



MEETING OF THE IEA COUNCIL

August 26 and 27, 2013
Paris, France

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)

Regrets: Wei Zhang, Science, Technology and Practice Chair (WZ)

Federated Societies Present in Person or by Proxy :

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	Jose Orlando Gomes by proxy		
Australia	Human Factors and Ergonomics Society of Australia, HFESA	2	Christine Aickin Verna Blewett	1 2	1
Austria	Österreichische Arbeitsgemeinschaft Für Ergonomie	1	Margo Fraser by proxy		
Belgium	Belgium Ergonomics Society, BES	1	Veerle Hermans	1	
Brazil	Associação Brasileira De Ergonomia (ABERGO)	1	Jose Orlando Gomes	8	7



	Association of Canadian Ergonomists, (Association Canadienne D'ergonomie) ACE	2	Brenda Mallat	1
Canada			Amy DuBreuil	1
	Chilean Ergonomics Society, (Sociedad Chilean de Ergonomia) SOCHERGO	1	Jose Orlando Gomes - by proxy	
Chile				
	Chinese Ergonomics Society, CES	2	Prof. Sheng WANG	1
China				
	Sosiedad Colombiana De Ergonomia	1	Jose Orlando Gomes - by proxy	
Colombia				
	Association Ecuatoriana de Ergonomia, AEERGO	1	Jose Orlando Gomes by proxy	
Ecuador				
	Ergonomics Society of French Language, (Société d'Ergonomie de Langue Française) SELF	2	Francois Hubault	1
France				
	Ergonomics Society of French Language, (Société d'Ergonomie de Langue Française) SELF		Moustafa Zouinar	1
France				
	Gesellschaft für Arbeitswissenschaft, GfA	2	Karsten Kluth	1
Germany			Ralph Bruder	1
Germany				
	Hellenic Ergonomic Society	1	Dr. Nathanael Dimitris	1
Greece				
	Hong Kong Ergonomics Society	1	Eric Min Yang Wang by proxy	
Hong Kong				
	Hungarian Ergonomics Society	1	Gyula Szabó	1
Hungary				
	Indian Society of Ergonomics	1	Eric Min Yang Wang by proxy	
India				
	Perhimpunan Ergonomi Indonesia, PEI	1	Margo Fraser by proxy	
Indonesia				
	Iranian Ergonomics Society, IES	1	Margo Fraser by proxy	
Iran				
	Irish Ergonomics Society	1	Eric Min Yang Wang by proxy	
Ireland				



	(IES)			
Israel	Israel Ergonomics Association	1	Prof. Rabbi Yair Ray Lifshitz	1
Italy	Italian Society of Ergonomics, (Società Italiana di Ergonomia) SIE	1	Tommaso Bellandi	1
Japan	Japan Ergonomics Society, JES	3	Kentaro Kotani	1
Japan			Takashi Toriizuka	1
Japan			Keisuke Suzuki	1
Latvia	Latvijas Ergonomikas Biedriba	1	Margo Fraser by proxy	
Malaysia (following approval of application)	Human Factors and Ergonomics Society of Malaysia (HFEM)	1	Margo Fraser by proxy	
Mexico	Sociedad de Ergonomist de Mexico A.C., SEMAC	1	Jose Orlando Gomes by proxy	
Netherlands	Dutch Ergonomics Society, (Nederlandse Vereniging voor Ergonomie) NVvE	1	Hugo Bos	1
New Zealand	Human Factors and Ergonomics Society of New Zealand (HFESNZ)	1	Verna Blewett by proxy	
Nordic Countries	Nordic Ergonomics Society, NES	3	Christina Jonsson	3
Philippines	Human Factors And Ergonomics Society Of The Philippines	1	Eric Min Yang Wang by proxy	
Poland	Polskie Towarzystwo Ergonomiczne, PTerg	1	Eric Min Yang Wang by proxy	
Portugal	Associação Portuguesa de Ergonomia, APERGO	1	Anabela Simões	1
Russia	Inter-Regional Ergonomics Association, IREA	1	Margo Fraser by proxy	
Serbia	Ergonomics Society Of Serbia (ESS)	1	Margo Fraser by proxy	



