

First Draft Minutes

IEA COUNCIL MEETING 2002

Santiago, Chile, Crowne Plaza Hotel  
Saturday, August 31, 8:30 am - 5:00 pm  
Sunday, September 1, 8:30 am - 5:00 pm

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**Attendance**

Officers

President ..... Karwowski.....WK  
Secretary-General..... Falzon.....PF  
Treasurer..... Kogi.....KK

Standing Committee Chairs

Awards, Past IEA President..... Noy .....IN  
Industrially Developing Countries ..... Scott.....PS  
Policy & Planning ..... Zink .....KZ  
Communication & Public Relations ..... Smith.....MS  
Professional Practice & Education ..... Wilson (excused) ..... JW  
Science, Technology & Practice ..... Laughery.....KL  
Ergonomics International ..... Marshall (ex-officio) ..... AM  
IEA Historian ..... Kuorinka (excused)..... IK  
Chair, Organizing IEA'2003..... Chung .....MC

Representatives of Federated Societies .....votes

All-Ukrainian Ergonomics Association  
Asociación Española de Ergonomía  
Associação Brasileira de Ergonomia (ABERGO)  
Associação Portuguesa de Ergonomia..... Simoes..... 1  
Belgian Ergonomics Society ..... Malchaire ..... 1  
Chinese Ergonomics Society ..... Zhang..... 1  
Croatian Ergonomics Society ..... Mijovic..... 1  
Czech Ergonomics Society  
The Ergonomics Society ..... Marshall ..... 3  
Ergonomics Society of Australia  
Ergonomics Society of Federal Republic of Yugoslavia  
Ergonomics Society of Korea ..... Chung, Lee ..... 2  
Ergonomics Society of South Africa ..... Scott ..... 1  
Ergonomics Society of Taiwan ..... Wang ..... 1  
Gesellschaft für Arbeitswissenschaft ..... Strasser ..... 2  
Hellenic Ergonomics Society  
Association of Canadian Ergonomists/  
Association Canadienne d'Ergonomie ..... Noy ..... 2  
Human Factors & Ergonomics Society ..... Sanders, Wogalter, Smith..... 3  
Hungarian Ergonomics Society  
Indian Ergonomics Society  
Inter-Regional Ergonomics Association / IREA  
Irish Ergonomics Society ..... Fallon ..... 1  
Israeli Ergonomics Society  
Japan Ergonomics Society ..... Akita, Horie, Tsuchiya..... 3

Nederlandse Vereniging voor Ergonomie .....	Koningsveld, Dul.....	2
New Zealand Ergonomics Society		
Nordic Ergonomics Society .....	Nygård, Olsen.....	3
Österreichische Arbeitsgemeinschaft für Ergonomie		
Polish Ergonomics Society		
Slovak Ergonomics Association		
Sociedad Colombiana de Ergonomia		
Sociedad de Ergonomistas de Mexico.....	de la Vega, Garcia.....	1
Società Italiana di Ergonomia .....	Bagnara .....	1
Société d'Ergonomie de Langue Francaise (SELF) .....	Neboit, Desnoyers .....	2
South-East Asian Ergonomics Society (SEAES)		
Swiss Society for Ergonomics		
Turkish Ergonomics Society		

Guests

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Meeting started at 9:00 am

## 1. Announcements

### 1.1. Welcome, Housekeeping and Logistics of the meeting

Waldemar Karwowski, IEA President, welcomed Council members.

WK explained the operation of the Council meeting, including voting eligibility, and the Robert's Rules of Order.

### 1.2. Introductions and Roundtable presentations by Council members

Council members introduced themselves and made short presentations concerning major activities of their societies.

