
Minutes were prepared by Eric Min-yang Wang, Vice President and Secretary General of the IEA

MEETING MINUTES (2- 3 April, 2011)

Location of the Council meeting:

The IEA Council meeting took place in Rhodes University in Grahamstown, South Africa.

Acronyms used in this document:

BCPE = Board of Certification in Professional Ergonomics
EC = Executive Committee
EQUID = Ergonomics Quality In Design
ESK = Ergonomics Society of Korea
EST = Ergonomics Society of Taiwan
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
PSE = Professional Standards and Education
ORs = Operation Rules
SC = Subcommittee
SELF = Ergonomics Society of French Language
SG = Vice President and Secretary General
STP = Science, Technology and Practice
TC = Technical Committee
VP = Vice President
WHO = World Health Organization

1. Attendees

Council members from 18 Federated Societies, 2 Networks and 1 Affiliated Society 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 30 people attended the Council meeting

Executive Committee

<i>Title</i>	<i>Name</i>	<i>No. of Vote</i>
Presiden	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(Virtually attended by Skype)	0
ChairAwardsPast President -	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>
Argentina	Asociación de Ergonomía Argentina, ADEA	José Orlando Gomes	1
Australia	Human Factors and Ergonomics Society of Australia, HFESA	Christine Waring, Verna Blewett	2
Belgium	Belgian Ergonomics Society, BES	Veerle Hermans	1
Brazil	Brazilian Ergonomics Association, ABERGO	José Orlando Gomes	1
Canada	Association of Canadian Ergonomists, ACE	Margo Fruser Rabiya Lallani	1
Chile	Chilean Ergonomics Society, SOCHERGO	José Orlando Gomes	1
France	Société d'Ergonomie de Langue Française, SELF	Moustafa Zouinar Hubault François	2
Germany	Gesellschaft für Arbeitswissenschaft, GfA	Gert Zülch Karsten Kluth	2
Japan	Japan Ergonomics Society, JES	Takashi Toriizuka	3
Netherlands	Dutch Ergonomics Society, NVVE	Ernst Koningsvald	1

		Jan Dul	
Nordic Countries	Nordic Ergonomics Society, NES	Christina Jonsson	3
South Africa	Ergonomics Society of South Africa, ESSA	Andrew Todd	1
Singapore	ERGONOMICS SOCIETY OF SINGAPORE	Martin Helander	1
Taiwan	Ergonomics Society of Taiwan, EST	Eric Wang	1
Turkey	Turkish Ergonomics Society	Ahmet F. Özok	1
Ukraine	All-Ukrainian ergonomics Association	Oleksandr Burov	1
United Kingdom	Institute of Ergonomics and Human Factors, IEHF	John Wilson	3
USA	Human Factors and Ergonomics Society, HFES	Barbara Silverstein	3
Networks - FEES	Federation of European Ergonomics Societies, FEES	Pieter Rookmaaker	0
Networks- ULAERGO	Union of Latin-American Ergonomics Societies	José Orlando Gomes	0
Affiliated-HES	Human Ergology Society	Kazutaka Kogi	0
Total number of votes			29

2. Decision on voting items

Voting items	Number of votes and decision
1. Council approves Treasurer's report.	YES: 32 ; NO: 0; Abstain: 0.
2. Council approves Auditors' report	YES: 32 ; NO: 0; Abstain: 0.

3. Agenda

Saturday	Topic
9:00 - 9:15	Welcome, overview the agenda, honoring those who passed away
9:15 - 10:15	Introductions by Council Members
10:15 - 10:30	Voting procedures, roll call and eligibility
10:30 - 11:00	Break
11:00 - 11:30	Report by the President
11:30 - 12:00	Report on Science Technology and Practice
12:00 - 1:00	Lunch
1:00 - 1:30	Report by Secretary General
1:30 - 2:00	Report by Treasurer (<i>Voting item 1</i>)
2:00 - 2:30	Auditor's Report/ /Exoneration of Officers (<i>Voting items 2</i>)
2:30 - 3:00	Report on Practice Standards and Education
3:00 - 3:30	Break
3:30 - 4:00	Report on International Development
4:00 - 5:00	Input from Federated Societies: Supporting IDC attendees to IEA 2012

Saturday	Topic
5:00 – 5:15	Summary of the day, review agenda for next day
7:00	*IEA Council dinner
Sunday	
9:00 – 9:15	Welcome back, review the day
9:15 – 9:45	Report on Awards
9:45 – 10:15	Report on Development and Promotion
10:15 – 10:30	Break
10:30 – 11:00	Report on IEA 2012
11:00 – 11:30	Report on IEA 2015
11:30 – 12:00	Announce Opening Nomination for officers election 2012 and IEA2018
12:00 – 1:00	Lunch
1:00 – 1:30	Report on Future of Ergonomics
1:30 – 2:00	Input from Federated Societies to Futures Committee
2:00 – 3:00	Input from Federated Societies to Futures Committee
3:00 – 3:30	Break
3:30 – 4:00	Action planning for the coming year
4:00	Summary and adjournment

4. Summary of the Meeting

A total of 29 people from 18 Federated Societies, 2 Networks, and 1 Affiliated Society 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 Rhodes University, in Grahamstown, South Africa. Several reports are highlighted as below:

- IEA Rules. Councils agreed in principle that we should undertake a restructuring of the IEA Rules to allow for smoother administration and transparency. David Caple will head up a committee that will restructure the Rules to achieve several goals. First, Separate the Rules (by-laws) from Operation Rules (ORs), which will allow greater flexibility for future Executives to change procedures as required. Second, update the Rules and ORs to reflect the changes previously voted on by council (e.g., Vice President titles). Third, include changes that will allow the IEA to qualify for tax-exempt status under Swiss law. David's committee will send their draft to a review committee for comment. Once the drafting and review committees have an acceptable draft, we will send this out to all members. Please review this with your constituents and have comments prepared before coming to the Council meeting in Recife. Please come prepared to vote on the changes at the Council meeting in February 2012.
- IDC Support at IEA2012. We used part of the afternoon on the first day to get Council's input on different criteria that may be used for determining support for attendees from IDCs. The small group discussion generated a wide range of ideas for supporting people to attend. This input from council members is valued and important to how we function as an organization.
- Future of Ergonomics. Jan Dul and Bas van der Doelen, who are spearheading the Future of Ergonomics Committee, used the second afternoon to get council members' input on: a) definition of strategies/goals and core values in 5-10 years; and b) growing and developing the demand for core values for external stakeholders. The council meeting was one of many samples that this team will draw from to come up with one view of the future of our field. This is an important project for the IEA to begin a discussion about charting the future of our field.

- Opening nominations for IEA officers.

On April 3, 2011 the council was notified that the IEA is receiving nominations for officers (President, Vice President Secretary General, and Vice President Treasurer) for the 18th Executive. Formal written nominations and candidate statements should be sent to the Secretary General 60 days before the triennial meeting (December 14, 2011). We encourage all federated societies to contribute to the future leadership of the IEA, preferably by **December 1, 2011**.

- Opening nominations for IEA 2018 Triennial Congress.

On April 2, 2011, the council was notified that IEA is receiving bids for the IEA 2018 Triennial Congress. This bid should be received by **September 15, 2011**, which will allow a review committee to determine the suitable possible venues. Federated societies and voting members will receive this packet of proposals by January 2012. Council will hear brief presentations by each of the candidate sites and vote at the council meeting in Recife in 2012.

Note :

The original reported submission due date was September 1, 2011, nevertheless, due to review committee's work schedule, the submission due date of 2018 Congress bids has been changed to **September 15, 2011**.

- IEA 2012 Triennial Congress Proceeding

Congress Chair Marcelo Soares and his organizing team have been working hard over the past several months organizing the website and processes for accepting submissions for the IEA 2012 Triennial Congress. The Technical Committee (TC) chairs, individual reviewers, and our Science, Technology and Practice Chair, Karen Jacobs, work on evaluating the submissions that we received. We have a wide range of topics, world-renowned keynote speakers, and a scientific program that are worthy of a world event. Stay tuned for more details.

- IEA2012 Sponsorship Opportunities

We have received platinum and gold level sponsorships from several international companies. Companies and industries have an opportunity for more visibility by becoming sponsors to the IEA2012 Congress. This may be especially useful for companies doing business in Brazil or Latin America or companies engaged in or wanting to be associated with the theme of the conference – Designing a Sustainable Future. We encourage federated societies to contact potential sponsors or to chair@iea2012.org refer them to Marcelo Soares.

5. Welcome, overview the agenda, honoring those who passed away

- Andrew Imada, the IEA President, welcomed the Council members and welcomed Peter Clayton, the Vice Chancellor for Research at Rhodes University.
- No Council member had question on the agenda.
- The Council recognized the contribution of the following ergonomists who passed away in the past year:
 - None

6. Welcome new members

New Council members were introduced.

7. Voting procedures eligibility and roll call

Eric Wang, the IEA Secretary General, checked and counted the participants from the 18 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:

- ADEA: Proxy vote given to Jose Orlando Gomes.
- SOCHERGO: Proxy vote given to Jose Orlando Gomes.
- JES: Proxy vote given to Takashi Toriizuka
- NES: Proxy vote given to Christina Johnsson
- EST: Proxy vote given to Eric Wang.
- IEHF: Proxy vote given to John Wilson.

A total of 32 votes were represented at the Council meeting. The breakdown of the 32 votes is shown on the table on next page.

There are a total of 32 votes out of a possible total of 63 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 2011 Council meeting, a voting item will pass as long as it receives 22 votes.

8. Report by the President

The report was presented by Andy Imada, President of the IEA, gave his report on the goals and achievements of the IEA. ([See full report in Appendix A](#))

- Future of Ergonomics met in March – Executive Committee fully supports this with no preconception of what it will produce and keep strategic objective in mind.
- Three notable points not included in report:
 - 1) First meeting of Future of Ergonomic meeting in Amsterdam in March.
 - 2) In February 2011 met with Marcelo and organizing committee in Recife, Brazil (Karen and Marcelo to add to) Council meeting at Golden Tulip hotel. Established relationships with host organization and developed contract between IEA and host organization. (Contract not initially formed). If something should happen, liability unspecified.
 - 3) Titles: As previously discussed- “Secretary General” changed to “Vice President and Secretary General” and “Treasurer” changed to “Vice President and Treasurer”
- Voting process of By Law was discussed, the following were agreed upon:
 - 1) Call for a writing committee to reorganize rules to send out to a review committee who sends review back to writing committee. Create a proposal and send out to Council before 2012 Council Meeting in Recife. David Caple will head and put together representative committee to do this.
 - 2) Council Member should come to Recife ready to vote.
- Items to change were discussed, the following need further discussion:
 - 1) Create separate Rules (bylaws) and Operating Rules (OR) where OR can be changed by Executive or Councils.
 - 2) Consider changes in Past President and President Elect roles.
 - 3) Incorporate pre-approved Vice President title changes into rules.
 - 4) Incorporated changes provisionally voted in South Africa to meet tax standard.

9. Report on Science Technology and Practices

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

The goal of STP is to promote and coordinate exchange of scientific and technical information at the international level.

- Overview of preparation and visit for Brazil 2012
 - 1) Discussed the work of Dr. Kapila Jayaratne (Sri Lanka) and his research with backpacks –

- invited to be keynote speaker and will be providing collaborative presentation in Brazil 2012.
- 2) Preparing for congress, transportation detail arrangements
- 3) Goal is to focus on innovation and stimulate collaboration
- 4) 13 keynote speakers, 12 accepted.
- 5) Papers/symposium being prepared

10. Report by the Secretary General

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

- Communication with IEA Partners.
- Request for consistent updated contact information.
- Answering IEA endorsement inquiries- promoting “other” conferences with link
 - 1) Endorsement of IEA and “other” conference should emphasize the difference in value.
 - 2) General consensus that it is necessary to clarify procedures and registration of IEA.
 - ◆ Rates and procedures of application
 - ◆ Value Proposition- what we can do to help conferences
 - 3) Concern about companies using IEA logo without permission
 - ◆ must protect interest of IEA logo

■ IEA website

Developed FAQ and answers to website decrease in repetitive email inquiries

IEA website underwent server-technical failure in February, looking into developing security was considered.

■ Responding to various requests from IEA

Responding to outside requests via email was continued. The most frequently asked question is “Joining societies to the IEA?”

■ Documentation of Federal Societies

■ Request to pass along any information as it comes.

- Please inform me passively when the Officers and IEA delegate of your society have been changed.

