

  
**IEA COUNCIL ANNUAL MEETING**  
Breckenridge / USA; July 29 - 30th, 1996

Annex I: Action Items from the Minutes  
Annex II: Final Agenda Council  
Annex III: Roundtable introductions

**Council 7**

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Attendance

Officers:

President: Helander  
Secretary General: Rookmaaker  
Treasurer: Noy

Committee Chairs:

Awards: Helander  
Education & Training: Bullock  
Industrially Developing Countries: VanWongerghem (only July 29th)  
Policy & Development: Brown, jr  
Publication & Promotion: Karwowski  
Science & Technology: Luczak  
Ergonomics International: Konz  
  
Chair Organising Cee IEA'97: Mattila  
Past IEA President: Hendrick

Representatives of Federated Societies:

Belgian Ergonomics Society: Op den Beeck  
The Ergonomics Society: Sell  
Ergonomics Society of Australia: Bullock  
Ergonomics Society of Korea: Nahm Sik Lee  
Ergonomics Society of South Africa: Scott  
Ergonomics Society of Taiwan: Wang  
Gesellschaft für Arbeitswissenschaft: Zink  
HF Association of Canada/  
Ass.Canadienne d'Ergonomie: Kuma  
Human Factors & Ergonomics Soc.: Karwowski / Laughery / Parsons  
Japan Ergonomics Research Soc.: Akita / Aoki / Saito  
Nederlandse Ver. voor Ergonomie: Dul / Koningsveld  
Nordic Ergonomics Society: Larsen / Odenrick  
Société d'Ergonomie de Langue  
Française: Desnoyers  
South-East Asian Ergonomics Soc.: Halimahtum  
  
Staff IEA Archives: Strother (non-voting)

Representatives of Affiliated Societies and/or Sustaining Members:

No Attendance

Excused:

*Representatives from*

- Czech Ergonomics Society
- Ergonomics Society of the Federal Republic of Yugoslavia
- Irish Ergonomics Society
- Portuguese Association of Ergonomics / APERGO
- Società Italiana di Ergonomia
- European Society of Dental Ergonomics

0. Announcements: Housekeeping

The President welcomed the Council and thanked the ODAM hosts for their hospitality. According to the level of registration the ODAM Symposium 1996 will become very successful.

After the Rio Council (1995) the Executive discussed a restructuring of the Council agenda, combined with a more extended period before the Council for discussing the various agenda items with related documents. This Council is the first Council-new style.

After the very positive evaluation at the Rio Council of the Roundtable introduction by Councillors, it was decided to maintain this agenda item at every Council meeting. The various representative informed their colleague councillors about activities, progress, etc in their societies. The Secretary-General will distribute copies of the contributions if available.

[Secretary-General]

1.1 Report of the President (Doc. 1.1 Breck)

The President introduced his report. Attention was focussed on Appendix 1.1 (Ten Goals of Priorities), on Appendix 1.2 (the successful visit to several Asian countries) and on Appendix 1.3 (Memorandum of Understanding between IEA and IAAP). In relation to this MoU the very positive reaction of IAAP regarding our IEA'97 congress was mentioned. Council reacted unanimously positive (21:+) to this MoU. It was suggested to investigate similar contacts with other interesting international bodies.

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

There were no remarks.

1.3 Report of the Treasurer (Doc. 1.3 Breck)

Referring to the financial report, the Treasurer described the IEA financial base as "stable, albeit small. Traditional and new sources of revenues must be explored to permit undertaking larger program initiatives". Council was requested:

- to pay by sending cheques, not electronically, if at all possible;
- to pay in US\$ currency; however as IEA uses two currencies (US\$ and CHF), societies may also pay in CHF (Swiss Francs).

The treasurer will continue to correspond with societies in arrears. However, no particular concern was expressed.

## 2. Items for Voting

### 2.1 Executive Committee

#### 2.1.1 Sustaining Membership (Doc. 2.1.1 Breck)

The document proposes three levels of support by organisations as Sustaining Member related with specific dues and benefits: Gold/Platinum and Diamond Level. It is also proposed that individuals can support IEA by becoming Sustaining members. For individuals there is only one class of membership.

In the discussion it was stressed that any feeling of competition between the interest of IEA and the national society must be avoided. Council also feared a considerable influx of Sustaining Members the year before the Triennial Congress, due to the benefits of the membership (Platinum and/or Gold). It was suggested - relating to the Basic Documents page 12, item 5.3 - to be more precise about the criteria for Sustaining Membership. In any case a Sustaining Membership acceptance by IEA does not imply an endorsing by IEA of their products. Council voted in favour of the ideas about a Sustaining Membership for organisations as presented in doc. 2.1.1 Breck (20:+; 3:-; 0:0) requesting the Executive to elaborate the proposal in more detail. [Executive]

For individuals Councils liked to replace the wording "Sustaining Member" with "Donor". Donors may be individuals or companies/organisations. The Executive is also requested to elaborate this idea in more detail. Council voted in favour of the idea of donors (15:+; 1:-; 4:0).

