



## 2023 MEETING OF THE IEA COUNCIL

**18<sup>th</sup> and 19<sup>th</sup> October, 2023**  
**(Universidad de las Americas,**  
**Av. Manuel Montt 948)**  
**Santiago, Chile**

### MINUTES

#### Executive Committee (EC) 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)  
 Anindya Kumar Ganguli, International Development Chair (AKG)  
 Elina Parviainen, Development and Promotions Chair (EP)  
 Jonathan Davy, Communication and Public Relations Chair (JD)  
 Nancy Black, Science, Technology and Practice Chair (NB)  
 Takeshi Ebara, Professional Standards and Education Committee Chair (TE) –online

- **Other Members (Ex Officio):**

Kathleen Mosier, Past-President and Awards Chair (KM)  
 Andrew Thatcher, Future of Work Task Force Chair (ATH)  
 Myung Hwan Yun, IEA2024 Congress Chair (MHY)  
 Andrew Todd, Strategy Development and Implementation (ATO) - online  
 Takashi Kawai, Information and Communication Technology Ad Hoc Committee Chair (TK) - online

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

#### Ex Officio IEA Network Representatives (non-voting):

##### -Presidents of IEA Affiliated Societies

- Juan Castillo - Colombian Association of Research Ergonomists (CARE)
- Kazutaka Kogi - Human Ergology Society of Japan - absent

##### Presidents of IEA Networks

- Anindya Kumar Ganguli - Asian Council on Ergonomics and Design (ACED)
- n.k. - Federation of Brazilian, Russian, Indian, Chinese and South African BRICS+ Network
- Mauricio Santos Morales - Latin American Union of Ergonomics (ULAERGO)
- Ng Yee Guan - South East Asian Network of Ergonomics Societies (SEANES) - absent
- Echezona Nelson Dominic Ekechukwu - Ergo Africa - online
- Bernard Michez - Federation of European Ergonomics Societies (FEES) - excused

**Council Member Attendees and Votes:**

Country	Federated Society Name	Society votes <sup>1</sup>	Council Representative(s) Present	Attendance
Algeria	Algerian Association of Ergonomics, AAE	(1)	Hamou Boudrifa	absent
Argentina	Asociación de Ergonomía Argentina, ADEA	1	Martin Rodriguez	In person
Australia	Human Factors and Ergonomics Society of Australia, HFESA	1	Valerie O'Keefe	absent (proxy MG)
Austria	Österreichische Arbeitsgemeinschaft Für Ergonomie	1	Michael Wichtl	absent (proxy TA)
Belgium	Belgium Ergonomics Society, BES	1	Alain Piette	Absent (proxy MG)
Brazil	Associação Brasileira de Ergonomia, ABERGO	2	Paolo Antonio Oliveira (PAO) Lucy Mara Bau	In person absent
Canada	Association of Canadian Ergonomists/ Association canadienne d'ergonomie, ACE	2	Jennifer Kenny Kahle Heather	In person In person
Chile	Sociedad Chilena de Ergonomía, SOCHERGO	1	Jeisy Cofre	In person
China	Chinese Ergonomics Society, CES	3	Wei Zhang Chaoyi Zhao Ruifeng Yu	absent absent absent (3 proxy JOG)
Colombia	Sociedad Colombiana de Ergonomía, SCE	1	Sandra Liliana Joaqui	online
Croatia	Croatian Ergonomics Society	1	Jasna Leder Horina	absent (proxy MG)
Czech Republic	Czech Ergonomics Society, CzES	(1)	Lukáš Šoltys	absent
Ecuador	Asociación Ecuatoriana de Ergonomía, AEERGO	1	Janeth Jimenez Rey	online
France	Société d'Ergonomie de Langue Française, SELF	1	Rafael Weissbrodt	Absent (proxy MG)
Germany	Gesellschaft für Arbeitswissenschaft, GfA	2	Martin Schmauder Rolf Ellegast	absent absent (2 proxy TA)
Greece	Hellenic Ergonomic Society	(1)	Dimitris Nathanael	absent

<sup>1</sup> ( ) Indicates vote not counted as neither present nor proxy received.

