



IEA ANNUAL REPORT 2000-2001

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International Ergonomics Association

IEA ANNUAL REPORT 2000 - 2001

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The IEA Press
International Ergonomics Association

Poste Restante
Human Factors and Ergonomics Society
P.O. Box 1369
Santa Monica, CA 90406-1369, USA

See pages 1

- 152-156

International Ergonomics Association

IEA ANNUAL REPORT 2000 - 2001

Summary of Contents

| | |
|---|-----|
| ■ ABOUT IEA..... | 4 |
| ■ IEA EXECUTIVE COMMITTEE (2000-2001)..... | 5 |
| ■ FULL AGENDA OF THE MEETING..... | 8 |
| Housekeeping and logistics | 10 |
| Officers reports..... | 12 |
| Voting items..... | 31 |
| IEA Congresses | 95 |
| Standing Committees reports and discussion items..... | 97 |
| ■ IEA ROSTER..... | 160 |

INTERNATIONAL ERGONOMICS ASSOCIATION

The International Ergonomics Association (IEA) is the association of ergonomics and human factors societies around the world. Ergonomics, also known as human factors, is the scientific discipline concerned with the interaction between humans and technology.

ERGONOMICS

Ergonomics integrates knowledge derived from the human sciences to match jobs, systems, products and environments to the physical and mental abilities and limitations of people.

GOALS AND OBJECTIVES

The goal of the IEA is to promote the knowledge and practice of ergonomics by initiating and supporting international activities and cooperation. The objectives include the advancement of knowledge, information exchange and technology transfer. To meet these objectives, IEA establishes international contacts among those active in the field, cooperates with international organizations to facilitate the practical application of ergonomics in industry and other areas, and encourages scientific research by qualified persons in the field of study and practice.

ORGANIZATION

The IEA was organized pursuant to Article 60 et seq of the Swiss Civil Code. The registered headquarters of the IEA is in Zurich with a business office in the U.S.A. At present, there are 34 member societies representing about 17,000 ergonomists worldwide.

The IEA maintains liaison with the United Nations, the World Health Organization (WHO), the International Labour Office (ILO) and the International Standards Organization (ISO).

IEA GOVERNING BODY

The IEA is governed by a Council comprised of delegates from the member societies and by the Executive Committee of the Council.

EXECUTIVE COMMITTEE

The IEA Executive Committee comprises of the elected Officers, Chairs of the Standing Committees, Past President (non-voting), Newsletter Editor (non-voting), and the IEA Triennial Congress Chairperson (non voting).

SHORT HISTORY

Ergonomics emerged as a modern discipline during World War II when the human operator became increasingly the weakest link in modern sophisticated military systems. After the war, the discipline continued to grow to meet the challenge of civilian applications.

The IEA was founded in 1959 in response to the growing need for international cooperation, principally in Europe. The emphasis in the early days was on human productivity and work physiology. As the discipline

matured, other fundamental objectives were recognized, such as the provision for safer and healthier working environments and the improvement of the quality of working life.

Today the discipline encompasses a diversity of interests including cognitive science, human-computer interaction, organizational design and management. The potential of ergonomics is becoming widely recognized by industry, government, labour and the general public.

Ergonomics has contributed to the development of industrial workplaces, transportation, aerospace systems, office design, computer hardware and software and consumer products. It is testament to the importance as well as the success of ergonomics that its scope of application is expanding at an accelerated rate to encompass virtually all aspects of human activity at work, at home and at play.

IEA EXECUTIVE COMMITTEE
(2000-2001)

PRESIDENT

Prof. Waldemar Karwowski
Center for Industrial Ergonomics
Lutz Hall, Room 445
University of Louisville
LOUISVILLE, KY 40292
USA
Tel: +1-502-852-7173
Fax: +1-502-852-7397
E-mail: karwowski@louisville.edu

SECRETARY GENERAL

Prof. Pierre Falzon
Laboratoire d'Ergonomie, CNAM
41 Rue Gay Lussac
75005 PARIS
FRANCE
Tel: +33-1-44-107802
Fax: +33-1-43-253614
E-mail: falzon@cnam.fr

TREASURER

Dr. Kazutaka Kogi
The Institute for Science of Labour
2-8-14, Sugao, Miyamae-ku, Kawasaki
KANAGAWA 213
JAPAN
Tel: +81-44-977-2121
Fax: +81-44-977-7504
E-mail: k.kogi@isl.or.jp

STANDING COMMITTEE CHAIRS

POLICY AND PLANNING

Prof. Dr. Klaus J. Zink
University of Kaiserslautern
PO Box 3049
D-67653 KAISERSLAUTERN
GERMANY
Tel: +49-631-205-2027
Fax: +49-631-205-3397
E-mail: leadp@sozwl.uni-kl.de

SCIENCE, TECHNOLOGY & PRACTICE

Prof. Kenneth R. Laughery
Dept. of Psychology
Rice University
HOUSTON, TX 77251
USA
Tel: +1-713-527-4862
Fax: +1-713-285-5221
E-mail: laughery@ruf.rice.edu

PROFESSIONAL STANDARDS & EDUCATION

Prof. John R. Wilson
Dept. of Manufacturing Engineering
& Operations Management
University of Nottingham
NOTTINGHAM NG7 2RD
UNITED KINGDOM
Tel: +44-115-951-4004
Fax: +44-115-951-4000
E-mail: john.wilson@nottingham.ac.uk

COMMUNICATION & PUBLIC RELATIONS →

Prof. M. J. Smith
Dept. of Industrial Engineering
University of Wisconsin
Madison, WI 53706
USA
Tel: +1-608 263-6329
Fax: +1-608 262-8454
E-mail: mjsmith@macc.wisc.edu

INDUSTRIALLY DEVELOPING COUNTRIES

Prof. Pat Scott
Department of Human Movement Studies
Rhodes University
PO Box 94
GRAHAMSTOWN 6140
SOUTH AFRICA
Tel: +27-461-318468
Fax: +27-461-23803
E-mail: hmps@kudu.ru.ac.za

PAST PRESIDENT - Awards (non-voting)

Dr. Ian Noy
Chief, Ergonomics Division
Transport Canada
330 Sparks Street, Tower "C"
OTTAWA, Ontario K1A 0N5
CANADA
Tel: +1-613-998-2268
Fax: +1-613-998-4831
E-mail: NOYI@tc.gc.ca

NEWSLETTER EDITOR

Ergonomics International (non-voting)

Andrew Marshall
Marshall Associates
1 Kemerton Road
London
SE5 9AP
United Kingdom
Tel: +44 (0) 20 7 274 9186
Fax: +44 (0) 20 7 787 6330
Email: andy_marshall@compuserve.com

IEA HISTORIAN
(non-voting)

Dr. Ilkka Kuorinka
Lieu dit Senil
F-46 160 Grealou
FRANCE
Tel & fax + 33 5 65 40 71 89
E-mail: kuorinka@crdi.fr

IEA CONGRESS '2003 CHAIR
(non-voting)

Dr. Min K. Chung
Professor and Head
Department of Industrial Engineering
Pohang University of Science and Technology
Phone: + 82-562-279-2192
Fax: + 82-562-279-2870
E-mail: mkc@postech.ac.kr

IEA COUNCIL MEETING 2001

September 24-25, Florence, Italy

AGENDA AND DOCUMENTS

Villa Montalto, Florence
September 24, 8:30-18:30
September 25, 8:30-17:00

Note : the FEES meeting is scheduled for September 26 at 9:00-13:00

IEA Council meeting Agenda, September 24, 8:30-19:00

| Time | Topic | Page |
|-------------|---|------|
| 8:30 | Registration of Council members | |
| 8:45 | 0. HOUSEKEEPING AND LOGISTICS OF THE MEETING | 10 |
| | 0.1. Policies and operations procedures | 10 |
| | 0.2. Robert's rules of orders | 11 |
| 9:00 | 1. ROUNDTABLE PRESENTATIONS BY COUNCIL MEMBERS | |
| 11:00 | <i>Coffee break</i> | |
| 11:30 | 2. OFFICERS REPORTS | 12 |
| | 2.1. President's report | 13 |
| | 2.2. Secretary General's report | 22 |
| | 2.3. Treasurer's report | 24 |
| 12:30 | <i>Lunch break</i> | |
| 14:00 | 3. VOTING ITEMS | 31 |
| | 3.0. Voting procedures and eligibility | |
| 14:10 | 3.1. Approval of the minutes of the San Diego (CA, USA) Council meeting | 32 |
| 14:20 | 3.2. Executive Committee | 49 |
| | 3.2.1. Approval of new member societies | 49 |
| 14:20 | 3.2.1.1. Hong Kong Ergonomic Societies (HKES) | 49 |
| 14:35 | 3.2.1.2. Sociedad de Ergonomistas de Mexico (SEM) | 62 |
| | 3.2.2. Sustaining members | 76 |
| 14:50 | 3.2.2.1. Approval of new sustaining members | 76 |
| 14:55 | 3.2.2.2. Change in sustaining member category (ErgoWeb) | 76 |
| 15:00 | 3.2.2.3. New category of sustaining members | 76 |
| 15:05 | 3.2.3. Donations to IEA | 76 |
| 15:10 | 3.2.4. Approval of MOU with IOHA | 76 |
| 15:15 | 3.2.5. Approval of the revision of IEA Basic Documents | 78 |
| 15:30 | 3.2.6. Approval of the agreement to host the IEA archives | 84 |
| 15:45 | 3.2.7. Approval of the <i>Framework for Distant learning in Ergonomics</i> | 86 |
| | 3.2.8. Approval of the proposal to develop the <i>IEA Quality Ergonomics Design (QED) Certification</i> | 89 |
| 16:00 | | |
| 16:30 | 3.2.9. Approval of the <i>IEA President's Advisory Board</i> | 92 |
| 16:35 | 3.2.10. Approval of the <i>IEA/JOSE Best Paper Award</i> | 93 |
| 16:45 | <i>Coffee Break</i> | |
| 17:00-18-30 | Council workshop How can IEA Member Societies Support IDCs ? | |
| 20:00 | <i>Council dinner</i> | |

