



2019 MEETING OF THE IEA COUNCIL

August 23-24
Marienlyst Strandhotel
Helsingør, Denmark

DRAFT Meeting Notes

EC (Executive Committee) Attendees - Officers and Standing Committee Chairs:

Kathleen Mosier, President (KM)
Sara Albolino, Vice-President and Secretary General (SA)
Jose Orlando Gomes, Vice President and Treasurer (JOG)
Yushi Fujita, Past President and Awards Chair (YF) (ex officio)
Andrew Todd, International Development Chair (AT)
Michelle Robertson, Communication and Public Relations Chair (MR)
Thomas Alexander, Science, Technology and Practice Chair (TA)
Max Chang, Professional Standards and Education Committee Chair (MC)
Elina Parviainen, Development and Promotions Chair (EP)

EC Attendees - Other Members (Ex Officio):

Ian Noy, IEA2021 Congress Chair (IN)
Ernst Koningsveld, IEA Historian (EK)
Margaret Graf, Director (MG)
Takashi Kawai, Information and Communication Technology Ad Hoc Committee Chair (TK)
Juan Carlos Hiba, Future of Work Task Force Chair (JH)

Ex Officio

IEA Network

Council Member

(nonvoting): Bernard Michez (BM) FEES President

Staff: Lynn Strother, Administrator, IEA Secretariat (LS)

Observers: Yuchang Kim, Ergonomics Society of South Korea
Ng Yee Guan, Human Factors and Ergonomics Society of Malaysia
Daryl Tan, Human Factors and Ergonomics Society of Malaysia
Yun Ju Lee, Ergonomics Society of Taiwan



Council Member Attendees and Votes: [Color code: Attending; Not Attending no proxy; Not attending, Proxy Received; Status Unknown]

Country	Federated Society Name	Society votes	Council Representative(s) Present	Votes accorded to individual	Votes by Proxy Holder
Argentina	Asociación de Ergonomía Argentina, ADEA	1	Martin Rodriguez		1 JOG
Australia	Human Factors and Ergonomics Society of Australia, HF/ESA	2	Christine Aickin	2	
Austria	Österreichische Arbeitsgemeinschaft Für Ergonomie	1	Michael Wichtl	1	
Belgium	Belgium Ergonomics Society, BES	1	Alain Piette	1	
Brazil	Associação Brasileira de Ergonomia, ABERGO	1	Jose Orlando Gomes	1	
Canada	Association of Canadian Ergonomists/ Association canadienne d'ergonomie, ACE	2	Ian Noy	2	
Chile	Sociedad Chilena de Ergonomía, SOCHERGO	1	Mauricio Santos Morales		1 JOG
China	Chinese Ergonomics Society, CES	3	Wei Zhang Chaoyi Zhao Qichao Zhao	1 1 1	
Colombia	Sociedad Colombiana de Ergonomía, SCE	1	Martha Helena Saravia		1 KM
Croatia	Croatian Ergonomics Society	1	Davor Sumpor		1 Bernard Michez
Czech Republic	Czech Ergonomics Society, CzES	1	Lukáš Šoltys	0	



Ecuador	Asociación Ecuatoriana de Ergonomía, AEERGO	1	Ivan Lopez		1 JOG
France	Société d'Ergonomie de Langue Française, SELF	2	Valérie Pueyo		2 JOG
Germany	Gesellschaft für Arbeitswissenschaft, GfA	2	Klaus Bengler	2	
Greece	Hellenic Ergonomic Society	1	Dimitris Nathanael		1 Gyula Szabo
Hong Kong	Hong Kong Ergonomics Society	1	Billy So	0	
Hungary	Hungarian Ergonomics Society	1	Gyula Szabó	1	
India	Indian Society of Ergonomics	1	Debkumar Chakrabarti		1 Shamsul Mohd Tamrin
Indonesia	Perhimpunan Ergonomi Indonesia, PEI	2	Yassierli		2 JOG
Iran	Iranian Ergonomics Society, IES	1	Seyed Abolfazl Zakerian	0	
Ireland	Irish Ergonomics Society, IES	1	Leonard O'Sullivan	0	
Israel	Israel Ergonomics Association	1	Avi Parush	0	
Italy	Società Italiana di Ergonomia, SIE	1	Giulio Toccafondi	1	
Japan	Japan Ergonomics Society, JES	3	Kentaro Kotani Takashi Toriizuka	2 1	
Republic of Korea	Ergonomics Society of Korea, ESK	3	Myung Hwan Yun Sung Ho Han Yong-Ku Kong	1 1 1	
Latvia	Latvijas Ergonomikas Biedriba	1	Zenija Roja		1 SA
Malaysia	Human Factors and Ergonomics Society of Malaysia (HF/EM)	1	Shamsul Bahri Mohd Tamrin	1	



