



Meeting of the IEA Council
Boston - USA
August 25-26, 2007

MINUTES

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

Location of the Council meeting

The IEA Council meeting took place in the Liberty Mutual Insurance building located in Weston just outside of Boston, Massachusetts (USA). Ian Noy, vice president and director of the Research Institute for Safety at Liberty Mutual Insurance and past president of the IEA, provided access to this building; refreshments and lunches for the two days of meeting were provided by Liberty Mutual Insurance. The EC and the Council are very grateful for the support provided by Liberty Mutual Insurance.

Acronyms used in this document

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

Attendees

Council members from 19 Federated Societies, 1 Affiliated Society (Human Ergology Society) and 1 Network (FEES) were represented at the Council meeting. The IEA is currently comprised of 42 Federated Societies, 1 Affiliated Society and 2 Networks.

The following people attended the Council meeting:

Christine Aickin – HFESA
Pascal Béguin – SELF
David Caple – IEA President
Pascale Carayon – IEA Secretary General
Min Chung – IEA Treasurer
Jan Dul – IEA Development & NVVE-Nederlandse Vereniging Voor Ergonomie
Pierre Falzon – IEA Past President
Margo Fraser – ACE
Sylva Gilbertová – Czech Republic
Maggie Graf – Swiss Ergonomics Society
Therese Nordberg Hanvold – Norwegian Ergonomics Society-NEF & NES
Roger Haslam – Ergonomics Society
Martin Helander – Past IEA president (observer)
Veerle Hermans – BES
Yoshinori Horie – JES
Sadao Horino – Human Ergology Society
Andy Imada – HFES
Christina Jonsson - Ergonomics Society of Sweden-ESS & NES
Halimahtun Khalid – IEA Science, Technology and Practice & SEAES
Jung-Yong Kim – Ergonomic Society of Korea
Ernst Koningsveld – FEES (+IEA’2006)
Kentaro Kotani – JES
Bill Marras – HFES
Wendy Macdonald – HFESA
Ahmet Fahri Ozok – Turkish Ergonomics Society
Michelle Robertson – HFES
Linda Sagmeister – ACE
Anabela Simoes – APERGO
Marcelo Soares – IEA International Development & ABERGO
Thorunn Sveinsdottir – Icelandic Ergonomics Society-VINNIS & NES
Eric Kuo-Hao Tang – Ergonomics Society of Taiwan
Kazuo Tsuchiya – JES
Sheng Wang – IEA’2009 Congress
Kan Zhang – Chinese Ergonomics Society & IEA’2009 Congress
Klaus Zink – GfA

Decision on voting items

Voting items	Number of votes and decision
1. The IEA Executive Committee will seek approval of the IEA Council for changes to the IEA Rules. Other changes to the IEA Basic Documents and other issues will be the object of a vote on an ad-hoc basis or upon request of the Council at the annual meeting.	YES: 37; NO: 0; Abstain: 1 Motion passed.
2. Chairpersons of IEA Technical Committees are able to remain in this role for a maximum of 6 years.	YES: 38; NO: 0; Abstain: 0 Motion passed.
3. The current method of collecting Dues from Federated Societies cease from January, 1 st 2008. A standard basis for Dues will be calculated by each Society based on 3% of the total income derived from membership fees during the preceding year. An interim arrangement will be implemented in 2008 for those Societies who currently pay less than 2% of their total membership fees; in 2008, they may wish to only pay 2% of their 2007 revenues and thereafter 3%. A minimum of \$50 per society will apply. All payments are made in US dollars.	YES: 35; NO: 3; Abstain: 0 Motion passed.
4. The Council approves the Treasurer report for 2006.	YES: 38; NO: 0; Abstain: 0 Motion passed.
5. The Council appoints the following people as auditors for 2007: Michelle Robertson and Jung-Yong Kim.	YES: 38; NO: 0; Abstain: 0 Motion passed.
6. The IEA'2008 Council will be held at one of these locations: Option #1: HEPS Conference - June 23-24, 2008 in Strasbourg, France Option #2: Turkish Ergonomics Society – June 23-24, 2008 or 4th week in August in Istanbul, Turkey Option #3: NES Conference – August 9-10, 2008 in Reykjavik, Iceland	6 votes for option #1 8 votes for option #2 22 votes for option #3 The 2008 Council meeting will be held on August 9-10, 2008 in Reykjavik, Iceland.

Agenda

Saturday, August 25	
9-9:15am	Welcome; review of the agenda
9:15-9:30am	Voting procedures eligibility and roll call
9:30-10:30am	Report by President
10:30-11am	<i>Break</i>
11-11:30am	Report by SG including list of voting items; voting item #1
11:30am-noon	Report on IEA'2006
Noon-1:00pm	<i>Lunch</i>
1:00-2:30pm	Report on EQUID
2:30-3:00pm	<i>Break</i>
3:00-3:45pm	Report by Treasurer; discussion of IEA dues; voting items # 3, 4 and 5
3:45-4:45pm	Report on IDC
4.45-5pm	Wrap-up of first day; review of agenda for second day
Sunday, August 26	
9:00-9:15am	Welcome; review of the agenda
9:15-10:00am	Report on STP; voting item #2
10.00 – 10.30am	Report on IEA'2009
10:30-11:00am	<i>Break</i>
11:00am-noon	Report on Development and workshop re Future of ergonomics
Noon-1:00pm	<i>Lunch</i>
1:00-2:30pm	Report and discussion on PSE
2.30-3:00pm	Report on Awards
3:00-3:30pm	<i>Break</i>
4:00-4:15pm	Location of IEA'2008 Council meeting; voting item #6
4:15-4:45pm	General business issues raised by Council members
4:45-5:00pm	Conclusion

Summary of the meeting

A total of 35 people attended the IEA Council meeting representing 19 Federated Societies, 1 Affiliated Society and 1 IEA Network. The IEA Council meeting took place in the Liberty Mutual Insurance building located in Weston just outside of Boston, Massachusetts (USA).

Major progress was reported in the following areas:

- Increased collaboration with external organizations such as ILO, WHO and ISO
- Creation of new technical committees and revitalization of existing technical committees
- Redesign of the IEA website
- A new Diamond-level sustaining member has joined the IEA: Elsevier Science Publisher
- Decision to register the IEA in Switzerland
- Increased use of information and communication technologies by the IEA Executive Committee for internal communication and for improved operational efficiency
- Improved communication with the Societies, in particular via the monthly letters of the IEA President
- Increased use of information and communication technologies to communicate with the Council.

Several decisions were voted on by the Council, including a major revision of the IEA dues structure.

The IEA Council voted on having the 2008 meeting in Reykjavik, Iceland, on August 9-10, 2008.

David Caple, the IEA President, asked federated societies to begin thinking about a possible bid to host the IEA Triennial Congress in 2015.

David Caple emphasized the importance of broadening partnerships both within the IEA and with external stakeholders and organizations to promote the ergonomics discipline and profession. The IEA is an inclusive organization for ergonomics.

Welcome; review of the agenda

Ian Noy welcomed the Council on behalf of Liberty Mutual.

David Caple gave a few words of introduction and thanked Ian Noy and his staff at Liberty Mutual for their help in the organization of the Council meeting.

On Friday, August 24, 2007, many Council members attended a reception at the Liberty Mutual Research Institute. Those who did not attend the reception on Friday evening introduced themselves at the beginning of the meeting. For seven people, it was their first Council meeting, while Ernst Koningsveld attended its first Council meeting in 1977.

The Council recognized the following ergonomists who passed away in the past year and who have made major contributions to the ergonomics discipline and profession at a local, regional or international level:

- Cheryl Bennett, chair of the IEA Technical Committee on Ergonomics for Children and Educational Environments – USA
- Ted Brown, IEA Fellow and past member of the IEA Executive Committee – USA
- Harrie Rensink – The Netherlands
- Brian Shackel, IEA treasurer from 1983 to 1991 – UK.

Voting procedures eligibility and roll call

List of votes:

IEA Officers	# votes
David Caple – IEA President	1
Pascale Carayon – IEA Secretary General	1
Min Chung – IEA Treasurer	1
Federated Societies	
Australia – The Human Factors and Ergonomics Society of Australia Inc – Wendy MacDonald	2
Belgium – Belgian Ergonomics Society (BES) – Veerle Hermans	1
Brazil – Associação Brasileira de Ergonomia (ABERGO) – Marcelo Soares	1
Canada – Association Of Canadian Ergonomists – Margo Fraser; Linda Sagmeister	2
China – Chinese Ergonomics Society – Kan Zhang	1
Colombia – Sociedad Colombiana de Ergonomia – proxy vote provided to David Caple	1
Czech Republic – Czech Ergonomics Society (CzES) –Sylva Gilbertová	1
Francophone Society – Société d'Ergonomie de Langue Française – Pascal Béguin	2
Germany – Gesellschaft Für Arbeitswissenschaft (GfA) – Klaus Zink	2
Japan – Japan Ergonomics Society– Yoshinori Horie; Kentaro Kotani; Kazuo Tsuchiya	3
The Netherlands – Nederlandse Vereniging Voor Ergonomie – Jan Dul	1

New Zealand – New Zealand Ergonomics Society – proxy vote provided to Pascale Carayon	1
Nordic Countries – Nordic Ergonomics Society – Therese Nordberg Hanvold; Christina Jonsson; Thorunn Sveinsdottir	3
Portugal – Associação Portuguesa de Ergonomia (APERGO) – Anabela Simoes	1
Russia – Inter-Regional Ergonomics Association (IREA) – proxy vote provided to Pascale Carayon	1
South East Asia – South-East Asian Ergonomics Society (SEAES) – Halimahtun Khalid	1
South Korea – Ergonomics Society of Korea – Jung-Yong Kim	2
Switzerland – Swiss Ergonomics Society – Maggie Graf	1
Taiwan – Ergonomics Society of Taiwan – Eric Kuo-Hao Tang	1
Turkey – Turkish Ergonomics Society – Ahmet Fahri Ozok	1
United Kingdom – Ergonomics Society – Roger Haslam	3
USA – Human Factors & Ergonomics Society – Andy Imada; Bill Marras; Michelle Robertson	3

There are a total of 38 votes out of a possible total of 54 votes. Therefore, the quorum is achieved.

The following proxy votes were provided:

- Sociedad Colombiana de Ergonomia – Emilio Cadavid gave a proxy to David.
- New Zealand Ergonomics Society – Kirsten Olsen gave a proxy to Pascale for voting items #2, 3, 4, 5 and 6.
- Inter-Regional Ergonomics Association (IREA) – Alexey Anokhin gave a proxy to Pascale.
- Czech Ergonomics Society – Sylva Gerboteva gave a proxy vote to Pascale for the second day of the Council meeting.

Report by President (see full report in Appendix A)

The PowerPoint files presented at the Council will be posted on the website; the Council members will be able to download the files for their own use and distribution to members of their societies.

David asked for feedback from societies regarding the design of the new website. The website was redesigned around ergonomics, not around the IEA.

David highlighted the following activities as examples of collaboration between societies and networks:

- Arabian Ergonomics Society formed for countries in the Middle East.
- IEA 2009 Congress – Ergonomics societies of China, Hong Kong and Taiwan
- PPCOE – Pacific rim
- SEAES Triennial Conference– hosted by the Ergonomics Society of Thailand
- ULAERGO – Columbia conference 2007

- FEES
- Korea-Japan symposia for the last 10 years.

A number of new ergonomics societies are being monitored by the EC:

- Arabian
- Ecuador
- Estonia
- Indonesia
- Latvia
- Malaysia
- Mauritius
- Nigeria
- Peru
- Singapore
- Thailand
- Tunisia.

Many organizations and people provide support to IEA as sustaining members:

- Liberty Mutual for awards (\$15,000). The Liberty Mutual award has not been given every year; LM has decided not to ask for that money back and has proposed to work with the IEA on external communications.
- Elsevier has joined as a Diamond-level sustaining member (\$10,000). This has provided funding for the website development (50%) and for IDC subsidies (50%). Elsevier has provided the top 10 publications as PDF files that are free of access on the IEA website. Elsevier's contribution is recognized on the IEA website home page.
- The following organizations contribute at the Gold Level (\$1,000):
 - Central Institute for Labour Protection, Poland
 - Centre for Industrial & Management Research Resources, Korea
 - Conservatoire National des Arts et Métiers, France (in-kind contribution)
 - Korean Occupational Safety & Health Agency, Korea
 - Research Institute of Human Engineering for Quality Life, Japan
 - Yuwa Clinic, Japan
- The following people have contributed to the IEA as Individual Sustaining Members (\$200). These people are recognized with a plaque and a certificate.
 - Jennifer A Gutierrez, Philippines
 - Professor Martin Helander, Singapore
 - Professor Waldemar Karwowski, USA
 - Becky Kinsler, USA
 - Dr. Kazutaka Kogi, Japan
 - Professor Kenneth R Laughery, USA.

David highlighted many examples of collaboration with external organizations, such as ICOH. The PREMUS conference that will be held from August 26-30, 2007, is organized by ICOH. A total of 14 members of the Council are attending the PREMUS conference.

The Executive Committee has examined various options for registering IEA. No official registration has been identified for last 20 years. According to the archives, IEA was registered in Switzerland in late 1950s. Several countries were considered for registration: France, Singapore and Canada. The EC is proposing to register the IEA in Switzerland. Marino Menozzi, President of the Swiss Ergonomics Society, and Maggie Graf representing the Swiss Ergonomics Society at the Council have been helping with this project.

David provided an update on the tremendous progress made in the area of Science, Technology and Practice. An update on the Masters level education and certification was provided. David congratulated JES for their successful application of endorsement of their certification system. David also provided an update on IEA awards, on EQUID, and on the Future of Ergonomics project.

Promotion of IEA is done via visits to various countries by David Caple and other members of the EC: Australia, China, Chile, China, Denmark, England, Indonesia, Japan, Mexico, New Zealand, Sweden, Switzerland, Turkey and USA. The visits have been targeted at Federated Societies, ILO, ISO, WHO and other organizations. Let us know if your society would benefit from visits from members of the EC.

IEA has external collaborations with the following entities on various topics:

- Ergonomic Checkpoints - ILO
- Ergonomic Checkpoints in Agriculture - ILO
- Pandemic face mask requirements – IOHA, ICOH, WHO
- AEDEC – ICOH, ILO, WHO
- Conferences – ICOH 2009 / IOHA 2008
- ISO – International Standards
- KOSHA – Korean OHS Agency 2008
- Mining Industry – Africa / Columbia – ICOH
- Foundation for Professional Ergonomics.

David raised the question of how to strategically work with others on promoting ergonomics. For instance, obesity and diabetes are important issues for WHO; however, there is no connection to ergonomists doing research in this area.

In summary, David highlighted four challenges for 2007/2008:

- Supporting graduate education in ergonomics
- Promotion of high quality research in ergonomics
- Refinement of the definition of “Ergonomist”
- Promotion of certification programs.

The IEA President writes monthly newsletters that are emailed to the list of Council delegates and others. David asked for feedback from the Council regarding the monthly letters. David asked each table to discuss the monthly letters of the President and other issues of communication from the IEA to the Federated Societies:

- Useful letters
 - Several societies put the letters on their website.

- Some topics presented in the letters are then covered in newsletters of the societies.
- Special issues addressed in letters are taken up by the board of the societies.
- Several societies use the letters: e.g., monthly letters of the societies include the IEA monthly letters, letters being forwarded by societies to other entities (e.g., Ministry of work).
- It is something to pass on; it is very concrete.
- Issue of translation and language:
 - The federated societies could do their summary in their own language to send to their members.
- Frequency: monthly or bi-monthly or quarterly; bimonthly may be sufficient
- Format of letters: html or PDF
- We could use video messages.
- President could be available in chat room once a month.
- It may be useful to make it more explicit that we need responses to a particular issue. The letters could include specific questions that the EC wants feedback on.
- There is a need to have more information about what is going in the societies; each society could provide relevant content that would be added to the letters.
 - There could be a quarterly theme with success stories from federated societies.
- Abstract of SG is useful.
- Sometimes the letter is too long: need to separate general information from specific information.
- ‘Letter’ may be a misnomer; maybe a bulletin or a newsletter.
- We need to include TC chairs to the dissemination list.
- The letters help to underline the international significance of the work done by societies.

Report by SG (see full report in Appendix B)

Pascale presented the report of the SG. The SG acts as the COO (Chief Operating Officer) of IEA. The SG provides infrastructure and support to IEA activities and programs under the leadership of the IEA president. The SG contributes significantly to two-way communication with federated societies and networks. The SG manages questions, requests, etc... addressed to IEA. The SG works closely with the Executive Committee in various tasks and projects. The current EC does not have a separate person in charge of Communications; the SG is in charge of the implementation of the President’s communication strategy.

Pascale presented a motion that would contribute to the operational efficiency of IEA. The motion reads as follows:

The IEA Executive Committee will seek approval of the IEA Council for changes to the IEA Rules. Other changes to the IEA Basic Documents and other issues will be the object of a vote on an ad-hoc basis or upon request of the Council at the annual meeting.

The ‘minor’ changes concern improvement in the writing style of the documents (e.g., Grammar, spelling). The ‘minor’ changes also include changes to text that is too specific and outdated, such as information regarding equipment for conferences. The Council discussed the implementation of this motion. The following process will be used to implement the motion:

- The SG will work with the President on a proposed set of changes to the IEA Basic Documents.
- The list of changes to IEA Basic Documents will be sent via email to Council members.
- The Council members will be asked if they have any objection to the proposed changes. If there is no objection, the changes will be accepted. If there is an objection, the proposed changes will be voted on at the next Council meeting.
- This process will allow for the refinement of the criteria for selecting what needs to be documented.

The motion passed (YES: 37; NO: 0; Abstain: 1).

Pascale asked for feedback on the new system implemented this year for distributing documents to Council members. Documents were posted on a website and accessible electronically to the Council members. A couple of people were not able to access a couple of the reports. Otherwise, there was no technical difficulty. Several Council members liked that all documents were in a central location and easily accessible.

Pascale highlighted the importance of keeping the list of Societies' contact information, including email addresses, up-to-date. Pascale asked the societies to verify the information on their society that is on the IEA website; she circulated paper copies of this information and received feedback from all societies present at the Council meeting.

Report on IEA'2006 (see full report in Appendix C)

Ernst Koningsveld gave a presentation on the evaluation of the IEA'2006 Congress. Strengths and weaknesses of the Congress were discussed by Ernst.

Ernst was formally thanked by David Caple for his remarkable contribution to the success of the IEA'2006 Congress.

Report on EQUID (see full report in Appendix D)

Pascale and David presented the progress report on EQUID.

Current EQUID issues:

1. Ergonomics in Design Process document
 - Further refinements required
 - Another round of stakeholders feedback
 - Broader stakeholder engagement required across IEA Societies
 - English editing and formatting required.
2. Dissemination of document
 - IEA via Federated Societies
 - ISO (International Standards Organisation)
 - Certification Bodies e.g. BCPE, CREE
3. Certification of companies who utilise the EQUID process
 - Propose: No role for the IEA to directly or indirectly certify companies or products.

- Propose: IEA work in collaboration with Industrial Design-Product Design bodies and other stakeholders to encourage their use of EQUID in their certification methodology.

David highlighted three issues that need to be addressed by the Council:

- Refine and engage broader stakeholder support for EQUID process document
- Discuss formally with ISO for an ISO / PAS
- IEA will have no role in certification of companies or products
- Collaborate with Industrial Design-Product Design professional bodies and other stakeholders to encourage uptake of EQUID.

The small group discussion addressed the following topics:

- If the EQUID process document is distributed to Federated Societies, there needs to be some explanation about the background of the project, etc...
- If the ISO route is explored, we may exclude small and medium-sized companies; those companies may not have access to ergonomics resources.
- We need to involve various stakeholders in the review of the EQUID process document.
- There was a general consensus from the Council about not getting involved in certification of product design processes.
- Some Council members highlighted the benefit from the umbrella of ISO that is reputable.
- EQUID is a way to bridge the gap between research and practice.
- Individual members of Federated Societies may be interested in participating in the review of the EQUID process document, as opposed to the Federated Societies themselves.
- We need to understand the target/domain; what is the product design?
- It may be difficult to include the Societies in the review process.

David summarized the discussion as follows:

- Need for high-level contact with stakeholders organizations
- Need to refine document and to conduct pilot studies
- Document to be sent to Federated Societies along with background information.
- Need to continue consultation with ISO in the context of dissemination.

