unanimous expression of thanks was extended to Professor Herbert Scholz for the excellent work he did as Treasurer of the IEA from 1976 to 1982.

C/82/5 - Publications

(a) Newsletter

The recommendation of the Newsletter Editor, Dr. Stephan Konz and the Publications Committee is to publish three issues during the current year. They are: November 1982, March 1983 and July 1983.

This was approved by Council.

Council unanimously voted their expression of thanks and commendation to Dr. Konz for a job well done.

ION: (b) Directory of Educational Institutions
ARE
RSON

Council formally accepted the proposal of Dr. Richard Pearson for a new editor of the IEA Director of Educational Institutions. It was referred to the Publications Committee and Dr. O'Hare is to appoint a Committee which will establish a methodology and recommend a timetable for completion of the directory.

Dr. Pearson recommended the following:

1. Joint Editorial Board
 - a. U.S.A. - Coordinate
 - b. Europe
 - c. Pacific Area

2. Inserts be handled through the Ergonomics International Newsletter
3. Retain the same format
 - a. Don't include names of people
 - b. Don't require statistics on the number of students

C/82/6 - Rules

- ON: (a) After much discussion regarding voting by Council, it was decided that
ES the section of the Rules relative to the Governing Body should be changed
IGE as follows:
-GENERAL

"Where voting is necessary, a simple majority of those present, but not less than one-third of the Council membership is required."

The vote on this point was 15 yes, 1 abstention. There were 16 members present.

- ON: (b) Following discussion, it was agreed to accept a proposal of the German
S Society to the effect that "changes of the Rules are in the competence
GENERAL of the Council."

- ON: (c) Because of the increasing activities of the IEA and the ever increasing
S load on the Secretary-General, it was agreed that the makeup of officers
GENERAL within the Association should be expanded to include a vice president.
This was accepted with 11 approving, 1 against, 3 abstaining and 1 absent.

C/82/7 - Elections

The following members were unanimously elected to three-year terms as officers of the IEA:

Dr. Sadao Sugiyama	- President
Mr. Harry L. Davis	- Secretary-General
Dr. Tarald Kvalseth	- Vice President
Prof. Dr. Dr. Joseph Rutenfranz	- Treasurer

C/82/8 - 9th Congress IEA

Council accepted a report of the 9th Congress Organizing Committee which was presented by Dr. T. Megaw.

It was left to the Organizing Committee, Reginald Sell, Chairman to choose the venue and time which would seem most attractive economically and with regard to facilities.

From the report submitted, it would appear that Bournemouth during the 2nd week of September would be the best from the standpoint of facilities and aesthetics.

NOTE OF SECRETARY-GENERAL: The 2nd week of September is not a good time for academics from the USA.

A discussion was held and it is the recommendation of Council that lower registration fees be considered for:

- (a) Students
- (b) Members of the Ergonomics Association
- (c) Attendees from Developing Countries

ION:
sell The Organizing Committee is requested to report back to the Executive Committee on the above recommendations and with a specific venue and better details on costs.

The Chairman of the Organizing Committee is now a member of Council and of the Executive Committee. He or his representative is expected to attend all Council and Executive Committee meetings.

C/82/9 - IEA/ILO/WHO Congress on Ergonomics in Developing Countries

We have been informed by Mr. Spyropoulos of ILO that the Congress cannot take place in Mexico as originally planned because of the withdrawal of support by the Mexican Government due to the worsening economic situation.

Brazil is now being considered as a possible venue. Persons have been contacted in the Brazilian government by the ILO and support is indicated.

C/82/10 - Proposed Meetings

- (a) HFAC/IEA Conference on Occupational Ergonomics to be held on May 7, 8 and 9, 1983 in Toronto, Canada - Ian Noy, Chairman.

Approved by Council as a joint conference.

- (b) IEA/HFS-ODM Technical Group - proposed to be held in Honolulu, Hawaii during August 1984, Hal Hendrick - Chairman.

Council supported this conference in principle but asked Dr. Hendrick to come back with a more definitive proposal.

- (c) International Symposium on Applied Physiology and Ergonomics in India - Dr. Sen.

Council designated support for this conference in a supporting manner.

- (d) IEA/IFIP - Dr. Brian Shackel

This too was approved in a cooperative manner.

- (e) Ergonomics and Medical Aspects of Modern Office Jobs held in Turin, Italy during November 7, 8 and 9, 1983 by Professor Grandjean.

1. Dr. Sebastiano Bagnara raised the question that the organizers of this meeting should cooperate with the Italian Ergonomics Society regarding this conference.

2. Dr. A. Wisner raised the question that the aspects of office work relating to cognitive psychology and the design of software must also be considered. These must be considered in addition to the medical and postural aspects of office work.

Council moved that the conference would have cooperative approval, if the concerns of Professor Wisner and the Council were satisfied.

These concerns were subsequently addressed satisfactorily and, therefore, cooperative approval is granted.

- (f) Direct Workers Participation in the Question of Work Safety and Health held during October 1982 by Dr. Bagnara.

Council granted cooperative approval.

C/82/11 - 10th Congress IEA - Roger Hall

Mr. Hall reported that a decision has been made to hold the Congress in the Wentworth Hotel in Sydney, Australia during August 1-5, 1988.

It is hoped that a segment of the Congress will be designed around the need to attract ergonomic educators and practitioners from developing countries.

C/82/12 - Proposed International Ergonomics Review - Dr. R. Webb, Canada

Dr. Webb's proposal was discussed with much interest. It was referred to the Publications Committee for further study and recommendation.