#### 2.1.2 Bequests (Doc. 2.1.2 Breck)

The proposal deals with 2 types of bequests:

- a) General Bequest, to be used for the purpose and benefit of the IEA
- b) Specific Bequest, to be used for a specific and indicated purpose.

A bequest must take into account legal requirements which may vary from country to country. IEA may help to formulate these. Council voted unanimously in favour (22:+).

#### 2.1.3 Capitation Fee (Doc. 2.1.3 Breck)

It is proposed by the Executive to revise the capitation fee schedule for IEA supported conferences.

Council reacted with some reservations to the proposal, with arguments of lowering benefits for the conference organiser/opposite money-streams for conferences in developing countries/unbalanced categories especially for the Conference Cooperation type. Council voted to postpone this proposal until next Council (14:+; 5:-; 2:0). An ad hoc committee (Zink, Laughery) was requested to prepare, within a period of 2 months, suggestions for the Executive about how to increase income through IEA endorsed conferences in a flexible manner. [Zink, Laughery]

Executive will present a revised proposal at the next Council. [Executive]

#### 2.1.4 Electronic Journal (Doc. 2.1.4 Breck)

The Executive proposes to establish an Electronic Journal as part of our mission to provide support in the form of books and journals to industrially developing countries. Such an EJ has minimal costs with a very high value.

Council had several questions concerning the internet-access in various parts of the world. Another item for discussion: are we the publishers? One asked about the kind of journal. HFES is looking in the same way to a practitioner-oriented one, with case studies not intended to be a highly refereed journal. It was also suggested to have a more "Readers Digest" approach, with different sections.

Council finally voted in favour of starting a prototype Electronic Journal on a three year trial basis (16:+; 0:-; 5:0).

#### 2.1.5 Application Affiliated Membership Turkish Ergonomics Society (Doc. 2.1.5 Breck)

The Executive has studied the request for IEA membership of TES. There are still a few question marks and we are waiting for reaction by TES. Therefore, it is better to postpone this request until the next Council.

#### 2.1.6 Application for Sustaining Membership from Research Institute of Human Engineering for Quality Life / HQL (Doc. 2.1.6 Breck)

This Institute in Japan is established to "promote comprehensive research on human life engineering in cooperation with industry, government and educational institutions". HQL presents human life engineering as seen from the point of view of the Japanese by participating in international conferences, sponsoring international symposia and exchanging information with foreign research institutes. It is necessary, as a matter of courtesy, to discuss this application with the Japan Ergonomics Research Society / JERS before a final decision is taken. The Secretary-General will take care of that.

[Secretary-General]

Council voted unanimously in favour of a motion which authorises the Executive to handle the request by HQL for IEA-Sustaining Membership in contact with JERS (22:+).

[Executive]

## 2.2 Science and Technology

### 2.2.1 IEA Endorsement ASEAN ERGONOMICS '97 (Kuala Lumpur/Malaysia: November 97)

Council supported the approach of the Executive to provide US\$ 4000 as seed money to this conference. If a higher amount is needed within a budget acceptable to the Treasurer, an additional amount from SELF and/or ESA Funds could be considered. Council underlined the importance of this 5th ASEAN ERGONOMICS '97. Further discussion with JERS (WWDU'97) about the exact dates is needed.

Finally Council voted in favour to endorse the 5th Asean '97 conference as an IEA Joint Conference contingent every nationality can visit the conference (11:+; 0:-; 6:0).

## 2.4 Policy and Development

### 2.4.1 Definition of Members (Doc. 2.4 Breck)

This item was transferred to item 2.1.1.

### 2.4.2 Rule-changes Basic Document (Doc. 2.4 Breck)

Council accepted unanimously (18:+) all proposals for rule changes of the Basic Document as proposed under:

2.4.2.1

2.4.2.2

2.4.3

2.4.4

There was no discussion nor objection by Council to the parts 3.4.01/02/03/1-6 of Doc. 2.4 Breck.

## 2.5 Industrially Developing Countries

(No items for voting).

## 2.6 Education & Training

(No items for voting).