Report by Treasurer (see full report in Appendix E)

Min Chung presented the Treasurer's report. A corrected report will be posted on the website for the Council meeting.

The following Federated Societies are late in their payment to IEA:

- Croatia (from 2002 to 2005)
- Hungary (2004 and 2005)
- Slovakia (from 2000 to 2005).

Effort should be made to reaching out to these societies; this could be done in collaboration with FEES.

Min presented the following motion:

The Council approves the Treasurer report for 2006.

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

Pascale presented the following motion:

The current method of collecting Dues from Federated Societies cease from January, 1st 2008. A standard basis for Dues will be calculated by each Society based on 3% of the total income derived from membership fees during the preceding year. An interim arrangement will be implemented in 2008 for those Societies who currently pay less than 2% of their total membership fees; in 2008, they may wish to only pay 2% of their 2007 revenues and thereafter 3%. A minimum of \$50 per society will apply. All payments will be made in US Dollars.

There was discussion about the need to address the formal status of IEA. David reported that progress was made for registering IEA in Switzerland; this should be done by the end of the year. There was also discussion about the definition of 'membership'; it was agreed that the definition of membership rests with the Societies.

The motion passed (YES: 35; NO: 3; Abstain: 0).

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

The Council approves the Treasurer report for 2006.

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

Min presented the following motion:

The Council appoints the following auditors for 2008: Michelle Robertson and Jung-Yong Kim.

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

Report on IDC (see full report in Appendix F)

Marcelo Soares presented the report of the IDC or International Development Committee.

If Federated Societies want to donate proceedings of their national conference to IDC, they can obtain a list of people/institutions from Marcelo Soares. The proceedings will be sent directly from the Society to the IDC.

The Council discussed the importance of ergonomics training programs in internationally developing countries.

Report on STP (see full report in Appendix G)

Halimahtun presented the report on STP. She highlighted the following objectives for STP:

1. creation and monitoring of technical committees
2. development of the ergonomics compendium
3. planning of the IEA triennial Congress

4. IEA endorsement of events
5. IEA endorsement of publications.

The activities of STP are structured around the following committees:

- technical committees
- organizing and scientific committees of Congress.

The creation of a publications committee is being discussed. The Council will be asked to comment on the 'Ergonomics Compendium' project.

There are currently 22 TCs; most of them are active. The Standards TC was dissolved in May 2007 as it was not viable given standards are also addressed by specific TCs. The Quality Management TC may be renamed and/or redefined. Three new TCs have been formed:

- Aerospace HFE chaired by Guy Boy, France
- Affective Product Design chaired by Martin Helander, Singapore
- Anthropometry chaired by Johan Molenbroek, The Netherlands.

Several TCs are in preparation: (1) Maritime Ergonomics (Brian Jones, UK), and (2) Forensic Investigations (Michael Wogalter, USA).

The 2008-2009 action plan for TCs includes the following topics:

- cognitive ergonomics
- cultural ergonomics
- digital human modeling and simulation
- online communities
- service ergonomics
- vehicle/transport ergonomics.

Halimahtun invited the Federated Societies to propose new topics for new TCs and to support existing TCs in their membership drive.

Halimahtun presented the voting item on the duration of TC chair. In light of the first motion passed at the Council regarding minor changes to IEA Basic Documents, the Council was asked whether they wanted to vote on this issue. One person said that they wanted to vote. So Halimahtun presented the following motion:

Chairpersons of IEA Technical Committees are able to remain in this role for a maximum of 6 years.

The motion passed (YES: 37; NO: 0; Abstain: 0).

Three topics were discussed by small groups:

- Identify new technical committees and propose potential chairs for new role.
- In addition to the proposed Congress topics, identify topics for Practitioner and 99 Seconds Sessions, including Facilitators.
- For the Ergonomics Compendium, identify topics to be developed and propose content developers for the topics.

Several suggestions were received for each topic; this will be followed up by the STP committee.

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

Sheng Wang gave a presentation on IEA '2009 Congress.

David led a discussion on the registration fee structure, the package offered with the registration fee and other issues related to the organization and structure of the 2009 Congress.

The registration fee structure is as follows:

Category	Who	RMB	Euro *	USD *
Councilors	IEA	4000	400	500
IEA Community	Fed Soc	5000	500	630
Non IEA	Industry, NGOs, etc	6000	600	750
Organizers Developing Countries	CES, EST, HKES Refer to definition of IDC	3000	300	375
Students - IDC	as above	1500	150	190
Students - others	Non-IDC	2500	250	315
Accompany	Spouse, etc.	1000	100	125

The package includes the following elements:

- Attendance to all sessions and exhibition
- Conference proceedings – 1 CD ROM
- Conference pack – 1 program book, souvenirs
- 5 lunches
- 10 tea/coffee breaks
- 1 welcome reception
- 1 conference dinner
- Technical meeting rooms.

The following issues were discussed and require further investigation and action:

- Promotion of the Congress through close liaison with ICOH: ICOH triennial conference will be held in February'2009 in South Africa.
- Potential conflict with the next HCI conference to be held in 2009
- Further reduction of the registration fee for IDC students
- Need to clearly define IDC
- Need to encourage retired IEA members to participate in the Congress.

David reminded the Council that in 2009 the Council will be deciding the location of the 2015 Congress. In the coming year, federated societies are asked to begin to think about whether to put together proposals for hosting the IEA Congress in 2015. At next year's Council meeting, we

will revisit this issue and identify whether there are any potential candidates for hosting the IEA'2015 Congress.

Report on Development (see full report in Appendix I)

Jan Dul presented the report on the Development committee.

There were several comments about the need for a strategic approach to the IEA activities. The IEA has a strategic plan; a process is needed to review the strategic plan, revise it if necessary, and focus activities related to the IEA strategic plan.

Jan asked the Council to discuss the following topics:

- Is your society concerned about the future of ergonomics?
- What topics?
- How to tackle?

Many societies are concerned with the Future of Ergonomics.

Many different topics were discussed:

- professional development of society members
- meeting of new ergonomists
- technical committees or special interest groups
- alliance with relevant associations
- promotion with professional advice
- diversity of concerns within members
- quality of education in ergonomics
- reputation of ergonomists; perception of employers; how ergonomists perceive themselves
- legislation changes
- marketing of ergonomics
- not just health focus, but also productivity and economic outcomes
- decrease in research funding for ergonomics in many countries
- difficulty to sustain activities when volunteer work in societies
- importance of work-related musculoskeletal disorders
- corporate social responsibility
- quality of life
- JES roadmap; 80-90 year people issues; bring relevant parties
- Germany; discussion of vision included a discussion of the future of ergonomics; responsibility for creating work and workplaces; evaluation of work, both paid and unpaid; care of elderly
- letting people know about ergonomics; this is a legitimate science (China)
- aging (Korea)
- increase the quality of science in ergonomics; impact factor of journal (USA)
- promotion, e.g., design awards
- how others perceive us

- how do we perceive ourselves; how do we position ourselves
- need to deliver against strategies
- need to better communicate between societies
- future of ergonomics versus future of ergonomists (identity).

Global Ergonomics Month

Michelle Robertson and Ron Shapiro have proposed the establishment of a Global Ergonomics Month during the month of October. There is a similar initiative in Europe led by FEES. Societies interested in this initiative should contact Michelle Robertson.

Report on PSE (see full report in Appendix J)

David Caple presented the report on PSE on behalf of Tom Smith, the chair of the PSE Committee who could not attend the Council meeting. Several people expressed the need to coordinate the certification systems that exist in the world, as well as the need to specify the role of IEA in endorsing certification systems in specific countries.

David led a discussion on the role of IEA in certification of ergonomists:

- IEA should be involved.
- Some societies may benefit more than others.
- There needs to be some coordination between certification systems in different parts of the world.
- IEA has a double responsibility toward discipline and profession
- We should be cautious about putting too much pressure for certification in developing countries.
- Information about certification should be disseminated (e.g., announcement on the IEA website).
- What about recognition of certification of one body by another body?

Information on certification of ergonomists needs to be added to the IEA website (e.g., CREE, BCPE).

There was a discussion about Masters level courses. Most Council members agreed with the focus on output instead of input, but there needs to be some guidelines on inputs especially for some countries (e.g., Korea).

Report on Awards (see full report in Appendix K)

Pierre Falzon presented the report on the Awards.

The following people have been approved as IEA fellows:

- Deborah Boehm-Davis, USA, HFES
- Ernst Koningsveld, the Netherlands, NVvE
- Kurt Landau, Germany, GfA
- Ken Laughery, USA, HFES

- Jacques Malchaire, Belgium, BES
- William Marras, USA, HFES
- Catherine Teiger, France, SELF.

Issues regarding the Liberty Mutual award were discussed, in particular the low number of proposals. In 2007, only one proposal was submitted; the LM award will not be given. Pierre will be developing a document for revising the LM award/prize that will be submitted to Ian Noy for feedback. Several Council members indicated the need to include non IEA-endorsed journals in the submission of proposals for the LM award.

Pierre also presented the need for a regional development award. For all awards, we should try to keep the procedure as simple as possible. Pierre is looking for input from Council members regarding the possible creation of an award at the regional level.

Location of Council meeting in 2008

Three options were put forward to the Council:

Option #1: HEPS Conference - June 23-24, 2008 in Strasbourg, France

Option #2: Turkish Ergonomics Society – June 23-24, 2008 or 4th week in August in Istanbul, Turkey

Option #3: NES Conference – August 9-10, 2008 in Reykjavik, Iceland

The results of the vote are as follows:

- 6 votes for option #1
- 8 votes for option #2
- 22 votes for option #3.

The 2008 Council meeting will be held on August 9-10, 2008 in Reykjavik, Iceland.

There was discussion about the process for submitting proposals, including the possibility of imposing a deadline for receiving proposals. The cost of the meeting for the IEA should be one of the selection criteria. There is a need to revised the submission and selection process for the location of Council meetings; this process could be implemented at the Council meeting in 2009 when the Council decides the location of the 2010 Council meeting.

General discussion

Various issues were brought up by Federated Societies:

- Human Ergology Society: collaboration between Japan-Korea-China; conference organized by HES.
- FEES network in contact with Polish and Russian societies
- Need for IEA to re-build the relationship with Taylor and Francis.
- Several societies inquire about how to support communication between Federated Societies. Several options will be explored, including email addresses, discussion groups and chat rooms.
- At the Council meeting, Societies could be asked to distribute a one-page document on their activities; these documents could be distributed to the Council members. The SG will prepare a standard template that Societies will fill out to present their activities.

- Margo from ACE would like to hear about the experience of other Societies with regard to marketing and the use of PR agencies.

David formally recognized the contribution and dedication of Ernst Koningsveld to IEA; Ernst Koningsveld has been an IEA Councilor for 30 years.

David commented on the need for internal and external communication. He made final comments in closing the Council meeting. The IEA should be working with other organizations to promote ergonomics. The theme of the 2009 IEA Congress introduced the concept of partnerships. We need to develop a broader base of partners.

APPENDICES

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

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

APPENDIX A - President's report



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IEA President's Report Boston USA – Meeting August 2007

It is with much pleasure that I present my first annual report as the 16th President of the International Ergonomics Association. As indicated in my address to the IEA Council in Maastricht, 2006 my major goals during the first year would relate to developing improved communications with Federated Societies, growth and outreach of the IEA, together with a review of our financial management.

I am pleased to report that, together with our wonderful Executive Committee, we have made significant progress on all issues during our first year.

I would like to acknowledge and thank the members of our team who have worked tirelessly in their volunteer capacity for the IEA during this time. These include:-

- Pascale Carayon – Secretary General
- Min Chung – Treasurer
- Halimahtun Khalid – STP
- Marcelo Soares – IDC
- Tom Smith – PSE
- Lina Bonapace – EQUID
- Jan Dul - Development
- Pierre Falzon - Awards

I would also like to acknowledge the participation of Peter Buckle as the STP Chair until November 2006. I would like to recognize the passion and leadership provided by Lina Bonapace who will not be continuing in her role as EQUID Chair due to ill health.

I would also like to acknowledge the tremendous work of our IEA colleagues from the Dutch Ergonomics Society under the leadership of Ernst Koningsveld, Ruud Pikkar and Paul Settels. The success of the IEA 2006 Congress is due to their prolonged commitment, leadership and drive for which the entire IEA Council expresses their greatest admiration and thanks.

Further, I acknowledge the work undertaken by the IEA 2009 Congress committee and their ex-officio members of our EC being Sheng Wang, assisted by Kan Zhang.

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One of the pleasures associated with being the IEA President, is to witness the extensive contribution made by volunteers through our Federated Societies, together with external stakeholders to promote the advancement of ergonomics, both as a domain of research and application of practice.

The IEA operates from a Strategic Plan. This Plan is based on three principle goals.

These include:-

- a. To develop more effective communication and collaboration with Federated Societies.
- b. To advance the science and practice of ergonomics at an international level.
- c. To enhance the contribution of the ergonomics discipline to the global society.

I have structured the feedback to the IEA Council on these principle goals.

Goal Number 1 – To develop more effective communication and collaboration with Federated Societies.

Table One summarizes the activities undertaken by the IEA in relation to enhancing this goal.

<i>Issue</i>	<i>Action During 2006/07</i>
1. Communication with Federated Societies and external groups.	<p>1.1 At the commencement of our term, a Communications Strategy was developed to outline the plan of action for the EC to follow.</p> <p>1.2 The IEA website was completely restructured, redesigned and re-launched. This provided an opportunity for using contemporary website design methods to provide a more professional looking site, and to refocus the site on the promotion of ergonomics as well as the IEA. This website maintains the URL of www.iea.cc and has received much positive feedback since its re-launch.</p> <p>1.3 A Monthly Letter from the IEA President has been circulated to all Council members since August 2006. These have also been made available on the IEA website for general information. It is noted that it is also reflected on individual Federated Society websites to foster greater communication within their membership.</p>

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<u>Issue</u>	<u>Action During 2006/07</u>
	<p>1.4 The EC has trialed a range of communication systems to improve the frequency and quality of communication without impacting on IEA costs. These methods have included</p> <ul style="list-style-type: none"> • Skype – for regular one to one and small group discussions over the internet. • Wiki – a site developed to share documentation for discussion between EC members. • Chat Groups – informal discussion groups involving EC and Federated Society members. • Email – for regular exchanges of information.
<p>2. Support from the IEA to developing countries.</p>	<p>2.1 The IEA provided \$20,000 to enable the IEA 2006 Congress committee to offer subsidized grants to over 40 delegates from developing countries. It is noted that this is around 50% of one full year income to the IEA that was expended on this one initiative in 2006.</p> <p>2.2 In 2007, the IEA has committed \$5,000 to provide assistance to delegates from developing countries to participate in the AEDEC conference in Malaysia relating to Ergonomics in Agriculture.</p> <p>2.3 The IEA is arranging the HEPS conference on Healthcare Systems Ergonomics and Patient Safety in Strasbourg, France, in 2008. An international committee has been formed under the leadership from Italy to bring together Federated Societies in Europe (SELF, Gesellschaft Für Arbeitswissenschaft) to arrange and manage this second conference as a direct IEA initiative.</p> <p>2.4 Outreach and leadership has been provided by Federated Societies to other societies and the general public. For example, the Canadian Ergonomics Society offered ten free places to an internet based webcast ergonomics program. The HFES successfully conducted their “Ergonomics Month” and have offered to trial the template as a global ergonomics month in conjunction with the IEA.</p> <p>2.5 The past IEA President, Hal Hendrick, has established the Foundation for Professional Ergonomics. This new initiative brings together eminent ergonomic researchers and educators who are willing to offer their time to developing and developed countries as part of their professional development and outreach programs.</p>

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<i>Issue</i>	<i>Action During 2006/07</i>
	<p>2.6 Individual generosity constantly is seen within the IEA. For example, with the 2006 IEA Congress, individual members of the Australian HFESA supported a delegate from the Philippines to attend and be accommodated at the Congress.</p>
<p>3. Collaborations within IEA networks.</p>	<p>3.1 Active cooperation continues to occur between countries and Federated Societies on a regional basis. The Organizing Committee for the IEA 2009 Congress now involves active participants from Ergonomic Societies in China, Hong Kong and Taiwan.</p> <p>3.2 The ULAERGO Conference in Columbia in October will bring together the countries of Latin America. It will also bring assistance provided from SELF to support their Congress.</p> <p>3.3 The Pan Pacific Conference on Ergonomics (PPCOE) is an ongoing regular cooperation between ergonomic societies around the Pacific rim.</p> <p>3.4 The SEAES Conference will be due in Thailand involving the countries from the South East Asian Region.</p> <p>3.5 A new ergonomics society is currently being formed with a proposed name of the Arabian Ergonomics Society. This will bring together a range of countries in the Arabian area to cater for the needs apart from those already covered by the Ergonomics Society of Israel and The Iran Ergonomics Society.</p>
<p>4. Support to the creation and development of ergonomic societies.</p>	<p>4.1 The EC is monitoring and supporting the creation and development of ergonomic societies in many countries in South America, Asia and Eastern Europe.</p> <p>4.2 Several established federated societies are engaged in helping the creation and development of those emerging ergonomic societies. For instance, the SELF has provided much support to the creation of a new ergonomic society in Tunisia.</p>

- All-Ukrainian Ergonomics Association
- Asociación Española De Ergonomia
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- Chinese Ergonomics Society
- Croatian Ergonomics Society
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- Ergonomics Society of Australia
- Ergonomics Society of Federal Republic of Yugoslavia
- Ergonomics Society of Korea
- Ergonomics Society of South Africa
- Ergonomics Society of Taiwan
- FEES
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- New Zealand Ergonomics Society
- Nordic Ergonomic Society
- Österreichische arbeitsgemeinschaft für Ergonomie
- Polish Ergonomics Society
- Associação Portuguesa de Ergonomia
- Slovak Ergonomics Association
- Sociedad Chilena de Ergonomia
- Sociedad Colombiana de Ergonomia
- Sociedad de Ergonomistas de Mexico
- Società Italiana di Ergonomia
- Société d'Ergonomie de Langue Française
- South East Asia Ergonomics Society
- Swiss Society for Ergonomics
- Turkish Ergonomics Society
- ULAERGO

<i>Issue</i>	<i>Action During 2006/07</i>
<p>5. Support of IEA activities by sustaining members.</p>	<p>5.1 A new Diamond level sustaining member has been awarded to Elsevier who assisted with the funding of the redesigned IEA website. They are providing free access to their top 10 articles from 2006 via the IEA website.</p> <p>Currently, we have 7 Gold Sustaining Members and 6 Individual Sustaining Members to the IEA.</p> <p>We have regular communication with a range of large private companies and would like to continue development of our Sustaining Membership over the next 12 months.</p> <p>5.2 The opportunities to conduct ergonomic workshops related to the mining industry, are currently under development for:-</p> <ul style="list-style-type: none"> • Botswana • Tanzania • Columbia • South Africa (including general industry ergonomics) <p>One of the largest global mining companies, BHP Billiton has been working with the IEA to determine how they could assist in these various projects in a mutual desire for developing ergonomic expertise amongst the local community.</p> <p>5.3 The US company Ergoweb no longer is hosting the IEA website but continues to support the IEA through hosting an international chat site on ergonomics.</p> <p>5.4 The IEA was most appreciative to the sponsors who assisted in the IEA 2006 Congress. We are now commencing our discussions in relation to obtaining sponsors for the IEA 2009 Congress in Beijing.</p>

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<i>Issue</i>	<i>Action During 2006/07</i>
6. Revenue from external bodies.	<p>6.1 During 2007, we were most appreciative to receive another donation of \$5,000 from the International Labour Organisation towards the conduct of the workshop in Malaysia relating to ergonomic checkpoints in agriculture.</p> <p>6.2 The joint collaboration in the ergonomic conference on agriculture has also resulted in a donation of \$2,000 Swiss francs from the ICOH (International Commission on Occupational Health). Both these grants will enable us to offer subsidized attendance at the conference from delegates involved in agriculture from developing countries.</p> <p>6.3 The voting item at the 2007 Council meeting relating to IEA dues will enable the Council to consider a complete change in the basis of calculating annual dues from Federated Societies. Significant consultation has occurred during this year with those Federated Societies who would be most affected by the proposed change to the payment calculation. It is interesting to note that societies where their dues would actually decrease with the proposed formula, have indicated a desire for the IEA Council to approve the establishment of a specific fund where they may contribute the balance between the old payment method and the new.</p>
7. Registration of the IEA.	7.1 The EC has been considering the ongoing dilemma that there is no longer a legal registration of the IEA current that we are able to identify. According to the archives, the original registration was made in Zurich, Switzerland in the late 1950s with the assistance of Etienne Grandjean. However, we have not been able to find any current record of this. With the assistance of the Swiss Ergonomics Society, we are currently attempting to re-register the IEA in Switzerland to re-establish our legal entity.

