

# 1. Minutes of San Diego IEA Council

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## IEA Council Meeting 2005

San Diego, USA, Lowes Coronado Bay Resort  
Saturday, July 16, 9.00 am –7:00 pm  
Sunday, July 17, 8:30 am - 7:00 pm

## Attendance

### *Officers*

President: Pierre Falzon (PF)  
Secretary-General: Sebastiano Bagnara (SB)  
Treasurer: Ken Laughery (KL)

### *Standing Committee Chairs*

Awards, Past IEA President: Waldemar Karwowski (WK)  
Communication & Public Relations: Andy Marshall (AM)  
Development: Jan Dul (JD)  
EQUID: Pascale Carayon (PC)  
International Development: David Caple (DC)  
Professional Practice & Education: Stephen Legg (SL)  
Science, Technology & Practice: Pascale Carayon (PC)

Chair of IEA'2006 Congress: Ernst Koningsveld (ex-officio) (EK)

<i>Federated Societies</i>	<i>Representatives</i>	<i>Votes</i>
Associação Brasileira de Ergonomia	Soares	1
Associação Portuguesa de Ergonomia	Ferreira (observer Simoes)	1
Belgian Ergonomics Society	Hermans	1
Ergonomics Society (UK)	Marshall, Wilson	3
Ergonomics Society of Korea	Chung	2
Ergonomics Society of Taiwan	Yung-Hui	1
Gesellschaft für Arbeitswissenschaft	Luczak	2
Human Factors and Ergonomics Society of Australia	Caple	2
Human Factors & Ergonomics Society	Post, Robertson, Wogalter	3
Irish Ergonomics Society	Fallon	1
Japan Ergonomics Society	Akita, Horie, Tsuchiya (observer: Tomita)	3
Nederlandse Vereniging voor Ergonomie	Dul, Koningsveld	2

New Zealand Ergonomics Society	Vitalis	1
Nordic Ergonomics Society	Nyggard, Olsen	3
Philippines Society of Ergonomics	Khalid (proxy)	1
Polish Ergonomics Society	Hankiewicz	1
Sociedad Colombiana de Ergonomia	Arevalo	1
Sociedad Chilena de Ergonomia	Kohan	1
Società Italiana di Ergonomia	Bonapace	1
Société d'Ergonomie de Langue Francaise	Beguín	2
South-East Asian Ergonomics Society	Khalid (observer Helander)	1

### *IEA Networks*

FEES Federation of European Ergonomics Societies: Nyggard (non voting)  
 ULAERGO Union of Latin–American Ergonomics Societies: Acevedo (non voting)

### Meeting started at 9:00am

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

Pierre Falzon, IEA President, welcomed Council members and acknowledged Bradley Chase, the Chair of HAAMAHA Conference, for the help in organizing the Council Meeting, and the, previous, Officers' and Executive Council meetings. PF explained the logistics and housekeeping.

#### **2. Introduction**

PF introduced the meeting by noting that all major decisions concerning the Association are taken by the Council, including changes of IEA rules, significant financial matters, admission of new members, and formation and dissolution of standing committees. The Council meets every year and is composed of the delegates of the Federated Societies. Council elects the IEA officers (President, Secretary General, and Treasurer) every third year.

PF recalled that the Officers and the Chairs of Standing Committee compose the Executive Committee of IEA. They are all volunteers. The operations of the Executive Committee and of IEA Council, including voting eligibility and Robert's Rules of Order, were briefly explained.

The Council documents were presented, distinguishing the basic documents (rules, operating procedures, and reference documents) and the archives. Aims of IEA were also remembered: To contribute to the development of federated societies, to advance the science and the practice of ergonomics at the international level, and to enhance the contribution of the ergonomics discipline to global society.

PF then presented the general goals and plans for the meeting: To better use of the Council members' expertise; to leave more time for discussion, interaction and advice; and to spend less time on voting items (of which there are very few). PF described the agenda

as divided in three main activities: a) presentation by the President of a synthesis of 200-45 IEA activities; b) presentation of the reports by the Chairs of the Standing Committees; and c) discussion sessions (two long plenary sessions on best practice initiative and IEA dues, and three short parallel sessions on award evolution, ILO checkpoints, and technical committees).

### **3. Roundtable presentations by Council members**

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

### **4. Debating, voting procedures, eligibility, and roll call**

PF explained the voting rules and procedures.

Roll Call: A quorum for voting was established (a total of 32 eligible votes were present).

### **5. Approval of Minutes**

The Minutes of the 2004 Council meeting (Funchal, Madeira, 2004) have been approved by electronic ballot, following the procedure approved at that Council Meeting.

### **6. IEA Report**

The President introduced a new reporting policy that provides a general overview of IEA activities.

#### *Context.*

2006 will be the 50th birthday of IEA. The 2006 IEA Triennial Congress should be seen an opportunity to reflect on the evolution of the discipline, the changing and diverse needs of the federated societies, and the role of IEA. The initial development of IEA was centred on societies from developed countries in a context of post-war economic growth and of major changes in the technology of production systems and the nature of work activities. Today, IEA comprises very diverse societies from differently developed countries. The societies reflect various national issues, specificities in culture, and organisational choices. The needs of the 42 Federated Societies from five continents are changing and diversifying, and so consequently is the role of IEA.

#### Role of IEA.

The changing role of the IEA became apparent in 2004 when a communication problem emerged, indicating there was limited awareness of IEA activities among the Federated Societies. However, there was considerable interest and satisfaction when information was provided. It was realized that there was a gap between IEA actions and societies' needs. It became apparent that there was a need to improve communication within IEA, including increased involvement of member societies in IEA actions and greater awareness of Societies' needs by IEA officers and standing committee chairs (the EC). Actions of general interest were discussed including the education and accreditation standards,

liaison with international bodies, and EQUID. One challenge is carrying out these activities while maintaining contact with and support of member societies.

