

First Draft (November 15, 1999)

FOR COMMENTS ONLY

Minutes of the IEA Council Meeting 1999

September 2-3, 1999

Starting time: 2 September: 9.00 am

Location: Petros Nomikos Conference Centre, Fira, Santorini

Ergonomics Definitions Workshop: 3 September, 14.00 - 16.30

Attendance

Officers:

President: Noy
Secretary General: Karwowski
Treasurer: Kogi

Standing Committee Chairs:

Awards, Past IEA President:	Helander
Industrially Developing Countries:	Scott
Policy & Development:	Rookmaaker
Publication & Promotion:	Mattila (excused)
Professional Practice & Education	Wilson
Science & Technology:	Laughery
Ergonomics International:	Marshall
Chair, Organizing Cee IEA'2000:	Hendrick

Representatives of Federated Societies:

All-Ukrainian Ergonomics Association:	*
Asociación Española de Ergonomía:	*
Belgian Ergonomics Society:	Claessens
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:	K. Lee (and M. Chung- non voting)
Ergonomics Society of South Africa:	Scott
Ergonomics Society of Taiwan:	T. Lee
Gesellschaft für Arbeitswissenschaft:	Zink
Hellenic Ergonomics Society:	Marmaras
Association of Canadian Ergonomists/ Association Canadienne D'ergonomie	*
Human Factors & Ergonomics Society:	Laughery, Hendrick, Parsons
Hungarian Ergonomics Society:	*
Indian Ergonomics Society:	*

Inter-Regional Ergonomics Association / IREA:	*
Irish Ergonomics Society:	*
Israeli Ergonomics Society:	*
Japan Ergonomics Society:	Akita, Horie, Tsuchiya
Korean Ergonomics Society:	Lee, Chung
Nederlandse Vereniging voor Ergonomie:	Koningsveld
New Zealand Ergonomics Society	Legg
Nordic Ergonomics Society:	Nygård
Österreichische Arbeitsgemeinschaft für Ergonomie:	*
Polish Ergonomics Society:	*
Portuguese Association of Ergonomics (APERGO):	*
Slovak Ergonomics Association:	*
Società Italiana di Ergonomia:	Bianchi
Société d'Ergonomie de Langue Française (SELF):	Falzon, Desnoyers
South-East Asian Ergonomics Society (SEAES):	*

Representatives of Affiliated Societies
and/or Sustaining Members:

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

The Strategic Planning Session was held on September 3, from 14.00 to 17.30

0. ANNOUNCEMENTS

0.1. Welcome

Ian Noy (IN), IEA President welcomed Council members and explained the operation of the Council meeting, including logistics, voting eligibility, and the Robert's Rules of Order. IN thanked Secretary General for his work on preparation of the Council materials.

0.2. Introductions

0.3. Roundtable presentations

Council members made short presentations regarding major activities of the federated societies.

1. OFFICERS REPORTS

1.1. President: Annual Report

(see IEA Annual Report 1998-1999/ pp 11-16)

Ian Noy (IN) reviewed highlights of the main activities, including liaisons with various societies and organizations:

- leading the Ergonomics Delegation to PR China,
- meeting with the Board of Japan Ergonomics Society,
- plenary address at the annual meeting of the Societe d'Ergonomie de Langue Franciase (SELF),

- IEA representation (by M. Mattila) at the meeting of the Collaborating Centers of the World Health Organization (June 1999),
- recent meetings with representatives of the Slovak Ergonomics Society and Czech Ergonomics Society.

IN also reported on the following IEA business:

- current status of various agreements / MOU's (ICOH, IAAP, SSC, ICSID),
- plans for the EXPO 2000 activities,
- IEA Liberty Mutual Prize,
- K.U. Smith Student Award,
- IEA Journal of Ergonomics,
- Ergonomics International newsletter,
- Success of the Global Ergonomics Conference 1998 held in South Africa,
- development of the IEA/ILO book on 'Checkpoints in Agriculture',
- preparations for the IEA2000 Congress.

