



MEETING OF THE IEA EXECUTIVE COMMITTEE

19th-20th March, 2024

Kronenhoff Guest House (<https://www.kronenhoff.co.za/page/home>)

Makhanda, South Africa

MINUTES

Executive Committee Attendees:

Jose Orlando Gomes, President (JOG)
 Maggie Graf, Vice-President and Secretary General (MG)
 Thomas Alexander, Vice-President and Treasurer (TA)
 Nancy Black, Science, Technology and Practice (STP) Chair (NB)
 Jonathan Davy, Communication and Public Relations (CPR) Chair (JD)
 Anindya Kumar Ganguli, International Development (ID) Chair (AKG)
 Elina Parviainen, Development and Promotions (DP) Chair (EP)
 Kathleen Mosier, Past-President and Awards Chair (MG)
 Andrew Thatcher, Future of Work (FOW) Task Force Chair (ATH)
 Myung Hwan Yun, IEA2024 Congress Chair (MHY)
 Shin'ichi Fukuzumi, Chair Advisory Body on Standardisation (AGS) (SF)
 Andrew Todd, Strategy Development (SD) and Implementation (ATO)

Online participants:

Takashi Kawai, Information and Communication Technology Ad Hoc Committee Chair (TK)
 Ben Peachy, Chartered Institute of Ergonomics and Human Factors, UK (BP). For Item 15.

Excused:

Takeshi Ebara, Professional Standards and Education Committee Chair (TE)

Staff: Aleksandra Gamper, Administrator, IEA Office (AG)

Day 1 Start 09:00 local time

Agenda item	Resp	Discussion, Decisions and Action Items
09:00 1.Call to Order and Approval of Agenda	JOG/MG	The agenda was approved as amended by unanimous consent.
09:05 2. Minutes of last EC meeting	MG	Previously sent for comment, edited in accordance with comments and filed on IEA Website Executive members' area Minutes of last EC meeting were approved unanimously. VPSG thanks AG.

<p>09:10 3. President's report</p>	<p>JOG</p>	<p>The President's report was presented and discussed. Ref 1. The president talked about the IEA's mission and goals, 7 strategic policies and transition to the project organisation. JOG defined EC projects, emphasised the importance of co-creation of EC projects, continuity and visibility, i.e. publication through IEA Press and other media. JOG then discussed the composition of project teams and outlined funding principles, emphasised that TCs can be more involved with concrete projects and suggested that the general process of P2DT should be applied to every project.</p> <p><u>Discussed:</u></p> <ul style="list-style-type: none"> • Gaining profit. Agreed that pursuing profit is possible, however the profit cannot be accumulated and has to be spent on operational expenses or projects as required by the legal status of the organisation. Agreed to replace the term 'profit' with the term 'income'. • Co-investment with other stakeholders. Agreed to report on all instances of co-investment in projects. • Funding of TC projects. Agreed that proposed projects need to be designed in accordance with P2DT, including financial estimate and budget, and go through a review process; the request for a project may come both from the EC and from TCs. Acceptance procedure and criteria are still to be defined. Agreed about the importance of record keeping of the applications and its results.
<p>09:40 4. VPSG Report</p>	<p>MG</p>	<p>The VPSG report was presented and discussed. Ref.2</p> <p>MG reported on corporate image project completion and implementation, review of all Operating Procedures, core competencies translations and IEA Press publications. MG informed on the website revisions – archiving, introduction of testing for issuing certificates for webinar participation. MG then talked about upcoming activities, i.e. preparation of the triennial report, applications for IEA2030 and applications for officers 2024-2027.</p> <p><u>Discussed:</u></p> <ul style="list-style-type: none"> • Translation of the Core Competencies: the Spanish, English, German, Japanese, Portuguese, French and Farsi versions were published or are currently in need of finalisation or update. MG emphasized the need to complement the References section with relevant sources in the translation's languages and welcomed translations into other languages. TA volunteered to update the German version. • Website revisions: AKG reminded about the necessity of routinely updating links to documents on the website.

		<ul style="list-style-type: none"> • Webinars: NB suggested utilizing a different platform for a questionnaire to assess participants' knowledge. It was agreed that the certificate should only confirm the person's participation. TA proposed emphasizing webinars in the reports to the Council. It was agreed to verify the requirements for certificates with a survey of the certifying bodies and to consult other societies regarding their experience with webinar certification. NB suggested conducting the survey about certificates before 2024 Council meeting to facilitate discussion at IEA2024. • Applications for IEA2030: should be submitted at the very latest six weeks before the Council meeting. EP urged to promote the IEA network resources for the host society. Agreed to have a shorter CM document (excerpt) to encourage bids. • Applications for officers 2024-2027: preferably submitted one to two months before the Council meeting, can also be submitted from the floor.
<p>10:10 5. VP/Treasurer's Report</p>	<p>TA</p>	<p>The VP/Treasurer's Report was presented and discussed. Ref. 3</p> <p>TA presented an interim financial report 2023. TA discussed the benefits and limitations of fixed-term investments; 2023 report will list revenues and expenditures by tasks and committees; forecast for 2024; cash flow 2023: summary of operations; outlook on revenues and expenditures through the past 11 years.</p> <p><u>Discussed:</u></p> <ul style="list-style-type: none"> • Terminological issues: it was agreed to use the term 'activity' rather than 'mission'. • Reporting strategy: agreed to break down expenses into smaller categories. Agreed that budget planning should be included in projects. • EC meetings: TA requested that decisions about the next EC meeting locations be made sooner to facilitate activities with the societies and external stakeholders. It was agreed to document the activities and emphasize that the EC meeting is in addition to all other activities contributing to the promotion of HFE locally. Agreed to report on co-sponsoring by showing the number of days, transportation, meals, expenses, and sponsorships. • Difference in expenditures and profits in 2013-2015: the variance is attributed to currency fluctuations and transfers from Canadian to Swiss banks. • Possibilities for cash reserves.

		<ul style="list-style-type: none"> • Project funding priorities: education, training, and international collaboration. It was agreed that the IEA goals should form the foundation of all projects. • Highlighted the potential for IEA to play a role on the international level, given its multinational agreements. IEA can facilitate connections between FSs and TCs to initiate international projects. • Membership fees and variations in payment timing across societies. • Agreed to send a reminder to member societies that have not yet paid their fees, informing them that their members will not receive a discount for IEA2024. Alternatively, consider providing a list of societies that have paid their fees and are entitled to a discount on the website.
11:00		BREAK
11:20 6. Report and discussion: Science, Technology & Practice Committee	NB	<p>A report on the activities of Science, Technology and Practice Committee activities was presented and discussed. Ref. 4</p> <p>NB reported on the committee's alignment with IEA goals; response to TC needs; stakeholder groups composition and roles; activities and resources matrix; TCs meeting attendance, their reporting and future activities. NB talked about event endorsement, presenting an outlook table, and reported on the status of HFE publications. NB urged to jointly work on marketing of the publications.</p> <p><u>Discussed:</u></p> <ul style="list-style-type: none"> • Event endorsement fee: It was agreed to include the revenue record in the Financial Report rather than the STP report. • JOG suggested collecting statistics about the countries that downloaded IEA publications from the website to help follow uptake of these publications. • It was agreed to feature active TCs in the Newsbriefs.
12:00 7. Report and discussion: Communications and Public Relations	JD	<p>A report on the activities of the Communications and Public Relations Committee activities presented and discussed. Ref. 5</p> <p>JD defined the value-added topic, the needs met by CPR committee's projects, and the alignment with the IEA goals and policies. JD gave the project overview and defined the stakeholders. Then he outlined the outcomes and future activities.</p> <p><u>Discussed:</u></p> <ul style="list-style-type: none"> • Webinars: MSD TC complained about poor attendance. Agreed to analyze the attendance to ensure value-added.

		<ul style="list-style-type: none"> • Possibilities for webinar monetization. Considered use of special paid platforms or restricted access for members through access code but this is very problematic in practice due to the international exchanges involved. • Demand from younger generation to have more engaging and moving content. Idea to introduce IEA YouTube shorts, cut from the webinars/drawn by professionals. • Hiring a social media manager (estimated \$1000/month). TA requested CPR to submit a project proposal: type of work, investment, trial period, etc. • Early Career Researcher (ECR) group: JD stressed that it would be useful to discuss ECR needs at the conference; agreed to involve ECR award recipients and consider sending individual invitations. • Content flow: TA suggested filtering content coming from TCs through STP before sending to CPR. • LinkedIn traction: JOG encouraged an analysis of where the subscribers come from.
13:20		LUNCH (hotel restaurant)
14:30 8. Report and discussion: International Development Committee	AKG	<p>A report on the activities of the International Development Committee was presented and discussed. Ref. 6</p> <p>AKG reported on the development of a Collaborative HFE PhD program for Asia that aligns with regional needs. He discussed the alignment of the project with the IEA goals, the results of the survey on needs, the project outline, stakeholder groups and individuals, benefits to stakeholders, resources, and future activities. AKG then reported on the development of an HFE Training program in Vietnam.</p> <p><u>Discussed:</u></p> <ul style="list-style-type: none"> • Adding timeline and budget to the Triennial report template. • Sponsorships already in place, e.g., in Tsinghua master's degree. • AKG was asked to add in the report hours spent on the activities per person. • TA suggested highlighting when IEA awardees have a link to the IEA-sponsored program. • AKG was asked to add more names of the individuals involved in the project in the report. • NB suggested adding the number of participants in the results of the survey on needs. • Adding a map of countries involved to the report.
15:00 9. Report and Discussion: Awards	KM	A report on the activities of the Awards Committee was presented and discussed. Ref. 7

Ref = referenced documents for agenda item

		<p>KM discussed the value-added topic, emphasizing that the number of awards has grown. She talked about the alignment of the award practices with IEA goals. KM emphasized the need for people and time, talked about the stakeholder groups, individuals involved, their roles and relations, outcomes of the activities. KM requested the EC to look through the applications package and voice their objections if any. KM then reported on outreach with global organizations (ILO, WHO, UN agencies): joint projects, such as “Review Document - HFE and Manual Handling at the Workplace” (ILO) and “HFE Applied to Patient Safety” (WHO). Stakeholder groups, current and future activities.</p> <p><u>Discussed:</u></p> <ul style="list-style-type: none"> • Whether EC approval was needed after the review process put in place. • The possibility to waive the IEA2024 registration fee for the awardees. • Finding sponsors for the awards that do not offer monetary reward. • Awards criteria updates, such as a more limited time range for the ECR (currently this is 10 years post-graduation), eligibility for fellow award. • Fellows’ selection process: saying ‘no’ vs. ‘abstain’ (abstentions do not count now). Fellow achievements are very different in substance, which makes it hard to evaluate. • Creation of HFE and Patient Safety video. Idea to outsource creation of visual component. • Participation in WHO events that imply commenting on relevant documents. Agreed that to participate, interested members would need to be officially assigned IEA representatives. KM stressed that in collaborative process with larger organisations one needs to prioritise strategic meetings for participation. • Liaison to WHO. Acknowledged that Healthcare TC was eager to be involved in the creation of the WHO doc. • EP urged KM to plan the collaboration with the list of MOU organisations. KM suggested introducing a co-chair who would manage MOUs and improve relations. EP argued that sharing the liaison tasks among the EC would be more effective.
<p>15:20 10. Report and discussion: Development and Promotions Committee</p>	<p>EP</p>	<p>A report on the activities of the Development and Promotions Committee was presented and discussed. Ref. 8</p> <p>EP reported on the status of planned actions in DPC (as of Feb 2024). She announced the phase of the Congress Model (CM) Implementation. EP stressed the need to describe the roles of EC</p>

		<p>members and Officers, to align the sustainability model and congress model, to define the PD chair role, and to compile a list of stakeholders for the IEA Congress. EP also discussed future activities, including cross-checking with the Operating Procedures (OP) (completed), development of graphic representation, improvement of readability, and access rights for members.</p> <p><u>Discussed:</u></p> <ul style="list-style-type: none"> • Breaking the CM into separate sections relevant to various stakeholders. • Involvement of the EC in the congress organization process. MHY expressed concern that it would be too much of a burden on the EC. Twenty-two special sessions were proposed by the EC; therefore, some EC members would have to stay for 11 days at the Congress site. EC members are not the primary targets to attract to the Congress. • Urgency to define and describe the EC roles in relation to the Congress. • Congress points of contact. MHY found it overwhelming to be the sole point of contact and noted that it would be beneficial to have more collaboration with IEA committees but this needs coordination. There was an acknowledgment of the need to define which person to contact regarding specific questions to improve cooperation between the hosts and IEA. • Agreed to collect the experience of IEA2024 hosts and add it to the CM.
16:30		BREAK
17:00 11. Report and discussion: Standardization	SF	<p>SF gave a presentation on the activities of the Standardization Advisory Committee. Ref. 9</p> <p>SF reported on the progress of the committee's work. Highlighted the mission of the committee and the activities undertaken to achieve the mission, recent achievements: IEA2024 session, assignment of representatives to ISOTC159, promotion of the AGS work, activity plan.</p> <p><u>Discussed:</u></p> <ul style="list-style-type: none"> • Whether to add the core competencies to TC159. This may lead to a confusion about what competencies are needed in the field. MG and TA argued that only IEA should define the competencies for the profession. • NB reminded that TC in Anthropometry might be interested in filling the role of a representative to ISO TC-159 WG-1 (SC-3).

		<ul style="list-style-type: none"> Standards activities at IEA2024. ISO TC-159 event should have attracted governmental support – it didn't happen in Korea but might work for the UK. IEA2024 program. Plenary keynotes vs keynotes: time slots and time allocated.
17:30 12. Report and discussion: Future of Work Task Force	ATH	<p>A summary of the activities of the Future of Work Task Force was presented and discussed. Ref. 10</p> <p>ATH reported on the progress of FOW Committee: webinars held, external stakeholders' engagement, participation at conferences, preparation of a special issue for Applied Ergonomics. Alignment of the projects with the IEA goals, stakeholders, outcomes, and future activities.</p> <p><u>Discussed:</u></p> <ul style="list-style-type: none"> Connections with societies vs. connections with networks. Visualisation of webinars statistics in a table: regions, number of participants (see reports in Zoom account), YouTube views, by days of the week and time. Monetisation. Noted potential issues for low-income countries; discussed potential in using crowdfunding sources. Ad hoc committee status: will be either dissolved or made up by the new EC.
18:10		CLOSE OF MEETING DAY 1

19:00 – 20:00 Dinner hosted by IEA (Hotel)

Day 2 Start 08:00 local time.

<p>08:00 13. (VIDEO) Report and discussion: Professional Standards and Education Committee</p>	<p>TE</p>	<p>A report on the activities of the Professional Standards and Education Committee was given in a pre-recorded video presentation and discussed. Ref. 11</p> <p>TE reported on the activities of the PSE committee. He highlighted two value-added topics guiding the work of the committee: responding to revised HFE competencies and Industry 4.0/Society 5.0. He discussed the needs, such as relevant educational programs, the project outline, stakeholders, and their benefits, i.e., improved competencies in HFE. He then discussed the outcomes, particularly organized meetings for knowledge exchange and discussions. TE then shared progress on updating the educational map.</p> <p><u>Discussed:</u></p> <ul style="list-style-type: none"> • Concept of 'Industry 5.0'. TA argued that after 'Industry 4.0', there were primarily discussions centered around 'AI' and 'digitalization'. EP confirmed that the term 'Industry 5.0' was not widely used. • JOG suggested mentioning other projects in TE's report as well. He also asked AKG to include new societies, such as the Caribbean, Panama, Bangladesh, and others, in his ID report. • MG inquired about the stakeholders toolkit and emphasized the need for the development of a basic curriculum. • The Bio-Psycho-Social model, complemented with technology presented in TE's report. EP acknowledged the usefulness of this view.
<p>08:40 14. (ONLINE) Report and discussion: Information & Communication Technology</p>	<p>TK Tokyo time: Wed, 20 March, 15:40</p>	<p>TK provided a summary of Information and Communication Technology Ad Hoc Committee activities and plans. Ref. 12</p> <p>TK reported on the use and improvement of IEA Website, covering the needs, alignment with IEA goals, and activities undertaken to reach the goals.</p> <p><u>Discussed:</u></p> <ul style="list-style-type: none"> • Corporate image. MG welcomed feedback, but also stressed that the corporate image transition (application on the website) was still in progress. • Agreed to post the news about the website redesign upon its completion. • JOG and AKG praised the work of the committee, especially improvements of the member's area. NB suggested improving the file share possibilities through the website.

Ref = referenced documents for agenda item

		<ul style="list-style-type: none"> TK was reminded to add the number of hours spent on the activities in the report. IEA2024 hybrid format. MHY informed that the opening ceremony and some talks would be broadcasted live on Youtube and recorded. Online voting procedure. MG confirmed that it was supported by the operating procedure.
09:20 15. (ONLINE) Report and discussion: IEA2027	BP (Guest from CIEHF)	<p>Presentation on current IEA 2027 Congress preparations with discussion.</p> <p>BP reported on the progress of IEA2027 organization and discussed CIEHF strategy, including the growth of the community, learning initiatives, engagement with other professional bodies, and professional standards. He also discussed the target audiences for CIEHF. Regarding IEA2027, BP reported on the definition of stakeholders, target audiences, field sectors, key thematic areas, and introduced a basic timeline: Organizational Committee (April), Event company (May), marketing (June-August), and meeting with IEA coordinator following naming by new elected officers.</p> <p><u>Discussed:</u></p> <ul style="list-style-type: none"> New target audiences (government, business leaders). Advisory committee has experience working on that level. Potential partners. BP confirmed the intention to both connect intergovernmental organisations and NGOs (e.g. ISO). TA and BP agreed to discuss seed money later (about 20,000 USD). Relation between OP and CM. OP is obligatory, while CM is a recommendation. Need to sign the contract between IEA and Host Society (HS) of IEA2027. Announcement of IEA2027 at IEA2024. Introduction to IEA2027 ceremony is expected: transfer of flags/video presentation. Dates of the Congress: October 2027. Role of the facilitator. The incoming IEA president will select the person. MHY promised to record their experience and share the records with the next hosts. Registrants' email addresses share. MHY was asked to add a box to the registration webpage that the registrants agree to share their info with the IEA. Reduced registration fee for IDC.

		<ul style="list-style-type: none"> BP confirms CIEHF support for Ergonomics in the Nutshell publications. MG reminded that they must follow the new IEA Corporate style.
10:00		BREAK
10:20 16. Report and discussion: IEA2024	MHY	<p>Presentation on current IEA 2024 Congress preparations. Ref. 13 MHY reported on the progress of IEA2024 preparation, i.e. paper submissions (390 papers, 49 special sessions), tentative program, keynote speakers, sponsorships, exhibition and advertisement, special sessions publishers, and infrastructure.</p> <p><u>Discussed:</u></p> <ul style="list-style-type: none"> Number of keynotes (around 20), sponsors (around 10 expected), exhibitors, award session time. Alternative to publish in a special issue or in the proceedings. There is a publications committee. NB told about the system implemented at the previous congress and recommended to contact Karen Jacobs for further details. Accommodation. MHY confirmed that rooms for EC have been reserved. More information later. NB requested to post a message stating that one needs to reserve a hotel at a later stage and through third-party companies. MHY recommended to stay further away from the venue and rent a car or use public transportation. Venue for the EC meeting. Budget. 1200 registrants and a small surplus are expected. Hybrid format. It assumes live broadcasting. Number of registrants for online participation and the cost of the needed facilities. MHY confirmed that there is no extra fee for the hybrid infrastructure, but the workers need to be paid. Price structure encourages people to come on-site. Most registrations for online participation are expected closer to the event. There are few registrants from Korea, as the promotion was targeting overseas participants. All agreed that the registration process is user-friendly. NB reminded that the proceedings may be or may not be available at the time of the Congress, only abstracts were required. JOG confirmed that 'virtual only' meant live broadcasting and presenting online (via Zoom), not VR.
11:00 17. Report and discussion: Strategy	ATO	A report on the activities relating to Strategy Development and Implementation was presented by ATO and discussed. Ref. 14

Ref = referenced documents for agenda item

Development and Implementation		<p>AT talked about using P2DT for EC Projects and the improved way of reporting to the Council. He stressed the need to make sure that both EC and Council understood value-added, stakeholders, benefits, and outcomes of IEA projects. He presented Participatory Project Design Toolkit (P2DT) and rationale behind introducing the new reporting structure. He discussed reporting for the next EC versus reporting to the Council. AT noted that since the Council regularly changes, it is essential to manifest IEA goals and policies continuously, report on projects rather than committees, and be transparent about the resources, including time spent on the work. AT talked about ways to make the transition between the ECs smooth. He reported on the outcomes of following the P2DT process in organizing ESSA's events as an example of a project. AT explained how IEA's investment in low-income regions, e.g., Africa, is beneficial to other countries, e.g., USA, which get capable PhD students and scientific papers.</p> <p><u>Discussed:</u></p> <ul style="list-style-type: none"> • IEA as a project-based organization. All agree that it is important to announce it clearly. • Stakeholder's needs vs. IEA needs. Agreed that IEA is a stakeholder of IEA projects. IEA's benefits should be counted in the process. • Including opportunities for the Council in reporting. • Template for reporting to the Council. Agreed that it should be a more condensed version. • ATH noted that FS representatives are only a small portion of the society. Therefore, it is useful to post the reports information in a public space where other people can find it. • AKG reminded about the need to include a timeline in the report.
12:00		LUNCH
13:00 18. Planning discussion	MG	<p>Preparations for Triennial Report. Ref 15</p> <p>MG defined the target group of the report, i.e. the councillors and society officers. MG discussed the content of the report:</p> <ul style="list-style-type: none"> • Part 1 President's address (JOG) • Part 2/3 About HFE and Membership (only needs a quick update) • Part 4 Membership. (MG and TA) • Part 5 Officers to update. Coordination MG • Part 6. IEA Strategic policies: increased the number of co-chairs. As part 5. • Part 7: ongoing activities will be split into two groups: start with operational activities and follow by projects using the P2DT

Ref = referenced documents for agenda item

		<p>structure but in summary (projects in detail in Annex) EC submits reports and MG makes draft summary.</p> <ul style="list-style-type: none"> • Part 8 Recommendations for the future: more general, cover things that should be passed on to the next EC, subcommittees, and Council. This also comes from EC reports. • Part 9: a table of all conferences and representational activities. Agreed to replace the term 'outreach' with 'engagement': ambassador activities. Officers to draft. • Part 10: Only needs update (MG) • Executive summary – 1-2 pages: general information about where to look for more details. • MG requested to submit P2DT reports by the end of April, as part of it will be used in the Triennial report. The full version of the reports will be given to the next EC. • Agreed that Treasure's and IEA2024 reports will be submitted later. • Operational activities: each EC report should include a section that includes general work that is not mentioned in the projects report. • Agreed to highlight the text in the reports that will need revision very last minute. • Agreed to have a folder in the member's area where all the reports and other relevant documents will be placed.
<p>14:00 19. Workshop Defining roles of EC members.</p>	<p>MG and all</p>	<p><u>Operating Procedure proposal.</u></p> <p>MG collected information written in by-laws and meeting minutes about Executive Committee composition and proposed a new OP. MG asked for the revision of the document and called for feedback. If EC accepts it, it will be passed for decision to Council.</p> <p>TA questioned the need to have the OP, as it limited the flexibility of the new board.</p> <p>MG insisted that the document would facilitate the work of the new board to understand their roles and does not limit the flexibility as the rules already apply. They are just not scattered in multiple documents and meeting decisions.</p> <p><u>Discussed:</u></p> <ul style="list-style-type: none"> • The standing of the advisory group for Standards. Agreed that at present ISO Advisory Group has an ad-hoc status and decided to leave it as an ad hoc committee for now. Standing committees are formed with the vote of the Council. Ad hoc committees are disbanded at the end of the EC term but may be reconstituted by the incoming EC.