Dr. O'Hare is to report back to the Executive Committee.

C/82/13 - Committee Apointments

- (a) Publications Committee
Dr. John O'Hare, Chairman with Brian Shackel and Dr. Robert Webb.
- (b) ISO Liaison -
Tom Leamon reappointed
- (c) Newsletter -
Dr. Stephan Konz
- (d) Committee for Technical Programs -
IEA/ILO Congress on Ergonomics in Developing Countries
Ilkka Kuorinka - Chairman
Alain Wisner
Harry L. Davis

C/82/14 - Resolution I

Council commended the Organizing Committee of the 8th Congress on the extremely fine work they did in hosting this Congress. The Social program and the proceedings were truly outstanding. Appreciation was expressed for the warm and friendly hospitality shown to all visitors.

Dr. Sugiyama estimated that approximately 600 people attended the Congress.

C/82/15 - Resolution II

A unanimous expression of appreciation for jobs well done was extended to:

Prof. Jan Rosner - Retiring President

Prof. Dr. Herbert Scholz - Retiring Treasurer

The Secretary-General wishes to extend his warmest and heartfelt thanks and appreciation to two very fine gentlemen and friends with whom it was always a pleasure to work. Their efforts, support and council will be missed. To Herb and Jan, we all wish a long and productive life.

C/82/16 - New Business

ION: (a) Alain Wisner raised a question of desire to admit the Human Ergology
YAMA Research Association of Japan as a sustaining member.

After some discussion, it was decided to refer the question to Dr. S. Sugiyama for further discussion and a recommendation to the Executive Committee at its next meeting.

C/82/17 - Message from the President Professor Sadao Sugiyama

Dr. Sugiyama stated that his personal hopes for goals for IEA in the next three years are:

1. Seek a balance within IEA between different parts of the world, i.e., try to encourage meetings in parts of the world at locations other than where the Congress is held.
2. Further develop our coordination with other disciplines such as engineers, management, unions, etc.
3. Hopefully reduce the cost of doing business. With the resulting savings, it is hoped to promote more conferences and therefore, further spread the knowledge and use of ergonomics.

C/82/18 - Notes

(a) Executive Committee Meeting

The next Executive Committee meeting will probably be held in conjunction with the Ergonomics Society meeting at Cambridge, England during March 21-24, 1983.

(b) IEA Council Meeting

A suggested venue for the Council meeting is in conjunction with the International Scientific Conference on Ergonomic and Health Aspects of Modern Office Jobs being held in Turin, Italy during November 7-9, 1983.

Other suggestions for a Council meeting in conjunction with a significant IEA sponsored conference are urgently solicited.

C/82/19 - Items of Interest Since Council Meeting

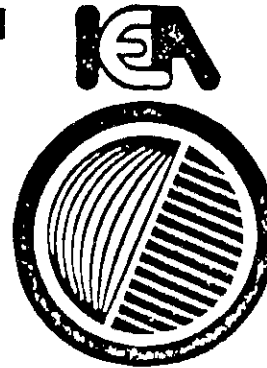
ON: (a) A question has been raised regarding the need for a Federated Society
UTIVE to have approval power over the IEA sponsorship of a conference
ITTEE either by an individual or another group within that particular
RATED country. This question needs to be resolved and written in the
ETIES rules.

(b) IEA has been petitioned by SELF to host the 1991 XIth IEA Congress.

Council adjourned at 3:45 p.m. on Friday, August 27, 1982.



Harry L. Davis
Secretary General, IEA

INTERNATIONAL ERGONOMICS ASSOCIATION

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STATEMENT

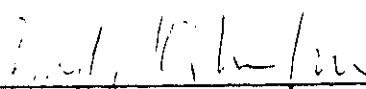
of Income and Expenditure for International Ergonomics Association
22-08-1979 - 18-08-1982

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.

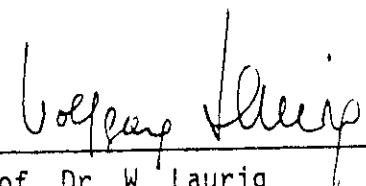
At the 16-08-1982 the IEA had a balance of

6.429,98 DM
=====

at the Commerzbank Dortmund.

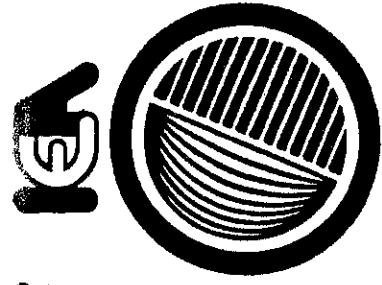


Prof. Dr. Dr. J. Rutenfranz
Dortmund / West-Germany



Prof. Dr. W. Laurig
Dortmund / West-Germany

16-08-1982



S T A T E M E N T

of Income and Expenditure 22-08-1979 - 18-08-1982

	DM	DM	DM
<u>I N C O M E</u>			
Balance at Commerzbank 22-08-1979	3.648,--		
Membership fees	32.231,--		
IEA-Brochure	161,--		
Sustaining membership	639,--		
IEA/ES-Conference (Surplus) Fulmer Grange UK 1977	3.166,--		
Congress Warszawa (Reimbursement printing costs and surplus)	7.156,--		47.001,-- =====
<u>E X P E N D I T U R E</u>			
Bank costs	152,--		
Printing costs (Stationery, labels etc)	1.647,--		
Subsequent claim R.G.Sell (last Secr.General)	775,--		
Telegrams	109,--		
Stamps and duplication for IEA-Newsletters	756,--		
Travelling expenses	30.998,--		
IEA '82-Congress Tokio (advance)	6.135,--		
Balance Commerzbank 18-08-1982		40.572,--	47.001,-- =====
		6.429,--	

