

MINUTES

INTERNATIONAL ERGONOMICS ASSOCIATION
MEETING OF THE COUNCIL

SYDNEY, AUSTRALIA, 29 - 31 JULY 1988

PARTICIPANTS

Munehira Akita, Japan
 Sebastiano Bagnara, Italy
 Vuksan Bulat, Yugoslavia
 Ted Brown, USA
 Martin Helander, USA
 Hal W. Hendrick, USA
 Alan Howie, Australia
 Ernst Koningsveld, Netherlands
 Tuulikki Luopajarvi, NES, Finland
 Ian Noy, Canada
 G ran Olsson, NES, Sweden
 Leszek Pacholski, Poland
 Dick Pearson, USA
 Pieter Rookmaaker, Netherlands
 Heinz Schmidtke, F.R.Germany
 Iftikar Satalaksana, SEAES, Indonesia
 John Wilson, U.K.
 Alain Wisner, SELF, France
 Jean-Jaques Vogt, SELF, France
 Roy Yates, U.K.
 and
 Bob Bridger
 Halina Cwirko
 Najm Meshkati
 Sadao Sugiyama
 Kamiel Vanwonderghem
 and
 Harry L. Davis
 Brian Shackel
 Ilkka Kuorinka

Harry L. Davis, President of the Association opened the meeting by welcoming the delegates.

Roger Hall presented the welcome address on behalf of the Ergonomics Society of Australia.

It was decided that subcommittee chairs are welcome to attend the meeting of the Council.

C/88/1 The proposed agenda was approved with some reordering of the items.

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 1. Subgroup News p-2 -
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The minutes of the meeting of the Council in Stuttgart, F.R.Germany 1987 were reviewed and approved. The minutes of the mid-year 1988 meeting of the executive committee were distributed for information.

C/88/3 Report of the President

President's report was given orally. The present stage of the IEA initiative at the World Bank was reviewed. The project is inactive at present waiting certain organisational changes in the WB. Contact person in the project is Najmedin Meshkati.

Efforts have been made during the recent years to find ways to accommodate the Soviet ergonomists in the IEA. Promising contacts have been made and negotiations are going on. Representant of the Moscow Institute of Technical Aesthetics (V. Munipov) attended the meeting of the Council.

Awards have been prepared. Four new awards have been established: Ergonomics Development Award, IEA Award for Outstanding Contributions of Technology Transfer, Outstanding educators Award and The Founders Award. Roy Yates, U.K. continues to prepare the principles of the IEA Design Award.

C/88/4 Report of the Honorary Treasurer
ANNEX

The full report is annexed. The financial situation of the Association has strengthened. The expenses have been lower than anticipated in the budget plan. The income from member societies and from conferences has remained stable. It is proposed, that the membership fee should remain on the same level as earlier.

The committee chairs were requested to revise their 1989 budget. Executive committee will discuss the budget in its next mid-year meeting. It was also decided to allocate \$1600 for the expenses of the subcommittees. A detailed budget plan is required.

C/88/5 Report of the Secretary General
ANNEX

Full report is annexed. The membership basis is showing a positive trend. Although two societies have resigned from the Association, two societies have joined or are about to be joined to the IEA: The South East Asian Ergonomics Society and Belgian Ergonomics Society. One application is pending. Several national societies or groups have shown interest towards Association: South Korea, Greece, New Zealand Ergonomics Society and the Colombian Ergonomics Association. In this respect the usefulness of the IEA to its member societies is an important issue to those who consider a membership.

C/88/6 Reports of the committees and subcommittees

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- Policy and Planning: The policy and planning committee has assisted other committees in their work.

Items have covered preparation of the operation rules, amendment of the rules etc. Lack of updated addresses has been a hinder in making effective contacts to societies and committees. Delegate Bulat commented on the practices of the Association: There seems to be an overlapping in the work of the committees. Better image of the IEA depends in addition to the external visibility also on a coherent internal organization of the Association.

The Council decided, that operation rules shall be a permanent item in the council agenda. "Guidelines on Conferences" should be made part of the operation rules. Guidelines on conferences should contain even minor details describing principles on compensation of travels, accommodation, participation fees of the council and officers, protocol, IEA council meeting venue and reception needs.