■ Recruitment

- Wendy McDonald was appointed as an Ambassador to WHO
- Alan Hedge was appointed as IEA representative for Environmental Design

11. Report by the Treasurer

Klaus ZinK, treasurer of the IEA, reviewed the IEA accounts, expenses and revenues for 2010. ([See full report in Appendix D](#)).

- **Overview of 2010 financial performance**
 - 1) IEA’s assets at the end of 2010 totaled \$285,208.
 - 2) The total revenue for the 2010 business year was \$115,020.
 - 3) The total expenditure in Active Cash Account during 2010 was \$66,384.
- **This sum consists of \$9,000 money transfer to ABERGO and \$3,024 travel costs of the IEA 2012 Congress Chair pre-financed by IEA.**
- **Comments on Special Funds and Liberty Mutual Fund**
 - 1) Special Funds - During 2010, there was a contribution of the Japan Ergonomics Society (JES, \$1,066) and another one from 4CA to support a coffee project in Nicaragua (\$10,000). The 4CA fund financed expenditures for this project in 2010 (\$10,000). In addition a contribution of \$5,000 from the IEA (JES Fund) was transferred to the same project.
 - 2) Liberty Mutual Fund - This fund provides financial support for the IEA/Liberty Mutual Award of \$10,000 that is awarded annually. During 2010, a contribution of \$15,000 for 2011 was received in advance. In spite of joint efforts of the Award Committee in 2010 no prize winners could be chosen. Based on these facts we have a balance of \$36,988 in the fund at the end of 2010.
- **Additional comments regarding dues and costs**

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.

- 2) In 2011 we will make the payment process much more comfortable and timesaving. In the future there will be a web based worksheet available to generate some basic information about each federated society and some details on which the determination of the individual dues is based on. After confirmation a detailed invoice is generated automatically and sent to the person in charge. Moreover, with “PayPal” we plan to offer a new possibility for the payment of membership dues. PayPal allows to pay the dues with an individual PayPal account or by credit card. This process makes the collection of dues easy and secure. Because of the service charges we are only collecting dues up to 800 USD with the new payment process. Members whose dues are exceeding 800 USD should continue to use the existing way by transferring the money to the IEA Active Cash Account or pay by check.

Independent from the payment process every society should use the web based worksheet to give the necessary information!

We will inform all members by the time the web based worksheet and the PayPal option will be activated.

3) *Controlling Costs*

- ◆ As a consequence of the additional kick-off meeting the meeting costs inclined. But individual EC members and all officers have sought other sources for travel support. Therefore, the total sum of expenditures could be kept on the same level as 2008.
- ◆ There have been no additional meetings between officers. Instead of face-to-face meetings they have a skype conference nearly every month.

Voting item 1. Approval of Treasurer’s report.

Verna moved to accept the Treasurer’s report.

Mahtun second the motion.

Unanimous acceptance of the Treasurer’s report (Yes = 30, No = 0, Abstain = 0).

12. Report from Auditors

Ernst Koningsveld presented his Auditor’s report ([See full report in Appendix E](#)).

- **Notes the financial standing and that financial records complete without errors.**
- **Suggestions per letter from Ernst Koningsveld and Michelle Robertson**
 - 1) The letter should be sent to council, not treasurer in order to ensure treasurer’s accountability.
 - 2) Currently, IDC funds exist for long time- Earmark for IEA – develop a policy for the spending of these funds. Not encouraging spending all funds in short term.
 - 3) Membership Dues: Attention of all IEA councils to encourage treasurers to eliminate
 - ◆ 20/48 societies had not paid dues- suggests a small late fee
 - ◆ Board and EC pay attention to costs
 - ◆ Council gets insight in the amount of arrears

Voting item 2. Approval of Auditor’s report.

Martin moved to accept the Treasurer’s report.

Gert Zulch second the motion.

Unanimous acceptance of the Treasurer’s report (Yes = 30, No = 0, Abstain = 0).

13. Report on the Professional Standards and Education

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

- **Discussed three sub-committees and progress:**

- 1) Developed website for all communication purposes and begin collection of certification
 - Going to compare certification of bodies and identify mismatches
 - Would like recommendations for IEA endorsement processes

- 2) Good Practices Committee (make available on IEA website)
 - a. Collect information on existing databases
 - b. Exhibit questionnaire
 - c. Considering forming two working groups. (1= links to IEA; 2= Develops ideas for educational databases)
 - d. Currently collecting data and deciphering what in database should be utilized for IEA design
- 3) Directory of Ergonomics Program subcommittee
 - a. Contact information to be updated
 - b. Drafted survey form for internal data. (In process of updating)

Overall, all subcommittees have accomplished more than originally planned. No intent to change original plans, but understand it is a crucial time.

Actions / Resolutions:

All subcommittees are calling for more members to join.

14. Report on International Development

Barbara Silverstein presented her report on International Development ([See full report in Appendix G](#))

■ **Coffee Harvesting**

It is very important to find out how the workers feel when they are doing the work in terms of the weights they are carrying and postures required to do the job, and the methods they are using, and the amount of pain or discomfort they are feeling.

Actions / Resolutions:

Next step in project is working on how to bring the 130 lb coffee bag down more safely.

■ **First lighthouse project**

Help organizations improve competitiveness and industry, but cannot be remiss of how people feel about work that they did.

■ **Water and Sustainability**

Rotary International funding for clean water

■ **Other Projects**

Reached out to 48 institutions in ID countries (Sent guidelines and check points)

Desire for translation in Swahili and Chinese

15. Input from Council on IDC Support

Council provided input on different ways that we could support attendees to IEA 2012. (See full report in [Appendix L](#))

April 3, 2011

Welcome back and Review of the Day

Andy Imada, President of the IEA welcomes back the IEA committee and reviews the schedule for the day.

Andy moves that the auditors report include exoneration of officers.

No need for a second

Unanimous acceptance of the motion to have the auditor's report include the exoneration of the officers (**Yes = 30, No = 0, Abstain = 0**)

16. Report on Awards

David Caple presented his report on Awards. ([See full report in Appendix H](#))

■ **Annual Awards**

1) Fellows Nominations (individuals who contribute holistically)

a. Procedure- Nominees sent to living fellows (need 2/3 vote in favor) and then goes to EC

(need ½ of vote in favor).

b. Nominations by May 1st.

2) Liberty Mutual Medal

a. Bruges- Andy organized workshop to examine suggestions on how to solicit more nominations and demonstrate diversity of applications:

- Promote winners- invite them to speak
- Extend criteria for eligibility (previously for eligibility it needed to be unpublished, now open to any paper published (within preceding year) or unpublished.)
- Translations
- Go beyond self-nominations
- Extend to include health

■ **Triennial Awards (to be awarded in Brazil 2012)**

1) Distinguished Service Award

- Outstanding contribution to promotion and development of IEA

4) Outstanding Educator's Award

- Innovative in Ergonomics education
- Industrial Developing Countries Award
- Extending ergonomics beyond their own borders

4) Ergonomics Development Award

- Innovative in opening up new and emerging areas of ergonomics application

1) K.U. Smith Award

- Student awarded \$2,000.
- Want students to nominate self or professors to nominate.
- Award to be given at conference.

4) President's Award

- To be given by President

Discussion of nominations over 6 month

Ian: Considering additional awards, but nothing further.

Barbara: Research to practice award. Take and translate to broader audiences.

17. Report on Development and Promotion

Ralph Bruder presented his report on development and promotion. ([See full report in Appendix I](#))

■ Merging of the Development Committee and Promotion Committee.

1) **EQUID**

- EQUID procedure developed in IEA was created by experts in field over several years: Design Processes 1.11 (may be obtained by emailing Ralph- not on website)
- EQUID 1.11 might be good in bridging gap between areas and bring together from design and economics. Try to implement ergonomics into process development. Prove that we have integrated ergonomics.

Need flexibility of existing processes or integration, not to bring up a new process or procedure. Should invite different stakeholders.

Product Lifecycle-

Try to convince that it is beneficial to integrate ergonomics. Illustrate that you have to integrate but also illustrate how.

Comments and Concerns

- Martin: Are buyers different?
- Gert Zulch: Notion of fixed stakeholders. (Referring to diagram/metrics presented by Ralph).
 - All phases important- not fixed table. (Ralph's answer)
- Jose: Many books have discussed similar notions. What could be the value?
 - Many books considering first phase and usability. Most companies have two systems. This is not new notion, but implementing the integration of systems.
 - Apply EQUID but make sure you fulfill existing standards.
- New council: Are we just adding what already exists? Is there a change of content, is it moving?
 - Own system in itself, want to invent another system. (Ralph's answer)

Using product rather than system. Product design versus control system. Implication that more concerned with products for consumer market than capital market. (John's comment)
At the moment explicitly related to products.

2) ISO

- Asked ISO how they would like to proceed with new standards in our field.
 - An ad hoc group was established by the chairman Advisory Group of TC 159. The aim of this ad hoc group is to develop proposals for ergonomics process standards addressing different audiences (Executives, Project Management and Specialists in Ergonomics/Human Factors).
 - Group recommended to ISO- should have a balanced view of cycle /safety emphasis. To decipher if we are purely looking at design of products or are we focused in one area. See ergonomics as a broad view.
 - Would like to promote to have a new standard on executive level- convince top management that ergonomics is important and has to be considered in existing process like the product development process.
 - Nice gesture to invite Chairman of TC159 (Georg Kraemer) or Secretary General of ISO (Stephen Kennedy) to Brazil 2012.
- In order to convince top management- Should present landmark examples to share examples of successful integration? (Mustafa's statement)
 - Looking for any examples. Best Practice Data Base

3) Future of Ergonomics

- Proposed in Bruges to have another session in Recife. Look at existing definition, examine environmental aspect of existing definition. Work on paper for external stakeholders.
- Closely linked to IEA governance and changing of our rules and structures.

4) IEA and Governmental Organizations

- Proposed in Bruges- should have some sort of network of organizations working in the field of institutions. Interest in interchanging the experience that people have.
- Define network
- Will have symposium in Istanbul of world safety and health. Monday September, 12 2011.

- List of speakers announced, but still flexibility.
- Looking for input regarding participation for ergonomics and governmental activities.
- People working in governments, and government organizations of the content and working in relation to the government. (Client and Customer side)

- David Caple: Proposes that there are two levels of engagement:
 - Operational level
 - Policy/strategy related level.

Most papers are operational level- idea was for more policy/strategic level.

5) Springer Publisher

Establish a series of excellent PhD thesis in field. Publish in IEA and available online.

Comments and Concerns

- *Mustafa: What about non-English PhD thesis?*

Intention to have more global database, but will look into it.

- *Martin: How long will this take?*

Quality insurance- necessary because it would be published under name of IEA.

- Selection process.
- Springer side procedure versus IEA procedures for selection.

Suggests Springer briefs in the interim to engage and stimulate.

- *Mahtun: Worked with Reference group- could work together with other groups.*

- *Klaus: Many publications in field of ergonomics are in a narrow sense. If we could build up connections with management leadership and Human Resources leadership – then we could sell in broader package and discuss in an easier way.*

We are not only a specialized area, but have a broader field of ergonomics. Make more appealing.

Overall consensus:

Move away from EQUID 1.11 and move forward to EQUID 2.0.

Move forward with Springer Publisher idea.

18. Report on IEA 2012

Marcelo Soares presented his report on IEA 2012 in Recife, Brazil ([See full report in Appendix J](#))

- Website
- Andy Imada gives a review of the location and conference center.
 - Far from hotel. Bid years ago, now the economy is booming and hotel rates have increased. Must take bus to conference center.
 - Busses will be provided and selected for IEA conference members.
- *Program*
 - 13 keynote addresses- 12 have been invited
 - Miguel Nicholelis –keynote speaker for opening ceremony, Marcelo to meet with him Monday, April 11, 2011.
 - Currently receiving proposals for workshops.
- *Deadlines*

- April 15 - Submission for abstract (300-800 words) and proposals.
- Symposium Proposals- Different than proposals for posters/papers
- To guarantee quality- developed technical criteria
- *Registration*
 - Same in Beijing plus \$20
 - Fee includes conference dinner
 - All dates and deadlines online
- *Accommodation*
 - Golden Tulip Hotel
 - Andy Imada gave impression of hotel. Same hotel as IEA Council Meeting. Urged council members to register early
- *Travel Information*
 - Several countries will need Visa
- *Student Exchange/Volunteer*
 - Send correspondence through email
 - Criteria- must be recommended through University or member of the Council

Actions / Resolutions:

Currently looking for sponsorship for the conference.

Communicating realistic expectations and details on website would be helpful.

IDC registration – to be planned by IEA

19. Report on IEA 2015

Christine Waring presented her report on IEA 2015 in Melbourne, Australia ([See full report in Appendix K](#)).

