



## MEETING OF THE IEA EXECUTIVE COUNCIL

October 28-29  
 Medellin, Colombia  
 Medellin Intercontinental Hotel  
 Sucre Room

### Minutes

#### Attendees:

Yushi Fujita, President (YF)  
 Kathleen Mosier, Vice-President and Secretary General (KM)  
 Jose Orlando Gomes, Vice President and Treasurer (JOG)  
 Michelle Robertson, Communication and Public Relations Chair (MR)  
 Ernst Koningsveld, IEA Historian (EK)  
 Sara Albolino, IEA 2018 Chair (SA) (Day 2 pm)  
 Giulio Toccafondi, IEA 2018 Co-Chair (GT) (Day 2 pm)  
 Maggie Graf, Director (Day 1 and Day 2 am)

#### Regrets:

Eric Min-yang Wang, Past President (EMW)  
 Andrew Todd, International Development Chair (AT)  
 Frederick Tey, Professional Standards and Education Committee Chair (FT)  
 Thomas Alexander, Science, Technology and Practice Chair (CS)  
 Takashi Kawai, ICT AdHoc Committee Chair (TK)  
 Sarah Sharples, Future of HF/E Chair (SS)

#### Call to Order October 28; 9:10 am local time

Agenda item	Resp	Discussion, Decisions and Action Items
1. Approval of Agenda	YF	<b>The agenda was approved as amended by unanimous consent. Note: Skyped reports will be organized according to the availability of the presenter</b>
2. Approval of the Minutes of Feb, 2016	YF	The Feb. 2016 EC meeting minutes were circulated to EC via email. Edits received from the Executive Committee members were incorporated. Per the IEA Operating Procedures, the minutes were approved.
9:30 3.	AT	<p>IDC update via skype. (<i>Reference: International Development Committee Report - Medellin 2016</i>)</p> <p>Goals were (from Feb 2016):            Short term – be consistent with FofHFE – enhance engagement with stakeholders by making them aware of what we’re about and start facilitating educational programs in IEA in countries with small societies.</p> <ul style="list-style-type: none"> <li>- Help from IEA execs – started having round-table discussions with FSs and encouraging others – in India, Croatia, Poland, Peru, ErgoAfrica, ULEARGO.</li> <li>- Societies want IEA to listen and understand their issues and problems, interact with stakeholders, aid in development of HFE programs in education and regulations, standards.</li> <li>- in process of developing framework emerging from activities above</li> </ul>



