

DRAFT MINUTES

IEA COUNCIL MEETING 2000

Saturday July 29, 8:30 am at Marriott Hall 1
 Sunday, July 30, 8:30 am at San Diego Ballroom A

Council Orientation Workshop was held on July 28, 1:30 - 4:30 pm

Attendance

Officers:

President:	Noy
Secretary-General:	Karwowski
Treasurer:	Kogi

Standing Committee Chairs:

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

Representatives of Federated Societies:

All-Ukrainian Ergonomics Association:	Burov
Asociación Española de Ergonomía:	Mondelo
Belgian Ergonomics Society:	Claessens
Associação Brasileira de Ergonomia (ABERGO)	Vidal
Chinese Ergonomics Society:	Zhang
Croatian Ergonomics Society:	Manenica
Czech Ergonomics Society:	Gilbertova
The Ergonomics Society:	Buckle, Marshall, Wilson
Ergonomics Society of Australia:	Bullock, Caple
Ergonomics Society of Federal Republic of Yugoslavia: *	
Ergonomics Society of Korea:	Lee, Chung
Ergonomics Society of South Africa:	Scott
Ergonomics Society of Taiwan:	Lee
Gesellschaft für Arbeitswissenschaft:	Zink, Seeber
Hellenic Ergonomics Society:	Marmaras
Association of Canadian Ergonomists/ Association Canadienne D'ergonomie	Kumar
Human Factors & Ergonomics Society:	Laughery, Hancock, Parsons
Hungarian Ergonomics Society:	*
Indian Ergonomics Society:	Sen
Inter-Regional Ergonomics Association / IREA:	*
Irish Ergonomics Society:	Gallwey
Israeli Ergonomics Society:	Kassuto
Japan Ergonomics Society:	Akita, Horie, Tsuchiya
Nederlandse Vereniging voor Ergonomie:	Koningsveld, Dul
New Zealand Ergonomics Society	Vitalis

Nordic Ergonomics Society:	Nygård, Ivergaard, Fostervold
Österreichische Arbeitsgemeinschaft für Ergonomie:	*
Polish Ergonomics Society:	Pacholski
Portuguese Association of Ergonomics (APERGO):	Simões
Slovak Ergonomics Association:	*
Sociedad Colombiana de Ergonomia	Gamboa
Società Italiana di Ergonomia:	Bianchi
Société d'Ergonomie de Langue Francaise (SELF)	Falzon, Desnoyers
South-East Asian Ergonomics Society (SEAES):	Khalid
Swiss Society for Ergonomics	Krueger
Turkish Ergonomics Society	Ozok

Representatives of Affiliated Societies
and/or Sustaining Members:

Human Ergology Society:	Horino
Bureau of the Hungarian Council of Ind. Design & Erg.:	*
Research Institute of Human Eng.for Quality Life (HQL)	Suzuki
Ergoweb, inc.	Budnick
Guests:	Davis, IEA Past-President

Meeting started at 8.45 am

0. ANNOUNCEMENTS

0.1. Welcome, Housekeeping and Logistics of the meeting

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

0.2. Introductions and Roundtable presentations by Council members

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

Klaus Zink (GfA) reported on the planning for the 50th Anniversary of GfA in 2003.

Luc Desnoyers (SELF) reported on the new *Commission for Africa* organized under SELF, which focuses on the Tunisia, Morocco and Algeria.

1. OFFICERS REPORTS

1.1. President: Annual Report

(see IEA Annual Report 1999-2000/ pp 14-17)

IN reviewed highlights of the main activities as President, including:

- IEA Strategic Plan
- IEA Definitions of Ergonomics
- Liaisons with UN Organizations: ILO and WHO
- The Memoranda of Understanding with other organizations (ICOH, IAAP, SSC, ICSID, ICOH)

- Participation in annual meetings of SELF, APERGO, and Board of JES
- Representation of IEA at the EXPO 2000
- Ad hoc Committee on the Structure of IEA
- IEA History Book Project
- IEA Web site reorganization
- IEA Office planning
- Awards and Fellowships (LM Prize and Medal, KU Smith Student Award)
- IEA Journal of Ergonomics Research
- Ergonomics International
- IEA/ILO Ergonomics Checkpoints in Agriculture
- IEA symposium on "Strengths & Weaknesses, Threats & Opportunities of Ergonomics in front of 2000", Santorini 2000
- IEA Professional Recognition Documents
- 14th IEA Triennial Congress - San Diego, 2000

Ian Noy emphasized the importance of active participation by the federated societies in implementation of the IEA *Strategic Plan*.