Mexico	Sociedad de Ergonomistas de Mexico A.C., SEMAC	2	Carlos Espejo		2 JOG
Netherlands	Human Factors NL	1	Marijke Melles	1	
New Zealand	Human Factors and Ergonomics Society of New Zealand (HF/ESNZ)	1	Dave Moore	1	
Nigeria	Ergonomics Society of Nigeria	1	Samson Adaramola	0	
Nordic Countries	Nordic Ergonomics Society, NES	3	Arto Reiman Elina Parviainen Jane Ahlin Mads Olsen	1 1 1	
Peru	Sociedad Peruana de Ergonomía, SOPERGO	1	Andres Arce		1 JOG
Philippines	Human Factors and Ergonomics Society of The Philippines	1	Rosemary Seva		1 KM
Poland	Polskie Towarzystwo Ergonomiczne, PTErg	1	Ewa Górska	0	
Portugal	Associação Portuguesa de Ergonomia, APERGO	1	Pedro Ferreira	1	
Russia	Inter-Regional Ergonomics Association, IREA	1	Alexey Anokhin	0	
Serbia	Ergonomics Society of Serbia, ESS	1	Aleksandar Zunjic	1	
Singapore	Human Factors and Ergonomics Society of Singapore, HF/ESS	1	Angela Li Sin Tan		1 KM
Slovakia	Slovak Ergonomics Association	1	Milan Hulin	0	
South Africa	Ergonomics Society of South Africa, ESSA	1	Jessica Hutchings		1 AT



Spain	Asociación Española de Ergonomía, AEE	1	Francisco Javier Llana Álvarez	0	
Switzerland	Swiss Ergonomics Society	1	Margaret Graf	1	
Taiwan	Ergonomics Society of Taiwan, EST	1	Max Chang	1	
Thailand	Ergonomics Society of Thailand	1	Wattana Jalayondeja		1 Shamshul Mohd Tamrin
Tunisia	Tunisian Ergonomics Society, STE	1	Taoufik Khalfallah		1 AT
Turkey	Turkish Ergonomics Society	1	Ahmet Fahri Özok	1	
Ukraine	All-Ukrainian Ergonomics Association	1	Oleksy Reva	0	
United Kingdom	Chartered Institute of Ergonomics and Human Factors, CIEHF	2	Steve Barraclough Bob Bridger	1 1	
United States	Human Factors and Ergonomics Society (HF/ES)	3	Kermit Davis M. Susan Hallbeck Valerie Rice	1 1 1	
Uruguay	Asociación Uruguaya de Ergonomía, AUDERGO	1	Silvia Diaz Furtado		1 JOG
Venezuela	Asociación Venezolana de Ergonomista	1	Rafael Gonzalez		1 JOG
TOTAL SOCIETY VOTES		69		36	22
OFFICERS					
Kathleen Mosier, Pres		1		1	
Sara Albolino, VP/Secretary General		1		1	
Jose Orlando Gomes, VP/Treasurer		1		1	



Total Officer Votes		3		3	
TOTAL VOTES		72		39	22
Quorum for all voting items except bylaws = 1/3		24			
Quorum for bylaws = 2/3		48			

AGENDA

Meeting Check-in: August 23, 2019 – 8:30 am local time

• Call to Order August 23, 2019: 9:10 local time

Agenda item	Person	Discussion, Decisions and Action Items
1. Quorum and voting Roll call for voting	KM SA	There are 72 potential votes (69 Federated Society votes and 3 Officer votes). Quorum for regular voting is therefore 24 votes and for 48 for bylaw related items. At this meeting, there are 61 votes present in person (39) or by proxy (22), and therefore quorum has been met for all voting conditions. SA reminded Council of the voting procedures for the meeting and the levels of participation allowed for Council members, Network representatives, sustaining member representatives, and observers.
2. Approval of Agenda	SA	The draft agenda was circulated prior to the Council meeting. (REF: IEA Council Draft Agenda 2019 23-24 Aug) The agenda was approved by unanimous consent.
3. Introductions	KM	Welcome by KM to the Council. The Council members introduced themselves.
4. In memoriam	KM	The Council acknowledged those who have passed away since the last meeting with a moment of silence.
5. 2018 Meeting Minutes	SA	The 2018 meeting minutes were circulated to Council via email for edits and approval. Per the IEA Operating Procedures, the minutes were approved as amended.

REF = Entry in pdf file distributed to Council members accessible at:
<https://spaces.hightail.com/space/WyvMN9JfdA>



<p>6. President’s Report</p>	<p>KM</p>	<p>KM provided the President’s report. (<i>Ref: President’s Report 2019</i>)</p> <p>KM reviewed the responsibilities of the president and outlined 2019 priorities:</p> <ol style="list-style-type: none"> 1. Engage internal and external stakeholders 2. Collaborate with and reinforce IEA societies and networks 3. Contribute to science, technology, and practice 4. Identify the roles of IEA in promoting education, certification, and related matters 5. Reinforce existing and new relationships with external partners 6. Reinforce the infrastructure of IEA 7. Maintain a future focus for IEA <p>Since the last Council meeting, the following activities have been undertaken:</p> <p>Internal</p> <ul style="list-style-type: none"> • Yushi Fujita appointed chair of the new Ad hoc committee on future directions in HF/E Education • Continuation of Future of Work Task Force • Zoom meetings - EC members, Administrator • Meetings with HF/ES and CIEHF to discuss collaborative activities • Videos in support of member society conferences/activities • Official visit to Cuba <p>IEA Outreach – collaborative activities</p> <ul style="list-style-type: none"> • ILO/IEA high-level guidelines “Foundational Principles and Practices for the Design and Management of Human Factors and Ergonomics (HF/E) in Work Systems” • Collaborative activities with WHO – “Applying HF/E to Healthcare for Patient Safety,” case studies • Collaborative activities with ISQua – meetings, mutual support of conferences, special supplement • Meetings and presentations for Colombia societies and for SURA Corporation • Pending MOU with Foundation of Professional Ergonomists <p>Discussion</p> <p>Dave Moore, New Zealand – Regarding the ad hoc Committee on Education, more engagement would be good. KM: This is welcome, Bernard Michez, FEES and SELF – We would like more information on the Future of Work Task force. KM: This will be presented during the meeting.</p>



