



Meeting of the IEA Council  
Reykjavik - Iceland  
August 9-10, 2008

## MINUTES

*Minutes were prepared by Pascale Carayon, Secretary General of the IEA*

### **Location of the Council meeting**

The IEA Council meeting took place in the Grand Hotel in Reykjavik, Iceland. This Council meeting was sponsored by NES and took place right before the NES'2008 Congress whose theme was 'Ergonomics as a lifestyle'.

### **Acronyms used in this document**

BCPE = Board of Certification in Professional Ergonomics  
CREE = Centre for Registration of European Ergonomists  
EC = Executive Committee  
EQUID = Ergonomics Quality In Design  
FEES = Federation of European Ergonomists  
GEM = Global Ergonomics Month  
IEA = International Ergonomics Association  
ICOH = International Commission on Occupational Health  
IDC = International Development Committee  
ILO = International Labour Organization  
IOHA = International Occupational Hygiene Association  
ISO = International Standards Organizations  
LM = Liberty Mutual  
PSE = Professional Standards and Education  
SG = Secretary General  
STP = Science, Technology and Practice  
TC = Technical Committee  
WHO = World Health Organization

## Attendees

Council members from 21 Federated Societies, 1 Affiliated Society (Human Ergology Society) and 1 Network (FEES) were represented at the Council meeting. The IEA is currently comprised of 42 Federated Societies, 1 Affiliated Society and 2 Networks. A total of 38 people attended the Council meeting.

Tomaso Bellandi - Societa Italiana di Ergonomia
Verna Blewett – HFES of Australia
Ralph Bruder – IEA EQUID
David Caple – IEA President
Pascale Carayon – IEA Secretary General
Min Chung – IEA Treasurer
Jan Dul – IEA Development – NVVE (The Netherlands)
Pierre Falzon – IEA Past President – IEA Awards
Margo Fraser – ACE (Canada)
Sung Han – ESK (Korea)
Yoshinori Horie – JES (Japan)
Sadao Horino – Human Ergology Society (Japan)
Andy Imada – HFES (USA)
Christina Jonsson – NES (Nordic Countries)
Jeff Kelley – HFES (USA)
Halimahtun Khalid – IEA Science, Technology and Practice – SEAES
Jung-Yong Kim – ESK (Korea)
Kentaro Kotani – JES (Japan)
Ray Yair Lifshitz – ISA (Israel)
Bill Marras – HFES (USA)
Michel Neboit – SELF (France)
Dave O’Neill – The Ergonomics Society (UK) - FEES (Europe)
Kai Olsen – NES (Nordic Countries)
Kirsten Bendix Olsen – NZES (New Zealand)
Gustavo Adolfo Rosal Lopez – AEE (Spain)
Ahmet Ozok – Turkish Ergonomics Society
Linda Sagmeister – ACE (Canada)
Tom Smith – IEA Professional Standards and Education
Marcelo Soares – IEA International Development - ABERGO (Brazil)
Tom Stewart – The Ergonomics Society (UK)
Helmut Strasser – GfA (Germany)
Lynn Strother – HFES (USA) – Observer
Torunn Sveinsdottir – NES (Nordic Countries)
Eric Kuohao Tang - Ergonomics Society of Taiwan
Sheng Wang – IEA 2009 Congress – Chinese Ergonomics Society
Christine Waring – HFES of Australia
Klaus J. Zink – GfA (Germany)
Stephen Legg – New Zealand Ergonomics Society [Observer on second day of the Council meeting]

## Decision on voting items

Voting items	Number of votes and decision
1. The IEA Council approves the Ecuadorian Association of Ergonomics [Asociacion Ecuatoriana De Ergonomia] to become a member of the IEA.	YES: 38; NO: 0; Abstain: 0 Motion passed
2. The IEA Council approves the Latvian Ergonomics Society [Latvijas Ergonomikas Biedriba] to become a member of the IEA.	YES: 38; NO: 0; Abstain: 0 Motion passed
3. The IEA Council approves the Tunisian Ergonomics Society [Société Tunisienne d'Ergonomie] to become a member of the IEA.	YES: 38; NO: 0; Abstain: 0 Motion passed
4. The IEA Council approves the Ergonomics Society of Nigeria to become an affiliated member of the IEA.	YES: 38; NO: 0; Abstain: 0 Motion passed
5. The IEA Council approves the Perhimpunan Ergonomi Indonesia [Indonesian Ergonomics Society] to become a member of the IEA.	YES: 38; NO: 0; Abstain: 0 Motion passed
6. The Council approves the IEA Rules.	YES: 38; NO: 0; Abstain: 0 Motion passed
7. The Council approves the treasurer's report.	YES: 38; NO: 0; Abstain: 0 Motion passed
8. The Council approves the auditors' report.	YES: 38; NO: 0; Abstain: 0 Motion passed
9. The Council appoints the following people as auditors for 2007: Michelle Robertson and Jung-Yong Kim.	YES: 38; NO: 0; Abstain: 0 Motion passed

## Agenda

<b>Saturday, August 9, 2008</b>	
9-9:15am	Welcome; review of the agenda
9:15-9:30am	Voting procedures eligibility and roll call
9:30-10:30am	Report by President
10:30-11am	<i>Break</i>
11-11:30am	Report by SG including list of voting items; voting items 1-6
11:30am-noon	External relationships and <b>Discussion</b> of Global Ergonomics Month (GEM)
Noon-1:00pm	<i>Lunch</i>
1:00-1:30pm	Report on STP
1:30-2pm	Report on Development
2-2:30pm	<b>Discussion</b> on Technical Committees
2:30-3:00pm	<i>Break</i>
3:00-3:30pm	Report by Treasurer; voting items 7-9
3:30-4pm	Report on IDC
4-4:30pm	Wrap-up of first day; review of agenda for second day
<b>Sunday, August 10, 2008</b>	
9:00-9:15am	Welcome; review of the agenda
9:15-10:30am	Report and <b>Discussion</b> on PSE
10:30-11:00am	<i>Break</i>
11:00am-noon	Report on IEA'2009 and <b>Discussion</b> on promotion of IEA'2009
Noon-1:00pm	<i>Lunch</i>
1:00-1:30pm	Report on IEA'2012
1:30-2:30pm	Report on EQUID and <b>Discussion</b> on implementation
2.30-3:00pm	Report on Awards
3:00-3:30pm	<i>Break</i>
3:30-4:00pm	Update of IEA'2015 Congress (process; candidates?)
4:00-4:15pm	General business issues raised by Council members
4:15-4:30pm	Conclusion

## Summary of the meeting

A total of 38 people attended the IEA Council meeting representing 21 Federated Societies, one Affiliated Society and one IEA Network. The IEA Council meeting took place in the Grand Hotel located in Reykjavik, Iceland.