Ian Noy thanked the IEA Council, the IEA Executive Committee for their *support and confidence over the past three years*. He also thanked the Secretary-General and Treasurer for their *unswerving support and wise counsel*.

1.2. Secretary-General: Annual Report

(see IEA Annual Report 1999-2000/ pp 18-22)

Waldemar Karwowski reported on the SG responsibilities in 1999-2000:

1. Functioning as the IEA Secretary General (EC and Council meetings)
2. Networking with the members of EC and the COUNCIL (electronic listserve)
3. Networking with others outside the IEA community
4. Managing of the IEA secretariat (establishment of the part time IEA office).

The highlights of major activities included:

- Logistics and preparations for the IEA Congress 2000
- Coordination and development of the IEA Triennial Report 1997-2000
- Planning and coordination of IEA functions at the IEA Triennial Congress 2000
- Update of the IEA Basic Documents in view of the IEA Council in Greece 1999
- Facilitating the Executive Committee's and Council's Plans and Activities

Executive Committee Meetings:

- Santorini, Greece, August 30, 1999
- Tenerife, Spain, February 25-27, 2000
- San Diego, USA: July 27-28, 2000

Summit Meeting of the Officers:

- Detroit, Michigan: December 1, 1999
- Long Beach, California: January 23, 2000
- Salt Lake City, Utah: July 1-3, 2000

Council Meeting: San Diego, USA: July 29-30, 2000

- Representation of IEA at international conferences
- Registration of the now address for IEA home page: **www.iea.cc**
- Applications for the IEA Federated membership:
 - Swiss Society for Ergonomics (complete)
 - Asociacion Venezolana de Ergonomia / Sociedad Venezolana de Ergonomia (incomplete)
- Status of other ergonomics societies:
 - Society of Mexican Ergonomists
 - The Hong Kong Ergonomics Society
 - The Egyptian Society of Ergonomics, Fitness & Disability (ESEFD)
- Preparation of the IEA Annual Report (1999-2000) and IEA Triennial Report (1997-2000)

WALDEMAR KARWOWSKI also reported on the important meetings of WHO, including: 1) the Forty-Ninth Session of the WHO Regional Committee for Europe, Florence 13-17, September, 1999 (report available form SG), an upcoming meeting of the WHO Regional Committee for Europe, Copenhagen, Denmark. 11-14 September 2000.

A meeting of the Planning Committee of the Network of the WHO Collaborating Centers in Occupational Health, August 28, 2000, Singapore (Kazu Kogi, JES will represent IEA).

1.3. Treasurer: Annual Report

(see the IEA Annual Report 1999-2000/ pp 23-26)

Kazu Kogi presented the state of the IEA financial resources and the statement of operations for the three years: 1997-1999. The total revenues for the fiscal 1999 year were \$53,301. The total expenditures for the fiscal year were \$37,113. The 1999 dues accounted for 65.7% of our income. Other income (special funds, interest fees etc.) was 34.3% of the total.

Klaus Zink (GfA) asked about the level of capitation fees received in 1999. Kazu Kogi replied that no capitation fees from the IEA sponsored conferences were paid for in 1998 and 1999. We received the amount of \$26,195 in 1997 from the IEA Congress. We do expect significant capitation fees and split of the profit from the IEA2000 Congress/HFES Annual Meeting.

KK also discussed the effect of changes in the exchange rate between Swiss France and US dollar on our financial statements.

Halimatun Khalid (SEES) asked how the IEA budget is planned and how money is allocated for travel. Kazu Kogi replied that we use budgetary planning for EC for each year, and project expenses on the 3-year cycle.

Kazu Kogi will contact the Societies that have not paid their dues and advise them that their membership in IEA is automatically suspended until these dues are paid.

2. VOTING ITEMS

Roll Call: A quorum for voting was established (a total of 40 eligible votes were present).

2.0. Approval of the Minutes from the 1999 COUNCIL Meeting in Santorini, Greece

"Council approves the minutes of the 1999 Council meeting."

MOTION: Moved by Ian Noy and seconded by Peter Rookmaaker.

