

Draft Minutes

IEA COUNCIL MEETING 1998

Cape Town / South Africa; September 7-8, 1998

Annex I: Roundtable introductions (copies of materials sent by regular mail)

The meeting started at 9.15 am in the University of Cape Town, Graduate School of Business Conference Centre, Cape Town.

Attendance

Officers:

President: Noy
Secretary General: Karwowski
Treasurer: Kogi

Committee Chairs:

Awards:

Industrially Developing Countries:	Helander
Policy & Development:	Scott (Vanwonderghem was excused)
Publication & Promotion:	Rookmaaker
Professional Practice & Education	Mattila
Science & Technology:	Bullock
Ergonomics International:	Lauhger
Chair Organizing Cee IEA'2000:	Konz/Marshall
Past IEA President:	Hendrick
	Helander

Representatives of Federated Societies:

All-Ukrainian Ergonomics Association:	*
Asociación Española de Ergonomía:	*
Belgian Ergonomics Society:	Wendelen
Brazilian Ergonomics Association (APERGO):	*
Chinese Ergonomics Society:	*
Croatian Ergonomics Society:	*
Czech Ergonomics Society:	*
The Ergonomics Society:	Sell, Wilson
Ergonomics Society of Australia:	Bullock
Ergonomics Society of Federal Republic of Yugoslavia:	*
Ergonomics Society of Korea:	*
Ergonomics Society of South Africa:	Scott
Ergonomics Society of Taiwan:	Wang
Gesellschaft für Arbeitswissenschaft:	Seeber, Zink
Hellenic Ergonomics Society:	Marmaras
HF Association of Canada/ Ass.Canadienne d'Ergonomie:	*
Human Factors & Ergonomics Society:	Hendrick, Laughery, Parsons
Hungarian Ergonomics Society:	*
Indian Ergonomics Society:	*
Inter-Regional Ergonomics Association / IREA:	*
Irish Ergonomics Society:	Gallwey

Israeli Ergonomics Society:	Gilad
Japan Ergonomics Society:	Akita, Horie, Tsuchiya
Nederlandse Vereniging voor Ergonomie:	Koningsveld, Rookmaaker
Nordic Ergonomics Society:	Nygård, Ivergård
Österreichische Arbeitsgemeinschaft für Ergonomie:	*
Polish Ergonomics Society:	Pacholski
Portuguese Association of Ergonomics (APERGO):	*
Slovak Ergonomics Association:	*
Società Italiana di Ergonomia:	Bianco
Société d'Ergonomie de Langue Française (SELF):	Desnoyers
South-East Asian Ergonomics Society (SEAES):	Khalid
Taiwanese Ergonomics Society	Wang

Representatives of Affiliated Societies
and/or Sustaining Members:

European Society of Dental Ergonomics:	*
Human Ergology Society:	Horino
Bureau of the Hungarian Council of Ind.Design & Erg.:	*
Research Institute of Human Eng. for Quality Life (HQL):	*

The Strategic Planning Session was held from 14.00 to 17.30

0. ANNOUNCEMENTS

0.1. Welcome

The President welcomed all Council members and explained the operation of the Council meeting, including some housekeeping and logistics of the meeting, voting eligibility, and the Robert's Rules of Order.

0.2. Introductions

Introductions and short Roundtable presentations by the Council members regarding the major highlights from the member societies were made (copies of the handouts are being sent by mail).

0.3. Nordic Ergonomics Society

T. Ivergård reported that Iceland has become the 5-th member of the Nordic Ergonomics Society.

1. OFFICERS REPORTS

1.1. President: Annual Report

(see the IEA Annual Report 1997-1998/ pp 4-6)

I. Noy announced the following new appointments effective as of the end of the current Council meeting. John Wilson (ES) will replace Margaret Bullock as Chair, Professional Practice and Education Committee. Andy Marshall (ES) will replace Stephen Konz as editor of the Ergonomics International. Ilkka Kuorinka has assumed the functions of IEA Historian from Brian Shackel.

I. Noy thanked the outgoing Executive Committee members for their commitment and excellent work for the benefit of IEA in the last several years.

Prof. Heiner Bubb will represent the IEA on the Advisory Board for the World Engineers Convention at the World Exposition EXPO 2000, Hanover, Germany.

Major highlights of the President's Report included information about:

Strategic Plan
International Relations
Liberty Mutual Prize and K.U. Smith Student Award
IEA2000 Congress
Certification of Ergonomists
Academic Infrastructure
IEA History
IEA Journal of Ergonomics
IEA Conferences
IEA Newsletter: Ergonomics International

There were no comments or questions.

