



## 2022 MEETING OF THE IEA COUNCIL

October 31<sup>st</sup> and November 1<sup>st</sup>, 2022  
 Delft University of Technology  
 Delft, The Netherlands

### MINUTES

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

Jose Orlando Gomes, President (JOG)  
 Maggie Graf, Vice-President and Secretary General (MG)  
 Thomas Alexander, Vice-President and Treasurer (TA)  
 Kathleen Mosier, Past-President and Awards Chair (KM) (ex officio)  
 Anindya Kumar Ganguli, International Development Chair (AKG)  
 Elina Parviainen, Development and Promotions Chair (EP)  
 Jonathan Davy, Communication and Public Relations Chair (JD) – attended online  
 Nancy Black, Science, Technology and Practice Chair (NB)  
 Takeshi Ebara, Professional Standards and Education Committee Chair (TE) – attended online

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

Takashi Kawai, Information and Communication Technology Ad Hoc Committee Chair (TK) - attended online  
 Andrew Thatcher, Future of Work Task Force Chair (ATH): Day 1 only.  
 Andrew Todd, Strategy Development and Implementation (ATO)  
 Myung Hwan Yun, IEA2024 Congress Chair (MHY)

**Staff:** Aleksandra Gamper, IEA Administration Officer (AG) – attended online

#### Ex Officio IEA Network Representatives (nonvoting):

Asian Council on Ergonomics and Design (ACED), represented by President Anindya Kumar Ganguli, (AKG)  
 BRICS Plus - not represented  
 La Union Latinoamericana de ergonomia (ULAERGO), represented by President Carlos Espejo, (CE) – attended online  
 Federation of European Ergonomists (FEES), Represented by President Bernard Michez (BM)  
 South East Asian Network of Ergonomics Societies (SEANES), Represented by Ng Yee Guan, President (RS) – attended online  
 ErgoAfrica – not represented

**Council Member Attendees and Votes:****Color code:**

Attended in-person

Attended online

Not attending, proxy received.

Not Attending, no proxy

Country	Federated Society Name	Potential society votes	Council Representative(s) Present	Votes accorded to individual	Proxy Holder
Argentina	Asociación de Ergonomía Argentina, ADEA	1	<a href="#">Martin Rodriguez</a>	1	JOG
Australia	Human Factors and Ergonomics Society of Australia, HFESA	2	<a href="#">Valerie O'Keefe</a> <a href="#">Jody Oakman</a>	1 1	MG MG
Austria	Österreichische Arbeitsgemeinschaft Für Ergonomie	1	Michael Wichtl	1	
Belgium	Belgium Ergonomics Society, BES	1	Alain Piette	1	
Brazil	Associação Brasileira de Ergonomia, ABERGO	2	Paolo Antonio Oliveira (PAO) <a href="#">Lucy Mara Bau</a>	1 1	PAO
Canada	Association of Canadian Ergonomists/ Association canadienne d'ergonomie, ACE	2	Jennifer Kenny Kathy-Lynn Shaw	1 1	
Chile	Sociedad Chilena de Ergonomía, SOCHERGO	1	<a href="#">Mauricio Santos Morales</a>	1	JOG
China	Chinese Ergonomics Society, CES	3	<a href="#">Wei Zhang</a> <a href="#">Chaoyi Zhao</a> <a href="#">Ruifeng Yu</a>	1 1 1	JOG JOG JOG
Colombia	Sociedad Colombiana de Ergonomía, SCE	1	<a href="#">Martha Helena Saravia Pinilla</a>	1	PAO
Croatia	Croatian Ergonomics Society	1	<a href="#">Ivana Salopek Cubrik</a>	1	JOG
Czech Republic	Czech Ergonomics Society, CzES	1	<a href="#">Lukáš Šoltys</a>	1	JOG
Ecuador	Asociación Ecuatoriana de Ergonomía, AEERGO	1	<a href="#">Yadira Gordón Vinueza</a>	1	JOG

France	Société d'Ergonomie de Langue Française, SELF	2	Valérie Pueyo Rafael Weissbrodt	1 1	BM BM
Germany	Gesellschaft für Arbeitswissenschaft, GfA	2	Oliver Sträker (OS) Rolf Ellegast	1 1	OS
Greece	Hellenic Ergonomic Society	1	Dimitris Nathanael	1	MG
Hong Kong	Hong Kong Ergonomics Society	1	Ameersing Luximon	1	AKG
Hungary	Hungarian Ergonomics Society	1	Gyula Szabó	1	MG
India	Indian Society of Ergonomics	1	Debkumar Chakrabarti Rauf Iqbal	1 1	AKG
Indonesia	Perhimpunan Ergonomi Indonesia, PEI	2	Lilik Sudiajeng	0	
Iran	Iranian Ergonomics Society, IES	1	Mahnaz Saremi	0	
Ireland	Irish Ergonomics Society, IES	1	Leonard O'Sullivan	1	MG
Israel	Israel Ergonomics Association	1	Joan. S. Geiger	1	MG
Italy	Società Italiana di Ergonomia, SIE	1	Tommaso Bellandi	1	
Japan	Japan Ergonomics Society, JES	3	Kentaro Kotani (KK) Takashi Toriizuka (TT) Takeshi Shibata	1 1 1	KK
Republic of Korea	Ergonomics Society of Korea, ESK	3	Myung Hwan Yun Inseok Lee Taezoon Park	1 1 1	
Latvia	Latvijas Ergonomikas Biedriba	1	Henrjs Kalkis	1	MG
Malaysia	Human Factors and Ergonomics Society of Malaysia (HFEM)	1	Ng Yee Guan	1	JOG
Mexico	Sociedad de Ergonomistas de Mexico A.C., SEMAC	2	Carlos Espejo Enrique de la Vega	1 1	JOG JOG
Netherlands	Human Factors NL	1	Marijke Melles	1	
New Zealand	Human Factors and Ergonomics Society	1	Marion Edwin	1	ATO

	of New Zealand (HFESNZ)				
Nigeria	Ergonomics Society of Nigeria	1	Echezona Ekechukwu	0	
Nordic Countries	Nordic Ergonomics Society, NES	3	Denis Coelho Cecilia Österman ?	1 1 1	EP EP EP
Peru	Sociedad Peruana de Ergonomía, SOPERGO	1	Andrés Arce Guadalupe	1	PAO
Philippines	Human Factors and Ergonomics Society of The Philippines	1	Jennifer Alma Gutierrez	1	JOG
Poland	Polskie Towarzystwo Ergonomiczne, PTErg	1	Jerzy Lewandowski	1	JOG
Portugal	Associação Portuguesa de Ergonomia, APERGO	1	Therese Cotrim	1	JOG
Russia	Inter-Regional Ergonomics Association, IREA	1	Alexandr Volosyuk (inofficial, society currently not functioning)	0	
Serbia	Ergonomics Society of Serbia, ESS	1	Aleksandar Zunjic	1	JOG
Singapore	Human Factors and Ergonomics Society of Singapore, HFESS	1	KC Yong	1	AKG
Slovakia	Slovak Ergonomics Association	1	Martina Gašová	0	
South Africa	Ergonomics Society of South Africa, ESSA	1	Jonathan Davy	1	ATO
Spain	Asociación Española de Ergonomía, AEE	1	Francisco Javier Llana Álvarez	0	
Switzerland	Swiss Ergonomics Society	1	Yvonne Straub	1	MG
Taiwan	Ergonomics Society of Taiwan, EST	1	Ray F. Lin	1	TT
Thailand	Ergonomics Society of Thailand	1	Wattana Jalayondeja	1	AKG
Tunisia	Tunisian Ergonomics Society, STE	1	Amira Omrane	1	JOG
Turkey	Turkish Ergonomics Society	1	Serpil Aytak	1	JOG