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<u>Issue</u>	<u>Action During 2006/07</u>
<p>8. Visits and promotions of the IEA to Federated Societies.</p>	<p>8.1 During the last year, the EC members who have visited Federated Societies around the world have made an opportunity to speak with the members of each Federated Society to discuss the IEA, our programs and consult on our mutual expectations. This has been a valuable experience and has been greatly appreciated by the Executive. These countries include:-</p> <ul style="list-style-type: none"> • Australia • Brazil • Chile • China • Denmark • England • Indonesia • Japan • Mexico • New Zealand • Sweden • Switzerland • Turkey • USA

Table One: Summary of activities relating to the first goal on communication and collaboration with Federated Societies.

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Goal Number 2 – To advance the practice of ergonomics at an international level

The major activities in this second goal have been summarized below in Table Two.

<u>Issue</u>	<u>Action During 2006/07</u>
<p>1. Approval of new Technical Committees and improving the current TC structure.</p>	<p>1.1 Three new Technical Committees have been approved this year. These include:-</p> <ul style="list-style-type: none"> • Anthropometry • Aerospace • Affective Product Design <p>1.2 The TC relating to “Standards” has been removed as a separate Technical Committee. This is because so many of our Technical Committees are involved in the development of a range of Standards with the ISO and other organizations. Each Standard relates to different aspects of the ergonomics domain and it was decided that each TC would be better to monitor their own relevant Standards than a centralized committee.</p> <p>1.3 A new document template has been developed to enable each Technical Committee to describe their function and activities in a Standards format. This is now incorporated onto the IEA website.</p> <p>1.4 The Technical Committee Chairs will be requested to provide reports on their actions and plans as part of their ongoing monitoring by the IEA Council. These details would also be made available on the website.</p> <p>1.5 During 2008, it is proposed that a stronger promotion of the Technical Committees would be assisted by the Federated Societies. In particular, the Executive is keen to have greater participation in the Technical Committees particularly by students and a diversity of participants from around the world.</p>
<p>2. Chairing of Technical Committees.</p>	<p>2.1 A voting item at the Council meeting will provide the Council members with an opportunity to bring the role of TC Chair in line with other Executive positions within the IEA. This is normally a maximum of 2 terms, i.e. 6 years.</p>

<i>Issue</i>	<i>Action During 2006/07</i>
3. Role of Technical Committees in the IEA 2009 Congress.	3.1 The structure of the IEA 2009 Congress will enable close consultation with the TC Chairs to enable their active participation in the arranging of sessions and allocation of speakers.
4. Specialised Conferences relating to science and practice of ergonomics.	4.1 A range of specialized conferences continues to occur across the domain of ergonomics. These have included:- <ul style="list-style-type: none"> • The workshop on Ergonomics in Product Design held in Berlin, June 2007. • The preparation for the HEPS Conference in 2008. • The twice annual Conference on Anthropometry conducted by the WEAR group. • The conference on agriculture ergonomics in 2007.
5. Promoting publication of ergonomics research through endorsed journals.	5.1 The list of endorsed published journals has continued to have more focus this year. Two new publications have been endorsed by the IEA. These are:- <ul style="list-style-type: none"> • Human Factors • Occupational Ergonomics <p>We currently have another three journals which are under review. We have also been approached about a range of other journals which fail to meet the IEA criteria for endorsement.</p>
6. IEA role in Masters Level education.	6.1 Upon reflection of the previous project in reviewing the content and structure of the IEA model of Masters Education, it was decided to modify the scope of this activity. The proposed program during 2008 will primarily relate to a range of requirements for the IEA to define the competencies that Ergonomists should be able to demonstrate at the completion of their training. This will move the IEA's position away from prescribing the methods on how this education program could be conducted. Consequently, greater diversity and flexibility in education methods will then be possible to meet the IEA criteria.

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<i>Issue</i>	<i>Action During 2006/07</i>
7. Certification of Ergonomists.	<p>7.1 The IEA has endorsed the certification program proposed by the Japan Ergonomics Society.</p> <p>7.2 Notice has been given that the certification programs from:-</p> <ul style="list-style-type: none"> • New Zealand • Brazil, will be requested of the IEA. <p>7.3 A collaborative project with the major certification bodies including CREE, BCPE, UK and Japan will be undertaken as part of the IEA review.</p>
8. Monitoring of Royal Charter application – ES (UK).	<p>8.1 The IEA is keen to support and monitor the application of the Ergonomics Society in the UK to the Privy Council for recognition under a Royal Charter. If successful, this should further enhance the professional standing of ergonomics as an independent domain.</p>
9. Recognition of science and practice through IEA awards.	<p>9.1 A review of the Liberty Mutual prize will be undertaken to increase the profile that it deserves and to attract a wider cross section of articles relevant to the area of occupational health and safety.</p> <p>9.2 The ongoing process of seeking nominations for IEA Fellows will continue and a review of the process will be undertaken prior to the 2009 Congress.</p> <p>9.3 During the next year, the calling for nominations for the next round of Triennial IEA awards will be commenced. This will enable adequate time for consultation and evaluation prior to their awarding at the Congress in Beijing.</p>

Table Two: Summary of actions related to the second goal on science and practice of ergonomics.

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Goal Number 3 – To enhance the contribution of the ergonomics discipline to the global society

Table Three summarizes the major activities that have been undertaken relating to the final principle goal of the IEA mission.

<i>Issue</i>	<i>Action During 2006/07</i>
1. Development and re-scoping of the EQUID program.	<p>1.1 The excellent leadership provided by Lina Bonapace has continued to motivate a range of volunteers in the development of the EQUID design process template. They have succeeded in engaging a cross section of nearly 40 companies at an international level in the review and enhancement of this documentation.</p> <p>1.2 Consideration has been provided as to the further enhancement of these resources and the most appropriate methods for their dissemination. These options will be discussed at the Council meeting to enable future directions to be determined.</p>
2. Ergonomics Checkpoints project.	<p>2.1 The continued development of the Checkpoint projects relating to Ergonomics in Agriculture has continued this year through the leadership of Kazutaka Kogi. This has included the development of illustrations from Vietnam and evaluation of the contents by stakeholders. The proposed workshop will be jointly funded by ILO and IEA in Malaysia during November 2007 prior to the AEDEC Conference.</p> <p>2.2 The Ergonomics Checkpoints (2nd Edition) continue to remain between the ILO editors and the authors to enable final refinements to be made.</p>
3. IEA participation in the WHO Collaborating Centres (CC).	<p>3.1 The Action Plan for the WHO for 2006 / 2010 invited contributions from Collaborating Centres and the IEA. There are projects which have been accepted by the WHO specifically from the IEA programs e.g. Ergonomic Checkpoints. There are also a number of universities who are Collaborating Centres who are registered with the WHO in relation to ergonomics projects particularly in the developing countries area.</p>

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<u>Issue</u>	<u>Action During 2006/07</u>
<p>4. Relationship with the International Standards Organisation (ISO).</p>	<p>4.1 A meeting was held in Geneva in May 2007 between the IEA and the ISO159 editor and committee chair. This provided an opportunity to re-establish the IEA as a Category A affiliate of the ISO. This provides us the opportunity for formal recognition in receiving documentation and to nominate delegates at the ISO committee meetings.</p> <p>4.2 During 2008, there is an expectation that closer working relationships will be established between the IEA and ISO to determine how an increased focus on Ergonomic Standards can be achieved at both an international level but also within the Standards Organizations of individual countries.</p> <p>4.3 The ISO have been invited to contribute to a session at the IEA 2009 Congress to discuss current and future Standards development initiatives relating to ergonomics.</p>
<p>5. International Occupational Hygienists Association relationship.</p>	<p>5.1 An invitation has been provided for the IEA to make a keynote address at the IOHA Congress in Taipei, Taiwan in February 2008.</p> <p>5.2 The IOHA and the IEA are in ongoing consultations with the WHO in relation to the development of simple practical guidance that could be used by the WHO in their work in developing countries. Currently, this is primarily focusing on the use of Ergonomic Checkpoints. However, there is ongoing discussion amongst the IOHA about the merits of Control Banding. This concept has not been endorsed by the IEA at this stage.</p> <p>5.3 Together with the IOHA, the IEA has been seeking interest and funding for a collaborative project relating to the design and function of face masks suitable for pandemics such as SARS and Avian Influenza. This project has been also discussed with the WHO to seek their interest in funding. A proposal has been drafted with the assistance of the WEAR group under the leadership of Johan Molenbroek (The Netherlands) and this would be an interesting and collaborative project if it were to be successful.</p>

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- ULAERGO

<i>Issue</i>	<i>Action During 2006/07</i>
6. The joint ILO, Korean Occupational Health and Safety Agency (KOSHA) Conference.	6.1 This Conference will be held in Korea from 29 June – 2 July 2008. The IEA has been accepted to run a specific symposium relating to ergonomics as part of this Conference program.
7. Future of ergonomics initiative.	<p>7.1 Jan Dul has completed a review of nearly 100 references that have been identified related to the future of ergonomics. The presentation at the Council meeting will enable an overview of the issues that have been raised together with recommendations as to how broader based consultation on the exploration of future directions can be undertaken at an international level.</p> <p>Concurrently, with the IEA initiative many of the Federated Societies are also discussing aspects of this topic. For example, the HFES are currently reviewing the perception of their members in determining future directions in the USA.</p> <p>Within the UK, the Ergonomics Society are developing a 50 year review of ergonomics based on an original lecture made in the 1960s and reflecting on its relevance looking towards the future challenges for ergonomics.</p> <p>In Japan, the Roadmap developed through the Japan Ergonomics Society provides a template for the government on the proposed future directions of the science, together with the supportive requirements relating to research and education.</p>

Table Three: Issues relating to the enhancement to the contribution of the ergonomics discipline to the global society.

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Finally, I would like the Council to consider four key areas of discussion for future challenges for the IEA.

(1) Supporting graduate education programs in ergonomics.

Across the world universities and research institutes are constantly required to maintain their profile to ensure ongoing funding of their education and research programs.

The IEA can play a pivotal role in enabling greater networking and sharing of strategies and determining possibilities to enhance and grow the educational opportunities for ergonomics and human factors.

(2) Promoting of quality ergonomics research

Whilst the IEA can promote research through the Endorsed Journals and the Awards programs, greater activity by the Federated Societies within their own countries is required.

This could involve the Federated Societies working in conjunction with IEA Technical Committees together with the endorsed journals to monitor and promote ergonomics research towards targeted groups. These groups might involve governments, employers, funding agencies, media or the public to assist in the promotion of the science of ergonomics.

(3) Identity of the “Ergonomist”

Whilst the IEA has done an excellent job in defining the science of ergonomics, there is considerable confusion relating to the term “Ergonomist” in the market place. Consultation is required to explore how to enable prospective employers to better understand the skill set and key competencies that a person trained in ergonomics should be able to offer. The objective would be to create greater work opportunities for graduates from ergonomics programs. It would also provide greater understanding by employers and the public as to what an Ergonomist could offer.

(4) Promotion of Certification Programs

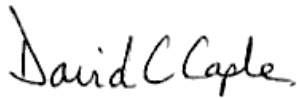
Whilst the 42 Federated Societies of the IEA have their own membership criteria, the only consistent International Standards relating to defining an “Ergonomist” is through the Endorsed Certification programs. Not only do these programs need to continue to be refined as the Certification agencies work with them, but the IEA needs to discuss and decide strategies to promote Certification as an international benchmark for those scientists and practitioners who see themselves as an Ergonomist.

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This process needs also to be inclusive of related professions who also work in aspects of the ergonomics domain to be encouraged to join their national Ergonomics society to continue the true nature of this multidisciplinary science.

I thank the Council members for the opportunity to provide this report to the meeting in Boston, USA and look forward to the second year of leadership as President of the IEA.

Yours sincerely,



Prof. David C Caple
IEA President

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APPENDIX B - Report by the Secretary General

Report of the Secretary-General
Pascale Carayon

INTRODUCTION

The IEA Secretary General (SG) provides day-to-day administration of the IEA, including communication and documentation responsibilities.

According to the IEA rules, the SG has the following tasks:

The Secretary General has the duty to provide day to day administration of the Association. The tasks include :

- *Keeping close connection to the President to receive advice and to formulate the policy of the Association in routine questions.*
- *Looking after the correspondence and requests and routing of the correspondence to the appropriate officers for response or action.*
- *Preparation of the Council meetings. The fixed time periods are as follows:*
 - a / Information of the time and place of the Council meeting shall be sent at the latest three months prior to the meeting. This information should contain among others the updated list of the members of the Council.*
 - b/ Proposed agenda and eventual documentation shall be sent to the Council members at the latest six weeks prior to the meeting.*
 - c/ Information on the agenda should be sent in due time also to the Secretaries of the Federated Societies as well as societies having other types of liaison to the IEA than federation.*
- *Preparation of the General Assembly Meeting to be held in conjunction with the Triennial Congress. Preparation is in collaboration with the chairperson of the Congress.*

The SG is assisted in its duties by Emmanuel Dimiccioli, project assistant at the University of Wisconsin-Madison. Emmanuel is also the webmaster of the IEA website.

REPORT OF ACCOMPLISHMENTS AND FUTURE ACTIVITIES

Objectives of the SG	Accomplishments for 2006-2007	Plan for 2007-2009
<p>Communication with Federated Societies</p> <p><i>IEA Strategic Plan Goal A. To develop more effective communication and collaboration with federated societies. Objective A1. Support the work of member societies. Objective A2. Improve IEA operational effectiveness.</i></p>	<ol style="list-style-type: none"> 1. Maintaining and updating the list of IEA council members 2. Maintaining and updating information on the Federated Societies on the IEA website 3. Email the monthly presidents to IEA Council email list. The monthly letters are also posted on the IEA website. 4. Regular contacts with Federated Societies. During the 	<p>To be continued</p>

Objectives of the SG	Accomplishments for 2006-2007	Plan for 2007-2009
	<p>2006-2007 year, there were many contacts with federated societies in particular regarding the proposed revision to the fee structure.</p> <p>5. Visits to Federated Societies. I keep track of the visits to Federated Societies made by various members of the EC. I participated in some of the visits (Brazil, Mexico, Sweden).</p> <p>6. I issued various IEA official documents, such as certificates of appreciation.</p>	
<p>IEA Website</p> <p><i>IEA Strategic Plan</i> <i>Goal A. To develop more effective communication and collaboration with federated societies.</i> <i>Objective A1. Support the work of member societies.</i></p>	<p>1. I worked with David Caple, the website designer and Emmanuel Dimiccioli on the redesign of the website (www.iea.cc).</p> <p>2. Maintaining and updating IEA website with support from Emmanuel Dimiccioli</p>	<p>Continue to maintain and update the IEA website</p>
<p>Organization of Council meetings</p> <p><i>IEA Strategic Plan</i> <i>Goal A. To develop more effective communication and collaboration with federated societies.</i> <i>Objective A1. Support the work of member societies.</i></p>	<p>1. Organization of the 2007 Council meeting: - logistics of meetings of the IEA EC and the IEA Council - hotel reservation for IEA EC - communication to IEA Council members - templates for reports by IEA EC; collection of reports and dissemination to IEA Council</p> <p>2. Planning for 2008 Council meetings. I have created a document describing the expectations for hosting a Council meeting; this document includes questions that the candidate hosts need to answer.</p>	<p>As soon as the Council votes for a location for the 2008 meeting, I will begin to work with the host to organize the meeting.</p>
<p>Organization of meetings of the IEA Executive Committee</p> <p><i>IEA Strategic Plan</i> <i>Goal A. To develop more effective communication and</i></p>	<p>The IEA EC met at two occasions during the 2006-2007 year: 1. right before the annual conference of the HFES – October 15-16, 2006</p>	<p>To be continued</p>

Objectives of the SG	Accomplishments for 2006-2007	Plan for 2007-2009
<p><i>collaboration with federated societies.</i> Objective A2. Improve IEA operational effectiveness.</p>	<p>Attendees: Caple, Carayon, Chung, Bonapace, Khalid; Buckle, Dul and Falzon via Skype 2. right before the WWCS' 2007 conference in Stockholm, Sweden – May , 2007 Attendees: Caple, Carayon, Dul, Falzon, Khalid; Chung and Soares via Skype.</p> <p>I handled all of the logistics of these meetings, proposed agendas and prepared minutes of the meetings.</p>	
<p>Communication with IEA President and EC members</p> <p><i>IEA Strategic Plan</i> Goal A. To develop more effective communication and collaboration with federated societies. Objective A2. Improve IEA operational effectiveness.</p>	<p>I communicate with the President and EC members via email on a weekly basis and via Skype on a monthly or bi-monthly basis.</p>	<p>To be continued</p>
<p>Archives</p> <p><i>IEA Strategic Plan</i> Goal A. To develop more effective communication and collaboration with federated societies. Objective A2. Improve IEA operational effectiveness.</p>	<p>Pierre Falzon is currently updating the archives. I am keeping documents that need to be archived.</p>	<p>To be continued</p>
<p>New or emerging ergonomics societies</p> <p><i>IEA Strategic Plan</i> Goal A. To develop more effective communication and collaboration with federated societies. Objective A1. Support the work of member societies.</p>	<p>Tracking of contacts with new or emerging societies. Different members of the EC (Caple, Khalid, Soares, Carayon) are in contact with specific countries regarding the formation or development of ergonomics societies.</p>	<p>To be continued</p>
<p>Responding to various requests to the SG</p> <p><i>IEA Strategic Plan</i> Goal C. To enhance the</p>	<p>This is an on-going task.</p>	<p>To be continued</p>

Objectives of the SG	Accomplishments for 2006-2007	Plan for 2007-2009
<p><i>contribution of the ergonomics discipline to global society.</i> <i>Objective C1. Promote recognition of ergonomics discipline.</i></p>		
<p>Exploring creation of ‘Global Ergonomics Month’</p> <p><i>IEA Strategic Plan</i> <i>Goal B. To advance the science and practice of ergonomics at an international level</i> <i>Objective B1. Stimulate development and acceptance of ergonomics</i></p>	<p>I supported the proposal put forward by Michelle Robertson and Ron Shapiro to create the IEA ‘Global Ergonomics Month’ (GEM). Several federated societies have expressed interest in this initiative.</p>	<p>Proposal to be presented and discussed at the IEA Council meeting in Boston</p>
<p>Relationship with ISO</p> <p><i>IEA Strategic Plan</i> <i>Goal C. To enhance the contribution of the ergonomics discipline to global society..</i> <i>Objective C1. Promote recognition of ergonomics discipline.</i></p>	<p>I am the official IEA contact for ISO.</p>	<p>To be continued</p>
<p>Support to the IEA initiative on HEPS (Healthcare Ergonomics and Patient Safety)</p> <p><i>IEA Strategic Plan</i> <i>Goal C. To enhance the contribution of the ergonomics discipline to global society.</i> <i>Objective C1. Promote recognition of ergonomics discipline.</i></p>	<p>As the former STP chair, I was instrumental in creating the HEPS steering committee that is in charge of the series of IEA sponsored conferences on HEPS. I continued to chair the HEPS steering committee, and managed the bidding process for the 2008 HEPS conference. I am helping with the organization of the HEPS conference (e.g., inviting keynote speakers) and marketing of the conference.</p>	<p>To be continued</p>
<p>Transitions in IEA EC</p>	<p>1. Resignation of Peter Buckle. I helped the transition of STP business from Peter Buckle to Mahtun Khalid; I continued my involvement in some of the STP tasks (e.g., HEPS steering committee).</p> <p>2. Resignation of Lina Bonapace. Upon the resignation of Lina, I took over some of the EQUID responsibilities and supported</p>	

Objectives of the SG	Accomplishments for 2006-2007	Plan for 2007-2009
	EQUID activities. Emmanuel Dimiccioli worked with Michel Nael on the analysis of the EQUID survey.	