Hong Kong	Hong Kong Ergonomics Society	1	Ameersing Luximon	online
Hungary	Hungarian Ergonomics Society	1	Gyula Szabó	online
India	Indian Society of Ergonomics	2	Debkumar Chakrabarti Rauf Iqbal	online online (proxy AGK)
Indonesia	Perhimpunan Ergonomi Indonesia, PEI	2	Lilik Sudiajeng	online
Iran	Iranian Ergonomics Society, IES	1	Mahnaz Saremi	Absent (proxy MG)
Ireland	Irish Ergonomics Society, IES	1	Marie Ward	online
Israel	Israel Ergonomics Association	1	Yakir Yaniv	Absent (proxy MG)
Italy	Società Italiana di Ergonomia, SIE	1	Tommaso Bellandi	online
Japan	Japan Ergonomics Society, JES	3	Kentaro Kotani (KK) Takashi Toriizuka (TT) Takashi Shibata	Online (proxy TT) In person In person
Republic of Korea	Ergonomics Society of Korea, ESK	3	Myung Hwan Yun Inseok Lee Taezoon Park	In person Online Online
Latvia	Latvijas Ergonomikas Biedriba	(1)	Henrjs Kalkis	absent
Malaysia	Human Factors and Ergonomics Society of Malaysia (HFEM)	1	Bahri Shamsul	online
Mexico	Sociedad de Ergonomistas de Mexico A.C., SEMAC	2	Aidé Aracely Maldonado Enrique de la Vega	absent absent (proxy to VMC)
Netherlands	Human Factors NL	1	Marijke Melles	Absent (proxy to TA)
New Zealand	Human Factors and Ergonomics Society of New Zealand (HFESNZ)	(1)	Marion Edwin	absent
Nigeria	Ergonomics Society of Nigeria	1	Nelson Echezona Ekechukwu	online
Nordic Countries	Nordic Ergonomics Society, NES	1	Denis Coelho	Absent (proxy to EP)
Peru	Sociedad Peruana de Ergonomía, SOPERGO	1	Andrés Arce Guadalupe	In person
Philippines	Human Factors and Ergonomics Society of The Philippines	1	Jennifer Alma Gutierrez	online
Poland	Polskie Towarzystwo Ergonomiczne, PTErg	(1)	Jerzy Lewandowski	absent
Portugal	Associação Portuguesa de Ergonomia, APERGO	1	Therese Cotrim	online
Russia	Inter-Regional Ergonomics Association, IREA	(1)	Alexandr Volosyuk	absent
Serbia	Ergonomics Society of Serbia, ESS	1	Aleksandar Zunjic	online

Singapore	Human Factors and Ergonomics Society of Singapore, HFESS	(1)	KC Yong	absent
Slovakia	Slovak Ergonomics Association	(1)	Martina Gašová	absent
South Africa	Ergonomics Society of South Africa, ESSA	1	Jonathan Davy	In person
Spain	Asociación Española de Ergonomía, AEE	1	Gustavo Adolfo Lopez	Absent (proxy to JOG)
Switzerland	Swiss Ergonomics Society	1	Christian Müller	online
Taiwan	Ergonomics Society of Taiwan, EST	1	Ray F. Lin Cheng-Jhe Lin	online online
Thailand	Ergonomics Society of Thailand	(1)	Sooth Sriboorapa	absent
Tunisia	Tunisian Ergonomics Society, STE	(1)	Amira Omrane	absent
Turkey	Turkish Ergonomics Society	(1)	Serpil Aytak	absent
Ukraine	All-Ukrainian Ergonomics Association	(1)	Oleksiy Reva	absent
United Kingdom	Chartered Institute of Ergonomics and Human Factors, CIEHF	3	Bob Bridger Amana Widdowson Ben Peachey	Online Online Online
United States	Human Factors and Ergonomics Society (HFES)	3	Camille Peres Carolyn Sommerich Susan Kotowski	Online Online Online
Uruguay	Asociación Uruguaya de Ergonomía, AUDERGO	(1)	Marcelo Scavone	absent
Venezuela	Asociación Venezolana de Ergonomista	1	Rafael Gonzalez	absent (proxy to JOG)
<b>TOTAL SOCIETY VOTES</b>		69 potential 55 counted		
<b>OFFICERS</b>		(1)	Jose Orlando Gomes, President	
		1	Margaret Graf VP/Secretary General	
		1	Thomas Alexander, VP/ Treasurer	
<b>Total Officer Votes</b>		3 potential 2 counted		
<b>TOTAL VOTES</b>		<b>72 potential 57 present, online or proxy</b>		

