



Meeting of the IEA Council  
Bruges, Belgium  
October 9-10, 2010

## MINUTES

*Minutes were prepared by Eric Min-yang Wang, Secretary General of the IEA*

### **Location of the Council meeting**

The IEA Council meeting took place in the Simon Stevin Hall, Old St. Johns Hospital in Bruges, Belgium.

### **Acronyms used in this document**

BCPE = Board of Certification in Professional Ergonomics  
BES = Belgium Ergonomics Society  
CREE = Centre for Registration of European Ergonomists  
EC = Executive Committee  
EQUID = Ergonomics Quality In Design  
ESK = Ergonomics Society of Korea  
EST = Ergonomics Society of Taiwan  
FEES = Federation of European Ergonomists  
GEM = Global Ergonomics Month  
GfA = German Ergonomics Society  
HES = Human Ergology Society  
HFES = Human Factors and Ergonomics Society  
IEA = International Ergonomics Association  
ICOH = International Commission on Occupational Health  
ICSID = International Council of Societies of Industrial Design  
IDC = International Development Committee  
IDCs = Industrially Developing Countries  
ILO = International Labour Organization  
IOHA = International Occupational Hygiene Association  
ISO = International Standards Organizations  
JES = Japan Ergonomics Society  
LM = Liberty Mutual  
MOU = Memo of Understanding  
NES = Nordic Ergonomics Society  
PSE = Professional Standards and Education  
SC = Subcommittee  
SELF = Ergonomics Society of French Language  
SG = Secretary General  
STP = Science, Technology and Practice  
TC = Technical Committee  
VP = Vice President  
WHO = World Health Organization

## Attendees

Council members from 19 Federated Societies and 2 Networks were represented at the Council meeting. The IEA is currently comprised of 47 Federated Societies, 2 Affiliated Societies, 3 Networks and 10 Sustaining members.

The following 41 people attended the Council meeting:

### *Executive Committee*

<i>Title</i>	<i>Name</i>	<i>No. of Vote</i>
President	Andrew S. Imada	1
Secretary General	Eric Min-yang Wang	1
Treasurer	Klaus J. Zink	1
Development and Promotion Chair	Ralph Bruder	0
Professional Standards and Education Chair	Yushi Fujita	0
International Development Chair	Barbara Silverstein	0
Science, Technology and Practice Chair	Karen Jacobs	0
Past President - Awards Chair	David C. Caple	0
IEA2012 Congress Chair	Marcelo Soares	0
Total number of votes		3

### *Council Members*

<i>Country</i>	<i>Federated Societies</i>	<i>Delegates</i>	<i>No. of Vote</i>
Australia	Human Factors and Ergonomics Society of Australia, HFESA	Mike Regan Owen Evans	2
Belgium	Belgian Ergonomics Society, BES	Veerle Hermans	1
Brazil	Brazilian Ergonomics Association, ABERGO	José Orlando Gomes	1
Germany	Gesellschaft für Arbeitswissenschaft, GfA	Gert Zülch Helmut Strasser	2
France	Société d'Ergonomie de Langue Française, SELF	Moustafa Zouinar Hubault François	2
Hungary	Hungarian Ergonomics Society, HES	Szabó Gyula	1
Italy	Società Italiana di Ergonomia, SIE	Tommaso Bellandi	1
Japan	Japan Ergonomics Society, JES	Yoshinori Horie Takashi Toriizuka Mieko Ohsuga	3

Netherlands	Dutch Ergonomics Society, NVVE	Johan Molenbroek Jan Dul	1
Nordic Countries	Nordic Ergonomics Society, NES	Kai Olsen Christina Jonsson	3
Portugal	Associação Portuguesa de Ergonomia, APERGO	Anabela Simões	1
South Africa	Ergonomics Society of South Africa, ESSA	Matthias Goebel	1
South Korea	Ergonomics Society of Korea	Jung-Yong Kim	2
Spain	Asociación Española Ergonomia, AEE	Francisco Javier Llana Álvarez	1
Taiwan	Ergonomics Society of Taiwan, EST	Chiuhsiang Joe Lin	1
Turkey	Turkish Ergonomics Society	Ahmet F. Özk	1
Ukraine	All-Ukrainian ergonomics Association	Oleksandr Burov	1
United Kingdom	Institute of Ergonomics and Human Factors, IEHF	John Wilson	3
		Dave O'Neill	
		Peter Buckle	
USA	Human Factors and Ergonomics Society, HFES	Kathleen Mosier	3
		William Marras	
		Deborah Boehm-Davis Lynn Strother (Secretariat)	
Networks - FEES	Federation of European Ergonomics Societies, FEES	Pieter Rookmaaker	0
Networks - ULAERGO	Union of Latin-American Ergonomics Societies	José Orlando Gomes	0
Total number of votes			31

## Decision on voting items

Voting items	Number of votes and decision
<p>1. The IEA Council approves IEA/Foundation for Professional Ergonomics MOU.</p> <p><b>Purpose of the MOU:</b> To make it possible for the IEA and FPE to work cooperatively to bring together ergonomics and situations requiring ergonomic solutions in ErgonomistsWB initiatives. This agreement enables both organizations to coordinate and expedite efficient deployment of these resources to those requesting assistance.</p>	<p><b>Motion withdrawn.</b></p>
<p>2. The IEA Council approves the treasurer's report.</p>	<p><b>YES: 31 ; NO: 0; Abstain: 0.</b></p>
<p>3. The IEA Council approves the auditors' report.</p>	<p><b>YES: 31 ; NO: 0; Abstain: 0.</b></p>
<p>4. Election of new auditors for 2011: Ernst Koningsveld and Jung-Yong Kim.</p>	<p><b>YES: 30 ; NO: 0; Abstain: 0.</b></p>
<p>5. The IEA Council approves the exoneration of the officers for the 2009.</p>	<p><b>YES: 30 ; NO: 0; Abstain: 0.</b></p>
<p>6. The IEA Council approves the ad hoc Governance Committee's proposal on changes of the IEA leadership.</p> <p><b>Background:</b> An ad hoc committee chaired by David Caple after Beijing Congress reviewed the Rules of the IEA concerning the leadership governance of the IEA. The committee proposed to make the following changes and one of the four options for the past President's role.</p> <p>A. Add a President-elect position. The President-elect shall be elected at the Council meeting in the year prior to the triennial congress.</p> <p>B. Titles change to Vice Presidents for Secretary General and Treasurer.</p> <p>C. Past president's role shall be one of the following alternatives:</p> <p>a. No role.</p> <p>b. One-year advisory role after congress.</p> <p>c. Three-year role (same as current role).</p> <p>d. Not EC member but chair the award committee.</p>	<p><b>Sub-item B was voted upon and approved, voting on the other sub-items is postponed to next Council Meeting.</b></p>
<p>7. The IEA Council approves the nomination of the winner(s) by Award Committee.</p>	<p><b>To be voted after voting by IEA fellows and Award committee.</b></p>

<p>8. Vote for the location of 2011 IEA Council meeting.</p> <p>(1) Ergonomics Society of South Africa is willing to host the 2011 IEA Council meeting in Grahamstown, South Africa in April before ODAM 2011 (April 4-6, 2011).</p> <p>(2) Turkish Ergonomics Society is willing to host the 2011 IEA Council meeting prior to International Congress on Applied Ergonomics on August 22-24 of 2011 in Istanbul, Turkey.</p> <p>(3) Asociación Española Ergonomía is willing to host the 2011 IEA Council meeting prior to International Conference on Healthcare Systems, Ergonomics and Patient Safety (HEPS) on June 22-24, 2011 in Oviedo, Spain.</p>	<p><b>Motion was voted upon and the sub-item (1) was approved.</b></p> <p><b>Location of 2011 IEA Council meeting is Grahamstown, South Africa.</b></p>
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## Agenda

9 Oct., Saturday	Topic
9:00	<a href="#">Welcome, overview the agenda, honoring those who passed away</a>
	<a href="#">Introductions by Council Members</a>
	<a href="#">Voting procedures, roll call and eligibility</a>
	<a href="#">Report by the President, FPE MOU</a> (voting item 1)
	<a href="#">Report by Secretary General</a>
	<a href="#">Report by Treasurer</a> (voting item 2)
	<a href="#">Auditor's Report</a> (voting item 3)/ <a href="#">Election of New Auditors</a> (voting item 4)/ <a href="#">Exoneration of Officers</a> (voting item 5)
	<a href="#">Report on Science Technology and Practice</a>
	<a href="#">Report on Governance Ad Hoc Committee</a> (voting item 6)
	<a href="#">Report on IEA 2009</a>
	<a href="#">Report on Awards</a> (voting item 7), <a href="#">Identifying needs and visions for the future; input from Federated Societies</a>
5:15	<a href="#">Summary of the day, review agenda for next day</a>
7:00	<i>IEA Council dinner</i>
10 Oct., Sunday	
9:00	<a href="#">Welcome back, review the day</a>
	<a href="#">Report on International Development</a>
	<a href="#">Report on Development and Promotion</a>
	<a href="#">Report on Practice Standards and Education</a>
	<a href="#">Report on IEA 2012</a>
	<a href="#">Report on IEA 2015</a>
	<a href="#">Items from Federated Societies</a>
	<a href="#">Location of 2011 Council meeting</a> (voting item 8)
	<a href="#">Action planning for the coming year</a>
4:00	<a href="#">Summary and adjournment</a>

## Summary of the meeting

A total of 41 people from 19 Federated Societies and 2 Networks attended the IEA Council meeting. The IEA is currently comprised of 47 Federated Societies, 2 Affiliated Societies, 3 Networks and 10 Sustaining members. The Council meeting took place in the Simon Stevin Hall, Old St. Johns Hospital in Bruges, Belgium.

Major progress was reported in the following areas:

- Recommendation of the changes on IEA leadership was proposed by the Ad Hoc Governance Committee. The IEA Council approved titles change to Vice Presidents for Secretary General and Treasurer. It was also proposed and discussed to add a President-elect position that shall be elected at the Council meeting in the year prior to the triennial congress. Past president's role was also proposed and needed further discussion.
- IEA had two joint efforts with International Commission on Occupational Health (ICOH) and the International Labour Office (ILO). With the cooperation of ICOH, "Ergonomic Guidelines" had been published. With a joint IEA and ILO efforts, the Second Edition of "Ergonomic Checkpoints", had just been published before the Council meeting.
- In order to promote ergonomics and increase influences in different sectors, including the government, IEA officers and representatives continuing attended several WHO, ILO, International Council of Societies of Industrial Design (ICSID) and related meetings, workshops, conferences in different countries.
- As a means to promote ergonomics in industrially developing countries, the IEA lighthouse projects were briefly introduced.
- Societies that don't pay the membership fees will be handled according to the IEA Basic Rules but termination of membership will be done in gradual basis.
- New auditors for 2011, Ernst Koningsveld and Jung-Yong Kim, were elected.
- The IEA Council approves the exoneration of the officers for the 2009.
- The contributions of the organizer and host of IEA 2009 were recognized and appreciated. A plaque was presented to CES to address the appreciations from IEA.

The Council made a major decisions regarding the location of the 2011 IEA Council that will take place in Grahamstown, South Africa in Early April in associate with ODAM 2011.

## Welcome, overview the agenda, honoring those who passed away

Andrew Imada, the IEA President, welcomed the Council members and guests.

No Council member had question on the agenda.

The Council recognized the contribution of the following ergonomists who passed away in the past year:

- UK: Professor Tom Singleton
- France: Professor Bernard Metz
- Germany: Professor Walter Rohmert
- Japan: Professor Masamitsu Ohshima

## Welcome new members

New Council members were introduced.

Council members were asked to share one thing that did well since last IEA Council meeting and one thing that needs to work on for each society:

- Germany: Two conferences were organized. An autumn conference will be held at Volkswagen. Journal is available on website. One problem in GfA is getting new members engaged in ergonomics activities.
- Belgium Ergonomics Society: The society consists of French & Dutch speaking sections that work together for the society. BES sponsored 10 members who went to international conference abroad.
- SELF: Release of psychosocial risk document. The theme for the 14th SELF Congress will be “Resilience reliability”.
- HFES: Economy has been a challenge to the society. The society is getting older and is reaching out to young students and members.
- UK: Continuing Professional Development is going to get young people.
- Turkey: Regional branches to diffuse ergonomics knowledge to service & production systems. Turkey wants to be one of the top exporters in the world. Some needs are TQM with ergonomics and health systems with ergonomics rules. The society is try to make ergonomics concepts to the public through mass media.
- JES: See handout ([Appendix K](#)) with JES roadmap.
- Nordic Ergonomics Society: NES Conference was held in September and got some HF people to attend NES, mainly from offshore oil industry. Three projects are carrying out in NES: ease the burden of workers, creating networks of technical committees, attracting practitioners and researchers to join, but how both people can be pleased?
- Federation of European Ergonomists Societies (FEES): Will have the first FEES Conference next week. Number of new members is growing. The challenge is cooperation and communication among members.
- Ergonomics Society of Taiwan (EST): Will host Pan-Pacific Conference On Ergonomics in November, number of participants will be around 200. This is an IEA endorsed conference. Taiwan is losing manufacturing sector to China but growing services and R&D industries need to know ergonomic works. The number of membership is around 400 but they are mainly from universities. Has cooperation with JES on translating best practices of ergonomics on JES website into Chinese. Later, EST will compile its own best practices of ergonomics and exchange the cases with JES.



- Dutch: Publish 6 issues of Journal per year. The journal publishes scientific articles and many non-scientific articles about how ergonomics can be applied. Because of changing laws, membership is going down, especially members from companies are decreasing. It has about 300 members now, but it used to be 800.
- Human Ergology Society (HES, Japan): The HES celebrated its 40<sup>th</sup> Anniversary and their 45<sup>th</sup> Annual Meeting in Nagoya in June. HES is going to compile Ergonomics Checkpoints in Human Care.
- Australia: The membership is changing from academia to application. This brings tension between academic scholars and practitioners and it threatens to academic programs financially.
- Ergonomics Society of Korea (ESK): New challenge is to expand market of user oriented design. An issue is how user experience can be measured.

Andrew Imada, President of IEA, summarized the messages:

The similarities in the shared messages are: (1) declining memberships in federated societies, learning from each other may make changes. (2) The name of the discipline: Ergonomics or Human Factors? (3) Products need to be improved by applying ergonomics. Ergonomics guidelines, checkpoints etc. are helpful.

Some discussions were followed by John Wilson, Jan Dul, Bill Marras and Kai Olsen.

- For the name issue, we should keep both names (“Ergonomics” and “Human Factors”) in rather than leave. HF is not just above neck and ergonomics is not just below neck.
- Certain professions, e.g.; design, are moving into the area. What is our value compared to design professionals? Ergonomics professionals have COMMON VALUES, and it is actually a COMMON SCIENCE. Other areas may encroach, as long as they get ergonomic product certification (i.e., EQUID).

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

Eric Wang, the IEA Secretary General, checked and counted the participants from the 19 IEA federated societies on the sign in sheet and announced the number of votes for each of the societies. A society with 1001 or more members is allocated 3 votes; a society with 501-1000 members gets 2 votes; a society with 500 or less members gets 1 vote. The SG also announced that one proxy vote had been provided to each of the following societies:

ESK: Proxy vote given to Jung-Yong Kim.

IEHF: Proxy vote given to John Wilson. (This was cancelled after Peter Buckle attended the meeting)

A total of 34 votes were represented at the Council meeting. The breakdown of the 34 votes is shown on the table on next page.

There are a total of 34 votes out of a possible total of 64 votes. According to the IEA Rules, “Where voting is necessary, a simple majority of those present, but not less than one-third of the Council Membership is required. “Therefore, during the 2010 Council meeting, a voting item will pass as long as it receives 22 votes.

<i>IEA Officers / Federated Societies</i>	<i>No. of Vote</i>
President	1
Secretary General	1
Treasurer	1
Human Factors and Ergonomics Society of Australia, HFESA	2
Belgian Ergonomics Society, BES	1
Brazilian Ergonomics Association, ABERGO	1
Gesellschaft für Arbeitswissenschaft, GfA	2
Société d'Ergonomie de Langue Française, SELF	2
Hungarian Ergonomics Society, HES	1
Società Italiana di Ergonomia, SIE	1
Japan Ergonomics Society, JES	3
Dutch Ergonomics Society, NVVE	1
Nordic Ergonomics Society, NES	3
Associação Portuguesa de Ergonomia, APERGO	1
Ergonomics Society of South Africa, ESSA	1
Ergonomics Society of Korea	2
Asociación Española Ergonomia, AEE	1
Ergonomics Society of Taiwan, EST	1
Turkish Ergonomics Society	1
All-Ukrainian ergonomics Association	1
Institute of Ergonomics and Human Factors, IEHF	3
Human Factors and Ergonomics Society, HFES	3
<b>Total number of votes</b>	<b>34</b>

### **Report by President, FPE MOU (see full report in Appendix A)**

Andrew Imada, President of the IEA, gave his report on the goals and achievements of the IEA in the past year. (See full report in [Appendix A](#))

Andy described the IEA leadership and infrastructure changes and the activities that have occurred over the past year. So far, EC had three meetings that were in San Francisco, Bali, and Bruges. Among many things that we did, Klaus helped re-registered IEA with its new officers in Switzerland. The Governance Ad Hoc Committee discussed the organization and functions of IEA and proposed some changes on IEA organizational structure and functions that may meet current and future needs.