- **Logistics**
 - Bid put in by Human Factors and Ergonomics Society of Australia and New Zealand.
 - Named Triennial Congress of the IEA.
 - Action list and timeline plan in progress
 - Planning to develop satellite workshops for New Zealand and Australia
 - Hold workshops in New Zealand before conference to help people overcome jetlag
 - Next step is looking for congress organizer
 - Scientific program in the works
 - Discussion of theme: “Reaching Out” Looking for input.
- **Dates: August 9-14, 2015**
 - Good weather 15C
 - Does not clash with other academic schedules
- **Communication with IEA**
 - Set up email list which includes EC
 - Organized a wiki-EC invited to join
 - Engage committees at next conference
- **Conference Venue**
 - Opened in 2009 (will be 6 years old in 2015)
 - Massive center (holds at least 5,000)
 - Long way to walk to things

- Flexible and accessible break rooms
- Close to accommodation and city center

- **Scientific Programs**

- Aim to provide as much information about criteria to encourage people to submit papers
- Providing guidance and incentives
- Careful selection of keynote and invited speakers
- Full range of oral and poster sessions and interactive sessions
- Logistics of presentation (print, disc, etc) to be determined by IEA Council
- Podcasts and online texting integrated into conference for those who cannot attend conference
- Cross-cultural sessions encouraging integration
- Ways of communicating at the conference (message boards) to encourage social activity
- Satellite program- encourage participation before, during and after – not just attend congress

- **Social Program**

- Place to get to know each other and network
- Must be affordable and fun and show off Australia
- Possible venues for dinners and parties being explored
- Trips: 12 Apostles, day trips, beaches, wineries

Next steps will be promotion in Recife, Brazil 2012.

Comments and Concerns:

“Reaching Out” theme may include reaching out to the young children and provide exposure for the younger generation, outside of professional ergonomists.

Communicate with universities to set up fellowships for those coming in before or after.

20. Announce Opening for Elections for Officers and IEA 2018

Eric Wang, Secretary General announced the opening for elections for IEA officers which is to take place in Recife, Brazil 2012.

- Requirements for nomination procedures:

- Must be announced at least 9 months before the triennial congress (May 12, 2011)= **Today, April 3, 2011 is formal announcement of opening of IEA officers (President, Treasurer, Secretary General)**
- Formal nomination 60 days prior to triennial congress meeting (December 14, 2011)
- Nomination received in form (January 1, 2012)
- Suggested to adjust formal nomination dates and receiving of nominations to adjusted announcement date

- Requirement for formal written nomination

- Form and candidate’s statement

Comments and Concerns

- Federated society can nominate from another federated society.
- If nominated for one position but not elected, may run for another position
- December 14, 2011 date may be inopportune= strongly encouraged to send in nominations by **December 1, 2011**
- Prior to 2009 election, the President must have been in Executive Council, but rules have been changed from “must have been” to “should have been.”

21. IEA 2018 Triennial Congress

- Fill out conference request form with detailed proposal
- Schedule and dates set

Actions / Resolutions:

Chairs of previous congress to be invited to help in the screening process.

22. IEA 2013 Council Meeting

- Bids to be accepted
- Council's vote will act as a guidance to Executive Committee

Actions / Resolutions:

Executive Committee has final vote

23. Future of Ergonomics

Jan Dul presented his report on the future of ergonomics.

How content of ergonomics could be enlarged or enriched.

We know what the field is but others do not. We are not taken seriously.

Hence the merge of the promotion committee and development committee.

Not so much about the content but how others understand the content.

- *Position Paper*
 - Must develop a position paper- Where is ergonomics? Where should it be in the future? Not for IEA, but can be useful to IEA, associations and individuals.
 - Must come up with results for conference in Brazil
 - Formal progress report

- History of Group

Must consider those in the field, those outside the field and all stakeholders

Established in December 2010.

1.5 day discussion in Amsterdam regarding the main issues of ergonomics and its future.

Create paper and implement others' input into paper. ==> Final paper

Core value of ergonomics-strategic goal of future of ergonomics, not IEA.

We have formulated core of ergonomics with a systems approach with optimization of interactions between humans and other parts of the system. Contextualize problems.

Broad perspectives on humans and systems, but also design driven .

Develop and grow the demands and core values of ergonomics.

We must accept it and expand to others.

Actions / Resolutions:

Council did work in small groups to discuss :1) the definition and core values of ergonomics over the next five to ten years and; 2) strategies for growing the demand for ergonomics. The results of these discussions are summarized in [Appendix L-M](#).

APPENDICES

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

APPENDIX A	President's report
APPENDIX B	Report on Science Technology and Practice Standing Committee
APPENDIX C	Report by the Secretary General
APPENDIX D	Report by the Treasurer
APPENDIX E	Auditors Report
APPENDIX F	Report on Practice Standards and Education
APPENDIX G	Report on International Development Standing Committee
APPENDIX H	Report on Awards Standing Committee
APPENDIX I	Report on Development and Promotion Standing Committee
APPENDIX J	Report on IEA 2012
APPENDIX K	Report on IEA 2015
APPENDIX L	Discussion: Grant of the IDC for Brazil 2012
APPENDIX M	Discussion: Definition of strategies/goals and core values (5-10 years)



International Ergonomics Association

25 January 2011

IEA President's Report
Council Meeting
2-3 April 2011
Grahamstown, South Africa

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This is perhaps the shortest interval between IEA Council meetings in our history. It was just over three months ago that we were together in Brugge for our 2010 meeting. Nevertheless, there have been important developments. We are pleased to be in South Africa to support the 10th International Symposium on Organizational Design and Management (ODAM) and promote ergonomics on the African continent. We thank Matthias Göbel, Rhodes University and the organizing committee for hosting the IEA Council meeting and for their hospitality.

This report has two sections. The first section is a summary of activities in leadership and infrastructure. The second is a recap of activities aligned with our strategic goals.

Leadership and Infrastructure

Future of Ergonomics

As a result of our discussions at our last council meeting, I have commissioned an able team to look at the future of our profession so that we can position ourselves to respond strategically. This has been a high priority for this executive team as we confront the changes that lie before us. I asked Jan Dul to chair this important work, which is a continuation of his work over the past six years. Jan's conceptual orientation and leadership experience make him the ideal leader. This work will coincide with a paper he will present at a plenary talk at the ODA conference and will culminate with a white paper at the 2012 council in Brazil. This work product will be invaluable in guiding our profession, as well as our governance.

Jan's keen observations have distinguished two cycles between mature and developing ergonomic environments. He will begin by getting input from an initial team from the first cycle. This committee includes Ralph Bruder, Peter Buckle, Pascale Carayon, Pierre Falzon, Bill Marras, John Wilson and Bas van der Doelen. Ralph Bruder will play a key role in this team because of his expertise and role as Chair of Development and Promotion. We look forward to hearing the findings of this experienced group at our council meeting. I thank them for their willingness to serve.

Table with 6 columns listing member organizations: All-Ukrainian Ergonomics Association, Chilean Ergonomics Society, Gesellschaft für Arbeitswissenschaft, Inter-Regional Ergonomics Association, New Zealand Ergonomics Society, Società Italiana di Ergonomia, etc.

Registration in Zurich

We have learned that our registration in Zurich comes with requirements for maintaining our tax status. I am extremely grateful to Klaus Zink for his work in identifying these requirements and getting legal advice on how we can comply with these standards. We are working on maintaining our exemption from taxes as a non-profit by meeting these standards. Among these requirements are changes in our rules (e.g., distribution of funds in the event of dissolution) that we will need to discuss in council. Klaus has summarized these changes and we will recommend them for your approval. We are working to consolidate these changes with previous discussions about officers and making the changes as efficiently as possible to avoid multiple submissions.

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

PPCOE

It was a pleasure attending the 9th Pan-Pacific Conference on Ergonomics in November in Kaohsiung, Taiwan to help mark the 20th anniversary year for this ergonomics body. This is a landmark event for the leaders who had a clear vision for an ergonomics conference to meet the needs of regional ergonomists. While the acronym for the event remains the same, there is an important shift in emphasis from occupational to more general ergonomics. This reflects the use of ergonomics that extends beyond occupational ergonomics and safety. Congratulations to Conference Chairs Chiuhsiang Joe Lin, Eric Min-yang Wang, and Honorary Chair Masaharu Kumashiro for a successful event. The IEA and the many international delegates who attended the conference support your efforts.

SEANES

I had the pleasure of attending the first Southeast Asian Network of Ergonomic Societies (SEANES) conference hosted by the Philippine Ergonomics Society (PHILERGO) in December. I was impressed with the organization of the meeting, the quality of the papers and the enthusiasm of the many attendees. The SEANES board decided to proceed with a second SEANES conference in Malaysia by Halimahtun Khalid, who is the new president and conference organizer. This event will be held in July 2012. Congratulations to Rose Seva, Alma Maria Jennifer Gutierrez and Aura Matias for a successful pioneering event in Cebu.

Virtual Visit to Ergonomics Society of Nigeria

In December 2010 I sent a video greeting and congratulations to the Ergonomics Society of Nigeria's 2nd Annual Ergonomics National Strategic Workshop in Port Harcourt, Nigeria. President Samson Adaramola reported on the success of the event with growing interest in the country. Importantly, the event ties ergonomics to the nation's economic development, which includes legislation and national policies on ergonomics, provisions for the physically challenged and ergonomic criteria for goods imported into the country. They also addressed the need for determining national Productivity Order Merit Awards for the country. Unfortunately, we were unable to send an IEA delegate to the event, but we wanted to show our support for developing ergonomics in Nigeria by sending the video message.

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

Halimahtun Khalid and her entire team continue to work tirelessly to get approval from the Malaysian government to recognize an ergonomics society in the country. I wrote a letter of support to the minister expressing IEA's support for their formation and participation in the world community. The latest report on the matter is that it is in appeal and we are awaiting a response. We look forward to HFEM becoming a member of the IEA family.

Activities Related to Strategy B:

Advance the science and practice of ergonomics at an international level

IEA 2012

Congress Chair Marcelo Soares and the Congress Organizing Committee have been working hard on the IEA Triennial Congress for 2012. Karen Jacobs, the Science Technology and Practice Chair, has been working as the Scientific Chair. The conference now has a web presence www.iea2012.org/home and the call for papers has been sent out to the technical committee chairs and delegates. In February, Karen Jacobs, Klaus Zink, and I will visit the site at about the same time that the conference will take place next year. We are looking forward to working with the Organizing Committee, ABERGO and ULAERGO to put on a successful IEA event.

EQUID

Ralph Bruder is working on finalizing and publishing the EQUID document that Council approved in principle into a user-friendly version that council requested. He is working with a designer and publisher to produce a document comparable to the Ergonomic Guidelines. The positive feedback we received on the Guidelines led us to create a similar product for EQUID. Expect delivery in 2012.

IEA/Liberty Mutual Award

As a result of the input from Council at our last meeting, we have instituted several changes in consultation with Ian Noy from Liberty Mutual to increase the visibility of this prestigious award. First, we will now consider papers published within the past year and will solicit the opinions from editors from the top journals in the field and allied publications. Second, we will contact the presidents of each of the federated societies to encourage them and the federated societies to submit nominations. Each of the council members will receive similar information to disseminate through their societies and their personal contacts. We believe these changes will attract the attention and distinction that this award deserves.

Activities Related to Strategy C:

Enhance the contribution of the ergonomic discipline to global society

IEA Lighthouse Project in Nicaragua

Barbara Silvestein, Chair of the International Development Subcommittee, returned from Nicaragua in December after completing the first phase of the participatory redesign of the coffee bean harvesting baskets. This project, which was funded by 4C, the IEA and a special IDC fund from the Japanese Ergonomics Society, has potential implications for improving worker health, enterprise competitiveness and ergonomic profession visibility. We look forward to hearing Barbara's report at the council meeting.

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

We just received news from Marilyn Fingerhut on 24 January that the Who Executive Board passed the Child Injury Prevention Resolution, which included a joint ICOH/IEA/IOHA statement from May 2010. This will be presented to the World Health assembly this coming May for passage. This provides a good foundation for continued WHO/ILO activities on behalf of young workers and all countries in the WHO Collaboration Centers Network. The final resolution has not yet been posted on the web. I will let you know when it becomes available. We are pleased to be able to work jointly with ICOH and IOHA in contributing to the successful passage of Resolution EB 128/19.

Memorandum of Understanding with FPE

Unfortunately, because of scheduling difficulties I have not been able to contact the Foundation for Professional Ergonomics President Valerie Rice to provide feedback from the last council meeting. I will continue to work on council's guidance regarding requirements to approve this MOU.