Major progress was reported in the following areas:

- Five societies have joined the IEA; four of them as federated societies (Ecuadorian Association of Ergonomics, Latvian Ergonomics Society, Tunisian Ergonomics Society and Indonesian Ergonomics Society; the last one (Ergonomics Society of Nigeria) joined as an affiliated member of the IEA.
- Five new Technical Committees have been established. The structure of Technical Committees has been rationalized to retain a total of 25 active Technical Committees.
- The scientific program for the IEA 2009 Congress has been developed and involves the engagement of all Technical Committees. The Call for Papers offers tracks in the Congress program.
- A Triple Memorandum of Understanding with IOHA, ICOH and IEA has been signed.
- David Caple signed the ILO Seoul Agreement on behalf of the IEA at the World OHS Summit in Korea.
- The first workshop in ergonomics for the mining industry took place in Botswana, Africa.
- The website of the IEA has been significantly enhanced: development of a Members-only section of the IEA website and introduction of the Discussion Forums and Wiki for use by members.
- The monthly IEA Newsletters are circulated to external groups as well as to all IEA members.
- Closer relations have been developed with the ISO; this will result in joint meetings at the IEA'2009 Congress as well as discussions in relation to ISO Standards and the IEA EQUID project.
- The IEA EQUID design process template Version 1:10 has been circulated to all Federated Societies and to major industry companies to review the document.
- Articles published on the Future of Ergonomics have been reviewed; there will be sessions on the Future of Ergonomics at the IEA'2009 Congress.
- IEA has been represented at and has provided support of meetings and conferences in Taiwan, Hong Kong, India, Malaysia, Mexico, France, Korea, Iceland, Columbia, Chile, New Zealand and Australia,
- Materials for the process of Registration of the IEA in Switzerland have been developed.

## Welcome; review of the agenda

David Caple, the IEA President, welcomed the Council members. On Friday, August 8, 2008, many Council members and some family members attended the IEA Welcome Reception at the Grand Hotel in Reykjavik. Those who did not attend the reception on Friday evening introduced themselves at the beginning of the meeting.

The Council recognized the contribution of the following ergonomist who passed away in the past year:

- Stanley Roscoe was one of the founders of the HFES and an originator of the ergonomics field. His primary expertise was in the area of human factors in aerospace.

David thanked NES, VINNIS and their respective boards for their help in hosting the IEA Council meeting in 2008. A special thank you goes to Thorunn Sveinsdottir, the president of NES, who provided much support in organizing the Council meeting. David also recognized the contribution of Jung-Yong Kim and Michelle Robertson who served as auditors during the 2007-2008 year.

## Voting procedures eligibility and roll call

Pascale Carayon, the IEA Secretary General, called each of the IEA federated societies and announced the number of votes for each of the societies. A society with 1001 or more members is allocated 3 votes; a society with 501-1000 members gets 2 votes; a society with 500 or less members gets 1 vote. The SG also announced that three proxy votes had been provided:

- SEAES: proxy vote given to Halimahtun Khalid
- Sociedad Colombiana De Ergonomia: proxy vote given to Marcelo Soares
- Czech Ergonomics Society: proxy vote given to Pascale Carayon.

A total of 38 votes were represented at the Council meeting. The breakdown of the 38 votes is as follows:

IEA Officers	# votes
David Caple – IEA President	1
Pascale Carayon – IEA Secretary General	1
Min Chung – IEA Treasurer	1
Federated Societies	
Human Factors and Ergonomics Society [Andy Imada, Jeff Kelley, Bill Marras, Lynn Strother]	3
Japan Ergonomics Society [Yoshinori Horie, Kentaro Kotani]	3
Nordic Ergonomic Society [Christina Jonsson, Kai Olsen, Torunn Sveinsdottir]	3
Ergonomics Society [Dave O’Neill, Tom Stewart]	3
Societe d’Ergonomie de Langue Francaise [Michel Neboit]	2
Association of Canadian Ergonomists [Margo Fraser, Linda Sagmeister]	2
Human Factors and Ergonomics Society of Australia [Verna Blewett, Christine Waring]	2
Ergonomics Society of Korea [Jung-Yong Kim, Sung Han]	2
Gesellschaft fur Arbeitswissenschaft [Helmut Strasser, Klaus J. Zink]	2

Chinese Ergonomics Society [Sheng Wang]	2
Nederlandse Vereniging Voor Ergonomie [Jan Dul]	1
Societa Italiana di Ergonomia [Tomaso Bellandi]	1
Asociacion Espanola De Ergonomia [Gustavo Adolfo Rosal Lopez]	1
Brazilian Ergonomics Association [Marcelo Soares]	1
New Zealand Ergonomics Society [Kirsten Bendix Olsen]	1
Ergonomics Society of Taiwan [Eric Tang]	1
South-East Asia Ergonomics Society [proxy vote: Halimahtun Khalid]	1
Turkish Ergonomics Society [Ahmet Ozok]	1
Czech Ergonomic Society [proxy vote: Pascale Carayon]	1
Israeli Ergonomics Society [Ray Yair Lifshitz]	1
Sociedad Colombiana De Ergonomia [proxy vote: Marcelo Soares]	1

Pascale explained the voting procedures. There are a total of 38 votes out of a possible total of 59 votes: a total of 56 votes for the societies and 3 votes for the 3 IEA Officers. According to the IEA Rules, “Where voting is necessary, a simple majority of those present, but not less than one-third of the Council Membership is required. “ Therefore, during the 2008 Council, a voting item will pass as long it receives 20 votes.