#### Internal democracy.

There is a need to revitalize internal communication through website development, the best practice initiative, encouraging networking and problem-sharing, and direct links with Societies' Presidents. Also, there is a need to improve attendance to Council meetings. Many societies cannot send their delegates to the Council meeting due to financial limitations. Better use Council expertise was discussed, including the notion that Council should spend less time on administrative matters and more time discussing issues).

#### IEA efficiency.

There is a need to improve operational efficiency. EC and Council meeting costs can be reduced, although they are partly unavoidable because IEA is a worldwide organization and face-to-face meetings are required. The Council is encouraged to think about how to reorganize the structure of IEA.

IEA should revise dues: Rules for the dues are unfair to young, small societies and to societies from developing countries. These rules can be a barrier to IEA affiliation: IEA dues, including the under 20% rule, constitute a large portion of many societies' budgets, while representing a very small part of the IEA budget.

IEA should increase available resources: Developing new activities means more resources need to be found, either by searching for external funding, e.g. ILO funding for revision of the IEA/ILO *Ergonomics checkpoints*, or by developing resources through IEA promoted initiatives such as IEA Conferences.

IEA should assess activities against its three strategic goals for better controlling its actions, as was also recommended by the IEA auditors.

The activities of IEA are mainly the actions of Standing Committees. Some effort has been made to match the activities of each SC to the strategic goals. The STP SC is committed to having the Technical Committees strongly involved in IEA'2006, in developing new IEA conferences, and in the Ergonomics Compendium. The EQUID SC has begun developing various options for the program to enable the IEA 2006 Council meeting to assess and reach a decision. The PSE SC should prepare the final version of the Masters' Program Guidelines and the Code of Ethics. The activities of ID SC should be aimed at revitalizing the links with ILO, through the revision of the Ergonomic Checkpoints, the final edition of Ergonomics in Agriculture, and planning future collaborations. The Development SC should concentrate on the best practice initiative. The Awards SC has two major objectives: acknowledging the contribution of individuals and providing visibility to the discipline. The Awards SC also has to solve the problem that many societies do not propose any candidates for awards. As for the CPR SC, the goals are the continuous website maintenance, hosting of new IEA activities, and developing a communication policy.

## **7. President's report**

PF reported that there was a change in the composition of the Executive Committee. Eui Jung (STP Chair) resigned due to health problems, and Pascale Carayon was appointed and chairs now both the STP and EQUID Committees.

The President reminded of the guidelines for EC action 2003-06 include increasing the involvement of IEA Federated Societies in IEA activities and establishing better two-way communication between the EC and IEA Federated Societies.

In pursuing these aims, PF visited several federated societies: Association of Canadian Ergonomists during its Congress at Windsor, October 2004; ULAERGO during the 1st ULAERGO Conference at Santiago, Chile, November 2004, Italian Ergonomics Society during the HEPS Conference, Florence, Italy, April 2005; SEAES at the Congress in Bali, Indonesia, May 2005. PF also took part in the 2<sup>nd</sup> Tunisian Ergonomics Workshop, Monastir, Tunisia, May 2005. All of the visits were very useful. Other invitations in 2005 are : NES Congress in Oslo, Norway, October 2005; and the Indian Ergonomics Society at the HWWE Congress, Guwahati, India, December 2005

PF reported about the state of affairs of *Ergonomics*, the official journal of the IEA. There have been many complaints related with the slow reaction of the Journal to submissions and the long delays before publication. A new person is now in charge of the journal at Taylor & Francis.

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

SB recalled the duties of the Secretary General, which 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, and taking care of archives.

Meetings. Soon after 2004 Council meeting, a number of delegates expressed the opinion that Council Meetings should favor new Societies events. It was then decided to ask the delegates to reconsider the location of 2005 Council Meeting. An email ballot was launched, requesting the delegates to choose between Bali (where the Council would be held in conjunction with the SEAS Congress) and San Diego (the location chosen in Madeira, where the IEA Council would be held prior to the HAAMAHA Conference). Along the period allowed for voting, it was found out that it would be difficult for some delegates to get the visa to enter Indonesia. Anyhow, by the deadline, set by the end of September, the majority of delegates favored again San Diego.

In the 2004 Council meeting, it was decided the electronic approval of the minutes. The process of approval was completed by the end of October.

The collection of reports of Standing Committee and of the President's general synthesis for the San Diego Council meeting was completed in May, and the IEA Annual Report was prepared in June. The preparation of the present Council meeting was greatly favored by the efficient and kind help of Bradley Chase, the Chair of HAAMAHA conference.

Several other meetings were organized. An Officers' meeting was held in Paris, January 21-22, 2005. The agenda included reviews of PSE, IDC and STP activities. Special attention was dedicated to the situation of STP SC. Due to the health problems of the Chair, some of the SPT activities had to be carried out by the officers. A Sub-EC Meeting was held in Florence, Italy, April 2, 2005, where attendance included the Officers, and the Chairs of SC Awards, STP, EQUID, CPR, and Development. The Florence meeting was dedicated to reviewing the Standing Committee's activities and preparation for the San Diego Council meeting. Also, a discussion of IEA dues revision was initiated. At that meeting, P. Carayon was appointed to Chair of STP.

Contacts with Federated Societies. There has been a continuous exchange of information mostly related to updating on the website the list of Federated Societies' Presidents, Officers and Delegates. In pursuing the goal of substantive democracy within IEA, a letter was sent to the Presidents of Federated Societies the delegates of which had not attended the last three Council Meetings. The letter inquired about the reasons for not attending and offered assistance. Unfortunately, replies were few.

A letter was sent to Societies' secretaries to remind of IEA journal benefits for their membership. The benefit permits reduced subscription rate for the following IEA endorsed journals: Ergonomics, 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, Ergonomia, Cognition, Technology & Work (CTW).

Following the 2004 Council meeting, Asociación de Ergonomía Argentina (ADEA), and Philippine Ergonomics Society (PhilErgo) were informed that IEA Council accepted them as a Federated Member of the IEA, upon the payment of IEA dues.