Plans for the Coming Year

We will continue working on the initiatives described above as they align with our strategic goals. Obviously our highest priority will be to ensure the success of our Triennial Congress in 2012. This will commence with our site visit in February and continue throughout the year.

I continue to believe that we should work on the outcomes outlined in last year's meeting.

1. Realize success and growth of lighthouse projects to demonstrate IEA's support for IDCs.
2. Improve relationships and visibility with: international associations, NGOs, governmental and certification agencies, enterprises and industries.
3. Establish a scalable organizational infrastructure that will allow IEA to grow beyond its current size.

I thank you for your support, welcome your feedback and appreciate the opportunity to serve in this capacity as your president.

Sincerely,



Andrew S. Imada
President

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

REPORT OF ACCOMPLISHMENTS
OCTOBER 1, 2010-JANUARY 31, 2011 AND FUTURE ACTIVITIES
Respectfully submitted by Karen Jacobs, EdD, OTR/L, CPE

Objectives of STP Standing Committee in relationship to IEA Goals & Objectives	Accomplishments for October 1, 2010-January 31, 2011	Possible activities for February 2011-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"> ➤ Provide industrially developing countries with ergonomics knowledge by stimulating the existing IEA mechanisms (e.g. book fund, expert consultants) 		<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"> ➤ Identify future needs for development of ergonomics (e.g. through the Technical Committees of the Science, Technology & Practice Committee) ➤ OBJECTIVE: B2. Facilitate Knowledge Exchange and Collaboration 	<p>Ongoing monthly communication with all TC chairpersons and their respective co-chairpersons has been established.</p> <p>Sent monthly e-mail messages to the TC chairpersons and co-chairpersons about the IEA2012 Congress and encouraged that they promote it to their members.</p> <p>Set up a wikispace for TC communication regarding the IEA2012 Congress. Encouraged TCs to use this virtual communication tool to enhance collaboration between TCs. The URL is: http://2012ieacongressforteachingcommittees.wikispaces.com</p> <p>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>Continued to reinforce the six year sunset rule for the TC</p>	<p>Continue to 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>Will meet with the IEA 2012 Conference Committee at the Congress site in February, 2011 along with Andy Imada and Klaus Zink.</p> <p>International Cooperation: While some TCs have</p>

<ul style="list-style-type: none"> ➤ Support and promote specialized conferences and workshops in collaboration with member societies. ➤ Provide appropriate support of regional groups in ergonomics (e.g. NEES) when this will not conflict with the operations of member societies. <p>STP SC Goal: To support Technical Committees which address specific areas of technical interest in human factors and ergonomics.</p> <p>Monitor the progress of TCs including the appointment of chairpersons and co-chairpersons and tenure in these positions</p>	<p>chairs.</p> <p>Worked with Marcelo Soares, chairperson of the IEA2012 Congress. We held periodic Skype meetings or corresponded by e-mail to prepare for the IEA2012 Congress.</p>	<p>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"> ➤ Promote ergonomics in geographical regions where particular support is needed ➤ Increase public awareness of the benefits of ergonomics through mass media communications 	<p>Dr. Kapila Jayaratne, from Sri Lanka and member of the ECEE TC shared an exciting update with the EC. The Ministry of Education (MoE) hand in hand with Ministry of Health launched the Healthy Schoolbag Campaign with the beginning of new academic year in January 2011. The MoE issued instructions on the implementation of the healthy schoolbag campaign in a general circular to all provincial chief secretaries, provincial education secretaries, provincial, zonal and regional education directors and to all school principals.</p> <p>The registered bag manufacturers have made healthy ergonomic schoolbags available in the market. A list of approved manufacturers were sent to all principals and made widely available to the public.</p> <p>Parents were asked to check that the "Healthy Schoolbag Logo" was present in the bag they purchased for their children.</p> <p>A systematic market surveillance has been enforced to ensure quality and healthy features of the schoolbag.</p> <p>According to Dr. Jayaratne, "Already, educating parents and children have begun at classroom level. Nearly 4 million school children in Sri Lanka will be made healthier. They will choose healthy school bags and change their behavior to adopt ergonomic concepts. General public, media and all the stakeholders of child health welcomed and appreciated our move.</p> <p>I am so proud that as the pioneer of this project, I could make Education and Health administrators, principals, teachers,</p>	<p>Continue to 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>

	parents, school children and bag manufacturers on the need of healthy schoolbag.”	
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Appendix C

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 2010.10-2011.01	Possible activities for the next year (2011-2012)
Communication with Federated Societies <i>IEA Strategic Plan Goal A. To develop more effective communication and collaboration with federated societies. Objective A1. Support the work of member societies. Objective A2. Improve IEA operational effectiveness.</i>	<ol style="list-style-type: none">1. Maintaining and updating the list of IEA council members2. Maintaining and updating contact information of the Federated Societies on the IEA website3. Email the President's newsletters to IEA member societies and council members. The newsletters are also posted on the IEA website (see below).4. Regular contacts with Federated Societies.	<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 newsletters are a major communication effort to keep the societies informed about IEA activities and get engaged in IEA activities.</p>

Last updated: January, 2011

Objectives of the SG	Accomplishments for 2010.10-2011.01	Possible activities for the next year (2011-2012)
<p>IEA Website</p> <p><i>IEA Strategic Plan Goal A. To develop more effective communication and collaboration with federated societies. Objective A1. Support the work of member societies.</i></p>	<ol style="list-style-type: none"> 1. Maintaining and updating IEA website. 2. Add the frequent Q&A on the homepage for the visitors of IEA website. 3. The IEA website server had undergone a technical failure on the service provider side since Feb. 15 and was recovered on Feb.19. 	<p>Continue to maintain and update the IEA website.</p> <p>To avoid unexpected attacked or shutting down of web server, the construction of mirror IEA website is considered.</p>
<p>Organization of Council meetings</p> <p><i>IEA Strategic Plan Goal A. To develop more effective communication and collaboration with federated societies. Objective A1. Support the work of member societies.</i></p>	<p>Organization of the 2011 Council meeting:</p> <ul style="list-style-type: none"> - 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. 	<p>Explore the possibility of using information technology (e.g., Skype or other Internet communication technology) to allow Council members to participate remotely.</p>
<p>Organization of meetings of the IEA Executive Committee</p> <p><i>IEA Strategic Plan Goal A. To develop more effective communication and collaboration with federated societies. Objective A2. Improve IEA operational effectiveness.</i></p>	<p>The EC 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).</p>	
<p>Communication with IEA President and EC members</p> <p><i>IEA Strategic Plan Goal A. To develop more effective communication and collaboration with federated societies. Objective A2. Improve IEA operational effectiveness.</i></p>	<p>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.</p>	<p>Continue to communicate in current way.</p>

Last updated: January, 2011

Objectives of the SG	Accomplishments for 2010.10-2011.01	Possible activities for the next year (2011-2012)
<p>New or emerging ergonomics societies</p> <p><i>IEA Strategic Plan Goal A. To develop more effective communication and collaboration with federated societies. Objective A1. Support the work of member societies.</i></p>	<p>Tracking of contacts with new or emerging societies.</p> <p>Different members of the EC are in contact with specific countries regarding the formation or development of ergonomics societies.</p>	<p>Support new societies that have recently joined the IEA.</p> <p>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>Responding to various requests to the SG</p> <p><i>IEA Strategic Plan Goal C. To enhance the contribution of the ergonomics discipline to global society. Objective C1. Promote recognition of ergonomics discipline.</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.</p>	<p>To be continued</p>
<p>Relationship with WHO, ILO, ICOH, and IOHA</p> <p><i>IEA Strategic Plan Goal C. To enhance the contribution of the ergonomics discipline to global society. Objective C1. Promote recognition of ergonomics discipline.</i></p>		

Last updated: January, 2011

Visits to Federated Societies

Country	Who?	When?	What?
Bruges, Belgium	Andrew S. Imada, Eric Minyang Wang, Klaus J. Zink, Ralph Bruder	Oct.10-12, 2010	1 st Federation of European Ergonomics Societies Conference on Ergonomics (IEA endorsed conference) Andrew gave a welcome address to the conference. Andrew, Eric, Klaus, and Ralph were the Plenary Session Chairs.
Kaohsiung, Taiwan	Andrew S Imada, Eric Minyang Wang,	Nov. 7-10, 2010	9 th Pan-Pacific Conference on Ergonomics organized by Ergonomic Society of Taiwan (IEA endorsed conference) Eric was General Chair. Andrew gave a keynote speech in the conference.
Racife, Brazil	Andrew S Imada, Klaus J. Zink, Karen Jacobs	Feb.20-21, 2011	Site visit and meeting with organizers of 2012 IEA Congress

Bi-monthly Newsletters of IEA President

	When?	Content of letter
1	October'2010	<ol style="list-style-type: none">1. Successful the IEA annual council meeting and first European Conference on Ergonomics in Bruges!2. Announcement regarding the website for IEA2012 http://iea2012.org/.3. New Publications Available: Ergonomic Checkpoints, Ergonomic Guidelines, and ISO Focus+ Interview.
2	December'2010	<ol style="list-style-type: none">1. IEA2012 Call for Papers Now Open!2. Announcement regarding the 2011 IEA/Liberty Mutual Medal Nominations3. Announcement regarding the 2011 Council Meeting in South Africa.

Last updated: January, 2011

IEA TREASURER'S REPORT

January - December 2010

Klaus J. Zink

1. Summary of Financial Performance

1.1. Accounting and banking procedures

As in the past, IEA carried out its financial operations in 2010 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 and opened an account with the “Kreissparkasse” in Kaiserslautern, Germany. Four separate accounts exist:

- In Canada: An Active Cash Account (ACA) into which income was deposited and from which payments were usually made; and two Guaranteed Investment Certificates (GICs) that are interest bearing accounts.
- In Germany: An Active Cash Account (ACA) in combination with a credit card for paying IEA expenditures related to EC and Council meetings.

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 2010 financial performance

- a. Total revenue - The total revenue for the 2010 business year was \$116,156. This revenue included all funds that were deposited into the Canadian Active Cash Account (\$107,729), the German Active Cash Account (\$692) plus the interest earned in the GIC Accounts and exchange values (\$7,735). 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 of both Active Cash Accounts during 2010 were \$67,520. The expenditures can be grouped into eight categories: officers' expenses, standing committee expenses, office/clerical, meetings costs, awards, grants/seed money, 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 (including Seed Fund Receivables). IEA's assets at the end of 2010 totaled \$285,208. 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), Canada	78,266
Active Cash Account (ACA), Germany	6,818
Guaranteed Investment Certificate (GIC)	188,100
Seed Fund Receivables	12,024*
Total	285,208

- 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. 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 six 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.

* This sum consists of \$9,000 money transfer to ABERGO and \$3,024 travel costs of the IEA 2012 Congress Chair pre-financed by IEA.

2. Assets and Equity

Table 2 presents IEA's assets and equity for 2010 and for the previous two years.

Table 2. Assets and equity per 31 December 2010

ASSETS:	2010	2009	2008
Cash Accounts	85,084	43,169	86,679
Term (GIC) Deposits	188,100	181,379	117,388
Seed Fund Receivable	12,024	0	0
Total	285,208	224,548	204,067

EQUITY:	2010	2009	2008
IDC Funds	34,325	38,259	36,262
<i>ESA</i>	5,426	5,426	5,426
<i>HFES</i>	8,496	8,496	8,496
<i>JES</i>	10,780	14,714	13,705
<i>SELF</i>	7,647	7,647	7,647
<i>ESK</i>	1,976	1,976	988
<i>4CA</i>	-	-	-
Liberty Mutual Fund	36,988	21,988	14,687
Loan Reserve	35,000	35,000	35,000
Cash Reserve	178,895	129,301	118,118
Total	285,208	224,548	204,067

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 six special funds are essentially dedicated to that purpose. During 2010, there was a contribution of the Japan Ergonomics Society (JES, \$1,066) and another one from 4CA to support a coffee project in Nicaragua (\$10,000). The 4CA fund financed expenditures for this project in 2010 (\$10,000) and therefore has not to be considered as equity in Table 2. In addition a contribution of \$5,000 from the IEA (JES Fund) was transferred to the same project.
- 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 \$21,988 at the beginning of 2010. This amount was a carry-over from previous contributions and expenditures. During 2010, a contribution of \$15,000 for 2011 was received in advance. In spite of joint efforts of the Award Committee in 2010 no prize winners could be chosen. Based on these facts we have a balance of \$36,988 in the fund at the end of 2010.

