

Minutes of IEA COUNCIL MEETING 2003

IEA COUNCIL MEETING

Madeira, Portugal

July, 2004

IEA COUNCIL MEETING 2003

Seoul, Korea, Grand Intercontinental Hotel

Friday, August 22, 8:30 am - 5:00 pm

Saturday, August 23, 8:30 am - 5:00 pm

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	JW
Science, Technology & Practice	Laughery	KL
Ergonomics International.....	Marshall (ex-officio).....	AM
IEA Historian.....	Kuorinka (excused).....	IK
Chair of IEA'2003 Congress.....	Chung.....	MC

• Federated Societies..... Representatives..... Votes

All-Ukrainian Ergonomics Association.....	Burov.....	1
Asociación Española de Ergonomía		
Associação Brasileira de Ergonomia	Soares.....	1
Associação Portuguesa de Ergonomia.....	Simoos.....	1
Association of Canadian Ergonomists/ Association Canadienne d'Ergonomie	Noy, Kumar.....	2
Belgian Ergonomics Society.....	Delaruelle.....	1
Chinese Ergonomics Society	Zhang	1
Croatian Ergonomics Society		
Czech Ergonomics Society	[proxy : WK].....	1
The Ergonomics Society	Marshall, Stubbs, Wilson.....	3
Ergonomics Society of Australia	Caple, McPhee	2
Ergonomics Society of Federal Republic of Yugoslavia		
Ergonomics Society of Korea	Jung, Lee.....	2
Ergonomics Society of South Africa	Scott	1
Ergonomics Society of Taiwan	Chia-Fen Chi.....	1

Gesellschaft für Arbeitswissenschaft	Strasser, Luczak	2
Hellenic Ergonomics Society		
Hong Kong Ergonomics Society		
Human Factors & Ergonomics Society	Wogalter, Robertson, Smith.....	3
Human Ergology.....	Horino	(non-voting)
Hungarian Ergonomics Society		
Indian Ergonomics Society		
Inter-Regional Ergonomics Association		
Irish Ergonomics Society		
Israeli Ergonomics Society		
Japan Ergonomics Society	Akita, Horie, Tsuchiya.....	3
Nederlandse Vereniging voor Ergonomie	Dul, Koningsveld	2
New Zealand Ergonomics Society	Legg	1
Nordic Ergonomics Society	Nygård, Olsen	3
Österreichische Arbeitsgemeinschaft für Ergonomie		
Polish Ergonomics Society	[proxy : WK].....	1
Slovak Ergonomics Association		
Sociedad Colombiana de Ergonomia		
Sociedad de Ergonomistas de Mexico	de la Vega	1
Società Italiana di Ergonomia	Bagnara	1
Société d'Ergonomie de Langue Francaise	Neboit, Pottier.....	2
South-East Asian Ergonomics Society	Khalid.....	1
Swiss Society for Ergonomics	Läubli	1
Turkish Ergonomics Society		

• Societies accepted as members during the Council meeting

Chilean Ergonomics Society.....	Figuroa	1
Iranian Ergonomics Society	Motamedzade	1

Meeting started at 8:30 am

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.

2. Introductions and Roundtable presentations by Council members

Council members made short presentations concerning major activities of their societies in the preceding year.

3. Officers annual reports

3.1. President

(see IEA Annual Report 2002-2003)

WK presented the priorities of the President :

- support development of ergonomics societies and discipline world-wide
- facilitate transition of the IEA to be a more inclusive organization
- increase the financial possibilities of the IEA
- develop the EQUID Certification program
- develop guidelines for the Masters Degree Program in Ergonomics

WK recalled the IEA Strategic Plan. IEA has formal relationships with WHO and ILO. WHO has requested a more formal workplan for collaboration. The IEA has complied with this request.

Efforts were made to increase IEA financial resources. This has been accomplished through recruiting more sustaining members.

Efforts were also made to develop the EQUID Documentation, through a sub-committee composed of KZ, PF and WK. Next actions will consist in revising these documents and in setting a standing committee to take care of the EQUID Program.