Quorum for all voting items except bylaws = 1/3		24		
Quorum for bylaws = 2/3		48		

**Other invited guest participants:**

**Applicant Society representatives**

- Tihomir Dovramadjiev- Bulgarian Association of Ergonomics and Human Factors (BAEHF) – online temporarily
- Anca Draghici - ErgoWork society of Romania - absent
- Roland Motmans - VerV Ergonomics Society of Belgium – online temporarily

## MINUTES

### Meeting Check-in: 18<sup>th</sup> October, 2023 – 8:00 am local time

#### Day 1

Agenda item	Person	Notes
<b>Call to Order</b> <b>8:30 am</b>		
8:30 – 8:40 1. Welcome	JOG	Welcome to all participants.
8:40 - 8:50 2. Approval of Agenda	MG	The draft agenda was circulated prior to the Council meeting.  VOTE 1: The agenda was approved by unanimous consent.
8:50 – 8:55 3. Minutes of 2022 Meeting	MG	Reminder: The 2022 draft meeting minutes had been provided to Council following the meeting. The document had been edited according to feedback, and a final version approved by the officers in accordance with IEA Operating Procedures. The document had been archived in the member’s area of the website.
8:55 – 9:00 4. Check of Quorum and voting procedures	MG	Information on the procedures for voting at the meeting had been provided to the Council members prior to the meeting. There are 72 potential votes (69 Federated Society votes and 3 Officer votes). Quorum for regular voting is therefore 24 votes and 48 for by-law related items. At the meeting, 35 eligible representatives were present either in-person or online, with a further 20 votes granted by proxy, thereby making a total of 55 votes which met the quorum for all voting conditions.
9:00 – 09:45 5. Introductions	Council Members and guests	The Council members introduced themselves (Name, Society/Network they represent), starting with those present, then those online.
09:45 – 10:00	MG	VOTE 2: Update of Operating Procedure to include e-Voting at Council Meetings. See Ref 1.  The final tally of the vote (2) reached a quorum of member votes, making it official. MG announced unanimous -agreement for adding the possibility of e-voting to IEA procedures.
10:00 – 10:15 6. President’s Report	JOG	José Orlando Gomes presented the activities of the president since the 2022 Council meeting and provided the President’s report. (Ref 2: President’s Report 2023).