Archives. Since the Seoul Council meeting, all IEA documents have been collected and ordered. They will be stored in Paris, according to an agreement with CNAM. The basic and reference documents have been updated, after the decisions taken in Madeira, and revised in June by the President and the Secretary.

Correspondence. A substantial number of email requests from information seekers was daily handled. Many inquired how to get papers published in the Proceedings of IEA Triennial Congresses or of IEA endorsed Conferences. It should be considered to put Proceedings in the IEA website. Please note that due to a change in the location of the ISTC CNR, the new address, the phone and fax numbers, and email of the IEA Secretariat is:

IEA Secretariat ISTC/CNR

Address: Via San Martino della Battaglia, 44 00185 Roma, Italy

Phone: +39 06 44362366 Fax: +39 06 44595243 E-mail: [iea.secr@istc.cnr.it](mailto:iea.secr@istc.cnr.it)

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

Ken Laughery, IEA Treasurer, presented an overview of IEA funds in Scotiabank in Ottawa, Canada. Funds are held in one cash account, from which payments are made and deposits are entered. There are also two interest bearing accounts. Transfers are made between accounts as necessary to carry out IEA business. A description was also provided of five IEA Special Funds. Four of these funds have been established for supporting ergonomics development in underdeveloped areas. The fifth special fund is for the Liberty Mutual Prize and Medal.

Since revenues and expenditures are significantly higher in years of a Triennial Congress, such as 2003, it has become customary to present an analysis of operations for a three-year cycle. For the period 2002-2004, the total revenue was \$236,777. Expenditures for this period totalled \$241,131. Thus, during this three-year period there was an operating deficit of \$4,354.

The revenue numbers indicated that income from Federated Societies varied, but not substantially across the three years. Income from Sustaining Members has also varied. In 2004 it was \$2,565 more than in the previous year.

An analysis of "core" revenue and expenditures for 2004 was also presented. Core revenue 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 (\$60,974) exceeded core revenue (\$38,728). When sustaining membership and contributions are included, the total revenue was \$55,863.

**REVENUES**

Year	2004	2003	2002
Dues			
Federated Societies	31,076	27,308	31,435
Sustaining Members	14,565	12,000	20,200
Capitation Fee	500	17,056	850
Interest + Exchange	7,152	2,785	3,446
Contributions	2,570	1,654	2,323
Liberty Mutual	15,000	15,000	15,000
Miscellaneous	1,422	15,000	435
<b>Total</b>	<b>72,285</b>	<b>90,803</b>	<b>73,689</b>

**EXPENDITURES**

Year	2004	2003	2002
Officers	14,624	20,931	13,717
Office Administration	6,193	11,039	9,335
Dev. (ex-Pol.& Pl.)	918	3,704	2,374
STP	2,506	5,930	3,451
PSE	5,354	4,157	1,563
IDC	5,896	7,140	3,402
WHO	7,505		
CPR	2,041	12,142	3,121
Newsletter	3,319	3,434	2,034
EQUID	2,814	1,382	
AWARDS	1,428	3,109	5,652
Liberty Mutual	9,579	23,109	7,101
Meetings	6,756	9,482	2,749
Council Dinner	1,436		
Fees, Bank Chg.	184	337	521
Grants	355	7,000	
Miscellaneous	955		
Business Cards	336		
Archives	1,016		
<b>Total</b>	<b>113,851</b>	<b>55,020</b>	
<b>Operating Surplus</b>	<b>25</b>	<b>-23,048</b>	<b>18,669</b>

**10. Voting item: Auditors' report**

The auditors, Michelle Robertson and Betty Sanders, approved the Treasurer's Report and made the following suggestions:

1. Add the IEA President as an authorizing signature for expenditures over a specified amount (\$5,000 is suggested).
2. Insure that all officers that receive and distribute funds are bonded.



3. Create an electronic voucher form with a unique code/number for all expenditures. The form should identify, explain, and approve all of the individual costs covered in the expenditure.
4. Formalize and publish IEA guidelines for the reimbursement (and advance payment) of travel and other expenses.
5. Develop for IEA Council approval an annual budget based on anticipated income and expenses. Income sources and expenditures categories, such as those identified in the Equity section of the 2004 Treasurer's Report, would be appropriate line items in this budget.
6. The budget should be tied to the IEA strategic goals and objectives and compared with actual expenditures at the end of each budgetary cycle.

Motion:

*The Council approved the IEA auditors' report.* Motion carried (Y: 32, N: 0, A: 0)

## **11. Development Committee**

Jan Dul reported about the activities performed during the period June 2004-May 2005: a workshop during IEA council meeting, the start of the "IEA Best-Practices" project, and the establishment of a preliminary DC.

In the workshop during IEA council meeting in Madeira (2004), there was the involvement of council members in discussions about possible future activities of the IEA and its societies. The IEA Executive reviewed the suggestions and the possibilities to integrate the actions into the IEA action plan.

The start of the "IEA Best-Practices" project was consequential to the fact that IEA has realized that societies experience similar problems and can benefit from solutions that have been developed by other societies. For this purpose, the DC started the project aimed at exploring and discussing topics of common interest, which will climax towards IEA Workshops on selected topics, to be held during the IEA2006 Congress in Maastricht. The "IEA Best Practices" project includes both the explorations and discussions before the workshops, as well as the workshops themselves. After preparation, the "IEA Best Practices" project started in March 2005. Now, twelve IEA Federated Societies have appointed twenty-four representatives (usually a senior and a junior member) that contribute to the project. A first long list of topics of common interest has been defined.

At the council meeting in Madeira (2004), the following council-members volunteered to be member of the preliminary DC: Alexander Burov (Ukraine), Lina Bonapace (Italy), David Caple (Australia), Jan Dul (chair, Netherlands), Kirsten Olsen (Denmark), John Wilson (UK), Michelle Robertson (USA), Maria Eugenia Figueroa (Chile). Later, Maurice Aarts (Netherlands) was added as secretary. The group evaluated and structured the results of the Council workshop, and was involved in setting up the "IEA Best Practices" project.

