



OLD WORLD - NEW WORLD
ONE WORLD

INTERNATIONAL ERGONOMICS ASSOCIATION

To the Councillors

Our ref: Ilk.93.127

Date: 25th October, 1993

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Dear Colleagues,

Enclosed please find the minutes of the Council Meeting in Warsaw, June 1993.

Immediately after the list of attendance there is the action list, which summarises the necessary actions, described in more detail under the various items.

Please pay attention to the time schedules! Those councillors who would like to receive copies of the indicated documents can let me know. Also enclosed is the updated mailing list of names/addresses of Councillors, Executive members and Secretariats (current August, 1993).

With my regards,

Prof.ir. D.P. Rookmaaker
Secr.Gen. IEA

Enclosed: - minutes Council 1993
- mailing list current August 1993

IEA COUNCIL ANNUAL MEETING

June 18 - 19th, 1993
Warsaw, Poland

Annex I : Final Agenda Council

Attendance

Officers:

Hendrick, President/Awards
Rookmaaker, Secretary-General
Noy, Treasurer

Committee Chairs:

Bullock, Education & Training
Brown Jr, Policy & Planning
Horino, Promotion & Public Relations
Helander, Science & Technology

Konz, Ergonomics International

Representatives of Federated Societies:

Belgian Ergonomics Society : VanWanterghem
Czechoslovak Ergonomics Association : Formánek
Ergonomics Society : Sell
Ergonomics Society of Australia : Bullock
Ergonomics Society of Korea : Kim
Gesellschaft für Arbeitswissenschaft : Luczak
Human Factors Association of Canada /
Association Canadienne d'Ergonomie : Kumar
Human Factors and Ergonomics Society : Brown,Jr / Imada /
Karwowski (partially present) / Pearson
Hungarian Ergonomics Society : Lakatos
Japan Ergonomics Research Society : Akita / Aoki / Saito
Nederlandse Vereniging voor Ergonomie : Dul
Nordic Ergonomics Society : Dahlman / Ruuhilehto
Polish Ergonomics Society : Cwirko / Pacholski
Société d'Ergonomie de Langue Française : Daniellou / Monod

Representatives of Affiliated Societies:

Human Ergology Society : Horino

Invited Observers:

Croatian Ergonomics Society : Manenica
Bureau of the Hungarian Council of Industrial Design & Ergonomics : Lakatos

ACTION ITEMS; MINUTES OF THE COUNCIL MEETING WARSAW 1993

By Councillors

By Kumar: 2.2.2 Wa

- 1.3 Wa
- 2.1.2 Wa
- 2.2.2 Wa
- 2.2.3 Wa
- 2.2.4 Wa
- 2.3.1 Wa
- 2.6.1 Wa
- 2.6.2 Wa
- 6.1 Wa
- 7. Wa

By Executive

- 2.4.1 Wa
- 4. Wa
- 6.2 Wa
- 8.2 Wa

By Noy: 8.3 Wa

By Rookmaaker: 2.6.2 Wa / 5.3 Wa

By Helander: 8.1 Wa

By Horino: 2.6.11 Wa

By Brown, Jr:
2.1.2 Wa
2.3.2 Wa
2.3.3 Wa
2.3.4 Wa

0 Wa General Remarks

In his introduction Pacholski welcomed, on behalf of the Polish Ergonomics Society, the Council in Warsaw cordially. He underlined the importance of ergonomics in Poland of the actual meeting and also of the foregoing First World Conference on Material Handling. Further Pacholski described the situation of the Polish Ergonomics Society (organisation, membership, activities) and more in general the state of the art of ergonomics.

1.1 Wa Report of the President (Doc. 1.1 Wa)

The President introduced his report. This past year probably has been one of the most active for the IEA in its history (eg. many IEA-supported conferences, activities in the field of harmonising professional standards, shared activities between IEA and ILO, growing contacts with Middle/Eastern European ergonomics societies).

For the future more attention will be given to both the continents South America and Africa in order to support developments of ergonomics. Some congresses and/or regional meetings will be visited.

