



## MEETING OF THE IEA COUNCIL

**September 2-3**  
**Furama Riverfront Hotel, Mercury 1 Room, Level 5**  
**Singapore**

### AGENDA

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

Yushi Fujita, President (YF)  
 Kathleen Mosier, Vice-President and Secretary General (KM)  
 Jose Orlando Gomes, Vice President and Treasurer (JOG)  
 Eric Min-Yang Wang, Past President and Awards Chair (EMW) (ex officio)  
 Andrew Todd, International Development Chair (AT)  
 Michelle Robertson, Communication and Public Relations Chair (MR)  
 Thomas Alexander, Science, Technology and Practice Chair (TA)

#### EC Attendees - Other Members (Ex Officio):

Sara Abolino, IEA 2018 Chair (SA)  
 Giulio Toccafondi, IEA 2018 Organizing Committee (GT)  
 Ernst Koningsveld, IEA Historian (EK)  
 Margaret Graf, Director (MG)  
 Takashi Kawai, Information and Communication Technology Ad Hoc Committee Chair (TK)  
 Lynn Strother, Administrator, IEA Secretariat (LS)

#### Absent Executive Committee Members:

Frederick Tey, Professional Standards and Education Committee Chair (FT)  
 Riccardo Tartaglia, Alternate IEA2018 Congress Chair (RT)  
 Sarah Sharples, Future of HFE Task Force Chair (SS)  
 Juan Carlos Hiba, Future of Work Task Force Chair (JH)

#### Council Member Attendees and Votes:

Country	Society Name	Society votes	Council Representative(s) Present	Votes accorded to individual	Votes by Proxy Holder
Argentina	Asociación de Ergonomía Argentina, ADEA	1			1 JOG
Australia	Human Factors and Ergonomics Society of Australia, HFESA	2	Christine Aickin	2	



Austria	Österreichische Arbeitsgemeinschaft Für Ergonomie	1			1 JOG
Belgium	Belgium Ergonomics Society, BES	1			1 SL
Brazil	Associação Brasileira De Ergonomia (ABERGO)	1			1 JOG
Canada	Association of Canadian Ergonomists, (Association canadienne d'ergonomie) ACE	1	Nancy Black	1	
Chile	Chilean Ergonomics Society, (Sociedad Chilean de Ergonomia) SOCHERGO	1			1 JOG
China	Chinese Ergonomics Society, CES	2	Kan Zhang	2	
Colombia	Sosiedad Colombiana De Ergonomia	1			1 KM
Croatia	Croatian Ergonomics Society	1			1 SL
Czech Republic	Czech Ergonomics Society, CzES	1			1 KM
Ecuador	Association Ecuatoriana de Ergonomia, AEERGO	1			1 JOG
France	Ergonomics Society of French Language, (Société d'Ergonomie de Langue Française) SELF	2	Valérie Pueyo	2	
Germany	Gesellschaft für Arbeitswissenschaft, GfA	2	Thomas Alexander	2	
Greece	Hellenic Ergonomic Society	1	No proxy, no vote		
Hong Kong	Hong Kong Ergonomics Society	1	Alan Chan	1	
Hungary	Hungarian Ergonomics Society	1			1 SL
India	Indian Society of Ergonomics	1			1 AT
Indonesia	Perhimpunan Ergonomi Indonesia, PEI	2	Yassierli	2	
Iran	Iranian Ergonomics Society, IES	1	No proxy, no vote		
Ireland	Irish Ergonomics Society	1			1

REF = referenced documents for agenda item



	(IES)				YF
Israel	Israel Ergonomics Association	1	No proxy, no vote		
Italy	Italian Society of Ergonomics, (Società Italiana di Ergonomia) SIE	1	Sara Albolino	1	
Japan	Japan Ergonomics Society, JES	3	Kentaro Kotani	2	
Japan			Takashi Toriizuka	1	
Latvia	Latvijas Ergonomikas Biedriba	1			1 SL
Malaysia	Human Factors and Ergonomics Society of Malaysia (HFEM)	1	Shamsul Bahri Mohd Tamrin	1 (day 1)	
	HFEM		Mohd syafiq	1 (day 2)	
Mexico	Sociedad de Ergonomist de Mexico A.C., SEMAC	1			1 JOG
Netherlands	Human Factors NL, (Nederlandse Vereniging voor Ergonomie) NVvE	1	Ernst Koningsveld	1	
New Zealand	Human Factors and Ergonomics Society of New Zealand (HFESNZ)	1			1 Andrew Thatcher
Nordic Countries	Nordic Ergonomics Society, NES	3	Kasper Edwards	3	
Peru	SOPERGO	1			1 JOG
Philippines	Human Factors And Ergonomics Society Of The Philippines	1			1 Angela Tan
Poland	Polskie Towarzystwo Ergonomiczne, PTErg	1			1 SL
Portugal	Associação Portuguesa de Ergonomia, APERGO	1	No proxy, no vote		
Russia	Inter-Regional Ergonomics Association, IREA	1			1 JOG
Serbia	Ergonomics Society Of Serbia (ESS)	1			1 KM
Singapore	Human Factors and Ergonomics Society of	1	Angela Tan	1	

REF = referenced documents for agenda item



	Singapore (HFESS)				
Slovakia		1	No proxy, no vote		
South Africa	Ergonomics Society of South Africa, ESSA	1	Andrew Thatcher	1	
South Korea	Ergonomics Society of Korea	3	Sung Han/Myung Hwan Yun	3	
Spain	Asociación Española Española de Ergonomia, AEE	1			1 JOG
Switzerland	Swiss Ergonomics Society	1	Maggie Graf	1	
Taiwan	Ergonomics Society of Taiwan, EST	1	Max Chang	1	
Thailand	Ergonomics Society Of Thailand	1			1 Angela Tan
Tunisia	Tunisian Ergonomics Society, STE	1			1 AT
Turkey	Turkish Ergonomics Society	1	No proxy, no vote		
Ukraine	All-Ukrainian Ergonomics Association	1	No proxy, no vote		
United Kingdom	Chartered Institute of Ergonomics and Human Factors, CIEHF	3	Claire Dickinson	2	
United Kingdom			Nick Gkikas	1	
United States	Human Factors and Ergonomics Society (HFES)	3	Waldemar Karwowski	1	
United States	Human Factors and Ergonomics Society (HFES)		David Rempel	1	
United States	Human Factors and Ergonomics Society (HFES)		Nancy Cooke	1	
Uruguay	Uruguayan Ergonomics Association (AUDERGO)	1	No proxy, no vote		
Venezuela		1			1 JOG
Total Society Votes		65		33	24
Yushi Fujita		1		1	



Kathleen Mosier		1		1	
Jose Orlando Gomes		1		1	
Total Officer Votes		3		3	
Total Votes		68		36	24
Quorum for all voting items except bylaws = 1/3		23			
Quorum for bylaws = 2/3		44			
<b>Other Attendees</b>					
Observers			FEES - Sylvain Leduc		
			HFEM - Ng Yee Guan		

### Meeting Check-in: September 2, 2017 – 0830 am local time

- **Call to Order September 2, 2017: 0910 local time**

Agenda item	Person	Discussion, Decisions and Action Items
2. Quorum and voting	YF  KM	There are 68 potential votes (65 Federated Society votes and 3 Officer votes). Quorum for regular voting is therefore 23 votes and for 46 for bylaw related items. At this meeting, there are 63 votes present in person or by proxy and therefore quorum has been met for all voting conditions.  KM 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.
3. Approval of Agenda	KM	The draft agenda was circulated prior to the Council meeting.  <b>The agenda, as amended, was approved by unanimous consent.</b>
4. Introductions	YF	Welcome by YF to the Council and announcement of new Federated Societies. The Council members introduced themselves.  Acknowledgment of those who have passed away since the last meeting.



5. In memoriam	YF	Neal Adams, HFESA Roger Hall, HFESA Joel Warm, HFES Robert Wears, HFES
6. 2016 Meeting Minutes	KM	The 2016 meeting minutes were circulated to Council via email for edits and approval. Per the IEA Operating Procedures, the minutes were approved.
7. President's Report	YF	<p>YF provided the President's report. (<i>Ref: President's Report for Singapore Council 20170807 Final</i>)</p> <p>YF presented the duties of the president, according to the IEA By-laws.</p> <p>Overview – projects and activities.</p> <ul style="list-style-type: none"> <li>• Future of HFE Task Force –Sarah Sharples, chair. This initiative is based on our three-year plan.</li> <li>• Recently a new Future of Work Task Force has been initiated, convened by Juan Carlos Hiba.</li> <li>• An Ad Hoc Committee on Disruptive Technologies has also recently started, chaired by Thomas Alexander. We expect to receive recommendations during this term with implementation taking place during the next term.</li> </ul> <p>In addition to these projects, we are interested in reinforcing the infrastructure of IEA.</p> <ul style="list-style-type: none"> <li>• Digital archives (almost done)</li> <li>• Geneva registration (done)</li> <li>• New bank account and accounting system;</li> <li>• A permanent secretariat was approved on a trial basis at the previous Council meeting, We will ask Council to approve the permanent secretariat position at this meeting.</li> <li>• Website functions are being upgraded.</li> <li>• IEA Press has been revived. This gives us the ability to issue ISBNs – we have not used this mechanism for quite a while. EQUID is available on the IEA Website. Japan Ergology Society developed new Ergonomics Checkpoints in Health Care.</li> <li>• Ernst Koningsveld is working on a new IEA history book, which will be released in 2019.</li> </ul> <p>Updates on the following were provided:</p> <p>General framework model.</p> <p>Three-year plan. Straightforward and simple approach. IEA approaches local stakeholder, government officers, university officials, and industry to recommend that they support the IEA effort. Contracted research projects are financially supported by local stakeholders, and local member societies are main players, in partnership with local and international experts, and local government officials, university lecturers, and company managers.</p> <p>Collaboration with networks. Networks are defined in the by-laws. YF is trying to work with them much more closely. The current IEA networks are FEES (Europe), ErgoAfrica, SEANES (Asia), and ULAERGO (Latin America). In a large part of Asia, where there is great potential for the development of IEA, there is no network coverage. An Asian Council on Ergonomics and</p>