Dortmund, 18-08-1982



INTERNATIONAL LABOUR OFFICE
BUREAU INTERNATIONAL DU TRAVAIL
OFICINA INTERNACIONAL DEL TRABAJO

Adresse postale CH-1211 GENÈVE 22
Télégrammes INTERLAB GENÈVE
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Téléphone direct: (022) 99 6753
central: (022) 99 6111

Mr. Harry L. Davis,
Secretary General, **IEA**,
Eastman Kodak CO.,
Kodak Park,
Bldg. 56,
ROCHESTER, NEW YORK 14650
(USA)

Réf. BIT/ILO n° SH 28-1-1002

Votre réf. n°

Dear Mr. Davis,

23 DEC. 1982

Thank you for your letter of 4 November 1982.

We have just been informed that Brazil would be ready to accept hosting the Symposium. However, the letter from our Office in Brazil shows that a number of misunderstandings exist, which have to be clarified. Therefore, we cannot yet confirm this acceptance.

I am sorry that you do not seem fully satisfied with this choice but, if it materializes, the organisation duties would be carried out by Fundacentro, a national institution linked with the Ministry of Labour. It is a well-run body with which I am convinced we could work efficiently.

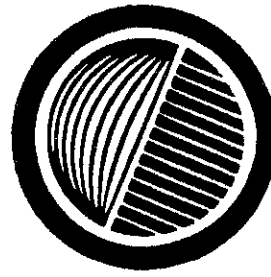
The possibility of China is indeed a most interesting and attractive idea, all the more so since China is going to co-operate actively with the ILO in the coming years. Should Brazil finally not accept, it would certainly be a good venue to take into consideration. Another solution would be to make use of ILO structures in the field, but this would entail a review of the financial aspects.

Yours sincerely,
For the Director-General:

G. Spyropoulos,
Chief of Working Conditions and
Environment Department



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October 18, 1982

Dr. Imre Molnar
Rippl-Ronai u 28
H-1068 Budapest
HUNGARY

Dear Dr. Molnar:

Again it was unfortunate that we did not have the pleasure of your participation at the 8th IEA Congress in Tokyo. I hope we will have the good fortune to have you or another representative of the Hungary Society present at future IEA Council Meetings. I shall be sending you minutes of the Council Meeting in Tokyo within the next few weeks.

Your letter inviting the President and/or the Secretary General of the IEA to your upcoming 4th National Conference of Ergonomy regrettably arrived in Rochester after I returned from Tokyo. Consequently, your invitation has not been extended to anyone until now. By copy of this letter, I am informing Dr. Sadeo Sugiyama, who is the new President of the IEA; Dr. Joseph Rutenfranz, who is the new Treasurer of the IEA; and Dr. Tarald Kvalseth, who was elected to the newly created position of Vice President of the IEA. I was re-elected as the Secretary General of the IEA. I would like each of the preceding officers named to consider your invitation and to inform both you and me of their ability to attend your conference.

Unfortunately, the timing of your conference does not coincide with our tentatively scheduled Executive Committee of the IEA in England during the latter part of March. However, I will have the opportunity within a week to discuss this matter with Dr. Sugiyama and Dr. Kvalseth and will be writing you again should we have any change of plans relative to our ability to attend your conference. In the meantime, I wish the best of success in organizing the conference, and I hope that one of us would be able to attend.

With best personal regards,

Harry Davis/mlc
Harry M. Davis
Secretary General, IEA

cc: Dr. T. Kvalseth
Prof. Dr. Dr. J. Rutenfranz
Dr. S. Sugiyama

SZERVEZÉSI ÉS VEZETÉSI TUDOMÁNYOS TÁRSASÁG

a Műszaki és Természettudományi Egyesületek Szövetségének tagja

ЦЕНТРАЛЬНОЕ НАУЧНОЕ ОБЩЕСТВО ПО ОРГАНИЗАЦИИ И УПРАВЛЕНИЮ

Федерация научно-технических обществ

SOCIETY FOR ORGANIZATION AND MANAGEMENT SCIENCE

Federation of Technical and Scientific Societies

SOCIÉTÉ SCIENTIFIQUE DE L'ORGANISATION ET DE LA GESTION

Fédération des Sociétés Techniques et Scientifiques

WISSENSCHAFTLICHE GESELLSCHAFT FÜR ORGANISATION UND LEITUNG

Verband der Technischen und Wissenschaftlichen Vereine

Ogylntázó:

Ikt. szám: 1311/82

Hiv. szám:

Bankszám: MNB 232-90171-2494
„MTESZ Költségvetési Folyószámla”

1368 Budapest, VI., Anker köz 1-3. földemelet 4.

Telex: MTESZ 22-5369

Telefon: 222-093, 223-449

Budapest, 1982. 28./7. hó ...

To the President and the General Secretary ,
International Ergonomics Association.

Gentlemen,

First of all, allow us to congratulate you on the occasion of your election and to wish you good health and much success for your future generous work.

May we now inform you that our Society is going to organize the 4th National Conference of Ergonomy between 20-22. January 1983 with the aim to survey the indigeneous research and practical work performed since 1978.

We would consider it a great honour to receive you as our guests at the Conference, alike as in 1978, when Mr. Reginald Sell, General Secretary, and Prof. Dr. Herbert Scholz, Treasurer, honpured us in the capacity of official delegates of IEA at the 3rd International Conference of CMEA Countries on Ergonomy, organized by our institution in Budapest.