Hal Hendrick and Ian Noy undertook the task to write "Guidelines on Conferences". Roger Hall will provide a memo on the experiences from organizing the 10th IEA Congress.

Operation rules shall be printed after the language and other details have been checked. Brian Shackel undertook the task to organise editing and printing.

- Education and Training: The report is annexed. Important advancement has been in the certification of ergonomists. A working group has been established inside the European Community. Ad hoc committee has to make a proposal on the standardized teaching and certification. Education and Training committee will be in touch with this work.

Audiovisual training material has been prepared in Holland. This material may serve as an example for other materials internationally. The committee plans to make an international catalogue on the ergonomic educational material.

- Science and Technology: Full report is annexed. The contacts between the committee and subcommittees have become increasingly organized. Many of the subcommittees have been active and have considerably participated to the organizing of the 10th IEA Congress. Technology transfer is an important and advancing issue. Subcommittee on Industrial Ergonomics deserves a special mentioning.

The committee will pay further attention to efficient control of the IEA co-sponsored meetings. They should be reported to the IEA more effectively and used as an opportunity to promote the IEA.

The IEA slideshow is under preparation. The member societies are requested to contribute the slide show by providing material (slides).

The ergonomic computer software databank has proved to be useful. New programs have been added to the databank. The users have shown definite interest towards the material. David Smith from the University of Southern California (USC, Institute of Safety and Systems Management, University Park, Los Angeles, California 90089-0021, USA) is in charge of the data bank.

The committee appeals to the member societies that they should nominate active people to work in the subcommittees.

Cosponsored meetings are reported in item 10.

- Publications: The IEA brochure has been completed but the quality is not up to expectations. The brochure should be more creative and have a professional outlook. Harry L. Davis reminded, that the logo in the brochure (and in the IEA stationary) stems from 1976 congress in Syracuse, USA, symbolizing the theme: "Old world, new world, one world". The original colors were black on green.

Ian Noy checks whether the Human Factors Society of Canada/ACE could undertake the revision of the brochure.

The catalogue on international educational centers of ergonomics has been completed by Richard G. Pearson. 1500 copies have been printed and they are available from Richard G. Pearson, North Carolina State University, Industrial engineering, Box 7906, Raleigh, NC 27695, USA.

The council directed to Dr Pearson a special appreciation for the excellent work.

Steve Konz, Editor of the Ergonomics International, reported that cooperation with Taylor and Francis is unproblematic. There are problems in updating of the mailing lists. Material to be published from other than English speaking countries has been received very scarcely.

The council expressed its appreciation on the excellent job of Steve Konz.

- Public Relation and Promotion

- IEA journals. The executive committee decided 1988 to approach certain journals by offering them an "IEA label" in exchange of publicity and possibility to name a representative to the editorial board. An offer had been received from Elsevier concerning the International Journal of Industrial Ergonomics. The council endorsed Pieter Rookmaaker and Martin Helander to continue negotiations on the basis of the offer

alternative 3 (the offer is annexed). Full cooperation with the publications committee should be ensured. Taylor and Francis should be informed of these approaches (Helander). Other journals have not yet been approached (Applied Ergonomics and Int. J. of Human Computer Interaction). Travail Humain (Press Universite, France) should be approached, too.

- IEA conferences. The executive committee had made a proposal to approach certain conference organizers by offering them a permission to use an "IEA label" in the conferences. The council did not welcome such a proposal.

- The mailing list of Ergonomics International has been updated.

- A proposal had been made at the ILO and WHO to collect an international database on ergonomic anthropometric measures. The council noted that such databases already exist but did not take any decision in this matter.

- The Council discussed the planned "Directory of Ergonomic Centers" (to be made in collaboration with Ergosyst Inc). The council preferred an IEA publication. An editorial board should be established. The budget should be submitted to approval of the Treasurer. Walt Kleeman and Ian Noy are in charge of preparations. A progress report is expected to the executive committee's mid-year meeting. The directory should be ready in one year.

