

Subject: COUMIN97.TAM  
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 From: AMG Ergonomics <amg.ergonomics@transergo.nl>

**IEA COUNCIL ANNUAL MEETING**  
 Tampere / Finland; June 27 - 28th, 1997

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

Belgian Ergonomics Society / The Ergonomics Society / Ergonomics Society of Korea / Gesellschaft für Arbeitswissenschaft / Hellenic Ergonomics Society / HF Association of Canada/ACE / Indian Ergonomics Society / Japan Ergonomics Society / Nederlandse Vereniging voor Ergonomie / New Zealand Ergonomics Society / Nordic Ergonomics Society / Österreichische Arbeitsgemeinschaft für Ergonomie / Società Italiana di Ergonomia

**Attendance**

**Officers:**

President:	Helander
Secretary General:	Rookmaaker
Treasurer:	Noy

**Committee Chairs:**

Awards:	Hendrick
Education & Training:	Bullock
Industrially Developing Countries:	Vanwonterghem
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:**

All-Ukrainian Ergonomics Association:	Burov
Asociación Española de Ergonomía:	/
Belgian Ergonomics Society:	Taverniers
Brazilian Ergonomics Association (APERGO):	Fialho

Chinese Ergonomics Society:	Zhang
Croatian Ergonomics Society:	Manenica (delayed)
Czech Ergonomics Society:	Gilbertova
The Ergonomics Society:	Sell / Wilson
Ergonomics Society of Australia:	Bullock
Ergonomics Society of Federal Republic of Yugoslavia:	/
Ergonomics Society of Korea:	Nahm Sik Lee
Ergonomics Society of South Africa:	Scott
Ergonomics Society of Taiwan:	Wang
Gesellschaft für Arbeitswissenschaft:	Luczak / Strasser
Hellenic Ergonomics Society:	Marmaras
HF Association of Canada/Ass. Canadienne d'Ergonomie:	Kumar
Human Factors & Ergonomics Society:	Karwowski / Laughery / Parsons
Hungarian Ergonomics Society:	Lakatos
Indian Ergonomics Society:	Sen
Inter-Regional Ergonomics Association / IREA:	Elizarov
Irish Ergonomics Society:	Gallwey
Israeli Ergonomics Society:	/
Japan Ergonomics Society:	Akita / Kogi / Saito
Nederlandse Vereniging voor Ergonomie:	Dul / Koningsveid
Nordic Ergonomics Society:	Ivergard / Nygård / Vandraas
Österreichische Arbeitsgemeinschaft für Ergonomie:	Hackl-Gruber
Polish Ergonomics Society:	Pacholski
Portuguese Association of Ergonomics (APERGO):	Barreiros
Slovak Ergonomics Association:	/
Società Italiana di Ergonomia:	Bianchi
Société d'Ergonomie de Langue Française (SELF):	Desnoyers / Falzon
South-East Asian Ergonomics Society (SEAES):	Halimahtum

Representatives of Affiliated Societies and/or Sustaining Members:

European Society of Dental Ergonomics:	excused
Human Ergology Society:	Horino
Bureau of the Hungarian Council of Ind.Design & Erg.(IFETI):	Lakatos
Research Institute of Human Eng. for Quality Life (HQL):	Suzuki / Kawamura

Observers:

Turkish Ergonomics Society:	Özok
Japan Ergonomics Society:	Hayashi / Kishida

## 0. Announcements; Housekeeping

The President welcomed the Council members, the observer from the Turkish Ergonomics Society and other observers. Attention was paid to the new Sustaining Member (Research Institute of Human Engineering for Quality Life / HQL).

Helander expressed, on behalf of the Council, his great appreciation to Mattila and his co-workers for the preparation of the Council and Executive facilities in Tampere. Council was very pleased with the nice gift, presented by Horino, of a display which can be used for IEA promotional activities and which is transportable.

Some housekeeping remarks were made.

### Roundtable Information

The various representatives of the Federated Societies informed Council about some new and interesting developments in their societies. For some hand-outs: See Annex III.