IEA Council meeting Agenda, September 25, 8:30-17:00

| Time | Topic | Page |
|-------|--|------|
| 8:30 | WELCOME | |
| 8:35 | 4. IEA CONGRESSES | 95 |
| 8:35 | 4.1. IEA 2003 Triennial Congress report | - |
| 8:55 | 4.2. IEA 2006 Triennial Congress report | - |
| 9:10 | 4.3. IEA 2009 Triennial Congress call for proposals | - |
| 9:15 | 5. STANDING COMMITTEES REPORTS AND DISCUSSION ITEMS | 97 |
| | 5.1. Executive Committee | 97 |
| 9:15 | 5.1.1. Report from FEES | 97 |
| 9:30 | 5.1.2. IEA membership structure | 97 |
| 10:00 | 5.1.3. Continuation of work on IEA History book | 97 |
| 10:15 | 5.1.4. New societies (Venezuela, Iran) | 97 |
| 10:20 | 5.1.5. Development of the IEA Portal | 98 |
| 10:50 | <i>Coffee Break</i> ? ← | |
| 11:20 | 5.2. Policy and Planning Committee | 99 |
| 11:20 | 5.2.1. IEA Strategic Plan 2001-2003 | 99 |
| 11:50 | 5.2.2. Current Policy and Planning Sub-Committees | 126 |
| | 5.2.2.1. Membership and Societies Development | 126 |
| | 5.2.2.2. Development of Ergonomics | 126 |
| | 5.2.3. Involvement of Council members to enlarge ideas for supporting IDCs | 126 |
| | 5.2.4. Clarifying the IEA status as a Swiss association | 126 |
| | 5.2.5. Review sustaining membership rules | 127 |
| | 5.2.6. Update of IEA membership data | 129 |
| 12:00 | 5.3 Professional Standards and Education Committee | 128 |
| | 5.3.1. IEA International Directory of Ergonomics programs | 129 |
| 12:25 | <i>Lunch break</i> | |
| 14:00 | 5.4. Science, Technology and Practice Committee | 130 |
| 14:25 | 5.5. Communication and Public Relations Committee | 140 |
| 14:50 | 5.6. Industrially Developing Countries Committee | 142 |
| | 5.6.1. IDC Library holdings | 145 |
| | 5.6.2. Letter for financial support | 147 |
| 15:30 | <i>Coffee break</i> | |
| 16:00 | 5.7. Awards Committee | 149 |
| 16:25 | 6. Next IEA Council meeting | |
| | 6.1. Selection of venue for 2002 | |
| 16:45 | 7. Other items | |
| | 7.1. Update of society administrative information (SG) | |
| 17:00 | <i>End of Council meeting</i> | |
| 19:00 | <i>Council dinner</i> | |
| | Note : the FEES meeting is scheduled for September 26 at 9:00-13:00 | |

0. HOUSEKEEPING AND LOGISTICS OF THE MEETING

0.1. Policies and operations procedures

The IEA Council is the governing body of the Association. The Council representative is expected to express the views of his/her society and exercise his/her right to vote on matters requiring decision by Council.

The IEA has improved operational procedures to allow societies more time to consider voting items and will seek ways to make even further improvements. However, there may always be matters that arise at the last moment that cannot be communicated to societies in time. The IEA's policy on this issue is that Council representatives should act in accordance with the views/instructions of their society but should retain the discretion, if circumstances warrant, to vote their conscience.

Order of the IEA Council meeting:

1. Report of Officers
2. Voting Items
3. Information Items (Standing Committee reports, requests, and other items)

Voting

"All major decisions concerning the Association, including rule changes, will be taken by Council ..."

Major Items include:

1. Changes to Rules
2. Election of officers
3. Significant financial matters
4. Admission of new members
5. Formation or dissolution of standing committees
6. Any other item deemed by Council as major

Basic Documents of the IEA consists of two parts:

1. Rules: official bylaws of the Association (changes require Council vote)
2. Procedures: operating practices, policy on committees, support of conferences (including IEA Congress)

0.2. Robert's rules of orders

(Summary using the IEA terminology)

Conducting Business

1. All business is brought before the Council by a motion of a representative or a report from the Executive Committee.

2. Before a member can make a motion or address Council, he/she must obtain the floor (i.e., be recognized by the President).

3. Before any subject is open to debate, it is necessary that a motion be made by a member who has the floor, that the motion be seconded and then read by the Secretary-General.

4. Only one principal motion (i.e., on a particular subject) can be debated at any one time. A principal motion, however, yields to all secondary motions which are (in order); lay on the table, the previous question, postpone to a certain day, commit, refer, re-commit, amend, and postpone indefinitely.

?

5. There are five ways to amend a principal motion:

?

- inserting words
- striking out words
- striking out and inserting
- substituting (i.e., can involve complete substitution)
- dividing (i.e., a complex motion can be divided into parts and voted separately)

Amendments must be friendly to the motion. No more than two amendments are allowed at any one time.

Order of Precedence of Motions

Undeatable

- To fix the time to adjourn
- To adjourn the meeting*
- To lay on the table* (i.e., to end debate and proceed with voting)
- To re-open a previous question (requires a 2/3 vote)*

?

Debatable

- To postpone the vote to a certain time
- To commit or refer
- To amend the motion
- To postpone the vote indefinitely

?

Motions are ranked, any one can be made while one of lower order is pending (except amend), none can supercede one of higher order. All motions can be amended except as indicated with *.

2. OFFICERS REPORTS

2.1. President's report

2.2. Secretary General's report

2.3. Treasurer's report

SELF

- Developing F/Eng. web journal.
- ALE Conference
- Try and homogenize NSc Engo Prog.
- FEES
- Develop. the web site

2.1. President's Annual Report (2000-2001)

State of the International Ergonomics Association in 2001

By Waldemar Karwowski

2.1.1. Mission and Goals of our Association

At the last IEA Council Meeting (August 2000), we have reached a consensus that the IEA mission is to *elaborate and advance ergonomics science and practice, and to expand its scope of application and contribution to society to improve the quality of life.*

Our mission is reflected by three principal (and strategic) goals:

Goal I: Effective communication and collaboration to support the work of member societies and to improve IEA operational effectiveness.

GOAL II: Advance the science and practice of ergonomics at international level by facilitation of knowledge exchange and improving the quality of professional practice and education.

GOAL III: Enhance contributions of the ergonomics discipline to global society by promoting wide recognition of our discipline in all aspects of life.

Our challenge in the next few years is to translate, realize and bring about implementation of these goals through the specific actions of the Council, IEA member societies, and the Executive Committee.

The strategic plan (SP) constitutes a blueprint for our future activities and has already been translated into specific goals and action plans of various Standing Committees. Implementation of SP is not an aim in itself, but rather a process through which we can address the needs and expectations of our member societies.

Realizing that the SP is a working document, which should evolve over time in order to reflect our changing needs and aspirations, we aim to move our Association in the directions outlined in our plan. I believe that we can achieve this by working closely with the IEA Council, member societies, and the Executive Committee.

To this end, the Executive Committee has developed a blue print for action (see attached). Klaus Zink, Chair of the Policy and Planning Committee will review and discuss these *Action Plans for Deployment of the IEA Goals (2001-2003)* at the Council meeting. Your input to the proposed plan is very much welcome.

2.1.2. IEA Officers Summit Meetings

In order to facilitate the transition of responsibilities and prepare business agenda for the EC and the Council for the 2001-2003 planning period, the IEA Officers held four Summit meetings. The first summit meeting took place in Warsaw, Poland, October 27-28 in preparation for the

start-up EC meeting (Louisville, USA, November 10-11, 2000). The second summit meeting was held in Paris, March 3-4, 2001 in preparation for the Mid-Year EC meeting.

