

“(DP) develops and coordinates plans and proposals concerning IEA operation and structure, and assists in development of policy recommendations to better serve the Federated Societies and international ergonomics community.”

According to this definition, this report is bringing out proposals of the needs for forming definitions and activities that ease the implementation of the Congress Model (CM) in the use of IEA. Even though the main task has been the creation of the Congress Model (CM), during the work several areas to be clarified for guaranteeing the use and sustainability of CM.

Congress model, activities 2023:

1. **Plans for Implementation** of CM and clarification of stakeholders was presented for Officers 23th of Feb 2023.
2. **Collaboration**. Yushi Fujita was nominated to lead the team in collaboration between EC and HS of IEA Congress 2024 Elina Parviainen was nominated to collaborate between EC and HS of IEA 2027. Yushi Fujita was nominated to lead the Stakeholdermapping of ISO and Elina Parviainen the Stakeholdermapping of IEA congress in collaboration Ben Beachey.
3. **Developing a model for the sustainability of CM Digiversion** ongoing by Aleksandr Volosiuk. Model include instructions for usability and describes the managing activities concerning access rights and update of the CM.
4. **Workshop for EC and Officers in EC meeting in Seoul May 2023** to form mutual understanding of CM in the use of EC in collaboration with HS/OC and agree the next needed activities to get the CM finalized and implemented into use in IEA between HS and EC.
5. **Creation of a leaf let about CM for Council members** as agreed in Seoul meeting. (attachment in this document)
6. **Development of the visualization of the CM** and including time line for highlighting most critical deadlines in planning and organizing the IEA Triennial Congress.
→ **Questionnaire for EC committee members** about activities that each committee can offer for supporting HS in organizing IEA Triennial Congress.
7. **Addition to CM**. A Program Chair’s Guide to Organising an IEA Congress: Lessons learned Tips and advice from the IEA2021 Scientific Chairs. N.L. Black & W.P. Neumann(April 8, 2023; Last updated May 16, 2023– “Program” Chair language)Based on Applied Ergonomics article in handbook form to add to IEA Cong Model (v1.1) for Elina +
8. **Participation to preparations of the IEA/ INCOSE HSI Joint conference day** organizing activities in the nominated workgroup between INCOSE HSI and IEA lead by Yushi Fujita IEA and Guy Boy from INCOSE HSI. **Commenting the renewal of the MOU between IEA and INCOSE**.

Current status and needs in implementation of CM and sketching the Stakeholder map:

For ensuring the seamless use of the CM between organizing HS of the IEA Congress and EC, it’s important that EC take CM in use as one of the core tools in collaboration with HS that organize the IEA Triennial Congress. IEA Triennial Congress is the main product of IEA and therefore the activity of whole EC is important for supporting the HS to reach successful congress.

For succeeding in this target “successful congress”, next is proposed to be described and agreed in collaboration in EC and to be presented for Council:

1. Description of **the role of EC members and Officers in collaboration with the Organizing HS** of the IEA Triennial Congress.
2. Clarification of the relationship between **sustainable model and CM**.
3. **Crosscheck the OP IEA instructions and CM** for creating a list of critical activities and their deadlines on a time line for ensuring successful IEA Triennial Congress. This work need to be done and agreed in collaboration between the EC members and Officers **for ensuring the result of this work is in line with the becoming sustainable model**.
4. **PD Chair role and next PD chair**. By noticing the description of PD committee, it`s important to prepare to the change of the PD chair in the end of 2024 since the original role of PD and the given the task 2019 (creation of CM) for PD Committee has brought out fundamental questions at the phase of implementation of the CM into use. There is still open:
 - The needed clarification concerning EC committees` role in relation to CM (should be ready till the end of 2024. Not dependent of PD Committee only)
 - The link between sustainable model and CM for avoiding mismatch especially what comes to sustainability of IEA (not dependent of PD only)
 - The terms and definitions / language check shall be done when the content of CM and open questions and topics in this report are clarified and communicated in EC and for Council.
5. **Stakeholder mapping for IEA Triennial Congress** lacking the list from EC about the stakeholders of IEA for noticing with whom (and how) IEA collaborates continuously and with whom occasionally. (Still missing). This is important for marketing the IEA Triennial congress and its value for different kind of stakeholders with different types of needs.

Stakeholder mapping for IEA Triennial Congress and utilization of CM:

Collaboration ongoing with Ben Peachey / Chartered Institute of Ergonomics & Human Factors.

Next activities: Clarify with Officers and EC what are the targets to be achieved in PD till the end of 2024 concerning the open questions in this report. Targets PD will reach till the end of 2024 are:

1. Draft of the visualization of timeline and most critical activities in organizing IEA Triennial Congress for ensuring good quality and economics of the Congress.
2. Handbook for sustainability of CM for managing the access right and use of the CM. also instructions for the update of the CM are created.
3. Provide access rights for Council to Digi version of CM.

On behalf of PD Committee, Chair Elina Parviainen

PD Committee: Elina Parviainen

Yushi Fujita

Aleksandr Volosiuk

Appendix: Leaf let for Council