

MINUTES

INTERNATIONAL ERGONOMICS ASSOCIATION

MEETING OF THE COUNCIL

AUGUST 29 - 30, 1987, STUTTGART, FRG

To Council 2
1987

PARTICIPANTS

V. Bulat	Yugoslavia	H.L. Davis	
M. Helander	USA	H.W. Hendrick	USA
W. Kleeman, Jr	USA	I. Kuorinka	
B. Metz	France	T. Ohkubo	Japan
G. Olsson	Sweden	L. Pacholski	Poland
P. Rookmaaker	The Netherlands	I. Scheuring	Hungary
H. Scholz	FRG	H. Schmidtke	FRG
B. Shackel		P. Stager	Canada
R.F.Yates	U.K.		

H. Cwirko, Poland; M. Oshima, Japan; A. Wisner, France

The meeting was called to order by the President of the Association on Saturday 29th August, 1987 at 10.10 am.

C/87/1 The proposed agenda was adopted with the addition of the other businesses.

C/87/2 The participants were registered. Regrets had been received from two members of the Council.

C/87/3 Minutes from the Council meeting 1986 in Vancouver, Canada were accepted without corrections.

C/87/4 Report of the president of the association, Harry L. Davis, was delivered orally. The president underlined the role of the IEA as an international organization, especially in relation to the activities of the World Bank and support of developing countries. World Bank has been contacted during the previous months. The response has been positive and a seminar for the officials of the World Bank will be organized on November 6, 1987, in Washington, USA. The importance of the relations of the IEA to the COMECON countries, especially to the USSR was stressed in the president's report. An opening will be made in the ergonomics conference of the COMECON countries in Cracow, Poland, in September 1987, which the president attends.

The president gave a report of the negotiations with the federated society in Hungary in October 1986. No agreement was reached by that time on an IEA conference in Budapest.

C/87/5 ANNEX The Honorary Treasurer, Brian Shackel gave a report on the economical status of the association and presented the budget for the next period. The report

is annexed. The economical situation of the association has remained stable and liquidity is good. The principle of a capitation fee from the conferences has shown to be beneficial, although the trend might not be as favorable in the future.

The council discussed the inactive societies having arrears in their membership dues. Although some societies are in arrears, treasurer is convinced, that most of them will be able to settle their payments. Following to the decisions of the 1986 council and in view of the non response of the Association Mexicana di Ergonomia and Israel Ergonomics Society, their membership is considered to be ceased. The council expresses a sincere wish, that the above mentioned societies in future would be able to rejoin the international community of ergonomists. The Hon. Treasurer and Secretary General will inform all concerned of the decision.

ACTION
Treasurer
& Sec.Gen.

A motion was made, that new societies should be enrolled as a member only after their first membership dues have been paid.

The motion passed unanimously.

ACTION
Treasurer
& Sec.Gen.

The Honorary Treasurer and Secretary General by executive action should inform a new member body of the resolution of the council.

The council was informed of a former decision, that the basis for membership dues is the number of full and associated members of the societies. Thus, student members are not taken into account when the contingent of the member society is calculated and membership fee is determined.

The council adopted a resolution on the annual subscription dues for Associated Society and Sustaining Members as follows:

The annual subscription dues from January 1987 shall be:

1250 Swiss Francs for organizations having a size of less than 1,000 members/staff, 2,500 Swiss Francs for organizations having a size of more than 1,000 members/staff.

The council adopted a resolution on the case when a Member is in arrears in paying membership dues as follows:

If a Member is in arrears for two years, the Treasurer shall present the case to the council with the expectation that the membership shall cease if arrears remain for three years.

C/87/6
ANNEX

Report of the Secretary General underlined the need to improve and speed up the exchange of information between the IEA officers on the other hand and between the IEA and the member societies. Electronic mail may offer a mean for faster contacts (see also item 24).

C/87/7

Reports of the committee chairs:

C/87/7a
ANNEX

Report of the Policy and Planning Committee had been delivered in writing by Ian Noy. No resolutions were proposed.