#### **Report by President (see full report in Appendix A)**

David Caple presented his report as IEA President. Under his presidency, the major themes for the 16<sup>th</sup> IEA Council are partnerships and inclusiveness. David gave numerous examples of interaction between members of the “IEA family”, such as the HEPS (Healthcare Systems Ergonomics and Patient Safety) conference in Strasbourg, France (June’2008). David thanked the societies that facilitated his visits to Mexico, Taiwan, India and Hong Kong,

David reminded the Council of the three goals of the IEA and described IEA accomplishments for the 2007-2008 year in relation to the goals:

- A. To develop more effective communication and collaboration with federated societies
- B. To advance the science and practice of ergonomics at an international level
- C. To enhance the contribution of the ergonomics discipline to global society

#### *Goal A. To develop more effective communication and collaboration with federated societies*

The website and the monthly newsletters are important components of the IEA communication effort. Collaboration between societies is important for IEA and the international ergonomics community. For instance, the Foundation for Professional Ergonomics provided support for workshops in Botswana, Chile and Iran. The HEPS (Healthcare Systems Ergonomics and Patient Safety) conference was a collaboration between the Italian Ergonomics Society, SELF and the German Ergonomics Society with support from the IEA. The Canadian Association for Ergonomics provided access for IDC participants to two on-line ergonomics programs. The SEMAC conference that David attended is a collaboration between Mexico, Argentina and Venezuela, The AEDEC conference in Malaysia was an IEA event to promote ergonomics research in Agriculture, It also provided an opportunity for a specialist workshop on reviewing the draft Ergonomics in Agriculture Checkpoints together with the ILO.

The IEA Best Practice Project and the Future of Ergonomics Project led by Jan Dul, chair of the Development committee, are projects aimed at encouraging the development of federated societies as well as reflection on the future of the ergonomics discipline and the ergonomics profession. Another example of collaboration between societies is the Global Ergonomics Month (GEM); GEM is similar to initiatives in the US (HFES) and Europe (FEES). The GEM will take place in October 2008 as the IEA Ergonomics Month.

*Goal B. To advance the science and practice of ergonomics at an international level*

David emphasized the growth in the science and practice of ergonomics at an international level. This is clear in the fact that five voting items for the 2008 Council meeting are about 5 societies that are asking to join the IEA. The IEA EC is monitoring and supporting the creation and/or establishment of another 8 societies in various parts of the world. The formation of new technical committees reflects growth in ergonomics research and practice. David reminded the Council members of the inclusiveness approach used for membership: TCs welcome members from all of the ergonomics societies.

There has been increasing engagement with endorsed journals. For instance, all endorsed journals were invited to publish selected papers of the IEA 2009 Congress. *Applied Ergonomics* will be the outlet for the keynote papers of the IEA 2009 Congress; selected papers presented at the IEA 2009 Congress will be published in *Work*.

The role of the IEA in ergonomics education was discussed by Tom Smith during the second day of the Council meeting. We have reviewed international certification programs (certification for ergonomists). New Zealand submitted an application for the ergonomist certification program, which was accepted.

The IEA EC also worked on several awards. The newly redesigned Liberty Mutual Medal Award of \$10,000 for the winner will be announced during the Council meeting; this is a yearly award. Council members are asked to publicize the KU Smith student award to professors of ergonomics in their countries and regions.

Several challenges to Goal B of the IEA (“*To advance the science and practice of ergonomics at an international level*”) have been identified. We need ways to better engage students and ergonomics practitioners into IEA activities. Another challenge relates to increasing participation of individuals from federated societies in IEA activities. Finally, how can we encourage partnerships by Federated Societies with other professional associations and external agencies such as government departments within own country?

A major activity related to Goal B is the IEA 2009 Congress. David thanked the Organizing Committee of the IEA 2009 Congress led by Sheng Wang. The IEA technical committees are very actively engaged in the organization of the scientific program of the IEA 2009 Congress.

*Goal C. To enhance the contribution of the ergonomics discipline to global society*

David welcomed Ralph Bruder from Germany as the new chair of the EQUID standing committee. During the Council meeting, the IEA EC is seeking feedback from the Council members regarding the direction of the EQUID program.



ICOH/IOHA/IEA have signed a new tripartite memo of understanding (MOU); this MOU will facilitate the support of each other's congress and the planning of joint conferences. David attended the IOHA conference in Taiwan in 2008

The IEA signed the WHO/ILO Seoul Declaration on Safety and Health at Work – The Safety and Health Summit. The Seoul declaration obtained signatures from the ILO, key organizations from trade unions, employers, and 46 countries.

An example of collaboration between the IEA and ILO with financial support from ICOH is the AeDEC (Agriculture Ergonomics Development) conference that took place in Kuala Lumpur, Malaysia, in November 2007. A workshop on the new ILO publication on “Ergonomics Checkpoints in Agriculture” was held at the AeDEC conference.

David attended a meeting of the WHO Collaborating Centers.

David described the maturing relationship of IEA with ISO. About ½ of the Council members reported either currently or previously involved in ISO activities. The ISO TC 159/SC4 on “Ergonomics of human systems interaction” will have an open meeting at the IEA'2009 Congress. Participants in the IEA'2009 Congress will be invited to observe the work of this ISO committee.

In summary, David highlighted the following opportunities for growth and development of the IEA:

- To increase the involvement of individual members of Federated Societies – inclusive approach.
- To build national and international partnerships
- To develop “products” from technical committees, such as websites, checkpoints and industry collaborations
- To promote successful interventions.

### **Report by SG (see full report in Appendix B)**

Pascale Carayon presented the report of the SG. Most of the work of the SG relates to communication with the EC and with federated societies. The SG is the main point of contact of the IEA; therefore, she responds to various questions and requests addressed to the IEA.

The SG and her assistant are also in charge of maintaining the IEA website ([www.iea.cc](http://www.iea.cc)). Additional functionalities have been implemented on the IEA website. There is now a ‘member-only’ section that can be accessed by members of federated societies. This section includes two parts: a series of forums on various discussion items, and a wiki. The wiki functionality was used to post all of the IEA Council documents. This facilitated fast, easy access to the documents; it was suggested to provide the Council documents as a series of individual files, as well as a single file (e.g., zipped file). The IEA website is continuously updated and contains the most up-to-date information about federated societies.