1.2 Wa Report of the Secretary-General (Doc. 1.2 Wa)

Rookmaaker informed the Council about the still growing amount of correspondence at the secretariat. Some 7 ergonomics organisations asked for more information about IEA membership; 3 of them finished the process of preparation and now apply for IEA federated and sustaining membership.

1.3 Wa Report of the Treasurer (Doc. 1.3 Wa)

The IEA appears to be healthy and growing. The number of members continues to grow. This is reflected in higher operating budgets. It is projected that there will be a deficit this year (1993). This is not unusual. Councillors are once again asked to provide the treasurer with information concerning the percentage of their membership dues income that pays the IEA in fees!

(Councillors)

1.3.1 Wa Contribution SELF Devel.Countr.Fund (Doc. 1.3 Wa / 1.3.1 Wa)

With the specific aim to help further meetings in Industrial Developing Countries, SELF has offered FF 100.000 to IEA, under the condition that no registration fees for those who will enjoy grants from that fund will be refunded. The detailed procedures and agreement still has to be analysed by the IEA treasurer and the SELF.

Council expressed her great gratitude for this generous SELF-offer!

1.3.2 Wa Waiving Capitation Fee; Policy Proposal (Doc. 1.3 Wa)

Capitation fees from IEA-supported conferences represent an important source of revenue for the IEA. Capitation fee must always be budgetted but is the last to be paid back to IEA. Especially in cases where meetings are organised in industrially developing countries, it can be very difficult for the organisers to pay capitation fees.

Therefore the treasurer proposed the following motion:

"Upon specific application by the organisers of an IEA-supported conference, the IEA Executive Committee may, at its discretion, waive the capitation fees for delegates from industrially developing countries."

The details will be worked out by the Executive.

Council voted in favour (22: +; 0:-; 0:0).

2.1 Wa Report of the Chairperson Awards Committee

2.1.1 Wa IEA-Awards; possible extensions (Doc. 2.1.1 Wa)

It is proposed to establish a new award (the IEA President's Award). Contrary to the other IEA-awards, persons qualifying for this new award would not necessarily have to be ergonomists. Neither the number of awardee's nor the point of time will be fixed. The establishment of this award would provide IEA with flexibility.

In the discussion one warned for "inflation" by a too large variety of awards. By voting Council agreed with the proposal of the new award as described in Doc. 2.1.1 Wa; the final approval for granting this award will rest with the President. Motion 19: +; 0:-; 2:0).

2.1.2 Wa Rules and Procedures Awards 1994 (Doc. 2.1.2 Wa)

The Awards Committee (Hendrick/Davis/Kuorinka/Shackel/Sugyama) asks Societies/Councillors to submit nominations for any or all of the IEA award-types to be presented at the 12th Triennial IEA Congress in Toronto. for the exact procedure: see annexed doc. 2.1.2 Wa.

Nominations must be submitted not later than 31st December 1993.

Councillors are responsible for nominations.

(Councillors)

Brown, Jr will prepare, for the councillors, a survey of awardee's in the past as soon as possible.

(Brown)

2.2 Wa Report of the Chairperson Education & Training Committee (Doc. 2.2 Wa)

2.2.1 Wa SC1a / Symposium Palermo (Doc. 2.2 Wa)

Bullock encouraged participation from societies to the Palermo Symposium (October 1993) which will be of interest for own approach in the field of certification, registration and accreditation. In Toronto there will be a follow-up meeting organised.

2.2.2 Wa SC1b / Draft Proposal Code of Ethics (Doc. 2.2 Wa / 2.2.2 Wa)

The draft document (2.2.2 Wa; enclosed) is open for suggestions. The document provides guidelines for those members who are considering a code of ethics. Councillors are requested to give amendments/comments to Kumar about the document and its content before December 31st, 1993.

(Councillors)

A reminder will be send out by Kumar.

(Kumar)

2.2.3 Wa SC2a / Directory Ergon.Educat.Progr. (Doc. 2.2 Wa / 2.2.3 Wa)

Pearson described the planning in order to realise the Third Edition (1994) of the Directory of Educational Programs in Ergonomics/Human Factors. Councillors are requested to review the actual list of existing programs (deletions, additions) and to send the updated list to Pearson before December 1st, 1993.