International Ergonomics Association

South Africa	Ergonomics Society of South Africa, ESSA	1	Jose Orlando Gomes by proxy	
South Korea	Ergonomics Society of Korea	3	Jung Kim	3
Spain	Asociación Española Española de Ergonomia, AEE	1	Eric Min Yang Wang by proxy	
Switzerland	Swiss Ergonomics Society	1	Prof. Dr. Helmut Krueger	1
Taiwan	Ergonomics Society of Taiwan, EST	1	Prof. Chiuhsiang Joe Lin	
Thailand	Ergonomics Society Of Thailand	1	Eric Min Yang Wang by proxy	
Ukraine	All-Ukrainian ergonomics Association	1	Margo Fraser by proxy	
United Kingdom	Institute of Ergonomics and Human Factors, IEHF	3	Dave O'Neill	3
United States	Human Factors and Ergonomics Society, HFES	3	Kathleen Mosier	1
United States			William S. Marras	1
United States			Michelle Robertson	1
Officer Votes				
Eric Wang		1		8
Yushi Fujita		1		1
Margo Fraser		1		9
Total Votes Present				61
				7 + 1 when HFEM voted in (62 when HFEM voted in)

Non-voting Attendees:

FEES	Fed. of European Ergonomics Societies	Sylvain Leduc	IEA Network
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REF = referenced documents for agenda item



Human Ergology Society		Norihide Tachi	IEA Network
Auditor		Ernst Koningsveld	IEA Auditor
Sustaining Member		Michelle Aslanides	Sustaining Member
Netherlands United States	Dutch Ergonomics Society, (Nederlandse Vereniging voor Ergonomie) NVvE Human Factors and Ergonomics Society	Jan Dul	Observer
Taiwan	Ergonomics Society of Taiwan, EST	Lynn Strother (non voting) Dr. Chin-Jung Chao (non-voting)	Observer
Japan	Japan Ergonomics Society	Takashi Kawai	Observer IEA Webmaster for new site

Agenda item	Discussion, Decisions and Action Items
1. Call to Order	The meeting was called to order at 9:10 am local time.
2. Approval of Agenda	The draft agenda was circulated prior to the Council meeting. An update on EQUID by Ralph Bruder and the PSEC Committee report were added to the morning agenda on day 2. The amended agenda was approved by unanimous consent.
3. Introductions	The council members introduced themselves. The Council recognized the contribution of the following ergonomists who passed away in the past year: John Wilson (IEHF) Pierre Cazamian (SELF) Professor Maurice de Montmollin (SELF) Niels Diffrient
4. Meeting voting and quorum	There are 66 potential votes (63 Federated Society votes and 3 Officer votes). Quorum for regular voting is therefore 22 votes and for 44 for bylaw related items. At this meeting, there were 61 votes present in person or by proxy and therefore quorum was met for all voting conditions. When the Human Factors Society of Malaysia application for Federated



<p>Voting procedures</p> <p>5. 2012 Meeting minutes</p>	<p>Society membership was accepted, the potential votes became 67 and the votes present in person or by proxy was 62.</p> <p><i>Reference document:</i> OP-Voting at IEA Council Meetings - DRAFT</p> <p>MF reviewed the voting procedures for the meeting. The voting procedures were circulated prior to the meeting as an item to add to the IEA Operating procedures and IEA guidelines documents. Note that procedures for elections and ballot voting still need to be added and will be presented at the 2014 Council meeting for approval.</p> <p>Voting item: Moved and seconded that the voting procedures, as circulated, be adopted into the IEA Operating Procedures. <i>The motion was approved by unanimous consent.</i></p> <p>A question was raised as to whether a signature was required to check-in to the Council meeting. MF reported that there is no requirement for this in the IEA bylaws and that she does not believe there is any requirement for this in Robert’s Rules but will verify this. <u>Action:</u> MF to check on whether signature required at sign in.</p> <p>The 2012 meeting minutes were circulated following the 2012 meeting and per the IEA Operating Procedures, were approved via email.</p> <p>A small typographical error on Page 15, Voting item 2 was made to correct “Klaus raided \$165,000” to “Klaus raised \$165,000”. This revision was included in the copy of the minutes included with the meeting materials for this Council meeting.</p>
<p>6. President’s Report</p>	<p><i>Reference document:</i> 20130826-27-RPT President</p> <p>The President’s report was circulated prior to the meeting. EMW summarized the President’s report.</p> <p>EMW has been able to visit a number of societies since the 2012 Council meeting in Recife.</p> <p>Barbara Silverstein was appointed as the International Development Committee Chair. Wei Zhang was appointed as the Science, Technology and Practice Chair. Jose Orlando Gomes was appointed as the Professional Standards and Education Committee Chair. Klaus Zink was appointed as the IEA Ambassador of International Development. Wendy Macdonald was appointed as the IEA Ambassador to the World Health Organization (WHO). Alan Hedge was appointed as IEA Ambassador of Environmental Design</p> <p>New Chairs for the Promotions and for the Communications committee have not yet been found. There is not yet a specific marketing and communications strategy in place.</p> <p>On the afternoon of day 2, it was announced that Christina Jonsson had been appointed as the Chair for Promotion and Development Committee.</p> <p>Role of the Ambassadors – to take responsibility for defined activities on behalf of the IEA as determined by the President. They are not currently invited to attend the Council meetings. May want to consider this.</p>