In the past year, Andy attended several conferences in person and also virtually attended a few. In

those events, Andy was able to meeting with friends and colleagues in the local societies and observed the development of ergonomics in those countries.

IEA had two joint efforts with International Commission on Occupational Health (ICOH) and the International Labour Office (ILO). With the cooperation of ICOH, “Ergonomic Guidelines” has been published. This is the fruition of a process started in 2000 that many people have contributed to make a reality. The Second Edition of Ergonomic Checkpoints, which is a joint IEA and ILO project, has just been published. This book updates the first edition that ILO published in 1999.

In addition, IEA officers and representatives also attended several WHO, ILO, International Council of Societies of Industrial Design (ICSID) and related meetings, workshops, conferences in different countries. As a means to promote ergonomics in industrially developing countries, the IEA lighthouse projects were briefly introduced.

In addition to work on IEA 2012, the goals for the coming year include:

1. Realize success and growth of lighthouse projects and Ergonomists without Borders to demonstrate IEA’s support for IDCs.
2. Improved relationships and visibility with: international associations, NGOs, governmental and certification agencies, enterprises and commerce.
3. Establishing a scalable organizational infrastructure that will allow IEA to grow beyond its current size.

Andy apologized for late getting materials including voting items to Council members.

**Voting item 1. Approval of signing a MOU with Foundation for Professional Ergonomics.**

Andy presented a motion to vote for the approval of signing a MOU with Foundation for Professional Ergonomists.

**Purpose of the Memorandum of Understand:** To make it possible for the IEA and Foundation for Professional Ergonomics to work cooperatively to bring together ergonomics and situations requiring ergonomic solutions in Ergonomists Without Borders initiatives. This agreement enables both organizations to coordinate and expedite efficient deployment of these resources to those requesting assistance.

Discussion on this motion pointed out that there is not enough information on FPE, EWB, and the terms in MOU and benefits for IEA are too vague, need to discuss with own society members. It was suggested to:

1. Rewrite proposal for this motion.
2. Look for allied organizations we can affiliate with on this issue.
3. Look for other mechanisms to achieve this kind of effort.

Motion on approval of MOU with Foundation for Professional Ergonomists was withdrawn.

**Report by SG (see full report in Appendix B)**

Eric Wang, SG of the IEA, presented his report. (See full report in [Appendix B](#))

SG’s jobs include day-to-day administration work and communication with IEA members as well as individuals outside of IEA. Please always keep updated contact information with SG.

Several things relate to IEA website. (1) Photos of officers of IEA member societies have been added on the IEA website. This will help us to know each other better. Please send the photos to

me. (2) IEA website was hacked in June and July and it was partially damaged. The basic information has been restored and security has been strengthened. (3) Frequent asked Q&A is now on website. (4) News of events in IEA members are welcomed to share on the IEA website. Please contact SG. (5) Need suggestions for website.

Responding to outside requests via email was one of the most demanding job for SG. In the past year, questions asked were in following four aspects and some of the Q&A are on the IEA website.

1. IEA membership (e.g., “How to join IEA?”)
2. Education (e.g., “Where can I get information on ergonomics programs?”)
3. Human factors and ergonomics professional service (e.g., “Where can I find an ergonomics service provider?”)
4. IEA endorsed events, products, etc. For conference endorsement, there is a standard procedure and forms on the IEA website. However, endorsement for products needs to be careful.

SG is also tracking and providing help to new & emerging societies. Currently, Malaysia is founding her Ergonomics Society.

#### **Report by Treasurer (see full report in Appendix C)**

Klaus Zink, Treasurer of IEA, reviewed the IEA accounts, expenses and revenues for 2009. The financial status for 2007 to 2009 was compared and analyzed. (See full report in [Appendix C](#))

1. IEA’s assets at the end of 2009 totaled \$224,548. The total revenue for the 2009 business year was \$100,836. 2010 budget will be \$26,000 that was the surplus from IEA 2009 Congress.
2. Societies that don’t pay the membership fees will be handled according to the IEA Basic Rules (IEA Rules, Title 3, Article 3, “Non-payment of the whole annual fee for more than one year renders the Society or Member liable to termination of membership by Council.”). Andy is going to write to those Non-payment societies to inform them about the rule and follow them up. Termination of membership will be handled in gradual basis.
3. There are organizations or individual members sustaining IEA by not charging expenditures. This should be recognized.

Klaus Zink thanked his predecessor Min Chung that he acted formally as treasurer until end of 2009.

#### **Auditors Report (See full report in Appendix D)**

Jung-Yong Kim, one of the Auditors, presented auditors report (See full report in [Appendix D](#)). Some comments on the Treasurer’s report are:

1. Needs to improve clarification of numbers
2. No specific format for written report
3. Need extra budget column that is activity based.
4. Three year cycle plan to see all income & expenditures

#### **Voting item 2. Approval of the Treasurer’s report.**

The outcome of the vote is: Yes = 31, No = 0, Abstain = 3.

### **Voting item 3. Approval of the Auditors' report.**

The outcome of the vote is: Yes = 31, No = 0, Abstain = 3.

### **Voting item 5. Approval of the exoneration of the officers for the 2009.**

Discussion on the exoneration of the officers for the 2009 was short. It is the consensus that officers and past officers may be exonerated unless fraud or gross negligence is found.

The outcome of the vote is: Yes = 30, No = 0, Abstain = 3.

### **Voting item 4. Approval of the new Auditors for 2011.**

Nominated candidates for 2011 Auditors were Ernst Koningsveld and Jung-Yong Kim. The outcome of the vote is: Yes: 30, No = 0, Abstain = 3.

### **Report on Science Technology and Practice (see full report in Appendix E)**

Karen Jacobs, the chairperson of Science Technology and Practice Committee, presented the report of the STP Committee. (See full report in [Appendix E](#))

During June-September 30, 2010, Karen was an invited keynote speaker at the NES2010 conference in Stravenger, Norway. She was appointed as the Scientific Committee chairperson for the IEA 2012 Congress and established communication with all TC chairpersons.

The objectives of STP Committee for 2010-2012 will focus on:

1. Management of the Technical Committees (currently, 26 TCs):
  - (1) Want TCs keep alignment with goals of IEA.
  - (2) Maintain 2-year term and maximum 3 terms for TC Chairs. Encourage selection of TC co-chairs and promotion of TC membership. Encourage TC chairs maintain networks of committee members.
  - (3) Encourage making TC websites, putting TC reports on IEA website and initiating more collaboration between TCs. Will start a Wiki for TCs to communicate with each other.
2. Facilitation of IEA2012 Congress: Work with conference chair.
  - (1) Help plan the scientific program for the Congress and design a sustainable Congress for future.
  - (2) Encourage TC chairs and members to review papers for the Congress.
3. IEA endorsement of events and journals.
  - (1) IEA endorsement of events should be promoted.
  - (2) Rules for endorsement of journals should be discussed.

### **Report on Governance Ad Hoc Committee**

David Caple, the Chairman of Governance Ad Hoc Committee, presented the first of several steps to modernize IEA proposed by the committee.

### **Voting item 6. Approval of the Governance Ad-Hoc-Committee's proposal on changes of the IEA leadership.**

The current structure for IEA governance is the same for 53 years and the current leadership model is based on teamwork approach. The ad hoc committee's proposal is:

1. The duration of an Executive be determined by the timing of the Triennial Congress. This would be 2.5 to 3.5 years depending on the location of the Congress.

2. Reduce the number of specified Standing Committees in the IEA Rules to Science Technology and Practice (STP); Industrially Developing Countries (IDC); and Professional Standards and Education (PSE). Other Standing Committees can be formed at the discretion of the President for the duration of their Executive.
3. Proposed changes to the elected officers and the past President's role.
  - (1) Add a President-elect position. The President-elect shall be elected at the Council meeting in the year prior to the triennial congress.
  - (2) Titles change to Vice Presidents for Secretary General and Treasurer.
  - (3) Past president's role shall be one of the following alternatives:
    - A. No role.
    - B. One-year advisory role after congress.
    - C. Three-year role (same as current role).
    - D. Not EC member but chair the award committee.

Most discussions were on the changes of the elected officers and the past President's role as followings:

1. Introducing President-elect: Elected by council members one year prior to the next Triennial Congress. Transition to President occurs at end of Triennial Congress. The same idea may be considered for SG to elect SG-elect at the same time the President-elect is elected.
2. Titles change for Secretary General and Treasurer: Both add a title of Vice President and called "VP and SG", "VP and Treasurer". VPs would assist in tasks at discretion of President.
3. Position of past President (currently, plays the role of Chair of Awards & ex Officio of EC): Alternatives need to be further discussed taking into account the number of years the past President needs to commit.
4. The relevant rules need to be modified if changes in this motion are approved.

More discussions in federated societies and Council members are needed and the voting of this motion is postponed to the next Council meeting.

#### **[Report on IEA 2009 \(see ppt report in Appendix F\)](#)**

Eric Wang, on behalf of Sheng Wang, the Chair of the 17<sup>th</sup> IEA Triennial Congress, presented a short report on the Beijing Congress (see [Appendix F](#)). A plaque was presented to CES to address the appreciations from IEA.

#### **[Report on Awards \(see full report in Appendix G\)](#)**

David Caple, past IEA President, presented his report on the IEA awards. (See full report in [Appendix G](#))

IEA has two types of awards: annual awards and triennial awards.

Among the awards, Liberty Mutual Award is the largest with a prize of US\$10,000. IEA Fellow Award is given every three years and the nominees from IEA member societies are the candidates of this award. There is only one candidate this year: Valerie Gawron, nominated by HFES. Another award is Liberty Mutual Medal that is given to best research paper on reducing work-related injury. It is required that the applicant's paper must not be previously published.

## Identifying needs and visions for the future; input from Federated Societies

Brainstorming results on why IEA is not receiving submissions for this award and what should we do differently to attract papers?

The following possible problems were identified for why authors do not apply for LM medal:

1. Too narrow in scope for the targeted papers.
2. Little research on this scope is going on.
3. The award is not known enough among researchers. LM is not known in some countries, even in Europe.
4. The requirement of unpublished papers may be conflict with submissions to ergonomics journals.
5. Cultural barriers make some researchers out of the award application.
6. Occupational health is more multidisciplinary whereas others are more restricted academic models and many models don't fit nicely.
7. The name of the award is "LM Award in Occupational Safety and Ergonomics", it doesn't mention "Health".
8. Occupational health and safety is not trendy to young people.

Brainstorming possible actions for us to do are as follows:

1. Throw net over all ergonomics journals and let them decide.
2. Not too restrictive in the scope of the papers. Widen scope that includes applied contributions.
3. Should allow submissions of both published and unpublished papers.
4. Increase the cash prize for the award, such as US\$100,000.
5. Academia emphasizes on impact factors of journals. The award makes recognition to the award winners and IEA can recommend the award papers to high impact factors journal.
6. Make better communication on award with IEA member societies and ask them encourage their members to apply.
7. The award should be IEA award sponsored by LM rather than LM award.
8. Increase the number of winners.
9. Give examples of winning papers.
10. Give clear definition of "ergonomics" to ensure the papers submitted are within the scope.

## Recapping the first day

After listening to the feedback from Council and consultation with the EC, it was concluded that Council was generally supportive the Governance Committee recommendations for changing the title of the Treasurer and Secretary General to include Vice President. There was some support for the past president role being changed from three years to one year and less support for the president-elect proposal.

Council discussed and voted to add Vice President to the Treasurer and Secretary General offices. This better reflects the current reality where all three officers are working as a team. It allows the Treasurer and Secretary General to provide credentials to the outside world and it begins the process of reforming governance in a modest way. The vote was taken and the motion was approved.

Voting on the President-Elect and Past President role was deferred until the rules could be revised and council could review more complete information.



### **Report on International Development (see full report in Appendix H)**

Barbara Silverstein, Chairperson of International Development Standing Committee, presented the report on IDC. (See full report in [Appendix H](#))

The work of this committee focuses on industrially developing countries. The focus areas are:

1. Collaborations with University of Washington, Ergonomics Without Borders, and WHO Network of Collaborating Centers in Occupational Health.
2. IEA/ICOH Ergonomics Guidelines and its trainings have been distributed to Ergonomics Societies of IDCs.
3. Training Workshops were held in IDCs.
4. Flagship projects: School bag, manual transportation of heavy load, agriculture related tasks, coffee bean harvesting bag design, etc.

For the year 2011-2012, the availability of potable water in many IDCs, particularly in Africa is a big issue. The goal of the committee will be to identify potential partners in Africa and relevant foundations to develop and disseminate ergonomically sound methods for getting, storing, and protecting potable water supplies.

### **Report on Development and Promotion (see full report in Appendix I)**

Ralph Bruder, Chairman of Development and Promotion Standing Committee, reported on the achievements of the Committee. (See full report in [Appendix I](#))

The Standing Committee of “Development and Promotion” is addressing all goals of the IEA Mission:

1. Contribute to the development of federated societies.
2. Advance the science and practice of ergonomics at an international level.
3. Enhance the contribution of the ergonomics discipline to global society.

For the past year, efforts were put in the following work and these efforts will continue:

1. Development and dissemination of EQUID.
2. Cooperation with ISO.
3. Governmental relations (New activity).

### **Report on Professional Standards and Education (see full report in Appendix J)**

Yushi Fujita, Chairman of PSE Standing Committee, presented the report of the PSE committee. (See full report in [Appendix J](#))

Three SCs have been established in PSE Standing Committee as followings:

- (1) Certification SC: In charge of handling IEA professional ergonomist certification accreditation process and related businesses.  
SC chair: Peter Budnick (HFES)
- (2) Good Practices Database SC: In charge of establishing IEA good practices database (the IEA GPDB) and promote the use of IEA GPDB for educational and application purposes.  
SC chair: Yung-Hui Terrence Lee (EST)
- (3) Directory of Ergonomics Programmes SC: In charge of updating the IEA directory of educational programmes.  
SC chair: Swantje Zschernack (ESSA)



Initiating and promoting the SCs' work will be the main focus for PSE Standing Committee in next two years.

### **Report on the IEA 2012**

Macello Soares, IEA 2012 Congress Chair, reported on the progress of organizing the IEA 2012 (See the IEA 2012 website: <http://www.iea2012.org/> ).

### **Location of 2011 Council meeting**

#### **Voting item 8. Selection location of 2011 Council meeting.**

Andrew Imada described the bidding and selection process for the location of the 2011 IEA Council meeting. Three proposals were submitted by Ergonomics Society of South Africa (ESSA), Turkish Ergonomics Society (TES), and Asociación Española Ergonomía (AEE, Spain). The ESSA proposal was related to the 10<sup>th</sup> International Symposium on Human Factors in Organizational Design and Management (ODAM 2011) to be held in Grahamstown, South Africa on 4-6 April, 2011. TES is going to host International Congress on Applied Ergonomics on August 22-24 of 2011 in Istanbul, Turkey. AEE is hosting International Conference on Healthcare Systems, Ergonomics and Patient Safety (HEPS) on June 22-24, 2011 in Oviedo, Spain.

The motion was voted upon and it was approved by Council that the 2011 IEA Council meeting will take place in Grahamstown, South Africa in early April, 2011 prior to ODA M 2011.

## APPENDICES

The appendices include the full reports and materials presented at the Council meeting.

APPENDIX A	President's report
APPENDIX B	Report by the Secretary General
APPENDIX C	Report by the Treasurer
APPENDIX D	Auditors Report
APPENDIX E	Report on Science Technology and Practice Standing Committee
APPENDIX F	Report on IEA 2009
APPENDIX G	Report on Awards Standing Committee
APPENDIX H	Report on International Development Standing Committee
APPENDIX I	Report on Development and Promotion Standing Committee
APPENDIX J	Report on Professional Standards and Education Standing Committee
APPENDIX K	JES Report Handout

## APPENDIX A - President's report



International Ergonomics Association

12 September 2010

### IEA President's Report Council Meeting 9-10 October 2010 Bruges, Belgium

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It is my great pleasure to present my first President's Report as the 17<sup>th</sup> President of the IEA at our Council meeting, which is being held in conjunction with the first FEES conference in Bruges, Belgium. It has been an eventful year marked by changes and adjustments. Shortly after returning from Beijing, I broke the fibula in my left leg in a cycling accident and the year got off to a slow start with lots of adjustments to work and lifestyle. Thanks to good teamwork and cooperation we made it through the first year.

This report has two sections. First, it describes the IEA leadership and infrastructure changes that have occurred over the past year. We are all deeply indebted to the many people who give so generously to the IEA. One of the major outcomes of this executive is to develop organizational processes that are scalable to the next level of functioning and growth. Second, the activities undertaken over the past year are aligned with the three strategic goals we confirmed at our first Executive Committee meeting in January. We have managed to accomplish a lot despite a one-legged leader.