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

2.1. Executive Committee

2.1.1. IEA Definitions: The Discipline of Ergonomics (pp 45)

*“Council approves the definitions of ergonomics and domains of specialization as distributed prior to the meeting”. (Full text of the approved definitions is shown in **Appendix I** to these Minutes)”*

MOTION: Moved by Ian Noy and seconded by Ken Laughery (HFES).

Substantial discussion about the proposed definitions evolved. Luc Desnoyers (SELF) advocated against splitting between the “producers and applicators of knowledge”. Toni Vitalis (NZES) expressed the need for a statement to that effect.

An amendment was offered by Toni Ivergaard (NES) and seconded by Shrawan Kumar (ACE) to replace “theoretical principles” with “theory”.

Motion carried (35-Y; 3-N; 0-A)

More discussion followed. Luc Desnoyers (SELF) advocated to use the phrase “scientific discipline and field of practice”. Shrawan Kumar (ACE) offered second amendment to include the “creation and use of knowledge”.

Yair Kassuto (IES) proposed not to use the “and” between the two major parts of the definition. Peter Hancock (HFES) advocated against the use of a “system” as too ambiguous. Shrawan Kumar (ACE) added that there is a need to qualify the use of “system”.

After considerable discussion, Ian Noy moved and was seconded by Hal Hendrick (HFES) to go back to the original definition (with two minor changes as shown below).

Motion carried (22-Y; 13-N; 1-A)

The original definition with the changes was presented for a vote as follows:

Ergonomics (or human factors) is the scientific discipline concerned with the understanding of the interactions among humans and other elements of a system, and the profession that applies theory, principles, data and methods to design in order to optimize human well-being and overall system performance...

(Full text of the approved Definitions is shown in **Appendix I** to the Minutes)

Motion carried (27-Y; 5-N; 4-A)

2.1.2. Annual membership fees for federated societies

“Council approves change in rate of the annual membership fee as appended to the Treasurer’s Report”.

MOTION: Moved by Ian Noy and seconded by Peter Rookmaaker (NVvE).

Motion carried (26-Y; 4-N; 5-A)

Note: The fees were not increased, but merely converted to US dollars at the exchange rate of 0.7 CHF.

MOTION: Moved by K. Zink (GfA) and seconded by K. Laughery (HFES) to reconsider the previous motion with the intent to change the rate of exchange used in the conversion of the fees formula to 0.7 from 0.75.

MOTION: Moved by John Wilson (ES) and seconded by K. Zink (GfA) to combine motions 2.1.2 and 2.1.3 (shown below) together as one motion.

COMBINED MOTION (includes 2.1.2 and 2.1.3)

“Council approves:

*2.1.2) change in rate of the annual membership fee as appended to the Treasurer’s Report, and
2.1.3) the proposed changes in the amount of capitation fees for IEA sponsored conferences as appended to Treasurer’s report”.*

Motion carried (29-Y; 3-N; 2-A)

The approved changes in IEA annual membership fees (*fixed plus variable amounts*) are as follows:

- *The fixed amount of the annual fee for a Federated Society: \$122.50*
- *The fixed amount of the annual fee for an Affiliated Society: \$70*

In addition to the above:

- *The variable amount of the annual fee for all IEA societies: \$ 2.80 per member up to 500 members, and \$1.40 per member above 500 members.*

The approved changes in the conference capitation fees are as follows:

- *Triennial IEA Congress: \$28*
- *IEA Conference: \$14*
- *Joint Conference: \$10.50*
- *Endorsed Conference \$7 (see 2.4.1)*

(These changes will be effective from 2001.)

2.1.3. Conference capitation fees (approved before - see above)

“Council approves the proposed changes in the amount of capitation fees for IEA sponsored conferences as appended to Treasurer’s report”.

2.1.4.1. Application for federated membership from the Swiss Society for Ergonomics

“Council approves an application by the Swiss Society for Ergonomics for the federated IEA membership.

MOTION: Moved by Waldemar Karwowski and seconded by Ken Laughery.

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

2.1.4.2. IEA Sustaining Members

“Council approves the following IEA Sustaining Members”:

- *ErgoWeb, Inc. (Gold level)*
- *Orihara Co. Ltd (Gold level)*
- *Hiroshi Udo (Individual level)*

MOTION: Moved by Ian Noy and seconded by Peter Rookmaaker (NVvE).

