



## MEETING OF THE IEA COUNCIL

**August 8-9, 2015**  
**Melbourne Convention and Exhibition Centre**  
**Melbourne, Australia**

### DRAFT MINUTES

#### Executive Committee Attendees:

Eric Min-yang Wang, President (EMW)  
 Margo Fraser, Vice-President and Secretary General (MF)  
 Yushi Fujita, Vice President and Treasurer (YF)  
 Andrew S. Imada, Past President (ASI)  
 Christine Marks, IEA 2015 Chair (CM)  
 Barbara Silverstein, International Development Chair (BS)  
 Jose Orlando Gomes, Professional Standards and Education Committee Chair (JOG)  
 Christina Jonsson, Development and Promotions Committee Chair (CJ)  
 Ernst Koningsveld, IEA Historian (ex-officio)

#### Council Member Attendees:

Country	Society Name	Society votes	Council Representative(s)	Total Votes accorded to Individual	# of Proxy Votes Included with Total
Argentina	Asociación de Ergonomía Argentina, ADEA	1	Paulo Antonio Barros by proxy		
Australia	Human Factors and Ergonomics Society of Australia, HFESA	2	Christine Aickin	1	
Australia			Wendy Macdonald	1	
Austria	Österreichische Arbeitsgemeinschaft Für Ergonomie	1	Ralph Bruder by proxy		
Belgium	Belgium Ergonomics Society, BES	1	Roeland Motmans	1	
Brazil	Associação Brasileira De Ergonomia (ABERGO)	1	Paolo Antonio Barros Oliveira	7 (8 on day 2)	6 (7 on day 2)



Canada	Association of Canadian Ergonomists, (Association Canadienne D'ergonomie) ACE	2	Abigail Overduin	1	
Canada			Jennifer Kenny	1	
Chile	Chilean Ergonomics Society, (Sociedad Chilean de Ergonomia) SOCHERGO	1	Paolo Antonio Barros Oliveira by proxy		
China	Chinese Ergonomics Society, CES	2	Sheng Wang	2	
Colombia	Sosiedad Colombiana De Ergonomia	1	Emilio Cadavid	1	
Croatia		1	No proxy, no vote		
Czech Republic	Czech Ergonomics Society, CzES	1	No proxy, no vote		
Ecuador	Association Ecuatoriana de Ergonomia, AEERGO	1	Paolo Antonio Barros Oliveira by proxy		
France	Ergonomics Society of French Language, (Société d'Ergonomie de Langue Française) SELF	1	Francois Hubault	2	1
France	Ergonomics Society of French Language, (Société d'Ergonomie de Langue Française) SELF	1	Adelaide Nascimento	1	
Germany	Gesellschaft für Arbeitswissenschaft, GfA	1	Christopher Schlick (day 2 only)	1	
Germany		1	Ralph Bruder (both German votes day 1)	1	1
Greece	Hellenic Ergonomic Society	1	Francois Hubault by proxy		
Hong Kong	Hong Kong Ergonomics Society	1	Ravindra Goonetilleki	2	1
Hungary	Hungarian Ergonomics Society	1	Maggie Graf by proxy		
India	Indian Society of Ergonomics	1	Gaur Ray	1	
Indonesia	Perhimpunan Ergonomi Indonesia, PEI	1	Frederick Tey by proxy day 1 Putu Gede Adiatmika on Sunday	1 (Sunday)	
Iran	Iranian Ergonomics Society, IES	1	No proxy, no vote		



Ireland	Irish Ergonomics Society (IES)	1	Ravindra Goonetilleki by proxy		
Israel	Israel Ergonomics Association	1	Prof. Rabbi Yair Ray Lifshitz	1	
Italy	Italian Society of Ergonomics, (Società Italiana di Ergonomia) SIE	1	Sara Albolino (Sunday only + 2 proxies), Sat Yushi Fujita by proxy	3 on Sunday	2 on Sunday
Italy					
Japan	Japan Ergonomics Society, JES	1	Kentaro Kotani	2	1
Japan		1	Takashi Toriizuka	1	
Japan		1	Keisuke Suzuki	1	
Latvia	Latvijas Ergonomikas Biedriba	1	Margo Fraser by proxy		
Malaysia	Human Factors and Ergonomics Society of Malaysia (HFEM)	1	Mohamad Fauzi Yahaya	1	
Mexico	Sociedad de Ergonomist de Mexico A.C., SEMAC	1	Octavio Lopez	1	
Netherlands	Dutch Ergonomics Society, (Nederlandse Vereniging voor Ergonomie) NVvE	1	Jan Dul by proxy	1	
New Zealand	Human Factors and Ergonomics Society of New Zealand (HFESNZ)	1	Marion Edwin	1	
Nordic Countries	Nordic Ergonomics Society, NES	1	Christina Jonsson	1	
Nordic Countries	Nordic Ergonomics Society, NES	1	Knut Inge Gostervold	1	
Nordic Countries	Nordic Ergonomics Society, NES	1	Elina Parviainen	1	
Peru	SOPERGO	1	Paolo Antonio Barros Oliveira by proxy		
Phillippines	Human Factors And Ergonomics Society Of The Philippines	1	Rosemary Seva (Frederick Tey Day 1 by proxy)	1 (Sunday only)	
Poland	Polskie Towarzystwo Ergonomiczne, PTErg	1	Margo Fraser by proxy		
Portugal	Associação Portuguesa de Ergonomia, APERGO	1	Sara Albolino by proxy (Sun) Yushi Fujita by proxy (Sat)		
Russia	Inter-Regional Ergonomics Association, IREA	1	Paolo Antonio Barros Oliveira by proxy		