In the coming period, until IEA'2006, the "IEA Best-Practices" project will be the major activity of the Development Committee. Working groups, with representatives of societies and lead by members of the DC, will have discussions by e-mail on selected topics. These working groups will prepare documents for the IEA'2006 workshops, and will organize the workshops. A special section in the IEA website will be dedicated to the "IEA Best-

Practices” project, in order to inform non participating IEA societies and other interested parties about the developments of the discussions. The Development Committee will be established, and it will primarily consist of active members of the “IEA Best Practices” project, including leaders of working groups. The goal is to have an internationally balanced DC, with representation from all over the world.

## **12. Voting item: Approval of the mission of the Development Committee**

Jan Dul explained the definition, objectives, policy and procedures of the Development Standing Committee to be approved by the council.

The mission is to contribute to the development of individual societies, by strengthening the interactions between IEA societies, by stimulating more dynamic interactions, and open discussions. The mission is directly related to principal goal A of the IEA: to develop more effective communication and collaboration with federated societies. Within this goal, the D SC contributes to objective A1 (support the work of Member Societies), in particular “to show best practices in order to stimulate the growth of ergonomics”. Also, the D SC contributes to objective A2 (improve IEA operational effectiveness), in particular “to develop mechanisms for effectively involving member societies in IEA activities”, “to improve communication with member societies”, and “to facilitate the exchange of views and experiences among the leaders of member”.

### Motion:

*The IEA Council approves the following definition, objective, policies, and procedures of the Development Committee as stated below. (This replaces the part of Basic Documents named Operating Bodies. Numbers of Titles and Articles are kept).*

### *Title 5*

#### *Article 4. Development*

*This committee contributes to the development of ergonomics societies, to encourage and support interactions and open discussions between IEA member societies and to explore needs of societies and networks. This committee aims at developing more effective communication and collaboration with federated societies.*

### *Title 11*

#### *Article 1. Objectives*

*The objectives of the Development Committee are:*

- 1. To contribute to the development of ergonomics societies,*
- 2. To encourage and support interactions and open discussions between IEA member societies*
- 3. To explore needs of societies and networks.*

*The objectives and activities of the Development Committee would be directly related to Strategic Goal A of the IEA: to develop more effective communication and collaboration with federated societies.*

#### *Article 2. Committee policies*

*The Development Committee is to work in close contact with IEA member societies and maintain a network of correspondents within the societies. The Committee is to develop a proactive activity directed towards societies, anticipating and deciphering needs and proposing actions.*

*The Committee may conduct studies on IEA member societies on relevant issues (such as evolution of membership, problems met, issues of interest, relations with government agencies, etc.).*

*The Committee should be attentive to newly formed societies. When no IEA Federated society existed in a given area, it should provide assistance to the creation of the young society.*

### *Article 3. Procedures*

*The Committee includes a non-limited number of members of IEA Societies, appointed by the Committee Chair in order to help Committee operations. Subcommittees on specific issues can also be created as needed.*

*The Committee shall respond to the direction of the Executive Committee to study specific issues and formulate recommendation for policy changes, especially regarding IEA membership. The Committee shall assemble all relevant information, develop alternative options, identify critical information needs, develop estimates and predictions based on available data and document these to justify its recommendations.*

In the following discussion, related to more visionary and future-oriented tasks of the DC for IEA in terms of strategic thinking, Luczak asked to postpone the decision and proposed the following motion:

*The IEA Council decides to postpone the approval of the Definition, Objectives, Policies, and Procedures of the Development Committee.*

John Wilson seconded the motion

Motion was not carried (Y: 2, A: 3, N: 27)

PF proposed the motion:

*The IEA council approves of the above reported Definition, Objective, Policies, and Procedures of the Development Committee.*

Jan Dul seconded the motion.

The motion was carried (Y: 27, A: 3, N: 2)

## **13. Discussion Session on Best Practice Initiative**

Jan Dul briefly summarized the Best Practice initiative and presented the relevant documents. Then he explained that the Council was to be split in four working groups. The groups were asked to collect ideas from the delegates, to summarize, add and prioritize ideas, to formulate the definition of the sub-group topics, and to give suggestion for stimulating and organizing international discussion. They were also asked to suggest outputs and deliverables for the workshop during IEA 2006.

The groups worked, for about two hours, on the following issues: Development of the discipline, internal communication, external networks, and anticipating the future. Pascale Carayon, Martin Helander, Michelle Robertson, and John Wilson presented the outputs to the Council. The reports showed that the groups elaborated many ideas, e.g., on how to develop inter- and intra-professional collaboration and training, how to promote ergonomics among students, and the social communities. Many ideas were suggested on how to encourage Federated Societies to be involved in new emerging issues. It was suggested also why and how to interact with and influence national governments, build networks with business, and to establish relationships with related non-ergonomics societies. Many ideas were offered on how to improve the internal communication. The most relevant issues were also ranked, having how “to increase the demand for good ergonomics” and “to enhance good ergonomics globally” in the highest positions. JD commented positively the work done by the groups and their outputs, and announced that all the suggestions will be considered in the development of best practice initiative.

#### **14. International Development Committee**

David Caple, Chair of International Development SC, organised the presentation of his report along main topics: Joint ILO/EA projects, relationship with WHO, support to developing countries, distance learning project, twinning between Societies, joint projects with other professional associations, and emerging Issues in developing countries.

Joint ILO/EA projects. The “Ergonomic Checkpoints” are almost completed. They were discussed at the very successful workshop in Bali. The new edition with very nice illustrations will be launched at 2006 IEA Congress. They will be tested in advance for usability. The “Ergonomic Checkpoints in Agriculture” are under development, thank to ILO funding and the leadership of Kazu Kogi. They will be presented in a workshop in India, in December 2005. There is the possibility to undertake a number of other checkpoints, namely: health care and patient handling, office, hospitality, construction, forestry, and informal sector. The draft ILO guidelines on “Ergonomics and MSD prevention” are ready; they utilize much IEA research materials.