If certain programs are certified or approved, councillors are invited to mention that. Addresses of programs in non IEA-member countries are also requested.

(Councillors)

The final selection of programs will be realised by Pearson and other experienced colleagues.

2.2.4 Wa SC2b / Directory Ergon.Educat.Resources (Doc. 2.2 Wa)

Councillors are requested to encourage their Society, relevant organisations and educational institutions to provide details of any educational resources they may hold and are willing to share.

Please send details to:

Mr. Clive Andrews
Napier University
Edinburgh
Scotland, EH 10 5 DT.

(Councillors)

2.2.5 Wa SC3 / Roving Seminar (Doc. 2.2 Wa)

In August 1993 a three-day course on ergonomics will be held in Thailand and Indonesia, (financially) supported by IEA and ILO. The Checkpoints book (125 items) in draft will be used.

Although this project is complicated, the preparations are running satisfactorily.

2.3 Wa Report of the Chairperson Policy & Planning Committee (Doc. 2.3 Wa)

2.3.1 Wa Updating Basic Documents (Doc. 2.3 Wa)

The most recent edition (Current June 1993) has been distributed at Council. Amendments and additions have to be transferred to Brown - if possible - before October 1st, 1993. In the next editions the list of awardee's (see this minute: item 2.1.2 Wa) will be added. Shackel, as the official IEA historian, will take care of the item history.

(Councillors)

About the newly developed presented request forms for application of IEA-support (IEA-Conferences and Joint Conferences) of conferences, it was decided that those forms can be obtained at the Secretary-General's address and sent back completed, together with budget information, to the Secretary-General.

2.3.2 Wa IEA Survey (Doc. 2.3 Wa)

Brown informed Council about the difficulties of obtaining input on the IEA survey. The questionnaire is not easy to complete and the value of the results is also a point for discussion. But enough of data can influence the IEA policy.

The Executive plans to publish the final survey report in Toronto 1994. Before this, the draft version will be sent to each society for comments and suggestions.

(Brown, Jr)

2.3.3 Wa Representation at Council; New Strategies (Doc. 2.3 Wa)

After the decision by Council about the representation at Council, which means approx. 35 Councillors), Executive discussed the streamlining of actions at Council.

Reports will be informative and to the point, with well-prepared action items and proposals for decision by Council.

With this approach one can have effective meetings, also with approx. 35 Councillors. If Council would further grow more rapidly, we would have to consider more drastic measures.

Brown informed Council to organise next year, once again, a workshop for new Council members before the Council Meeting, which was very successful in Paris in 1991.

(Brown, Jr)

2.3.4 Wa Triennial or Biennial IEA Congress: Proposal (Doc. 2.3 Wa)

Council asked the Executive to prepare a proposal about the Biennial/Triennial or even Quartennial IEA Congress which will be sent to the societies as preparation for a decision by the next Council.

(Brown, Jr)

2.4 Wa Report of the Chairperson Promotion & Public Relations Committee (Doc. 2.4 Wa)

A Sub-committee is founded with the goal to develop ideas and possible action programs for enhancement of global recognition of ergonomics in practice and theory with specific attention for promotion of ergonomics in industrially developing countries.

In connection with the report certain items were discussed. The Executive will consider an updating of the actual IEA-logo.

Konz mentioned difficulties with border crossing with exhibition material in some countries.

Monod offered support in translation from English to French and vice versa.

2.4.1 Wa Acquisition Affiliated/Sustaining Members (Doc. 2.4 Wa)

Horino described the approach in order to acquire more affiliated/sustaining members. A sustaining membership can be financially positive for the IEA but also moral supportive for the applicant itself.

An organisation who applies for sustaining membership should be, in principle, international. The question which benefits are related with a sustaining membership must be discussed by the Executive.