## 2.7 Awards

### 2.7.1 K.U. Smith Student Award (Doc. 2.7 1.1/2 Breck)

Executive seeks endorsement to go ahead with the KU Smith Award. Council discussed the award money amount which shall provide:

- a) round trip travel to the Triennial Congress
- b) congress registration
- c) additional monetary award.

Is the nominee obliged to go to the congress? The amount of money is not very much. On the otherhand, it is a privilege for a student to present his/her paper at the congress.

It was proposed to add to the conditions:

Students are encouraged to personally present their paper; the award winner is expected to present his/her paper at the congress.

The time of the paper-submission determines the status (student or non-student) of the author.

It was also proposed to ask the Congress Committee of the Triennial Congress to waive the registration fee of the award winner.

With those two additions Council voted in favour of the KU Smith Award for students (17:+; 0:-; 1:0).  
[Hendrick/Brown]

3. Specific Requests & Items for Information Reports

3.1 Book Distribution (Doc. 3.1 Breck)

It is proposed to organise a network (which will change periodically) of institutes / organisations in IDC's, who can act as regional centres where the IEA book donation program can be addressed to and also the copies of conference-proceedings sent to IEA according to the requirements of IEA endorsements of conferences (page 36 IEA Basic Documents ed. Sept'95).

As those regional centres are expected to act as information-distributor, Council suggested to take this aspect into account in the selection process of those centres. Council suggested therefore to have South Africa instead of Nigeria and Ecuador instead of Columbia on the list and to maintain that list for a period of three years.

[Secretary-General/VanWanterghem]

Relating to this item, Hendrick suggested to develop a system of distributing upon order, copies of articles from proceedings published by IEA. These should be available at cost price and for IDC's free of charge (paid by IEA). HFES has experience with this. It will be discussed. [Executive]

3.2 Items relating to the Science & Technology Committee (Doc. 3.2 Breck)  
(The numbering follows document 3.2 Breck).

1. IEA Conference Support

1.1 IEA Congress 1997 / Tampere

Mattila informed Council about the progress in the preparation of IEA'97 / Tampere through the Status Report. The congress organisations are finalised and operational. The Call for Papers will be mailed soon. Announcements of the congress have been sent to 56 professional magazines. Information letters have been sent to editors of national newsletter and to the secretaries of national societies. 18 Symposia have already been accepted. The registration fee for IEA Councillors will be FIM 1500 instead of FIM 2500 (early registration). There will be a commercial exhibition during the IEA'97 congress.

The website of IEA'97 is frequently visited (9.409 until now). Council decided after the explanation to all stay - if possible - in hotel no. 15 (Sokos Hotel Ilves) as indicated in the Congress announcement brochure. The hotel price is still subject to negotiations.

Finally Mattila underlined the importance of the TG's in this process and the major role NES (Nordic) and FES (Finnish) are playing in the preparation.

1.2 IEA Sponsored Conferences 1996

Under the auspices of the IEA, especially the TG's of the Sc&T Committee, 7 conferences will take place in 1996 of a good quality. This is according to the goals. The objective of having at least 2 IEA sponsored conference per year is more than fulfilled!

ongekend  
zie-mail  
Steve  
19/11/96

### 1.3 Applications for Conference Support

#### 1.3.1 Allocation of Functions / University College Galway / Ireland, 1997

This conference is approved by the Executive as an IEA Approved Conference.

#### 1.3.2 Ergonomics and Design / Warsaw, 1998

This conference is postponed.

## 2. Technical Groups

### 2.1 Overview

Luczak informed Council about the developments of the scientific activities in specific ergonomic fields. An analysis of the number of publications in different areas show that the following areas are the most frequent:

1. Consumer Products
2. Safety & Health
3. Human Computer Interaction
4. Strain and Psychophysiology

For the further development of the TG's it is important to analyse publications frequently. It provides some useful insights into the structure of the discipline.

### 2.2 Detailed description of TG activities and developments

Document 3.2 Breck gave an overview of the Activity Status and Prognosis for the different TG's. Most TG's are doing well!

### 2.3 New Technical Groups

There are proposals for 2 new TG's:

- a) psychological dynamics
- b) hospital ergonomics

Council is encouraged to present suggestions for additional TG's to Luczak!

## 3.3 Items relating to the Publication & Promotion Committee (Doc. 3.3 Breck) (The numbering follows Doc. 3.3 Breck)

### 1. IEA Press

The next updated IEA brochure will be printed for the first time under the IEA-Press imprint during the fall of 1996.

An application has been made to obtain the ISBN number for the IEA Press.

2. IEA Logo

The new IEA logo was presented to Council. Council reacted positively; the event was celebrated.

3. Book Donation / Distribution Program

See item 3.1 of these minutes.