3.2. Secretary-General

(see IEA Annual Report 2002-2003)

The activities of the Secretary General include:

- Facilitating the Executive Committee's and Council's Plans and Activities
- Processing a large flow of electronic mail
- Update the IEA Basic Documents and IEA Roster
- Contribute to the EQUID initiative
- Develop of the IEA Report 2002-2003 and of all documents for EC and Council meetings

Triennial Report

In Spring 2003, the Officers decided that the edition of the IEA Triennial Report was to be coordinated by the SG. The very efficient help of the IEA Office assistant, Mrs Jackie Jorrot is to be acknowledged.

Meetings

- An Executive Committee meetings was held in Krakow, Poland, on March 22-23, 2003. This meeting was organized by Waldemar Karwowski and hosted by the Jagellonian University.

- Summit meetings have been held in Paris, France in December 2002, February, May and July, 2003. Several summit meetings have been necessary due to the redaction of the IEA Triennial Report. We have taken the opportunity of the travels to Europe of W. Karwowski, so that they do not represent a financial burden to the IEA. Meetings in Paris have been hosted by CNAM, Paris and organized by the SG.
- An EQUID meeting has been held in Kaiserslautern, Germany on February 6-7, 2003. This meeting was organized by KZ and hosted by the university.
- A meeting with the organizers of IEA'2003 has been held in Louisville, KY, USA, on June 28, 2003

Applications for membership to the IEA

In its 2002 meeting in Santiago de Chile, the Council decided to accept the Chilean Ergonomics Society and the Iranian Ergonomics Society as Federated members, provided that they clarified appropriately their by-laws. This has led to several mail exchanges between the SG and these two societies. The two societies have responded to the Council wish. The Council is asked to provide its final decision.

Additionally, the Philippine Ergonomics Society (PhilErgo) and the Asociacion de Ergonomia Argentina (ADEA) have applied to become a federated member of the IEA. Their applications will be considered by the Council.

The International Society of Occupational Ergonomics and Safety (ISOES) has sent a declaration of intent for becoming a member of the IEA (see first mail below). However, after becoming aware that they could only apply for affiliated membership, they have postponed their decision.

Applications for IEA Network

FEES, the Federation of European Ergonomics Societies, has applied to be granted the IEA Network status. IEA Officers have been informed of the creation of ULAERGO, a network of South-American societies (ULAERGO = Union of Latin-American Ergonomics Societies). The SG suggested to them that they could become an IEA Network.

IEA archives

Following the agreement between the IEA and the Conservatoire National des Arts et Metiers (Paris, France), two thirds of the IEA archives have been moved to Cnam by the IEA Historian, Ilkka Kuorinka (see IEA Historian report).

3.3. Treasurer

(see IEA Annual Report 2002-2003)

KK presented the financial report of the IEA. There has been a gradual increase in the assets together with continued contributions to the funds created at the IEA. The total assets at the end of 2002 amounted to USD \$201,520. These assets include funds based on contributions from

some member societies for supporting ergonomics activities in industrially developing countries and a special fund for the Liberty Mutual Prize.

The financial health of the IEA is indicated by the Cash Reserve since this is the amount available for discretionary spending. The cash reserve at the end of 2002 was over USD \$121,000, keeping the similar level over the three year period. The cash reserve is sufficient for our current level of activity and it is normal for non-profit organizations to keep on hand a reserve sufficient to cover their annual budget. For planning more expanded activities and programs, however, new sources of revenues will have to be found.

Main revenue sources were from membership dues, capitation fees, contribution to IEA Funds and miscellaneous sources such as interest. The main sources of our operating capital were derived from dues and capitation fees. About 56% of the total income came from membership dues, 33% from member societies and 23% from sustaining members. While society membership dues have remained substantially constant, sustaining membership fees, capitation fees and other sources have become increasingly important in covering operating expenses for new activities. The number of new sustaining members increased during the report period, including eight new members at Gold, Platinum and Diamond Levels and four individual sustaining members.

The capitation fees during the report period derived primarily from the IEA Congress in 2000. The total of the capitation fees during the report period amounted to US\$ 51,175. It is important to secure capitation fees from other types of conferences co-sponsored or endorsed by the IEA.