The SG is also in charge of preparing and managing various meetings of the EC as well as the annual meeting of the IEA Council. The SG is the official holder of the IEA Basic Documents, which are updated when changes are voted by the Council. Finally, she participates in the review and implementation of the IEA strategic plan via support and contribution of the work of various EC members.

Pascale is involved in the IEA initiative on HEPS – Healthcare Systems Ergonomics and Patient Safety. The STP chair has delegated her responsibility of the IEA HEPS steering committee to Pascale. The major HEPS activity was the HEPS'2008 conference that was held in Strasbourg, France, in June 2008; it was a collaborative effort of the IEA with Italian Ergonomics Society, SELF and Gesellschaft für Arbeitswissenschaft. Pascale is also the Chair of IEA HEPS steering committee who met in Strasbourg; the main discussion item of the meeting was planning for the 2011 HEPS conference, which is an IEA sponsored conference.

Pascale is also Chair of the IEA Student Award committee; she will work with other members of this committee (Pierre Falzon, Tom Smith) to manage the KU Smith award in 2008-2009.

Pascale announced that a call for proposals will be issued in February'2009 for the IEA Council meeting of 2010. Proposals will be submitted to the SG. The proposals will be reviewed and evaluated by the EC based on criteria in the IEA Rules. In addition, a cost analysis will be conducted to evaluate the cost to the IEA. The location of the 2010 IEA Council meeting will be announced during the 2009 IEA Council meeting in Beijing, China. The IEA EC has been discussing ways of supporting the participation of federated societies in Council meetings, especially for societies that may not have the financial resources to attend in person the Council meeting.

Pascale presented a series of 5 motions for the approval of new societies to become members of the IEA.

**The IEA Council approves the Ecuadorian Association of Ergonomics [Asociacion Ecuatoriana De Ergonomia] to become a member of the IEA.**

In his role to support the development of ergonomics in South America, Marcelo Soares, chair of the IDC and president of ABERGO, has been working closely with the Ecuadorian Association of Ergonomics. This society was created on May 22, 2007.

The motion passed (YES: 38; NO: 0; Abstain: 0).

**The IEA Council approves the Latvian Ergonomics Society [Latvijas Ergonomikas Biedriba] to become a member of the IEA.**

As part of its strategic plan, NES is coaching and mentoring the Latvian Ergonomics Society. The Latvian Ergonomics Society was created on August 29, 2006.

The motion passed (YES: 38; NO: 0; Abstain: 0).

**The IEA Council approves the Tunisian Ergonomics Society [Société Tunisienne d'Ergonomie] to become a member of the IEA.**

As part of its strategic plan, SELF is coaching and mentoring the Tunisian Ergonomics Society. The society was created on April 20, 2007.

The motion passed (YES: 38; NO: 0; Abstain: 0).

**The IEA Council approves the Ergonomics Society of Nigeria to become an affiliated member of the IEA.**

The Ergonomics Society of Nigeria was created on September 14, 2006. Its president, Samson Adaramola, attended the IEA '2006 Congress. David has been in close contact with Samson. The motion passed (YES: 38; NO: 0; Abstain: 0).

**The IEA Council approves the Perhimpunan Ergonomi Indonesia [Indonesian Ergonomics Society] to become an affiliated member of the IEA.**

The Indonesian Ergonomics Society has been an active member of SEAES. In the context of the transformation of SEAES into a network, SEAES societies are in a parallel transformation process; many of them are looking toward becoming members of the IEA. Halimahtun Khalid is playing an instrumental role in this process.

The motion passed (YES: 38; NO: 0; Abstain: 0).

At the 2007 meeting, the Council supported the formal registration of the IEA. After looking into different options, the EC decided to pursue registration in Switzerland. Marino Menozzi and Maggie Graf from the Swiss Ergonomics Society have been very helpful in this process. A number of documents need to be submitted for the registration of the IEA. One of the requirements is to submit a notarized version of the IEA Rules signed by the three officers (David, Pascale and Min). This was accomplished on August 7, 2008, in Reykjavik. Torunn Sveinsdottir facilitated this process by identifying the Reykjavik District Office as the place to get documents notarized and the Ministry of Foreign Affairs as the place to obtain an Apostille for the documents. Another requirement for registering the IEA in Switzerland is to provide a formal recognition of the IEA Rules by the Council. Therefore, a motion for the approval of the IEA Rules by the Council is put forward.

**The Council approves the IEA Rules.**

The motion passed (YES: 38; NO: 0; Abstain: 0).

The minutes of the 2008 Council meeting will be signed by the three officers (David, Pascale and Min); the signed copy of the minutes is one of many documents necessary for registration in Switzerland.

**External Relationship (see President's report)**

David Caple emphasized the principles of partnership and inclusiveness for the IEA. There is considerable opportunity for the IEA to develop community awareness and improve the understanding of ergonomics applications of research. The IEA ergonomics month, also known as Global Ergonomics Month (GEM), fits in this outreach strategy.

Since 2003, HFES has been organizing the National Ergonomics Month (October). Kristiina Juvas from FEES is preparing a PowerPoint presentation on ergonomic risk assessment at work and at home that can be used by societies. The goal is to cast public imagination, instead of reaching out to business. Societies are encouraged to label any of their events that occur in October as part of the European Ergonomics Month. This PowerPoint presentation will be able

to download presentation from the FEES website (<http://www.fees-network.org/activities/2008/european-month-of-ergonomics.html>). In Turkey, GEM activities may involve reaching out to other disciplines/topics (e.g., TQM, human resource management). In Australia, October is when the occupational health and safety (OHS) week takes place. Organizing GEM activities during the month of October can provide an opportunity to raise the visibility of human factors and ergonomics, but human factors and ergonomics may be too much associated with OHS.

GEM does not require major efforts and financial resources. It is a unique opportunity to increase the visibility of human factors and ergonomics.

### **Report on IEA'2012**

Marcelo Soares, the chair of the IEA'2012 Congress, gave an update on the IEA'2012 Congress. The Congress will take place in Recife, a coastal city in the Northern part of Brazil. There are direct flights to Recife from many international cities; the flight from Sao Paulo to Recife takes about 3 hours. The IEA Congress will be held on February 12-16, 2012, which is the week before Carnival. Pernambuco State Convention Center will host the Congress. Marcelo Soares presented a timeline of activities in preparation of the 2012 Congress.