1.2. Secretary-General: Annual Report

(see the IEA Annual Report 1997-1998/ pp 7-9)

Secretary-General noted that this has been a very busy year, given the number of activities, including: transition of responsibilities and the activities of the Executive Committee, which has met twice since the 1997 Council, as well as facilitation of development of the IEA Strategic Planning.

Major highlights of the Report included information about:

- A. Functioning as the IEA Secretary
- B. Networking with the EC members and the Council

Communicating with the IEA Council and IEA Federated Societies (developed COUNCIL electronic listserve), other societies and organizations around the world in coordination with the President (including Mexico, Chile, Argentina, Colombia and Cuba).

- C. Networking with others outside the IEA community
- D. Managing of the IEA secretariat.

W. Karwowski requested that all Council members review the IEA Roster, and send in all corrections and changes as soon as possible, especially if the e-mail address has changed.

K. Kogi reported on the development of the Ergonomics Checkpoints Book #2.

P. Scott (SA) asked about development of the history of ergonomics and IEA. This question was dealt with on the second day of the Council (see Historian).

1.3. Treasurer: Annual Report

(see Annual Report 1997-1998/ pp 10-14)

K. Kogi presented the annual Report.

J. Wilson (ES) asked about the expenditures from the HFAS/ACE Fund - Special 18,074 (Answer: these were the travel grants to the IDC delegates to IEA 97 Congress in Tampere).

J. Wilson noted significant increases in expenditures by the Executive Committee and suggested setting the budgets for different Committees. Kogi replied that a lot of expenses were related to travel (two EC meetings in the transition period 1997-1998).

J. Wilson also pointed out that we need to be careful about future expenses, especially in view of the strategic planning, and the need to monitor and plan for the future IEA activities.

It was also noted that the Liberty Mutual Price Special Fund should be reported in terms of income and expense.

Reg Sell (ES) pointed out that IEA should not get into competition with the federated societies with respect to seeking sponsorship from the corporate sources. I. Noy replied that the Executive Committee is very sensitive to the potential problems that this could create.

1.4. Report by the Chair of the Promotion and Publication Committee

M. Mattila presented his Report (see the IEA Annual Report 1997-1998/ pp 40-41)

There were no questions or comments.

1.5. Strategic Planning (SP) Session

The IEA Strategic Planning session was held from 14.00 to 17.00 hrs. The Councilors were divided into three groups, according to the major Goals of the draft IEA Strategic Plan (version 3.0), i.e.: A, B, and C, and worked independently for the first 1.5 hours. Next, the three group leaders presented the outcomes to the Council.

A. Group I: K. Zink, Conveyor (members: S. Parsons, R. Sell, A. Marshall, H. Khalid, K. Tsuchiya, A. Seeber, M. Bullock)

B. Group II: J. Wilson, Conveyor (members: L. Desnoyers, M. Mattila, K. Laughery, C. Nygard, T. Ivergard, I. Gilad, S Konz, Y. Horie)

C. Group III: E. Koningsveld, Conveyor (members: H. Hendrick, L. Pacholski, P. Scott, N. Marmaras, E. Wendele, S. Horino, M. Akita, T. Gallway).

The Chair of Policy & Development Committee (P. Rookmaaker) is to revise the SP Draft in view of the Groups reports (version 4.0). It was noted that more reactions from the federated societies are needed.

H. Hendrick (HFES) noted that ergonomics should be promoted as a separate discipline. I. Noy pointed out that in the future IEA would need to address the issues of definition of terms in the field of ergonomics. We need to develop a consensus realizing the differences due to different cultures. There was also some sentiment (L. Desnoyer-SELF) that we need to proceed with caution. We need to be careful with the standardized definitions of ergonomics terms in view of different cultural perspectives.

P. Rookmaaker (NL) announced that the FEES would meet on Tuesday afternoon after the Council meeting.

The Council members felt that the SP session was very valuable, and such discussions help to build consensus. L. Desnoyers (SELF) noted that this helps to create a common understanding of ergonomics.

2. VOTING ITEMS

A quorum for voting was established (a total of 25 eligible votes were present; this number increased to 27 after the break, as two delegates joined the meeting).

2.0. Approval of Tampere IEA Council 1997

MOTION: Moved by I. Noy and seconded by S. Parsons:

“Council approves the minutes of the 1997 Council meeting.”

Motion carried (25-Y; 0-N; 0-A).

It was pointed out that the new capitation fees for to be included in the Basic Document [PR].