Serbia	Ergonomics Society Of Serbia (ESS)	1	Margo Fraser by proxy		
Singapore		1	Frederick Tey 3 votes Sat, 1 on Sun depending on Indonesia	3	2
Slovakia		1	No proxy, no vote		
South Africa	Ergonomics Society of South Africa, ESSA	1	Andrew Thatcher	2	1
South Korea	Ergonomics Society of Korea	2	Sung Ho Han	2	
South Korea	Ergonomics Society of Korea	1	Yong-Ku Kong	1	
Spain	Asociación Española Española de Ergonomia, AEE	1	Sara Albolino by proxy (Sun) Yushi Fujita by proxy (Sat)		
Switzerland	Swiss Ergonomics Society	1	Maggie Graf	2	1
Taiwan	Ergonomics Society of Taiwan, EST	1	Prof. Chiuhsiang Joe Lin	1	
Thailand	Ergonomics Society Of Thailand	1	Kentaro Kotani by proxy		
Tunisia	Tunisian Ergonomics Society, STE	1	Andrew Thatcher by proxy		
Turkey	Turkish Ergonomics Society	1	Ahmet Ozok	1	
Ukraine	All-Ukrainian ergonomics Association	1	Paolo Antonio Barros Oliveira by proxy		
United Kingdom	Chartered Institute of Ergonomics and Human Factors, IEHF	1	Sarah Sharples	1	
United Kingdom		1	Roger Haslam	1	
United States	Human Factors and Ergonomics Society, HFES	1	Kathleen Mosier	1	
United States		1	Michelle Robertson	1	
United States		1	David Rempel	1	
Venezuela		1 after vote to approve as Federated Society	Paolo Antonio Barros Oliveira by proxy Day 2	1 on Sunday	



Total Society Votes		63	(64 after Venezuela approved as Federated Society )	54	13
Eric Wang		1		1	
Yushi Fujita		1	3 proxies for Sat only	4	3
Margo Fraser		1		4	3
Total Officer Votes		3		9	6
Total Votes		66	67 after Venezuela approved as Federated Society	63 64 on Sunday	19 on Saturday 17 on Sunday
Quorum for all voting items except bylaws = 1/3		22	23 after Venezuela approved as Federated Society		
Quorum for bylaws = 2/3		44	45 after Venezuela approved as Federated Society		
<b>Non-Voting Participants</b>					
FEES			Sylvain Biquand		
Human Ergology Society			Norihide Tachi		
Human Ergology Society			Yujiro Kawata		
Audit					
Sustaining Members					
EC Members			Andy Imada		
			Christine Marks		
			Barbara Silverstein		
			Ernst Koningsveld		
			Jose Orlando Gomes		

REF = referenced documents for agenda item



Observers			Edwin Yap, HFESS		
			Nicolette CHUA, HFESS		
			Cheng-Jhe Lin (Robert) (EST)		
			Halimahtun Khalid (Sunday)		
			Paulina Hernandez ULAERGO		
			Dave Moore (HFESNZ)		
			Martin Helander (Sunday)		

**1. Call to Order August 8, 2015: 9:10 am local time**

<b>Agenda item</b>	<b>Discussion, Decisions and Action Items</b>
2. Quorum and voting	<p>EMW welcomed everyone to the meeting and thanked Christine Marks for her assistance in arranging the meeting facilities.</p> <p>At the start of the meeting, there were 66 potential votes (63 Federated Society votes and 3 Officer votes). Quorum for regular voting was therefore 22 votes and for 44 for bylaw related items. At this meeting, there were 62 votes present in person or by proxy and therefore quorum has been met for all voting conditions. Following the approval of Venezuela as a Federated Society (see below) there were 67 potential votes. Quorum was then 22 votes for regular voting and 45 votes for bylaw related items.</p> <p>MF reminded Council of the voting procedures for the meeting and the levels of participation allowed for Council members, Network representatives, sustaining member representatives, and observers.</p> <p>An email vote was held with respect to the Peruvian application for Federated Society membership. No objections to the application were received and we are pleased to announce that as of June 27, 2015, Peru is a Federated Society member.</p> <p>Approval of Federated Society membership for Venezuela: Application for membership and a copy of the bylaws were received from the Venezuela Ergonomics Society (ASOCIACION ERGONOMISTAS DE VENEZUELA) and the society meets the criteria for membership.</p> <p><b>Moved and seconded that the ASOCIACION ERGONOMISTAS DE VENEZUELA be granted IEA Federated Society membership.</b> <i>The motion was approved.</i></p>
3. Approval of Agenda	<p>The draft agenda was circulated prior to the Council meeting and the amendments were advised during the meeting.</p> <p><b>The agenda, as amended, was approved by unanimous consent.</b></p>
4. Introductions	<p>The council members introduced themselves.</p> <p>EWM welcomes Peru as a new Federated Society since the last Council meeting.</p>