		<ul style="list-style-type: none"> <li>- we need to work more closely with networks to identify issues and challenges, provide support, share and formalize ideas/ work (e.g., for GEM). Developing MOUs with FEES, ULEARGO, to formalize plans to work together.</li> <li>- ErgoAfrica is in process, going to SEANES in Dec. to develop plans. AT will present plan for ErgoAfrica at Council meeting. It is organized similarly to IEA, with standing committees.</li> <li>- Continuing education - if we want to have long-term impact, we have to create critical mass of experts/educators; ensure research is addressing practical problems in the area. IEA should facilitate change and identify local experts, develop educational programs. Have had some success in Algeria, Peru and Latin American network. Another step is formation of BRICS network. Have submitted first joint research application, and having first meeting in Beijing. Thanks to YF, JOG and AT for efforts.</li> <li>- Working with MR on how to disseminate conference proceedings for IEA endorsed/sponsored conferences</li> </ul> <p>Long term – development of framework and protocol for intl. development that was flexible and adaptable</p> <ul style="list-style-type: none"> <li>- Based on work above, experiences, F of HFE</li> <li>- Developed framework for implementation of F of HFE</li> <li>- Protocol for implementation of plan</li> <li>- Establishment of F of HFE Task Force</li> <li>- Using protocol in activities/societies/countries above.</li> </ul> <p>Comment – point out in report to Council the types of stakeholders we have identified, met, will pursue</p>
<p>10:00 4.</p>	<p>YF for TA</p> <p><b>YF</b></p>	<p>STP update (<i>Reference: STP chair's report Medellin</i>)</p> <ul style="list-style-type: none"> <li>- YF described Thomas Alexander, new STP chair. Christopher Schlick has passed his action plans to TA. They may be extended into next term (e.g., the Handbook may not be completed during this term). The Handbook will be in commemoration of Christopher.</li> <li>- MR suggested aligning book chapter authors with TCs (Chairs). MG suggested we find way to disseminate cheap/free to widest audience. KM suggested we publish it ourselves via IEA Press and electronic publication. JOG commented to ensure high-quality content. MR suggested electronic distribution by authors (CRC allowed each author to distribute 10 copies to individuals or libraries. With all of our authors, we could have wide dissemination. JOG suggested we find best dissemination method by country, etc.</li> <li>- MG – handbook will define what HFE is and its future. Could also define content of HFE educational programs. MR noted that the strategy of having certification exams based on HFE scientific literature is the current process for BCPE in US.</li> <li>- Council members may have questions about the implementation of plan for the handbook</li> <li>- JOG points out that the handbook is part of revitalizing STP. The handbook is also part of definition of IEA.</li> <li>- YF – related to role of ICT Director – could have role larger than managing website – could have say in contents, organization of the IEA website. He may need supporting committee to help him.</li> </ul> <p><b>ACTION ITEM – WORK WITH THOMAS TO DEVELOP WELL-DOCUMENTED PLAN FOR HANDBOOK BY NEXT EC MEETING.</b></p>



		<ul style="list-style-type: none"> <li>- Meeting with Sara and Riccardo to define parts of IEA2018 program. Aiming for highest quality Congress that is impactful and reaches out to related communities.</li> <li>- Goal to expand IEA's interdisciplinary network – including ISO TCs</li> <li>- Relationship with ISO – clarify relationship, provide ISO/TC159 with ideas for future standardization</li> <li>- TCs are not always active. YF suggested we create new TCs for emerging areas.</li> <li>- Already formed: Ergonomics and Design for all and Advanced Imaging</li> <li>- Christopher Schlick suggested Human-Robot Interaction and Neuroergonomics</li> <li>- YF suggested new ad hoc committee to form TCs on cutting-edge technologies. Leader can be TA or TA can suggest leader. JOG comments that we need to be more proactive to identify needed TCs.</li> <li>- We need to identify appropriate, quantifiable outcomes. E.g., is EQUID a standard? Ergonomic practices? Accomplishments?</li> <li>- We need to ensure that TCs are engaged in IEA2018 if they want to remain viable with IEA. There were problems with IEA2015 – not enough participation, reviewing, etc. by TCs.</li> <li>- MR - encourage and support organized joint TEC sessions at Congress; lengthen the Congress program for the full week (including Friday) to minimize the number of parallel sessions. Unique round table and interactive sessions being proposed, including HFE science interactive demonstrations.</li> </ul>
11:15 5. Review of voting items	YF	<p>Updates and review of voting items</p> <ul style="list-style-type: none"> <li>- By-law change – move registration to Geneva</li> <li>- Application from Uruguay</li> <li>- MOU between International Commission on Occupational Health Scientific Committee on Occupational Health for HealthCare Workers (OH-HCW) and the IEA Healthcare Ergonomics TC</li> <li>- Permanent Secretariat</li> <li>- Next Council meeting – proposal from Singapore in conjunction with 30<sup>th</sup> Anniversary Human Factors Symposium and the XXI World Congress on Safety and Health at Work. FT agreed to this schedule: <ul style="list-style-type: none"> <li>- Aug. 29-30, 2017 - 30<sup>th</sup> Anniversary Human Factors Symposium</li> <li>- Aug. 31-Sept. 1, 2017 – IEA EC Meeting</li> <li>- Sept. 2-3, 2017 – IEA Council Meeting</li> <li>- Sept. 3 (evening)- 6, 2017 - XXI World Congress on Safety and Health at Work</li> </ul> </li> <li>- Ergo Africa – possibility of electronic vote because proposal wasn't distributed ahead of time</li> </ul>
11:40 6. Financials	JOG	<p>Financial report – (<i>Reference: Treasurer's Report IEA2015 20160825 Final</i>).</p> <ul style="list-style-type: none"> <li>- IEA has accounts in US and Canada – Canadian dollar devalued so we have some loss</li> <li>- Most revenue comes from FS dues and sustaining members</li> <li>- JOG will separate out officers and standing committees for travel to track.</li> <li>- Financial performance is not improving – we need to explore new funding sources, seek better banking services than Scotia Connect (Canada). Moving funds to US bank.</li> <li>- 2016 interim report – membership dues and sustaining membership dues still coming in, seed money distributed to IEA2018.</li> <li>- GIC investments (renewable every 6 months) are still in Canada. The plan is to move them eventually</li> <li>- We need to send IEA invoices during first quarter, consider website expenses as</li> </ul>