2.1. Executive Committee

2.1.2. Approval of application for membership of the Colombian Ergonomics Society

MOTION: Moved by W. Karwowski and seconded by K. Laughery

“IEA approves the admission of the Colombian Ergonomics Association as a federated society”.

Motion carried (25-Y; 0-N; 0-A).

2.1.3. The IEA Registration

MOTION: Moved by I. Noy and seconded by P.Rookmaaker

“IEA Council approves registering the IEA as a non-profit organization in the U.S. for the purpose of facilitating tax-deductible contributions to the IEA, including IEA Funds and awards.”

Motion carried (25-Y; 0-N; 1-A).

2.2. Policy and Development

2.2.1. IEA Historian

MOTION: Moved by I. Noy and seconded by K. Zink

“Council supports the proposal to establish the function of IEA historian as described under section 2.1 of the Annual Report (pp17).”

Motion carried (25-Y; 0-N; 1-A).

2.3. Professional Practice & Education

2.3.1 IEA Endorsement of Certification Process and Certifying Bodies

MOTION: Moved by I. Noy and seconded by H.Hendrick

“That the IEA charge the greater of \$US 1 for each certificant or US\$100 for the consideration of each application for endorsement of a certifying body and its system of certification. That the IEA endorsement have a life of five (5) years. That no refund be given if the application is not successful. That where applications are not successful in gaining endorsement, the IEA Endorsement committee would list

deficiencies identified and that resubmission's be invited." That the IEA charge 50% of the application fee for annual renewal of endorsement."

There was some discussion regarding the benefits of such endorsement for the member societies (R. Sell, UK). E. Vendelen (BES) noted that this document has a lot of value to small societies like Belgium. I. Noy (CA) noted that this is a living document subject to changes in the future. J. Wilson (UK) proposed that Council should revisit this issue in the future.

Motion carried (16-Y; 0-N; 10-A).

It was noted that IEA does not require reciprocity agreements as part of the process of endorsement of certifying bodies.

2.4. Science and Technology

(There were no voting items)

2.5. Publication and Promotion

2.5.1 Ergonomics Checkpoints #2

MOTION: Moved by I. Noy and seconded by P.Scott

"IEA Council approves in principle the development of ILO/IEA Ergonomics Checkpoints 2 (agriculture), subject to development of budget by the Executive Committee, which will have no significant cost implications to the IEA".

Motion carried (25-Y; 0-N; 0-A).

2.5.2 IEA History book project

MOTION: Moved by I. Noy and seconded by L. Denoyers

After some discussion regarding the cost and aim of this project, the original motion was amended to read as follows:

"IEA Council approves in principle the development of a book on the IEA History, with expenses not to exceed US\$5,000 by the 1999 Council meeting."

Motion carried (24-Y; 1-N; 0-A).

Note: All societies asked to provide relevant information directly to Illka Kuorinka.

2.6. Industrially Developing Countries

(There were no voting items)

2.7. Awards Committee

2.7.1. The "IEA Fellow" Award

2.7.2. Rules for selecting Fellows

2.7.3. Constitution of a Fellows Election Committee

MOTION: Moved by I. Noy and seconded by H. Hendrick

There was some discussion about this issue. The motion was amended to read as shown below.

“Council approves the Rules for the Award as specified on pages 45-46 of the IEA Annual Report. The name of this award is “IEA Fellow”. The Fellows Election Committee consists of five members, all fellows of IEA. One of the members is Chair of the Committee. The first committee will comprise all living former presidents of IEA and other officers, as required. All former presidents are named Fellows. The living Former Presidents are Bernard Metz, Frederick Bonjer, Alphonse Chapanis, Sadao Sugiyama, Harry Davis, Ilkka Kuorinka, Hal Hendrick, and Martin Helander”.

Motion carried (26-Y; 1-N; 0-A).

3. REQUESTS & ITEMS FOR INFORMATION

Several information items were presented.

3.1. Executive Committee

3.1.1. Status of the Human Factors and Ergonomics Society of Mexico

This society has formally met all the requirements for membership. It was also noted that there are some internal problems.

3.1.2. The IEA Awards will be presented in the Opening Session of the future IEA Congresses.

3.1.3. Status of FEES

P. Rookmaaker (NL) announced that the FEES information group was constituted.

3.2. Policy and Development

Peter Rookmaaker presented annual Report (see IEA Annual Report 1997-1998, pp. 16-18)

3.2.1. Selection of location for IEA Congresses

The revised criteria for selection of the location for future IEA Congresses was presented:

“The geographical location of the Congress will reflect the strength of ergonomics worldwide and - provided that other criteria are met - the location should be spread around the major geographical regions. Although no strict rotational order will be followed, Congresses shall not normally be held consecutively within the same geographical region.”