The main categories of expenditures included executive and administrative expenses, committee expenses, provision of grants, the publication of *Ergonomics International*, the printing of brochures, meeting costs, and other miscellaneous expenses. The expenditures for the three-year period amounted to USD \$221,578, on the average about USD \$73,000 per year. Most of the expenditures for the executive expenses and it should be noted that the levels of these expenditures varied from year to year mainly due to the fact that the levels were higher in the year of the Triennial IEA Congress. Thus the financial situation of the IEA should be examined on the basis of the total three-year expenditures.

Grants were provided for supporting scientific conferences held in industrial developing countries and in part for assisting participants from those countries in these and other IEA related conferences.

At the present time, the IEA manages five special funds. Three of these funds have been established from surplus income by societies that have hosted IEA Congresses. The ESA Fund for Southeast Asia, the HFES Fund for Ergonomics in Developing Countries and the SELF Fund are used to promote ergonomics in industrially developing countries and to support the organization of conferences, seminars and meetings in these countries. Another new fund, the JES Fund, was created to support ergonomics activities in the industrially developing countries using the annual donations from the Japan Ergonomics Society. The fifth fund, the Liberty Mutual Fund, has been created for operating the Liberty Mutual Prizes. A policy was established for the creation and management of funds which ensures that funds will be managed in accordance with the wishes of the organizations that have created the funds.

PS inquired on the societies that have not paid their dues since 2 or 3 years. KK indicated that he has sent requests to them. D. Caple inquired about the expenditures on Communication and Public Relations. Answers were provided by KK and MS.

4. Voting items

4.1. Voting procedures and roll call

WK explained the voting rules and procedures.

Roll Call: A quorum for voting was established (a total of 38 eligible votes were present).

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

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

Motion carried (38-Y;0-N; 0-A)

4.3. Application of new societies

4.3.1. Confirmation of the *Sociedad Chilena de Ergonomia (SOCHERGO)* as an IEA Federated Society

SOCHERGO's application to become a federated member of the IEA was considered in 2002 in Chile. The Council then decided to accept SOCHERGO conditionally to modifications of its by-laws. The motion stated : *Council accepts the Sociedad Chilena de Ergonomia (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.*

The Secretary General interacted with SOCHERGO who provided revised by-laws, included in the Annual Report.

MOTION: *Council confirms the Sociedad Chilena de Ergonomia (SOCHERGO) as an IEA Federated Society, subject to payment of IEA dues.*

Motion carried (38-Y; 0-N; 0-A)

4.3.2. Confirmation of the Iranian Ergonomics Society as an IEA Federated Society

The Iranian Ergonomics Society's application to become a federated member of the IEA was considered in 2002 in Chile. The Council then decided to accept this society conditionally to modifications of its by-laws. The motion stated : *Council approves the Iranian Ergonomics Society as an IEA Federated Society, provided that EC receives satisfactory clarification about article 8.3, article 11 note 5 and 11-15 of the IES rules, and subject to payment of its registration fee.*

The Secretary General had several interactions with the Iranian Ergonomics Society. The EC requested more information at its meeting in Krakow in March. After further clarifications, the EC considered to have received satisfactory answers.

MOTION: *Council confirms the Iranian Ergonomics Society as an IEA Federated Society, subject to payment of IEA dues.*

S. Kumar requested more detailed information on the reservations the Council had and the answers that were made. PF provided the information. J. Dul expressed worries: the IES answers only state that the text is imposed by the state. The motion was put to the vote.

Motion carried (23-Y; 3-N; 9-A)

4.3.3. Application of the Philippines Ergonomics as an IEA Federated Society

The Philippine Ergonomics Society (PhilErgo) has applied to become a federated member of the IEA. They have not provided full by-laws. However, the EC proposes to accept their candidacy provisionally. The EC will examine the full by-laws as soon as possible and will give its final approval.