The third and fourth Officers Summits were held in Paris on, July 2-3, and September 10-11, 2001, respectively, in preparation for the Council meeting in Florence.

I very much appreciate the cooperation and support provided by both Pierre Falzon (Secretary-General) and Kazu Kogi (Treasurer) during these important meetings. The Summits proved to be very useful and critical to our ability to develop the IEA agenda for 2001-2003 period.

2.1.3. International Affairs

SHIFTWORK 2000

I had a privilege to participate in the *International Symposium on Shiftwork' 2000*, organized by the Ergonomics Committee of the Polish Academy of Science in cooperation with the Polish Ergonomics Society, October 25-26, Krakow, Poland. This Symposium honored the memory of Prof. Andrzej Oginski who passed away in 2000. Prof. Oginski was one of the founders of Polish Ergonomics Society, and of the international movement leading to formation of the IEA (see *IEA History* book by I. Kuorinka).

EGYPTIAN SOCIETY OF ERGONOMICS, FITNESS & DISABILITY

On March 26, 2001, I have presented on behalf of IEA the Opening Remarks at an international conference on "*Applications of Human Performance in Health and Disability* in Cairo, Egypt, sponsored by the newly established *Egyptian Society of Ergonomics, Fitness & Disability*. The Mid-Year Meeting of the IEA Executive Committee was held before this conference (March 24-25) to show our support for these important developments in the Middle East. The new society plans to apply for IEA membership next year.

KOREA '2003 PREPARATORY MEETING

On April 18-20, 2001, Kazu Kogi, Ken Laughery, Chair of the Science, Technology and Practice Committee and I have met with the IEA 2003 Congress Organizing Committee in Seoul, Korea. We have discussed a broad range of issues, including the logistics of preparations for the next Congress.

We have also attended an Opening Session of the *Spring Meeting of the Korean Ergonomics Society (KES)*, and made invited presentations at the *Industrial Ergonomics and Safety Workshop*, sponsored by the Korean Occupational Safety and Health Administration. I would like to thank Prof. Kwan Lee, President of the KES and Prof. Min Chung, Chair of the Organizing Committee of the IEA 2003 Congress, for their financial cooperation and support of our airfares. We plan to hold another meeting in the spring of 2002.

AFFECTIVE HUMAN FACTORS DESIGN '2001

On June 27-29, 2001 I have presented on behalf of IEA the Opening Remarks at an *International Conference on Affective Human Factors Design*, held in Singapore, which was sponsored by

SEAES and endorsed by IEA. I have also met with Prof. Martin Helander, Hali Mahtun Khalid and representatives of the *Singapore Tourism Board* to discuss the potential SEAES bid for the IEA Congress 2009.

CAES '2001

On July 29, 2001, I have presented on behalf of IEA the Opening Remarks at an *International Conference on Computer-Aided Ergonomics and Safety*, held in Maui, Hawaii, which was endorsed by IEA.

On the occasion of this conference, I have also met with Peter Budnick of ErgoWeb and discussed the directions and needs for current revisions of the IEA web site, as well as our needs and plans for future developments in this area.

ABERGO 2001 and NES Congress 2001

I was invited to deliver on behalf of IEA, the *Welcome Address* at the ABERGO 2001 Congress in Brazil, and at the Nordic Ergonomics Society's 2001 Congress, August/September. Unfortunately, due to the unforeseen schedule conflicts, I was not able to participate. However, ABERGO has invited me to visit again in 2002. I also hope to visit NES next year.

GfA 50TH BIRTHDAY

On behalf of IEA, I have accepted invitation to present an Opening Address at the *Gesellschaft fur Arbeitswissenschaft Special Anniversary Conference* that will be held in Munich, Germany, May 6-9, 2003. We are very proud to support the GfA's celebration of their 50th anniversary of outstanding contributions to IEA and the global ergonomics. I would like to invite all of you to make plans to joins us in Munich for this special event in 2003.

2.1.4. Memorandum of Understanding with IOHA

On November 13, 2000 I have signed on behalf of IEA the formal MOU with *the International Occupational Hygiene Association (IOHA)*, which was co-signed by Dr. Vernon Rose, President of IOHA on November 17, 2000. Dr. Vernon Rose and Mr. David Zalk, Executive Director of IOHA, are very much interested in developing strong ties with IEA.

The first step in our cooperation is an invitation from IOHA for us to participate in the technical program of the *5th IOHA International Scientific Conference* to be held in Norway in 2002. Ken Laughery, Chair of the ST&A Committee is coordinating these efforts on our behalf.

2.1.5. NGO status with ILO

We have received a formal letter from the ILO office in Geneva (a copy of the letter is with the SG) confirming that IEA has the official non-governmental organization (NGO) status with the ILO.

2.1.6. IEA / JOSE Best Paper Award

The Executive Committee has adopted and seeks an approval by the Council of the new \$1000 award (presented every 3 years) for the best paper published by the international Journal on Occupational Safety and Ergonomics (JOSE). We grateful to Prof. D.Koradecka, Director of CIOP, for this valuable initiative.

2.1.7. IEA Development Efforts: *Campaign for Excellence (2001-2003)*

As you know, one of my goals as President is to bring our Association to the next level of financial ability. In this respect, I have set as a target to generate by the IEA 2003 Congress a total of \$100,000.00 in new and continued funding, i.e. the *IEA Campaign for Excellence* -

Today, I am pleased to report that our efforts focused on attracting **new IEA Sustaining Members** are starting to pay off.

Between September 1, 2000 and September 1, 2001 we have gained the following new members:

- Taylor and Francis, Ltd , UK (Diamond level)
- Central Institute for Labour Protection, Poland (Gold level)
- Human Centric Technologies, Inc., USA (Gold level)
- Kyunnsung University, Busan, Korea (Gold level)

The total amount of new money generated in the above period is: **\$ 39,000** (13,000.00 per year for 3 years). A few excellent prospects have recently indicated to me their interest in supporting IEA, and we should be able to increase the total contributions significantly in the remaining few month of this year alone.

We are also receiving a total of **\$ 15,000** (5,000 per year for three years) worth of the in-kind contribution from ErgoWeb, Inc. in form of the development and support of the IEA web site.

In addition to the above, there is a growing interest in *Individual Sustaining Membership*, and at least 2 new members (including Prof. Martin Helander, IEA Past President and myself) have been accepted (see Treasurer's Report). I would like to challenge all past Officers of IEA to become *Individual IEA Sustaining Members* as well.

These new funds (plus other sustaining membership fees) have been pulled together and targeted as the *IEA Strategic Initiative Fund*, from which we will finance major IEA initiatives upon the recommendation from the Executive Committee and approval of the Council. The main focus of such initiatives will be on realizing the EC *Priorities For Action*, including support of various activities in industrially developing countries, consistent with the IEA Strategic Plan adopted by the Council.

My personal observation is that many companies are simply not aware of our (IEA) existence. Therefore, one of our priorities for action should be promotion of who we are, and what are our goals, a task for the *Communications and Public Relations Committee*.

In appreciation of our sponsors, an entry for the *IEA Sustaining Members* on our home page will include up-to-date list of all members (both institutional and individual) and a short description of the institutional members.

Finally, I have asked the *Policy and Planning Committee* to revise the *IEA Sustaining Membership* brochure, and add new level of institutional support at the \$25,000 (*Excellence Level*).

I would like to express my sincere appreciation to Kazu Kogi, our Treasurer; Young Kwon and Kwon Lee of Korea; and Ken Laughery of USA for serving on the IEA Development Sub-Committee this past year.

2.1.8. IEA Home page

In accordance with the three main goals of our Association (see above), and especially to provide better services to the IEA member societies, we continue on improvements of our home page on WWW (www.iea.cc).

In the last three months we have completely redesigned our pages. Keeping in mind that not all of the information presented on the site is current, and that we still have a lot to add, I encourage you to take a look at the site and send me your comments and suggestions. While we cannot promise that we will be able to fulfill all your wishes, we will certainly take all your comments into consideration, as the web site development will be an on-going process.

Our site has been developed and is maintained free of charge for the IEA by ErgoWeb, Inc., another IEA Sustain member. This in-kind donation from Ergoweb to IEA is worth several thousands of dollars. On behalf of IEA, I would like to express our thanks to Peter Budnick of Ergoweb and his coworkers for their outstanding work.

On the technical side, our cooperation with Ergoweb, Inc. reached a stage that requires preparation of the formal agreement. This is favored by Ergoweb, and I have invited Ergoweb to prepare a statement to this effect for the Council approval.

2.1.9. IEA Web Master

Previous attempts to bring the IEA home page on WWW to the desired level of quality in terms of the information content did not work well. It has become apparent that a focused effort is need to manage the day-to-day revisions and updates.

Therefore, I have recently appointed Prof. Vince Duffy of HKUST, Hong Kong (who will be moving back to the US in January 2002) as the *IEA Web Master*. Vince becomes another member of the *Communications and Public Relations Committee*, and will work closely with all members of the EC, Council and Ergoweb to assure effective and on-time design and updates to our home page content.