	<p>A moment of silence was held to acknowledge those who have passed away since the last meeting: Wolfgang Laurig, GFA Sadao Sugiyama, JES Raja Parasuraman, HFES</p>
5. 2014 Meeting minutes	<p>The 2014 meeting minutes were circulated to Council via email. No edits were received from the Federated Societies. Per the IEA Operating Procedures, the minutes were approved.</p>
6. President's Report	<p>EMW provided the President's report. EMW brought the IEA Triennial report to the attention of the participants. The chart within the document indicates the visits made to promote the IEA, support conferences, and in the case of Peru, to encourage their application at the time. Work on Human Care Checkpoints has continued and should be completed on behalf of ILO in the near future. EMW also participated in the ICOH conference.</p>
7. Secretary General's report	<p>MF summarized the Secretary General's report.(Ref: 20150808-09-RPT-VPSPG 2014-2015)</p> <p>MF reported that the administrative time required by the Vice-President &amp; Secretary General and Vice-President &amp; Treasurer is high leaving less time to work on strategic items or the IEA. MF suggested an amount of 5K US per year. After some discussion, Council raised the amount to 10k US per year.</p> <p>Moved and seconded that a maximum of 10K US per year be allocated to administrative support for the IEA. <b>By unanimous consent, the motion was approved.</b></p> <p><u>Action:</u> MF and YF to provide terms of reference for the administrative position.</p>
8. Treasurer's report	<p>The Treasurer's report was circulated prior to the meeting (<i>Reference: 20150808-09 RPT VP-Treasurer 2014-2015</i>). YF provided a summary of the financial position of the IEA. As there are large fluctuations from year to year in the 3 year cycle, an overview of the 3 year period was provided. 75% of revenues are from membership dues. Assets have been increasing over the past 3 years. Revenue has slightly decelerated over time and expenditures have decelerated more quickly leaving net increasing of assets.</p> <p>There have been some difficulties with the banking as doing wire transfers for small amounts is not cost effective given wire transfer fees for those paying the 50.00 US dues payment. Some societies have been paying cash at the Triennial congress and some have been paying from their personal accounts. It is then difficult to determine who the wire transfer is from. The bank has discontinued receipt notifications. There is a US and Canadian dollar account as reported at the Taipei council meeting. We believed that the Canadian account was not receiving money but deposits were received into this account without our knowledge. We are now setting up electronic access to the accounts which should improve the tracking.</p> <p>A question was asked about the surplus from the Brazil 2012 Congress. This was approximately 40K.</p> <p>Money has already been approved for development of a marketing plan and an IDC project in Bangladesh.</p>
9. Auditors' Report	



	<p>A note was made that there is increasing competition from other ergonomics conferences and income from the IEA Triennial Congress may be affected by these.</p> <p>Michelle Robertson provided the Auditors' report. Ray Liftshitz was the other auditor. Michelle thanked YF for his diligence as the Treasurer in providing the necessary information.</p> <p>Recommendations of the auditors: Move towards electronic banking. May want to move the bank depending on the country of registration. Strategic planning to align assets to specific projects is recommended.</p> <p><b>Moved and Seconded that the 2014 Financial year auditor's report be accepted.</b> <i>The motion was approved</i></p> <p><b>Moved and Seconded that based on the 2014 Financial year auditor's report, the officers of the IEA are exonerated.</b> <i>The motion was approved.</i></p> <p><b>Michelle Robertson and Ray Liftshitz were appointed as the 2015 financial year auditors by unanimous consent.</b></p> <p>IEA Dues structure – discussion and potential vote. YF presented the results of the dues subcommittee report and recommendations. With respect to the recommendation to produce an annual budget in advance for Council, it will likely take some time to get to that point. Need firm project plans for money to be spent and a good sense of travel costs for EC members.</p> <p><b>Moved and seconded that</b></p> <ol style="list-style-type: none"> <li><b>1. The current method of setting IEA Dues at 3% of each Society membership income should be retained</b></li> <li><b>2. The income from student and emeritus members of a Society should be an option to include in the total membership used to calculate the IEA Dues</b></li> <li><b>3. Any IEA Society can apply a cap of \$20,000 annually to their IEA Dues contribution until 2018 when this would be reviewed by the IEA Executive at the time.</b></li> <li><b>4. A minimum IEA Dues payment of \$100 per year should be charged for all Societies. This is for the smaller Societies and those in developing countries where the 3% of annual memberships would not exceed this amount.</b></li> <li><b>5. The IEA Executive should produce an annual budget detailing assets, liabilities, projected income and expenditure for approval at the annual Council meeting.</b></li> </ol> <p>Objections: 1, In favour: 49 <i>The motion was approved.</i></p>
10. IEA	<i>Reference: 20150808-09-RPT-IEA Awards Committee 2014-2015</i>





Awards	<p>ASI provided a summary of the IEA Awards</p> <p>4 new Fellows were approved for 2015 as follows:</p> <ul style="list-style-type: none"> <li>• Maury Nussbaum</li> <li>• Eduardo Salas</li> <li>• Penelope Sanderson</li> <li>• Sheng Wang</li> </ul> <p>7 submissions were received for the 2015 IEA Liberty Mutual Medal award. The winning paper was:  <i>Bob Muffett, John R. Wilson, Theresa Clarke, Anthony Coplestone, Emma Lowe, John Robinson, and Stuart Smith. (2014). Management of personal safety risk for lever operation in mechanical railway signal boxes. Applied Ergonomics, 45, 221-233.</i></p> <p>IEA Human Factors and Ergonomics Prize went to the Liberty Mutual Research Institute for Safety</p> <p>The IEA/Elsevier John Wilson Award for Applied Ergonomics  3 individuals were accepted and will receive 2K each.</p> <ul style="list-style-type: none"> <li>• Peter Hancock</li> <li>• Mitsuo Nagamachi</li> <li>• Gavriel Salvendy</li> </ul> <p>K.U. Smith Award winners:  Ademola James Adeyemi from Malaysia  Ben Sawyer from the USA</p> <p><b>Individual Triennial Award Recipients for 2015</b>  IEA Triennial Award for Distinguished Service – Jan Dul  IEA Triennial Award for Ergonomics Development – Peter Hancock  IEA Triennial Award for Outstanding Educator – Helmut Strasser  IEA Triennial Award for Promotion of Ergonomics in Industrially Developing Countries  – Kazutaka Kogi  IEA Human Factors and Ergonomics Prize – Liberty Mutual Research Institute for Safety  IEA Triennial Presidents Award – Halimahtun Khalid</p>
11. IDC Committee report	<p>BS provided an update on the activities of the IDC. A project was proposed for reducing injuries and deaths in the garment industry in Bangladesh. Council has already approved funding for this project. The team has attempted to go several times but due to weather or riots, was not able to make the trip. The visit is now scheduled for late November when weather should not be a problem. At least 6 factories will be participating to compare those with high incidents to those with better outcomes and what the difference is between them.</p> <p>A question was asked about the mandate of the IDC and how to make it of broader applicability to a larger range of IDCs. The lessons from the Bangladesh project may be applicable to other IDCs.</p>
12. Professional Standards and	<p>JOG provided an update on the activities of the Professional Standards and Education Committee (<i>Reference: 20150808-09 RPT PSEC Chair</i>)  Work on the creation of a doctoral program for Latin America located in Cuba has continued</p>