### Information about IEA'97

At the beginning of the Council Mattila was invited to inform Council about the latest state of the art of the IEA'97 Congress.

With impressive figures, Mattila explained how successful the congress seems to become, with more than 1700 registrants the break-even has abundantly been crossed. People come from 60 countries; there are 21 key-notes, 20 symposia, 73 special sessions, 259 normal sessions, 1582 presentations, 7 volume proceedings, altogether approx. 4800 pages, etc, etc. Mattila thanked NES for the great support.

Helander reacted by saying that IEA is indeed indebted to NES and FES for their great contribution. He underlined, however, the extreme involvement of Mattila in order to make the IEA'97 Congress so successful as it seems to become!

## 1.1 Annual Report of the President (doc. 1.1 Tam)

Referring to the President's Report there were some remarks. IEA must be careful not to become competitive with the national member societies in finding new sources of funding (Appendix 1.1 item 7). On the whole, there should be close links between the IEA Executive and the member societies. Appreciation is expressed for the good job IEA is doing in less industrialised areas.

The proposal under item 2.1.2 of doc. 1.1 Tam about the obligation for councillors to have an e-mail account was discussed. Council voted in favour for an amended proposal (an e-mail account must be accessible to all Council members) (28+; 8-; 40).

## 1.2 Annual Report of the Secretary General (doc. 1.2 Tam)

There were no comments.

### 1.3 Annual Report of the Treasurer (doc. 1.3 Tam)

The IEA financial base is stable, albeit small. Traditional and new sources of revenues must be explored to permit undertaking larger program initiatives.

With regard to the various IEA Funds, Council suggested that the Executive should encourage the use of these funds.

[Executive]

Noy repeated his request to carefully provide the name and affiliation of the member society in the case of wired payments of dues.

## 2. Items for Voting

### 2.1 Executive Committee

#### 2.1.1 Application for Federated Membership from the Turkish Ergonomics Society / TES (doc. 2.1.1 Tam)

The official TES observer Özok explained to Council the actual situation of TES. The official founding date is February 1986. The total membership is 32 members. A wide variety of activities has taken place in previous years. The IEA Executive has checked the requirements and found the application complete. Council raised some questions dealing with the by-laws of the TES (eg. Q: what is the exact English name of the society? A: Turkish Ergonomics Society; according to Turkish legislation you should get official approval if you use the adjective Turkish). Council asked Özok to use only one formal name for the organisation. Upon request stated that there is only one ergonomics society in Turkey: Turkish Ergonomics Society! Council voted in favour for acceptance (33+; 0-; 4:0) of the TES membership in IEA.

#### 2.1.2 Federation of European Ergonomics Societies / FEES (doc. 2.1.2 / 2.1.2.1 / 2.1.2.2)

The discussions in some pre-meetings by European member societies about this item made clear that more discussion should take place before a final decision about the future policy could be taken. Therefore this item was withdrawn from the Council agenda.

#### 2.1.3 Capitation Fees Increases (doc. 2.1.3 Tam)

It is proposed by the Executive to revise the capitation fee pro capita amounts and also the handling of eventual surplus from the IEA Congresses.

Some councillors expressed their feelings of reluctance to raise the capitation fee arguing that this would discourage societies to organise such IEA supported meetings. But it was also stated that IEA is often much more than in the past involved in the preparation of such activities which make an enlarged capitation fee understandable. If IEA wishes to enlarge its scope and field of action, more resources are needed.

After the discussion a motion was proposed to create a new special ad hoc committee to review the process (incl. finances) of hosting an IEA Congress by IEA member societies. Council voted not in favour for this motion (8:+; 25:-; 6:). Council voted in favour for the proposed new amounts of the capitation fee (see doc. e.1.3 Tam) (29:+; 8:-; 2:0). In that same document a new policy about how to handle a surplus of the IEA Congress is proposed. Council voted in favour (35:+; 3:-; 1:0). The new capitation fees will be practised with new requests for IEA endorsement. The surplus question will be discussed with the congress organisers of IEA 2000 and 2003. [Treasurer]