IN emphasized the importance of active participation by the federated societies in implementation of the IEA Strategic Plan, and the need for development of IEA definitions for the ergonomics discipline.

1.2. Secretary-General: Annual Report

(see IEA Annual Report 1998-1999/ pp 22-26)

Waldemar Karwowski (WK) reported on major activities, including:

- 1) functioning as the IEA Secretary General: support regarding various IEA related-matters provided to the President and Treasurer, facilitating the Executive Committee's plans and activities, preparation of various IEA documents for the EC and Council meetings (meeting agendas, minutes, logistics), maintaining the IEA Basic Documents and IEA Roster; preparation of the Annual IEA Report,
- 2) networking with the members of EC and the COUNCIL and communicating with other organizations around the world in coordination with President,
- 3) managing the IEA secretariat: archiving and keeping track of the current IEA correspondence and documents, maintaining of the COUNCIL list.

Logistics support for meetings of the Executive Committee and IEA Officers Summits included:

Executive Committee Meetings:

- Cape Town, South Africa: September 6, 1998
- Barcelona: February 12-13, 1999
- Santorini, Greece, August 30, 1999

Summit Meeting of the Officers:

- Rome, Italy: December 6-7, 1998
- Ottawa, Canada: June 3-4, 1999
- Boston, USA: August 15, 1999

Council Meeting:

- Santorini, Greece, September 2-3, 1999

WK also reported on the important new developments that are of interest to the Council:

- Swiss Society for Ergonomics hold the inaugural meeting in February 1999,
- New ergonomics society is being formed in Hong Kong (apparently with the support of the Chinese Ergonomics Society)

- Sociedad de Ergonomia y Factores de Humanos de Mexico (SEFHM) provided names of the current officers: President Dr. Jesus Virchez Alanis, Executive Director: Dr. Enrique Bonilla Rodriguez. WK noted that despite several communication attempts, no additional information about the society activities was received. SEFHM has not been able to reorganize itself, and does not have funds to operate. The payment of their dues was not received.
- Dr. O. Hokwerda, Secretary of the European Society of Dental Ergonomics informed us about their intention to withdraw from the affiliation with IEA. IN encouraged them to reconsider their position.
- During its recent session, the World Health Organization has extended the NGO status to IEA
- The International Commission on Occupational Health (ICOH) has appointed Dr. Barbara McPhee as the liaison to IEA. It is intended to invite ICOH to participate in the IEA 2000 Congress.

WK requested that all Council members review the IEA Roster, and send in (karowski@louisville.edu) all corrections and changes as soon as possible, especially if the e-mail address has changed.

1.3. Treasurer: Annual Report

(see the IEA Annual Report 1997-1998/ pp 27-33)

Kazu Kogi (KK) presented the annual Report. The following Societies have not paid their dues:

- Slovak Ergonomics Association
- Ergonomics Society of Turkey
- Mexican Society

KK will contact these Societies and inform them that they are not officially members of IEA until these dues are paid, and that they will be listed on the IEA Roster under a separate category.

Reg Sell (ES) suggested that in the future payment of dues should be required along with the application for federated membership in IEA for the first year.

1.4. Other Issues

1.1.1. IEA Congress 2003

Min Chung (Korea) presented a progress report in preparation for the IEA Congress 2003. The Congress is scheduled to take place at the ASEM Convention Center in Seoul, Korea on August 24-29, 2003. The organizers are negotiating the hotel room prices within the range of \$120-180 per night.

The Congress will be organized in cooperation with the Japanese Ergonomics Society and Chinese Ergonomics Society. In preparation for the Congress there will be an organizing committee meeting at the Pan-Pacific Ergonomics Conference, November 2001, China.

On behalf of the Council, IN thanked the Korean delegation for their efforts.

1.4.2. Future Challenges for IEA

Martin Helander (MH), Past IEA President, addressed the future needs of IEA. MH observed that for several IEA Federated Societies the number of members has stagnated. This is not because there has been no development in the field, but rather because many professionals, particularly those in the cognitive areas, have chosen to affiliate themselves with societies that do not belong to IEA. Examples are in USA the Usability Professionals Association and SIGCHI of ACM. In Europe there is, for example, the European Association of Cognitive Engineering. These professionals deal primarily with usability and

cognitive issues. The needs of these professionals are well articulated, and many of them may never belong to an ergonomics society, at least not as these societies are perceived today.

