

Update report for IEA Vice-President Secretary General

Presentation at Aachen meetings – March 28-29, 2025

Prepared by Nancy Black, IEA Vice-President Secretary General (2024-2027)

Provides day-to-day administration of the IEA, including communication and documentation responsibilities;
May assist in other tasks as a Vice President at the discretion of the President; and has final responsibility for IEA website.

- Works closely with (supervises) Administrator, Aleksandra Gamper (office@iea.cc)

Summary plan for 2024-2027 term:

| <i>Project / initiative</i> | <i>How does this create value-added?</i> | <i>How does this align with IEA strategies policies?</i> | <i>What needs will be met?</i> | <i>Goals to be reached</i> | <i>Milestones</i> | <i>Current status</i> |
|--|--|--|---|---|------------------------------------|---|
| 1. Improve IEA internal stakeholder communications | Involvement – Perceived value | 1. Engage Stakeholders | Networking Information sharing | <i>Foster collaborative culture (Council, EC, TCs...)</i> | - New gatherings | In progress |
| 2. Improve process efficiency | Limited secretariat and volunteer hours | 6. Reinforce the infrastructure of the Association 7. Maintain future focus | Timely, transparent, value-added supports | A) Automated certificates B) Operating Procedures C) Ambassadoral reports | Discuss Draft Publish Use | Certificate production (prototype) Draft OP – conference representation, |
| 3. Review, enhance Operating Procedures | Facilitate value-added elements | 1,6,7 | succession; use resources responsibly | Responsive EC | Propose; Review; Vote | OP21 proposal |



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International Ergonomics Association (IEA)

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1. Improve IEA internal stakeholder communications

1) List of Stakeholder groups, and their roles Specific + by category: System actor / Expert / Decision-Maker / Influencer

| Stakeholder Group | Role within the Project | Role category |
|-------------------|--|---------------------------|
| IEA Council | • Participants in gatherings, idea generation, sharing | System actor |
| Officers | Creation of supports; facilitators | Decision Maker |
| EC members | Note takers, supporters | System actor / Influencer |

2) List of individual stakeholders, and their roles + by category: System actors / Experts/ Decision-Makers / Influencers

| Stakeholder | Person's role within the Project | Role type |
|---------------|---------------------------------------|---------------------|
| President | Chair of meetings (council gathering) | Expert - influencer |
| VPSG | Convenor; suggestor | Influencer |
| Administrator | Communicator | System actor |

3) Map of relations between stakeholders

| To \ From | Officers | EC | Council members | Sustaining members | Wider community |
|--------------------|------------------------------------|-----------------------------|--------------------------|---------------------------|--------------------------------|
| Officers | Discuss opportunities | Test-population | Request communications | Suggest opportunities | Illustrate needs, practices |
| EC | Present proposals; request support | Discuss needs (semi-annual) | Feedback – suggestions | * | TC input |
| Council members | Propose opportunities | Support | Discuss needs (networks) | Suggest – vested interest | Needs from IEA |
| Sustaining members | Invite participation | Listen, learn | Network | | Historical, business interests |
| Wider community | NewsBriefs summary | Communicate | Communicate | | Platforms used |



4) Benefits to stakeholders

[List – if beyond those listed in Summary plan on page 1]

5) Activities and resources required [only include this section in report document, not in presentation]

| Activity undertaken | Societies/committees involved | Hours dedicated to activity | Resources used |
|--|--|---|----------------------|
| First IEA virtual Council Gathering (Feb 20, 2025) | All invited + individual sustaining members EC members as note-takers, facilitators (5) | 2 h preparation; 90 minutes participation (2 times) | Zoom meeting account |

6) Outcomes to date

Very well received. Ideas for next workshops at Council meetings
Set up *Forum* for continued discussions (*no uptake yet*)

7) Future Activities

- a) ? Continued 6-month interval from Council meetings
- b) *Structuring (organizing)* official files in IEA.CC and other locations (including Dropbox, Slack, +).