	<p>Design (ACED) was recently initiated by the Korean Ergonomics Society. A second ACED Conference was organized this year in Japan, and the presidency has been handed over to the Philippines. It would be appropriate for IEA to work with ACED to communicate with ergonomics societies in Asia. Many are small—too small to be federated in IEA. Council members being asked to communicate formally with ACED, with the hope of exchanging an MOU.</p> <p>BRICS (Brazil, Russia, India, China, South Africa)-<i>Plus</i> network was formally established last year; the intention is to become an IEA network. It is extremely important and beneficial to work with the BRICS-<i>Plus</i> network. We are asking the Council's permission to initiate formal discussion with this network, as it is an external organization.</p> <p>Policy: Reinforce Network. Smaller societies can improve their impact by engaging with other small societies and research institutions. So far, not many societies, other than one, are interested in this approach. (see below)</p> <p>Policy – Contribute to Sciences. IEA should be a center of cutting-edge information on HFE sciences; in this regard, we support existing Technical Committees (TCs) and establish new TCs. and should be proactive in driving HFE related to cutting-edge technologies. IEA should also be proactive in driving HFE related to cutting-edge technologies, and in this regard, we are establishing the Ad Hoc Committee on Disruptive Technologies.</p> <p>YF presented a slide on the formation and restructuring of committees during 2015, 2016, and 2017. TA is chairing committee on Disruptive Technologies. YF recommends establishing as many new TCs as possible and invites Council members to contribute to this.</p> <p>The roles of president include reinforcing relationships with external organizations, promoting relations with new international organizations, and improving the role of IEA in promoting certification of professional certification of IEA specialists. The president also represents IEA, and there is a need to optimize expenses, as travel is intensive. Video messages can help.</p> <p>YF showed an Information sheet and asked that societies use this to provide IEA with information on their activities.</p> <p>The next Council meeting will be in Florence, and the site of the next EC meeting has not been determined. IEA's policy is to combine the EC meeting with a local conference, and the next meeting needs to happen no later than the end of March, due to the date of the Florence World Congress. YF asked the Council to contribute ideas about a site.</p> <p>Position of Swiss director. YF explained that, due to IEA's registration in Geneva, there needs to be at least one Swiss resident director. The Council will be asked at this meeting to approve a change in the By-laws to authorize the Swiss resident position.</p> <p>Christine Aickin asked what the vision is for the Oceania network. YF responded that this is part of the discussion with ACED. ACED intends to work with Oceania as well as countries in the Middle East.</p> <p>Shamsul Bahri Mohd Tamrin (HFEM) Commented on the topic of Council meeting participation,</p>
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	<p>asking how to get people to participate in Council meetings, especially those with financial and budget constraints who cannot attend meetings. Noting that IEA needs to show that it cares for its members, he suggested that we need approved social media groups, and possibly to have some direct communication with such groups, sharing documentation on DropBox, Google Drive, etc.</p> <p>YF: Noted that we had received a request for electronic participation at this meeting, but we currently can't afford a reliable means of participating and voting. He invited ideas from the Council members and FSs on how to do this promised that they would be evaluated sincerely.</p> <p>David Rempel (HFES): Can we have a strategic discussion about regions and countries that are missing? India and Middle East are not here at this meeting. Also, there are countries that don't have societies or young societies. Is there a strategy to include them?</p> <p>YF I showed some ideas in my presentation. I visited the Polish society—they have interactions with such societies as Estonia. We are very happy that there are such micro local interactions. We would like to invite them to IEA while observing the rules. Reinforcement of local networks is one way. We need to promote that idea more widely so that people in these areas can participate.</p> <p>KM: Yushi and Andrew Todd (IDC) have been reaching out to those countries.</p> <p>Dickinson: Would you like to comment on roles and responsibilities? What is the responsibility for delivering on a regional basis (e.g., FEES) versus the individual societies.</p> <p>YF We like to work with FEES, but we also communicate with individual societies. There are some things that are better handled by networks. FEES and IEA, for example, are talking about what we can do together. I would like to emphasize that working with networks doesn't mean that we stop communicating with individual societies.</p> <p>KM It can make it more efficient.</p> <p>Dickinson—we need to analyze the vision for IEA versus regional network, versus IEA FSs. We don't want to be duplicating; we want to enhance.</p> <p>Sylvain LeDuc (FEES) – we could take the initiative for an event in Brazil. IEA is coming to support formal recognition. On this kind of initiative, the federation mobilizes the national society in order to feed the event. Your question is interesting. How can we organize this kind of involvement? As you have said, we have limited financial means; how can we involve this in the best way. We might use some other partner such as TUI or the European commission to support this event. They value another audience in Europe and have a mutual interest to support.</p> <p>Christine Aickin (HFESA)– from my country's perspective, our energy is consumed by running our national society and national conference. We make a profit most years. We have relationships with other societies who want to have conferences with us.</p> <p>YF: From the side of IEA, we are trying to promote the General Framework Model. It is quite immature, but it is efficient to promote the model through the networks.</p>
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		<p>KM We will revisit these topics as part of reports. We are trying to figure out how to operate over the next few years.</p>
<p>6. Vice President and Secretary General's Report</p>	<p>KM</p>	<p>KM summarized the Secretary General's report. (<i>Ref: 2017 VPSG report</i>)</p> <p>Activities have included:</p> <ul style="list-style-type: none"> <li>• Communications with Federated Societies. Please use the <a href="mailto:VP_SG@iea.cc">VP_SG@iea.cc</a> or use <a href="mailto:kmosier@sfsu.edu">kmosier@sfsu.edu</a> to communicate.</li> <li>• Work on the Website with Takashi Kawai and Lynn Strother. We also communicate through broadcast messages from the Website.</li> <li>• We have done some electronic voting this year.</li> <li>• Much communication happens on the on top page of website.</li> </ul> <p>KM asked the representatives of FSs to please let us know when officers change, contact information has changed, etc. Sharing this information in a timely and regular manner will allow us to stay in communication.</p> <p><b>VOTING ITEM: Approval of changes to MOU with ISQua.</b>  <b>Moved and Seconded that the changes to the MOU with ISQua be accepted.</b></p> <p>Discussion: Tamrin and Gkikas pointed out that there need to be some changes in the ISQua MOU--make sure name is accurate and typo (human factors not human factor).</p> <p>KM – will make changes.  <b>The motion was approved by unanimous consent.</b></p> <p><i>(KM report continues.)</i></p> <p>Other activities:</p> <ul style="list-style-type: none"> <li>• Communication via Skype meetings including with IEA 2018 organizers.</li> <li>• Traveling to represent IEA. Whenever possible, I combine with other trips. (see <i>2017 VPSG report</i>)</li> <li>• Signed a memo with Swiss Ergo to provide us with a Swiss director since we are registered in Geneva.</li> <li>• Went to ILO with JOG to discuss Ergonomic Checkpoints in Healthcare Work. While there, I participated in a dialog with the Future of Work Task Force to take advantage of synergies between the Future of Work and the Future of HF/E.</li> <li>• Will be going to the HFES Annual Meeting in October – Waldemar Karwowski, HFES representative, has organized a panel on how HFES can work with IEA, at which I will be the official EC liaison.</li> <li>• Distributed ISBNs under the name of IEA press. Assigned an ISBN to EQUID, Australia proceedings.</li> <li>• Helped to organize this meeting. Many thanks to Frederick Tey for his great work in hosting us. <del>Have needed to track people down.</del></li> <li>• Worked with Lynn Strother to define the parameters and duties of the permanent secretariat. (see <i>Proposal for Permanent IEA Secretariat</i>)</li> <li>• Posted messages from EC, broadcast emails, FS officers, endorsed events. (Explains the process for IEA endorsement of events). Created announcements on "Headline News"</li> </ul>



		<p>regarding awards, research solicitations, etc. Top downloads from the top page are EQUID and the Healthcare Checkpoints, and there is information about certification of ergonomists on the Projects page.</p> <ul style="list-style-type: none"> <li>Continued the process of storing all IEA documents in a digital archive. At the CNAM archive in Paris, documents are being scanned.</li> </ul> <p>KM Explained that there is an internal access area on the Website where FSs and TCs can log in using “Federated” and password shown. In this area, one can download documents and share with other societies. She encouraged Council members to look at it while at the meeting and let her know if this is something that continues to be useful.</p> <p>Plans for a Website. We need to review and revise the content, and we need to modernize it and propose changes to interface. At this time, we have limited ability to change the content through the Content Management System (CMS). We are working to decide what to control. Also, we need to decide what to do when our agreement with JES expires—they have provided a lot of service and software for a long time.</p> <p>Nancy Black (ACE) – -Consider adding a DOI for ISBN press.</p> <p>Claire Dickinson (CIEHF): Why is an ISBN a good idea?</p> <p>KM: Some academic institutions regard it as a mark of legitimacy. It’s a way of protecting the work and increasing access. We have ISBN numbers to allocate to those who have conference proceedings and are interested. From some people’s perspectives, ISBN numbers give publications more standing.</p>
		<p>BREAK</p>
<p>7. Vice President and Treasurer’s Report</p>	<p>JOG</p>	<p>The Treasurer’s report was circulated prior to the meeting (<i>Ref: IEA Treasurer’s Report Final</i>).</p> <p>JOG provided a summary of the IEA’s financial position and thanked President Fujita and the other officers for their cooperation and support.</p> <p>Cash flow is -\$18K because of one dues payment for 2016 that was delayed being received until shortly after the beginning of 2017. We are now collecting dues earlier, and we are moving from cash-basis accounting to accrual. Australia returned almost \$20K in seed money from the 2015 World Congress, which is good news.</p> <p>Revenues come primarily from sustaining members, membership dues, and seed money.</p> <p>Although revenue was down in 2016, this was a cash-flow problem that has been reversed in 2017 due to receiving seed money and a substantial dues amount. However, the surplus from the 2015 Congress was only \$500 USD, and this includes not receiving the capitation fee for the Congress, which is an important source of income to IEA every three years. So, to summarize, performance for 2016 doesn’t seem good, but 2017 is much better. A total of 97% of 2016 dues have been paid, and for 2017, 77% of dues have already been paid.</p>