	<p>KM/JO</p>	<p>KM outlined additional considerations for the process for selection of locations for Council and EC meetings (REF Proposal for hosting an IEA Council Meeting Revised 20190706)</p> <p>Report on SURA activities KM and JO reported on outreach to Cuba (REF: Cuba Report) and on SURA activities undertaken in conjunction with the March 2019 EC meeting (REF: IEA Mission Reports JOG 2018-2019) (REF: SURA-IEA Letter of Intent 20190329)</p>
<p>7. Vice President and Secretary General's Report And voting items</p>	<p>SA</p>	<p>SA summarized the Secretary General's report. (Ref: 2019 VPSG report)</p> <p>Since the 2018 Council meeting, the activities of the VPSG have included:</p> <ul style="list-style-type: none"> • Day-to-day administration of the IEA, including communication and documentation responsibilities; final responsibility for the IEA website; development of social media • Development of a publications proposal • Development of collaborations with external bodies in connection with IEA Networks • Managing and supporting the organization of the IEA 2021 Congress, including the transition from the IEA 2018 Congress. • Collaborating on the redesign of the conference model. <p>Question from Klaus Bengler, GfA: What do we understand about the existing conference model? Answer: This will be covered under the report of the Development and Promotions Committee, later in the meeting.</p> <p>SA reviewed the outcome of two electronic votes –</p> <ul style="list-style-type: none"> • New awards were approved • IEA Publications Policy deferred for face-to-face discussion at this Council meeting. <p>VOTING ITEM Approval of IEA Publications Policy (REF: Publications Policy Summary)</p> <p>Giulio Toccafondi (SIE) - How rigid would be the agreement. Is it a contract? Who will sign it? When the Executive Committee changes what happens?</p> <p>SA: There would be an agreement for each Congress. It will last for the next two years and be renewed with the new Executive.</p> <p>Susan Hallbeck (HF/ES) -. What would this do to the existing relationship between Elsevier and IEA?</p>



	<p>SA - We asked Elsevier if they were interested. It does not affect the journals. It's related to proceedings. It is complementary.</p> <p>JOG: We have a corporate sustaining membership with Elsevier. It is conducted very carefully with them, and they continue to sponsor award.</p> <p>Gyula Szabó (Hungarian Ergonomics Society) - Who will be responsible for the publication? Are we paid?</p> <p>SA: They asked us to have an editorial board to supervise the scientific content. The cost is free. We are talking about proceedings. If we want to produce books, we get a flat fee. This is good for small Federated Societies and is a way to support them.</p> <p>KM: Springer is offering indexed publication in exchange for the content.</p> <p>Dave Moore (HF/ES New Zealand): Publication is in English. Within the contract it would be interesting to know if a fundamentals guide for industry might be able to be translated. Generally, you don't get that.</p> <p>SA: I understand the concern. We can translate into the local language.</p> <p>Dave Moore: So IEA can select a local publisher?</p> <p>SA: For abstracts and short papers, we can have a complimentary publication. This is only for standard content. Short papers will be indexed, and you can have short special issues, etc.</p> <p>Klaus Bengler (GfA): In general, it's perfect preparation. I think we should follow this plan. It shows a solution to a problem that Germany has expressed. We need to document our work. This is a good solution. We have had a good relationship in Germany. Need to be careful with copyright issues, especially for young scientists.</p> <p>SA: It will foster communication.</p> <p>Ian Noy: I will cover topics related to the 2021 Congress in my report.</p> <p>Bernard Michez (FEES, SELF): What do they expect from us?</p> <p>SA: They want the publication of IEA Congress Proceedings. The general agreement covers one book per year.</p>
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Aug



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<p>11:15 – 11:45 8. Vice President and</p>	<p>JOG</p>	<p>The Treasurer's report was circulated prior to the meeting (<i>Ref: VP Treasurer Report 2018 and Interim Treasurer's Report 2019</i>).</p>