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

2.1.5. Submission of payment for first year dues with application for IEA membership

“Council approves addition to the Rules: #6. Qualifications For Membership for all applicants for the federated and affiliated membership in IEA, as follows:

(7) A payment of dues for the first year should be submitted with the application for membership. If the application is not successful, such a payment will be returned to the applicant.”

MOTION: Moved by Ian Noy and seconded by Ernst Koningsveld (NVvE)

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

2.1.6. Establishment of the IEA Office (part-time basis)

“Council approves the establishment of the IEA Office, staffed on a part-time basis with the IEA Executive Assistant”.

MOTION: Moved by Ian Noy and seconded by Hali Mahtun Khalid (SEAES)

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

2.2. Policy and Development

2.2.1. Equal Opportunity policy

“Council approves the IEA Principles of Equal Opportunities, as revised and proposed by the Policy and Development Committee”

MOTION: Moved by Ian Noy and seconded by Peter Rookmaaker (NVvE).

Considerable discussion evolved. Hali Mahtun Khalid (SEAES) asked about IDC definition by the United Nations.

MOTION TO TABLE: Moved by Peter Rookmaaker (NVvE) and seconded by Klaus Zink (GfA).

Motion carried (20-Y; 4-N; 14-A)

Moved to next day as first business item.

This motion was revisited the next day.

The original motion was amended by Pierre Falzon (SELF) and seconded by Luc Desnoyers (SELF) to read:

“IEA Principles of Equal Opportunity

The IEA subscribes to the principles of equal opportunity. The IEA endeavors to ensure that its organizational structure, policies, activities, and documents do not discriminate on the basis of race, gender, disability, ethnic and social background. The IEA encourages the participation of people of different gender, racial and religious backgrounds in its various governing bodies such as the Council, the Executive Committee and its various committees.”

Motion carried (24-Y; 9-N; 1-A)

2.2.2. Restructuring of IEA Standing Committee

“Council approves the new structure of the Executive Committee as proposed by the Policy and Development Committee”:

- *Awards Committee*
- *Industrially Developing Countries Committee*
- *Science, Technology and Practice Committee*
- *Communications and Public Relations Committee*
- *Professional Standards and Education Committee*
- *Policy and Planning Committee,*

with two new sub-committees:

- *Advisory sub-committee (to be chaired by the President)*
- *Fund raising sub-committee (to be chaired by the Treasurer)”.*

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

2.3. Professional Practice & Education

2.3.1. IEA Guideline Standards For Accreditation of Ergonomics Education Programs at Tertiary (University) Level.

“Council accepts the “IEA Guideline Standards for Accreditation of Ergonomics Education Programs at Tertiary (University) Level”, proposed by the Professional Practice and Education Committee, as an approved guidance to federated societies, to apply in whole or in part as they see fit.”

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

2.4. Science and Technology

2.4.1. Sponsorship of conferences

“Council approves the proposed policy changes regarding sponsorship of conferences as proposed by the Science & Technology Committee.”

The revised categories of sponsorship are as follows:

1. *IEA Triennial Congress*
2. *IEA Conference*
3. *Joint Conference*
4. *Endorsed Conference*

MOTION: Moved by Ken Laughery (HFES) and seconded by Ernst Koningsveld (NVvE).

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

2.4.2. Endorsement Fees

"For endorsed conferences, an endorsement fee of two times the regular conference registration fee will be levied.

For endorsed conferences organized by federated societies, such as the IEA, for organizations with which the IEA has an MOU, and for requests approved on a case-by-case basis by the EC, the endorsement fee may be waived. Eleven copies of conference proceedings are required."

MOTION: Moved by Ken Laughery (HFES), seconded by Pat Scott (ESSA).

Motion carried (36-Y; 0-N; 1-A)

2.5. Publication and Promotion (no voting items)

2.6. Industrially Developing Countries (no voting items)

2.7. Awards Committee

2.7.1. Founders Award

"Council approves discontinuation of the IEA Founders Award as proposed by the Awards Committee".

MOTION: Moved by Martin Helander and seconded by Ken Laughery (HFES).

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

2.7.2. IEA Ergonomics of Technology Transfer Award

"Council approves replacement of the IEA Ergonomics of Technology Transfer Award with the IEA Award for Promotion of Ergonomics in Industrially Developing Countries, as proposed by the Awards Committee.