(Executive)

2.5 Wa Report of the Chairperson of the Publications Committee (Doc. 2.5 Wa)

As Ward is not present, Council took note of the progress report Doc. 2.5 Wa without too much discussion. The editing of the general IEA brochure is to be expected shortly. Council voted in favour for a motion dealing with a general agreement (to be worked out afterwards by Ward) between IEA and the editor of the Int.J. of Human Factors in Advanced Manufacturing/John Wiley and between IEA and the editor of the Int.J. of Human Computer Interaction / Ablex. (Motion: 21:+; 0:-; 0:0).

2.6 Wa Report of the Chairperson of the Science & Technology Committee (Doc. 2.6 Wa Replaced)

After the introduction of his progress report (Doc. 2.6 Wa Replaced) Helander proposed Council various approvals and/or decisions.

2.6.1 Wa Collaboration with Technical Groups (Doc. 2.6 Wa Replaced)

Helander urged the need to have participation in the newly established Technical groups/TG from outside the USA. Councillors are requested to provide names of candidates.

(Councillors)

In an overview of the status of the TG's the need for chairpersons of the TG Agriculture/Consumer Products/Computers/Standards was stressed by Helander.

(Councillors)

2.6.2 Wa Contacts with UN Agencies (Doc. 2.6 Wa Replaced and ann. 5)

It was recommended to apply for the NGO-status of the IEA with the Economic and Social Council (ECOSOC) of the United Nations. IEA is already recognised as an NGO by WHO and ILO.

The same was recommended with the UNESCO which gives IEA the opportunity to apply for funding.

Council voted in favour (22:+; 0:-; 0:0).

(Rookmaaker)

According to annex 5 IEA could perform contractual work for outside agencies like UN (incl. its Divisions), World Bank, ILO, WHO, etc. IEA could apply for funding. Councillors will study annex 5 and send comments to Helander.

(Councillors)

About the TG Standards one discussed the need to continue or not. Technical standards are realised by ISO. The task of an IEA involvement could be more "philosophical", umbrella position.

- 2.6.3 Wa Ergonomics of Materials Handling, Warsaw 1993
- Pacholski informed Council about the conference. The conference (235 participants) appeared to be very successful, although a number of speakers did not present, according to the program, their papers. An official evaluation will be presented to Council later on.
- 2.6.4 Wa HCI, Orlando 1993
- Nothing to report.
- 2.6.5 Wa Intern. Industrial Ergonomics on Safety Research, Copenhagen 1993
- About 180 participants visited the conference.
- 2.6.6 Wa Ergonomics in Russia, etc. St. Petersburg 1993
- About 140 participants from Middle/Eastern European countries are expected; about 25 from other areas around the world.
- 2.6.7 Wa ODAM-4, Stockholm 1994 (Doc. 2.6. WA Replaced, ann.4)
- Council took note of the letter from the president of the Ergonomic Society Sweden / ESS in which certain problems were discussed about the information exchange between the ODA4-4 organiser and ESS. Council once more underlined the policy about IEA-supported conferences that no support should be made without the specific agreement by the local Federated Society.
- At this moment 140 abstracts have already been received, most of them of good quality. Also the fund-raising is satisfactory.
- 2.6.8 Wa Pan Pacific Conference, Seoel 1994
- General Discussion
- In connection with the request to support this conference which will be held in November 13-17th 1994 in Seoel, Korea, a lengthy discussion took place about the IEA support-policy of conferences which are possibly in competition with the IEA-Triennial Congress, a keystone for IEA.
- According to some Councillors, we have to protect our IEA-Triennial Congress by rejecting any support on conferences which will take place within a window of 6 months (3 months before and 3 after the Triennial Congress). According to other opinions, one does not need to be too concerned to protect the Triennial Congress; the central task of the IEA is 'providing ergonomics as much as as possible and appropriately'.

Moreover one can also take into consideration the geographical distance between the location of the Triennial Congress and the possible competitive ergonomic activity. Also the level of the endorsement can be different.

In the discussion it was stressed to develop for the long term a more coherent policy, with a strategic outlook; a business plan which will also be dependent on the issue Biennial/Triennial IEA Congress (see minutes item 2.3.4 Wa). How to realise our objective as correctly as possible?