	<p>To make our investment picture more clear, we took a loss due to exchange-rate fluctuations in Canadian versus U.S. dollars. Canadian dollars are recovering, but we introduced a calculation in the balance sheet to recognize the behavior of this investment.</p> <p>We need to pay close attention to financial performance. The key to having a good result from the Triennial Congress is having it in a good location that is easily accessible by air.</p> <p>We are completing the process of establishing the corporate bank account in Switzerland. Soon we will have a PayPal system to facilitate payment. We closed the bank account in Canadian currency and now have only a USD account. Because we have a term account at Scotia Bank in Canada, we need to keep this account open until the end of 2019 to maximize our investment. Then we will move all funds to Switzerland. In the meantime, we will make the most of our assets in Canada.</p> <p>As part of shifting to an accrual system of accounting, we are introducing depreciation; for example, our investment in the Website. Also we are beginning to formulate an IEA Budget and Reserve Policy.</p> <p>We also have received requests to be more transparent. According to Swiss NPO law, we would like to make data transparent from Federated Societies. When remitting payment, FSs are required to send the calculation sheet. At this time, we only receive about 10 completed calculation sheets. It is our objective to produce a transparent report when we meet next in Florence, and we need these data in order to provide dues data in an open way.</p> <p><b>DISCUSSION:</b></p> <p>Waldemar Karwowski (HFES): Thank you—I know how difficult it is. There are two issues to consider regarding the IEA Congress. The Congress creates a heavy burden on the organizing committees. It is a lost opportunity for IEA because the societies make most of the money. The HFES budget, for example, depends very much on income from their annual meeting. In IEA, where most of the responsibility falls to the local organizers, the model simply doesn't work anymore. We are not getting much financial benefit from congresses. EC should seriously consider changing the model. It's our congress, and we should run it as IEA. We should involve our own organizer, which would provide a cost advantage. That way, IEA is really the boss using professional help. In the meeting location, the local Society would help the organizer and assist with local arrangements, etc. Clearly, this is an opportunity for IEA to expand current reserves. We can double them in three years. By 2024, we could implement the new model. Beginning in 6 years, we could change the model and would take the risk as the organization. It is not the fiduciary responsibility of local societies to take the risk. We can organize and benefit and improve. Each Congress should make between \$150,000 and \$200,000. In 15 years, you can have \$1 million. This is a very serious matter that we should give full attention to in the future. Our mission is to impact the professional discipline. We need to enhance our sources of revenues. Membership fees do not do this, as we try to minimize impact on Federated Societies.</p> <p>Proposal: For the Executive to consider this issue. We need to discuss it, see how others feel, and come up with new model for Congress and realize the opportunity to improve financial status.</p>
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	<p>JOG: I agree. I think it's time to try new directions. Some societies will expand the base, but not provide a big amount of dues. I am observing a decline in some traditional societies. Council, as the governance board, can have more impact. This is really important for sustainability.</p> <p>YF: IEA is your organization. We don't like to put too much burden on the IEA Congress organizer. We would like to collect as many comments as possible for the future, with the hope of developing a new model. We can form a committee to collect more comments and ideas.</p> <p>Nick Gkikas (CIEHF): I would expand on previous comments. I would propose going forward for a new model to outsource nitty-gritty duties. This clearly takes too much of your time. The cost of getting a specialist to do the accounts in an hour is minimal compared to the cost of your time.</p> <p>JOG: My PhD students do this.</p> <p>Tamrin (HFEM): We also need to look at having other programs. Look at big projects and have some share with local societies and specialists. Expand projects.</p> <p>JOG: The IEA BRICSP<i>lus</i> network is positioned to knock at the door. ULAERGO – ILO looking at project group in South America and in local societies. Model can generate projects and sources of revenue.</p> <p>MG: I support the proposal by YF that we need to have a working group to look at the future of the IEA itself. The current situation is not sustainable. We are fortunate to have a president that doesn't have a full-time job and can devote personal resources to IEA. Waldemar's suggestion needs to be looked at and come up with a proposal. Every time a new board comes in, you spend the first year orienting yourself. Thanks to Kathy, Yushi, and Ernst, we have an archive of documents. I'm reinventing the wheel in certification. We need to move in that direction, and a task force would be good.</p> <p>JOG: Regarding sustainability – many thanks to JES—which has been an excellent partner.</p> <p>David Rempel (HFES): Commenting on Waldemar's recommendation, I like the possibilities. Perhaps there is a non-financial advantage to hosting. If you are hosting, does that present an advantage with local government, other societies, etc.?</p> <p>SA: As the chair of the IEA 2018, we were discussing this point, because when we started organizing there were no documents with basic information. We need a start-up toolkit. We were discussing sharing the position with IEA. Of course, it's an occasion to develop ergonomics within the local network; e.g., ministries. Regarding a new model, we should consider sharing of organizational responsibilities between IEA and local societies. Our main objective is to develop networking for our activities. We need a new model; having a task force is a good idea.</p> <p>Sung Han, ESK: Our experience is that if you host international meetings, it's important to get support from the government; otherwise, it's very difficult to break even. You have to work hard. In the Korean case, after getting support from the government, it was easy to break even. The structure should be flexible so that it's easier to get support while maintaining conference.</p>
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<p>8. Auditors' Report</p>	<p>Nancy Black (ACE): The Congress is in Canada in 2021. Ian Noy is looking for professional organizers. It is important to say that it's ACE/IEA. You need buy-in from the local group.</p> <p>Kasper Edwards: Nordic societies used to organize the NES conference. There is inconsistency in the way that national boards organize the conference. No big economic benefit for one or another. The danger if we turn into a professional organizer, is that the conference loses its legitimacy.</p> <p>KM: It's not uncommon for the local society to engage a firm.</p> <p>SA: We have engaged professional organization. They have experience organizing, and this really helps.</p> <p>JOG: Last word, our experience in Latin America. Despite all of the work and conflicts--it is difficult--the result is extraordinary for our region.</p> <p>The Auditors' Report was presented.</p> <p>Karwowski: Question about whether the auditors are from the Executive Committee—this would render the audit invalid, according to the By-laws, as they require two independent auditors or a company that does an independent audit.</p> <p>Christine Aickin (HFESA): Last year, the audit was done by myself and David Caple.</p> <p>Nick Gkikas (CIEHF) – usually an audit is performed by a completely outside person. An auditor needs to have no interest. I think we should look at having completely independent auditors.</p> <p>YF: Reads By-law on audit.</p> <p>KM: In this case the audit was done according to the By-laws.</p> <p><b>VOTING ITEM: Approval of the Auditors' Report</b>  <b>Moved and Seconded that the 2016 Financial year auditor's report be accepted.</b></p> <p><b>The motion was approved by unanimous consent.</b></p> <p><b>VOTING ITEM: Exoneration of the Officers</b>  <b>Moved and Seconded that based on the 2016 financial year auditor's report, the officers of the IEA are exonerated.</b></p> <p>Discussion:  Karwowski: Can you explain what that means.</p> <p>YF: The officers are not personally liable.</p>
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		<p>The motion was approved</p> <p><b>VOTING ITEM: Appointment of auditors</b> Waldemar Karwowski moved, Nancy Cooke seconded a motion to appoint Christine Aickin and David Caple as auditors for 2018 to audit the 2017 financial statements.</p> <p><b>The motion passed unanimously.</b></p>
9. IEA Awards	EMW	<p>EMW provided a summary of the IEA Awards</p> <p>7 new Fellows were approved as follows: Kazuo Aoki – JES Veikko Louhevaara – Finnish Society (NES) Martti Launis – Finnish Society (NES) Knut Inge Fostervold – NES Richard Wells – ACE Nancy Cooke – HFES David Rempel - HFES</p> <p>One submission was received for the IEA Liberty Mutual Medal award. The panel approved the submission: Stephen S. Bao, Jay M. Kapellusch, Andrew S. Merryweather, Matthew S. Thiese, Arun Garg, Kurt T. Hegmann &amp; Barbara A. Silverstein (2016) Relationships between job organisational factors, biomechanical and psychosocial exposures, <i>Ergonomics</i>, 59:2, 179-194. The medal will be presented during the IEA2018 Triennial Congress in Florence, Italy, 2018.</p> <p>EMW announced that 8 Triennial Awards will be given during the Congress next year. Council representatives were asked to call attention to these awards within their societies, especially the four awards that must be nominated by Federated Societies, which are:</p> <ul style="list-style-type: none"> <li>• The IEA Outstanding Educators Award</li> <li>• The IEA Award for Promotion of Ergonomics in Industrially Developing Countries</li> <li>• The IEA Ergonomics Development Award</li> <li>• The IEA President’s Award--this award may be nominated by a Federated Society (through the IEA Council) or by the Executive Committee, and is decided by the IEA president</li> </ul> <p>Also discussed were the KU Smith Student Award, the IEA/Elsevier John Wilson Award, and the IEA Human Factors and Ergonomics Prize. All of these awards are reviewed and selected by their respective committees.</p> <p>EMW encouraged all societies to promote the awards and said he would send out reminders to keep Federated Societies informed. He also requested information about IEA Fellow and previous award recipients for listing on the Website.</p> <p>Discussion</p>