MOTION: *Council conditionally accepts the Philippine Ergonomics Society as an IEA Federated Society, subject to approval of their by-laws by the Executive Committee, and payment of IEA dues.*

A discussion takes place, involving several Council members, about the number of members of PhilErgo, which may be insufficient to be eligible as a Federated Society.

An amended motion is proposed :

MOTION: *Council conditionally accepts the Philippine Ergonomics Society as an IEA Federated Society, on the condition that complete by-laws are provided and the number of individual members is clarified. This is subject to final Council approval.*

Motion fails (16-Y; 16-N; 9-A)

J.Dul proposes a motion (seconded by S. Kumar), stating :

MOTION : *In the absence of required information, Council postpones decision to consider the application of the Philippine Ergonomics Society as an IEA Federated Society.*

Motion carried (39-Y; 0-N; 0-A)

4.3.4. Application of the Asociacion de Ergonomia Argentina an IEA Federated Society

The Asociacion de Ergonomia Argentina (ADEA) has applied to become a federated member of the IEA. Their by-laws have been examined by the EC and are judged acceptable.

The issue of membership of ADEA was raised (24 members instead of the 25 required). H. Strasser proposed to postpone the application. E. Koningsveld thought that IEA should be strict on the number of required members. M. Soares and M. Figueroa suggested that, due to the economic situation in countries like Argentina, it could be difficult to reach the 25 members threshold.

D. Caple proposes the following amendment :

MOTION: *Council accepts the Asociacion de Ergonomia Argentina as an IEA Federated Society, subject to the achievement of the 25 individual members requirement, and payment of IEA dues.*

Motion carried (23-Y; 6-N; 11-A)

K. Zhang considered that votes on PHILERGO and ADEA are inconsistent. The Council has been asking more from ADEA than it asked from PHILERGO. K. Zhang proposed to reconsider the vote on PHILERGO. The proposal was seconded by S. Kumar. In order to reconsider the motion, approval by two-thirds of the Council is necessary.

MOTION : *Council decides to reconsider the motion on PHILERGO.*

The motion is defeated (only 9 positive votes).

4.4. Approval of IEA Networks

4.4.1 Approval of FEES as an IEA Network

A formal proposal has been received from FEES. It is presented by K. Nygaard

MOTION : *Council approves the Federation of European Ergonomics Societies as an IEA Network.*

Motion carried (38-Y; 0-N; 2-A)

4.4.2 Approval of ULAERGO as an IEA Network

A formal proposal has been received from ULAERGO. It is presented by M. Figueroa.

MOTION : *Council approves ULAERGO as an IEA Network.*

The question is raised that ADEA, who is a member of ULAERGO, is not (at the moment) a Federated Society. This is in contradiction with IEA Basic Documents (Title 8, IEA Rules). At the end of the discussion, it is agreed that bad wording of Title 8 should not prevent to consider ULAERGO's application. Several Council members suggest that Title 8 needs to be rewritten.

Motion carried (39-Y; 0-N; 0-A)

4.5. Approval of new sustaining members

New sustaining members are presented by the IEA Treasurer.

- Center for Industrial and Management Resources (Pohang, KOREA) – Gold level
- Conservatoire National des Arts et Métiers (Paris, FRANCE) – Gold level

It is to be noted that Cnam is granted the Sustaining Member status in recognition of in-kind service to the IEA (hosting of the IEA Archives).

MOTION : *Council approves the Center for Industrial and Management Resources (Pohang, KOREA) and the Conservatoire National des Arts et Métiers (Paris, FRANCE) as an IEA Sustaining Member at the Gold Level.*

Motion carried (40-Y; 0-N; 0-A)

4.6. Approval of the revised Strategic Plan

A presentation of the revised Strategic Plan was made by WK. The Strategic Plan was revised to improve consistency and wording. References to IEA Networks and organizations with which IEA has signed a formal agreement were added.

MOTION : *Council approves the revised Strategic Plan.*

Motion carried (40-Y; 0-N; 0-A)

4.7. Approval of the modification of the Standing Committee composition and assignments

PF presented the proposed modifications :

- the IDC Committee becomes the International Development Committee, covering also the relationships of IEA with international bodies such as WHO or ILO ;
- the Policy and Planning Committee becomes the Development Committee, in charge of internal affairs ;
- the EQUID Standing Committee is created.