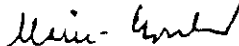
Unfortunately, we are not in a position to defray travel expenses, but during your stay in Budapest all expenses of accomodation, board etc. i.e. from the arrival on 19th January until you will leave, will be borne by us.


We also shall provide for a specialized interpreter to help you during your visit.

Should one of you be prevented to accept our invitation for this date, may we ask you to delegate some other personality to represent you.

Looking forward to the acceptance of our invitations, we are

sincerely yours,


/Dr. Gyula Bérci/
General Secretary


/Dr. Imre Molnár/
President
Section for Ergonomy

SZERVEZÉSI ÉS VEZETÉSI TUDOMÁNYOS TÁRSASÁG

o Műszaki és Természettudományi Egyesületek Szövetségének tagja

ЦЕНТРАЛЬНОЕ НАУЧНОЕ ОБЩЕСТВО ПО ОРГАНИЗАЦИИ И УПРАВЛЕНИЮ

Федерация научно-технических обществ

SOCIETY FOR ORGANIZATION AND MANAGEMENT SCIENCE

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SOCIÉTÉ SCIENTIFIQUE DE L'ORGANISATION ET DE LA GESTION

Fédération des Sociétés Techniques et Scientifiques

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Ügylntéző:

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1368 Budapest, VI., Anker köz 1-3. földemelet 4.

Telex: MTESZ 22-5369

Telefon: 222-093, 223-449

Budapest, 1982. március 28. hé.

Mr. Harry L. Davis,
General Secretary of IEA,
Eastman Kodak Co.
Kodak Park Bldg 56,
Rochester, N.Y. 14650
U.S.A.

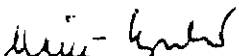
Dear Colleague Davis!


We enclose herewith our invitation addressed to the President and the General Secretary of IEA in 1983 with the request to read it to the newly elected Council in Tokyo at their first meeting.

It would be a real pleasure to us if you were one of the involved personalities.

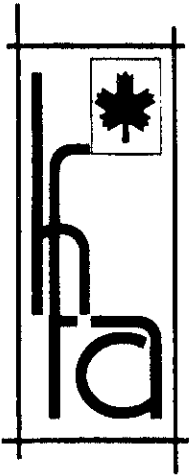
With thanks and friendly regards

sincerely yours,


/Dr. Gyula Bérci/
General Secretary


/Dr. Imre Molnár/
President
Section for Ergonomy

Encl.



October 15, 1982

Mr. H. L. Davis
Secretary-General IEA
Eastman Kodak Co.
Kodak Park
Building 69
Rochester, N.Y. 14650

Dear Harry:

I enclose for your records (and distribution to other Federated Societies) a list of newly elected officers of the Human Factors Association of Canada.

I was extremely pleased with the decision of the IEA Council to support the joint HFAC/HFS Conference on Occupational Ergonomics to be held in Toronto in 1984. Upon reviewing the Rules of the IEA and the Policy on the Support of Conferences in Ergonomics (which obviously needs to be revised in view of decisions regarding the conference surcharges taken at the recent IEA Council meeting) it became apparent that there is no absolute ceiling as to the amount of seed money that could be provided for the support of a conference co-sponsored by the IEA. Nor was the actual sum discussed at the IEA Council meeting at which the conference was approved. You had indicated to me, in our previous conversation, that you considered a sum of \$1,500 or \$2,000 could be provided by the IEA. In reviewing our budget, however, I note that the initial expenses (for publication of call for papers, posters, advertising, mailings, etc.) may be somewhat more than the currently projected total seed money from the three organizations.

Since it appears that the IEA Executive may allocate any amount of seed money that it considers reasonable and particularly in view of the rather large surcharge (\$15.00

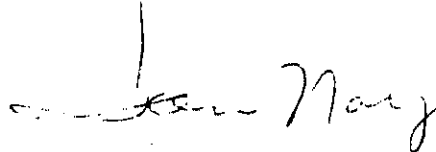
human factors association of canada
P.O. Box 2000, Downsview, Ontario M3M 3B9

per registrant) levied by the IEA as per recent decisions, I would request that the Executive consider what amount is to be provided as seed money, it being understood that such funds will be returned to the IEA from surplus revenue. I would suggest that an appropriate amount would be \$3,000.00.

Please transmit this request to the members of the Executive for consideration. As initial expenses are beginning to mount I would request that such funds be transmitted to the HFAC office at the earliest possible date.

Your assistance in this matter would be much appreciated.

Yours sincerely

A handwritten signature in cursive script, appearing to read "Ian Noy".

Ian Noy, M.A.Sc., P.Eng.
Chairman, Organizing Committee
(416) 635-2095

IN/eh

ETHEIDGENÖSSISCHE TECHNISCHE HOCHSCHULE
ZÜRICHInstitut für Hygiene und Arbeitsphysiologie
Dir. Prof. Dr. med. E. GrandjeanClausiusstrasse 21
Telefon 01 32 62 11Postadresse:
Institut für Hygiene und Arbeitsphysiologie
ETH-Zentrum
CH-8092 Zürich

May 26th, 1982

Mr. Harry L. Davis
Secretary General, IEA
Eastman Kodak Co.
Kodak Park, Bldg. 56Rochester, New York 14650, U.S.A.
-----Proposals for amendments of the rules of the IEA

The "Gesellschaft für Arbeitswissenschaft" (the German federated member of the IEA) apprehends that in future the IEA may need a Vice President who could represent or substitute the President when he is unable to attend the council meetings. Another difficulty might arise in future when council meetings are held far-away for most of the council members: In such cases the risk is great that the required simple majority of the total council membership will not be achieved. In order to prevent these two difficulties, some modifications of the rules are proposed. Finally, in the present rules it is not clear who has the right to change rules. This should be clarified.