## 2. Officers reports

### 2.1. President : Annual Report

(see IEA Annual Report 2001-2002)

WK recalled the three goals of IEA adopted at the IEA 2000 Council Meeting in San Diego, and discussed the way they were translated into actions for the IEA President, including:

- Improvement of IEA operational effectiveness by strengthening the IEA Standing and other Committees, considering the need for changes in IEA membership rules in order to make IEA more inclusive, and revising the IEA Basic Documents;
- Enhancement of contributions of ergonomics to the global society: focus on website development, promote a wide recognition of ergonomics, development of the *IEA Ergonomic Quality in Design (EQUID) Certification Program*

WK then discussed the following issues:

- IEA Strategic Plan
- Presentation of Welcoming or Opening addresses at conferences (Japan, Poland, Taiwan, Mexico, Germany, China)
- Meeting with the organizers of the IEA 2003 Congress in Paris

- Liaisons with UN Organizations: IOHA and WHO
- *Campaign for Development* and new IEA Sustaining Members

WK reported that our *Campaign for Development* has attracted several new Sustaining Members with the total new Sustaining Membership fees for the three years (2001-2003) in the amount of \$48,000 (as of September 1, 2002).

WK thanked the IEA Council, the IEA Executive Committee for their work for IEA and stressed that IEA relies on the dedication of volunteers to go forward.

## 2.2. Secretary-General : Annual Report

PF presented the SG report (see IEA Annual Report 2000-2001).

The activities of the Secretary General included :

- Facilitating the Executive Committee's and Council's Plans and Activities
- Processing a large flow of electronic mail
- Update and restructuring of the IEA Basic Documents, following Council approval in 2001
- Contribution to the EQUID initiative
- Development of the IEA Report 2001-2002 and of all documents for EC and Council meetings

### Meetings

On top of usual EC and Summit meetings, specific meetings have been held to prepare EQUID documents and discuss the IEA'2003 organization.

Executive committee meetings have been held in :

- Paris, France : March 16-17, 2002

Summit meetings have been held in :

- Paris, France : February 25, 2002
- Paris, France : March 14, 2002
- Paris, France : July 23, 2002

EQUID meetings have been held in :

- Kaiserslautern, Germany : November 17-18, 2001
- Paris, France : March 18, 2002

A meeting with the organizers of the IEA'2003 congress has been held in Paris, France on March 15, 2002.

Meetings in Paris have been hosted by CNAM, Paris and organized by the SG. The meeting in Kaiserslautern has been organized by Klaus Zink, chair of the P&P Committee, and hosted by the university.

### Processing applications of new societies to IEA

Applications for membership received :

- Sociedad Chilena de Ergonomia
- Iranian Ergonomics Society

Applications being processed :

- Asociacion Venezolana de Ergonomia / Sociedad Venezolana de Ergonomia
- Asociacion de Ergonomia Argentina (ADEA)

### 2.3. Treasurer: Annual Report

(see the IEA Annual Report 2001-2002, pp.23-29)

Kazutaka Kogi presented the state of the IEA financial resources and the statements of operations for fiscal year 2001-2002. Overall, IEA financial situation has improved, essentially because of addition of new IEA sustaining members.

KK reported on the revenues of membership fees from federated societies. He then presented the projected budget for the period 2001-2003. The budget included the "Strategic Fund" generated from new sustaining membership fees to finance specific projects.

He presented the comparison of expenditures between 2000 and 2001. S. Bagnara (SIE) inquired about the increase in expenditures in Communication and Public Relations between 1999 and 2001. KK indicated that this was caused by costs of printing of the IEA Triennial Report (1997-2000), produced for the IEA Congress 2000 held in San Diego, but paid in 2001, and to the increased activity of the EC (e.g. EQUID).

E. Koningsveld (NVVE) wondered whether printing of such a document was necessary, considering its printing cost. WK indicated that the IEA Triennial report is needed in printed form, useful for our development efforts aimed at attracting new sustaining members who provide significant revenues to IEA. The cost of the Triennial report 2000-2003 will be reduced by limiting the number of copies and by looking for sponsors.

B. Sanders (HFES) supported the production of the Triennial report in that it helps fulfilling the strategic goals of IEA.

## 3. Voting items

WK explained the voting rules and procedures.

Roll Call: A quorum for voting was established (a total of 34 eligible votes were present).

