



# Update report for ICT Ad Hoc Committee

Presentation at EC meeting October 26-27, 2025, Beijing, China

Prepared by Takashi Kawai, ICT Ad Hoc Committee Chair

The purpose of this committee is to promote the use of the IEA website and ICT tools for enhance communication and collaboration.

Co-chair listing: Nancy Black (VPSG), Aleksandra Gamper (Administrator), Kian Leong (External vender), Aleksandr Volosiuk (Redesign of Website)

Summary plan for 2024-2027 term:

Project / initiative	How does this create value-added?	How does this align with IEA strategies policies?	What needs will be met?	Goals to be reached	Milestones	Current status [to start / in progress / completed]
1. ICT management	Provide a stable ICT infrastructure	Reinforce the Infrastructure of IEA	Prevent system downtime	Maintain system availability	ICT operation audits	In progress
2. Usability improvement	Improve usability of members' area	Engage Stakeholders	Usage of file-sharing function	Increase in usage of members' area	UX improvement plan	In progress → Minor updates, e.g. calendar function
3. Projects collaboration	Promote collaboration and knowledge sharing	Contribute to Science, Technology, and Practice	Quick and easy access to webinar content	Increase in webinar content access	Direct link of 36 webinar contents	Milestone Completed → Considering a new milestone
4. IEA activities dissemination	Linkage with SNS and implement new corporate image	Engage Stakeholders	Disseminate information and brand consistency	Increase in website visits from SNS	Create and rollout SNS usage plans	In progress



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International Ergonomics Association (IEA)

iea.cc

IEA is a global federation of Human factors/Ergonomics societies, registered as a nonprofit organization in Geneva, Switzerland.  
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### 1) List of Stakeholder groups, and their roles

Specific + by category: System actor / Expert / Decision-Maker / Influencer  
[Include commonalities with other IEA EC committees, if applicable.]

Stakeholder Group	Role within the Project	Role category
IEA officers / EC	<ul style="list-style-type: none"> <li>Decision-making and approval of ICT strategies</li> </ul>	Decision-Maker
Member societies	<ul style="list-style-type: none"> <li>Provide feedback, define user requirements</li> </ul>	Influencer
Endusers	<ul style="list-style-type: none"> <li>Evaluate user experience (UX/UI), provide feedback</li> </ul>	Influencer

### 2) List of individual stakeholders, and their roles

Specific + by category: System actors / Experts/ Decision-Makers / Influencers

Stakeholder	Person's role within the Project	Role type
ICT director	<ul style="list-style-type: none"> <li>Manage ICT infrastructure, coordinate system improvements</li> </ul>	System actor
External vender	<ul style="list-style-type: none"> <li>Implement and maintain website functionalities</li> </ul>	Expert

### 3) Map of relations between stakeholders

To \ From	IEA officers / EC	Member societies	ICT director	Endusers	External vender
IEA officers / EC		Provide policy direction	Set strategic items and review	Set expectations for website	Approve contracts
Member societies	Provide feedback		Needs for improved website	Provide latest information	*
ICT director	Provide progress reports	Improve usability		Ensure improved UX/UI	Direct maintenance
Endusers	Indirect influence	Provide feedback	Demand usability		*
External vender	Provide technical expertise	Deliver stable system	Provide technical insights	Ensure system stability	

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
Routine website management	Officer, ICT director	1-2 hours / week	Management fee for external vendor

6) Outcomes to date

Regular maintenance and technical support.

Consideration of a future webinar platform and utilization of existing webinar contents.

Placement of IEA Ambassador Report form on Member Area.

Implementation of a calendar function to provide an overview of IEA's annual events.

7) Future Activities

Complete website full transition to new corporate image.

Improve voting functionalities within members' area.

Implement enhancements for file-sharing capabilities.

Define and implement a coherent SNS linkage strategy.

\* The above four points need to be advanced promptly in collaboration with the relevant Committees.

Technical analysis of the current website and consideration of a redesign for user-friendly and sustainable services.