S. Kumar requested information on the changes between the written proposal and the one that is presented to the Council, that follows remarks from the EC. Explanations were provided. J. Dul wondered on the necessity of having an EQUID Standing Committee. WK provided justifications, linked to the amount of work involved. D. Caple inquired on the rationale that leads to a Standing Committee or a task force. KL stated that time is the difference, a task force having a limited duration.

MOTION : *Council approves the modification of Standing Committees composition and assignments as proposed.*

Motion carried (35-Y; 1-N; 4-A)

4.8. Approval of the revision of IEA Awards

4.8.1. IEA Fellow Award

It is proposed to change the eligibility criterion so that at least 10 years of membership in good standing to the society are required. One of the reasons for that change is that societies often require 10 years of membership to grant the Fellow status.

MOTION: *Council approves the extension of society membership requirements from 5 to 10 years for IEA Fellow Awards*

Motion carried (38-Y; 0-N; 2-A)

4.8.2. Triennial Awards

MOTION: *Council approves changing the names of IEA Awards to IEA Triennial Awards (except for IEA Fellows and Liberty Mutual Prize).*

Motion carried (40-Y; 0-N; 0-A)

4.9. Development of the IEA electronic data base distribution list

The objectives of the motion are :

- to provide service to organizers of IEA sponsored conferences, allowing them to publicize call for papers at an international level, among the members of IEA Member societies ;
- to strengthen the links between IEA and members of IEA member societies, for instance by being able to distribute *Ergonomics International*.

The electronic list will remain in the possession of and be maintained by the IEA Standing Committee on Communications and Public Relations. It will not be provided to external organizations or individuals.

MOTION: *Council approves the development of the IEA electronic data base distribution list*

J.Dul indicated that Federated Societies may be in different situations due to local regulations. WK stated that the intent was to leave the decision to each society. D. Caple stated that Australia is one of the countries where such regulations exist, but that he thought anyway that the development of such a list was a good idea.

Motion carried (37-Y; 0-N; 3-A)

4.10. Approval of the revised policy on endorsement of conferences

Due to difficulties in collecting fees from endorsed conferences, it was proposed to require that applications for endorsement be accompanied by a check of the required amount (i.e. two times the regular registration fee for the endorsed conference), to be cashed at the time when the conference takes place. In case the endorsement is not granted, the check will be returned.

The proposal was to modify the last paragraph of Title 8 of IEA Policy on the support of Conferences in the following way :

Old :

Those wishing to submit proposals should contact the Chair of the Science, Technology and Practice Committee for guidelines regarding the IEA endorsed conferences. The IEA Conference Endorsement Request Form must accompany all proposals. Information regarding the name and address of the Chair as well as the request form can be obtained on the IEA Website.

New:

Those wishing to submit requests should contact the Chair of the Science, Technology and Practice Committee for guidelines regarding the IEA endorsed conferences. All requests should be accompanied by the IEA Conference Endorsement Request Form *and by a check equal to two times the regular registration fee for the endorsed conference), dated on the first day of the conference and to be cashed at that date.* Information regarding the name and address of the Chair as well as the request form can be obtained on the IEA Website.

MOTION: *Council approves the revised policy on endorsement of conferences*

S. Kumar indicated that this might create problems to small conferences. He believed that more information was needed on the reasons of the difficulties to collect fees. KL stated that the

proposal does not change the present rules. It just seeks a way to make sure our rules are respected. Of course, there always ways of waiving that requirement, for instance for a conference held in an IDC country. WK concurs with that view.

Motion carried (32-Y; 0-N; 7-A)

4.11. Approval of the revised policy on endorsement of books

The proposal was to have IEA endorse books that make a significant contribution to ergonomics science and/or practice. The endorsement procedure would be handled by the STP Committee, which will review the book. Proposals would have to be approved by the IEA EC. In return for endorsement, the publisher would pay the IEA 1% of net sales of the endorsed book, on an annual basis.