### Leadership and Infrastructure

#### Executive Committee and Past Officers

After the Beijing Conference, the newly elected officers assumed their roles. This included Secretary General Eric Min-yang Wang (Taiwan, ROC), Treasurer Klaus Zink (Germany) and me. We put together a most capable team of Standing Committee chairs to help us meet our strategic goals. Ralph Bruder (Germany) continues in his role as chair and assumed the combined Development and Promotion Committees in which Jan Dul (Netherlands) got us to think much deeper about our roles. Ralph will be completing the work he led on EQUID, supporting new Federated Societies (especially in IDCs) and building an international network of governmental representatives (including IDCs) to support new societies. Barbara Silverstein (USA) took over the path that Marcelo Soares (Brazil) had blazed as the chair for International Development. Yushi Fujita (Japan) follows the fine work that Tom Smith (USA) did for us as the Chair of the Professional Standards and

All-Ukrainian Ergonomics Association ASEAN-ES Asociación de Ergonomía Argentina Associação Brasileira de Ergonomia Asociación Ecuatoriana de Ergonomía Associação Portuguesa de Ergonomia Association of Canadian Ergonomists Belgian Ergonomics Society	Chilean Ergonomics Society Chinese Ergonomics Society Croatian Ergonomics Society Czech Ergonomic Society Ergonomics Society of Korea Ergonomics Society of Nigeria Ergonomics Society of Serbia Ergonomics Society of Singapore Ergonomics Society of South Africa Ergonomics Society of Taiwan Ergonomics Society of Thailand FEES	Gesellschaft für Arbeitswissenschaft Hellenic Ergonomics Society Hong Kong Ergonomics Society Human Ergology Society Human Factors and Ergonomics Society of Australia Human Factors and Ergonomics Society (U.S.A.) Hungarian Ergonomics Society Indian Society of Ergonomics	Inter-Regional Ergonomics Association Institute of Ergonomics and Human Factors (U.K.) Iranian Ergonomics Society Irish Ergonomics Society Israel Ergonomics Society Japan Ergonomics Society Latvijas Ergonomikas Biedrība Nederlandse Vereniging Voor Ergonomie	New Zealand Ergonomics Society Nordic Ergonomics Society Osterreichische Arbeitsgemeinschaft für Ergonomie Perhimpunan Ergonomi Indonesia Philippine Ergonomics Society Polish Ergonomics Society Slovak Ergonomics Association Sociedad Colombiana de Ergonomia Sociedad de Ergonomistas de Mexico	Società Italiana di Ergonomia Société d'Ergonomie de Langue Française Société Tunisienne d'Ergonomie Spanish Association of Ergonomics Swiss Ergonomics Society Turkish Ergonomics Society ULNERGO
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The IEA is registered as an association at the Commercial Registry of the Canton of Zurich, Switzerland: Company-Nr. CH020.6.001.285-4



Education Committee. Verna Blewett (Australia) took over from the hard-working Halimahtun Khalid (Malaysia) as Chair of the Science Technology and Practice Committee. Unfortunately, because of personal and professional circumstances, Verna asked to step down from this responsibility. We certainly understand these situations and respect her choice. Most recently, Karen Jacobs (USA) has taken over this role and brings with her a wealth of experience in a wide range of areas and has already been involved in the 2012 Congress planning. The two Ex-Officio members of the Executive Committee have also been active. David Caple (Australia) is immediate Past-President and heads the Awards Committee. David continues to be involved attending both EC meetings this past year and has been a great source of wisdom and advice for me. Marcelo Soares (Brazil) has been working hard to put together the 2012 Congress. He has explored innovative ideas and has been working with his team to put together what may be one of the largest IEA congresses in our history.

In addition to our Executive Committee, Past Secretary General Pascale Carayon and Past Treasurer Min Chung (Korea) have been very generous with their time and advice. This was especially true as we made the usual transitions between the 16<sup>th</sup> and 17<sup>th</sup> executives and our re-registration in Zurich.

I would like to thank the current and past officers and chairs for their great work. It's a pleasure to work with a team of people you respect and appreciate.

### **First Executive Committee meeting**

In mid-January our Executive Committee met in San Francisco in the U.S. It provided a valuable opportunity to bring together an energetic and talented team who represent the many interests of the IEA. Attendees included: Secretary General Eric Wang, Treasurer Klaus Zink, Standing Committee Chair for Development and Promotion Ralph Bruder, Industrial Development Barbara Silverstein, Professional Standards and Education Yushi Fujita, Past President David Caple, 2012 Congress Chair Marcelo Soares and me. Verna Blewett participated via Skype. We agreed that the strategic goals defined by the IEA are indeed still relevant and that we believe the priority for this Executive includes:

- A. Contribute to the development of federated societies
- B. Advance the science and practice of ergonomics at an international level
- C. Enhance the contribution of the ergonomic discipline to global society

### **Second Executive Committee Meeting in Conjunction with Ergofuture2010**

As an expression of our support for the joint Asia Pacific Computer Human Interaction (APCHI) and the Ergofuture2010 conference, we scheduled a voluntary Executive Committee meeting in conjunction with the conference. Eric Wang, Klaus Zink, Yushi Fujita, David Caple and I were able to attend. Peter Budnick (USA), who was attending the conference, joined the meeting. Much of the meeting was focused on preparing for the Council meeting in Bruges next month.

### **Re-Registration**

We successfully re-registered the IEA with its new officers in Zurich and re-established banking relations. These seemingly mundane activities were much more complicated than we expected. It was the first time that the IEA had to register a change after the initial establishment of our Swiss organizational identity. Pascale

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Carayon and Min Chung were very generous in extending their duties to accommodate the delay. In addition to the bureaucratic communication patterns and restrictions of how and when communications were handled, the documents are presented in German. Fortunately, Klaus Zink was able to handle this for us. He and his staff (Sabine Owens) have now codified this process so we will not have the same difficulties the next time we have a change of officers. Thanks to everyone who patiently and generously contributed to this process.

### IEA Governance Ad Hoc Committee

At the Beijing meeting, a proposal was made to restructure the IEA officers' roles and responsibilities. The council decided to undertake the issue more broadly by studying restructuring alternatives in light of the IEA's mission and goals. David Caple chaired this committee and their report is included in this meeting. I am extremely grateful for the committee's willingness to take on this task. Committee members include: Jan Dul, The Netherlands (Past Development Chair); Pierre Falzon, France (Past President); Kentaro Kotani, Japan; Yair Lifshitz, Israel; Bill Marras, USA; Pieter Rookmaaker, The Netherlands (FEES Chair); Torunn Sveinsdottir, Iceland; Mario Vidal, Brazil (ULAERGO President) and Kan Zhang, China.

This committee provided vital information to make our organizational structure and function meet current needs. We have operated in essentially the same way for the past 50 years and have managed to grow and achieve our objectives. However, in light of our size and strategies, we need to consider options for examining how the IEA should function in the future.

### Activities Related to Strategy A: Contribute to the development of federated societies

#### New IEA Members

In the IEA Council meeting in Beijing, the Ergonomics Society of Thailand and the Ergonomics Society of Singapore became our new federated societies, and the Association of Southeast Asian Nations Ergonomics Societies Network joined the IEA as a network. At the same time, the South East Asian Ergonomics Society (SEAES) ceased to exist as the IEA federated society. Welcome!

Human Factors & Ergonomics Society Malaysia. Our past STP Chair and indefatigable Halimahtun Khalid informed us that on 5 June 2010 a meeting was held to form the Human Factors & Ergonomics Society of Malaysia (HFEM). There are 50 members to date and it is growing. We look forward to HFEM joining the IEA family when they are ready to apply. We will do whatever we can to help them become a part of IEA and promote ergonomics in the region. Congratulations and welcome to the international community. We look forward to your active presence on council.

#### Indonesian Ergonomics Society 2009 Meeting

The Indonesian Ergonomics Society hosted their 2009 meeting at Semarang, on Java Island, during November 2009. David Caple was invited as the IEA representative at this conference and made a keynote presentation in relation to global initiatives in ergonomics research and practice. This conference provided an excellent forum for a diverse range of ergonomics research that is being undertaken across Indonesia. More than 120 delegates attended the

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conference. Attendees included ergonomists from research, education and practice, industry representatives from large Indonesian companies, as well as invited keynote speakers from Singapore and The Netherlands.

### Virtual Visit to HWWE Conference in Calcutta

The Indian Society of Ergonomics has organized a series of International Ergonomics Conferences on Humanizing Work and Work Environment (HWWE). Dr. Somnath Gangopadhyay and the University of Calcutta organized the 2009 HWWE Conference and invited Secretary General Eric Wang to represent the IEA and present a talk entitled "Ergonomic challenges for an old and new society: lessons from developed countries." Other invited international presenters at this conference included: Kazutaka Kogi, Verna Blewett, Arun Garg, Wendy McDonald, Wen-Ruey Chang, and Biman Das. I sent a video greeting to the conference and it was played at the opening.

### Virtual Visit to GfA Spring Congress 2010

I was not able to attend the 56th spring congress of Gesellschaft für Arbeitswissenschaft (GfA) in Darmstadt, Germany. However, I did send greetings and congratulations from the IEA through a video presentation. My thanks to Ralph Bruder for the German language lessons. Two young researchers, Dr.-Ing. Nicole Jochems and Dr.-Ing. Ulrich Bergmeier, were awarded the first Walter-Rohmert Research Award.

### Virtual Visit to the SELF 45<sup>th</sup> Congress 2010

The Société d'ergonomie de langue française will hold its 45th Congress Sept 13-15, in Liège, Belgium. The theme of this congress, "Reliability, resilience and adaptation" was appropriate as it honored Prof. Véronique de Keyser, who is an IEA Fellow. While I was not able to attend this commemorative congress in person, I sent greetings from the IEA to the SELF and Professor de Keyser through a video message.

### Sociedad de Ergonomistas de Mexico.

It was my great pleasure to attend and give an address to the SEMAC XII Ergonomics International Congress from 5-8 May in Ciudad Juarez, Chihuahua. This meeting drew attendees from universities and industries from several countries. Though attendance may have been affected by the recent publicity about events in Ciudad Juarez, attendees were enthusiastic and lively. It was a pleasure to participate, to see old friends and to meet new friends and colleagues. The warmth of their welcome and friendship were good souvenirs from my trip.

### Human Ergology Society

The HES celebrated its 40<sup>th</sup> Anniversary and their 45<sup>th</sup> Annual Meeting in Nagoya, Japan from 12-13 June. Professors Koya Kishida, Norihide Tachi and their team organized a wonderful event. I attended this meeting and delivered greetings from the IEA. Drs. Aphorn, Khai, Kawakami and Kumashiro presented applications of their work ranging from home workers, farmers, and waste management workers to apple farmers. I felt privileged to participate and contribute in this session. It was nice catching up with friends and my son, Mark, and I got a chance to meet many students and promising researchers.

### Japan Ergonomics Society

At the invitation of Professor Susumu Saito and the JES, I attended the 51<sup>st</sup> annual conference of the JES in Sapporo from 19-20 June. Professor Shintaro Yokoyama and Hokkaido University hosted the conference on their beautiful campus. I was lucky enough to hear Professor Ohkubo's presentation commemorating the contribution of the late

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Professor Ohshima and Dr. Kogi's presentation of his participatory action oriented training (PAOT) in the general assembly. The JES hospitality and partnership are valued and appreciated.

### **APCHI-ERGOFUTURE International Joint Conference**

Several members of the Executive Committee accepted invitations from Dr. Adnyana Manuaba to participate in the Ergofuture 2010 and APCHI2010 (Asia Pacific Computer Human Interaction) meetings in Bali from 3 - 5 August 2010. It was an exciting event bringing together practitioners from throughout the region in these areas. There was a strong focus on the future with emphasis on health, quality of work life, and improved working conditions to meet the future challenges. The range of future problems that ergonomists are called to solve include: natural disasters, global warming, the emerging 24-hour society, technology transfer, and the mindset of having quick solutions to complex issues. Ergonomists from many parts of the world attended this conference. Kazutaka Kogi, Klaus Zink, Evelyn Tan, Eric Wang, Peter Budnick, Masaharu Kumashiro, Lim Kee Young, Masaaki Kurosu, David Caple, Andree Woodcock, Sadao Horino, Ian Noy, Dave O'Neill and I gave keynote addresses. Workshops were offered on Ergonomics and Sustainable Development (Klaus Zink and Dave Moore); Ergonomic Guidelines (Kazutaka Kogi); Ergonomics and Business (Peter Budnick); Kaizen and Industry (Masaharu Kumashiro, Professors Kishida, Hasegawa and Shibuya); School Ergonomics (Andree Woodcock); and a Special Workshop (Brian Peacock). The hospitality and kindness of our Balinese colleagues and hosts were fitting of their reputation and will not be soon forgotten.

### **Nordic Ergonomic Society**

NES 2010 is the 42<sup>nd</sup> conference held in Stavanger, Norway from 6-8 September 2010. The theme of this conference – Proactive Ergonomics – emphasizes how we can accommodate a person's needs, abilities and limitations through a thorough planning of workplaces and man-made environments with regard to health and safety. Particular emphasis is given to the design of school buildings, universal design and preventing accident/disaster scenarios. The conference program included great scholarship in four tracks throughout the three-day conference. David Caple and Karen Jacobs were keynote speakers and supported one of IEA's largest and most experienced federated societies.

## **Activities Related to Strategy B: Advance the science and practice of ergonomics at an international level**

### **IEA 2012**

One of the major outcomes of every IEA executive is the Triennial Congress. This is the major long-term event that we have planned. ABERGO together with ULAERGO are sponsoring this event. Fortunately, this event is in the capable hands of Professor Marcelo Soares. Together with his team, he has been actively organizing the conference and we can expect to hear good things about the progress of this planning at the council meeting. A Congress website is available now <http://iea2012.org/home.htm>

### **Ergonomic Guidelines**

"Ergonomic Guidelines" has been published. This is a joint effort between the IEA and the International Commission on Occupational Health (ICOH) and is designed to help persons in the field of occupational safety

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and health implement ergonomic solutions. This tool will provide assistance in planning basic intervention strategies based on sound ergonomic principles. Once again, we are deeply grateful to the many people who contributed to this publication to make it a reality. This is the fruition of a process started in 2000 that many people have contributed to make a reality. In particular, Barbara McPhee and the Jim Knowles Group (Australia) and Kurt Landau from ergonomia (Germany) were very generous in contributing their time and financial support. This was truly a team effort.

### Ergonomic Checkpoints (2nd Edition)

Dr. Shengli, from the International Labour Office (ILO), notified us that the Second Edition of Ergonomic Checkpoints has just been published. This is a joint IEA and ILO project that updates the highly successful first edition that ILO published in 1999. Like the first edition, these checkpoints use sound ergonomic principles and seek to identify simple, practical and inexpensive solutions to 132 problem areas. These workplace situations include: materials storage and handling, hand tools, machine safety, workstation design, lighting, premises, hazard control, welfare facilities and work organization. This is the work product of many dedicated ergonomists from IEA contributing their time and talents. IEA is proud to be a part of this publication, which we believe can reduce work-related accidents and diseases and improve safety, health and working conditions. For more information on the manual and how to order please go to:

[http://www.ilo.org/global/What\\_we\\_do/Publications/ILOBookstore/Forthcomingpublications/lang--en/docName--WCMS\\_120133/index.htm](http://www.ilo.org/global/What_we_do/Publications/ILOBookstore/Forthcomingpublications/lang--en/docName--WCMS_120133/index.htm)

### EQUID

EQUID remains one of the prime initiatives in the application of our field to other areas. Ralph Bruder will have more to report on the plans to finish the project and specifics on how we will move forward.

### ISO Focus+ Interview

We received a request for a guest interview from ISO for their publication ISO Focus+, which featured accessibility in the September 2010 issue. It was a short time line and it required an immediate response. With great help from the Executive Committee and other subject matter experts, I was able to respond in time to meet the publication deadlines. Special thanks for their expertise and support to Tom Stewart (U.K.), Harald Weber (Germany), Takashi Yokoi (Japan), Tomas Berns (Sweden), and Marcelo Soares (Brazil). The Executive Committee's responsiveness and support was invaluable in realizing this tight timeline. The interview will be published in the September 2010 issue. [http://www.iso.org/iso/iso-focus-plus\\_index/iso-focusplus\\_current-issue.htm](http://www.iso.org/iso/iso-focus-plus_index/iso-focusplus_current-issue.htm)

### IEA Endorsed events/conferences

During the past year IEA has endorsed a number of conferences and events. This includes the events in the table in next page.