3. Revenues

Table 3 presents a summary of IEA revenues during 2010 and Table 4 the revenues "adjusted".

Table 3. Revenues in 2010 compared to previous years

Year	2010	2009	2008
REVENUE:			
Membership Dues			
- Federated and affiliated societies	43,114	41,051	32,815
- Sustaining members	9,975	14,154	16,350
Capitation fees	27,533	2,612	2,424
Interest and exchange value	7,735	11,022	6,003
Contributions (JES/4CA)	11,066	1,997	1,962
Liberty Mutual Fund	15,000	30,000	30,000
Misc	1,733	0	49
Total	116,156	100,836	89,603

Table 4. "Adjusted" revenues in 2010 compared to previous years

Year	2010	2009	2008
REVENUE (Table 3)	116,156	100,836	89,603
REVENUE "adjusted":			
Liberty Mutual Fund			
- Since the amount of \$15,000 for 2011 was pre-paid in 2010, it has to be assigned to 2011 revenue.	(15,000)		
- Since the amount of \$15,000 for 2010 was pre-paid in 2009, it has to be assigned to 2010 revenue.	15,000	(15,000)	
- \$15,000 of the amount in 2008 have to be assigned to the year 2007.			(15,000)
Capitation Fees from 2009 Congress in China			
- This amount has to be assigned to the year 2009.	(26,613)	26,613	
Total	89,543	112,449	74,603

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 2010, there were 48 federated societies and one affiliated society.

Table 5 shows the federated and affiliated societies and the dues paid as of December 31, 2010. Sustaining members fees for 2010 are shown in Table 6. The reduction in 2010 was caused among others by a reduction of the fees from Elsevier from 10,000 USD to 5,000 USD and the withdrawal of the Center for Industrial & Management Engineering Research Resources, Korea.

- b. Capitation Fees – One capitation fee of \$920 was received for the 9th Pan-Pacific Conference on Ergonomics (PPCOE 2010) in Taiwan. The other one is for the IEA Triennial Congress in China 2009 (\$26,613).
- 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 – The amount of this category is based on ICOH's Contribution to Printing Costs for Ergonomic Guidelines (\$1,000), one payment for Ergonomics Guidelines (\$33), royalty for a book publication which has been pre-financed (\$59), cash payments of guests for the council dinner in Bruges (\$642).

Table 5. Dues payments during 2010 by federated and affiliated societies

Federated and affiliated societies			Dues owed	Dues paid	Amount (in USD)	Comments
1	ABERGO	Brazil	'10			
2	ACE	Canada	'10			
3	ADEA	Argentina	'10	'10	50.00	
4	AEE	Spain	'10	'10	197.50	
5	AEERGO	Ecuador	'09; '10			
6	APERGO	Portugal	'08; '09; '10	'08; '09; '10	174.60	
7	AUEA	Ukraine	'10	'10	50.00	
8	BES	Belgium	'10	'10	230.30	
9	ChES	China	'09; '10			
10	CrES	Croatia	'09; '10			
11	CzES	Czech	'09; '10	'09	50.00	
12	ERGOSS	Singapore	'10			
13	ESS	Serbia	'08; '09; '10			
14	ESK	Korea	'10	'10	1,188.39	
15	ESN	Nigeria	'09; '10			
16	ESSA	South Africa	'06 - '10			
17	EST	Taiwan	'10	'10	64.12	
18	GfA	Germany	'10	'10	2,533.00	
19	HES	Greece	'10			
20	HES-J	Japan	'08; '09; '10			
21	HFES	USA	'10	'10	19,348.00	
22	HFESA	Australia	'10	'10	4,704.47	
23	HKES	Hong Kong	'07 - '10	'07 - '10	232.50	
24	IEHF	Great Britian	'10	'10	1,911.68	
25	InES	Iran	'10			
26	IREA	Russia	'05; '06; '10			

Table 5 (continued). Dues payments during 2010 by federated and affiliated societies

Federated and affiliated societies			Dues owed	Dues paid	Amount (in USD)	Comments
...			...			
27	IrES	Ireland	'10	'10	100.81	
28	ISE	India	'10	'10	50.00	
29	IsES	Israel	'10			
30	JES	Japan	'10	'10	5,538.71	
31	LES	Latvia	'10	'10	50.00	
32	MES	Hungary	'08; '10	'10	33,39*	*amount to low
33	NES	Nordic	'10	'10	585.00	
34	NVVE	Netherlands	'10	'10	1,285.89	
35	NZES	New Zealand	'10	'10		paid in 2011
36	OAE	Austria	'07; '08; '10			
37	PEI	Indonesia	'10	'10; '11; '12	150.00	paid in advance
38	PES	Poland	'10			
39	PhES	Philippines	'10	'10		paid in 2009
40	SCE	Colombia	'10			
41	SELF	France	'09; '10	'09; '10	2,513.17	
42	SEMAC	Mexico	'08; '09; '10	'08; '09; '10	300.00	
43	SIE	Italy	'10	'10	805.00	
44	SOCHERGO	Chile	'10	'10	134.52	
45	SSE	Switzerland	'08; '09; '10	'09; '10	832.36	
46	STE	Tunisia	'10			
47	TES	Turkey	'08; '10			
48		Thailand	'10			

Table 6. Contributions of sustaining members in 2008 – 2010

	2010	2009	2008
Diamond Members			
Elsevier	-	10,000	10,000
Platinum Members			
Elsevier	5,000		
Gold Members			
Central Inst for Labor Protection	-	-	1,000
Ctr for Ind & Mgt Eng Res Resources	-	979	1,000
Conservatoire National des Arts et Metiers (CNAM)	In Kind	In Kind	In Kind
Korean Occ Safety and Health Agency (KOSHA)	1,000	1,000	1,000
3M	2,000****		2,000*
Knowles Group	975	975	2,000
Gulf Petro	-	1,000	
Individual Sustaining Members			
Waldemar Karwowski	In Kind	In Kind	In Kind
Martin Hellander	200	(200**)	(200**)
Kazutaka Kogi	400***		200
Jennifer A. Guthierrez	200	200	200
Andrew S. Imada	200		
Total	9,975	14,154	17,400

*paid for 2008 and 2009; **prepaid by royalty contribution to IEA in 2000; ***paid for 2009 and 2010

****paid for 2010 and 2011

3.2 Comparisons with allocated budget

As shown in Table 7, the sum of revenues exceeds the allocated budget in 2010.

Table 7. Revenues vs. Allocated Budget 2010

Revenue category	Revenues (A)	Budget (B)	Difference (A-B)
Membership Dues			
- Federated and affiliated societies	43,114	35,000	8,114
- Sustaining members	9,975	10,400	(425)
Capitation Fees	27,533	-	27,533
Interest and exchange value	7,735	5,000	2,735
Contributions to IDC Funds	11,066	2,000	9,066
Liberty Mutual Fund	15,000	15,000	0
Misc	1,733		1,733
<i>Seed Funds Receivables</i>	<i>12,024</i>	<i>20,000</i>	<i>(7,976)</i>
Total	128,180	87,400	34,732

4. Expenditures

Table 8 presents a summary of IEA expenditures during 2010 and Table 9 the expenditures “adjusted”.

Table 8. Expenditures in 2010 compared to previous years

Year	2010	2009	2008
EXPENDITURES:			
Officers and Administration			
- Office-related expenses	9,601	3,334	273
- Officers - Travel	1,137	9,061	16,431
- Meeting Costs	15,021	3,525	6,157
Standing Committees			
- Development	-	3,801	1,869
- Science, Technology, Practice	886	4,819	0
- Prof. Standards and Education	4,820	4,338	2,918
- IDC	20,213	10,171	3,877
- EQUID	531	10,882	1,170
- Awards	2,520	6,553	1,905
Liberty Mutual Medal/Prize Promotion	0	22,699	3,960
Fees and Bank Charges	767	1,172	543
Seed Money	12,024		
Total	67,520	80,355	39,103

Table 9. “Adjusted” expenditures in 2010 compared to previous years

Year	2010	2009	2008
EXPENDITURES (Table 8)	67,520	80,355	39,103
EXPENDITURES “adjusted”:			
Liberty Mutual Medal/Prize Promotion			
- \$12,000 of the amount in 2009 have to be assigned to the year 2008.		(12,000)	12,000
Total	67,520	68,355	51,103

4.1 Comments on expenditures

Comparisons with the previous year (2009) - As shown in Table 8, expenditures for 2010 totaled \$67,520. Without the IEA support for the coffee project in Nicaragua (15,000) this sum is close to the adjusted one from the year 2008 – a year without an IEA Triennial Congress.

The main expenditures are based on the following points:

- Office-related expenses of \$9,601 which include IEA SG Support for the years 2006-2009 (\$9,000), IEA Commercial Registry Zurich (\$410) and Business Cards (\$192)
- Expenditures related to EC meetings in San Francisco, Bali, and Bruges (San Francisco: \$2,687; Bali: \$247; Bruges: \$12,087)
- The expenses for International Development (IDC) include IEA support for the coffee project in Nicaragua (\$15,000), ergofuture Bali (\$1,000) and other travel support (\$4,213).

4.2 Comparisons with Allocated Budget

As shown in Table 10, the sum of expenditures was carried out within the allocated budget in 2010. There were no expenditures for the Liberty Mutual Award in the year 2010 – that is the reason for the higher budget in 2010 in this category.

Table 10. Expenditures vs. Allocated Budget 2010

Expenditure Category	Expenditures (A)	Budget (B)	Difference (B-A)
Officers and Administration			
- Office-related expenses	9,601	11,000	1,399
- Officers - Travel	1,137	0	(1,137)
- Meeting Costs	15,021	11,600	(3,421)
Standing Committees	28,970	23,130	(5,840)
Liberty Mutual Medal/ Prize Promotion	0	12,500	12,500
Bank Fees and Charges	767	750	(17)
Seed Funds	12,024	20,000	7,976
Total	67,520	78,980	11,460

5. Operating surplus

Table 11 shows the operating surplus of the years 2010, 2009 and 2008, in Table 12 “adjusted” revenues and expenditures are considered.

Table 11. Operating surplus 2010 (compared to previous years)

Year	2010	2009	2008
Revenues	116,156	100,836	89,603
Expenditures	67,520	80,355	39,103
Operating surplus	48,636	20,481	50,500

Table 12. Operating surplus 2010 by considering “adjusted” revenues and expenditures (compared to previous years)

Year	2010	2009	2008
“Adjusted” revenues	89,543	112,449	74,603
“Adjusted” expenditures	67,520	68,355	51,103
Operating surplus	22,023	44,094	23,500

6. Additional comments regarding dues and costs

6.1 *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 reminder letter if subscription dues have remained unpaid for one year, and reporting this fact to the Council if payment is still not received with the expectation of automatic termination of membership.

In 2011 we will make the payment process much more comfortable and timesaving. In the future there will be a web based worksheet available to generate some basic information about each federated society and some details on which the determination of the individual dues is based on. After confirmation a detailed invoice is generated automatically and sent to the person in charge.

Moreover, with "PayPal" we offer a new possibility for the payment of membership dues. PayPal allows to pay the dues with an individual PayPal account or by credit card. This process makes the collection of dues easy and secure. Caused by additional, percentaged costs we are only collecting dues up to 800 USD with the new payment process. Members whose dues are exceeding 800 USD should continue to use the existing way by transferring the money to the IEA Active Cash Account or pay by check.

Independent from the payment process every society should use the web based worksheet to give the necessary information!

We will inform all members by the time the web based worksheet and the PayPal option will be activated.

6.2 *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. As the newly elected EC needed a kick-off meeting with face-to-face communication there was an additional EC meeting in January 2010 in San Francisco.

In Bali the EC meeting was related to the ergofuture conference to support our friends in Indonesia – and only a part of the EC attended.

As a consequence of the additional kick-off meeting the meeting costs inclined. But individual EC members and all officers have sought other sources for travel support. Therefore, the total sum of expenditures could be kept on the same level as 2008. There have been no additional meetings between officers. Instead of face-to-face meetings they have a skype conference nearly every month.

Appendix E

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

March 16, 2011

Dear Professor Zink,

Serving as auditors for the 2010 period for the International Ergonomics Association, we are pleased to inform you that the audit of the IEA financial documents for the 2010 book 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 2010. 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 our questions concerning records, expenditures and transaction and to discuss opportunities for the presentation. It is good to have an overview of several years, so that the peaks in income and expenses can be seen; these are consequences of the years in which IEA Triennial Congresses are held leading to significantly greater expenses during years of the Congress, and capitation fees in a next year. We suggest to keep this way of reporting over the years.