		<p>investments in communication tool, find new sources of funding</p> <ul style="list-style-type: none"> <li>- KM – think of venues that might have potential sponsors - e.g., ErgoCon</li> <li>- MR - Applied Ergonomics Conference is highlighted by FEES; consider another practitioner audience</li> </ul>
12:30		Lunch
1420	JOG	<p>Auditor's report (voting item) – report is submitted and signed (<i>Reference: IEA -2016 Audit Report signed</i>)</p> <ul style="list-style-type: none"> <li>- Future of IEA – promote future activities of IEA around the world.</li> <li>- Break out expenses of travel in terms of purpose</li> </ul> <p>JOG will present auditor's report at Council meeting</p>
1450 7. Council meeting & Web	KM	<p>VPSG updates – (<i>Ref: VP_Sec.Gen._Report 2016</i>)</p> <ul style="list-style-type: none"> <li>- Details for Council meeting and activities</li> <li>- Communications and website</li> <li>- Website - Internal Access area details</li> <li>- Download sections and the Archive section.</li> <li>- <u>Building a platform that allows our successors to rely fully on the website.</u></li> </ul>
1500 8. F of HFE	KM for SS	<p>Future of Human Factors and Ergonomics (F of HFE) Taskforce Membership – Sarah Sharples has agreed to lead this Task Force. Andrew Todd and Andrew Thatcher are part of Task Force. Sarah plans to invite Mica Endsley, Waldemar Karwowski, Kentaro Kotani and Paolo Antonio</p> <p>Planned Activities - We will review and agree to a matrix that will outline potential actions against each of the selected priorities from the previous FoE activity.</p> <p>We will also run mirror exercises of the activity that you are holding in Colombia. Sarah will do a similar exercise as part of a workshop she is running in Australia in early November, and will ask others on the committee to do the same so that we can start to build up some baseline data.</p> <p>For each action we will prioritise for different countries/circumstances. Sarah anticipates a 'hierarchy of needs' will emerge, where different countries have very different priorities. An observation is that the FOE paper is quite western and focuses on developed countries. We need to address this.</p> <p>In addition, we need to be realistic that any major activities will require resources. This may be for the development of professional resources to be on the website, development project of new methods to embed HFE thinking, or travel costs to support ambassadorial and policy influencing activities. There is lots that could be done, but we need to be realistic about how much can be done on a volunteer basis.</p>
	KM	<b>ACTION ITEM: DATA COLLECTION DURING COUNCIL MEETING.</b>
1530 9. PSE - Certification	MG	<p>PSE update – Certification</p> <ul style="list-style-type: none"> <li>- set up Google groups discussion group with minimal response</li> <li>- developed of list of certification by country, documents on certification</li> <li>- many documents are quite complex and difficult to understand – technical English; others are out-of-date, particularly around core competencies</li> <li>- IEA endorsement process – complex and needs to be specified on flow chart</li> </ul>