### 3.1. Executive Committee

#### 3.1.1. Approval of the Minutes from the 2001 COUNCIL Meeting in Florence, ITALY.

MOTION: *"Council approves the Minutes of the 2001 Council meeting."*

There was an error in the address of the website for the IEA'2003 address, that was corrected to read : [www.iea.cc](http://www.iea.cc).

Moved by IN and seconded by KZ.

Motion carried (34-Y; 0-N; 0-A)

#### 3.1.2. Approval of the *Sociedad Chilena de Ergonomia (SOCHERGO)* as an IEA Federated Society

MOTION: *Council accepts the **Sociedad Chilena de Ergonomia (SOCHERGO)** as an IEA Federated Society, subject to payment of its registration fee.*

PF presented the application of SOCHERGO and stated the problems that appeared between the application and the day of the Council (difficulties with the organizers of the IEA symposium, creation of another ergonomic society in Chile). After some questions, the Council decided to proceed with the

application process and invited Maria Figueroa, president of SOCHERGO to present the application and answer questions from the Council. Maria Figueroa was then excused.

After careful consideration, IN (ACE) moved to amend the motion, seconded by B. Sanders, as follows :

*AMENDED MOTION: Council accepts the **Sociedad Chilena de Ergonomía (SOCHERGO)** as an IEA Federated Society, provided SOCHERGO amends its by-laws to relax membership requirements, specifically to address the restriction on dual membership, formal training in ergonomics, and presentation of original scientific work, and subject to payment of dues.*

Motion carried (22-Y; 4-N; 5-A)

Maria Figueroa was informed of the conditional acceptance of SOCHERGO as a federated member of the IEA, given the requirements stated above.

WK congratulated SOCHERGO and requested SOCHERGO to fulfil the requirements by the end of year 2002.

### 3.1.3. Approval of the *Iranian Ergonomics Society* as an IEA Federated Society

*MOTION: Council approves the **Iranian Ergonomics Society** as an IEA Federated Society, subject to payment of its registration fee.*

L. Desnoyers (ACE) proposed an amendment to the motion, stating :

*AMENDED MOTION: Council approves the **Iranian Ergonomics Society** as an IEA Federated Society, provided that Executive Committee receives satisfactory clarification about article 8.3 of the IES rules, and subject to payment of its registration fee.*

Moved by LD and seconded by KZ

J. Dul proposed a second amendment, adding "*and Article 15 item 11.15*", seconded by IN :

Amendment carried (24-Y; 5-N; 3-A)

*AMENDED MOTION: Council approves the **Iranian Ergonomics Society** as an IEA Federated Society, provided that the Executive Committee receives satisfactory clarification about article 8.3, and article 15 item 11-15 of the Iranian Ergonomics Society Rules, and subject to payment of its registration fee.*

Amendment carried (30-Y; 1-N; 4-A)

IN proposed to add *article 11 note 5*, seconded by S. Bagnara.

*AMENDED MOTION: Council approves the **Iranian Ergonomics Society** as an IEA Federated Society, provided that Executive Committee receives satisfactory clarification about article 8.3, article 11 note 5 and 11-15 of the Iranian Ergonomics Society rules, and subject to payment of its registration fee.*

Amendment carried (20-Y; 5-N; 4-A)

*FINAL MOTION: Council approves the **Iranian Ergonomics Society** as an IEA Federated Society, provided that Executive Committee receives satisfactory clarification about article 8.3, article 11 note 5 and 11-15 of the Iranian Ergonomics Society rules, and subject to payment of its registration fee.*

Motion carried (31-Y; 1-N; 1-A)

The Iranian Ergonomics Society was conditionally accepted as an IEA Federated Society. PF will communicate the results to the Iranian Ergonomics Society.

#### 3.1.4. Approval of new sustaining members

The IEA Treasurer presented changes in IEA Sustaining Membership :

- Korean Occupational Safety and Health, new member ;
- Dr. Udo is to become a Gold level sustaining member.