I would very much appreciate if all Council members contact Vince directly (vduffy@ust.hk) with your needs and comments regarding the IEA web site development.

2.1.10. IEA Knowledge Portal

The Executive Committee is considering the next step in our web presence on the World Wide Web by making a transition from the traditional home page design to the technically advanced *IEA Knowledge Portal*. The Communications and Public Relations Committee in close cooperation with the whole EC and the Council will lead this effort.

The portal will help us in reaching our strategic goals by enabling our association to provide cost effective and more efficient services to our member societies. Furthermore, the portal will help us to improve our operational effectiveness, facilitate the exchange of knowledge worldwide, help in dissemination of education, training and professional standards within the developing countries, and enhance our contributions to the global society.

For example, the portal should make it possible to realize our plans for developing the *IEA Distance Learning Program* (see below). Furthermore, the portal should also make it possible to realize a *Basic Course on Appreciation of Ergonomics* for the free use by the general public worldwide.

We will be discussing our plans for the portal and seeking your feedback in Florence. I have also shared our goal of developing the *IEA Knowledge Portal* with Ergoweb, and invited Peter Budnick to present his proposal for discussion at the Council meeting in Florence.

2.1.11. *IEA Distance Learning Program.*

Prof. Pat Scott, Chair of the *IEA Industrially Developing Countries Committee* has proposed development of the *IEA Distance Learning Program*, which aims to offer ergonomics training for occupational safety and health professionals from the developing countries.

The goal is to deliver distance-learning materials to developing countries that contain base level ergonomics training, yet are flexible enough to be modified to represent the unique needs and abilities of each specific country. IDC Committee will coordinate this effort in cooperation with the *Professional Standards and Education Committee*.

2.1.12. Operation of the IEA Office and IEA Archives

Our experience over the last 9 months indicates that it is rather impractical (for several reasons) to effectively utilize the *IEA Executive Assistant* who was attached to the *IEA Office* located in Louisville, Kentucky (*due to reallocation she has recently resigned*). In the near future, the office will follow the location of the Secretary General.

On the related issue, it seems that an important priority for action is first to establish (permanent) *IEA Archives*, as their location will be important to the future operation of the *IEA Office*. Since we have proposal (for our approval) from CNAM in Paris, France to host our archives, we will consider the location of *IEA Office* in this context.

2.1.13. IEA Membership Structure

Given the changing needs of some of the member societies of IEA, and steady growth of our Association, I have asked the *IEA Policy and Planning Committee* to develop a policy with

respect to the IEA membership structure. Luc Desnoyer (SELF) is heading the PPC's Sub-Committee on *Membership and Societies Development*.

An example of the above developments is our creating within IEA of the *Federation of European Ergonomics Societies (FEES)*. The IEA Executive Committee created FEES for the sole purpose of establishing a formal lobby for seeking research funding from the European Union.

Since the IEA Council has an ultimate responsibility for the operation of IEA, I have asked Pieter Rookmaaker to report the current status of FEES on the second day of the Council meeting.

Another example of our changing needs are the recent efforts by Prof. P. Mondelo, President of the *Spanish Ergonomics Society*, to create within the IEA structure a new Spanish language-based federation of ergonomics societies.

These important initiatives and developments stipulate the need to develop new IEA rules for governing such internal IEA bodies.

2.1.14. IEA Basic Documents Revisions

Consistent with *Goal I* of the *IEA Strategic Plan*, the Executive Committee is preparing major revisions to the **IEA Basic Documents**, which describe our rules and procedures. Such revisions are long overdue and very much needed in order to reflect our current structure, our goals, and our activities and aspirations as the worldwide association of ergonomics.

Prof. Pierre Falzon will present to the Council in Florence the new *structure* for the *IEA Rules and Procedures*. We will seek the Council's approval for the proposed new framework and logic for the revised *IEA Basic Documents* before we embark on the specific changes to our rules and procedures.

The efforts to revise the Rules and Procedures of the *IEA Basic Documents* will be led by the IEA Policy and Planning Committee.

2.1.15. Directory of Ergonomics Education Programmes

The Executive Committee has decided to focus on the electronic access for the next edition of the *Directory of Ergonomics Education Programmes*. The Professional Standards and Education Committee is leading this effort.

2.1.16. Development of the Core Ergonomics Curriculum

Consistent with our strategic goals, I have charged the *Professional Standards and Education Committee* to develop the *IEA Basic Guidelines for Ergonomic Degrees* at the bachelor, masters and PhD levels. While recognizing diversity of educational approaches and differences between different countries, these guidelines are to focus on the possible contents of such degree programs, including the core and elective courses, in accordance with the *IEA Definition of Ergonomics*.

Prof. John Wilson, Chair of the Committee has proposed to begin this task by evaluating different educational programs that are offered today in different countries as to their resemblance and compatibility with the IEA "*Core Competencies*" documents.

2.1.17. IEA Journal of Ergonomics Research

Following the resignation of the Editor-in-Chief, in view of our limited resources, and in accordance with the *EC Priorities for Action*, the Executive Committee decided to discontinue operation of our peer-reviewed journal on the web.

It was also decided that instead, we should consider in the future development of an applied publication that would serve the needs of professionals in the field, and focus on practical ergonomic applications that would be useful to developing countries.

2.1.18. IEA Quality Ergonomics Design (QED) Certification

In harmony with the *IEA Strategic Goals II and III* (see the beginning of this Report), the Executive Committee has recently decided to develop the *IEA Quality Ergonomics (QED) Design Certification* program.

The first draft of our *Proposal* for this program is attached as Appendix (please see text at the end of this Report).

The *IEA QED Certification Program* aims to provide the means for IEA to enhance the public understanding of the meaning of *ergonomics* and *ergonomics design*, and serves to implement the standards of minimum quality assessment of the claims for something was *ergonomically-designed*.

The motivation for development of the *IEA QED Certification Program* came about in view of discussions with many people worldwide that indicated a need to validate the use of the phrase "ergonomically-designed". Great variety of manufacturers and producers of various consumer products use such a phrase today.

The EC believes that IEA should be proactive and assume the leadership role in developing such a certification program. By doing so, we will only be claiming authority over our discipline, but significantly contribute to meeting our goals, i.e. we *will improve the quality of professional practice in ergonomics* (Goal II), and *enhance contributions of our discipline to global society* (Goal III)

In order to move this project forward in an effective way, we have proposed to form two *QED Sub-Committees* (these will interact with each other), as follows:

- 1) (QED-S1): Criteria for Assessment of the Design Process for "Products"
- 2) (QED-S2): Criteria for Accrediting the QED Certification Body

The first committee will define the scope of *what will be assessed in order to determine product's worthiness of certification*.

The second committee will define the *institutional qualifications for becoming an accredited body that will perform an assessment and decide upon the certification*.

Pierre Falzon and I will lead this effort in close cooperation of the whole EC. We will be seeking the approval of the Council of the proposed concept of this new program in principle so that we can move forward with developing detailed proposal.

2.1.19. Ad-hoc Committee on the Politics and Science of Ergonomics (POSE)

Following our strategic goals, and in view of the political fallout and social consequences resulting from the revoked *Ergonomics Standard* issued in 2001 by OSHA in the United States, I have asked Prof. Bill Marras (of the Ohio State University, US) to Chair an *Ad-Hoc Committee on the Politics and Science of Ergonomics*. Bill, who is recognized worldwide for his research on application of ergonomics to prevention of work-related musculoskeletal disorders, has recently served as member of the *US National Academy of Sciences' Committee* that examined the scientific basis of ergonomics.

The charge of this *Ad-hoc Committee* is to prepare a white paper on the ways to strengthen an understanding by business community the scientific basis for ergonomics, as well as to develop a strategy for gaining greater social and political acceptance of ergonomics as the unique field of science and field of study, and to facilitate development of formally-recognized educational programs in ergonomics worldwide. I would like to invite all interested Council members to join this committee.

2.1.20. Thank you

Finally, as we are closing the first year of our exciting and challenging work in the 200-2003 period, I would like to express my sincere appreciation to Pierre Falzon and Kazu Kogi, and other members of the Executive Committee, the Council, and all members of various sub-committees and ad-hoc committees for their voluntary work on behalf of the IEA, as well as for their support and cooperation in the last twelve months for the benefit of our discipline and our profession.

I would also like to acknowledge invaluable contributions by our *Sustaining Members*.

As we grow in our membership and in our aspirations, we seek to involve others from the IEA member societies in our work. I believe that in order for us to move forward and be successful in achieving our goals, all of our committees should include all individuals who are willing to help in our work.

I would like to encourage you to contact me or any member of the Executive Committee directly if you would like to join various IEA committees.

Year of apprenticeship for the SG

2.2. Secretary General Report 2000-2001

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General operations

The functions of the IEA SG include administrative activities like maintaining the mailing list of council members (electronic listserv), sending mails to the federated societies and updating the basic documents. These activities take time but need not be reported in detail (apart from the updating of the basic documents which will be presented during the SG report at the meeting).