Ukraine	All-Ukrainian Ergonomics Association	1	Oleksiy Reva	0	
United Kingdom	Chartered Institute of Ergonomics and Human Factors, CIEHF	3	Bob Bridger Amana Widdowson Ben Peachey	1 1 1	
United States	Human Factors and Ergonomics Society (HFES)	3	Christopher Reid Carolyn Sommerich Susan Kotowski	1 1 1	
Uruguay	Asociación Uruguaya de Ergonomía, AUDERGO	1	Stella Conde	1	JOG
Venezuela	Asociación Venezolana de Ergonomista	1	Rafael Gonzalez	1	JOG
<b>TOTAL SOCIETY VOTES</b>		<b>71</b>		<b>20</b>	<b>44</b>
<b>OFFICERS</b>		(1)	Jose Orlando Gomes, President	(1)	
		1	Margaret Graf VP/Secretary General	1	
		1	Thomas Alexander, VP/ Treasurer	1	
<b>Total Officer Votes</b>		<b>3</b>		<b>3</b>	
<b>TOTAL VOTES</b>		<b>74</b>		<b>23</b>	<b>44</b>
Quorum for all voting items except bylaws = 1/3		23			
Quorum for bylaws = 2/3		48			

**AGENDA****Meeting Check-in: October 31, 2022 – 8:30 am local time****Day 1**

<b>Agenda item</b>	<b>Person</b>	<b>Discussion, Decisions and Action Items</b>
<b>Call to Order 9 am</b>		
9:00 – 9:10 1. Welcome and administrative matters	JOG	Welcome to all participants. Apologies and acknowledgment of those who have passed away since the last meeting: Richard Cook, Veerla Hermans and Claire Gordon were recognized with a short silence.
9:10 - 9:20 2. Quorum and voting	MG	Information: There are 74 potential votes (71 Federated Society votes and 3 Officer votes). Quorum for regular voting is therefore 23 votes and 48 for bylaw related items. At this meeting, there are 23 votes present in person, with 44 requested by proxy, and therefore quorum has been met for all voting conditions. Information to Council of the procedures for the voting at the meeting was provided.
9:20 – 9:30 3. Approval of Agenda	MG	The draft agenda was circulated prior to the Council meeting. ( <i>REF: 1. IEA Council Draft Agenda 2022</i> )  VOTE 1: The agenda was approved by unanimous consent.
9:30 – 9:35 4. Minutes of 2021 Meeting	MG	Reminder: The 2021 meeting minutes were circulated to Council at the conclusion of the meeting for edits and approval. Per the IEA Operating Procedures, the minutes were approved. ( <i>REF: 2. IEA Minutes of Council Meeting 2021</i> )
9:35 – 10:00 5. Intro- ductions	MG	The Council members introduced themselves (Name, Society/Network they represent) Starting with those present, then those online.
10:00 – 10:30 6. President's Report	JOG	José Orlando Gomes presented the activities of the president since the 2021 Council meeting and provided the President's report. ( <i>Ref 3: President's Report 2022</i> ).  <b>Requests from Council:</b> USA: What relationships does IEA have with governments and other global organisations (for example world usability day)?  UK: Can IEA share more what we are doing as individual societies?
10:30 – 10:45		<b>BREAK</b>
10:45 – 11:05 7. Vice President and Secretary General's Report	MG	Maggie Graf summarized the Secretary General's report. ( <i>Ref 4: 2022 VPSG report</i> )  <b>Action point:</b>

		<p>MG asked federated societies to please check their information on the IEA website and to bring this information up to date. To please provide information to the IEA administrator.</p> <p><b>Action point:</b> Newsbriefs - Member societies were asked to put the link to the subscription onto their own websites allowing their members to subscribe directly to the Newsbriefs.</p> <p>Noting: Business plan name to be changed to sustainable operating model as it better reflects the purpose of the document.</p> <p><b>FS Questions:</b> USA: Suggested using Quarterly townhalls (a meeting with leadership that is open to the public) to engage with various stakeholders and to promote transparency. (CPR to take this up).</p> <p>Belgium and FEES: Issues with IEA website (Webinar link and IEA resources). MG noted that the website is being upgraded.</p>
11:05 – 11:25 8. Vice President and Treasurer’s Report	TA	<p>Thomas Alexander presents the treasurer’s reports and responds to questions. (<i>Ref 5: VP Treasurer Report 2021, Interim Report 2022</i>).</p> <p><b>FS Comments:</b> CIEHF: Noted that IEA has not got a savings account. TA noted this and said that IEA was exploring options currently.</p> <p>CIEHF: Requested a clearer picture of operating expenses.</p> <p>GFA: Financial surplus of the IEA. TA is working within Swiss and global law to clarify this issue.</p>
11:25 - 11:35 9. Auditors’ Report and exoneration of officers for 2021	TA/MG	<p>Presentation of Auditors’ Report VOTE 2: Approval of the Auditors’ Report (<i>Ref 6: Auditors’ Report</i>) It was moved that the 2021 Financial year auditor’s report be accepted. Passed unanimously.</p> <p>The two auditors for 2021 were thanked by JOG for the work that they have done as auditors for the last two years.</p> <p>GFA president requested the Exoneration<sup>1</sup> of the Officers. It was passed unanimously.</p> <p><b>Appointment of auditors</b> VOTE 3: Kathy-Lynn Shaw (ACE) and Aleksander Volosuik volunteered to be the auditors for 2022. They were elected unanimously.</p>

<sup>1</sup> This is a legal step necessary to release the officers from any (financial) obligations in respect of the past year

<p>11:35 – 11:50 10. IEA Awards</p>	<p>KM</p>	<p>Kathleen Mosier provided a summary of the IEA Awards for 2022 and explained awards for 2023. <i>(Ref 7: Awards Report 2022)</i></p> <p><b>Noting:</b> KM encouraged the members of all societies to apply for the IEA Awards.</p> <p>USA: Asked about practitioners awards? KM noted that there is only one award for practitioners and is something to work on.</p> <p>USA: Asked what IEA is doing with trade unions. Currently not working with any trade union bodies.</p>
<p>11:50– 12:05 11. Future of Work (FoW)</p>	<p>ATH</p>	<p>Andrew Thatcher reports on the activities of the Future of Work ad hoc Task Force</p> <p>FEES and USA: Noted that there are opportunities to link with industry 4.0 and 5.0.</p> <p>CIEHF: Wanted details on the outcomes FoW was working towards so that they could potentially contribute.</p> <p><i>(Ref 8: Future of Work Report 2022)</i></p>
<p>12:05 – 12:20 12. International Development Committee (IDC)</p>	<p>AKG</p>	<p>Anindya Kumar Ganguli provided an update on the activities of the International Development Standing Committee. <i>(Ref 9: International Development Report 2022)</i></p> <p><b>Noting:</b> Members were encouraged to participate in the IEA Newsbriefs – please give inputs on the template.</p>
<p>12:20 – 1:45</p>		<p>LUNCH</p>
<p>1:45 – 2:00</p>	<p>MG</p>	<p>Demonstration of Members area on IEA Website. Access will be commenced for all Council representatives in 2023. Explanation of login procedure.</p> <p>Discussions were held and issues clarified.</p>
<p>2:00 – 2:15 13. Development and Promotions Committee (DPC)</p>	<p>EP</p>	<p>Elina Parviainen provided an update on the activities of the Development and Promotions Standing Committee <i>(Ref 10: Development and Promotions Committee Report 2022)</i></p> <p>Italy: Can member society's TCs also be able to have content on the congress webpage?</p>
<p>2:15 – 2:30 14. Professional Standards and Education (PS&amp;E)</p>	<p>TE</p>	<p>Takeshi Ebara (in video report) provided an update on the activities of the Professional Standards and Education Standing Committee and the Certification Sub-Committee.</p>



