

04 SEP 1990

# IEA COUNCIL ANNUAL MEETING

July 12-16, 1990

Kyoto, Japan

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## MINUTES

### 1. ATTENDANCE

Members Present:

Officers:

Ilkka Kuorinka, Finland, President  
Hal W. Hendrick, USA Secretary General  
Brian Shackel, UK, Treasurer

Committee Chairs:

Ian Noy, Policy and Planning  
Pieter Rookmaaker, Education and Training  
Ogden Brown, Jr., Science and Technology  
Heather Ward, Publications  
Ilkka Kuorinka, Awards  
Martin Helander, Promotion and Public Relations

Federated Society Representatives:

Belgium Ergonomics Society: Kamiel Van Wonterghem

Ergonomics Society (UK): Heather Ward  
Ted McGaw

Gesellschaft fur Arbeitswissenschaft: Heinz Schmidtke

Human Factors Association of Canada/Association Canadienne  
d'Ergonomie: Ian Noy

Human Factors Society (USA): Ogden Brown, Jr.  
Martin Helander  
Andrew Imada

Japan Ergonomics Research Society: Munehira Akita

Nederlandse Vereniging Voor Ergonomie: Pieter Rookmaaker

Nordic Ergonomics Society: Agnes Saaby  
Tuulikki Luopajarvi

Societe d'Ergonomie de Langue Francaise (SELF): Hugues Monod  
Alain Wisner

The Ergonomics Society of Australia: Margaret Bullock  
Alan Howie

Southeast Asia Ergonomics Society: A. Manuaba

Yugoslav Ergonomics Society: Vuksan Bulat

The Human Ergology Society, Japan (Affiliate Member): Sadao Horino

Invited Guests:

Runbai Wei (Chinese Ergonomics Society)  
Sadao Sugiyama (Past President of IEA)

**Federated Societies Not in Attendance:**

Israeli Society of Ergonomics  
Polish Ergonomics Society  
Societa Italiana di Ergonomia

NOTE: Harry Davis, immediate past president and nonvoting member of Council, also was not present.

A total of 24 persons were present; 20 plus the President were voting members (Note: The affiliate society representative is a nonvoting member of Council).

**II. REPORTS**

A. Officers' Reports:

1. *President.* See attached report.

Ilkka Kuorinka opened the meeting by introducing Professor Sadao Sugiyama, a past president of the IEA, who officially welcomed the council to Kyoto, Japan. Dr. Sugiyama noted the importance of the IEA Council meeting in light of the progress of IEA in developing countries and the rapid political changes in the world.

In giving his report, President Kuorinka emphasized the beginning of a possible new era for IEA's relationships with WHO and ILO. He characterized this era as one of much greater interaction and constructive activities with these two important world organizations.

2. *Secretary General.*

Hal Hendrick called councils' attention to the progressively increasing activity of the IEA. This increase is reflected in the volume of correspondence handled by the Secretary General's office and also is reflected by the number of IEA sponsored conferences, (e.g., four in the July to September 1990 period). Hendrick noted that a call for nominations for the election of officers for the IEA for the June 1991-94. would be forthcoming from the Secretary General's office this fall.

3. *Honorary Treasurer.* See attached report.

Brian Shackel reported that the IEA, while not rich, continues in sound financial condition with adequate funds to support current and planned activities. Council requested that the Australian fund be shown separately from the unrestricted reserve in future reports. Shackel concurred.

B. *Committee Reports.*

1. *Policy and Planning Committee.* See attached report.

In response to the report item, "Survey of IEA Member Societies," Council requested that information required by other IEA Committees be included in the survey to prevent duplication of effort by the member societies. Ian Noy noted that the intent will be to publish the results of the survey either as a separate IEA document or, at least, in the Ergonomics International. Specific decisions regarding publication will be made once the results of the survey are compiled.

Procedures for planning the workshop on the future of International Ergonomics and the IEA for the IEA 1991 Congress. (1) Societies will be requested to submit nominations for speakers by the end of January. The request will include the criteria for nomination: (2) the workshop committee then will make speaker selections: (3) the executive committee then will review and approve the workshop plan.

The proposed procedure for the Australian Fund (see attachment "Terms of Reference") were approved by Council subject to approval by the Ergonomic Society of Australia.

2. *Education and Training.* See attached report.

P. Rookmaaker was asked to request specific operational objectives from each subcommittee chair in time for him to include them in his report for the midyear executive committee meeting in January, 1991. With respect to the issue of a fourth subcommittee on ergonomics education and training in eastern Europe, President Kuorinka advised P. Rookmaaker that establishing such a committee could be done at his discretion as E &

R committee chair. Any budgetary requirements for this purpose should be submitted as a part of his overall committee request.

3. *Science and Technology.* See attached report.