3.2.2. Invitation for bids for IEA Congress 2006

The deadline for sending the bids to member societies was set for February 1, 1999. The Council members were requested to inform their societies accordingly. A reminder to be sent to the COUNCIL listserve.

3.2.3. Elections of IEA Officers

The Committee is currently working on development of the relevant policy to be presented for Council consideration in 1999.

3.2.4. Revisions of IEA Basic Documents

This is an on-going process in cooperation with the Secretary General.

3.3. Professional Practice & Education

Margaret Bullock presented annual Report (see IEA Annual Report 1997-1998, pp.18-33). This included information about:

- 3.3.1. IEA minimum criteria for certification of an ergonomist
- 3.3.2. Accreditation of educational programs
- 3.3.3. Core competencies for practitioners in ergonomics
- 3.3.4. Directory of Ergonomics Programs

The Directory of Ergonomics Programs is to be completed by the year 2000 (and available for the IEA Congress in San Diego). There was some sentiment that the Directory should be available in different languages. If practical, the description of different programs could be put in the language of instruction.

The Council members were requested to nominate the sub-editors from different countries.

3.3.5. Collation of ergonomics educational programs available on the Internet

The Sub-Committee was formed to prepare the information on this subject.

3.3.6. Strategies to enhance support of ergonomics educational programs on Internet

The Council members were requested to provide information about educational programs featured on the Internet.

3.4. Science and Technology

Ken Laughery presented annual report (see IEA Annual Report 1997-1998, pp. 42-43), including the status of the IEA Technical subcommittees and recent conference endorsement.

Council requested to be provided the information about different meetings of the national societies [KL].

5. Publication and Promotion

Markku Mattila presented annual report (see IEA Annual Report 1997-1998, pp. 40-42), including current status of:

- 3.5.1. Book distribution
- 3.5.2. IEA homepage in WWW
- 3.5.3. The IEA Journal of Ergonomics
- 3.5.4. Ergonomics International

The name of the electronic journal was set to "The IEA Journal of Ergonomics". There will be no parts; journal to include both research and applications.

It was proposed that regional editors are needed for the Ergonomics International newsletter.

3.6. Industrially Developing Countries (IDC)

P. Scott, Chair nominee presented the Committee's annual report (see IEA Annual Report 1997-1998, pp. 33-40), including:

- 3.6.1. Development of the IDC policy
- 3.6.2. Establishment of the Committee's structure
- 3.6.3. Activities in the field of the different IDC technical committees

P. Scott reviewed the future plans for IDC, a need to develop a solid policy and a structure, identify the problems and needs, prioritize, develop a general plan of action and specific implementation of small projects, including educational programs, workshops, etc.

3.7. Awards Committee

Martin Helander presented annual report (see IEA Annual Report 1997-1998, pp. 45-48)

3.7.1. Nominations for all IEA awards

A maximum number of endorsing letters (3-5) for all IEA awards and a timetable to be specified in the near future. [MH]

3.7.2. The Liberty Mutual Prize in Ergonomics and Occupational Safety

The Council requested more information about this award to be provided in the future. A Newsletter by the Liberty Mutual for the Council Members was suggested.

3.7.3. The K. U. Smith Award

Council members were asked to advertise this particular Award (and all other awards) at their respective universities and other relevant institutions.

3.8. IEA 2000 Congress Update

Hal Hendrick presented his Report (see IEA Annual Report 1997-1998, pp. 48-51) about the current status of preparations for the Congress. The Congress will be advertised to those organizations with which we have the MOUs. These organizations will also be invited to contribute to the technical program. Invitation to other cooperating organizations will be extended. There will be free registration for the Council Members.

4. INTERNATIONAL RELATIONS

The Council was asked to provide information about other organizations with which the IEA could potentially collaborate under the MOUs framework.

5. NEXT IEA COUNCIL MEETING

The Council voted to hold the next meeting on September 2-3, 1999 in Greece. A small Symposium to be held in conjunction with the Council meeting is under consideration by the Hellenic Ergonomics Society.

6. OTHER BUSINESS

6.1. Equal opportunity policy

T. Ivergard (NES) expressed the need for IEA to consider the equal opportunity issue.

6.2. Structure of the Congress deliberations

There was some sentiment (L. Desnoyers, SELF) to present the information items first, and the voting items second. Executive to consider this possibility without impairing efficiency of the current structure.

The Council adjourned approximately at 16.30.