	<p><u>Action:</u> EMW to create scoping/Terms of Reference documents for the Ambassadors. This will be circulated to Council and a formal motion may be then made to invite them to the Council meetings.</p> <p>Need to consider an Ambassador for ISO as they are asking for an individual for this.</p> <p>Moved and seconded that the Ambassadors be invited to attend the Council meetings. <i>The motion was approved by unanimous consent.</i></p> <p>Need to have more communication with the Societies on the activities of the EC and Committees.</p> <p>Voting item: Memorandum of Understanding (MOU) with the International Commission on Occupational Health (ICOH) and the International Occupational Hygiene Association (IOHA). In the past the term of the MOU has been 3 years. The Presidents of the participating organizations recommended that the term be indefinite with the option for any party to terminate the agreement at any time.</p> <p>Moved and seconded that the term of the memorandum of understanding with ICOH and IOHA be changed from 3 years to indefinite, with the ability of any of the participating organizations to terminate the agreement at any time. <i>The motion was approved by unanimous consent.</i></p>				
<p>7. Secretary General's report</p>	<p><i>Reference document:</i> 20130826-27-RPT-VPSPG 2012-2013 MF summarized the Secretary General's report.</p> <p>A virus was removed from the IEA website and the back-up was turned on with the host provider. Updates on the website have been made and feedback provided for the new site.</p> <p>The contact lists for societies has been updated and MF has been collecting priorities for societies from them for sharing with each other. The IEA Operating procedures have been reviewed and a number of them have been updated. New policies have also been created for discussion and/or approval at this meeting.</p> <p>Executive meetings were held in China in December 2012 and the United Kingdom in 2013. MF thanked the Chinese Ergonomics Society and the Institute for Ergonomics and Human Factors for their assistance in coordinating and hosting these meetings. She also thanked SELF for hosting the current Council meeting in Paris.</p>				
<p>8. Treasurer's report</p>	<p><i>Reference document:</i> 20130826-27-RPT IEA TREASURER for 2012 The Treasurer's report was circulated prior to the meeting. YF provided a summary of the financial position of the IEA. Details can be found in the written report.</p> <table border="1" data-bbox="370 1808 1027 1877"> <tr> <td data-bbox="370 1808 548 1877"></td> <td data-bbox="548 1808 699 1877">Year 2012</td> <td data-bbox="699 1808 862 1877">Year 2011</td> <td data-bbox="862 1808 1027 1877">Year 2010</td> </tr> </table>		Year 2012	Year 2011	Year 2010
	Year 2012	Year 2011	Year 2010		



<p>9. Auditors' Report</p>	<table border="1"> <tr> <td>Assets</td> <td>\$317,373</td> <td>\$302,342</td> <td>\$285,208</td> </tr> </table>	Assets	\$317,373	\$302,342	\$285,208		
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<p>10. IEA Awards</p>	<p><i>Reference:</i> 20130826-27-RPT-IEA Awards Committee 2012-13 ASI provided a summary of the Fellow Award and the Liberty Mutual Medal award.</p> <p>Three new Fellows were approved as follows: Peter Buckle (IEHF) Karl Kroemer (HFES) Richard Pew (HFES)</p> <p>IEA Liberty Mutual Medal winner was a paper by Sean Gallagher and John Heberger of HFES.</p> <p>Discussion of ideas for other awards. ASI put forward the idea of an award for a group modeled on the IEHF award. Ideas for focus of award: application of EQUID; advancement of the future of ergonomics; progress with IDCs (Industrially Developing Countries). A second possibility for a new award emerged from a discussion with Elsevier with respect</p>						



