

# Minutes of the Council Meeting 2006

## Maastricht, The Netherlands, NH Hotel

Saturday, July 8, 9.00 am – 6:00 pm Sunday, July 17, 8:45am – 4:00 pm

### Attendance

- **Officers** President: Pierre Falzon (PF)  
Secretary General: Sebastiano Bagnara (SB)  
Treasurer: Ken Laughery (KL)
- **Standing Committee Chairs**  
Awards, Past IEA President: Waldemar Karwowski (WK)  
Communication & Public Relations: Andy Marshall (AM)  
Development: Jan Dul (JD)  
EQUID: Pascale Carayon (PC)  
International Development: David Caple (DC)  
Professional Practice & Education: Stephen Legg (SL)  
Science, Technology & Practice: Pascale Carayon (PC)  
IEA'2006 Congress Chair: Ernst Koningsveld (ex-officio) (EK)

<b>• Federated Societies Representatives</b>	<b>Votes</b>
All-Ukrainian Ergonomics Society – Burov	1
Asociación de Ergonomía Argentina - Aslanides	1
Associação Brasileira de Ergonomia - Soares	1
Associação Portuguesa de Ergonomia - Simoes	1
Association of Canadian Ergonomists - Kumar, Fraser	1
Belgian Ergonomics Society - Hermans	1
Chinese Ergonomics Society - He Li hua, Sheng Wang, Kan Zhang	2
Ergonomics Society (UK) - Haslam, Sell, Wilson	3
Ergonomics Society of Korea - Chung, Kim	2
Ergonomics Society of South Africa - Jones	1
Ergonomics Society of Taiwan - Yung-Hui, Terence Lee	1
Gesellschaft fur Arbeitswissenschaft - Luczak, Zink	2
Hellenic Ergonomics Society - Marmaras	1
Human Factors and Ergonomics Society of Australia Caple, Burgess-Limerick	2
Human Factors & Ergonomics Society (USA) Dainoff, Robertson, Hendrick	3
Japan Ergonomics Society - Horie, Tomita	3
Mexican Ergonomics Society - Martinez de la Teja	1
Nederlandse Vereniging voor Ergonomie - Molenbroek, Koningsveld	2
New Zealand Ergonomics Society - Moore	1
Nordic Ergonomics Society - Jonsson, Nielsen, Nyggard	3
Polish Ergonomics Society - Pacholski	1
Sociedad Colombiana de Ergonomia - Saenz, Cadavid	1

Società Italiana di Ergonomia - Bonapace	1
Société d'Ergonomie de Langue Francaise - Beguin, Neboit	2
South-East Asian Ergonomics Society - Krungkrai Wong	1
Swiss Ergonomics Society - Kruger	1
Taiwan Ergonomics Society - Yung-Hui	1
Turkish Ergonomics Society - Ozok	1

• **Affiliated Society**

Human Ergology Society - Horino (non voting)

• **IEA Networks**

FEES (Federation of European Ergonomics Societies) - Rookmaaker (non voting)

ULAERGO (Union of Latin–American Ergonomics Societies) - Arevalo (non voting)

Meeting started at 9:00 am

**1. Welcome, Acknowledgments, Housekeeping and Logistics of the meeting**

Pierre Falzon, IEA President, welcomed Council members and acknowledged Ernst Koningsveld, Chair of IEA 2006, and the Dutch Ergonomics Society, for the help in organizing the Council Meeting, and the previous Officers' and Executive Council meetings. PF explained the logistics and housekeeping.

**2. Introduction**

PF, introducing the meeting, reminded that all major decisions concerning the Association are taken by the Council, including changes of IEA rules, significant financial matters, admission of new members, formation and dissolution of standing committees. The Council meets every year and is composed of the delegates of the Federated Societies. Council elects the IEA officers (President, Secretary General, and Treasurer) every third year. This will have to happen in this Council Meeting.

PF recalled that the Officers and the Chairs of Standing Committee compose the Executive Committee of IEA. They are all volunteers.

The operations of the Executive Committee and of IEA Council, including voting eligibility and Robert's Rules of Order, were briefly explained.

The Council documents were presented, distinguishing the basic documents (rules, operating procedures, and reference documents) and the archives.

Goals of IEA were also remembered: to develop more effective communication and collaboration with federated societies, to advance the science and the practice of ergonomics at an international level, and to enhance the contribution of the ergonomics discipline to global society. Working closely with its constituent societies and related international organizations, the mission of the IEA is to elaborate and advance ergonomics science and practice, and to expand its scope of application and contribution to society to improve the quality of life.

PF then presented the general goals and plans for the meeting and the agenda.

The president reminded that Prof. Akita, a leading figure in JES and in IEA, has recently passed away and asked Prof. Horie to remember him by saying a few words. The President then asked for a minute of silence to honor Prof. Akita.

### **3. Roundtable presentations by Council members**

About half of the Council members made short presentations concerning the main characteristics, major activities, achievements, difficulties, and future plans of their societies.

### **4. Debating, voting procedures, eligibility, and roll call**

PF explained the voting rules and procedures. Roll Call: 45 out of the 58 voting rights were present.

### **5. Approval of Minutes**

PF reminded that the Minutes of the 2005 Council meeting (San Diego, USA) had been approved by electronic ballot.

### **6. President's report**

Following a practice begun last year, PF presented a general view of the activity of the IEA during the year 2005-2006, and described the IEA actions of the IEA along with the Strategic Plan and the recommendation of IEA auditors.