Visits to Federated Societies

Country	Who?	When?	What?
Indonesia	David	August 28-30, 2006	International symposium on past, present and future ergonomics and OSH, Bali
New Zealand	David	September 17-19, 2006	NGO delegate at the WHO Pacific Rim meeting Meeting with the New Zealand Ergonomics Society
USA	EC	October 15-16, 2006	In conjunction with IEA EC meeting
Chile	Pierre	October'2006	Invited plenary – SOCHERGO conference
Brazil	Pascale, Pierre and Jan	October 29-November 2, 2006	ABERGO'2007
Turkey	Jan	November'2006	
Japan	David	January'2007	Meeting with JES and Human Ergology Society
China	David	January'2007	Meeting with IEA'2009 Congress organizers
UK	Pierre	April 17-19, 2007	Keynote address at the ES congress in Nottingham
Mexico	Pascale	April 25-28, 2007	SEMAC conference
Turkey	David and Jan	May 14, 2007	Meeting with Prof. Ozok
UK	David	May 15, 2007	Meeting with The Ergonomics Society
Switzerland	David	May 16-17, 2007	Meeting the ILO, WHO and ISO
Sweden	David, Lina, Pascale, Pierre, Mahtun, Jan	May 20, 2007	EC meeting right before WWCS'2007 (conference from May 21 to May 24, 2007)
Sweden	David and Pascale	May 22, 2007; 5:30pm	Meeting with the Swedish Ergonomics Society (Christina Jonsson)
Denmark	David	May 24, 2007	Meeting with the Danish Ergonomics Society

Country	Who?	When?	What?
Columbia- ULAERGO	Pascale, David and Pierre	October 16-19, 2007	ULAERGO conference in Bogota, Columbia
Tunisia	Pierre	End of 2007 or beginning of 2008	

Monthly Letters of IEA President

	When?	Content of letter
1	August'2006	Announcement of elected officers and EC Short update on Council'2006 meeting Overview of IEA communication strategy Preliminary announcement regarding the Council'2007 meeting
2	September'2006	Announcement regarding the location + time of the next Council'2007 meeting Announcement of the debate on the future of ergonomics Announcement of IEA website updates by Andy and Pascale Announcement of planning of new EC Copy of the IEA strategy plan
3	October'2006	Result of the vote for Council'2007 Presentation of TC on Gender and Work Brief introduction of communication strategy and planning for IEA executive committee
4	October 24, 2006	IEA'2006 Congress Update on IEA'2009 Congress TC on Slips, trips and falls
5	Late November'2006	Key outcomes of IEA EC meeting in SF TC on Ergonomics in Design Invitation to host IEA'2008 Council meeting + copy of IEA rules
6	December'2006	Changes in EC (Mahtun-STP, Marcelo-IDC) Update on new ergonomics societies Ideas for formation of new TCs Update on ergonomics competencies and accreditation of education courses Award of Gavriel Salvendy Review of IEA dues Update on EQUID Visit to Japan and China
7	January'2007	Report on visit to Japan: Japan Ergonomics Society and Human Ergology Society Update on IEA'2009 Congress

	When?	Content of letter
		<p>Update on EQUID Update on code of conduct (see IEA website) List of ergonomics post-graduate programs Letters from President on the IEA website Update on redesign of IEA website New honor for Waldemar Karwowski</p>
8	February'2007	<p>Joint project between IEA and Foundation for Professional Ergonomics Announcement of International Conference on Slips, Trips and Falls 2007: From Research to Practice Announcement of a new IEA Diamond Level Sustaining member: Elsevier Publishers Reminder: Nominations to host the IEA Council meeting – 2008 Science, Technology and Practice Update: info. updated on TCs on the IEA website International Development Committee Actions 2006-2009 Visit to ISO in May</p>
9	March'2007	<p>Certification requirements for Ergonomics Practitioners IEA dues – proposal for new calculation Update on IEA website Update on IEA Council in Boston Articles from Elsevier</p>
10	April'2007	<p>Tragic event at VA Tech Launch of IEA website Update on IEA technical committees Endorsement of HF IEA Congress in 2006 – financial contribution Update from IDC Ergonomics in agriculture</p>
11	May'2007	<p>New technical committees; potential committee on forensics Honor of Waldemar Karwowski Certification of ergonomists in Japan Visits to federated societies Meeting with ISO, ILO, WHO Financial support for specific IEA projects</p>

	When?	Content of letter
		Update on IEA Council meeting in Boston
12	June'2007	Passing of Brian Shackel Nomination of Tom Smith as chair of PSE Update on EQUID Update on IEA Council meeting in Boston ILO support of IEA workshop on Ergonomics Checkpoints in Agriculture IEA Conference on Ergonomics in Agriculture ICOH sponsorship IEA endorsement of journal on "Occupational Ergonomics" IEA sponsored conference on HEPS
13	July'2007	Passing of Cheryl Bennett and Ted Brown HEPS conference in 2008 IEA conference on ergonomics in agriculture New chairs of technical committees Honor of Gavriel Salvendy

APPENDIX C - Report on the IEA'2006 Congress



Evaluation 16th World Congress Ergonomics IEA2006

Status of the evaluation

The congress organizers have made a limited evaluation, which mainly provides a qualitative opinion. It is based on experiences, talks and interviews with participants, exhibitors, and other stakeholders. The evaluation was made in September 2006.

Basis for the evaluation: the business plan

The in 2002 written business plan was the basis for the evaluation. In this document the goals of the organization were:

The goal of the “business IEA2006” is to organize the triennial world congress on ergonomics. Sub goals are: to stimulate ergonomics in the Netherlands, and potentially in Belgium and Germany. Means are: extra publicity; to enhance the sense of belonging to a valuable group that organizes successfully a large event; new membership for the ergonomics society. The evaluation is first on general headlines; later more specific aspects are reported.

Over all evaluation

IEA2006 was a great success. The preparations and the organization were performed without considerable problems. The participation of 1,400 people was slightly lower than the over the years grown expectations, though above the budgeted break even point. But the number was certainly enough for a lively and interactive conference, that had a full program.

Evaluation indicators

- The practical organization of the IEA meetings before and during the congress, including meetings of Executive Committee and of the IEA Council.*
 - These meetings were held according to plan. Despite thorough attention, facilities did require last minute improvements. The organizers have evaluated these points with the hotel. The hotel management stood open for the criticism, and the reckoning was adapted for the inconveniences. For IEA a learning point maybe to draft written specifications of the facilities that must be arranged for each kind of meeting.
 - Communication in the years before the congress did not always go smoothly. Presumably due to the trust that IEA had in the Dutch organizers, there was only little contact. The internal structure of IEA can be improved, such to ease the work of the local organizers. This may benefit any formal IEA meetings. The fact that the half year before the congress is the final year of the IEA board’s term (which requires a lot of each of the IEA EC-members), indicates that as clear as possible procedures can be of great help to all. For the organizers it was not always clear which items should be arranged with whom of the Executive Committee.
- Timely and sufficiently communication and announcement of the congress*

Much attention was paid to these matters, like:

 - two printed and mailed announcements;
 - intensive promotion at IEA2003 in Seoul, Korea;

- at many smaller conferences by one of the congress chairs;
- editorials during five years in each of the issues of the Dutch journal (Tijdschrift voor Ergonomie);
- a minimum of two editorials provided to the newsletters of all IEA federated societies;
- not in the last place: a well-designed and frequently updated website, answering most of the questions that potential participants might have.

3. *The practical organization and registration of workshops, master classes and so on, to be held on Sunday 9 July 2006*

These so-called 'pre congress activities' were dropped. Based on the experiences of IEA2003, and after consultation of experts from several countries we skipped this unofficial part of the program. There was no balance between certain costs and uncertain income.

4. *The organization of the congress program*

This part of the organization went well. The program of an IEA congress is very complex: 18 keynotes, each day a continuous program of 18-20 parallel sessions; interactive workshops; 300 posters; several social events. Many sessions could be organized in close collaboration with IEA Technical Group's chairs, or with moderators that took over much of the work, and who organized mini symposia or complete sessions.

The poster presentations did not do justice to the efforts of the authors. Several circumstances caused this. The poster boards were placed in the gangways, but the exposition and catering attracted many participants in the breaks to the exhibition hall. There was no order in the boards. Many boards remained empty, as authors apparently did reject their poster without notice. The program did not provide special time slots for poster presentations.

During the congress week the professional congress organizer CAM has shown its capacities to organize practical matters very well. Staff was well reachable and visible, and their control was sufficient. The daily briefings could be short of time, and only few matters had to be discussed.

The content of the program seems to have met the expectations of the participants. The scientific level was, in line to previous IEA congresses, not really high. A trend from basic research towards practical oriented research and case studies can be noticed. For a broad and large congress, this is a reality, we expect.

5. *The organization of a largely commercial exhibition.*

Thanks to much effort we succeeded to get the whole exhibition floor filled with exhibitors. The opening reception, coffee, tea and lunch breaks were held at this sponsor market. This turned out to be a golden formula; many participants liked it, and the exhibitors were most positive about the high quality of the contacts, in which they received most valuable feedback on their products.

6. *Catering*

The caterer, Maison Van den Boer, did do a great job. One minor problem was the food supply directly after the opening reception, before the world cup soccer final projection. A misunderstanding was less quickly solved than we had hoped, but for which the caterer revenged fully in the following days. The lunches provided for anybody something they like.

7. *The social activities*

- Already at the IEA Council dinner an informal atmosphere grew, resulting in collective singing and individual performances.
- The opening reception was a fine start. The simple act of the 'Rembrandt group' portraying the famous painting 'Night watch', impressed many.
- The special setting, arrangements and programming of the opening session offered enough content, and entertainment to satisfy most of the participants.
- The visit to Holland Casino attracted 150 participants. The program on site was limited, but sufficient. Pricing was low, and most of the participants have enjoyed the evening.
- The congress party was a roaring success. Participation of more than 60% is unknown for the banquets that are held traditionally, and may set a trend for future congresses. The high degree of participation was further reached with a low pricing, and by the great atmosphere of the previous days. Due to safety rules, unfortunately tens of people had to be rejected at the ticket office when the maximum number of 800 participants was reached.
- The fine weather attracted many people to the famous Maastricht terraces, many of which stayed there till late in the night.
- The closing ceremony was perhaps the least of the activities with a social character. The summaries by four experts did vary in quality and style; we are aware of the degree of complexity of summarizing. Since all speakers kept the tight schedule during the opening session, this went not so well during the closing. Attendance was high; about 400 people stayed till the end. The in conjunction held informal warm lunch offered excellent opportunities to say goodbye. Nevertheless, it remains a problem that many participants leave after the fourth day, resulting in gaps in the program of the final day.

8. *Publishing of proceedings.*

- Selection of a Publisher turned out to be more difficult than expected. It was hard to convince publishers of our ideas. The choice for Elsevier turned out to work perfectly. Collaboration was good, the publisher kept all arrangements, and was supple where we met some problems in scheduling. Nevertheless a congress organizer can be confronted with (too) many personal changes at companies. The Cd-rom is user friendly, though some miss page numbers (which was after the congress solved with a key, published on the website).
- The special issue of Applied Ergonomics is excellent, both editorially and technically.
- A book, based mainly on contributions at the congress, is now in progress of publication (planning: mid 2007).

9. *Hotel bookings*

- The choice to outsource this activity completely saved the organizers a lot of time. Only few complaints were heard.

10. *Professional visits*

- A difficult item in the organization. We choose to limit the number. Nevertheless, and despite many registrations, attendance was low. The problem is that people have to register for the visits, before the final program for the congress is available. The (low) registration fee for the visits was a too low threshold to prevent disappointing low numbers of people visiting the hosting companies.

11. Finances

- The chosen organizational model worked well. In 1999 the IEA delegated the organization to the 16th world congress to the Netherlands Ergonomics Society (NVvE). NVvE established a legal body (foundation), the so-called 'Stichting Ergonomie Congres IEA2006', and arranged thus that the NVvE could not be held legally responsible. The 'Stichting' appointed three congress chairs in unpaid positions, and these three men did most of the organizational work.
- The total budget was more than 1,1 million Euros. The financial balance allowed paying back to IEA and NVvE their seed money (\$ 20,000, resp. Euro 25,000) as well as paying the capitation fee (appr. \$ 20,000). Besides the total costs of all IEA meetings, council dinners (incl. partners) were paid from the congress budget (value of \$ 13.400). Besides council members and EC members were supported in their travel or lodging expenses.
- After all these costs the financial balance shows a small surplus, which is spent to goals that correspond with the goals of the legal body.

Realization of ambitions

- *Attractive theme and logo.*
The congress theme was developed in close interaction with tens of people all over the World. The theme 'Meeting diversity in ergonomics' worked well, and was quoted in many of the presentations. The logo was well recognizable, and it turned out to be transferred to a three dimensional sculpture.
- *Well designed and easy accessible website.*
The fact that we received only a few comments, may indicate that the website worked well. Ergonomists are critical, and if there were sincere complaints, they would certainly have reported these. However, the software that the professional congress organizer used for registration and abstract submission did not work as properly as we expected.
- *Much useful information in due time available for anybody.*
Especially the website, and later also the newsletters provided sufficient information.
- *Strong involvement of IEA Technical Groups.*
This worked very well. Most of the IEA TG's organized sessions or symposia. New TG's were started on the basis of IEA2006. A small Group of very active moderators and a larger Group of more remote moderators, have saved the organizers much work. Thank you all for that!
- *Collaboration with the German and Belgian Ergonomics Societies*
From scrap it was decided that the responsibility and all Financial matters were Dutch matters. With regard to the programming, collaboration was an ambition. A Regional Program Committee, with members from the three countries was founded, and several of the members were of valuable help. However, the collaboration at Society level has been relatively low, which is understandable: after all efforts to give the congress a European flavour, it remained a Dutch enterprise.
- *Interaction promoting structure.*
As could be expected, the Dutch were in the forefront of interactive working methods. A large part of the interactive sessions was organized by Dutch ergonomists. In discussions many people participated actively.
- *Compact congress, under one roof.*
The choice for the Maastricht Exhibition and Congress Center, and for Maastricht was excel-

lent. The formula “all under one roof”, worked very well, and was highly appreciated. Several rooms turned out to be rather small, while other rooms were very large. For an IEA congress a center with most rooms for 80 - 100 people, seems to be a good choice.

The warm weather made it clear that the center’s air-conditioning needed renovation, which actually the day after the congress started.

The city of Maastricht has illustrated its image as ‘most cosy town of northern Europe’.

- *Impulse to ergonomics in the Netherlands, and growth of NVvE membership*

Within the group of Dutch participants at the congress an impulse was certainly created. It is unclear if that impulse goes further amongst non-participating members. Here lies a task for the board of the NVvE. Publicity did not work as well, as hoped for. A with much effort edited newsletter, which was sent to 65 journals, was not very successful.

Evaluation of strengths and weaknesses

Strengths

- *Small team of ‘pullers’ that know each other well; amongst whom at least experienced congress organizers and relevant experience with IEA congresses.*

The choice for a small team, delegating tasks, was an excellent one. Though fragile for drop out, such a small Group Works very efficient. The division of tasks and responsibilities were crystal clear. Mutual respect and trust within the team were basic conditions for impeccable operation and collaboration.

During the congress the three congress chairs were very visible and accessible. At each occasion they were in the front to actually welcome their guests.

- *Building on previous experiences.*

This was an advantage. The organization of such a large congress, turned out to be more different than the members of the Core Team had expected. Important things that were different than expected: quickly rising costs, resulting in the need of more sponsoring; the long period of preparation (6 years) in which continuous attention is required; the intensive communication (tens of e-mails per chair per day, running up to more than one hundred per chair per day over the last five months); the unpredictable work load, especially when peaks would come; the communication with IEA, which over the final months before the congress was more complex than expected. The very experienced Professional Congress Organizer was surprised by the complexity of an IEA congress. Looking back, it would have been better if the First responsible person of the professional conference organizer (PCO) had joined the trip to IEA2003. She could have got a better idea of what an IEA congress is, which would have saved much time and misunderstandings.

- *All previous IEA congresses have been more or less successful.*

However this is a fact, it is no guarantee for success. In the years preceding IAE2006 several smaller conferences were cancelled due to lack of interest.

- *At least six preceding IEA congresses had a positive financial outcome.*

The same as above counts for this. Over the years 1999-2006 the increase of costs in Western Europe has been larger than expected. Meanwhile the congress fees were fixed in a very early stage.

- *Technology: electronic information, electronic registration, and payment, electronic abstract en full paper handling would be possible.*

The organization of 1,600 abstracts, more than 1,000 full papers, 300 posters, and about 1,400 participants, many of whom expecting tailor made communication, would have been

impossible without modern technology, and would certainly have been prohibitive. However, technology did not work as properly as hoped for. The abstract handling, full papers submission required a lot of extra attention. Payments via credit cards took much time, and turned out to be less reliable than one might expect.

Weaknesses

- *All work must be done as volunteers' work, next to a full time job.*
This should certainly have been a big problem. It was great that the employers of the three chairs, TNO, ErgoS, and ING facilitated them over the final two years to spend part of their working time on the congress.
- *Competing smaller conferences.*
Despite IEA-rules it can happen that conferences are organized that are competitive with such a large congress. It is uncertain if this has played a role with regard to the lower participation than expected. Over the past years people within IEA circuits expected 1,500 to 2,000 participants for IEA2006. The fact that this congress has a broad scope on ergonomics, may have been a disadvantage. Some people attending IEA2006 and some who were not present, reported that it is easier to get funds to attend smaller, and more focused conferences.
- *The organizers have actually no influence on the participation degree. Worldwide economics, health threats, and political strains may be of great influence on the numbers. In between the fixed costs can hardly to be controlled.*
This is a real weakness. The threat of a worldwide birds flue epidemic has been a reality. World economics has been positive, and international conflicts have played a minor role for IEA2006. For future congresses these factors will always be a potential problem.
- *Risk of too much influence of the IEA board.*
As the structure of the roles is not formally fixed in documents, this could be a problem. Looking back, we rather experience too little involvement of the IEA board. This was partly caused by the organizers themselves. Their careful and open information and communication, created trust within the IEA board.
- *Risk on insufficient quality of professional staff.*
Previous experiences made us taken up this point as a weakness. For any congress this is a potential problem. Turnover of staff is a reality; many PCO's employ many young people, including young women. These people change jobs, or have the chance of getting pregnant. IEA2006 has had minor problems in this regard. On the other hand we must conclude that the, without discussion, well-known Conference Agency Maastricht (CAM) sometimes did not know how to deal with three chairs who very well knew what they wanted. Though CAM had experiences with larger congresses, the complexity of a congress like IEA2006 turned out to be unique in its diversity and number of presentations and parallel sessions.
- *Sponsoring can be difficult in economically poor times.*
This is certainly true, and in the first years we suffered from this. A few large sponsors could be attracted in those years, after which it became much more difficult to convince sponsors of the value of sponsoring a congress like IEA2006. Only a bit more than two years before the congress, a second wave of sponsors came in. The Chair Finances and Facilities has spent hundreds of hours on acquisition of sponsorship, and with success!
- *A real innovative congress is impossible within IEA-rules.*
Yet, important innovations were introduced, like:

- An exhibition as essential part of the congress, as. At previous IEA congresses the exhibition was more an activity in the margin, that you had to go and visit; one could get the impression that the organizers were slightly ashamed to host commercial exhibitors. At IEA2006 the exhibition was 'the place to meet', and anybody liked it. The sponsors and exhibitors were very positive, and cross selling between sponsors was a daily activity.
- A substantial part of the congress program existed of recognizable symposia and sessions. In fact the congress has become a collection of back-to-back conferences under one roof, and at the same time. This worked well, though some people may have been annoyed to have to choose more than once out of several most interesting sessions.
- Hospitality was a key target, in all activities, in all communication. The Dutch don't have a reputation to be very hospitable. We have tried changing this disadvantage into an advantage. And we are proud that the Dutch participants have understood what it means to be a host.
- New kind of proceedings: next to a special issue and a Cd-rom, a state of the art book will be published (mid 2007), based mainly on IEA2006.
- Website as main medium for communication. The most informative website contributed to a limited number of questions by e-mail or by telephone.
- The introduction of the so-called Easy Ergonomist Finder (ergosearch): a website on which participants could (and still can) register, and so get themselves out of anonymity. A number of characteristics can be added, like specialisation in ergonomics, field of application, sectors in which specific experience. At this moment 364 people have registered. Donation of the software to IEA is being considered.

Finances

Budget versus realisation

We have tried to compare the original budget plan (2001) to the final outcome. Comparison fails however, even in the headlines, due to changes in categories, made in 2003.