*MOTION: Council approves the new sustaining members of the IEA.*

Motion carried (34-Y; 0-N; 0-A)

#### 3.1.5. Approval of restructuring of IEA Basic Documents 2002

The IEA 2001 Council has approved the restructuring of the IEA Basic Documents, to be conducted in several successive steps. It was proposed to distinguish 4 classes of documents : Rules, Operating Procedures, Reference documents and Archives. It was agreed to rewrite the Rules and Operating procedures, in order to suppress repetitions, eliminate ambiguities, homogenize the style, etc.

The *revised IEA Basic Documents* are divided in sections, titles and articles in a homogeneous way. Efforts have been made towards a better organization of the documents and a more consistent wording. The content of the documents do not change : only their organization, presentation and language.

Changes in content were proposed but were discussed separately.

*MOTION: Council approves the revision of the IEA Basic Documents as presented*

Motion carried (34-Y; 0-N; 0-A)

#### 3.1.6. Approval of the responsibility of the President in conducting the election of the IEA Officers

It was needed to clarify the responsibility of the President in conducting the election of the IEA Officers. Under the present rules, the elections are assigned as the responsibility of the Secretary General. However, due to potential conflict of interest (the SG may run as President), our practice has been that the current President took an active role in most, but not all of the election process.

The revised text states that the President will be in charge of the whole election process (see IEA Basic Documents, IEA Operating Bodies, Title 3, Article 2).

*MOTION: Council approves the assignment of responsibility for conducting the election of the IEA Officers to the President.*

Motion carried (34-Y; 0-N; 0-A)

#### 3.1.7. Approval of the replacement of the *IEA General Assembly* by the *IEA Triennial Forum*

The *IEA General Assembly* is a meeting held during the IEA Triennial Congress. This meeting was a remnant of the time when IEA was a society of individual members. As currently IEA is a federation of societies, such a meeting is no longer useful. Therefore, it is proposed to replace the *General Assembly* with the *IEA Triennial Forum*.

The *IEA Triennial Forum* will be held during the Triennial Congress, and is intended essentially for the Presidents of IEA Federated and Affiliated Societies, Sustaining members and representatives of international organizations with which IEA has formal relations. The Forum provides the opportunity for the IEA President to deliver an address on the *State of the Association*. All Council members are welcome to attend.

As a consequence, the following amendment to IEA Rules was proposed (IEA Basic Documents, IEA Rules, Title 11) :

“At each Triennial International Congress, a Forum is held, intended essentially for Presidents of IEA Federated and Affiliated Societies, Sustaining members and representatives of International organizations with which IEA has formal relations. All Council members are welcome to attend. During the Forum, the outgoing President delivers an address on the *State of the Association*. The Forum provides an opportunity to exchange views about the current and future needs for developing ergonomics world-wide, the role of the Association in relations to the IEA member societies and the development of interactions with international organizations. The IEA Triennial Forum is not a decision-making body.”

*MOTION: Council approves the replacement of the IEA General Assembly by the IEA Triennial Forum.*

Motion carried (34-Y; 0-N; 0-A)

### 3.1.8. Approval of the recommendation for IEA Federated societies to appoint at least one member of their governing body as representative to the IEA Council

As one of the strategic goals of IEA is to improve the cooperation with Federated Societies, the information channels should be as well organised as possible. In the past the communication between council members and the board of the respective Federated Societies had sometimes areas for improvement. Therefore it would be helpful, if each Federated Society would have a member of the board responsible for “international issues” – and this member would also be member of the IEA Council. Another solution could be, that at least one of the Council Members of a Federated Society is also member of its board.

Therefore it was proposed to change the Basic Rules of IEA referring to point 8: “Council” at the end of the second paragraph as follows:

“It is recommended that at least one of the IEA Council members is also member of the board of the Federated Society.”

*MOTION: Council approves the recommendation for IEA Federated societies to appoint at least one member of their governing body as representative to the IEA Council*

J. Dul indicated that the motion seems to imply that the only solution to improve communication with IEA is the one proposed, which he did not believe. KZ (GfA) stressed that this is not a requisite, but a recommendation only.