		<p>KM Noted that Triennial Awards need to be submitted no later than 8 months prior to the Congress, which is December. More information must be posted on the Website regarding the John Wilson Award. EMW stated that he would add this. <del>Must be December. Awards and Liberty Mutual is due on April 30.</del> Triennial award nominations are due 8 months ahead (December 31, 2017). Need to provide information on John Wilson Award on IEA Website.</p> <p>Nancy Black (ACE) Asked whether we can let people know about the newly elected Fellows. EMW responded that there is no need to wait. KM noted that they will get a letter from the president</p> <p>LUNCH</p>
10. International Development Committee	AT	<p>International Development Committee (<i>Ref: IDC Report – Singapore 2017</i>) AT provided an update on the activities of the International Development Committee.</p> <p>AT discussed how the IDC and IEA promote societies and networks through the vehicle of the General Framework Model (GFM). IEA itself is using the model for case studies with Algeria, Peru, and Panama. We hope to turn the General Framework Model into an academic paper; then create some tools for implementing the it. Hopefully this will be complete before the next meeting.</p> <p>Other discussion reviewed: The need to elaborate on the pathway to build a successful Federated Society in the following stages:</p> <ul style="list-style-type: none"> <li>• Affiliated individuals and groups</li> <li>• Affiliated Societies</li> <li>• Federated Societies.</li> </ul> <p>Continued collaboration with FEES and Eastern European societies to strengthen the relationship.</p> <p>Latin America</p> <ul style="list-style-type: none"> <li>• Signing an MOU with the network.</li> <li>• GFM has been translated into Spanish.</li> <li>• Several visits to the area, including Peru and Panama</li> <li>• Working on collaboration.</li> <li>• Visits to Peru and Panama.</li> <li>• Another trip planned to Latin America..</li> </ul> <p>Collaborating with ErgoAfrica (ESSA Conference). Two FSs in Africa; 9 countries will be developed in Africa. Healthcare is vital in Africa, and they are working with the Healthcare Ergonomics TC.</p> <p>BRICSP<sup>lus</sup> network – Representatives from all 5 countries to launch a program in China. New BRICSP<sup>lus</sup> coordinated by Tshinghua U. Strengthening collaboration between universities.</p> <p>New TCs are being formed – HFE in Informal Economies and HFE in Sports. Work as done instead of work as imagined. It's important that we make a significant contribution to that field.</p>



		<p>Collaborating with FoHFE, FoWork, CPR, PSE—we need to engage with these areas when we develop training programs. Inclusivity – how do smaller societies engage?</p> <p>Conclusion: We have a GFM and trials are underway, we are renewing efforts to work with FSS and Networks.</p> <p>Discussion:</p> <p>Gkikas noted that the focus seems to have shifted into expanding into countries with small membership. A few longstanding members have declining memberships and struggle. They have fueled expansion in the past. The biggest cost in the budget was travel expenses.</p> <p>AT: We are not trying to ignore bigger societies. We disseminate and work with whomever we can. Invite us, we will come. We have traveled to all parts of the world. Invite us and we will come and work with you. It's important to look at costs. Latin Americans pay for everything. They see value in what we do, so they invite us and cover our costs. IEA is at most providing a third of the cost. Some of the budget for travel is used to come to the Council meeting.</p>
11. Professional Standards and Education	MG	<p>Professional Standards and Education (<i>Ref: IEA PS&amp;E Report</i>)</p> <p>MG provided an update on the activities of the Professional Standards and Education Committee on behalf of Frederick Tey</p> <p>Certification. To clarify a point of confusion, IEA promotes certification of ergonomists so that we can get an identity of the profession and to upgrade it. IEA does not do certification. IEA tries to get national and regional societies to take over their own system, as the societies are most familiar with universities, authorities, and mentors in their region. IEA then endorses those certification systems that meet our criteria. Endorsement is a check that procedures are correct.</p> <p>In the last two years, we have gone over all of our documents in IEA, and these have been revised and posted on the Website. These serve as a guide for societies that want to set up a certification system. It provides information on how to set certification criteria and how to get your system endorsed.</p> <p>Core competences. What does an ergonomist have to know. What should they be able to do? We have proposed to the EC and got their approval to review the core competencies. They are out of date and societies are not using them. Many developing societies have complained that they are not suitable for their needs.</p> <p>I am starting a big consultation round regarding certification bodies, just to find out what needs to be developed. Hopefully in a year's time we will have a draft proposal and one or two alternatives. South Africa, Brazil, and Israel will all apply for endorsement.</p> <p>Shows the core competencies (9 of them). Documents go into a lot of detail. CREE, for example, started to assess candidates according to this list. But it was difficult to get evidence and was far too subjective to evaluate. Something we have to try to come up with a much more concrete measure. Some are repetitive.</p>





	<p>We are discussing whether we can define a set of competencies that allow people to be specialists. In the present system the idea was that we have a big set of core competencies that requires people to be generalists. The demand from the developing societies is that they need to be specialized; otherwise, you exclude a lot of people. Although we need to have basic competences, we want to make the system a bit more flexible to allow people to be more specialized.</p> <p>Frederick Tey has argued strongly that we (endorsing bodies) certify people to be CPEs. IEA has always specified the level of education. However, in order to get there, it might be sensible to have a system with more levels. The idea is to maintain the CPE level, which is a goal that might not be attained by too many people. For people are at a lower level of their training, you can introduce additional levels so that there is an entry point into the system. This is not yet defined.</p> <p>At next year's IEA Congress, we hope to have a special session about what competencies ergonomists should have. CREE will have a session about using the General Framework Model for trying to promote increased certification in Europe.</p> <p>EDUCATION – we are gathering information from providers about educational requirements. We would like to know what HFE training is available in all regions in order to get an overview of the level of training in different countries and different regions. FT would like the name of the provider, the title, type of course, lecture series.</p> <p>Discussion:</p> <p>Nancy Black: In Canada CCPE is planning on applying for IEA endorsement of a program that will cover those with only a bachelors degree. If you require a masters degree you are cutting yourself out.</p> <p>MG: We need to get information from you about education. In Portugal and some countries, there is a bachelor's degree.</p> <p>Claire Dickinson: There is an alternative that might be a career pathway for that greater expanse of people who are coming in later in life; e.g., those with a masters in industrial design.</p> <p>MG: I personally think that IEA should not be too proscriptive. People might not have university training, but as long as the whole thing is transparent and plausible IEA would not stop you from doing it.</p> <p>Claire Dickinson: Recognition is needed from IEA that there is an alternative pathway.</p> <p>MG: CREE would have grandfather clauses for those who received their HFE education before there were HFE bachelors and masters degrees in the country.</p> <p>David Rempel: How will you decide what the new competencies are?</p>
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		<p>MG: We have been looking for feedback.</p> <p>Rempel: In healthcare and medicine, competencies are widely used. Degrees of knowledge is part of this. If we depart from that structure we are departing from a general direction that most graduate programs are going to.</p> <p>MG: We formed a task force yesterday of people from the EC. We would like to benchmark, but the trouble is that countries have different systems of education, and different terms. We have to stick with levels of competencies.</p> <p>KM: In Medellin we sent out a survey but it was impossible for some people to fill out.</p> <p>MG: If people come from psychology or engineering, they would need less extra training than someone who comes from a field outside of ergo. We have to do it, it's just too confusing without it.</p>
12. Science, Technology & Practice	TA	<p>Science, Technology &amp; Practice (<i>Ref: STP August 2017 Report</i>) TA provided summary of STP Activities</p> <p>The Science, Technology, and Practice Standing Committee's goals are to:</p> <ul style="list-style-type: none"> <li>• Make the Triennial Congress the highest-ranking event in the area of HFE</li> <li>• Expand IEA's interdisciplinarity</li> <li>• Foster IEA's reputation as representing the highest standard of science and technology</li> <li>• Make the IEA community a global Forum for fruitful and open-minded discussion</li> <li>• Work on the new "IEA Handbook of Ergonomics.</li> </ul> <p>TA provided details of how the committee supports the Triennial Congress through meetings, organizing tracks, workshops, sessions, and panels, and by assuring high quality of the publications.</p> <p>TA provided a list of conferences with which STP has networked and noted that communication with ISO TC 159 ("Ergonomics") is ongoing. He also listed IEA endorsed events, which can be seen at <a href="http://iea.cc">iea.cc</a>. The STP is cooperating with IEA's executive panel regarding the policy for endorsing journals—standards may need to be updated, as Impact Factor may not be the only relevant metric.</p> <p>IEA has a new ad hoc committee on cutting-edge or disruptive technologies (e.g., autonomous driving) and the relevance of HFE for those technologies. It is vital that HFE considerations are incorporated early in the evolution of such technologies.</p> <p>Foster IEA's reputation – close collaboration with FofHFE task force. The committee welcomes new participants and enhanced TC involvement. The work can be done via virtual meetings, email correspondence, and limited face-to face meetings.</p> <p>IEA community – list of TCs. Some are not active. We need to see follow up on these. TCs are the backbone of STP activities and need to be supported. For this purpose, a handbook for TC chairs is being developed. New TCs are in development for neuroergonomics, human-robot interaction. Others might include informal economies and HFE in sports. Council members are</p>