Below we give some comments and suggestions for you and the IEA Executive Committee to consider.

- Some special funds (IDC-funds) are existing for a very long time. Though this money is earmarked to be allocated by IEA in collaboration with the societies that have donated these amounts, we suggest the board to develop a policy for the spending of these funds. Please note that we are not encouraging to spend all funds on short term, but there is a chance that funds are diverted pragmatically.
- Many societies have arrears in their membership dues.
 - First, we ask the attention of the IEA-councillors representing the concerning federated societies to encourage and motivate their own treasurer to eliminate those arrears as soon as possible.
 - Next, we suggest that council gain some insight in the amount of arrears, both per federated society and in total and provide some exchange about the issue. This may not be easy, as the membership dues depend on the income of societies, and the IEA-treasurer may not have all the insight and background. It may not be a large amount, as

most of the large and larger societies have paid. But now, council has is limited as to what should have and potentially come in.

- The total of arrears, if countable, should be taken up in the balance.
- For the future, it would be beneficial if an easier system could be developed soon. This can help prevent situations, for example in 2010, where 20 out of 48 societies had not paid their dues before the end of the actual year. A small charge for late payment (e.g. 10% after 31 december of the actual year) could possibly be considered. Societies with arrears over more than a few years raises the question of what actions should the IEA consider to assist them in due process.

We noted that the board and EC pay attention to controlling the cost of the EC travel and other related EC business costs, and the IEA in general should appreciate these efforts.

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

With best regards,

Ernst A.P. Koningsveld and Michelle M. Robertson
Audit Committee Members

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 (3) sub-committees (SCs). These are as follows:

- Certification SC
- Good Practices Database (GPDB) SC
- Directory of Ergonomics Programmes SC

The Certification SC headed by Peter Budnick (HFES) is assigned to make recommendations regarding mutual recognition among various certification bodies, and to launch review of the IEA certification accreditation process for compatibility with mutual recognition findings. The GPDB SC headed by Yung-Hui Terrence Lee (EST) is assigned to release the preliminary IEA good practices database (the IEA GPDB) for review and comment, and to specify ideas for educational applications of the IEA GPDB. The Directory of Ergonomics Programmes SC headed by Swantje Zschoernack (ESSA) is assigned to update the IEA directory of educational programmes identify ideas for expanding the scope of the directory.

The accomplishments and future plans of each SC are summarized in the next section in a tabular format. Overall, all SCs have been able to accomplish more than originally planned for Y2010, despite the rather late formation of the PSE and its SCs. It has appeared that plans for Y2011 and Y2012 remains unchanged at this point.

Abbreviations

BCZE	: Board for Certification of New Zealand Ergonomists
BCPE	: Board of Certification in Professional Ergonomics
CREE	: The Centre for Registration of European Ergonomists
ESSA	: Ergonomics Society of South Africa
EST	: Ergonomics Society of Taiwan
HFES	: Human Factors and Ergonomics Society
HFESA	: Human Factors and Ergonomics Society of Australia
JES	: Japan Ergonomics Society

REPORT OF ACCOMPLISHMENTS AND FUTURE ACTIVITIES

Milestones of the SC	Accomplishments	Plans for future activities
<p><u>Certification SC:</u></p> <p>The goals of the SC are (1) to make recommendations regarding mutual recognition among various certification bodies, and (2) to launch review of the IEA certification accreditation process for compatibility with mutual recognition findings.</p> <p>The original milestones for Y2010 were specified as follows:</p> <ul style="list-style-type: none"> ● Finalize activity plans ● Develop infrastructure for exchanging information among SC members 	<p>1. With one new representative from HFESA, the SC consists of the following members:</p> <ul style="list-style-type: none"> ● Kazuo Aoki, Chair, Japanese Certification Program, JES ● Peter Budnick, Past President, BCPE ● Matthias Goebel, ESSA ● Ernst Koningsveld, President, CREE ● David Tappin, BCNZE (awaiting confirmation) ● Trudy Tilbury, HFESA <p>Note, the SC remains open to IEA accredited certifying bodies, federated societies with certification functions, and affiliated societies with certification functions; one representative from each organization.</p> <p>2. The SC chair has</p>	<p>The SC will work on the followings in Y2011:</p> <ul style="list-style-type: none"> ● Ask each IEA recognized certification body to provide the criteria they would require in order to recognize another certification body, or a specific a certificate holder from another certification body ● Develop a matrix of provided criteria and identify any gaps between the various bodies' requirements <p>The plan for Y2012 (i.e. complete the review of the accreditation process) remains unchanged at this point.</p>

Milestones of the SC	Accomplishments	Plans for future activities
	<p>developed a web site as a communications infrastructure for the SC members (and invitees). Figure 1 shows the top page.</p>	
<p><u>GPDB SC:</u></p> <p>The goal for the SC is to disseminate ergonomic good practices for educational purposes.</p> <p>The milestones for Y2010 were originally specified as follows:</p> <ul style="list-style-type: none"> ● Finalize activity plans ● Develop infrastructure for exchanging info 	<ol style="list-style-type: none"> 1. The SC chair (Yung-Hui Terrence Lee – EST) hosted a meeting. All SC members (Takeshi Ebara – JES, and the PS&E chair) together with some members from EST participated in the meeting. 2. Based on discussion made in the meeting, the SC chair has developed an organizational framework as well as detailed milestones for coming years. 	<p>It has been proposed to set up two working groups; one for specifying GPDB, another for coordinating and disseminating GPDB for educational purpose. The SC chair and the WGs will work together to accomplish the followings in Y2011:</p> <ul style="list-style-type: none"> ● Call for participants after developing a basic plan and questionnaire ● Establish web-links ● Begin to discuss educational application hopefully holding a workshop <p>The plan for Y2012 will depend on the achievement of Y2011, but the original milestones (i.e. release the preliminary IEA GPDB and specify ideas for educational</p>

Milestones of the SC	Accomplishments	Plans for future activities
		applications) remain unchanged at this point.
<p><u>Directory of Ergonomics Programmes:</u></p> <p>The goal of the Directory of Ergonomics Programmes SC is to consolidate the IEA Directory of Ergonomics Programmes by continuous update/upgrade.</p> <p>The milestones for Y2010 were originally specified as follows:</p> <ul style="list-style-type: none"> ● Specify activity plans ● Establish SC members 	<ol style="list-style-type: none"> 1. As originally planned, the SC chair (Swantje Zschoernack - ESSA) and PS&E chair collaboratively specified activity plans and established SC members. Two experts (Peter Rookmaaker and John Wilson) agreed to join the SC. The SC consists of four (4) members. 2. The SC chair drafted a format for surveying ergonomics programmes currently available in federated countries. The draft was circulated among the SC members for review and comment. 	<p>The original plan for Y2011 appears to remain valid. Following the steps itemized below, the directory of ergonomics programmes will be updated.</p> <ul style="list-style-type: none"> ● Finalize the survey format ● Formally distribute the survey to federated societies ● Collate responses from federated societies – Some interactions may be expected <p>The original plan for Y2012 (i.e. consider expanding the scope of directory) remains unchanged at this point.</p>

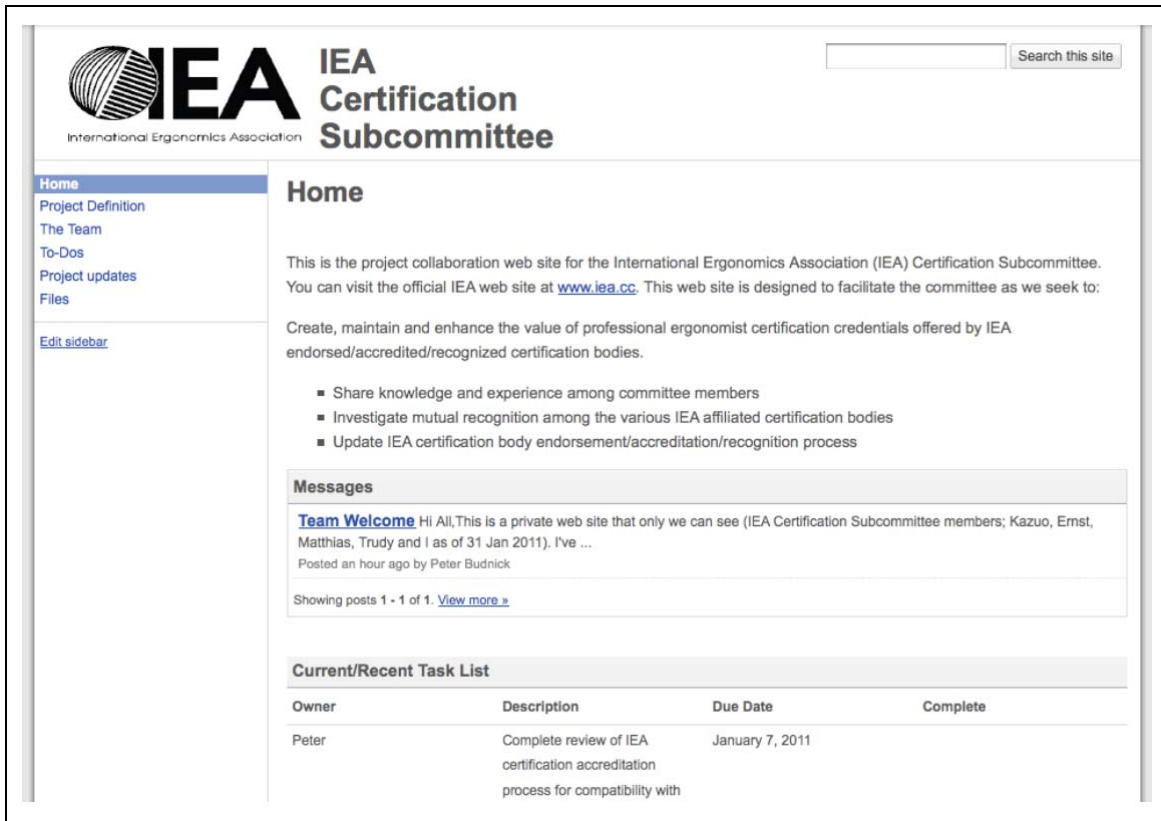
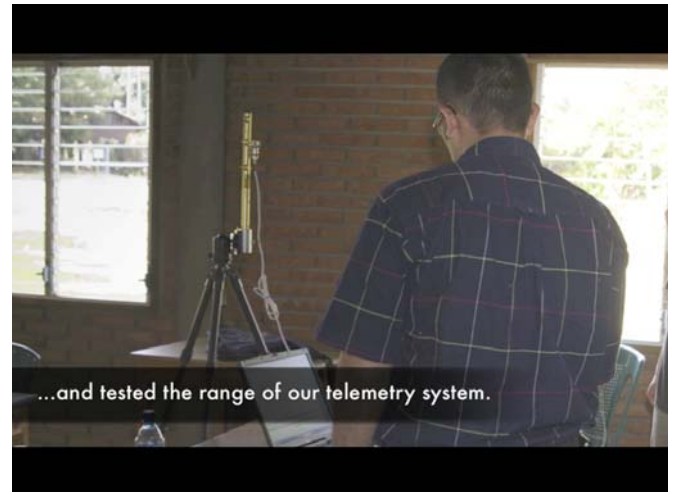


Figure 1: Web site developed for the Certification Subcommittee

Appendix G





The EMG response was calibrated before harvesting began.



Andrea, visiting from the 4C Assoc., gave calibration a try.



And we conducted symptom surveys before they picked.



The harvesters then walked to the fields a half-mile away...



Then it was our turn to pack our equipment to the fields.



Not the most convenient locations for field work...



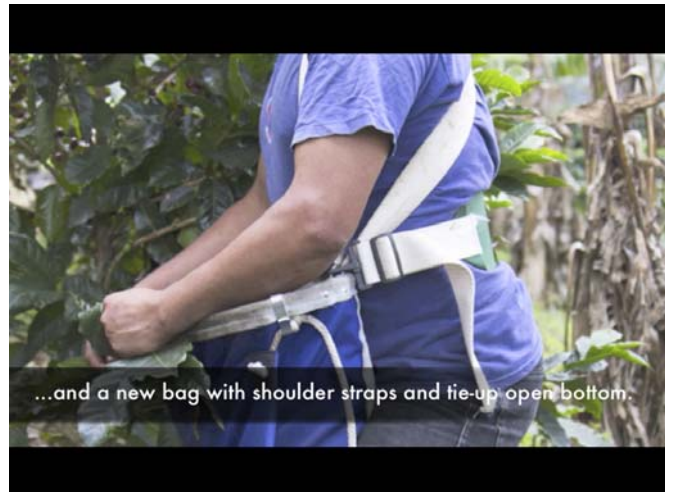
...but we always found a clearing to set up near the workers.