		<ul style="list-style-type: none"> • Ex-officio status. Agreed that ex-officio executive members include chairs of the standing committees, immediate past president, and ad hoc committees chairs. • The draft OP was edited by JD during the meeting to contain all relevant decisions. No decision was made on follow-up with Council. Officers to discuss and decide. <p><u>General Roles of IEA standing Committee (Guidance document)</u></p> <p>MG presented the document for joint revision. All praised MG's work and agreed to further work on the document.</p> <p><u>Discussed:</u></p> <ul style="list-style-type: none"> • Task of collaboration with other international associations such as ILO, WHO, ISO and who could do it. EP agreed that since there are many MOUs, therefore there should be many people involved. MG stated that the task had to be assigned to a particular committee and to a person responsible for it. MG suggested giving the task to ID but after discussion it was decided that DP would be a better recommendation to the new EC. JD suggested informing the incoming Officers about the need to better organise the work of external liaisons. • Agreed to strongly recommend that TK be offered a co-chair position in the CPR group to maintain the website. • Facilitator for the Congress role and communication procedures. Need to be clearly defined. JOG reminded that the new OP defines the role of the Coordinator. Agreed to recommend to the next EC to appoint DP as the facilitator. • MHY agreed that involving EC in the organisation of congresses would be fine if the roles were clearly defined. • Congress attendance by the EC and Council. MHY noted that often they do not stay for the Congress.
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Next EC Meeting	all	23 rd August, 2024 in Jeju, Korea MG informed about the plan: 1 day EC meeting, 2 days Council meeting. Council dinner is on the Saturday night hosted by IEA.
14:50 21. Any other business	all	<ul style="list-style-type: none"> • Agreed to hold some workshops for the Council on some general topics that do not require actions afterwards. (e.g. encourage experience exchange) • “Meet the IEA” special session at IEA2024 to explain the work and structure of IEA. MG invited input from the EC for the event.
15:00 Adjourn		The meeting was adjourned at 15:10 local time.

Afternoon and Evening - Trip to Addo National Elephant Park with dinner. (<https://www.addo.org.za/>)

- Ref 1. The President’s Report
- Ref 2. The VPSG Report
- Ref 3. The VP/Treasurer’s Report
- Ref 4. Science, Technology and Practice Committee Report
- Ref 5. Communications and Public Relations Committee Report
- Ref 6. International Development Committee Report
- Ref 7. Awards Committee Report
- Ref 8. Development and Promotions Committee
- Ref 9. Standardization Advisory Committee Report
- Ref 10. Future of Work Task Force Report
- Ref 11. Professional Standards and Education Committee Report
- Ref 12. Information and Communication Technology Ad Hoc Committee Report
- Ref 13. IEA 2024 Congress Report
- Ref 14. Strategy Development and Implementation Ad Hoc Committee Report
- Ref 15. IEA 2024 Triennial Report template

Ref = referenced documents for agenda item

IEA President's Report José Orlando Gomes June 2021-August 2024

Using P2DT for EC Projects from SDI Committee

March 2024



Who are we?

Mission

Elaborate and advance HF/E.

Expand its scope of application and its contribution.



Global Federation

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IEA Family Members

Our Leadership

IEA Council

Executive Committee - Officers and Committee Chairs

Technical and ad-hoc committees' experts

Goals



Develop close collaborations with member societies.

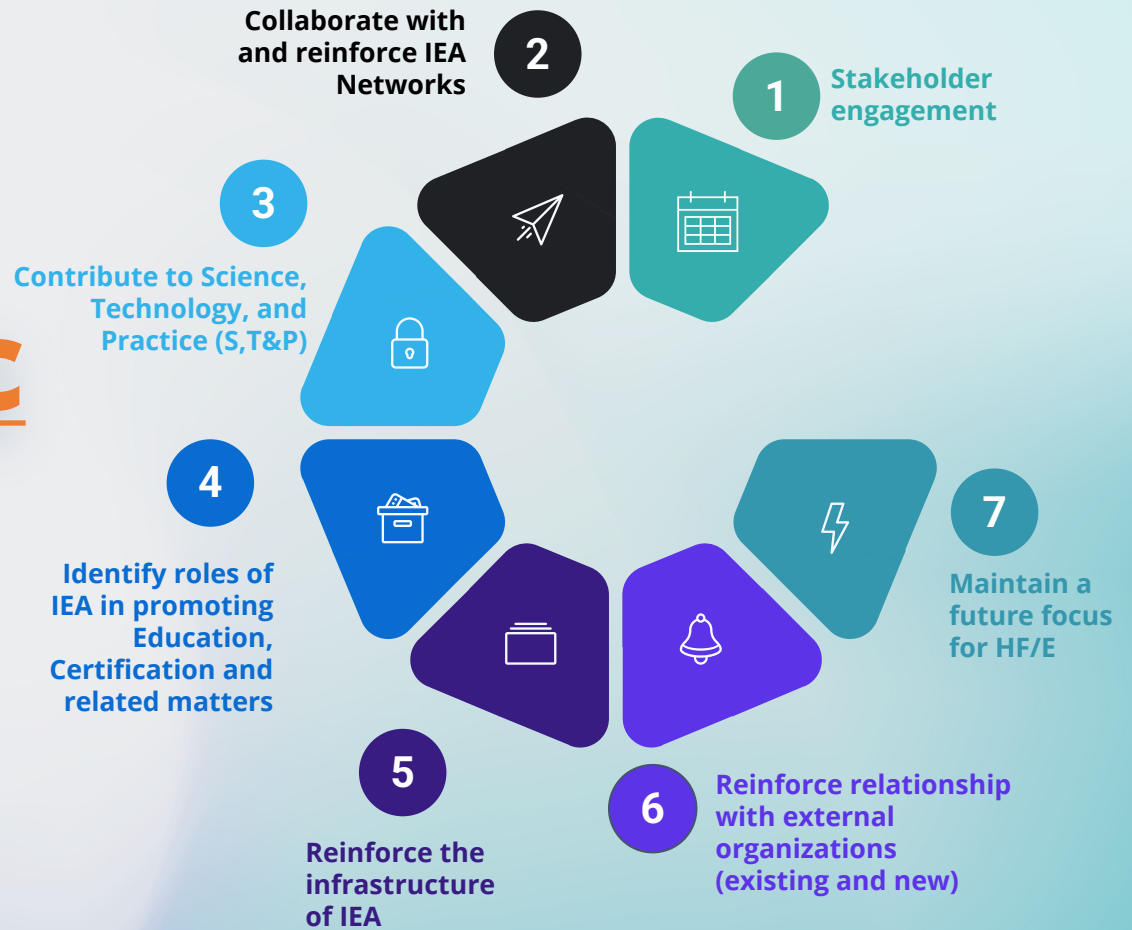
Advance the science and practice of HF/E globally.

Enhance the contribution of HF/E to global society.

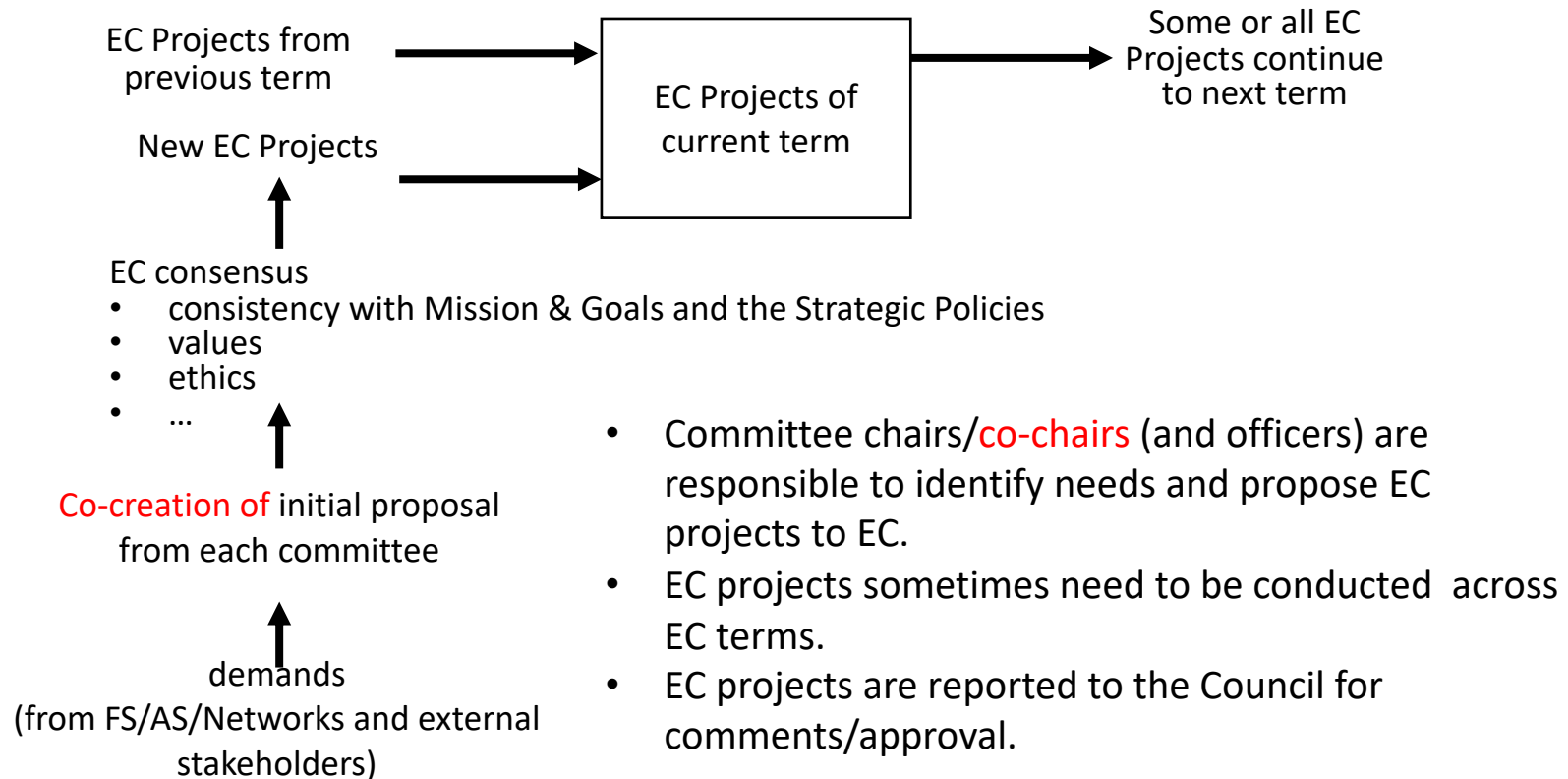


Strategic Policies

7 Strategic Policies

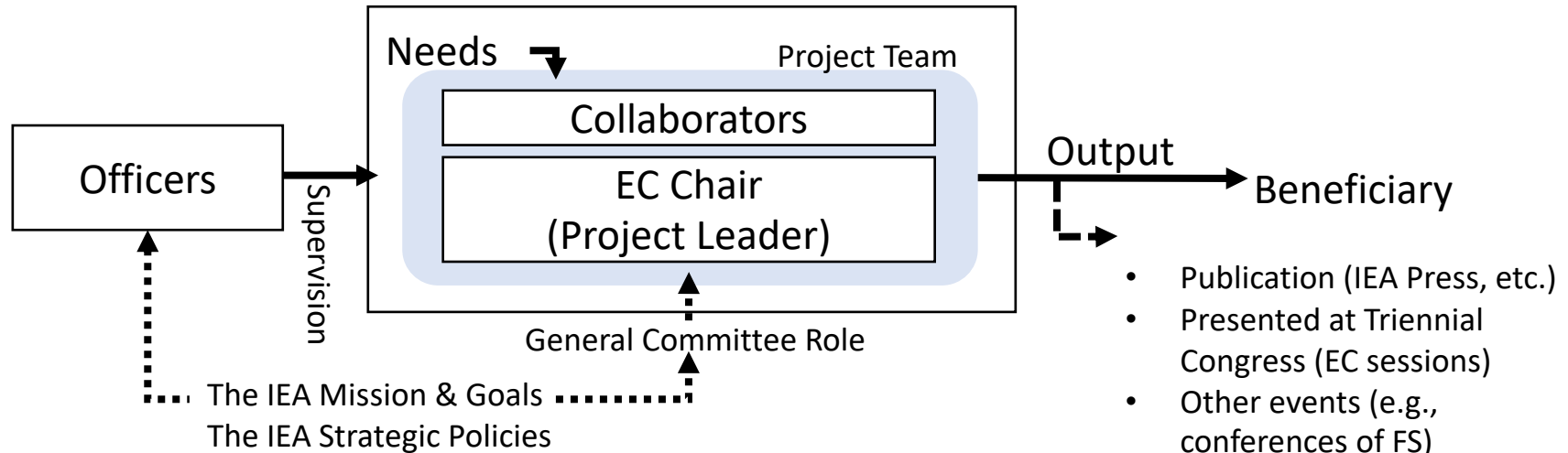


What are EC Projects ? (1/3)



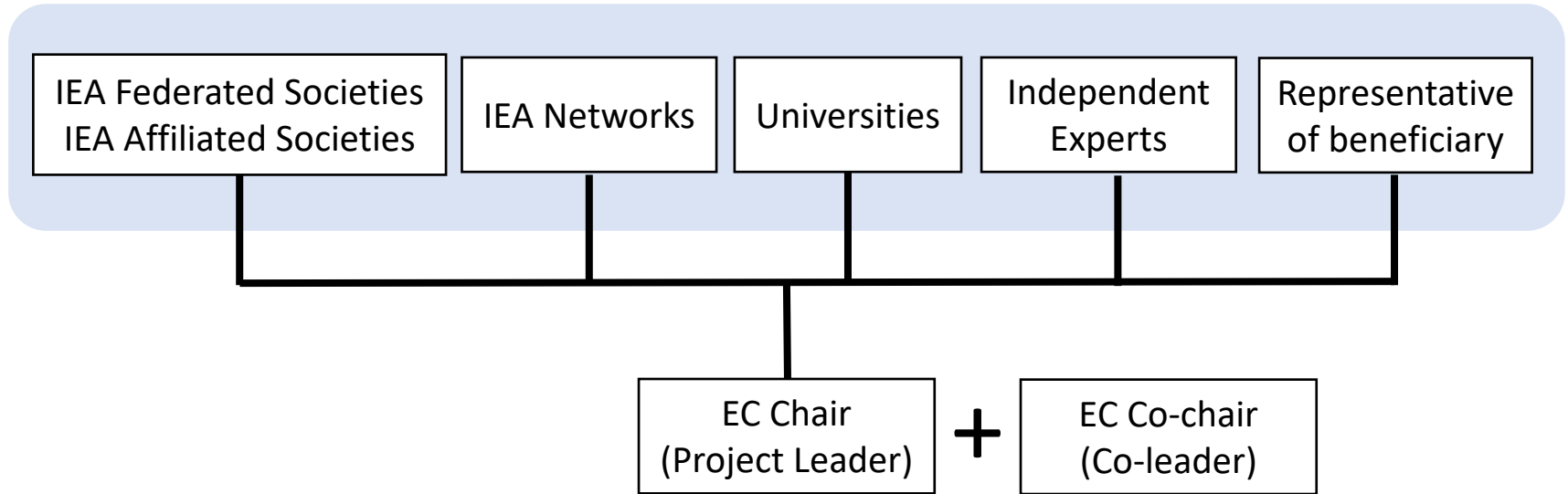
What are EC Projects ? (2/3)

- Engagement of various collaborators **to co-create the projects** (i.e., the members of IEA FS/AS/Networks, external stakeholders) is a strong recommendation.
- The outcome of EC projects should be published from the IEA Press or any other media, presented at Triennial Congress (i.e., EC sessions), and other events.



How is the project team organized?

collaborators (one or more of these and many others, e.g., institutes)



The project team can be a task force, working group, or committee within or outside of EC.

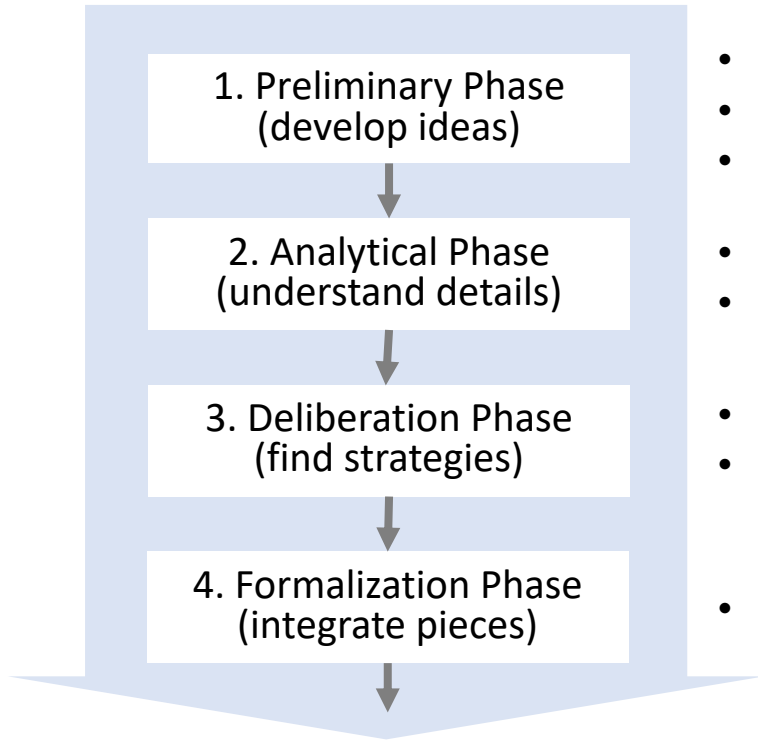
How is the EC Project funded ?

- EC projects can be funded. It is not allowed to pursue profit from the EC project, but expenses can be covered by beneficiaries or by EC. (Comment: In the long run EC projects should become self-sustainable.)
- Collaborators may pursue profit.
- See principles shown below.

Principles:

1. IEA is not allowed to pursue profit because of its legal status.
2. Some collaborators may pursue profit through direct contracts with beneficiaries. IEA cannot be involved in such contracts.
3. EC may fund EC projects based on the “Guidelines on Expenses.”
4. IEA Promotes cost sharing for projects (i.e. IEA should not be the sole financial investor in a project)

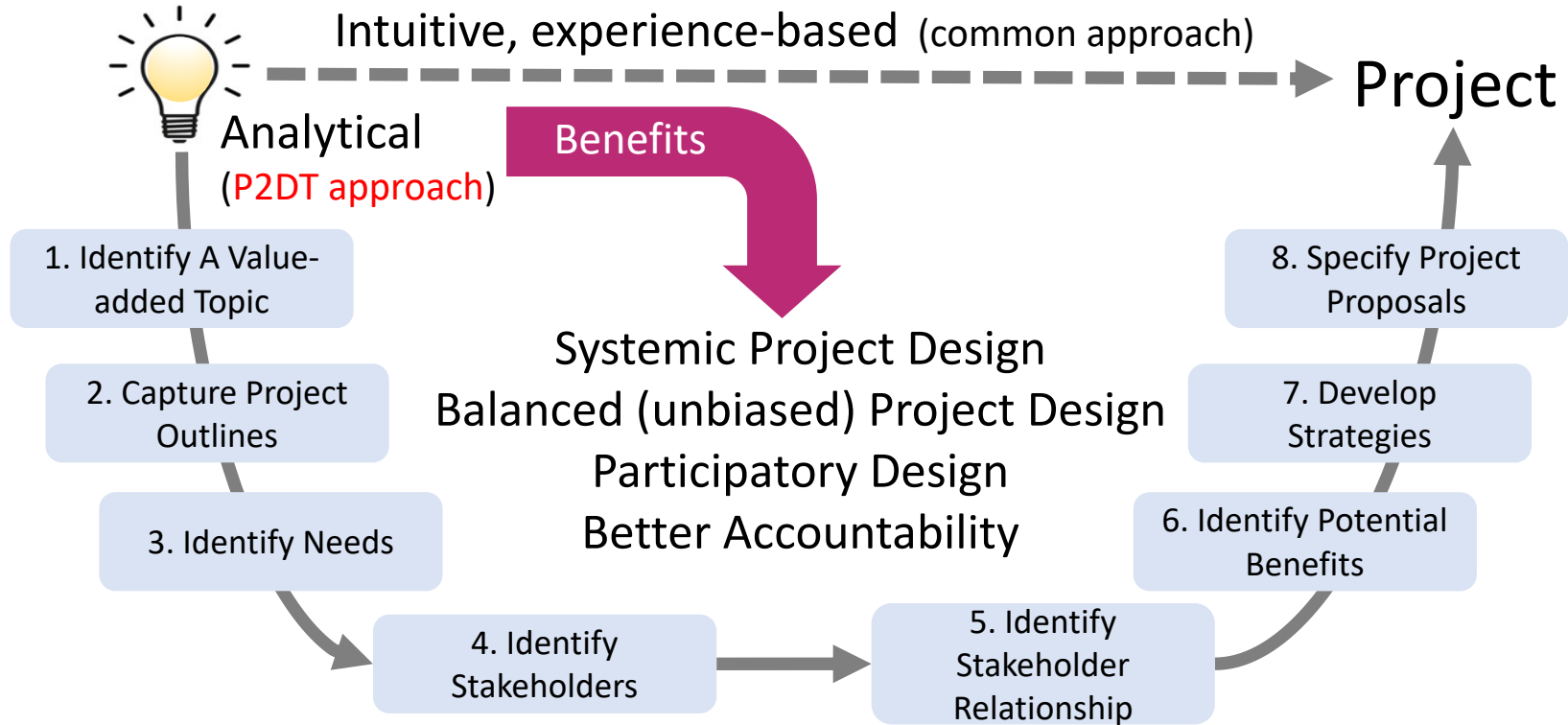
General Process of P2DT



- Step 1. Identify a value-added topic
- Step 2. Capture project outlines
- Step 3. Identify needs
- Step 4. Identify stakeholders
- Step 5. Identify stakeholder relationship
- Step 6. Identify potential benefits
- Step 7. Develop strategies
- Step 8. Specify project proposals

EC consensus >> Formal proposal >> Implementation

Why is the P2DT recommended ?