Relationship with WHO. IEA is registered as an NGO, and listed among the developing countries initiatives. WHO recognizes the IEA/ILO projects.

Support to developing countries. CDs and proceedings of IEA endorsed conferences continue to be distributed to libraries in developing countries. Also library donations will continue under the assistance of IDC. The support conference attendance will also continue, thanks to IEA Societies and individual members.

Distance learning project. This is a Portuguese/British initiative, targeted to Africa countries, e. g. Mozambique. There are some problems with copyrights, but the contract should be signed shortly, thanks to the efforts of Anabela Simoes, who will translate the materials, and John Wilson, who provided them. There are also SELF programs for Northern Africa.

Twinning between Societies. There is an ongoing interest from IEA Societies, e.g. ABERGO, and IEA networks, e.g. ULAERGO, and individuals for offering services. Students have showed much interest.

Joint projects with other professional associations. Pat Scott, Barbara McPhee and Kazu Kogi are developing a joint IEA/ICOH “Ergonomics” resource. With IOHA, collaboration is

on going on control banding, and a joint session at IEA'2006 has been proposed thanks to Barbara Silverstein.

Emerging Issue in developing countries. The issue of women and children in work is emerging, thanks to Cheryl Bennett and Lena Karlqvist. Others issues are to be tackled, such as gender, migrant workers, OSH management systems, forklift operation, vehicle cabins, cold work environment, cultural factors, air conditioning, confined spaces, labeling of containers and substances, fire prevention and fighting, and recycling of waste

The challenges for the next year are, as for the joint ILO/IEA projects, to finalize and launch "Ergonomic Checkpoints" at IEA'2006, to edit "Ergonomic Checkpoints in Agriculture", to commence "Ergonomic Checkpoints in Health Care", and to draft ILO "Ergonomics and MSD" guidelines, as for distance learning, to complete translation of course materials to Portuguese, as for IEA Congress, to support attendance and participation by developing countries, as for twinning, to extend participation, as for Professional Associations, to release ICOH/IEA draft resource, and to meet IOHA Control Banding project and develop strategy. As for the emerging issues, IDC will try to link them to WHO programs.

## **15. Science, Technology, and Practice**

Pascale Carayon, Chair of the STP SC since March 2005, started out by recalling the objectives of the Committee: to promote and coordinate the exchange of scientific and technical information at the international level through the Technical Committees, the Ergonomics Compendium, and various types of Conferences.

Currently, the STP Committee comprises eighteen technical committee: Activity theories for work analysis and design, aging, agriculture, auditory ergonomics, building and architecture, building and construction, ergonomics for children and educational environments, healthcare ergonomics, human aspects of advanced manufacturing, human-computer interaction, human reliability, musculoskeletal disorders, organizational design and management, process control, psychophysiology in ergonomics, quality management, safety & health, and standards. Some of them are very active (for instance ODAM, that very recently held a very successful conference, with participants from seventeen countries), some others are dormant. IEA should explore if more TCs are needed.

With the Ergonomics Compendium, the IEA pursue the goals of disseminating information on ergonomics and publicizing the discipline through short easy readable texts on various ergonomics topics. Pierre Falzon (in January 2005) and Pascale Carayon (in July 2005) have requested TCs for topics and texts. Some of them have already positively replied: Ergonomics for Children and Educational Environments, Healthcare Ergonomics, Organizational Design and Management, and Psychophysiology in Ergonomics. The steering committee is to be formed, but there are some proposals.

Besides the cultural and scientific aspects, Conferences are important because they can bring resources to IEA. Some new conferences are hypothesized, e. g., Ergonomics in design, and Training in ergonomics, besides to build up a series from the new and very successful one, HEPS. Proposals will be presented at IEA Council – 2006.

## **16. EQUID (Ergonomics QUALity In Design)**

Pascale Carayon, Chair of the EQUID Standing Committee, recalled the mission of the Committee: to develop and increase the use of ergonomics knowledge and methods in the design process of products, work systems and services. The Committee has been formed, and comprises Pascale Carayon (chair), Pierre Falzon, Olle Bobjer and Waldemar Karwowski. They already met in Florence, Italy on March 2005. Also the Subcommittee on accreditation criteria & process has been formed: it is chaired by Waldemar Karwowski (US), and comprises Lina Bonapace (Italy), Pierre-Henri Dejean (France), Wolfgang Friesdorf (Germany), Sung Han (Korea), Francisco Rebelo (Portugal), Peter Vink (NL) and Toshiki Yamaoka, (Japan). The Subcommittee on ergonomics process in design has been also formed. It is chaired by Olle Bobjer (Sweden), and comprises Michel Naël (France), Yusakau Okada (Japan), and Daniel Podgorski (Poland), John Rosencrance (USA), and Yvonne Toft (Australia). The user groups on accreditation and on ergonomics process in design are to be formed shortly.

The Subcommittee on accreditation criteria & process has to revise the text on the “IEA Certification for Ergonomics Quality in the Design Process – Part I. Integration of ergonomics requirements in the design process for products”. It met in Florence, Italy (April 2005), Berlin, Germany (June 2005), and San Diego, USA (July 2005). It will meet again in Europe, in the Fall 2005. In 2005-2006, it will continue to revise and update the text on ergonomic design of products, in order to present it to IEA Council in 2006.