O. Brown, Jr. was asked to request specific progress reports from each committee in time to include them in his written midyear executive committee report. Several council members noted the critical importance of the S & T subcommittees and the need to be kept advised in writing of their progress.

4. *Publications Committee.* See attached report.

Considerable discussion took place among Council concerning the possibility of providing journals and texts for developing nations. Numerous suggestions were given to H. Ward for developing a proposal on this issue. H. Ward was thanked by Council for her very strong start as Chair of the Publications Committee.

5. *Awards.* No written report.

I. Kuorinka reported that the procedures for the June 1991 awards were being developed along the following lines: (a) Societies will be requested to submit nominations for each of the awards by the end of January. The request for nominations will include the criteria for each award; (b) The awards committee will then review the nominations and prepare a proposed list of selections; (c) The executive committee will then review and vote on the proposed selection(s) for each award.

I. Kuorinka reported that the plaque to commemorate the founding of the IEA idea was presented at the Leiden Institute on the 31st anniversary of that historic meeting.

6. *Promotion and Public Relations.* See attached report.

M. Helander will develop a sustaining individuals membership category for review by the executive committee at its January 1991 midyear meeting. This membership category as approved by the executive committee will be put forth to Council at its 1991 annual meeting in Paris in July. With respect to item 5 of the report, "Propositions for IEA Council," I. Kuorinka noted that the Executive Committee already has authority to enter into contracts so long as they are within the guidelines of the approved budget. Also in response to these propositions, an ad hoc committee was formed consisting of Council members Duncan, Manuaba, Helander, and Wisner to compile a list of appropriate addresses in developing countries for sending donated ergonomics books and journals. The notion of a traveling seminar organized by IEA was referred back to committee for further study and development. Council members were encouraged to submit at least one article per year on their federated society for publication in Ergonomics International.

C. *IEA Sponsored Congresses and Conference Reports.*

1. *11th Triennial Congress, Paris, 1991.* See attached "List of Themes and Invited Speakers," and "List of Authors of Round Table or Special Session Proposals."

A. Wisner reported concern that several of the largest federated societies had not responded to the 11th Congress organizing committees requests for input regarding the composition of the technical program. President Kuorinka and Secretary General Hendrick requested council members follow up with their individual federated societies to insure that there is strong collaborative support for the congress and circulation of conference information (e.g., brochures, etc.). A. Wisner noted that the international advisors (Akita, Hendrick and McGaw) had helped to compensate for the lack of input from some of the federated societies. A. Wisner also called attention to the list of invited speakers for each of the 12 major themes of the conference and the list of special session proposals and authors that have been thus far identified for consideration. The organizing committee anticipates that approximately one-half of the proposals will be selected for inclusion in the conference. A. Wisner further noted that the date for submission of abstracts has been extended to 25 October 1990. A program committee, including the international advisors is now scheduled for 22 November in Paris for the purpose of structuring the technical program. Taylor and Frances have been selected and agreed to publish the Congress Proceedings. The final camera-ready paper from each participant will probably have a three page limitation and is due on 1 February 1991. Acceptances will be sent to 30 November 1990. Simultaneous translation in English and French will be provided at the Congress. Between 600 and 800 registrants are anticipated for the Congress. Registration materials have already been requested by 110. Two hotels near the conference center will be utilized for the Conference participants: one 2-star and one 3-star. The conference dinner will be held at the l'Chateau d'Breteuil; it should be a "dream night." A. Wisner was congratulated by Council on his excellent planning and his attempts to involve the IEA Council committees and subcommittees in the planning process.

The problem of dissemination of IEA information on Congresses and other sponsored meetings was discussed. Council then referred this problem to the Executive Committee midyear meeting for further discussion and proposed action.

H. Monod gave a financial report on the Congress.

The next annual meeting of the IEA Council will take place in Paris on 13 and 14 July 1991, immediately prior to the 11th Congress. The Executive Committee will meet on 12 July 1991 immediately prior to the Council Meeting.

2. *12th Triennial Congress, Toronto-94.*

Ian Noy reported that the venue for the Congress has been selected and that it is the Harbor Castle Hotel in Toronto Canada. The Chair of the organizing committee is Paul Stager. The basic committee structure already is in place.

3. *13th Triennial Congress, Helsinki, 1997.*

Tuulikki Luopajarvi reported that Ilkka Kuorinka will be chair of the organizing committee. The Secretary General for the conference is Ms. Anneli Lepdanen. The venue for the congress has been selected and will be in Finllia Hall in Helsinki.

4. *3rd ODAM International Symposium, Kyoto, July 18-21, 1990.*

Munehira Akita reported that the Proceedings have been published and have arrived in time for the Conference. One hundred ten papers are to be presented. Approximately 150 attendees are expected.