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## IEA Endorsed Events

Events	Date
Ergonomics & Human Factors 2011	12-14 April 2011, Stoke Rochford, Lincolnshire, UK
ICOCO 2010 / International CONTROL room design CONFERENCE	25-26 October 2010 Eurosites Republique, 8 Bis rue de la Fontaine au roi, 75011 Paris
NES 2010 Proactive Ergonomics	6-8 September 2010, Stavanger, Norway
APCHI & Ergofuture 2010	3-5 August 2010, Bali, Indonesia
The 11th IFAC/IFIP/IFORS/IEA Symposium HMS 2010	31 August - 3 September 2010, Valenciennes, France
2010 International Conference on Control Room Design	25-26 October 2010, Paris, France
PPCOE 2010 Pan-Pacific Conference on Occupational Ergonomics	7-10 November 2010, Kaoshiuang, Taiwan, ROC
SEANES 2010	14-17 December 2010, Cebu city, Philippines
EAEFS 2011 The 2nd East Asian Ergonomics Federation Symposium and Asia Ergonomics Summit	October 2011, Hsinchu, Taiwan, ROC

### Activities Related to Strategy C:

#### Enhance the contribution of the ergonomic discipline to global society

#### WHO and ILO Meetings in Geneva

In October, IEA Treasurer Klaus Zink attended the WHO meetings in Geneva where he participated in two days of meetings on a variety of topics. As a WHO NGO, IEA participates as a member of the Planning Committee for the Collaboration Centers. The meeting focused on the activities of the 8<sup>th</sup> Network meeting. Klaus Zink expressed IEA's continued interest in partnerships with WHO, ILO, ICOH and IOHA and envisioned an enlarged contribution to the WHO Collaboration Networks. Moreover, the WHO Collaboration Centres for Occupational Health have five objectives and 14 priorities. We may be able to contribute most readily by developing practical tool kits for assessing and managing occupational health risks, with special focus on MSDs, and ergonomic checkpoints. Many of these materials can be found under [www.who.int/occupational\\_health](http://www.who.int/occupational_health).

Klaus Zink also attended the ILO Better Work Program while he was in Geneva. This program seeks to improve labor practices and competitiveness in global supply chains. With three current projects, Better Work estimates that it directly affects 800,000 workers. Zink believes that this broader ODAM-like approach that focuses on competitiveness in globalized markets will be more sustainable than simply focusing on improving working conditions. This stakeholder-oriented approach that embraces ODAM and TQM offers great promise to improving

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working conditions. IEA is discussing possibilities of collaboration. For more information see:  
[http://www.ilo.org/global/What we do/Projects/lang--en/WCMS\\_084616/index.htm](http://www.ilo.org/global/What_we_do/Projects/lang--en/WCMS_084616/index.htm)

### ICSID meeting in Singapore

In November, Pierre-Henri Dejean represented IEA as an observer at the ICSID general assembly, which was held in Singapore in November. This builds upon his work first started in 2007. After several exchanges between presidents David Caple and Carlos Hinrichsen, and later Ralph Bruder and Martin Darbyshire, IEA was invited to be an observer at the ICSID general assembly. Our organizations have a common goal of ensuring that both ergonomics and design are in fact used when such a claim is made. Users will benefit if they can differentiate proper ergonomics and design thinking from mere claims to these features. Dejean was able to meet with ICSID presidents Carlos Hinrichsen and Mark Breitenberg to discuss possible collaborations and encourage relationships between IEA and ICSID. He noted that the six priorities defined in the president's speech are compatible with ergonomics interests. Several potential collaborations were discussed and encouraged. These include: advancing the EQUID project, furthering ErgoDesign Forum initiatives, promoting joint events at ICSID and IEA congresses, benchmarking organizational, lobbying and promotional events, and having students interact on a common topic (e.g., agriculture, aging). This extends the work begun over the past few years and we will follow up and welcome further initiatives.

### Occupational Ergonomics Workshop in Burapha, Thailand

In cooperation with the University of Washington, the IEA-IDC co-sponsored an occupational ergonomics workshop at Burapha University. Participants from Cambodia, Laos, Thailand and Viet Nam presented their work to colleagues and engaged in problem-solving activities. Barbara Silverstein and Kate Stewart, from the University of Washington, visited each of the groups in their countries to help prepare for the workshop. Ergonomics in the garment industries was a common theme across countries. Increased concern about mining activities leading to degradation of water supplies for farmers is becoming an important issue looking for ergonomics involvement in solutions. Useful work is also being conducted in agriculture and construction. Participation in national safety days has been identified as a way to disseminate knowledge to employers and employees in all four countries. Presentations from the workshop participants will be on the IDC website.

### UN DPI conference in Melbourne

Verna Blewett, Andrea Shaw and David Caple attended the 63<sup>rd</sup> Annual United Nations DPI/NGO Conference in Melbourne from August 30 – September 2 2010. They represented the IEA at this conference titled “Advance Global Health – Achieve the MDGs”. This conference is organized as a partnership between the United Nations Department of Public Information (DPI) and the NGO/DPI Executive Committee and the Government of Australia. This event highlights partnerships that can contribute to fostering global health, not just managing disease. This could involve many disciplines beyond health science and ergonomics and clearly has a role to play. We are delighted to participate and equally delighted that we have such great ambassadors to represent us. Efforts such as this reinforce our strategy to intensify our international collaborations and solidify the relationships that have been built up over the past few years.

### 63<sup>rd</sup> Session of the WHO Regional Committee for the South-East Asia in Bangkok

Eric Wang represented the IEA attended the 63<sup>rd</sup> Session of the WHO Regional Committee for the South-East Asia in Bangkok from September 7 to 10, 2010. The meeting discussed public health issues in the region and the member

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countries including non-communicable diseases and problems, all kinds of safety and health issues, ageing problems, etc. The three-day meeting concluded with seven resolutions, including a resolution for injury prevention and safety promotion in the region. Eric found that ergonomics is yet unfamiliar to many of the government officials and public health scholars and can be promoted and get impressive outcomes in many of the industrial developing countries in this region. It is suggested that promotion ergonomics in this region should be included as our IDC development strategy and specific goals should be set for actions.

### **IOHA 6<sup>th</sup> International Control Banding Workshop**

Wendy MacDonald (Australia) will be representing the IEA at the International Hygiene Association 8<sup>th</sup> International Scientific Conference in Rome on 27 September. She will be presenting along with other international organizations including: ICOH, NIOSH and IOHA.

### **Memorandum of Understanding with FPE on EWB**

We have made progress in formalizing our relationship with Ergonomics Without Borders (EWB) through the Foundation for Professional Ergonomics (FPE). We drafted a Memorandum of Understanding (MOU) and the Board of the Foundation for Professional Ergonomics (FPE) has approved it. This will be a good opportunity for IEA to spread ergonomics around the world using a recognized and successful international paradigm from Medecins sans Frontieres – Doctors Without Borders. Council will vote for IEA to approve this MOU. Materials are included in your information packet.

### **Statement to the 127<sup>th</sup> Meeting of World Health Assembly Executive Board**

The IEA contributed to a joint statement (IEA, IOHA, and ICOH) that Professor Michel Guillermo presented regarding child injury prevention to the WHO Executive Board Meeting. The statement drew attention to the 215 million children under the age of 18 who are engaged in child labor worldwide. This includes the 115 million children subjected to the worst forms of child labor including slavery, sexual exploitation and illicit activities. Large numbers of children work in agriculture in family settings. Policies and enforcement are needed for those less than 18 years of age. Good practices from ILO, ICOH, IEA, and IOHA are available for specific kinds of workplaces, schools, educating parents, and for engaging the public health sector to address risks to working children. The statement goes on to offer assistance to develop guidance and to share, implement and evaluate practices to reduce injuries for working children. According to ICOH President Kogi, the presentation was well received by the WHO board members. Our participation is important on a topic as vital as child safety around the world.

### **IEA Lighthouse Project**

As a means to promote ergonomics in industrially developing countries, the IEA has initiated lighthouse projects to highlight and support specific efforts. The first of these concerns coffee bean harvesting baskets in Nicaragua. Barbara Silverstein, who chairs our Industrial Development Standing Committee, introduced the EC to a project that she is working on to redesign coffee harvesting baskets to reduce injury risks. Project Coordinator, Kate Stewart, visited many coffee farms, got input from harvesters and owners in Nicaragua, and came away with a consensus that these baskets could be improved. The aim of this project is to create a safer, more productive work environment by reducing the risk of back and shoulder injuries among coffee harvesters. The project will develop a prototype harvest bag and produce 50 units to be tested in Nicaragua. Next, productivity and reactions to the bag will be measured in a range of coffee growing operations. This feedback

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will be used to make final modifications of the prototype. The IEA EC identified this as a project that can illustrate how ergonomics, participatory strategies and multinational cooperation can improve the lives of people around the world. Coffee is the world’s second largest commodity and provides work for thousands of workers throughout Central America. It is a product many of us around the world consume regularly and will enjoy the benefits of this work. We would like to create visibility for projects like this around the world and encourage this application of our discipline.

Klaus Zink reports that he has found support for our concept by the 4C Coffee-Association and their members in Nicaragua, which includes the two largest coffee exporters and a group of producers. With the financial support of the 4C Coffee-Association we will soon start the development of a new bag for coffee harvesting. This is a real ergonomics project, because we will improve working conditions and productivity. The design will involve a local university in cooperation with the University of Washington. The goal is to test this new bag at the next coffee harvest in August or September and report first results at a regional meeting, where all 4C members of this region are present. After a successful evaluation, this solution can be transferred to other coffee producing countries such as Brazil. Final results will be featured during the IEA conference in Brazil in 2012.

### Plans for the Coming Year

Work for the coming year will focus our efforts on IEA 2012. With Marcelo Soares (Congress Chair), and his organizing committee (Karen Jacobs, Lia Buarque M. Guimarães, Laura Bezerra Martins, and Paulo Menezes) I feel we are in very good hands. This is the obvious business of every IEA executive and remains our priority.

Goals for the coming year include:

1. Realize success and growth of lighthouse projects and Ergonomists without Borders to demonstrate IEA’s support for IDCs.
2. Improved relationships and visibility with: international associations, NGOs, governmental and certification agencies, enterprises and commerce.
3. Establishing a scalable organizational infrastructure that will allow IEA to grow beyond its current size.

We report these accomplishments and intentions as we end this first year and look forward to working with you to advance our profession and member organizations in the coming year.

Respectfully,

Andrew S. Imada, President

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| <ul style="list-style-type: none"> <li>• All-Ukrainian Ergonomics Association</li> <li>• Asociación Española De Ergonomía</li> <li>• Asociación de Ergonomía Argentina</li> <li>• Association of Canadian Ergonomists</li> <li>• Belgian Ergonomics Society</li> <li>• Brazilian Ergonomics Association</li> </ul> | <ul style="list-style-type: none"> <li>• Chinese Ergonomics Society</li> <li>• Croatian Ergonomics Society</li> <li>• Czech ergonomic Society</li> <li>• Ergonomics Society (U.K.)</li> <li>• Ergonomics Society of Australia</li> <li>• Ergonomics Society of Federal Republic of Yugoslavia</li> <li>• Ergonomics Society of Korea</li> <li>• Ergonomics Society of South Africa</li> </ul> | <ul style="list-style-type: none"> <li>• Ergonomics Society of Taiwan</li> <li>• FEES</li> <li>• Gesellschaft für Arbeitswissenschaft</li> <li>• Hellenic Ergonomics Society</li> <li>• Hong Kong Ergonomics Society</li> <li>• Human Factors and Ergonomics Society (U.S.A.)</li> <li>• Hungarian Ergonomics Society</li> <li>• Italian Society of Ergonomics</li> </ul> | <ul style="list-style-type: none"> <li>• Inter-Regional Ergonomics Association</li> <li>• Iranian Ergonomics Society</li> <li>• Irish Ergonomics Society</li> <li>• Israeli Ergonomics Society</li> <li>• Japan Ergonomics Society</li> <li>• Nederlandse Vereniging Voor Ergonomie</li> <li>• New Zealand Ergonomics Society</li> <li>• Nordic Ergonomic Society</li> </ul> | <ul style="list-style-type: none"> <li>• Österreichische arbeitsgemeinschaft für Ergonomie</li> <li>• Polish Ergonomics Society</li> <li>• Associação Portuguesa de Ergonomia</li> <li>• Slovak Ergonomics Association</li> <li>• Sociedad Chilena de Ergonomia</li> <li>• Sociedad Columbiana de Ergonomia</li> </ul> | <ul style="list-style-type: none"> <li>• Sociedad de Ergonomistas de Mexico</li> <li>• Società Italiana di Ergonomia</li> <li>• Société d'Ergonomie de Langue Française</li> <li>• South East Asia Ergonomics Society</li> <li>• Swiss Society for Ergonomics</li> <li>• Turkish Ergonomics Society</li> <li>• ULAERGO</li> </ul> |
|--|---|---|--|--|---|

## APPENDIX B - Report by the Secretary General

Report of the Secretary General  
Eric Min-yang Wang

### 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.*

### REPORT OF ACCOMPLISHMENTS AND FUTURE ACTIVITIES

Objectives of the SG	Accomplishments for 2009.09-2010.09	Possible activities for the next 2 year (2010-2012)
<p><b>Communication with Federated Societies</b></p> <p><i>IEA Strategic Plan Goal</i>  <i>A. Contribute to the development of federated societies.</i>  <i>Sub-goal A1.: Develop more effective communication and collaboration between and with Federated Societies</i>  <i>Sub-goal A2. Develop ergonomic societies throughout the world.</i></p>	<ol style="list-style-type: none"> <li>1. Maintaining and updating the list of IEA council members</li> <li>2. Maintaining and updating information on the Federated Societies on the IEA website</li> <li>3. Email the bi-monthly President's newsletters to IEA Council email list. The bi-monthly newsletters are also posted on the IEA website.</li> <li>4. Regular contacts with Federated Societies. During June-October, 2010, many of the contacts with societies were about the IEA council meeting.</li> <li>5. Visits to Federated Societies. I keep track of the visits to Federated Societies made by various members of the EC (see below).</li> </ol>	<p>To be continued.</p> <p>Continue to collect information from societies regarding their cycle of elections; this will help in updating the IEA website and contact information for societies.</p> <p>The bi-monthly newsletters are a major communication effort to keep the societies informed about IEA activities and get them engaged in IEA activities. It may be worth exploring an email newsletter with embedded links (including links to the IEA website), instead of a newsletter as a separate file attachment.</p>

Last updated: October, 2010

	6. I issue various IEA official documents, such as certificates of appreciation.	
<b>IEA Website</b> <i>IEA Strategic Plan Goal</i> <i>A. Contribute to the development of federated societies</i> <i>Sub-goal A1. : Develop more effective communication and collaboration between and with Federated Societies.</i>	1. Maintaining and updating IEA website. 2. On June 25 and July 12 of 2010, IEA website came under attack by unauthorized users who altered content and redirected links to other websites. 3. The new IEA website was constructed and part of the contents was restored by August 31, 2010. 4. Add the frequent Q&A on the homepage for the visitors of IEA website.	Continue to maintain and update the IEA website. Strengthen the IEA website security. Reconsider possibility of development of the section for members- only for usage. How much is the forum section used? Should the IEA be visible as an entity on social networking websites, such as LinkedIn, Twitter and Facebook?
<b>Organization of Council meetings</b> <i>IEA Strategic Plan Goal</i> <i>A. Contribute to the development of federated societies</i> <i>Sub-goal A1. : Develop more effective communication and collaboration between and with Federated Societies.</i>	Organization of the 2010 Council meeting: - logistics of meetings of the IEA EC and the IEA Council - communication to IEA Council members - templates for reports by IEA EC; collection of reports and dissemination to IEA Council members.	Explore the possibility of using information technology (e.g., Skype or other Internet communication technology) to allow Council members to participate remotely.
<b>Organization of meetings of the IEA Executive Committee</b> <i>IEA Strategic Plan Goal</i> <i>A. Contribute to the development of federated societies</i> <i>Sub-goal A3: Improve IEA operational effectiveness.</i>	1. In mid January, 2010, the EC met for the first time in San Francisco in the U.S. Attendees included: Andy, Eric, Klaus, Ralph, Barbara, Yushi, David, Marcelo. Verna participated via Skype during her return trip from India. 2. In August, 2010, the EC meeting took place in Bali, Indonesia. Attendees: Andy, Eric, Klaus, Yushi, David, and Peter Budnick.	The EC will have to consider a balance among traditional meeting (involves traveling time and money for EC members) and using new technology for working together more effectively and efficiently (e.g., use of information technologies, face-to-face meetings).
<b>Communication with IEA President and EC members</b> <i>IEA Strategic Plan Goal</i> <i>A. Contribute to the development of federated societies</i> <i>Sub-goal A3: Improve IEA operational effectiveness.</i>	I communicate with the President and EC members via email frequently. The President, Secretary General and Treasurer hold a regular Skype meeting on a monthly basis.	Continue to communicate in current way.