		<p>JOG stressed the importance of adhering to the IEA strategic policies, reported on the IEA activities in 2023, acknowledged the contributions of the members, and emphasized the significance of continuity in supporting the ongoing projects.</p> <p>Discussion: Ben Peachy requested a follow-up on the trips undertaken by IEA representatives in the form of reports. JOG responded that IEA aims to store these reports in the member's area of the website and enhance their visualization.<sup>2</sup></p>
<p>10:15 – 10:30 7. Treasurer’s Report</p>	<p>TA</p>	<p>TA presented the treasurer’s reports and responded to questions. (Ref 3: VP Treasurer Report 2022, Interim Report 2023).</p> <p>TA reported on assets and liabilities, provided figures on revenues, expenditures, cash flow, and payments from sustaining membership and member societies’ fees for the years 2022 and 2023 (2023 only interim). TA also provided corrections of data for the Interim Report 2023.</p> <p>TA presented a forecast for 2024, providing data on revenues, expenditures, and membership dues from 2012-2022 as a baseline, followed by an annual forecast for the upcoming years. The forecast is a first step from a backwards-oriented towards a forwards-oriented financial planning.</p> <p>Discussion:</p> <ul style="list-style-type: none"> <li>• The inclusion of the forecast in the report was appreciated.</li> <li>• Concerns were raised about the operating budget. Suggestions included optimizing activities with fewer new but increased follow-up activities. MG reminded the council members to review the Triennial report containing information on IEA activities.<sup>3</sup></li> <li>• Questions were raised about the association’s equity, which was considered to be high. Clarification was provided that the equity is not an operational reserve. It also includes funds and fees reserved for</li> </ul>

<sup>2</sup> «Trip reports» folder added under Council Members Additional Reports from Executive Committee

<sup>3</sup> <https://m4v211.p3cdn1.secureserver.net/wp-content/uploads/2021/06/IEA-Triennial-Report-2015-2018.pdf>

		<p>special purposes. Moreover, it must allow IEA to be prepared to difficult financial situation during a three-years-term.</p> <ul style="list-style-type: none"> <li>• However, the forecast is a first step to determine and specify cash reserve and cash contingency which is essential for sustainable operations of IEA. This will be considered in future reports.</li> <li>• The strategy for non-paying members was discussed. No conclusive decision was reached, with considerations including political reasons and challenges in membership. The idea of collaboration on issues was preferred, and efforts to establish contact with non-responsive member societies were suggested, potentially utilizing co-chairs for outreach. Challenges such as different fiscal years among countries were acknowledged, and it was clarified that free membership is not considered a viable option.</li> </ul>
<p>10:30 - 10:45 8. Auditors' Report and exoneration of officers for 2022</p>	TA	<p>TA reported on the auditors' work and called for a vote to approve the auditors' report.</p> <p>VOTE 3: Approval of the Auditors' Report (Ref 4: Auditors' Report) The motion to accept the auditor's report for the 2022 financial year was made and passed unanimously.</p> <p>JOG and TA expressed gratitude to the two auditors for their work during the 2022 financial year.</p> <p>JD requested the exoneration of the officers.</p> <p>VOTE 4: Exoneration<sup>4</sup> of the Officers. This vote was passed unanimously.</p> <p>VOTE 5: Appointment of auditors for 2024</p> <p>Kathy-Lynn Shaw (ACE) and Aleksander Volosuik volunteered to continue as the auditors for 2023. They were elected unanimously.</p>
<p>10:45 – 11:00 9. IEA Awards Report</p>	KM	<p>KM provided a summary of the IEA <b>Awards</b> for 2023 and explained awards for 2024. (Ref 5: Awards Report 2023)</p>

<sup>4</sup> This is a legal step necessary to release the officers from any (financial) obligations in respect of the past year



		<p>KM announced the names of the 2023 IEA fellows, named 2023 IEA/Kingfar student awardees.</p> <p>KM encouraged the members of all societies to apply for the IEA Awards. Further information about the awards is on the IEA website.</p> <p>KM reported on Outreach activities with ISoP, WHO.</p> <p>Discussion:</p> <ul style="list-style-type: none"> <li>• Tommaso Bellandi inquired about the publication date of the WHO document. KM responded that the date is uncertain due to minor revisions needed.</li> <li>• Ben Peachey (BP) asked about the benefits of awards to IEA. KM explained that awards increase member support, reduce operational costs, and mentioned honorariums from Tsinghua and Kingfar.</li> <li>• BP expressed concerns about such investments, noting they can only be spent on a specified purpose, consume limited volunteer resources, and may not add value to IEA. There was a request to include awards in the Treasurer's report.</li> </ul>
11:00		BREAK
11:20 – 12:30 10. Standing Committee reports	Chairs of Standing Committees NB, JD, TE, AKG, EP, SF	<p>EP reported on the activities of <b>Development and Promotion Committee</b>, specifically on the creation and implementation of the Congress Model, its goals, design, and benefits for the IEA members. Ref. 6</p> <p>NB presented a summary of the activities conducted by the <b>Science, Technology, and Practice Committee</b> since the report presented at the 2022 Council meeting. This included updates on various projects such as TC Orientation, Special issues led by TCs, the "Nutshell" project, the corporate image project, endorsed events, publications, webinars by TCs, and IEA2024 content submissions. Ref. 7</p> <p>JD presented the <b>Communications and Public Relations Committee</b> report. The report included updates on Newsbriefs development, Early Career Professionals initiatives, and interactions with external stakeholders. JD encouraged IEA members to share IEA news with their colleagues. Ref. 8</p>