Part of the year has been devoted to a gradual transfer of responsibilities from the past SG to the present one. The assistance by a distant IEA office (in Louisville) has proven to be unworkable. The IEA Office will be moved to the home country of the SG (France).

The existence of the IEA website creates a large electronic mailing activity addressed to EC members, and notably to the Secretary General. The number of mails received and their diversity make it impossible for the SG to answer all of them. This is of course a problem : the persons that get in touch expect answers, and the website lets them expect these answers. A report on this subject has been presented and discussed at the EC meeting in Cairo, in presence of ErgoWeb, which hosts the IEA website. Action will have to take place to solve the problem.

Meetings and representation of the IEA

Executive committee meetings have been held in :

- San Diego, CA, USA : August 3, 2000
- Louisville, KY, USA : November 10-11, 2000
- Cairo, Egypt : March 24-25, 2001

Summit meetings have been held in :

- Warsaw, Poland : October 27-28, 2000
- Paris, France : March 3-4, 2001
- Paris, France : July 1-3, 2001
- Paris, France : September 9-10, 2001

An official offer to host the 2002 Council meeting has been received from the New Zealand Society.

The SG represented the IEA at the SELF conference (Toulouse, France, September 20-22, 2000).

Applications for membership to the IEA

Several societies are engaged in the process of becoming members :

- Hong Kong Ergonomics Society
- Society of Mexican Ergonomists

- Asociacion Venezolana de Ergonomia / Sociedad Venezolana de Ergonomia
- Iranian Ergonomics Society

The four of them are eligible to become members : they need to provide their by-laws in English and answer a short questionnaire which has been sent by the SG. We have received all the necessary information from the Hong-Kong Ergonomics Society and the Society of Mexican Ergonomists.

Revision and reorganization of IEA Basic Documents

The need for reorganizing IEA Basic Documents has grown to be one of the actions of the years to come. The issue has been discussed during the EC meeting in Cairo. A general process of revision has been decided and will be proposed for approval at the 2001 Council meeting.

IEA archives

In collaboration with the IEA historian, Ilkka Kuorinka, a solution has been found to host the IEA archives. The archivist of CNAM (Conservatoire National des Arts et Métiers, a 200-year old academic institution in Paris, France) has agreed to host these archives. A protocol of agreement has been written and is submitted to the Council for approval.

2.3. Treasurer's Report

September 2000-August 2001
By Kazutaka Kogi

1. Summary of Financial Performance

1.1. Basis of accounting

The IEA fiscal year-end is December 31. The IEA operates accounts in U.S. Dollars (USD). The IEA's policy is to prepare its financial statements on the cash basis of accounting. Under this basis, revenues are recognized when received and expenses are recognized when paid. The financial system comprises two parts; (i) annual operation, and (ii) special reserves.

- The annual operations include revenues from membership dues, capitation fees, interest and other receipts; and expenditures for administrative and other recurring activities. Advances to officers are treated as expended items in the Statement of Operations when paid.
- Special reserves include a loans reserve and special funds. These reserves are identified under the Equity heading of the Balance Sheet. A loans reserve has been established to ensure an adequate supply of seed funds for conferences. The level of the reserve was set at US\$ 35,000. Presently, this sum is included in the IEA general accounts but is tracked and reported separately. Seed funds given in accordance with the IEA Policy on Support of Conferences are handled through this fund. Therefore, they are not reflected in the Statement of Operations. However, amounts receivable are shown as an asset on the Balance Sheet.

1.2. Financial Performance for 2000

- 1) The total revenues for the 2000 fiscal year amounted to US\$ 118,366. This comprised membership dues of US\$ 46,787 and capitation fees from IEA 2000 of US\$ 50,325. The membership dues included US\$ 27,787 from Society Members and US\$ 19,000 from six Sustaining Members. The substantial increase in revenues was notable.
- 2) The expenditures were mainly due to executive and administrative expenses and activities of committees. The total expenditures for the 2000 fiscal year amounted to US\$ 89,850. This reflected special expenditures related to activities for the Triennial Congress and an increase in travel expenses of the Executive members. The net surplus of operations for the year was US\$ 28,516, with the cash reserve as at December 31, 2000 of US\$ 118,459.
- 3) The year was the third year for the Liberty Mutual Prize, and the awardee received US\$ 5,000. The Liberty Mutual Medal awardee, selected from among the three awardees of the Prize in 1998-2000, received US\$ 15,000.

- 4) The current assets at the end of 2000 amounted to US\$ 188,905. The amount increased from the corresponding assets at the end of 1999 of US\$ 153,233. The major part of the assets is kept as term deposits with the Scotia Bank.
- 5) There was a donation from the Japan Ergonomics Society of US\$ 1,903. The amount was kept as the JES Fund. Grants in the total amount of US\$ 2,000 were given to the participants of ASEAN Ergonomics (Singapore, November 2000) from industrially developing countries. These grants were drawn from the JES Fund and the SELF Fund.
- 6) It was agreed to establish a separate fund comprising the new money generated through the development efforts in the 2000-2003 period. The fund is designated as the IEA Strategic Fund.
- 7) New Sustaining Members included the Orihara Manufacturing Company Ltd. (Gold Level), the Central Institute for Labour Protection (Gold Level), Dr. Hiroshi Udo (Japan, Individual Sustaining Member corresponding to Gold Level), Human Centric Technologies, Inc. (Gold Level), Ergoweb, Inc. (Platinum Level in kind), and Taylor & Francis (Diamond Level). The Research Institute of Human Engineering for Quality of Life (HQL, Platinum Level) and the Bureau of the Hungarian Council of Industrial Design and Ergonomics (Gold Level) continued as Sustaining Members. There were thus eight Sustaining Members as of the end of 2000.
- 8) In 2001, Kyunsung University (Bussan, Korea) has become a Sustaining Member (Gold Level). Three new Individual Sustaining Members are Martin Helander (Singapore), Tan Lye Hee (Hong Kong) and Waldemar Karwowski (USA). Thus, there are now twelve Sustaining Members.
- 9) The new formula for calculating the Society Membership fees has started from 2001. The total amount of the new membership fees for 2001 will amount to approximately US\$ 32,000.
- 10) The IEA financial base is stable, albeit small. Since the income for covering operational activities have relied mainly on the membership dues, the financial situation was tight for the period. The recent increase in the Sustaining Membership fees, together with the substantial amount of capitation fees, will continue to further strengthen this base. New sources of revenues should continue to be explored to permit undertaking new strategic initiatives of the IEA.

2. Balance Sheet for Year Ended December 31, 2000 (in US Dollars)

| Year | 2000 | 1999 | 1998 |
|----------------------------------|----------------|----------------|----------------|
| ASSETS | | | |
| Cash Accounts | 64,681 | 31,229 | 35,961 |
| Term Deposits | 123,189 | 114,969 | 79,015 |
| Seed Funds Receivable | 1,035 | 7,035 | 13,035 |
| Total | <u>188,905</u> | <u>153,233</u> | <u>128,011</u> |
| EQUITY | | | |
| ESA Fund for South East Asia | 5,282 | 4,968 | 4,825 |
| HFES Fund for Ergonomics in IDCs | 6,797 | 6,467 | 5,081 |
| SELF Fund | 7,215 | 7,727 | 7,505 |
| Loans Reserve | 35,000 | 35,000 | 35,000 |
| JES Fund | 903 | - | - |
| Liberty Mutual Fund | 15,249 | 29,001 | 21,603 |
| Cash Reserve | 118,459 | 70,070 | 53,997 |
| Total | <u>188,905</u> | <u>153,233</u> | <u>128,011</u> |

3. Statement of Operations for Year Ended December 31, 2000 (in US Dollars)

| Year | 2000 | 1999 | 1998 |
|--|--------------------------------|---------------|---------------|
| REVENUE | | | |
| Membership Dues (Society Members) (Sustaining Members) | 46,787 [27,787] [19,000] | 35,042 | 36,447 |
| Capitation Fees | 50,325 | - | - |
| Interest | 4,304 | 1,940 | 2,853 |
| Contribution towards HFES Fund | 1,903 | 1,236 | - |
| Contribution towards Liberty Mutual Fund | 15,000 | 15,000 | 15,000 |
| Miscellaneous | 47 | 83 | 305 |
| Total | 118,366 | 53,301 | 54,605 |
| EXPENDITURES | | | |
| Executive & Administrative Expenses | | | |
| Office-related expenses | 3,140 | 2,190 | 3,547 |
| Travel | 16,923 | 10,486 | 9,275 |
| Clerical | 1,500 | 2,250 | 4,400 |
| Committees | | | |
| Awards | 6,014 | 1,437 | 1,997 |
| Liberty Mutual Prize | 24,575 | 7,000 | 7,000 |
| Policy and Development | 4,243 | 1,664 | 1,678 |
| Science and Technology | 5,184 | 1,120 | 3,913 |
| Professional Practice and Education | 4,132 | 1,954 | 5,295 |
| Industrially Developing Countries | 5,833 | 1,648 | 1,171 |
| Promotion and Publication | 4,623 | 1,680 | 3,776 |
| Newsletter | 2,812 | 1,161 | 3,923 |
| Meeting costs | 8,312 | 4,048 | 3,252 |
| Fees and bank charges | 559 | 475 | 497 |
| Grants | 2,000 | - | 2,000 |
| Total | 89,850 | 37,113 | 51,724 |
| OPERATING SURPLUS | 28,516 | 16,188 | 2,881 |