We tracked the physical demand using their current basket.



...a wider basket used in many other Nicaraguan locations,...



...and a new bag with shoulder straps and tie-up open bottom.



When a basket was full, it had to be dumped into a big bag.



The open bottom of the bag made it easier to dump the load.



Symptom surveys were conducted 3 times during the day.



Calibrations were also conducted in the field.



The hardest task was lifting and carrying the 130-lb. bags. They carried them through the fields back to the farm.



Owner, Elite, shares how he grows and brews coffee.



Elite serves his home-grown coffee to appreciative researchers.



Our work at the first farm comes to a close after 4 days.



The US and Nicaraguan team had come together as friends.

Our Thanks To:

*4C Association
IEA and Japan Ergonomics Society
Washington Labor and Industries
Pueblos en Acción Comunitaria
Universidad Nacional Autónoma de Nicaragua
(UNAN-León)*

*Music
"Colors of Life"
DJ Bobo*

Awards Committee Report 2010 - 2011

David Caple

Awards Committee Chair, Past President of the IEA

1. Mission of the Award Committee and objectives for 2010 – 2011.

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 2010-2012 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.
- involve Editors of Scientific Journals to nominate candidates for the Liberty Mutual prize.

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	<ul style="list-style-type: none"> • Fellow Award 	<ul style="list-style-type: none"> • Distinguished Service Award • Outstanding Educators Award • Award for promotion of ergonomics in industrially developing countries • Ergonomics Development Award
Selection by ad hoc committee	<ul style="list-style-type: none"> • Liberty Mutual Medal 	<ul style="list-style-type: none"> • K.U. Smith Student Award • JOSE Best Paper Award
Presidential		<ul style="list-style-type: none"> • 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

Nomination for IEA Fellows have been requested by the IEA President, Andy Imada to all Federated Societies at the end of 2010.

When nominations are received, they will be considered by an IEA Committee of IEA Fellows.

This Committee 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.

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 may have been published in the preceding year or unpublished.
- it should be thirty pages or less (single-spaced using point size 12 with 1 inch margins)

In 2010, 6 research papers were submitted: These were from Latvia, South Africa and USA.. They have been reviewed by the IEA/LM subcommittee, which included 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 only two nominations were received. None of these were considered of sufficient standard. Hence, there was no Liberty Mutual Award given by the IEA for 2010. This has occurred previously in 2005 and 2007 when no Award was given.

The 2010 Council meeting workshopped ideas to increase the number of papers submitted. These ideas have been implemented in 2011.

2.3 Triennial Awards – 2012

Council members are encouraged to offer nominations for IEA Triennial Awards to the Executive during 2011.

David C Caple
Chair,
IEA Awards Committee
April 2011

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 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)

As a consequence of the discussions with the IEA Council 2010 (in Bruges) two new activities had been started within the framework of the SC “Development and Promotion”. The first activity is related to the discussion about the future of Ergonomics as a discipline (Subgoal B1). The second activity is a continuation of the IEA Governance Ad Hoc Committee (led by David Caple, Past-President of the IEA) and is concerned with the future of the IEA as an organization (Subgoal A3).

REPORT OF ACCOMPLISHMENTS AND FUTURE ACTIVITIES

Objectives of the SC	Accomplishments for 2010	Possible activities for the next year (2011-2012)
EQUID		
<p>Handbook of Ergonomics Quality in Design (EQUID)</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>Development of a basic structure for a “Handbook of Ergonomic Quality in Design” which is based on the EQUID approach. This Handbook will include:</p> <ul style="list-style-type: none"> • Guidelines for the usage of EQUID • Case studies on the introduction of EQUID in different fields of application <p>Contact to Professor Landau who will publish the handbook.</p>	<p>Until April 2011:</p> <ul style="list-style-type: none"> • Contacting authors for the EQUID Handbook <p>August 2011: Deadline for the contributions to the EQUID Handbook</p> <p>Until December 2011: Editing and Designing of the EQUID Handbook</p> <p>February 2012: Presenting the EQUID Handbook at IEA 2012</p>
<p>Dissemination of EQUID...</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>Presenting EQUID at different conferences (e.g. German Ergonomics Society 2011; ODAM 2011)</p>	<p>Answering questions from users of EQUID</p> <p>Meeting with TNO and TÜV Rheinland (German organization for certification)</p> <p>Development of an EQUID website (as part of the IEA website) -> ongoing also after 2012</p>

ISO		
Cooperation with ISO <i>IEA Strategic Plan Goal C To enhance the contribution of the ergonomics discipline to global society.</i>	No further activities since IEA Council Meeting 2010 (in Bruges) Status until the IEA Council Meeting 2010 (in Bruges): 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)	Proposal of New Work Items for ISO for Ergonomic Standard on Executive level, Management level and Specialist level
Governmental relations		
Building up a network of experts in governmental organizations <i>IEA Strategic Plan Goal C To enhance the contribution of the ergonomics discipline to global society.</i>	Planning of a Workshop at XIX World Congress on Safety and Health (Istanbul, September 11-15 2011)	Selecting of participants for the XIX World Congress on Safety and Health Compilation of global topics from governmental organizations with relevance for Ergonomics / Human Factors

Future of Ergonomics		
<p>Building up a Sub-Committee</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>The sub-Committee had been established.</p> <p>Jan Dul accepted to become Chair of this Sub-Committee</p> <p>Skype-Interviews had been realized with six experts in Ergonomics on the future of our discipline (January 2011)</p>	<p>January/February 2011:</p> <ul style="list-style-type: none"> • Skype Interviews with all members of the Sub-Committee • First draft of a discussion document • E-mail reactions of all members on the discussion document • Preparation of a workshop <p>February/March 2011:</p> <ul style="list-style-type: none"> • Workshop with core group • First draft of green paper • E-mail reactions of all members on the green paper • Second draft of green paper <p>March/April 2011:</p> <ul style="list-style-type: none"> • E-mail reactions of others on second draft of green paper • Presentation of green paper to the EC/council <p>February 2012</p> <ul style="list-style-type: none"> • Presentation of a paper on the Future of Ergonomics to the public • Sessions on the Future of Ergonomics at IEA 2012

Future of IEA Governance		
<p>Revision of the IEA Rules</p> <p><i>IEA Strategic Plan</i> <i>Goal A To contribute to the development of the Federated Societies</i></p> <p><i>SUBGOAL A3: Stimulate Development of the Ergonomics discipline</i></p>	<p>Continuation of the IEA Governance Ad Hoc Committee</p>	<p>Preparing of alterations for the IEA rules to be presented at IEA Council Meeting in Grahamstown</p>

Recife Hotel Options

Due to the Carnival festival it is highly recommended to book the hotel at least nine months before the congress.



Carnival in Recife and the neighborhood city of Olinda



Congress Venue: Pernambuco State Convention Center



Tourist sites near Recife



Olinda



Porto de Galinhas Beach



Fernando de Noronha Island

Other destinations in Brazil



Iguazu Falls



Rio de Janeiro



Pantanal

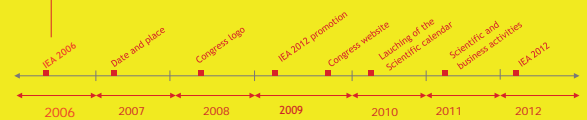


Amazonas

IEA 2012 General Timeline

IEA 2006

Submission and approval of the bid to hold IEA 2012 - 18th. World Congress on Ergonomics in Recife, Brazil.

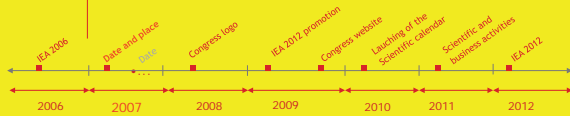


IEA 2012 General Timeline

IEA 2012 Date Decided

February 12 – 16, 2012

The week before Carnival in Brazil.



IEA 2012 General Timeline

Book Congress Venue

Pernambuco State Convention Centre

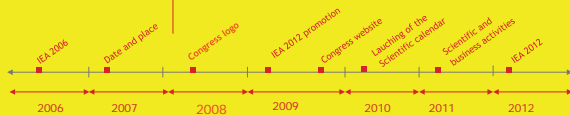


IEA 2012 General Timeline

Congress logo Design

The congress logo was designed considering local culture, environment, city landmarks and the Congress theme:

DESIGNING A SUSTAINABLE FUTURE



Congress logos



Logo application [1]



- Sun
- Sea
- Environment
- Local culture

To be used on:

- Letter papers
- Email head
- Signature
- Website
- Staff t-shirts

Logo application [2]



- Sun
- Sea
- Mangrove [environment]
- Cultural | ecological symbol

To be used on:

- Posters
- Folders
- Newsletter
- Congress Attendee t-shirts

Logo application [3]



- Sun
- Sea
- Bridge [local mark] linking situations

To be used on:

- CD-Rom Proceedings covers
- Brochures
- Congress Program
- Cultural Program
- Congress Attendee t-shirts

IEA 2012 General Timeline

IEA 2012 Promotion

Promotion of IEA 2012 in Beijing, China: an exhibition is promoting the congress and tourism in Brazil distributing brochures and souvenirs.



IEA 2012 General Timeline

Congress website



IEA 2012 General Timeline

Scientific calendar

Congress important dates:

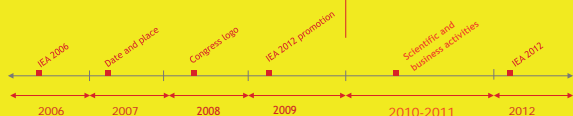
- Abstracts deadline: April, 15th, 2011
- Notification of acceptance: June, 30th, 2011
- Full paper submission deadline: August, 31st, 2011
- Deadline for poster submission: June, 30th, 2011
- Notification of acceptance: August, 31st, 2011
- Deadline for Special Sessions, Symposia and Company case study: June, 30th, 2011
- Notification of acceptance: August, 31st, 2011
- Program on the internet: December, 11th 2011
- Congress in Recife, Brazil: February, 12th to 16th 2012



IEA 2012 General Timeline

Scientific and business activities

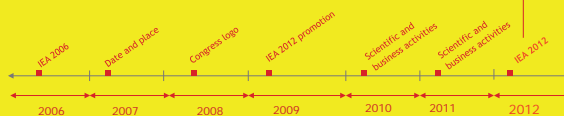
- Notification of acceptance
- Submission of full paper
- Design the scientific program
- Commercialization of exhibition space
- Find out sponsors
- Logistic activities [Hotel accommodation, Social Tours, Transport]



IEA 2012 General Timeline

IEA 2012

- Logistic activities
- Cultural activities
- Congress activities



IEA 2012 Congress Action Checklist

Discuss document



Welcome to Recife, 2012!