2. Improve process efficiency

1) List of Stakeholder groups, and their roles Specific + by category: System actor / Expert / Decision-Maker / Influencer

| Stakeholder Group | Role within the Project | Role category |
|-------------------------|--------------------------------------|---------------------------|
| Officers | Discuss, suggest, create; facilitate | Decision Maker |
| EC members | Suggestors | System actor / Influencer |
| Other (external) groups | | |

2) List of individual stakeholders, and their roles + by category: System actors / Experts/ Decision-Makers / Influencers

| Stakeholder | Person's role within the Project | Role type |
|-----------------------|---|---------------------|
| Administrator | Implementation; quality control (eliminate what takes most time & is not fun) | Expert - influencer |
| VPSG | Suggestor; personnel support | System actor |
| President & Treasurer | Acceptance / rejection (ideas) | Decision maker |

3) Map of relations between stakeholders

| From To | VPSG | Admin. | Officers | Executive Committee | Other (external) groups |
|-------------------------|---------|---------|----------|---------------------|-------------------------|
| VPSG | Reflect | Suggest | Suggest | Suggest | Suggest |
| Admin | Consult | Reflect | Suggest | Suggest | Suggest |
| Officers | Suggest | Discuss | Discuss | Suggest | Discuss |
| Executive Committee | Discuss | Inform | Discuss | Reflect | Discuss |
| Other (external) groups | Discuss | Discuss | Discuss | Discuss | Share best practices |

4) Benefits to stakeholders

Sharing financial support. Value-added to outreach

5) Activities and resources required [only include this section in report document, not in presentation]

| Activity undertaken | Societies/committees involved | Hours dedicated to activity | Resources used |
|--------------------------------|-------------------------------|-----------------------------|-------------------------------|
| Ambassador report | - | 2+ | Takashi / ICT |
| Revised Certificate production | - | *** | Nancy's Research Professional |

6) Outcomes to date

Certificate production: 4 meetings Administrator, VPSG, Research Professional (programmer)

- Define needs
- Present prototype; to be tested

7) Future Activities

- Other streamlined communications platforms
- Improved information exchange (*Members Forum unused*)

3. Review, enhance Operating Procedures

1. List of Stakeholder groups, and their roles Specific + by category: System actor / Expert / Decision-Maker / Influencer

| Stakeholder Group | Role within the Project | Role category |
|-------------------|-------------------------|----------------|
| Officers | Preliminary review | Influencer |
| EC members | Preliminary approval | Influencer |
| Council | Final debate, approval | Decision Maker |

2. List of individual stakeholders, and their roles + by category: System actors / Experts/ Decision-Makers / Influencers

| Stakeholder | Person's role within the Project | Role type |
|-----------------------|--------------------------------------|---------------------|
| VPSG | Proposal | System actor/Expert |
| Administrator | Organization – distribution – filing | System actor |
| President & Treasurer | Acceptance / rejection (ideas) | Decision maker |

3. Map of relations between stakeholders (to come)

| To \ From | VPSG | Administrator | Officers | EC | Council |
|-----------|------------------|----------------------|-------------------|-----------------|------------------|
| VPSG | | Advise of challenges | Advise of needs | Advise of needs | Advise of needs |
| Adm | For distribution | | | | Request location |
| Officers | For input | | | | |
| EC | For input | | | | Advise of needs |
| Council | For vote | | Present proposals | Request input | Discuss needs |

4. Benefits to stakeholders

Understanding, involvement including *Member Society* members

5. Activities and resources required [only include this section in report document, not in presentation]

| Activity undertaken | Societies/committees involved | Hours dedicated to activity | Resources used |
|---|-------------------------------|-----------------------------|----------------|
| OP Proposals – financial support (Ambassadoral) | Officer time | | Time |

6. Outcomes to date

OP 21 - created for **Financial support for presenting on behalf of IEA (non-officers)** for review at March 2025 EC meeting

7. Future Activities

- Other OP review