IEA Award for Promotion of Ergonomics in Industrially Developing Countries

This award is given to a person(s) who has made significant and outstanding contributions to the Development of Infrastructure of Ergonomics in an industrially developing country. This may be manifested through development of teaching/training programs, implementation of ergonomics design in industry, development of R&D programs, organization of ergonomics professionals, and extensive collaboration with international bodies such as United Nations."

MOTION: Moved by Martin Helander and seconded by Hal Hendrick (HFES).

Motion carried (36-Y; 0-N; 1-A)

2.8. IEA Historian (no voting items)

3.0. Reports on the IEA Congresses

3.0.1. IEA 2000 Congress

Hal Hendrick (HFES), Chairman of the IEA 2000 Congress presented his Report.

The IEA2000 Congress will be the largest gathering of ergonomists worldwide. Approximately 1,600 papers have been received. The Congress Proceedings will be published on a CD-ROM. 24 professional workshops and 24 technical site visits have been scheduled, making this perhaps the strongest technical site visit program ever.

Ian Noy thanked Hal Hendrick and HFES for their outstanding work.

3.0.2 IEA 2003 Congress / Progress Report

Min Chung (KES) presented progress report on the IEA Congress 2003. The Congress will be held in the ASEM Convention Center in Seoul, Korea on August 24-29, 2003. The theme of the Congress is "*Ergonomics in the Digital Age*".

The Congress will be organized in cooperation with the Japanese Ergonomics Society and the Chinese Ergonomics Society. The home page for the Congress is: www.iea2003.org.

Ian Noy thanked the KES delegation for their efforts.

3.0.3. IEA 2006 Congress / Progress Report

Ernst A.P. Koningsveld (e.koningsveld@arbeid.tno.nl), Congress Chairman presented an update on current status. The Congress will be held on July 10-14, 2006 at the Maastricht Exhibition and Congress Center. The center is compact and allows a congress up to 2000 participants.

The Congress will be organized by the Nederlandse Vereniging voor Ergonomie (Nvve), in cooperation with the Gesellschaft für Arbeitswissenschaft (GfA) and the Belgian Ergonomics Society (BES). The annual BES and GfA meetings will be organized in conjunction with IEA 2006. NVvE has a biannual congress that may also be held in conjunction with the 2006 Congress.

Ian Noy thanked the EK for his report.

DISTRIBUTION OF THE IEA TRIENNIAL REPORT (1997-2000)

During a short break the *IEA Triennial Report (1997-2000)* was distributed.

3.1. EXECUTIVE COMMITTEE REPORTS

3.1.1. Ad-hoc Committee Report on IEA Membership Policy

Martin Helander, Chair of the Ad-hoc Committee presented conclusions of the survey of professionals in the field regarding their views of the future role and structure of IEA.

Luc Desnoyers (SELF) thanked Martin Helander for his work, and suggested that we should continue to examine the challenges we face, including the current rules for IEA membership.

Ian Noy commented that IEA Council is the forum to get together and discuss important issues such as this one.

3.1.2. Status of the Federation of European Ergonomics Societies

Ernst Koningsveld (NVvE) reported on the progress of organizing FEES. A one day meeting took place in Paris on April 28th, 2000. In the discussion special emphasis was put on the domains of collaboration and future structure of such a regional organization within the IEA structure. It was felt that the cooperation within Europe was very important.

Ian Noy thanked EK for his leadership on this important task.

3.1.3. Development of Ergonomics Checkpoints (Book 2: Agriculture)

Kazu Kogi (JES) reported on the *Ergonomics Checkpoints on Agriculture* book project. The contract with ILO to publish the book was signed by Ian Noy on behalf of IEA. All federated societies are invited to provide inputs by contacting Kazu Kogi directly (e-mail: k.kogi@isl.or.jp).

3.1.4. IEA History Book

Ian Noy announced publication of the IEA History Book: *The History of the International Ergonomics Association: The First Quarter of a Century*, and the Council thanked Ilkka Kuorinka for his excellent editing and production efforts.

The second volume of the *IEA History* is being considered. The editor, Ilkka Kuorinka (kuorinka@crdi.fr) requested all federated societies to provide him with any written documents relevant to the history of IEA.