Aug



		<p>JOG - \$200K is for running IEA during 3 years in case of any disaster . It's not really a lot.</p> <p>Moore: I'm just asking for an explanation of why that's an appropriate level, given what you know currently. I'm asking for a specific rationale/policy on reserve.</p> <p>Kermit Davis (HF/ES) Is it my understanding that the Italy conference brought in \$28,000. (Yes) What is the expectation for the 2021 fee?</p> <p>IN: It depends on the number of attendees. It's a fixed amount per delegate: US\$ 28 per attendee for full congress or a ratio of that per day of attendance.</p> <p>KM: That is based on full registration and prorated. One thing is that JOG and his student have gone through massive efforts to comply with Geneva accounting regulations. As with your societies, we are dealing with the inherited move to Geneva. We came in without a boost from IEA 2015. When we talk about reserves, it has to cover us for three years. The position is not as strong as some ECs have had to deal with. We are taking proactive measures, including more control over triennial congress. Reduce travel - virtual meetings. More hosting. We are doing okay and we have reserves to have a comfortable cushion.</p> <p>VOTING ITEM: Approval of the Auditors' Report (REF: IEA Audit Report FINAL Corrected 20190823) Moved and Seconded that the 2018 Financial year auditor's report be accepted. Approved by unanimous consent.</p> <p>VOTING ITEM: Exoneration of the Officers</p> <p>Moved and Seconded that based on the 2018 financial year auditor's report, the officers of the IEA are exonerated.</p> <p>VOTING ITEM: Appointment of auditors Kermit Davis and Takashi Toriizuka as auditors for 2020 to audit the 2019 financial statements.</p>
<p>10. IEA Awards</p>	<p>YF</p>	<p>YF provided a summary of the IEA Awards for 2019.</p> <ul style="list-style-type: none"> • New Fellows were approved as follows: Biman Das, Mica R. Endsley, Daryle J. Gardner-Bonneau, Gorän M. Hägg, Yoshinori Hori • IEA Liberty Mutual Medal award:

Aug



		<p>Ewart J. de Visser, Richard Pak & Tyler H. Shaw (2018): From ‘automation’ to ‘autonomy’: the importance of trust repair in human–machine interaction, <i>Ergonomics</i>, 61:10, 1409-1427.</p> <p>YM: Explains two new awards.</p> <p>Question from the floor regarding the relationship between new awards and similar (e.g., IDC promotion). YF: The existing award is for a person who made a contribution to the development of infrastructure in IDCs.</p> <p>Wei Zhang (CES): The two award names are not very accurate. It’s open to everyone. Focus is on the issues. Educational programs, students. If it’s in the U.S. and the majority of the nominees come from developed countries, it’s okay</p> <p>YF: Due date for the two new awards is October 31 — this year. Next year, May 31. Initial agreement is until 2021. We will discuss continuation next year.</p> <p>Voting item Approve new awards added to OP on IEA Awards (Ref: OP-IEA Awards - 20190923)</p> <p>Susan Hallbeck (HF/ES) Materials that were sent out do not include some aspects of the award process.</p> <p>KM: We would change the Operating Procedures at the end of the period—they don’t need to be in the OPs as approved.</p> <p>IN: I would encourage the Awards Committee to look at the financial attractiveness of these awards to the IEA.</p> <p>Awards Operating Procedures approved by unanimous consent.</p>
<p>11.Development and Promotions Committee</p>	<p>EP</p>	<p>Development and Promotions Committee (<i>Ref: Development and Promotions Committee Report 2019</i>)</p> <p>EP provided an update on the activities of the Development and Promotions Committee. Specifically, the committee has been working on updating the business model for the Triennial Congress:</p> <p><u>Goals:</u></p>

Aug



1. IEA Triennial Congress is the main product of IEA. That is why the congress needs to be planned and managed with care by noticing all aspects of the IEA legislation and principles of good project management.
2. The newly developed congress model will guide and support associations in the proceedings of organizing a congress. Model will give transparency and systematics in activities and communication between the key stakeholders in the organizing committee and IEA executive committee.
3. Congress model will enhance the utilization of IEA networks, their skills and competences for the purpose of organizing IEA Triennial Congress. This will strengthen the collaboration in IEA networks and the model will work also as a tool for all in IEA to learn to manage organizing conferences and other kind of projects.
4. The model is a living document and will be updated and developed according the need. The model can be called for a "Guideline for organizing IEA Triennial Congress"

Achievements and next activities:

- Sketching the first draft of the model "guideline". First draft for executive committee review
 - Feedback collection of the content and proposals for changes, modifications, needs for additional sections
 - Sharing the activities in the IEA executive committee between the members for filling in the needed information to be used and shared in organizing the IEA Triennial congress.
 - passing some of the new ideas to the IEA2021 organizers
1. Define the needed templates to be developed for the model and crosscheck the existing ones to be attached into model (guideline).
 - Share the activities in executive committee between the members for crosschecking and creating the templates to be used during organizing the IEA Triennial congress
 2. Content of the developed model "Guideline" version 0.2 with added templates for review 2020 for the executive committee. (This is up to executive committee and those persons who will participate to creation of the needed information and templates to be used in the model.) Collecting comments and proposals.
 3. After modifications the version 0.3 for review for the executive committee members for collecting comments
 4. Modifications based on the feedback from executive committee and creation of version 0.4 for executive committee for review.
 5. Acceptance of model in executive committee meeting and council meeting 2020