This may present a problem for several IEA federated societies that have not incorporated the new developments, and is indirectly a problem for IEA. If federated societies are marginalized, then IEA may be marginalized. Also, during the last 20 years the impact of computers has been tremendous and with distributed computing (the Internet), there will be a new revolution. In view of the above, MH asked if IEA should reconsider the current mode of operation - reconceptualize and/or reorganize?

Steve Legg (NZES) stated that we need information regarding the current level of interaction by the members of different societies with other societies.

Reg Sell (ES) noted that British Computer Society cooperates with the Ergonomics Society in the UK.

Hal Hendrick (HFES) provided an example of Technical Groups within the HFES structure. While members of those groups are not necessarily members of the HFES. Also, about 60% of practicing ergonomists in the USA are not members of the HFES.

Ken Laughery (HFES) noted that such Technical Groups of HFES experience very fast growth in recent years (for example Internet Technical Group). It is important for IEA to embrace these different groups.

Pierre Falzon (SELF) observed that in France there is a new Conference on Ergonomics of Advanced Interfaces which brings together people who are not necessarily members of SELF. He also noted that we need to query the Federated Societies about their perception of this issue in order to develop an action plan for the future.

Luc Desnoyers (SELF) also noted shifting interest among the members of Ergonomics/International Societies from physical to cognitive issues.

Klaus Zink (GFA) proposed that we should start to address this issue at the national level and provided an example of GFA efforts to organize joint conferences with other groups and societies.

In conclusion, M. Helander proposed that we need to reconsider current IEA organizational structure, including the present categories of membership in IEA in view of the challenges in the 21st century.

2. VOTING ITEMS

Roll Call: A quorum for voting was established (a total of 26 eligible votes were present)

2.0 Approval of the Minutes from the Council Meeting in Cape Town, South Africa

MOTION: Moved by K. Laughery and seconded by E. Koningsveld

“Council approves the minutes of the 1998 Council meeting.”

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

2.1. Executive Committee (no voting items)

2.2. Policy and Development

2.2.1 Election of IEA officers

MOTION: Moved by P. Rookmaaker and seconded by K. Laughery

After discussion, the original motion was amended by P. Falzon (SELF) to read:

“Council approves the revised election procedures proposed by the Policy and Development Committee”.

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

Full text of the adopted policy is shown in Appendix I of these Minutes.

2.2.2 Waiting period for new applicants for membership in IEA

MOTION: Moved by P. Rookmaaker and seconded by S. Parsons

“Council approves the proposed rule change to Article 6, reducing the waiting period from two years to one”. The proposed wording is:

“The society shall have operated at a minimum of one year prior to application.”

Motion carried (23-Y; 0-N; 3-A).

2.2.3 Policy on endorsement of technical documents

MOTION: Moved by P. Rookmaaker and seconded by H. Hendrick

“Council approves the proposed endorsement policy as presented in the report of the Policy and Development Committee”.

IN explained that “endorsement” implies sufficient merit to warrant publication and dissemination of the document.

Motion to table: after long discussion Council decided to table the motion in order to allow for necessary revisions and reconsideration on the next day (9/3/99).

On 9/3/99 the Council reconsidered the revisions to text of the original motion re-introduced by the President (amended text is shown below).

MOTION: Moved by P. Rookmaaker and seconded by K. Laughery

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

Full text of the adopted policy is shown in Appendix II of these Minutes.

2.2.4 Endorsement of journals

“Council approves the proposed endorsement policy for journals, as proposed by the Policy and Development Committee, to be also applied retrospectively to the journals already endorsed, with the exception of ‘Ergonomics’. The phrase: “published in cooperation with the International Ergonomics Association”, and the official IEA logo should be used.”

MOTION: Moved by P. Rookmaaker and seconded by K. Laughery

Motion carried (20-Y; 0-N; 6-A).