5. *International Conference on Human Factors in Design for Manufacturability, Honolulu August 9-11, 1990.*

Martin Helander reported that 70 papers have been selected for presentation at this very specific systems oriented conference. Approximately one-half of the papers will be selected for printing in a type-set book by Taylor and Francis. M. Helander noted that air line reservations from Japan to Hawaii for this conference and the one immediately following it was a problem because of the strong vacation traffic.

6. *2nd International Conference on Human Aspects/Ergonomics of Advanced Manufacturing and Hybrid Automated Systems, Honolulu August 12-16, 1990.*

M. Helander reported for Waldimar Karwowski that 135 papers had been accepted for presentation and a highly successful conference is anticipated.

7. *Interact-90, The 3rd IFIP Conference on Human-Computer Interaction, Cambridge, August 27-31, 1990.*

Brian Shackel reported that approximately 500 abstracts were reviewed from which 150 full papers have been accepted for presentation. There presently are approximately 350 preregistrations with between 500 and 600 persons expected to attend, and possibly more.

IFIP has established a new TC-13 on human-computer interaction, and Brian Shackel has agreed to serve as its first chair.

8. *World Congress on Ergonomics of Materials Handling, Warsaw, 1993.*

H. Hendrick reported for Waldemar Karwowski that he presently is exploring different venues (hotels) and proceedings publication possibilities. These should be firmed up by the next meeting of Council.

9. *International Gerontechnology Conference, 26-30 August, 1991, Eindhoven, The Netherlands.*

This conference was approved by Council as an official IEA "approved" conference.

D. *Status of Federated Society Applications.*

1. *Brazilian Ergonomics Association.*

Brian Shackel reported that the Brazilian Society still has not paid its first dues, so is not yet an official member of the IEA. B. Shackel has been in correspondence with the society. The present severe inflation problem in Brazil appears to be preventing payment in hard currency.

Several Council members noted that payment in hard currency is likely to be a problem for other societies from industrially developing countries. Council requested that the Executive Committee study this problem at their next midyear meeting and make a proposal for dealing with this issue at the next annual meeting of Council.

2. *Ergonomic Society of Southern Africa (ESSA).*

H. Hendrick reported that he had written the Society at the direction of the Executive Committee stating that the evidence provided by the Society did not indicate that the society truly represented all of Southern Africa as opposed to South Africa only. Receipt of this letter was acknowledged by ESSA, noting that the letter was being reviewed by ESA. No further response has as yet been received.

3. *Soviet Ergonomics Association (SEA).*

SEA apparently has several hundred members. Professor A. I. Gubinsky, President of SEA, has written to President Kuorinka indicating the intent of the SEA to apply for memberships in the IEA. H. Hendrick reported that he has provided SEA with the official rules of the IEA and information on applying for membership. H. Schmidtke reported that SEA has several hundred members. H. Hendrick reported that our previous Russian contacts from Moscow, D. Munipov and V. Venda both have indicated that they will support and encourage SEA and its becoming a member of IEA. SEA was officially founded in September, 1989. President Kuorinka will visit with officers of SEA in Leningrad in September to further discuss their joining IEA.

4. *Chinese Ergonomics Society.*

Professor Runbai Wei, Secretary General of the Chinese Ergonomics Society reported that the society was officially founded in June, 1989 and now has over 500 members. The society has six committees (technical groups). CES plans to publish a quarterly journal, "Ergonomics" in Chinese beginning in October, 1990. Professor Wei further reported that CES hopes to join IEA as soon as it is eligible and plans to complete all application materials and procedures in time for consideration by the IEA Council at its Paris meeting

in July, 1991. Professor Wei further reported that CES is proposing to hold the 2nd International Pan-Pacific Conference on Occupational Ergonomics in China in 1992 and will be asking for IEA sponsorship.

5. *Indian Society of Ergonomics.*

H. Hendrick reported that he had received a request for information from the Indian Society for applying for IEA membership. H. Hendrick has provided that information.

6. *Hungarian Ergonomics Society.*

President Kuorinka reported that the Ergonomics Section of the former organization and Management member society has reorganized as the Hungarian Ergonomics Society. The Society presently has approximately 60 members. The Society will be sending the IEA their rules in English. President Kuorinka proposed that we treat the Society as a reorganized continuation of the previous member society rather than as a completely new society subject to the two-year rule. His proposal was endorsed by the IEA Treasurer and Secretary General and unanimously approved by Council. Council authorized the Executive Committee to approve membership of the Hungarian Society upon receipt and review of their by-laws.

7. *New Zealand Ergonomics Society.*

The New Zealand Ergonomics Society has contacted Brian Shackel about applying for membership. The Society Secretary General will be sending the necessary application information in the near future.