Proposals of the G.f.A.

All proposed new wordings in the following texts are underlined.

- 1.) In the paragraph Governing Body the following modifications are proposed:

.... Where voting is necessary a simple majority of the Council members will apply, provided that one third of the total membership is present.

- 2.) After the paragraph "Governing body" a new paragraph should be included with the following wording:

Changes of rules
Changes of rules are in the competence of the council.

- 3.) The paragraph on Officers should be changed as follows:

The Council will elect Officers of the Association for the following period. These will be the President, Vice President, Secretary, Treasurer and the Chairman of the Congress Committee.

./..

4.) The paragraph "Executive Committee" should be completed as follows:

An Executive Committee will be formed of the President, Vice President, Secretary, Treasurer and the Chairman of the Congress Committee.

CC: Prof. H. Scholz
Prof. W. Rohmert

中国科学院心理研究所
Institute of Psychology
Academia Sinica
Beijing,
People's Republic of China

December 10, 1982

Harry L. Davis
Secretary General, IEA
Eastman Kodak Company
Kodak Park, Bldg. 69, 6th floor
Rochester, NY 14650
U.S.A.

Dear Dr. Davis,

Many thanks for your letter of November 4 and the enclosed documents which are of much use for us to get to know more of IEA.

In August of this year I went to Tokyo to attend the 8th Congress of IEA. At the Congress I was very happy to have the opportunity to meet with Dr. Sadao Sugiyama, Dr. Chapanis, Dr. Hendrick and some other scientists of ergonomics. We had a very good time in Tokyo and in Beijing as well.

To introduce myself, I am the Secretary-General of the Chinese Psychological Society, the Chairman of the Technical Committee of Ergonomics which is attached to the Chinese Standardization Association. I am also the member of American Human Factors Society. But I am sorry to say that, up till now, in China, no national independent society entitled "Ergonomics" appears. Thus, we value much the establishment of the contact with IEA and hope to have further development.

In your letter you have mentioned that the Congress on Ergonomics in Developing Countries might be held, next year, in Brazil, Philippines or even in China. We are certainly interested in such a meeting. However, before we can set ourselves up as the sponsor of the Congress, we would like to know something more about it. We want to know the size of the Congress, how many countries and how many participants are going to involve in the Congress? Being a sponsor, what sort of duties should one carry? Is the ILO or IEA going to provide a certain number of financial support for the sponsor?

As I have implied above, at present, the ergonomics faculty in China is just a small body. We may have some difficulties in sponsoring an international Congress with

中国科学院心理研究所

Institute of Psychology

Academia Sinica

Beijing,

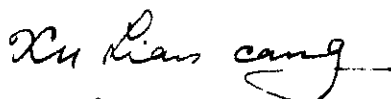
People's Republic of China

a large size. However, we do consider the possibility to organize a small meeting in China with not more than 30 foreign participants, in the condition that all the expenses (both international expense and inside-China expense) should be borne by the participants themselves. (The average living standard in Beijing for foreigners is at the rate of about US \$65.00 per day, which covers the board, lodging and transportations inside Beijing.) We can arrange a 3-5 days workshop in Beijing and some sight-seeings within the city. If they would like to travel to other cities, we could manage it through some travel agency. Certainly extra fee is required.

What I have said above is merely a tentative idea for your reference. If we both intend to carry it out, we need further detailed discussions on this. I'm looking forward to hearing from you again about the opinions of IEA.

With best wishes for a merry Christmas and a happy New Year.

Sincerely,



Xu Lian cang
Secretary General
Chinese Psychological Society

cc: Prof. Sadao Sugiyama

UNIVERSITY OF SOUTHERN CALIFORNIA
 Institute of Safety and Systems Management
 Degree Programs

849 Hahaione Street
 Honolulu, HI 96825
 January 24, 1983



Professor Sadao Sugiyama
 Kwansai Gakuin University
 School of Sociology
 Nishinomiya, Japan 662

Dear Sadao :

Thank you for your letter of November 25, 1982, suggesting that Prof. Salvendy schedule the proposed "U.S. - Japan Cooperative Joint Seminar on Human-Computer Interaction" immediately before or after our IEA-HFS International Symposium on "Human Factors in Organizational Design and Management". I have talked several times with Gavriel, and we both think your suggestion is an excellent one.

We have been able to reserve a block of 400 rooms for the period of 17 - 24 August 1984, together with all necessary meeting rooms for both conferences. We are proposing that the U.S. - Japan Joint Seminar be held on 18 - 20 August, and that our IEA-HFS International Symposium be held on 21 - 24 August, with the registration desk opening on the 20th. If for some compelling reason it would be better to schedule the two conferences in reverse order, that still can be arranged.

The Sheraton Waikiki Hotel is one of the world's most outstanding convention facilities, and has perhaps the most beautiful setting. They will provide all necessary meeting rooms at no charge. The 1984 rates for a room for two people will be about \$85 per night for a mountain view and \$105 for an ocean view. The rate is the same if only one person utilizes the room. Each room has two queen size beds. I will be sending you a brochure on the hotel which provides excellent pictures and a very good description of the facilities and services in the near future.