Full text of the adopted policy is shown in Appendix III of these Minutes.

2.3. Professional Practice and Education

2.3.1 Approval of the Professional Recognition Documentation (PRD)

“Council accepts documents A2-A4 (see Appendices to the PP&E Committee Annual Report to the 1999 Council meeting), presented by the Professional Practice and Education Committee as living documents, and approves their release to the general public under the title “IEA Professional Recognition Documentation (PRD)”

MOTION: Moved by Pierre Falzon and seconded by K. Laughery

During discussion, Margaret Bullock (ESA) noted that these documents were originally intended as guidelines to help the federated societies in their own activities in this area, and that inputs from the federated societies have been sought in the past. John Wilson (JW) explained that most of the changes made to the PRD documents since the last Council meeting in Cape Town (1998) were minor editorial corrections.

Motion carried (20-Y; 3-N; 3-A).

Federated societies are invited to provide additional input by end of January 2000. To facilitate this process, the PRD documents are to be put on the IEA home page on WWW. These documents are to be subsequently revised and distributed to federated societies by beginning of May 2000.

2.3.2. Directory of Educational Programs

“Council accepts the proposed rewording for approval of specialist programmes in the Directory of Education Programs, as presented in A1, clause 8”.

MOTION: Moved by P. Rookmaaker and seconded by K. Laughery

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

2.4. IEA 2006 Triennial Congress

“Council approves selection of the Nederlandse Vereniging voor Ergonomie as the host of the IEA'2006 Congress to be held in Maastricht, the Netherlands in July 4-11, 2006, subject to approval of the Congress theme by the Executive Committee”

MOTION: Moved by W. Karwowski and seconded by Hal Hendrick

After discussion on the proposed theme of the 2006 Congress, the organizers agreed to change it, and were asked to submit the new theme for approval by the Executive Committee.

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

2.5. Other Voting Item

M. Bullock (ESA) moved for the Council to adopt the following policy regarding conduct of business at the IEA Council meetings, beginning with year 2000.

“At the annual Council meetings, all basic IEA business should be concluded before the Council deals with other related items (like special discussion sessions and workshops)”.

MOTION: Moved by M. Bullock and seconded by S. Legg

Motion carried (15-Y; 7-N; 4-A).

SPECIAL DISCUSSION SESSION

The Special Discussion Session devoted to development of the “IEA Definitions of Ergonomics” was rescheduled and held on the second day (September 3, 1999) of the Council meeting.

IN explained a pressing need for IEA to develop the universal definition of the field that could be used to promote ergonomics worldwide.

The session was moderated by Hal Hendrick, and resulted in considerable discussion of the presented draft definitions. After several revisions and modifications, the Council Members reached consensus as to the purpose and content of the revised IEA Definitions.

It was agreed that the Executive Committee will make further revisions and send the ‘Draft IEA Definitions of Ergonomics’ to federated societies for further comments and acceptance decision.

The federated societies were also asked to translate the proposed definitions into their native languages.

3. REPORTS, REQUESTS & ITEMS FOR INFORMATION

The Standing Committee Reports and information items for the Council were presented.

3.1. Executive Committee

3.1.3. Ergonomics Checkpoints on Agriculture

K. Kogi (KK) presented an update on the status and recent developments regarding the Ergonomics Checkpoints on Agriculture project. The negotiations with ILO are progressing well, and the contract is to be signed soon. All federated societies are invited to provide an input to the planned ‘Table of Contents’ by contacting KK directly (e-mail: k.kogi@isl.or.jp).

3.1.4. Status of FEES

P. Rookmaaker announced that the leadership group of the proposed Federation of European Ergonomics Societies (FEES) would meet during the Council meeting to discuss future plans.

3.2. Policy and Development

P. Rookmaaker, Chair of the Committee, presented annual Report (see IEA Annual Report 1998-1999, pp. 78-79).

Note: The proposed new IEA policy items were dealt with under voting items: #2 of these Minutes.