#### 2.1.4 Application for Federated Membership from the Ergonomics and Human Factors Society of Mexico / EHFS MEX

Despite the lack of a English version of the by-laws, Executive recommended the treatment of the request of the EHFS MEX for IEA Affiliated Membership. In his letter to the IEA Secretary General, the EHFS MEX President Cartas reacted to the required qualifications for IEA membership (page 14 Basic Documents ed. March '97). They are all fulfilled as is stated by members of the IEA Executive who visited EHFS MEX. The request for IEA membership has relation with the IEA 2000 Congress. Council voted in favour for an acceptance of the EHFS MEX membership, contingent the English version of the by-laws raises no problems, to be checked by Executive (25:+; 0:-; 6:0). [Executive]

#### 2.2 Policy and Development

No voting items.

#### 2.3 Science and Technology

Council proposed to agree to a request by the Ergonomics Society of South Africa / ESSA to provide seed money (US\$ 5000) for IEA Joint Conference to be held in Cape Town / South Africa on September 9-11th, 1998. Council voted in favour (35:+; 0:-; 2:0).

#### 2.4 Education and Training

##### 2.4.1/2 Certification of Ergonomists / Accreditation of Erg.Programs (doc. 2.4 Tam / 2.4.1 a&b Tam)

Council discussed the documents before the votings. The intention of this contribution should be more an encouragement to start/continue discussion about the various E&T items and not a closing. It is extremely important to have the criteria for certification issue in order to guarantee quality. However - as with the core competency issue - this should be regarded as a living document. Time is critical! IEA should speed up the process.

Council voted about the recommendations I - IX in document 2.4 Tam as follows:

I (modified): That the concept in which the IEA presents minimum criteria for certification of ergonomist be accepted (34:+; 0:-; 4:0).

II (modified): That the draft "IEA minimum criteria for certification of an ergonomist" (as modified after

presentation at the IEA'97 Congress) be circulated to Federated Societies for their information and comment (36:+; 0:-; 4:0).

III (no modification): (38:+; 0:-; 2:0).

IV (no modification): (40:+; 0:-; 2:0).

V (modified): That the draft "IEA criteria for endorsement of a certifying body" (as modified after presentation at the IEA'97 Congress) be circulated to Federated Societies for their information and comment (unanimously 40:+).

VI and VII together, adding a new dot point: \_to periodically review the criteria used for endorsing the certification process and the certifying body (unanimously 40:+).

VIII (modified): That the sub committee seek the views of the relevant Federated Society on all applications for IEA endorsement of a certifying process or of a certifying body (unanimously 33:+).

IX (new dot point): That the IEA charge a fee to cover costs of review of any application (unanimously 33:+).

#### 2.4.3 Core Competencies of Ergonomists (doc. 2.4 Tam / 2.4.3 Tam)

It was felt by Council that this document about core competencies is very important for the development of our profession. However, doc. 2.4.3 Tam is too detailed which raises confusion. A long, well prepared but bulky document will not be read. It was suggested to prepare a synopsis with a flow chart approach taking into account the discussion later this week at the IEA Congress.

Council voted about the recommendations X and XI in document 2.4 Tam as follows:

X (modified): That the "IEA outline of core competencies", as modified after presentation at the IEA'97 Congress, be available as a reference for educational purposes and for certification and accreditation processes.

XI (modified): That the "IEA outline of core competencies" be circulated to Federated Societies as a living document for their reference.

Council voted about both recommendations (unanimously 37:+).

#### 2.4.4 Directory of Ergonomics Education Programs (doc. 2.4 Tam)

After a discussion which showed that Council was rather divided about recommendation XII (doc. 2.4 Tam) the voting item was withdrawn. In the discussion the (dis-)advantages of printed and electronic versions of the Directory were discussed. Both are needed. See also item 3.4.1.

### 2.5 Publication and Promotion

No voting items.

## 2.6 Industrially Developing Countries

No voting items.