- An IEA meeting on "Ergonomic and Social Implications of Design for Manufacturability" to be held in Buffalo, USA, had been proposed to be organized with a cosponsorship of the ILO and WHO. The proposal had been received positively. Martin Helander (+ Harry L. Davis and Ilkka Kuorinka) were given an endorsement to continue preparations setting the goal to the year 1991. A detailed proposal is expected to the next council meeting.

C/88/7

The council discussed the reports. The decisions are indicated in conjunction of each issue.

C/88/8

Final report of the 1985 IEA Congress in Bournemouth, England had been delivered for information.

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Report from the 10th IEA Congress in Sydney, Australia, was presented by Roger Hall. The report in extenso is annexed. The organization of the congress has been successful. Proceedings have been made in smooth and effective collaboration with Taylor and Francis. Economically the congress will be successful. The IEA capititation fee (25 SFR) was included to the registration costs. The procedure has shown to be unproblematic from organizers' point of view. A few

complimentary registration have been granted a.o. to the IEA officers. Student registration fee has been granted if so requested to delegates from developing countries. Poster session have had the same status as oral presentations.

The council noted that organization of the 10th Congress has been exemplary and an unanimous appreciation was directed to the Ergonomics Society of Australia and specifically to Roger Hall, the chairman of the 10th Congress.

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Reports on coming Congresses and cosponsored meetings.

- The 11th IEA Congress 1991 in Paris, France. The preparations of the congress are well on road. The venue will be the new technology center in the north-east Paris. Facilities are all modern. There will be a special exhibition concurrently with the congress. An international congress committee will be appointed with the financial assistance of the Air France. Following satellite seminars have been planned: Shift work, Environmental ergonomics, Ergonomic work analysis, Transportation ergonomics and Nuclear safety. Final decision on the seminars will be made later. The organizers will approach the Treasurer with respect to seed money. The council looks enthusiastically forward to being able to attend an interesting conference in Paris.

- The 12th IEA Congress 1984 in Toronto, Canada. No report of the congress was received.

- "Marketing Ergonomics", 1989 in Noordwijk, Netherlands. Preparations proceed well. First announcement has been widely distributed and there has been already definite interest towards the conference. The conference is financially on a firm basis and does not need IEA seed money. An offer was made to accomodate the next council meeting in conjunction with the conference.

- "2nd International Conference of Advanced Manufacturing and Hybrid Automation Systems", Honolulu, Hawaii 1990 was unanimously approved as an IEA Conference.

- An application was made (delegate Bagnara) to approve the RSO- meeting (RSO = Ricerca sul Sistemi Organizzativi) to be organized in Venice, Italy October 12 - 14, 1988 as an IEA meeting. The application was approved unanimously.

- The preparations of the 4th ODAM - conference in Kyoto, Japan 1990, which has been earlier approved as an IEA meeting, are well on road. The preparatory committees have been appointed. No economical support is requested. The council discussed the possibility to have its 1990 annual meeting in Kyoto. The decision was postponed to a later stage.

- Iftikar Satalaksana, SEAES reported on the "Second International Conference on Ergonomics in developing Countries" held in Bali in July 26-29 1988. The conference was successful from the point of view of both program and participancy. The possibility to cover travelling costs of the delegates from developing countries showed to be problematic.

There are other coming meetings, which may apply for an IEA cosponsorship.

C/88/11 Applications for membership

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- Belgian Ergonomics Society, BES. Kamiel Vanwonderghem presented a summary of the membership application. The council had earlier taken in principle a positive standpoint towards the membership of the Belgian Ergonomics Society, requesting, however, bilateral negotiations between BES, SELF and the Netherlands Ergonomics Association. As there was no disagreement between the above mentioned societies and while BES had existed by the time of the Council meeting more than two years, the Council welcomed unanimously the Belgian Ergonomics Society as a federated society of the IEA. The membership is activated after the first subscription fee has been paid to the IEA.

- Southern African Ergonomics Society, SAES. Bob Bridger presented a summary of the situation of the SAES and motivated the various aspects of the membership application.

The Council discussed the application and noted that due to late arrival of the application documents, the member societies had not had possibility to analyze and discuss it in their governing bodies. Therefore the application was deferred to a later meeting of the Council. The Secretary General shall copy and mail the application documents to all federated societies.