		<p><b>Action item:</b></p> <p>FEES: To help growth of HFE in Spain – please could we give details of the programs mentioned in the report. To schedule an online meeting on this regard with Spain (JOG).</p> <p>Italy, USA and CIEHF: Discussions around the levels of certification and the possibility for mutual recognition of designations.</p> <p>JES: Translating the core competencies into Japanese, will ask IEA press to have them published.</p> <p><b>Noting:</b> IEA will assist any societies trying to translate the core competencies into their own languages.</p> <p><i>(Ref 11: PS&amp;E Report 2022)</i></p>
2:30 -2:45 15. Science, Technology & Practice (STP)	NB	<p>Nancy Black provided an update on the activities of the Science, Technology &amp; Practice Standing Committee, and reported on the activities of the Technical Committees <i>(Ref 12: Science, Technology and Practice Report 2022)</i></p> <p>Event endorsement procedures: Will be circulated to council and voted on at the meeting tomorrow.</p> <p><b>Action point:</b></p> <p>HFES (USA) – Willing to trial run the dissemination of the “Ergonomics in a Nutshell” document with their partners for IEA and to provide feedback.</p> <p><b>Noting:</b></p> <p>USA: ISO standards – HFES works closely with ISO and will connect IEA to their liaison.</p>
2:45 – 3:00 16. Communications and Public Relations (CPR)	JD	<p>Jonathan Davy provided a summary of Communications and Public Relations Standing Committee. <i>(Ref 13: Communications and Public Relations Report 2022)</i></p> <p><b>Noting:</b></p> <p>USA: Opportunities for podcasting – (example Barry Kirby from CIEHF) by the IEA that links communications from around the world.</p> <p>External stakeholders/technical societies – could break these down by market sectors (for example human centered design).</p>
3:00 – 3:15		<b>BREAK</b>
3:15 – 3:30 17. IEA 2024	MHY	<p>Myung Hwan Yun provided an update on the planning for IEA 2024: Better life ergonomics for future humans, Jeju, Republic of Korea, August 25-29, 2023. (See <a href="http://www.iea2024.org">www.iea2024.org</a>) <i>(Ref 14: IEA2024 Report)</i></p>

3:30– 3:45 18. Information & Communication Technology (ICT)	TK	Takashi Kawai provided (via video) a summary of Information & Communication Technology activities (IEA website). (Ref 15: ICT Report 2022)
3:45 – 4:00 19. Strategy Development and Implementation	ATO	Andrew Todd provided a summary of the work on Strategy Development and Implementation. (Ref 16: Strategy Development and Implementation Report 2022)  <b>FS Comments:</b> USA: There is a need to make sure that the benefits of the IEA are made clear to the larger societies CIEHF: What is the timeline for the project? And what contribution of what you are wanting from the federated societies.
4:00 – 4:30 20. Reports from Networks		Representatives from IEA Networks provided updates on network activities (5 min per Network)  FEES: Consists of a committee of 5 working to help in the development of HFE in Europe; with a specific focus currently to help with Spain;  ErgoAfrica: No report received.  ACED: ACED congress next year in Mumbai, India. 11 countries are members of ACED and Bangladesh has recently applied for membership. Key concepts in HFE and core competency development was done.  SEANES: Since ACED has been developed SEANES has not been hosting conferences. Looking to building again after COVID.  ULAERGO : Mauricio Santos (Chile) was elected as new president of ULAERGO in October. Have applied to host IEA council meeting in 2023 for the 25 <sup>th</sup> celebrations of the Chilean ergonomics society.  BRICSplus ACED Conference will also be a joint conference with the BRICSplus network.  COMMENTS FOM MEMBERS: <b>CIEHF requested a document showing committee structure of the IEA</b>
4:30 – 5:30 21. Reports from Federated Societies		Federated Societies provided information on significant challenges and accomplishments during the past year (5 mins per Society)

<p>(Part 1)</p>	<p>(Canada, USA, Mexico, Peru, Ecuador, Uruguay, Argentina, Chile, Brazil, Venezuela...)</p> <p>Canada: 555 members of the society; Held several conferences (in various formats from 2020 to 2022 including IEA 2021). Member retention and volunteer recruitment are continual issues. Bilingual association also provides some challenges (particularly cost).</p> <p>USA: HFES diversity, equity and inclusion as a focus and have a new media relations company working with HFES. Working on various stakeholder engagement projects to work more closely with relevant stakeholders. Retaining members (particularly student to early career) is a challenge.</p> <p>Mexico: Absent</p> <p>Argentina: Following IEA seven policies with a focus on local stakeholders to promote growth of the society. 300 members at congress in 2020. ULAERGO will be hosted (officially/legally) in Argentina. More than 30 HFE people certified.</p> <p>Peru: Doubled its members to 78 members. Last conference virtual with more than 300 members. HFE is growing but still much to get done.</p> <p>Brazil: Significant drop in membership during COVID but has grown nicely again up to 500 subsequently. 255 Certified ergonomists. Journal in both Portuguese and English. Working with IEA ID in various countries to support the development of HFE.</p> <p>Venezuela: Absent.</p> <p>Nigeria: 50 members in the society and optimistic that can double numbers shortly. A major challenge is awareness of ergonomics.</p>
	<p>Day 1 Meeting recessed at 17:13 Council dinner, Café de Wijnhaven, Delft.</p>

**Day 2**

<p>August 24, 2019</p>		
<p>Call to Order 9:00 AM</p>	<p>JOG</p>	<p>Call to order</p>

Operating procedure for Conference Endorsement	MG	<p>NB circulated the operating procedure to all members of council.</p> <p>Amendments:</p> <p>3.1 Reception where it says: "The requesting society...". That should be changed into "The requesting conference organizers ...". The same applies to 4 Timeframe where the documentation is to be received also from "the requesting conference organizers" in addition to the national society.</p> <p>In addition, please change "STP president" to "STP chair" throughout the document. And change "conference" and "meetings" to "events" (because the OP is about endorsed "events").</p> <p>To add the society that has requested the endorsement to the list of those informed by IEA STP chair.</p> <p>Motion passed unanimously.</p> <p><b>Action Item:</b></p> <p>CIEHF: Could we report how many conferences are endorsed each year and what the financial implications are. Nancy Black will do so.</p>
9:00 – 9:30 22. Sustainable operations model	MG	<p>MG presents the IEA Sustainable operations model: History, aims, content. (<i>Ref 17: Sustainable Operations Model</i>)</p> <p><b>Action item:</b></p> <p>MG: Asked the IEA council to please add to and comment on the sustainable operations model. To send comments and thoughts to her.</p> <p>MG: Asked those in Council who have experience with the development of these models to volunteer to work with IEA.</p> <p>USA: Education services from the IEA and partnerships with companies that get buy-in and access to IEA events.</p> <p>CIEHF: Invest the money IEA has and have a three-year operating plan at the end of each Triennial congress.</p> <p>Struggle to understand the committee structure and what goals they are working towards (A Todd to do this).</p> <p>Request for proposal to be put together for consultants to support IEA to be circulated amongst council.</p> <p>ASA – Recommend use of online resources for association good practice; for example in the UK, there is an organization that is a membership body of associations (Memberwise) which has excellent free resources. There is a similar organization in the US called ASAE</p> <p>Sustaining members – good to understand these agreements.</p> <p>Collaboration and communication – limited capacity so the more that we can support each other the better.</p>
9:30 – 10:00 21. cont. Reports from Federated		<p>Federated Societies provide information on significant challenges and accomplishments during the past year (5 mins per Society) (South Africa, Tunisia, Australia, New Zealand, Indonesia, Singapore..)</p>

