

# **Minutes of IEA COUNCIL MEETING 2004**

**IEA COUNCIL MEETING**

**Madeira, Portugal**

**July, 24-25, 2004**

**IEA COUNCIL MEETING 2004**

Madeira, Portugal, Tivoli Ocean Hotel  
 Saturday, July 24, 8.45 am –7:00 pm  
 Sunday, July 25, 8:30 am - 7:00 pm

**Attendance**

## • Officers

|                        |               |    |
|------------------------|---------------|----|
| President.....         | Falzon.....   | PF |
| Secretary-General..... | Bagnara.....  | SB |
| Treasurer.....         | Laughery..... | KL |

## • Standing Committee Chairs

|  |                               |    |
|--|-------------------------------|----|
| Awards, Past IEA President.....        | Karwoski.....                 | WK |
| International Development.....         | Caple.....                    | DC |
| Development.....                       | Dul.....                      | JD |
| Communication & Public Relations.....  | Marshall.....                 | AM |
| Professional Practice & Education..... | Legg.....                     | SL |
| Science, Technology & Practice.....    | Jung.....                     | EJ |
| EQUID.....                             | Carayon.....                  | PC |
| Chair of IEA'2006 Congress.....        | Koningsveld (ex-officio)..... | EK |

Invited: Editor of *Ergonomics International*..... Moore..... DM

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

|   |                                   |   |
|---|-----------------------------------|---|
| Associação Brasileira de Ergonomia.....   | Soares.....                       | 1 |
| Associação Portuguesa de Ergonomia.....   | Simoes.....                       | 1 |
| Association of Canadian Ergonomists/<br>Association Canadienne d'Ergonomie..... | Kumar.....                        | 2 |
| Chilean Ergonomics Society.....   | Figueroa.....                     | 1 |
| Croatian Ergonomics Society.....  | Mijovic.....                      | 1 |
| The Ergonomics Society.....   | Marshall, Stubbs, Wilson.....     | 3 |
| Ergonomics Society of Australia.....  | Caple.....                        | 1 |
| Ergonomics Society of Korea.....  | Jung.....                         | 2 |
| Ergonomics Society of Taiwan.....   | Chia-Fen Chi.....                 | 1 |
| Gesellschaft für Arbeitswissenschaft.....                                       | Zink.....                         | 2 |
| Hellenic Ergonomics Society.....  | Marmaras.....                     | 1 |
| Human Factors & Ergonomics Society.....   | Wogalter, Robertson, Sanders..... | 3 |
| Japan Ergonomics Society.....   | Akita, Horie, Tsuchiya.....       | 3 |
| Nederlandse Vereniging voor Ergonomie.....                                      | Dul, Koningsveld.....             | 2 |
| New Zealand Ergonomics Society.....   | Legg.....                         | 1 |
| Nordic Ergonomics Society.....  | Olsen, Sveinsdottir.....          | 3 |

|  |                          |   |
|--|--------------------------|---|
| Società Italiana di Ergonomia .....          | Bonapace.....            | 1 |
| Société d’Ergonomie de Langue Francaise..... | Neboit, Beguin .....     | 2 |
| South-East Asian Ergonomics Society .....    | Caple (proxy vote) ..... | 1 |

- IEA Network

Federation of European Ergonomics Societies .....Rookmaaker (non voting)

Union of Latin –American Ergonomics Societies .....Figuroa (non voting)

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Meeting started at 9:00 am

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

Pierre Falzon, IEA President, welcomed Council members and asked Peter Rookmaker to remember Prof. F. Bonjer, recently died.

Peter honored F. Bonjer who was General Secretary (1970-73) and President of IEA (1973-76) for his fundamental contributions to the development of ergonomics.

PF explained the composition and operations of the Executive Committee and of IEA Council, including voting eligibility, and the Robert’s Rules of Order. The Council documents were briefly presented, distinguishing the basic documents (rules, operating procedures, and reference documents) and the archives.

Sebastiano Bagnara, IEA Secretary General, explained the logistics and housekeeping.

PF also presented the agenda, which at variance with the usual one, had very few voting items and much more time allowed for discussion. The discussion was expected to focus on two items:

- Involvement of member societies in IEA actions,
- The concerns of IEA societies

In order to facilitate discussion the members were invited to answer, privately and anonymously, to three questions:

- ∑ What are the three major concerns/problems/challenges of your society?
- ∑ What are presently the three most important IEA activities?
- ∑ From the perspective of your society, given your concerns/problems/challenges: What should the IEA be doing in the future?

The filled questionnaires were collected and elaborated by DM for presenting later the results to discussion groups.

## 2. Introductions and Roundtable presentations by Council members

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

### **3. Voting procedures eligibility and roll call**

PF explained the voting rules and procedures.

Roll Call: A quorum for voting was established (a total of 35 eligible votes were present).

### **4. Voting item**

#### **Approval of the Minutes of the 2003 Council meeting (Seoul, 2003)**

Motion:

*The Council approves the minutes of the IEA Council Meeting (August 22-23, Seoul, Korea)*

Motion carried (Y: 35, N: 0, A: 0)

### **5. Introductory Statement by the President**

PF summarised a letter received, on November 2003, by the President of NZES. The letter stated: “It is a concern of mine and members of the NZES Committee, past and present, that as a Society, and as individuals, we do not receive a lot of feedback on what happens to our annual subscription to the IEA. [...]”

Our primary question is “*What can the IEA do for the NZES and its members?*”

Our secondary question is “*What can the NZES and its members do for the IEA?*”

PF said that the letter was a strong signal which brought about a series of actions: a letter from the President to NZES, a visit by the President to NZES, HFESA and to Ergonomics Society of Taiwan, and, instead to have a midyear Executive Council meeting, meetings of subgroups of EC. It was instrumental in re-stating that IEA is a Federation of National Societies, but also undertakes, with the Council approval, actions of general interest for the discipline, such as the definition of the disciplines, member societies (professional and educational standards and global societies, by linkages with International bodies). This is in agreement with the IEA mission “*Working closely with its constituent societies and related International organisations, the mission of the IEA is to elaborate and advance ergonomics science and practice, and to expand its scope of application and contribution to society to improve the quality of life*”. The IEA is more than the sum of its parts. The challenge is to conduct its actions without losing contacts with and support from member Societies. There is clearly a communication problem since Federated Societies have very poor knowledge of IEA actions: there was a feeling of discovery among the audience when PF talked to audiences of members of a federated society, they showed also interest and satisfaction.