Example: EC Projects Related to Education (PSE& ID Committees)

Region/Country	Goals	Stakeholders	Status
Latin America/Colombia and 32 other countries	PhD program	Universities (Colombia, South Africa, Canada, France, China, Brazil, Chile, Argentina, USA), FS/Network	Implemented (2022) and following up
Africa,/South Africa, Nigeria, Ghana, Tunisia	Graduate program	Universities (South Africa, France, Brazil, USA), FS/Network	Under planning
Asia/India, China, Japan, Philippines	Graduate program	Universities (China, India, Japan, Philippines), FS/Network	Under planning
Latin America/Argentina	Master program	University (Argentina, France, Brazil), FS/Network	Under planning
Latin America/Panama	Master program	University	Under planning
Latin America/Peru	Mater program	University	Under planning
Europe/Italy	Mater program	University (Italy), FS/Network, CREE	Implemented (2023)
Latin America/Ecuador	Minor program	University, FS/Network	Under planning
Africa/Angora			Under planning
Vietnam			Under planning



EC Project/Committee...

Region/Country	Goals	Stakeholders	Status

The IEA is the most influential international HF/E organization. It has the potential to make a huge impact on the world through its science and practice.

It is our **challenge** to **realize** that **potential**.  www.iea.cc

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Thank you so much for your attention!

Step 1. Identify a value-added topic

Steps

Example

1. Chose Primary Policy



2. Define a topic



3. Discuss how valuable the topic is



4. Ensure the topic is in line with IEA base documents
(See next slide)

- Policy #4: Promote HFE education, certification and professional standards
- Transfer HFE to where it is in need, namely IDC.
- FS/AS/Networks boards, and local specialists will become competent in solving local problems.
- It is consistent with Policy #4. It is consistent with Goals #2 and #3. If the project team is formed appropriately Goal #1 will also be satisfied.

IEA Base Documents

The IEA Mission & Goal and The IEA Strategic Policies

The IEA Mission

The mission of the IEA is to elaborate and advance Human Factors / Ergonomics (HFE) science and practice, and to expand its scope of application and contribution to society to improve quality of life. It does this by working closely with its federated and affiliated societies, networks and related international organisations.

The IEA Goals

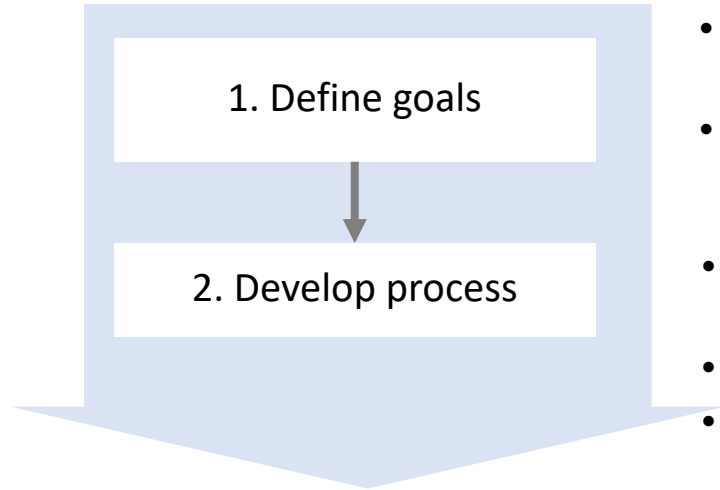
1. To develop more effective communication with and collaboration between federated societies.
2. To advance the science and practice of HFE at an international level.
3. To enhance the contribution of the HFE discipline to global society

The IEA Strategic Policies

1. Engage Stakeholders
2. Collaborate with and reinforce IEA Networks
3. Promote HFE science, technology and practice
4. Promote HFE education, certification and professional standards
5. Strengthen relationships with external partners
6. Reinforce the infrastructure of the Association
7. Maintain a future focus for HFE

Step 2. Capture project outlines

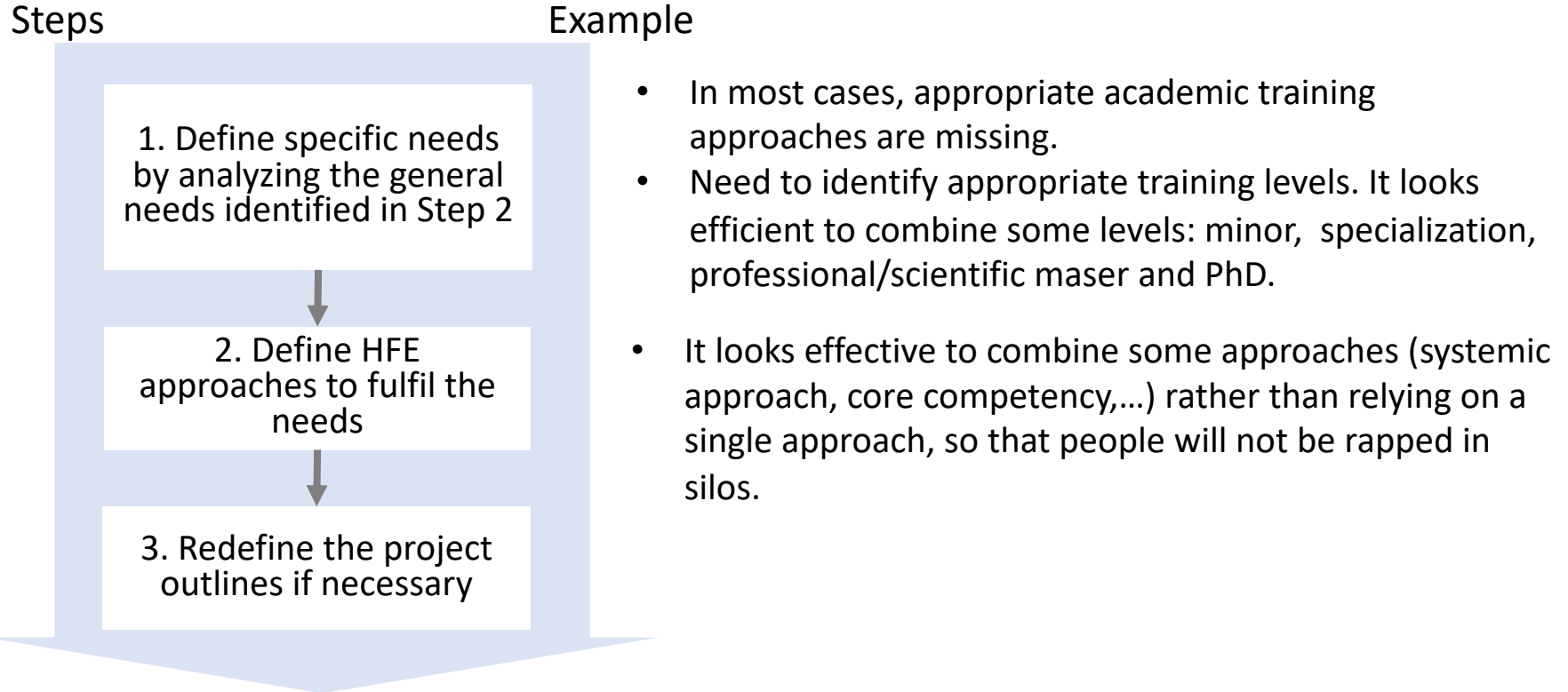
Steps



Example

- Top goal: Transfer HFE to where HFE is in need, namely IDC.
- Subgoal: Transfer HFE to some universities in several regions.
- Investigate into the situation of target universities with local collaborators (e.g., professors)
- Identify general needs (e.g., types of HFE, the level)
- Design a process for transferring HFE which meets the general needs.
 - ✓ suitable HFE methods (e.g., webinar, field work, field work)
 - ✓ identify collaborators who can provide an appropriate training.

Step 3. Identify needs



Step 4. Identify stakeholders

Conduct this step together with Step 5

Steps

1. Identify potentially relevant stakeholders by using the stakeholder categorization scheme.

2. Specify criteria and select stakeholders who will be considered in the project.

3. Tabulate the selected stakeholders.

Stakeholder categorization scheme

- 1. System influencer:** Those organizations or groups of people who have general public interest in work systems and product/service system design (governments, standards organizations, media, etc.)
- 2. System decision maker:** Those people who make important decisions such as requirements, procurement, purchasing, implementation, usage, maintenance, and administration of the system
- 3. System expert:** Those people who have specific professional backgrounds and contribute to the design of system
- 4. System actor:** Those people who are part of the system

X

- 1. Individual level** - persons.
- 2. National organization level** – governmental office, companies, etc.
- 3. Regional level** – transnational organizations, etc.
- 4. Global level** – international agencies, etc..

A typical tabular format

Stakeholder	Stakeholder's role	Category	
		influencer - actor	individual - global

Stakeholders Identified in Step 4 (Example).

Stakeholder	Stakeholder's role	Category	
		influencer - actor	individual - global
EC chair (Project Leader and co-leaders)			
FS/AS/Networks			
university authorities			
university professors			individual
researchers/local experts			
students			
government authorities			
international experts			
...			
...			
...			

Step 5. Identify stakeholder relationship

Conduct this step together with Step 4

Steps

1. Use the relationship matrix to define relationship between stakeholders



2. Identify conflicts of interests and other constraints among the stakeholders

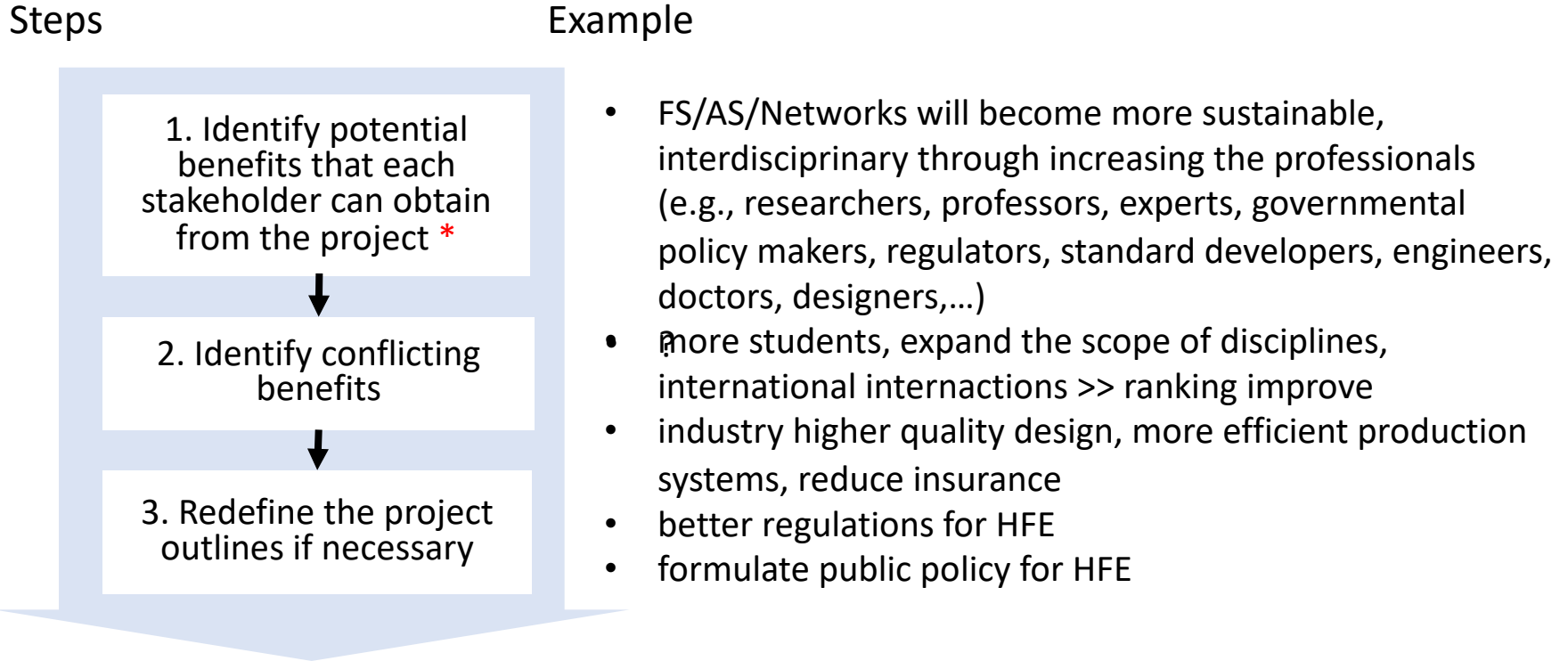
Relationship Matrix

From \ To	Stakeholder A	Stakeholder B	Stakeholder C	Stakeholder D
Stakeholder A	A <> A	A >> B	A >> C	A >> D
Stakeholder B	B >> A	B <> B	B >> C	B >> D
Stakeholder C	C >> A	C >> B	C <> C	C >> D
Stakeholder D	D >> A	D >> B	D >> C	D <> D

Stakeholder Relationship Identified in Step 5 (Example)

From \ To	Stakeholder A	Stakeholder B	Stakeholder C	Stakeholder D
Stakeholder A	A <> A	A >> B	A >> C	A >> D
Stakeholder B	B >> A	B <> B	B >> C	B >> D
Stakeholder C	C >> A	C >> B	C <> C	C >> D
Stakeholder D	D >> A	D >> B	D >> C	D <> D

Step 6. Identify potential benefits



* Monetary benefit (i.e., profit) is discussed in Step 8.

Step 7. Develop strategies

Steps

Example

1. Define stakeholder groups to whom separate projects need to be proposed.

- ?



2. Specify a strategy for each stakeholder group

- ?

Step 8. Specify project proposals

Steps

Example

1. Integrate pieces and specify project proposals

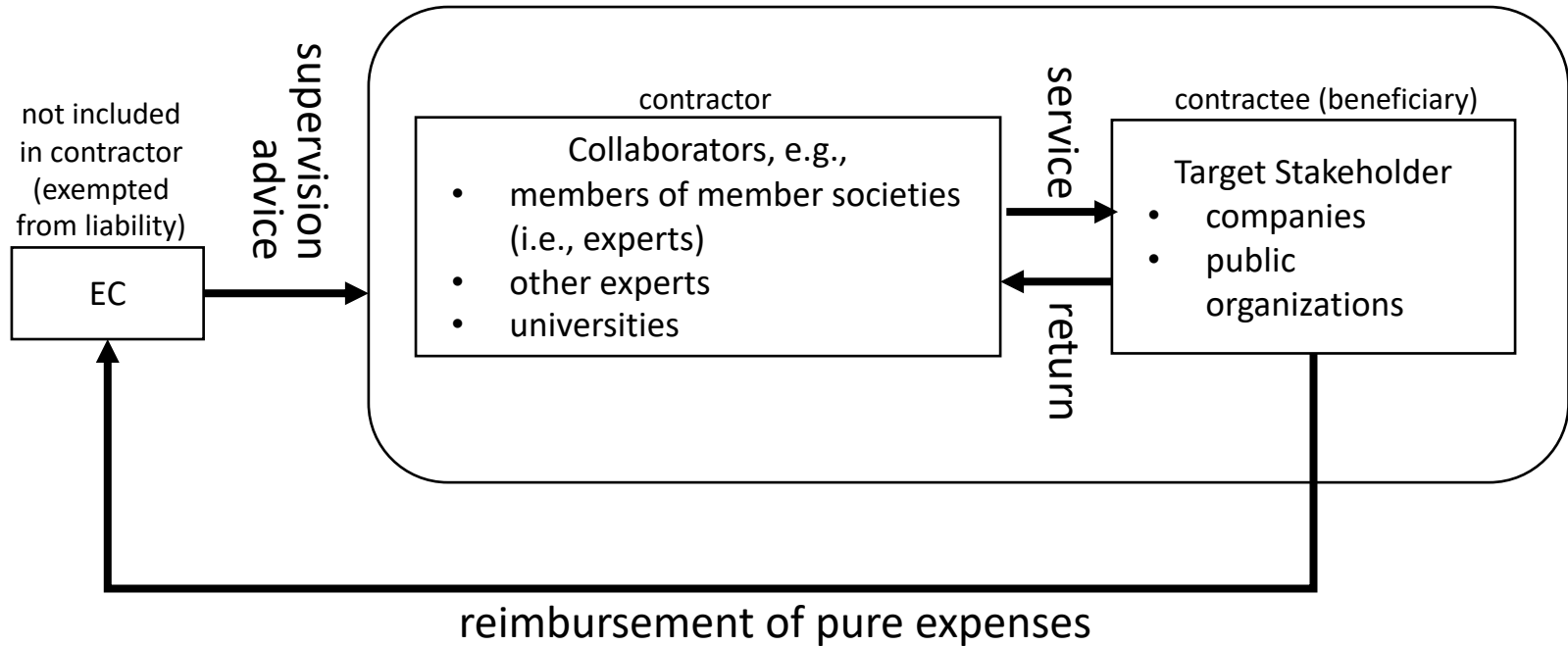
Each consisting of:

- needs and goals
- organization
- schedule
- cost
- remarks (e.g., conditions for exemption)

2. Draft MOU, if necessary

- ?

A typical Project Scheme





VPSG Report

EC Meeting, March 2024

- Corporate image project completion and implementation
- Review of all Operating Procedures
- Core competencies translations and IEA Press publications
- Website revisions - archiving
- Webinars – introduction of testing for issuing certificates
- Regular meetings
- Sustainable operations

Upcoming activities

- Triennial report
- Applications for IEA2030
- Applications for officers 2024-2027

Goals:

- Description in bylaws rather thin
- Improve IEA infrastructure

(Main) Stakeholders:

- You
- Federated and affiliated societies
- Sponsors

Interactions between stakeholders:

- Verbal and written reports on website
- Federated and affiliated society annual meeting
- Sponsors (**far too little**)

IEA 2023 TREASURER'S INTERIM REPORT
FOR EC SPRING MEETING 2024
January 1st – December 31st, 2023
Thomas Alexander

INTRODUCTION

This report summarizes the financial performance for the period of January 1st-December 31st of 2023. 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
 - 1.1.3. in addition, IEA has invested the amount of US\$ 350.000 at UBS in a UBS trust fund at 4,99% p.a. for three months, followed by a similar investment at 5,02% p.a. for another three months. The investment is continued if not canceled. It has been recommended to limit the investment to a fixed term of three months because the conditions for longer investments were not significantly better and it was unclear how the financial situation developed.
2. Membership dues of previous years paid during Year 2023 are booked with Year 2023 membership dues.
3. Membership dues for Years 2024 and beyond paid during Year 2023 are booked as Liabilities.
4. Whenever possible, expenses are allocated to the various IEA committees or ad-hoc committees rather than to “Representation & Outreach”.
5. The “Representation & Outreach” classification holds only (but not all) expenses specifically related to IEA Executive Committee activities which are not allocated to a special IEA committee or ad-hoc committee:
 - 5.1. Most of IEA officers’ and EC members’ travels for “Representation & Outreach” are now partially covered by the host society of the meeting or by the local society. In exchange, the IEA officers’ and EC members are involved in local events that are co-aligned.
 - 5.2. This applies to paying for the accommodation, meals, and local transportation.

Some of the host societies or local societies have also started to cover air travel as well.

6. IEA accounting system

6.1. The following accounting titles are used in the P&L Statement.

Revenue items	Expense items
<ul style="list-style-type: none"> ● Membership dues (FS and AS combined) ● Sustaining member contributions ● Capitation fees ● Interest ● Funds Contribution ● Miscellaneous 	<ul style="list-style-type: none"> ● Meeting ● Representation & Outreach ● Office ● Awards Committee ● ID Committee ● PSE Committee ● STP Committee ● CPR Committee ● Future of Work Committee ● DP Committee ● IEA Congress ● Bank charges ● Grant ● Exchange rate losses ● Website ● Miscellaneous

6.2. Following the recommendation of the accounting contractor (Consavo Fiduciaries, Zürich, CH.), the professional accounting software Banana (Ver. 9.0.5) is still used for accounting. This enables fast and cost-efficient exchange with the accounting contractor (and, thus, reduces the costs for accounting) and the Swiss tax offices. Modifications were introduced for year-end closing bookings according to Swiss tax regulations.

BALANCE SHEET (BS)

Tables 1 & 2 show IEA's Balance Sheets on December 31st, 2022 and December 31st, 2023, to allow for easier comparison.

Table 1: Balance Sheet on December 31st, 2022.

Balance Sheet – Dec 31st, 2022 - (US\$)			
Assets		Liabilities	
Account	\$494,152	Dues Advanced Received	\$500
Prepaid Expenses	\$1,111	Accounts Payable (incl. accrued expenses)	\$ 37,526
Seed Money Receivable	\$0	Earmarked Funds	\$43,377
		Total Liabilities	\$81,403
		Equity	
		Total Equity	\$413,860
TOTAL	\$495,263	TOTAL	\$495,263

This balance sheet differs from the balance sheets of previous years. The position "Term Deposit" has been removed because the fiduciary account for investment purposes has been closed, and its balance transferred to the IEA's checking account in 2021.

Table 2: Balance Sheet on December 31st, 2023.

Balance Sheet – Dec 31st, 2023 - (US\$)			
Assets		Liabilities	
Savings Account	\$121,390	Dues Advanced Received	\$400
Investment	\$350,000	Accounts Payable (incl. accrued expenses)	\$9,987
Prepaid Expenses	\$0	Earmarked Funds	\$43,377
Seed Money Receivable	\$0	Total Liabilities	\$53,764
		Equity	
		Total Equity	\$ 417,626
TOTAL	\$471,390	TOTAL	\$471,390

IEA's equity increased by US\$ 3,766 during 2023, from US\$ 413,860 on Dec 31st, 2022, to US\$ 417,626 on December 31st, 2023, due to a successful recruitment of new sustaining members and financial benefits from the fixed-term investments.

REVENUES AND EXPENDITURES (P&L)

Table 3, shows the Revenues and Expenditures during the period from Jan 1st to December 31st, 2023. The table allows identifying and analyzing sources and flow of financial resources.

Table 3: 2023 Revenues and Expenditures

2023 P&L Statement to December 31st			
Revenues		Expenditures	
FS & AS Membership Dues	\$37,799	Meeting	\$16,518
Sustaining Member Contributions	\$63,561	Representation & Outreach	\$10,483
Capitation Fees	\$0	Office	\$24,593
Exchange Rate Gains	\$0	Awards Committee	\$31,835
Interest	\$0	ID Committee	\$5,594
Miscellaneous*	\$13,532	PSE Committee	\$0
		STP Committee	\$1,592
		CPR Committee	\$1,855
		Future of Work Com.	\$3,060
		DP Committee	\$5,486
		IEA Congress Com.	\$539
		Bank Fees	\$2,888
		Grants	\$0
		Exchange Rate Losses	\$0
		Website (Dev, Maint.)	\$5,500
		Miscellaneous	\$1,184
Total Revenues	\$114,892	Total Expenditures	\$111,127
Summary of operations			\$3,765**

* Miscellaneous Revenues includes revenues from our financial investment.

** The Difference of \$1,00 (compared to IEA's equity increase on page 3 of treasurer's report) is explained by a rounding error.

CASH FLOW

2023 Cash Flow matches, as expected, with the comparable Cash Flows before the pandemic. Usual operations and EC meetings have continued. It was possible to maintain meeting and travel expenses, the main reason for expenditures, at a low level because of the strong involvement of meetings hosts and hosting organizations in the financial expenditures. In exchange for the involvement of IEA officers and EC members at local conferences or workshops, the hosts provided financial support for accommodation, meals and transportation.