As for the strategic goal to contribute to the development of the federated societies, following a diagnosis of insufficient communication, three actions have been set: a) Improve communication within the IEA, b) improve involvement of member societies in IEA actions, b) improve awareness of Societies' needs. The Chair of the Development Committee, Jan Dul, had organized two Council meeting discussion sessions, in order to get a better comprehension of Societies' needs and demands to the IEA. There was general consensus on the usefulness and productivity of these sessions. The consequence of these actions has been the launching of the Best Practice Initiative (BPI), involving a significant number of members of the Council, aiming at preparing sessions to be held during the IEA'2006 Congress under three topics: Promotion of ergonomics in external networks, Communication within the societies, Professional development of ergonomists.

The website was very often visited. Publication of the IEA Newsletter was suspended 18 months ago, since it was felt that it lacked a clear purpose and target. PF maintained that there is a definite need for an IEA policy on communication.

During the 2005 IEA Council meeting, there was a large consensus about the need for revising the present rules of computation of IEA dues. The present rules are unfair to small societies and to societies of developing countries. A revision is necessary also because the development of the IEA nowadays concerns essentially developing countries. Our present dues system makes it difficult for them to join the IEA. The IEA Treasurer has prepared a first set of potential rules, which have been submitted to the

Executive Committee and to a number of Federated Societies. These proposals will be a voting item at the meeting.

As for the strategic goal to advance the science and practice of ergonomics at an international level, the Executive Committee's opinion is that the IEA should develop a more proactive scientific policy. Following this view, specific attention has been given to the development of Technical Committees and to the increase of IEA-sponsored Conferences. A review of existing TCs was conducted in order to assess which would need to be revitalized, or refocused, and which new TCs should be created. Concerning IEA-related conferences, it is proposed to suppress the "Joint conference" category and to rename IEA Conferences "Sponsored Conferences". Some conferences, such as ODAM or HAAMAHA, should become Sponsored Conferences. The goal is to create Sponsored Conferences in the two domains of Healthcare Ergonomics and Patient Safety, and Design ergonomics. A Technical Committee on "Education in Ergonomics", and a related conference, would also be very desirable.

As for the relationships with Taylor and Francis, PF noted the IEA has had a close relationship with Taylor and Francis (T&F) for many years. The relationships faced a complicated situation this year, which began with the decision of the IEA'2006 Congress organizers to publish the Congress plenary papers in Applied Ergonomics. This decision resulted from a call for bids, which was won by Elsevier. T&F did not respond. The call for bids originally included only the publishing of the proceedings, but it was later extended to the plenary papers. T&F was unhappy with the result of this process and inquired about it. PF interacted with the IEA'2006 organizers to understand the course of events that led to the situation, and discussed it extensively with Richard Steele, in charge of ergonomics publication at T&F. During this process, T&F realized that the IEA has been endorsing a number of other journals, and decided that it was no longer needed for Ergonomics to carry the mention "Official journal of the IEA" on its cover and informed IEA of this decision. PF noted that, in 1961, Ergonomics was the only Journal in English devoted to ergonomics. Over the years, many other journals have been created, covering areas of ergonomics that are not so much addressed by Ergonomics. PF wished the relationships with T&F would continue on a new basis. Further discussions with T&F are scheduled to take place during the Congress.

Actions related to Education (establishment of a distance learning program, Ergonomics Compendium, establishment of guidelines for Master's programs) were summarized. Distance learning program is under the responsibility of the ID Committee. The goal is to translate an existing distance learning program in Portuguese. The course has been developed at the University of Nottingham (John Wilson, ES). Translation is under the responsibility of Anabela Simoes (APERGO). A contract has been signed between the IEA, the University of Nottingham and A. Simoes's University. Ergonomics Compendium is under the responsibility of the STP Committee. The idea is to develop a set of short texts on ergonomics issues. As for the Masters' program guidelines, it was convened to develop them in an iterative way: successive version of the text being assessed during five workshops held in various conferences of IEA Federated Societies. This process has allowed improving the text. However, it appears that further improvement is still necessary, since the professional

certification programs rely on an evaluation of the candidates' training in ergonomics. The PSE Committee undertook a revision of the IEA "Code of Ethics". The revision aimed at producing a "Code of Conduct", and to end with a more concise document. The Council was to be requested to approve the proposed new document.

The objective of the EQUID program is to establish a system of certification of the design process of products: An ambitious and multi-purpose project for ergonomics and for ergonomists, and for the public and the society at large. This meant first developing two sets of texts, namely on a) ergonomics criteria of product design process, and b) accreditation criteria and processes. A number of different scenarios of implementation of the program have also been investigated.

As for the International collaboration, IEA has been collaborating with the ILO for a long time. Three important projects had been active in the last year. They all concern the joint publication of "Checkpoints" documents. Responsibility of these projects had rested on the Chair of the International Development Committee, David Caple (the major contribution of Dr. Kazutaka Kogi was to be acknowledged): a) The first edition of the IEA/ILO Ergonomics Checkpoints, originally published in 1996, was revised for a second edition. b) The first edition of the IEA/ILO Checkpoints on Agriculture is its final stage of preparation. A full version of the text is already completed. Illustrations are being drawn in Vietnam. The ILO funded a workshop, which was held in conjunction with the Indian Society for Ergonomics in December 2005. The purpose of the workshop was to assess the Checkpoints in consideration of the Indian agricultural/cultural context. The publication of the Checkpoints on Agriculture could occur in 2007. c) The recent developments have been judged very satisfactory by both the IEA and the ILO. The two organizations discussed the possibility of developing a series of Ergonomics Checkpoints on a variety of subjects, such as Office work, Forestry, HCI, Tourism, Healthcare, etc.