	<p>AKG reported on the <b>International Development Committee's</b> work, reminding about the committee's mission and detailing ongoing activities in Latin America, Asia, and Africa. Ref. 9</p> <p>TE (online) presented updates on the current projects of the <b>Professional Standard and Education Committee</b>. The focus was on designing new graduate-level programs and courses, developing a professional toolkit, engaging in activities in IDC countries, and updating the HFE education map. He further reported on various initiatives, including development of a Ph.D. program in HFE for Asia, Graduate Program on HFE in Subsaharan Africa, the creation of an education toolkit for HFE core competencies developed in cooperation among JES, CPE-J and CNAM/France, the development of a collaborative HFE program in Vietnam, ongoing activities in Latin America &amp; the Caribbean and African Portuguese Speaking Countries, advancements in the certification subcommittee, and updates to the HFE Educational map. Ref. 10</p> <p>SF emphasized the significance of standardization as a vital tool for the industry, benefiting both users and manufacturers. Standardization was highlighted as one of the most important outcomes of research activities. SF also discussed the roles of the <b>Advisory Group on Standardization</b> and presented short-term action plans. Ref. 11</p> <p>Comments and questions:</p> <ul style="list-style-type: none"> <li>• Can TC updates be included in the regular member newsletter?</li> </ul> <p>NB responded that TC updates, submitted every 6 months by around 30% of TCs, are usually a few pages long. These updates serve to update the IEA.cc webpages for the TCs when received. While it was acknowledged as a good suggestion to provide some summary online, the consideration of including them in the NewsBriefs format was noted as potentially challenging due to their length.</p> <ul style="list-style-type: none"> <li>• Should we be promoting opportunities to participate in TCs to our members?</li> </ul> <p>ATH and NP fully supported this idea, urging all member societies to promote their members' participation in relevant TCs without any limitations on the number of TCs one can join. Highlighted the</p>
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		<p>diversity in TC activities and the shared goal of expanding their membership. Mentioned plans for a session at IEA2024 titled "What are IEA TCs and why should you care" to further communicate this message.</p> <ul style="list-style-type: none"> <li>• Can "Nutshell" publications be downloaded and distributed without notifying IEA?</li> </ul> <p>NB confirmed that the publications are available for the federated societies to use and distribute.<sup>5</sup></p> <ul style="list-style-type: none"> <li>• Is there a process in place for retiring inactive TCs?</li> </ul> <p>It was explained that updates of all out-of-date TC information on the website has been requested by Rosemary Seva. Considering the TCs participation in IEA2021 programming, the current list of TCs was deemed 'active' at that time and there is no intention to remove further TCs at the present time.</p> <ul style="list-style-type: none"> <li>• What is the purpose of the educational map?</li> </ul> <p>TE explained that the purpose of the educational map was to share knowledge about the existing programmes with colleagues and for early career researchers to learn about the opportunities abroad. Members were encouraged to share updated information with TE.</p> <p>NB suggested adding (university level) "certificate" programmes in addition to undergraduate, master's, and PhDs.</p>
<p>12:30 – 13:00 11. Reports on activities of ad hoc positions and committees</p>	<p>Ad hoc chairs TK, ATH, ATO</p>	<p>ATH provided a report on the completed activities, upcoming events, and future plans of the <b>Future of Work task force</b>. Representatives were encouraged to share information with their members about the ongoing webinar series on the Future of Work. Ref. 12</p> <p>Discussion: Jeisy Cofre proposed the idea of repeating some webinars for different time zones. It was emphasized that all webinars are recorded and accessible online at any time.<sup>6</sup></p>