Motion carried (26-Y; 2-N; 5-A)

### 3.1.9. Approval of the revisions of IEA Awards

Revisions of some of the rules governing the IEA Distinguished Service Award, the IEA president's Award, and the IEA Fellow Award were presented in the Awards report.

*MOTION: Council approves the revisions of the IEA Distinguished Service Award, the IEA President's Award, and the IEA Fellow Award as presented.*

IN proposed an amendment to maintain the requirement of 5-year membership in a federated society as eligibility criterion for the IEA Fellowship nomination, seconded by K.B. Olsen (NES)

Amendment carried (20-Y; 1-N; 12-A)

Amended motion carried (33-Y; 1-N; 0-A)

### 3.1.10. Approval of the *IEA EQUID Documentation*

Following the vote of the IEA Council in Florence, the Executive Committee has established the EQUID Committee (Core Group). This committee has worked in the last year on development of three EQUID documents, including:

1. *IEA Criteria for Accrediting EQUID Certifying Bodies ;*
2. *IEA Guidelines for the Accreditation of Bodies Operating Certification-Registration for Ergonomics Quality in Design ;*
3. *The IEA Certification for EQUID Program. Part I - Process requirements for product design.*

The Council was asked to approve these three EQUID documents in principle.

*MOTION: Council approves the three EQUID documents as presented by the EC.*

B. Sanders commented that the motion was not sufficiently directed towards action. IN proposed a friendly amendment, stating :

*AMENDED MOTION: Council approves continuation of the work towards implementation of the EQUID program based on the three EQUID documents as presented by the EC.*

Motion carried (33-Y; 0-N; 0-A)

### 3.1.11. Approval of the provision of seed money to the IEA'2006 Congress

*MOTION: Council approves the provision of seed money(loan) to the IEA'2006 Congress.*

Motion carried (32-Y; 0-N; 1-A)

### 3.1.12. Travel support for participants from IDCs

*MOTION: Council recommends that all IEA member societies consider providing financial support for travel costs to IEA Congress 2003 for participants from the IDC countries. Such a support will be matched by the Congress organizers by a 50% reduction in the registration fee.*

L. Desnoyers suggested that financial support could go directly from Federated society to IDC nationals, that is without necessarily going through the IDC committee. B. Sanders noted that several options were possible: either direct support from Federated Societies to individuals, or provision of the money raised by societies to the IEA, that would then support individuals. IN proposed that societies transfer the money to the Korean society, which would then allocate that money to individuals. That would allow the Korean Society to provide later a report on the use of this money. M. Chung stated that the funds should not come to them.

Motion carried (30-Y; 0-N; 3-A)

## 4. IEA Policy on Membership



#### 4.1. Council workshop on "IEA Membership"

Klaus Zink introduced the theme of the workshop and its organization. Luc Desnoyers, chair of the *sub-committee on IEA membership*, presented a synthesis of subcommittee report, and PF presented integrated proposals discussed by the EC. A discussion followed.

WK thanked Luc Desnoyers for chairing the subcommittee and for accomplishing the subcommittee's mission.

#### 4.2. Plans for action on IEA Membership issues

The Council agreed that the EC will prepare a further document on this issue that will be sent to the Federated societies for discussion and feedback in December 2002.

### 5. Standing Committees reports and discussion items

#### 5.1. Report from FEES

C. Nygaard presented a report on the recent activities of FEES. Following an invitation for membership, many associations have accepted to participate without further comments (GfA, BES, HES, IrES, Nvve, APEERGO, Italian ES). SELF has expressed doubts on the organizational structure of FEES. Societies belonging to NES have various positions. The ergonomics societies of Austria and Spain have not yet responded.

Recent activities of FEES have dealt with relationships with Brussels Task Force, the construction of a website, an expression of interest for the EU 6<sup>th</sup> Framework Programme.

WK encouraged FEES to apply for the status of *IEA Network*, as agreed at the Florence Council meeting in 2001. C. Nygaard responded that FEES intended to do so soon.

#### 5.2. Policy & Planning Committee

Klaus Zink (KZ) presented the report on the activities of the Policy & Planning Committee (see IEA Annual Report).