Aug



	<p>Klaus Bengler (GfA): This is exactly what we need to do. We are in competition with other conferences. Insert milestone between step 4 and 5 for who and when to communicate about the next triennial congress to integrate communication activities into this slide.</p> <p>EP: We should think of this from a Project Management point of view. It's a learning issue for us.</p> <p>Gyula Szabó (Hungarian Ergonomics Society): I'm a bit confused – are we talking about having IEA congress every other year?</p> <p>EP: This is not dealing with when the congress is, more of a tool to organize.</p> <p>Gyula Szabó – We should organize more open congresses. This would solve financial issues. Life is fast, so we should do specialized meetings focus.</p> <p>KM: Good point. EC has discussed as well. Elina has made extensive efforts. Two-fold design - to give more assistance to plan a triennial congress. This is a proactive measure.</p> <p>Giulio Toccafondi (SIE): I am enthusiastic about this new approach and about the publications policy. I can see opportunity for those in IEA in both.</p> <p>Kermit Davis (HF/ES): I'm open to having a discussion on having a more regular annual meeting.</p> <p>KM: I can report on our conversation. Current TC meetings, sponsored conferences, joining on with other society conferences. We did not discuss having a major IEA Congress every year. That would take a lot of planning.</p> <p>TA: Now I need to comment about Technical Committees. Pubs policy, conference model, are opportunities for TCs. Having something in between the huge conferences and the small TC conferences. A cluster of TCs or have a TC conference with another society. The TCs are not experts in managing conferences or creating publications, but these are really new, great opportunities. A smaller congress across a few TCs.</p> <p>SA: We want to explore more about collaborating with the TCs before adding another IEA meeting. First approach to explore collaborations.</p> <p>EP: When we get this kind of feedback, everyone can see the possibilities.</p>
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Aug



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<p>12. International Development Committee</p>	<p>AT</p>	<p>International Development Committee (<i>Ref: International Development Report 2019</i>) AT provided an update on the activities of the International Development Committee.</p> <p>AT reviewed the background of the IDC. Activities include supporting training of the trainers and IEA network collaboration. The committee has worked on the following activities with a global perspective:</p> <ol style="list-style-type: none"> 1. Education ad hoc committee 2. ILO foundational principles 3. 2019 ISQUA workshops 4. IEA awards 5. IEA Council workshop <p>From an inter-regional perspective (BRICSplus) the following activities were undertaken:</p> <ol style="list-style-type: none"> 1. University network – research and student exchange 2. Summer school 3. Upcoming meeting in Xi'an, China 4. Occupational health and safety inspector exchange <p>From a regional perspective, collaborations included:</p> <ol style="list-style-type: none"> 1. FEES, CREE Collaboration – Workshops 2. ACED Collaboration <ol style="list-style-type: none"> a. Vietnam visit b. Visits to Thailand, Malaysia, and Singapore (JOG) 3. ErgoAfrica Collaboration <ol style="list-style-type: none"> a. HF/E in West Africa b. OSHAfrica Congress 4. ULAERGO Collaboration <ol style="list-style-type: none"> a. HF/E education in Chile and Colombia b. SURA support

Aug



		<p>c. Workshop in November 2019</p> <p>Bernard Michez (FEES): Regarding trainings, we would like to learn more, and Max Chang will share this afternoon.</p> <p>KM: The focus is on training the trainers and advancing IDCs. This broader (than coffee bags) focus is going to be consequential.</p>
<p>PSE</p>	<p>MC</p> <p>MG</p>	<p>Professional Standards and Education (<i>Ref: PS&E Report 2019</i>) MC provided an update on the activities of the Professional Standards and Education Committee.</p> <p>The committee received and accepted applications for IEA endorsement of certification bodies from CREE (Europe) and Brazil. Other previously endorsed bodies include BCPE (USA), Japan Ergonomics Society, and New Zealand Ergonomics Society.</p> <p>The Education Subcommittee noted the following issues and challenges:</p> <ul style="list-style-type: none"> • Differing industrial requirements (agriculture versus high-tech) • Lack of professional trainers (ergonomists versus system engineers) • Evolving disciplines (robotics, disruptive technologies) • Lack of support (government and/or industries) • Language Barrier (different regions of the world) • Need for professional certification (good to have) <p>A flow chart of educational categories was presented (see report).</p> <p>The Education Subcommittee provided the following summary (REF: Education Ad Hoc Committee Report 2019)</p> <p>Two Issues:</p> <ul style="list-style-type: none"> • What you have is what you get. Only trained professionals in the region or country can provide the teaching, which may or may not answer to the industrial requirements. • Each region or country has very specific needs for their industries and so there are no incentives to develop other areas. <p>How IEA can help?</p> <ul style="list-style-type: none"> • Organize and propose Education Framework (typical degree/masters program) • Location/region/university has topics of interest • In-source or out-source to conduct classes.