3.2.1. P&D Questionnaire for the Special Survey

Council members were requested to return "Part I" of the P&D Questionnaire for the Special Survey as soon as possible to Peter Rookmaaker (e-mail: amg.ergonomics@transergo.nl).

Part II of the questionnaire will be send soon, and results should be available at the IEA Congress 2000.

3.2.4. Revisions of IEA Basic Documents

This is an on-going process in cooperation with the Secretary General who implements all the changes.

Reg Sell (ES) noted that it maybe a good idea to revisit in the near future the current IEA policy with respect to conference fees.

3.3. Professional Practice & Education

John Wilson (JW), Chair of the Committee, presented annual Report (see IEA Annual Report 1998-1999, pp. 90-91).

The following documents, called collectively the "Professional Recognition Documentation (PRD)" have been revised, and will be sent again to the federated societies for comments:

- 1 - Documentation on Professional Recognition in Ergonomics: Introduction to Scope and Intention
- 2 - Core Competencies in Ergonomics
- 3 - Minimum Criteria for the process of Certification of an Ergonomist
- 4 - Guidelines for Process of Endorsing a Certification Body.

Fourth Edition of the Directory of Ergonomics Programs' is under development (see document A6 of the PP&E Committee Report) and should be ready for the IEA Congress 2000.

The Council was asked to provide: 1) comments on the Professional Recognition Documents (1-4), and 2) names of nominees for the members of Editorial Board from different countries for the Directory of Ergonomics Programs.

These should be sent to Leon Straker (ESA) at: istraker@info.curtin.edu.au

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

3.4. Science and Technology

Ken Laughery (KL), Chair of the Committee, presented the annual report (see IEA Annual Report 1998-1999, pp. 92-93), including the status of the IEA Technical subcommittees.

The S&T Committee plays a central role in three arenas of IEA endorsements: conferences, journals and documents. The activity of various Technical Committees during the past several months has focused on the IEA Triennial Congress 2000 in San Diego. A goal is to exceed the successful program efforts of the TCs in Tampere.

In 1999, the conference endorsement was granted for:

- 1) The 9th International Conference on Human-Computer Interaction, August 5-10, 2001, New Orleans, LA, USA.

2) The XVI International Seminar of Ergonomics Teachers: Certification and Accreditation of Ergonomics, Labour Protection and Work Safety Education, June 21-23, 1999, Leszno, Poland.

The Chairs of the P&P and S&T Committees have been assigned to develop plans for an IEA exhibit for the 2000 Congress. Suggestions from the Council as to the composition of this exhibit are invited.

Request was received for IEA endorsement of two journals:

- Applied Ergonomics, Elsevier
- Theoretical Issues in Ergonomics Science, Taylor & Francis

3.5. Publication and Promotion

Andy Marshall (AM) presented on behalf of Markku Mattila (MM), the Committee Chair, the annual report of the P&P Committee (see IEA Annual Report 1998-1999, pp. 94-99), including current status of:

- Books distribution to developing countries
- Revisions of the IEA homepage on the internet (see: <http://ergonomics-iea.org>)
- The IEA Journal of Ergonomics (current status was presented by MH, Editor; see home page: <http://ergonomics-iea.org/iea/journal>)
- Ergonomics International Newsletter (status was presented by AM, Editor)
- The IEA History book project

It was requested that all news items, and the information to be included on the IEA home page be sent by e-mail directly to AM (email: andy_marshall@compuserve.com) and MM (e-mail: mattila@cc.tut.fi), respectively.

The IEA History book project editor, Ilkka Kuorinka (e-mail: kuorinka@crdi.fr) requested that all federated societies provide him with any written documents and other information relevant to the history of IEA.

3.6. Industrially Developing Countries (IDC)

Pat Scott (PS), Chair of the Committee, presented the Committee's annual report (see IEA Annual Report 1998-1999, pp. 100-111).

Current objectives of the IDCC are to identify key personnel in regional areas and to set-up a "Communication network" in order to establish formal contact, facilitate dialogue, identify needs and to disseminate information.