Two issues emerged: Improve communication within IEA and involve the Member Societies in the IEA actions. However, communication is a necessity, not a goal, and part of the problem is beyond the reach of EC, because the IEA Council suffer from turn of the delegates who not always are board members of the Society they represent. Moreover, IEA actions are by nature, distant from daily concerns of Societies. Communication cannot be seen as an issue for EC only: It is an IEA issue.

PF proposed the following action to improve the situation:

- ∑ to establish direct links with the Presidents of the federated societies
- ∑ *Ergonomics International* as a direct link to Societies' members
- ∑ networking editors 'bulletins, newsletters
- ∑ better organise Council meetings to make it a tool for sharing issues of concern
- ∑ develop means for involving Societies and/or members of Societies in IEA actions
- ∑ to make IEA'2006 (50<sup>th</sup> birthday of the IEA) an opportunity to reflect on the evolution of ergonomics and on the role of the IEA

A large discussion took place after the PF statement where several members agreed upon the analysis and actions proposed by the President: They insisted on more efficient communications procedures (timely press releases, summary reports of long documents, two-way communication tools), involving key persons in Federated Societies (e.g., secretaries) in communication process, maintaining high visibility for IEA goal and strategic plan, keeping clear priorities.

PF summarised the discussion by acknowledging the agreement on the analysis and the variety of actions proposed. He also insisted on the key role of IEA Council delegates in the communication process and the link between IEA Federated Societies:

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

### Executive Committee

PF reminded that a new SC (EQUID) was formed. New chairs of Standing Committees have been appointed.

The guidelines for EC actions were identified:

- ∑ Increased involvement of IEA Federated and Associated Societies in IEA actions
- ∑ Better two-way communication between the EC and IEA Societies.

### Archives

Illka Kuorinka, Past President of the IEA, served as IEA Historian six years. He has asked to end his service, having achieved to structure and index IEA archives. In 2003, the archives were transferred to the CNAM (Paris, France). PF made a visit and found that the documents are appropriately and safely stored. The first book on the history of the IEA was published (2000). SG now updates archives.

### Ergonomics

*Ergonomics* is the official journal of the IEA. In the last period there were many complaints, especially for slow reaction of the Journal to submissions and long delays before publication. PF met the *Ergonomics* Editorial Board. He received positive reaction from the Editors that were aware of the problems mainly due to a steady and large flow of submissions that they hope to solve through new internet-based system to cope with the flow. They understand, because of IEA status, the specific role and requirements of the journal.

### Relations with IEA Societies

PF was invited to attend the Conference of the Ergonomics Society of Taiwan (April 2004), the Congress of the Association of Canadian Ergonomists (October 2004), the 1<sup>st</sup> ULAERGO Conference (Chile, November 2004).

As a general policy, notwithstanding the visits are very useful, PF avoids charging these visits on the IEA budget.

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

### Duties

The duties of the Secretary General include:

- ∑ keeping close connections to President to receive advice and to formulate the policy of IEA
- ∑ Looking after the correspondence and requests and routing the correspondence to the appropriate officers for response or action
- ∑ Preparation of council meeting

### Activities

- ∑ Establishing and running of the office

The IEA office was established at the Cognitive Science and Technology of the Italian National Research Council, in Rome, Italy.

The exchange of correspondence was intense. Most was responded to by the office or routed to appropriate IEA officer: Particularly intense was the exchange of information with the Chair of Communications and Public relations SC for the need to update the roster on IEA Website.

- ∑ Preparation of meetings

Several meetings had been organised.

Executive Committee held in Rome, Italy, November 15-16, 2003, hosted by The Institute for Research o Socio-technical Systems (IRSO)

Subcommittee meetings in Paris, France, January 16 2004 hosted by CNAM, the first was among the President, the Secretary General, and IEA Historian, Illka Kuorinka, and the second one among The President, the Secretary General, and the Chairs of the Development and of Communications and Public Relations Standing Committees.

Officers (Summit) meeting in Florence, May 2-3 2004, hosted by the Directorate General of the Health Service System, for preparation of Madeira Executive and Council meetings.

A short meeting was held in Milan, Italy, May 16, for a final check of the documents to be referred to in Madeira.

- ∑ Contacts

Continuous exchange of information Federated Societies related to renewal of Presidents and Delegates

Seiichi Orihara, President, and Arata Kimura, Head of Planning, communicated that Orihara Manufacturing Co., Ltd, announced that they have decided not to renew the Gold Level of Sustaining Member because the conditions of business had changed.

Exchange of information initiated with FEES network

∑ Candidate IEA societies

The Philippine Ergonomics Society (PhilErgo) was contacted since the 2003 IEA Council, held in Seoul, Korea, decided to postpone to consider the its application as Federated Society due to the lack of information on by-laws and on membership. PhilErgo submitted its by-laws and indicated a membership of more of the 25 required.

Asociacion de Ergonomia Argentina (ADEA) was accepted as a member of IEA at the 2003 IEA Council meeting, held in Seoul, Korea, “provided that ADEA reaches the threshold of 25 individual members and pays its annual fee”. ADEA sent the information indicating the conditions had been reached.

## **8. Voting Items: New Federated Societies and Council minutes approval**

### **Approval the Philippine Ergonomics Society Inc. (PhilErgo) to become a federated society of IEA.**

There was discussion about the content of by-laws (art. 2, Section 3).

Motion:

*The Council approves Philippine Ergonomics Society Inc. (PhilErgo) as a federated society of IEA*

Motion carried (Y: 30, A: 5, N. 0)

### **Approval the Asociacion de Ergonomia Argentina (ADEA) has applied to become a federated member of the IEA.**

Motion:

*The Council approves Asociacion de Ergonomia Argentina (ADEA) as a federated society of IEA*

Motion carried (Y: 35, A: 0, N. 0)

## **Approval of process of Council meeting minutes**

Since there is a one-year delay between the Council meeting and the Council approval of the minutes, it was proposed by the officers to set up an electronic approval procedure, by which the Council Meeting minutes are first approved by the EC, and then sent for consultation to the Council members by e-mail. If within a period of time (two months) there was no reply, the minutes are considered as tacitly approved. If minor modifications are requested, they should be introduced. If major modifications are requested, then the Council approval must be solicited.