	<p>to their level of sustaining membership with the IEA. They are interested in sponsoring an award like the Liberty Mutual Award with a paper competition. Elsevier had expressed interest in publishing the next future of ergonomics document. Could consider having an award in one of the above topic areas.</p> <p>Another idea to consider is an award for a company with the greatest innovation or with the greatest failure.</p> <p>Proposed that a sub-committee be formed to determine the award parameters and report back to Council within 6 months.</p> <p>Volunteers for committee: Andy Imada, Verna Blewett, David O'Neill, Francois Hubault, Kathleen Mosier.</p> <p><u>Action:</u> ASI to chair this sub-committee and coordinate the meetings.</p>
<p>11. IEA website redesign</p>	<p>YK presented a brief background on the need for a redevelopment of the website and the offer from JES to take on the redesign project. YK then introduced Takashi Kawai who will be the webmaster for the website from the JES. Takashi Kawai presented the IEA website redesign process and overview of the new website on behalf of the JES.</p> <p><u>Action:</u> All Societies:</p> <ul style="list-style-type: none"> • Confirm the content of your webpages; • Provide new information to be announced; • Provide information on Good Practices. <p>A question was raised on whether there will be social media integration? The capacity is available to do this on the site but there has not been implementation. Need a plan for how to use social media.</p> <p>Question on whether it is possible to redesign the site if needed? YK will look into this from the perspective of what the JES would be willing to provide. It could be done but may be at an additional expense and based on feedback from societies that have undergone redevelopment of their websites, costs in the tens of thousands of dollars should be expected if the IEA wishes to go in this direction.</p> <p>User IDs and passwords will be generated on a group level in the member area. For example, each Federated Society will get the userid and password.</p> <p>It was suggested that use with mobile devices be considered. Societies would like a way to update their own information. Would need to ensure that everyone followed the style guide in this case.</p> <p>What are the criteria for what is posted in the good practices area? Need to create a committee for this section to determine what to post.</p> <p>The internal area is for uploading and posting documents but only VPSG and webmaster can do the actual upload.</p> <p>Voting item: Approval of the MOU with the JES (Japanese Ergonomics Society) for the IEA website (<i>Reference document:</i> VOTING ITEM - MOU with JES for IEA website infrastructure 201308)</p> <p>Moved and seconded that the memorandum of understanding between the IEA and the JES for IEA website infrastructure be approved.</p> <p>Discussion:</p> <p>Member reported that he feels the website needs to be more future focused. Would like a</p>



	<p>website that represents the IEA appropriately in terms of design and usability. Would like budget to be clearer. The IEA portion for development of the new site developed by the JES is about 3K per year for hosting and license fees. The JES is absorbing all of the development costs for the basic functioning and development of the site as well as providing webmaster services. Noted that the arrangement can be terminated by the IEA at any time with notice.</p> <p>Suggested that IEA may want to consider Search Engine Optimization.</p> <p>Suggested that we may want to consider that the VPSG is the main contact rather than the President. Noted that the MOU says the President or representative.</p> <p>Need to separate the process of getting a functional site through the generosity of the JES to move over from our current problematic site as quickly as possible from doing a complete redesign, which needs to follow from a strategic planning process.</p> <p>Moved and seconded that the motion be postponed until tomorrow. For: 7 Opposed: 50 <i>The motion was defeated.</i></p> <p>Moved and seconded that the memorandum of understanding between the IEA and the JES for IEA website infrastructure be approved.</p> <p>For: 55 Opposed: 0 <i>The motion was approved.</i></p> <p>The Council expressed its gratitude to the JES for the development of the new site.</p>
<p>12. Membership applications</p>	<p>An application for membership was received from the Human Factors and Ergonomics Society of Malaysia (HFEM) and the application as well as the supporting documents were circulated to all Societies prior to the Council meeting. The application was reviewed by the Vice President and Secretary General and meets the requirements for Federated Society membership.</p> <p>It was noted that it is very difficult in Malaysia to create an association and they are to be congratulated for completing this task.</p> <p>It was noted that other societies sometimes rely on the IEA acceptance as a verification for a credential check.</p> <p>Voting item: Moved and seconded that the Human Factors and Ergonomics Society of Malaysia (HFEM) application for IEA membership as a Federated Society be approved. <i>The motion was approved by unanimous consent.</i></p>
<p>14:00 13. Report on IEA 2015 congress</p>	<p>CM provided an update on the preparations for the IEA 2015 Congress to be held in Melbourne in August 2015. (Ref: 201308-26-27-RPT-IEA2015 Chair).</p> <p>A professional conference organizer has now been selected and the critical path is being detailed with the schedule of activities and time lines. There are a number of hotels close</p>