## 2.7 Awards

### 2.7.1 IEA Fellows (doc. 2.7.1 Tam)

Council discussed the proposal to institute the IEA Fellows. The main idea is "to recognise extra-ordinary or sustained, superior accomplishments" with a honourable distinction. The proposed IEA Fellowship Award differs for the other IEA Awards in terms of level and frequency of assignment. Such a fellowship will also give promotional publicity. However, some hesitation about the need of such an instrument remained. Council approved in principle the IEA Fellowship Award (22:+; 15:-; 3:0).

Regarding the proposed criteria to select and qualify awardees and about the naming of the award, Council preferred to table the discussion in order to prepare, by the Award Committee, a more thorough proposal about this (35:+; 0:-; 1:0). [Awards Committee]

### 2.7.2 The Liberty Mutual Prize (doc. 2.7.2 Tam)

The document proposes the (annual) Liberty Mutual Prize, established by the Liberty Mutual Group in collaboration with the IEA. Applicants submit an original report of laboratory, field or intervention research within the field of ergonomics, occ.health and safety. This idea was extensively discussed by the Executive and highly appreciated. Council supported the motion to establish the Liberty Mutual Prize, but asked to change the last part of the first sentence under "Selection Process" (unanimously 36:+). [Awards Committee]

## 3. Items for Information / Specific Requests

### 3.1 Executive Committee

#### 3.1.1 Inter-Regional Ergonomics Association (doc. 3.1.1 Tam)

After a verification process the IEA Executive has accepted the IREA as the successor of the former Russian Ergonomics Association.

#### 3.1.2/3 Brochures Sustaining Membership Applic. / Bequests

Council was encouraged to pay attention to the implementation of both brochures.

### 3.2 Policy and Development (doc. 3.2 Tam)

Relating to this document some items raised discussion:

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- item 3.2.2 / IEA Conference and Meeting Request Forms

The revised forms can be obtained from the IEA Home Page, by the end of 1997.  
[Promotion & Publication Cee]

- item 3.2.4 / IEA Special Survey of Federated Societies

An update of information collected through the applicant questionnaire and presented in the Special Survey should be a continuing approach. [Policy & Development Cee]

- item 3.2.9 / Selection of IEA Congress Host Societies

After discussion in the Executive the first lines of section 1.1 / Selection of Congress Host Societies are amended as is presented on page 46 (Basic Documents March '97). Therefore, an invitation for bids will be sent out to the member societies in 1998. Due to the rotating mechanism an informal letter will be sent to the European member societies.

For the rest, the discussion about the rotating mechanism should be continued. There are more areas than Europe, Asia and the Americas! [Secretary General] [Executive]

### 3.3 Science and Technology (doc. 3.3 Tam)

The following conferences were endorsed by the Executive:

- Global Ergonomics / South Africa / Sept. '98 (Joint Conf.)
- TQM and Hum.Fact. / Sweden / June 99 (Approved Conf.)
- ODAM VI / The Netherlands / August '98 (Approved Conf.)
- HAAMAHA / Hong Kong / July '98 (Conf. Endors.)
- Int.Occ.Erg & Safety / USA / July '98 (Conf. Endors.)
- In the discussion about the activities of the various Techn. Groups the importance of the TG Standards was underlined once more. The scope of this TG is to overview what has appeared in the field of ergonomics related standards (approx. 700). It was suggested to present this on the IEA Site. The chair of the newly established TG Hospital Ergonomics (Daniellou) asked for member suggestions.

#### 3.3.1 Technical Group on HCI (doc. 3.3.1 Tam)

No specific remarks.

#### 3.3.2 CybErg (doc. 3.3.2 Tam)

No specific remarks.

### 3.4 Education and Training (doc. 3.4 Tam)

#### 3.4.1 Directory of Ergonomics Education Programs (doc. 3.4 Tam)



For the progressive updating of the entries for education programs in their countries, Councillors were encouraged to pay attention to this. It is suggested that the updated material be endorsed by the relevant Federated Society before (electronic) transfer to the Directory. Guidelines and criteria for the content (in terms of qualifications) of the Directory should be developed. See also item 2.4.4. [Education & Training Cee]

3.4.1 Collation of ergonomics educational programs (or components of a program) available on Internet (doc. 3.4 Tam)

Councillors were requested to advise the chair of the Education and Training Cee should they learn of any form of ergonomics education program being offered on Internet.