4. Internet / Homepage

The IEA homepage of the Web has been revised and extended. Federated Societies are requested to include their information on the IEA homepage of the WWW. Societies must therefore send their entry on a standard 3½" disk as soon as possible to Karwowski (moderator of the IEA homepage; volunteers who would like to assist the moderator are welcome!). [Councillors]

5. Communication Tools for IEA

The IEANET (communication between Executive and Council) and IEA WORLD (information exchange between IEA members and the ergonomics community worldwide) discussion lists on the Internet have been developed.

Karwowski demonstrated at Council the IEA homepage and the various items. A handcopy of this is available from Karwowski.

Ergonomics Checkpoints

The Secretary-General expected to receive in Breckenridge approx. 50 copies of the recently published Ergonomics Checkpoints, an ILO / IEA publication. However, one box with approx. 35 copies never arrived in Breckenridge. Remaining copies will be forwarded to the councillors by separate mail. The Ergonomics Checkpoints can be used in education and training. To receive a discounted rate, member societies must use the special order form which will be sent to the councillors. The completed form and also the payment should be mailed directly to ILO / Geneva.

Council expressed his great appreciation for the tremendous job which was realised by many, but in particular, by dr. E. Roskam / ILO, dr. K. Kogi and dr. I. Kuorinka. The Secretary General will inform them about Council's feeling.

3.4 Items relating to the Policy & Development Committee (Doc. 2.4 Breck)  
(The numbering follows Doc. 2.4 Breck)

3.4.2 Strategic Planning Group

The Planning Group will prepare a report for the Council and Tampere Congress '97.



#### 3.4.3 Membership Development Group

A search is ongoing for a new chairperson due to resignation of the former.

#### 3.4.4 Conference and Meeting Request Forms

These will - after completion - be available besides on hardcopy, as well as on the IEA homepage.

#### 3.4.5 IEA Basic Documents

These documents will be updated after this Council and be presented at the IEA homepage and also in hardcopy to the councillors.

#### 3.4.6 Survey

The survey is nearly finished in draft. The questionnaire is under revision. The revised instrument will continue to be a part of the application process for IEA membership.

#### Ad Hoc Task Force selection location Triennial Congress

The Executive proposed an ad hoc Task Force preparing suggestions to the Executive how the selection process of the venue for Triennial Congresses can be improved.

Prepared to function in this ad hoc Task Force are: Koningsveld / Sell / Laughery will participate. The recommendations of the Task Force will be presented by the Executive at the 1997 Council.

### 3.5 Items relating to the Industrially Developing Countries Committee (Doc. 3.5 Breck)

VanWongerghem introduced his report to the Council. A major part of the IDCC is at the moment related to organisational and structuring matters.

Council discussed the Roving Seminar issue, in particular the ones organised in Africa.

- June 12-14th, 1996 / Port Elisabeth (South Africa) / 18 participants
- June 27-29th, 1996 / Durban (South Africa) / 29 participants
- July 3-4th, 1996 / Jwaneng (Botswana) / 23 participants

These Roving Seminars were a joint venture of IEA, ILO and the Ergonomics Society of South Africa / ESSA. The overall organiser was prof. Pat Scott who did an excellent job! Course leaders were prof. Houshang Shahnavaz / Sweden and Pat Scott. The Ergonomics Checkpoints were successfully used. The overall evaluation was very high. There is a strong suggestion to have more such Roving Seminars in that region. Council recommended that a 3 day course is an ideal duration.

For 1997. Roving Seminars are foreseen in Central and/or Middle America.

[VanWongerghem]

3.6 Items relating to the Education & Training Committee (Doc. 3.6 Breck)  
(The numbering follows doc. 3.6 Breck)

1. SC1 / Certification & Ergonomics Competency Standards

The role of IEA in the certification issue is to be ready to help in the framework of certification systems of ergonomists by the development of guidelines. In Tampere "certification" will be discussed in a workshop. After that discussion, and together with the received answers (the block in doc. 3.6 Breck, to be completed and forwarded to Bullock by councillors as soon as possible), guidelines will be prepared. Some councillors asked to speed up this process as the certification issue is of high importance due to the growing competition. [Councillors]

2. SC2 / Ergonomics Education

In due course accredited courses will be indicated in the IEA Directory of Educational Programs in Ergonomics / Human Factors. Councillors are requested to organise a review of the entries in the actual Directory-issue, relevant to their country through their own Society:

- continued existence of the programs listed in the '94 edition;
- correct names / institutes / departments, etc;
- current postal, phone, fax, e-mail addresses for listed programs.