<p><b>New or emerging ergonomics societies</b></p> <p><i>IEA Strategic Plan Goal</i>  <i>A. Contribute to the development of federated societies.</i>  <i>Sub-goal A2: Develop ergonomic societies throughout the world.</i></p>	<ol style="list-style-type: none"> <li>1. Tracking of contacts with new or emerging societies. Different members of the EC are in contact with specific countries regarding the formation or development of ergonomics societies.</li> <li>2. We look forward to Human Factors &amp; Ergonomics Society of Malaysia (HFEM) joining the IEA family when they are ready to apply.</li> </ol>	<p>Support new societies that have recently joined the IEA. There has been a downgrade of IEA sustaining member due to the economic problem. New IEA federated and affiliated societies may need to get support and help from established societies.</p> <p>Continue to monitor and support new ergonomics societies for potential IEA membership.</p> <p>Promote ergonomics in IDCs and help those countries to initiate their own ergonomics societies.</p>
<p><b>Responding to various requests to the SG</b></p> <p><i>IEA Strategic Plan Goal</i>  <i>C. Enhance the contribution of the ergonomic discipline to the global society.</i>  <i>Sub-goal C2: Promote ergonomics in all aspects of life.</i></p>	<p>This is an on-going task. Apart from communication with the EC and federated societies, I received about minimum 10 requests of various information about ergonomics or IEA per month in average. During 2009-2010, many of the requests were about the conference proceeding of IEA 17<sup>th</sup> Triennial Congress and IEA membership application.</p>	<p>To be continued</p>
<p><b>Relationship with WHO, ILO, ICOH, and IOHA</b></p> <p><i>IEA Strategic Plan Goal</i>  <i>C. Enhance the contribution of the ergonomic discipline to the global society.</i>  <i>Sub-goal C1: Promote recognition of ergonomics discipline.</i></p>	<ol style="list-style-type: none"> <li>1. In October (2009), IEA Treasurer Klaus Zink attended the WHO meetings in Geneva where he participated in two days of meetings on a variety of topics.</li> <li>2. Professor Zink also attended the ILO Better Work Program while he was in Geneva in October, 2009.</li> <li>3. We were invited by ICOH to participate on the ICOH 2012 International Scientific Committee.</li> <li>4. IEA has published ergonomic principles with ICOH and ergonomics checkpoints 2<sup>nd</sup> edition with ILO.</li> <li>5. Eric attended WHO 63<sup>rd</sup> South East Asia Regional Committee meeting in Bangkok in August, 2010.</li> </ol>	<p>To be continued</p>

## IEA EC members and Representatives Visit to Federated Societies and Cooperative Organizations

Country	Who?	When?	What?
Indonesia	David	November 2009	The Indonesian Ergonomics Society hosted their 2009 meeting at Semarang, on Java Island.
Singapore	Pierre-Henri Dejean	November 2009	ICSID meeting in Singapore
India	Verna and Eric	December 17-19, 2009	HWWE Conference in Calcutta Eric Wang present a talk entitled "Ergonomic challenges for an old and new society".
Gesellschaft für Arbeitswissenschaft (GfA)	Ralph	March 24-26, 2010	GfA Holds Spring Congress 2010 to Design New Environments of Working and Living
Australia	David and Verna	September 2010	UN DPI conference in Melbourne
Thailand	Barbara and Kate		Occupational Ergonomics Workshop in Burapha, Thailand
Mexico	Andy	May 5-8, 2010	The Sociedad de Ergonomistas de Mexico (SEMAC) held their XII Ergonomics International Congress from 5-8 May in Ciudad Juarez, Chihuahua.
Japan	Andy	June 12-13, 2010	The Human Ergology Society celebrated its 40 <sup>th</sup> Anniversary and its 45 <sup>th</sup> Annual Meeting in Nagoya, Japan.
Japan	Andy	June 19-20, 2010	The 51 <sup>st</sup> annual conference of the Japan Ergonomics Society in Sapporo.
Norway	David and Karen	September 6-8, 2010	The Nordic Ergonomic Society 2010 held the 42 <sup>nd</sup> conference in Stavanger, Norway.
Thailand	Eric	September 7-10, 2010	63 <sup>rd</sup> Session of the WHO Regional Committee for the South-East Asia in Bangkok



## Summary of Bi-monthly IEA President's Newsletters

	When?	Contents of the Newsletter
1	September, 2009	<ol style="list-style-type: none"> <li>1. Announcement of elected officers and IEA 17<sup>th</sup> EC</li> <li>2. Successful 17th IEA Congress!</li> <li>3. Welcome New IEA Members: the Ergonomics Society of Thailand, the Ergonomics Society of Singapore and the Association of Southeast Asian Nations Ergonomics Societies Network</li> <li>4. Announcement of Indian Researcher Wins Prestigious Liberty Mutual Award: Dr. Suman Singh</li> <li>5. Announcement regarding Loss of Great Leaders, Professors Bernard Metz (SELF) and Walter Rohmert (GfA).</li> <li>6. Thanks to the Outgoing 16th IEA Executive</li> </ol>
2	December, 2009	<ol style="list-style-type: none"> <li>1. Announcement of IEA Governance Ad Hoc Committee</li> <li>2. Announcement regarding the successful meetings, including WHO and ILO Meetings in Geneva, Indonesian Ergonomics Society 2009 Meeting, ICSID meeting in Singapore, and HWWE Conference in Calcutta.</li> <li>3. IEA Awards Nominations</li> <li>4. Announcement regarding the upcoming Events</li> </ol>
3	February, 2010	<ol style="list-style-type: none"> <li>1. First Executive Committee meeting</li> <li>2. IEA Governance Committee</li> <li>3. Promote the IEA/Liberty Mutual Award</li> <li>4. Preliminary announcement of Ergonomic Guidelines to be Published Soon</li> <li>5. Opportunities with IEA</li> <li>6. Announcement regarding the exciting ergonomics events</li> <li>7. Announcement regarding the upcoming events</li> </ol>
4	May, 2010	<ol style="list-style-type: none"> <li>1. IEA/ICOH Published Ergonomic Guidelines</li> <li>2. Financial Support for Coffee Bean Harvesting Lighthouse Project</li> <li>3. Announcement regarding the successful and upcoming meetings</li> <li>4. Planning for Global Ergonomic Month</li> <li>5. Announcement regarding the change in executive committee</li> </ol>
5	June, 2010	<ol style="list-style-type: none"> <li>1. Announce that Karen Jacobs Accepts Role as the STP Chair</li> <li>2. IEA/ILO Publishes Ergonomic Checkpoints (2nd Edition)</li> <li>3. Ergonomic Guidelines Available</li> <li>4. Continuing to Build IEA-ICOH Relationship</li> <li>5. Successful and upcoming ergonomic meetings</li> </ol>

## APPENDIX C - Report by the Treasurer

### IEA TREASURER'S REPORT

January - December 2009

Klaus J. Zink

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#### 1. Summary of Financial Performance

##### *1.1. Accounting and banking procedures*

As in the past, IEA carried out its financial operations in 2009 in U.S. Dollars (US\$). The IEA business 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 2009 financial performance*

- a. Total revenue - The total revenue for the 2009 business year was \$100,836. This revenue included all funds that were deposited into the Active Cash Account (\$89,814) plus the interest earned in the GIC Accounts and exchange values (\$11,022). There are seven categories into which the sources of revenue can be grouped: federated and 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 2009 were \$80,355. 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 8.

- c. Assets - The assets show the use of funds. This includes, in particular, invested capital and working capital. IEA's assets at the end of 2009 totaled \$224,548. The funds in each of the Scotiabank Accounts are shown in Table 1 below.

**Table 1. Scotiabank Accounts and Seed Fund Receivable**

Active Cash Account (ACA)	\$ 43,169
Guaranteed Investment Certificate (GIC)	\$ 181,379
Seed Fund Receivables	0
<b>Total</b>	<b>\$ 224,548</b>

- d. Equity - The liabilities side of a balance sheet reflects the source of funds of an organization (classified by equity and debt). In the context of current business activities of the IEA only the equity and reserves are relevant. This is the part of capital that remains after deducting all payables. There are no payables open in 2009. 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 loan fund of \$35,000 that was established several years ago to ensure a supply of seed funds for conferences. There were also five Special Funds in this category whose purpose generally is to promote and support ergonomics in developing countries (IDCs). The Liberty Mutual Prize is also in this category.

## 2. Assets and Equity

Table 2 presents IEA's assets and equity for 2009 and for the previous two years.

**Table 2. Assets and equity in 2009**

<b>ASSETS:</b>	<b>2009</b>	<b>2008</b>	<b>2007</b>
Cash Account	43,169	86,679	42,235
Term (GIC) Deposits	181,379	117,388	132,018
Seed Fund Receivable	0	0	0
<b>Total</b>	<b>224,548</b>	<b>204,067</b>	<b>174,253</b>

<b>EQUITY:</b>	<b>2009</b>	<b>2008</b>	<b>2007</b>
IDC Fund	38,259	36,262	34,300
<i>ESA</i>	5,426	5,426	5,426
<i>HFES</i>	8,496	8,496	8,496
<i>JES</i>	14,714	13,705	12,731
<i>SELF</i>	7,647	7,647	7,647
<i>ESK</i>	1,976	988	-
Liberty Mutual Fund	21,988	14,687	(9,448)
Loan Reserve	35,000	35,000	35,000
Cash Reserve	129,301	118,118	114,401
<b>Total</b>	<b>224,548</b>	<b>204,067</b>	<b>174,253</b>

### *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 five Special Funds are essentially dedicated to that purpose. During 2009, there was a contribution of the Japan Ergonomics Society (JES, \$1,009) and another one of the Ergonomics Society of Korea (ESK, \$988).
- b. Liberty Mutual Fund - This fund provides financial support for the IEA/Liberty Mutual Award of \$10,000 that is awarded annually.

Funding for the IEA/Liberty Mutual Award is provided by Liberty Mutual Insurance Company. The Liberty Mutual Fund contained a positive balance of \$14,687 at the beginning of 2009. This amount was a carry-over from previous contributions and expenditures. During 2009, contributions of \$15,000 for 2009 and \$15,000 for 2010 in advance were received. \$20,000 was submitted to the price winners of 2008 and 2009 in equal parts. An amount of \$299 was spent for the Liberty Mutual Medal, and a total of \$2,400 for the services of the Award Committee 2008 and 2009. Based on these facts we have a balance of \$21,988 in the fund at the end of 2009.

### 3. Revenues

Table 3 presents a summary of IEA revenues during 2009 and Table 4 the revenues "adjusted".

**Table 3. Revenues in 2009 compared to previous years**

Year	2009	2008	2007
<b>REVENUE:</b>			
Membership Dues			
- Federated and affiliated societies	41,051	32,815	32,740
- Sustaining members	14,154	16,350	15,400
Capitation fees	2,612	2,424	790
Interest and exchange value	11,022	6,003	5,957
Contributions (JES/ESK)	1,997	1,962	3,300
Liberty Mutual Fund	30,000	30,000	0
Misc (ILO–Checkpoints/Certification)	0	49	5,080
- Surplus from 2006 Congress			13,345
<b>Total</b>	<b>100,836</b>	<b>89,603</b>	<b>76,612</b>

**Table 4. "Adjusted" revenues in 2009 compared to previous years**

Year	2009	2008	2007
<b>REVENUE "adjusted":</b>			
Liberty Mutual Fund			
- \$15,000 of the amount in 2008 have to be assigned to the year 2007.		(15,000)	15,000
- Since the amount of \$15,000 for 2010 was pre-paid in 2009, and it was assigned to 2010 revenue.	(15,000)		
Surplus from 2006 Congress			(13,345)
- This amount has to be assigned to the year 2006.			
Surplus from 2009 Congress	26,613		
- This amount was paid in 2010.			
<b>Total</b>	<b>112,449</b>	<b>74,603</b>	<b>78,267</b>

#### 3.1 Comments on revenue

- a. Membership - As shown in Table 3 and 4, membership income includes two categories: dues from federated and affiliated societies and dues from sustaining members. In 2009, there were 50 federated societies and one affiliated society.

Table 5 shows the federated and affiliated societies and the dues paid as of December 31, 2009.

Sustaining members fees for 2009 are shown in Table 6.

- b. Capitation Fees – One capitation fee of \$2,612 was received for the Ergo Design Forum.
- 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. As shown in this table, the amounts vary from year to year. This variation is due to the value of the US dollar relative to the Canadian dollar.
- d. Miscellaneous – There was no amount in this category

**Table 5. Dues payments during 2009 by federated and affiliated societies**

Federated and affiliated societies			Dues owed	Dues paid	Amount (in USD)	Comments
1	ABERGO	Brazil	'09	'09	200.00	
2	ACE	Canada	'08; '09	'08; '09	3,874.37	
3	ADEA	Argentina	'09	'09	50.00	
4	AEE	Spain	'08; '09	'08; '09	472.00	
5	AEERGO	Ecuador	'09			
6	APERGO	Portugal	'08; '09			
7	AUEA	Ukraine	'07; '08; '09	'07; '08; '09	121.00	
8	BES	Belgium	'09	'09	231.61	
9	ChES	China	'09			
10	CrES	Croatia	'09			
11	CzES	Czech	'09	'09	*	* paid in 2010
12	ERGOSS	Singapore	'09	'09	22.96	
13	ESS	Serbia	'08; '09			
14	ESK	Korea	'09	'09	346.67	
15	ESN	Nigeria	'09			
16	ESSA	South Africa	'06; '07; '08; '09			
17	EST	Taiwan	'09	'09	50.00	
18	GfA	Germany	'09	'09	2,712.47	
19	HES	Greece	'06; '07; '08; '09	'06; '07; '08; '09	273.00	
20	HES-J	Japan	'08; '09			
21	HFES	USA	'09	'09	18,778.59	
22	HFESA	Australia	'09	'09	2,890.38	
23	HKES	Hong Kong	'07; '08; '09	'07; '08; '09	*	* paid in 2010
24	IEHF	Great Britian	'09	'09	1,858.71	
25	InES	Iran	'08; '09	'08; '09	139.15	
26	IREA	Russia	'05; '06; '09	'09	50.00	

**Table 5 (continued). Dues payments during 2009 by federated and affiliated societies**

Federated and affiliated societies			Dues owed	Dues paid	Amount (in USD)	Comments
...	...					
27	IrES	Ireland	'09	'09	65.55	
28	ISE	India	'07; '08; '09	'07; '08; '09	150.00	
29	IsES	Israel	'06; '07; '08; '09	'06; '07; '08; '09	122.00	
30	JES	Japan	'09	'09	5,538.71	
31	LES	Latvia	'09	'09	50.00	
32	MES	Hungary	'04-'09	'04-'07; '09	250.00	
33	NES	Nordic	'09	'09	450.00	
34	NVVE	Netherlands	'08; '09	'08; '09	1,624.63	
35	NZES	New Zealand	'09	'09	111.01	
36	OAE	Austria	'07; '08; '09	'09	50.00	
37	PEI	Indonesia	'09	'09	50.00	
38	PES	Poland	'08; '09	'08; '09	100.00	
39	PhES	Philippines	'05-'09	'05-'10	300.00	'10 in advance
40	SCE	Colombia	'08; '09	'08; '09	100.00	
41	SEA	Slovakia	'00-'09			
43	SELF	France	'09	'09	1,250.82	
44	SEMAC	Mexico	'08; '09	'08; '09	*	* paid in 2010
45	SIE	Italy	'09	'09	700,01	
46	SOCHERGO	Chile	'06; '07; '08; '09	'06; '07; '08; '09	200.00	
47	SSE	Switzerland	'08; '09			
48	STE	Tunisia	'08; '09	'08; '09	100.00	
49	TES	Turkey	'08; '09	'09	50.00	
50		Thailand	'09	'09	50.00	

**Table 6. Contributions of sustaining members in 2007 - 2009**

	2009	2008	2007
<b>Diamond Members</b>			
Elsevier	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
<b>Gold Members</b>			
Central Inst for Labor Protection	-	\$ 1,000.00	\$ 1,000.00
Ctr for Ind & Mgt Eng Res Resources, (Korea-Min)	\$ 978.50	\$ 1,000.00	\$ 1,000.00
Conservatoire National des Arts et Metiers (CNAM)	In Kind	In Kind	In Kind
Korean Occ Safety and Health Agency (KOSHA)	\$ 1,000.00	\$ 1,000.00	\$ 2,000.00
3M	(\$ 1,000.00*)	\$ 1,000.00	\$ 1,000.00
Knowles Group	\$ 975.00	\$ 2,000.00	
Gulf Petro	\$ 1,000.00		
<b>Individual Sustaining Members</b>			
Waldemar Karwowski	In Kind	In Kind	
Martin Hellander	(\$ 200.00**)	(\$ 200.00*)	(\$ 200.00*)
Kazutaka Kogi	(\$ 200.00***)	\$ 200.00	\$ 200.00
Jennifer A. Guthierrez	\$ 200.00	\$ 200.00	\$ 200.00
<b>Total</b>	<b>\$ 14,153.50</b>	<b>\$ 16,400.00</b>	<b>\$ 15,400.00</b>

\*paid in 2008; \*\*prepaid by royalty contribution to IEA in 2000; \*\*\*paid in 2010

### 3.2 Comparisons with allocated budget

As shown in Table 7, the sum of revenues is carried out within the allocated budget in 2009.