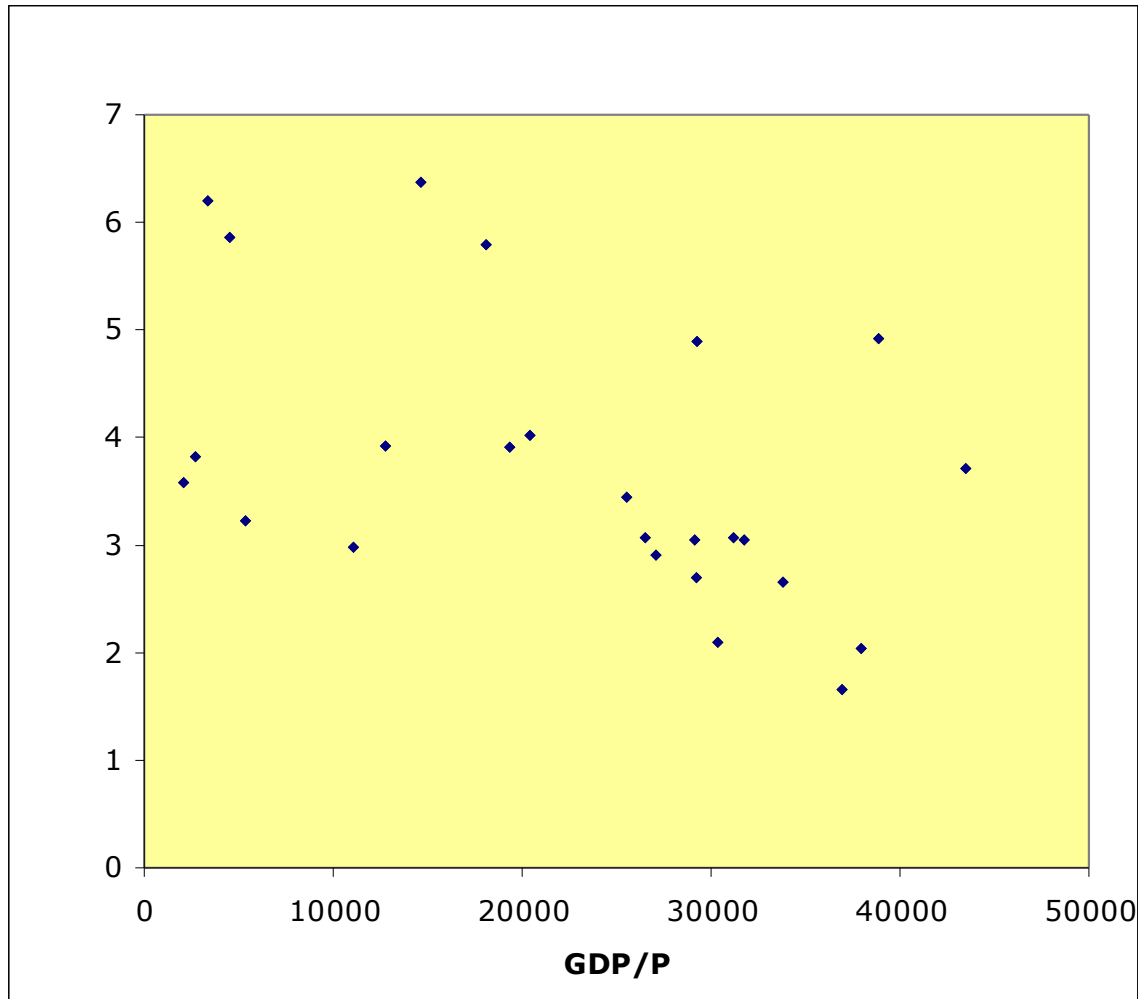
The Subcommittee on ergonomics process in design is engaged in the analysis of various accreditation and certification systems in various countries (e.g., ISO, TCO, JCAHO...). During 2005-2006, the Subcommittee will continue the evaluation of scenarios for implementation of EQUID, and the revision and the update of the text on accreditation criteria and processes in order to present a proposal to IEA Council in 2006.

The Committee is planning to hold an EQUID forum in 2007, to organize two sessions on EQUID at IEA '2006, to apply for trademarks for EQUID program, and to continue to communicate on EQUID with members from Asia and South America for the two EQUID sub-committees. The Committee asked the Council for help in finding participants in the two user groups, in communicating about EQUID, through newsletters, conferences, and other communication means of the national ergonomic societies.

## **17. Discussion session on dues**

Ken Laughery introduced the discussion by reminding that the dues can actually follow two rules: The 20% rule, that means that a society has to pay the 20% of the Society's revenues, and the Base fee rule, which states that a society has to pay a base fee of \$122.50 and a per capita of \$2.80 up to 500 members, and \$1.40 beyond.

KL noticed that this situation may hinder affiliations, as is in the Thailand case, and the worrying consequence that, per member, the rich pays little, the poor pays much, as is clearly shown in the figure, where the actual data are reported.



Three working groups were formed that discussed for one hour. Pascale Carayon, David Post, and Michael Wogalter reported the suggestions by the groups. The reports indicated that the dues are really felt as a hot issue by Council members.

Many Council members shared the opinion that it is worth an adhoc committee, prepared by a letter of the President of IEA to the Presidents of Federated Societies, because of the psychological and economical aspects.

However, some thought that the claim that some new smaller societies do not join IEA because of high dues is dubious, someone believed rather they are more concerned with their own survival and internal issues, and view IEA participation as added overhead they can live without right now. Their concern may be countered by simply waiving their dues entirely for the first years: these societies are small, IEA will not be losing significant income and, hopefully, in the meantime, they'll see the value of membership.

It was also advanced the idea the dues should be linked to GNP: the lower the GNP of the country of a society belongs to, the lower the dues. This idea was generally accepted, but some were uncertain about its feasibility (it sounded like a lot of added work for the secretary, who has to do all the calculations), and its outcome (if one looks at the dues

each society is paying under the current structure, it probably wouldn't make much difference anyway).

Some suggested that if the fee structure would be altered, then whole structure should be revisited: for example, introducing 'pay for performance'.

Allmost everybody maintained that this issue as difficult to be brought up back to societies: there is a psychology of dues, by which a reduction is always better than an increase. Different options might be simulated, for instance, lowering the base dues might bring about a positive psychological effect. It was also suggested to have a dues structure with a base contribution and then contribution to specific projects. This implies to make projects visible to all the membership.