Any updates should be sent to Karwowski (moderator IEA homepage; see also item 3.3 of these minutes). [Councillors]

3.7 Items relating to Awards Committee

Hendrick announced to Council the request for nomination of candidates for the various IEA Awards as mentioned in the Basic Documents and augmented with the KU Smith Award for Students (see 2.7.1 of these minutes). This request will be sent out in August 1996 to Councillors. Reactions must be sent, no later than January 31st 1997, either to the chair of the Award Committee (Hendrick) or to the Secretary-General. [Councillors]

4. International Relations

Parts of this item have already been discussed under item 1.1 / 1.2 / 3.5.

5. Next Council Meeting

The next Council Meeting will take place in Tampere / Finland on June 27 - 28th, 1997. For lodging: please read item 3.2 ad 1.1 of these minutes.

6. Other Business

1. IEA 2000 / San Diego (USA)

Lynn Strother informed Council about the state of the art of the preparation. The conference will be held on:  
July 27th - August 6th, 2000 including the 2 day Council Meeting.

The organisers expect to attract 2500 - 3000 participants. IEA 2000 will also include the HFES Annual Meeting. Council suggested to also have some more small size social encounter facilities in the program of this large size congress.

2. Evaluation of this Council Meeting

Council reacted in general positively to this Council (the reshaping of the agenda with indicated voting items and the mailing received a long time before Council). It was suggested to use IEANET to know who will / will not attend the Council Meeting approx. one week before.

The informative roundtable is very good. The use of transparencies is recommended!

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After this discussion the President thanked everyone for his/her contribution and closed the meeting.

Annex I

Action Items from the Breckenridge Council Minutes 1996

By Executive

2.1.1  
2.1.3  
2.1.6  
3.1

By Councillors

3.3 item 4  
3.6 item 1  
3.6 item 2  
3.7

By Secretary-General

0. Round Table Information  
3.1

By Treasurer

2.1.2

By Brown

2.7.1

By VanWongerghem

3.1  
3.5

By Hendrick

2.7.1

By Zink

2.1.3

By Laughery

2.1.3

FINAL AGENDA COUNCIL MEETING 1996

Date: July 29th - 30th, 1996  
Starting Time: July 29th: 9 am  
Location: Lark Room  
Breckenridge Hilton Resort  
Breckenridge, Colorado, USA

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Related Doc.

0. Announcements; Housekeeping

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Informative roundtable by individual councillors

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1. Officers' Reports

1.1 President: Annual Report

1.1 Breck.

1.2 Secretary-General: Annual Report

1.2 Breck.

1.3 Treasurer: Annual Report

1.3 Breck.

2. Items for Voting

(voting procedure: see IEA Basic Doc. item 8 page 13)

2.1 Executive Committee

2.1.1 \* sustaining membership

2.4 Breck/item 2.4.1

2.1.1 Breck.

2.1.2 \* bequests

2.1.2 Breck.

2.1.3 \* capitation fee

2.1.3 Breck.

2.1.4 \* electronic journal

2.1.4 Breck.

2.1.5 \* application. Affiliated Membership TES

2.1.6 \* application Sustaining Membership HQL

2.1.6 Breck.

2.2 Science & Technology

2.2.1 \* requests for IEA endorsement

3.2 Breck.

2.3 Publication & Promotion

no items for voting

2.4 Policy & Development

- 2.4.1 \* definition of members 2.4 Breck.
- 2.4.2 \* organisational structure (BD: item 7; page 13) 2.4 Breck.
- 2.4.3 \* executive officers (BD: item 9; page 13) 2.4 Breck.
- 2.4.4 \* executive committee (BD: item 10; page 14) 2.4 Breck.
- 2.4.5 \* policy on committees (BD: item 1; page 20) 2.4 Breck.
- 2.4.6 \* policy on the support of conferences in ergonomics (BD: page 36) 2.4 Breck.

2.5 Industrially Developing Countries

no items for voting

2.6 Education & Training

no items for voting

2.7 Awards

- 2.7.1 \* K U Smith Student Award 2.7.1.1/2 Breck.

3. Specific Requests & Items for Information; Reports

- 3.1 \* Book Distribution 3.1 Breck.
- 3.2 \* Science & Technology including IEA'97 3.2 Breck.
- 3.3 \* Publication & Promotion 3.3 Breck.
- 3.4 \* Policy & Development 2.4 Breck/pg 4,5,6
- 3.5 \* Industrially Developing Countries 3.5 Breck.
- 3.6 \* Education & Training 3.6 Breck.
- 3.7 \* Awards

4. International Relations

5. Next Council Meeting

6. Other Business