3.1.5. Communication from other ergonomics societies

Waldemar Karwowski reported on new developments in ergonomics in Venezuela, Chile, Iran, and Egypt and Hong Kong. WALDEMAR KARWOWSKI has sent to all these societies the information about joining IEA.

3.1.6. Sociedad de Ergonomia y Factores de Humanos de Mexico (SEFHM)

Waldemar Karwowski announced the discontinuation of Sociedad de Ergonomia y Factores de Humanos de Mexico (SEFHM) as federated member of IEA.

3.1.7. New developments in Mexico

Hal Hendrick (HFES) reported on his contacts with the new society formed in Mexico: *Society of Mexican Ergonomists*.

3.2. POLICY AND DEVELOPMENT

Peter Rookmaaker (NVvE), Committee Chair, presented annual Report. The main activities in 1999-2000 focused on:

- IEA Strategic Plan (8.0)
- IEA Special Survey Update
- Sustaining Membership campaign

A special emphasis was put on the implementation of the *IEA Strategic Plan*, which is a living document. The Committee was charged with the task of periodic updates to the Plan and evaluation of its implementation. Therefore, the priorities for action with time deadlines were developed.

Part I of the *IEA Special Survey /Factual Data* was conducted. A total 24 completed questionnaires (out of 38 IEA members) were received. This part of the survey will be published on the IEA website. The societies are asked to update the information at least once a year by sending the changes/update to Chair of the Committee.

Part II of the Survey (*Major Activities of the Federated Society*) and Part III (*Ergonomics in your country*) continue. So far, only 3 questionnaires were received!

Council members are requested to return all parts of the Special Survey: "Part I, part II and Part III" of the P&D Questionnaire for the as soon as possible to Chair of the Committee.

The Sustaining Membership campaign appeared to be extremely difficult. A new approach is needed to make progress in this area.

3.3. PROFESSIONAL PRACTICE & EDUCATION

John Wilson (ES), Committee Chair, presented the Annual Report, with an update on the *Professional Recognition Documentation (PRD)* in-progress, which include:

- i) Core Competencies for Practitioners in Ergonomics
[short name: Competencies]: Summary version; Full version
- ii) Minimum Criteria for the Process of Certification of an Ergonomist
[short name: Certification Criteria]
- iii) Criteria for IEA Endorsement of Certifying Bodies
[short name: Certification Endorsement]
- iv) Guidelines for the Process of Endorsement of Certifying Bodies
[short name: Endorsement Process]

John Wilson also discussed current activities and plans of the *Endorsement of the Certifying Body Sub-Committee* and the *Accreditation of Educational Programs in Ergonomics Sub-Committee*.

The *Endorsement of the Certifying Body Sub-Committee* has received approval from the IEA Executive Committee to proceed with an initial certification endorsement. The Committee already has been contacted by the BCPE in the US and the New Zealand Ergonomics Society indicating interest in applying for endorsement as soon as the IEA is ready.

The *Accreditation of Educational Programs in Ergonomics Sub-Committee* produced a set of guidelines for the accreditation of ergonomics educational programmes. These represent current ergonomics practice and an evaluative approach, which is relevant to competency standards.

One activity, which will be initiated during 2001, is to produce a specimen code of conduct and guidance to ethical practice for ergonomics and ergonomists.

The work continues on development of the *Register of Approved Ergonomics Courses on Internet*.

Kazu Kogi (JES) commented that the *Japanese Ergonomics Society* is working on their own system of Professional Certification. Korea and Taiwan are also working in this direction. Luc Desnoyers (SELF) mentioned that cooperation with CREE is very important.

John Wilson requested all Federated Societies to provide comments regarding Professional Certification Process and educational programs.

The Fourth Edition of the *International Directory of Ergonomics Programs in Ergonomics/Human Factors* was developed by the sub-committee chaired by Leon Straker (ESA) - contact: istraker@info.curtin.edu.au.

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

3.4. SCIENCE AND TECHNOLOGY

Ken Laughery (HFES), Committee Chair, presented the Annual Report, including an update on the IEA Exhibit at 2000 Congress, cooperation with HFES on the IEA 2000 Technical Program development.