C/87/7b

Report of the Education and Training Committee was presented by Peter Rookmaaker. The activities of the committee have been centered around the European Community. A catalog on education and training should be achieved. In addition there is a definite need for audiovisual material which could be used to promote ergonomics internationally.

C/87/7c
ANNEX

Report of the Science and technology Committee was delivered by Hal W. Hendrick. The primary activity of the committee has been to organize the sub-committees, which has been carried out. A list of the sub-committees is annexed. Much effort has been devoted to support of the IEA 1988 conference in Sydney. The sub-committees have been encouraged to undertake sessions in the IEA 88.

C/87/7d

The new chairman of the Publications Committee, Walt Kleeman, reported, that the directory on ergonomic training is under way. There has been remarkable slowness in responses of the member societies. Preliminary discussions with a publisher, The Report Store have been positive. The council entitled Kleeman to continue negotiations and report the results in the next council meeting.

ACTION
Kleeman

Negotiations with the Taylor and Francis (Brian Shackel) continue.

ANNEX

Collaboration with the Taylor and Francis (written report of Steve Konz) on the Ergonomics International has been unproblematic without any major delays. There are problems in getting material from outside the USA, Canada and UK. The council discussed, whether the address list is up to date.

C/87/7e

Awards and international relations were reported by Harry L. Davis. No proposals for awards have been made in spite of formal requests. New proposal will be expected for the council meeting in Sydney 1988.

C/87/8
ACTIONS
Kleeman
Stager

The council discussed the various reports and made following conclusions and resolutions (part of the resolutions is presented in connection with the item concerned):

- The renewal of IEA brochure is important. Paul Stager proposed, that Human Factors Association of Canada/ACE would together with Walt Kleeman produce the draft for the next council meeting. Suggestions and material should be sent to Paul Stager. The council welcomed the proposal.
- An ad hoc - one night committee (Helander and Rookmaaker) was set up to make a proposal on concrete actions to promote IEA. The committee proposed several items: a) A new committee for promoting ergonomics b) the scope of the Ergonomics International should be expanded, c) IEA Design Award should be founded d) The Awards Committee should investigate the possibility of establishing new awards.

ACTION
Hendrick

- The issue is reported in detail in the item 20.
- It was proposed and unanimously accepted that in the future reports of council meetings on the subcommittees should be presented individually and they should be distributed to the council in advance. This becomes possible while the said committees are now more formally organized.
 - The council discussed the relations between the International Standardization Organization, ISO and the IEA. It was proposed that IEA should activate the relations by participating in the ISO General Assembly meetings, by receiving and distributing the annual reports as well as by holding meetings to inform and comment the draft proposals. No resolutions were taken.

C/87/9
ACTION
President

Nomination for the Distinguished Service Award to Ergonomics.

The member societies are requested to send the proposals including curricula to Harry L. Davis.

C/87/10

Reports on IEA conferences.

C/87/10a

10th IEA Conference, Sydney 1988

A report from Roger Hall was distributed to the council and reviewed by Brian Shackel. The council accepted the report with compliments, but turned the attention of the organizers to following items:

- The scientific program was found to be well planned. The organizers were encouraged to seek for more international flavor through larger geographical recruitment basis of the speakers.
- Some of the details concerning the proceedings and other organizational aspects were discussed.

ACTION
Metz
Wisner

The council found a need for written principles on preparing and publishing the proceedings as well as general outlines of the IEA conferences. The SELF was charged to prepare such principles and was entitled to use 500 USD to get acquainted with the experiences from the 9th congress in Bournemouth. The report should be presented in the 1988 council meeting in Sydney.

ACTION
Treasurer

- In view of the geographical situation of the 1988 congress, the Hon. Treasurer was authorized to offer seed money up to 5,000 USD to the organizers of the 1988 congress.

C/87/10b

Report on the 11th IEA congress, Paris 1991.

Prof. Wisner reported on the 1991 IEA congress. The congress will be held in La Villette Museum of Sciences, Techniques and Industries, Paris. The time will be the third week of July (14th - 20th July), 1991).