Table 4: Cash Flow to December 31st, 2023

Cash Flow (US\$)	
Summary of operations, Year 2023, up to December 31 st	
Forwarded from 2022 @ 2023 Exchange	494,152
Cash Revenues (+) (includes dues advanced this year, but does not include dues advanced in previous years)	114,792
Cash Expenses (-) (does not include depreciation)	- 137,554
Seed moneys sent (-) and received (+)	./.
Funds disbursed (-) and received (+)	./.
Investment Changes	- \$350,000
Exchange rate and cost effects from account balances, transfers between currencies, refunds, etc.	./.
2022 Cash Flow	- \$372,762
Available to be forwarded to 2023 @ 2024 Exchange	\$121,390

EXPLANATORY NOTE ABOUT HIGHER CASH EXPENSES 2024

Compared to 2022 and the year before, the cash expenses are significantly higher. This is caused by the fact, that the Kingfar and Tsinghua Awards 2022 were paid in 2023, and also the Kingfar and Tsinghua Awards 2023. This explains additional expenses of US\$ 42.000. The predictive payment of the awards was decided in order to reduce additional work for the awards committee caused by decisions about the triennial IEA awards during IEA2024 congress.

EXPLANATORY NOTE ABOUT EXCHANGE RATE VARIATION

Most of the IEA's financial assets are now held in US\$ denominated accounts. The IEA has a CHF denominated account because of the UBS banking requirements and in order to facilitate credit card operations. The amounts maintained there are too small to warrant exchange rate tracking in this report (although the exchange rate and its variations are still considered for accounting).

REMARKS AND RECOMMENDATIONS

The financial situation of IEA is considered to be stable and in good shape. During 2023, the payments from membership fees (i.e. of member societies and of sustaining members) have increased, resulting into new financial possibilities to support IEA developments. Examples for this are higher overall budget for awards and activities to support the global development of Ergonomics, especially in Latin America and the Caribbean, but also in other regions of the world. It also is a good base for supporting a "return to normal operations" of the officers' and the whole EC in 2023.

The year 2023 ended with a small surplus again. This is more than expected in the new forecast. Therefore, IEA's equity increased slightly. This is important to be prepared for eventualities. It also allows to discuss strategic activities.

However, although the financial situation is good, the general need to continue to explore new and/or extend existing funding sources continues and should be considered when planning the future. This refers to, e.g., new ways to increase global visibility of Ergonomics and Human Factors as well as visibility of IEA in particular. Fees and revenues from sustaining members (individual as well as corporate sustaining memberships) are considered to be a benefit for the member societies and to support these process.

About membership fees: Some societies have not paid the fee for several years. The treasurer will communicate with the societies and help them identifying problems and finding a solution.

In 2022, 36 of 55 FS & AS members paid their membership dues, totaling over 96% of the overall revenues expected from this source. The invoices for 2023 have been prepared and sent in the 1st quarter and payments are expected to be received as usual.

interim financial report 2023

VP Treasurer

Thomas Alexander

2023 Assets and Liabilities

IEA's equity increased by USD 3,766,

- from USD 413,860 on Dec 31, 2022,
- to USD 417,626 on Dec 31, 2023,

due to the

- Successful recruitment and increased involvement of sustaining members
- Benefits from fixed-term investments at UBS.

Balance Sheet – December 31, 2023

Assets		Liabilities	
Accounts	\$ 121,390	Dues Advanced Received	\$ 400
Investment	\$ 350,000	Accounts Payable (incl. accrued expenses)	\$ 9,987
Prepaid Expenses	\$ 0	Earmarked Funds	\$ 43,377
Seed Money Receivable	\$ 0	Total Liabilities	\$ 53,764
		Equity	
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TOTAL	\$471,390	TOTAL	\$ 471,390

2023 Revenues and Expenditures

2023 P&L Statement to December 31			
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Interest	\$ 0	ID Committee	\$ 5,594
Miscellaneous	\$ 13,532	PSE/Grants	\$ 0
		STP Committee	\$ 1,592
		CPR Committee	\$ 1,855
		Future of Work Com.	\$ 3,060
		DP Committee	\$ 5,486
		IEA Congress Com.	\$ 539
		Bank Fees	\$ 2,888
		Exchange Rate Losses	\$ 0
		Website (Dev, Maint.)	\$ 5,500
		Miscellaneous	\$ 1,184
Total Revenues	\$ 123,917	Total Expenditures	\$ 111,127
Summary of operations			\$ 3,765

\$ 27,001

\$ 18,126

General Remarks

The financial situation of IEA in 2023 is considered to be stable and in good shape.

BUT: Expenses have increased because of growing travel activities for meetings, ambassador and outreach actions – “the costs of success?”

AND: Because of 2x awards in 2023.

A nearly neutral financial result was expected for the end of this year, maybe a small deficit because of high travel and flight costs.

About 54% of 2023 member contributions have been collected, resulting into 97% of the overall revenue expected from this source.

Several members (also sustaining members) have not paid their fees for several years and did not react to reminders.

2023 / 2024 P&L Forecast (rounded sums)			
Revenues		Expenditures	
FS & AS Membership Dues	\$ 35,000	Meetings,	
Sustaining Member Contributions	\$ 38,000 \$ 60,000	representation & outreach*	\$ 17,000
Capitation Fees	\$ 0	Office - regular contracts**	\$ 6,500
Exchange rate gains	\$ 0	Office - variable costs***	\$ 10,000
Interest	\$ 7,000	Awards	\$ 22,000 \$ 34,000
Miscellaneous	\$ 0	Standing and ad-hoc committees*	\$ 20,000
		Website (Dev, Maint.)	\$ 5,500
Total Revenues	\$ 80,000 102,000	Total Expenditures	\$ 81,000 \$ 93,000
Summary of operations			\$ 1,000 \$ 9,000

General Remarks

The financial situation of IEA in 2023 is considered to be stable and in good shape.

BUT: Expenses have increased because of growing travel activities for meetings, ambassador and outreach actions – “the costs of success?”

AND: Because of 2x awards in 2023.

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2023 / 2024 P&L Forecast (rounded sums)				
Revenues			Expenditures	
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Capitation Fees		\$ 0	Office - regular contracts**	\$ 24,593 \$ 6,500
Exchange rate gains		\$ 0	Office - variable costs***	\$ 10,000
Interest	\$ 13,532	\$ 7,000	Awards	\$ 31,835 \$ 22,000 \$ 34,000
Miscellaneous		\$ 0	Standing and ad-hoc commit	\$ 18,126 \$ 20,000
			Website (Dev, Maint.)	\$ 5,500
Total Revenues		\$ 80,000 102,000	Total Expenditures	\$ 81,000 \$ 93,000
Summary of operations				\$ 1,000 \$ 9,000

2023 Cash Flow

Cash Flow	
Summary of operations, Year 2023, up to December 31	
Forwarded from 2022 @ 2023 Exchange	\$ 494,152
Cash Revenues (+) (includes dues advanced this year, but does not include dues advanced in previous years)	\$ 114,792
Cash Expenses (-) (does not include depreciation)	\$ -137,554
Seed moneys sent (-) and received (+)	\$ 0
Funds disbursed (-) and received (+)	\$ 0
Investment Fund liquidation	- \$ 350,000
Exchange rate and cost effects from account balances, transfers between currencies, refunds, etc.	\$ 0
Revenues (advanced)	\$ 0
2023 Cash Flow	- \$ 372,762
Available to be forwarded to 2023 @ 2024 Exchange	\$ 121,390

Outlook

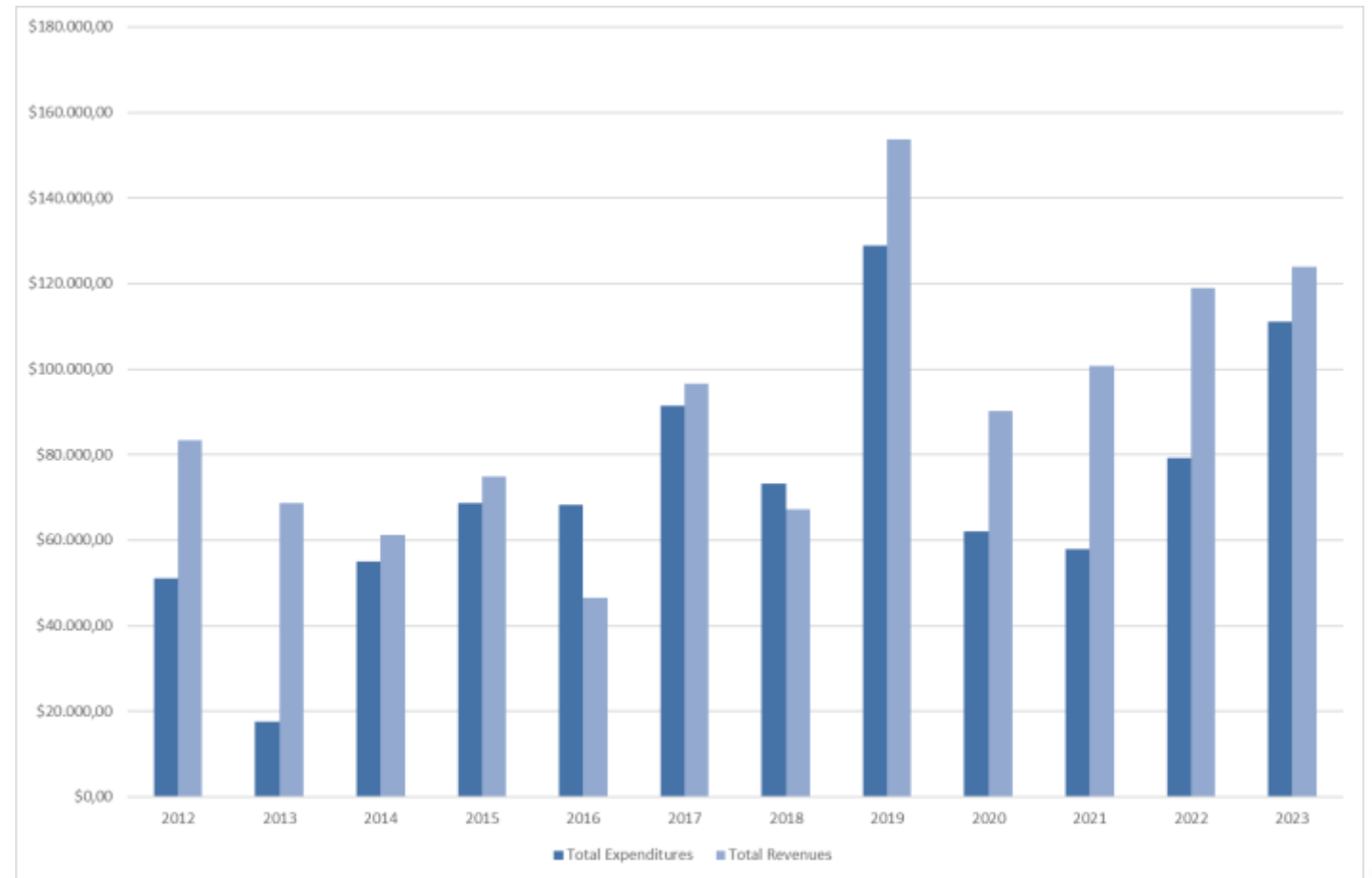
IEA financial operation is back to a new normal.

Higher expenditures caused by

- More awards for int. ECS and experts!
- Reaching out to new communities, "Ambassador" missions to initiate projects and support the development of HFE foundations.
- Travel expenditures because of the size of the EC-committee.
- Investment in IT-software infrastructure for webinars, newsletters, contacts, corporate image etc.

Expenditures reduced by

- Sharing of costs for EC-meetings with hosting society and organizations.
- Recruiting of new sustaining members.
- Sponsoring of Awards. Consideration of operational overhead.



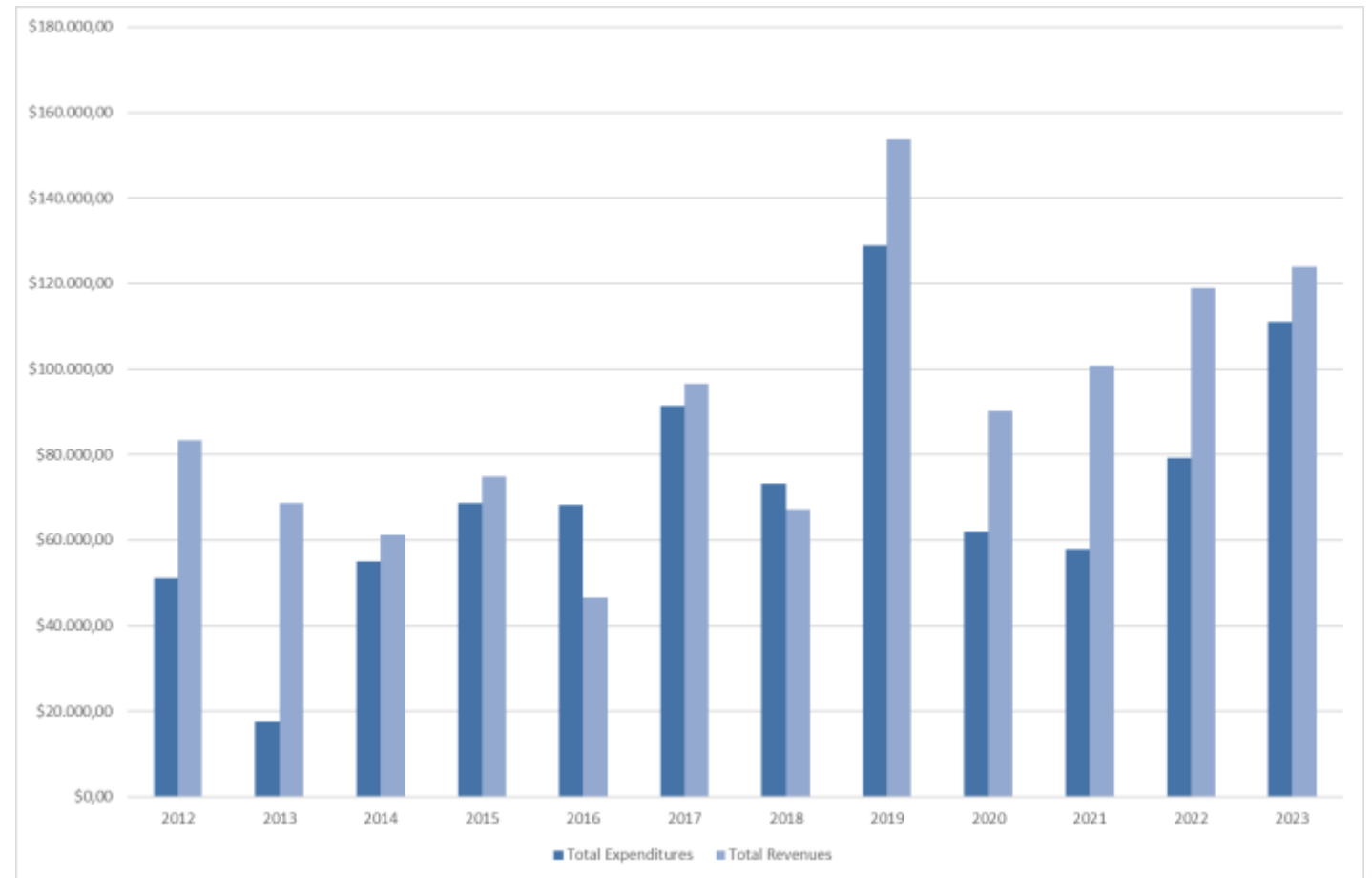
Cash reserve

Goal: 3yrs of operation

- Maximum operations: \$111,127
- Current equity: \$417,626

Current situation: 3,75 yrs

- 3 yrs: \$333,381
- Equity: \$417,626



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

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

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

Strategic initiative	Due	Status (Sept. 2022)
TC1. Revise TC handbook	Fall 2022	Done (fall 2022). Led by RS
TC2. New TC-Chair orientation.	Spring 2023	Done. Determined not required (fall 2023). Led by RS
TC3. Hold regular semi-annual TC-STP meetings in June and December with a fixed agenda including a 1-slide report from each TC communicating their activities, challenges, and needs, encouraging STP and inter-TC support. 12:30pm UTC typical.	Fall 2022	Maintained. Led by NB 2021: Dec. 7 -9 (two times; 17 attended; 14 TCs), 2) 2022: June 1; Dec. 1, 2023: June; Dec. 11 (12 TCs; 10 reports)
TC4. Guidelines to support Journal Special Issues led by TCs.	≤ 24 months	Slow progress. Led by NB with STP & TC support. Discussions only.
Pub1. C-suite “ergonomics in a nutshell” under Andrew Thatcher with CIEHF marketing. CIEHF created 1 minute video & infographic.	≤ 6 months	Completed. “Giving your business the human factors edge” IEA & CIEHF published 2022.20 pages. Available at: https://iea.cc/getting-down-to-business/ https://ergonomics.org.uk/resource/giving-your-business-the-human-factors-edge.html Launch at IEA2022 Council meeting.
Pub2. Prepare “Ergonomics in a nutshell” document for Project Managers (operational).	≤ 12 months	Progress. Led by KLM with support by David Caple, Andy Imada, Yushi Fujita. Expected spring 2024
Pub3. Prepare “Ergonomics in a nutshell” document for Labour Organisations. Following the template of the (Pub1 & Pub2), led by STP with key support from E/HF experts for Labour Organisation knowledge users.	≤ 24 months	To come. Require additional support team (? Possible for IEA2024?)
Pub4. Publication of IEA2021 Special Issue in Journal WORK. Led by NB with K. Mosier, J. O. Gomes, T. Alexander, and S. Albolino).	≤ 6 months	Done November 2022 (separate special issue). 23 articles published + Editorial.
Pub5. Developments from EQUID publications for knowledge translation into new formats to encourage application. Led by	≤ 24 months	Done. Equid 4.0 theoretical article published in Theoretical Issues ES (2023) Progress: Equid 4.0 Application article planned (early writing stages).

Strategic initiative	Due	Status (Sept. 2022)
KLM with STP executive support, for knowledge users in the IEA community.		Submission to IEA2024 planned.
Ad1. Review and revise Endorsement Operating Procedures. Led by NB.	≤ 6 months +	Done. Revised with new logo 2024
Ad2. Support IEA Triennial Congress Management Planning group. NB will actively support knowledge translation from IEA2021 to future triennial congresses led by Elina Parviainen's CPR group.	≤ 6 months +	Progress. NB and Patrick Neumann proposed content concerning Hybrid and Virtual presentations for Congress Management document. Report sent to Elina Sept. 2023
Ad3. Facilitate quarterly webinar production by TCs to support IEA series, by defining required supporting documentation (for organisers). Led by RS with Sara Albolino and TCs. Increased visibility of presenting TCs will support member recruitment and TC renewal.	≤ 6 months +	Done & Maintaining. Resource documents created & shared at STP-TC June 2022. Repeated Dec. 2023. Calendar. CPD development TCs question utility
IEA2024 support (Intermediary)	≤ 24	Meeting Feb. 2, 2024; often cc'd in questions to IEA2024 OC
Ad1. Compile Endorsement Impacts. Led by NB.	≤ 24	Since fall 2023; structure existing. Continue operationalisation.

Communications project

Jonathan Davy

Standing Committee Chair on Communications and Public Relations

Value-added topic

Increase awareness of HFE globally

What were/are the needs?

- IEA (and the associated TCs) did not have an active presence on social media
- During COVID, the popularity of webinars exploded – IEA needed to leverage this globalised platform to connect
- Need to show the value-add of HFE globally and continue to increase the understanding of the diverse applicability of HFE globally
- Need to reach cognate disciplines to show the mutual benefit of HFE
- Recruit, retain and mentor Early Career Researchers/practitioners and students
- Grow interest within different countries for interested persons to join federated or affiliated societies or technical committees
- Support federated IEA committees, federated societies and technical committees to promote their events, news or publications

Alignment with the Goals of the IEA (as per IEA bylaws)

To develop more effective communication with and collaboration between federated societies

To advance the science and practice of HFE at an international level

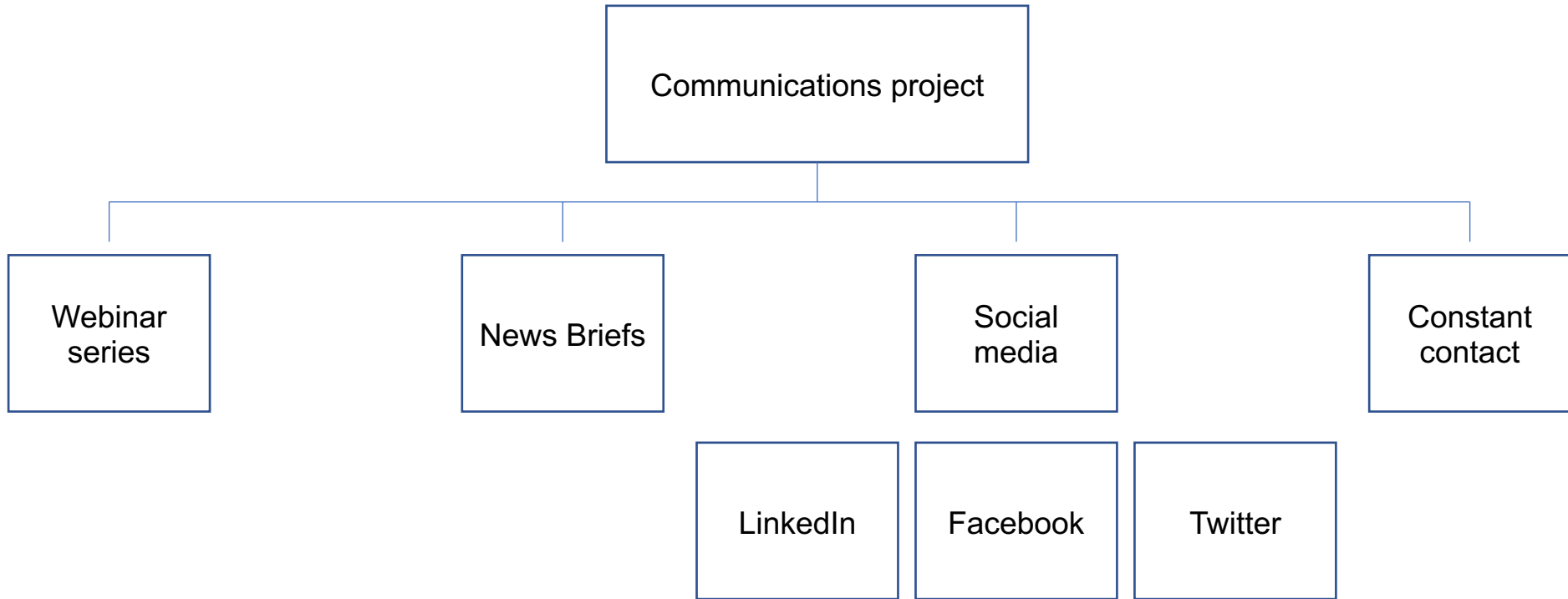
To enhance the contribution of the HFE discipline to global society

Alignment with IEA goals and policies

At a strategic level, communications (and the associated awareness-raising activities) support the IEA's seven policies:

- ✓ Engage Stakeholders
- ✓ Collaborate with and reinforce IEA Networks
- ✓ Promote HFE science, technology and practice
- ✓ Promote HFE education, certification and professional standards
- ✓ Strengthen relationships with external partners
- ✓ Reinforce the infrastructure of the Association
- ✓ Maintain a future focus for HFE

Project Overview and components



IEA EC reporting of stakeholders

To / From	Stakeholder A Executive	Stakeholder B Standing committees (STP, PSE, ID, FoW, IEA Administrator)	Stakeholder C IEA technical committees, federated & affiliated societies	Stakeholder D External stakeholders (cognate disciplines, the public, other societies and regulatory bodies, Universities)
Stakeholder A Executive	Project oversight	Work with relevant stakeholders on program, event or publication development to ensure relevance and scientific validity and reliability	Receive and filter requests from researchers and practitioners on HFE-related topics and opportunities Drive the development and sharing of content, publications, events, webinars, discussions, conferences, and the development of new programs	Requests to learn more about HFE research and practice. Global trends in the FoW and the need for HFE to be integrated Events related to HFE or of interest to HFE and IEA
Stakeholder B CPR, NewsBrief Ed, IEA office	Support the development of appropriate on-brand advertising, while supporting online registration or promotion via NB, Social media or CC.	Promotes the dissemination of the latest science, practices, news or opportunities globally	Oversight	Support with promotion and awareness raising.
Stakeholder C IEA Networks/Societies/Technical Committees	Through social media (LI, FB, Twitter, CC) disseminate news, events, webinars and publications		Wide dissemination of material	S,T&P supports work of TCs
Stakeholder D External stakeholders (cognate disciplines, the public, other societies and regulatory bodies, Universities)	Recipients and contributors to content, events and publications Share it with their networks			Meet the need to understand better the value add of high quality HFE through events, publications and conferences

Stakeholder table - Groups

Stakeholder Group	What is the stakeholder groups' role within the Project?	System actors/ experts/ decision-makers/ influencers
IEA Executive committee	<ul style="list-style-type: none"> Project oversight High level stakeholder engagement 	Influencer and expert
CPR, other standing committees, NB editor, IEA Office administrator	<ul style="list-style-type: none"> Support the development of high-quality programs, events and publications with internal stakeholders Support with branding and advertisement creation and, if necessary, Zoom facilities Support with advert dissemination and awareness raising Share event notices from external stakeholders with which IEA has MOUs 	Influencer, expert and actor
IEA Networks, societies and technical committees	<ul style="list-style-type: none"> Identify experts or groups to assist with group activities around promotion and knowledge sharing Invite, conceptualise and organize webinars, conferences, workshops, summer schools or publications Share IEA-related announcements and media with their networks, societies and members 	Influencer, expert and actor
External stakeholders (cognate disciplines, the public, Universities)	<ul style="list-style-type: none"> Request information on high-quality HFE science and practice Look for areas of mutual benefit and collaboration Share and participate in events organized by abovementioned stakeholders 	Influencers, experts (outside of HFE) and actors

Stakeholder table - Individuals

Stakeholder Group	What is the stakeholder groups' role within the Project?	System actors/ experts/ decision-makers/ influencers
IEA Executive committee	<ul style="list-style-type: none"> • Jose Orlando Gomes 	Influencer and expert
CPR, other standing committees, NB editor, IEA Office administrator	<ul style="list-style-type: none"> • CPR: Jonathan Davy • All standing committee chairs, but especially Nancy Black and Andrew Thatcher • NewsBriefs editor: Sma Ngcamu-Tukulula • IEA Office: Alexandra Gampher 	Influencer, expert and actor
IEA Networks, societies and technical committees	<ul style="list-style-type: none"> • All networks and chairs of these networks • Presidents and executives of each society • Chairs of each technical committee 	Influencer, expert and actor
External stakeholders (cognate disciplines, the public, Universities)		Decision makers and actors

Activities and Resources matrix?

Activity undertaken	Societies/committees involved	Hours dedicated to activity	Resources used	Outcome	Next steps
Monthly edition of the News Briefs	<ul style="list-style-type: none"> CPR IEA Executive and IEA administrator Sma Ngcamu-Tukulula (Editor) 	Roughly 15 to 20 hours per month	Constant contact for dissemination Social media platforms for dissemination (LinkedIn, Twitter and Facebook, website)	Regular publication of the NB each month	Maintain standard and timing, possibly expand content
Webinar series	<ul style="list-style-type: none"> CPR FoW task force STP and TCs IEA Executive and IEA administrator 		IEA Zoom license platform IEA YouTube Social media platforms for dissemination	35 IEA webinars on several different topics from several different countries across the world	More video content in advertising – less static text-based advertising and material and more interactive content Get more views on YouTube Start podcasts?
Promotion of events, activities and webinars through social media	<ul style="list-style-type: none"> CPR Other members of the exec 	2-3 hours per week	IEA social media pages Personal pages Society pages	Weekly promotion of material from the IEA, standing committees, TCs, societies Next steps – get LinkedIn premium package to increase reach and functionality Allocate budget to a social media manager?	

Outcomes and future activities

Outcomes achieved:

- Regular, high-quality NB publication, which has now also included the society spotlight
- Relatively decent attendance of webinar events (MG and AG)
- Increased presence of IEA and internal stakeholders on social media; increased members on social media pages and better engagement

Future Activities:

- Increase the rate of social media posting
- Vary content (more video and gif-type advertising)
- Consider putting the social media manager on retainer to professionalise this aspect of our Communications project

Report of the International Development Standing Committee

IEA Executive Committee Meeting – March 2024

Africa

Funds have been awarded by the NRF of South Africa for knowledge exchange. This will help support academics to travel to Accra Ghana to participate in: a 2-day workshop to (a) finalise the postgraduate Masters' programme in ergonomics at the University of Ghana (b) hold a two-day workshop with stakeholders. Both of these activities are likely to develop the support network for ergonomics in Ghana.

North America (including the Caribbean)

Prof Chris Reid of the HFES has accepted the invitation from President of IEA to be part of the International Development team for North America and the Caribbean,

Chris has already been working with us on several initiatives throughout the Latin America and Caribbean Region such as:

- the founding of the Caribbean Society for Human Factors and Ergonomics and participating in Congress in the Region such as the XXI Convention on Engineering and Architecture last November in the Technological University of Havana, Cuba;
- collaboration with the Doctoral Program in Ergonomics for Latin America and the Caribbean;
- the development of exchange programs for undergraduate and postgraduate students in HFE for Latin America and the Caribbean; and
- the mobilization of stakeholders in US such as universities (Clemson and Texan A&M), colleges, and governmental institutions like SHARP/Washington State Dept. of Labor, among others.

The latest work has comprised putting together a draft/basic set of bylaws and now are working on establishing a country for setting up the society headquarters.

Bangladesh

There has been no development in this regard, particularly due to the absence of Bangladesh Ergonomics Society (BES) officials at the ACED Conference in Mumbai in December 2023.

Iran

President, IEA had an excellent meeting with Dr. Saremi, the President of the Iranian Ergonomics and Human Factors Society (IEHFS), and the society is back to the all IEA fold and will actively participate in the scheduled activities. We will continue the interaction in order to better understand their needs and initiate a collaborative project.

IEHFS will also join the ACED, IEA's regional network for Asia.

Asia Collaborative Ph.D programme

Seven meetings of the working group on the Asia Collaborative Ph.D programme have been held so far, the last being on the 12th of January. President IEA and Chair of the IEA Professional Standards and Education Committee participated in this meeting. It was decided that the programme would be started with the Tsinghua University as the base and De La Salle University as a hub, other hubs (e.g. Japan, India) to be added in the near future. The group welcomed Prof Loh Ping Yeap, National University of Kyushu. Immediate activities are (1) to circulate draft MOUs as per the format available in Tsinghua University to get concurrence from the participating hubs, and (2) to create an inventory of participating institutions and faculty.

The Ph.D. recruitment at Tsinghua University is still ongoing, and the deadline for the third round is 1st May 2024.

Vietnam

A number of meetings have been held with the officials of the NIOEH (National Institute of Occupational and Environmental Health), Hanoi. In the first meeting, IEA President described the various activities of the IEA, and the NIOEH officials presented about their HFE state of development and their aspirations. There was an opportunity to meet with

Dr. Nguyen Thu HA, Head, Department of Psycho-Physiology of Work and Ergonomics, NIOEH in person during the recent ACED Conference in Mumbai to discuss the HFE Training programme and the needs of the Vietnamese HFE professionals. However, the visit of Dr. Ha did not materialize.

In subsequent communications, it was stressed that President IEA wanted to move fast on organizing this event (the HFE Training Programme) at the earliest, and in particular to know their needs - in this regard and for forming an Ergonomics Society leading to its affiliation with the IEA. A meeting was held on January 12, where it was informed that their Vice Director Dr. Sơn had given instructions to develop this field and participate in the International Ergonomics Association. President IEA and Chair of the IEA Professional Standards and Education Committee participated in this meeting. It was decided that IEA President would have a face-to-face meeting with the NIOEH officials in February or March 2024.

IEA President is scheduled to have the meeting with the officials on March 12, 2024, along with Professors Liang Ma and Zhang Wei of Tsinghua University.

IEA Strategic Policy engagement

All of the above activities are aligned to the following IEA Strategic Policies in varying degrees of engagement:

- Engage internal stakeholders
- Strengthen relationships with external partners
- Collaborate with and reinforce IEA networks
- Promote and contribute to HFE Education

Awards

Kathleen Mosier Chair, Awards Committee

March 2024



What is the value-added topic?

This year we are managing 4 Annual Awards and 8 Triennial Awards:

- The [IEA Fellowship](#) is intended to honour distinguished long-serving members of the Federated Societies.
- The [Kingfar Award](#) honours STUDENTS and early career researchers (ECR) and rewards high-quality original research and applications on new and emerging HFE issues or issues specifically related to industrially developing countries.
- The [Tsinghua Award](#) honours collaborative HFE education in industrially developing countries.

[Triennial Awards.](#)

- The IEA Distinguished Service Award
- IEA Triennial Outstanding Educators Award
- IEA Award for Promotion of Ergonomics in Developing Countries
- IEA Triennial Ergonomics Development Award
- IEA Human Factors and Ergonomics Prize
- IEA/Elsevier John Wilson Award
- The IEA President's Award
- K U Smith Student Award

Alignment with the Goals of the IEA (as per IEA bylaws)

An important function of the International Ergonomics Association is to grant formal recognition to members of Federated Societies who have made outstanding contributions to the field of ergonomics on an international level. Such recognition is offered through the IEA awards. Although all the awards are presented during the IEA Triennial Congresses, some are offered annually and others only once every three years ([triennial awards](#)).

- To develop more effective communication with and collaboration between federated societies.
 - **Engage stakeholders**
 - **Collaborate with and reinforce networks**
 - **Reinforce the infrastructure of IEA**
- To advance the science and practice of HFE at an international level.
 - **Contribute to science, technology and practice**
 - **Maintain a future focus for HF/E**
- To enhance the contribution of the HFE discipline to global society
 - **Identify the roles of IEA in promoting education, certification, and professional standards**
 - **Strengthen relationships with external partners**

What are the needs?

Time and people!

Outline of the project

Main stakeholder group table

Stakeholder Group	What is the stakeholder groups' role within the Project?	System actors/ experts/ decision-makers/ influencers
IEA Executive committee	<ul style="list-style-type: none"> Project oversight. Approves all awards 	Influencer and expert, decision maker
IEA Council	<ul style="list-style-type: none"> Disseminate information about awards to society members 	Influencer and expert
Member Societies	<ul style="list-style-type: none"> Submit nominations for colleagues that are deserving of awards 	System actors/experts/decision makers
Sponsors (external)	<ul style="list-style-type: none"> Fund the awards and sometimes the selection committee. Present the award at the Triennial Congress 	System actors/ influencers
Fellows	<ul style="list-style-type: none"> Evaluate nominations for IEA Fellow and vote on candidates 	Experts/ decision makers
Reviewers	<ul style="list-style-type: none"> Evaluate nomination packages for all awards 	Experts/ decision makers

Stakeholder table - Individuals

Stakeholder Group	What is this person's role within the Project?	System actors/ experts/ decision-makers/ influencers
Kathleen Mosier	<ul style="list-style-type: none"> Chair of Awards Committee 	Influencer and expert
Mario Vidal	<ul style="list-style-type: none"> Co-Chair of Awards Committee Chair of IEA/Kingfar and IEA/Tsinghua awards 	
Patrick Dempsey and Pascale Carayon	<ul style="list-style-type: none"> Co-Chairs of John Wilson selection committee 	
Andy Imada	<ul style="list-style-type: none"> Chair of Thomas Waters award selection committee 	
Pascale Carayon	<ul style="list-style-type: none"> Chair of KU Smith award selection committee 	
Jose Orlando Gomes	<ul style="list-style-type: none"> President's award selection 	

Main stakeholders and their relationship to each other

From \ To	EC	Council	Member Societies	Sponsors	Reviewers inc. Fellows
EC		EC gives information to Council	EC expects information to be disseminated to member societies	Work closely to monitor awards processes – nominations and selections	EC (Awards Chair) selects reviewers. Fellows are sometimes disconnected from EC and IEA
Council			Council disseminates information to member societies	Council approves awards and sponsors	Reviewers may be recommended by Council members
Member Societies				Member societies encourage sponsors	Reviewers are usually from member societies
Sponsors					Sponsors are supporting reviewers with honoraria
Reviewers inc. Fellows					

Benefits to stakeholders?

- Prestige
- Acknowledgement
- Monetary award
- Promotion of HFE across the globe
- Benefit of society membership

Activities and Resources matrix?

Activity undertaken	Societies/committees involved	Hours dedicated to activity	Resources used

Outcomes so far

- Thomas Waters awardee selected - Rahul Narasimhan Raghuraman in the Industrial Engineering Department at Clemson University
- (needs EC approval)
- IEA/Kingfar and IEA/Tsinghua selection in process. Applications increasing
- IEA Fellow selection in process
- IEA Triennial Award nominations need approval by EC

Reminders

This year we are managing 4 Annual Awards and 8 Triennial Awards:

- The [IEA Fellowship](#) is intended to honour distinguished long-serving members of the Federated Societies.
- The [Kingfar Award](#) honours STUDENTS and early career researchers (ECR) and rewards high-quality original research and applications on new and emerging HFE issues or issues specifically related to industrially developing countries.
- The [Tsinghua Award](#) honours collaborative HFE education in industrially developing countries.

[Triennial Awards.](#)

- The IEA Distinguished Service Award
- IEA Triennial Outstanding Educators Award
- IEA Award for Promotion of Ergonomics in Developing Countries
- IEA Triennial Ergonomics Development Award
- IEA Human Factors and Ergonomics Prize
- IEA/Elsevier John Wilson Award
- The IEA President's Award
- K U Smith Student Award

Future activities

- Increasing number of awards and applications needs monitoring
- Fellow awards – rethink process?
- Triennial awards – few applications. Rethink process?

Outreach and Collaboration - ILO and WHO

- To develop more effective communication with and collaboration between federated societies.
 - **Collaborate with and reinforce networks**
 - **Reinforce the infrastructure of IEA**
- To advance the science and practice of HFE at an international level.
 - **Engage stakeholders**
 - **Contribute to science, technology and practice**
 - **Maintain a future focus for HF/E**
- To enhance the contribution of the HFE discipline to global society
 - **Identify the roles of IEA in promoting education, certification, and professional standards**
 - **Strengthen relationships with external partners**

What are the needs?

- Communication and collaboration with UN agencies
- Need HFE Champions within the agencies
- Need to work on equal basis
- Need coordination and effort from IEA

Outline of the project

ILO

- *Review document - HFE and Manual Handling at the Workplace*
- Intended to form resource for ILO as they create new Standards and Recommendations around HFE in the workplace

WHO

- *HFE Applied to Patient Safety*
- Help WHO to disseminate and promote across the globe
- Intended to be WHO resource for global members

Main stakeholder group table

Stakeholder Group	What is the stakeholder groups' role within the Project?	System actors/ experts/ decision-makers/ influencers
IEA Executive committee	<ul style="list-style-type: none"> Project oversight. 	Influencer and expert, decision maker
IEA Council	<ul style="list-style-type: none"> Disseminate information about activities and publications to society members 	Influencers and experts
Member Societies	<ul style="list-style-type: none"> Contribute to writing and review 	System actors/experts/decision makers
ILO	<ul style="list-style-type: none"> Funds and guides creation of documents according to ILO requirements 	Experts/System actors/ influencers
WHO	<ul style="list-style-type: none"> Guides creation of materials according to WHO requirements Works with IEA via 3-year collaborative agreements 	Experts/ system actors/ decision makers
Global stakeholders – users of the materials	<ul style="list-style-type: none"> Use and benefit from materials 	System actors

Stakeholder table - Individuals

Stakeholder Group	What is this person's role within the Project?	System actors/ experts/ decision-makers/ influencers
Kathleen Mosier	<ul style="list-style-type: none"> Coordinates collaborations with ILO and WHO 	Influencer and expert
Shengli Liu	<ul style="list-style-type: none"> Coordinates and contributes to ILO projects 	System actor/decision maker/influencer
Neelam Dhingra (Nikhil Gupta)	<ul style="list-style-type: none"> Coordinates WHO projects 	System actor/decision maker/influencer
Contributors and reviewers	<ul style="list-style-type: none"> Many IEA society members contributed to documents by writing or reviewing 	System actors/ Experts
IEA Officers	<ul style="list-style-type: none"> Oversee and provide feedback Fund some parts of collaboration 	System actors/ decision makers

Main stakeholders and their relationship to each other

From To	EC	Council	Member Societies	ILO/WHO
EC		EC disseminates information to Council and solicits volunteers	EC expects information to be disseminated to member societies	ILO and WHO solicit collaboration through EC
Council			Council disseminates information to member societies	
Member Societies				Writers and reviewers come from member societies
ILO/WHO				Both are UN agencies. Many requirements are the same but the agencies operate differently. ILO for example supports activities with funding; WHO relies on value of association
Users of materials				These are the beneficiaries of the products.

Benefits to stakeholders?

- Promotion of HFE at highest global level
- Importance of documents/information that comes from UN agencies
- IEA benefits from high-level collaboration

- Acknowledgement
- Promotion of HFE across the globe
- Benefit of society membership

Activities and Resources matrix?

Activity undertaken	Societies/committees involved	Hours dedicated to activity	Resources used

Outcomes so far

ILO

Review document - HFE and Manual Handling at the Workplace

Published jointly by ILO and IEA

Available on our website

Intended to form resource for ILO as they create new Standards and Recommendations around HFE in the workplace

WHO

HFE Applied to Patient Safety

Current draft under review at WHO

Case Studies – completed – would like IEA to publish so they can be disseminated

PPT video – Introduction to HFE and patient safety – not started yet

Future activities

- Shengli Niu is interested in future collaborations between IEA and ILO
- Hope to finish WHO projects by the end of this collaborative agreement (2025)



"Development and Promotion Committee (DPC) 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."

Status of planned actions in DPC February 2024

Actions based on the report in Santiago de Chile EC and Council meeting. Status in March 2024 for EC meeting in South-Africa.

- 1. Description of the role of EC members and Officers in collaboration with the Organizing HS of the IEA Triennial Congress.** The DPC is drafting a preliminary set of definitions. It can be proposed to EC in a few months.
- 2. Clarification of the relationship between sustainable model and CM.** The DPC is in standby expecting to receive an input.
- 3. Crosscheck the OP IEA and CM for creating a list of critical activities and their deadlines on a time.** This work need to be done and agreed in collaboration between the EC members and Officers for ensuring the result of this work is consistent with the becoming sustainable model.
 - Crosscheck of OP-IEA and modifications **DONE**. Document is under the process of electronic voting.
 - CM is consistent with major milestones specified by the OP-IEA Triennial Congress.
- 4. PD Chair role and next PD chair.**

For completing a handover to the next PDC, it's important to notice the original role of PD (written above in the beginning of this report). From 2019, the task of creating a Congress model was given to PDC. This was for creating a model for helping systematic and collaborative work process between HS, OC and EC during organizing the IEA Triennial congress.

The structure and way of working by EC should be improved: Namely, the roles of committee chairs, ad hoc committee and the Officers should be more clearly defined; communications should be more frequent and controlled; the decision making processes should be more transparent to all.

Fundamental question is how EC is planning its activities, how committees collaborate each other, report their activities, and how EC is organized to collaborate with HS/OC in organizing the IEA Triennial Congress? These still need to be clarified
- 5. The terms and definitions / language of CM** should be verified and the contents of CM should be discussed by EC and communicated with the Council, including discussion of the questions and topics raised by this report. Language verification and the discussion of content should be an iterative process.



"Development and Promotion Committee (DPC) 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."

6. Stakeholder mapping for IEA Triennial Congress is still an OPEN topic. The DPC is waiting to receive a list of stakeholders; they include those with whom IEA regularly works together and those with whom IEA occasionally works together. This is important for marketing the IEA Triennial congress and its value for different kinds of stakeholders with different types of needs.

Collaboration with Ben Peachey of Chartered Institute of Ergonomics & Human Factors is ongoing. It was realized that without the list of IEA stakeholders (Internal and external), it is challenging to define the stakeholders of IEA congress from the HS/OC point of view. Status OPEN.

Activities that were chosen for 2024 targets

With the help of EC, particularly with the Officers, the targets to be achieved by PDC till the end of 2024 should be clarified, especially targets concerning some open questions identified in this report. Targets that the PDC planned to achieve till the end of 2024 (till the end of the term?) are as follows:

1. Cross-checking with the OP IEA Triennial congress, and proposing an update of the OP. This has been completed.
2. Drafting a graphic representation of CM for making it easier to understand and use. It is assumed that this will be conducted by a professional who is found and funded by EC. PDC can assist the professional.
3. Drafting procedures for (1) controlling access to CM, (2) helping correct use of CM, (3) managing version control including instructions for the update of CM, and (4) ensuring the sustainability of CM. This may require more than PDC can handle with currently available resources.
4. Providing the Council with a mechanism of access rights to the Digi version of CM. Due to changes in committee's human resource, this has not been implemented and it is unlikely that it will be achieved.

Since the use of CM is fully dependent on the way EC acts, it is important to notice that clear descriptions of roles, responsibilities and decision making process are crucial for the CM to be useful in achieving successful congress through collaborations by EC and HS/OC.

Chair of Promotion and Development Committee



“Development and Promotion Committee (DPC) 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.”

Activity Report on Advisory Group on Standardization (v3) – 2024-3-19, 20

Chairperson: Shinichi Fukuzumi

Members:

Dr. Peter Nickel (DE)

Prof. Anindya Ganguli (IN)

Prof. Edwin Yap (SIN)

Prof. Ronggang ZHOU (CN)

Dr. Yushi Fujita (JP)

Dr. Manoela Lahoz (BR)

Cc: Prof. Jose Orlando Gomes (BR)

1. Mission

Promote activities related international standardization in IEA and contribute to the spread and development of ergonomics and human factors internationally.

Note: This meaning is to contribution to ISO TC159 as a Category-A Liaison. However, international standardization committee is not only ISO TC159 but also other many organizations for HFE.