MOTION

Council approves the policy of endorsement of books

Motion carried (36-Y; 0-N; 3-A)

4.12. Approval of the policy on transition of Officers and tenure of the EC

The goal of the following amendment to the IEA Operating procedures was to clarify the time when newly elected Officers take leadership of the IEA and the expiration of the appointments made by the past President of the IEA.

4.12.1. Policy on transition of Officers

Transition of leadership takes place at the closing ceremony of the Congress during which the Officers are elected. The term of the newly elected Officers begin after the closing of the Congress.

MOTION: *Council approves the policy on transition of Officers*

Motion carried (40-Y; 0-N; 0-A)

4.12.2. Policy on term of appointment of the EC

All presidential appointments (Standing Committee Chairs, IEA Historian, EI Newsletter editor, *ad hoc* committee chairs and any other appointed person) expire with the transition of IEA Officers.

MOTION: *Council approves the policy on the term of appointment of the appointed members of EC*

Motion carried (40-Y; 0-N; 0-A)

5. Standing Committees reports and discussion items

5.1. Policy & Planning Committee

Klaus Zink (KZ) presented the report on the activities of the Policy & Planning Committee (see IEA Annual Report). The Committee has sought to contribute to the clarification of IEA Basic Documents and Rules:

- clarification of IEA Status as a Swiss association : it is necessary to have a foundation for relevant economic activities ;
- clarification of IEA Rules related to General Assembly and Financial auditing ;
- contribution to new IEA Rules (IEA Networks, Council membership, Sustaining Membership levels)

Concerning membership :

- an update of the membership databases has been undertaken : automatic update is not yet realized. That should be a task for the future ;
- a subcommittee on membership chaired by Luc Desnoyers has produced a report and has led to a plenary discussion during the Santago Council meeting (2002) ;
- member societies involvement in IDC promotion has led to a workshop held during the Council Florence meeting (2001) ;
- discussion on the support to be provided to new societies has occurred.

The PPC Chair has contributed to the EQUID initiative.

A policy deployment process has been devised, distinguishing the action points and plan, the responsibility, the financial support, the deadline to report results.

5.2. Industrially Developing Countries Committee

PS recalled the mission of the IDC Committee : inculcate an awareness of the principles, practical application and benefits of ergonomics. This covers three main responsibilities : regional development, redistribution of ergonomic documents, promotion and development of ergonomics. People involved include :

- KK (occupational health, Asia, interaction with WHO),
- H. Shahnavaz (education),
- M. Vidal (joint projects, contribution to the establishment of Latin American network),
- D. Caple (global contribution, book distribution, workshop in East Timor),
- G.G. Ray (revitalization of ergonomics in India),
- PS (education materials, South Africa, South America).

The developments included :

- growth of awareness of ergonomics in IDCs
- increasing number of new IDC ergonomics societies
- IDC information on the IEA webpage

In spite of the developments, and in particular of the growing number of IEA Federated Societies from IDCs, PS stressed that 80% of the poor countries are not members of the IEA. So, much work remains to be done.

There is still a very limited number of articles -in the “traditional” scientific journals- that are relevant to ergonomics in IDCs. On another hand, there more and more conferences and symposia held in developing countries (Brazil, Chile, Colombia, Iran, Mexico, ...). Cyberg 2002 held a large symposium on IDC issues.

Concerning education :

- the first full time honours in ergonomics course was held in Africa at Rhodes University ;
- guidelines for occupational health professional are virtually completed ;
- initiating and implementing distance learning program in SA (on the basis of the Nottingham contribution) is not yet completed. A three phase program has been proposed

Specific attention should be paid to financial issues, in order both to raise money to help ergonomics development in IDCs and to manage the use of this money (formalization of an application process, determination of priorities). PS suggested the creation of a specific sub-committee on this issue. She insisted also on the fact that IDC societies must realize their responsibilities in fund raising. They must not rely on the IEA solely in that purpose.

M. Figueroa inquired on the interactions between IDC Committee and IDC Committee. PS thanked KZ for his involvement in efforts towards IDCs.