<p>Societies (Part 2)</p>		<p>South Africa: 50-60 members. PAB does certification with 35 certified people (IEA endorsed). Volunteer nature of society makes management direction difficult.</p> <p>Tunisia: Also affected by pandemic. Moving from just occupational doctors to engineers with masters in ergonomics. Conference now in November after several delays due to Covid.</p> <p>New Zealand: Through time introduction of a new health and safety body HFE society has grown nicely with a doubling in members (now have 25 certified members). A new mentorship program has been introduced. Need to address education problem after the retirement of several academics.</p> <p>Australia: 650 members, although membership remains a challenge. Education programs continue to be a problem. Have focused on the development of white papers and policy matters. They have had society leadership role difficulties but these have been resolved with a new committee.</p> <p>India: 519 life members with 10 new in the last year. HWWE annual congress (19<sup>th</sup>). Supporting Bangladesh ergonomics society to join ACED and then IEA. HWWE in 2022 in Punjabi. In 2023 hosting the ACED, BRICSplus congress in Mumbai at NITIE.</p> <p>Colombia: SCE celebrated 25 anniversary in 2021. Have Colombian academic network of ergonomics (with 10 universities with research groups in HFE). New PhD program has been initiated. Change in model for congress moving it to each chapter rather than hosting in Medellin every time.</p>
<p>10:00 – 10:15</p>		<p>BREAK</p>
<p>10:15 – 11:00 23. CM Workshop</p>	<p>EP</p>	<p>Congress model presentation, workshop on stakeholders for IEA congress with delegates in small groups.</p> <p>Stakeholder mapping “kick off” Various groups presented their findings on stakeholders that they had thought of. The results of this workshop will also flow into the Sustainable Operations Model and other strategic projects.</p> <p>CIEHF - AA 1000 stakeholder engagement tool and argued for Sector by sector maps allowing people to understand (e.g. healthcare, defense, automotive).</p>
<p>11:00 – 12:30 21. cont. Reports</p>		<p>Federated Societies provide information on significant challenges and accomplishments during the past year (5 mins per Society)</p>

<p>from Federated Societies (Part 3)</p>	<p>(..Malaysia, Philippines, Thailand, China, Hong Kong, Taiwan, Japan, Korea, India, Iran, Israel, Turkey...)</p> <p>Iran, Israel and Turkey: Absent</p> <p>Malaysia: Increased membership; 2023 congress planned. Successfully got government to consider including cognitive and organizational factors into enforcement regulations.</p> <p>Indonesia: HFE in Indonesia is not well known so have focused on growing awareness through programs. National congress on agriculture in 2021 and international conference on economic transport. 4 Vice-presidents to support the growth of HFE within the country. Trying to build collaboration with government ministries on national standard on ergonomics.</p> <p>Taiwan: 30<sup>th</sup> celebration of society in 2023. Have HFE programs at university. Working with organizations in healthcare. 2021 medical device regulations include HFE.</p> <p>Hong Kong: Several members have been awarded government awards in the last two years. Hong Kong still closed because of Covid so meetings have been hybrid. Society membership aging (introduced emeritus membership).</p> <p>Japan: 2021 first face to face congress since pandemic. Also recognized the benefits of virtual conferences so looking at a new model for domestic conferences. SDGs set for 2040. New executive committee has been elected.</p> <p>South Korea: 40<sup>th</sup> anniversary this year with 600 members participating at the congress this year (the largest number ever for the society). History book of the 40 years of ESK being created. Created new awards for manufacturing companies for the workplace interventions. In 2023 will host domestic congress at Juju island as a pre-run for 2024.</p> <p>Philippines: Ergonomics in design event hosted this year. With an international collaboration included.</p> <p>Thailand: Founded in 2001. 128 members from a variety of backgrounds. Starting a certification process and have established a board (Starting with associate professional ergonomist before CPE at a later date). Received funds from foundation of professional ergonomists. Have a journal for ergonomics. Local congress in 2022 that is hybrid. Everyone invited to the online congress.</p> <p>Singapore:</p>
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		Working group to engage with external stakeholders (industry, research agencies and universities). Working with community to identify HFE issues. Practitioners also a focus from this year to build a strong team.
12:30 – 1:30		LUNCH
1:30 – 3:15 (21. cont.) Reports from Federated Societies (Part 4)		<p>Federated Societies provided information on significant challenges and accomplishments during the past year (5 mins per Society) (..Austria, Belgium, Croatia, Czech Republic, SELF France, GfA Germany, Greece, Hungary, Italy, Latvia, Netherlands, NES Nordic Countries, Poland, Portugal, IREA Russia, Serbia, Slovakia, Spain, Switzerland, Ukraine, CIEHF United Kingdom)</p> <p>Serbia: Follows FEES and IEA. Special issue of journal on COVID-19. Continued to grow journal in 2022. Past president of society recognized by journal. Ergonomics and management society of Romania has been established with the help of Serbia. Regional ergonomics education network.</p> <p>Austria: Webinars and seminars have been a focus including on mobile work. Cooperation with Hungarian ergonomics society has been fostered in 2021/2. Membership decreased during COVID with 40 members currently. Therefore, a goal is to improve membership. New election of the board in December.</p> <p>Belgium: Congress in Tunisia next week (Collaboration with various societies – Francophone TMS congress). New event this year. Webinar attracted 300 participants so looking to blended options going forward. Digital modeling congress to be in Belgium next year.</p> <p>SELF/France: 500 members in France and other French-speaking countries. 450 participants from 16 countries in 2022 congress with plenary sessions and PhD student videos available on YouTube. Podcasts have also been made and are available for free. Next conference in October 2023. Also contributed to Francophone conference in Tunisia. History commission on website.</p> <p>Germany: GfA also includes Austria and Switzerland. Congress has seen high numbers of participants due to COVID online format (improved finances and membership). GfA made two recommendations for stakeholders. Inter societal working committee that is a community of stakeholders.</p> <p>Greece: Absent</p> <p>Hungary: Absent</p> <p>Italy: 13<sup>th</sup> triennial congress in 2021 (meant to be in 2020) in Luca. Explore collaboration amongst various communities with 200 participants (post conference book published). Internal and external stakeholder engagements</p>