C/88/12

Proposal on the modification of the intercongress period of the IEA Congresses from triannual to biannual. The council did not support the proposal.

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Selection of the venue of the 13th IEA Congress to be held in 1997. One application had arrived: the Nordic Ergonomic Society proposed Helsinki, Finland as the Congress venue with satellite meetings in Denmark, Norway and Sweden. The Council approved the application of the Nordic Ergonomics Society.

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A technical change of the rules (paragraph 7/III) had been proposed by the executive committee. The amendment concerned the way the committee chairs and members were to be appointed, see annex. The council approved the amendment with a modification to change "chairperson" to "chair". The amended rules are annexed.

- C/88/15 Adoption of the operation rules (= Basic Documents of the IEA). The Council considered the present state of the operation rules and noted that their amendment is a continuous process. They should be now corrected for eventual errors and language and printed thereafter. Brian Shackel undertook the task. Guidelines for congresses should be included to the document. Revision of the operation rules should be a permanent issue in each Council meeting.
- C/88/16 Election of the President, Treasurer and Secretary General.
 President for the period of 1988 - 1991.
 There were three candidates for the President's office: Alain Wisner, Göran Olsson and Ilkka Kuorinka. Wisner and Olsson withdrew from candidacy. Ilkka Kuorinka was elected as President.

 There were two candidates for the office of the Treasurer: Ian Noy and Brian Shackel. In a secret voting Shackel got 13 votes, Noy 3. Brian Shackel was elected as Treasurer.

 There were two candidates for the office of Secretary General: Dick Pearson and Hal W. Hendrick. In a secret voting Hendrick got 14 votes, Pearson 1 (1 invalid vote). Hal W. Hendrick was elected as Secretary General.
- C/88/17
ANNEX Proposal on a reduced membership fee for the member societies from developing countries had been made by South East Asian Ergonomics Society. The Council discussed the subject and came to the conclusion, that membership fees, which exceed the financial capacity of a member society are unreasonable. Such societies may exist also outside the developing countries. On the other hand, a formal principle for reduction of membership fee must be found instead of casual exceptions. A virtual principle could be to limit the payments to the IEA to a certain percentage of the income of a society.

 The Council decided to set an ad hoc committee to make a proposal for the next Council meeting. The Treasurer and Policy and Planning committee will form the committee.
- C/88/18 Promotion of participation in the future IEA Congresses. The Council discussed mainly two issues: Procedure of the acceptance of the papers into the proceedings in relation to the participation of the author in the Congress and payment of the participation fee with respect to the time delay and form of acceptance of the papers.

 The Council was firm on its standpoint that "no fee, no publishing". The case where another (registered) person reads the paper instead of the author who

does not participate was left to be discussed in connection with the "Guidelines for Congresses"-document.

Some delegates being dependent on a public support for travelling and participation have experienced difficulties when the paper was announced to be presented as a poster while the authorities consider only oral papers as an accepted form of scientific contribution. Problems have arisen also from the procedure where the final acceptance of a paper depends on the paid participation fee and the authorities do not pay before the acceptance has been obtained.

The council recommended that individual delegates should convince the authorities that posters and oral papers have an equivalent status. No decisions were made in these matters.

- C/88/19 IEA brochure and other information material were reported in the item 6.
- C/88/20 Awards. The IEA Award for Distinguished Service was made to following persons: W.T. Singleton, U.K., Peter Davis, U.K., Nils Lundgren, Sweden.
- C/88/21 The agenda of the General Assembly meeting, held on Thursday 4th August 1988, was discussed and approved.
- C/88/22 Roy Yates, Ergonomics Society, reported on the present stage of the electronic mail, which is to be set up in the Ergonomics Society, U.K. The report is annexed. The IEA will follow experiences on the electronic mail system and takes its decisions later on.
- C/88/23 Next meeting of the Council takes place in Noordwijk, Netherlands, June 3, beginning at 9 a.m. through June 4, 1989.

Harry L. Davis
President

Ilkka Kuorinka
Secretary-General