5.3. Professional Standards & Education Committee

JW presented the report on the activities of the Professional Standards & Education Committee (see IEA Annual Report). Five issues were addressed :

- *Certification of ergonomists.* The BCPE has received IEA endorsement for its certification system, structures and procedures, by a subcommittee chaired by Hal Hendrick. The subcommittee is to produce an advisory document based on experience. 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 implemented a completely new system. Hal Hendrick wishes to put an end to his contribution to the subcommittee and has to be replaced.
- *Competencies and accreditation.* No further comments have been received on the existing documents.
- *Code of Ethics.* The existing document reads as mandatory ; it should be worded as an advisory document. It is proposed to break the existing document in two separate documents : IEA code of conduct, and IEA guidelines for ethical principles for research with human participants
- *IEA Directory of Ergonomics Program.* The electronic site is now set up (www.iea.cc/directory). Work on the *IEA Electronic Directory of Ergonomics Education Programs* is very dependent on the response, not always very quick, of Federated societies. 25 new courses have been introduced. Submission of new courses has raised the question of how entries into the Directory should be approved. Entries should be checked by relevant institutions. Particular thanks to Tina Worthy, who serves as the editor of the Directory.
- *Requirements for Masters Course in Ergonomics.* A review of ten Masters Courses has been undertaken to compare the content of the programs. Results indicate a wide variability in number of hours and relative weight of areas of ergonomics. Minimum time seems to be 1350 student hours and 400 contact hours. 8 to 16 modules are proposed, each of 75 hours.

Core modules can be identified, with various stress depending on the course ; other common modules are HCI, safety, human reliability, manual handling. IEA guidelines should take into account the specialization (or not) of the course, the way it is completed (one or several years, distance learning), and the existing IEA documents on competences and accreditation. The guidelines could cover Continuing Professional Development material as well.

5.4. Science, Technology & Practice Committee

KL presented the two main responsibilities of the STP Committee : endorsing conferences and supervising Technical Committees.

There are at present 17 TCs. Their reports appear in the IEA Annual report. Chair of the Musculoskeletal Disorders has changed due to the death of Prof. Grieco.

During the 3-year period, 14 conferences have been endorsed.

5.5. Communications & Public Relations Committee

MS stated that the main accomplishment of the CPR is the improvement of the website.

AM presented the operation of *Ergonomics International*. It is produced 4 times a year. *EI* is distributed in different ways : through the journal *Ergonomics*, by email (to about 70 people), on the web. AM requests input from the Council (articles, photos, etc.).

AM presented the modifications of the website. Its general organization has been assessed and modified. Ergoweb has been responsive to AM requests. Feedback on the IEA website is requested to Federated Societies.

5.6. Awards Committee

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

- IEA Fellow Award: 8 awards nominations have been accepted : Ayoub, Drury, Moray, Sheridan, Leamon, Imada, Ayashi, Oshima.
- Liberty Mutual Award : the 2003 Liberty Mutual Prize in Occupational Safety and Ergonomics be awarded to Marras, Ferguson Burr, Davis and Gupta. The Liberty mutual Medal was awarded to P.H. Hancock and S. Ridder (recipients of the 2001 LM Prize).

The K.U. Smith Student Award has been awarded to Seung-Kweon Hong (U. of Buffalo, USA).

6. Council discussion on "IEA Membership"

WK introduced the theme of the discussion and its organization. Following the proposals of revision of policy on membership, feedback from ES, GfA, HFES was negative. SELF supported part of the proposal (more than one society per country). The EC has also failed to reach consensus on this proposal. Consequently, the decision on this issue has been deferred. WK lists several questions :

- what criteria do we use to accept a society ?

- why should there be, in general, a single federated society in a given geographical area ? What means “in general”, as stated in our Rules ? What is a geographical area ?
- what status should be given to the “precedence” of a Federated Society ? Should it have veto power ? Should it be simply consulted ? Or else ?

The whole issue originated from a long-lasting worry on the development of organizations outside IEA. Shouldn't the IEA be inclusive of all ergonomics societies ?