<p>Education</p>	<p>and 25 professors from around the world have been invited to participate.</p> <p>In 2014 a special session on certification was held and there will be another session at this Triennial Congress that includes those with IEA certification, those who will likely apply in the future and those who have certification processes in related professions such as usability.</p> <p>Recommendations for the next PSE Chair are continuing development of education for developing countries, dealing with certification and professional standards issues and working on the good practices database initiatives.</p> <p>Suggestion was made to look at Rotary Club model where students go to another country at their own travel cost and then are hosted by local families with opportunities in interact with students in the host country.</p>
<p>13. Development and Promotions</p>	<p>Development and Promotions (<i>Reference 20150808-09 RPT PDC Chair</i>)</p> <p>CJ presented an update on development and promotions committee. The committee objective is to facilitate and support the future of ergonomics strategies. At the 2015 Council meeting there was a discussion of the core values of the IEA and adding Human Factors to the IEA name. Contracting a marketing company to assist was approved by Council and funds were allocated to this. Unfortunately the four marketing companies approached were not interested in doing the work and therefore the scheduled plan was not completed. There has now been 1 proposal received from a Dutch company and potentially from a company in Australia.</p> <p>There has also been discussion on how to improve the communication within the IEA. CJ has been discussing use of a survey with Andrew Thatcher to be distributed to IEA Societies on preferred communications means.</p> <p>A question was asked about the outcome of the name change to add in human factors. This was deferred at the last council meeting as it was felt that this decision should be part of an overall marketing plan.</p>
<p>14. STP report</p>	<p>EMW provided the STP report on behalf of WZ.</p> <p>WWCS (Working with Computer Systems) and On-line communities were merged since the last Triennial Congress leaving 25 TCs (Technical Committees).</p> <p>Some TCs have been very active with publications, working with the organizing committee for the Triennial Congress and having TC related events.</p> <p>While we have been hoping for more interaction of the TCs with the ISO, there has been little response. In the past 3 years, quite a lot of TCs remained inactive. One reason is that the original TC chair/Co-chairs have retired or become less available due to some practical reasons and had difficulty in finding replacements. The second reason is that the IEA has difficulty in providing some resources, such as travel support and organizing technical conferences.</p> <p>For the next IEA EC, based on WZ's observation and understanding, it is recommended that:</p> <p>(1) Resources be provided to support the STP chair and TC chairs/Co-chairs, such that they can actively leading the TCs to promote academic exchange, professional</p>



	<p>service, and development of the TC.</p> <ol style="list-style-type: none"> <li>(2) Requesting TCs to update their TC chairs and Co-chairs, so that the active young scholars/TC members have a contact to join the TC.</li> <li>(3) Encouragement be given to the federated societies to recommend TC members, such that the TCs have a better representation of the societies.</li> <li>(4) The IEA EC try to make a mechanism/method to encourage active contribution of TCs to the domain and activities of IEA, such as IEA congress review service. This time, we were not able to cover even registration cost to our TC chair. This is not a good situation and WZ recommended that the policy be reviewed.</li> </ol> <p>A question was asked about how well are the goals of the TCs coupled with the goals of the IEA. There need to be more formal links with the TCs and reporting requirements. There need to be more formal project plans requested in terms of allocating funds. The next STP chair needs to determine which TCs are still active and close those that are not. Need also to have a top down approach to ensure that the TCs are aligning with the IEA strategic plan.</p>
15. New Country of Registration for IEA	<p>New Country of Registration for the IEA</p> <p>YF provided an update on the search for a new country to register the IEA with given the problems outlined at the last Council meeting with maintaining registration in Switzerland. The current registration in Zurich requires that the bylaws, any changes to them, and any related correspondence be in German. The timeframe for registering the new signing authorities after each election is also quite time consuming. After researching several alternate locations, YF reported that moving to Geneva would allow the bylaws and correspondence to be completed in English and it is relatively easy given that it is still within the same country. Registration in Geneva will require a resident from Switzerland to be involved at some level still to be defined, and Maggie Graf is willing to represent the IEA for the purpose of registering in Geneva.</p> <p><b>Moved and Seconded that the IEA Registration be moved to Geneva, Switzerland.</b> <i>The motion was approved</i></p>
16. IEA 2015 update	<p>CM provided an update on the IEA 2015 Congress preparations. There are approximately 900 attendees registered. Two formal social functions will be held during the conference.</p> <p>1332 abstract submissions were received.</p> <p>14 concurrent sessions will be held over 5 days.</p> <p>152 poster presentations.</p> <p>5 keynotes with one each day.</p> <p>Papers and abstracts are on-line now and for the duration of the congress. They will then be moved to the IEA site.</p> <p>17 exhibitors are participating.</p> <p>10 Sponsors and made 91% of sponsorship financial goals.</p>
17. IEA 2021	<p>One bid was received to host the IEA 2021 Triennial Congress from the Association of Canadian Ergonomists / Association Canadienne d'Ergonomie (ACE) with the location of Banff, Canada. Representatives from ACE provided an overview of the proposal.</p> <p><b>By unanimous consent the proposal to host the 2021 IEA Triennial Congress in Banff, Canada was accepted.</b></p>