He discussed the *IEA Strategic Plan* as a living document, and stated the plans of actions to be undertaken by the Executive Committee, their relations to IEA Goals and financial implications.

Two subcommittees have been active:

- *SubCommittee on IEA Membership* (chaired by Luc Desnoyers): this Subcommittee is in charge of considering changes in the policy on membership ;
- *Subcommitteee on Macro-Micro issues*.

The survey of federated societies data is progressing. All societies are requested to provide the relevant information to PPC as soon as possible.

A request has been sent to all federated societies in order to explore their interest for IDC-directed actions, and to identify potential funding sources to help the development of ergonomics in IDCs. There are already a few 1-to-1 partnerships, but most societies have only very limited resources to support IDCs. A complete overview would help in determining where IEA should be active in the future .

### 5.3. Industrially Developing Countries Committee

PS recalled that the mission of the IDC Committee is to inculcate an awareness of the principles, practical application and benefits of ergonomics in IDCs. This covers three main responsibilities : regional development, redistribution of ergonomic documents, promotion and development of ergonomics. Committee members are KK (Japan, occupational health), H. Shahnava (Sweden, education), M. Vidal (Brazil, joint projects), D. Caple (Australia, global contribution, book donations), G.G. Ray (India, revitalization), PS (South Africa, education).

Information about IDC Committee's activities is provided on the IEA website. Links to IDC websites outside IEA are being updated. Federated societies are requested to provide any relevant information to the IDC Committee Chair.

Funds are necessary for running seminars and workshops, developing education and training materials and programs, and for participation at conferences. On that last issue, PS suggested reducing registration fees to the IEA'2003 Congress for IDC delegates.

Gaur Ray and PK Nag organized an Indian Ergonomics Conference in Mumbai in December 2001. The conference was attended by over 200 delegates; attendance of a younger group of potential ergonomists was encouraging. A number of workshops, formal and informal meetings and discussion groups were held.

Barbara McPhee (ICOH), with input from KK and PS is developing training materials for *Basic Ergonomic Principles for OH Professionals*. Recent communication with Ellen Roskam confirmed ILO interest in this area.

The work on distance learning programme has started. The staff at Rhodes University are working on chapter(s) in their specialized areas and will adjust/modify the University of Nottingham text to be more applicable to IDCs needs. A first draft is to be produced by the end of the year.

In order to have a significant increase in papers focusing on ergonomics specific to IDCs, a flyer was been produced and distributed.

KK indicated that work on the *ILO Ergonomic Checkpoints in Agriculture* is progressing. A first draft will be produced by the end of the year.

### 5.4. Professional Standards & Education Committee

In the absence of JW, PF presented the report on the activities of the Professional Standards & Education Committee (see IEA Annual Report). The following four issues were addressed :

- *Programmes of certification of professional ergonomists.*  
The BCPE has received formal IEA endorsement for its certification system, structures and procedures. A document on the lessons learned during this case is being produced. The application from the New Zealand Certification Board is in process of review. Following discussion at the Council meeting in 2001, the Japan Ergonomics Society has proposed a new Certification system for professional ergonomists. This was reviewed by the IEA Executive and by the sub-committee for endorsement of certification systems. Comments have been communicated to the Japan Ergonomics Society.
- *IEA Directory of Ergonomics Programs.*  
Work on the *IEA Electronic Directory of Ergonomics Education Programs* is very dependent on the response, not always very quick, from Federated societies. Particular thanks to Tina Worthy, who serves as the editor of the Directory. Submission of new courses has raised the question of how entries into the Directory should be approved. It was suggested that details of all available courses be sent to the Federated Society contact person, the Gen Sec of the relevant Society

and the President/Chair of their Council. They will be asked to discuss with their Society, and assess the entries within two to three months. It is intended to launch the web site in autumn 2002. Any objections to inclusion of a specific program will be considered on an individual basis.