In general Council was in favour of a more liberal approach for the time being. Relating to the Toronto Triennial Congress Council adopted a motion as follows:

IEA endorsement for conference to be held in a time window of 4 months (June 15th, 1994 - October 19th, 1994) can only be endorsed by the level Conference-Cooperation if the conference is not being held in the same geographical area (if not: no any endorsement will be granted). It is upto the Executive to interpret the wording geographical area. The motion carried (16:+; 1:-; 3:0).

Council granted the Pan Pacific Conference to be an Approved Conference. Motion was adopted (16:+; 1:-; 1:0).

2.6.9 Wa WWDU-4, Milan 1994 (Doc. 2.6.9 Wa)

According to the request Council approved to grant the WWDU-4 the level of Conference Cooperation (14:+; 2:-; 6:0).

2.6.10 Wa Fourth Intern.Conf. on Hum.Aspects of Advanced Manufacturing and Hybrid Automation, Manchester 1994 (Doc 2.6. Wa Replaced, Ann.8)

The original request by the conference chairman dr. Kidd, was withdrawn during the Council by Karwowski (honorary chairman of the conference).

2.6.11 Wa HCI International-6, Yokohama 1995 (Doc. 2.6. Wa Replaced, Ann. 6)

At the moment the requested level of endorsement for this conference was Conference Cooperation. Council voted in favour for this request (22:+; 0:-; 0:0). However, it was suggested to upgrade this level to Approved Conference. Horino will discuss this in Japan.

(Horino)

2.6.12 Wa Paths to Productivity Aging / UOEH

Council approved this conference which could be organised in cooperation with the T.G. Aging - the level of Conference Cooperation. (Motion 14:+; 1:-; 3:0). More details will follow.

2.6.13 Wa Ergonomics of Quality in Manufacturing, Buffalo 1995
(Doc 2.6. Wa Replaced, Ann. 7)

For this conference the endorsement-level of IEA Conference is requested. In the presented budget US \$ 4000,- seed money is requested with an estimated income for IEA of US \$ 1000,-. Under the condition that the treasurer can agree with this budget. Council approved this request (22:+; 0:-; 0:0).

3. Wa Relations with ILO/WHO (Doc. 3. Wa)

In his report Kuorinka informed Council about the progress of the IEA/ILO Ergonomic Checkpoints, which will be ready in draft approx. September 1993. The book will be titled as a joint IEA-ILO publication with dr. Kogi as editor and the various contributing experts individually as authors. The cooperation IEA-ILO appears until now positive and most promising for the future. Kuorinka will acquaint himself with the successor of Kogi as he leaves his post at ILO this autumn.

4. Wa Ergonomics International

Konz informed Council about the state of the art of "Ergonomics International". A major concern is the lack of input especially from non-English speaking countries. A real problem is, since years, the slow editing by Taylor & Francis of E.I., which is printed by T&Fr without costs, as EI is also a section in the journal Ergonomics.

An alternative could be printing (D.T.P.), duplication and mailing by ourself, which raises costs but is much quicker. The actual mailing list should be updated and probably reduced. Local distribution by the societies could be considered. After this discussion general opinions about EI among the Councillors were collected. This resulted in the impression to keep EI published in the journal Ergonomics (broad dissemination) but to urge Taylor & Francis to speed up the editing of the EI issues. The Executive is requested to execute this policy in concern with Taylor & Francis.

(Executive)

5. Wa IEA-Membership

5.1 Wa Indian Society of Ergonomics (Doc. 5.1 Wa)

The application for Federated Membership of ISE was checked by the Executive and found correct in order. The ISE in the past has already done considerable work in ergonomics related with agriculture. Council voted unanimously (21:+) in favour of a Federated Membership of ISE.

5.2 Wa Ass. Erg. Societies in Yugoslavia (Doc. 5.2 Wa)

This item was discussed in conjunction with 5.3.Wa.