The IEA '2006 Congress was in its final stage: 1000 papers and 250 posters are to be presented at this triennial world event. This Congress will be an opportunity to celebrate the 50th birthday of the IEA, in the country in which the decision to found an association occurred. PF noticed that there are debates on the precise year of foundation of the association, since there was of course a delay between this decision and the actual taking-off of the IEA, it seems however adequate to celebrate this anniversary at this Congress. A number of actions have been programmed in this perspective. A 50th anniversary booklet was published, including elements of history, statements from past Presidents and other documents. The Triennial Forum will be devoted to three topics of interest for the discipline and the profession, looking forward to future: Research issues for the future, Ergonomics as a practice, and Ergonomics in a global world.

PF recalled that, last year, EC expressed concerns for not having enough input from our Chinese colleagues in charge of the IEA'2009 Congress. Following email discussions, the IEA Treasurer, Ken Laughery, and PF visited Beijing at the invitation of the Chinese Ergonomics Society, in mid-June.

As for IEA'2012, following the call for bids, a single, but very detailed and well thought out proposal was received from ABERGO.

Several paths of evolution of awards were suggested and will be proposed for discussion at the Council.

PF anticipated that the election of Officers was to take place at the end of the Council meeting. At mid-May, the following nominations had been received, together with candidates' statements: for President, David Caple (nominated by HFESA), Ken Laughery (nominated by HFES); for Secretary General, Pascale Carayon (nominated by HFES and SELF), and Shrawan Kumar (nominated by ACE), and for Treasurer, Marcelo Soares (nominated by ABERGO). PF reminded that nominations could be received until the time of the ballot.

Pf reminded also that he visited several federated societies: The Nordic Ergonomics Society, the Indian Society for Ergonomics and the Chinese Ergonomics Society.

## **7. Secretary General's report**

SB reminded the rather operational duties of the General Secretary of IEA. Then, he described the connection with the President (two meetings, in Paris and Florence, and an almost daily exchange of e-mail messages), with EC (intense communication mainly with the Treasurer and the Chair of CPR), and the IEA Council.

The draft minutes of the Madeira Council Meeting were ready by the end of August. The final approval was reached by the end of November, when the minutes were distributed to Council members.

In preparation of the Council meeting, the Council members were asked to prepare a short presentation of their society at the Council, suggesting the format and the items to focus on.

The documents (Agenda, Reports, voting and discussion items) for the Council were sent at the beginning of June.

As for meeting organization, the Standing Committee Chairs were solicited to prepare the reports for the Sub-EC to be held in Hoofddorp, The Netherlands. The reports were collected in time for the meeting. The President and Secretary General met in Paris, February 3-4, 2006, to prepare the sub-EC meeting. The Triennial report was outlined; the ideas of having a special publication for the IEA 50<sup>th</sup> Anniversary and modifying the IEA logo were also conceived.

Proposals of new IEA logos were solicited to an Italian designer (Giuseppe Benenti), and were presented at the sub-EC meeting. Also, proposals for the cover of the Triennial Report were collected from another designer (Francesco Ranzani).

The Sub-EC (preceded by a summit among the officers) took place in Hoofddorp (The Netherlands), February 21-22, 2006, at TNO headquarters. It was attended by the officers, the Chairs of Awards, Development, CPR, EQUID, and STP Standing Committees, and the Chair of the 2006 IEA Congress. The progresses in organizing the 2006 were reported, and EC congratulated the organizers. It was proposed that the 50th IEA birthday would have to consist of a stream of dedicated initiatives.

The major achievements of the IDC, and PSE SCs were reminded: Renewal and revitalization of IEA-ILO collaboration, the Master's program guidelines, the Code of

conduct of ergonomists. It was proposed to restructure TCs and decided also to start the Ergonomics Compendium initiative. It was also convened to introduce a new type of conferences on ergonomics. The EQUID initiative was discussed at length, and a phased approach to development and implementation of EQUID was proposed. It was stressed the need to introduce further criteria for assigning awards. The situation of IEA'2009 was considered. A proposal for IEA'2012 was announced by ABERGO. As for the dues, it was observed that formula, by which dues are currently calculated, is obscure and very old. No one remember its rationale and origin. It does consider inflation. Moreover, it was established in homogenous economical area, quite different by the present situation. Nowadays, it turns out to be unfair.

It was convened that there is a need to reconsider IEA relations with T&F and other publishers.

A further meeting between the President and the General Secretary took place in Florence, Italy, May 18-20. It was dedicated to setting the agenda of the Council and to check the implementation of planned activities.

The continuous exchange information related renewal of presidents, and delegates by the Federated Societies allowed to update the roster by the Chair of CPR, Andy Marshall, in the website and by the General Secretary for IEA files.

A preliminary contact was established with the Nigerian Ergonomics Society. All IEA documents, from the Seoul Council up to now, had been collected and ordered. They will be stored with those coming out from Maastricht in CNAM premises in late September. Finally, at the end of the mandate, SB wanted to thank all for the collaboration, and apologized for any fault.

## **8. Treasurer's report**

The Treasurer, Kenneth R. Laughery, reported that IEA continued to maintain and carry out its financial activities with Scotiabank in Ottawa, Canada. Three separate accounts are maintained: the Active Cash Account (ACA), into which income is deposited and from which payments are made; and two Guaranteed Investment Certificates (GICs), that are interest bearing accounts.

The overview of 2005 Financial Performance showed that the total revenues for the 2005 fiscal year were \$81,486, and the total expenditures during 2005 was \$66,933. The IEA's assets at the end of 2005 totaled \$202,740. Also, IEA has seed funds receivable from one outstanding loan.

Expenditures include the administrative work of the officers and office support, the work of the standing committees, meeting costs, and other recurring activities. The special reserves category includes a loans fund of \$35,000 that was established several years ago to ensure a supply of seed funds for conferences.