<sup>5</sup> See IEA website

[https://iea.cc/publication/?preview\\_id=136970&preview\\_nonce=ee66d74ce7&\\_thumbnail\\_id=137677&preview=true](https://iea.cc/publication/?preview_id=136970&preview_nonce=ee66d74ce7&_thumbnail_id=137677&preview=true)

<sup>6</sup> <https://www.youtube.com/channel/UCDnjCjRcYB7rBR2PJFw6k6w>

		<p>ATO provided a report on the progress in the <b>strategic development</b> of the IEA. This included achievements in integrating the activities of standing committees, advancing HFE education, establishing new societies, and outlining the IEA roadmap. Ref. 13</p> <p>Discussion:</p> <ul style="list-style-type: none"> <li>• What kind of training and education in HFE is available in Angola and Mozambique?</li> </ul> <p>ATO informed that there was currently no education and training in HFE available in Angola or Mozambique. However, collaboration with Brazil for training is underway, led by Prof Paulo Antonio Oliveira. The process involves using P2DT to assess HFE needs, identify key stakeholders, and gradually develop a sustainable educational program in these countries.</p> <p>TK reported via pre-recorded video on his activities regarding <b>Information and Communication Technology</b>. Specifically, he mentioned website maintenance, online voting system development, collaboration with other committees (Congress Model development) and current projects (Corporate Image). Ref. 14</p>
13:00 – 14:00		LUNCH
14:00 – 14:30 12. IEA 2024 Update and Workshop on Council support	MHY	<p>MHY provided an update on the planning for <b>IEA 2024: Better life ergonomics for future humans</b>, Jeju, Republic of Korea, August 25-29, 2023. (See <a href="http://www.iea2024.org">www.iea2024.org</a>) (Ref 15: IEA2024 Report)</p> <p>Comments:</p> <ul style="list-style-type: none"> <li>• KM encouraged the IEA federated societies to publish the information about the IEA2024 on their websites.</li> <li>• MG encouraged members to submit their abstracts.</li> <li>• NB suggested sharing the IEA2024 logo with all to help promote the event.<sup>7</sup></li> </ul>
14:30 – 15:15 13. VPSG Report and Voting items	MG	<p>MG provided a report on her ongoing projects, emphasizing the importance of ensuring project and activity sustainability across changes in leadership. She encouraged input for Newsbriefs content, shared updates on the formation of new TCs and the addition of new members. MG also requested</p>

<sup>7</sup> This will be placed in the “IEA2024 Information” folder on the Council members area of the IEA Website.