	<p>to the conference centre within a range of pricing. Home stays are also being considered for IDC attendees and students, however it was noted that most people live outside of Melbourne and therefore getting to and from the conference venue may not be convenient.</p> <p>Workshops may be held around Australia and New Zealand before and after the conference.</p> <p>Conference starts Sunday night on August 9, 2015. The Council meeting will be Aug 7/8 and the Executive meeting will be August 5/6.</p>
14. IDC report	<p>BS provided an update on the activities of the IDC.</p> <p>The coffee project has been completed. Want to publish the design pattern for the coffee bag used by the harvesters as a result of the study so that it is in the public domain. This would allow access by other harvesters without someone taking the design and selling it. Need to remember to sign design and date it and put it on the side of the drawing. May want to talk to a lawyer with expertise in intellectual property.</p> <p><u>Action:</u> Hugo Bos to speak to contact about question of protecting design from someone else claiming it as their own. Target: by end of September 2013.</p> <p>Problem of getting the 40 kg bags of picked beans down the mountain still exists. Have tried to use flexible piping/duct work to bring beans down the mountain but there was not enough water available to flush the beans down to allow this to function properly. University of Milwaukee Industrial design students may work on this as a project. There are some professors at a university in Nicaragua involved in the project.</p> <p>Anyone with other ideas on this, please contact Barbara Silverstein (IDCChair@iea.cc)</p> <p>May want to consider using this as a design competition. Hungary Society created an idea competition with industrial design students to get them involved in the society and this worked well. Make people come to IEA site to get package on competition to increase the exposure of the IEA. May want to work with on-line communities group within the Work With Computer Systems TC.</p> <p>BS discussed concern with fires in garment factories in Bangladesh. Wondering if there is something we can offer from an ergonomics perspective. Has tried to find a contact in Bangladesh without success. BS spoke with representative at World Bank and they would consider funding a project if there is a local representative that they can work with. May want to consider contacting groups like Oxfam, Amnesty International and/or contacts with Indian Ergonomics Society in Calcutta. WHO and ILO could also be contacted. May also want to consider approaching end user companies in the west that are having their garments made in these factories. Fair trade organizations / unions may also be interested in partnering. Look for other groups doing similar work (e.g. Research Criminologist in Australia – Verna Blewett to provide contact name). Try to get a few of companies that are using these facilities to fund this. Working conditions as a whole need to be examined.</p> <p><u>Action:</u> Verna Blewett to provide contact information for research criminologist to BS.</p>



	<p>Could consider providing training for a few ergonomists and then having them go and work in this area. Could also provide local engineers with ergonomics training. Noted that many of the companies outsourcing to these facilities in Bangladesh have strong H&S requirements in their western facilities but don't apply the same standards in the IDC facilities.</p>
<p>15. Break out groups on Future of Ergonomics</p>	<p>Future of Ergonomics Discussion The attendees broke into groups to discuss what, if anything, have their societies been doing related to the strategies listed in the Future of Ergonomics paper. What works and doesn't work for you? What tactics have you implemented or have planned to meet the strategies? What barriers have you found?</p> <p>Strategies listed in the paper: (1) Strengthening the demand for high-quality HFE by enhancing the awareness of stakeholders' need for high quality HFE (in particular, for system experts and system decision makers, emphasising performance) by: (a) Communicating with specific stakeholders about the value of high-quality HFE in the language of the stakeholder. (b) Building partnerships with these stakeholders and their representing organisations. (c) Educating stakeholders to raise awareness of high-quality HFE and its contributions to system design.</p> <p>(2) Strengthening the application of high-quality HFE by: (a) Promoting the education of HFE specialists to apply high-quality HFE. (b) Ensuring high quality standards of HFE applications and HFE specialists. (c) Promoting HFE research excellence at universities and other organisations.</p> <p>The groups reported back on their discussion.</p> <p><u>Action:</u> The scribe for each group to provide MF with a summary of their discussions. <u>Action:</u> Please send any specific tactics that you have had success with related to the strategies to MF</p>
<p>Break out groups on adding HF to IEA name</p>	<p>Discussion on consideration of adding Human Factors (HF) to the IEA name. Participants were asked to go into groups and do a quick poll of whether they'd consider themselves to be an "E", "HF", "HFE" or "Other". Each person then to provide his/her position and the rest to listen openly to what they have to say.</p> <p>Overall poll: 1=E: 3 + 2 +4 +0+4 = 13 2=HF: 0 3=HFE / EHF: 4+4+ 2 +2 + 5+0=17 4=Other: 2+3 +0+1+1=7</p> <p>With no one considering themselves to be an "HF" only, it appears that a name with only HF would not represent the attendees. It is equally clear that there is a split between those that consider themselves an</p>



	Ergonomics professional and those that consider themselves an Ergonomics/Human Factors professional. Also a larger number than might be expected that consider themselves to be something else. Council members were encouraged to go back to their own societies and discuss the name of the IEA and whether HF should be added.
16. Overview of Operating procedures for voting tomorrow.	MF provided an overview of changes to current operating procedures, missing procedures added back in and new procedures. Those procedures with substantial changes were highlighted. Discussion and voting will occur on day 2 of the meeting.
Adjournment Day 1	The meeting was adjourned at 5:24 pm local time.