Important lessons are:

- Congress centre: the first contract may not be as clear as it looks. Organizers will be charged for many extras, like cleaning, extra rooms, and even for the electronic infrastructure.
- Costs of beamers, sound, and the, besides very well working system of a central computer for all power points. The costs are substantial: about 10% of the total budget!
- Costs of printed matters were far below what was expected in advance. Also the costs for the proceedings are a small portion of the total costs (less than 4%).
- The costs for the Professional Conference Organizer (PCO) were much higher than originally budgeted. However, the final costs were slightly lower than budgeted in 2003, when the final contract with the PCO was signed.
- Financial support of participants from IDC's covers a substantial amount of money. IEA has supported these costs substantially (in the range of 35% of the total support).
- The costs of the IEA meetings were not planned to be part of the congress budget. Though IEA rules ask for hosting, renting rooms in a commercial hotel, combined with facilities, catering and so on, results in relatively high expenses. We are happy that, after all, IEA2006 could pay for all of these costs, and that we could support IEA council members and EC members in their expenses.

- The choice for a low entry fee for the congress party (25% of the actual costs) turned out to be a good one with respect to the number of people that registered for the party. Yet, the success became almost a big problem when an unexpected large number of people wanted to participate.
- The income by registration fees were according to what in 2001 was expected.
- Sponsorship was much higher than planned; in fact the first budget proposal did not count on any sponsorship at all.
- After having paid all the dues, including the capitation fee to the IEA and the payback of seed money to IEA and the Dutch Ergonomics Society, the congress ended with a financial surplus. The board of the legal body decided to grant an extra 10,000 Euro to the IEA. The Federation of European Ergonomics Societies (FEES) was granted an amount of 3,500 Euro and the Center for the Registration of European Ergonomists (CREE) an amount of 2,500 Euro, both for specific goals to promote ergonomics on a European scale. The small amount of money that will be left after rounding off the legal body will be granted to the Netherlands Ergonomics Society.

Liquidity

In the first years of the organization, liquidity has been a major topic. Costs come as soon as one starts, and rise quickly to a substantial level, while income comes very late. Sponsorship is essential to survive the first years. The first few sponsors started immediately to pay their first terms, which solved the liquidity problems largely. When two sponsors paid all their dues at once, the problems were solved completely.

Evaluation of the congress' organization's goals

Above a mostly positive evaluation is given, together with some lessons. When we look back to the goals that the Dutch Ergonomics Society had, the experiences are less positive. :

- Organizing the congress at itself was largely most successful. The members of the Dutch Ergonomics Society played an important role. They have been hospitable, good organizers, and many Dutch people participated, were active as speakers, moderators, and session chairs, with a high quality. In fact the Dutch delegation was the largest: 15% of all participants.
- The ambition to empower ergonomics in The Netherlands was partly successful. Within the field of ergonomics, there was much extra attention. Many Dutch people have acted at the congress, many of whom don't do this regularly.
- The groups' interaction was positive amongst those participating. But that effect has hardly reached those not participating. The NVvE could (have) benefit more if the momentum could be used as a power for the future.
- The congress did not result in new membership of the NVvE. The Society has not taken action to attract new members.
- Publicity was not successful. Despite an inviting media brochure, sent to almost 80 editorial boards, only very little attention was given in the media. The with regard to publicity most prominent papers were selected for this. The lesson must be: ergonomics (as it is nowadays reported) is not news! Of course the fact that the congress was held in school holidays, may have played a role.
- An extra attention for ergonomics in Belgium or Germany seems not to be effected. The 24 Belgians and 80 Germans participating are not impressive enough to state that an impact at the national level was reached.

Discussion

This evaluation is made by the three congress chairs, but agreed by the Board of the 'Stichting Ergonomie Congres IEA2006', and by the Board of the Netherlands Ergonomics Society NVvE. Although a self-evaluation is actually not the best, there seems to be no grounds that make an evaluation by a third party necessary.

5 January 2007

Ernst Koningsveld, Ruud Pikaar, Paul Settels

APPENDIX D - Report on EQUID

EQUID

Prof. David Caple
President

Prof. Pascale Carayon
Secretary General

Ergonomics QUality In Design

- **Goal**
 - To develop and increase the use of ergonomics knowledge and methods in the design process of products, work systems and services

**Process design
for products**

IEA Mission

- 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.
- IEA Strategic Plan:
 - To contribute to the development of Federated Societies
 - To advance the science and practice of ergonomics at an international level:
 - To stimulate the development of the ergonomics discipline
 - To enhance the quality of professional practice and education in ergonomics
 - To enhance the contribution of the ergonomics discipline to global society

IEA Council'2007

3

What is the need for EQUID?

- 2006 - Google search for "ergonomically designed"
 - 2,170,000 hits
 - Microsoft: keyboard
 - AFC industries: radiology reading room furniture
 - Sunway: office products
 - General Mat Company: floor mats
 - Barco products: inspection mirrors
 - AGV products: laser guided vehicle
- Need to disseminate ergonomics knowledge about product design process

IEA Council'2007

4

EQUID Program

Original motivation of the EQUID Program:
W. Karwowski 2000

- To help the public make informed decisions about the ergonomics quality of products.
- To promote the integration of ergonomics requirements in the design process of products
- Claims of “ergonomically designed ...” on Google
 - in 2000 there were 230,000 entries
 - In 2006 there were 1,500,000 entries

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Timeline of EQUID

- 2000-2003:
 - 2001: presentation and approval of the EQUID scheme
 - 2002: presentation and approval of two documents
 - 2003: approval of restructuring of Executive Committee
- 2003-2006:
 - 2004: approval of goals and mission EQUID Standing Committee
 - 2005: presentation of approach
 - 2006: revised texts on ergonomics process in design and accreditation
- 2006-2009:
 - 2006: revision of text on ergonomics process in design
 - 2007: EQUID workshop in Berlin

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EQUID Workshop – Berlin, Germany

- June 1st, 2007:
 - Content:
 - Ergonomic Methods And Knowledge To Use Within Product Development Processes
 - The IEA EQUID initiative
 - Industry insights: HFE professionals, Product developers
 - About 35 attendees; both academia and professionals (ergonomists, product designers)
 - Website to download presentations:
 - <http://www.awb.tu-berlin.de/veranstaltungen/equid/>
 - Password: zillemarkt
- June 2nd, 2007:
 - Meeting of EQUID subcommittee on document on “Ergonomics criteria in the design process”
- Special thanks to Wolfgang Friesdorf and his team at TUB, Michel Nael, Klaus Zink, and Pierre-Henri Dejean

Current EQUID Issues

1. Ergonomics in Design Process document
2. Dissemination of document
3. Certification of companies who utilise the EQUID process.

1. Ergonomics in Design Process document

- Process document has been drafted and refined:
 - 39 Stakeholders reviewed
 - Feedback from industry, consultants and HFE academia
 - Workshop in Berlin (June 2007)
 - Reworked by Committee

1. Ergonomics in Design Process document

- Further refinements required
- Another round of stakeholders feedback
- Broader stakeholder engagement required across IEA Societies
- English editing and formatting required.

Leader: Michael Nael, France

2. Dissemination of Document

- Options considered to date:
 - IEA via Federated Societies
 - ISO (International Standards Organisation)
 - Certification Bodies e.g. BCPE, CREE

2. Dissemination of Document

- ISO – consultation with ISO159 and related subcommittees
- Purpose: consideration to develop an ISO/PAS with IEA retaining ownership of intellectual content. (PAS: Publically Available Specification: normative guidance but not yet mature guidance.
- Maximum lifetime: 2 x 3 years

Other ISO Options

- ISO / TR – Technical report for e.g. Anthropometry data not normative guidelines
- ISO / TS – Technical specification for mature normative guidance. This directly leads to developing an ISO Standard or is withdrawn after 2 x 3 years.

3. Certification of Companies

- Propose: No role for the IEA to directly or indirectly certify companies or products.
- Propose: IEA work in collaboration with Industrial Design-Product Design bodies and other stakeholders to encourage their use of EQUID in their certification methodology.

Summary of Proposals for EQUID

1. Refine and engage broader stakeholder support for EQUID process document
2. Discuss formally with ISO for an ISO / PAS
3. IEA will have no role in certification of companies or products
4. Collaborate with Industrial Design-Product Design professional bodies and other stakeholders to encourage uptake of EQUID

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

IEA TREASURER'S REPORT

January - December, 2006

Min K. Chung, Treasurer

1. Summary of Financial Performance

1.1. *Accounting and Banking Procedures*

As in the past, IEA carried out its financial operations in 2006 in U.S. Dollars (US\$). The IEA fiscal year coincides with the calendar year, January 1 through December 31. A cash basis of accounting was employed. Revenues were noted and recorded when received, and expenses were noted and recorded when paid.

We continued to maintain and carry out our financial activities with Scotiabank in Ottawa, Canada. Three separate accounts were maintained: the Active Cash Account (ACA) into which income was deposited and from which payments were made; and two Guaranteed Investment Certificates (GICs) that are interest bearing accounts.

Because the IEA Congress is held every third year, and because there are significantly greater expenses during years of the Congress, it is customary for the annual Treasurer's report to show revenue and expenditures for the past three years. This additional information provides the basis for better understanding expenditures as well as a longer-term picture of IEA's financial status.

1.2. *Overview of 2006 Financial Performance*

- a. Total Revenue - The total revenues for the 2006 fiscal year was \$81,992. This revenue included all funds that were deposited into the active cash account (\$77,567) plus the interest earned in the GIC accounts (\$4,425). There are seven categories into which the sources of revenue can be grouped: federated & affiliated society dues, sustaining member dues, capitation fees, interest, contributions to special funds, awards, and miscellaneous. The amounts of revenue received in each of these categories are presented in Table 3.
- b. Total Expenditures - The total expenditures during 2006 was \$140,874. The expenditures can be grouped into eight categories: officers' expenses, standing committee expenses, office/clerical, meetings costs, awards, grants/seed, bank fees, and miscellaneous. The amounts spent in each of these categories are presented in Table 3.

- c. Assets - IEA's assets at the end of 2006 totaled \$140,904. The funds in each of the Scotiabank accounts are shown in Table 1 below. Also, IEA has seed funds receivable from one outstanding loan.

Table 1. Scotiabank Accounts and Seed Fund Receivable

Active Cash Account (ACA)	\$24,516
Guaranteed Investment Certificate (GIC)	116,388

Total	\$140,904

- d. Equity - While IEA's funds are held in the Scotiabank accounts indicated above, the money is actually earmarked for certain categories of expenditures. Two general categories are annual operations and special reserves. The annual operations include revenues from membership dues, capitation fees, interest, and other receipts. Expenditures in this category include the administrative work of the officers and office support, the work of the standing committees, meeting costs, and other recurring activities.

The special reserves category includes a loans fund of \$35,000 that was established several years ago to ensure a supply of seed funds for conferences. There are four special funds in this category whose purpose generally is to promote and support ergonomics in developing countries (IDCs). The Liberty Mutual Prize and Medal Fund is also in this category. Following are statements of the purposes of the four special funds.

ESA Fund - This fund is to promote ergonomics in IDCs, primarily in Southeast Asia.

HFES Fund - This fund is to promote ergonomics in IDCs.

SELF Fund - This fund is intended to support conferences, seminars and meetings in ergonomically less developed areas such as Africa and South America.

JES Fund - This fund is to provide grants and seed money for ergonomics research and organizing conferences in IDCs.

2. Assets and Equity

Table 2 presents IEA's assets and equity for 2006 and for the previous two years.

Table 2. Balance Sheet for Year Ended December 31, 2006 (in US Dollars)

Year	2006	2005	2004
ASSETS			
Cash Account	24,516	33,149	31,435
Term (GIC) Deposits	116,388	149,591	143,884
Seed Fund Receivable	0	20,000	20,000
Total	140,904	202,740	188,192

Year	2006	2005	2004
EQUITY			
ESA Fund (S.E. Asia)	5,426	5,426	5,426
HFES Fund (IDCs)	8,496	7,864	7,864
SELF Fund (Africa, SA)	7,647	7,647	7,647
JES Fund (IDCs)	11,101	9,421	7,546
Liberty Mutual Fund	(1,528)	29,537	16,652
Loan Reserve	35,000	35,000	35,000
Cash Reserve	74,762	107,845	108,057
Total	140,904	202,740	188,192

Comments on Seed Fund Receivable

The mission of the IEA includes advancing ergonomics science and practice. In the context of this mission, IEA provides various kinds of support for scientific conferences. One such support effort is to make available seed money (loans) for planning and carrying out conferences. These loans are repayable, normally at the end of the conference. In the sense that these loans are receivable, they are considered an IEA asset. One receivable loan of \$20,000 for IEA 2006 Congress was outstanding at the end of 2005. This loan amount was offset with the IEA's contribution of the equivalent amount of \$20,000 which was used in subsidizing the travel expenses of participants from developing countries (IDCs) in the IEA 2006 Congress.

Comments on Special Funds and Liberty Mutual Fund

- a. Special Funds - One of IEA's goals is to advance the science and practice of ergonomics at an international level. In striving to achieve this goal, significant effort and resources have been focused on ergonomics in developing areas. The four special funds are essentially dedicated to that purpose. During 2006 no grants were made that qualified for support from one or more of these funds. IEA has committed \$20,000 to

help support attendance at the 2006 Congress in Maastricht by members of federated societies in developing areas.

Incomes for the HFES and JES funds during 2006 came from the Human Factors and Ergonomics Society and the Japan Ergonomics Society were credited to the Funds.

- b. Liberty Mutual Fund - This fund provides financial support for the IEA/Liberty Mutual Prize of \$5,000 that is awarded annually and for the IEA/Liberty Mutual Medal plus \$15,000 that is awarded every three years.

Funding for the IEA/Liberty Mutual Prize and Medal is provided by Liberty Mutual Insurance Company. The Liberty Mutual Fund contained \$29,537 at the beginning of 2006. This amount was a carryover from previous contributions. During 2006, an additional contribution of \$15,000 was received. During the year, \$20,000 was awarded for IEA/Liberty Mutual Prize and Medal and expenditures were \$11,065. Thus, we have a minus balance of \$1,528 in the fund at the end of 2006.

3. Revenue and Expenditures

Table 3 presents a summary of IEA revenue and expenditures during 2006.

3.1. Comments on Revenue

- a. Membership - As shown in Table 3, membership income includes two categories: dues from federated and affiliated societies and dues from sustaining members. In 2006 there were 42 federated societies and one affiliated society. Table 4 shows the federated and affiliated societies and the dues paid as of December 31, 2006. The Table also indicates the amount paid and identifies those societies that chose the 20% payment option. Also, the Philippines Society has not paid its dues and its membership was contingent on such payment.

Sustaining members paid for 2006 are shown in Table 5.

- b. Capitation Fees – One capitation fee of \$24,000 was received for the IEA 2006 Congress in Maastricht, Netherlands.
- c. Interest, Contributions and Liberty Mutual Fund - These categories of revenue have been discussed. One additional comment concerns the amount of the interest and exchange values in Table 3. From the Table, it can be seen that the amounts vary from year to year. This variation is due in part to the time of year that interest payments are due for the two GIC accounts. It will also vary as a result of changes in the value of the US dollar relative to the Canadian dollar.
- d. Miscellaneous – The \$5,000 in this category is ILO support for a workshop in India regarding the Agricultural Checkpoints.

**Table 3. Statement of Operations for Year Ended December 31, 2005 (in US Dollars)
With Comparisons to Two Previous Years**

Year	2006	2005	2004
REVENUE			
Membership Dues			
Fed and Aff Societies	28,655	34,913	31,076
Sustaining Members	2,600	12,777	14,565
Capitation Fees	24,000	1,214	500
Interest and Exchange Value	4,425	5,707	7,152
Contributions (JES and HFES)	2,312	1,875	2,570
Liberty Mutual Fund	15,000	15,000	15,000
Misc (ILO – Checkpoints Bali)	5,000	10,000	1,422
Total	81,992	81,486	72,285

Year	2006	2005	2004
EXPENDURES			
<i>Officers and Administrative</i>			
Office-related expenses		2,414	6,193
Officers - Travel and Expenses	21,681	16,224	14,624
Clerical			
<i>Standing Committees</i>			
Development	3,092	3,081	918
Science, Technology, Practice	1,813	1,751	2,506
Prof Standards and Education	6,918	7,456	5,354
International Development	8,645	13,665	5,896
WHO Project			7,505
Communication and PR	3,478	1,567	2,041
Newsletter			3,319
EQUID	16,503	11,706	2,814
Awards			1,428
Liberty Mutual Medal/Prize	31,065	2,115	9,579
Meeting Costs	16,499	6,640	6,756
Council dinner			1,436
Fees and Bank Charges	228	314	184
Grants			355
Miscellaneous			
Business cards			336
Archives			1,016
Documents for Council Meeting	30,952		
Total	140,874	66,933	72,260
OPERATING SURPLUS	(58,882)	14,553	25

Table 4. Dues Payments During 2006 by Federated and Affiliated Societies

	Fed & Aff	SOCITIES	Dues Owed	Dues Paid	Amount	# Members
1	ABERGO	Brazil	,06	,06	\$ 963.00	300
2	ACE	Canada	,06	,06	\$ 1,557.50	325
3	ADEA	Argentina	,05,06	,05,06	\$ 242.33	
4	AEE	Spain	,05,06	,05,06	\$ 805.00	100
5	APERGO	Portugal	,05,06	,05	\$ 231.70	39
6	AUEA	Ukraine	,04-,06	,04,05,06	\$ 224.00	29
7	BES	Belgium	,06			
8	ChES	China	,03-,06	,03-,06	\$ 1,404.00	803
9	CrES	Croatia	,02-,06			
10	CzES	Czech	,06	,06	\$ 100.00	35
11	ES	UK	,06	,06	\$ 2,453.51	1165
12	ESFRY	Yugoslavia	.05,06			
13	ESK	Korea	,06	,06	\$ 1,564.50	530
14	ESSA	South Africa	,06			
15	EST	Taiwan	,06	,06	\$ 412.50	104
16	GfA	Germany	,06	,06	\$ 1,523.90	501
17	HES	Greece	,06			
18	HFES	USA	,06	,06	\$ 5,611.90	3421
19	HFESA	Australia	,06	,06	\$ 1,189.30	377
20	HKES	Hong Kong	,05,06	,05	\$ 131.00	31
21	InES	Iran	,06			
22	IREA	Russia	,05,06	,05,06	\$ 45.00	
23	IrES	Ireland	,06	,06	\$ 237.30	41
24	ISE	India	,06	,06	\$ 16.00	
25	IsES	Israel	.05,06	,05	\$ 377.50	100
26	JES	Japan	,06	,06	\$ 3,810.10	
27	MES	Hungary	,04-,06			
28	NES	Nordic	,06			
29	NVVE	Netherlands	,06			
30	NZES	New Zealand	,06	'06	\$ 356.60	
31	OAE	Austria	,05,06	,05,06	\$ 334.60	
32	PES	Poland	,06			
33	PhES	Philippines	,05-,06			
34	SCE	Colombia	,03-,06	,03-,05	\$ 464.00	
35	SEA	Slovakia	,00-,06			
36	SEAES	Southeast Asia	,05,06	,05,06	\$ 245.50	
37	SELF	SELF (French)	,06	,06	\$ 1,651.50	592
38	SEM	Mexico	,05,06	,05,06	\$ 301.00	10
39	SIE	Italy	,06	,06	\$ 657.50	200
40	SOCHERGO	Chile	,06			
41	SSE	Switzerland	,06			
42	TES	Turkey	,04-,06	04,05,06	\$ 367.50	
43	HES-J	Japan	,05,06	,05,06	\$ 1,377.00	

Table 5. Sustaining Members Paid in 2006

IEA 2006 SUSTAINING MEMBERS		
	2005	2006
Diamond Members		
Taylor & Francis Ltd.	\$10,000.00	
Platinum Members		
Ergoweb, Inc.	In Kind	In Kind
Gold Members		
Res Inst of Human Eng for Qual Life (HQL)		
Central Inst for Labor Protection	\$ 1,000.00	\$ 1,000.00
Ctr for Ind & Mgt Eng Res Resources, (Korea-Min)	\$ 1,000.00	
Conservatoire National des Arts et Metiers (CNAM)	In Kind	
Hiroshi Udo	\$ 1,000.00	
Korean Occ Safety and Health Agency (KOSHA)		\$ 1,000.00
Individual Sustaining Members		
Waldemar Karwowski	\$ 200.00	\$ 200.00*
Kazutaka Kogi	\$ 200.00	\$ 200.00
Kenneth Laughery	\$ 200.00	\$ 200.00
Becky Kinsler	\$ 200.00	
Martin Hellander	\$ 200.00**	\$ 200.00**
Jennifer A. Guthierrez	\$ 200.00	\$ 200.00

* offset with travel expenses

** prepaid by royalty contribution to IEA in 2000 up to 2011.

3.2. Comments on Expenditures

- a. Comparisons With the Previous Non-Congress Year (2005) - As shown in Table 3, expenditures for 2006 totaled \$140,874. This total was much greater than during 2005 by \$73,941. Revenue was greater in 2006 than in 2005 by \$506. The expenditure relates to a Congress year is always higher than other years due to the Secretarial costs associated with the development of the Congress materials.