	<p>(Robotics; world disability day; Banking). First Master's degree in HFE starting. Cooperating with local stakeholders on research. Standardization a key issue for HFE and encouraging IEA to do more in this regard. CREE president from Italy.</p> <p>Latvia: Absent</p> <p>NES: New board has been elected. Continued the previous boards efforts to restructure NES through survey. IDA-AM confirmed to leave NES at AGM. Focus on long term sustainability. Looking at more diverse membership from international community. 130 participants at the 2022 conference held in October. Finish society very busy working with ministry of social affairs and health. Iceland working to grow membership and grown social media presence (200 followers). Norway working with companies (human factors and control group). Denmark represented in NES until end of the year.</p> <p>Portugal: External threats to HFE in EU – reduction in number of members due to COVID. Growing interest in companies to hiring HFE specialists. Committed to the local focal point of EU-OSHA.</p> <p>Poland: Absent</p> <p>Russia: Has not been operating since 2018. Presidency is being transferred which will hopefully see some new actions taken.</p> <p>Croatia (AV): International annual congress hosted in December.</p> <p>Switzerland: 140 members; Financials are good – need to now figure out how to spend it effectively. Launched online meetings with members online, but only about 10% of members participate. Difficulty in member retention and in finding people to take up officer roles in the society. Language is also a difficulty.</p> <p>Netherlands: Membership is stable at around 300. Working with Jan Dul and journal to put together an editorial on starting points of HFE. National congress coming up in 4 weeks.</p> <p>United Kingdom: Various documents/white papers been published and on their website. 10 webinars in the last year, with up to 39 countries attending the webinars. Major investment in a learning management system (learning pathways to be launched). Mining and rail are key domains working with. Training documents available and happy to work with IEA member societies. 2023 congress in April and encouraged to participate. 4 and half full-time staff members (about half of the finances go to these staff).</p>
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3:15 – 3:30		BREAK
3:30 – 3:45 Various		<p>USA (Chris Reid): Australia asked HFES about journal publication access. In response HFES has introduced a new membership category called “corresponding membership” at \$ 50 and \$25 for LMICs giving them access to various publication opportunities. This offer is available to all Federated Societies.</p> <p>USA: Membership is a key concern amongst many societies across the world.</p> <p>Discussion was had around the issues of membership and retention.</p> <p><b>Action point:</b> CPR to work with FS (ask for interested parties from societies) to engage actively with early career professionals in response to the paper that they have published and to work on ways to retain and support them as part of societies.</p> <p><b>Action point:</b> Document on best practice examples and what can and should be done to alleviate the issue of retention of membership.</p>
	JOG	<p>Presentation of application to become an IEA Federated Society from Algerian Association of Ergonomics.</p> <p>Maggie went through the requirement for recognition as an IEA federated society. She confirmed that they meet all the necessary requirements of the IEA policy.</p> <p><b>VOTE:</b> 65 Votes yes 0 votes No therefore Algeria are accepted as a new IEA federated society.</p>
3:45-4:00 24. Next Council and EC meetings		<p>MG outlined considerations for the process for selection of locations for Council and Executive Council (15 people) meetings.</p> <p>Two proposals were received and circulated for hosting of the council meeting in 2023. Bangalore, India and Santiago, Chile.</p> <p>A total of 66 votes were counted and the next council meeting will be in Chile. It was agreed unanimously that the ballots be destroyed.</p> <p><b>VOTE 4:</b> Council approved Santiago, Chile as the location for the 2023 IEA Council Meeting and associated EC Meeting [Later confirmed 18th and 19th October in Vina del Mare, Valparaiso, Chile]</p>
4:00 – 4:15 25. Other business	JOG	<p>New ad hoc committee on HFE standardization has been constituted by the IEA president, with an international advisory group and support team. A document with the structure of the committee will be circulated to council members.</p> <p>Formation of a new TC – HFE in informal work. If any members would like to take up roles in the TC please let MG know via email.</p>

<p>4:15 -5:00 26. Approval of formal resolutions of meeting and signers</p>	<p>MG</p>	<p>Susan Kotowski moves that Marijke Melles act as Council representative to sign resolutions along with JOG and MG, seconded by Jennifer Kenny</p> <p><b>VOTE 5:</b> Approval of the resolutions (formal minutes) of the meeting and signatures.</p>
<p>27. Adjournment</p>	<p>JOG</p>	<p>The meeting was adjourned at 1700</p>

Annex: Full copies of the following reports can be found on the IEA Website Members' area.

**Ref. 1: Minutes of council meeting 2021**



**Minutes of the 2021 Council Meeting of the International Ergonomics Association**

The IEA Council meeting was virtually via Zoom during 11 and 12 June 2021.

An email ballot was conducted prior to the meeting according to the Bylaws of IEA. The Council balloting satisfied the quorum requirements.

- Total potential votes: 70
- Total effective votes: 57
- The quorums for effective voting:
  - For ordinary voting: 23 (one-third of total potential votes)
  - For the change of the by-laws: 46 (two-third of total potential votes)

**Results of email balloting prior to the meeting**

The following resolutions on the mail ballot were reported to the IEA Council in the virtual meeting:

**Resolution 1:** Approval of agenda for virtual IEA Council meeting 11-12 June 2021

By a vote of 57 approve, 0 does not approve, 0 abstain, the agenda for the virtual Council meeting was approved.

**Resolution 2:** Exonerations of officers.

By a vote of 54 approve, 0 does not approve, 1 abstain, the exoneration of officers was approved.

**Resolution 3:** Approval of Auditors' Report

By a vote of 58 approve, 0 does not approve, 1 abstain, the auditors' report was approved.

**Resolution 4:** Approval of Kermit Davis and Takashi Torikawa as 2021 auditors.

By a vote of 58 approve, 0 does not approve, 1 abstain, Kermit Davis and Takashi Torikawa were approved as 2021 auditors.

**Ref. 2: President's Report 2022**

**IEA President's Report**  
Joel Orlando Gomes

This report outlines the activities of the IEA President since June 2021 oriented by the IEA mission and goals, as well as the IEA Strategic Policies, previously called IEA 7 Policies. The IEA has been facing an extraordinary challenge in last years operating in virtual mode, including its main event, the XXX Triennial Congress of the IEA, organized very successfully by the Association of Canadian Ergonomists, in June 2021.

The IEA had been operating virtually since 2008, led by Prof. Kathleen Mosler and the EC as well as the entire IEA family. I longed to take all the members of the previous EC, the new EC, the federated and affiliated societies and IEA networks that have collaboratively enabled the smooth and effective transition to the new term, as well as the invaluable cooperation of Lynn Strother as IEA administrator in recent years until the second semester of 2021.

As you know, the IEA Bylaws specify the President's main functions as follows: representing the IEA, chairing Board and Executive Committee meetings, forming new committees and restructuring existing ones, appointing committee chairs, and overseeing the work of committees. However, most of these activities are carried out collaboratively with members of the Executive Committee, network, federated and affiliated societies, and external stakeholders, and the other EC members reports will give more details. Below list my activities in conjunction with the IEA Strategic Policies.

**Coordination of Executive Committee Activities**

1. Engage stakeholders (internal and external)
2. Collaborate with and reinforce IEA member societies and networks
3. Contribute to science, technology, and practice
4. Identify the roles of IEA in promoting education, certification, and related matters
5. Reinforce relationships with external organizations (existing and new relationships)
6. Reinforce the infrastructure of IEA
7. Maintain a future focus for IEA

The new EC members understood the delicate and complex moment and have risen to the tasks of activity planning and meeting daily demands in an exemplary way. Their quick engagement, cooperation, and ongoing support have been fundamental in planning new EC activities while continuing of previous projects. This greatly facilitated the transition process to the new EC, the implementation of standing committees' co-chairs to reinforce the daily operation, and the welcoming of the IEA administrator Aleksandra Gampner.

Planning activities, guided by the IEA Strategic Policies and using as a basic tool the Y2022 tool kit, previously developed by Yuthi Fujita and Andrew Todd, have begun and are being implemented with the support of new ad hoc Strategic Planning and Implementation lead by Andrew Todd. It is necessary to mention the enormous collaboration of the officers, administrator, Past President, and the SPH Chair who meet weekly to manage activities and ensure a smooth operation, as well as the numerous activities developed with all EC members, federated societies and networks as needed.

The special issue of Journal Work is about to be published, as a result of the great coordination and editorial work of the team led by Prof. Nancy Black, which pleased have the pleasure to be a part of.

**Ref. 3 VPSG Report 2022**

**IEA Council Meeting 2022: Report of Vice-President and Secretary General VPSG**

Dr Margaret Graf-Euring

The first year of a VPSG is probably always marked by a lot of learning how things work and trying to get up to date with everything that is happening within the IEA and its many working groups. I have had to rely heavily on the experience of Kathy Mosser and José Orlando Gomes as well as our previous office administrator, Lynn Strother. Many thanks to them and to all the members of the IEA Executive, who have always been patient and helpful. It is really a pleasure to work in this group.