A discussion took place whether this procedure violates the Robert's Rules. After consultation of Robert's Rules, it was established that the proposal does not violate them. It was also noted that some federated societies already apply a similar procedure for practical reasons.

Motion:

*The IEA Council approves the following addition of IEA Rules, Title 4. "In order to have a timely and accurate record of Council debates and decisions, approval of the IEA Council Minutes is conducted by email. After the Council Meeting, the draft of the Minutes, reviewed by IEA Executive Committee, is sent to the Federated Societies Delegates who were present at the meeting for approval. In absence of response from a delegate after one month, approval from this delegate is assumed. Minor amendments are incorporated in the final version. In the event of substantive amendments, a revised version is to be proposed for approval according to the same process. The final version is sent to the delegates and Presidents of IEA Federated Societies, Affiliated Societies and Networks.*

Motion carried (Y: 28, A: 7, N. 0)

## **9. Treasurer's report**

Ken Laughery, IEA Treasurer, presented an overview of how IEA funds are invested in Scotiabank in Ottawa, Canada. Funds are held in one cash account from which payments are made and two interest bearing accounts. Transfers are made between accounts as necessary.

A description was also provided of five IEA "Special Funds." Four of these funds have been established for supporting ergonomic development in underdeveloped areas. The fifth special fund is for the Liberty Mutual Prize and Medal.

A summary of IEA's financial performance was presented for 2003. Total revenue for the year was \$90.803, and expenditures totalled \$113.851. The operating deficit for the year was \$23,048. Because revenue and expenditures are significantly higher in years of a Triennial Congress, such as 2003, it has been customary to present an analysis of operations for a three-year cycle. For the period 2001-2003, the total revenue was \$238.516. Expenditures for this period totalled \$236.494. Thus, during this three year period there was an operating surplus of \$2.022.

A detailed description and discussion of the 2003 expenditures indicated that several key factors accounted for the deficit. Most noteworthy was the Liberty Mutual Prize and Medal costs that totalled \$23.109 (revenue for this award program is received in equal annual instalments over the three-year period), publication and distribution of the Triennial Report, and \$3.500 for grants to attend the Congress.

The presentation of 2003 revenue indicated that income from Federated Societies was approximately the same as in the two previous years, but income from Sustaining Members was approximately \$8.000 less than in each of the previous two years. The capitation fee for the Triennial Congress was \$15.928, somewhat less than other recent congresses.

An analysis was also presented of "core" revenue and expenditures. Core revenues sources include federated society dues, capitation fees and bank interest. Core expenditures include expenses for office and officer activities, standing committee activities, meeting costs and bank fees. This analysis indicated that core expenditures have exceeded core revenue over the 2001-2003 period. When sustaining membership revenue is included, revenue and expenditures are approximately equal.



## **10. Voting items: Auditors' report and New IEA Auditors**

The auditors, Koya Kishida and Sadao Horino, approved the Treasurer's Report with a remark: "Insufficient income". We find it important to make special efforts to collect Sustaining Member fees for 2004 duly"

Motion:

*The Council approves the IEA auditors' report.*

Motion carried (Y: 35, A: 0, N. 0)

## **Approval of New IEA Auditors**

The Treasurer proposed two new IEA Auditors: Betty Sanders and Michelle Robertson, both of HFES.

Motion:

*The IEA approves Betty Sanders and Michelle Robertson as the IEA auditors.*

Motion carried (Y: 33, A: 2, N. 0)

## **11. International Development Committee**

David Caple, Chair of International Development SC, organised the presentation of his report along four main topics: International Agencies, Developing Countries, Information Resources and Professional Associations.

### International Agencies

The collaboration with ILO was about two Programs: Ergonomic Instruments and Ergonomic Checkpoints. Both collaborations are active and they expected to be even more active in the future.

The collaboration with WHO was about two programs: HIRANI program (an UN program to assist very poor countries –less than 3000 dollars per year per person GNP- for free access to on-line materials) and Developing Projects. The current projects are: Training, that involves African countries, Public Communication, which has to do with ergonomics in industry, Ergonomic checkpoints in agriculture, Ergonomics in Occupational Health practice in Industrial Developing Countries, Criteria for ergonomic quality in design, Sharing of ergonomic training material, and Web based ergonomic training material.

### Developing Countries

A number of developing countries had been supported 2003-2004 by providing ergonomic materials, namely: Brazil, China, Columbia, Cuba, Ghana, India, Indonesia, Lithuania, North Africa, South Africa, Thailand, and Ukraine.

Ergonomic training programs had been set up by Federated Societies or Institutions which had "twinned" with one developing country, such as University of Lulea in Sweden with Iran, Japan

Ergonomic Society with various countries of Asia, Sweden with India, Dutch Ergonomics Society with Indonesia and the action of Pat Scott in South Africa,

The future challenges are to develop self-supporting communities in agriculture, tackle emergent areas such as mining and tourism, and the differences in development within the same country, and the involvement of more developed countries in successful twining programs.

### Information Resources

The information resources are basically provided by the IEA website. The book donation program has been successful, even if there has been problems with mailing costs. Of great value were the Publishers' support program, and the distance learning online program, though they have to overcome the language barrier. Any educational kit on ergonomics will be most useful.

### Professional Associations

Good relations had been established with ICOH (International Conference on Occupational Safety) and IHOA (International Occupational Hygiene Associations).

Comments of appreciation for the activities and plans of the committee were raised.

Peter Rookmaker was then invited to present the twining program between the Dutch Ergonomics Society and Indonesia. The program is active and focuses mainly on ergonomics in agriculture and tourism.

## **12. Session A: Involvement of Federated Societies in IEA actions**

Pascale Carayon made an introductory presentation. She observed that the practice in involving the Federated Societies is based on the consultation of IEA Council for approval of IEA actions, the direct recruitment of individual Federated Societies' members and on questionnaires and surveys. These practices had several limitations: the limited number of ways of involving Federated Societies, the dependence on the IEA delegate for communications, the under-utilisation of talents and expertise. It turned out that several times this process has been perceived as unfair and determined often sub-optimal performance. Individual members were rarely recognized for their contribution to IEA from Federated Societies (there has been several instances, when individuals contributed to external actions, as those related to the collaboration with WHO, with ILO checkpoints, with technical monographs and with EQUID initiative, and internal actions as the development of masters' courses and professional certification).