	<p>invited to submit other new TC topics. At the World Congress, we hope to have a time to meet and to distribute certificates of appreciation.</p> <p>DISCUSSION:</p> <p>Nick Gkikas, CIEHF: We seem to be spreading ourselves quite thin. In ISO, for example, have you looked at coming together with those who are already existing in an area?</p> <p>TA: Of course. There are connections with other organizations and exchanges of information. There is overlap there. People have different backgrounds. For example, they may know about capabilities of displays but may not understand perception. CHI may focus on usability but may not know how to define usability from the holistic approach that we come from. ISO is more interested in standards, not scientific development.</p> <p>SA: It is really strategic to have guidelines on TCs to have them relate to other groups, which will create synergy.</p> <p>TA: ISO told me that they want IEA to feed information to ISO on where the field is going in the future. They don't want to go in the wrong direction</p> <p>S. Tamrin: Endorsement of products, companies, or industries by IEA can provide IEA with additional recognition.</p> <p>TA: We have endorsed journals, endorsed conference; product endorsement is a big topic.</p> <p>S. Tamrin: Regarding ISO standards – will standards be used? We never discuss that. We need to promote them so people will buy in. For this, we need to include people from industry.</p> <p>TA: ISO doesn't want to develop standards that nobody uses.</p> <p>MG: In regard to first topic –we would like practice examples, if you could submit a practice example, then Samsung, IEA, etc., would benefit.</p> <p>AT: That was a FoHFE plan--to develop practice examples.</p> <p>Other suggestions included having internal examples for TC chairs and having the guidelines downloadable from the Internal Access section of the Website for TC chairs. Another issue was Inactive TCs – we want to add new TCs, but there are a number of inactive ones. How do we deactivate/reactivate TCs.</p> <p>TA At this point there is no real policy. Some of the inactive ones have nobody responding. We want to gray them out and write them in as inactive. We have not decided about deleting them. From my perspective, we have to remember that the topic is sound and individuals' inactivity may be blocking others who would like to work on it.</p> <p>Myung Hwan Yun: There is support for certification from big companies. Regarding EQUID – ten years ago ESK members established a design award. Some members were against it. It has been</p>
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		<p>very successful. ACED started a very similar program. We were a bit skeptical of design award and whether companies would apply for it; however, it has been very successful. Maybe IEA is interested in this type of activity.</p> <p>TA: We will definitely talk about it:</p> <p>Angela Tan (HFESS): Be mindful that we are international organization and be careful when we endorse something and draw the line.</p> <p>Myun Hwan Yun (ESK): We were concerned about safety and liability issues and it is important to be concerned about legal issues.</p>
<p>13. Communications and Public Relations</p>	<p>MR</p>	<p>Communications and Public Relations (<i>Ref: IEA CPR 2017 Report</i>)</p> <p>MR provided summary of CPR activities as detailed in the CPR Report. The goals of CPR are:</p> <ul style="list-style-type: none"> <li>• Promote awareness of IEA and ergonomics globally</li> <li>• Disseminate IEA-related information, assist in developing and distributing publications</li> <li>• Coordinate donations of educational materials related to ergonomics and conduct any other relevant activities.</li> </ul> <p>The following activities have taken place:</p> <ul style="list-style-type: none"> <li>• Follow-up article on Federated Societies' Global Ergonomics Month activities</li> <li>• Outreach activities and initiatives: documentation of ongoing relationships and MOUs with external partners (e.g., World Health Organization, ICOH, ISQua, FEES), ISO, professional societies.</li> <li>• Established criteria and a process for disseminating the proceedings of IEA endorsed/sponsored conferences.</li> <li>• Developed a proposed new IEA template and logo.</li> <li>• Community outreach and communication—worked with organizations who asked for permission to use the IEA definition of HFE.</li> </ul> <p>Plans for 2017-2018:</p> <ul style="list-style-type: none"> <li>• Suggest mechanism for storage of TC proceedings on the IEA Website.</li> <li>• Update IEA sponsored/endorsed form to include provision of proceedings via USB.</li> <li>• Upload the signed agreement with WHO and put it on the Website</li> <li>• Identify new and established candidates for IEA external relationships and add to matrix; post on IEA Website (internal access).</li> <li>• Provide a series of articles directed at the public on health care, sedentary behaviors, crisis management, autonomous vehicles.</li> <li>•</li> </ul> <p>DISCUSSION</p> <p>David Rempel (HFES): I've been talking with HFES members who have no idea about what IEA is. We need to make sure that they know what IEA is doing for their society and for themselves.</p>



		<p>MR That is a concern. We can put five PowerPoint slides together to send them out to presidents of Federated Societies. I would be very happy to do this.</p> <p>SL: I think it is our own job, we who are here as representatives. We need to send information to IEA and we need to send it to our national societies. I can understand the trouble. We have a lot of information to forward. Problem of collection—money and information.</p>
14. IEA Historian report	EK	<p>IEA Historian report (<i>Ref: IEA history progress report</i>)</p> <p>EK provided an update on current activities:</p> <ul style="list-style-type: none"> <li>• History book, volume 2</li> <li>• Archives</li> </ul> <p><u>History book</u></p> <p>EK reviewed the origin and history of the original book and the new volume. Chapter contents and authors were displayed, along with progress to date for each chapter</p> <ul style="list-style-type: none"> <li>• Texts for “Presidents Remember” is to be finalized by the end of 2017.</li> <li>• Other authors will be invited; deadline is the end of 2018</li> <li>• Policy on photos to be decided</li> <li>• Policy on publication (e.g., print versus online) to be developed</li> </ul> <p><u>Archive</u></p> <ul style="list-style-type: none"> <li>• Paper archive is hosted at CNAM in Paris</li> <li>• Digital archive is in development</li> <li>• Focus is on completing the digital archive</li> <li>• All new documents are to be included immediately</li> </ul> <p>Priorities:</p> <ul style="list-style-type: none"> <li>• Council minutes – all minutes, 1965-2016 are included</li> <li>• Actual rules are on the website</li> <li>• Older versions are in paper archive/minutes</li> </ul> <p>Annual reports</p> <ul style="list-style-type: none"> <li>• Only a habit since 1989</li> <li>• 1989-2008 available (except 1991 and 1993)</li> <li>• 2009 and further need to be retrieved</li> <li>• All help is very much appreciated</li> </ul> <p>Triennial reports</p> <ul style="list-style-type: none"> <li>• Only a habit since 1985</li> <li>• Most are available (except 1991 and 1994)</li> <li>• Help appreciated</li> </ul> <p>Auditor’s reports</p> <ul style="list-style-type: none"> <li>• Most not available</li> <li>• Decisions are taken up in Council minutes, so not a priority</li> </ul>



		<p>Triennial Congress reports</p> <ul style="list-style-type: none"> <li>• 1979-2012: most are available</li> <li>• 2015 report not yet finalized</li> <li>• 2000 and 2009 reports are missing</li> <li>• Help appreciated</li> </ul> <p>Congress proceedings</p> <ul style="list-style-type: none"> <li>• No copies in paper archive</li> <li>• Most were published commercially</li> <li>• 2006 and 2009 proceedings available digitally</li> <li>• Not a priority</li> </ul> <p>Photos</p> <ul style="list-style-type: none"> <li>• Random photos are in the paper archive and the digital archive</li> <li>• IEA 2015 showed nice photos, but these are not yet shared with IEA</li> <li>• A policy needs to be developed, but no priority now</li> </ul> <p>Miscellaneous</p> <p>MOUs – only a few are in the archive. Suggestion – take a photo, videos. You Tube postings.</p>
1515		BREAK
1530 15. FS updates	All	Representatives from Federated Societies and Networks provided updates on significant challenges and accomplishments during the past year. See (Federated Society Updates November 2017) for edited updates from attendees.
Adjournment Day 1		Day 1 Meeting recessed at 16:32. Note: Council dinner in Furama City Center
September 3, 2017		
16. Call to Order and Roll Call	KM	Call to order Roll call for voting
17. Information & Communication Technology	TK	<p>Information &amp; Communication Technology (<i>Ref: Annual Report ICT 2016-2017</i>) TK provided summary of ICT activities and plans</p> <p>The current IEA Website has been open since November 2013, and we have been proceeding according to plan. The mission of the site is to provide a portal service for information transmission and communication. ICT contributes by performing the following functions:</p> <ul style="list-style-type: none"> <li>• Maintenance of Web pages</li> <li>• Improvement of management tools</li> <li>• Enhancement of communication</li> <li>• Preparation for transitions in 2018 and 2021.</li> </ul>