Summing up: dues are an important issue. The suggestions were many and various (even to keep the situation as is), but there was a quasi general consensus that the issue was worth to be discussed, and further developed to come up with structured proposals in 2006 Council.

## **18. Professional Standards and Education**

Stephen Legg, the Chair, reported about the activities of PSE SC. He started out by recalling that PSE has three active subcommittees: The Directory of Ergonomics and Educational Programmes (DEEP), the Professional Standards (PS), and Ergonomics Education (EE) Subcommittees. He observed that there is a need (possibly linked to a simplification of all SCs' definition) to revise the PSE definition in order to reflect current subcommittees' structure.

Directory of Ergonomics Educational Programmes (DEEP) Subcommittee. It is chaired by Tina Worthy and comprises Stephen Legg, Andy Marshall. In the Directory, the course are listed by country, with the name of school and University/Institute, the contact name and the address for enquiries, the program title, the degrees/diplomas on offer, the prerequisites for admission, and the description of the character of the program. Unfortunately, in the last year, Tina Worthy resigned, and progress was limited to the maintenance function.

As for 2006, a volunteer is to be searched for chairing the SB, meanwhile activity will continue as maintenance of the Directory.

Professional Standards (PS) Subcommittee. Dr. Carol Slappendel chaired it, until recently, when she resigned. A volunteer is searched for substituting her. The PS Subcommittee has two goals. The first goal is the Endorsement of Certifying Bodies, chaired by Carol Slappendel, and comprising Stephen Legg (ex officio), Francois Daniellou, Jerry Duncan, and Harvey Cohen. In 2004-5, application form and IEA website were updated, and a survey was conducted among the Federated Societies for information about certification programs. Brazil, Korea, Hong Kong, Nordic Countries, BCPE (USA), South Africa, New Zealand, China, Germany, Italy and South East Asia replied. No application for endorsement was received. An enquiry was received from Japan. For 2005-6, the plan is to actively promote IEA endorsement to existing certification schemes, e. g., to CREE, and provide advice and guidance to Federated Societies in developing certification schemes, e. g., to Latin America.

The second goal consists in reviewing the IEA Code of Ethics. The chair is Carol Slappendel and the members are Stephen Legg (ex officio), Shrawan Kumar and Ian



Randle. In 2004-5, the existing Code of Ethics and John Wilson's initial suggestions for changes were distributed to all Subcommittee members by 30 Jan 2005. Members submitted independent comments to the Chair by 30 March 2004. The Chair prepared the first draft revision and distributed it to Subcommittee members by 30 May 2005. It was convened to rename it as Code of Conduct.

Members' comments to the Chair were expected by 30 July 2005. The final draft will be prepared by chair and submitted to EC by 30 Sept 2005, and the EC is to respond by 30 October 2005. It will send by 15 November 2005 to the IEA Presidents and IEA Representatives in order to solicit comments. Responses are required within January 31, 2006. The Chair will collate comments and prepare a final version for presentation to EC by March 15, 2006, and the IEA Council at its 2006 meeting.

Ergonomics Education (EE) Subcommittee. Stephen Legg chairs it. Its members are Robin Hooper (deceased), Tom Smith, and Robin Burgess-Limerick. Its 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)". In 2004-5, several workshops had been held: The joint IEA/APERGO workshop (July 2004), the joint IEA/ES workshop at ES Conference (April 2005), and the joint IEA/SEAES workshop at SEAS conference (25 May 2005). A first draft version of the Guidelines was ready on February 2005, and a second draft prepared in July 2005. There has been a good progress towards international consensus. For 2005-6, EC Comments are expected on the latest version for September 2005, and two workshops are planned: the joint IEA/HFES workshop (September 2005), and the joint IEA/NES/FEES/CREE workshop (October 2005). Comments are solicited and waited for from national Ergonomics Masters Program directors on latest version by November 2005, from Federated Societies on near final version by December 2005. Guidelines will be submitted to EC and Council for approval at Maastricht meeting in July 2006.

## **19. Communication and Public Relations**

Andy stated that the mission of the committee is to facilitate communications with and within Federated and Affiliated societies (and others) by communicating what the IEA is doing, encouraging interactions with and between the "council" members, and heavily relying on communication via IEA Council Members. There are four main media that can be used: meetings, print, email, including list server, IEA website.

As for the IEA newsletter, *Ergonomics International*, whose Editor, Dave Moore, recently resigned, it has well-established links with other editors, and receives copies of federated societies' newsletters. It is distributed also via the council list server. Presently, the newsletter is suspended, while the EC develops a comprehensive communications policy.

The Council list server is hosted by Louisville University. It comprises the IEA Executive Council, Council members (and the alternatives), Presidents, and Secretaries of Federated Societies. All Council list server members can send messages to all others on the list. The use of the list is encouraged!

The website ([www.iea.cc](http://www.iea.cc)) focuses the home page on achievements and activities. A world map shows the geographical distribution of the Federated Societies and links to IEA roster information. All IEA roster information is now on one page: It is possible to add photos on the roster. As for web, the ongoing activities are the maintenance of the Ergonomics

Programme Directory, and the updating of the IEA roster, and Committees' pages. It is planned to add the Auditory Ergonomics TC's pages (by Ellen Haas), the International Development Committee newsletters (by David Caple), and the lists of ergonomic standards (by Jan Dul), and to develop a more accessible website, by changing fonts to make them adjustable in size, properly marking headings, images, and tables. Changes in look and feel will be made over the next 12 months.

The statistics about the web are promising: the visits per week increased of more than six hundred, and pages view of more than twelve hundred over a year. The most viewed page is the home, followed by the ergonomic definition, and by the first page of the ergonomics program directory. Position in Google search varied: 9th in April 2004, 8th in July 2004, and 6th in April and May 2005.

AM concluded his report observing that newsletter suspension is a challenge, Council list server utilization is up, and website activities and visits are increasing.