Suggested topics for discussion in the groups were the role of Council members as a communication link for IEA actions, the involvement process (its openness, effectiveness, directness, fairness and equity), the opportunities for involvement (through which media, and by which procedures), how to overcome language barriers, and to get recognition by Federated Societies for involvement.

The expected outcomes were short-term and long-term actions and how to differentiate procedures according to the different needs.

Council members were split into three groups, all debating the same topics. Each group has one facilitator (an EC member), a note taker and a reporter. It was allowed one hour for group discussion and the following hour was for reports.

**Subgroup 1.** (Reporter: Michelle Robertson)

1. IEA mission: mission statement states “working closely with the federated society ... possibly change wording to working **through** the federated society”.
2. Issue of federated societies: commonalities and differences. Commonalities among the societies are recognised: Increasing and sustaining society membership Branding of federated societies and ergonomics/human factors.
3. Volunteerism: Recognise time and effort. Importance of top level recognition from IEA to federated society, based within the culture value. Specific projects to work on with start times, end times, deliverables. Develop a database of volunteers.
4. Internationalism of research themes: Linking the technical group and technical committees to focus and target research themes, issues and agendas. Specify projects; develop taxonomy and/or priorities of research areas. Work together to get International funds.
5. Linking to other professional societies that involve human factors or ergonomics professionals. Bridge to these organisations to bring together the efforts and directions of human factors and ergonomics research areas and related topics.
6. Linking to standard activities and bringing in the involvement of other societies and members.
7. Welcoming a new society. How do we welcome them into IEA? What type of activities or projects or agendas should they be focusing on? What are the first steps for them?
8. Language and Culture: Recognise the cultural diversity and raise the sensitivity of these cultural differences and similarities. Volunteerism recognition based on culture and what is valued for the federated society.
10. Bridging common words and themes among the federated societies.

Short Term goals:

1. Acknowledgement of federated societies and members
2. IEA column in each federated society’s bulletin/newsletter
3. Establish a database of volunteers, list of activities and projects

Long term goals:

1. Different procedures for different needs. What are these and how do we define them to move forward on specific activities and projects
2. Technical groups and technical committees for initiatives for developing International research projects.

Σ **Subgroup 2.** (Reporter : Lina Bonapace)

1. Facilitate the national delegate's communication work to better inform the national society in order for them to feel more involved/informed.

Presently, IEA is perceived as distant and not so interested in the future. There is a lack of knowledge of IEA programs and activities: even though the national delegate is motivated, it takes a long time to go through all the material of the IEA Council and it is hard for other members of the national boards to read through the same material (language can also be a barrier).

It is proposed that materials should be prepared so that the national delegates and presidents can easily use these to communicate with their boards and members (in order to help avoid skipping the delegates time during board meetings): short half-page reports, graphs and figures that help with language barriers, brief PowerPoint presentations, attractive topics presentations (talk more directly to members than general info). Materials are to be used in various ways and translated into local language for newsletters (an IEA info corner in each issue of newsletter), oral presentations, journals, web sites.

2. Increase the IEA visibility and visual identity (branding): Materials should be recognisable and attractive (clear graphic IEA identity), frequently circulated at national levels and for external purposes (organisations, promotion, etc.).

3. Stimulate a sense of co-operation from the national to IEA level. It can be reached by asking clearly what is expected from and work closely with national societies on specific actions/programs. Working on a project is concrete and creates a sense of involvement. Develop a flow of scientific/multimedia/ etc. materials from the national levels towards IEA by identifying specific issues of interest for WHO or other organisations.

4. Some national delegates have financial difficulties in attending the IEA Council meetings: for this reason many delegates are Academics and the participation of practitioners is rather limited. Ways to improve this situation have to be found.

Σ **Subgroup 3** (Reporter : Ernst Koningsveld)

Role of council members is not easy: they have to serve IEA, their Federated Society and its members. They have also their own goals and ambitions. Council members are, to a certain respect, the IEA, but more truly they are bridges between (perhaps go-betweens). A better link with Presidents of Federated Societies would benefit both, but it is not realistic to require Presidents to be the council members.

All the work is voluntary work. Much of the IEA work is strategic. Volunteers are more hands-on people, less strategic. Of course IEA must be strategic in order to attain the larger goals that Federated Societies require.

Make activities as clear and specific as possible, as in the twinning of Dutch Ergonomics Society and the Indonesian Ergonomics Society which has led to a better understanding International Development issues amongst the Dutch members.

It was suggested to request Societies to add a page to their web site on IEA, in their own wordings and own language.

More in general: we need to state: What are the needs for communication? What should be communicated? Between whom? If these questions were answered: we can choose channels, select content and simply do it!

Pascale Carayon noted that the group discussions pointed at specific actions that can be implemented relatively quickly, e.g., acknowledgement of contribution by members of federated societies, IEA column in national newsletters/bulletins, preparation of council meeting materials, "welcome package" for new societies, short summaries/PowerPoint presentations on IEA and its actions/programs. Others are to be developed in the mid-term: the branding of IEA, the development of a database of volunteers, the establishment of bridges/communication links between researchers, the support to attendance to council meetings, in particular for small/poor societies.

### 13. Development Committee

Jan Dul, the Chair of the Standing Committee on Development made reference to the attached documents (Scope, Annual report, Needs of societies). JD reminded that it is a new Standing Committee, created in 2003, Korea, and replaces the previous Policy and Planning Committee.

Its mission is twofold. For *Internal Development*, it contributes to the development of individual societies; and for *External Development*: it explores possibilities to strengthen the promotion of ergonomics and the position of the IEA in the external environment.

The general objectives for *Internal Development* are strengthen interactions with ergonomics societies and networks, support new societies and networks, and support discussions on IEA membership. For *External Development*: Review of current external relationships and exploration for new external relationships.

The activities carried out in 2003-2004 were essentially focussed on the exploration of needs of societies (President's visit, e-mail exploration, etc.) and of needs of individual members (survey of European Ergonomists holding an EurErg certification). Following these explorations, JD stated that, for Internal development, Federated Societies and their members are not fully aware of the activities of the IEA, and IEA is not fully aware of the needs, concerns, problems, challenges of the Federated Societies. As for External development, it was found that members of ergonomics societies noticed that the external environment (deciders like engineers, managers) are not aware of the potential of ergonomics. There is a lack of success stories, communication channels, education, etc.