E. Koningsveld acknowledged the work of Luc Desnoyers's subcommittee. He inquired on the reservations of the other societies. MS stated that the HFES wanted more time to think about it. H. Strasser (GfA) stated that some societies pretend they use ergonomics without any legitimacy, without a global perspective on work situations. H. Luczak added that the GfA has strong requirements on the qualifications of its members, in order to make sure they belong to the ergonomics discipline.

D. Stubbs stated that the ES, when reading the second version of the proposal, noted that none of their concerns had been taken into account, so that there was no reason to change their position.

M. Neboît stated that SELF approved the extension of the Federated Society rule, so that the IEA can integrate several societies of the same region.

D. Caple indicated that the external appearance is also to be taken into consideration. If several societies of the same country are members of the IEA, how would that be understood by people or organizations in this country ?

7. Presentation of certificates of appreciation

IN presented the certificates of appreciation :

IEA'2003 Congress

- Min Chung
- Other Koreans...
- Eui Jung

Service in the IEA Executive Committee

- Kenneth R. Laughery
- John Wilson
- Michael J. Smith
- Klaus Zink
- Patricia A. Scott
- Andrew Marshall
- Ilkka Kuorinka

Chairs of IEA Technical Committees

Work on the K.U. Smith Student Award

- Michael Smith

8. Officers election

WK recalled the procedures governing the election process. Following a remark of H. Luczak, a motion is proposed to change the wording of Article 2 of EA Operating Bodies to state : “qualified majority (meaning : more than 50%)” instead of “simple majority” in two sentences.

Motion carried (42-Y; 0-N; 0-A)

The nominees for Presidency were: KK, PS, PF. WK invited them to present their candidacies. PF was elected by qualified majority at the first ballot.

Two persons have been nominated : S. Bagnara and J. Wilson. WK invited them to present their candidacies. S. Bagnara was elected by qualified majority.

Two persons have been nominated : K. Laughery and S. Kumar. WK invited them to present their candidacies. K. Laughery was elected by qualified majority.

9. Choice of location for the 2004 Council meeting

Five propositions have been received and were presented :

- Taupo, New Zealand, August 16-17
- Kuala Lumpur, Malaysia, June 27-28 or July 2-3
- Madeira, Portugal, September 2-4 or 10-12
- Dubrovnik, Croatia, September 3-5
- Ireland

The Council decided to hold its next annual meeting in Madeira, possibly in early July. The final dates should be communicated as soon as possible by the organizers of the conference in Madeira (APERGO and ABERGO).

10. IEA Congresses

10.1. IEA 2003 Triennial Congress Report

Min Chung (ESK), Scientific Program Chair, presented a report on the IEA’2003 Congress. 1300 participants are expected. Details on the overall organization of sessions were provided.

10.2. IEA 2006 Triennial Congress Report

E. Koningsveld, Congress Chair, presented a report on the IEA 2006 Congress to be held in Maastricht, Netherlands. Paul Settels has been recruited as the Chair for finances, Ruud Pikaar as the program chair. Both were introduced to the Council. The Congress theme will be : *Meeting diversity in ergonomics*.

The Congress will be conducted in collaboration with GfA and BES, and with FEES, under the responsibility of the Dutch Ergonomics Society (NvVE).

10.3. IEA 2009 Triennial Congress

K. Zhang presents, on behalf the Chinese Ergonomics Society, the state of preparation of the IEA'2009 Congress. First contacts have been made with a professional conference organizer.

11. Approval of auditors' report

The audit of IEA 2002 financial report was presented.

MOTION : Council approves the audit of the financial report.

Motion carried (41-Y; 0-N; 0-A)

12. Choice of IEA auditors

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

- Koya Kishida, Japan
- Sadao Horino, Japan

MOTION : Council approves the nominations of Koya Kishida and Sadao Horino as IEA Auditors.

Motion carried (41-Y; 0-N; 0-A)

10. Information items

D. Delaruelle announced the organization of a FEES meeting during the Council. A time and place will be communicated.

11. Adjournment

Waldemar Karwowski thanked all the Council members for their active participation in the meeting and for a working collaboration with the Council during his mandate.