### **Report on EQUID (see full report in Appendix D)**

Ralph Bruder is the new chair of the EQUID standing committee. He gave a status on progress of the EQUID initiative. The phases of the EQUID project are:

1. definition of field of application; definition of users – DONE
2. definition of an ergonomics process; development of an EQUID document; feedback from users – DONE
3. Clarification of intellectual property rights – To be finalized
4. Definition of usage of EQUID; certification/accreditation – To be finalized
5. Dissemination of EQUID – To be worked on.

The EQUID initiative began as the term of 'human factors/ergonomics' was widely used but sometimes misunderstood or misused. Three groups of people can benefit from EQUID: human factors specialists, product manufacturers and service providers, and end-users. The version 1.10 of the EQUID design process document includes information about initial user requirements, requirements changes, final ergonomic evaluation, and user satisfaction evaluations, as well as the management aspect of the design process. The document emphasizes the following requirements: organization management and documentation, user requirements documents, design reviews, final ergonomic evaluation report and management, and user satisfaction evaluation reports. Two inquiries took place in 2007 and 2008 with more than 60 professionals primarily from industry. In addition, feedback was sought from IEA federated societies. This feedback will be incorporated in version 1.11 of the document.

General remarks were provided by the federated societies:

- Some companies have already established an ergonomic design process (e.g. BAHCO in Sweden).

- There should be no conflict between EQUID and existing or upcoming standards (like ISO 9241, ISO 6385, ISO 13407).
- The role of IEA in defining standards or guidelines needs to be clarified. Should the IEA take a role for introducing ergonomic significance and its use for developing products and services to ISO? What is the IEA role in reviewing, issuing and observing standards (compared e.g. to ISO)?

The intellectual property aspects of EQUID include (1) trademark rights, and (2) copyright of the EQUID documents.

Future activities of the EQUID standing committee include:

- Version 1.11 of EQUID document
- Clarification of aspects of intellectual property
- Contact with different certification and accreditation bodies (by EC IEA, Standing committee and Federated Societies – Coordinated by SC EQUID)
- Contact with other institutions related to EQUID (e.g. ICSID)
- Development of case studies to show the feasibility of the EQUID design process
- International research project with different academic and industrial partners (Interested people should contact Ralph Bruder directly)
- Presenting the results of above mentioned issues in Beijing 2009 (IEA Council Meeting, Special Session at the IEA'2009 Congress).

The Council engaged in a discussion about the EQUID initiative. The link between the EQUID initiative and ISO activities was questioned. Tom Stewart pointed out that the ISO13407 is being revised (it was first issued in 1999). A draft will be issued very soon and will be available for review. It will be important to examine the similarities and differences between this revised standard and the document on the EQUID design process, as well as to understand the potential complementarities between these different initiatives. In addition, we should explore the link between IEA and federated ergonomics societies, and between IEA and the usability professional community. The EQUID document should not be written up as a 'standard' document; it could be a supplement to some ISO documents. The strength of the EQUID initiative is its flexibility and its high-level requirements for ergonomics. David reported on conversations with ISO that took place in 2007. There should be additional conversations and coordination between ISO and EQUID.

### **Report by Treasurer (see full report in Appendix E)**

Min Chung reviewed the IEA accounts, expenses and revenues for the 2007 year. He compared expenditures for 2007 to the budget.

Min listed the following ergonomics societies as being delinquent in their dues to the IEA:

- Croatia: for the years 02,03,04,05,06
- Hungary: for the years 04,05,06,07
- Philippines: for the years 05,06,07
- Slovakia: for the years 00,01,02,03,04,05,06,07

The Council encouraged the IEA EC to work on a policy document for dealing with delinquent societies.

Min asks each society for information on their total revenue from membership and the number of their regular members. This information should be sent directly to Min.

In summary, the IEA is in good financial situation with an operating surplus for 2007. The transition to the new dues scheme has resulted in some significant decreases for some societies who may now like to contribute to the IEA special funds. They may wish to mentor and support other societies, NES and Baltic countries. The triennial congress year will be our most expensive year but it is within our budget.

The report of the auditors (Michelle Robertson and Jong-Yong Kim) was distributed at the council meeting. Andy Imada commented on the need to have a budget that can be compared to expenditures. He also asked that the auditors' report be provided to the Council in a timely manner.

Special funds of the IEA have specific conditions associated with them.

The IEA EC uses various electronic modes of communication (e.g., Skype, email) to reduce the operating expenditures.

The Council discussed the timeline for IEA registration to obtain not-for-profit status. It is important for some societies (e.g., HFES) that the IEA be registered as soon as possible; this will facilitate the payment of the dues.

Min presented the following motion:

**The Council approves the Treasurer report for 2007.**

The motion passed (YES: 38; NO: 0; Abstain: 0).

The auditors have approved the financial report (see Appendix E). Min presented the following motion:

**The Council approves the Treasurer report for 2007.**

The motion passed (YES: 38; NO: 0; Abstain: 0).

Min presented the following motion:

**The Council appoints the following auditors for 2009: Michelle Robertson and Jung-Yong Kim.**

The motion passed (YES: 38; NO: 0; Abstain: 0).

### **Report on IDC (see full report in Appendix F)**

Marcelo Soares presented the report on IDC. The IDC supports the work of IEA societies by (1) facilitating joint events between member societies, (2) disseminating ergonomics knowledge at various levels (e.g., webcast promoted by the Canadian Ergonomics Society), (3) supporting participation of industrially developing countries in IEA activities (e.g., IEA congress), (4)

supporting the continuing growth of ergonomics in IDCs by training and education, (5) providing IDCs with ergonomics knowledge by, for instance, providing proceedings of IEA conferences to libraries in developing countries, (6) supporting regional groups in ergonomics when this does not conflict with the operations of member societies.

To promote the recognition of ergonomics discipline, the IDC stimulates the creation of new ergonomics societies and supports existing societies in their revival or restructuring efforts.

To support the participation of IDC delegates at the IEA'2009 Congress, we will implement two strategies:

- very significant reduction of the Congress registration fees for IDC delegates (as defined by the UN list)
- funding to delegates of the new societies: a fixed amount of money will be provided to each of the new societies.