There are four special funds whose purpose generally is to promote and support ergonomics is developing countries (IDCs). The Liberty Mutual Prize and Medal Fund are also in this category. One of IEA's goals is to advance the science and practice of ergonomics at an international level. In striving to achieve this goal, significant effort and resources have been focused on ergonomics in developing areas. The four

special funds are essentially dedicated to that purpose. IEA has committed \$10,000 to support attendance at the 2006 Congress in Maastricht by members of federated societies in developing areas.

Membership income includes two categories: dues from federated and affiliated societies, and dues from sustaining members. In 2005, there were 42 federated societies and one affiliated society. Two capitation fees were received.

In comparison with the previous non-congress year (2004), the expenditures for 2005 were lower by \$5327. Revenue was greater in 2005 than in 2004 by \$9201. Two factors account for most of these differences: (1) The Liberty Mutual Prize was not awarded, resulting in lowering expenditures by \$5000; and (2) the contract with ILO to support the Bali workshop on Checkpoints produced \$10,000 in revenue.

While most of the revenue and expenditures categories experienced small to moderate differences when compared with 2004, one activity for which there was a noteworthy increase in expenditure was the EQUID project. The allocation for work on this project was \$11,706, an increase of \$8892 over 2004. The percentages of expenditures for officers and administration continued at the same level, as in other recent years.

The percentage of expenditures for standing committees has been increasing over the past few years primarily due to the increased activities of the International Development Committee and EQUID. The decrease in the percentage allocated to Awards during 2005 was primarily due to the fact that the Liberty Mutual Prize was not awarded.

A grant of \$5000 was allocated to the Indian Ergonomics Society to help fund an Agricultural Checkpoints Workshop in India during December 2005.

One concern of the IEA Treasurer has been membership dues by federated and affiliated societies. More specifically, the concern is one of fairness and ability to pay. This concern is shared by the other officers and members of the Executive Committee. It appears that the current formula poses a hardship for some societies from developing areas. A proposal for some fundamental changes in the dues structure had been developed. The proposal is in part based on the Gross Domestic Product of the countries in the Federated Societies are located. The intent is to develop a formula that is fair but yet sensitive to the considerable differences in the various societies' ability to support IEA financially.

KL concluded that, in the near future, consideration should be given to the overall IEA revenue picture, including issues such as: A dues structure that takes into account acceptable adjustments for inflation, developing additional revenue sources such as IEA conferences, potential developments for the affiliate and sustaining membership categories.

The Officers and Standing Committee Chairs have been concerned with the need to keep expenditures under control and as low as possible within the context of carrying out the work of IEA. One area in which it was tried to restrain expenditures was travel, particularly for Officer and Executive Committee meetings. However, carrying out the work of IEA, like any organization, requires some amount of face-to-face interaction.



Team coordination, spirit, and effectiveness are notably enhanced by such interaction. This will be an ongoing matter for the IEA Officers and Executive Committee to take into account in carrying out their work.

#### **Voting item: Auditors' report**

The auditors, Michelle Robertson and Betty Sanders, approved the Treasurer's Report, and found the "financial records complete, coherent, and easy to evaluate".

Motion: "The Council approves the IEA auditors' report."

Motion was approved unanimously.

### **9. 2006'Congress**

Ernst Koningsveld (EK) referred to 2005-2006 as an exciting year. There were several important milestones. The receipt of 1600 abstracts, of which 350 for posters and 30 for interactive sessions. After reviews and full paper submission, the final program will consist of 240 sessions with 1,100 oral presentations, and 250 posters. Continuous communication was necessary to keep all potential participants informed. The congress' website has been updated almost monthly; newsletters of Federated Societies were fed with texts.

An important role for the congress chair was the assignment of financial support for participants from developing countries. This process was done in close collaboration with the IEA Chair International Development, David Caple: the IEA and IEA'2006 budgets allowed to help forty participants with support for their travel and lodging expenses.

The process towards the proceedings revealed not too difficult in this electronic era. But, a most disappointing percentage of authors (in the range of 25%) did not meet the publisher's layout requirements, and/or did not meet the deadline for full papers; this caused many tens of extra hours of work for the program chair and his staff.

Finances and sponsoring were ongoing. Organizing a large congress in a country like the Netherlands means high costs, while the congress fee level was set already in 1999. The introduction of the Euro had major effect on the price level, especially for catering and services. Organizers were most grateful for the many companies and institutions that had decided to sponsor the congress: Eleven main sponsors donated a mean of Euro 25,000 each, and many other sponsors helped to keep the congress fees at the level of previous IEA congresses.

EK thanked Conference Agency Maastricht, the PCO, for the great work done and the tens of people who performed tasks in the organization. EK was looking forward to a most promising congress.

### **10. Science, Technology, and Practice**

Pascale Carayon started out by recalling the objectives of the Committee: to promote and coordinate the exchange of scientific and technical information at international

level through the Technical Committees, the Ergonomics Compendium, and various types of Conferences.

Currently, the STP Committee comprises eighteen technical committees: Some are very active (for instance ODAM), some others are dormant. Therefore, she proposed to merge the HCI TC with the WWCS (“Work With Computing System”) group, and to focus the TC on Safety and Health on interventions and improvement of working conditions. PC proposed to form new TCs on emerging ergonomic issues, such as Gender and Work, Ergonomics in Design, and Slips, Trips and Falls. Two other TCs were under preparation: Off-Highway Vehicles, and Digital Human Modeling & Simulation:

The Ergonomics Compendium aims at disseminating information on ergonomics and publicize the discipline through short texts on various ergonomics topics, in a form similar to Wikipedia, which already has one entry on ergonomics (<http://en.wikipedia.org/wiki/Ergonomics>) and one entry on human factors ([http://en.wikipedia.org/wiki/Human\\_factors](http://en.wikipedia.org/wiki/Human_factors)). An editorial committee will have to be formed, which will carry out pilot tests with existing texts.