Aug



	<ul style="list-style-type: none"> • Method to adopt depends on the demand and financial strength of the country. <p>Ahmet Ozok (Turkish Ergonomics Society): Congratulations, it's a great resource. It's important to explain the importance of ergonomics. In the academic or application level, they don't know that they are related. How can mechanical engineers interact with machines without ergonomics? They know some terms, but not on a scientific level. MMS modeling, for example, management or IEs to model systems, fuzzy logic. Need for other departments to understand ergonomics.</p> <p>MC: Some universities have no ergonomics departments. We can let people know that we are in other departments.</p> <p>Marijke Melles (Human Factors NL): I was wondering, do you have certain guidelines when you call it "human factors" or "ergonomics"? HF/E is everywhere, in all the courses. I try to change, and maybe the students don't know what is human factors.</p> <p>KM: We have to rely on the FSs to alert us where programs are, what things are called, etc.</p> <p>Klaus Bengler (GfA): This is what Jan Dul said in Florence. Should HF/E be concentrated in one department or sprinkled everywhere? If I were a student, I would want to know where there is a program in a university. What we discussed before is where to find an international home.</p> <p>Gyula Szabó (Hungarian Ergonomics Society)- It seems that IEA doesn't want any quality assurance. University programs are providing university degrees according to local systems. This has nothing to do with accreditation. Just facts, not evaluation. So anyone from any university can submit?</p> <p>MC: - Go through the federated societies.</p> <p>SA: The control is with the federated societies.</p> <p>Gyula Szabó: Language?</p> <p>JOG: Google can translate</p> <p>Gyula Szabó: Distance learning possibility?</p> <p>MC: For the website we only link to the department.</p>
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Aug



	<p>MG provided an update on certification (Ref: Certification Report 2019)</p> <p>Questions about certification, explained by MG. IEA is endorsing the governance of the system, not the criteria, etc.</p> <p>YF provided an update on the Education Ad Hoc Committee (Ref: Education Ad Hoc Committee Ad Hoc Report 2019) Helpful to ask what resources are being committed to it. It would be helpful to know how much it's going to cost.</p> <p>YF: I don't know. So far, only my time. Can't answer at the moment.</p> <p>Bernard Michez: I would be interested in a 7th milestone—what was the experience?</p>
<p>14. Science, Technology & Practice</p>	<p>TA</p> <p>Science, Technology & Practice (<i>Ref: STP Report 2019</i>)</p> <p>TA provided a summary of STP Activities. There are four main clusters of activities:</p> <ol style="list-style-type: none"> 1. Support the IEA 2021 Congress 2. Support IEA Interdisciplinarily (Reaching out to other communities - external) 3. Strengthen and Support the IEA Community (TC Management - internal) 4. Handbook of Ergonomics and Human Factors <p>The main priority at this time has been to support the IEA 2021 Congress. Relevant goals are as follows:</p> <ol style="list-style-type: none"> 1. Start communication with IEA2021 organizers and scientific committee chairs (Nancy Black, Patrick Neumann) 2. Connect TC chairs and experts to scientific committee chairpersons 3. Draft and review the publication process of the proceedings <p>A second major cluster has been the practical support of the IEA community and TC management. This is because the area of the 27 TCs has been very dynamic: During the recent period, 12 new TC chairpersons were elected and assigned. Several inactive TCs had to be relaunched and/or restructured.</p> <p><u>Recent activities</u></p> <p>First contacts to the IEA-2021 chairperson Ian Noy and the scientific committee chairs (Nancy Black, Patrick Neumann) of IEA 2021 were established during the recent world congress. First ideas about the general format, (first) feedback from participants and comments from different TC chairpersons were exchanged and discussed. Among others, a crucial point was the involvement of the TCs early in the beginning. Another important point was the review (ie. Scientific merits) for TC</p>

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Aug



	<p>chairpersons who were/are in charge of the organization and management of the thematic tracks. In the following, the communication between TCs and IEA2021 scientific committee was intensified. POCs for different topics were identified from the TC community. This time, the POCs are not only TC chairpersons. This is a solution for the problem of inactive TCs in the past, blocking relevant topics.</p> <p>In the following, a first survey was carried out (Q1/2019) and first telecons (Q2/2019) between the organizing team and TC POCs took place (details in other presentation). So far, the communication and cooperation has been very open, productive and fruitful. STP chairperson will continue as an interface between TCs and the organizing team for general issues and topics, but direct communication is enhanced.</p> <p>The second group of activities refer to support the IEA community. Last year has been characterized by dynamic changes, so that 12 new TC chairpersons were introduced and the TC structure has been re-arranged. This required the development of guidelines for TC chairpersons. They were put together in a handbook which is now available on the IEA website. It specifies the purpose and role of a TC, membership in a TC, roles of TC officers, elections and nominations and reporting. The guidelines will be in effective after the council meeting. Another item was the introduction of a quarterly newsletter to TC chairs. It provided information within the TC community and from the executive committee.</p> <p><u>Future goals</u></p> <p>Among others, the goal of STP is to continue supporting the IEA Triennial Congress as the highest-ranking event in the area of Ergonomics and Human Factors. STP will provide expertise in scientific, technology and practice, in order to assure the highest quality of publications, and to present the current state-of-the-art in research and technology from the different communities at an international level.</p> <p>The committee will also aim to continue a good cooperation with all other members of the EC, member and federated societies, and other parties involved in the triennial world congress. It also refers to other communities in the ICT, automotive and other sectors.</p> <p>Successful managing the dynamically changing TC community will require additional efforts in the future. Therefore, it has been proposed (and accepted by the council) to introduce two additional co- or sub-chairs of the STP standing committee. While the TC chairperson will continue to represent STP standing committee as a total, two HF/E experts will serve as sub-committee chairs. They will be responsible for special areas. The proposal is that one person will be responsible for managing the Technical Committees and one for organizing the process of a future Handbook for Ergonomics</p>
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Aug