David reflected on the governance of IEA in the context of the growth of its membership, i.e. increasing number of societies and of TCs.

### **Report on STP (see full report in Appendix G)**

Halimathun Khalid presented the report of STP. The goal of STP is to promote and coordinate exchange of scientific and technical information at the international level. This goal translates into the following objectives:

1. To create Technical Committees that address specific areas of technical interest in human factors and ergonomics, and to promote their activities through various means.
2. To develop and disseminate human factors and ergonomics knowledge through the Ergonomics Compendium.
3. To assist in developing the program for the IEA Triennial Congress, in cooperation with the Technical Committees.
4. To facilitate the IEA endorsement of scientific events.
5. To serve as a reviewer for IEA endorsement of scientific publications.

The IEA has now 13 endorsed journals. Four journals were endorsed in 2007

- WORK (IOS Press)
- Accident Analysis & Prevention
- Journal of Safety Research
- Safety Science

Information about endorsement of IEA journals and the list of endorsed journals are provided on the IEA website. The monthly newsletters also provide information about newly endorsed journals. Keynote papers and selected papers presented at the IEA'2009 Congress will be published in two IEA-endorsed journals (Applied Ergonomics, Work). A 'Meet-the-Editors' panel will be organized at the IEA'2009 Congress.

In 2008, a total of 12 conferences were endorsed by the IEA. This includes the following events:

- ODAM, Mar 19-21, 2008, Sao Paulo, Brazil.
- ES, Apr 1-3, 2008, Nottingham, UK.



- HEPS, Jun 25-28, 2008, Strasbourg, France.
- NES, Aug 11-13, 2008, Reykjavik, Iceland.
- CybErg, Sept 15-Oct 15, 2008, online.
- SEAES, Oct 22-24, 2008 Bangkok, Thailand.
- HWWE, Dec 22-24, 2008, Pune, India.

The IEA has a total of 25 technical committees. Two committees were dissolved: quality management because of its limited activity in the past, and human reliability that overlaps with the TC on process control. Five new technical committees have been created:

1. Human factors and sustainable development
2. Human simulation and virtual environment
3. Mining
4. Online communities
5. Transport

Topics for potential new TCs include:

- agriculture ergonomics
- forensics investigation
- service ergonomics
- crises and emergencies
- cultural ergonomics
- rehabilitation ergonomics.

The IEA EC encourages partnerships in developing and promoting human factors and ergonomics to the society at large, such as collaboration between IEA Technical Committees, collaboration with technical committees or groups of Federated Societies, and collaboration with IEA Partners (e.g., ICOH, IOHA, ILO, WHO).

### **IEA'2009 Congress (see full report in Appendix H)**

Sheng Wang presented a report on the status of the IEA'2009 Congress. The Congress will take place at the Jiuhua Resort & Convention Center in the northern part of Beijing, about 40 minutes drive from the international airport. The website of the Congress has been updated and provides much useful information: [www.iea2009.org](http://www.iea2009.org).

A flyer of the IEA'2009 Congress will be available on the IEA website for downloading.

Professor Eric Tang, president of the Taiwan Ergonomics Society, is in charge of exhibits at the IEA'2009 Congress. He would like to get lists of exhibitors of previous congresses; anyone who has contacts with companies should contact Eric Tang ([khtang@fcu.edu.tw](mailto:khtang@fcu.edu.tw)).

An update on the scientific program was given by Halimahtun Khalid. Keynote speakers have been invited. A process was implemented to select the pool of potential keynote speakers based on various criteria, such as documented evidence of an expertise area, diversity of topics, representation of different regions, gender and age groups, organizational entities and . So far, a total of 13 people have accepted the invitation for keynote speakers. More than 35 technical



tracks have been identified; for each track, a chair and co-chair have been nominated. The following submission categories will be proposed:

- individual/single submission in English
- individual/single submission in Mandarin
- group session by IEA technical committees
- group session by others
- workshop/tutorial proposal
- panel proposal
- 99 seconds proposal
- poster.

Group sessions need to include presenters/papers from a variety of countries and institutions.

A number of other IEA-related meetings and events will take place at the Congress, such as EQUID meetings and the meeting of an ISO committee.

### **Report on Development (see full report in Appendix I)**

Jan Dul presented the report of the Development committee. The Development committee engaged into two main activities: (1) Best practices project, and (2) Future of ergonomics project.

The Best practices project is related to Goal A (“To develop more effective communication and collaboration with federated societies”) of IEA. This project involves stimulating discussions on the IEA website, monitoring and summarizing the discussion, and formulating consequences for the IEA. Information on the Best practices project can be found on the IEA website: [http://iea.cc/browse.php?contID=IEA\\_Best\\_Practices\\_Initiative\\_2003](http://iea.cc/browse.php?contID=IEA_Best_Practices_Initiative_2003). The discussion forums need input from the societies and their members.

Jan led a discussion about how to encourage use of the forums in the member-only section of the IEA website. Suggestions included using FaceBook and YouTube.

The objectives of the Future of ergonomics project are (1) to encourage, monitor and support discussions within IEA societies on the future of ergonomics, and (2) to formulate consequences for the IEA. Jan has gathered about 100 public documents and about 25 documents from various societies.

A range of local initiatives are taking place in various countries:

- JES, Japan (Roadmap, international discussions at AEI2008)
- Victorian branch of HFES, Australia (collecting member opinions, 2008)
- Indonesia (proceedings conference 2006)
- HFES, USA (vision development and views on careers in ergonomics, 2008)
- NES, Nordic countries: Denmark, Finland, Iceland, Norway, Sweden (future of Nordic ergonomics; workshops at NES conferences 2006,2008)
- GfA, Germany (documents on future of work and on research 2000, 2004)
- REN, Netherlands (reputation of ergonomics and ergonomists, 2008)

Bill Marras commented that, in the near future, there may be increasing emphasis on and growth of ergonomics because more and more companies are concentrating on local production (e.g., related to high cost of transportation of products), and high healthcare costs.