August 27, 2013	
17. Call to order	The meeting was called to order at 9:11am local time. Roll call for voting – all votes from day 1 were present The Council expressed its appreciation and thanks to SELF for the excellent Council dinner.
18. STP Committee report PSEC Chair report	EMW provided summary of STP activities on behalf of WZ. Currently there are 25 technical committees (TCs) (WWCS and Online Communities merged to WWCS) TC activities include: <ol style="list-style-type: none"> 1. Organize related symposiums/sessions in other major international conferences, i.e. the 50th Anniversary Congress of the SELF, Triennial ICOH 2012/Cancun, etc. 2. Organize symposiums/workshops of their own, i.e. 2013 Digital Human Modeling Symposium at University of Michigan, etc. 3. Establish LinkedIn technical groups with much larger number of members, (e.g. WWCS currently has 2857 members), Human Simulation and Virtual Environments (HSVE) has over 300 LinkedIn members. 4. Publish newsletters internally to their TC members, e.g., VE TC published newsletters three times each per year. TC activities being planned: <ol style="list-style-type: none"> 1. Active participation in the IEA 2015 Congress, organizing special sessions, group discussion, etc. 2. Organize related symposiums/sessions in other major international conferences, i.e. HFES2013 ICOH 2015/Seoul, Digital Human Modeling Symposium 20-22 May, 2014 at AIST, Tokyo, etc.



3. Organize symposiums/workshops of their own, i.e. HCI-Aero 2014.
4. Promote LinkedIn technical groups with larger number of members, e.g. WWCS plans to promote their members to 4000).
5. Publish books, such as WWCS plans to publish a book on “Age-differentiated Work Systems” at Springer Publishers.
6. Edit special issue of journals, such as Visual Ergonomics special edition of WORK

Issues raised by TCs:

- Some TC chairs are retiring and looking for new chair candidates
- Whether IEA could provide financial/non-financial support for TC activities

STP Plans in the coming year

- Review and promote TC activities
- Promote involvement of TCs in IEA 2015 Congress
- Encourage TCs to attract more researchers through traditional or online communities, especially researchers from developing countries

JOG provided a summary of the PSEC activities.

Good practices database – may want to consider having each TC provide a submission peer reviewed within their group. In any case, need to have some kind of review process for what gets posted on the website.

Education database – Societies were surveyed to provide education directory information in their countries however few submissions were received. It may be better to have links on IEA site to existing directories on society websites where available.

Action: All to provide links to their own education directory where available.

Reported that ILO has an ISCO (International Standard Classification of Occupations) project and does not show and titles related to ergonomist. Need to approach the ILO about this and push for getting ergonomics or at least related competencies into the classification.

Action: MF to share what is in the Canadian Classification of Occupations as it refers back to our certification system.

Could consider Capability Maturity Model used in software development – is there something similar that anyone knows about related to ergonomics. Noted that can see Wikipedia for more information on CMM. Anabela Simões and Dave O’Neill provided potential contacts. Others please provide contacts to JOG if they have them.



EQUID Project	<p>Ralph Bruder provided an update on the EQUID project. An example of the brochure was circulated and the final brochure should be ready for the next meeting. Directed more at project management level as this was suggested by ISO. IEA may want to direct this information at executive level.</p> <p>ISO is considering a 3 layer standard but clarification needed on ISO side. Trying to reflect EQUID within this and ISO will likely cite EQUID as an informative component. Noted that the three layers of standard are: 1) Why is it important (Executive), 2) how to do it (Project level), and 3) existing standards in field and how to link them into project (Ergonomist level).</p>
19. Operating Procedures	<p>MF led a discussion and voting on updates to Operating procedures. Minor changes were made to a few of the existing operating procedures and these were circulated prior to the council meeting and reviewed during the meeting.</p> <p>Moved and seconded to adopt the amendments to the existing operating procedures on Awards of the IEA, Funds Administered by the IEA, and IEA Procedures for Obtaining Outside Funding as presented. <i>The motion was approved by unanimous consent.</i></p> <p>The policy on Journal Endorsement was reviewed. A suggestion was made from the floor that since this is an endorsement and not simply a sharing of journals relate to ergonomics, the journal should have attained a level of quality before it can be endorsed. After some discussion it was agreed that journal should have an "impact factor" to be considered for endorsement and this criteria was added to requirements for journals to be endorsed.</p> <p>Moved and seconded to adopt the amendments to the operating procedure for the IEA Procedure for Journal Endorsement. <i>The motion was approved by unanimous consent.</i></p> <p>May want to consider a different process to support smaller publications and new journals. <u>Action:</u> Verna Blewett to develop this idea further for the next Council meeting.</p> <p>The procedures for IEA Networks, Membership Fees and Memorandum of Understanding were omitted from the procedures when the bylaws and procedures were moved into separate documents at the 2012 Council meeting. Minor changes were made to these documents as circulated prior to the Council meeting.</p> <p>Moved and seconded to adopt the operating procedures for IEA Networks, Membership Fees, and Memorandum of Understanding as presented. <i>The motion was approved by unanimous consent.</i></p> <p>MF presented a new policy on conflict of interest to clarify the requirements for declaring conflicts of interest. The policy was circulated prior to the meeting.</p> <p>Moved and Seconded to adopt the Conflict of interest Policy as amended into the operating procedures. <i>The motion was approved by unanimous consent.</i></p>



MF presented a new policy on retention of documents to clarify which IEA documents are to be retained and which documents are to be destroyed along with the retention period and method of destruction.