The next actions, for internal development, will consist in the preparation of discussion documents on selected topics for session with presidents of societies during IEA 2006, the publication of the EurErg survey, and other actions identified in the Madeira discussion session. The next action for external development, will be the building up of an inventory of external bodies (e.g. professional, international organisations) with which to explore co-operation to improve awareness of ergonomics (added value for them/us). General action is to find members for the Development Committee.

A discussion took place where it was noted the possibility of an overlap between the ID and the Development Committees, but also with other Standing Committees and with EC. It was convened to postpone any decision about the definition of the objectives and general policy of the Development Committee.

#### **14. Communication and Public Relations Committee**

Andy Marshall stated that the main focus of the communications committee had been Ergonomics International and the IEA website, feedback indicated the IEA is failing in its communications to Federated and Affiliated Societies, both in delivering information and communicating what the IEA is doing. AM will proposed that the “Communications and Public Relations Committee” name may change to the “Communications Committee” to emphasise the focus on communications. AM will examine communications to cover members, messages and media.

Ergonomics International has a new Editor, Dave Moore, who has established links with other editors, wants to receive copies of all federated societies’ newsletters, and plans to send EI to all editors by email. Currently distribution is by: e-mail to around 60 people (on production day), on the website (within one or two days of production), by Taylor and Francis offprint (>400 two months after production), and in the journal *Ergonomics* (three months after production). If you have feedback about EI or potential articles for publication in EI please send them to.

The Website ([www.iea.cc](http://www.iea.cc)) is hosted by Ergoweb, but it is now edited by the IEA Webmaster, Andrew Marshall. The site is large (> 160 pages) and has been difficult to maintain and update. It underwent to main changes: a menu button was added to the Standing Committees page, a link to Ergonomics4Schools website was provided, a World Map has been made available with links to IEA roster last year to aid the maintenance activity and the rationalisation of some pages. Usage statistics are now recorded, monitored and analysed: visits were, in April, 3115, in June 2815; page views were, in April 6304, and in June 5811. The most viewed page in the home page, followed by definition of ergonomics, and by the directory of educational programs (total of directory information). All IEA roster information is now on one page. A plan of the web and its links was produced pages viewed was 1090 (18%). Ergonomics International home page has 3.9% of the hits. March newsletter had 85 visitors (1.4%). The search page shows the number of searches carried out on the site. The events page is currently confusing in that it has information on the strategic plan and links to other pages such as the history. Announcements has meetings and conference information. The council page now contains the IEA roster for the Secretary General. The awards page has now (June 04) made it into the top 10 and the search page has dropped to number 8. In conclusion, statistics are encouraging: IEA is providing access to a definition of ergonomics, the Directory of Ergonomics courses, to EI, to information on awards.

Actions: One-year plan: complete the update of out of date pages, and simplify the site layout and improve navigation. Two-year plan: Bring IEA into top 5 hits on Google/Yahoo search. We reached the 9th position in April 2004 and the 8th in July 2004.

## **15. Voting item: Proposal of establishing a network of Editors of Societies' Bulletins**

The President proposed the establishment of a network of editors of Societies' bulletin, newsletter, and other relevant publications, for the purposes of communication and exchange and sharing of these materials.

It was suggested not to imply any form obligation and dependence between EI and the Bulletins of the federated societies.

Motion:

*The IEA Council approves the establishment of a network of editors of Societies' bulletin, newsletter, and other relevant publications, for the purposes of communication and exchange and sharing of these materials.*

Motion carried (Y: 35, A: 0, N. 0)

## **16. Science, Technology and Practice Committee**

Eui Jung, chair of the SC, stated the missions of the SC:

- Monitor and encourage the activities of IEA Technical Committees, in particular to contribute to the IEA2006 technical program. Currently, a number of TC chairs help to organise sessions for IEA2006. Experience from IEA2003 is being delivered.
- Take initiatives in the endorsement of journals, technical documents, and conferences.
- Produce technical documents (monographs) for the website by activating Technical Committees, in relation with the ID Committee.

The Chair reported then on the actual situation of Technical Committees. Some are not active and no longer exist (Control Room, Cost-Effective Ergonomics, Work Environment Design), some are newly formed and approved by the Executive Committee (Auditory Ergonomics, proposed by Ellen Haas, Activity Theories and Work (provisional name) proposed by Pascal Beguin, some are in project (Virtual Reality and Digital Human Modelling, Engineering, Anthropometry). The leadership of three Technical Committees is being sought (Consumer Product, Rehabilitation Ergonomics, Standards).

### Conferences endorsement:

- ECCE'12: Living and working with technology. University of York, UK, September 12-15, 2004
- Healthcare Systems Ergonomics and Patient Safety. Florence, Italy, March 30-April 2, 2005
- ODAM'2005, 20th Anniversary of ODAM. Maui, Hawaii, USA, June 23-26, 2005
- HAAMAHA'2005 10th International Conference. San Diego, USA, July 17-19, 2005
- CybErg'2005

### Journals' endorsement:

Previously endorsed journals: Ergonomics (Official Journal of IEA), Applied Ergonomics, International Journal of Occupational Safety and Ergonomics, International Journal of Industrial Ergonomics, Human Factors and Ergonomics in Manufacturing, Theoretical Issues in Ergonomic Science, International Journal of Human-Computer Interaction.

Journals endorsed in 2003-2004: Ergonomia, Cognition, Technology & Work (CTW).

### Drafting of technical documents

A brief overview (1-3 pages) on topics of general interest, written for non-specialists, including examples, or case studies, graphic materials, to be placed on the website, having a standard format (title, text, references, relevant sites, related topics,). First contributors are IEA Technical Committees, but Federated Societies contribute. Potentially, they are particularly useful to the ID Committee.

## **17. Professional Standard and Education Committee**

The chair of the Standing Committee reminded its mission: "This committee compiles and disseminates information relevant to offerings in ergonomics at educational institutions, educational materials, including instructional methods, aids and standards. Three subcommittees have been established as follows: Accreditation and Certification, Ergonomics Education and Resources, and Education in Industrially Developing Countries". The definition of the mission will be revised and submitted to the 2005 Council meeting.

The activity was centred on the development of three new subcommittees: Directory of Ergonomics Educational Programmes (DEEP), Professional Standards (PS), Ergonomics Education (EE).