E. *Other Status Reports.*

1. *IEA Medium Term Plan*

President Kuorinka reported that he presently is collecting information from the various Federated Societies regarding the future of ergonomics as part of the process of developing an IEA medium term plan. A workshop on the future of the IEA, presently planned for the Paris Congress also will be a key part of the plan's development. The intention is to develop a short collection of ideas about the future direction/activities of the IEA. Invited workshop presentations probably will be included in the Congress Proceedings. A special publication, including discussions at the workshop may eventually be published as a separate IEA document.

2. *ILO Book Project.*

I. Kuorinka reported that ILO has indicated that they will give \$5,000 to \$8,000 (US) for the project. Two-thirds of this will go to the technical assistance used in preparing the Ergonomics Checkpoints under the direction of I. Kuorinka. One-third will go to the IEA Technology Transfer Subcommittee for their participation. ILO will handle the actual



production and distribution of Ergonomics Checkpoints. Several Council members commented on the importance of this collaborative project between IEA and the ILO.

3. *WHO Consultation Meeting in May, 1990, chaired by President I. Kuorinka on "What should ILO do in Ergonomics?"*.

President Kuorinka reported that the outcome of this meeting was the production of an internal WHO document which states that ILO should take a positive stance for taking ergonomics into account in WHO projects. The document further outlines what is needed in the next three years. President Kuorinka is hopeful that this document will receive formal approval by top WHO officials. NOTE: Following the IEA Council meeting, President Kuorinka and Secretary General Hendrick had the opportunity to meet briefly with Dr. Hiroshi Nakajima, Director General of WHO. During this meeting President Kuorinka noted the recent consultation meeting and expressed IEA's strong interest in collaborative support of WHO projects and activities. Dr. Nakajima clearly indicated his awareness of IEA and the importance of ergonomics to health and safety.

4. *IEA Plaque, Leiden Institute.*

As was noted in President Kuorinka's report, P. Rookmaaker noted that the plaque was completed and in place in the Leiden Institute.

5. *IEA Brochure.*

H. Ward noted that the brochure has been professionally designed, completed, and printed. The design was done professionally at no charge except for printing and incidental expenses. She also thanked HFAC for their contribution to the development of the brochure.

6. *IEA Survey of Federated Societies.*

See Policy and Planning Committee Report.

7. *Second Meeting of Working Group "Harmonization of European Training Programs for the Ergonomics Profession (HETPEP)".*

See Education and Training Committee Report.

8. *IEA IJIE/Elsevier Collaboration.*

See letter from Elsevier. Proposed revision unanimously approved by Council.

9. *Proposed Ergonomics Society Fund.*

The Ergonomics Society has offered approximately 1,600 pounds sterling which has been accumulated from royalties over a period of several years to the IEA as a matching fund for training and research in developing countries. At the last IEA Council meeting the

Ergonomics Society was asked to put together a more specific proposal and circulate it to the various Federated Societies for comment. This was not done because of the illness of K. Coombs. The Ergonomics Society will now submit a specific proposal to the Executive Committee by its January 1991 midyear meeting. The proposal as approved by the Executive Committee will then be proposed for approval by Council at its July 1991 meeting.

### III. ACTION ITEMS

A. **Approval of the Korean Human Engineering Society as a Federated Society Member of the IEA.** Approved unanimously.

B. **Approval of the Ergonomics International editor as a nonvoting member of Council and the Executive Committee.** Approved (19 for, 1 against). As part of its approval, Council authorized travel payment of the newsletter editor to the annual meeting of Council but not to the Executive Committee midyear meeting.

C. **Australian fund.** See attachment to the Policy and Planning Committee report. The wording as included in the attachment was approved by Council subject to review and approval by the Australian Society. Should there be substantial change suggested by the Australian Society, Council authorized the Executive Committee to review and either approve or disapprove of the change (19 for, 1 abstention).

D. **Request from the Systems Safety Society for IEA sponsorship for the 10th International Systems Safety Conference, Dallas, TX, July 1991.** Because the conference directly conflicts with the schedule for the IEA 11th Triennial Congress in Paris, approval was disapproved by Council in keeping with prior policy.

E. **One-day seminar for new IEA Council members prior to the 11th Triennial Congress and a request for \$500 expense allocation to recover the costs of the seminar** (proposed by President I. Kuorinka). Approved (16 for, 1 against, 3 abstaining).

F. **Revised membership categories: delete associate member, redefine affiliated member** (see Policy and Planning Committee report for specific wording). Approved (15 for, 3 abstentions, 2 absent at time of vote).

G. **Financial support for attendance at the Paris Congress by representatives of Federated Societies from industrially developing countries.** Referred to the Executive Committee for discussion and development of the principles/guidelines which will be used by the IEA in supporting developing countries.

H. **Approval of the 1990 International Symposium on Ergonomics and Occupational Health in India as an "Approved Meeting" of the IEA.** Approved unanimously.