A discussion about the future of technical committees (TCs) was led by STP (Halimathun Khalid) and Development (Jan Dul) and evolved around three questions:

1. Which (science/practice) topics (of importance for the future of ergonomics) can be addressed by a TC in collaboration with one or more other TCs (specify the core TCs)?
2. Which non-ergonomics professional fields/societies could be involved in developing this topic?
3. What format could be selected to address this topic (conference, policy statement, working group, document, etc...)?

Five discussion groups reported the outcome of their discussion:

*Group 1:*

HFE topics of importance for the future of ergonomics include policy development within government, easy and effective integration of ergonomics in the design process, exchange of information between groups, usability of 'smart' products (e.g., size, ease of use, integration of value), and increasing public awareness of ergonomics. The relevant TCs include almost all of them, in particular ODAM and Sustainability,

We should be working with government groups, labor groups, HS groups, design facilities, usability association, ICSID, standards association, insurance companies, etc...

We need to get into the mass media so that people know about ergonomics.

*Group 2:*

HFE topics of importance for the future of ergonomics include planning built environments. The relevant TCs are anthropometry, human simulation, auditory, building and construction, ergonomics in design, safety and health, and slips-trips-falls. We need TCs on (1) ergonomic practice, and (2) universal design. Organizations of importance include architects, designers, and teachers. The organization of joint conferences could be a mechanism for sharing information with other disciplines and professions. Ergonomists also need to attend conferences of other disciplines.

*Group 3:*

HFE topics of importance for the future of ergonomics include ergonomics in children. This would involve the introduction of ergonomics in schools, the design of toys, and involvement of ergonomists in schools. We would need to make HFE fun and understandable. Another topic of importance to the future of ergonomics is sustainability and globalization (UN human index). We also need to work on the labeling of ergonomics: ergonomics versus human factors; ergonomics is everywhere and in everything. How to incorporate all of the other activities and professions?

*Group 4:*

HFE topics of importance for the future of ergonomics and the most important topics for our societies are aging, sustainability, product design, agriculture, and healthcare. We need to partner

with occupational medicine, hygienist, industrial designers, associations for the well-being of different groups, business administration and management.

We have to push the topic of HFE on other people; we have to go them, show them how to help them and convince them of the usefulness of HFE. We need to go to their society meetings; get involved in their programs; write articles in their literature (case studies; specific in their world), etc...

#### *Group 5:*

HFE topics of importance for the future of ergonomics include:

- reduction of carbon emission
- nanotechnologies: healthcare and energy and food production; also people who work in nanotechnology environments (their working conditions).
- aging
- maintenance of infrastructure: keeping it running
- separation of work and life issues: “nomading”
- corporate social responsibility
- ergonomics as a culture: accommodating a wider range of people; push inclusive design approach.

There has not been any recent scientific breakthroughs; but is it really important? It is important to make breakthroughs in other disciplines so that we have a greater impact on society at large. We need to get funding for various activities. We need to team up with organizations that are prepared to collaborate so that ergonomics is on the agenda.

The discussion about the future of ergonomics and the IEA TCs evolves around the following themes:

- We must be prepared to listen to others and give value to others.
- How can we challenge the TCs to respond to future challenges?
- We want to connect to the global agenda and societal problems.
- What are the global agenda issues that we can contribute to? E.g., healthcare costs; ICSD.

#### **Report on PSE (see full report in Appendix J)**

Tom Smith provided some background on certification of professional ergonomists. The accomplishments of the PSE committee in 2007 and 2008 include:

- Establishment of two subcommittees: (1) certification subcommittee (Robert Bridger-UK, Peter Budnick-USA and Kazuo Aoki-Japan), and (2) education subcommittee (Francois Daniellou-France and Ian Gibson-Australia).
- Checklist for certifying body accreditation applicants. The criteria are derived from two documents: (1) Minimum Criteria for the Process of Certification of an Ergonomist and (2) Criteria for IEA Endorsement of Certifying Bodies.
- Accreditation of Board for Certification of New Zealand Ergonomists
- Feedback from Committee for Registration of European Ergonomists (CREE) on accreditation process. A suggestion was made about the IEA facilitating mutual recognition by different certifying bodies. At the minimum, the IEA can provide

information comparing the requirements of the different certification bodies. The PSE committee will facilitate a discussion between existing certifying bodies for mutual recognition of professional ergonomist.

Tom Smith presented a proposal for the IEA to establish a formal accreditation program for ergonomics education programs. Very few countries have such accreditation programs, such as HFES, ABERGO and the ES. The establishment of this formal accreditation program includes three recommendations:

- *Recommendation 1.* The IEA should develop and implement an accreditation program for university/college level ergonomics education programs.
- *Recommendation 2.* The accreditation program advocated in Recommendation 1 should not target a specific degree level because of local context (e.g., in some countries the master's degree would be the target; in other countries, the target would be a professional degree.)
- *Recommendation 3.* Specifications of core competencies for professional ergonomists should emphasize both content- and performance-based competencies.

The administrative approach for the proposed formal accreditation program would require the development of an IEA Basic Document with guidelines for ergonomics education program accreditation. An Accreditation Panel composed of internationally recognized ergonomics educators will be established. The proposed program will target programs in countries/regions not currently served by a program accreditation service. This would be a fee-based service.

There was much discussion about the definition of an ergonomist. The IEA has led a discussion about the definition of a 'certified ergonomist', which led to a definition provided on the website.

Several issues were discussed in relation to the proposal regarding the involvement of IEA in accreditation of ergonomics education program:

- How does this fit with the IEA strategic plan?
- Ergonomics is truly interdisciplinary. Instead of accreditation, we could provide guidelines.
- There is the issue of language.
- We need to conduct a risk assessment of different pathways to accreditation of ergonomics programs.

According to the experience of HFES, accreditation of ergonomics education programs can be resource intensive and cannot be accomplished by volunteers only. For instance, programs go through an initial accreditation, but then re-accreditation needs to be done. This involves a lot of work.

For small societies, it is important to have an evaluation from some outside of the country. We may need to look into applying for accreditation from the U.S. National Commission for Certifying Agencies (NOCA) to provide a third party audit of the quality of IEA accreditation services. Feedback from the Council included problems associated with the financial resources associated with this process. Questions were raised about the financial need for the accreditation, as well as the administrative burden.