The following points sum up what has taken most of my energy during this period:

1. The establishment of the IEA webinar series. Following two pilot webinars organized by the previous VPSG, Sara Albolino, the new Executive made the decision to offer webinar on a regular basis, using the resources of the Technical Committees and other volunteers. This has been a great success, with at least one webinar per month since the beginning of the year and more exciting ones in the pipeline.
2. Hiring a new IEA Office Administrator. The retirement of Lynn Strother required us to find a replacement. Fortunately, we were able to secure the services of Aleksandra Gampner, who has a family connection to IEA and knew of our work. She has proven to be an invaluable asset and I thank her for her commitment, helpfulness, and cheery smiles.
3. Getting and keeping the information on the IEA website up to date and regular news items published.
4. Organising meetings and getting to know the software that we are using to assist us. The IEA Executive met in online meetings in November and again in April. This is my first Council meeting. There are meetings of various working groups that need to be coordinated around the world and often quite a lot of emails to read and answer, also from the contact boxes of the website.
5. Preparing the IEA Business Plan and various other strategy documents. The work on the Business Plan will be reported on separately at the Council meeting. The work with the other officers on strategy development will be reported by José and Andrew Todd.
6. Last but not least, external liaison.

We work closely with several international organizations, notably the WHO and ILO, and these sometimes require reading reports and giving comment, or attending online meeting. This needs to be coordinated with others, such as Michelle Robertson, Kathy Mosser and Jonathan Davy, who share this work. More recently, I have been assisting José and Yuthi Fujita to set up an ad hoc Committee to coordinate and improve our involvement with the International Standards Organisation ISO.

**Ref. 5: Interim Treasurer's Report 2022**

**IEA 2022 INTERIM TREASURER'S REPORT**  
January 1<sup>st</sup> – September 16<sup>th</sup>, 2022  
Thomas Alexander

**INTRODUCTION**

This report summarizes the financial performance for the period of January 1<sup>st</sup> - September 16<sup>th</sup> of 2022 (hereafter referred to as "the Period"). The basic accounting rules are essentially the same as those applied in previous years. However, the following are noted for clarification:

1. Banking and financial services:
  - 1.1 The IEA has consolidated and continued its banking at UBS in Switzerland, where it now has:
    - 1.1.1 a basic US\$ denominated checking account opened in Oct/2017
    - 1.1.2 a basic CHF denominated checking account opened in Oct/2017
  - 1.2 In addition, IEA is using a payroll account to allow payment of membership fees as an exception, if direct bank-to-bank is not possible. However, it is recommended to use this only as an exception because of extra efforts for subsequent accounting
2. Membership dues of previous years paid during Year 2022 are booked with Y2022 membership dues.
3. Membership dues for Y2022 and beyond paid during Year 2022 are booked as liabilities.
4. Whenever possible expenses are allocated the various IEA committees rather than to "Representation & Outreach".
5. The "Representation & Outreach" classification holds only (but not all expenses specifically related to IEA Executive Committee activities):
  - 6.1 Some of IEA officers' travel for "Representation & Outreach" is being partially covered by the host society or by the officer's local society.
  - 6.2 Most host societies are already covering accommodation, food, and local transportation, and some of them have started to cover air travel as well.

**Ref. 4: Treasurer's Report 2021**

**IEA 2021 TREASURER'S REPORT**  
January 1<sup>st</sup> – December 31<sup>st</sup>, 2021  
Joel Orlando Gomes and Thomas Alexander

**INTRODUCTION**

This report summarizes the financial performance for the period of January 1<sup>st</sup> - December 31<sup>st</sup> of 2021 (hereafter referred to as "the Period"). The basic accounting rules are essentially the same as those applied in previous years. However, the following are noted for clarification:

1. Banking and financial services:
  - 1.1 The IEA has consolidated its banking at UBS in Switzerland, where it now has:
    - 1.1.1 a basic US\$ denominated checking account opened in Oct/2017
    - 1.1.2 a basic CHF denominated checking account opened in Oct/2017
  2. on advice from the IEA's UBS account manager the fiduciary account for investment purposes (the monthly interest of the investment account was expected to become negative).
  3. Membership dues of previous years paid during Year 2021 are booked with Y2021 membership dues.
  4. Membership dues for Y2022 and beyond paid during Year 2021 are booked as liabilities.
  5. Whenever possible expenses are allocated the various IEA committees rather than to "Representation & Outreach".
  6. The "Representation & Outreach" classification holds only (but not all expenses specifically related to IEA Executive Committee activities):
    - 6.1 Some of IEA officers' travel for "Representation & Outreach" is being partially covered by the host society or by the officer's local society.
    - 6.2 Most host societies are already covering accommodation, food, and local transportation, and some of them have started to cover air travel as well.

**Ref. 6: Auditors' Report 2021**

7 September 2022

To the Council of the International Ergonomics Association: All: Professor José Orlando Gomes, IEA President

Serving as auditors for the year 2021 for the International Ergonomics Association, we are pleased to inform you that the audit of the IEA financial documents for the 2021 book year has been completed. We have found the beginning and ending balances, deposits, expenditures, and service charges to be consistent with the amounts reported in the IEA Treasurer's Report for the period of January - December 2021. Also, we found the financial records to be complete and comprehensive without mathematical errors.

We would like to acknowledge the treasurer's responsiveness in working with the auditing team to review the records, to answer our questions concerning records, expenditures and transaction.

**We have comments and suggestions for the IEA Executive Committee to consider, as follows:**

The Treasurer was able to provide us with a comprehensive overview of the financial transactions and all of these are considered reasonable. It is noted that there was a credit card fraud of \$7,727.09 due to a stolen credit card. Further, there was a \$10,000 surplus for the Triennial Congress.

The greatest expenditure was office costs were \$24,315 with most costs being awards committee (\$16,000) and website (\$8,252). One big benefit was limited travel costs. All of the costs were considered reasonable.

The satisfaction and payment of the outstanding members was at 93.7%. 65% of the Societies paid membership dues in 2021, totaling over 80% of revenues expected from this source, despite the pandemic.

The treasurer continues to use accrual-based accounting using Bantana software.

We acknowledge the competence and commitment the Treasurers (Joel Orlando Gomes and Thomas Alexander) have demonstrated in the execution of their duties and suggest that the Council discharges the treasurers.

Signature 	Signature 
Takashi Torikawa IEA Council Audit Committee, Chair	Kermit Davis IEA Council Audit Committee, member

### Ref. 7: Awards Report

**Awards Committee 2022 Council Report**  
**Kathleen Mosley, IEA Past President and Awards Chair**

An important function of IEA is to award formal recognition to individuals in member societies who have made outstanding contributions to the field of HFE (Human Factors/Ergonomics) on an international level. Annual awards include the IEA Fellow Award, the IEA/Tsinghua Award, and the IEA/Knight Award.

**The IEA Fellow Award** recognizes outstanding and sustained performance in the field of ergonomics and human factors at an international level, as well as an extensive publication record in international journals or international consulting or service at a high level. Candidates must be nominated by an IEA Member Society and confirmed by the current IEA Fellows and by the IEA Executive Committee. New Fellows are:

- 2021
  - Susan Hatfield - Human Factors and Ergonomics Society, US
  - Robert Robson - Human Factors and Ergonomics Society, US
- 2022
  - Robert Fox - Human Factors and Ergonomics Society, US
  - Margo Fraser - Association of Canadian Ergonomists
  - Kevin Jacobs - Human Factors and Ergonomics Society, US
  - Ronald McLeod - Chartered Institute for Ergonomics and Human Factors, UK
  - Paulo Antonio Oliveira - Brazilian Ergonomics Society
  - Sabilla Sitoran - Società Italiana di Ergonomia e Fattori Umani
  - Wen Xu - Chinese Ergonomics Society - also a member of HFS

**The IEA/Tsinghua Award for Collaborative Human Factors/Ergonomics Education** honors persons (e.g. researchers, teachers) who, through international and/or inter-regional collaboration, have made significant and outstanding contributions to the success of postgraduate educational programs that include HFE courses or substantial HFE content in their curriculum. Applications are evaluated by renowned international reviewers and are then sent to the selection committee chair, Prof. Maria Vilela, and his team for their approval work.