3.5 Publication and Promotion (doc. 3.5 Tam)

The information to Council dealt with the revised IEA brochure (ed. 1997) and the IEA Triennial Report which was published by the IEA Press for the first time. It covers the period 1994 - 1997.

The new IEA logo was incorporated into all new publications. The IEA Press is an on-going activity. The electronic communication tools for IEA: COUNCIL and IEAWORLD are available on Internet, in order to facilitate the communication exchange.

The IEA Electronic Journal entitled The IEA Journal of Ergonomics and Human Factors: Research and Applications will provide a medium for realisation and publication of the work of the various TG's within the Science & Technology Cee. The first issue is planned for 1998.

3.6 Industrially Developing Countries (doc. 3.6 Tam)

In this report the development of an IDCC policy is described; the related structure of the IDCC in terms of the committee with related Technical Groups on Training & Education / Technology Transfer / Meetings & Gatherings / Research / Consulting / Finances & International Contacts; every TG with its own objective. Finally the training courses and the related various contacts are also mentioned.

Recently 5 Roving Seminars were organised in Southern Africa and some in Iran. In contact with ILO and WHO a common action program in ergonomics for the next 6 years has been developed. Training will be very important. A major issue last year was the publication of the Ergonomic Checkpoints Book (ILO/IEA). The original English publication will be translated into 5 other languages. It will then be possible to enlarge the field of action with different linguistic areas. The Council stressed the need to follow the bottom-up approach. Upon request SELF will offer IEA (IDCC?) a database with names of persons south of the Sahara/Africa. [SELF]

3.7 Awards

It is proposed to standardise the format for award nominations. The Executive supports this idea. The Award Cee will prepare such a draft format before the 1998 Council.

[Awards Committee]

Occasionally there are 2 candidates for awards who run extremely close together. The Executive will discuss how to handle in such situations. [Executive]

For the future Council suggested to present the IEA Awards not at the Congress diner (admission fee!) but - if possible - during the opening ceremony. This will be requested of the Congress organisers. [Executive]

### 3.8 Ergonomics International (doc. 3.8 Tam)

No special remarks.

#### 3.9.1 IEA 2000 (doc. 3.9.1 Tam)

Information about the facilities and the organisational structure of the IEA Congress 2000 was given. Council suggested to take advantage of the IEA structure with its Technical Groups in close relation with the congress program. Try to work with an integrated HFES/IEA Technical Group structure.

It was announced by the IEA 2000 Congress organiser that 50% of the Congress surplus will be transferred to IEA (with a capitation fee of SFr 25). The period of the Congress: July 29-August 4, 2000.

There was a vivid discussion about doc. 3.9.1 Tam / Draft Budget Summary, especially about the item honoraria which is very unusual for IEA meetings. This will be reconsidered by the Congress organisers. [Congress organisers IEA 2000]

#### 3.9.2 IEA 2003

The IEA 2003 Congress will be organised under a new concept. There will be direct meetings, information and cultural exchanges; networking and business will get explicit attention. Important big events for 2002 (eg. worldcup, ASEM) are at the moment not for sure, but could influence the IEA 2003 preparations. The IEA 2003 Congress will be cost effective but a technological breakthrough.

## 4. International Relations

4.1 WHO/Collaboration Centers Meeting (doc. 4.1 Tam)

There were no remarks about this item.

4.2 ISSC Membership

This item was not treated.

5. Elections (doc. 5 Tam)

The elections resulted in the following composition:

President:	I. Noy
Secretary General:	W. Karwowski
Treasurer:	K. Kogi

6. Next Council Meeting

Council voted in favour for Cape Town / South Africa as the venue for the next Council meeting. After the Council the exact date for the Council was decided: September 7-8, 1998.

7. Any other business

No major items were raised.

Council was closed at approximately 19.30 hours.

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