### Directory of Ergonomics Educational Programmes (DEEP) Subcommittee

Tina Worthy was appointed as chair and Stephen Legg, Andy Marshall are the Subcommittee Members. The goals of the Subcommittee are:

Goal 1: To maintain the DEEP on the IEA Web site. The progress archived was the development of a new feedback form. In the future a new chair may be needed.

Goal 2: Review the DEEP for accuracy every year. It is an ongoing activity.

Goal 3: Review the DEEP supplementary advisory information supplied about courses every 3 years: The review started in May 2004 and will be complete by Dec 2004.

Goal 4: Develop guidelines for inclusion of courses within the DEEP. A 'responsible person' from the Federated Society must check the course entry before it is accepted, so no need for slavish checking of course details by a DEEP committee member. In the future, the criteria will change if IEA develops guidelines for course accreditation.



Goal 5: Encourage updating DEEP via the IEA home page. A new form has been developed which allows visitors to add details of new courses. In the future, Federated Societies web editors will be periodically reminded.

Goal 6: Promote DEEP more widely. The Federated Societies web editors were asked to provide a link to DEEP. This request will be repeated each year.

#### Professional Standard Subcommittee

The appointed chair is Dr Carol Slappendel.

Goal 1: Endorsement of Certifying Bodies. The Subcommittee Members are Stephen Legg Francois Daniellou, Jerry Duncan, Harvey Cohen, and Neil Mansfield. It revised the IEA website, made minor changes to IEA Certification Endorsement Application Form, advised Japan and South Africa, encouraged CREE, UK and NZ to submit applications, initiated a questionnaire survey of all Federated Societies about their certification schemes. Replies trickling in were too slowly. In the future, a questionnaire survey will be completed; applications should be encouraged and assessed.

Goal 2: Review of IEA Code of Ethics. The Subcommittee Members are Stephen Legg, Shrawan Kumar, and Ian Randle. It was commenced a review: The initial impression was that COE is too long and confuses codes for ethics (ethical practice and research) with code for professional conduct. Legg will present IEA COE at the NES conference - theme 'Ethical practice in ergonomics' (August 2004). In the future, the review will be completed.

#### Ergonomics Education (EE) Subcommittee

The Chair is Stephen Legg and the members are Robin Hooper, Tom Smith, Robin Burgess-Limerick, Reg Sell (CREE) (ad hoc), TBA (from Asia). The goal is to prepare an IEA document: "Guidelines on the minimum specifications for a Masters degree in Ergonomics/Human Factors (including guidance about distance learning)". All material has been collated, and an international consultation has commenced. A workshop will be held at APERGO conference (July 2004). A first draft of document is expected to be ready by January 2005. It will be presented and discussed in workshops at SEAES conference (March 2005), HFES Conference (Sept.2005) and a FEES and/or CREE meeting in Europe (TBA 2005). The consultation with IEA Federated Societies will start early in 2006. The final document should be ready for approval by 2006.

In the discussion that followed the presentation of the report, many members of the IEA Council asked for a greater representativeness of the Federated Societies in composing the Subcommittees. The President supported this suggestion.

### **18. EQUID Committee**

Pascale Carayon, chair of this Standing Committee, reminded the history of the EQUID project. In 2001, the Council approved the Equid project. In 2002, the drafts of two documents were

presented to the Council and approved. In 2003, the proposal of restructuring the EC, including the creation of the EQUID Standing Committee was approved by the Council. In this Council, the proposal of definition of mission and goals will be requested for approval.

The mission of the Ergonomics Quality In Design (EQUID) Committee is to develop and increase the use of ergonomics knowledge and methods in the design process of products, work systems and services.

The objective for 2004-2005 is to finalize the two texts on:

- ∑ ergonomic criteria of product design process,
- ∑ accreditation criteria and processes

The Equid Committee comprises Pascale Carayon, Chair, Pierre Falzon and Waldemar Karwoski, and the chairs of two sub-committees, on accreditation criteria and process (involving a user group on accreditation), and on ergonomic criteria of product design process (involving a user group on ergonomics process in design).

The tasks are the establishment of the EQUID Standing Committee, the development of texts on ergonomic design process for products, on accreditation criteria and processes for EQUID certification for products, on EQUID Standing Committee for inclusion in IEA Basic Documents, to be approved by Council. Industrial sponsors for developing EQUID program are to be sought. The goals to be reached are the accreditation of the first EQUID certifying body, and the completion of the first product design certification. The Committee also should apply for trademarks for EQUID program and related names. Of course, it badly needed to communicate about EQUID.

### **19. Voting item: Approval of the mission of the EQUID Committee**

In the discussion some questioned the broad aim, some saw a risky activity to be counterbalanced with the institution of a subcommittee on risk assessment of the EQUID activities. Others feared a commercial profit seeking in applying for trademark, some observed that some Federated Societies are involved in the activities and there is the need of co-ordination. Yet others expressed favourable comments and suggestions, while some declared neutral. The President observed that the support of the council to the EQUID program appeared to be strong. In EQUID is very strong. He also stated that the EQUID Program is probably the most ambitious actions ever undertaken by the IEA, and will serve both the discipline and the profession.

Motion:

*The IEA Council approves the following additions to the IEA Basic documents on Operating bodies:*

*“Title 5 – STANDING COMMITTEES – Definition*

*Article 7. EQUID*

*This committee develops and manages activities related to the use of ergonomics knowledge and methods in the design process of product, work system and services. This objective is*

*accomplished through the definition of ergonomic requirements for the design process of products, work systems and services, and the establishment of certification for ergonomics quality in design (EQUID) program. ”*

*“Title 14 – EQUID committee*

*Article 1. Objectives*

*The objectives of the committee are :*

- to define process criteria and requirements for the ergonomic design of products, work system and services;*
- to define a system for accrediting certifying bodies that will assess the ergonomics quality in design, using the relevant criteria and requirements;*
- to design, implement and manage a system for regularly assessing and updating the process requirements for the ergonomic design of products, work system and services;*
- to design, implement and manage a system for regularly evaluating and improving the accreditation program.*

*Article 2. Committee Policies*

*The Committee is responsible for ensuring wide participation in the development, implementation and maintenance of EQUID process requirement for the ergonomic design of product, work system and services, and of the EQUID accreditation program.*

*EQUID activities shall involve the participation of various stakeholders, including experts, researchers, practitioners, industry representatives and consultants. Since the program is international, participation from ergonomics in different parts of the world will be sought after.*