5.3. Wa Croatian Ergonomics Society (Doc. 5.3 Wa)

Manenica (invited observer from the Cr.E.S.) described upon request the situation of the ergonomic organisation in the former Yugoslavia. In the past there were founded 3 different ergonomic societies, each with their own by-laws: Croatia Ergonomics Society (founded in 1974); Serbian Ergonomics Society and Bosnian Ergonomics Society with as umbrella the Association of Ergonomics Societies in Yugoslavia. Now Yugoslavia no longer exists and likewise the Association. Therefore the Cr.E.S. has applied for IEA-Federated Membership.

After the information by Manenica, Council had a further discussion and finally voted in favour of the Federated Membership of the Cr.E.S.

Bulat - IEA Councillor on behalf of the Association of Ergonomics Society of Yugoslavia - will be asked once again about the actual status of the Ass. Yugosl.Erg.Soc. (membership, board, etc). He will also be informed about a serious arrear of fee payment since years of his society.

(Rookmaaker)

5.4 Wa Bureau of the Hung.Council of Industrial Design and Ergonomics (IFETI) (Doc. 5.4 Wa)

Lakatos - also present in her capacity of invited observer - informed Council about the position of IFETI in Hungary. IFETI is the central focus point for design and ergonomics. The IEA membership would give support to improve ergonomics in Hungary. IFETI has applied for Sustaining Membership. The IEA Executive is in favour of this application. The subscription annual rate in the case of acceptance would be US \$ 1000,-. Council voted in favour for this application of an IEA Sustaining (the first!) Membership of IFETI.

6. Wa IEA-Triennial Congresses

6.1 Wa 1994 Toronto (Doc. 6.1 Wa)

Noy - congress chairman - informed Council about the state of the preparation of the Congress. The expected attendance is 1700 persons; the break-even lies at 900. Facilities for all kinds of meetings are reserved. Accommodation for lodging is available at various levels. Registration fee will be reduced for students. It appears at this moment (mainly due to the poor state of the economy) very difficult to obtain sponsorship funds. It will still be tried to obtain special registration fee rates for attendance from some industrially developing countries. Also it is tried to waive registration costs for councillors. The number of free flight tickets offered by Air Canada (official carrier) is not yet clear.

Noy asked Council to give proposals for symposia during the congress as soon as possible.

(Councillors)

It was also asked to give suggestions for key note speakers.

(Councillors)

6.2 Wa 1997 Finland (Doc. 6.2 Wa)

Ruuhilehto - deputy chairperson of the IEA Triennial Congress 1997 organising committee - asked Councils' approval to move the Congress from Helsinki to Tampere due to various arguments (space requirements, cost effectiveness, structure of the organising committee). The N.E.S. supports this change. Council approved this also (20:+; 0:-; 1:0).

Another question about the congress period (the preliminary reservations are made for the period June 23rd-26th , 1997) raised a variety of opinions about the most preferable week. The Executive will make a final decision about the exact dates.

(Executive)

6.3 Wa 2000 Los Angeles

According to the information of Imada the Congress will take place in the period between end of August/beginning of September.
The preparation will be started shortly.

7. Wa Election Officers 1994

The whole procedure is described under item 11 in the Rules of the IEA / (current June 1993). Six months prior to the next Council meeting (February 1994) a letter from the Secretary General will be sent to all councillors and Secretariats inviting them to make formal written nominations. Please be prepared! Upon request from Council, Noy and Rookmaaker are electable.
(Councillors)

8. Wa Miscellaneous

8.1 Wa Helander reported about some activities from Salvendy together with ILO/NIOSH for Thailand. Support from IEA is suggested. Helander proposed to make a small working group for the cooperation with Salvendy. Salvendy, however, must primarily describe what detailed support from IEA he would like to receive. Helander will provisionally act as liaison person. There can also be relations with the Education & Training field.
(Helander)

8.2 Wa Helander urged to use within the IEA organisation e-mail with its advantages. Executive will discuss this suggestion.
(Executive)

8.3 Wa Rookmaaker suggested to pay attention in this period of economic recession to the role of ergonomics. In the following discussion ergonomics was brought in relation with productivity enhancement, quality of products and growing interest by politicians. It could be a topic in Toronto.
(Noy)

8.4 Wa Imada congratulated the Executive with this Council Meeting which was according to his impression, one of the best in IEA history, thanks to the good preparation by the Executive!