	<p>MF reported that the current IEA Operating procedures indicate that the IEA receives a \$28 US capitation fee for each full registration (pro-rated for subsidized registrations) and that 50% of the profit be split with the IEA. In the case that there is a small profit, this means that the host society may be left with less than they typically make from their own society conference. This is a deterrent to bidding for the congress. Under the previous rules, the host society was asked to make a donation back to the IEA for development with the amount to be at their discretion but there was this competing 50% rule also within the documentation.</p> <p><u>Action:</u> next EC to examine this procedure and determine a more appropriate method of allocating profits. May also want to discuss situation of a loss as well.</p>
<p>18. Historian Report</p>	<p>EK provided an overview of the plan for the Historian. History of the IEA was first captured in 2000 by Ilkka Kuorinka and covered 1959-1985 with a bit of information on the years before and after this.</p> <p>In 2006 there was a 50<sup>th</sup> anniversary book published that was partly an abstract of the first publication.</p> <p>The chapters were contributions from Past Presidents of the IEA and the other significant individuals. Patrick Waterson provided the historian role up until 2012. EK has a long history in the IEA and will gather contributions from Patrick and others. The focus will be on the 2006 to 2015 years with content that is in-line with the previous publication. Authors will be invited by EK. The Historian will attend the Council meetings and likely one EC meeting per year to capture the activities of the IEA and to report on progress.</p> <p>Ahmet suggested a taxonomy approach. EK asked him to provide a template. It was suggested that directions for the future would be interesting to capture.</p> <p><u>Action:</u> Add the 2000 history book on the IEA website.</p>
<p>19. Society sharing</p>	<p>Societies were asked to share their greatest successes and greatest obstacles/struggles over the past year or so.</p> <p><b>Australia:</b> history project – video to celebrate 50<sup>th</sup> anniversary Social media started – linked in most popular and twitter least popular Conference planning has taken a lot of energy and provides an opportunity for HFESA members to network with E/HF researchers and practitioners from other countries.</p> <p><b>Belgium:</b> Dutch and French on political level are separating but in ergonomics one bilingual conference is held – This year walking breaks (1 hr) organized that were very successful for small group work. Came back and reported to the group on various assigned topics. Membership growing. Struggle – ergonomics is part of ministry of labour and they ask for Masters degree level for those who want to work in the field but education is under a different ministry and at a municipal level and they do not necessarily want this program of study – in Dutch part students must pay for education.</p> <p><b>Brazil-</b> success: ergonomics originally based in University system. Worked hard to integrate into industry. Certification system – more industry is looking to those with certification. Number of ergonomists is low 200M people and 400-500 members (not all paying</p>



	<p>regularly). 800 at last conference. Most ergonomists work with health problems but need more integration into the design process.</p> <p><b>Canada:</b> Administrative changes – database system and website was taking a lot of time so doing a redevelopment of website. Change to association management company to free up volunteer resources to a greater extent. Member benefits is a big focus: offering webinars that are for members only and are recorded. Perhaps at IEA level could share webinars. Able to find an insurer for practitioners that provides an excellent rate for insurance. Concern: how to attract members. Certification process can be onerous – how to streamline without decreasing required competencies. Currently discussing integrating HF into English version of association name.</p> <p><b>China:</b> increased interest in ergonomics. Organized a Chinese language network for sharing experiences.</p> <p><b>Colombia</b> – started 19 years ago. 3 chapters that represent regions. Ergonomics is not well known so there are challenges as a result. Design is an important outlet. Have annual conference and also working with medicine, hygiene and safety societies to organize annual meeting to work together.</p> <p><b>SELF:</b> health of the discipline and health of ergonomics less linked with ergo society. More professions that overlap with ergonomics and have a stream integrated into their technical areas. The work of the ergonomists from SELF, which is very good, is not resulting in an increase in the membership of the association. As the ways of doing work change, we may need to rethink how we remain relevant to do we need to work in a different way. Looking at politically hot topics such as sustainability may need to be considered as a way to leverage what we do. Do we remain active as we are or do we need to change the way that we operate? The linkage between the society and the practice of ergonomics is not so tight anymore. What will our future direction be as a result?</p> <p><b>Germany:</b> Future of work discussion going on in the public/political arena. Gvmt funding research in this area. Ministry of research and ministry of labour both involved “Work 4.0” is the name of the project. GFA has been asked to be involved. Lacking young researchers to fill the need. Field of application is well accepted in industry but lacking at university level. Need to boost the offerings at the university.</p> <p><b>Hong Kong:</b> Chinese network – China, Taiwan, Hong Kong. HK workers health centre – trying to run 40 hrs of courses for them for professional development. Challenge: how to increase membership. Over 2000 H&amp;S professionals. 1000 Physical Therapists. If any visiting Hong Kong let Ravi know for providing a talk.</p> <p><b>India:</b> Membership has grown over time to around of 470 now. Lots of people understand the word ergonomics but in reality it is not practiced well. No positions in industry. Tend to hire more from the health professionals and the government has mandated this to industry. Seeing a boom in physical therapists wanting to practice ergonomics. Don't currently have different membership levels to accommodate this. Indian railway has appointed a professional ergonomist but this individual only doing</p>
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physical ergonomics and not at the system level where there is an obvious need. Outlook for ergonomists not encouraging right now as industry not hiring but at the academic level there is a high level of knowledge available. Ergonomics is well integrated into the design schools. Indian council of agricultural research is asking for ergonomists to assist with tool design. Working on integrated education program that is multi-disciplinary and working together in the design faculties to solve real world problems.