**Table 7. Revenues vs. Allocated Budget 2009**

<b>Revenue category</b>	<b>Revenues (A)</b>	<b>Budget (B)</b>	<b>Difference (A-B)</b>
Membership Dues			
- Federated and affiliated societies	41,051	35,000	6,051
- Sustaining members	14,154	15,000	(846)
Capitation Fees	2,612	2,500	112
Interest and exchange value	11,022	5,000	6,022
Contributions to IDC Funds	1,997	2,000	(3)
Liberty Mutual Fund	30,000**	15,000	15,000
Misc			
<b>Total</b>	<b>100,836</b>	<b>74,500</b>	<b>26,336</b>

\*\* An amount of \$15,000 for 2010 was already paid in 2009.



#### 4. Expenditures

Table 8 presents a summary of IEA expenditures during 2009 and Table 9 the expenditures "adjusted".

**Table 8. Expenditures in 2009 compared to previous years**

Year	2009	2008	2007
<b>EXPENDITURES:</b>			
Officers and Administration			
- Office-related expenses	2,243	273	335
- Officers - Travel	9,061	16,431	13,616
- Meeting Costs	4,616	6,157	6,908
Standing Committees			
- Development	3,801	1,869	1,861
- Science, Technology, Practice	4,819	0	3,320
- Prof. Standards and Education	4,338	2,918	0
- International Development (Including AEDeC 2007 support)	10,171	3,877	13,658
- Communication and PR	0	0	1,208
- EQUID	10,882	1,170	3,460
- Awards	6,553	1,905	
- Liberty Mutual Medal/Prize Promotion	22,699	3,960	7,920
- Fees and Bank Charges	1,172	543	591
- Miscellaneous Transaction GIC account*	[50,000]		
<b>Total</b>	<b>80,355</b>	<b>39,103</b>	<b>52,878</b>

\* Due to a cost-neutral process (transfer from Active Cash Account to Guaranteed Investment Certificate) this amount is not to be counted as expenditure.

**Table 9. "Adjusted" expenditures in 2009 compared to previous years**

Year	2009	2008	2007
<b>EXPENDITURES "adjusted":</b>			
Liberty Mutual Medal/Prize Promotion			
- \$12,000 of the amount in 2009 have to be assigned to the year 2008.	(12,000)	12,000	
<b>Total</b>	<b>68,355</b>	<b>51,103</b>	<b>52,878</b>

#### 4.1 Comments on expenditures

- a. Comparisons with the previous year (2008) - As shown in Table 8, expenditures for 2009 totaled \$80,355. This sum is higher than during the previous year 2008.

The main differences are based on the following points:

- Expenditures related to a congress year are always higher than other years.
  - Office-related expenses of \$2,243, which include IEA plaques (\$1,182) and web hosting / teleconferencing (\$1,061)
  - EQUID costs (\$10,882) are primarily associated with meetings in march, june and august 2009
  - The expenses for international development (\$10,882) are mainly based on travel support to IDC
  - Besides \$20,299 for Liberty Mutual Prize and Medal an amount of \$2,400 was spent for the services of the Award Committee 2008 and 2009 (see 2.1.b.).
- b. Officers and Standing Committees - A significant portion of IEA functions and activities are carried out by the officers and standing committees. From Table 8, it can be seen that expenditures in congress related categories were much smaller in 2007/2008 than during the congress year 2009. In addition, a big part of expenditures is caused by awards (see 2.b. and 4.1.a.). There was still a significant reduction of travel costs in 2009 by utilizing alternative methods of communication such as Skype and international teleconferencing.

#### 4.2 Comparisons with Allocated Budget

As shown in Table 10, the sum of expenditures was carried out within the allocated budget in 2009. There were no expenditures for the Liberty Mutual Award and IDC support in the year 2008 – that is the reason for the higher expenditures in 2009 in this category.

**Table 10. Expenditures vs. allocated budget 2009**

<b>Expenditure Category</b>	<b>Expenditures (A)</b>	<b>Budget (B)</b>	<b>Difference (B-A)</b>
Officers and Administration			
- Office-related expenses	2,243	not specified	(2,243)
- Officers - Travel	9,061	10,500	1,439
- Meeting Costs	4,616	20,000	15,384
Standing Committees	34,011	37,000	2,989
Awards	29,252	15,000	(14,252)
Bank Fees and Charges	1,172	not specified	(1,172)
Miscellaneous	50,000*		
<b>Total</b>	<b>80,355</b>	<b>82,500</b>	<b>2,145</b>

\* Due to a cost-neutral process (transfer from Active Cash Account to Guaranteed Investment Certificate) this amount is not to be counted as expenditure.

## 5. Operating surplus

Table 11 shows the operating surplus of the years 2009, 2008 and 2007, in Table 12 “adjusted” revenues and expenditures are considered.

**Table 11. Operating surplus 2009 (compared to previous years)**

<b>Year</b>	<b>2009</b>	<b>2008</b>	<b>2007</b>
Revenues	100,836	89,603	76,612
Expenditures	80,355	39,103	52,878
<b>Operating surplus</b>	<b>20,481</b>	<b>50,500</b>	<b>23,734</b>

**Table 12. Operating surplus 2009 by considering “adjusted” revenues and expenditures (compared to previous years)**

<b>Year</b>	<b>2009</b>	<b>2008</b>	<b>2007</b>
“Adjusted” revenues	112,449	74,603	78,267
“Adjusted” expenditures	68,355	51,103	52,878
<b>Operating surplus</b>	<b>44,094</b>	<b>23,500</b>	<b>25,389</b>

## **6. Additional comments regarding dues and costs**

### *4.1 Federated and affiliated society dues*

The current method of collecting dues from federated and affiliated societies is as follows:

Dues for each member are based on 3% of the total income derived from membership fees during the preceding year. If the sum is less than 50 USD, a minimum fee of 50 USD will be charged.

The Treasurer has the duty of invoicing the member societies, receiving their subscription dues, sending a final warning letter if subscription dues have remained unpaid for one year, and reporting this fact to Council if payment is still not received with the expectation of automatic termination of membership.

### *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 to restrain expenditures is travel, particularly for Officer and Executive Committee meetings. The 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, travel expenses have been reduced as individual EC members have sought other sources of travel support. There is a need to explore methods for cost containment including alternative methods of communication and alternative organizational structures and procedures that can result in greater efficiencies, for example Skype and international teleconferencing as well as emails to reduce the need for travel costs. However, carrying out the work of IEA, like any organization, requires some amount of face-to-face interaction. Team coordination, team spirit and 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.

## APPENDIX D – Auditors’ Report

Prof. Dr. Klaus J. Zink  
IEA Treasurer  
University of Kaiserslautern  
67653 Kaiserslautern  
GERMANY

October 4, 2010

Dear Professor Zink,

Serving as auditors for the 2009 period for the International Ergonomics Association, we are pleased to inform you that the audit of the IEA financial documents for the 2009 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 for the period of January - December 2009. Also, we found your financial records to be complete and comprehensive with no mathematical errors.

We would also like to acknowledge your responsiveness in working with the auditing team to review the records, to answer all of our questions concerning records, expenditures and transaction and to discuss opportunities for the presentation. Given that 2009 was an IEA Triennial Congress and is held every third year, and because there are significantly greater expenses during years of the Congress, the annual Treasurer’s Report showed revenue and expenditures for the past three years. This additional information provided the basis for a better understanding of the expenditures as well as a longer-term picture of IEA’s financial status. Also we would like to acknowledge that this was a transition period for the IEA EC officers, thus the past and incoming treasurers’ needed to exchange numerous treasurer and financial documents. Further it must be noted that with the change of IEA EC officers in 2009, it was necessary to re-register the new officers at the Zurich Court. These activities as well as transferring financial records all took considerable time and the IEA treasurers’ (past and current) should be complemented for their diligence and efforts in this past year.

Below are some comments and suggestions for you and the IEA Executive Committee to consider. Several of these issues have been already addressed by the past treasurer and are noted by the current treasurer in his report [1-5]:

1. Suggestion for re-phrasing: Treasurer’s report, page 4, Table 4.  
“An amount of \$15,000 for 2010 was already paid in 2009” can be rephrased for easier understanding. For example, “since the amount of \$15,000 for 2010 was pre-paid in 2009, it was assigned to 2010 revenue.”
2. Suggestion for easy record keeping: Treasurer’s report, page5, Table 5  
For example, in 23 HKES, if they paid their dues for ’07, ’08, ’09 in 2010, then the ‘Dues paid’ column can be filled with ’07,’08,’09. A comment should be provided to note this.

3. Missing data: '2009 transactions final' Spread sheet M column Interest and exchange value 11,022 was missing.
4. Typo: Treasurer's report, page 9, 4.1 b. Officers and Standing Committees. Line 5 There is no "2.1b" replace with "2.b"
5. There is a mismatch between treasurers's report and excel file for office related expenses and meeting costs and transaction to GIC account:
  - a. Office related expenses + Meeting costs (report) = Officers + Clerical (excel); however, Individual category did not match. We can rearrange the categories to match the amount of expenditure between treasurer's report and excel file.
  - b. The total expenditure \$130,355.09 (excel) vs. \$80,355 (report): This is because of the \$50,000 transaction to GIC account. We need to technically define the \$50,000 whether it is an expenditure of not, and need to report it consistently.

The auditors would like to recognize the following adoption of suggestions provided in an earlier auditor report and are further noted to be included in future budgeting activities. These specifically include:

1. Creating another budget column in order to provide a simple comparison between the IEA budget for that particular activity and the actual expenditure at the end of the budgetary cycle. This could lead to tying the budget to the IEA strategic objectives and planning strategies.
2. Consider developing for the IEA EC a plan for the annual budget based on anticipated income and expenses and how this cycles with the IEA Congress. Using a 3-year plan outlining income sources and expenditures categories would possible assist EC to plan for future activities and developments as well as highlight areas for controlling cost.

It was noted that attention to controlling cost of the EC travel and other related EC business costs were reported in the treasurer report. This budget plan will be important for the current transition year and the next two years.

We acknowledge the competence and commitment you have demonstrated in the execution of your duties as the current IEA Treasurer during this transition year as well as the past treasurer.

With best regards,

Jung-Yong Kim and Michelle M. Robertson  
Audit Committee Members

## APPENDIX E - Report on Science Technology and Practice Standing Committee

### Report of Science Technology & Practice (STP) Standing Committee (SC)

#### INTRODUCTION

##### **Goal and Objectives**

The 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 three main objectives:

1. To create and manage Technical Committees which address specific areas of technical interest in human factors and ergonomics;
2. To assist in developing the program for the IEA Congress, in cooperation with the Technical Committees;
3. To facilitate the endorsement of IEA scientific events and journals.

##### **Structure**

The work of the STP SC is in cooperation with two Committees (a) Technical Committees (TCs); and (b) IEA Congress Program Committee (CC).

##### **Functions**

The 2006-2009 chairperson of the STP successfully developed various guidelines and templates to enhance communication and implementation. She had a very productive tenure and an excellent infrastructure was created to assist with the work of the STP chairperson.

For 2010-2012, the following objectives will be the focus:

##### *Objective 1: Management of Technical Committee*

###### Management

To support Technical Committees which address specific areas of technical interest in human factors and ergonomics.

Monitor the progress of TCs including the appointment of chairpersons and co-chairpersons and tenure in these positions

##### *Objective 2: Facilitation of IEA2012 Congress*

###### 2.1 Congress Organizer

Checklist for Congress Organizer (to be developed with the IEA2012 Congress Committee; STP chairperson is a member of the Congress Committee)

Abstract review form (developed with IOS Press, the publisher of the IEA2012 Congress Proceedings)

Guidelines for preparation of manuscript (developed with IOS Press, the publisher of the IEA2012 Congress Proceedings)

###### 2.2 Technical Program

###### TC planning form

Templates for proposed technical sessions: symposium, panel, 99 seconds, demonstration (Templates will be revised, if necessary with the IEA2012 Congress Committee)

Wiki site for TC exchange (Investigate the effectiveness of this exchange)

*Objective 3: IEA Endorsement of Events and Journals*

3.1 Events

Guidelines\*

Application form\*

3.2 Journals

Guidelines\*

Application form\*

\*These guidelines and application forms were developed by the 2006-2009 STP chairperson and will be used as is or revised, if necessary.

The STP Chairperson liaises directly with the TC Chairs and IEA Executive Committee (EC) through e-mail, Skype, and occasional telephone calls. Communication with the TC Chairs is occasional copied to the IEA President, Dr. Andy Imada, when appropriate.



REPORT OF ACCOMPLISHMENTS  
 JULY-SEPTEMBER 30, 2010 AND FUTURE ACTIVITIES

Objectives of STP Standing Committee in relationship to IEA Goals & Objectives	Accomplishments for June-September 30, 2010	Possible activities for October, 2010-February, 2012
<p>IEA A. Goal: To Develop More Effective Communication and Collaboration with Federated Societies.</p> <p>IEA OBJECTIVE A1. Support the Work of Member Societies Support the continuing growth of ergonomics in industrially developing countries by training and education {IDC}</p> <ul style="list-style-type: none"> <li>➤ Provide industrially developing countries with ergonomics knowledge by stimulating the existing IEA mechanisms (e.g. book fund, expert consultants)</li> </ul>	<p>STP chairperson was an invited keynote speaker at the NES2010 conference in Stravenger, Norway. It was entitled, School Ergonomics. She also participated in a panel discussion on Safe Work. Dr. David Caple was a keynote speaker that the NES2010, too.</p> <p>STP Chairperson was invited by the Bangladesh Institute of Sports Sciences/BISS in Bangladesh to write the welcome message about ergonomics for their Sports Sciences and Sports Medicine courses on December 2-10, 2010. Professor Mohammad Zubayer (<a href="mailto:krirabiggan1978@gmail.com">krirabiggan1978@gmail.com</a>) is the President of the Bangladesh Institute of Sports Sciences/BISS and his goal is to introduce ergonomics to Bangladesh.</p>	<p>Work closely with the IEA EC to develop more effective communication and collaboration with federated societies.</p>
<p>IEA B Goal: To Advance the Science and Practice of Ergonomics at an International Level</p> <p>IEA OBJECTIVE: B1. Stimulate Development and Acceptance of Ergonomics</p> <ul style="list-style-type: none"> <li>➤ Identify future needs for development of ergonomics (e.g. through the Technical Committees of the Science, Technology &amp; Practice Committee)</li> </ul> <p>OBJECTIVE: B2. Facilitate Knowledge Exchange and Collaboration</p> <ul style="list-style-type: none"> <li>➤ Support and promote specialized conferences and workshops in collaboration with member societies.</li> <li>➤ Provide appropriate support of regional groups in ergonomics (e.g. NEES) when this will not conflict with the operations of member societies.</li> </ul>	<p>Sent TCs information regarding the IEA2012 Congress and encouraged that they promote it to their members.</p> <p>Requested and received a list of reviewers from multiple TCs. Reminder e-mails were sent for these lists.</p> <p>Appointed as the Scientific Committee chairperson for the IEA 2012 Congress.</p> <p>Working with the IEA EC and the chairperson of the IEA 2012 Conference Committee, assisted in the selection of a publisher for the IEA2012 Congress Proceedings.</p>	<p>Work closely with the IEA2012 Congress Committee, encourage TC chairs to be actively engaged in the review process of papers; serve as reviewers; and appoint and actively include their co-chair.</p>

<p><b>STP SC Goal: To support Technical Committees which address specific areas of technical interest in human factors and ergonomics.</b></p> <p><b>Monitor the progress of TCs including the appointment of chairpersons and co-chairpersons and tenure in these positions</b></p>	<p>Established communication with all TC chairpersons on a monthly basis. Periodic message to encourage the TCs to align their activities with the IEA's Strategic Plan.</p> <p>Updated TC chairperson and co-chairperson information and submitted periodically to the IEA EC to be posted on the IEA website.</p> <p>Reinforced the six year sunset rule for the TC chairs.</p>	<p>Review the effectiveness of the Wiki as a communication tool for the TCs. Revisit the discussion space to motivate its use by TCs for communication with members, other TCs and for planning participation in the IEA2012 Congress.</p> <p>Encourage TCs to investigate how they can coordinate and complement other TCs' activities. For example encourage the following:          The Ergonomics in Product Design TC and Affective Design TC</p> <p>WWCS TC &amp; Online Communities TC</p> <p>MSD TC and ODAM TC</p> <p>Agriculture TC and Mining TC</p> <p>Education TC and Ergonomics for Children in Educational Environments TC</p> <p><b>International Cooperation:</b>          While some TCs have taken the lead to collaborate on an international level, there is a need to find avenues to have an impact in policy decisions and multi-lateral development in science, technology and practice. This may be done by encouraging TCs to collaborate with analogous TCs in other organizations (e.g., ICOH, WHO,) or particular projects. Encourage TCs to lend their expertise directly to these projects or entities. For example, ECEE TC could explore collaboration with UNICEF</p>
<p>Goal: To Enhance the Contribution of the Ergonomics Discipline to Global Society          OBJECTIVE: C1. Promote Recognition Of Ergonomics Discipline</p> <ul style="list-style-type: none"> <li>➤ Promote ergonomics in geographical regions where particular support is needed</li> <li>➤ Increase public awareness of the benefits of ergonomics through mass media communications</li> </ul>	<p>Dr. Kapila Jayaratne, from Sri Lanka and member of the ECEE TC delivered a successful healthy schoolbag campaign at national level in Sri Lanka. The Sri Lanka Standards Institution was consulted for physical quality assurance. Bag manufacturers were registered and were educated on healthy bag. Children, Parents and teachers were made knowledgeable through mass media, leaflets and at exhibitions on healthy bag and bag behavior. A schoolbag regulatory committee was established to monitor implementation of national healthy schoolbag campaign. In June 2010, Dr. Jayaratne and</p>	<p>Work with Dr. Kapila Jayaratne, the Consultant Community Physician Family Health Bureau Ministry of Health in Sri Lanka to make his backpack initiative a lighthouse project.</p>