In addition to the main congress, specialized scientific meetings have been planned:

- 1) Shift-work, Toulouse,
- 2) Environmental Ergonomics, Strasbourg
- 3) Work Physiology, Paris,
- 4) Ergonomic Work Analysis, Liege (Belgium) or Paris,
- 5) Human Computer Interaction, Paris.

The council discussed the proposed specialized meetings and invited the organizers of the 11th IEA Congress to explore the formal basis of the relations (according to the IEA rules) between the four first meetings and the IEA Congress. The Human Computer Interaction meeting should be independent of the organization of the 11th IEA Congress.

The congress material of the 11th IEA Congress should contain the technical and scientific topics as well as material of interest to the Congress attendants of the specialized meetings as well.

The report and the resolution passed by 15 votes, 2 abstaining.

C/87/10c

Report on the 12th IEA Congress, Canada 1994.

The report was delivered by Paul Stager. The preparations are proceeding well. The congress place and time are fixed: Toronto 14th through 19th August 1994. The budget will be presented in the next council meeting.

C/87/10d

Following conferences : The member societies are invited to send a formal proposal to the next council meeting if they want to host the 13th IEA Congress in 1997.

C/87/11

Reports on efforts concerning ergonomics in developing countries. Discussed under item 12.

C/87/12

Status of the World Bank - IEA relations.

Harry L. Davis reported on the recent developments of the World Bank project, which aims at adoption of ergonomics as an element in the WB projects. Harry Davis and Najm Meshkati (chairman of the IEA subcommittee of Ergonomics in Developing Countries) had a meeting in WB headquarters in Washington, during which it was agreed, that a seminar will be arranged in the same place in Nov. 6. 1987. The seminar is prepared by Harry L. Davis. Proposals for candidates for the seminar was made. Harry L. Davis reports results in the next council meeting.

ACTION
President

C/87/13

Jointly sponsored meetings.

Following meetings have been approved by the council of the IEA 1986:

- Interact'87, Second IFIP Conference on Human Computer Interaction, 1-4 September, Stuttgart, FRG,
- Third IFAC/IFIP/IEA/IFORS Conference on Man-Machine Systems, 14-16 June 1988, Oulu, Finland,
- Marketing Ergonomics, 25th Anniversary of The Dutch Ergonomics Association, Maastricht, Holland (1989).
Date still to be set.

Since the previous meeting two other international meetings have been proposed:

- IFAC/IFIP/IFORS/IEA Conference on Analysis, Design and Evaluation on Man-Machine-System, MMS'89, September 12-14, 1989, XIAN.P.R., China. Approved by the decision of the Executive Committee,
- Conference on Ergonomics of Advanced Manufacturing and Hybrid Automation, August 16-18, 1988, Louisville, USA, was not approved by the Executive Committee due to its closeness to the 1988 IEA Congress in Sydney.

ACTION
Sec.Gen.

IEA co-sponsorship was requested for the Third International Symposium on Human Factors in Organizational Design and Management, to be held in July, 1990, Kansai-area, Japan. Organizer: The Japan Ergonomics Society. The request was approved unanimously.

The council discussed on support to the III Brazilian Symposium on Ergonomics /I Latin American Congress on Ergonomics 1987. It was proposed, that USD 2,000 should be offered to the organizers. The proposal did not pass by 5 votes against, 3 for, 6 abstaining.

The support should be applied according to the conference rules of the IEA.

ACTION
Treasurer
Sec.Gen.

The council discussed on the support for the meeting in Bali in 1988 (2nd Conference of the South-East Asian Ergonomics Society, "The role of ergonomics in development"). The organizers should be informed of the conference rules of the IEA and they should indicate what kind of support is needed. The executive committee was authorized to offer 2000 USD seed money if so needed. The resolution passed unanimously.

C/87/14

Amendments of rules.