Given the timing of our conference, I would like to suggest that the IEA Council plan to have its 1984 Annual Meeting in conjunction with it here in Honolulu, I know that may be a financial problem for some of our colleagues from Europe in particular. However, I may be able to arrange for some rooms either at no charge or at a greatly reduced rate. That should be of at least some help. Because of their backgrounds, it also could be that several European Council members also could serve as invited speakers at the conference, in which case we might be able to further offset their expenses.

With best regards,

Hal W. Hendrick
 Symposium Chairperson

cc: Harry Davis
 Gavriel Salvendy

• Western Region
 University of Southern California
 ISSM, Room 208
 University Park
 Los Angeles, CA 90007

• Pacific Region
 University of Southern California
 15 ABS/DPE/USC
 Wheeler AFB, HI 96854

• Eastern Region
 University of Southern California
 5510 Columbia Pike, Suite 200
 Arlington, VA 22204

MEMBERSHIP FEES

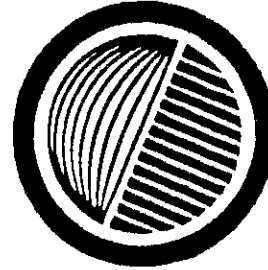
	1979		1980		1981		1982	
	DM	Arrears	DM	Arrears	DM	Arrears	DM	Arrears
Ergonomics Society	840,--		1.379,--		1.511,--		1.599,--	
Ergonomics Society of Australia und New Zealand	352,--		639,--		774,--			774,--
Gesellschaft für Arbeitswissenschaft	573,--		966,--		1.115,--		1.246,--	
Human Factors Society USA	1.663,--		2.265,--		2.545,--		2.815,--	
Human Factors Association of Canada	224,--		389,--		383,--		495,--	
Japan Ergonomics Research Society	299,--		290,--		554,--			560,--
Nederlandse Vereniging voor Ergonomie	485,--		1.059,--		1.075,--		1.399,--	
Nordic Ergonomic Society	626,--		1.337,--		1.342,--			1.350,--
Polish Ergonomics Society	323,--		562,--		597,--			600,--
Société d'Ergonomie de Langue Française	378,--		655,--		708,--			710,--
Società Italiana di Ergonomia	195,--		223,--		221,--		416,--	
Hungarian Society for Organisation and Management Science	191,--		299,--		311,--		349,--	
Asociación Mexicana de Ergonomia	--		--		--		--	?
Yugoslav Ergonomics Society		300,--		400,--		400,--		400,--
Israel Ergonomics Society	--		--			330,--		330,--
Sociedad Espanola de Psicologia	114,--		--		--		--	
	6.263,--	300,--	10.063,--	400,--	11.136,--	730,--	8.319,--	4.724,--

30.6.1982

MEMBERSHIP FEES

	1979		1980		1981		1982	
	DM	Arrears	DM	Arrears	DM	Arrears	DM	Arrears
Ergonomics Society	840,--		1.379,--		1.511,--		1.599,--	
Ergonomics Society of Australia und New Zealand	352,--		639,--		774,--			774,--
Gesellschaft für Arbeitswissenschaft	573,--		966,--		1.115,--		1.246,--	
Human Factors Society USA	1.663,--		2.265,--		2.545,--		2.815,--	
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Japan Ergonomics Research Society	299,--		290,--		554,--			560,--
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Nordic Ergonomic Society	626,--		1.337,--		1.342,--		1.465,--	
Polish Ergonomics Society	323,--		562,--		597,--			600,--
Société d'Ergonomie de Langue Française	378,--		655,--		708,--			710,--
Società Italiana di Ergonomia	195,--		223,--		221,--		416,--	
Hungarian Society for Organisation and Management Science	191,--		299,--		311,--		349,--	
Asociación Mexicana de Ergonomia	--		--		--		178,--	
Yugoslav Ergonomics Society		300,--		400,--		400,--		400,--
Israel Ergonomics Society	--		--			330,--		330,--
Sociedad Espanola de Psicologia	114,--		--		--		--	
	9.263,--	300,--	10.063,--	400,--	11.136,--	730,--	9.962,--	3.374,--

INTERNATIONAL ERGONOMICS ASSOCIATION



- President:** Prof. J. Rosner, ul. Narbutta 15 m.l., 02-636 Warszawa, Poland
Tel.: Office +49-63-76
- Secretary General:** H. L. Davis, Eastman Kodak Co., Kodak Park, Bldg. 56, Rochester, New York 14650, USA
Tel.: Office +1-716-7220206 Home +1-716-244-1199
- Treasurer:** Prof. Dr. H. Scholz, Ardeystr 67, D-4600 Dortmund 1, W. Germany
Tel.: Office +49-231-124243 Home +49-231-128497
- Bankers:** Commerzbank Dortmund Account No. 210 6508

01-07-1982

To the
Council Members of International Ergonomics Association

Dear Colleagues,

as an early information for the council meeting in Tokyo
I send you the financial statement of IEA.

Looking forward to seeing you in Tokyo.