**Israel:** Implemented strategic planning 1 yr ago – 2 main areas of focus: green ergonomics – good feedback from government on this program; ergonomics in hospitals to reduce error – this is in progress. Taking 2 specific areas each year to focus on. Keeping to small projects with high quality. All companies that are going public have to go through an ergonomics evaluation.

Italy: put certification into place biggest challenge and biggest success! Getting team together for 2018 congress organizing committee

Japan: decreasing member numbers – good practices information dissemination 88 items are available on JES website. Started a good practice award. Trying to consolidate election system for council members. No limits formerly on length of tenure. Now only re-elected one time. Hoping for better mix of experienced and young members as a result.

: decreasing membership numbers. Examining membership benefits. Working towards certification process. Starting with guideline. Working within SEANES to share information. Have been working with government to provide training programs and they have provided funding for this. Benefits members via free training and others in getting trained.

**Mexico:** increasing student chapters. Organized joint conference between universities for first time and will be doing a similar conference this year in a new location. Mexican laws are changing substantially mostly for positive. Ergonomics as part of federal labour relations is being integrated. It had been struck out but the society helped to get it back into regulations. Certification is being worked on as well. Collaboration of industrial engineering schools are working on an occupational ergonomics minor and get certificate. Piloting this program now.

**Netherlands:** membership had increased to about 600 but there has been a steady decline to about half of this. The board tried to address it but without success. There were 2 societies – one for ergonomics and one for certified ergonomists. These societies have now merged. Focusing on more entries into business rather than remain in the health and safety domain.

Human Factors NL is the new name. Some don't like change as ergonomics is not in it. The outcome of this strategy is not yet known at this point.

**New Zealand:** Challenging 18 mons to 2 years. Were originally part of the Australian society and then formed own society in 1986 for those with interest in ergonomics Membership has declined. As a small group and volunteer driven so hard to keep things going. Has been large health and safety reform since a large mining accident and this includes support from federal agencies and formation of joint body with representation from ergonomics, health and safety, hygienists, and includes engineers as well. This has been an excellent means for everyone to understand each other's scope and depth of practice and to increase knowledge of ergonomics within the country. Certification has become more important and needs to be well defined so can see differences from the certifications from the related bodies.



**NES:** 5 countries comprise NES but the situations are quite different. In Norway, shrinking very quickly and people aren't identifying with ergonomics. In some other countries like Sweden, ergonomics is very well recognized. The work is mostly done within the societies and trying to define what NES's role should be. Working with a single company to help with the NES conference so that there is no reinventing of the wheel. Financially, there was not much gain for the individual societies and NES got the surplus. The society is now getting the revenues with a fixed amount going to NES so that NES knows what is coming in and the societies get some financial benefit. Many other organizations like environmental psychology are popping up that are really doing ergonomics but not identifying with ergonomics.

**Philippines:** Small society as no job for ergonomist so at education level. Only industrial engineering has education in ergonomics. Rose is members of higher commission of education in industrial engineering. Would like to integrate 2 units of ergonomics into education. This will be challenging but curriculum is changing so may be an opportunity to influence this. The student interest in education events is good so they may be able to help to build the society and practice in the future. Will offer consulting services to SMEs as this is a main business.

**Singapore:** Changed name to add Human Factors. Had joint conference to develop checklist for indoor and outdoor work places. Invited other countries that do not have a society to come as observers. Vietnam, Brunei and Cambodia in particular had a good response. Member numbers have been decreasing and one professor is retiring and leaving country which will make it more challenging to have adequate education. Would like to have Masters program. Certification also on the agenda.

**South Africa:** Working on certification. Every workplace with more than 50 people have to have ergo assessment done is in new legislation. Membership shrinking while demand is increasing. Result is many people that have taken a short course on ergonomics that are holding themselves up as experts and teaching courses.

**South Korea:** Membership is in good shape with more than 1000 members from research and industry. Trying to increase industry membership. Have 2 conferences per year in fall and spring. One joint with JES. Has 10 societies in Asian area joined for a conference last year and will continue this each 3 years. Will do joint conference with Industrial Engineering related societies. Publish 6 volumes of journal papers each year (60 to 90 journal papers in Korean). Will be changing policy to publish these in English for greater sharing of information.

**Switzerland:** about 115 members. Certification is popular and most who could be certified have been. Society seems to be moving to breaking apart of those with ergonomics interest and those who are certified. Government has dictated that tools in office must have ergonomic design and those who are certified are the ones to decide this. Don't have an ergo professor anymore and this is impacting profession. Trying to link educational institutions in country so that can get enough courses over all to gain the needed education for certification.