**Moved and seconded to adopt the Retention Policy into the operating procedures.
The motion was approved by unanimous consent.**

MF presented a new policy to clarify the attendance of non-voting members at Council meetings. The bylaws state that a sustaining member is allowed to have representation at a council meeting to observe but there is no guidance on the number of representatives allowed as there is for IEA Networks. As well, there is no policy covering participation by other observers at Council meetings.

**Moved and seconded to adopt the Attendance at Council meetings Policy into the Operating Procedures.
The motion was approved by unanimous consent.**

The procedure for conferences needs substantial review and revision to clarify and update it. Ernst Koningsveld has drafted a template for triennial conference bids.

Action: A sub-committee will be formed to review and revise the policy on conferences for the next Council meeting. Sheng Wang, Ernst Koningsveld, and Christine Marks agreed to participate on the committee. Christine Marks will act as the Chair.

The current procedure for endorsed conferences requires a fee of 2 times the registration rate. This means that the fees varies substantially depending on the rate set by the conference organizer and there are few requests for endorsement. In an effort to determine a more amenable fee, the Executive Committee suggested that rate be fixed at 200.00 US. The caveat to waive the fee upon application and justification for IDCs will remain.

**Moved and seconded that a flat fee of 200.00 US be charged for endorsed conferences.
The motion was approved by unanimous consent.**

Whether a proxy is needed for a Federated Society with multiple votes for that Federated Society to have an individual from their Society carry multiple votes was discussed.

Action: MF to investigate whether a proxy is needed for internal transfer of voting power within a Society with multiple votes is needed or whether votes are given to the Society and they can choose how to provide those votes at the meeting via multiple people or via one person carrying multiple votes.

Discussion on use of IEA Logo

Background: IEA logo is important branding for the Association and needs to be controlled. At the same time, want to increase the use of the logo by the societies and via endorsement activities to improve recognition of the IEA.

Moved and seconded that different versions of the IEA logo be created for the various membership categories and for the established categories of IEA endorsement (journals, conferences, technical documents, certification, etc.) with



	<p>the name of the category over the logo. <i>The motion was approved by unanimous consent.</i></p> <p><u>Action for BS:</u> Council agreed that the IEA logo should go on coffee bag design.</p>
<p>20. Investigation of a new country registry</p>	<p>Background: When the IEA was formed the first meeting was in the Netherlands. That group believed that we were registered in Switzerland but no documents exist to show this. In 2006, IEA set out to complete this registration and this was completed in 2009. Now the registry is making large demands on the IEA for translation of bylaws, signatures of all officers on the meeting minutes and it is very bureaucratic. There are no phone calls accepted. All inquiries must be written. They also told us we are not tax free and this required a lot of legal input to complete and get our bylaws in order to give us tax free status.</p> <ol style="list-style-type: none"> 1. Problems with Swiss registry <ol style="list-style-type: none"> a. Tax free status will be an ongoing challenge b. Language requirements for by laws, minutes will always require extra non-value added work for a German speaking representative c. Heavily bureaucratic system with no direct communication; everything is done by post d. No Risk-reward payoff for the amount of work 2. Propose a strategy and bring it up to Council for a vote in Paris, 2013 <ol style="list-style-type: none"> a. Motion to explore registry in a different country b. Specify criteria: <ol style="list-style-type: none"> i. Credible, stable, will operate in English ii. Ease of use iii. Based on research and best practices; eg. 20 best countries http://money.cnn.com/galleries/2008/smallbusiness/0809/gallery.best_countries_for_business.smb/4.html iv. Taxation system c. Set up a committee process to look into the matter d. Consider whether a Federated Society exists in this country 3. Prepare a proposal for voting on options at Council meeting in 2014 4. Implement before Council meeting in Melbourne in 2015; avoid re-registration in Zurich <p>Would like to create a small committee to investigate a new registry per point 2 above. Ray Liftshitz volunteered to Chair the committee. Consider Martin Helander for committee if Singapore is a consideration. Consider Klaus Zink and Yushi Fujita on committee. Dave O'Neill volunteered to be on committee.</p> <p><u>Action:</u> Ray Liftshitz to Chair and coordinate meeting and members for committee.</p> <p>Noted that Geneva has different system than Zurich so may want to look into this. FEES found that in Europe, Germany was best place to register. Should consult with David Caple to see if there was a previous committee that looked into this. Consult with Federated Societies as to their experience with their own countries.</p>
<p>21. Electronic voting</p>	<p>Discussion of voting on items between Council meetings. MF noted that there was a very long wait for the HFEM to gain approval as a Federated Society and that Council may</p>