## **20. Awards Committee**

The Chair, Waldemar Karwowski, past President of the IEA, reminded that 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.

WK revealed the IEA Fellows 2005: F. Daniellou, SELF, A. Hedge, HFES, V. de Keyser, BES, K. Kogi, JES, H. Krueger, GfA, K. Parsons, ES, and W. Williges, HFES. He insisted on Fellow Award process: nominations should be done early, they must have the endorsement of the federated society. WK reminded that the call for Fellow award nominations is open.

The Review Committee for IEA/Liberty Mutual Prize 2005 was composed by H. Hendrick, HFES, H. Luczak, GfA, P. Nag, IES, M. Soares, Brazil (Chair), and J. Wilson, ES. The Committee decided that no award was to be attributes in 2005. A revision of the submission process for this award is needed.

WK proposed that the K.U. Smith Award will be given for supporting the education of ergonomics students in developing countries. Possible ideas for the new award, that can be named "Educational Support for Ergonomics Students in Developing Countries", are the development of a library, the purchasing of educational equipment, the supporting student's research project, or the development of a new training program for students. The proposals will be evaluated in cooperation with the International Development Committee.

As for planning the Triennial Awards at 2006 Congress, WK reminded that the awards should be publicized and communicated within and with the societies. He invited the Council members to solicit their societies not to wait for the deadline for proposing nominations. The awards presentation and the 2006 Congress Opening Ceremony should be carefully prepared.

WK introduced the workshop to review the structure of the IEA Awards by observing that awards reflect IEA goals, promote the discipline, and are a recognition of the contributions by outstanding individuals from all federated societies.

## **21. Parallel discussion sessions**

Three parallel discussion sessions took place on Technical Committees, Award evolution, and IEA/ILO checkpoints. They lasted less than one hour and were coordinated, respectively, by Pascale Carayon, Waldemar Karwowski, and David Caple, respectively, who also briefly reported the main outcomes to the Council. Many ideas and hints came from the groups, which were much appreciated by the President and the Council.

## **22. IEA Triennial Congresses**

### IEA'2006, Maastricht, NL

The chair, Ernst Koningsveld, informed the IEA Council that most things go very well. In the late 2004, the call for abstracts was put on the completely renewed web site ([www.iea2006.org](http://www.iea2006.org)). A good series of proposals were received. Many of the IEA TC's have taken initiatives. However, up to now only few proposals have been received from Asia, South America, and Scandinavia.

The facilities have been booked and most of the details agreed upon. The contract with Elsevier for the publication of proceedings was signed. Besides a Cd-rom, a special issue of Applied Ergonomics with all the keynotes and a state of the art book with extended chapters on the best contributions to IEA'2006 will be published.

Over the past months, all IEA Federated Societies, IEA Council- and EC-members and members of the program committees have been invited to make nominations for keynote speakers. Early May 2005, the selection was made and the selected people invited.

The financial aspects become more safe as major sponsors were attracted for a total of than € 200,000 on a total budget of about € 1,2 million. The recently updated budget seems stable enough for a safe outcome.

EK concluded that the organizers have no worries, except for the unpredictable number of participants. By the extensive efforts to inform anybody as good as possible, he trusted that the final attendance will be large.

### IEA'2009, Beijing, China.

The Chair, Kan Zhang, was not present and has not sent a report prior to the Council. Tighter links are to be developed.

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

Given that in 2006 the Triennial Congress will take place in Maastricht, NL, the next IEA Council will be held in the same location, prior to the Congress.

## **24. Synthesis**

The president, Pierre Falzon, drew a synthesis of the meeting. PF observed the discussion sessions were a means to make positive use of Council expertise. Perhaps, in this meeting, they were too many. The roundtable presentations, though they took a bit too long, were felt as a need, and useful. The attendance was good. He notices that the Societies which were absent were also absent also on the three previous meetings. They will be sent the annual report and again a letter offering assistance. PF congratulated the IEA'2006 organizers for a very convincing presentation of the preparation of the IEA 2006

Congress, and invited the Council members to join himself with applause. (A long applause came from the Council). PF expressed worries about the 2009 Congress, on which the Council has received no information, and indicated that a quick action is to be undertaken. About IEA dues, an ad hoc committee will be formed and a letter will be sent to Presidents of the Federated Societies. PF observed that remarks about possible deficits in strategic thinking have been heard. He maintained that strategic thinking is a concern of the officers and all standing committees.

As for the actions to be carried out by the Committees, PF indicated that the STP SC should, with the support of the Council, :

- develop new IEA conferences and revise basic documents,
- develop the Ergonomics Compendium, by setting up its steering committee, and having first texts ready during the coming year,
- rationalize Technical Committees.

As for the EQUID SC, PF maintained that the next Council meeting should be seen as an assessment step, where scenarios proposals will be presented to the Council and decided upon. It will be considered whether to transform the Subcommittee on ergonomic process in design in a new TC.

AS for the PSE SC, the Council is expected to vote in 2006 the Masters' Program Guidelines, and Code of Conduct. The Committee should also help to develop Latin-American program of certification, re-launch the process and assess the content of the Directory of program.

The IDC SC should continue in the joint actions with ILO, i.e., to finalize the "Ergonomic Checkpoints" and "Ergonomic Checkpoints for Agriculture", prioritize future joint actions with ILO, follow the process of development of the distance-learning program, and possibly develop policy and processes for the involvement of young ergonomists. The Development SC has a clear mandate in preparation of the IEA'2006 Congress and Council meeting. It will pursue the best practice initiative by setting up the preparatory subgroups.

The Awards SC is to revise definition and criteria for the IEA Fellow award, and institute a new K.U. Smith Award for ID support.

The CPR SC should continue the maintenance and the expansion website, and develop an integrated communication policy.

## **25. Acknowledgements**

The President, Pierre Falzon, thanked the HAAMAHA conference organizers and in particular the Chair, Bradley Chase, for the kind and efficient hosting of the meeting that was very appreciated by all.

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