**4. Statement of Changes in Reserves and Funds
As at December 31, 2000 (in US Dollars)**

| Cash Reserve | Credit | Debits | Balance |
|-----------------------------------|--------|--------|---------|
| Balance at start of year | | | 70,070 |
| Operating surplus | 28,516 | | |
| Gain/Loss due to exchange | 7,156 | | |
| Transfer from Liberty Mutual Fund | 30,589 | | |
| Transfer from JES Fund | 1,000 | | |
| Transfer from SELF Fund | 1,000 | | |
| Transfer to Funds (Interest) | | 2,969 | |
| Transfer to JES Fund | | 1,903 | |
| Transfer to Liberty Mutual Fund | | 15,000 | |
| Balance at end of year | | | 118,459 |

| Loans Reserve and receivable | Credit | Debits | Balance |
|--------------------------------------|--------|--------|---------|
| Balance at start of year (available) | | | 27,965 |
| ISE | 1,000 | | |
| Global Ergonomics Conference | 5,000 | | |
| Balance at end of year | | | 33,965 |
| Receivable Brazil | 1,035 | | |
| Receivable | | | 1,035 |
| Value | | | 35,000 |

| ESA Fund for South East Asia | Credit | Debits | Balance |
|------------------------------|--------|--------|---------|
| Balance at start of year | | | 4,968 |
| Interest | 314 | | |
| Balance at end of period | | | 5,282 |
| Receivable | | | |
| Value | | | 5,282 |

| HFES Fund for Ergonomics in IDCs | Credit | Debits | Balance |
|----------------------------------|--------|--------|---------|
| Balance at start of year | | | 6,467 |
| Interest | 330 | | |
| Balance at end of period | | | 6,797 |
| Receivable | | | |
| Value | | | 6,797 |

| SELF Fund | Credit | Debits | Balance |
|--------------------------|--------|--------|---------|
| Balance at start of year | | | 7,727 |
| Interest | 488 | | |
| Grants | | 1,000 | |
| Balance at end of period | | | 7,215 |
| Receivable | | | |
| Value | | | 7,215 |

| JES Fund | Credit | Debits | Balance |
|--------------------------|--------|--------|---------|
| Balance at start of year | | | 0 |
| JES Contribution | 1,903 | | |
| Grants | | 1,000 | |
| Balance at end of period | | | 903 |
| Receivable | | | |
| Value | | | 903 |

| Liberty Mutual Fund | Credit | Debits | Balance |
|-----------------------------|--------|--------|---------|
| Balance at start of year | | | 29,001 |
| Interest | 1,837 | | |
| Liberty Mutual contribution | 15,000 | | |
| 1999 Award | | 20,000 | |
| Administration | | 10,589 | |
| Balance at end of period | | | 15,249 |
| Receivable | | | |
| Value | | | 15,249 |

IEA Draft Budget Plans for 2001—2003

| | 2000 | 2001 | 2002 | 2003 |
|----------------------------|----------------|---------------|---------------|----------------|
| REVENUE | | | | |
| Membership Dues | 46,787 | 54,000 | 58,000 | 63,000 |
| (Society Members) | [27,787] | [32,000] | [32,000] | [33,000] |
| (Sustaining Members) | [19,000] | [22,000] | [26,000] | [30,000] |
| Capitation Fees | 50,325 | 1,000 | 1,000 | 22,400 |
| Interest | 4,304 | 4,000 | 4,000 | 4,000 |
| Contribution towards Funds | 16,903 | 18,000 | 18,000 | 18,000 |
| Miscellaneous | 47 | 100 | 100 | 100 |
| Total | 118,366 | 77,100 | 81,100 | 107,500 |

EXPENDITURES

Executive & Administrative Expenses

| | | | | |
|-------------------------|--------|--------|--------|--------|
| Office-related expenses | 3,140 | 3,000 | 3,000 | 3,000 |
| Travel | 16,923 | 11,000 | 11,000 | 16,000 |
| Clerical | 1,500 | 4,000 | 5,000 | 6,000 |

Committees

| | | | | |
|--------------------------------------|--------|-------|-------|--------|
| Awards | 6,014 | 3,500 | 4,000 | 4,500 |
| Liberty Mutual Prize | 24,575 | 7,000 | 7,000 | 25,000 |
| Policy and Planning | 4,243 | 4,000 | 4,000 | 5,000 |
| Science, Technology and Practice | 5,184 | 4,000 | 4,000 | 4,000 |
| Professional Standards and Education | 4,132 | 4,000 | 4,000 | 5,000 |
| Industrially Developing Countries | 5,833 | 4,000 | 4,000 | 4,000 |
| Communication and Public Relations | 4,623 | 4,000 | 4,000 | 5,000 |
| Newsletter | 2,812 | 2,500 | 2,000 | 2,500 |
| Triennial report | 10,000 | | | 10,000 |

| | | | | |
|-----------------------|---------------|---------------|---------------|----------------|
| Meeting costs | 8,312 | 5,000 | 5,000 | 8,000 |
| Fees and bank charges | 559 | 600 | 600 | 800 |
| Grants | 2,000 | 2,000 | 2,000 | 4,000 |
| Total | 89,850 | 68,600 | 59,600 | 102,800 |

| | | | | |
|--------------------------|---------------|--------------|---------------|--------------|
| OPERATING BALANCE | 28,516 | 8,500 | 21,500 | 4,700 |
|--------------------------|---------------|--------------|---------------|--------------|

| IEA Strategic Fund | 2000 | 2001 | 2002 | 2003 |
|---------------------------|-------------|-------------|-------------|-------------|
| Allocated revenue | 12,000 | 18,000 | 23,000 | 27,000 |
| Strategic initiative | 0 | 15,000 | 20,000 | 25,000 |
| | 12,000 | 15,000 | 18,000 | 20,000 |
| Balance | | | | |

3. VOTING ITEMS

3.0. Voting procedures and eligibility

3.1. Approval of the minutes of the San Diego (CA, USA) Council meeting

Roll call

| | |
|-------------|-----|
| WK | - 4 |
| PF | - 3 |
| KK | - 1 |
| SIF | - 1 |
| Japan | - 3 |
| Portugal | - 1 |
| Iranian | - 1 |
| Netherlands | - 2 |
| Belgium ET | - 1 |
| Polish | - 1 |
| Korea | - 2 |
| NZ | - 1 |
| MES | - 3 |
| SFA | - 2 |
| ES | - 3 |
| SA | - 1 |

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DRAFT MINUTES

IEA COUNCIL MEETING 2000

Saturday July 29, 8:30 am at Marriott Hall 1
 Sunday, July 30, 8:30 am at San Diego Ballroom A

Council Orientation Workshop was held on July 28, 1:30 - 4:30 pm

Attendance

Officers:

| | |
|--------------------|-----------|
| President: | Noy |
| Secretary-General: | Karwowski |
| Treasurer: | Kogi |

Standing Committee Chairs:

| | |
|------------------------------------|-----------------------|
| Awards, Past IEA President: | Helander |
| Industrially Developing Countries: | Scott |
| Policy & Development: | Rookmaaker |
| Publication & Promotion: | Mattila (excused) |
| Professional Practice & Education | Wilson |
| Science & Technology: | Laughery |
| Ergonomics International: | Marshall (ex-officio) |
| Chair, Organizing Cee IEA'2000: | Hendrick (ex-officio) |