Appendix K



The Human Factors and Ergonomics Society of Australia
The New Zealand Ergonomics Society
hosts of the
19th Triennial Congress of the International Ergonomics Association
9 - 14 August 2015
Melbourne Australia



New Zealand Ergonomics Society



2015 Congress Organising Committee Report

IEA Council meeting
2 & 3 April 2011
Grahamstown, South Africa

IEA Council Presentation, Grahamstown, April 2011

2



HFESA & NZES working together

- Members from both Societies on Organising Committee
- Satellite workshops planned for New Zealand (NZ)
- Broader perspective and experience from two countries
- Opportunity for delegates to travel to NZ as well as Australia

IEA Council Presentation, Grahamstown, April 2011

3



Communication with the IEA Council

- Ongoing, open communication with IEA Council is key
- So far we have:
 - Email list including IEA Executive Committee (EC)
 - Organising Committee has a 'wiki' to which IEA EC is invited
 - Communication with EC is already established
- Will engage Technical Committees in Scientific program planning

IEA Council Presentation, Grahamstown, April 2011

4




Congress timing

- Dates 9 - 14 August 2015
- Most suitable time for a Melbourne Congress considering:
 - academic years in northern and southern hemispheres
 - competing events
 - holiday periods and weather
 - better for tourist destinations

IEA Council Presentation, Grahamstown, April 2011

5



Planning

- Action list developed and updated progressively
- Professional Congress Organiser (PCO) to be appointed
 - Request for Tender draft near completion
- Scientific program already on the agenda
- Proposed theme "Reaching out"

IEA Council Presentation, Grahamstown, April 2011

6



Government Support Packages

- City support package signed
- Melbourne Convention and Visitors Bureau (MCVB) package to be signed once a PCO is appointed
 - Communication with stakeholders continuing

IEA Council Presentation, Grahamstown, April 2011

7



Congress Venue

IEA Council Presentation, Grahamstown, April 2011

8

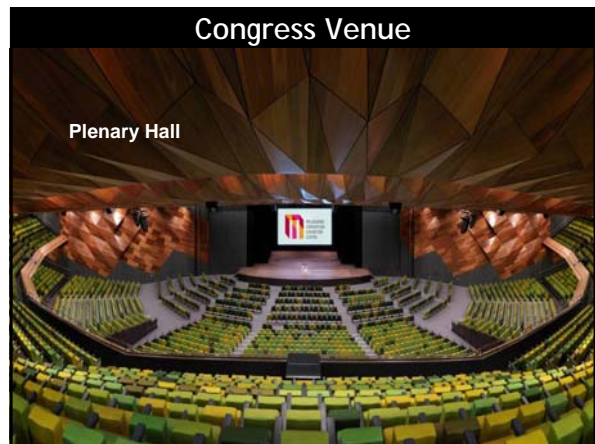


Venue

- Melbourne Convention and Exhibition Centre (MCEC)
 - World's First 6 Star, Green Star, Energy Rated Convention Centre
 - Full AV capabilities in every meeting room
- Hilton Melbourne South Wharf (5-Star) part of the new Convention Centre complex
- 5 - 10 min walk to many hotels (5-star to budget)

IEA Council Presentation, Grahamstown, April 2011

9



Congress Venue

Plenary Hall



Venue

- Flexible Plenary Hall
 - 5,500, 2,500 or 1,500 tiered-seat auditoria
 - 32 tiered-seat meeting rooms for up to 500 delegates
 - Cabaret, flat floor banquet or classroom format
- Grand Ballroom integrated with 30,000m² Exhibition Centre
 - 20 associated meeting rooms and auditoria

IEA Council Presentation, Grahamstown, April 2011

11



Convention and Exhibition Centre precinct

Exhibition Centre

Conference Centre

Hotel



Scientific program

- Ensure highest quality of all presentations
 - Clear, timely instructions for abstracts and papers
 - Guidance on the preparation of written and visual material for oral presentations and posters
 - Incentives e.g. prizes, gifts, glory for high quality presentations
 - Careful selection of Keynote and Invited Speakers

IEA Council Presentation, Grahamstown, April 2011

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Scientific program

- Oral- and poster sessions of similar topics
 - scheduled to coincide wherever possible
- Interactive sessions for smaller Technical Committee (TCs)
- E-proceedings (disc, memory stick, online etc.)
- Printed proceedings
 - To be discussed with IEA Council
- Opportunities for special journal editions

IEA Council Presentation, Grahamstown, April 2011

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Scientific program

- Attempts to optimise new technology
 - Podcasts of key presentations
 - On-line texting
 - On-line real time discussions (cyber conferencing)

IEA Council Presentation, Grahamstown, April 2011

15



Scientific program

- Assistance for participants from IDCs
 - financial, paper/presentation preparation etc.
- Cross-cultural sessions
- New topics for future research/practice
- Spaces for 'spontaneous get-togethers' and meetings
- Message boards

IEA Council Presentation, Grahamstown, April 2011

16



Satellite program

- Workshops, site visits and smaller events
 - before, during and after the main Congress
 - will cater for a range of professional interests
- May be hosted by the NZES and/or the HFESA in different states
- Designed to capture those who can't attend
- Encourage attendance at Congress

IEA Council Presentation, Grahamstown, April 2011

17



Social program

- Designed to facilitate social interaction
- Enjoyable
- Affordable
- Show-casing Australia in different ways

IEA Council Presentation, Grahamstown, April 2011

18

Possible Social Function Venues

National Gallery of Victoria



The Regent Theatre & Plaza Ballroom



Atlantic Group V Waterfront Venues



Melbourne Museum



IEA Council Presentation, Grahamstown, April 2011

Regional Victoria Possible side trips to nearby areas



IEA Council Presentation, Grahamstown, April 2011

20



Accompanying persons

- Day trips to interesting tourist destinations e.g.
 - Penguins at Phillip Island
 - Yarra Valley wineries
- City shopping, galleries and cafes close to venue and accommodation
- Coast line and other activities close to city

IEA Council Presentation, Grahamstown, April 2011

21



**We look forward to welcoming you to the
19th Triennial Congress of the International
Ergonomics Association to Melbourne,
Australia in 2015!**

IEA Council Presentation, Grahamstown, April 2011

22

Discussion: How should we support the IDC for Brazil 2012?

- Direction
 - 1) Maximan \$10,000 in total to give (Each \$500 USD grant for 20 applicants)
 - 2) Criteria: Operational, simple, equitable, transparent
- Councils' opinions about the rule for application:
 - 1) Presented by Veerle.
 - How can you check? Must rely on the fact that people are good
 - Present poster
 - Register for conference
 - Only on-site payment
 - Verification by society that they are truly a member
 - No combination of fees (IEA Council and IDC member) Possible conjunction of lower inscription payment
 - Start with IDC that are the "most needy"
 - 2) Presented by Verna.
 - Discussion of definition of "equitable"- being fair not evenly distributed
 - *Equitable Criteria:*
 - Geographic locations
 - *Women*
 - *Quality of work*
 - Early career researchers (age?) – Avoid disadvantage of women who come in later into the field than men.
 - *Transparency Criteria*
 - Part of transparency means- way for Federated societies to prevent nepotism.
 - Clear selection criteria of paper- committee to be formed by IEA
 - Blind review? – Do not need to come from academia, may come from industry.
 - 3) Presented by David Caple
 - More interested in outputs than inputs
 - Who are you giving money to and what will they do after
 - People who have never left country before- going to Brazil would give them a broader perspective
 - What are they expecting to get out of the experience.
 - Equity- Federated Societies- gateway
 - Some sort of 3rd party referee
 - Layers—
 - Those who can make it on their own---
 - Those who need some assistance-----
 - Those who need full assistance-----
 - if bottom- \$500 will not do it.
 - Federated society money to make up the difference
 - "Twin" Process- Augment award for most needy
 - 4) Presented by Rabi.
 - Target groups
 - Not just want individual can get out, but what IEA can benefit
 - Those who have gone abroad but returned to their countries

- \$500 is not enough- Instead of 20@500 == pay fewer grants but full support
- Rather than look at individual's characteristics- look at outcomes

- Participatory Ergonomic Method- (3) Dots and (1)star

- Most stars-targeting/supporting IEA objectives
- Most marks- Present paper
- Group with most marks/stars- green group (David Caple)
- Next step to amalgamate ideas.
- ctice award. Take and translate to broader audiences.

Discussion: Definition of strategies/goals and core values (5-10 years)

- Presented by Veerle
 - 1) Core Values:
 - Agreed with holistic approach regarding core value of ergonomics, even wanted to make it more holistic.
 - Difficulties in understanding “system performance” and “what does well-being mean?” What does it include? Does it mean personal growth, competency of people?
 - System approach- how do we define it? Is it a life cycle perspective (supply chain in general), or does it include environment and culture, political climate, globalization, social responsibility in general.
 - 2) Strategy:
 - Added value of “grow,” thought it was included in “develop.”
 - Suggested skipping the notion of “grow”
 - External role should be more specified
 - Demand is important but so is the awareness.

Develop the awareness of demand for all stakeholders.

- Presented by David Caple
 - 1) Core Values:
 - Problem with word, “value.” In past experience it has to do with ethics. Maybe confusion is a language issue.
 - Systems approach is a process and methodology -is the way you approach looking at ergonomics. We couldn’t understand if the systems approach was the dominant point and the rest subdominant. Or another model.
 - Is it a design process It is the output that gives ergonomics its credibility and helps explain what the core value does.
 - Concept of participatory ergonomics is fundamental to systems model
 - Issues related to interface design as a fundamental part of design process
 - Created some models to see where it fits and how system works
 - This is why people don’t understand ergonomics- unclear (as mentioned above)
 - 2) Strategy:
 - External world constantly changing- if strategy is for 5-10 years, the emerging issues out there (aging workforce, disability, etc) does this actually provide us flexibility of goal
 - Notion of Push vs. pull
 - a. We try to push it into business
 - b. Awareness versus demand.
 - Need an evaluation process -how do we know we have reached the goal, what will be the measures of success?
 - General awareness of ergonomics around world is increasing (growing amount of best practice)- we can use these as examples and indicators of success.

Relationships between bullet points that have formed various models

- Presented by Margo
 - 1) Core Values:
 - Found it difficult to stay away from context
 - Did not find “50 years of knowledge and skill” be be considered a value
 - Otherwise no major concerns or qualms with values presented

- Add the notion of creating understanding
 - “Develop” implies beginning from ground zero- but do not think we are starting from ground zero, therefore, eliminate “develop” and start with “grow.”
 - Not an easy task to promote to rest of world (in ergonomic language)
- Presented by John Wilson
 - 1) Core Values:
 - Missing the notion of activity and what is human environment relationship. We are trying to improve activity- so it must be included.
 - Should address holistically including risk and performance. However, it is not bad ergonomics if we only assess physical risk. It is opposite of systems approach but does not make it bad.
 - Should not just be seen in performance terms. Missing the notion of cost benefit or value added.
 - Expand “lower risk” to include comfort and satisfaction as well as health and safety
 - Holistic was only one value and human activity and context
 - Idea of “designing for all” considering the effect of technology on people
 - Strategy that must address how we know the future and how to design for the unknowable
 - 2) Goals:
 - Contribution to sustainable development (all aspects of sustainable, not only environmental)
 - Integrate all different perspectives on ergonomics into one coherent view – “holy grail!”
 - Try to make ergonomic standards compulsory- drive ergonomics through standards process
 - Train ergonomics in IDC
 - Make compulsory ergonomics courses in all programs

Actions / Resolutions:

Many clarifications are needed but also extensions.

How do we implement the strategy “develop and grow the demand for the core value of ergonomics in external world (stakeholders, not static, dynamic in future)”?

If we take this as our main strategic goal, how do we implement, what should we do?

- Klaus

28 ideas--> 5 ideas

 - Create value first then sell
 - Speak stakeholder’s language
 - Form strategic partnerships (companies, other professions, politics, media)
 - find champions
 - Introduce ergonomics in schools (even kindergarten)
- Presented by Andrew Todd
 - Good practice: cost/benefit
 - Standards and legislation
 - Education at primary school level
 - Marketing and media- need strategic goals in way to market and present selves to media (links with good practice cost-benefit)
 - Participatory/consumer/ user assessment
- Presented by Ahmed
 - Capture and share success stories/ best practices in industries
 - Present financial implications related to bad practices
 - Showing the immediate cost-benefit of ergonomics interventions
 - Leading top manager to be ambassadors for ergonomics
 - Inviting (local) media to ergonomic conference and increasing media awareness

- Presented by John Wilson
 - Communicate- beyond normal market- topic relevant release from IEA, hot cases to get name out there as long as they are press worthy
 - Infiltrate other professions and disciplines
 - Educate- schools, universities- do we have core or put one in each department
 - Define what we are who we are and what we offer and our name :(
 - Diversify- experts across countries and more than “old, male Northern Hemisphere professors” on committee

Common themes:

- Education (3)
 - Educate- schools, universities ++
 - Education: Primary school
 - Introduce ergonomics in schools
- Media
 - Invite local media to ergonomic conference and increase media awareness
 - communicate topic relevant releases, case studies, marketing, new media
 - marketing media
- Best Practices
 - good practice cost/benefit
 - capture and share success stories /best practice industries
 - showing the immediate cost-benefit or ergonomics interventions
 - present financial implications related to bad practices
- Other
 - Create value first, then sell
 - diversify- experts across countries and more than old, male, northern hemisphere professors on committee
 - standards and legislation
 - participatory/consumer/user assessment
 - define what we are and what we offer
- Strategic Partnerships
 - form strategic partnerships (companies, other professions, politics, media)
 - leading top managers to be ambassadors for ergonomics
 - infiltrate other professions and disciplines
 - speak stakeholders language
 - find champions

Voting:

Most frequently voted and what we are currently practicing to reinforce the topic

- Education- most stars
 - a. web based
 - b. must educate other professors and school children
 - c. Decline in presence in schools but increase in job opportunities (disconnect)
- Media- communicate topic relevant releases, case studies, marketing, new media
 - a. Annual ergonomics Canada magazine- proactively send to all top companies
 - b. Southeast Asia- must relate media to VIP- if VIP come, then the media does as well and the impact is very different
- Form Strategic Partnerships (companies, other professions, politics, media)
- For all topics, necessary to speak stakeholder’s language and develop a language that is understood.