	<p>colleagues had a successful awareness program for bag manufacturers from all over Sri Lanka on ergonomic features of schoolbag. There were more than 400 participants. Dr. Jayaratne described the “research background: focusing on burden of the problem, why the ergonomic features are essential to safeguard health of children and what is expected from local manufacturers. A representative from the Standards Institute explained the physical quality aspects and the process of developing standards on schoolbag. A representative from the Ministry of Education elaborated on registration procedure, evaluation of bags by the National Advisory Committee on Schoolbag and how the logo of the healthy schoolbag is awarded. Problems faced by manufacturers when implementing the Healthy Schoolbag Campaign were also discussed. Manufacturers were shown sample bags with acceptable quality for them to have an idea of what is to be manufactured. Each and every bag manufacturer who had produced a sample schoolbag for evaluation was given opportunity to discuss deficiencies and good aspects of their bags face to face with national evaluators. At the same time, Dr. Jayaratne launched a massive media campaign to mobilize attention of the general public.</p> <p><b>Updates from the annual report of the Affective Design TC:</b></p> <p>A revised chapter on “Affective and Pleasurable Design” is being co-written by Prof. Martin Helander and Dr. Halimahtun Khalid for the Handbook on Human Factors and Ergonomics (Ed. Gavriel Salvendy) due 31 August 2010.</p> <p>Two books on Kansei Engineering by Prof. Mitsuo Nagamachi and colleagues will be available in fall 2010.</p> <p>Dr. Halimahtun Khalid was appointed to the program committee of the 7th International Conference on Design and Emotion to be held in Chicago, USA, October 4-7, 2010. This is the first collaboration with the Design &amp; Emotion Society.</p> <p>Affective Design TC motivated the IEA</p>	
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	<p>Endorsement of International Conference on <u>K</u>ansei <u>E</u>ngineering and <u>E</u>motion <u>R</u>esearch (KEER) 2010, Paris, France, March 2-4, 2010, organized by the Japan Kansei Engineering Society, Japan. Dr. Halimahtun Khalid (then Co-Chair of APD TC) was appointed to the review committee of the conference. Despite the promotion by IEA on its website, KEER did not reciprocate likewise on its conference website, <a href="http://pie.kansei.tsukuba.ac.jp/keer2010/">http://pie.kansei.tsukuba.ac.jp/keer2010/</a></p> <p><b>Update from Building and Construction TC's annual report:</b></p> <p>Published a special issue for the American Journal of Industrial Medicine on construction industry in collaboration with the ICOH construction SC</p> <p>Building and Construction TC members will be attended the (ICOH) PREMUS conference</p> <p>Members of IEA B&amp;C TC attended ICOH construction SC meetings</p> <p>Close contact with ICOH construction TC chair (Knut Ringen)</p> <p><b>Update from Work and Gender TC's annual report</b></p> <p>Continued collaboration with ICOH women work health scientific committee on issues of common interest and in their bulletin</p> <p>Continued research project on the analysis of women's work in traditionally male professions in Portugal (led by Marianne Lacomblez).</p> <p>Pascale Molinier edited a special issue of the journal <i>Travailler</i> on women and occupational health, with contributions from members of the WG</p> <p>Special issue of <i>Work</i> on Work-family balancing, edited by Sandrine Caroly and Karen Messing, in progress, expected publication in early 2011.</p> <p>Special issue of <i>Ergonomics</i> on Gender, women and ergonomics, edited by Rima</p>	
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	<p>Habib, Christina Ahlgren, Karen Messing and Jatinder Kishtwaria, expected completion in late 2011</p> <p><b>Update from the annual report of the HSVE TC</b></p> <p>Participated in two ongoing projects about Digital Human Modeling and lessons learned, and about case studies in Virtual Environments.</p> <p>Set up a LinkedIn Group as a forum for exchange between individuals.</p> <p><b>Update from the annual report of the Human Factors and Sustainable Development TC</b></p> <p>Propose papers to call for papers Accident Analysis and Prevention special Issue on Accident Analysis and Prevention in Construction and Engineering proposed by Dr. Goh.</p> <p>ODAM Conference 2011 (Grahamstown, South Africa): TC meeting and participation of TC members as speakers /authors.</p> <p><b>Update from the annual report of the MSD TC</b></p> <p>Participated in Premus 2010. Angers (FR) and IOHA 2010. Rome 2010.</p> <p>Preparing the FORWARD 2011 workshop "For work ability assessment research development" June 21st and 22nd 2011 in Gothenburg; ORP 2011. Chile; Perspective work for ICOH 2012, Mexico.</p> <p>Draft document for the IEA/WHO toolkit within summer 2011. Participate in meetings for ISO standards: next on November 2010 Delft (NL).</p> <p><b>Update from the annual report of the Online Communities TC</b></p> <p>The OCTC has been managing the LinkedIn International Ergonomics Association (IEA) Group. This group currently has 493 members and is one of the largest Ergonomics groups on LinkedIn. The OCTC also hosts subgroups of the IEA Group. At present there are 5 subgroups: TC</p>	
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	<p>Anthropometry (66 members), Human Simulation and Virtual Environments TC (28 members), Online Communities TC (24 members), and WWCS TC (6 members). It is hoped that the IEA Group might be the home to more IEA TC subgroups on LinkedIn.</p> <p><b>Update from the annual report of the Slips, Trips and Falls TC</b></p> <p>A stand alone conference on slips, trips and falls was held on May 18-20, 2010 in Morgantown, WV, USA hosted by NIOSH. Forty nine papers were included in the conference proceedings. There were 250 attendees.</p> <p>The International conference on Slips, Trips and Falls is scheduled in Buxton, UK, April 6-8, 2011.</p> <p><b>Update from the annual report of the Vision Ergonomics TC</b></p> <p>Use a consensus process to establish a definition of Visual Ergonomics</p> <p>Use consensus process to write and publish a short paper on: Visual Ergonomics in literature: a selected annotated bibliography (draft title).</p> <p><b>Update from the annual report of the ECEE TC</b></p> <p>2009, WORK published two special issues on Children and Ergonomics guest edited by Dr. Carolyn Sommerich. Stephen Legg and Karen Jacobs wrote an article which was published in the journal WORK in 2010 entitled Ergonomics for Schools.</p>	
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## APPENDIX F – Report on IEA 2009

2/2/11

 IEA

### 17<sup>th</sup> World Congress on Ergonomics (IEA 2009)


August 9-14, 2009, Beijing, China



SG Report for IEA Council meeting  
Bruges, Belgium, October 10, 2010

Eric Wang

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 IEA

### Hosts

- Hosted by Chinese Ergonomics Society with support of Ergonomics Society of Taiwan and Hong Kong Ergonomics Society

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Preparation meeting with CES delegates and Alan of HKES visited EST

2006/04/28

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Meeting with Pierre and Ken, June 2008

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### Participants

- 1369 delegates from 60 countries and regions
- Distinguished guests from ICOH, ILO, IOAH, ISO, and WHO

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- More than 1170 papers (oral and poster presentations).
- 13 renowned experts were invited to give keynote speeches on the recent research of the main fields of Ergonomics.
- Workshops, outreach sessions and exhibitions were organized.

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## Business Meetings

- IEA EC meeting and Council meeting
- ISO TC159 meeting
- PPCOE EC meeting
- 20<sup>th</sup> anniversary of Chinese Ergonomics Society

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Opening of the IEA 2009

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Opening remark by David

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Worrying?  
Facing the IEA challenge.

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Fascinating Chinese opera actress inspired the Congress logo

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## Post-Conference survey

■ **Questions focused on:**

- Technical content of the congress
- Organization of the congress
- Hotel logistics
- Information

$$\frac{(2.84/5) + (3.39/5) + (2.72/5) + (3.00/5)}{4} = 2.99/5$$

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## How can the next congress be improved?

- I would suggest to review the papers and pay more attention on how to sort papers into sessions.
- The most visual material for presentations were not ergonomically designed.
- ISBN-number for the congress book/cd
- Information shouldn't be different between Chinese and foreign participants

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- Less concurrent sessions + prevent competing sessions, e.g., not having 2 MSDs at same time.
- Reduce amount of OCRA sessions! (?)
- Hotel should be located close to city.
- More variation - not so intensive - don't put last keynote speaker at the same time as last session ends.
- More English speaking "helpers"

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- Check if people/presenter are likely to show up
- Programme design; control of no-shows; lecture theatre; better seating
- More practically oriented - how to use all these research results
- The chairman should encourage the participants to be involve in discussion session strongly

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## Any other feedback?

- More discussion workshops
- Location close to city center! ?

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## Thank you for your attention!

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## APPENDIX G - Report on Awards Standing Committee

### Awards Committee Report 2009-2010

David Caple

Awards Committee Chair, Past President of the IEA

#### 1. Mission of the Award Committee and objectives for 2009-2010

In accordance with the IEA Strategic Plan, the mission of the Awards Committee is to promote the ergonomics discipline and to support the IEA through recognition of outstanding ergonomists/human factors professionals throughout the world.

The specific goals in the 2009-2012 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.

It is to be reminded that awarding an individual for their achievements is not only an acknowledgement of the contribution of this individual to ergonomics, but a sign addressed to IEA Societies and to our worldwide community.

The table below presents the awards, their periodicity and the mode of selection of awardees.

	<i>Annual</i>	<i>Triennial</i>
Nominations by Societies	• Fellow Award	• Distinguished Service Award • Outstanding Educators Award • Award for promotion of ergonomics in industrially developing countries • Ergonomics Development Award
Selection by adhoc committee	• Liberty Mutual Medal	• K.U. Smith Student Award • JOSE Best Paper Award
Presidential		• President's award

As shown, except for the IEA Fellow Award and the IEA/Liberty Mutual Medal, IEA awards are granted every third year.

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

## **2. Annual Awards**

### **2.1 IEA Fellow Award**

Following the call for nominations sent to IEA Societies, only one nomination was received in 2010 and electronically assessed by the Fellow Subcommittee.

This subcommittee is composed of all living IEA Fellows and then 50% of the Executive Committee. The IEA Policy on Awards (Title 3, Article 9) state that :

*The nominee's candidacy must be approved by two-thirds vote of the members of the Fellows Selections Committee. Those candidates so approved must be elected by a majority of the IEA Executive Committee.*

The application of these rules has led to the decision to award the IEA Fellowship to :

- Dr Valerie J Gawron

### **2.2 IEA/Liberty Mutual Medal**

The IEA/Liberty Mutual Medal in Occupational Safety and Ergonomics was instituted in 1998.

The award recognizes 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.

Requirements for submission are:

- the paper should present original work, containing non-proprietary data, describing laboratory, field, or intervention research
- it should be unpublished at the time of submission (papers submitted for publication or accepted for conferences are acceptable)
- it should be thirty pages or less (single-spaced using point size 12 with 1 inch margins)

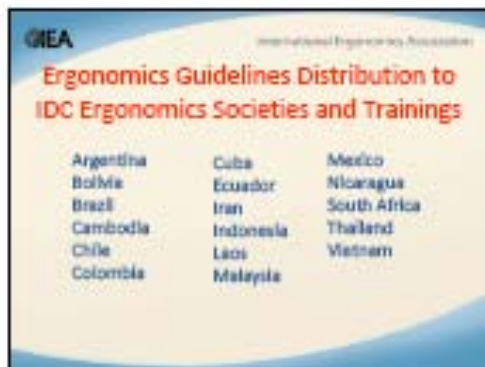
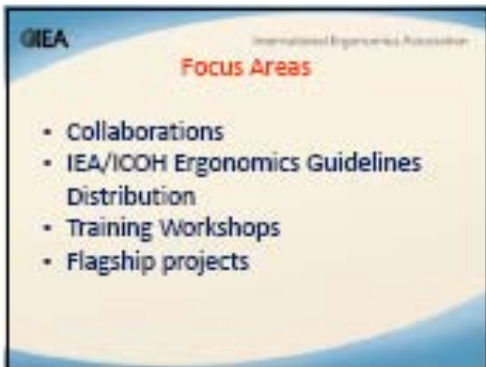
In 2010, 4 research papers have been submitted: These were from Latvia, South Africa and USA.. They have been reviewed by the IEA/LM subcommittee, which included this year Kazutaka Kogi (JES), Pat Scott (ESSA), Mike Smith (HFES) and Candice Christie (ESSA).

The judging panel determined that none of these papers were of sufficient standard to be awarded the 2010 Medal. In consultation with the IEA Executive Committee, the Judging Panel and Ian Noy from Liberty Mutual it was decided to invite nominations from the Editors of journals who publish papers from this area of the ergonomics domain. This process was initiated in July and is currently underway with nominations being received.

The 2010 winner of the IEA/LM Medal has yet to be determined.

David C Caple  
Chair,  
IEA Awards Committee  
August 2010

## APPENDIX H - Report on International Development Standing Committee



**IEA** International Ergonomics Association  
Pradeep Jayakody's work in India

### SCHOOL BAG: A THREAT TO STUDENTS' HEALTH ?

A Health Education Bureau survey shows that nearly 85% of school children are carrying overweight school bags to school daily. It is a major health risk for school children.

Students with weak feet were prone to a injury. For school children there is normally one bag for both left and the right sides.

RISKY METHODS OF CARRYING SCHOOL BAGS

1. Carrying the bag on one shoulder.  
2. Carrying the bag on both shoulders.  
3. Carrying the bag on the head.  
4. Carrying the bag on the back.  
5. Carrying the bag on the front.

1. Carrying the bag on one shoulder is a risky method. It causes imbalance and strain on the neck and shoulders.  
2. Carrying the bag on both shoulders is a better method. It distributes the weight evenly on both sides.  
3. Carrying the bag on the head is a risky method. It causes strain on the neck and back.  
4. Carrying the bag on the back is a better method. It distributes the weight evenly on both sides.  
5. Carrying the bag on the front is a risky method. It causes strain on the neck and back.

1. The weight of a school bag should not exceed 10% of the child's weight.  
2. The weight of a school bag should not exceed 15% of the child's weight.  
3. The weight of a school bag should not exceed 20% of the child's weight.  
4. The weight of a school bag should not exceed 25% of the child's weight.  
5. The weight of a school bag should not exceed 30% of the child's weight.

**SCHOOL BAG TASK FACTORS**

1. Carrying too much weight in a backpack.  
2. Carrying heavy items in a backpack.  
3. Carrying items in a backpack that are not needed.  
4. Carrying items in a backpack that are not organized.  
5. Carrying items in a backpack that are not secured.

1. Carrying too much weight in a backpack can cause long-term health problems in all children. Carrying too much weight can also cause problems in the spine and back.  
2. Carrying heavy items in a backpack can cause problems in the spine and back.  
3. Carrying items in a backpack that are not needed can cause problems in the spine and back.  
4. Carrying items in a backpack that are not organized can cause problems in the spine and back.  
5. Carrying items in a backpack that are not secured can cause problems in the spine and back.

1. Carrying too much weight in a backpack is a serious weight problem. When several children carry the burden from the heavy, light school backpacks to their feet, they can be injured.  
2. Carrying heavy items in a backpack is a serious weight problem. When several children carry the burden from the heavy, light school backpacks to their feet, they can be injured.  
3. Carrying items in a backpack that are not needed is a serious weight problem. When several children carry the burden from the heavy, light school backpacks to their feet, they can be injured.  
4. Carrying items in a backpack that are not organized is a serious weight problem. When several children carry the burden from the heavy, light school backpacks to their feet, they can be injured.  
5. Carrying items in a backpack that are not secured is a serious weight problem. When several children carry the burden from the heavy, light school backpacks to their feet, they can be injured.

**IEA** International Ergonomics Association

### Transporting task depends on People, task, organization, tools, environment

**IEA** International Ergonomics Association

### Transporting is a universal task environment, equipment, organization vary

**IEA** International Ergonomics Association

### Transporting with unstable loads and precarious footing

**IEA** International Ergonomics Association

### Agriculture continues to be an area of High physical and psychological loads Chemical hazards Environmental hazards Low pay

Does this actually help??