	<p>The committee has made progress in the following areas:</p> <ul style="list-style-type: none"> <li>• Kept up with the latest information and managed the server and related information       <ul style="list-style-type: none"> <li>○ Promptly updated the top page and Council pages, uploaded 931 pdfs of IEA 2015 Congress proceedings</li> </ul> </li> <li>• Improved the content management system (CMS)       <ul style="list-style-type: none"> <li>○ Proceeded according to the plan (e.g. improved CMS for Internal Access)</li> </ul> </li> <li>• Utilized broadcasting and internal access function       <ul style="list-style-type: none"> <li>○ Proceeded according to the plan (mainly by VPSG) and improved the broadcasting system and the user manager</li> </ul> </li> <li>• Optimized/preserved archived data       <ul style="list-style-type: none"> <li>○ Proceeded according to the plan, mainly development of the CMS for archiving and constant backup of the archived data.</li> </ul> </li> </ul> <p>Tasks for next year</p> <ul style="list-style-type: none"> <li>• Activation of the Website and preparation for the transition</li> <li>• Construct a system to collect and update fresh information for the website</li> <li>• Consider the implementation plan for mobile devices and SMS</li> <li>• Develop CMS for Council pages for cost reduction and transition from 2018</li> <li>• Make plans for 2021       <ul style="list-style-type: none"> <li>○ Needs to form the working group for activation and transition of the website-- Several options:           <ol style="list-style-type: none"> <li>1. Develop totally new website.</li> <li>2. Develop partially new website with current content.</li> <li>3. Continue to use current content –this would be necessary to be supported by current vendor.</li> </ol> </li> </ul> </li> </ul> <p>KM We will be thinking of this over the next few years. Will work with Takashi and whoever is interested.</p> <p>AT: Thanks for hard work and philosophical question. What is the strategy for the website versus other forms of social media?</p> <p>TK: Current website opened four years ago. Technology was quite different then. It may be different in the future. Which technology is most wise? Needs to be deeply considered. Drastic changes—develop totally new website – how to manage. Not only one aspect such as communicating with members but also providing membership to the world. Most used page is definition of ergonomics, which is an important role. Constructing archives to be secure is a different function. Your comment is quite important and we will take it into consideration but we don't have a clear answer.</p> <p>YF: EC is open to SMS. It's beyond our capability to manage SMS. Even though we will need to discuss it in detail, we are open to volunteers who are willing to add SMS, one or more, to integrate it into the website.</p> <p>YF: The IEA website is your website. Even though the EC tries to make it better and better, it doesn't mean that we are fulfilling your potential needs. We should have asked you what you</p>
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	<p>want. My opinion is that we are willing to receive comments with one condition—if you want to introduce new functions, we need to know who is to be responsible for implementing them.</p> <p>Nick Gkikas: The website is the face of the discipline and not just for us, the people in the room.</p> <p>SL: Internet media—three main users –</p> <ol style="list-style-type: none"> <li>1. “Front office” – for everyone who wants information about ergonomics. The best representative for ergonomics issues is IEA. Information given for everyone is not specific.</li> <li>2. “Middle office” - People who know about ergonomics and want access to the conference.</li> <li>3. The Back office is dedicated for national societies to find archives, EQUID, etc.</li> </ol> <p>So there are several levels of request. Not the same tasks or the same investment for different levels. I have led this kind of project for companies. National societies should identify the needs for front, middle, and back office. Road map for next evolution, see how we can reach it, taking into account the foundation laid by colleagues. There are technical limitations to develop a new website. FEES has decided not to be focused on technical content. The FEES website is updated weekly, which gives us a good indexes in the search engine. I encourage IEA to consider this, but I don’t want to give you (Takashi) more work.</p> <p>YF: We don’t know if we will have a totally new website in 2021. If it happens we will need money. The initial investment in the current website was \$30K, and we made an additional investment of \$10-15K. We will need that amount, at least, for a new site. We need to reserve a certain amount of money each year to be prepared for that situation. This means that the treasurer must allocate a certain amount of money for 2018 and after. Also, cell-based (mobile) and SMS website. We don’t know how useful that will be. Anyway, we need money there and need to reserve. What do you think? Do you allow us to allocate a certain amount of money for 2018 in case we want a new website/another form of website.</p> <p>Claire Dickinson: I don’t think it requires a lot of thought. This has to be planned.</p> <p>Andrew Thatcher: I support Claire, but it needs to fit in with the strategy of our communications. Do we want to update constantly? Has implications for costs.</p> <p>SL: Each year for FEES we allocated 50 Euro for the website. We have made a choice because we have very limited financial means. We want to satisfy goals for different users, including our national societies. We should have a specific budget, but I can’t say whether it is \$100 or \$1000. Define a roadmap, focus on the needs. Every national society could give more precision about expectations. That would inform the budget. It’s very difficult to decide a budget without a roadmap. We have to define it.</p> <p>Christine Aickin: I agree that we have to consider the budget, having been the auditor. And balance the money with what we expect to come in. Not having surplus in 2015 has put a strain on the budget.</p>
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		<p>Kasper Edward: Look for a fully developed platform.</p> <p>Nick Gkikas: Many options – you don’t even need to do a capital investment.</p> <p>Nancy Black: ACE is not happy with what we did. IEA’s current face is wonderful from an outside view. I would like to have something to bring back to our members so that we can provide feedback from different sources, so whatever we do in the future would be the best.</p> <p>YF: We can estimate the cost. We can stick with the Japanese website company or go somewhere, it’s probably cheaper. Ask ICT director to estimate cost and ask treasurer to put aside some amount of money for this purpose. Not we who will make decision—the next officers will do that.</p> <p>KM: If you know of web management platforms or have specific suggestions, please tell us.</p> <p>WK: Over what period of time was the \$30K?</p> <p>YF: \$30 K was initial. \$10-15K in three years. We expect to spend \$4K this year to complete the changes in CMS because it is more efficient. We are not talking about running cost.</p> <p>SL: I offer my support to Takashi.</p> <p>Alan Chan, Hong Kong Ergonomics Society: No matter which option, we need to have strong linkage of Facebook as well. Make heavy use of Facebook in addition to IEA Website.</p>
18. IEA 2018	SA	<p>IEA 2018 (<i>Ref: IEA2018 report 03082017</i>)</p> <p>SA and Giulio Toccafondi provided an update on the IEA 2018 Congress preparations.</p> <p>Sara Albolino provided an update on IEA 2018, the first IEA Triennial Congress to be held in Italy. She provided a profile of SIE – Societa di Ergonomia e Fattoria Umani, which was founded in 1961 (the same year as IEA) and has 455 members and 10 local chapters and technical committees.</p> <p>Conference theme is “Creativity in Practice,” and the composition of the Scientific Committee includes members from Europe (26), the Americas (13), Asia (5), Africa (2), Oceania (1), and the Middle East (1). There are 27 Technical Committee chairs in a wide variety of topic areas, and papers will be both theoretical and practical. Plenary speakers and discussants have been invited, and many have already confirmed. Video abstracts are invited. A special “HFE Café” will feature a series of informal public discussions on the contribution of HFE to contemporary societies and future developments.</p> <p>All Federated Societies are requested to promote the Congress, and many have already done so.</p> <p>SA presented the call for contributions and timeline for abstracts management and explained</p>



	<p>registration fees. A special offer for Federated Societies is a free registration for every 10 paid registrations. There will be special awards of accommodations for those from low- to medium-income countries (LMIC), including free registration for students from LMIC who submit abstracts.</p> <p>There will be special sessions for ISQUA, WHO, AHFE, ICOH, and ILO.</p> <p>SA presented the current publication plan, including possible publishers and special issues. The Facebook site and website link were also displayed.</p> <p>Discussion:</p> <p>David Rempel: What is the difference between special sessions and symposia? Will there be time for TCs to meet?</p> <p>SA: We have put the TC meetings into a certain time. Probably at the end of the day in some places where it is not in conflict with the congress. Symposia already have the different presenters – 4-7. A special session can be proposed, but they are open to contributions and everything goes through the regular review process.</p> <p>Christine Dickinson: How many people do you expect to be at the Congress?</p> <p>SA: From 1000 up. Usually when you have a conference in Florence, it's 15% more participation because of the city.</p> <p>Nancy Black: How will you implement the 1 free registration for 10 registrations?</p> <p>SA: Periodic reports will go to the presidents of societies.</p> <p>Valérie Pueyo: Very interesting to have sessions by language. Would there also be special issues by language? E.g., <i>Le Travail Humain</i>? Perhaps can we find some support for PhD students?</p> <p>GT: We are open to suggestions. Theme of Ergo by Language is to foster ergo in the future. Some societies are looking at producing a white paper. You should address topics that are consistent with future of ergo.</p> <p>Myung Hwan Yun (ESK): Does the registration apply for student registrations also (One for 10).</p> <p>SA: Students from low income countries are free, if they have an abstract accepted. We have special prize and free accommodations for students.</p> <p>AT: Just wanted to say thank you I am convinced that this gesture will make it possible to come to this event. Amazing gesture to allow students to come and have their accommodations and fees looked after.</p> <p>TA: From STP point of view. We are working together closely and TCs are involved. At this point, most TC chairs are happy about that, they want to get involved and contribute. They are very</p>
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IEA 2021		<p>happy. Excellent collaboration.</p> <p>Takashi Toriizuka (JES): Is there an idea for student volunteers? There are Issues related to insurance, work rules, etc. Issues related to volunteering.</p> <p>SA Thanks to president of SIE we are working closely with universities and health care professionals.</p> <p>GT: Last thing – Facebook page is not listed under events, it’s listed as an organization, so it can be integrated later into the IEA social media hub. So the contacts, etc., will be integrated into the IEA hub. Not fostering contacts for SIE, rather for IEA.</p> <p>IEA 2021, Nancy Black(ACE). Banff is not sufficiently large for IEA 2021. There is no one hotel that can accommodate the number of people. None could accommodate 10 sessions in parallel. Expensive location – people had to go half an hour drive away to attend sessions Nothing was inexpensive. It is 1.5 hours from Calgary. So we will not be pursuing Banff. There are currently five cities under consideration – Vancouver, Calgary, Montreal, Toronto, Halifax. By the end of the year, we will decide and they will allow for 10 parallel sessions.</p>
19. Future of HFE and Future of Work Task Forces	KM	<p>(Ref: TF FoW September 2017)</p> <p>KM reported on the activities of the Future of HFE and Future of Work Task Forces</p> <p>KM: No formal report from Sarah Sharples. Claire Dickinson will provide an update. Three threads to task force. Waldemar Karwowski is doing a stakeholder analysis and needs assessment. This is in hand, with a view to produce a paper in Florence.</p> <p>Claire Dickinson (CIEHF): Second thread is education program. Kentaro – I understand that this is problematic.</p> <p>Kentaro Kotani (JES) – We had a Skype meeting to discuss documents. We have to focus more on exactly what we have to do in terms of education.</p> <p>The third thread is case studies. Every body, every FS, affiliated, etc. If everyone could identify one case study. JOG – you talked about how important it is to have it be relevant to your country. We could put a link from your IEA website to the national website. Michelle – does that fit in?</p> <p>KM: Is there a standard format to structure them?</p> <p>Claire Dickinson: I don’t think it needs to be too rigid – problem, approach by ergonomists, resolution. If we keep it fairly simple—that story, that narrative, it will be relative to whatever country. If it needs to be in Italian, French, whatever, it’s okay. Sarah asks Maggie – how would that link with FEES/CREE.</p> <p>MG: We only have 3 and it has taken a lot of effort. Easiest would be to link it through. It’s hard to get examples. We asked the CREE societies to send one each. All of them were about prevention of MSDs.</p>