- *Requirements for Masters Course in Ergonomics.*  
A review of the Masters Courses has been undertaken to compare the content of the programs. Results indicate a large variability in number of hours and relative weight of areas of ergonomics.
- *Code of Ethics.*  
The code is to be split into two separate documents. Draft documents will be prepared for discussion at the EC mid-year meeting 2003.

#### 5.5. Science, Technology & Practice Committee

KL has coordinated the development of the program of the IEA Symposium, September 2-3, 2002, Santiago, Chile. The theme for the symposium is "Developing Ergonomics in a Developing World."

KL represented IEA at the *International Occupational Hygiene Association (IOHA)* Triennial Congress in Bergen, Norway, June 3-4, 2002 where he presented IEA organization, goals and activities. The IOHA is clearly interested in developing stronger ties with IEA, and there are some significant opportunities to do so. KL invited IOHA to organize a symposium for the IEA'2003 Congress.

KL reported on the activities of the 21 *IEA Technical Committees* that are currently active. The chairs of the following TCs have changed: *Agriculture* (now led by P. Lundqvist), *HCI* (Tom Stewart), *ODAM* (P. Carayon), *Psychophysiology in Ergonomics* (Rob Henning). Four TCs are not very active: *Control Rooms*, *Cost-effective Ergonomics*, *Human Reliability*, *Work environment*.

Betty Sanders is a member of the ST&P Committee and serves as its webmaster.

IEA has endorsed the following conferences:

- Third International Cyberspace Conference on Ergonomics (CybErg), September, 2002.
- WWCS - Work With Computer Systems (formerly WWDU), June29-July 2, 2004, Kuching, Sarawak, Malaysia
- ODAM VII, Aachen, Germany, October 2003

KK informed the Council that he has received capitation fees from one of the IEA endorsed conferences (CAES'2001 Conference, Maui, Hawai, July 2001).

#### 5.6. Communications & Public Relations Committee

AM presented the operation of *Ergonomics International*. EI is produced 4 times a year and distributed in different ways: through the journal *Ergonomics*, by email, on the web.

AM requested news and information from the federated societies (articles, photos, etc.).

MS announced that links between the IEA website and the sites of each IEA Federated Society will soon be established.

Sustaining members (above a certain level) are now given certificates. Hal Hendrick has graciously agreed to take upon the task of producing such certificates.

The CPR has begun working on the development of the IEA Triennial Report. MS announced that the report will include a short report by each federated society stating its activity. MS will send by the end of the year a specific request to the Council outlining the information that is needed from federated societies.

### 5.7. Awards Committee

IN presented the report on the activities of the Awards Committee (see IEA Annual Report):

- IEA Fellow Award: 6 nominations have been received, 4 have been accepted: Shrawan Krumar (Canada), Tom Stewart (UK), Maurice de Montmollin, and Antoine Laville (France)
- Liberty Mutual Award: the 2001 Liberty Mutual Prize in Occupational Safety and Ergonomics is awarded to Drs. Hsiao, Bradtmiller and Whitestone for their paper, *Sizing and Fit of Fall-Protection Harnesses*.

Nominations for the following triennial IEA awards, to be presented at the opening ceremony of the IEA'2003 Congress, are being sought:

- IEA Distinguished Service Award
- IEA Outstanding Educators Award
- IEA Award for Promotion of Ergonomics in Industrially Developing Countries
- IEA Ergonomics Development Award

A call for nominations will be sent to the Council shortly.

All federated societies are requested to send nominations to IN. The nominations for IEA President's Award may be sent directly to WK (karwowski@louisville.edu).

## 6. Future Council meetings

The next Council meeting will be held on August 22-23, 2003, in Seoul, Korea. A call is made for hosting the 2004 and 2005 Council meetings.

## 7. IEA Congresses

### 7.1. IEA 2003 Triennial Congress Report

Min Chung (ESK), IEA'2003 Congress Chairman, presented a progress report on preparations for the Congress. Calls for proposals have been sent to all Federated Societies and a number of individuals. The Congress budget is based on a participation of 800 overseas and 400 national participants. An electronic system has been set up for submitting papers. Information on congress fees and on accommodation facilities was provided.