In 2006, while most of the revenue and expenditures categories experienced small to moderate differences when compared with 2005, activities for which there was a noteworthy increase in expenditures were Awards Standing Committee and Documents for Council Meeting. Besides \$20,012 for Liberty Mutual Prize and Medal, \$11,053 was spent for awards review committee meetings (\$7,035) and reception during the Maastricht Congress (\$4,018).

The main expenditure for printing and transport of documents to Maastricht related to:

- Documentation for Counsellors for delegates for at the IEA Council meeting. This was a particularly large document containing many reports for the council members to consider.
- A fully bound copy of the 50th Anniversary Booklet on the IEA to commemorate the first meeting to form the IEA in The Netherlands.
- The Triennial Report which overviews the activities and achievements during the 3 year tenure of the President, Pierre Falzon.

The expenses associated with these materials are shown as \$30,952 in the 2006 financial year. The current Executive is considering alternative ways of preparing the documentation for the 2009 Congress which will hopefully reduce this requirement significantly. The ability to use technology based systems for developing and disseminating reports will be considered as an alternative to printing hard copies of documentation wherever possible.

- b. Officers and Standing Committees - A significant portion of IEA functions and activities are carried out by the officers and standing committees. Table 6 below presents the different categories of expenditures, the total for each category, and the percentage of the total represented by each category. From Table 6 it can be seen that although the percentages of expenditures in 2006 for different categories greatly differ from those in other recent years, the absolute amounts continued at the same levels except for Awards committee. The higher amount for awards in 2006 was due to the fact that it was a Congress year and the IEA Awards were given.

Table 6. Expenditures by Category (in US Dollars) and Percent of Total

Year	2006		2005		2004	
Expenditure Category	Total	%	Total	%	Total	%
Officers and Administrative	21,680	15	18,638	28	20,817	29
Standing Committees	40,449	29	39,226	59	30,353	42
Awards	31,065	22	2,115	3	11,007	15
Meeting Costs	16,500	12	6,640	10	8,192	11
Grants					355	<1
Bank Fees and Charges	228	<1	314	<1	184	<1
Miscellaneous	30,952	22			1352	2
Total	140,874	100	66,933	100	72,260	100

4. Some Comments and Some Plans

4.1 *Federated and Affiliated Society Dues*

One of my concerns as IEA Treasurer is membership dues by federated and affiliated societies. More specifically, the concern is one of fairness and ability to pay. This concern is shared by the other officers and members of the Executive Committee. For several years our dues structure has been defined by a formula based on society membership.

Specifically, the formula is defined in the following table:

Table for calculating membership fees:

Total no. of paying members (n)			
Fixed sum			= US\$ 122.50
On first 500 (n up to 500)		X US\$ 2.80	= US\$
On remaining (n over 500)		X US\$ 1.40	= US\$
Total payable in US Dollars*			US\$

Alternatively, the society may elect to pay a sum equal to 20% of the total dues income of the Society.

The 2006 IEA Council meeting voted on two important motions in relation to Dues paid by Federated Societies to the IEA.

- (1) To reduce the option of 20% of membership fees as the IEA subscription to 5% to assist small societies particularly from developing countries.
- (2) “The IEA Council recognizes that the current IEA dues structure for federated societies has significant flaws: it is unfair to small societies and societies from developing countries, therefore hindering their development. It does not consider inflation, therefore leading to a gradual decrease in IEA resources. The dues structure should be changed to a dues system that is equitable and adjustable for inflation. The IEA Council mandates the IEA Executive Committee to propose next year a fundamental revision of the dues structure that addresses the above concerns.”

We have reviewed the current IEA Dues against the total membership income for 50% of the IEA Federated Societies. It is evident that their current Dues are equivalent to between 0.71% to 5% of their total fees collected from their members. This excludes other sources of income to societies, such as conference proceeds, publication sales, etc.

At the 2007 IEA Council meeting, a vote will be taken on a motion to eliminate the option of a fixed base rate and fee per society member. The IEA Executive is considering a motion to have just one method for IEA Dues. This would be based on 3% of the total membership fees collected by the Society the previous calendar year. This would be introduced from

January 1st 2008. The Dues for 2008 would be 3% of the collected membership fees for 2007 for each Federated Society. This new IEA dues structure addresses the flaws identified by the 2006 IEA Council motion (see above), in particular the lack of fairness and the lack of consideration for inflation. Additionally it enables the Societies to calculate their Dues on the basis of their own currency and remove the problem of different exchange rates with the US dollar impacting on the equity of Dues to be paid by countries with poor or fluctuating exchange rates with the US dollar.

As a transition option for those Societies who currently pay Dues less than 2% of their total fees, a two-year implementation is proposed. This would be 2% of fees for 2008 Dues, then 3% from 2009.

4.2 *Controlling Costs*

The Officers and Standing Committee Chairs have been concerned with the need to keep expenditures under control and as low as possible within the context of carrying out the work of IEA. One area in which we have tried to restrain expenditures is travel, particularly for Officer and Executive Committee meetings. Airfares, hotels, meals, etc. are expensive, and getting more so. The current officers and members of the Executive Committee have attempted to have EC meetings related to major ergonomics conferences and/or special workshops, which some of the EC members have committed to attend. In this way, we tried to reduce the travel expenses as individual EC members have sought other sources of travel support. We will be continuing to explore methods for cost containment including alternative methods of communication and alternative organizational structures and procedures that can result in greater efficiencies. However, carrying out the work of IEA, like any organization, requires some amount of face-to-face interaction. Team coordination, team spirit team effectiveness are notably enhanced by such interaction. This will be an ongoing matter for the IEA Officers and Executive Committee to take into account in carrying out their work.

Prof. Min K. Chung
Dept. of Industrial Engineering
POSTECH
31, Hyoja
Namgu
Pohang
KOREA

August 17, 2007

Dear Professor Chung,

We are pleased to inform you that the audit of the IEA financial documents for the 2006 fiscal year has been completed. We have found the beginning and ending balances, deposits, expenditures, and service charges to be consistent with the amounts reported in the IEA Treasurer's Report dated January, 2005 through December, 2006. Also, we found your financial records to be complete and comprehensive.

We would also like to acknowledge your responsiveness in answering all of our questions concerning records, expenditures and transactions. Below are some comments and suggestions for you and the IEA Executive Committee to consider:

1. Consider creating a summary Excel spreadsheet for the IEA Executive Committee that contains the sub-totals and totals of expenses and revenues that link and align to the totals reported in the EC Treasurer report.
2. Regarding the bank service charges and transfer fees, clearly note in the ledger the transfer fee/service charge as an expense versus a withdrawal.
3. Develop for IEA Council a plan for the annual budget based on anticipated income and expenses. Income sources and expenditures categories, such as those identified in the Equity section of the 2006 Treasurer's Report, would be appropriate line-items to consider in this budget.
4. Concerning services in-kind, consider creating a gift of services letter or memo. EC may wish to seek advice from an accounting service on how to best document such a gift to ensure that a standard practice is established and applied systematically.
5. Consider tying the budget to strategic objectives and planning strategies, which can then be compared with actual expenditures at the end of each budgetary cycle.

We acknowledge the competence and commitment you have demonstrated in the execution of your duties as IEA Treasurer.

Sincerely,
Michelle Robertson and Betty Sanders
Audit Committee Members

APPENDIX F - Report on IDC

INTRODUCTION

Considering the main objective of the IDC Committee which are promotes, coordinates, and implements ergonomic activities in industrially developing countries by supporting local and regional initiatives concerning research, development, training, and conferences, the IDC/IEA has carried out actions which reflects these objectives.

In according to IEA Strategic Plan, IDC Committee has developed the following actions to be carried out between 2006-2009:

1. To support the work of member societies by helping ergonomics societies in developing regions organize joint conferences such as the Arabian Ergonomics Society Workshop, the SEAS Triennial Conference by Ergonomics Society of Thailand, the ULAERGO 2007 - 2nd. Congress of the Latin America Union of Ergonomics, etc.
2. To support participation of industrially developing countries (IDCs) in IEA activities supporting IDC members travel to IEA related conferences. It will make some actions in order to obtain funds to support attendance at congresses. In 2006 the IEA supported over 40 attendees from developing countries to the IEA Congress in Maastricht.
3. To support the continuing growth of ergonomics in IDCs by training and education facilitating the conduct of knowledge and competency-based workshops. We will be assisting Halimahtun Khalid (STP Chair) with the Ergonomics in Agriculture Workshop in Malaysia in November 2007. An Ergonomics in Agricultural Workshop is under consideration in Botswana, in September this year by Dr. Kazutaka Kogi in cooperation with the Ergonomics Society of South Africa. This is a further project with the ILO in the development and verification of the Ergonomics Checkpoints. in Agriculture. Other workshops are planning to be held in Brazil [Agriculture and Minig].
4. To provide IDCs with ergonomics knowledge by stimulating the existing IEA mechanisms distributing free resource material to libraries such as books, conference proceedings, etc. This service is continuing to be done by the IEA Book donation program.
5. To enhance the quality of professional practice and education in ergonomics maintaining and disseminating IEA minimum criteria for the process of certification of an ergonomists. This aims to disseminate certification criteria to IDCs and help with their implementation particularly in Latin America and Asia. To promote ergonomics in geographical regions where particular support is needed appointing representatives from different regions to form a network of regional resource persons; supporting existing societies in their revival or restructuring effort; facilitating the inauguration of new ergonomics societies in IDCs; and facilitating the federation of newly formed ergonomics societies in IEA. There are two new ergonomics societies created in 2006: Nigeria and Malaysia. One in 2007: Equator. Some countries are in the phase of developing new

Societies such as: Arabian, Sri Lanka, Vietnam, and Latvia. A number of IEA members are also in contact to stimulate the creation of new societies in Cuba, Costa Rica, Uruguay, Puerto Rico, Mauritius and Venezuela.

6. To promote applications of ergonomics in all aspects of life promoting collaboration in ergonomics projects among government and international bodies. This aim will be reached by collaborative projects including representatives from WHO, ILO, Liberty Mutual, NIOSH and other international focused bodies undertaking global projects. We are currently exploring the possibility of leading an international project on the design of face masks for Asian populations to protect against SARS and Avian Influenza.

REPORT OF ACCOMPLISHMENTS AND FUTURE ACTIVITIES

Objectives of the SC	Accomplishments for 2006-2007	Plan for 2007-2009
<p>Objective A1 – To support the work of member societies [2] To facilitate joint events between member societies when this will not conflict with the operations of these societies [2.1] To help ergonomics societies in developing regions organize joint conferences</p>	<p>2007 – AEDEC/Agriculture workshop 2007 – Support ULAERGO Congress hosted by the Colombian Ergonomics Society</p>	<p>2007 – Attend ULAERGO Congress hosted by the Colombian Ergonomics Society 2008 – Support or organize ABERGO 2008 – Congress of the Brazilian Ergonomics Association 2008 - Support Cyberg2008 hosted by UNIMAS, Malaysia Deliverable: CD-ROM proceedings.</p>
<p>[4] To support member societies to disseminate ergonomics knowledge at various levels [4.1] To support content development and webcast of ergonomics programs by experts to member societies in developing regions [4.2] To facilitate translation of ergonomics educational material into different languages (e.g. Portuguese, Spanish)</p>	<p>2007-Attended the webcast on “Ergonomic tools to quantify the risk of workplace MSDs of the upper extremities” promoted by the Canadian Ergonomic Society.</p>	<p>2008 – Macroergonomics (Hal Hendrick), Safety Ergonomics (Ken Laughery), etc. Deliverable: Webcast programs that can be packaged on CD-ROM for dissemination 2008- Collaborate with the translation into Portuguese of the University of Nottingham Distance Learning materials.</p>
<p>[5] To support participation of industrially developing</p>	<p>2007 – AEDEC/Agriculture workshop</p>	<p>2008 – ODAM, Brazil 2008 – SEAES Triennial</p>

countries (IDCs) in IEA activities [5.1] To support IDC members travel to IEA related conferences		Conference, Thailand 2008 – Cyberg 2008 2009 – IEA Triennial Congress, Beijing, China Potential source: - IEA Self funds/HFES/OIT
[6] To support the continuing growth of ergonomics in IDCs by training and education [6.1] To facilitate the conduct of knowledge and competency-based workshops	2007 – <i>Agricultural Checkpoints</i> for SEA (HFEM, PE Indonesia, Philippines ES, ES Thailand)	2008 – <i>Ergonomics Checkpoints</i> for Africa (ESSA, ES Nigeria, Tunisia ES) 2008 – <i>Mining Checkpoints</i> (Botswana, South Africa, Brazil, Colombia) 2008-Workshop in Mauritius 2008-Mining and Agriculture Workshop in Brazil.
[7] To provide IDCs with ergonomics knowledge by stimulating the existing IEA mechanisms. [7,1] To help distribute free resource material to libraries and relevant NGOs in IDCs		2009 – IEA Triennial Congress proceedings to similar regions Deliverables: books, conference proceedings, etc.
[7.2] To facilitate contacts for IDCs with HFE/ ergonomics experts in the conduct of professional activities	2007-Webcast conference in Venezuela 2007 –Contacted to represent IEA/IDC at a course in Cuba 2007 –Contacted to give a webcast conference in Venezuela	
Objective B2 – To facilitate knowledge exchange and collaboration [2] To provide appropriate support of regional groups in ergonomics when this does not conflict with the operations of member societies	2007 - To facilitate ULAERGO in realizing their mission and goals as an IEA network 2007 - To facilitate and contribute to the creation of SEAES as an IEA network	
Objective B3 – To enhance the quality of professional practice and education in ergonomics	2007 – Discussion with ES from Latin America during the ULAERGO Congress	2008-2009 – Discussion with ES in Asia after the creation of SEAS

<p>[9] To maintain and disseminate IEA minimum criteria for the process of certification of an ergonomists</p>		
<p>Objective C1 – To promote recognition of ergonomics discipline [2] To promote ergonomics in geographical regions where particular support is needed [2.1] To appoint representatives from different regions to form a network of regional resource persons</p>	<p>2007 – appointed: Ender Carrasquera, Venezuela Francisco Cáceres Flores, Ecuador Miguel David Apoalaya, Peru</p>	
<p>[2.2] To appoint representatives from different regions to form societies</p>	<p>Dr. Ricardo Montero – Cuba Maximiliano Izzi, Uruguay Adriana Campos Fumero, Costa Rica Lida Orta, Puerto Rico Mohamadd, Mauritius</p>	
<p>[2.3] To support existing societies in their revival or restructuring effort</p>	<p>2007: restructure SEAES to ASEAES (IEA network)</p>	
<p>[2.4] To facilitate the inauguration of new ergonomics societies in IDCs</p>		<p>2008-2009 Costa Rica Cuba Mauritius Puerto Rico Uruguay</p>
<p>[2.5] To facilitate the federation of newly formed ergonomics societies in IEA</p>		<p>2008-Ergonomics Association of Peru (ASPERG). 2008-Venezuelan Ergonomics and Occupational Health Research Union 2008- Ergonomics Society of Ecuador</p>
<p>Objective C2 – To promote applications of ergonomics in all aspects of life [3] To promote</p>	<p>2007- Collaboration of the IEA with the ICOH, IOHA and WHO in the face masks project for</p>	

collaboration in ergonomics projects among government and international bodies [3.1] To appoint a representative from WHO, ILO, Liberty Mutual, Safework on special task committee	pandemics. 2007- Close liaison with the WHO, ILO Safework, ISO and Liberty Mutual in a range of joint programs	
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APPENDIX G - Report on STP

Science Technology and Practice Standing Committee

Goal

The prime goal of the Science Technology and Practice (STP) Committee is to promote and coordinate the exchange of scientific and technical information at the international level. This is accomplished through five main objectives.

Objectives

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

Structure and Functions

The STP work is primarily operationalized through the Technical Committees (TCs). Presently, there are twenty-two TCs, http://www.iea.cc/browse.php?contID=technical_committees

The STP acts in accordance to guidelines that were specially developed for the purpose of transparency and efficient action. To expedite decision making, the STP Chair liaises directly with the IEA Executive and Executive Committee (EC) through various communication modes, especially *email* and *skype*. These decisions are highlighted at EC meetings for record purposes.

Accomplishments and Future Activities

Objectives of the SC	Accomplishments for 2006-2007	Foreseen Plan for 2007-2009
<p>1. To create Technical Committees which address specific areas of technical interest in human factors and ergonomics</p> <p><i>IEA Strategic Plan</i> Goal B. To advance the science and practice of ergonomics at an international level</p> <p>Objective B1 – To advance the science and practice of ergonomics at an international level</p>	<ul style="list-style-type: none"> • Among the 20 existing Technical Committees (TCs), one TC was dissolved, that is: Standards TC, as it was not seen as viable anymore. This is because many issues relating to standards are being addressed by specific TCs. • Six (6) new TCs were created between July 2006 to June 2007: <ol style="list-style-type: none"> 1. Gender and Work (Chair: Karen Messing, Canada), endorsed 7 July, 2006. 2. Ergonomics in Design (Chair: Pierre Henri-Dejean, France), endorsed 7 July, 2006. 3. Slips, Trips, and Fall (Chair: Wen Chang, USA) endorsed 7 July, 2006 	<ul style="list-style-type: none"> • Propose to create eight (8) new technical committees in the following technical interests, with prospective Chairs: <ol style="list-style-type: none"> 1. Forensic Investigations (Michael Wogalter, USA) 2. Maritime Ergonomics (Brian Jones, UK) 3. Vehicles Ergonomics (Roberto Montanari, Italy) 4. Digital Human Modeling & Simulation (Nico Delleman, Netherlands)

	<ol style="list-style-type: none"> 4. Aerospace HFE (Chair: Guy Boy, France), endorsed 20 May, 2007 5. Affective Product Design (Chair: Martin Helander, Singapore), endorsed 20 May, 2007 6. Anthropometry (Chair: Johan Molenbroek, Netherlands), endorsed 20 May, 2007 	<ol style="list-style-type: none"> 5. Cognitive Ergonomics (Matthias Rauterberg, Netherlands) 6. Cultural Ergonomics (Michael Kaplan, USA) 7. Service Ergonomics (Holger Luczak, Germany) 8. Online Communities (Andrew Thatcher, South Africa)
<p>Sub-objectives:</p> <p>1.1. To monitor the progress of TCs, including appointment of Chairs.</p> <p><i>IEA Strategic Plan</i></p> <p>Goal A. To develop more effective communication and collaboration with Technical Committees.</p> <p>Objective A2 – To improve STP-TC operational effectiveness</p>	<ul style="list-style-type: none"> • A Technical Committee Progress Report template was created for TCs. • The first report was solicited in May 2007 for the Executive Committee meeting in Stockholm, Sweden, as per Appendix A. • The following <u>new</u> Chairs were appointed due to resignation, death, retirement, vacancy, or end of service: <ol style="list-style-type: none"> 1. Ergonomics in Design (Chair: Pierre-Henri Dejean, France), appointed on 7 July, 2006 2. Healthcare (Chair: Richard Goossens, Netherlands), appointed 3 April, 2007. 3. Work With Computing Systems (Chair: Christopher Schlick, Germany), appointed 22 May, 2007. 4. Process Control (Chair: Erik Hollnagel, France), appointed 6 July, 2007 5. Aging (Chair: Clas-Håkan Nygård, Finland), appointed 6 July, 2007 6. Human Reliability (Chair: Barry Kirwan, UK), appointed 6 July, 2007 7. Ergonomics in Children Education and Environment (Chair: Karen Jacobs, USA), appointed 8 July, 2007 • To propose a motion for voting on the appointment duration of Technical Committee Chair, and to include it as a rule in the IEA Basic 	<p>The second progress report is due in June 2008, and the third in June 2009.</p>