As for the Conferences, PC proposed that the existing four types (Triennial Congress, IEA Conferences, Joint Conferences, Endorsed Conferences) be reduced to three categories of IEA Conferences (Triennial Congress, Sponsored Conferences, and Endorsed Conferences)

### **Voting: Modification of IEA Conferences**

The following revisions to STP-related sections of the IEA Basic Documents were proposed: simplification of the Basic Documents, elimination of “Joint Conferences”, and renaming “IEA Conferences” as “Sponsored Conferences”

Motion:

“The EC Council approves that the “Joint Conferences” category be eliminated, the “IEA Conferences” category be renamed “Sponsored Conferences”, and the IEA Policy on the support of conferences be amended accordingly”

Motion carried out (41 yes, 4 no)

## **11. Logo Contest**

PF introduced the logo contest. The contest was decided in Hoofddorp, and publicized in mid April through the IEA website and communication to the Federated Societies. Around the deadline of June 1, forty eight proposals had been submitted. The proposals came from all the continents. The EC selected twelve. The Council had to select three of them, which will have to be evaluated by the attendees of the Congress. The winner was to be communicated at the Closing Ceremony of the Congress. Three new logos were selected. Since the actual logo received many preferences, it was decided that four logos would have been submitted to the Congress attendees’ evaluation: The three new selected logos and the actual one.

## 12. Revision proposals IEA dues for Federated Societies

PF reminded that during the past year the IEA Officers and members of the Executive Committee have become concerned about the IEA dues structure for federated societies. The issues are fairness and ability to pay. The IEA dues represent a large part of the budget for some IEA federated societies, a minor part for others. Often, the societies adversely affected by the current dues situation are newly created, with small membership, and of countries with low Gross Domestic Product (GDP) per person. This state of affairs is in contradiction with the IEA goals of developing ergonomics worldwide. As a result, the EC initiated an analysis with the goal of developing and recommending an alternative dues structure. The intent was to try to develop a formula that is fair but yet sensitive to the considerable differences in the various societies ability to support IEA financially.

KL presented proposals developed in order to decrease the burden of IEA dues for societies of developing countries and for small, newly created societies. He reminded also that the present mode of dues computation does not take inflation into account: IEA revenues have effectively been decreasing over the years, The IEA should address this issue in the future, but it was not the goal of the present proposals.

For several years our dues structure has been defined by a formula that includes a fixed "base fee" (of US\$122.50), plus a fee per society member: US\$2.80 for each of the first 500 members, and US\$1.40 for each member beyond the first 500 members. Alternatively, the Society may elect to pay a sum equal to 20% of the total dues income of the Society.

Several ideas were considered for change. Three parameters were considered: The base fee (currently \$122.50), the amount per society member, and the wealth of the country in which the society is located, as reflected by the GDP/P measure.

Four proposals were presented:

Base fee = \$100.00 Fee per society member based on GDP/P: GDP/P Fee per Member < \$10,000 \$1.00 per member \$10,000 - \$25,000 \$2.00 per member > \$25,000, \$2.50 per member;

Same as Proposal 1 without the \$100 base fee.

Amount per society membership: \$2.50 to 1000 members, \$2.00 > 1000 members.

Reduce alternative payment option from 20% to 5%

A lively discussion followed that ended up in debating and voting the following two motions.

### **Voting item: Mandate to the EC**

Motion 1:

"The IEA Council recognizes that the current IEA dues structure for federated societies has significant flaws: It is unfair to small societies and societies from developing countries, therefore hindering their development. It does not consider inflation,

therefore leading to a gradual decrease in IEA resources. The dues structure should be changed to a dues system that is equitable and adjustable for inflation.

The IEA Council mandates the IEA Executive Committee to propose next year a fundamental revision of the dues structure that addresses the above concerns.”

Motion carried out (Yes 41, No 4)

Motion 2: Modification of the Title 3, article 1 of IEA rules

”The IEA Council decides to substitute the following statement: “Federated and Affiliated Society pays an annual fee consisting of: (1) either the full amount as prescribed below, (2) or 5% of its total fee income.” to Title 3, article 1 of IEA rules.

Motion carried (Yes 39, No 3)

At 6 pm the meeting was suspended.

The meeting re-started Sunday July 9, at 8.45 am.

### **13. Roundtable presentations by Council members**

The remaining Council members made short presentations concerning the main characteristics, major activities, main achievements, difficulties, and future plans of their societies. At the end of the presentations, Marvin Dainoff informed that David Meister passed away. He briefly reminded the leading scientific figure.

### **14. EQUID**

PC reminded that the goal of EQUID is to develop and increase the use of ergonomics knowledge and methods in the design process of products, work systems and services. Then, she summarized the activities carried out since 2001, when the EQUID scheme was presented and approved. In 2004, goals and mission of EQUID Standing Committee were approved, and two years later, revised texts on ergonomics process in design and accreditation were presented. The work had been carried out by two subcommittees, on Ergonomics in Process Design, and on Accreditation Criteria and Process. They are international, work by consensus, have input from companies.

The first subcommittee met several times (in Florence, Berlin, San Diego, Compiègne, and Amsterdam). It came out with two texts: “Criteria and process”, and “The IEA Certification for Ergonomics Quality in the Design Process: EQUID Certification Program – Part I. Integration of Ergonomics Requirements in the Design Process for Consumer Products”.

The second subcommittee met in Compiègne, Warsaw, and Amsterdam. It analyzed various accreditation and certification systems in various countries (e.g., ISO, TCO, JCAHO, etc.), and produced one text, “IEA Policy on Accrediting Certification Bodies for the Ergonomics Quality in Design (EQUID) Program”. The ISO Guide 65 (“General requirements for bodies operating assessment and certification/registration of quality systems”) was taken as a model for the accreditation criteria, the certification body, application for certification, the preparation for evaluation, and the evaluation itself.