ANNEX

Proposals for amendments of the rules (Ian Noy) were discussed by the Council item per item (proposal annexed):

Paragraph 1. no comments

Paragraph 2. "specialized" following definition of the term should be put to a footnote: "Specialized: Any non-geographic domain approved by Council, such as language, professional specialization or occupational sector"

2. paragraph was found unclear.

Paragraph 5. "explicitely/implicitely" unnecessary. 10 votes for, 4 against, 2 abst. Motion carried.

Paragraph 6. Second sentence should be removed. 16 for, 0 against. Motion carried.

Final compilation of the paragraphs was: Paragraph 2 removed, paragraph 7 removed and paragraph 6, second sentence removed, the rest remaining. 15 votes for, 0 against, 1 abstaining.

The paragraph "Qualification for membership" was thus adopted in the following form:

"Societies applying for and having membership in the IEA shall meet the following criteria:

1. The society is duly constituted as a legal entity, having official by-laws (or equivalent) and elected representatives. A current copy of the by-laws must be submitted in English.
2. The society shall have operated for a minimum of two years prior to application.
3. The society shall have a minimum of 25 members whose primary occupation is in an ergonomics area.
4. The by-laws or other rules of the society should not deny membership to any person for any reason other than professional qualifications.
5. Societies will be accepted provided that they do not present a conflict with existing Federated societies."

The paragraph on Finance was accepted in the proposed form unanimously.

At this point the council discussed the annual subscription fees of the Associated and Sustaining Members. The resolution is noted in the item 8.

C/87/15
ACTION
Sec.Gen.

Application for a membership of the Belgian Ergonomics Society. After having heard the comments of the Société d'Ergonomie de Langue Francaise and The Dutch Ergonomics Society, the council found no principal obstacles to acceptance of the membership. The secretary general delivers the needed information and documents, so that the Belgian Society may make the final application to 1988 IEA council meeting.

C/87/16
ACTION
Sec.Gen.

Operation rules.

Draft of the operation rules was presented to the Council. Secretary General was given the task to continue the preparation. Operation rules should include dates when actions are needed and by whom, they should list the Committees and their charters and further they should not be too extensive and should contain a short history of the Association.

An addition it was proposed that the operation rules should define the meeting intervall of the Executive Committee as follows: The Executive Committee should meet once a year between the meetings of the council. The motion carried by 14 votes, 2 abstaining.

C/87/17

Negotiations on education and training with the European Coal and Steel Community, Pieter Rookmaaker, were reported in the item 7b.

C/87/18

News from member societies.

News had been received from the Brazilian Ergonomics association and the Italian Society of Ergonomics. T. Ohkubo presented news from Japan Ergonomics Society.

C/87/19

Liasons with the international organizations.

The Council stressed the importance to keep contact with the international organizations like World Bank, WHO, ILO etc. According to the previous resolutions, the IEA will resort to its member societies in the representation of the IEA.

Prof. Metz (SELF) presented the report of P. Rey, representant of the IEA in the WHO General Assembly meeting 1986.

C/87/20

Committee to study the IEA information and promotion.

The issue was discussed under several items during the meeting. Following resolutions were adopted:

ACTION

Helander

The Public Relations & Promotion Committee was formally approved as a committee of the IEA. Martin Helander was appointed to chairman. The committee has an annual budget of 1000 USD.

The slide - tape presentation on the IEA and Ergonomics International was agreed as a project under Public Relations Committee and under the responsibility of Hal Hendrick. Approval was given to expenditure up to 1000 USD. The executive committee was authorized after receiving a budget proposal to approve expenditure up to 5000 USD if needed.

The Public Relations and Promoting Ergonomics Committee should list organizations, which are close to ergonomics. Ways to approach them should be found and appropriate organizations should be invited as associated members to the IEA.

ACTIONS

Helander

Konz

The scope of the Ergonomics International should be expanded by updating and increasing the distribution. Steve Konz and the Public Relations Committee should work closely together.

ACTION

Yates

An IEA DESIGN AWARD should be planned and implemented. Roy Yates prepares the rules of the award under the responsibility of the Awards Committee. It was intended, that the IEA member societies should grant the award under the auspices of the IEA. The proposal of the rules should be brought to the 1988 council meeting.