	<p>Rules.</p> <p><u>Motion:</u> “Chairpersons of IEA Technical Committees are able to remain in this role for a maximum of 6 years.”</p>	
<p>1.2. To provide information in the creation of TCs and to support their formation.</p> <p><i>IEA Strategic Plan</i></p> <p>Goal A. To develop more effective communication and collaboration with Technical Committees.</p> <p>Objective A2 – To improve STP-TC operational effectiveness</p>	<p>The following have been created and are available on the IEA website:</p> <ul style="list-style-type: none"> • FAQ Sheet on Technical Committees : this answers some of the questions regarding the formation of new technical committees. • Guidelines for Technical Committee Formation : this suggests what, who, when and how to set up a new Technical Committee. • Template for TC Creation : this outlines topics and content of proposal. 	<p>These guidelines will be reviewed, as deem necessary.</p>
<p>1.3. To promote TC Plan of activities.</p> <p><i>IEA Strategic Plan</i></p> <p>Goal A. To develop more effective communication and collaboration with Technical Committees.</p> <p>Objective A1 – To support the work of technical committees</p>	<p>Each TC creates a Charter, which includes an action plan:</p> <ul style="list-style-type: none"> • Technical Committee Charter: this is a blueprint of the TC that specifies its objectives, structure, membership, and implementation plan of activities. • Posted Charter on the IEA website, with links to individual TC website, if available. • Announced news and events in IEA President’s monthly letter; • Created discussion space on <i>yahoo</i>, and encouraged TCs to use <i>skype</i> for online meetings. • Proposed TCs to use events such as conferences to host meetings. For example, MSD TC meets at PREMUS 2007, Primary Industry TC meets at AEDEC 2007. 	<p>The Charter will be reviewed as required by the TC.</p>
<p>2. To develop and disseminate human factors and ergonomics knowledge through the</p>	<p>The Ergonomics Compendium comprises short texts on various ergonomics topics, in a form similar to Wikipedia, see</p>	<p>To appoint the task and editorial committees, and to launch the Ergonomics Compendium at the IEA</p>

<p>Ergonomics Compendium.</p> <p><i>IEA Strategic Plan</i></p> <p>Goal B. To advance the science and practice of ergonomics at an international level</p> <p>Objective B1 – To advance the science and practice of ergonomics at an international level</p>	<p>http://en.wikipedia.org/wiki/Ergonomics</p> <ul style="list-style-type: none"> • A task committee will be formed comprising Chairs of the TCs to help expand the content of the Ergonomics Compendium. • An editorial committee will be created comprising ergonomics journal editors and retired ergonomists to help with the editing work. 	<p>Congress 2009.</p>
<p>3. To assist in developing the program for the IEA Triennial Congress, in cooperation with the Technical Committees.</p> <p><i>IEA Strategic Plan</i></p> <p>Goal B. To advance the science and practice of ergonomics at an international level.</p> <p>Objective B2 – To facilitate knowledge exchange and collaboration</p>	<ul style="list-style-type: none"> • The following lists were proposed to the IEA 2009 Congress Organizers: <ol style="list-style-type: none"> 1. International Advisory Committee, as per Appendix B. Members were appointed by the IEA President, David Caple, as Chair. 2. International Scientific Committee, as per Appendix B. Members were appointed by Halimahtun Khalid, and Kan Zhang as Co-Chairs. 3. Plenary speakers, as per Appendix C. The speakers will be finalized in 2008. • A plan for the scientific program of the IEA Triennial Congress was drafted by Peter Buckle, Pascale Carayon, and Pierre Falzon, see Appendix D. 	<p>To review and revise the Triennial Congress document (Appendix D).</p> <p>To help formulate the program comprising the following:</p> <ul style="list-style-type: none"> • Plenary sessions • Oral paper symposia • Special sessions/panels • 99 seconds Q&A sessions • Practitioner sessions • Student sessions • Exhibition • Technical visits • Social tours • Congress reception and dinner • Technical meetings
<p>4. To facilitate the IEA in endorsement of scientific events.</p> <p><i>IEA Strategic Plan</i></p> <p>Goal C. To enhance the contribution of the ergonomics discipline to global society</p> <p>Objective C2 – To promote applications of ergonomics in all aspects of life</p>	<p>Guidelines have been created and the form revised:</p> <ul style="list-style-type: none"> • Guidelines for event endorsement : this specifies the steps to be undertaken and timeline for application of IEA sponsored and endorsed events. • Event application form : this requests detailed information on the scientific event to be organized. 	<p>Events to be held from September 2007 to 2009:</p> <p>7th Sports Science Conference 3 - 5 September 2007, Kelantan, Malaysia</p> <p>10th IFAC/IFIP/IFORS/IEA Symposium on Analysis, Design and Evaluation of Human-Machine Systems 4 - 6 September 2007, Seoul, Korea</p> <p>NES 2007 1 - 3 October 2007, Lysekil, Sweden</p>

	<p>The following events were approved as IEA sponsored conferences:</p> <ol style="list-style-type: none"> 1. Slips Trips & Fall, 23 - 24 August, 200, Boston, organized by STF TC – US\$2000 seed money (but declined afterwards) 2. Health Systems, Ergonomics & Patient Safety, HEPS, 25-28 June, 2008, Strasbourg, organized by French, German and Italian Ergonomics Societies – US\$5000 seed money 3. Agriculture Ergonomics Development Conference, AEDeC, November 26-29, 2007, Kuala Lumpur, organized by STP Chair for the Primary Industry and MSD TCs – US\$5,000.00 <p>Conferences organised by TCs, up to August 2007:</p> <p>2nd International WEAR Conference, organized by Anthropometry TC. 31 July - 1 August, 2007, Banff, Alberta, Canada</p> <p>International Conference on Slips, Trips, and Falls 2007: from Research to Practice, organized by Slips, Trips and Fall TC. 23 - 24 August, 2007, Liberty Mutual Research Institute for Safety, Hopkinton, MA, USA</p> <p>Work to do:</p> <p>To review the rules and capitation fee for IEA sponsored and endorsed conferences.</p>	<p>ACE 2007 Conference: Diversity in Ergonomics 14 - 17 October 2007, Toronto, Ontario, Canada</p> <p>Rehabilitation and Ergonomics 18 October 2007, Nottingham East Midlands Airport, UK</p> <p>3rd International Symposium on Work Ability 22 - 24 October 2007, Hanoi, Vietnam</p> <p>14th New Zealand Ergonomics Society Conference 7 - 9 November 2007, Waiheke Island, Auckland, New Zealand</p> <p>IranErgo 2007 20 - 21 November 2007, Teheran, Iran</p> <p>Agriculture Ergonomics Development Conference 2007 26 - 29 November 2007, Kuala Lumpur, Malaysia</p> <p>43rd Annual Conference of the Human Factors and Ergonomics Society of Australia: A Healthy Society: Safe, Satisfied and Productive 26 - 28 November 2007, AQWA, Perth, Western Australia</p> <p>Human Factors in the Oil, Gas and Chemical industries 27 - 28 November 2007, Manchester, UK</p> <p>HWWE 2007: Humanizing Work and Work Environment 10 - 12 December 2007, Bhopal, India</p> <p>ODAM' 2008 19 - 21 March 2008, Sao Paulo, Brazil</p> <p>Annual Conference 2008 1 - 3 April 2008, University of Nottingham, UK</p> <p>2nd Symposium ATWAD 12 - 14 May 2008, Helsinki, Finland</p> <p>Healthcare Systems, Ergonomics & Patient Safety 25-28 June, 2008, Strasbourg, France.</p>
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		<p>XVIII World Congress on Safety and Health at Work 29 June - 2 July 2008, Seoul, Republic of Korea</p> <p>Improving Patient Safety 2008 16 - 18 July 2008, Robinson College Cambridge, UK</p> <p>IEA'2009 Triennial Congress 9 - 14 August 2009, Beijing, China</p>
<p>5. To serve as a reviewer for IEA endorsement of scientific publications.</p> <p><i>IEA Strategic Plan</i></p> <p>Goal B. To advance the science and practice of ergonomics at an international level.</p> <p>Objective B2 – To facilitate knowledge exchange and collaboration</p>	<p>Guidelines and application form were created:</p> <ul style="list-style-type: none"> • Guidelines for publication endorsement : this specifies the steps to be undertaken and timeline for application. • Publication application form : this requests detailed information on the nature and status of the scientific journal. <p>These journals were endorsed in 2007:</p> <ol style="list-style-type: none"> 1. Human Factors (Editor: Nancy Cooke, USA) published by the Human Factors & Ergonomics Society, USA; endorsed on 9 March, 2007. 2. Occupational Ergonomics (Editor: Biman Das, Canada), published by the IOS Press, Netherlands; endorsed on 22 June, 2007. <p>In addition to the above, journals endorsed by the IEA include:</p> <ul style="list-style-type: none"> • @ctivites • Applied Ergonomics • Ergonomics • Human Factors and Ergonomics in Manufacturing • International Journal of Human-Computer Interaction • International Journal of Industrial Ergonomics • International Journal of Occupational Safety and Ergonomics • Theoretical Issues in Ergonomics Science 	<p>Three (3) journals published by Elsevier Science have applied for endorsement:</p> <ol style="list-style-type: none"> 1. Accident Analysis & Prevention 2. Journal of Safety Research 3. Safety Science <p>All three journals are long-established and highly ranked in Thomson Scientific Social Science Citation Index.</p>

APPENDIX H - Report on the IEA'2009 Congress



Progress Report of IEA 2009 Triennial Congress

Sheng Wang
President
Chinese Ergonomics Society
26 August 2007

Content – Progress Update

- Congress Date and Theme
- Ground Preparation
 - Main Organizing Committees
 - Choice of Venue
- Registration Fees
- Accommodation
- Sponsors
- Marketing of Congress
 - Brochures
 - Congress Website
- Potential Cooperation
- Action Plan – post Council meeting and beyond

IEA 2009 Congress will be held
in Beijing, China
9-14 August 2009

An Eye to the Congress Theme

Partnerships in Ergonomics –
**Changes, Challenges
and Opportunities**

Main Organizing Committees

Congress Committee

- **Congress Chair**
Prof Sheng Wang, President
Chinese Ergonomics Society,
Peking University, China
- **Secretary General**
 - Prof Baoshan Liu, Institute of
Aviation Medicine, China
- **Deputy Secretary General**
 - Prof Lihua He, Peking University,
China
 - Prof Xianghong Sun, Institute of
Psychology, Chinese Academy of
Sciences, China
- **Scientific Co-Chairs**
 - Prof Kan Zhang, Institute of
Psychology, Chinese Academy
of Sciences, China
 - Dr. Halimahtun M. Khalid,
International Ergonomics
Association (IEA)

National Organizing Committee

- **Chair**
■ Prof Sheng Wang, Chinese Ergonomics
Society
- **Deputy Chairs**
 - Prof Eric Ming-Yang Wang, National
Tsing Hua University, Taiwan
 - Prof Alan H S Chan, City University of
Hong Kong
- **Members**
 - Prof Baoguo Wang, Beijing Institute of
Technology
 - Prof Dianye Zhang, Southwest Jiaotong
University
 - Prof Hui Xiao, China National Institute of
Standardization
 - Prof Mao-Jun Wang, National Tsing Hua
University, Taiwan
 - Prof Yu Tak Sun, Chinese University of
Hong Kong
 - Prof Yung-Hui Terrence Lee, National
Taiwan University of Science and
Technology
 - Prof Zhenqi Zhao, Wuhan Safety and
Environmental Protection Research
Institute

National Committee Meeting

- General preparation work
- Program
- Budget
- Work plan of promotion
- Presidents meeting of CES, TES and HKES - July, 2007 Beijing

Venue Identification

- IEA President visit to Beijing, January, 2007
 - Met national organizing committee – Chinese Ergonomics Society
 - Confirmed congress venue
 - Discussed the budget

NEW Congress Venue

- Jiuhua Resort & Convention Center (Beijing, China)
 - New convention center
 - Facilities are better
- The old venue - BICC - will be reconstructed in 2009
 - HCI International Conference was held here

Jiuhua's Historical Attraction

- As a royal palace in the old days, Jiuhua features a deep accumulation of culture, which is reflected in its architectures of Ming & Qing style, and many places of interests.

Location of Convention Center

- Situated in the north of Beijing.
- About 20 minutes' drive from Beijing International Airport.

Jiuhua Resort & Convention Center

Congress Facilities

- Equipped with complete business and meeting facilities that are supported by high standard of service to cater from small-sized meetings to large conventions of 5,000 persons.

Dining Galore

- 10 different restaurants
- Variety of choices – Chinese, Western, etc.

Registration Fee

Category	Who	RMB	Euro *	USD *
Councillors	IEA	4000	400	500
IEA Community	Fed Soc	5000	500	630
Non IEA	Industry, NGOs, etc	6000	600	750
Organizers Developing Countries	CES, EST, HKES Refer to definition of DC	3000	300	375
Students - DC	as above	1500	150	190
Students - others	Non-DC	2500	250	315
Accompany	Spouse, etc.	1000	100	125

Fee Package

- Attendance to all sessions and exhibition
- Conference proceedings – 1 CD ROM
- Conference pack – 1 programme book, souvenirs
- 5 lunches
- 10 tea/coffee breaks
- 1 welcome reception
- 1 conference dinner
- Technical meeting rooms

Accommodation

- Congress Hotel - 5-star hotel
 - RMB 600 / Euro 60-80/ USD 80-107
- Budget Hotels
 - RMB 300 / Euro 30-40 / USD 40-53
- Student Housing
 - Budget hotel on a shared basis

Sponsors

- Acquired 10 sponsors to date
 - Ministry of Education of the People's Republic of China
 - Ministry of Health of People's Republic of China
 - National Natural Science Foundation of China
 - All China Federation of Trade Unions
 - Beijing Federation of Trade Unions

Sponsors

- China Association for Science and Technology
- China Occupational Safety and Health Association
- Beijing Association for Science and Technology
- Chinese Labor Protection Science and Technique Association
- Chinese Preventive Medicine Association
- Peking University Health Science Center
- Chinese Center for Disease Control and Prevention
- To invite industry sponsors from China, Taiwan, Hong Kong, and around the region

Call for Exhibitors

- Publishers
- Furniture companies
- Computer systems
- OSH & Medical devices
- etc
 - Exhibitor package

Marketing of Congress

- Brochures dissemination at IEA 2006
- Introduction sessions at:
 - HCI International 2007, Beijing, July
 - PPCOE Conference 2007, Bangkok, October
 - AEDEC 2007, Kuala Lumpur, November
- Planned
 - PPCOE Council Meeting, January 2008, Hong Kong
 - Area meeting, March 2008, Taiwan
- IEA Website

Website Information

- Welcome Messages
- Background to Congress and Explanation of Theme
- Call for Paper Topics
- Submission Process
- Registration
- Accommodation
- Committees
- Sponsors
- Exhibition
- Travel Information – Visa, Climate, Transport, etc.
- Technical Visits – half-day visits to select sites
- Social Tours – to be managed by travel agencies

Potential Cooperation

- Invite Japan ES and Korea ES to organize their domestic meetings in conjunction with the IEA Congress

Action Plan – post Council Meeting, 2007

- Contact IEA Technical Committees regarding proposed sessions (ISC)
- Select plenary and keynote speakers (IAB)
- Solicit sponsors (NOC)
- Prepare call for tender of keynote publication in IEA endorsed journals (NOC, IEA)
- Negotiate with publisher for conference proceedings (NOC)
- Invite Exhibitors (NOC)
- Constant update of website (NOC)

ISC = International Scientific Committee; IAB = International Advisory Board, NOC = National Organizing Committee

Action Plan 2008 - 2009

- Review abstracts
- Notify review results to authors
- Finalise papers for printing of proceedings
- Prepare congress programme
- Prepare list of invitees to opening and closing
- Request participants to apply for visas (min. 3 months prior to the congress)
- Monitor journal publication of keynote papers
- Print program book
- Prepare logistics of the congress: block booking of hotel, and meeting rooms for IEA, transportation, etc.

Welcome to China in 2009!

Thank you for your attention!

APPENDIX I - Report on Development

Report of the Development Committee 2006-2007

Objectives of the SC	Accomplishments for 2006-2007	Plan for 2007-2009
Follow up of Best Practices project		
Deliverable 1. New webpage of the DC with results of IEA Best Practices project IEA goal A1	The results of the Best Practices project have been summarized for presentation on a website.	Selection of a website and making it accessible for member societies
Deliverable 2a. Protected discussion forums on internet for leaders of IEA societies IEA goal A1/A2	The framework and content for discussion forum has been designed.	Selection of a website with discussion forum
Deliverable 2b. Summaries of main discussion results on the open IEA website IEA goal A1/A2	The discussions are planned for 2007-2008	Monitoring the responses from member societies
Future of Ergonomics project		
Deliverable 3a: Establishment of a taskforce of a small number of people (4?) from different world regions that have overview of ergonomics, have access to external networks, and are able and willing to organize local meetings between ergonomists and external stakeholders. IEA goal C1	Rather than creating a central IEA vision on the future of ergonomics, steered by a central task force, the IEA monitored and supported local initiatives from member societies to discuss the future of ergonomics. The following local meetings were held: - Finland (NES , September 2006, Nilsson) Workshop “What is Nordic ergonomics”: http://www.akira.ruc.dk/~ktn/NES.html - Japan (JES) The JES Ergonomics Road (document) - Indonesia (August 2006, Manaba).	Identifying and sharing of common issues and stakeholders relevant for the future of ergonomics. Trigger and participate in discussions organized by local member societies
Deliverable 3b: Identification and classification of external stakeholders and their networks IEA goal C1	International symposium on past, present and future ergonomics, occupational health and safety (Proceeding) - USA (HFES). Member survey on a shared HFES vision for the next 50 years	
Deliverable 3c: Debates in several parts of the world between ergonomists and		

external stakeholders IEA goal C1		
Deliverable 3d: “Living” discussion document on the future of ergonomics IEA goal C1	About 100 documents on the future of ergonomics were collected. 66 documents are available in digital form on a website (restricted access) https://mywebpace.wisc.edu/dimiccoli/ web/index.html	Classification and analysis of the topics discussed in the documents. Discussion notes on selected topics for local discussion in member societies Access to documents on the future of ergonomics
Deliverable 3e: Workshops at IEA2009 to present the results and discuss its consequences IEA goal C1	Time reserved for sessions on Future of Ergonomics in the program of IEA2009	Organization of the session on the basis of results of the discussions

APPENDIX J - Report on PSE

Report of IEA Professional Standards and Education Standing Committee

DATE: 9 July, 2007

INTRODUCTION

The IEA Professional Standards and Education Committee (PSE) maintains, develops and disseminates the IEA Directory of Ergonomics Educational Programmes, endorses certification schemes, provides advice about their development and guidance on professional conduct, ethics and standards for ergonomics education.

The Chair of the PSE is Thomas J. Smith, who accepted this position at the end of May, 2007. PSE Subcommittees have yet to be established.

REPORT OF ACCOMPLISHMENTS AND FUTURE ACTIVITIES

Objectives of the PSE	Accomplishments for 2006-2007	Plan for 2007-2009
<p>Endorses certification schemes, provides advice about their development and guidance on professional conduct, ethics and standards for ergonomics education.</p> <p>The primary IEA Strategic Plan Objectives that this PSE Objective supports are as follows: (1) Objective A2 - Improve IEA Operational Effectiveness; and (2) Objective B3 - Enhance The Quality Of Professional Practice And Education In Ergonomics.</p>	<p>On April 22, 2007, following up on an invitation from David Caple, Thomas Smith submitted a report to the IEA entitled, 'Development and Promulgation of Guidelines Regarding Graduate Education in Ergonomics. The Role of the International Ergonomics Association .A Perspective.' This report reviewed the roles and responsibilities of the IEA in judging and endorsing the professional status and qualifications of accrediting bodies in the field of ergonomics, provided a critique of these roles and responsibilities, and offered a series of recommendations regarding the IEA accrediting body endorsement process and responsibilities. Copies of this report have been distributed to members of the IEA Executive Committee.</p> <p>Following submission of his report, on May 28, 2007, Smith was invited by Mr. Caple to chair the IEA Professional Standards and Education (PSE) Committee. He accepted this invitation shortly thereafter.</p> <p>Subsequently, Mr. Caple and Smith agreed that, as a high priority task for the PSE, international certifying bodies</p>	<p>Responses received from the certifying bodies, and from members of the IEA Executive, will be submitted to the IEA Executive Committee prior to the August, 2007 meeting.</p> <p>These responses also will help guide further review of the IEA endorsement process and responsibilities, and the formation of PSE Subcommittees for this purpose.</p> <p>Because of a prior family commitment, I will not be attending the August meeting of the IEA Executive Committee.</p>

	<p>should be contacted with the indication that the IEA is in the process of reviewing its endorsement process and responsibilities, and is seeking feedback from these certifying bodies as to their own thoughts on this question. To this end, letters requesting such feedback have been prepared and forwarded to the following: (1) Kazuo Aoki (representing the Japan Ergonomics Society); (2) Peter Budnick (representing the Board of Certification in Professional Ergonomics); (3) Maggie Graaf (representing CREE); and (4) Jon Berman (Chair of the Professional Affairs Board for the UK Ergonomics Society). Copies of these letters are affixed as Appendix 1 to this standing committee report.</p>	
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Appendix 1

Letters Requesting Input from Certifying Bodies Regarding the IEA Endorsement Process

President

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July 9, 2007

Dr. Peter Budnick
President and CEO
ERGOWEB, Inc.
5532 Lillehammer Lane, Suite 200B
Park City, UT 84098-6079

Chair, Board of Certification in Professional Ergonomics

Dear Peter:

I am writing to inform you that I recently have been appointed Chair of the IEA Professional Standards and Education (PSE) Committee.

