

Strategic report for Science Technology and Practice (STP) standing committee of IEA

The Science Technology and Practice (STP) standing committee is led by Nancy Black (NB, Chair) with Rosemary Seva (RS, co-chair, TCs), Karen Lange Morales (KLM, co-chair, Publications) and includes Technical Committee (TC) chairs (or their representative). Executive meeting bi-monthly.

The strategic plan for the STP standing committee for the period from 2022-2024 was defined with the STP executive and includes 13 initiatives within the areas of TC Support, Publications, and Administration. This was shared with the IEA Executive Committee in April 2022, being organized into short term (within the next six months), medium term (within the next 12 months) and long-term (within the next 24 months). The P2DT elements were applied to create this list of priorities.

Strategic initiative	Due (from 03/2022)	Status (Sept. 2022)
<p>TC1. Revise TC handbook document to clarify policies and responsibilities. This will reinforce the efficient communication between TC Chairs and co-chairs and the STP executive. We expect this will ensure all TC executives know what is expected of them, facilitating their work in that role.</p>	<p>≤ 6 months</p>	<p>Progress. RS revised the document. STP executive reviewed and approved it for consideration by TCs. RS sent to TC chairs for comments (due Oct. 15).</p>
<p>TC2. New TC-Chair orientation to provide guidance to new TC executives, whether taking over from a previous executive, or starting a new TC. RS will lead with TC Chairs being direct knowledge users. We expect this will accelerate new TC creation and will take the form of YouTube available video-recorded support based on the revised TC Handbook.</p>	<p>≤ 12 months</p>	<p>To come</p>
<p>TC3. Hold regular semi-annual TC-STP meetings in June and December with a fixed agenda including a 1-slide report from each TC communicating their activities, challenges, and needs, encouraging STP and inter-TC support. This started in December 2021, and will continue, led by NB.</p>	<p>≤ 6 months</p>	<p>Progress. All TC chairs were invited to meetings 1) Dec. 7 -9 2021 (two times; 17 attended; 14 TCs), 2) June 1 12:30 pm UTC (12 TCs and 9 TC update reports received). Next meeting Dec. 1, 12:30pm UTC using IEA Zoom platform.</p>
<p>TC4. Guidelines to support Journal Special Issues led by TCs. Building from NB's experience of special issues from IEA2021, to support future Special Issues associated with IEA Triennial Congresses. Also benefiting TC Scientific Organizers and Journal partners. IEA and STP being indirect stakeholders.</p>	<p>≤ 24 months</p>	<p>Started. On agenda of STP TC Dec. 2022 meeting. Led by NB with STP executive support.</p>

Strategic initiative	Due (from 03/2022)	Status (Sept. 2022)
<p>Pub1. Complete C-suite “ergonomics in a nutshell” document under the direction of past STP co-chair publications, Andrew Thatcher. This publication will communicate appropriate information to the CEO-level industry people including benefits, importance, and case studies from multiple environments around the world. This initiative has involved CIEHF for organizational and publication support and multiple contributing E/HF experts via focus-groups and document revision. Stakeholders include IEA and E/HF practitioners and document users in the C-suites of the world.</p>	<p>≤ 6 months</p>	<p>Completed. “Giving your business the human factors edge” IEA & CIEHF published 2022.20 pages. Available at: https://iea.cc/getting-down-to-business/ https://ergonomics.org.uk/resource/giving-your-business-the-human-factors-edge.html</p> <p>CIEHF created 1 minute video & infographic.</p> <p>Launch at IEA2022 Council meeting.</p>
<p>Pub2. Prepare “Ergonomics in a nutshell” document for Project Managers (operational managers). Following the template of the C-suite document (Pub1), led by STP with key support from E/HF experts for Project Manager knowledge users.</p>	<p>≤ 12 months</p>	<p>Progress. KLM created relevant mind-map for EQUID documents that will be applied to this project.</p> <p>KLM to start Steering committee planning in Oct. 2022 (5 people)</p>
<p>Pub3. Prepare “Ergonomics in a nutshell” document for Labour Organisations. Following the template of the (Pub1 & Pub2), led by STP with key support from E/HF experts for Labour Organisation knowledge users.</p>	<p>≤ 24 months</p>	<p>To come.</p>
<p>Pub4. Complete publication of IEA2021 Special Issue for Journal WORK. Led by NB with editors from IEA past Executive Committee (Kathleen Mosier, José Orlando Gomes, Thomas Alexander, and Sara Albolino). Expected completion by June 2022, supporting initiative TC4.</p>	<p>≤ 6 months</p>	<p>Nearly completed. NB led guest editorial team (K. Mosier, T. Alexander, J.O. Gomes, S. Albolino). 23 articles retained for publication. Peer reviewed. Editorial submitted. Final layout in progress. Publication date: November 2022 (separate special issue).</p>
<p>Pub5. Developments from EQUID publications for knowledge translation into new formats to encourage application. Led by KLM with STP executive support, for knowledge users in the IEA community.</p>	<p>≤ 24 months</p>	<p>Progress. Equid 4.0 theoretical article ready for submission to journal for scientific review.</p> <p>Equid 4.0 Application article planned (early writing stages).</p> <p>Further knowledge translation to come.</p>

Strategic initiative	Due (from 03/2022)	Status (Sept. 2022)
<p>Ad1. Review and revise Endorsement Operating Procedures. Led by NB. Propose revisions to clarify, facilitate procedures for users while respecting IEA best practices. These will be presented first to IEA Executive Council then to full Council. Stakeholders: IEA and those using OPs to streamline processes.</p>	<p>≤ 6 months +</p>	<p>Progress. Updated Operating procedures for event endorsement. Proposed for publication endorsement at IEA 2022 Council meeting.</p>
<p>Ad2. Support IEA Triennial Congress Management Planning group. NB will actively support knowledge translation from IEA2021 to future triennial congresses led by Elina Parviainen's CPR group.</p>	<p>≤ 6 months +</p>	<p>Progress. NB and Patrick Neumann proposed content concerning Hybrid and Virtual presentations for Congress Management document. Report sent to Elina Sept. 20.</p>
<p>Ad3. Facilitate quarterly webinar production by TCs to support IEA series, by defining required supporting documentation (for organisers). Led by RS with Sara Albolino and TCs. Increased visibility of presenting TCs will support member recruitment and TC renewal.</p>	<p>≤ 6 months +</p>	<p>Progress. Resource documents created & shared at STP-TC June meeting.</p> <p>Good uptake. Collaborative webinars proposed (Gender – MSD).</p> <p>Calendar created. Publicity in collaboration with CPR group. Announcements due 17th of the month.</p> <p>Uniform (automated) process of certificates of thanks to come.</p>
<p>Ad5. Liaison between ISO and TC led by NB, as STP chair. This is a reporting role to annually communicate relevant IEA activities and initiatives to ISO and from ISO to IEA and its TCs for mutual benefit. This will continue the initiative begun by past STP Chair Thomas Alexander.</p>	<p>≤ 6 months +</p>	<p>Progress. ISO representatives updated. Recognition of important further standardization presence. Who in HFE is already part of this?</p> <p><i>Ad Hoc Standards</i> IEA Committee proposed by IEA Executive Committee. Committee structure defined; committee chaired by Yushi Fujita. Invitations in progress.</p>