PS noted that Africa is manifestly industrially and socio-economically behind Latin America and most of Asia, and the Continent as a whole epitomizes the greatest need, and paradoxically the lowest level of appreciation of this need, for Ergonomics.

Present initiatives include the 1998/99 Outreach program. A list of 61 contacts was established, and the questionnaires were circulated through e-mail, fax or postal deliveries.

In 1999, two successful workshops based on the "Ergonomic Checkpoints" have been run by Professor Houshang Shahnava; one in Swaziland (Southern Africa) and the other in Mumbai (India). In both cases local Ergonomists were involved in the running of these workshops. Kamiel Vanwonderghem ran a successful four day Ergonomics Workshop in South East Asia sponsored by the European Union.

The immediate plans to address the current and future needs include:

1) setting up a sub-committee comprising multi-national regional representatives,

- 2) developing a list of experienced Ergonomists who are willing to assist in developing a culture of ergonomic understanding in IDC's, and
- 3) an aggressive search for financial support, to cover travel and material expenses of educator-ergonomists prepared to conduct workshops/seminars around the globe.

3.7. Awards Committee

Martin Helander, Chair of the Committee, presented the annual report (see IEA Annual Report 1998-1999, pp. 112-123).

3.7.1. Nominations for all IEA awards

M. Helander (MH) announced up-coming deadlines for nominations for various IEA Awards (to be presented at the IEA 2000 Congress) as described in the IEA Basic Documents, and encouraged Council Members to ask their societies to submit nominations as appropriate.

The call for nominations will be sent by Secretary General by e-mail to all federated societies. The nomination forms are provided on the IEA home page.

3.7.2. The Liberty Mutual Prize in Ergonomics and Occupational Safety

MH discussed the importance of the Liberty Mutual Award and asked the Council Members to help in advertising this award and other IEA awards in their respective countries.

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

Hal Hendrick (HH), Chairman of the IEA 2000 Congress presented his Report (see IEA Annual Report 1998-1999, pp. 124-127).

The preparations for the IEA2000 Congress are in excellent shape. On behalf of the Council, IN thanked HH and the various organizing and scientific committees for their efforts.

4. AD-HOC COMMITTEE REPORT

Council discussed a proposal from an ad-hoc committee chaired by Toni Ivergard (NES) regarding the "Proposed Policy for Equal Opportunities within the IEA" (see IEA Annual Report 1998-1999, pp. 131).

According to the proposal:

"This is a policy statement about equal opportunities within the International Ergonomics Association. Also included are some comments, examples and possible measures to bring about improved and increased levels of equal opportunity. This is not a detailed plan of action. A plan of action can only be realized and created by the Council Members themselves within their working process."

After discussion by the Council, the text was modified to read as follows:

"Our relations and the way we treat each other within the IEA, the way we formalize our organization and its procedures must be a reflection of our external work within the field of ergonomics both in society as well as industry. A basic condition and integral part of our value culture as regards our external work is, of course, to offer all possible

users integrated equal opportunity `solutions`. This includes considering the needs of men and women of all races and disabilities. Individuals are to be seen as whole human beings, where not only anthropometric, physiological, psychological and social characteristics are important, but also cultural and national.

In our internal work in the IEA, equal opportunities issues have to be considered as regards:

- We should always use a non-discriminatory language in all documents, rules (regulations) and procedures.
- We understand the importance of having people of different racial, religious and gender backgrounds as representatives and officers on the Executive Committee and Council of the IEA.
- Women and men, individuals with different disabilities, varying ethnic and social backgrounds have different value structures and tend to relate to each other in different ways. It is important that we in our organization and in our work as professionals respect these differences.”

(end of text)

The Council felt that this document needs to be further elaborated by the Executive Committee, and should be sent to federated societies for further discussion.

5. NEXT IEA COUNCIL MEETING

The Council decided to hold the next meeting on July 29-30, 2000 in San Diego, California. In addition, on July 28 (afternoon) there will be an orientation session for the new Council members.

6. OTHER BUSINESS

Luc Desnoyers (SELF) complimented the Secretary-General for efficient preparation of the Council materials, which were provided in one comprehensive document “IEA Annual Report 1998-1999”.