**2022 IEA/Tsinghua Awarders:**

- Prof. Paulo Victor Rodrigues da Carvalho - Brazilian inter-regional collaboration
- Prof. Dr. H. Agha and Prof. Assad Salim - China, MEM Educational Program

**The IEA/Knight Award for Student Research in Human Factors and Ergonomics Issues** is given annually to honor persons who have high-quality human factors/ergonomics (HFE) research achievements. The purpose of the award is to significantly promote and reward high-quality original research and applications on new and emerging HFE issues of issues specifically related to industrially developing countries (IDCs), as well as to promote a career path in HFE. In 2022, eight awardees from 8 different countries were chosen.

**2022 Awardees:**

- Dandan Hou - Chinese Ergonomics Society
- Dian Gao - Iran Ergonomics Society
- Graciela Rodriguez - Sociedad de Ergonomia de Mexico
- Gurdeep Singh - Indian Society Ergonomics
- Melissa Tomatis - Brazilian Ergonomics Society
- Nehalika Yeh - Indian Society Ergonomics
- Shuyang He - Chinese Ergonomics Society
- Wahid Karamian - Indonesian Ergonomics Society

In 2022 the Tsinghua MEM Education Center at Tsinghua University and Knight and Knight International renewed their Sustaining Membership and their monetary support for these awards and also increased the number of awardees that can be selected. Knight added a separate Early Career

### Ref. 10: Development and Promotion Report

**Development and Promotion Committee (DP)**  
**Chair: Elina Parvainen**

**Development of IEA Congress Model (CM), main activities 2022**

The abridged version of the Congress Model was shared to Council members for familiarizing purpose in August 2022. The longer version was shared for comments and feedback to Executive Committee in 2021. The longer version was moved to functional digital version in 2022 and will be supplemented by:

- Creating a chapter "Organizing hybrid and full virtual congress" into the model during 2023
- Describing the main activities of each Standing and ad hoc Committee for supporting the Host society/Organizing Committee. These will be added in the chapter 4 "Organizing the Congress". This activity will at the same time:
  - Clarify and structure the activity in general in each executive committee (EC) and the co-operation with each other
  - Create transparency to the activities in EC and communication/ collaboration in IEA, member societies, council members and collaboration partners of IEA and other important stakeholders
  - Enhance networking and promotion of HFE through IEA network globally and increase collaboration between the partners of IEA, member societies and IEA.

**For implementing the CM into use in IEA:**  
 Second half of 2022: Meetings held with chairs of each executive committee concerning their first thoughts about support and needs to be met in organizing the IEA triennial congress on the. Summary of the feedback will be added as an appendix to this document. The content of the feedback will be utilized in the updating of the CM as mentioned in the point 3.

### Ref. 12: Science, Technology and Practice Report

**IEA 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 Sava RS, co-chair, TCU, Karen Lange-Morales (KLM, co-chair, Publications) and includes Technical Committee (TC chairs) (or their representatives). 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 PDZ elements were applied to create this list of priorities.

Strategic Initiative	Due From (2022/23)	Status (Sept. 2022)
<b>TC1. Review TC Handbook document to clarify policies and responsibilities. This will reinforce 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.</b>	18 months	Progress: IS revised the document. STP executive reviewed and approved it for consideration. TC1, RS sent TC chairs for comments (due Oct. 15).
<b>TC2. New TC Chair orientation to provide guidance to new TC executives, whether taking over from a previous executive, or starting a new TC. It will build trust with TC Chairs being direct knowledge users. We expect this will accelerate new TC creation and will take the form of Topicable available video-recorded support based on the revised TC Handbook.</b>	12 months	To come
<b>TC3. Hold regular semi-annual TC-STP meetings in June and December with at least 4 agenda including a 15 slide report from each TC communicating their activities, challenges, and needs, encouraging STP and other TC support. This started in December 2022, and will continue, led by NB.</b>	6 months	Progress: All TC chairs were invited to meetings (1 Dec. 7-8 2022 (two times), 17 afternoon, 14 TC), 2 June 12:30 pm UTC (12 TC and 9 TC update reports received). Next meeting Dec. 1, 12:30pm UTC using IEA Zoom platform.
<b>TC4. Guidelines to support journal Special Issues led by TCU. 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.</b>	24 months	Status: On agenda of STP Dec. 2022 meeting. Led by NB with STP executive support.

Prepared by Nancy Black 2022/09/20 Page 1 sur 3

### Ref. 8: Future of Work Report

**IEA'S FUTURE OF WORK TASK FORCE**

At the April 2022 IEA meeting we proposed the following work programme for the 2022-2024 period.

- 1) Establishment of Task Force with regional representatives. This strategy has not worked as anticipated. We had expected to develop a network of 5 to 7 regional representatives that would oversee the Task Force programme in their respective region. To date we have only received a single nomination, from the US. As a consequence, we have re-developed the regional representatives to take a more organic approach based on responses and reactions to the webinar series.
- 2) 2022 Webinar series. The webinar series has launched with a webinar presentation entitled "The challenges for HFE from the future of work: examples from Down Under" by Prof. Tim Bentley (established researcher, Australia) and Dr Nicola Green (emerging researcher, New Zealand). Their webinar was based on their paper published in Ergonomics entitled "State of science: the future of work - ergonomics and human factors contributions to the field". The webinar was held on 17 August 2022 and was attended by approximately 40 people from around the world. Two further webinars are being planned at present and we hope to have them presented by the end of 2022.

We are developing a webinar from China scheduled for late October or early November. The Chinese Ergonomics Society has established a special group of emerging researchers in HFE and is inviting representatives from a variety of industrial sectors. The webinar will be organized jointly with onsite group meetings (Onsite: Chinese language, Online: English), and will focus on two topics: (1) Identifying the emerging Future of Work forms in the context of AI, robots, and post-COVID; and (2) Identifying the potential HFE issues and discuss how HFE may contribute to success.

Currently we are in conversation with Elina Parvainen (Finnland), Prof. Anto Reiman (emerging researcher, Finland), and Prof. Jan Dul (established researcher, The Netherlands) about delivering a webinar based on perspectives about the future of work from Northern Europe. This seminar emerges from work produced for the ERGO2030 project that was funded by the Antta and Ossi Seppänen Memorial Foundation.

- 3) 2023 Webinar series. Webinars by prominent E/HF industry stakeholders (e.g. the ILO, the EU Beyond Work programme, the World Refugee Programme). We have not made progress with this point as it is only scheduled to begin from 2023.
- 4) 2023-2024 Opinion piece production. Information is currently being collected from the webinars and associated documents.
- 5) 2023-2024 Special issue production curated by Andrew Thatcher and Wei Zhang. Planning has not begun on this item yet.

### Ref. 11: Professional Standards and Education Report

**Strategic plans for Professional Standard and Education (PSE) committee of IEA**

Note: Updated information as of end of September is shown in red.

We are now trying to frame some value-added demands made by each member for taking initiatives during the period of 2022-2024. Please note that the following are tentative, as a first step in making plans based on the PDZ framework.