Representatives of Federated Societies:

| | |
|--|---|
| - Assoc. Des Ergonomes de En | <i>Carlos</i> |
| All-Ukrainian Ergonomics Association: | Burov |
| Asociación Española de Ergonomía: | Mondelo |
| - Belgian Ergonomics Society: | Claessens - |
| Associação Brasileira de Ergonomia (ABERGO) | Vidal |
| Chinese Ergonomics Society: | Zhang |
| Croatian Ergonomics Society: | Manenica |
| Czech Ergonomics Society: | Gilbertova |
| - The Ergonomics Society: | Buckle, Marshall, Wilson, Stoob Sell |
| Ergonomics Society of Australia: | Bullock, Caple |
| Ergonomics Society of Federal Republic of Yugoslavia: * | |
| - Ergonomics Society of Korea: | Lee, Chung Jung, Kim |
| - Ergonomics Society of South Africa: | Scott |
| - Ergonomics Society of Taiwan: | Lee Wang, Zink Zander |
| Gesellschaft für Arbeitswissenschaft: | Zink, Seeber, Zander |
| Hellenic Ergonomics Society: | Marmaras |
| Association of Canadian Ergonomists/ Association Canadienne D'ergonomie | Kumar |
| - Human Factors & Ergonomics Society: | Laughery, Hancock, Parsons (repr. by W.L.) |
| Hungarian Ergonomics Society: | * |
| Indian Ergonomics Society: | Sen |
| Inter-Regional Ergonomics Association / IREA: | * |
| Irish Ergonomics Society: | Gallwey |
| Israeli Ergonomics Society: | Kassuto |
| - Japan Ergonomics Society: | Akita, Horie, Tsujihiya |
| Nederlandse Vereniging voor Ergonomie: | Koningsveld, Dul |
| - New Zealand Ergonomics Society | Mattis Legg |

| | | |
|--|-------------------------------|-------|
| Nordic Ergonomics Society: | Nygård, Ivergaard, Fosterjord | Olsen |
| Österreichische Arbeitsgemeinschaft für Ergonomie: | * | |
| Polish Ergonomics Society: | Pacholski | |
| Portuguese Association of Ergonomics (APERGO): | Simões | |
| Slovak Ergonomics Association: | * | |
| Sociedad Colombiana de Ergonomia | Gamboa | |
| Società Italiana di Ergonomia: | Bianchi | |
| Société d'Ergonomie de Langue Francaise (SELF) | Falzon, Desnoyers | |
| South-East Asian Ergonomics Society (SEAES): | Khalid | |
| Swiss Society for Ergonomics | Krueger | |
| Turkish Ergonomics Society | Ozok | |

Representatives of Affiliated Societies
and/or Sustaining Members:

| | |
|---|---------------------------|
| Human Ergology Society: | Horino |
| Bureau of the Hungarian Council of Ind. Design & Erg.: | * |
| Research Institute of Human Eng. for Quality Life (HQL) | Suzuki |
| Ergoweb, inc. | Budnick |
| Guests: | Davis, IEA Past-President |

Meeting started at 8.45 am

0. ANNOUNCEMENTS

0.1. Welcome, Housekeeping and Logistics of the meeting

Ian Noy, IEA President welcomed Council members and explained the operation of the Council meeting, including logistics, voting eligibility, and the Robert's Rules of Order. Ian Noy thanked Waldemar Karwowski, Secretary-General for his work on preparation of the Council materials.

0.2. Introductions and Roundtable presentations by Council members

Council members introduced themselves and made short presentations regarding major activities of the federated societies.

Klaus Zink (GfA) reported on the planning for the 50th Anniversary of GfA in 2003.

Luc Desnoyers (SELF) reported on the new *Commission for Africa* organized under SELF, which focuses on the Tunisia, Morocco and Algeria.

1. OFFICERS REPORTS

1.1. President: Annual Report

(see IEA Annual Report 1999-2000/ pp 14-17)

IN reviewed highlights of the main activities as President, including:

- IEA Strategic Plan
- IEA Definitions of Ergonomics
- Liaisons with UN Organizations: ILO and WHO
- The Memoranda of Understanding with other organizations (ICOH, IAAP, SSC, ICSID, ICOH)

- Participation in annual meetings of SELF, APERGO, and Board of JES
- Representation of IEA at the EXPO 2000
- Ad hoc Committee on the Structure of IEA
- IEA History Book Project
- IEA Web site reorganization
- IEA Office planning
- Awards and Fellowships (LM Prize and Medal, KU Smith Student Award)
- IEA Journal of Ergonomics Research
- Ergonomics International
- IEA/ILO Ergonomics Checkpoints in Agriculture
- IEA symposium on "Strengths & Weaknesses, Threats & Opportunities of Ergonomics in front of 2000", Santorini 2000
- IEA Professional Recognition Documents
- 14th IEA Triennial Congress - San Diego, 2000

Ian Noy emphasized the importance of active participation by the federated societies in implementation of the IEA *Strategic Plan*.

Ian Noy thanked the IEA Council, the IEA Executive Committee for their *support and confidence over the past three years*. He also thanked the Secretary-General and Treasurer for their *unswerving support and wise counsel*.

1.2. Secretary-General: Annual Report

(see IEA Annual Report 1999-2000/ pp 18-22)

Waldemar Karwowski reported on the SG responsibilities in 1999-2000:

1. Functioning as the IEA Secretary General (EC and Council meetings)
2. Networking with the members of EC and the COUNCIL (electronic listserve)
3. Networking with others outside the IEA community
4. Managing of the IEA secretariat (establishment of the part time IEA office).

The highlights of major activities included:

- Logistics and preparations for the IEA Congress 2000
- Coordination and development of the IEA Triennial Report 1997-2000
- Planning and coordination of IEA functions at the IEA Triennial Congress 2000
- Update of the IEA Basic Documents in view of the IEA Council in Greece 1999
- Facilitating the Executive Committee's and Council's Plans and Activities

Executive Committee Meetings:

- Santorini, Greece, August 30, 1999
- Tenerife, Spain, February 25-27, 2000
- San Diego, USA: July 27-28, 2000

Summit Meeting of the Officers:

- Detroit, Michigan: December 1, 1999
- Long Beach, California: January 23, 2000
- Salt Lake City, Utah: July 1-3, 2000

Council Meeting: San Diego, USA: July 29-30, 2000

- Representation of IEA at international conferences
- Registration of the new address for IEA home page: www.iea.cc
- Applications for the IEA Federated membership:
 - Swiss Society for Ergonomics (complete)
 - Asociación Venezolana de Ergonomía / Sociedad Venezolana de Ergonomía (incomplete)
- Status of other ergonomics societies:
 - Society of Mexican Ergonomists
 - The Hong Kong Ergonomics Society
 - The Egyptian Society of Ergonomics, Fitness & Disability (ESEFD)
- Preparation of the IEA Annual Report (1999-2000) and IEA Triennial Report (1997-2000)

WALDEMAR KARWOWSKI also reported on the important meetings of WHO, including: 1) the Forty-Ninth Session of the WHO Regional Committee for Europe, Florence 13-17, September, 1999 (report available from SG), an upcoming meeting of the WHO Regional Committee for Europe, Copenhagen, Denmark. 11-14 September 2000.

A meeting of the Planning Committee of the Network of the WHO Collaborating Centers in Occupational Health, August 28, 2000, Singapore (Kazu Kogi, JES will represent IEA).

1.3. Treasurer: Annual Report

(see the IEA Annual Report 1999-2000/ pp 23-26)

Kazu Kogi presented the state of the IEA financial resources and the statement of operations for the three years: 1997-1999. The total revenues for the fiscal 1999 year were \$53,301. The total expenditures for the fiscal year were \$37,113. The 1999 dues accounted for 65.7% of our income. Other income (special funds, interest fees etc.) was 34.3% of the total.

Klaus Zink (GfA) asked about the level of capitation fees received in 1999. Kazu Kogi replied that no capitation fees from the IEA sponsored conferences were paid for in 1998 and 1999. We received the amount of \$26,195 in 1997 from the IEA Congress. We do expect significant capitation fees and split of the profit from the IEA2000 Congress/HFES Annual Meeting.

KK also discussed the effect of changes in the exchange rate between Swiss Franc and US dollar on our financial statements.

Halimatun Khalid (SEES) asked how the IEA budget is planned and how money is allocated for travel. Kazu Kogi replied that we use budgetary planning for EC for each year, and project expenses on the 3-year cycle.

Kazu Kogi will contact the Societies that have not paid their dues and advise them that their membership in IEA is automatically suspended until these dues are paid.

2. VOTING ITEMS

Roll Call: A quorum for voting was established (a total of 40 eligible votes were present).

2.0. Approval of the Minutes from the 1999 COUNCIL Meeting in Santorini, Greece

"Council approves the minutes of the 1999 Council meeting."

MOTION: Moved by Ian Noy and seconded by Peter Rookmaaker.

Motion carried (40-Y; 0-N; 0-A)

2.1. Executive Committee

2.1.1. IEA Definitions: The Discipline of Ergonomics (pp 45)

"Council approves the definitions of ergonomics and domains of specialization as distributed prior to the meeting". (Full text of the approved definitions is shown in Appendix I to these Minutes)"

MOTION: Moved by Ian Noy and seconded by Ken Laughery (HFES).

Substantial discussion about the proposed definitions evolved. Luc Desnoyers (SELF) advocated against splitting between the "producers and applicators of knowledge". Toni Vitalis (NZES) expressed the need for a statement to that effect.

An amendment was offered by Toni Ivergaard (NES) and seconded by Shrawan Kumar (ACE) to replace "theoretical principles" with "theory".

Motion carried (35-Y; 3-N; 0-A)

More discussion followed. Luc Desnoyers (SELF) advocated to use the phrase "scientific discipline and field of practice". Shrawan Kumar (ACE) offered second amendment to include the "creation and use of knowledge".