The Partner Program was initiated with the goal to involve companies in the development and early implementation of the EQUID. It encountered great interest from industry because EQUID seems to be able to solve on-going problems for industry in three areas: a) To allow product/service development process to be "recognized" by an outside body; b) To allow companies to better discriminate the "claims" that suppliers and vendors make regarding their product/services; c) To provide a recognized standard where company could ask suppliers/vendors if they have earned the EQUID "seal of approval".

PC announced that four sessions were organized at IEA'2006; and that an EQUID Forum will be held in 2007, having the goals to exchange information and share learning on ergonomics and human factors in design, and to bring together researchers and practitioners to learn about EQUID. The location will be Berlin. It will take place May 31-June 1, 2007. The co-chairs will be Waldemar Karwowski and Wolfgang Friesdorf, and the chair of the Organizing Committee will be Wolfgang Friesdorf. Lina Bonapace will be the chair of the Technical Program, and co-chairs of the Scientific Advisory Board will be Pascale Carayon and Pierre Falzon. It will be an IEA sponsored conference and involve industry and other organizations.

The TC also worked out a confidentiality agreement, promoted the TC on Ergonomics in Design (chaired by Lina Bonapace and Pierre-Henri Dejean), applied for trademarks for EQUID program, and searched for legal advice.

In the next phase, the SC will try to involve ergonomics professionals, and search for cooperation, involvement and support of federated societies, partnership with companies and organizations, and to infrastructure for EQUID program.

In the discussion that followed, the issues of the relationships with ISO (Horino) the need for a risk analysis, and legal liability (Wilson), legal body for EQUID (Zink) were raised.

## **15. International Development Committee**

David Caple reminded the joint IEA-ILO projects (the Ergonomic Checkpoints, with the Bali workshop; the Ergonomic Checkpoints in Agriculture, with the India Workshop, and Tanzania and Botswana invitations), acknowledged the ILO funding and the Dr Kazutaka Kogi leadership in "Ergonomics and MSD prevention" project.

As for the WHO relationship, DC reminded that IEA is a registered NGO, and the IEA developing countries projects are listed. Moreover, IEA contributed to WHO 2006-2010 strategy. A meeting between WHO and IEA will have to take place during IEA.

As for the activities of supporting IDC, DC reminded the donation of the Congress and of IEA endorsed conferences proceedings, books and libraries, the joint IEA-ILO programs and workshops, and the financial support for conference attendance, to be acknowledged to IEA Societies and individual members, IEA'2006 Conference Committee.

DC recalled the distance-learning project, a Portuguese-English initiative, for which the contract has been ratified. It is targeted to Africa. For the project, Anabela Simoes and John Wilson should be acknowledged.

There is an ongoing interest by IEA Societies and individuals in offering services and in promoting an IEA Student network.

There are good relationships with ICOH and IOHA. Women and children in work is an emerging issue in IDC.

The challenges for the future, as for the relationship with ILO, are to finalize and launch "Ergonomic Checkpoints" with ILO, to edit "Ergonomic Checkpoints in Agriculture" and to organize the African workshops, to commence new "Ergonomic Checkpoints", and to draft "Ergonomics and MSD". As for the distance program, translation of course materials to Portuguese have to be completed, and the course will be tried out in Africa. It will be continued the support attendance and participation at the conferences by developing countries, and the twinning action will be extended. The relationships with other professional associations will be made stronger. IEA will work with WHO on the emerging issues.

## **16. Professional Standards and Education**

Stephen Legg, Chair of the PSE SC reminded that the committee maintains, develops and disseminates the IEA Directory of Ergonomics Educational Programmes, endorses certification schemes (and provides advice and guidance about their development) and provides guidance on professional conduct, ethics and standards for ergonomics education. PSE has three subcommittees: Directory of Ergonomics Educational Programmes (DEEP), Professional Standards (PS), Ergonomics Education (EE). DEEP Subcommittee maintained DEEP on the IEA Web site ([www.iea.cc/directory](http://www.iea.cc/directory)), reviewed the DEEP for accuracy and supplementary advisory information supplied about courses, and promoted DEEP widely also maintained the updating of the website ([www.iea.cc/directory](http://www.iea.cc/directory)).

PS Subcommittee actively promoted the endorsement option to existing certification schemes, particularly CREE, provided advice and guidance. As a result, the IEA certification endorsement scheme was actively promoted to CREE and FEES as well as to some Latin American and Asian countries. A further query about the endorsement process was received from Japan. New Zealand has just completed a substantial revision of its certification scheme regulations and structure. It requested and was sent application forms in May 2006.

Code of Ethics Review Subcommittee aimed at finalizing and submitting the IEA Code of Ethics Review Report to EC and C for approval, and submitting the revised IEA Code of Conduct to the Council as a voting item. Indeed, the IEA Code of Ethics Review Report was completed: It contains an analysis of similar codes used by other organizations, a detailed analysis of the existing IEA Code of Ethics and the results of initial consultation with CREE and BCPE as well as with the Nordic Ergonomics Society at its 2004 annual conference, in which 'Ethics in working life' was the central theme. The Report recommends that a new code be adopted by the IEA, called the 'IEA Code of Conduct for Ergonomists (COCE)', shorter, more concise yet containing as much relevant material as the IEA Code of Ethics. In addition it is more firmly based on the four fundamental principles of ethical conduct: beneficence, veracity, autonomy, justice. It is more relevant for ergonomists rather than mainly ergonomics researchers.