Sincerely yours

Prof. Dr. H. Scholz

INTERNATIONAL ERGONOMICS ASSOCIATION



INCOME and EXPENDITURE Jan. 1982 - June 1982

<u>I N C O M E</u>	DM	DM	DM
<u>Membership fees</u>			
Nordic Ergonomic Society	627,--		
Human Factors Association of Canada (81)	383,--		
" (82)	496,--		
Societa Italiana di Ergonomia	416,--		
Human Factors Society (USA)	2.816,--		
Sociedad Espanola de Psicologia (79)	114,--		
Nederlandse Vereniging voor Ergonomie	1.399,--		
Ergonomics Society	1.599,--		
Hungarian Society for Organisation and Managements Science	349,--		
Gesellschaft für Arbeitswissenschaft (81)	1.247,--		
Polish Ergonomics Society	597,--	10.043,--	
Balance Commerzbank 31.12.1981		<u>10.346,--</u>	20.389,--
			=====

INCOME and EXPENDITURE Jan. 1982 - June 1982

EXPENDITURE

	DM	DM	DM	DM
Bank costs		9,--		
Travelling costs				
- Executive-Meeting Geneva 15./16.3.82	3.788,--			
- Tokio (Prof. Rosner,account)	<u>644,--</u>	4.432,--		
IEA-Newsletter (stamps)		<u>109,--</u>	4.550,--	
Balance Commerzbank 30.6.1982			<u>15.839,--</u>	20.389,--
				=====

30.6.1982

INTERNATIONAL ERGONOMICS ASSOCIATION

Policy on the Support of Conferences in Ergonomics

It is the policy of the International Ergonomics Association (IEA) to support international conferences organized by any of its Federated Societies or by other international bodies that have an interest in ergonomics or that are organizing a conference with a major ergonomics theme. Support will be given for conferences of three main types: (1) congresses, (2) joint conferences, and (3) approved conferences. Meetings will normally be organized by a Federated Society or by Societies representing the IEA in cooperation with other bodies as may be appropriate.

Congress of the International Ergonomics Association

The triennial congress of the International Ergonomics Association (Congress) is the primary conference activity of the IEA. When a site for a Congress is approved, the IEA will give the organizers of the Congress all reasonable support. Support includes financial assistance at a level to be determined by the Council of the IEA. In addition, one or more representatives appointed by the IEA Council will participate actively in the organization of the Conference. The officers of the IEA and the representative(s) of the IEA Council will hold periodic consultations with the organizers and provide advice on finance, physical requirements, Congress organization, themes, topics, scientific speakers and other matters.

The IEA Council will decide the venue of the Congress on the basis of invitations received at or before the Congress immediately prior to the proposed Congress, that is, approximately 3 years before the date of the proposed Congress. The IEA Council may invite Societies to submit a formal request to the Council for its consideration.

To qualify for consideration the proposed Congress must meet the following requirements:

Submission of request

The request must be formally submitted on or before the due date (see above) by the governing body of a Federated Society of the IEA. The proposed Congress will be formally entitled the Xth Congress of the International Ergonomics Association where X is the appropriate cardinal number.

Scope of Congress

The proposed Congress must be international and intercontinental in its scope. In particular, theme speakers must be drawn from different national and continental backgrounds.

Attendance

There must be no restriction on the attendance of delegates, members and visitors to the Congress by reason of national origin or political belief.

Financial Support

PRESENTLY: *The society sponsoring the proposed Congress must be both willing and able to provide a substantial portion of the cost of organizing the Congress. The remainder, to a total to be determined by Council for each Congress, will be provided by the IEA. Any surplus remaining after the payment of all Congress costs (including all loans to the organizing society and the IEA) will normally be divided equally between the sponsoring society and the IEA. Expenses of the IEA members of the Congress organizing Committee will be the responsibility of the IEA.*

GED TO: THE SOCIETY SPONSORING THE PROPOSED CONGRESS MUST CARRY THE FINANCIAL RESPONSIBILITY FOR THE CONGRESS. THE IEA MAY PROVIDE A FINANCIAL ADVANCE TO THE ORGANIZING COMMITTEE, THE AMOUNT TO BE DETERMINED BY COUNCIL. THE RETURN TO IEA WILL BE THE FINANCIAL ADVANCE PLUS 50 SWISS FRANCS PER CONGRESS REGISTRANT. EXPENSES OF THE IEA COUNCIL APPOINTED REPRESENTATIVES ON THE ORGANIZING COMMITTEE WILL BE THE RESPONSIBILITY OF THE IEA.

Location of Congress

The location of the proposed Congress should meet the following criteria:

Site. The geographical site should be at, or close to, a major center, noted for its academic and/or professional affiliations as well as for its social and historical attractions.

Congress center. The Congress center should be in one building, in which can be found administrative and logistic facilities, a major hall or auditorium for plenary sessions, conference rooms for lesser sessions, committee rooms, and suitable places for casual informal discussion with easy access to a continuous service of light refreshments. Ideally the Congress should have sole occupancy of the center or at least that part of the center in which the Congress is housed.

Translation. Facilities must be available for simultaneous translation of plenary sessions and the General Assembly into at least English, French, and German, as required by individual attendees. Translation must be available in the same conference room as the original presentation.

Accommodations. Accommodations must be available at or close to the Congress center. Accommodations should be of good quality, in terms of that normally found in the area. Different levels of accommodation should be available to meet different budgets; allowance should be made for single, double or multiple occupancy as preferred. Where it is not possible to arrange for accommodations within reasonable walking distance from the Congress center free transportation should be available at frequent intervals during the day.

Program. The sponsoring society must ensure that during the 4-5 day period of the Congress provision is made for a combination of superior quality technical sessions, both plenary and special interest, professional visits and social events. The speakers at the plenary sessions will be selected with the advice of Council, will be of international standing or of other high repute, and in total will represent the international representation of ergonomics. Themes and topics must have the approval of the Council. Provision should be made for a meeting of the General Assembly of the Association and for other meetings if requested by Federated Societies. The success of an international conference depends not only on formal presentations but on facilities for interpersonal contact and the interchange of ideas and views by discussion both formal and informal. In addition to ensuring that space is available for informal discussions, time should be allowed in the program for the exchange of ideas and views.