1. Development of education tool kit for HFE core competencies collaborating with CNAM (Paris) and IES/CPPE (Japan), proposed by Takashi Ebura (chair) and Tahar Hakim Benchehoum (co-chair)
2. Develop and conduct "hands-on training" with a real-world problem collaborated with Prof. Hakim, CNAM, and IES/CPPE, by multidisciplinary teams working together with inviting various domain specialists/practitioners such as accident prevention, occupational safety and health, and human-centered design.
3. The new HFE core competencies put stress on applying the systems approach, and recent social demands in Japan focus on so-called "Society 5.0", building a human-centered society that balances economic advancement with the resolution of ecological problems by a system that highly integrates cyberspace and physical space. Such disruptive technologies using AI, VR/AR, and/or Metaverse will transform the traditional work into quite new ones. HFE needs to provide an education tool kit for professionals based on new HFE core competencies through hands-on training to quickly respond to such demands for harmonizing disruptive technologies and human well-being.
4. Monthly meetings with CNAM (Paris) and IES/CPPE (Japan) are held from March 2022. Members are Takashi Ebura (PSE chair) and Tahar Hakim Benchehoum (PSE co-chair), Takashi Torizuka (President of IES), Yoshiko Yagi (President of CPPE), Akiho Ito (Vice-president of CPPE), Yushi Fujita (past president of IEA), and Jose Oriol Gomes (president of IEA).
5. We are exchanging information on practices of education and HFE projects conducted in France and Japan to share local needs and characteristics of HFE practices. At the first meetings, Prof. Hakim introduced us to the HFE education at CNAM and its practice activities in France. Then, each member from CPPE introduced their ergonomics projects at their companies. Prof. Torizuka, the president of IES introduced general education system at Japanese universities and general HFE education program in bachelor, master, and Ph.D. courses. This is a long term (within the next 24 months) project. After sharing our local situations of HFE education and practices in France and Japan, we will make the PDZ plan. We will discuss how to proceed with our project or what is the effective way to train professionals or practitioners in Japan, referring to the advanced CNAM approach based on the activity theory and systems approach.

### Ref. 13: Communications and Public Relations Report

**Communications and Public Relations Committee**

Chair: Jonathan Dowd

Committee members: Sara Alshabi (Co-chair and webinar programme coordinator), Sadeem M. Qureshi (IEC outreach coordinator), Kerrie Buckley (IEC and outreach coordinator), Nga Ngama-Takulua (IEA Newsletter editor), Kathleen Mosier and Michelle Robertson (senior liaisons with external stakeholders), Maggie Grant (Secretary General and VP of IEA).

**Committee roles and responsibilities**

1. To improve and diversify the methods of communication with and between internal and external stakeholder groups.
2. Promote the HFE profession and enhance the IEA's presence on and use of social media platforms (e.g. Facebook, Twitter, LinkedIn).
3. To promote events and activities of the IEA and its stakeholders. This may be achieved through:
  - a. The promotion and sharing of high quality research and practice of HFE through the "IEA webinar program"
  - b. The support and promotion of events, activities and publications that emanate from the IEA's Technical Committees (TC), IEA networks and federated societies.
4. Expand and leverage the existing MDUs with external stakeholders through IEA executive liaisons.
5. Create and oversee the Early Career Coalition, composed of ECRs (researcher) and ECPs (professionals) and other early career groups such as students to ensure the sustainable growth of HFE.

**Activities to date and plans for further development**

**Social media presence for promotion**

In the attempt increase the visibility of the IEA and its internal stakeholders, the committee has increased the use of certain social media platforms, specifically LinkedIn, and to a lesser extent, Facebook and Twitter. This has enabled our committee to publicize the activities and events of the IEA Technical Committees who have held a number of webinars, most of which are available on the IEA's YouTube channel (<https://www.youtube.com/channel/UC9rCtV9P8B9P2Fw6m5Vd6w0>).

**Plans for further development:** There is need to enhance the frequency, quality and diversity of the means through which the activities of the IEA and its internal stakeholders are promoted and shared on these various social media platforms, which could include the creation of distinct social media pages for societies, technical committees and networks which may facilitate a wider network through which to disseminate IEA news and events. This should also include determining how societies and networks that do not or cannot use these platforms, can be connected as well.

### Ref. 9: International Development Report

**International Development Standing Committee**

**Chair:** Anindya Ganguli, India

**Co-Chairs:** Paulo Antonio Barros Oliveira, Brazil; Latin America; Martin Rodriguez, Argentina; Latin America; Nelson Kerechikwa, Nigeria; Africa (with the collaboration of Prof. Paulo Antonio for African Portuguese Speaking countries); Liang Ma, China; Asia; Jennifer Gutierrez, Philippines; Asia

**Long-term Strategy**

The long-term strategy of the International Development Standing Committee continues to be guided by the two IEA over-riding principles: Representation and Outreach activities to strengthen the presence of IEA and spread awareness of what high-quality HFE entails.

1. The implementation of the IEA seven policies.
2. Development of a strategic framework for development as outlined and influenced by the strategies put in place by the International Development Standing Committee during the 2015-2018 term of office, in particular:
  - Support for collaborative educational and research programs.
  - Support stakeholder identification and development.
  - Support for potential federated / affiliated societies.
  - Representation and Outreach activities to strengthen the presence of IEA and spread awareness of what high-quality HFE entails.

**Strategic Design**

The strategic design for implementation of the International Development Standing Committee is based on the Participatory Project Development Toolkit (P2DT), earlier known as the General Framework Model (GFM). Of particular importance is the emphasis placed within the toolkit on the identification of value-added topics, the identification and understanding of stakeholders relevant to the topic, and the development of project specifications according to strategies based on these issues.

**Initiatives and Plans**

**1. Training the Trainers**

In keeping with the framework of the long-term plans outlined above, the focus of the International Development Committee will continue to be on the development of ergonomics faculty in the developing nations with emphasis on:

- Local language
- Local conditions
- Integration into existing programmes

The thrust will be helping to develop curricula in synchronization with the IEA Core Competencies.

### Ref. 14: IEA2024 Congress Report

**IEA 2024**

**ESK**  
 Ergonomics Society of Korea

**IEA**  
 BETTER LIFE ERGONOMICS FOR FUTURE HUMAN

(Progress Report #4)

**22nd Congress of International Ergonomics Association**

25-29th August 2024 | ICC, JEJU, KOREA

October 29, 2022  
 Myung Hwan Yun  
 Chair, Organizing Committee

## Ref. 15: ITC Website Report

Information & Communication Technology  
**Report for Council Meeting**

Oct. 2022  
 Takashi Kawai

**Mission**  
 Promote the use of IEA website and ICT tools for enhancement communication

**Progress**  
 Following activities were carried out in cooperation with VPSG, Administrator and Development and Promotion Standing Committee.

1. **Web page correction**  
 Fix errors in links, layout, etc.
2. **Setup of member login**  
 Modify access levels according to member types
3. **Support for Dokuwiki**  
 Prepare for digital version of Congress Model
4. **Renewal of the top page**  
 Redesign simpler page with less scrolling (in progress)

## Ref. 16: IEA Sustainable Organisation Draft



IEA Sustainable Organisation Model – Draft 1  
 Development of proposal 2022<sup>1</sup>

Mission/Vision/Goals

The mission of the IEA is to support the collaboration and advancement of ITC science and practice, and to promote the expansion of its scope of application and contribution to society.  
 Its Vision is to improve the quality of human life by applying ITC principles wherever they are indicated.

Working towards this vision its **main paths** are:

- To promote scientific development by organizing national/international ITC conferences, establishing and promoting technical committees on important ITC themes, and organizing federated society scientific events. (Key SC: Standing Committee SC: ITC Science Technology and Practice)
- To promote experience exchange and international collaboration by developing more effective communication and collaboration with and between national societies and holding general/annual meetings. (Key SC: ITC International Development)
- To promote the science and practice of ITC at an international level by cooperation and communication with international organizations that have equivalent aims. (Key SC: ITC Communication and Public Relations)
- To promote professional development by organizing the establishment of ITC education programs and endorsing certification systems at national and international level. (Key SC: ITC Professional Standards and Education)

Strategy

To achieve the mission, vision and goals of the IEA, seven **pillars** have been developed that guide the **implementation strategy** of the executive committee:

1. **Strengthen stakeholder engagement** – both internal and external (see analysis below)
2. **Build up the co-operation and collaboration** with the 7 established IEA Networks and help find solutions to their financial instability issues and other
3. **Contribute to the promotion of Science, Technology and Practice** through the promotion and support of the (27+) networks of members, organized in specific theme area (Technical Committee or TC) already established and coordinated by the TTP SC Chair, allowing for the wide

<sup>1</sup> Updated from 2020