*Article 3. Procedures*

*The membership of the EQUID Committee shall include between five to seven persons, appointed by the Chair, normally to serve for a period of three years. Two subcommittees are constituted in order to realise Committee objectives: (1) Subcommittee on Ergonomics Process, and (2) Subcommittee on Accreditation Criteria and Process.*

*Members of the Subcommittees may preferably be recruited to give a global coverage of responsibilities. It is also critical to recruit individuals in different areas of the world. The chairs of the subcommittees are automatically members of the EQUID Committee.”*

Motion carried (Y: 28, A: 3, N: 3)

## **20. Session B: Needs of Federated Societies**

David Moore reported the results of the survey carried out at the beginning of Council Meeting. The results for the answers to the first question “What are the three major concerns/problems/challenges of your society?” were as follows:

|  |    |
|--|----|
| External recognition of the discipline of ergonomics | 19 |
| Maintaining sustainable membership numbers           | 17 |

|   |   |
|---|---|
| Struggle in running the Society with volunteers     | 6 |
| Dealing with diverse professional groups of members | 6 |
| Relationship with IEA not working well enough       | 5 |
| Feelings of ineffectiveness locally                 | 3 |

Other responses were: Shortage of funds, lack of employment opportunities in industry for new graduates, achieving regular enough meetings, problems with Certification schemes, professional training opportunities shortage, and problems in forming Regional Groups.

The results for the answers to the second question: "What are presently the three most important IEA activities?" were as follows:

|   |    |
|---|----|
| Triennial Congress and conference support         | 12 |
| Promoting ergonomics internationally              | 10 |
| IDC support                                       | 9  |
| Harmonising and developing educational standards  | 6  |
| Harmonising and developing professional standards | 6  |
| Inter-society networking opportunities            | 5  |
| EQUID   | 5  |
| Individual networking/CPD opportunities           | 4  |

Others responses were: Technical knowledge/methods/success story sharing, raising quality of ergonomics practice worldwide, troubleshooting.

The results for the answers to the third question: "From the perspective of your society, given your concerns/problems/challenges: What should the IEA be doing in the future?" were as follows:

|   |    |
|---|----|
| Technical knowledge/methods/success story sharing   | 16 |
| Promoting recognition of ergonomics internationally | 13 |
| IDC support   | 10 |
| IEA - FS communications and support                 | 6  |
| Triennial Congress and conference support           | 3  |

Others responses were: Developing education and professional standards, supporting society-society networking opportunities, improved considerations of cultural and linguistic differences, assisting the professional effectiveness of individuals, improved IEA efficiency and willingness to change, EQUID, growth and development of the discipline.

Jan Dul, co-ordinator of the session, proposed four topics for the group discussion:

1. Which concrete actions should the IEA take to promote ergonomics internationally and improve external recognition of the discipline of ergonomics?

2. Which concrete actions should the IEA take to cope with related societies (such as other professions) and maintain sustainable membership numbers?
3. Which concrete actions should the IEA take to improve technical knowledge/methods/ success story sharing?
4. Which concrete actions should the IEA take to improve support of IDCs?

Each topic was to be addressed for one hour by one group that was moderated by an EC-member but EC-members did not contribute to the discussion. The expected outcomes should be the concrete actions that the IEA should take and reported to the Council by a Reporter.

**Group 1.** (Reporter: Michelle Robertson)

The concrete actions identified were: Developing consistent visual material for marketing and branding, establishing communication links with the other professional organisations, lobbying legislators, consumers, targeting the message, developing educational programs for target population (non-engineering groups, economists, managers, children, college students and emerging workforce, implementing ergonomics into the national curricula (through developing textbooks for teachers and student, participation in Science Fairs, encouraging design competitions), identifying the unique needs of different countries, increasing ergonomics awareness at other professional conferences (by giving presentations), developing educational material (interactive workshops, videotapes, case studies, success stories, history, design process, facilitator training ), making use of the media, developing special publications (e.g., for children), promoting the developments of ergonomics checkpoint, developing a “badge” on ergonomics, awarding design at company level, and to reactivate the Technical Group of cost/benefit analysis of ergonomics.

**Group 2** (Reporter: Betty Sanders)

The actions to be taken are: Co-sponsoring meeting on topics of mutual interest, fostering open communication at the International levels of these organisations, seeking invitation as speaker at attendees at the meetings, offering special rates to their members at IEA and federated societies meetings, developing and provide high level publications and media releases for audience of interest (e.g., medical doctors), exploring a variety of ways to build new relationships and involvement. A caution not to be “swallowed” by the other groups remaining always visible. The strategy should be to identify the Societies of interest, to prioritise the list, to define different strategy according to personality, commonality, history of the group, to get input and support for the Federated Societies in the are, and to develop and implement the plan of action.

**Group 3** (Reporter: Michael Wogalter)

The focus is to be put on success stories. The web should provide links with existing material or reports already developed printed material, such as book s by Hendricks, Tullis, Mehew, or Vicente, or visual material, such as HFES video. The layout should be somewhat standard to ease the copying. An editor and reviewers should be identified to find or develop material that covers all the spectrum of ergonomics domain, to select different type of success, and to give instances of failures. The Conferences and the Congress should have room for presenting success stories in

various topics, possibly organized by the Technical Committees. Also journals, endorsed by IEA, should have room for success stories.

#### **Group 4 (Reporter: Shrawan Kumar)**

The group identified a number of actions: Define Industrially Developing Countries, diffuse the twinning initiative, prepare an operating tool kit, develop the role of “roving professor” (who possesses technical expertise, marketing skills, is willing to repeat the lessons in different locations, is sensitive to the local and cultural needs), assess and crystallise IDCs problems through consultation, mentor in development of Societies, translate educational material in language of IDCs, assisting in distance education and helping IDCs in thinking for themselves: Furthermore, the Council Members should present papers in conferences arranged in IDCs or when IEA meetings are held in IDCs.

The President congratulated and thanked the groups for producing so many ideas for actions. He underlined the need to think in terms of IDCs, the need for material of general education, and the necessity not to forget the language barriers. The IEA should be thought of as a networking tool, where EC organises the work in order to direct actions.

### **21. Awards Committee**

The Chair, Waldemar Karwowski, HFES, past President of the IEA, reminded the IEA mission is to promote recognition of ergonomics discipline. The main objective of the Award Committee is to support the mission of IEA through recognition of outstanding ergonomists/human factors professionals throughout the world.