		<p>member societies to keep IEA informed about any changes in representatives. Ref. 16</p> <p>VOTE 6-8: Applications for membership: (applications from Bulgarian and Romanian HFE societies for federated membership Ref. 17 and 18, application from VerV Belgium for affiliated membership Ref. 19)</p> <p>KM proposed accepting the Bulgarian Association for Ergonomics and Human Factors (BAEHF) as a Federated Society of IEA, with JD seconding the motion. A unanimous vote of 46 members led to the acceptance of the Bulgarian Association for Ergonomics and Human Factors (BAEHF) as a Federated Society of IEA.</p> <p>JD proposed accepting Ergowork Romania as a Federated Society of IEA, with KM seconding the motion. A unanimous vote of 45 members led to the acceptance of the Ergowork Romania as a Federated Society of IEA.</p> <p>Roland Motmans presented the application of VerV, Belgium, confirming their application for Affiliated member status. TA inquired about VerV's election process, which was unclear from the bylaws provided before, and Roland Motmans stated that all leadership positions were elected. With a vote of 33 against and 4 in favor, VerV's request to become an Affiliated member of IEA was denied.</p> <p>VOTE 9: Approval of MOU with International Society of Pharmacovigilance. Ref. 20</p> <p>KM introduced the Pharmacovigilance Society, outlining the anticipated directions of collaboration. She provided clarification on how the liaison would evolve and explained the implications and expected benefits of the MOU with this organization. The council unanimously voted to approve the MOU with the International Society of Pharmacovigilance.</p> <p>VOTE 10: Changes to the Operating Procedure for Awards. Ref. 21</p> <p>KM outlined the necessity for changes to the Operating Procedure (OP) and provided specifics</p>
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		<p>about the proposed modifications. The council voted unanimously to accept the changes to the Operating Procedure for Awards.</p> <p>A typo in the doc was noted. Section 4.2: Selection Committee: The Chair of the Selection Committee will be appointed by the by the chair of the IEA Awards Standing Committee.</p> <p>BP noted that he would propose further changes. It was decided that KM would request a new vote at the next meeting if further substantial changes were required.</p> <p>VOTE 11: Update of IEA Logo (recommendation from Corporate Image Project) Ref. 22</p> <p>MG provided information on the reasoning behind the changes in the design of the IEA logo, focusing on its readability and quality. Council requested to know if the changes were in accordance with ergonomic practice. MG confirmed that checks had been done. Information about this is available in the documentation provided for the vote on the members area of the IEA website.</p> <p>With a vote of 39 in favor and 6 against, the update of the IEA logo was approved by the Council.</p> <p>MG provided further information about the planned changes from the corporate image project and notified the Council that documentation will be provided when the project is completed.</p> <p>VOTE 12: Increase of capitation fee from IEA triennial congress 2030. Ref. 22</p> <p>With a unanimous vote of 43, the Council approved an increase of US\$5 of the capitation fee from US\$28 to US\$33 per registered and paying participant for the 2030 IEA congress.</p>
16:10		BREAK
16:30 – 16:40 14. Mini-Workshop: Review of Educational Map	Council members	<p>Aim: Update of information on website. Council members checked the education map present on the IEA Website.</p> <p>MG encouraged the members to update the information on the educational programmes in their society's region in an Excel file provided by PS&amp;E.</p>

		<p>Discussion:</p> <ul style="list-style-type: none"> <li>• In Korea, they noted that there were so many programmes that it would be tedious to fill in such a detailed form.</li> <li>• Other council members suggested adding hours and levels in the description of the programs.</li> </ul>
<p>16:40 – 17:40 16. Reports from Networks</p>	<p>Representatives from IEA Networks</p>	<p>Representatives from IEA Networks provided updates on network activities and an overview of regional society reports, where available. (10 min per Network)</p> <p>ErgoAfrica and BRICSplus: ATH presented the updates from these networks.</p> <p>ULAERGO: Martin Rodrigues reported on the activities of the network and acknowledges the input from the ULAERGO team.</p> <p>Comments:</p> <ul style="list-style-type: none"> <li>• Core competencies have been translated into five languages: Japanese, Farsi, Spanish, and German, more are underway (Portuguese, French).</li> </ul> <p>ACED: AKG reported on the work of ACED during the past year.</p> <p>FEES: MG read out the report from FEES on behalf of the network.</p> <p>Discussion:</p> <ul style="list-style-type: none"> <li>• NB expressed gratitude to those societies that submitting reports and requested clearer guidelines on the content needed by IEA. MG urged societies to provide reports on the form provided for the meeting, even if they did not do it in time for the meeting.</li> <li>• EP highlighted that the report form was designed for federated societies, and it was agreed to edit the form to also suit networks.<sup>8</sup></li> </ul>
	<p>MG</p>	<p>Summarized the topics and content of the workshops scheduled for the following day and encouraged members to prepare to the workshops.</p>