		<p>MG created document matrix that specifies which documents answer which questions.</p> <ul style="list-style-type: none"> <li>- we need an Ergonomics Certification page on the website</li> <li>- the process for endorsement of certification systems and the application form for this need to be cleaned up</li> <li>- suggested applicants may attend a Council meeting to give information for IEA endorsement of certification process</li> </ul> <p><b>FT/MG ACTION ITEM: MAGGIE WILL INTEGRATE APPLICATION FORMS AND RECOMMEND A PROCEDURE AND APPLICATION FORM. STREAMLINE AND CLARIFY APPLICATION FORMS. WE WILL TEST THE NEW FORMS ON SOUTH AFRICA.</b> (see also FT report below)</p> <ul style="list-style-type: none"> <li>- another issue is mutual recognition among certification bodies</li> <li>- IEA can provide the overall body that recognizes 'comparable' certification bodies. YF questions whether we can say anything about comparable quality in the certifications from different organizations.</li> <li>- Another issue concerns people with narrow focus – how much basic HFE knowledge should be required. What are core competencies?</li> <li>- We need to encourage more applications. Do FSs see this as important? Some DCs see obstacles in application process</li> </ul> <p><b>MG/FT ACTION ITEM: IDENTIFY A CORE GROUP TO WORK ON IMPROVING CERTIFICATION/ APPLICATION PROCESS.</b></p>
1640		
<b>Adjourn</b>		
<b>DAY 2</b>		Note: Skyped reports will be timed according to presenter availability
9:00	YF	Call to order
10. ICT	KM for TK	<p>ICT update (<i>Reference: Annual Report ICT 2015-2016</i>)</p> <p>YF – clean up Internal Access functions – get rid of the ones we don't use.</p> <ul style="list-style-type: none"> <li>- get rid of dropbox folder</li> </ul> <p>EK – email addresses – the IEA email addresses don't work so well, but it seems unprofessional to use personal email addresses. We need a better interface to use the iea.cc accounts and have our 'sent' email come from iea.cc. Can we set up the account so you can choose where it comes from. MR and MG – are trying to get emails from IEA website forwarded to another email address.</p> <p>YF/JOG – if we want to store a large number of documents, we should have our own server. Q – how much space do we have on the website? How do we ensure security?</p> <p><b>KM/TK ACTION ITEM: ASK TK ABOUT OBTAINING MORE SPACE FOR STORAGE. SPECIFICALLY, BECAUSE THE WEB SERVER IS NOT DESIGNED FOR ARCHIVING DATA, SHOULD WE CONSIDER INTRODUCING A FILE SERVER.</b></p> <p><b>KM/TK ACTION ITEM: ASK TK TO ESTABLISH A MORE COMPLETE E-MAIL SYSTEM, ESPECIALLY SO THAT WE CAN CHOOSE 'IEA.CC' AS THE 'SEND' ACCOUNT AND AVOID THE USE OF PERSONAL ACCOUNT (e.g. gmail).</b></p> <p><b>KM/TK ACTION ITEM: UPDATE TC PAGES BASED ON NEW REPORTS</b></p>
11.	FT via	PSE update via skype – Education ( <i>Reference: IEA Education Updates 25102016</i> )