**Taiwan:** Held HEPS conference last June and IEA Council meeting was held in



conjunction with this. New article in OHS law that includes repetitive task related workplace hazard (MSD). This has been passed and announced so society is promoting awareness of ergo intervention to workplace so expecting training sessions and consulting opportunities for members as a result. Most of membership in past have been professors but now opportunit to increase practitioner membership. The relationship with the other Chinese speaking countries should assist with this and the development of certification. Member of society had article in journal looking at ergo themes in Taiwan over time in Ergonomics journal this April. Pendulum swung from physical to cognitive aspects but with legislation will likely move back towards physical.

**Turkey:** As a country some areas are very developed and others are very undeveloped. High quality civil engineering as an example. Education – industrial engineering depts. – 81 cities in Turkey and 192 universities so large range of quality as difficult to support all. About 150 have ergonomics as a required course. New OHS laws required experts who are certified and ergonomics is part of the curriculum for this certification. Industrial Engineers get the training but there can still be a gap in awareness of problems related to lack of ergonomics. Trying to influence medical profession but this group does not always believe that industrial engineers can help them. Since 1982 Industrial Engineering periodical with a part devoted to ergonomics. Have intention to increase this part. Discussing regional collaborations with other societies.

**UK:** Awarded Chartered status in December 2014. Means that members who are qualified can apply to be Chartered Ergonomists. This is a protected title. Challenge and opportunity for those that can become Chartered members. Working on what can be offered to those who wish to become chartered in future or those who want to learn more about ergonomics. Have strong partnership with journals Ergonomics and Applied Ergonomics. Have a new Executive Director who is assisting in review of processes and procedures to ensure they are operating as a professional organization. Membership is stable with slight increase – Chartership balancing out tougher economic climate. Challenges in working with other professions like usability in terms of defining exactly what ergonomics offers above what they are doing. Working to influence policy as well at the government. Educational offerings at universities stable and on-line Masters programs doing well.

**USA:** Working on vision statement and looking outward. Nationally no new regulations but at state level there has been legislation around safe patient handling/hospital environment. How do we have an impact that is more relevant to the real world. Enriching science by continuing what we do well. Solving real world problems. Had ergoX conference geared to practitioners as attempt to address reality of membership issues (flat membership numbers but a lot of fluctuation underneath that). Government travel restrictions can have major impact on conference attendance. Want to reach out to other societies through ambassadors. Identify alternative sources of funding for members. Need to go to the issues rather than waiting for others to ask for ergonomics/HF help.

#### **IEA LinkedIn**

IEA LinkedIn site was created in 2007 and now has about 6500 members. Andrew Thatcher administers this site. Used for exchange and promotion. Please invite your members to join the IEA LinkedIn group.





<b>DAY 2</b>	
20. Call to order	<p>The meeting was called to order at 9:18am local time. A proxy was received from Venezuela. Therefore there were 67 potential votes and 63 votes present in person or by proxy on day 2. Quorum for regular voting was 22 votes and for bylaw related items was 45 votes.</p> <p>Participants new to the meeting (not in attendance on Saturday) introduced themselves.</p> <p>MF provided a review of voting procedures and reminder for level of interaction requirements.</p>
21. IEA 2018 update	<p>An update on the IEA 2018 Congress preparations was presented (Florence, Italy). The 2018 proposal was joint with a number of other societies and FEES. Connections are now being created with other societies. Italian Ergonomics and Human Factors Society has about 450 members. “Creativity in Practice” is the main theme. Planning some specific workshops related to those that have been conducted through FEES. Considering use of videos along with tracks to create a different mode of information dissemination and sharing. Building collaborations and partnerships for sponsorship. Have a formal agreement in place with a conference planner who will be sharing the risk. Dates: August 25 – September 1, 2018 <a href="http://www.iea2018.org">www.iea2018.org</a></p> <p>Will be utilizing social networking applications. Hoping to produce a scientific publication from the proceedings. A question was asked about the budget and risk. The Society has a partner organization that will assume the risk in terms of a loss.</p>
22. External relations ISO TC 159, ILO, WHO	<p>ILO – EMW visited Beijing branch of ILO in spring 2015. Ergonomics checkpoints has been implemented in 4 high risk industries in China. There will be a special session at the Congress on sharing and implementing checkpoints. Visited 2 hospitals with ILO representatives and introduced briefly the checkpoints in human care work. A positive response was received and a joint publication was discussed. There will be a meeting at this congress for expert review of the Human Care checkpoints draft as this is a requirement for ILO publication. An ILO ergonomics checkpoints app is available. Wei Zhang is looking into creating of Chinese version of app.</p> <p>ISO TC 159 – IEA has 3 liaison members (Yushi Fujita, Wei Zhang, Ralph Bruder). YF participated in spring ISO meeting and TC 159 would like to continue collaborations and provided a table of cross-linkages between subcommittees and the IEA Technical Committees. More commitment is required on the level of TC to follow through on the requested collaboration.</p> <p>WHO – The IEA is a member of the WHO network of collaborating centres in occupational health. ICOH and IOHA are the other NGOs in the network along with the ILO Goal: To implement global plan of action for workers health. A work plan has been created and the members of the network are committed to specific tasks to produce specific products.</p> <p>IEA is committed to 1) healthy workplace training and guidance materials – checkpoints</p>