- Activities: to achieve this mission,
 1. Promote improving existing international standards related HFE or developing new international standards based on expertise in HFE
 2. Share information related international standards about HFE with a variety of stakeholders and promote them
 3. Establish committee by specialist in IEA and promote some projects.
 4. Cooperate with a variety of stakeholders outside IEA
 5. Cooperate with a variety of international standardization organization
 6. Spread knowledge related international standards about HFE through education program, publishment, academic society operation and Regional activity

2 Recent achievements

- Session organized related standardization in IEA2024 (1, 2)). Tentative program is as follows;
 - Morning Keynote speech by ISO TC159 chair and AGS EC chair
 - Main topics in ISO TC159
 - Afternoon keynote speech by ISO TC159 chair and talk about IEA network
 - Main topics in ISO TC159 (continue) and related standardization activities
 - Panel discussion
- Assigned ISOTC159 liaison members with each SC (2, 3))
 - TC159: IEA president (Prof. Jose Orlando Gomes)
 - TC159SC1: Dr. Peter Nickel
 - TC159SC3: not yet assigned
 - TC159SC4: Dr. Shin Fukuzumi
 - TC159SC5: not yet assigned

- TC159WG2: not yet assigned

The reason why liaison persons cannot be assigned is that candidate liaison persons are required knowledge and experience related to standardization. I have asked to these conveners about this issue but I have not received good answer yet.

- Introduction AGS activities to the other communities (2, 4)
 - SOCHERGO 2024 (October 20th, 2023)
 - ACED 2024 (December 15th, 2023)
- Discuss and input related information to IEA nutshell project(2, 6))
 - AGS members discussed with David Caple who is a project leader of “Ergonomics in Nutshell” from the viewpoint of company management including related standards. We introduced some standards about governance and management. And we also find issues for applying HCD to company management.

3. Near term and middle term activity plan

- a) IEA2024 (1, 2))
 - To success OS event, we have to continue to discuss Myung, Inseok and other committee members each other
- b) Assign liaison person with SC3, SC5 and WG2 (2, 3))
- c) Join the next HFES 2024 congress and talk at panel session (2, 4))
- d) Proposal to TC159 from IEA (e.g. MSS, core competency) (1, 6))
 - MSS: Management System Standardization related to “Ergonomics in Nutshell”. As an idea, input HCD concept to Software development process model and standardize for company executive or senior managers.
 - Propose ISOTC159 to IEA core competency as NWIP

Future of Work and Challenges for E/HF

A. Thatcher and W. Zhang – Ad Hoc
Committee on the Future of Work
March 2024

Aims of the Future of Work Committee

- Establishment of a Task Force with regional representatives. Help direct other aspects of the programme (**after initial consultations, deemed not feasible**).
- 2022-2023 Webinar series. Webinars by prominent E/HF community members and emerging E/HF community members. Regional representation. (**ongoing, scheduled to complete, January 2024**)
- 2023 Webinar series. Webinars by prominent E/HF industry stakeholders (e.g., ILO, EU Beyond Work, etc.) (**advanced planning for 2024**)
- 2023-2024 Opinion piece production. Consolidate the webinar presentations into short opinion pieces. Compiled into a single discussion document to be distributed to federated societies and networks. (**roundtable at ULAERGO/SOCHERGO 2023, formal presentation at ACED 2023, two roundtables with ESSA 2024**)
- 2023-2024 Special Issue production. A Special Issue of a journal (e.g., Ergonomics, Applied Ergonomics, or Human Factors) curated by Andrew Thatcher and Wei Zhang. (**Special Issue being planned for Applied Ergonomics**)

Alignment with IEA goals and policies?

- Goal 7: Maintain a Future Focus for E/HF
- Specifically:
 - IEA must be several steps ahead of the trends, issues, challenges, and unanticipated events that will need to be addressed by the E/HF systems approach. Many of these will be tied to the future of work.
 - Collaborated with the ILO to provide guidance on E/HF in future work system development and maintenance.

Project specific application related to policies

(How to achieve the goals)?

1. Engage Stakeholders

2. Collaborate with and reinforce IEA Networks

3. Promote HFE science, technology and practice

4. Promote HFE education, certification and professional standards

5. Strengthen relationships with external partners

6. Reinforce the infrastructure of the Association

7. Maintain a future focus for HFE.

IEA EC reporting of stakeholders

From \ To	Stakeholder A	Stakeholder B	Stakeholder C	Stakeholder D	Stakeholder E
	Executive	Standing committees (STP, PSE as key drivers)	IEA Network and associated societies	Local Universities	External stakeholders
Stakeholder A Executive	Project oversight, webinar infrastructure	Identifying future of work topics and potential speakers	Identify potential topics Identify relevant speakers Help promote webinars	Provide suggestions and framework for future of work through publication/s and discussion panels at local conferences	Develop shared frameworks for tackling future emergent problems
Stakeholder B STP, PSE	Potential to develop CPD accreditation	Identifies future topics to prepare profession through STP and PSE	Provide suggestions and oversight	Support for research topic and professional development	
Stakeholder C IEA Networks/Societies	Continually invite discussion of new an emerging topics that are contextually relevant		Continue discussions of the future of work through own society/network	STP supports work through TCs PSE supports work through accreditation bodies	Local, contextual needs and barriers identified
Stakeholder D Local Universities and professionals	Identifying local needs that require teaching or research			Journal publication on the future of work	Local, contextual needs and barriers identified
Stakeholder E External stakeholders	Identification of global trends				Outreach and engagement

Stakeholder table - Groups

Stakeholder Group	What is the stakeholder groups' role within the Project?	System actors/ experts/ decision-makers/ influencers
IEA Executive committee	<ul style="list-style-type: none"> Project oversight High level stakeholder engagement 	Influencer and expert
STP & PSE	<ul style="list-style-type: none"> Project facilitation support together with FoW Guidance topics 	Influencer, expert and actor
Local Societies and networks	<ul style="list-style-type: none"> Lessons learnt from local contexts Identification of interested universities and experts Participation webinar promotion and topic development 	Experts
Global Societies (HFES, SELF, CIEHF)	<ul style="list-style-type: none"> Lessons learnt from local contexts Participation webinar promotion and topic development 	Experts
Regional universities, academics, and professionals	<ul style="list-style-type: none"> Provide local experts in FoW needs (i.e. what are the needs for science and practice) Identify relevant experts to journal publication 	Decision makers, experts and actors

Stakeholder table - Individuals

Stakeholder Group	What stakeholder are involved within the Project?	System actors/ experts/ decision-makers/ influencers
IEA Executive committee	<ul style="list-style-type: none"> Andrew Thatcher, Wei Zhang, Maggie Graf 	Influencer and expert
STP & PSE	<ul style="list-style-type: none"> STP: Nancy Black, Rosemary Seva PSE: Takeshi Ebara 	Influencer, expert and actor
Local Societies and networks	<ul style="list-style-type: none"> HFESA, HFSENZ, ES, ESK, HFESS, ESSA, ABERGO, ISE, JES, GfA, NES, SCE 	Experts
Global Societies	<ul style="list-style-type: none"> SELF, CIEHF, HFES 	Experts
Regional universities, academics, and professionals	<ul style="list-style-type: none"> Nicola Green, Tim Bentley, Shanqing Yin, Rosemary Seva, Wei Zhang, Liang Ma, Aarto Reiman, Jari Kaivo-Oja, Urmi Salve, Somnath Gangopadhyay, Anita Tisch, Verena Nitsch, Gary Roth, Hongwei Hsiao, Paulo Oliveira, Daniel Braatz, Tazoon Park Hong-in Cheng, Yoshiko Yagi, Andrew Todd, Augustine Acquah, Masaaki Mochimaru, Fabien Coutarel, Agnes Cuvelier Yaniel Torres, Yordan Rodriguez, Becker, Nigel Heaton 	Decision makers, experts and actors

Activities and Resources matrix

Activity undertaken	Societies/committees involved	Hours dedicated to activity	Resources used	Outcome	Next steps
Monthly webinars	IEA: <ul style="list-style-type: none"> IEA Officers and secretariate, STP, PSE, and FoW Multiple HFE societies and networks 	2 hours per month = 24 hours in total (96 IEA person hours involved) 10 hours per webinar over 14 webinars (140 person hours involved)	Webinar license	Webinars and preparations for webinars	Webinar series will continue until July
Panel discussions and conference presentation	<ul style="list-style-type: none"> IEA (FoW) 	20 hours in preparation	Personal travel fund to attend ISE conference (HWWE and ACED 2023) IEA travel funding to attend SOCHERGO and ESSA conferences	Conference presentation	EC FoW workshop at IEA 2024
Journal publication development	<ul style="list-style-type: none"> IEA (FoW) and webinar contributors 	22 people with approximately 30 hours each (660 person hours involved)	People's time commitment	Journal publication (Applied Ergonomics)	Intended submission date is 31 August 2024

Outcomes and future activities

WEBINAR 1 (17/08/2022): Prof. Tim Bentley (established researcher, Australia) and Dr Nicola Green (emerging researcher, New Zealand) - “State of science: the future of work – ergonomics and human factors contributions to the field.” – Remote technologies (<https://www.youtube.com/watch?v=XSnvugEQKBg>)

WEBINAR 2 (02/12/2022): Prof. We Zhang (established researcher, China) and Prof. Liang Ma (emerging researcher, China) – “The challenges for HFE from the future of work: the experience from China.” – Gig work, home delivery, AI (<https://www.youtube.com/watch?v=yZcVQBkMvIY>)

WEBINAR 3 (16/02/2023): Prof. Rosemary Seva (established researcher, The Philippines) and Dr Shanqing Yin (emerging researcher, Singapore) - “HFE perspectives on the future of work from South-East Asia.” - Skills emigration (<https://www.youtube.com/watch?v=mOwMxybZQDU&t=20s>)

WEBINAR 4 (15/03/2023): Dr Jari Kaivo-oja (established researcher, Finland) and Dr Arto Reiman (emerging researcher, Finland) – “HFE perspectives in manufacturing when adopting new Industry 4.0 technologies.” – HFE is reactive rather than proactive (<https://www.youtube.com/watch?v=SCOMryFYj5w>)

Outcomes and future activities

WEBINAR 5 (24/04/2023): Prof. Verena Nitsch (established researcher, Germany) and Dr Anita Tisch (emerging researcher, Germany) - “HFE perspectives on the future of work from Central Europe.” – work digitalisation, aging workforce, immigration
(<https://www.youtube.com/watch?v=5ZqMsgVWTmo>)

WEBINAR 6 (10/05/2023): Mr Andrew Todd (established researcher, South Africa) and Dr Augustine Acquah (emerging researcher, Ghana) – “HFE perspectives on the future of work from Africa” – informal work, physical work, skills emigration
(<https://www.youtube.com/watch?v=Lk7rM4YinwQ>)

WEBINAR 7 (28/06/2023): Prof. Paul Salmon – “Artificial General Intelligence: challenges for the future of work” (<https://www.youtube.com/watch?v=5scYlqIK8-U&t=6s>)

WEBINAR 8 (20/07/2023): Dr Mica Endsley – “HFE perspectives on Human-Artificial Intelligence Teaming and the future of work”
(https://www.youtube.com/watch?v=Uu32ky_Z4yE)

WEBINAR 9 (29/08/2023): Mr Nigel Heaton (established practitioner, UK) and Mr Rob Becker (emerging practitioner) – “The future of work and the challenges for HFE from the UK perspective” AI to replace skills deficits. (https://www.youtube.com/watch?v=D4S_irU5b_A)

Outcomes and future activities

WEBINAR 10 (05/09/2023): Prof. Tazoon Park (established researcher, South Korea) and Hong-In Cheng (established researcher, South Korea) – “The future of work and the challenges for HFE from South Korea”. Automation to replace workforce shortages; exoskeletons for aging workforce (<https://www.youtube.com/watch?v=4ebuZEXrOhg>)

WEBINAR 11 (28/09/2023): Somnath Gangopadhyay (established researcher, India) and Urmi Salve (emerging researcher, India) – “HFE perspectives on the future of work from India”. (<https://www.youtube.com/watch?v=Ee4zhPGAQU0>)

WEBINAR 12 (31/10/2023): Paulo Antonio Barros Oliviera (established practitioner, Brazil) and Daniel Braatz (emerging researcher, Brazil) – “HFE perspectives on the future of work from Brazil”. (https://www.youtube.com/watch?v=1u6nztmJ8eM&list=PLWSizg6-Bdu7y6Cy56fluSKyCG7Ujp_ks)

WEBINAR 13 (16/11/2023): Hongwei Hsiao (established researcher, USA) and Gary Roth (emerging researcher, USA) – “HFE perspectives on the future of work from the USA”.

WEBINAR 14 (28/02/2024): Maasaki Mochimaru (Established researcher, Japan) and Yoshiko Yagi (emerging researcher, Japan) – “HFE perspectives on the future of work from Japan”. (<https://www.youtube.com/watch?v=jJncclL6xsQ>)

Outcomes and future activities

WEBINAR 15 (17/04/2024): Agnès Aublet-Cuvelier (established researcher, France) and Fabien Coutarel (established researcher, France) – “HFE perspectives on the future of work from France”.

WEBINAR 16 (15/05/2024): Yordan Rodriguez (established researcher, Colombia) and Yaniel Torres (emerging researcher, Colombia) – “HFE perspectives on the future of work from Colombia”

Report of Professional Standard and Education (PSE) committee

Chair: Takeshi Ebara (Japan) **Cochairs:** Tahar Hakim Benchekroun (Africa, Paris), Yassierli (Asia, Indonesia), Joao Alberto Camarotto (Latin America, Brazil)

Certification sub-committee chair: Marion Edwin (Oceania, New Zealand)

The following report outlines the activities of the PSE committee since the beginning of our term. **Text in red** is updated content from the last EC/council meeting.

1. Ph D program in HFE for Asia in collaboration with International Development Standing committee and Strategic Development Committee (Ganguli, Andrew Todd, Jose, and Takeshi)

- As for the collaborative Ph.D. program for Asia, we discussed having MOUs with possible universities or institutes through the IEA regional network (ACED). We are planning an inventory of the participating universities or institutes, information on available scholarships, and the scope for international students.
- **As a first step, we started with Tsinghua University, China as the base and called for other possible universities to be added by circulating draft MOUs made by Tsinghua Univ. So far, De La Salle University, Philippines, and the UOEH, Japan expressed an intention to participate.**
- It takes much time to build up this system, so, we confirmed that there is a need to continue this effort beyond our term.

2. Development of education tool kit for HFE core competencies collaborating with CNAM (Paris) and JES/CPEJ (Japan)

- Monthly meetings with CNAM (Paris) and JES/CPEJ (Japan) are held from March 2022.
- Goal is to develop “hands-on training” for HFE practitioners, corresponding to a real-world problem and the industry needs on HFE, taking account systems approach plus other characteristics of the core competencies of IEA.
- We eventually would like to share our output/experience with the federated societies of IEA, as a model case of practical training on HFE responding to new core competencies.
- **We are organizing the panel discussion titled "The systems approach, its theory and practice" at the triennial congress of the IEA 2024.**

3. Development of a collaborative HFE program in Vietnam with ID and PSE committees

- Collaborative meeting on education has launched with Vietnamese members at the National Institute of Occupational, and Environmental Health (NIOEH).
- We'll keep in touch to contact them, and also we'll try to ask other stakeholders from companies in Vietnam to know their educational needs, as well as practical ones.
- **The online meeting was held on January 12. Their needs were identified; 1) establishing domestic standards of HFE in Vietnam, 2) developing an ergonomic training program for trainers in NIOEH, 3) collaborating research with Vietnam about HFE, and 4) establishing the Vietnamese ergonomics society.**
- **IEA president, professors Liang Ma, and Zhang Wei of Tsinghua Univ will visit Vietnam and have an in-person meeting with the NIOEH on March 12, 2024.**

4. The activities of the IEA co-chairs of the IDC and PSE committees for Latin America & Caribe and African Portuguese Speaking Countries (Profs Antonio, Rodriguez, and Camarotto)

They had several activities from September 2022 to April 2023 divided by topics below.

I) Implementation of Teaching and Research in Ergonomics

- **Colombia: Doctorate Program on HFE for Latin America and Caribe, Universidad del Valle, Cali, Colombia, hybrid model**

Activities with the coordination of the postgraduate course in Ergonomics, together with the doctoral course at the School of Public Health at the Universidad del Valle; we participate in face-to-face activities, on site, and online activities, both meetings and seminars and classes.

The first cohort inaugurated in August 2022 count with 15 students from 6 Latin American countries from

different areas such as industrial and environment engineering, medicine, psychology, physiotherapy, etc from Mexico, Colombia, Ecuador, Peru, Chile, and Uruguay. The application for the second cohort is open for new 15 students until June 28, 2023 and this time will include Caribbean region as well.

The Universidad del Valle board, the 3rd public university most important in Colombia took a decision to affiliate to IEA as corporate sustaining member, at Gold Level. The Universidad del Valle also planning a Doctoral School in Vina del Mar, in the same period of the IEA EC & Council Meetings, and the Sochergo Congress next October to profit the presence of international experts. This an work in progress in coordination with Sochergo, IEA EC and co-chairs

- **Argentina: Master on HFE, National Technological University of Argentina, Industrial Engineering Department, Campus Buenos Aires, hybrid model**

Attendance at 2 face-to-face meetings, together with members of the Argentine Society of Ergonomics, and the UTN University, in the construction of the Master in Ergonomics at that university. Nowadays, the master draft is ready and an agreement with the Doctorate Program on HFE for Latin America & Caribe of Universidad del Valle is in progress in order to have international profs and also to offer this course to other Latin American countries in the region, for example, Bolivia which just legalized its society.

- **Brazil: Professional Master on HFE for Labor Inspectors of the Ministry of Labor, Federal University of Rio Grande do Sul (UFRGS), Porto Alegre, Brazil, presential**

Design and teaching the course in the Federal University of Rio Grande do Sul and the Ministry of Labour, with the support of ABERGO, in the organization and development of a Master's Degree on Human Factors & Ergonomics, aimed exclusively at training 15 labor inspectors in Ergonomics.

- **Ecuador: Bachelor of Engineering**

Summary Of Activities Of The Commission to design a minor on HFE in the "Ergonomic Project For Industrial Engineering Careers In Universities Of Ecuador":

In July 2022, under the direction of Prof. José Orlando Gomes, president of the IEA, the following people met: Prof. Mario Cesar Vidal, IEA PSE co-chair; Porf. Joao Alberto Camarotto, IEA PSE co-chair (replaced in 2023 Prof. Mario Vidal who is co-chair for Awards Committee); Prof. Iván López, Commission Coordinator & Ecuadorian Ergonomics Association; Prof. María Gabriela García, San Francisco de Quito University; Prof. Guillermo Neusa, Technical University of the North (UTN); Prof. Julio Pambabay, UTE University.

Later, by the end of the year, the following people joined: Prof. Grether Real, Technical University of Manabí (UTM), Prof. Edison Salazar, Technical University of Cotopaxi (UTC)

It was possible to talk about the subjects that each career has and that are related to Ergonomics and Human Factors, tending to the following among the main ones: Ergonomics; Ergonomics Laboratory; Human Resources; Work Psychology; Industrial Security; Industrial hygiene; Labor legislation; Industrial hygiene; Work Sociology; Product Design; and Capstone Project base on Field Study (2 semesters in the 5th year).

For the month of February 2023, two more people joined: Prof. Edmundo Cabezas, National University of Chimborazo and Prof. Oswaldo Tandazo, Private Technical University of Loja (UTPL).

Currently, each member of this commission is collecting the following information: 1) Academic content of each subject, 2) Number of students receiving this subject, and 3) Hourly load of each subject.

II) Certification & HFE Standards

Brazil: We actively participated in the implementation of the ABERGO/Brazilian Association of Technical Standards (ABNT-ISO affiliated) agreement, to develop the Brazilian Ergonomics Management Certification System to apply to Brazilian Companies. The draft document is already finalized and approved by SISCEB and ABNT and the implementation will start in second half of the year 2023.

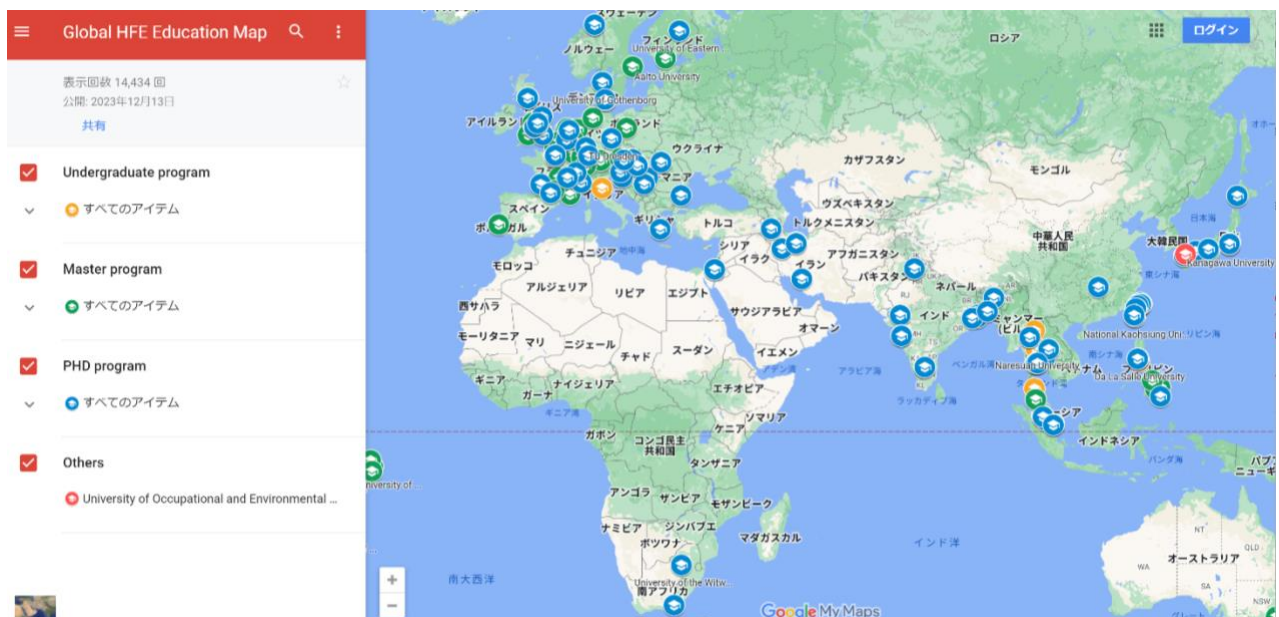
Brazil: We are assisting ABERGO in the implementation of a new federal ergonomics regulation on HFE in cooperation with the Brazilian Ministry of Labor, which will replace the old one from the 1990s.

5. Report on the progress of the certification subcommittee (Marion)

- Certified: South Africa, In progress: Argentina.
- Planning a workshop in the IEA 2024 to have an opportunity with all certification bodies/boarding bodies to discuss the certification system.