PSE - Education	skype           <b>KM/FT</b>	<ul style="list-style-type: none"> <li>- FT sent emails to societies to ask about ergo courses offered in their countries. Only a few societies responded (try through broadcast mail?)</li> <li>- Very few countries offer courses in English</li> <li>- FT wants to create database of education/courses</li> <li>- JOG suggested that countries may not respond with list of courses because of legal/political issues in identifying some courses and not others.</li> <li>- MG/JOG suggested to check society web pages to see whether they provide links to courses/ programs, and to check with networks also</li> </ul> <p>YF suggested problems with certification applications</p> <ul style="list-style-type: none"> <li>- FT - we need to ensure that applicants are updated on progress of application</li> </ul> <p>Proposal for hosting the 2017 Council meeting -</p> <ul style="list-style-type: none"> <li>- reviewed presentation to host meeting in Singapore in conjunction with symposium and international safety congress.</li> </ul> <p><b>ACTION ITEM: IF SINGAPORE IS SELECTED TO HOST THE MEETING, IDENTIFY SPEAKERS FROM EC AND COUNCIL FOR SYMPOSIUM PRIOR TO EC MEETING</b></p>
12. 1050 DPC	YF	<p>DPC update</p> <ul style="list-style-type: none"> <li>- Appointed chair has stepped down and position is vacant. YF will appoint new chair as needed</li> </ul>
13. Awards	YF for EMW      <b>YF/KM/EMW</b>	<p>Awards update</p> <p>YF has prepared presentation material for Council.</p> <p><b>ACTION ITEM - NEXT YEAR - CHANGE PROCESS SO THAT NOMINATIONS WILL BE SENT TO VPSG AND PASTPRES</b></p>
14. CPR	MR	<p>CPR update - <i>(Reference: IEA annual 2016 CPR report Robertson)</i></p> <ul style="list-style-type: none"> <li>- CPR mission - promote awareness of IEA and HFE &amp; disseminate info</li> <li>- Goals - establish external relationships, enhance communication, engage with standing committees</li> <li>- Formed CPR committee - prioritized activities</li> </ul> <p>GEM - solicited activities and posted article on IEA website, highlighted histories, activities. Some activities may be appropriate for Ergonomics in Practice. Educational materials promoting and defining the HFE field are being provided, including case studies (FEES). Webinars are also being broadcast.</p> <p>MR created matrix of activities and outcomes - MOUs and other relationships with external organizations</p> <ul style="list-style-type: none"> <li>- Wants to develop relations by highlighting what we can offer to entities</li> <li>- Education - Status of ergonomics education across the globe - decreasing in many countries; quality/length of 'ergonomics training' decreasing</li> <li>- Professional societies and scientific committees</li> <li>- Certification bodies</li> <li>- Highlight what TCs are doing</li> <li>- HSI, NIOSH - Total Worker Health</li> </ul> <p>Distribution of IEA endorsed conference proceedings to IDCs with follow-up on how it is used and by whom</p> <ul style="list-style-type: none"> <li>- JOG suggested societies put proceedings on their own website or on IEA website. MR</li> </ul>