		and Human Factors. Volunteers will be asked by TA in the following months. The council supported this proposal.
15. Communications and Public Relations	MR	<p>Communications and Public Relations (<i>Ref: CPR Committee Report 2019</i>)</p> <p>MR provided summary of the following CPR activities as detailed in the CPR Report.</p> <ul style="list-style-type: none"> • Activity 1: ILO/HF/E Collaborator & Contributor <ul style="list-style-type: none"> • ILO/IEA HF/E high level document “Foundational Principles and Practices for the Design and Management of Human Factors and Ergonomics (HF/E) in Work Systems • Activity 2: WHO: IEA registered NGO-Non-State Actor <ul style="list-style-type: none"> • Triparty Statement at 72nd WHO assembly (May 2019); ILO Future of Work 2019 “Work for a Brighter Future” • Completed 3-year plan 2017-2019; Developed 3-year plan for 2019-2021 patient safety. Two activities: HF/E guidelines and HF/E case studies in patient safety • Activity 3: Developed HF/E case practices/examples <ul style="list-style-type: none"> • 4 Sections: Optimising system design; Support the design process; Preventing injury by design; Maintaining an ergonomics programme in a company • Asking for: Need two committee members & plans for next “call for example of practices” • Activity 4: World Wide HF/E month; Global Ergonomics Month (GEM) <ul style="list-style-type: none"> • 60th anniversary highlight; Asked IEA FS/Networks/Affiliates to provide example of activities to promote and support GEM • • Activity 5: External Relations <ul style="list-style-type: none"> • World Design Organization; Advanced Imaging Society <p>Bob Bridger (CIEHF) - how do you measure the impact of PR activities?</p> <p>MR: Presence at NGO, number of downloads.</p>
2:45 – 3:00 16. IEA Historian	EK	<p>IEA Historian report (<i>Ref: Historian Report 2019</i>)</p> <p>EK: This will be my last report as historian.</p> <p>EK provided reflections on his tenure.</p> <ul style="list-style-type: none"> • EK provided an update on current activities, including following: • IEA archives arranged • A procedure was created to add new documents to the digital

Aug



		<p>archive</p> <ul style="list-style-type: none"> • The archives were updated as far as possible; however, there are still documents missing. • XSENS was recruited as a new sustaining member • The IEA History Book (Volume II) was created and distributed <p>EK reflected that there is no real need to appoint a new historian in the short term. In the new term, the role of the historian may need to be revisited. Projects that will be ongoing include the continued need to update the digital archive.</p> <p>KM acknowledged EK for his many years of dedicated service as IEA Historian and presented EK with a parting gift.</p>
<p>17. IEA 2021</p>	<p>IN</p>	<p>IN provided an update on planning for IEA 2021. (Ref: IEA 2021 Report 2019)</p> <p>Since the last meeting, the following activities have been undertaken:</p> <ul style="list-style-type: none"> • Created preliminary website • Developed scope and structure for the technical program • Established and met with the Scientific Committee to promote engagement and input • Revised sponsorship prospectus and strategic plan. Met with chairs regularly • Developed software application architecture and selected mobile app provider. Currently evaluating abstract submission software. • Met with Quebec chapter to discuss Congress language • Met with journal <u>Work</u> to explore collaborative initiatives. <p>IN explained that assistance is needed in the area of sponsorship solicitation and asked Council members to provide leads for sponsors. Member societies are requested to assist in marketing and promotional efforts through their websites, newsletters, and national meetings. The committee will continue to identify external stakeholders.</p>
<p>3:30– 3:45 18. Information & Communication Technology</p>	<p>TK</p>	<p>Information & Communication Technology (Ref: ICT Report 2019)</p> <p>TK provided summary of ICT activities and plans and progress on the new website.</p> <p>TK asked for feedback on the revised website.</p> <p>KM: Internal access page - what would you like there?</p> <p>Klaus Bengler (GfA): Font size should be bigger.</p>