9. Wa Next Council Meeting

Council will meet in Toronto Saturday August 13th - Sunday August 14th, 1994.

The President closed the meeting with thanks to all who gave support to this Council Meeting.

FINAL AGENDA COUNCIL MEETING / WARSAW
(June 18 - 19th 1993)

Document no.

0. Wa	General Remarks	
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1.3 Wa	<u>Treasurer</u> ; Annual Report / Noy	1.3 Wa
	1.3.1 Contribution SELF Devel.Countr.Fund	1.3.1 Wa
	1.3.2 Waiving Capitation Fee; Policy proposal	
	<u>Committee Chairs Reports:</u>	
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	2.1.1 IEA-Awards; possible extensions	2.1.1 Wa
	2.1.2 Rules & Procedures Awards 1994	2.1.2 Wa
2.2 Wa	<u>Education & Training</u> ; Annual Report / Bullock	2.2 Wa
	2.2.1 SC1a / Symposium Palermo, October '93	
	2.2.2 SC1b / Draft Proposal Code of Ethics	2.2.2 Wa
	2.2.3 SC2a / Directory Ergon.Educat.Prog.	2.2.3 Wa
	2.2.4 SC2b / Directory Ergon.Educat.Resources	
	2.2.5 SC3 / Roving Seminar 1993	
2.3 Wa	<u>Policy & Planning</u> ; Annual Report / Brown	2.3 Wa
	2.3.1 Updating Basic Documents	
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	2.3.4 Triennial or Biennial IEA Congress; proposal	
2.4 Wa	<u>Promotion & Public Relations</u> ; Annual Report / Horino	2.4 Wa
	2.4.1 Acquisition Affiliated / Sustaining Members	

2.5 Wa	<u>Publications</u> ; Annual Report / Ward	2.5 Wa
	2.5.1 Checkpoint Book / IEA-ILO	
	2.5.2 Joint publications / IEA-WHO	
	2.5.3 IEA-Brochure	
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2.6 Wa	<u>Science & Technology</u> ; Annual Report / Helander	2.6 Wa Replaced
	2.6.1 Collaboration with Technical Groups	
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	2.6.3 Materials Handling, Warsaw 1993	
	2.6.4 HCI, Orlando 1993	
	2.6.5 Industr.Erg. on Safety, Copenhagen 1993	
	2.6.6 Ergon. in Russia, St.Petersburg 1993	
	2.6.7 ODAM-4, Stockholm 1994	
	2.6.8 Pan-Pacific Conf.-3 Nov.'94 (Seoul)	
	2.6.9 WWDU-4, Oct.'94 (Milan)	2.6.9 Wa
	2.6.10 Hum.Aspects of Adv. Manuf. and Hyb.Autom., Manchester 1994	
	2.6.11 HCI, Yokohama 1995	
	2.6.12 UOEH	
	2.6.12 Erg. of Quality in Manuf., Buffalo 1995	
3. Wa	<u>Relations with ILO/WHO</u> ; Status Report / Kuorinka	3 Wa
4. Wa	<u>Ergonomics International</u> ; Status Report / Konz Updating Mailing List	
5. Wa	<u>IEA-Membership</u>	
	5.1 Federated Membership ISE	5.1 Wa
	5.2 Federated Membership Ass.Yugoslav.Erg.Soc.	5.2 Wa
	5.3 Federated Membership Cr.E.S.	5.3 Wa
	5.4 Sustaining Membership IFETI	5.4 Wa
6. Wa	<u>IEA-Triennial Congresses</u>	
	6.1 1994 Toronto	6.1 Wa
	6.2 1997 Finland	6.2 Wa
	6.3 2000 Los Angeles	
7. Wa	<u>Election Officers 1994</u>	
8. Wa	<u>Miscellaneous</u>	
9. Wa	<u>Next Council Meeting</u> Toronto 1994; exact dates	