ACTION

President

The Awards Committee should investigate possibilities to establish other new IEA awards, for example: the Award on the Best Publication, The Award on Achievements in the Field of Human-computer-interaction etc. A proposal should be brought to the 1988 council meeting.

The above mentioned proposals were adopted unanimously.

C/87/21

Relations of the IEA to the COMECON countries.

Harry L. Davis reported on the planned meeting in Cracow, Poland 1987 in connection with the ergonomics conference of the COMECON countries. Davis underlined the importance of tying closer relations with between the IEA and appropriate organizations of COMECON

countries. A report from the meeting in Cracow and of the eventual negotiations there will be delivered.

C/87/22
ACTION
Kvålset

Report on conferences.

Tarald Kvalset had undertaken a project to make a database on ergonomic and related conferences. Kvalset was encouraged to continue the project.

C/87/23

Proceedings from IEA conferences to the member societies.

It was decided that one copy of the proceedings of an IEA conference should be delivered to each IEA member society. This resolution should be included in the IEA operation rules, rules of conferences.

C/87/24

Other businesses.

Roy Yates presented plans of an electronic mail system to be set up in the Ergonomics Society in England. The council will be informed of the further developments in view that the IEA itself would need an electronic mail communication system.

The meeting of the council was closed on Sunday 30th August, 1987, at 6 pm.

Harry L. Davis
President

Ilkka Kuorinka
Secretary-General

INTERNATIONAL ERGONOMICS ASSOCIATION

PROPOSED AGENDA

IEA Council Meeting 1987

29th, beginning at 10.00 am - 30th August, 1987

Venue: Hotel Royal, Stuttgart, F.R.Germany

1. Establish agenda
2. Registering participancy, regrets
3. Minutes of Council Meeting 1986, Vancouver, Canada
(delivered previously)
4. President's report
 - General
 - Publications Committee
5. Treasurer's report
 - Report on economy
 - Discussion on inactive societies/societies having arrears in membership dues (appendix 1)
 - IEA capitation fee
6. Report of the Secretary-General (appendix 2)
7. Reports of the Committee Chairs
 - a) Policy and planning, Ian Noy (appendix 3)
 - b) Education and training, Pieter Rookmaaker
 - c) Science and technology, Hal W. Hendrick
 - d) Publication, Walter Kleeman
 - Ergonomics International, Report on collaboration with Taylor & Francis, Steve Konz, and IEA related publishing, Brian Shackel
 - e) Awards and international relations, Harry L. Davis
8. Discussion on reports, Conclusions
9. Nomination for Distinguished Service Award to Ergonomics from member countries.
10. Reports on IEA Conferences
 - a) Report on the 10th IEA Congress, Sydney, 1988
 - b) Report on the 11th IEA Congress, Paris, 1991
 - c) Report on the 12th IEA Congress, Toronto, 1994
 - d) Following congresses

11. Report on efforts concerning ergonomics in developing countries, Harry L. Davis
12. Status of the WORLD BANK - IEA relations, Harry L. Davis
13. Jointly sponsored meetings, Hal W. Hendrick
14. Amendment of rules (appendix 4)
15. Application for membership (federated) of the Belgian Ergonomics Society (appendix 5)
16. Operation rules (appendix 6)
17. Negotiations on education and training with the European Coal and Steel Community, P. Rookmaaker
18. Reports and news from member societies (appendix 7)
19. Liaisons with the international organizations, practice and principles, Ilkka Kuorinka
20. Committee to study and recommend how to improve the dissemination of information on IEA, Ian Noy (appendix 3)
21. Discussion on relations to the COMECON countries with special respect to the meeting in Cracow in September 1987.
22. Report on Conferences, T. Kvalseth
23. Proposal on delivering proceedings of IEA cosponsored meetings to all federated Societies, I. Scheuring
24. Other businesses

Helsinki, 29 July, 1987



Ilkka Kuorinka

Secretary-General