In 1999-2000, the major activities of the Committee included:

- Arranging and promoting scientific and technical conferences and meetings
- Serving as a review body for IEA endorsement of conferences, journals and special publications
- Assisting in developing the program for the IEA 2000 Triennial Congress
- Providing information for the IEA web site regarding the organization and activities of the technical committees

Requests for the IEA endorsement have been received and approved for the following conferences to be held in 2000 and 2001:

Nov 2000	Ergonomics: Useful, Practical and Applied Discipline, Rio de Janeiro, Brazil.
July 2001	Computer-Aided Ergonomics and Safety (CAES '2001), Maui, Hawaii, USA.
Aug 2001	The 9th International Conference on Human-Computer Interaction. New Orleans, USA.
Sept 2001	Sixth International Conference Word With Display Units (WWDU), Berlin, Germany.

Ken Laughery also outlined the current status and plans for future activities of the 18 IEA Technical Committees. These Committees played an important role in the program for the Triennial Congress in San Diego. In addition to reviewing and selecting submissions for the technical program, many of Technical Committees organized multiple-session symposia on topics central to the committee's ergonomic focus.

Shrawan Kumar (ACE) asked about % of IEA 2000 Technical Program handled by S&T Committee. Ken Laughery replied that about 45% of all technical sessions were organized (as parts of the IEA Symposia) in cooperation with the IEA Technical Committees.

3.5. PUBLICATION AND PROMOTION

On behalf of Markku Mattila (NES), Committee Chair, Waldemar Karwowski reviewed various activities of the Committee, including publications, book distributions to IEA Information Centers, and updates to the IEA homepage in WWW and transition to the Ergoweb server.

The IEA Journal status was discussed by Martin Helander (Editor).

Andy Marshall (ES) presented report about the IEA Newsletter: *Ergonomics International*, and reported on the status of IEA Book Donation program.

All news items from the federated societies to be included in the *Ergonomics International* (which is also published on the IEA home page) should be sent by e-mail directly to AM by e-mail at: andy_marshall@compuserve.com

3.6. INDUSTRIALLY DEVELOPING COUNTRIES

Pat Scott (ESSA), Committee Chair, presented the Annual Report, focusing on the following activities:

- Co-operation with ILO/WHO and recent meeting with ILO in Geneva

- The African outreach: planning of various workshops and conferences there
- Other global activities: South-East Asia, Mexico and Cuba
- Committee's financial needs

During the course of the year there have been several formal and informal meetings and discussions between the representatives of the IEA, ILO and WHO.

With respect to global activities, members of the Committee continue their work in different parts of the world. For example, Houshang Shahnavaz works on educating ergonomists from IDC countries at the Lulea University in Sweden and conducting workshops in Mexico and Cuba. Kazu Kogi continues to develop ergonomics in Thailand and Vietnam, working with the International Co-operation Division of the Institute for Science of Labour on two educational/training manuals, including the Japanese International Labour Foundation for the improvement of occupational health and safety, and the a joint venture between the IEA and ILO on "Agricultural Checkpoints" book.

The predominance of activity in Africa is in keeping with the IEA focus on AFRICA for 2000 and 2001. An *IDC Ergonomics Conference* is planned to be held in Africa in 2001. This concept was put forward by Karim Meckassoua in conjunction with SELF, and strongly supported by ESSA, and with much encouragement and support from IEA.

Halimatun Khalid (SEES) asked how can we make the work of the IDC Committee more effective, for example how can we address different needs in different parts of the world, activate the Roving Seminars, etc.

Pat Scott replied that Numerous Roving Seminars/Workshops are being conducted in various IDC Centres. Those in need are encouraged to contact the IDCC to request seminars/workshops.

Furthermore, an e-mail network communication list has already been set up to assist people from around the globe to communicate, share common problems and offer basic solutions which can then be modified and applied to specific regional needs. An IDC homepage has also been developed and is now part of the IEA web site.

Pat Scott also suggested that one way would be to encourage well-established IEA member society to sponsor the promotion of ergonomics in a selected IDC country. An excellent example is SELF working in Central Africa at present, i.e. an affluent society could "adopt" an IDC region, and undertake to support the IDCC in running a series of seminars and workshops.

3.7. AWARDS COMMITTEE

Martin Helander (Past President), Committee Chair, presented an update on various IEA Awards to be presented at the Opening Ceremony of the 2000 Congress, including:

- IEA/Liberty Mutual Prize/Medal in Ergonomics and Occupational Safety,
- IEA Fellow Award for 2000, and
- IEA/K.U. Smith Student Award.