He also suggested that in the future voting items should be presented in the reports along with all the background materials, and that Standing Committee Reports should not be separated between voting and information items.

KL (HFES) proposed that in order to efficiently run the business at the Council meetings, we need to explore and experiment with setting time limits for discussing specific issues including the voting items.

All Societies were asked by the Secretary-General to send in the names of current officers and their full addresses, including e-mail as soon as possible (karwowski@louisville.edu). This should allow for maintaining efficient communication with all Federated Societies.

The Council members expressed their appreciation to the President and the whole Executive Committee for their work in the past year.

Ian Noy thanked Nicolas Marmaras and the Hellenic Ergonomics Society for their hospitality and generous support of the 1999 Council meeting.

The Council adjourned approximately at 14.30.

Appendices (see below)

IEA COUNCIL MEETING 1999

APPENDICES

Appendix I: Revised Article 11 / IEA Basic Rules (election procedures), adopted by IEA Council on 9/2/99

Appendix II: Policy on Endorsement of technical documents adopted by IEA Council on 9/3/99

Appendix III: Policy for Journal Endorsement (adopted by IEA Council on 9/2/99)

MINUTES OF THE IEA COUNCIL MEETING 1999: APPENDIX I

Revised Article 11 / IEA Basic Rules (election procedures), adopted by IEA Council on 9/2/99

“

1. Election of officers

- 1) To be eligible for office, candidates must be members of a Federated Society and have either served previously on the Council or are the current representatives. Candidates should have demonstrated service to IEA and continuity of attendance at Council meetings. In addition, candidates for President shall normally have served a term on the Executive Committee, including as an ex-officio member.
- 2) At least nine months prior to the Triennial Congress, the Secretary-General will invite all Federated societies to make formal (written) nominations (see #3) for the IEA Executive Officers to be received 60 days prior to Council meeting. This invitation will be sent to all Council members and the secretaries of the Federated societies. The Federated Societies nominating candidates must first determine their ability, availability and willingness to serve and attend the IEA meetings as necessary.
- 3) The prescribed nomination form, consisting of two parts (A: Nomination Form; B: Candidate Statement) must be used for making a nomination and submitted to the Secretary General at least 60 days prior to Council meeting.
- 4) Six weeks prior to the Triennial Congress, the Secretary General shall inform Council members and Secretaries of Federated Societies of all nominations received.
- 5) Further nominations from the representatives of the Federated Societies may be made prior to the elections for the specific office, upon submission of the completed 'Nomination Form for IEA Executive Office'.
- 6) Before voting for the particular office, all candidates for that office will be excused. Each candidate will then be called in a random order to make a presentation regarding his/her goals and suitability for the office (maximum time of 10 minutes will be allowed), and to answer questions from the Council. After presentation the candidate will be excused, and the next candidate will be called upon.
- 7) Voting shall be by secret ballot. Candidates for a given office must not be present during the vote for that office. Voting Council members may vote only for one eligible candidate. Election is decided by simple majority. In the event that a simple majority is not achieved, the candidate with the least votes shall be removed from the slate, and voting shall continue.
- 8) Officers shall be elected in the order provided below, unless Council votes to alter this order prior to the elections:
 - a. President
 - b. Secretary-General
 - c. Treasurer
- 1) After the election of an officer, the President may call for a short break in order to provide an opportunity for further nominations.

The IEA President is responsible for the entire election process, and must assure that the election is conducted according to these procedures. The President must control the number of eligible votes. The President can be supported in this task by ex-officio non-voting members.”

(end of text)

MINUTES OF THE IEA COUNCIL MEETING 1999: APPENDIX II

Policy on Endorsement of technical documents adopted by IEA Council on 9/3/99:

Introduction

As a matter of policy, the IEA refrains from endorsing technical documents. However, from time to time, there may be a need to provide IEA endorsement to documents developed either within or outside the IEA. Endorsement of a technical document signifies that the document has been found to have merit and is considered by the IEA to be worthy of publication and dissemination

There are three basic categories of documents that may be considered for IEA endorsement:

- Category 1: Technical documents prepared by Technical Committees of the Science and Technology Committee.
- Category 2: Other types of technical documents.
- Category 3: Documents developed by other IEA Standing Committees

For each category of documents the specific procedure for endorsement is set out below.