Both the Review Report and the proposed new COCE were submitted for consideration by EC in August 2005, and sent for comment in April/May 2006 to all IEA Presidents and Council Members. Although the response rate was less than desirable, all respondents commented without exception that the Review Report was very good, thorough. Specific comments made by respondents were addressed in a revision of the IEA Code of Ethics Review Report, in which it was recommended that the revised new COCE, be submitted as a voting item at the 2006 Council meeting.

Ergonomics Education (EE) Subcommittee aimed at preparing an IEA document: 'Guidelines on the minimum specifications for a Masters degree in Ergonomics/Human Factors (including guidance about distance learning)'. A joint IEA/APERGO workshop on Ergonomics Education in July 2004 facilitated the development of a first draft version that was submitted for comment to the subcommittee members and presented in joint IEA workshops at the UK Ergonomics Society and the South East Asia Ergonomics Societies conferences. Based on the feedbacks, a revised version of the Guideline was prepared and presented for discussion at a joint IEA/HFES colloquium at the Human Factors and Ergonomics Society (HFES) meeting and at a joint IEA/FEES/CREE/NES workshop at the NES2005 conference. Although comments from the workshops were generally positive, it was clear that there were many issues that required further consideration. It is therefore recommended that the PSE subcommittee should build on the outcomes of the already extensive international consultation by holding further workshops, which focus on the attainment of greater international consensus than exists at present.

### **Voting Item: Code of Conduct for Ergonomists**

The IEA has had a Code of Ethics (COE) in place for some years. It comprises five sections called: Professional Conduct, Professional Qualifications, Practice, Research, and Disciplinary Action.

In 2003, the Chair of the IEA Standing Committee for Professional Standards and Education (PSE), John Wilson, identified that it was timely to review the Code of Ethics. The review examined the relevance and suitability of the IEA COE by examining relevant codes of ethics and codes of conduct and by seeking opinions from representatives from two large professional certification schemes (CREE and BCPE) and by considering information arising from the Nordic Ergonomics Society conference, which was organized around the theme of working life ethics.

The review recommended a shorter, simpler and more concise COE, and identified the specific changes. This resulted in a new proposed IEA Basic Document: 'IEA Code of Conduct for Ergonomists'. It represented a substantial revision of the current IEA Code of Ethics in that it was shorter, more succinct, retained most of the substantive material that is directly relevant, yet removed repetition and unnecessary generic statements.

This was submitted to the IEA Executive Committee (EC) for comment in August 2005 and sent to all IEA Federated Societies Presidents and Council Members in April 2006. Most comments were supportive and all comments that were received were addressed through minor changes in wording. The resultant proposed IEA Basic

Document "IEA Code of Conduct for Ergonomists" is therefore submitted to the IEA Council for approval (see appendix to these minutes)

Motion:

"The IEA Council approves the replacement of the current IEA Basic Document: 'IEA Code of Ethics' by a new IEA Basic document entitled: 'IEA Code of Conduct for Ergonomists', containing the UK ES proposed Clauses 1-3 of the July 4, 2006.

Motion carried (Yes 39, No 3, Ab 1)

## **17. Awards**

WK reminded the mission of the Standing Committee in accordance with the IEA Strategic Plan: To promote the recognition of ergonomics discipline by recommending to IEA Council awards to individuals for their contributions to the field of ergonomics. WK listed the awards for which the committee is responsible.

The specific goals for AC in the 2003-2006 period were to: Maintain and support current IEA awards making process, enhance the involvement of IEA federated and affiliated societies in making nominations for the various awards, improve the public-at-large awareness of the IEA awards by involving other IEA-collaborating and cooperating (international) bodies in publicizing IEA awards around the world.

WK communicated the recipients of Triennial Awards 2006. The IEA President's Award was given to Jens Rasmussen, Denmark; the IEA Distinguished Service Award was attributed to Pieter Rookmaaker, The Netherlands; the IEA Award for Promotion of Ergonomics in Industrially Developing Countries was given to A. Manuaba, Indonesia.

The Fellows Selection Committee (all current IEA Fellows), chaired by the AC Chair, voted on the received nominations. Two-third majority of those who voted is needed for election as IEA Fellow. All recommendations from the Fellows Selection Committee have to be formally approved by the Executive Committee prior to IEA Council meeting. The IEA Fellows elected in 2006 were Luc Desnoyers, ACE, Jan Dul, NvE, Min Chung, ESK. Anamaria de Moraes, ABE, Leszek Pacholski, PES, Raja Parasuraman, HFES, Yvon Queinnec, SELF, Helmut Strasser, GfA, Michael Wogalter, HFES.

The 2006 Review Committee for the IEA/Liberty Mutual Prize and the IEA/Liberty Mutual Medal in Ergonomics and Occupational Safety represented four continents and included Hal Hendrick, USA (RC Chair, 2006), Holger Luczak, Germany, Pranab Nag, India, Marcelo Soares, Brazil, and John Wilson, UK. This year there were a total of 5 submissions. The recipients of IEA Liberty Mutual Prize in Occupational Safety and Ergonomics for 2006 were David M. Rempel, USA, Niklas Krause, Robert Goldberg, Douglas Benner, Mark Hudes, and Gary U. Goldner. The IEA Liberty Mutual Medal in Occupational Safety and Ergonomics for 2004-2006 was given to D. DeJoy, USA.

The recipients of Triennial Awards IEA/Journal of Occupational Safety and Ergonomics (published by CIOP, Poland) Best Paper Award 2004-2006 was given to Tien-I Liu, Akihiko Kumagai, and Chongchan Lee, USA, and Best Paper Award Runner-up 2004-2006 was given to Marvin J. Dainoff, Arne Aaras, Gunnar Horgen,



Maria Konarska, Stig Larsen, Magne Thoresen, Barbara G.F. Cohen, and the MEPS Study (international) Group.