The purpose of this letter is to request input from the Board of Certification in Professional Ergonomics (BCPE) regarding the responsibility that the IEA has assumed in endorsing certifying bodies, such as the BCPE.

I am informed that the BCPE already has been endorsed by the IEA as a certifying body (please correct me if this is not the case). Therefore this inquiry, in part, solicits a retrospective perspective from the BCPE regarding their experiences with the endorsement process.

As a background to this request, I am attaching a Word file that contains a compilation of relevant IEA documents dealing with criteria and guidelines that the IEA has promulgated over the past 6 years pertaining to the training and certification of ergonomists. The order of documents contained in this compilation are as follows.

1. Core Competencies in Ergonomics: Introduction (v. 4, 10/01).
2. Summary of Core Competencies in Ergonomics: Units and Elements of Competency.
3. Full Version of Core Competencies in Ergonomics: Units, Elements, and Performance Criteria.
4. Criteria for IEA Endorsement of Certifying Bodies (v. 4, 10/01).
5. Guidelines for Process of Endorsing a Certification Body (v. 2, 10/01).
6. IEA Guidelines on Professional Training and Recognition in

Ergonomics: Scope and Intention (v. 4, 1/03).

7. Guidelines on Standards for Accreditation of Ergonomics Education Programs at Tertiary (University) Level (v. 2, 1/03).
8. Minimum Criteria for the Process of Certification of an Ergonomist (v. 4, 10/01).

Although these documents appear to cover a wide range of roles and responsibilities, the fact of the matter is that Documents 1-3, 6, and 7 are purely advisory in nature. The key documents in terms of the role of the IEA as an endorsing body are Documents 4, 5, and 8. Document 4 sets forth the criteria that the IEA uses in judging the professional acceptability of a certifying body, Document 5 describes the endorsement process that is employed, and Document 8 sets forth criteria that a certifying body should apply in certifying an Ergonomist.

Please rest assured that I am not asking you, or the BCPE, to review and evaluate these documents. What I am asking is for the BCPE to address the more general question of what the proper role of the IEA should be as an endorsing body, in light of the past agony and/or ecstasy that the BCPE may have experienced in going through this process.

I would invite any general comments the BCPE may have on this question, but to give you some sense of some of the implications of this general question, the following specific questions are relevant.

1. Should the IEA assume any responsibility as regards professional endorsement/ certification in the field of ergonomics?
2. If so, what should this responsibility be?
 - a. Endorsing the professional acceptability of bodies that certify professional ergonomists, such as the BCPE (this is the only formal endorsing responsibility currently assumed by the IEA)?
 - b. Endorsing the professional acceptability of educational programs that train ergonomists (for example, HFES currently assumes this responsibility)?
 - c. Certifying the professional qualifications of ergonomists themselves (for example, the BCPE, CREE, JES, and the UK Ergonomics Society currently assume this responsibility)?
3. How would the BCPE rate the quality and effectiveness of the IEA certifying body endorsement process and system?

4. One possible change to the endorsement process that the IEA is considering is to place greater emphasis on the performance of the certifying body that has applied for endorsement. In practical terms, this might mean that the certifying body, as part of its endorsement application, would be asked to provide information not only about the number of certifications that are processed (an input performance measure), but also about whether there are positive professional benefits for those who achieve certification (an outcome performance measure). What would the position/perspective of the BCPE be regarding a greater emphasis by the IEA on certifying body performance as part of the endorsement process?

The basis of this inquiry is that the IEA is in the process of reviewing its role as regards professional endorsement/ certification in the field of ergonomics, and is soliciting input from those bodies (including the BCPE) that have an obvious interest in the outcome of this review. I have provided my own submission to the IEA regarding how and why the endorsement approach might be changed/improved, which is one reason I was asked to Chair the PSE Committee.

I will thank you in advance for any assistance that the BCPE is prepared to offer with this inquiry, and look forward to hearing any comments or guidance on the questions raised above that the BCPE can provide.

Yours sincerely,

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July 9, 2007

Margaret Graf
seco – Grundlagen Arbeit und Gesundheit
Stauffacherstrasse 101
8004 Zurich
Switzerland

Secretary, Centre for Registration of European Ergonomists

Dear Ms. Graf:

I am writing you at the suggestion of David Caple, President of the International Ergonomics Association (IEA). I recently have accepted an appointment as Chair of the IEA Professional Standards and Education (PSE) Committee.

The purpose of this letter is to request input from the Centre for Registration of European Ergonomists (CREE) regarding the responsibility that the IEA has assumed in endorsing certifying bodies, such as CREE.

I am informed that CREE already has been endorsed by the IEA as a certifying body (please correct me if this is not the case). Therefore this inquiry, in part, solicits a retrospective perspective from CREE regarding their experiences with the endorsement process.

As a background to this request, I am attaching a Word file that contains a compilation of relevant IEA documents dealing with criteria and guidelines that the IEA has promulgated over the past 6 years pertaining to the training and certification of ergonomists. The order of documents contained in this compilation are as follows.

9. Core Competencies in Ergonomics: Introduction (v. 4, 10/01).
10. Summary of Core Competencies in Ergonomics: Units and Elements of Competency.
11. Full Version of Core Competencies in Ergonomics: Units, Elements, and Performance Criteria.
12. Criteria for IEA Endorsement of Certifying Bodies (v. 4, 10/01).
13. Guidelines for Process of Endorsing a Certification Body (v. 2,

10/01).

14. IEA Guidelines on Professional Training and Recognition in Ergonomics: Scope and Intention (v. 4, 1/03).

15. Guidelines on Standards for Accreditation of Ergonomics Education Programs at Tertiary (University) Level (v. 2, 1/03).
16. Minimum Criteria for the Process of Certification of an Ergonomist (v. 4, 10/01).

Although these documents appear to cover a wide range of roles and responsibilities, the fact of the matter is that Documents 1-3, 6, and 7 are purely advisory in nature. The key documents in terms of the role of the IEA as an endorsing body are Documents 4, 5, and 8. Document 4 sets forth the criteria that the IEA uses in judging the professional acceptability of a certifying body, Document 5 describes the endorsement process that is employed, and Document 8 sets forth criteria that a certifying body should apply in certifying an Ergonomist.

Please rest assured that I am not asking you, or CREE, to review and evaluate these documents. What I am asking is for CREE to address the more general question of what the proper role of the IEA should be as an endorsing body, in light of the past agony and/or ecstasy that CREE may have experienced in going through this process.

I would invite any general comments that CREE may have on this question, but to give you some sense of some of the implications of this general question, the following specific questions are relevant.

5. Should the IEA assume any responsibility as regards professional endorsement/ certification in the field of ergonomics?
6. If so, what should this responsibility be?
 - a. Endorsing the professional acceptability of bodies that certify professional ergonomists, such as CREE (this is the only formal endorsing responsibility currently assumed by the IEA)?
 - b. Endorsing the professional acceptability of educational programs that train ergonomists (for example, HFES currently assumes this responsibility)?
 - c. Certifying the professional qualifications of ergonomists themselves (for example, the BCPE, CREE, JES, and the UK Ergonomics Society currently assume this responsibility)?
7. How would CREE rate the quality and effectiveness of the IEA certifying body endorsement process and system?

8. One possible change to the endorsement process that the IEA is considering is to place greater emphasis on the performance of the certifying body that has applied for endorsement. In practical terms, this might mean that the certifying body, as part of its endorsement application, would be asked to provide information not only about the number of certifications that are processed (an input performance measure), but also about whether there are positive professional benefits for those who achieve certification (an outcome performance measure). What would the position/perspective of CREE be regarding a greater emphasis by the IEA on certifying body performance as part of the endorsement process?

The basis of this inquiry is that the IEA is in the process of reviewing its role as regards professional endorsement/ certification in the field of ergonomics, and is soliciting input from those bodies (including CREE) that have an obvious interest in the outcome of this review. I have provided my own submission to the IEA regarding how and why the endorsement approach might be changed/improved, which is one reason I was asked to Chair the PSE Committee.

I will thank you in advance for any assistance that CREE is prepared to offer with this inquiry, and look forward to hearing any comments or guidance to the IEA on the questions raised above that CREE can provide.

Yours sincerely,

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July 9, 2007

Dr. Jon Berman, Director
Greenstreet Berman Ltd.
Fulcrum House
5 Southern Court
South Street
Reading, RG1 4QS
United Kingdom

Chair, Professional Affairs Board, The Ergonomics Society

Dear Dr. Berman:

I am writing you at the suggestion of David Caple, President of the International Ergonomics Association (IEA). I recently have accepted an appointment as Chair of the IEA Professional Standards and Education (PSE) Committee.

The purpose of this letter is to request input from the The Ergonomics Society regarding the responsibility that the IEA has assumed in endorsing certifying bodies, such as The Ergonomics Society.

I am informed that The Ergonomics Society already has been endorsed by the IEA as a certifying body (please correct me if this is not the case). Therefore this inquiry, in part, solicits a retrospective perspective from The Ergonomics Society regarding their experiences with the endorsement process.

As a background to this request, I am attaching a Word file that contains a compilation of relevant IEA documents dealing with criteria and guidelines that the IEA has promulgated over the past 6 years pertaining to the training and certification of ergonomists. The order of documents contained in this compilation are as follows.

17. Core Competencies in Ergonomics: Introduction (v. 4, 10/01).
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19. Full Version of Core Competencies in Ergonomics: Units, Elements, and Performance Criteria.
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21. Guidelines for Process of Endorsing a Certification Body (v. 2, 10/01).

22. IEA Guidelines on Professional Training and Recognition in Ergonomics: Scope and Intention (v. 4, 1/03).
23. Guidelines on Standards for Accreditation of Ergonomics Education Programs at Tertiary (University) Level (v. 2, 1/03).
24. Minimum Criteria for the Process of Certification of an Ergonomist (v. 4, 10/01).

Although these documents appear to cover a wide range of roles and responsibilities, the fact of the matter is that Documents 1-3, 6, and 7 are purely advisory in nature. The key documents in terms of the role of the IEA as an endorsing body are Documents 4, 5, and 8. Document 4 sets forth the criteria that the IEA uses in judging the professional acceptability of a certifying body, Document 5 describes the endorsement process that is employed, and Document 8 sets forth criteria that a certifying body should apply in certifying an Ergonomist.

Please rest assured that I am not asking you, or The Ergonomics Society, to review and evaluate these documents. What I am asking is for The Ergonomics Society to address the more general question of what the proper role of the IEA should be as an endorsing body, in light of the past agony and/or ecstasy that The Ergonomics Society may have experienced in going through this process.

I would invite any general comments that The Ergonomics Society may have on this question, but to give you some sense of some of the implications of this general question, the following specific questions are relevant.

9. Should the IEA assume any responsibility as regards professional endorsement/ certification in the field of ergonomics?
10. If so, what should this responsibility be?
 - a. Endorsing the professional acceptability of bodies that certify professional ergonomists, such as The Ergonomics Society (this is the only formal endorsing responsibility currently assumed by the IEA)?
 - b. Endorsing the professional acceptability of educational programs that train ergonomists (for example, HFES currently assumes this responsibility)?
 - c. Certifying the professional qualifications of ergonomists themselves (for example, the BCPE, CREE, JES, and The Ergonomics Society currently assume this responsibility)?
11. How would The Ergonomics Society rate the quality and effectiveness of the IEA certifying body endorsement process and system?

12. One possible change to the endorsement process that the IEA is considering is to place greater emphasis on the performance of the certifying body that has applied for endorsement. In practical terms, this might mean that the certifying body, as part of its endorsement application, would be asked to provide information not only about the number of certifications that are processed (an input performance measure), but also about whether there are positive professional benefits for those who achieve certification (an outcome performance measure). What would the position/perspective of The Ergonomics Society be regarding a greater emphasis by the IEA on certifying body performance as part of the endorsement process?

The basis of this inquiry is that the IEA is in the process of reviewing its role as regards professional endorsement/ certification in the field of ergonomics, and is soliciting input from those bodies (including The Ergonomics Society) that have an obvious interest in the outcome of this review. I have provided my own submission to the IEA regarding how and why the endorsement approach might be changed/improved, which is one reason I was asked to Chair the PSE Committee.

I will thank you in advance for any assistance that The Ergonomics Society is prepared to offer with this inquiry, and look forward to hearing any comments or guidance to the IEA on the questions raised above that The Ergonomics Society can provide.

Yours sincerely,

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June 27, 2007

Dr. Kazuo Aoki, Professor
College of Science and Technology
Nihon University
1-8-14 Kanada-Surugadai
Chiyoda-ku, Tokyo
Japan

Chair, Committee on Certification of Professional Ergonomists
Japan Ergonomics Society

Dear Prof. Aoki:

I am writing to introduce myself as the new Chair of the IEA Professional Standards and Education (PSE) Committee, and to request feedback from the Japan Ergonomics Society (JES) regarding the endorsement criteria currently used by the IEA for endorsing certification bodies.

Let me begin by congratulating the JES for their recent success in securing approval of their certification system by the IEA Executive Committee.

In a January 31, 2007 email message to David Caple from Dr. Yushi Fujita (Chair of the JES Certification Program for Professional Ergonomists at the time), the statement was made that, 'During the course of designing our certification program, we found some room for further improvement of the IEA endorsement criteria even though our program was designed to satisfy the criteria. We will be pleased to share our experiences with you and other certifying bodies.'

I would like to take the JES up on the offer of sharing its experiences, and would very much appreciate any feedback the JES can offer on how the IEA endorsement criteria might be improved.

The basis of this request is that the IEA is in the process of reviewing the criteria and approach employed for endorsing certifying bodies, and is soliciting feedback from these bodies (including the JES) on this question. I have provided my own submission to the IEA

regarding how and why the endorsement approach should be changed/improved, which is one reason I was asked to Chair the PSE Committee.

I will thank you in advance for any assistance that the JES is prepared to offer with this request, and look forward to hearing any comments or guidance that the JES can provide.

Yours sincerely,

Thomas J. Smith, Ph.D., CHFP
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Chair, Professional Standards and Education Committee
International Ergonomics Association

APPENDIX K - Report on Awards

Awards Committee Report 2006-2007

1. Mission of the Award Committee

In accordance with the IEA Strategic Plan, the mission of the Awards Committee is to Promote Recognition of the Ergonomics Discipline.

IEA Awards are:

IEA Distinguished Service Award

IEA Outstanding Educators Award

IEA Award for Promotion of Ergonomics in Industrially Developing Countries

IEA Ergonomics Development Award

IEA Fellow Award

IEA President's Award

IEA/Liberty Mutual Prize and Medal in Ergonomics and Occupational Safety

IEA/K.U. Smith Student Paper Award

IEA/JOSE Best Paper Award

Except for the IEA Fellow Award and the IEA/Liberty Mutual Prize, IEA awards are granted every third year. All awards are presented at the time of the Triennial Congress.

Information on IEA Awards can be found on <http://www.iea.cc/browse.php?contID=awards> .

2. General objectives for 2003-2006

The main objective of the Awards Committee is to support the mission of IEA through recognition of outstanding ergonomists/human factors professionals throughout the world. The specific goals in the 2006-2009 period are to:

- maintain and support current IEA awards making process, proposing changes when necessary ;
- enhance the involvement of IEA federated and affiliated societies in making nominations for the various awards.

3. Progress report 2006-2007

• IEA Fellow Award

A call for nominations has been sent to IEA Societies. Seven nominations have been received and are presently being assessed by the Fellow Subcommittee. This subcommittee is composed of all living IEA Fellows. The names of the IEA Fellow Award recipients will be provided at the Council meeting.

• IEA/Liberty Mutual Prize

The IEA/Liberty Mutual Prize in Occupational Safety and Ergonomics was instituted in 1998. The award and a cash prize of US\$ 5,000 recognize outstanding original research leading to the reduction or mitigation of work-related injuries and/or to the advancement of theory, understanding, and development of occupational safety research.

There has been in the past some difficulties with this award, attributed to one of its rules. The Prize is to be awarded to a paper describing laboratory, field, or intervention research unpublished at the time of submission. Submissions have not been numerous enough. 9 submissions were received in 2004, 4 in 2005 (with no paper selected), 5 in 2006, and only 1 in 2007. An attempt was made in 2006 to attract more submissions Through a call to IEA-endorsed journals and other journals. These efforts have proved ineffective (no papers were proposed).

The IEA/LM award is a very significant one, both in terms of the amount of money given to the winner and in terms of its sponsor, Liberty Mutual, a widely known and large company. Being recognized by the IEA and by Liberty Mutual is a significant achievement for the person receiving the award. So awarding the prize (and the medal) means receiving a sufficiently large number of top-quality submissions.

The low number of submissions may be caused by the "not-yet published" requirement. Researchers probably prefer to submit their papers for publication in a journal. So one path of evolution could be to award already published papers, already screened by journals (and, in that case, probably by IEA-endorsed journals), and selected by these journals as their "best papers" in the field covered by the LM Award.

The IEA Executive Committee and Liberty Mutual are currently discussing this issue. A proposal of evolution will be made at the Council meeting.

• Proposal regarding the IEA Ergonomics Development Award

A discussion took place at the 2006 Council meeting regarding the IEA Fellow Award. This award recognizes “*extraordinary or sustained, superior accomplishments of an individual*”. There are two eligibility criteria for this award : international service and membership in an IEA Society. The question that was debated in 2006 was : should this award also recognize outstanding contributions to ergonomics discipline or profession at the regional level? The debate was motivated by the fact that some societies may want the IEA to recognize the role played by an individual in developing ergonomics regionally. The decision of the Council was not to change the IEA Fellow Award.

However, the issue remains unsolved. Some societies indeed wish to obtain international recognition for an individual's regional action. Should the IEA do it, and how could the IEA do it?

There are two paths of evolution : the creation of a new award, or a better use of an existing award. Creating a new award does not appear appropriate, since the number of awards seems sufficient. Among existing awards, possibilities are :

- the IEA Outstanding Educators Award, which acknowledges “*outstanding contributions in the area of ergonomics education for having developed ergonomics education programs, produced new methodology and/or materials for teaching ergonomics, or*

graduated persons who have become outstanding ergonomists". This awards thus targets academics ;

- the IEA Award For Promotion Of Ergonomics In Industrially Developing Countries, which *"is given to a person(s) who has made significant and outstanding contributions to the Development of Infrastructure of Ergonomics in an industrially developing country"*. This award thus targets action in developing countries.
- the IEA Ergonomics Development Award, *"presented to individuals for outstanding contributions to the promotion, development and advancement of the IEA"*.

Past recipients of the IEA Ergonomics Development Award are Kazutaka Kogi (1991), Jacques Leplat (1994), David Meister (1997), Heinz Schmidtke and Shrawan Kumar (2000), Neville Moray (2003). There was no recipient in 2006. It is to be noted that the past awardees do not really comply with the present definition (*"promotion, development and advancement of the IEA"*).

The proposal is to amend the definitions of this award :

- from: *"The IEA Ergonomics Development Award is presented to individuals for outstanding contributions to the promotion, development and advancement of the IEA"* (present definition)
- to *"The IEA Ergonomics Development Award is presented to individuals for outstanding contributions to the promotion, development and/or advancement of ergonomics at a regional and/or international level"*.

The amended definition thus includes the present definition : service to the IEA can still be acknowledged.