	<p>wish to consider a more timely method of reviewing membership applications.</p> <p>Moved and seconded that a membership application committee be struck chaired by the Vice President Secretary General for approval of applications.</p> <p>The committee will vet applications against the requirements for membership, send a recommendation by email to Council for any objections to be lodged within a 30 days period after which recommended applications will be approved.</p> <p><i>The motion was approved by unanimous consent.</i></p> <p>Other discussion around Council meetings and decision making. May want to consider extending the duration of the Council meetings. May want to provide more scope of decision making to the EC so that decisions can be made in a more timely manner and then reported on at Council Consider sending out non-controversial items ahead of time for review and then have it at start of agenda. Have non-controversial items sent out with notice of one month to lodge an objection. Need to update strategic plan and use meetings for big picture work and strategies with committees then determining appropriate tactics to move association ahead. Should look at developing marketing plan but this should follow a review of the strategic plan. Need package for new societies.</p> <p>By unanimous consent, Council agreed that non-controversial items will be completed by the EC and then provided to the Societies for a 30 day period after which, if there are no objections, the item will be considered approved. Where there are objections, the item will be brought forward at the next Council meeting.</p>
<p>22. Future of Ergonomics Part 2</p>	<p>Council members were asked to form groups and discuss the Future of Ergonomics at the IEA level. Where do we go next? What should we be doing at the IEA level and Society level? Where are gaps in what we have done so far and what needs to be done or should be done?</p> <p>A representative for each group provided a summary of the group’s discussion.</p> <p><u>Action:</u> Scribes for each group to provide summary of discussion to MF.</p>
<p>23. IEA name and logo</p>	<p>MF consulted Robert’s Rules on whether a vote on adding HF to the IEA name could be completed. However, Robert’s Rules states that voting members must be given the voting motion and justification in advance of the meeting where an item is related to a bylaw change. As the IEA name is registered as part of the bylaws, any motion to change the name must meet these criteria.</p> <p><u>Action:</u> Jan Dul, Christina Jonsson, Hugo Bos to provide a position paper for distribution to the IEA voting members well in advance of the next meeting with the proposed motion.</p> <p>More information was collected from the Societies to facilitate development of the paper.</p>



	<p>Council was asked whether they would like to consider a change to the design of the IEA logo. After discussion, it was determined that a logo change will likely fall out of the review and update of the strategic plan as part of operationalizing it.</p>
24. Next Meeting	<p>Proposals to host the next council meeting were received from NES to host the meeting in Copenhagen preceding the ODAM conference, from Taiwan to host the meeting in Taipei preceding the HEPS conference and from India to host the meeting in Assam preceding the HWWE conference. Representatives for ODAM/NES and HEPS/Taiwan presented a summary of their proposals and MF provided a summary of the India/Assam proposal.</p> <p>Multiple rounds of voting by ballot were conducted to determine the location with a majority of more than 30 votes needed. Christine Marks, Barbara Silverstein and Ernst Koningsveld acted as the scrutineers.</p> <p>Round 1 of voting: Assam 9, Copenhagen 27, Taipei 24 Round 2 of voting: Assam 1, Copenhagen 29, Taipei 30 Moved and seconded that the location with the lowest number of votes be removed from the ballot. <i>The motion was approved by unanimous consent.</i> Round 3 of voting: Copenhagen 28, Taipei 31</p> <p>Therefore the next Council meeting will be held in Taipei on June 22 and 23, 2014</p>
25. Other Business	<p>IDC awards – idea suggested to post a problem that an IDC is having related to ergonomics and then having students provide solutions as a contest with an award for the winner. Noted that in India, students go out to the rural areas as part of their projects to assist in solving problems.</p> <p>Question asked if there is a policy on whether the IEA oversees any of the certification bodies. Noted that there is an IEA certification of society certification bodies via the PSEC Committee.</p> <p><u>Action</u>: Jose Orlando to provide the list of those certification bodies that have been certified through the IEA to Dave O'Neill</p> <p>The Council thanked SELF for their generous hosting and for the excellent services provided for this IEA meeting in Paris</p>
26. Adjournment	<p>The meeting was adjourned at 4:36 pm local time.</p>