	<p>help to fulfill this.</p> <p>2) toolkit to manage MSD risk – needs to be easy to use with limited resources. La Trobe has a draft for Australia that can be modified by the IEA for use.</p> <p>3) To provide a representative for minimum standards for workplace health</p> <p>Recommend resources be allocated to these items by next EC.</p>
<p>23. Operating Procedures – Sustaining Member criteria</p>	<p>Discussion and possible vote on criteria for sustaining membership</p> <p>There are currently few criteria around sustaining memberships. Our current guidance is: “Sustaining Members are organizations or individuals that have an interest in the IEA and support it by the payment of an annual subscription or by services in kind. The conditions of their acceptance will be determined in each individual case.”</p> <p>At the last council meeting, we added a criterion for Endorsing/Sponsoring events that approval must be received by the event organizers from the local Federated Society. A question has arisen as to whether we should have a similar policy for the approval of sustaining memberships in the case that another not-for-profit organization requests a sustaining membership. As well, should individual requests from those that are not members of the local Federated Society, where there is one, be accepted? Perhaps expectation that the individual be a member with consideration of exceptions on a case-by-case basis?</p> <p>Was developed originally as a funding mechanism. Join via a federated society for individual sustaining members. <i>Action:</i> Larger task of examining these categories and what we really want needs to occur and could be integrated into the marketing plan. Perhaps “Supporting Organizations” or some other term would be a more suitable.</p> <p><b>Moved and seconded that individuals requesting IEA membership who are not existing IEA Federated society members be directed to a Federated Society for membership.</b> <i>The motion was approved</i></p>
<p>24. 2016 Council meeting selection</p>	<p>Representatives from Colombia and Indonesia provided 10 minute presentations each on their proposals to host the 2016 Council meeting.</p> <p>Colombia: Would be in conjunction with joint conference with 4 organizations in Medellin, Colombia First week of November would be the date for Colombia. Question asked about joining meeting via technology</p> <p>Indonesia Would be in conjunction with SEANES conference Dec 5-8, 2016 Bandung, Indonesia. Dates could be adjusted.</p> <p>Voting results: Votes: 63 Votes needed for majority: 32 Colombia: 43 Indonesia: 20</p> <p><b>By a majority vote, the location of the IEA 2016 Council meeting will be Colombia</b></p>



<p>25. Election of Officers</p>	<p>The election of the officers was conducted according to the bylaws and operating procedures.</p> <p>Election for IEA President: Nominations for President were received for Yushi Fujita, JES and Halimahtun Khalid, HFEM. EMW asked if there were any nominations from the floor. No nominations were forthcoming from the floor. Each of the 2 nominees was given 10 minutes to provide his/her candidate statement to Council.</p> <p>Election Results Number of votes: 63 Votes required for a majority: 32 Yushi Fujita: 48 Halimahtun Khalid: 15</p> <p><b>By a majority vote, Yushi Fujita was elected as IEA President.</b></p> <p>Election of IEA Vice-President &amp; Secretary General: One nomination for VPSG was received for Kathleen Mosier, HFES.</p> <p>EMW asked if there were any nominations from the floor. No nominations were forthcoming from the floor.</p> <p>The nominee was given 10 minutes to provide his/her candidate statement to Council.</p> <p>Election Results Number of votes: 63 Number of votes required for a majority: 32 Kathleen Mosier: 63 Others: 0</p> <p><b>By a majority vote, Kathleen Mosier was elected as the IEA Vice-President and Secretary General.</b></p> <p>Election for IEA Vice-President &amp; Treasurer: Nominations for VP-Treasurer were received for Jose Orlando Gomes, ABERGO, Roger Haslam, CIEHF, and Ray Liftshitz, IEHFA. EMW asked if there were any nominations from the floor. No nominations were forthcoming from the floor. Each nominee was given 10 minutes to provide his candidate statement to Council.</p> <p>Election Results Number of votes: 63 Number of votes required for a majority: 32 Jose Orlando Gomes: 29 Roger Haslam: 28 Ray Liftshitz: 6</p> <p>No majority was achieved. Ray Liftshitz withdrew from the election. A second round of</p>
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	<p>balloting was conducted.</p> <p>Election Results                  Number of votes: 62                  Number of votes required for a majority: 32                  Jose Orlando Gomes: 34                  Roger Haslam: 28</p> <p><b>By a majority vote Jose Orlando Gomes was elected as IEA Vice-President &amp; Treasurer.</b></p> <p><b>Moved and seconded that all ballots be destroyed.</b>  <i>The motion was approved.</i></p>
<p>26. Review of Action Items</p>	<p>All action items from the last council meeting have been covered elsewhere in the minutes.</p>
<p>27. Other Business</p>	<p>Jan Dul — Jan works in management school and there is a European based community of engaged management scholars. The European Academy of Management is a group of scholars and practitioners who are open to other fields. Strategic Management, Innovation and Organizational Behaviour are key areas in which there is a fit with Ergonomics/Human Factors. Jan is on the board and the 2016 conference is having track on human factors and ergonomics, June 1-3. Opportunity for exploring integration HFE with management/business. Paper presentations are needed. Track chair is needed. Opportunity to go to this group of individuals to learn from them.                  Website: <a href="http://www.euram-online.org/annual-conference-2016.html">http://www.euram-online.org/annual-conference-2016.html</a></p> <p>HEPS will be moved to 2016 as otherwise there will be competition between the various IEA events. The location will be Toulouse.                  CIEHF will be having a 2 day single track conference in June 2016 on human factors in complex systems.                  ULERGO conference will be held in Peru Sept 14-16, 2016 in Lima</p>
<p>28. Adjournment</p>	<p>The meeting was adjourned at 3:53 pm local time.</p>

Recording Secretary: Margo Fraser  
 Last revised: 2015-08-22