Transportation. Arrangements must be made by the sponsoring society for the provision of transportation to and from all events authorized by the Congress. It is especially important that adequate transport be provided between the local airport, and rail or bus stations and the Congress location or that delegates be aware in advance of the public transport facilities available. Consideration should be given to having an information desk at the airport and station or to providing full details of the Congress to the normal information agencies.

Registration, Promotion, Publication

The sponsoring society must ensure that arrangements are made for pre-registration, registration, promotion and advertising, the publication of proceedings, and the preparation of a list giving the full addresses of attendees. The IEA will assist in promotion and advertising. All promotional material and publications must state that the Congress is a function of the IEA. Following the Congress the organizers should submit a report to the IEA for the benefit of later conference organizers giving information on such things as the organization of the Congress, problems that had to be overcome, and unusual or outstanding difficulties encountered.

Joint Conference

A Joint Conference is a secondary activity of the IEA. The term is applied to an international conference in ergonomics organized by a Federated Society of the IEA, jointly by one or more such societies, or in cooperation with a cognate international organization. The IEA will provide support in the form of active promotion and advertising as well as advice and counsel on such matters as physical requirements, conference organization, themes, topics and suggestions for speakers. The IEA may or may not provide financial support and it may participate directly or formally in the organization of the conference.

PRESENTLY:

DELETED TO: A JOINT CONFERENCE IS A SECONDARY ACTIVITY OF THE IEA. THE TERM IS APPLIED TO AN INTERNATIONAL CONFERENCE IN ERGONOMICS ORGANIZED BY A FEDERATED SOCIETY OF THE IEA, JOINTLY BY ONE OR MORE SUCH SOCIETIES, OR IN COOPERATION WITH A COGNATE INTERNATIONAL ORGANIZATION. THE IEA WILL PROVIDE SUPPORT IN THE FORM OF ACTIVE PROMOTION AND ADVERTISING AS WELL AS ADVICE AND COUNSEL ON SUCH MATTERS AS PHYSICAL REQUIREMENTS, CONFERENCE ORGANIZATION, THEMES, TOPICS AND SUGGESTIONS FOR SPEAKERS. (LAST SENTENCE DELETED)

To qualify for consideration a proposed conference must meet the following requirements:

Submission of Request

The request must be formally submitted to the Council of the IEA by the governing body or bodies of a Federated Society or Societies or by an international organization in an allied field for consideration at a Council or Executive Committee meeting held at least 12 months before the proposed date of the Conference. Alternatively, the IEA may itself invite a Federated Society or other international group to organize a joint meeting. Normally, either the IEA or a Federated Society will take an active role in the organization of any conference where the main sponsor is an outside organization.

Scope of the Conference

The Conference must be substantial and international in scope with speakers of international or high repute. It may be on a topic of interest to only a part of the total body of ergonomists or even on a topic of main interest to non-ergonomists but to which ergonomists are expected to make a major contribution.

Attendance

Attendance at some Conferences may be restricted because of limited facilities, or because the Conference is dedicated to an ergonomic topic primarily of interest to specialists. Nonetheless, Conferences must be open to all professionally qualified members of Federated Societies who wish to attend. There must be no restriction on the attendance of delegates, members or visitors by reason of national origin or political belief.

NEW
ADDITION

FINANCES

THE IEA MAY OR MAY NOT PROVIDE FINANCIAL ADVANCE SUPPORT TO THE ORGANIZING COMMITTEE, THE AMOUNT TO BE DETERMINED BY IEA COUNCIL. THE RETURN TO IEA WILL BE THE FINANCIAL ADVANCE, IF ANY, PLUS 30 SWISS FRANCS PER CONFERENCE REGISTRANT. ANY EXPENSES INCURRED BY THE IEA WILL BE ITS OWN RESPONSIBILITY.

Promotion and Publication

All promotional material and publications must state that the conference is a joint conference sponsored by the IEA.

Program

Themes and topics must have the approval of Council.

Approved Conference

An approved Conference is a tertiary activity of the IEA. The term is normally applied to a Conference in ergonomics presented by a Federated Society of the IEA, jointly by one or more such Societies, or by another international body associated with ergonomics whose organizers wish to draw public attention to its international affiliations.

To qualify for consideration a proposed Conference must be substantial, with speakers of academic or professional repute. The request for approval must be made to the IEA Council sufficiently in advance of the proposed date of the Conference to allow approval to be given. Themes and topics must have the approval of Council.

In a region where there is no Federated Society or branch of a Federated Society, or where support from some externally located Federated Society cannot be secured, the IEA may approve a Conference in ergonomics, provided that the Conference is organized by a suitably qualified person and provided there is no objection from any Federated Society which would otherwise, as deemed by Council, have a legitimate interest in that region. A suitably qualified person will be so designated by Council and will normally be a member of a Federated Society

NEW
ADDITION

THE RETURN TO IEA WILL BE 10 SWISS FRANCS PER CONFERENCE REGISTRANT.

Conference Cooperation

The IEA may cooperate in the promotion and/or presentation of a conference by some other professional or academic association when it is deemed by the Council to be in its interests to do so. In such circumstances, at no financial cost to the IEA, the conference organizers would be permitted to use the good offices of the IEA in advertising the conference, and in particular to use the name of the IEA in promotional and other literature and to identify the IEA as a supporter of the conference. In return, promotional opportunities and/or other incentives such as reduced cost of registration for IEA members of the conference may be provided to the IEA. Reciprocal arrangements may also be pursued in which a reputable academic or professional association is encouraged to participate in the promotion of an IEA Conference or Congress.

HLD:mlc
2/83