Martin Helander discussed special importance of the IEA/Liberty Mutual Prize in Ergonomics and Occupational Safety, and asked the Council Members to help in advertising this award and all other IEA awards.

Council members were also strongly urged to communicate with their respective societies regarding nominating worthy individuals for all IEA Awards by the required deadlines.

The nomination forms are provided on the IEA home page under: <http://www.iea.cc/press/>

3.8. ADVANCED ANNOUNCEMENT: IEA 2009 CONGRESS

Council members were asked to contact their respective societies to plan development of their bids for organizing the IEA 2009 Congress.

The official Call for Proposals for IEA 2009 Congress will be issued in 2001. The Council will vote on the venue selection at its annual meeting in 2002.

4. ELECTIONS OF THE OFFICERS (2000-2003)

Ian Noy announced the following nominations for IEA Officers:

President:

- Margaret Bullock (nominated by ESA)
- Waldemar Karwowski (nominated by HFES, PES, ESSA, ABERGO, AUES)

Secretary-General:

- Pierre Falzon (nominated by SELF)

Treasurer:

- Kazutaka Kogi (nominated by JES).

The Council elected the following IEA Officers for 2000-2003:

- President: Waldemar Karwowski
- Secretary-General: Pierre Falzon
- Treasurer: Kazutaka Kogi

PRESENTATION OF IEA CERTIFICATES

Ian Noy made presentation of the *Certificates of Appreciation* to the Council and EC members present.

5. PROPOSALS FOR NEXT IEA COUNCIL MEETING

The following proposals were received to hold the next Council Meeting 2001:

- Singapore, Singapore, June 26-27 or July 1-2
- Rotorua, New Zealand, July 23-24
- Maui, Hawaii, July 26-27
- Florence, Italy, Sept 24-25
- Montreal, Canada, October 3-5

The Council voted to hold its next meeting in Florence, Italy, September 24-25, 2001.

6. REQUEST FOR PROPOSALS: IEA COUNCIL MEETING 2002

Proposals for hosting the 2002 Council meeting should be sent to Secretary-General (falzon@cnam.fr) by May 1, 2001.

7. OTHER ITEMS

All Societies were asked to send in the names of current officers and Council members, including their full addresses and e-mail as soon as possible (falzon@cnam.fr). This should allow for maintaining efficient communication with all Federated Societies.

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

Ian Noy thanked Hal Hendrick and Lynn Strother and the Human Factors and Ergonomics Society for their hospitality and generous support of the 2000 IEA Council meeting.

ADJOURNMENT

The Council adjourned approximately at 17.30.

IEA COUNCIL MEETING 2000

APPENDICES

APPENDIX I: Approved IEA Definitions: The Discipline of Ergonomics

Definition

Ergonomics (or human factors) is the scientific discipline concerned with the understanding of the interactions among humans and other elements of a system, and the profession that applies theory, principles, data and methods to design in order to optimize human well being and overall system performance.

Domains of Specialization

Derived from the Greek ergon (work) and nomos (laws) to denote the science of work, ergonomics is a systems-oriented discipline, which now applies to all aspects of human activity. Practicing ergonomists must have a broad understanding of the full scope of the discipline, taking into account the physical, cognitive, social, organizational, environmental and other relevant factors. Ergonomists often work in particular economic sectors or application domains. These application domains are not mutually exclusive and they evolve constantly. New ones are created; old ones take on new perspectives. Within the discipline, domains of specialization represent deeper competencies in specific human attributes or characteristics of human interaction:

Physical Ergonomics

Physical ergonomics is concerned with human anatomical, anthropometric, physiological and biomechanical characteristics as they relate to physical activity. The relevant topics include working postures, materials handling, repetitive movements, work-related musculoskeletal disorders, workplace layout, safety and health.

Cognitive Ergonomics

Cognitive ergonomics is concerned with mental processes, such as perception, memory, reasoning, and motor response, as they affect interactions among humans and other elements of a system. The relevant topics include mental workload, decision-making, skilled performance, human-computer interaction, human reliability, work stress and training as these may relate to human-system design.

Organizational Ergonomics

Organizational ergonomics is concerned with the optimization of sociotechnical systems, including their organizational structures, policies, and processes. The relevant topics include communication, crew resource management, work design, design of working times, teamwork, participatory design, community ergonomics, cooperative work, new work paradigms, organizational culture, virtual organizations, telework, and quality management.