6. Update of HFE Educational map <https://iea.cc/global-hf-e-education-map/>

- IEA provides global educational institution map of HFE on the IEA website, and the database is updated regularly.
- The number of organizations/institutions/universities registered is 1,426 as of the end of August 2023.
- Following the mini-workshop and discussion at the last Council meeting, and suggestion from Nancy, I modified the educational map as follows:
 - Inserting a new layer for the intermediate level between bachelor and master. According to Nancy's suggestion, there are some practical programs worldwide more than a Bachelor's but less than a Master's, offered by a "college" rather than a university. This modification can correspond to some programs like one-year diplomas.
 - So far, the tentative subheading/labeling of the new layer is named "others", but if there are any appropriate ones, please let me know.
 - As for the Excel info form, I agreed to the points suggested by Maggie, and I decided to use the modified version of the file after this.
 - A few registrations have been received after the workshop, but not enough. I'd be happy if you could cooperate with the call to register one's institutions.



Use and Improvement of the IEA Website

T. Kawai from ICT Ad Hoc Committee

March 2024

What is the value-added topic?

- To manage ICT as **IEA Infrastructure**
- To facilitate the use of the **IEA website**
- To support collaboration on **IEA projects**
- To disseminate **IEA activities and brand image**

Alignment with the Goals of the IEA (as per IEA bylaws)

- The goal of this committee is **“to promote the use of the IEA website and ICT tools for enhance communication and collaboration”**.
- This is in line with **MISSION AND GOALS of IEA BY-LAWS**.
- The way to achieve this is to **use and improve** IEA website according to the **needs of stakeholders**.

What are the needs?

- To keep website and related systems **up-to-date**
- To improve the **usability** of website
- To use website for other **projects and purposes**
- To share **documents** with stakeholders

Outline of the project

- **Website maintenance project**
- **Website re-design project**
- **Website multipurpose project**

Website maintenance project

- Regular update, resolve technical issues, improvement etc.

e.g. Updating DNS (Domain Name System) and
resolving bounced email issues (2023)

Website re-design project

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Ver. 2022



Congress news

With many countries starting to ease Covid-19 restrictions, a number of federated societies have recommenced organising...



Fireside Chat Webinar

The Human Factors and Ergonomics Society of the USA is one of the biggest members of the IEA. We co-hosted a webinar...



IEA Webinar on Exoskeletons

This webinar included presentations by researchers and a designer-manufacturer. It gives an



Website re-design project



IEA Congresses	News Briefs	Webinars	Useful Links
NEXT: IEA 2024	April 2023 NewsBriefs	Upcoming webinars	IEA Strategic Policies
August 25th-29th, 2024	Sma Ngcamu-Tukulula, Editor	Recorded IEA Webinars	Core Competencies of Human Factors and Ergonomics professionals
Jeju Island, Jeju, South Korea	Subscribe for monthly NewsBriefs.		Global maps of HEF Educational
Hosted by Ergonomics Society of South Korea	We do not give your data to others.		



Website re-design project

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About

Member Societies & Networks

Resources

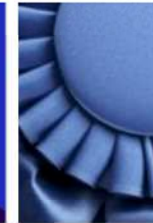
Events

Awards

Partnerships

Ver. 2024

with Corporate Image team



IEA Congresses

NEXT: IEA 2024

August 25th-29th, 2024, Jeju Island, South Korea

DEADLINE FOR ABSTRACTS AND SESSIONS EXTENDED TO

News Briefs

February 2024 NewsBriefs

Sma Ngcamu-Tukulula, Editor

Subscribe for monthly NewsBriefs.

We do not give your data to others.

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Webinars

Upcoming webinars

Recorded IEA Webinars

Useful Links

IEA Strategic Policies

Core Competencies of Human Factors and Ergonomics professionals

Global maps of HFE Educational

Website re-design project

Ver. 2022

Applications for Awards and review

traveling_costs_meeting_execut... [Download](#)

Size: 1.10 MB
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Date added: 12-04-2020
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Executive

EXECUTIVE

Endorsed Ev... Executive Co... Applications f...

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Ver. 2024

Documents

Council Members

Executive Committee

Officers

> By-laws & Operating Procedures

- ▼  Council Members
 -  Meeting preparations
- ▼  By-laws & Operating Procedures
 -  Operating Procedures
 -  IEA Registration
- ▶  IEA Strategy
- ▶  Council meetings
 -  Annual financial reports
- ▶  Forms / Applications
- ▶  Professional Certification



Current By-Laws (approved September 2017)

Download 

Size: 473 KB

Hits: 771

Date added: 21-02-2021

Date modified: 11-03-2023

Preview 

Website multipurpose project



IEA Congress Model

Register 2022

Search

Recent Changes Media Manager by DPSC

Trace: • [The IEA Triennial Congress Model](#)

Congress Model

1. Introduction
 2. Overall Project Process
 3. Important Considerations ▶
 4. Project Management Process
 - 4.1 Applying for the Congress ▶
 - 4.2 Organizing the Congress ▶
 - 4.3 Executing the Congress ▶
 - 4.4 Ending the Congress ▶
- App.1 OP Checklist
- App.2 Major Milestones

The IEA Triennial Congress Model

▼ Message from the IEA President

^ Objectives

The IEA Triennial Congress Model (CM) is a managerial tool which is designed to improve the quality of the IEA Triennial Congress (Congress) in terms of administrative and technical qualities. The CM helps the IEA Executive Committee (EC) to provide full support to the Host Society (HS) and the Organizing Committee of Congress (OC) based on their knowledges, experiences, and visions. The CM helps HS/OC to plan, organize, and execute the Congress in line with established requirements/guidelines and visions shared with EC. The CM accomplishes this based on a process management approach.

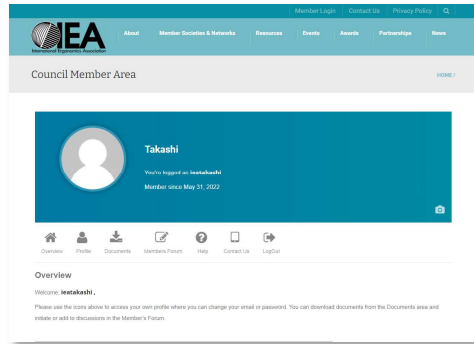
▼ Table of Contents

- The IEA Triennial Congress Model
 - Message from the IEA President
 - Objectives
 - Scope
 - Users of This Document
- Discussion

Website multipurpose project

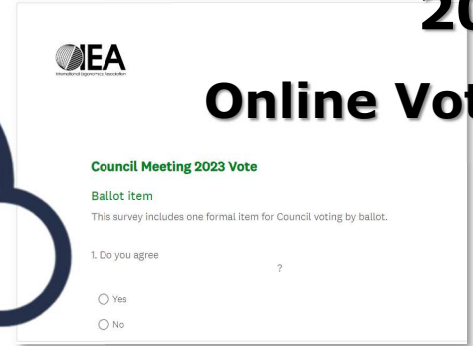
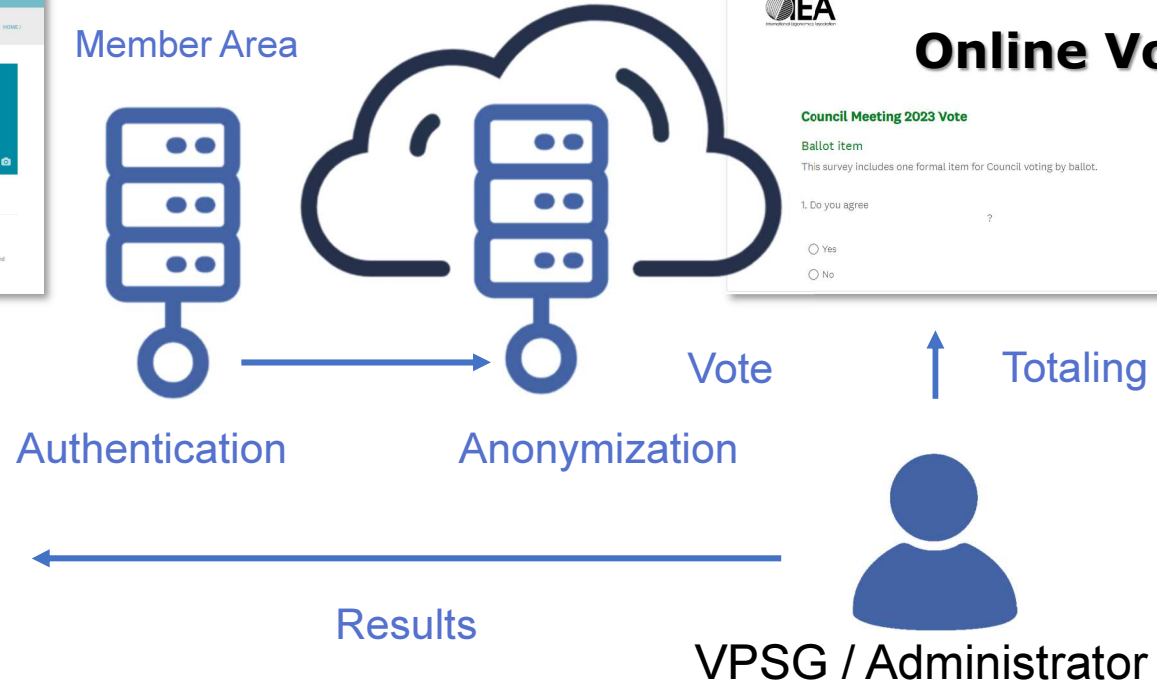
2023

Online Voting



IEA Web
Member Area

Survey Monkey



Website multipurpose project

Welcome, [jeatakashi](#),

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[MEMBER SOCIETIES & NETWORKS](#)

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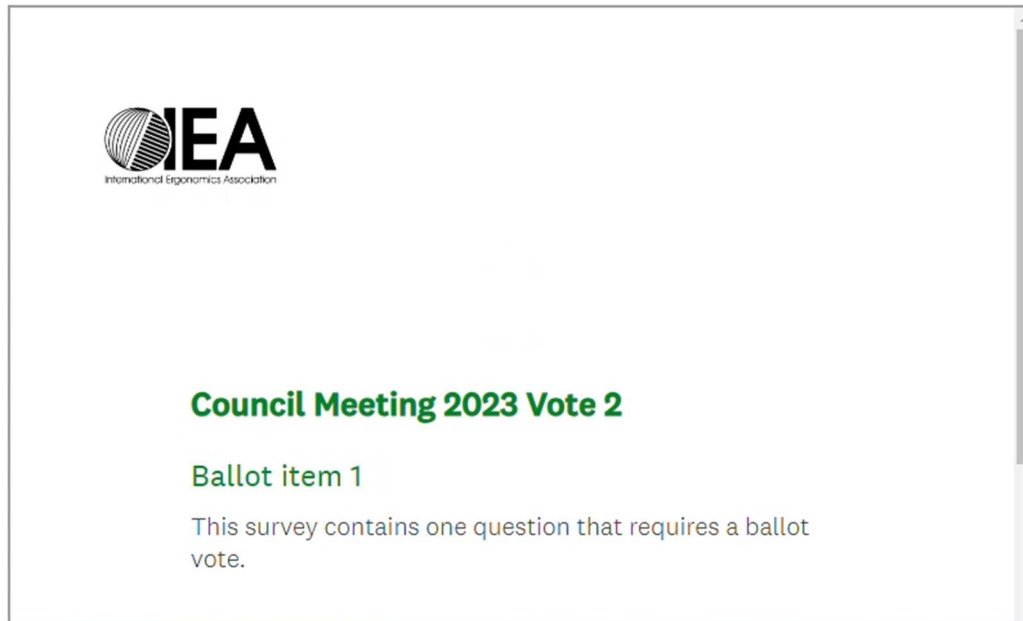
[NEWS](#)

2023

Please use the icons above to access your own profile where you can change your email or password. You can download documents from the Documents area and

initiate or add to discussions in the Member's Forum.

Online Voting



The screenshot shows the IEA logo at the top left, followed by the heading "Council Meeting 2023 Vote 2" in green. Below this is "Ballot item 1" and a description: "This survey contains one question that requires a ballot vote." The interface is displayed within a browser window frame.

Outcomes so far

- **Website security** was maintained, **visibility and usability** were refined, and **new features and services** were provided.

Future activities

- Continued redesign and improvement based on **IEA and user needs**.

Thank you for your kind attentions!

ICT Ad Hoc Committee

Takashi Kawai (Chair)

Maggie Graf (VPSG)

Aleksandra Gamper (Administrator)

Kian Leong (Web Developer)

Collaborating with DPSC and Corporate Image team

Using P2DT for EC Projects from Committee on Strategic Development and Implementation

March 2024

**P²Design
Toolkit** |  **IEA**
International Ergonomics Association

Who are we?

Mission

Elaborate and advance HF/E.

Expand its scope of application and its contribution.



Global Federation

61

IEA Family Members

Our Leadership

IEA Council

Executive Committee - Officers and Committee Chairs

Technical and ad-hoc committees' experts



Strategic Policies

Goals



Develop close collaborations with member societies.

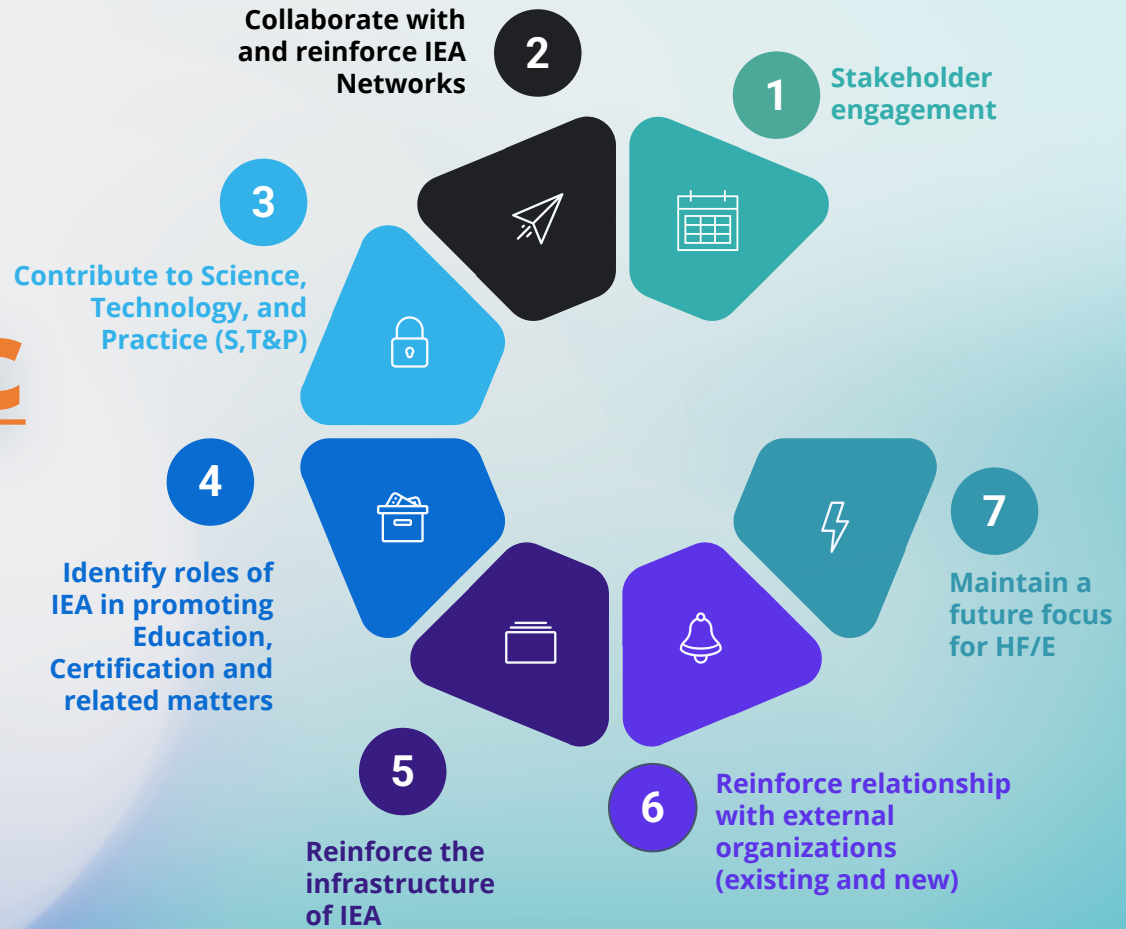
Advance the science and practice of HF/E globally.

Enhance the contribution of HF/E to global society.

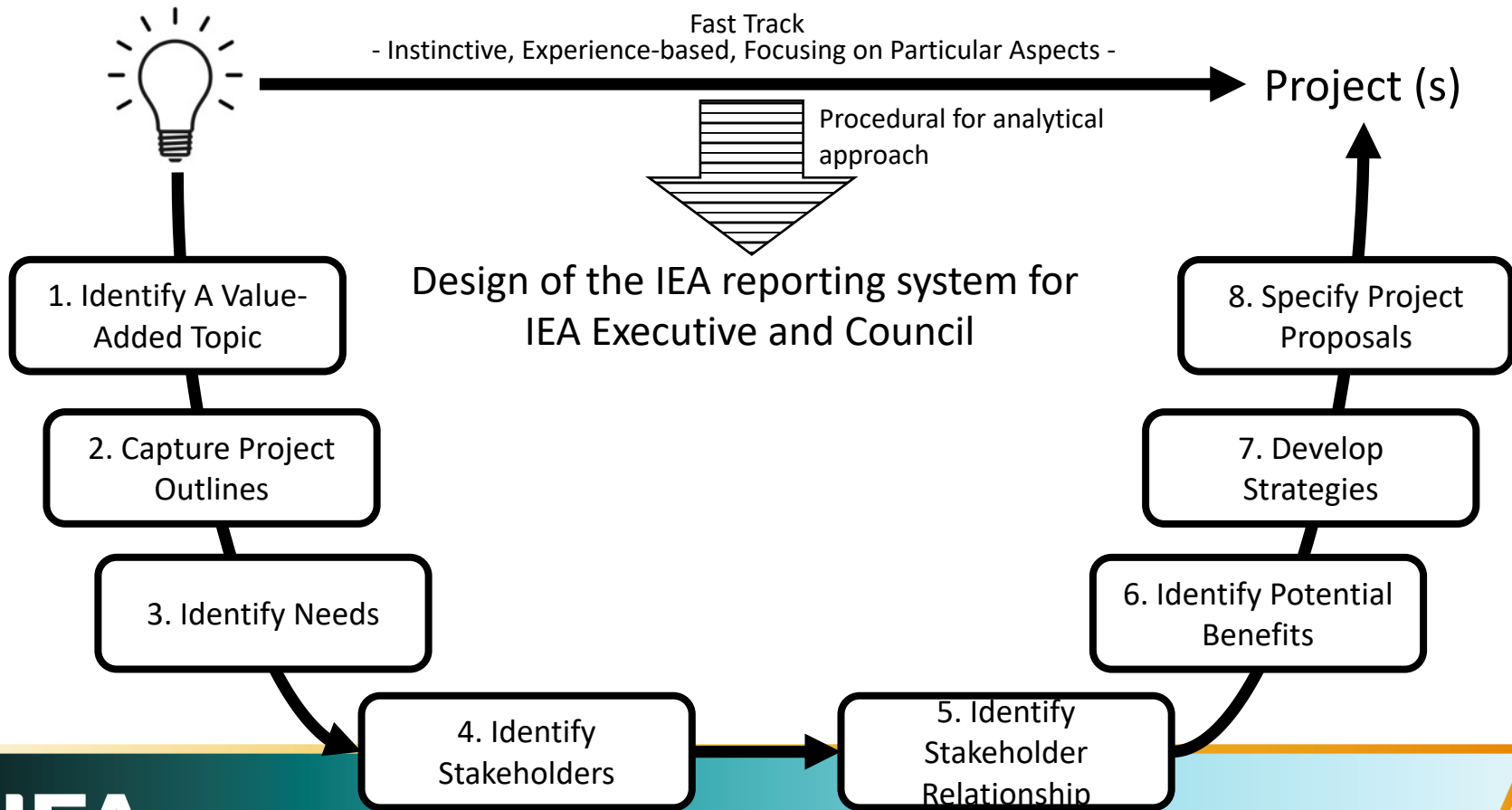


IEA
International Ergonomics &
Human Factors Association

7 Strategic Policies



Participatory Project Design Toolkit (P²DT)



Why redesign reporting structure?

- Value-added Topic:

IEA Council meeting in Santiago identified poor understanding of IEA activities (purpose, structure, financial, projects, etc)

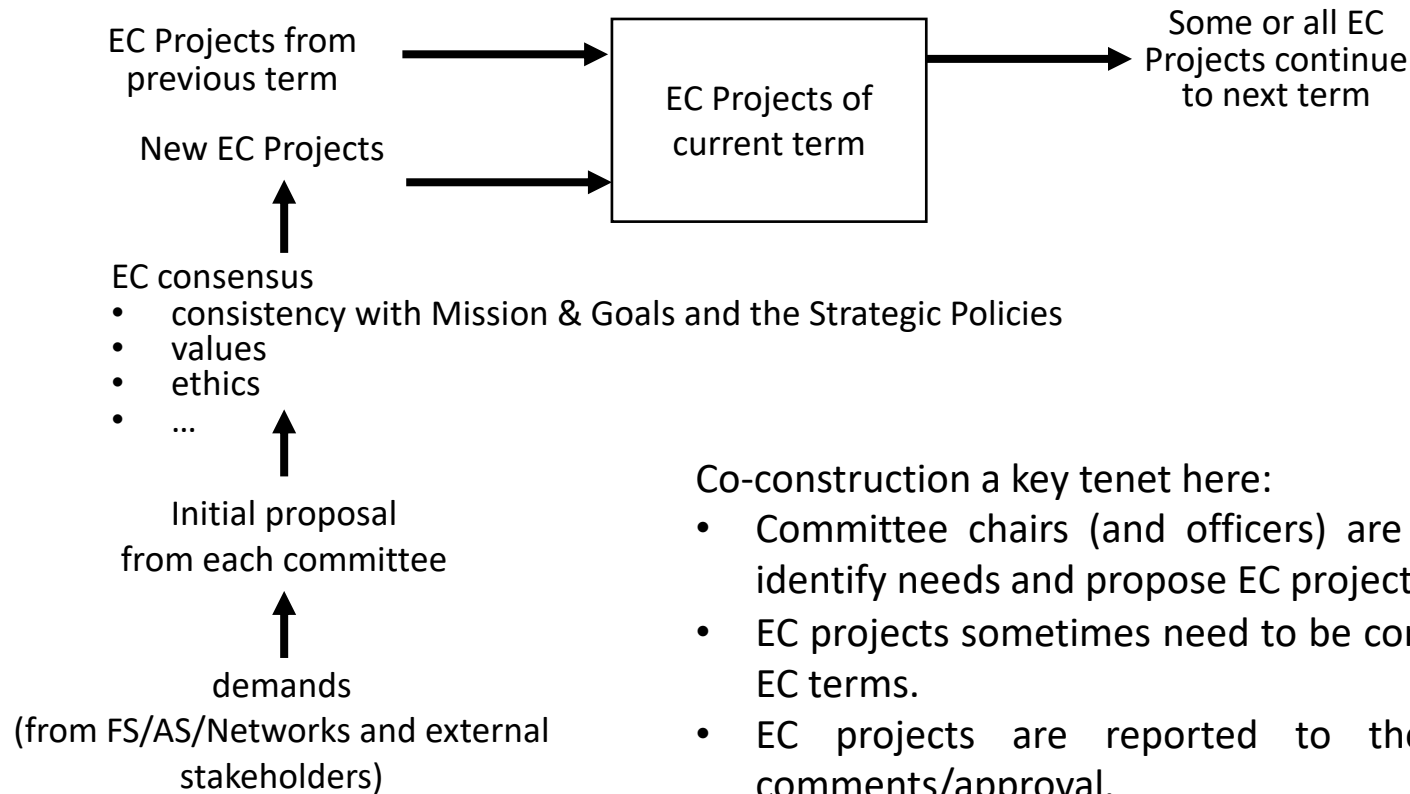
IEA EC identified difficulty in transition between EC terms (new chairs find it difficult to understand roles, existing activities, etc)

Improved IEA reporting structure is an important value-added topic for the IEA executive and council

What are the needs?