**IEA** International Ergonomics Association

### Manual transporting-

- Weight
- Balance
- Sight
- Surfaces
- Moving hazards



Agriculture continues to be an area of concern, with women often carrying the burden of farming, feeding and caring for the extended family. *Dr Suman Singh* working on improvements and spreading the word in India



Transportation is not just an issue for industrially developing countries

Health Care Workers around the world face increasing challenges in transporting patients



Coffee harvesting takes place in many developing countries

Transporting coffee beans during the harvest has many hazards

- Environmental
- Organizational
- Technological
- Tools

*Having substantial impact on workers*



### Coffee Bean Harvesting Project Phases

1. Test prototype against existing method (bamboo basket tied on with rag)
2. surface electromyography of shoulders and lumbar region beginning, mid, end of work day
3. Postural discomfort survey, beginning, mid/end of work day
4. Worker feedback on design, employer feedback
5. Productivity, Cost
6. Repeat the above until we get it right

Communicate findings to those who need to know

- Pictures tell the story
- Handbooks
- Film
- Internet
- Other social media

### Ultimate Aim

Make the improved model(s) available to as many of the world's hard working harvesters as possible.

Disseminate information throughout coffee growing regions in Central America, South America, Southeast Asia and Africa via IEA and ILO, ICOH, Producer and worker associations

Acknowledgements:

### Future Ambitions 2011-2012?

- Availability of potable water is a **global Issue**
- Lack of availability is at crisis levels in many IDCs, particularly in Africa
- Identify potential partners in Africa (e.g., Engineers without Borders, Ergonomists Without Borders, Relief Agencies,) and relevant foundations to develop and disseminate ergonomically sound methods for
  - Getting,
  - Storing
  - Protectingpotable water supplies in developing countries

## APPENDIX I - Report on Development and Promotion Standing Committee

Report of Standing Committee (SC) Development and Promotion  
Ralph Bruder

### INTRODUCTION

*The Standing Committee "Development and Promotion" is addressing all goals of the IEA Mission:*

- A. Contribute to the development of federated societies.*
- B. Advance the science and practice of ergonomics at an international level*
- C. Enhance the contribution of the ergonomics discipline to global society*

*By producing new material (like the EQUID document) or by putting together existing material (like the Ergonomic Guidelines or the Ergonomic Checkpoints) we can support member societies to disseminate ergonomics knowledge at various levels (see Subgoal A1).*

*The aim of an approach like EQUID was and still is to define and clarify the field of ergonomics (Subgoal B1)*

*By using all the expertise that we had during the development of the EQUID approach to produce a "Handbook of Ergonomic Quality in Design" we promote IEA publications suited to knowledge dissemination by IEA (Subgoal B1).*

*By intensifying our cooperation with ISO in looking for new standards to clarify the role of our discipline within companies, organizations and institutions we identify future needs for development of ergonomics (Subgoal B1). This further linkage to ISO is also fulfilling our goal to expand and strengthen links with other international bodies (Subgoal C1).*

*Establishing a network between experts in different countries working for governmental bodies will help us to promote ergonomics as a means to improve the quality of human life, work effectiveness and economic benefits and to promote collaboration in ergonomics projects among government and international bodies (Subgoal C2)*

*The SC "Development and Promotion" is a continuation of the former activities of the SC "Ergonomic Quality in Design (EQUID)". The development and dissemination of EQUID is still an important task for this new SC.*

*The SC "Development and Promotion" is responsible for ensuring wide participation in the development, implementation and maintenance of EQUID process requirement for the ergonomic design of products. Since the program is international, participation from ergonomics in different parts of the world will be sought after.*

*As a consequence of the discussions with the IEA Council 2008 (in Reykjavik) and 2009 (in Beijing) the cooperation with ISO was established in the context of integrating Ergonomics at various levels in companies as a precondition for developing and designing products that fulfill user needs and that furthermore please users. The cooperation with ISO goes beyond the originally intended scope of EQUID so we decided to have a new topic for the SC "Development and Promotion"*

*Another new topic for the SC "Development and Promotion" will be to establish a network of experts in Ergonomics/Human Factors working for governmental organizations and institutions.*



REPORT OF ACCOMPLISHMENTS AND FUTURE ACTIVITIES

Objectives of the SC	Accomplishments for 2009-2010	Possible activities for the next 2 years (2010-2012)
<b>EQUID</b>		
<p><b>Development of EQUID process</b></p> <p><i>IEA Strategic Plan Goal B To advance the science and practice of ergonomics at an international level</i></p> <p><i>SUBGOAL B1: Stimulate Development of the Ergonomics discipline</i></p>	<p>Discussion with experts in ergonomic product development (mainly from companies)</p>	<p>Preparation of a “Handbook of Ergonomic Quality in Design” including:</p> <ul style="list-style-type: none"> <li>• Guidelines for the usage of EQUID</li> <li>• Case studies on the introduction of EQUID in different fields of application</li> </ul>
<p><b>Dissemination of EQUID...</b></p> <p><i>IEA Strategic Plan Goal C To enhance the contribution of the ergonomics discipline to global society.</i></p> <p><i>SUBGOAL C1: Promote Recognition Of Ergonomics Discipline</i></p> <p><i>SUBGOAL C2: Promote Applications of Ergonomics in All Aspects of Life</i></p>	<p>Sending EQUID 1.11 to various experts</p> <p>EQUID is part of a dissertation (Sebastian Glende, TU Berlin)</p> <p>EQUID is used within an European project (participation of Michel Nael)</p> <p>EQUID is used within a German Research Project (Lead by Ralph Bruder)</p>	<p>Answering questions from users of EQUID</p> <p>Meeting with TNO and TÜV Rheinland (German organization for certification)</p> <p>Presenting EQUID at different conferences (e.g. ODAM 2011)</p> <p>Putting the “Handbook of Ergonomic Quality in Design” on the IEA website</p>
<p><b>Accreditation/Certification</b></p> <p><i>IEA Strategic Plan Goal C To enhance the contribution of the ergonomics discipline to global society.</i></p>	<p>There had been no activities in that area during the last year</p>	<p>SC EQUID should have contact to those organizations that are interested to use EQUID for certification (like TÜV in Germany)</p>

<b>ISO</b>		
<p><b>Cooperation with ISO</b></p> <p><i>IEA Strategic Plan Goal C To enhance the contribution of the ergonomics discipline to global society.</i></p>	<p>According to the recommendation of the IEA Council 2008 (Reykjavik) and the IEA Council 2009 (Beijing) the communication with ISO (TC 159 “Ergonomics”) had been intensified.</p> <p>An ad-hoc group was established to provide TC 159 with proposals for new standards to define processes to integrate Ergonomics at different levels in companies (Executive level, Management level, Specialist level)</p>	<p>Proposal of New Work Items for ISO for Ergonomic Standard on Executive level, Management level and Specialist level</p>
<b>Governmental relations</b>		
<p><b>Building up a network of experts in governmental organizations</b></p> <p><i>IEA Strategic Plan Goal C To enhance the contribution of the ergonomics discipline to global society.</i></p>	<p>New activity</p>	<p>Building of a Sub-Committee</p> <p>Workshop at XIX World Congress on Safety and Health (Istanbul, September 11-15 2011)</p> <p>Compilation of global topics from governmental organizations with relevance for Ergonomics / Human Factors</p>

## APPENDIX J - Report on Professional Standards and Education Standing Committee

### Report of the IEA Professional Standards and Education Standing Committee

#### INTRODUCTION

The Professional Standards and Education (PSE) committee compiles and disseminates information relevant to offerings in ergonomics at educational institutions, educational materials, including instructional methods, aids and standards. There are three subcommittees (SCs) specified by Article 2 of TITLE 5 in IEA OPERATING BODIES – IEA Basic Documents. These include the Accreditation and Certification SC, the Ergonomics Education and Resources SC, and the Education in Industrially Developing Countries (IDCs) SC.

The chair of the PSE committee (Yushi Fujita - JES) was appointed in January 2010. Since then, three SCs itemized below have been established and their goals specified through discussion and reviewing of previous achievements. These SCs are in line with the three established SCs mentioned above. It should be noted that among three recommendations made in a previous term (Y2007-Y2009), the idea of accrediting ergonomics and human factors post-secondary educational programmes has not been adopted based on general reactions of a previous council meeting.

#### (1) Certification SC

- SC chair : Peter Budnick (HFES)
- Goals : Make recommendations regarding mutual recognition among various certification bodies
- : Launch review of the IEA certification accreditation process for compatibility with mutual recognition findings
- Explanations : This corresponds to a recommendation made in previous term, which calls for provisions for mutual recognition of the credentials of certified professional ergonomists. Federated societies which already have certifying schemes and those which are interested in launching their own schemes are encouraged to participate in this SC.

#### (2) Good Practices Database SC

- SC chair : Yung-Hui Terrence Lee (EST)
- Final Goals : Release the preliminary IEA good practices database (the IEA GPDB) for review and comment
- : Specify ideas for educational applications of the IEA GPDB
- Explanations : Databases on good ergonomics practices are already available in several

countries, some developed by IEA federated societies and some by other institutes. In addition, there are some IEA federated societies which are undertaking the development of similar databases. The mission of this SC is to make these databases more readily available on the IEA website in an integrated manner so that they are educationally utilized in IDCs. It is also a mission of this SC is to identify ideas for educationally applying the IEA GPDB.

(3) Directory of Ergonomics Programmes SC

SC chair: Swantje Zschoernack (ESSA)

Final Goals : Update the IEA directory of educational programmes  
: Identify ideas for expanding the scope of the directory

Explanations : Whereas the demand for information on educational programmes worldwide is steady, the IEA directory of educational programmes is obviously outdated. The mission of this SC is to update the directory. It is also a mission of this SC to find a way to continuously update the directory so that latest information is available to people wishing to find educational programmes suitable for their interests. It is also a mission of this SC is to identify needs for expanding the scope of the directory.

- ESSA : Ergonomics Society of South Africa
- EST : Ergonomics Society of Taiwan
- HFES : Human Factors and Ergonomics Society
- JES : Japan Ergonomics Society

REPORT OF ACCOMPLISHMENTS AND FUTURE ACTIVITIES

Objective of the SC	Accomplishments	Plans for future activities
The objective of the Certification SC is to enrich the value of the credentials of professional ergonomists certified by IEA-endorsed certification bodies	<ul style="list-style-type: none"> <li>● SC Chair was appointed.</li> <li>● SC members have been established. More members may join in the future.</li> <li>● Preliminary activity plans have been specified.</li> </ul>	<p><u>For Y2010:</u></p> <ul style="list-style-type: none"> <li>● Finalize the plans</li> <li>● Develop infrastructure for certification bodies to exchange information</li> </ul> <p><u>For Y2011:</u></p> <ul style="list-style-type: none"> <li>● Summarize the official position of each certifying bodies regarding the mutual</li> </ul>

Objective of the SC	Accomplishments	Plans for future activities
		<p>Recognition</p> <ul style="list-style-type: none"> <li>● Begin to review the IEA certification accreditation process</li> <li>● Plan a session for IEA2012</li> </ul> <p><u>For Y2012:</u></p> <ul style="list-style-type: none"> <li>● Complete the review of the IEA certification accreditation process</li> <li>● Deliver final report summarizing accomplishments, procedures, and suggested future work</li> </ul>
<p>The objective of the Good Practices Database SC is to disseminate ergonomic good practices for educational purposes</p>	<ul style="list-style-type: none"> <li>● SC Chair was appointed.</li> <li>● SC members have been established. More members may join in the future.</li> </ul>	<p><u>For Y2010:</u></p> <ul style="list-style-type: none"> <li>● Specify activity plans</li> <li>● Specify a general framework for the database</li> </ul> <p><u>For Y2011:</u></p> <ul style="list-style-type: none"> <li>● Begin to develop a partial database utilizing existing databases</li> <li>● Begin to discuss educational applications</li> </ul> <p><u>For Y2012:</u></p> <ul style="list-style-type: none"> <li>● Release the preliminary IEA GPDB</li> <li>● Specify ideas for educational applications</li> <li>● Deliver final report summarizing accomplishments, procedures, and suggested future work</li> </ul>
<p>The objective of the Directory of Ergonomics Programmes SC is to consolidate the IEA</p>	<ul style="list-style-type: none"> <li>● SC chair was appointed.</li> </ul>	<p><u>For Y2010:</u></p> <ul style="list-style-type: none"> <li>● Specify activity plans</li> <li>● Establish SC members</li> </ul>

Objective of the SC	Accomplishments	Plans for future activities
<p>Directory of Ergonomics Programmes by continuous update/upgrade</p>		<p><u>For Y2011:</u></p> <ul style="list-style-type: none"> <li>● Update the directory of ergonomics programmes</li> </ul> <p><u>For Y2012:</u></p> <ul style="list-style-type: none"> <li>● Consider the expansion of the scope</li> <li>● Deliver final report summarizing accomplishments, procedures, and suggested future work</li> </ul>

# APPENDIX K - JES Report Handout

2010/10/5



### Highlight of 2009- 2010

- Office: Tokyo, JAPAN
- E- mail : jes@ergonomics.jp
- <http://www.ergonomics.jp/>
- (Some parts in English)

Japan Ergonomics Society  
Office & Secretariat  
1-1-1, Higashi-Shinjuku  
162-8601 Tokyo  
Tel: 03-3359-1111  
Fax: 03-3359-1112  
E-Mail: jes@ergonomics.jp  
Web: www.ergonomics.jp

- Members(3/31/2010): regular 1733  
company 38
- Regional Groups: 7
- Committees: 20 including provisional committees
- Technical Committees: 12
- Certification Program for Professional Ergonomists

Japan Ergonomics Society  
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1-1-1, Higashi-Shinjuku  
162-8601 Tokyo  
Tel: 03-3359-1111  
Fax: 03-3359-1112  
E-Mail: jes@ergonomics.jp  
Web: www.ergonomics.jp

### Executive Board Members '10-'11

- President: Susumu Saito
- Vice President: Masahiro Akutsu
- Secretary General: Kazutoshi Hatta, Midori Sotoyama
- Treasurer: Yosuke Sanbayashi, Akira Okada
- International Cooperation Committee  
Chair: Yoshinori Horie

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Fax: 03-3359-1112  
E-Mail: jes@ergonomics.jp  
Web: www.ergonomics.jp

### International cooperation activities

#### IEA Council Members

Yoshinori Horie    Kentaro Kotani    Yusaku Okada

#### Alternate delegates

Mieko Ohsuga    Takashi Torizuka    Yushi Fujita  
Kazuo Tsuchiya    Hiroataka Aoki    Yukiyo Kuriyagawa  
Yutaka Tomita    Nozomi Sato    Miwa Nakanishi

- ESK/JES Joint symposium 2010  
14-15, May, 2010 in Daejeon, Korea  
Chair: Prof. Min Byung-Chan, Hanbat National University, Korea

Japan Ergonomics Society  
Office & Secretariat  
1-1-1, Higashi-Shinjuku  
162-8601 Tokyo  
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Fax: 03-3359-1112  
E-Mail: jes@ergonomics.jp  
Web: www.ergonomics.jp

### The 51<sup>st</sup> annual conference

- JES held 51st annual conference on 19-20 June, 2010, chaired by Dr.Yokoyama (Hokkaido University), Sapporo.
- IEA President Andrew Imada made a keynote address

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**Journal @rchive provided by JES, starting March 2010**

Now we can obtain all articles of the Japanese Journal of Ergonomics through Journal @rchive, since the first volume, provided as a national project



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 Tel: +81 (0)3 5351 1111  
 Fax: +81 (0)3 5351 1112  
 E-mail: jes@jes.or.jp  
 Web: www.jes.or.jp

**Ergonomic Good Practice Database**

- Provided by Promotion and Public Relation, JES (chaired by Ryoji Yoshitake)
- JES provides samples of ergonomically designed products and good practices on the internet
- Now, started Ergonomics in **Craft Works!**



人間工学  
グッドプラクティス データベース  
Database of Ergonomic Designed Products and Practices

Japan Ergonomics Society  
 Japan Ergonomics Society  
 1-1-1, Higashi-Shinjuku, Shinjuku-Ku, Tokyo 162-8601, Japan  
 Tel: +81 (0)3 5351 1111  
 Fax: +81 (0)3 5351 1112  
 E-mail: jes@jes.or.jp  
 Web: www.jes.or.jp

**Ergonomic good practice in Craft works**



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 E-mail: jes@jes.or.jp  
 Web: www.jes.or.jp

**Japan Ergonomics Society**



**JES Ergonomics Roadmaps**

Prepared for IEA2009, Beijing  
 Japan Ergonomics Society

The JES Committee on Strategic Ergonomics Planning

**Retrospect**

- The Idea Was Suggested in 2005
- A Preliminary Version Was Presented At IEA2006, Which Was Subsequently Published Formally By JES
- The First Rolling Was Completed In 2008 (Available Only In Japanese)

The JES Committee on Strategic Ergonomics Planning

**Propagation and Lessons Learnt**

- As A Result of The Effort, A Workforce Has Been Established For Promoting "Ergonomics for Children" (2009)
- Some Researcher Groups In JES Are Developing Their Own Roadmaps For Their Own Interests
- The Role Of Academic Roadmaps Needs To Be More Clearly Defined
- The JES Board Needs to Promote Their Application More Dynamically

The JES Committee on Strategic Ergonomics Planning