	<p>SL: These underline practice and also represent the discipline. We need to encourage this in Europe, as it is in our scope to identify. Encourage authors to submit to us.</p> <p>MG: We have a review process. I am actively asking people with good work to submit.</p> <p>SA: Thinking globally, it would be nice to have a part describing the context of the case. With description of situation.</p> <p>Claire Dickinson: The other part of the discussion I had with Sarah – any scope for enlisting a project officer for three months? There is a lack of resources and a way of working on this. She was struggling with time. Thought given to a project officer to work with her. Maybe a conversation to take offline.</p> <p>KM: It would need to be attached to a proposal. This is a situation where there is a TF appointed. Can people contribute? Kentaro, connect with Frederick and Maggie. Waldemar, you may need help in writing.</p> <p>Future of Work Task Force. Led by Juan Carlos Hiba (JCH), who has led IEA in the past. He’s a perfect person to lead this initiative. He sent me his presentation and it was 50+ slides. This is an abbreviated version, but I have also sent the full version.</p> <p>According to JCH, the future of HFE and the future of work are interdependent; the report proposes fostering an improved synergy between HFES and the International Labour Organization (ILO). There are good reasons to do this:</p> <ol style="list-style-type: none"> <li>1. There has been an MOU between ILO and IEA since the 1980s, and ILO has launched a global “Future of Work” initiative.</li> <li>2. Reference to “A strategy for human factors/ergonomics: Developing the discipline and the profession,” Ergonomics, 2012; final report, “The future of ergonomics,”2012</li> <li>3. Four global dialogues:       <ol style="list-style-type: none"> <li>a. Work and society</li> <li>b. Decent work for all</li> <li>c. Production and organization of work</li> <li>d. Governance of work</li> </ol> </li> </ol> <p>Development objectives of FofW Task Force:</p> <ol style="list-style-type: none"> <li>1. Strengthen relationships between IEA/FSs and ILO</li> <li>2. Series of tasks for creating/developing professional synergy with ILO</li> </ol> <p>An “ergonomics observatory unit” might be create in each region, which would capture new and other reports on the world of work from a variety of sources, including ILO, government, employers, worker organizations, and academic research papers. This information can be collected by national and regional associations and institutions; researchers and professors from university faculty and laboratories and other research institutions. \</p> <p>The four main task of the focal points are:</p> <ul style="list-style-type: none"> <li>• Act as a liaison</li> </ul>
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	<ul style="list-style-type: none"> <li>• Monitor and report trends</li> <li>• Cooperate with IEA et al. in designing and reporting on projects</li> <li>• Communicate with FoW TF on the evolution of initiatives.</li> </ul> <p>The report lists general strategies, criteria, and activities, as well as eight ILO departments in Geneva relevant to ergonomics themes. A tentative list of types of activities is also included.</p> <p>The report cautions that some difficulties may be encountered and that understanding, patience, and being prepared for difficulties is important. However, the potential results may include:</p> <ul style="list-style-type: none"> <li>• A greater awareness of ILO among ergonomists, national associations, and IEA</li> <li>• Better knowledge of ILO initiatives and priorities</li> <li>• Fluid relationships with ILO staff</li> <li>• Identification of opportunities for joint action</li> <li>• A better understanding by ILO of HFE and the role it might play if considered/integrated into ILO activities</li> <li>• More opportunities for integrating HFE into ILO initiative and projects</li> <li>• Both institutions would be better able to contribute to creating better jobs, protecting workers, and creating social justice</li> </ul> <p>The report noted that these are first ideas on strengthening relationships with ILO, and they need to be reflected on. It is an ambitious proposal that requires the support of IEA, its Council and its affiliated and federated member organizations. Toward this end, the report provides the following action steps toward drafting a position paper on the Future of Work as it relates to the Future of HFE:</p> <ul style="list-style-type: none"> <li>• Council members are asked to read the position paper “ILO and IEA similarities”</li> <li>• In Singapore, accept or reject this proposal</li> <li>• If approved, assign a small team and establish a deadline for examining the first draft</li> <li>• Once amended and cleared, submit it to the Global Commission on the Future of Work directly or through a group of experts (yet to be identified) as a contribution based on our capacity given by the ILO/IEA MOU.</li> </ul> <p>DISCUSSION:</p> <p>SL We should include European Trade Institute.</p> <p>Yassierli: Very interesting. How can the national societies take advantage of this?</p> <p>KM: Find out if there is an ILO presence where you are and make a contact with the people there. Idea is that all of us would receive this information and coordinate it. This could be of benefit to the HFE community as well as IEA work. If you are uncomfortable contacting the bureaucracy, the officers can do that.</p> <p>JOG: In Geneva, we contacted highest level of the union. Two weeks ago ULAERGO met with highest technical staff for all Americas, and we decided what to do. Concretely, national society is working to build up projects. Contacts with industrial, employers, government. In Latin America we have inserted in each congress a special session to discuss their demands and how</p>
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	<p>to propose solutions.</p> <p>SA: In Italy the National Institute on Work has been working with us, so we can make this connection. ILO has formal relationships and is working with us.</p> <p>KM We should collect all of these – information on countries, people, and organizations. We can distribute it to the Societies to know who is doing what and where. These are working relationships that can be exploited.</p> <p>MR. We can put it in the matrix and see the relationships and we can all use it.</p> <p>Yassierli: MOU is already signed?</p> <p>KM: We are trying to find the existing MOU to update it.</p> <p>SL; It is a great project, directly linked with foundation of ergo. What is the contact point to send in information?</p> <p>KM Send it to me.</p> <p>MR: Please add me to list.</p> <p>Valerie Pueyo: Just additional info – this commission is organized into four parts Work and Society, Jobs, Organization of Work, and Governance of Work. In France some firms are interested in participating in this initiative.</p> <p>KM: Can I get a sense of approval (yes) He needs volunteers to identify relationships in society. What is a good deadline for identification of relationships?</p> <p>MG: Maybe heads of networks are best.</p> <p>KM: Let's just do it soon. If you are willing to work on the position paper let me know.</p> <p>Waldemar Karwowski: It would be good to summarize what has been discussed.</p> <p>KM: Position paper interest, today. Willingness to find out what is going on in your region within one month, and report back by the first of October. All that means is that you would contact someone who is working with ILO, which is good for your society.</p> <p>Waldemar Karwowski: We need to coordinate this task force with the TF on Future of Work.</p> <p>David Rempel reported on new report being prepared by ILO (International Labour Organization):</p> <p>As chair of the MSD TC I've been working with ILO in Geneva. They are planning to publish a guide to law in occupational safety and health. OSH has been a relatively low priority. The book has chapters on toxic chemical exposure, acute trauma, etc. I am helping with a chapter (10 pp)</p>
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		<p>that various countries could turn to regarding law. I have talked to many of you regarding laws (standards) in your own countries. If you are interested in working with me or want to provide a review or feedback, let me know. This project might fit in with interaction between IEA and ILO.</p> <p><del>TA: When you are talking about law, it references standards.</del></p> <p>David Rempel: The U.S. is like Germany in that there is a general-duty clause with reference to standards and guidelines. In other countries, there are laws that include standards. Also, there are differences as to whether it's a guideline approach or a standards approach.</p>
20. IEA 60 <sup>th</sup> Anniversary	EK, KM	<p>EK and KM led an informal discussion of ideas for a global celebration of IEA's 60th Anniversary in 2019.</p> <p>KM: 2019 is the IEA's 60<sup>th</sup> anniversary. We would like you to acknowledge that in some way.</p> <p>EK: Especially in some cultures, 60 years is very important. In our March meeting the EC considered options to celebrate it large-scale. There is no triennial congress in 2019, nor is there a major conference in HF/E.</p> <p>Nick Gkikas: CiEHF – it's our 70<sup>th</sup> year</p> <p>EK: Nevertheless, it's not a world congress. Possibly in each continent a celebration could be held. For instance, your conference could be an excellent venue for Europe.</p> <p>SA: It would be nice to identify one day in that year where anyone can think to have an initiative, not a congress, but can be a communication, something on the web on that specific day.</p> <p>KM One day during Global Ergonomics Month. Worldwide Ergonomics Day.</p> <p>MR. I would like that to be coordinated with Global Ergonomics month.</p> <p>KM: We thought about doing something in a given month. That might be too much within the Society, but we could do it one month.</p> <p>Nancy Black (ACE): I would suggest doing it on the first of the month.</p> <p>SL: The idea is to have a major event on each continent. Delegate coordination with the network on each continent.</p> <p>KM: I think this is appropriate. What Sara is suggesting is much less formal. Identify press coverage, post on Facebook</p>