		<p>suggested that after a year (embargo), the proceedings should be available online – this can be tricky and we need to consider copyright issues as well as publications fees gained from the conference</p> <ul style="list-style-type: none"> <li>- KM – some societies charge for proceedings</li> <li>- YF – fundamental idea is good – we want IEA to be portal to information. HE pointed out difference between sponsored and endorsed conferences – sponsored conferences involve seed money. Capitation fees apply to sponsored IEA conferences and the Triennial Congress.</li> <li>- JOG – objective is to disseminate materials – there may be other more efficient methods</li> </ul> <p><b>ACTION ITEMS FOR FOLLOW UP –</b></p> <ul style="list-style-type: none"> <li>- UPDATE GEM ARTICLE FOR NOV. 1 (highlight promotional and educational activities)</li> <li>- COMPLETE MATRIX</li> <li>- SELECT IEA ENDORSED/SPONSORED CONFERENCE PROCEEDINGS FOR TEST CASE</li> <li>- CAN WE STORE TC PROCEEDINGS ON TC WEBPAGES</li> </ul> <p>MR would like to be involved in F of HFE – perhaps as ex officio member – to track, promote, and publicize appropriate activities</p>
1230		LUNCH
1425 15.	EK	<p>Historian update – (<i>Reference IEA history – progress report September 2016</i>)</p> <p>Roles – IEA History Book – updates and coordinates</p> <ul style="list-style-type: none"> <li>- plan for 2<sup>nd</sup> volume – digital, EK will edit</li> <li>- publish in 2019</li> <li>- needs no budget at this stage but will need some resources for publication</li> </ul> <p>IEA Archives – need for high-quality archiving is large</p> <ul style="list-style-type: none"> <li>- located at CNAM</li> <li>- diverse quality - some old documents are degrading, others are incomplete. Some years are very sparse</li> <li>- needs – focus on essential documents only for CNAM and create electronic archive for other documents</li> <li>- EK has organized structure for electronic archives <ul style="list-style-type: none"> <li>o Council minutes since 1964</li> <li>o Annual reports – all but 2 are there (1991 &amp; 200 are missing)</li> <li>o Triennial reports – 2 missing (1991 &amp; 1994)</li> <li>o Triennial congress reports – many missing</li> <li>o Eventually we will need more cloud storage space</li> <li>o Need new MOU with CNAM that doesn't depend on Pierre Falzon. Goal is to scan and archive all relevant documents during this term</li> </ul> </li> </ul>
1455 16. Triennial Congress	SA	<p>IEA 2018 Triennial Congress update – joint congress of European societies</p> <ul style="list-style-type: none"> <li>- Organizers have gotten several sponsorships from large organizations</li> <li>- Series of events and workshops to promote congress</li> <li>- Use industry sectors + TCs as organizational scheme</li> <li>- Want to involve IEA – especially TCs - in organization of congress and obtaining sponsors</li> <li>- Opening session may be in main area of Florence, involving outsiders and conference attendees.</li> <li>- Wants to collect visual abstract – 2 min video of work and story behind work</li> </ul>



		<ul style="list-style-type: none"> <li>- HFE Café – stories and history of human factors</li> <li>- 4 full days – Sunday nite is opening reception – M-Th full days (Friday morning?)</li> <li>- Also want to invite heads of organizations in target sectors to speak</li> </ul> <p>JOG suggested publicizing congress at Latin American and other conferences.</p>
17. President's Discussions	YF	<p>President's update and Strategic discussions</p> <ul style="list-style-type: none"> <li>- much of our spending is on travel – but we also have contributions from JES and FSs</li> <li>- starting to do video participation, and also to collect information about the conferences from organizers. We can use the info for articles, communication. Could be placed on website</li> <li>- EC meetings- best if held in conjunction with conference or event</li> </ul> <p>Move to Geneva – may need to have formal MOU with Swiss Ergo Society to ensure continuity of registration, signatures, bank account, etc.</p> <p>Website supported by JES – they agreed to do so for 9 years (2012-2021)</p> <p>Relationships with External Organizations</p> <ul style="list-style-type: none"> <li>- working to increase stakeholder involvement – projects/ research coordinated by IEA</li> </ul> <p>Relationships among Ergo. Organizations and societies</p> <ul style="list-style-type: none"> <li>- enforce networking as means of interaction with IEA</li> <li>- MG commented that it is a constant issue that larger societies are not always content because the majority of resources go to smaller societies</li> </ul> <p>Enforce balance in disciplines – many orgs/societies are coming to us that are narrow in focus. We don't want to lose balance among disciplines. We could encourage these groups to affiliate with a broader FS.</p> <ul style="list-style-type: none"> <li>- It was pointed out that network presidents/chairs should have formal role in IEA. Right now they have no formal say in governance (no vote).</li> </ul> <p><b>ACTION ITEM: YF/JO MEET WITH REPRESENTATIVES OF SWISS ERGO TO ENSURE THAT THEY WILL CONTINUE PROVIDE A SWISS RESIDENT DIRECTORS IN THE FUTURE.</b></p>
18. Other Business	SA	SA gave some information on possibility of MOU with ISQua (International Society for Quality in Health Care). She will work on the MOU and submit later.
19. Next Meeting	YF	YF received invitation from Poland. We will ask at Council meeting for hosts for the next EC meeting.
1720 Adjourn		The meeting was adjourned at 5:20.