1. Procedure for endorsement of technical documents prepared by Technical Committees of the Science and Technology Committee (Category #1 documents):

Draft document to be reviewed by the appropriate technical committee or, if non exists, a task force formed by the chair of the S&T Committee.

2. The recommendation to be reviewed by the Chair, S&T and, at the chairperson's discretion, sent for external review
3. The document proposed for endorsement will be submitted to the EC for final approval.

The endorsed document should have the following wording on its front cover:

"This document has been developed by (name of the respective Technical Committee) and endorsed by the IEA. The views expressed in this document are those of the authors, and do not necessarily reflect the views of IEA. IEA disclaims any liability as to the intended or non-intended use of this document. Specific mention of any products, equipment, procedures or systems is not intended to imply IEA endorsement of same".

2. Procedure for IEA endorsement of other technical documents (Category #2 documents):

1. Draft-document is presented to the Executive Committee.
2. Draft-document goes through an external review process, to be coordinated by the Chair SC & T Cee.
3. The final document will be presented to Council by the Chair SC & T Cee (voting for endorsement).

The endorsed document should have the following wording on its front cover:

"This document was developed by ..., reviewed by external reviewers and approved by IEA Council on ... for distribution. The views expressed in this document are those of the authors and do not necessarily reflect the views of IEA. IEA disclaims any liability as to the intended or non-intended use of this document. Specific mention of any products, equipment, procedures or systems is not intended to imply the IEA endorsement of the same."

3. Procedure for IEA endorsement of other IEA Standing Committees documents (Category #3 documents):

1. Draft-documents have to be reviewed by the appropriate Sub-Committee.
2. Draft-document has to be sent to the Chair of the appropriate Standing Committee for comment.
3. The final document will be presented by the Chair of that particular Standing Committee to the Council for approval (voting for endorsement).

The endorsed document should have the following wording on its front cover:

“This document was developed by ... , reviewed by the ... IEA Standing Committee, and endorsed by IEA Council on ... The views expressed in this document are those of the authors and do not necessarily reflect the views of IEA. IEA disclaims any liability as to the intended or non-intended use of this document. Specific mention of any products, equipment, procedures or systems is not intended to imply the IEA endorsement of the same.”

MINUTES OF THE IEA COUNCIL MEETING 1999: APPENDIX III

IEA Policy for Journal Endorsement (adopted by the IEA Council on 9/2/99)

1. Introduction

The IEA policy on journal endorsement consists of two steps: 1) an initial screening and 2) final approval.

Policy on journal endorsement by IEA

Initial screening

The initial screening criteria for journal endorsement are as follows.

- A. The primary objective of the journal is to publish independent scientific results relevant to ergonomics.
- B. The journal is refereed, with the refereeing process based on the widely accepted scientific quality requirements
- C. The journal should have an international editorial board
- D. The editorial board should include internationally recognized ergonomists
- E. The journal should have a regular frequency of publication.

1.1. Final approval

Following the initial screening, each of the journals requesting IEA endorsement should be assessed by the Science and Technology Committee, supported, as appropriate by the relevant Technical Committee. The supporting documentation should include sample copies (if the journal is already in print), description of objectives and scope, and statement of the criteria for acceptance of manuscripts.

The Executive Committee will make its final decision based on perceived overall quality of the journal and upon positive recommendation by the Chair of the Science and Technology Committee.

2.3. Endorsement requirements

Endorsement is contingent on the following:

1. Discount on subscription to the members of the IEA federated and affiliated societies
2. Provision of 11 complimentary copies for the IEA Information Centers
2. Provision of free advertising space for IEA (up to 2 pages per year)
3. Placement on the journal's face cover of the following:

"Published in cooperation with the International Ergonomics Association"

and inclusion of the official IEA logo.