Further information can be found on the Congress website ([www.IEA2003.org](http://www.IEA2003.org)).

### 7.2. IEA 2006 Triennial Congress Report

E. Koningsveld, Congress Chair, presented a report on the IEA 2006 Congress to be held in Maastricht, Netherlands. A risk analysis has been completed. A contract has been signed with the Convention center in Maastricht. Paul Settels has been recruited as the Chair for finances, Ruud Pikaar as the program chair. A request has been sent internationally for suggesting a theme and a logo. 50 themes have been submitted.

GfA and BES have formally expressed their agreement for collaborating. Final responsibility rests on the NVvE.

Selection of a professional congress organizer is in process. This is a prerequisite for receiving public sponsorship. Up to date, two sponsors have offered financial support in the amount of 25000 euros each.

Further information can be found on the Congress website ([www.IEA2006.org](http://www.IEA2006.org)).

### 7.3. IEA 2009 Triennial Congress (Voting item)

WK stated the rules concerning the selection process of the organizers of IEA Triennial congresses. The rules state that the decision should occur 8 years before the congress. This time framework appears to be too long, and it was not respected when selecting the IEA'2006 congress, and it is not respected for the present decision.

K. Zhang (CES) presented, on behalf the Chinese Ergonomics Society, a proposal to organize the IEA'2009 congress in Beijing, P.R. China. He informed the Council on the history of the CES, the past conferences it has held, and current activities (technical committees, journals in the field of ergonomics). He presented information about the Convention Center in which the Congress could be held.

The projected attendance is 2500 participants (including 500 students)

WK asked whether collaboration with *Ergonomic Society of Taiwan* and *Hong-Kong Ergonomic Society* has been considered. K. Zhang replied that it was indeed the desire of CES to cooperate with these two societies. E. Wang (EST) expressed his support for the Chinese Ergonomic Society proposal.

WK requested K. Zhang to leave the room.

E. Koningsveld (NVvE) expressed concerns that no other proposals were received and that the proposal was not sent before with the Council materials. WK replied that another proposal was expected, but never arrived. He also noted that we may be observing reduced interest from the federated societies in bidding for the Congress. PF explained that the proposal by CES was formulated just before the Council meeting, leaving no time to send it to federated societies.

*MOTION : Council approves the Chinese Ergonomics Society as the organizer and host of the IEA'2009 Triennial Congress.*

Moved by MS and seconded by L. Desnoyers

Motion carried (33-Y; 0-N; 0-A)

## 8. IEA auditors

It was proposed to keep the same auditors for the next year:

- Koya Kishida, Japan
- Sadao Horino, Japan

*MOTION : Council approves Koya Kishida and Sadao Horino of Japan as IEA Auditors.*

Moved by KZ and seconded by S. Bagnara.

Motion carried (30-Y; 0-N; 3-A)

## 9. Time framework for selection of future congresses

*MOTION : The first sentence of article 2 of Title 5 of IEA POLICY ON THE SUPPORT OF CONFERENCES IN ERGONOMICS is amended to read "6 years prior to the proposed congress".*

Moved by WK and seconded by K. Zhang

Motion carried (31-Y; 0-N; 0-A)

## 10. Information items

### 10.1. Election of IEA Officers

A call for nominations will be issued on December 1, 2002.

### 10.2. IEA Awards 2003

WK encouraged all federated societies to provide nominations for IEA Awards of worthy persons of their society. Federated societies are reminded that, while IEA Fellow Award and IE/Liberty Mutual Award are given every year, the following awards are given only once in a three year period:

- IEA Distinguished Service Award
- IEA Outstanding Educators Award
- IEA Award for Promotion of Ergonomics in Industrially Developing Countries
- IEA Ergonomics Development Award
- IEA President's Award

On top of recognizing the merit of these persons, awards also help in promoting ergonomics world-wide and should be publicized with this goal in mind.

Nominations must be made in time for the process to be run normally.

## 11. Adjournment

Waldemar Karwowski thanked all the Council members for their active participation in the meeting.