Aug



		<p>Giulio Toccafondi (SIE): What kind of feedback would you like?</p> <p>Kermit Davis (HF/ES): One of the considerations is the focus on IEA versus individual societies. Individual members can't propagate content. Is there any way to push content to the members? How can we increase the hits from Federated societies?</p> <p>KM: Consider putting a link from each society's website.</p> <p>TK: This is an important issue. We would like to hear opinions. I don't have an answer right now. The new website is the infrastructure. How to use it is up to the stakeholders. We will collaborate to increase views. That is an important issue.</p>
<p>3:45 – 4:00 19. Future of Work Task Force</p>	<p>JCH</p>	<p>JCH reported on the activities of the Future of Work Task Force and introduced cochair, Klaus Zink. (Ref: Future of Work Task Force Report 2019)</p> <p>The main activities of the committee include:</p> <ul style="list-style-type: none"> • Identification of possible new activities for expanding the Task Force • Exploration of alternative task force structure • Analysis of possible creation of two subcommittees (Future of Work, Future of Ergonomics) with close coordination and outcomes between them • A short, substantive paper on TF aim and purposes for publication on the IEA website. <p>The task force wants to recruit at least one representative from each network or world region and is looking for additional members from Asia, Oceania, and Africa.</p> <p>JCH discussed the IEA/ILO White Paper (Ref Working Draft of ILO White Paper).</p> <p>In progress are a forthcoming ILO/IEA publication on "Foundational Principles and Practices for the Design and Management of HF/E in Work Systems," a white paper on ILO: The global labour international institution and how to work with it," and "El futuro de la ergonomía y del trabajo. Interacciones y desafíos en América Latina."</p> <p>The task force also plans to have improved interactions, joint projects, and initiatives between the HF/E community and ILO.</p> <p>Resources and/or help required include support for encouraging the HF/E community to:</p>

Aug



		<ul style="list-style-type: none"> • Produce papers on interactions between HF/E and new forms of work organization and contributions of HF/E toward improving working conditions • Organization of workshops and tripartite forums to discuss the interactions between HF/E and future of work issues in HF/E congresses and conferences. <p>JCH also discussed plans for HF/E observatories operating worldwide and shared news that such an observatory will be founded in 2019 during the SOCHERGO congress. The Task Force goal is to have at least one HF/E observatory within each continent and/or area of IEA network coverage.</p> <p>Gyula Szabó (Hungarian Ergonomics Society: Do we have data from the sessions in Florence on the future of HF/E?</p> <p>Giulio Toccafondi (SIE): Data was like that from a focus group - quite scattered.</p> <p>SA: With Australia, we worked on reflections of the geographical area.</p> <p>JCH: We need help from people from different regions and companies. We need new blood.</p> <p>Bernard Michez (FEES): Maybe you saw some activities in future of work in other organizations? Would you like some info on that?</p> <p>JCH: Yes!</p>
19. Special presentation		Presentation by Alexander Lucumi and Paul Armbruster of Projektträger Karlsruhe on the European conference on Ergonomics and Human Factors
20. Reports from Federated Societies and Networks		Representatives from Federated Societies and Networks provided updates on significant challenges and accomplishments during the past year.
		Day 1 Meeting recessed at 17:00

August 24, 2019		
Call to Order 9:00 AM	KM	Call to order

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Aug



21. Workshop	AT	Council representatives participated in small-group workshops using P2DT, a process developed by Executive Committee members Yushi Fujita and Andrew Todd. The developers explained that this is a potentially valuable process tool that societies can use to set priorities and address society needs or concerns through a project-based method. (Ref: Council workshop on P2DT 24-08-28)
22. Workshop breakouts		Workshops focused on two topics: HF/E education and IEA/member society communication and collaboration. A group from FEES, NES, and CREE focused on the development and promotion of HF/E education and practice in Europe. A group of representatives from Japan, Taiwan, Korea, and China discussed the promotion of HF/E education and practice in Asia. A third group representing with representatives from India, Malaysia, Turkey, and Argentina conducted a discussion of the same topic. The topic of enhancing communication between IEA and member societies was discussed in two groups, one of which comprised representatives of English-speaking societies in Australia, New Zealand, the U.S. and the U.K.
23. Workshop Results and Next Steps	KM	Each group provided a summary of their discussions. Discussions and results were quite varied, in keeping with the global diversity of the membership. Recommendations for education included requirements to address the core competencies of HF/E and to maintain a balance between academic and practical issues, and also among traditional and emergent issues and technologies. One group suggested that universities could establish consortia among disciplines to address the need for a balanced and well-rounded HF/E curriculum. Critical issues will be taken up by the HF/E Education Task Force, led by Yushi Fujita.
24. President's Discussion	KM	President's discussion
20. (cont'd) FS and network updates	All	Representatives from Federated Societies and Networks provided updates on significant challenges and accomplishments during the past year.
25. Council and EC meetings	KM	Next Council meeting Wei Zhang presented a proposal for Beijing as the location of the 2020 IEA Council Meeting VOTING ITEM: By a vote of 59 approve, 0 disapprove, and 1 abstain, Council approved the Beijing, China as the location for the 2020 IEA Council Meeting.
26. Approval of formal resolutions of meeting and signers	KM	VOTING ITEM: Approval of the resolutions (formal minutes) of the meeting and signers of the minutes. By unanimous consent, Council approved the formal minutes of the meeting and the signers of the minutes.

Aug



		Pedro Ferreira and Marijke Melles acted as Council representative and signed resolutions along with KM, JOG, SA, and MG.
27. Adjournment	KM	The meeting was adjourned at 16:30.