The PSE will work on the following issues during the 2008-2009 year:

- Lobbying IEA Federated Societies in countries/regions that do not have a certification system to establish regional bodies for certification of professional ergonomists
- Developing an IEA Basic Document with guidelines for ergonomics education program accreditation for IEA EC consideration
- Updating the IEA register of postgraduate ergonomics education programs worldwide.

### Report on Awards (see full report in Appendix K)

Pierre Falzon gave an update on awards. The following people have been approved as IEA fellows:

- Halimahtun Khalid, Malaysia
- Heiner Bubb, Germany.

Congratulations to the new IEA fellows!

With the help of a consulting company (Precision Marketing Group), the Liberty Mutual award was redesigned during the 2007-2008 period: the Prize and the Medal were merged into a single Medal award given annually with a cash prize of \$10,000. The winner of the 2008 IEA/Liberty Mutual Award is a paper on “*Digging deeper: an investigation into OHS in the New South Wales mining industry*” authored by Andrea Shaw, Verna Blewett, Laurie Stiller, Christine Aickin, Drew Dawson, Sally Ferguson, Stephen Cox and Kaj Frick from Australia. Congratulations to the Australian team!

The lessons learned for the redesign of the IEA/LM award include:

- significant impact of communication efforts
- effectiveness of personal publicity
- efficiency of evaluation subcommittee.

In 2009, the IEA has two annual awards (the IEA Fellow award and the IEA/LM Medal award) and several triennial awards. The timeline for four of these triennial awards (IEA Distinguished Service Award, IEA Outstanding Educators Award, IEA Award for Promotion of Ergonomics in Industrially Developing Countries, and IEA Ergonomics Development Award) is as follows:

- September 1: Call for nomination sent to Societies
- February 1: Deadline for nominations by Societies
- March 15: Proposal of awardee by Award Subcommittees
- April 15: Decision by IEA EC.

Another triennial award is the IEA/K.U. Smith Student Award that honors two deserving students responsible for applications of or contributions to ergonomics/human factors (E/HF) worthy of recognition with each cash prize of \$3,000. Tom Smith gave a presentation on the history of the K.U. Smith award. K.U. Smith, the father of Tom Smith, passed away in 1994. A fund raising occurred afterwards. October 6 is the deadline for the submission of proposals.

### IEA'2015 Congress

The bidding process for the organization of the IEA'2015 Congress will follow the following timeline:

- deadline for submitting bids: February 1, 2009

- selection process: review of proposals by EC and committee of experts
- decision by the Council: August 8-9, 2009

The call for proposals has been sent via email; proposals should be submitted to the SG (Pascale Carayon). The call for proposals outlines the expectations for the IEA Congress/

At the Council meeting, four societies expressed interest in organizing the IEA'2015 Congress:

- Australia
- Italy
- Turkey
- United Kingdom.

### **General discussion**

At the end of the Council meeting, David opened the floor for general discussion.

Margo Fraser suggested that each society use the IEA logo on their own website and other publications to increase awareness of IEA among their members.

Dave O'Neill represented FEES at the Council meeting. The FEES President (Pieter Rookmakker) and its board send their best wishes the Council. The First European Congress organized by FEES will take place in the latter part of 2010.

The call for nomination of candidates for IEA officers will be issued at the beginning of 2009. David will issue the call and nominations will be provided by the federated societies. At the end of the 2009 IEA Council meeting, a vote will take place for the three officer positions: President, Secretary-General and Treasurer.

David encouraged the federated societies to advertise the IEA'2009 Congress at their conferences, on their website and in their various communications with their members.

David Caple made some concluding remarks. Five new countries have joined the IEA; new technical committees have been approved. The IEA is an increasingly large group with increasing diversity. We need to ensure that all members of the Council feel that they can contribute and participate in the IEA. The primary role of the Council is to communicate what is going on around the world (website, newsletter). Members of federated societies may not identify with the IEA. Councilors are also responsible to promote the IEA and its activities and programs, such as the awards. TCs are open to any members of federated societies, including students. David asked Council members to share information about the IEA within their own societies.

David underlined the importance of the work of the PSE committee related to accreditation: data on criteria for accreditation will be posted on the IEA website. Mutual recognition between the different certification bodies cannot be mandated by the IEA. In the area of accreditation, we need to make our criteria available so that people know about the criteria for graduate ergonomics training programs. Federated societies can pick use this information to decide whether to establish an accreditation program. We will be looking for feedback from the Council

in the coming year. In the area of STP, Halimahtun Khalid has helped very much in the presentation and management of technical committees; a lot of information on the TCs is now available on the IEA website. The discussion about the TCs at the Council meeting highlighted some of the problems associated with this growth, such as ensuring that we identified key issues of importance to ergonomics as well as to key society problems (e.g., sustainability). We may need to be more strategic in identifying topics for future TCs. Key issues include healthcare, patient safety, transport, and education.

The EQUID initiative addresses a major gap in the design process of products. Council members emphasized the need to understand the link between ISO and EQUID. We may need to revisit our rules with regard to the number of awardees (only 1) for each award.

David emphasized the importance of sharing of information and practices between Council members.

## APPENDICES

The appendices include the full reports presented at the Council meeting. The appendices are included in the order in which the reports were presented at the Council meeting (see agenda of the Council meeting).

APPENDIX A	President's report
APPENDIX B	Report by the Secretary General
APPENDIX C	Report on the IEA'2006 Congress
APPENDIX D	Report on EQUID
APPENDIX E	Report by the Treasurer and report by the auditors
APPENDIX F	Report on IDC
APPENDIX G	Report on STP
APPENDIX H	Report on the IEA'2009 Congress
APPENDIX I	Report on Development
APPENDIX J	Report on PSE
APPENDIX K	Report on Awards



## APPENDIX A - President's report

APPENDIX B - Report by the Secretary General

## APPENDIX C - Report on the IEA'2006 Congress

APPENDIX D - Report on EQUID  
NEED TO INCLUDE PPT OF RALPH

APPENDIX E - Report by the Treasurer and report by the auditors

## APPENDIX F - Report on IDC

## APPENDIX G - Report on STP

## APPENDIX H - Report on the IEA'2009 Congress



APPENDIX I - Report on Development  
**NEED TO INCLUDE PPT OF JAN**

## APPENDIX J - Report on PSE

## APPENDIX K - Report on Awards