The Selection Committee of the K.U. Smith Student Paper Award comprised M. J. Smith, HFES (Chair), T. Smith, HFES, W. Karwowski, and HFES. The recipients of Triennial Awards 2006 IEA/K.U. Smith Student Paper Awards 2006 were Miriam Mattison, South Africa, and Joanna Zander, Canada.

A proposal has been developed to expand the qualification criteria for the IEA Fellow Award. After much discussion, it was convened not to vote.

A proposal had been also developed for revising the process of submissions/nominations of papers for the IEA/Liberty Mutual Prize in Ergonomics and Occupational Safety.

### **Voting item: Modification K.U. Smith Student Paper Award**

The IEA K.U. Smith Student Award was launched in 1997 through an agreement with the St. Paul Foundation, which provides overall management of the Fund. The award provides a tangible means by which the IEA can encourage the development of the discipline, foster scholarship and recognize worthy achievements. The funds improved, so it is possible to give it to two awards.

Motion:

“The Council approves to modify IEA K.U. Smith Student Award in the following manner: “The purpose of the award is to honor two deserving students responsible for an application of or contribution to ergonomics. At least one of the deserving students shall reside and conduct the research in a developing country. The award consists of a cash amount of US \$2,000 per each of the two students.”

The motion carried out unanimously.

## **18. IEA 2009**

Khan Zang reported on the general progresses in preparation of IEA'2009 Congress. He illustrated what had been done: e.g., website, logo, contacts with Taiwan and Hong Kong Society, signature of the contract with a very experienced and reliable the Congress Agency, the set up of the Congress Committee, the Regional Committees, the International Scientific Committee, the outline of Congress Program, etc. He described what was to be done: e.g., the organization of the EC meeting of IEA to held China, constant update of the website of IEA'2009, continuous interactions with TCs, selection of session moderators, test and implementation of software for paper submission and registration, abstract reviewing process, invitation of plenary speakers, general schedule of the congress, etc. The provisional budget was also illustrated. Dr. Xianghong Sun Wang illustrated the venues and accommodation

## **19. IEA 2012**

Marcelo Soares illustrated the proposal of the ABERGO to host the IEA'2012 Congress in Recife, Brazil. The proposal was supported by all the Ergonomics

Societies of South America and Mexican, Portuguese and Spanish Societies, by federal, state and local authorities and agencies, and by many Universities in Brazil. MS presented the budget (and the reasonable costs and forecasts of revenue), the organization and the organizers and their previous valuable and reliable experience. Two short clips showed the beauty of the location.

### **Voting Item. IEA'2012**

Motion:

“The Council accepts the ABERGO proposal to host the IEA 2012 Congress in Recife.”

Motion was approved unanimously.

## **20. Communication and Public Relations**

Andy Marshall (AM) noted that communication had been raised as a problematic topic both for the IEA as a whole and for individual federated societies. As part of the best practice initiative of the Development Committee, there will be a workshop session devoted to communication issues and newsletters in particular, at the IEA Congress.

The IEA newsletter has been currently suspended, and there is a proposal to replace it with electronic bulletin more focused on IEA activities. However, the decision on whether to terminate the Newsletter permanently will depend to some extent on the outcome of the communications workshop in Maastricht.

The email list server is hosted by Louisville University. The list includes: IEA Executive, IEA council members, Alternative IEA council delegates, and Presidents of Federated and Affiliated societies, Secretaries of Federated and Affiliated societies. All members of the list can send messages to all the others on the list. AM encouraged reasonable use of this facility for IEA. The use of this list is an important tool for communication. IEA should be grateful to Waldemar Karwowski and University of Louisville for providing this facility at no cost to the IEA.

The main routine changes to the website over the past 12 months had been to maintain and update the Ergonomics Programme Directory, maintain the IEA Roster, add International Development Committee newsletters, add and delete announcements, maintain the Committee pages, and update the IEA Awards pages. All the IEA roster information is kept on the website and is used as the up to date repository for this information. AM asked to email the Webmaster, if and when there are any changes required.

Council members, listed in the roster can now elect to have their photo by their contact details. This is intended to aid recognition and communications, especially at the annual council meeting. Planned additions to the website are Ergonomic texts being developed by the Science Technology and Practice Committee.

As pages were added or updated they are also updated to the latest standards for accessibility.

The website is hosted by Ergoweb, who is a Platinum Level sustaining member of the IEA. Over the last year the number of visits per week has ranged from 2,467 to 7,995. This is an encouraging rise over the previous year, which ranged from 1,950 to 3,825.

## **21. Election of the officers**

PF recalled the procedures governing the election process.

The nominees for Presidency were David Caple and Kenneth Laughery. PF invited the candidates to present in turn their candidacies. David Caple was elected by qualified majority.

As for Secretary General, the candidates were Pascale Carayon and Shrawan Kumar. PF invited the candidates to present their candidacies. Pascale Carayon was elected by qualified majority. Three persons had been nominated candidates for Treasurer: Shrawan Kumar, Min Chung, and Marcelo Soares. PF invited them to present their candidacies. Min Chung was elected by qualified majority.

## **22. Logo contest 2**

The results of the selection were communicated and the three selected logos were shown. Since the existing logo had got many preferences, it was decided that four logos would have to be submitted to the Congress attendees: The selected new logos and the existing logo.

## **23. Location of IEA'2007**

The Council meeting will be held in conjunction with EQUID Forum, which will take place May 31-June 1, Berlin, Germany. The IEA Council meeting will be in Berlin, June 2-3.

## **24. Conclusions**

PF thanked IEA'2006 for properly hosting the Council, all the Council members for their active participation, support and trust during his term and the whole Executive Committee for a working and friendly collaboration.