		<p>Giulio Toccafondi: Make it visible, and have local societies decide for themselves.</p> <p>Yassierli: Make a competition among the societies.</p> <p>KM: It's important that it be acknowledged by Federated Societies.</p> <p>EK: If you would like officers or EC members to attend, let us know as soon as possible.</p> <p>KM we can certainly have videos.</p> <p>Kasper Edwards NES: 3-5 slides on "This is the IEA"</p> <p>GT: Need event kit.</p> <p>EK: Directs MR to have 4-5 slides. (Action items to MR).</p> <p>KM: Please come back next year and tell us what you have decided to do, and we can advertise it at IEA 2018.</p>
21. By-law and OP changes	KM	<p><i>(Ref: IEA By-Laws approved September 9_2017)</i></p> <p>KM provided rationale for adding the Swiss Resident Director as an ex-officio member of the Executive Committee. Requires a 2/3 majority of those present.</p> <p>Waldemar Karwowski moved, Andrew Thatcher seconded:</p> <p><b>VOTING ITEM. Moved and Seconded that</b>  <b>- By-laws Title 6- EXECUTIVE COMMITTEE be approved as revised</b></p> <p>Discussion:</p> <p>MG: I've personally committed to doing this for a few more years. Everyone should be aware that the Swiss society will appoint someone and the Swiss society will provide us with Swiss resident director. They will not be elected.</p> <p><b>The motion was approved unanimously.</b></p>
		<p><i>(Ref: OP-IEA Triennial Congress020170903; OP-IEA Journal Endorsement-20170903; OP-IEA Membership Fees-20170903)</i></p> <p>KM provided background for revision of OPs regarding IEA dues (minimum, maximum, student and emeritus members), requirements for journal endorsement, and the Triennial Congress.</p> <p><b>VOTING ITEM.</b></p> <p><b>Moved by Nancy Black (ACE) and seconded by Nancy Cooke (HFES) that</b></p>





	<p><b>- the OP-IEA Membership Fees-20170903 be approved as revised</b></p> <p>Discussion:</p> <p>KM: Although we approved this previously, we did not incorporate it into the operating procedure. This motion incorporates into the OPs, a minimum membership of \$100, a \$20,000 cap, and the provision that societies need not include students or emeritus members into the dues calculation.</p> <p><b>Motion approved unanimously</b></p> <p><b>VOTING ITEM.</b></p> <p>Nancy Black (ACE) moved, Thomas Alexander seconded that the OP-IEA Journal Endorsement-20170903 be approved as revised.</p> <p>Waldemar Karwowski: All journals have an impact factor. Historically Thompson-Reuters has done the official Impact Factor. Today, all journals actually keep track of citations. Most publish the IF. Index of how many papers were cited. I have no objection to the intention of the language but I don't want it interpreted as anything historical</p> <p>Claire Dickinson (CIEHF): How many journals are endorsed?</p> <p>KM: 8 or 10. We had an application for a journal that was not in existence long enough to have a formal Impact Factor.</p> <p>TA: When you take the historical impact factor with institution, it caused a problem. This makes it broader by naming others.</p> <p><b>Motion approved unanimously.</b></p> <p><b>VOTING ITEM</b></p> <p>Moved by Waldemar Karwowski and seconded by Nick Gkikas that the OP-IEA Triennial Congress-20170903 be approved as revised</p> <p>Discussion:</p> <p>KM: This has to do with the request of information from the host society and what needs to be included in the financial and other reports to IEA after the Triennial Congress.</p> <p>Waldemar Karwowski: How do Italian representatives feel about this?</p> <p>SA/GT: We are fine.</p> <p><b>Motion approved unanimously.</b></p>
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1200		<b>Lunch</b>
24. IEA Sustaining Member Changes	KM JOG	<p><i>(Ref: IEA Sustaining Members and Fellows)</i></p> <p>KM and JOG presented a proposal to revise the criteria and benefits of the Sustaining Member categories, and to expand the number of categories of Individual Sustaining Members and Sustaining Fellows</p> <p><b>VOTING ITEM.</b> Moved by Nick Gkikas and Seconded by Nancy Cooke that suggested changes to the categories, criteria and benefits of the Individual Sustaining Member category be implemented.</p> <p>Discussion KM: Explained the OP changes</p> <p>Nick Gkikas: This works well in different organizations – bequests from individuals.</p> <p>KM We have a category of endowments.</p> <p>Questions from the group included the rationale for the dollar value (not answered) and whether there were any current individual sustaining members (yes, one).</p> <p>Against the motion: None Abstentions None</p> <p><b>Motion approved unanimously.</b></p>
25. Permanent Secretariat	KM	<p><i>(Ref: Proposal for Permanent IEA Secretariat; Lynn Strother Résumé)</i></p> <p><b>KM presented a proposal for implementing the permanent Secretariat position</b></p> <p><b>VOTING ITEM. Moved by Nancy Black and Seconded by Christine Aikin that the proposal for implementation of the permanent Secretariat position be approved.</b></p> <p>Motion (after friendly amendments):</p> <ul style="list-style-type: none"> <li>-The funds approved for the one-year term of the Secretariat position (up to US\$10,000 per year) plus travel to Executive Committee and Council meetings and related expenditures) shall continue to be allocated to this position.</li> <li>-At the discretion of the IEA Executive Committee, the maximum amount may be increased up to US\$15,000 in Congress years.</li> <li>-Terms and conditions of this position will be determined by the Executive Committee.</li> <li>-The first incumbent to hold this position will be Lynn Strother.</li> </ul> <p>Discussion focused on separating out terms of position from hiring Lynn, but keeping both in the motion.</p>



		<b>The motion was unanimously approved.</b>
15. (cont'd) FS updates	all	Representatives from Federated Societies and Networks provided updates on significant challenges and accomplishments during the past year. See Federated Society Updates Nov 2017
26. Other Business	YF  Andrew Thatcher	<p><u>Next EC meeting</u></p> <p>KM: Not a Council discussion, but something the EC has to decide. If you have a proposal, please send it to us or give it to us at the break.</p> <p><u>Virtual participation in Council Meetings</u></p> <p>This is to advise Council that the International Development (ID) Standing Committee, as part of its 2017-2018 activities, is intending on surveying the relevant small and medium sized societies (S/MS) within the IEA family on the issue of communications. The aim is to look at the ways of improving communication between the IEA Executive Committee and Council member societies as well as communication between Council member societies. The survey will look particularly (but not exclusively) at internet-based conferencing and other emerging forms of social media and social communication. We believe this is timely given (a) the relative expense for smaller- and medium-size parties to send representatives to IEA meetings (such as annual Council meetings); (b) advances in electronic communication systems; and (c) language barriers faced by some Council member societies that restrict their ability to participate.</p> <p>Andrew Thatcher – We would like to run a survey to look at different ways that IEA members would like to see communication happening between EC/Council and societies and how communications happen among them.</p> <p>The survey findings will be reported at the 2018 IEA Council meeting in Florence.</p> <p>Discussion:</p> <p>David Rempel: In terms of different ways of communicating, are you suggesting using only Web-based meetings instead of face-to-face?</p> <p>AT: Not just. Many different ways to do this. For example in Medellin, we would have had a big communication problem without translators.</p> <p>Nick Gkikas: So we are just looking for approval for commencement of questionnaire?</p> <p>AT: Yes</p> <p>TA: Make it very open, like a Delphi survey</p>



		<p>Nancy Black: Point of interest, in Canada where we have two linguistic groups, it's a challenge. Simultaneous translation costs between \$5-10K Canadian. Well under a thousand dollars for call-in service. IEA could look into these and distribute information to Federated Societies</p> <p>AT: Thanks—pre-discussion BabelFish can be connected to a SKYPE-like interface. Some work still to be done, but we are an HF discipline and we should look at that. If we were to move to Web-based decision making there has been 20 years of HF work.</p> <p>KM: Definite benefit to format that we have now, but it often excludes people. Need to factor in time zones.</p> <p>JOG: I think we should also talk about communication. When we use English as the official language of the Congress. I don't know that people can acquire entirely the quality of knowledge that is available there. Let's see if our Italian colleagues might try to have this in Italy. It's also a question of culture, not just language.</p>
1530 27. Review of Action Items	YF	<p><b>VOTING ITEM. Moved by Waldemar Karwowski and seconded by Nancy Cooke - Approval of plan to formally initiate discussions with ACED and BRICS-Plus Network. The goal of discussions is to establish formal relationships with them by means of exchanging MOUs.</b></p> <p>YF presented proposal on initiating discussion.</p> <p>Note: Separated into two motions, one for each.</p> <p>MG: Has heard that some SEANES members were concerned about ACED.</p> <p>YF: I talked with all of them, and they would like to work in parallel. We need to consider how to distinguish SEANES and ACED.</p> <p><b>Motions were accepted unanimously</b></p> <p><b>VOTING ITEM. Moved by Ernst Koningsveld and seconded by Nancy Cooke. Formal confirmation and approval of 1) EC members and Director MG; 2) the resolutions of the meeting.</b></p> <p><b>Motion was approved. Nancy Black acted as Council representative and signed resolutions along with YF, JOG, MG.</b></p> <p><b>Motion accepted unanimously.</b></p>
28. Adjournment	YF	The meeting was adjourned at 16:20.