The specific AC objectives 2003-2006 were to maintain and support current IEA awards making process, to enhance the involvement of IEA Societies in making nominations for the various awards, and to improve the public-at-large awareness of the IEA awards by involving the IEA-collaborating and co-operating international bodies in publicising IEA awards around the world.

The Annual IEA awards are the IEA/Liberty Mutual Prize in Ergonomics and Occupational Safety, and the IEA Fellow Award. The Triennial IEA awards are: IEA/Liberty Mutual Medal in Ergonomics and Occupational Safety, IEA Distinguished Service Award, IEA Outstanding Educators Award, IEA Award for Promotion of Ergonomics in Industrially Developing Countries, IEA Ergonomics Development Award, IEA/K.U. Smith Best Student Paper Award, IEA/JOSE Best Paper Award.

The 2004 IEA/Liberty Mutual Prize in Ergonomics and Occupational Safety prize winner to be announced in August 2004 by joint Liberty Mutual Co./IEA press release. The 2004 Review Committee comprised: Prof. Hal Hendrick, USA, Prof. Holger Luczak, Germany, Prof. Pranab Nag, India, Prof. Marcelo Soares, Brazil, and Prof. John Wilson, UK (Chair)

For the 2004 IEA Fellow Awards, 10 nominations were received. Congratulations to five newly elected IEA Fellows: Dr. Stu Parsons, HFES (USA), Prof. Pat Scott, ES of South Africa, Dr.

Stover Snook, HFES (USA), Prof. M. J. Wang, ES of Taiwan, and Prof. John Wilson, ES (UK) Feedback was received from three current IEA Fellows.

Following the 2004 IEA Awards, some observations should be made. Nominations play an important role and should be made in time. Council members have a major role in that respect. WK urged Council members to begin thinking about 2005 nominations. The IEA Triennial Awards, at IEA 2006 Congress in Maastricht, must be organised as a high publicity event for IEA.

It was suggested to reconsider the number of IEA awards, and to co-ordinate with the Awards Committee of the Federated Societies.

## **22. IEA Triennial Congresses**

### **IEA'2009, Beijing, China Progress Report**

The Chair, Kan Zhang, was not present and will be asked to report at the next Council Meeting.

### **IEA'2006, Maastricht, NL Progress Report**

The chair, Ernst Koningsveld, reported that two contracts were signed: with the congress center and with the professional congress organizer. Haworth Europe was attracted as the first major sponsor and so contributes to the success of the congress. Meanwhile other major sponsors have signed their contracts with the IEA 2006 organisation; Liberty Mutual donated a substantial amount of money. Attracting sponsors is an activity that gets much attention. The primary goal is to reduce the financial risks.

The second goal is to make IEA2006 the best place to be! The central organising committee was formed, consisting of Ernst Koningsveld (Congress Chair), Ruud Pikaar (Program Chair) and Paul Settels (Chair Finances and Facilities). This team was prominently present at IEA2003 in Seoul, Korea. Much of the experiences of the Koreans were exchanged during a meeting of both organising committees. The IEA2006 organisers are happy for their predecessors that, despite turbulence in the world, the Seoul congress was very well organised and ended in a positive financial result.

Just before the IEA2003 congress the web site of IEA2006 was launched: [www.iea2006.org](http://www.iea2006.org). Since then the site has been visited daily by many people from all parts of the world. After a process with input from all over the world, the congress theme was chosen: "Meeting Diversity in Ergonomics". On the web site the meaning of the theme is explained. A Regional Program Committee with members from Belgium, Germany and The Netherlands was set to be promoted.

Of course presenting papers in the traditional way will be maintained, but participants are encouraged to choose for new ways of interaction. The second announcement and call for papers will be issued both on the web site and in hard copy in up. We expect 1,000 or more abstracts, so streamlining is essential.

Communication is a focal point of the organisation. Many IEA technical groups have agreed to organise one or more sessions and many individuals have expressed their interest. The basic principle is that the IEA2006 organisation must facilitate the interaction of all participants in whatever way.

### **23. Next Council Meeting Location**

Two offers to host the next Council Meeting had been received.

∑ 10th HAAMAHA Conference , San Diego, CA, USA, July 18-20, 2005

∑ SEAES Conference, Bali, Indonesia, May 23-25, 2005

Because of dates (May is thought to be too early) and because San Diego is more easy reachable, San Diego is to be preferred. On the other end, some members of Executive Council and the offices have planned to have a meeting in Bali the preceding days.

The Council members expressed their preference for San Diego (18 votes), having nine votes for Bali, and seven abstained.

### **24. Synthesis**

The President drew some synthetical observations. The meeting allowed for increased interaction and better use of expertise. It concentrated on important issues for internal democracy and development. There was a general agreement with issues of concerns proposed by the EC: sharing Societies' concerns, and involving Societies in IEA actions.

The means for involving societies are still to be clarified. May be there are high expectations which the limited resources available. The answers may be beyond EC capacity.

Some lines of action can be figured out from Executive Committee as for communication (establishing more direct link with the leadership of Fed Soc (Presidents or others), providing the Federated Societies with synthesis, digests, etc. of IEA actions, making *EI* reach individual members of Federate d Societies, and setting up network of editors), and developing support materials (brochures, web resources, educational toolkits). The Executive Committee should move toward a two-way involvement of Federated Societies by selecting and tailoring IEA actions to our human and financial resources, translate and better integrate societies' concerns into IEA actions and plans, improve international membership in IEA actions. A synthesis of Council debates will be sent to Federated Societies Presidents (by the IEA President), with request for feedback. The executive Committee should also prepare plan of action for Presidents' workshop at IEA' 2006.

The President noticed that some lines of action emerged also for the Council: reflect on the role of the Council member as a liaison with Federated Societies, devise better ways of disseminating information on IEA actions in Federated Societies, ensure that appropriate feedback is provided to IEA following letter from President.



In the discussion followed it was asked to distribute the minutes of Executive Council to all the members of the Council. It was replied that it should pay attention not to duplicate discussion that it was never done for reasons of practicality and confidentiality.

## **25. Acknowledgement to the hosts of the Council Meeting**

The President, Pierre Falzon, thanked the APERGO for the kind and efficient hosting of the meeting, that was very appreciated by all.

## **26. End of Council Meeting**

The President thanked all the Council members for their active and collaborative participation in the meeting and declared the meeting closed.