- IEA Council needs:
 - IEA Council members change regularly: need for them to understand the goals and policies of the IEA
 - Project based rather than committee based reporting structure: demonstrate the broad range of projects and emphasis on the number of people involved in IEA activities
 - Need for transparency in IEA reporting
- IEA EC needs:
 - Smooth transition between IEA ECs (i.e. incoming SC chairs should have sound understanding of projects)
 - Identification of future project leaders

What are EC Projects ? (1/3)

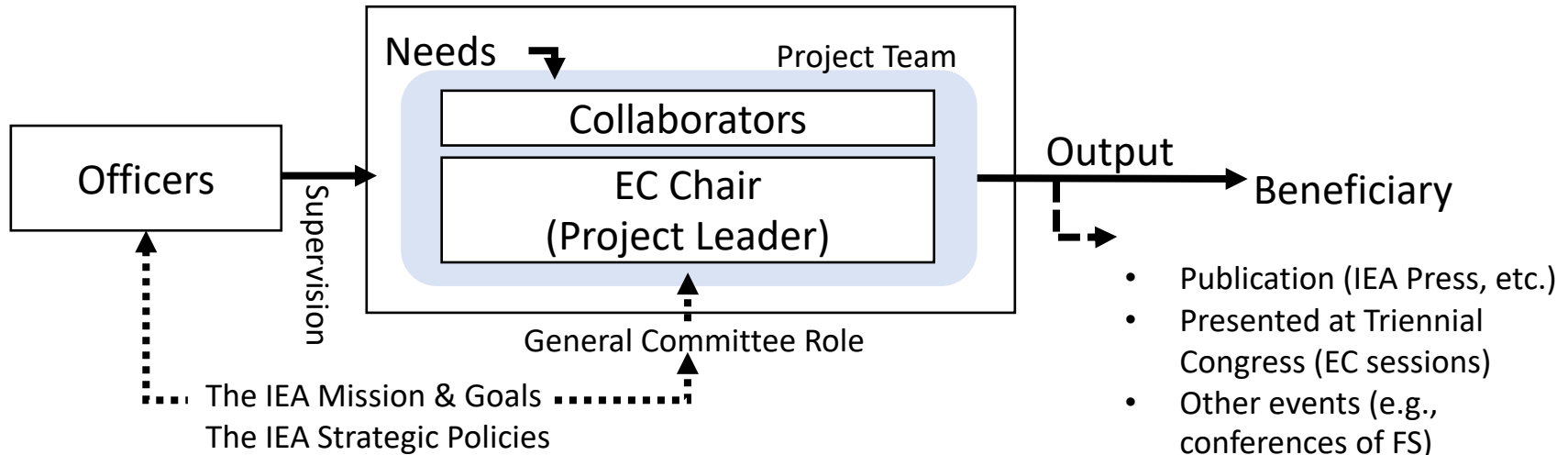


Co-construction a key tenet here:

- Committee chairs (and officers) are responsible to identify needs and propose EC projects to EC.
- EC projects sometimes need to be conducted across EC terms.
- EC projects are reported to the Council for comments/approval.

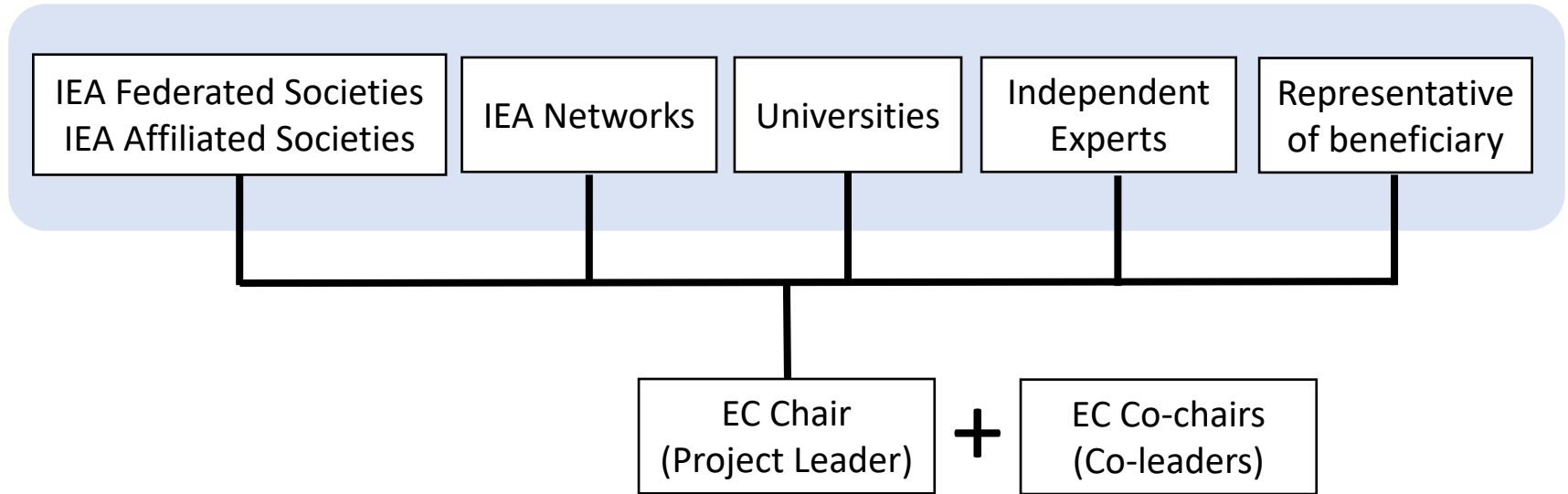
What are EC Projects ? (2/3)

- Engagement of various collaborators (i.e. the members of IEA FS/AS/Networks, external stakeholders) is a strong recommendation.
- The outcome of EC projects should be published from the IEA Press or any other media, presented at Triennial Congress (i.e., EC sessions), and other events.



How is the project team organized?

collaborators (one or more of these and many others, e.g., institutes)



The project team can be a task force, working group, or committee within or outside of EC.

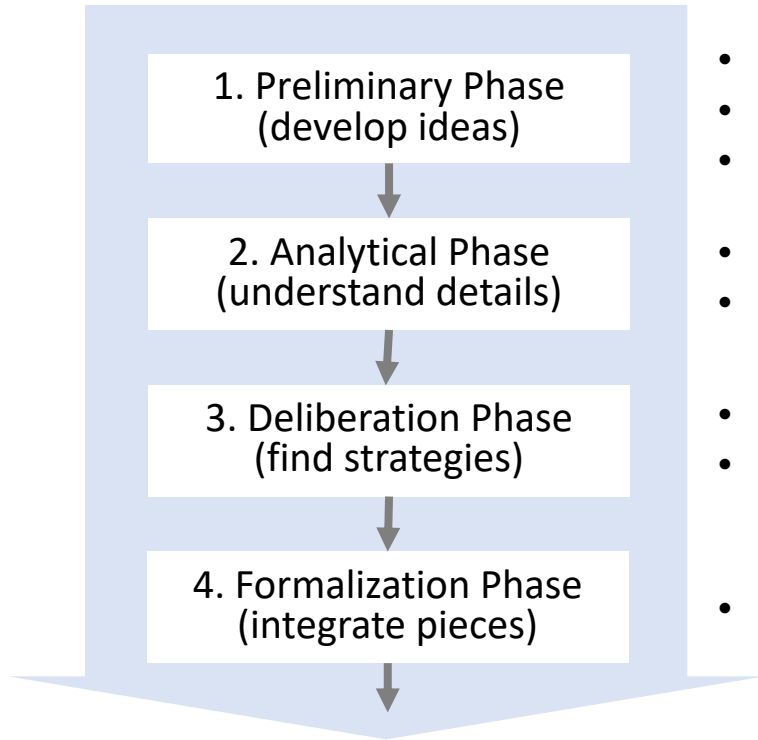
How is the EC Project funded ?

- EC projects can be funded. It is not allowed to pursue profit from the EC project, but expenses can be covered by beneficiaries or by EC. (Comment: In the long run EC projects should become self-sustainable.)
- Collaborators may pursue profit.
- See principles shown below.

Principles:

1. IEA is not allowed to pursue profit because of its legal status.
2. Some collaborators may pursue profit through direct contracts with beneficiaries. IEA cannot be involved in such contracts.
3. EC may fund EC projects based on the “Guidelines on Expenses.”
4. IEA Promotes cost sharing for projects (i.e. IEA should not be the sole financial investor in a project)

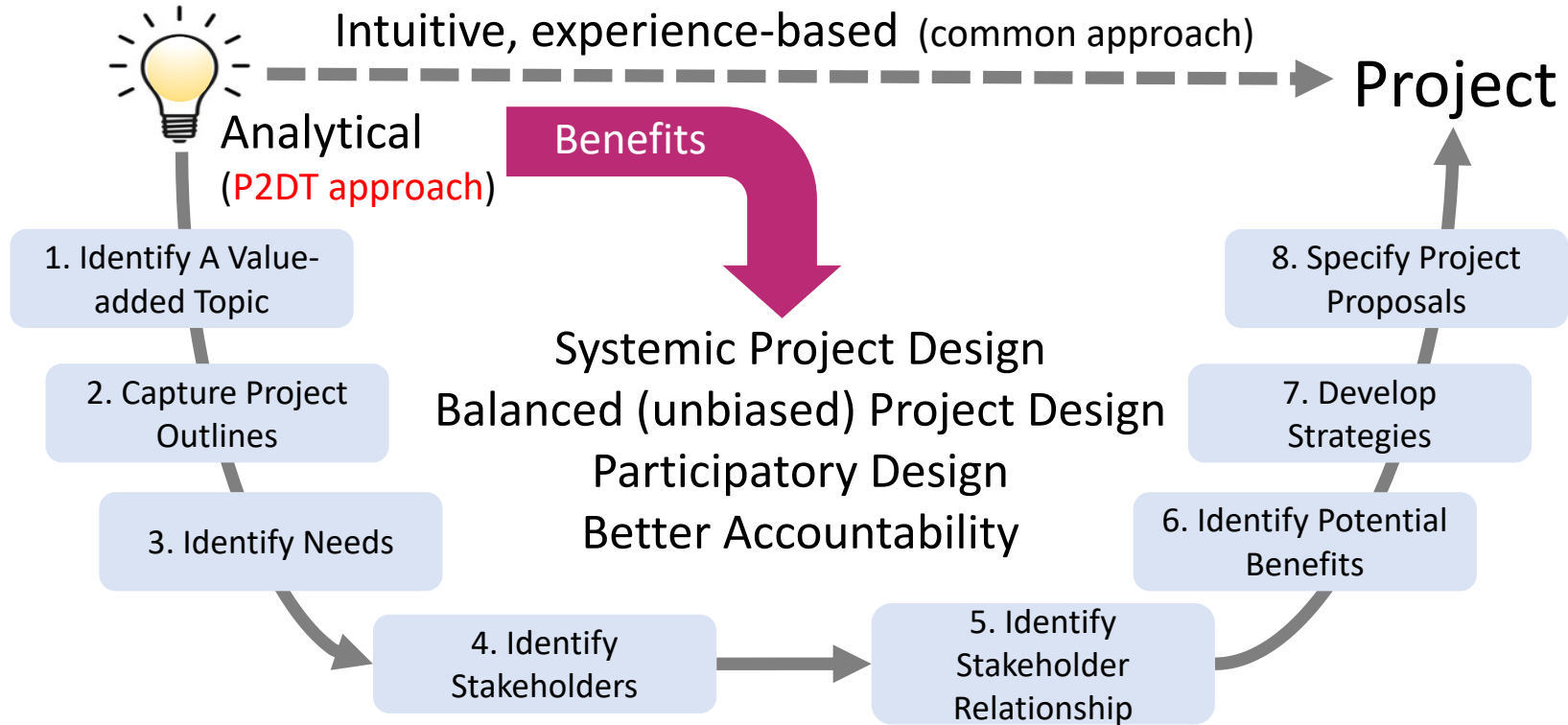
General Process of P2DT



- Step 1. Identify a value-added topic
- Step 2. Capture project outlines
- Step 3. Identify needs
- Step 4. Identify stakeholders
- Step 5. Identify stakeholder relationship
- Step 6. Identify potential benefits
- Step 7. Develop strategies
- Step 8. Specify project proposals

EC consensus >> Formal proposal >> Implementation

Why is the P2DT recommended ?



Step 1. Identify a value-added topic

Steps

Example

1. Chose Primary Policy



2. Define a topic



3. Discuss how valuable the topic is



4. Ensure the topic is in line with IEA base documents
(See next slide)

- Policy #4: Promote HFE education, certification and professional standards
- Transfer HFE to where it is in need, namely areas with no HFE programs.
- FS/AS/Networks boards, and local specialists will become competent in solving local problems and will train the next generation themselves
- It is consistent with Policy #4. It is consistent with Goals #2 and #3. If the project team is formed appropriately Goal #1 will also be satisfied.

IEA Base Documents

The IEA Mission & Goal and The IEA Strategic Policies

The IEA Mission

The mission of the IEA is to elaborate and advance Human Factors / Ergonomics (HFE) science and practice, and to expand its scope of application and contribution to society to improve quality of life. It does this by working closely with its federated and affiliated societies, networks and related international organisations.

The IEA Goals

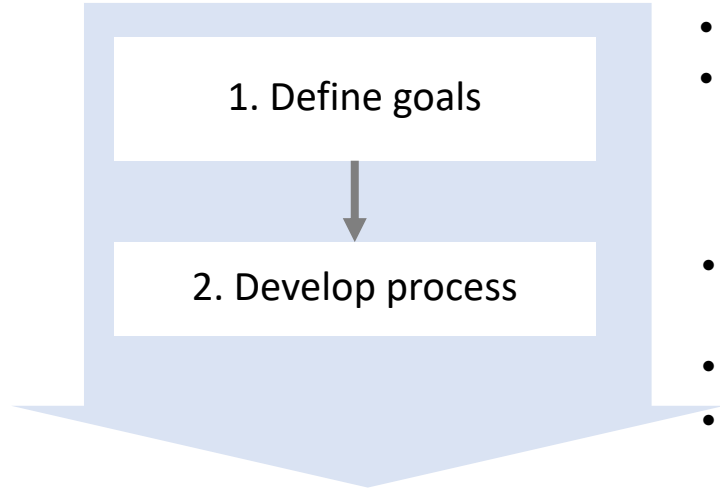
1. To develop more effective communication with and collaboration between federated societies.
2. To advance the science and practice of HFE at an international level.
3. To enhance the contribution of the HFE discipline to global society

The IEA Strategic Policies

1. Engage Stakeholders
2. Collaborate with and reinforce IEA Networks
3. Promote HFE science, technology and practice
4. Promote HFE education, certification and professional standards
5. Strengthen relationships with external partners
6. Reinforce the infrastructure of the Association
7. Maintain a future focus for HFE

Step 2. Capture project outlines

Steps



Example

- Top goal: Transfer HFE to where HFE is in need.
- Subgoal: Transfer HFE education to some universities in several regions.

- Investigate the situation of target universities with local collaborators (e.g., professors)
- Identify general needs (e.g., types of HFE, the level)
- Design a process for transferring HFE which meets the general needs.
 - ✓ suitable HFE methods (e.g., webinar, field work)
 - ✓ identify collaborators who can provide an appropriate training.

Step 3. Identify needs

Steps

Example

1. Define specific needs by analyzing the general needs identified in Step 2



2. Define HFE approaches to fulfil the needs



3. Redefine the project outlines if necessary

- In most cases, appropriate academic training approaches are missing.
- Need to identify appropriate training levels. It looks efficient to combine some levels: minor, specialization, professional/scientific, Master and PhD.
- Effective to combine some approaches (systemic approach, core competency,...) rather than relying on a single approach, so that people will not be wrapped in silos.

Step 4. Identify stakeholders

Conduct this step together with Step 5

Steps

1. Identify potentially relevant stakeholders by using the stakeholder categorization scheme.

2. Specify criteria and select stakeholders who will be considered in the project.

3. Tabulate the selected stakeholders.

Stakeholder categorization scheme

- 1. System influencer:** Those organizations or groups of people who have general public interest in work systems and product/service system design (governments, standards organizations, media, etc.)
- 2. System decision maker:** Those people who make important decisions such as requirements, procurement, purchasing, implementation, usage, maintenance, and administration of the system
- 3. System expert:** Those people who have specific professional backgrounds and contribute to the design of system
- 4. System actor:** Those people who are part of the system

X

- 1. Individual level** - persons.
- 2. National organization level** – governmental office, companies, etc.
- 3. Regional level** – transnational organizations, etc.
- 4. Global level** – international agencies, etc..

A typical tabular format

Stakeholder	Stakeholder's role	Category	
		influencer - actor	individual - global

Stakeholders Identified in Step 4 (Example).

Stakeholder	Stakeholder's role	Category	
		influencer - actor	individual - global
EC chair (Project Leader and co-leaders)			
FS/AS/Networks			
university authorities			
university professors			individual
researchers/local experts			
students			
government authorities			
international experts			
...			
...			
...			

Step 5. Identify stakeholder relationship

Conduct this step together with Step 4

Steps

1. Use the relationship matrix to define relationship between stakeholders



2. Identify conflicts of interests and other constraints among the stakeholders

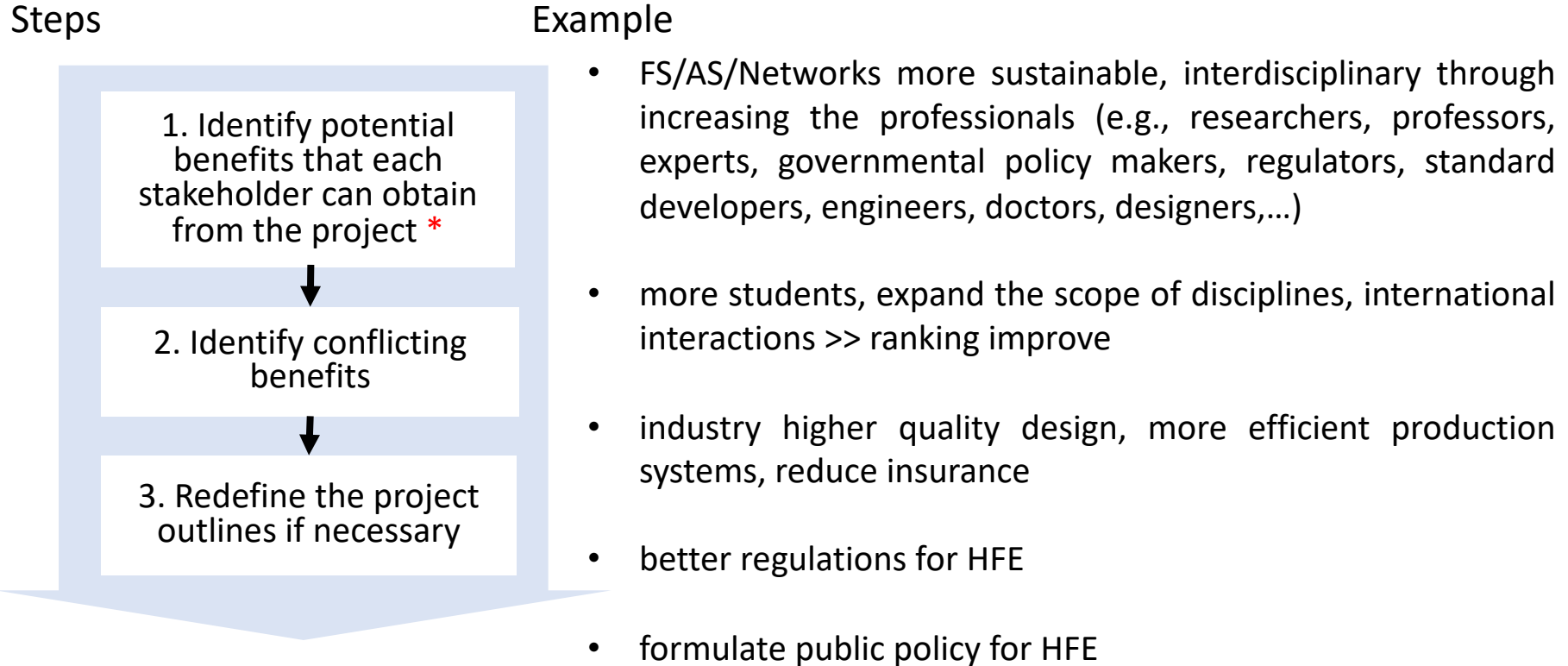
Relationship Matrix

From \ To	Stakeholder A	Stakeholder B	Stakeholder C	Stakeholder D
Stakeholder A	A <> A	A >> B	A >> C	A >> D
Stakeholder B	B >> A	B <> B	B >> C	B >> D
Stakeholder C	C >> A	C >> B	C <> C	C >> D
Stakeholder D	D >> A	D >> B	D >> C	D <> D

Stakeholder Relationship Identified in Step 5 (Example)

From \ To	Stakeholder A	Stakeholder B	Stakeholder C	Stakeholder D
Stakeholder A	A <> A	A >> B	A >> C	A >> D
Stakeholder B	B >> A	B <> B	B >> C	B >> D
Stakeholder C	C >> A	C >> B	C <> C	C >> D
Stakeholder D	D >> A	D >> B	D >> C	D <> D

Step 6. Identify potential benefits



* Monetary benefit (i.e., profit) is discussed in Step 8.

Step 7. Develop strategies

Steps

Example

1. Define stakeholder groups to whom separate projects need to be proposed.



2. Specify a strategy for each stakeholder group

- University stakeholders - Administrative and academic
- Department of education – recognition of new course
- International experts – provide academic content
- Potential students

- University: Curriculum and value clearly defined
- International experts: Virtual and in person
- Potential students: Value of HFE as a future career

Step 8. Specify project proposals

Steps	Example
<p>1. Integrate pieces and specify project proposals</p> <p>Each consisting of:</p> <ul style="list-style-type: none">• needs and goals• organization• schedule• cost• remarks (e.g., conditions for exemption) <p>2. Draft MOU, if necessary</p>	<ul style="list-style-type: none">• Recognition granted by DoE and international experts and relevant department and administrative staff co-ordinate• MOUs between internal and external universities• MOUs with industrial partners

A typical Project Scheme