<sup>8</sup> Placed under Meeting preparations/Council meetings folder of IEA Members Area

	Council members	Acknowledgment of those who had passed away since the last meeting: Martin Helander (Past President IEA), Stover Snook (Liberty Mutual, USA).
		Day 1 Meeting recessed at 18:00

19:00 Council dinner hosted by IEA (Nodo Hotel)

## Day 2

October 19, 2023		
8:15 AM Call to Order	JOG	Call to order
08:15 – 09:30 17. Workshop 1.	Council members NB and JD	<p>Theme: Membership acquisition and support of early career members. Aim: Experience exchange. Definition of IEA role in supporting members with membership acquisition.</p> <p>Online and in person representatives were split into groups. The comments were shared in Padlet, see links below: <a href="https://padlet.com/jonathandavy/what-can-the-iea-do-to-support-vtieq64nwbhjh8q5">https://padlet.com/jonathandavy/what-can-the-iea-do-to-support-vtieq64nwbhjh8q5</a></p> <p><a href="https://padlet.com/jonathandavy/opportunities-and-things-that-work-to-attract-and-retain-9j4hjzo33g339lk1">https://padlet.com/jonathandavy/opportunities-and-things-that-work-to-attract-and-retain-9j4hjzo33g339lk1</a></p>
09:30 – 11:00 18. Workshop 2.	Council members MG and AKG	<p>Theme: Society development strategies Overview of results of feedback from society reports followed by discussion in breakout groups from similar regions. Aim: Exchange of experiences. Definition of IEA role in supporting members to interact with decision makers.</p> <p>Online and in person representatives were split into groups. The groups reported on the results of their discussions. Reporter: Amanda Widdowson, Nancy Black, Martin Rodriguesz, Myung Hwan Sun. MG requested the reporters to submit brief reports to the office for further analysis.</p>
11:00 -11:20		BREAK
11:20 -11:30 19. Next Council meeting and matters related to it	MG	<p>Next Council meeting 2024 will be in Jeju, South Korea, immediately before the IEA2024 Congress that is Aug 23-24</p> <p>MG outlined considerations for the process for selection of locations for IEA2030 and for submitting nominations for officer positions.</p>



		Call for nominations for IEA Officers for the period 2024-2027: President, Secretary General, Treasurer. The applications need to be supported by the national societies and submitted to the office, preferably two months before the election.
11:30 – 13:00 20. Workshop 3	JOB; ATH; Council members	<p>Theme: IEA's role in promoting education.</p> <p>Breakout groups to discuss needs and IEA role. Online and in person representatives were split into groups. The groups reported on the results of their discussions. Reporters for Workshop 3 were: 1 Jennifer Kenny and Bob Bridger, 2. Martin Rodriguez, 3. AKG.</p> <p>MG requested reporters to submit brief reports to the office for further analysis.</p>
13:00 – 14:15		LUNCH
14:15 – 15:30 21. Workshop 4	Council members TA, EP	<p>Theme: What do you expect from the IEA?</p> <p>Aim: Define what are the activities of societies that are better handled locally and what activities would be more efficiently handled on a regional or global (IEA) level.</p> <p>Reporters: Ben Peachey (see comments: <a href="https://padlet.com/jonathandavy/what-can-the-iea-do-to-support-vtieq64nwbhhj8q5">https://padlet.com/jonathandavy/what-can-the-iea-do-to-support-vtieq64nwbhhj8q5</a>), JD, Martin Rodrigues, ATH).</p>
15:45 -16:00 22. Approval of formal resolutions of meeting	MG	<p>VOTE 13: Approval of the resolutions (formal minutes) of the meeting and signatures.</p> <p>KM moved that Jennifer Kenny was approved as the 2023 Council representative to sign the formal resolutions of meeting along with JOG and MG, seconded by JD.</p>
16:00 23. Adjournment	JOG	<p>Closing of the meeting.</p> <p>The meeting was adjourned at 16:00</p>