Yair Kassuto (IES) proposed not to use the "and" between the two major parts of the definition. Peter Hancock (HFES) advocated against the use of a "system" as too ambiguous. Shrawan Kumar (ACE) added that there is a need to qualify the use of "system".

After considerable discussion, Ian Noy moved and was seconded by Hal Hendrick (HFES) to go back to the original definition (with two minor changes as shown below).

Motion carried (22-Y; 13-N; 1-A)

The original definition with the changes was presented for a vote as follows:

Ergonomics (or human factors) is the scientific discipline concerned with the understanding of the interactions among humans and other elements of a system, and the profession that applies theory, principles, data and methods to design in order to optimize human well-being and overall system performance...

(Full text of the approved Definitions is shown in Appendix I to the Minutes)

Motion carried (27-Y; 5-N; 4-A)

2.1.2. Annual membership fees for federated societies

"Council approves change in rate of the annual membership fee as appended to the Treasurer's Report".

MOTION: Moved by Ian Noy and seconded by Peter Rookmaaker (NVVE).

Motion carried (26-Y; 4-N; 5-A)

Note: The fees were not increased, but merely converted to US dollars at the exchange rate of 0.7 CHF.

MOTION: Moved by K. Zink (GfA) and seconded by K. Laughery (HFES) to reconsider the previous motion with the intent to change the rate of exchange used in the conversion of the fees formula to 0.7 from 0.75.

MOTION: Moved by John Wilson (ES) and seconded by K. Zink (GfA) to combine motions 2.1.2 and 2.1.3 (shown below) together as one motion.

COMBINED MOTION (includes 2.1.2 and 2.1.3)

"Council approves:

*2.1.2) change in rate of the annual membership fee as appended to the Treasurer's Report, and
2.1.3) the proposed changes in the amount of capitation fees for IEA sponsored conferences as appended to Treasurer's report".*

Motion carried (29-Y; 3-N; 2-A)

The approved changes in IEA annual membership fees (fixed plus variable amounts) are as follows:

- The fixed amount of the annual fee for a Federated Society: \$122.50
- The fixed amount of the annual fee for an Affiliated Society: \$70

In addition to the above:

- The variable amount of the annual fee for all IEA societies: \$ 2.80 per member up to 500 members, and \$1.40 per member above 500 members.

The approved changes in the conference capitation fees are as follows:

- Triennial IEA Congress: \$28
- IEA Conference: \$14
- Joint Conference: \$10.50
- Endorsed Conference \$7 (see 2.4.1)

(These changes will be effective from 2001.)

2.1.3. Conference capitation fees (approved before - see above)

"Council approves the proposed changes in the amount of capitation fees for IEA sponsored conferences as appended to Treasurer's report".

2.1.4.1. Application for federated membership from the Swiss Society for Ergonomics

"Council approves an application by the Swiss Society for Ergonomics for the federated IEA membership.

MOTION: Moved by Waldemar Karwowski and seconded by Ken Laughery.

Motion carried (37-Y; 0-N; 0-A)

2.1.4.2. IEA Sustaining Members

"Council approves the following IEA Sustaining Members":

- *ErgoWeb, Inc. (Gold level)*
- *Orihara Co. Ltd (Gold level)*
- *Hiroshi Udo (Individual level)*

MOTION: Moved by Ian Noy and seconded by Peter Rookmaaker (NVvE).

Motion carried (37-Y; 0-N; 0-A)

2.1.5. Submission of payment for first year dues with application for IEA membership

"Council approves addition to the Rules: #6. Qualifications For Membership for all applicants for the federated and affiliated membership in IEA, as follows:

(7) A payment of dues for the first year should be submitted with the application for membership. If the application is not successful, such a payment will be returned to the applicant."

MOTION: Moved by Ian Noy and seconded by Ernst Koningsveld (NVvE)

Motion carried (37-Y; 0-N; 0-A)

2.1.6. Establishment of the IEA Office (part-time basis)

"Council approves the establishment of the IEA Office, staffed on a part-time basis with the IEA Executive Assistant".

MOTION: Moved by Ian Noy and seconded by Hali Mahtun Khalid (SEAES)

Motion carried (37-Y; 0-N; 0-A)

2.2. Policy and Development

2.2.1. Equal Opportunity policy

"Council approves the IEA Principles of Equal Opportunities, as revised and proposed by the Policy and Development Committee"

MOTION: Moved by Ian Noy and seconded by Peter Rookmaaker (NVvE).

Considerable discussion evolved. Hali Mahtun Khalid (SEAES) asked about IDC definition by the United Nations.

MOTION TO TABLE: Moved by Peter Rookmaaker (NVvE) and seconded by Klaus Zink (GfA).

Motion carried (20-Y; 4-N; 14-A)

Moved to next day as first business item.
This motion was revisited the next day.

The original motion was amended by Pierre Falzon (SELF) and seconded by Luc Desnoyers (SELF) to read:

"IEA Principles of Equal Opportunity

The IEA subscribes to the principles of equal opportunity. The IEA endeavors to ensure that its organizational structure, policies, activities, and documents do not discriminate on the basis of race, gender, disability, ethnic and social background. The IEA encourages the participation of people of different gender, racial and religious backgrounds in its various governing bodies such as the Council, the Executive Committee and its various committees."

Motion carried (24-Y; 9-N; 1-A)

2.2.2. Restructuring of IEA Standing Committee

"Council approves the new structure of the Executive Committee as proposed by the Policy and Development Committee":

- *Awards Committee*
- *Industrially Developing Countries Committee*
- *Science, Technology and Practice Committee*
- *Communications and Public Relations Committee*
- *Professional Standards and Education Committee*
- *Policy and Planning Committee,*

with two new sub-committees:

- *Advisory sub-committee (to be chaired by the President)*
- *Fund raising sub-committee (to be chaired by the Treasurer)".*

Motion carried (37-Y; 0-N; 0-A)

2.3. Professional Practice & Education

2.3.1. IEA Guideline Standards For Accreditation of Ergonomics Education Programs at Tertiary (University) Level.

"Council accepts the "IEA Guideline Standards for Accreditation of Ergonomics Education Programs at Tertiary (University) Level", proposed by the Professional Practice and Education Committee, as an approved guidance to federated societies, to apply in whole or in part as they see fit."

Motion carried (37-Y; 0-N; 0-A)

2.4. Science and Technology

2.4.1. Sponsorship of conferences

"Council approves the proposed policy changes regarding sponsorship of conferences as proposed by the Science & Technology Committee."

The revised categories of sponsorship are as follows:

1. *IEA Triennial Congress*
2. *IEA Conference*

3. *Joint Conference*
4. *Endorsed Conference*

MOTION: Moved by Ken Laughery (HFES) and seconded by Ernst Koningsveld (NVvE).

Motion carried (37-Y; 0-N; 0-A)

2.4.2. Endorsement Fees

"For endorsed conferences, an endorsement fee of two times the regular conference registration fee will be levied.

For endorsed conferences organized by federated societies, such as the IEA, for organizations with which the IEA has an MOU, and for requests approved on a case-by-case basis by the EC, the endorsement fee may be waived. Eleven copies of conference proceedings are required."

MOTION: Moved by Ken Laughery (HFES), seconded by Pat Scott (ESSA).

Motion carried (36-Y; 0-N; 1-A)

2.5. Publication and Promotion (no voting items)

2.6. Industrially Developing Countries (no voting items)

2.7. Awards Committee

2.7.1. Founders Award

"Council approves discontinuation of the IEA Founders Award as proposed by the Awards Committee".

MOTION: Moved by Martin Helander and seconded by Ken Laughery (HFES).

Motion carried (37-Y; 0-N; 0-A)

2.7.2. IEA Ergonomics of Technology Transfer Award

"Council approves replacement of the IEA Ergonomics of Technology Transfer Award with the IEA Award for Promotion of Ergonomics in Industrially Developing Countries, as proposed by the Awards Committee.

IEA Award for Promotion of Ergonomics in Industrially Developing Countries

This award is given to a person(s) who has made significant and outstanding contributions to the Development of Infrastructure of Ergonomics in an industrially developing country. This may be manifested through development of teaching/training programs, implementation of ergonomics design in industry, development of R&D programs, organization of ergonomics professionals, and extensive collaboration with international bodies such as United Nations."

MOTION: Moved by Martin Helander and seconded by Hal Hendrick (HFES).

Motion carried (36-Y; 0-N; 1-A)

2.8. IEA Historian (no voting items)

3.0. Reports on the IEA Congresses

3.0.1. IEA 2000 Congress

Hal Hendrick (HFES), Chairman of the IEA 2000 Congress presented his Report.

The IEA2000 Congress will be the largest gathering of ergonomists worldwide. Approximately 1,600 papers have been received. The Congress Proceedings will be published on a CD-ROM. 24 professional workshops and 24 technical site visits have been scheduled, making this perhaps the strongest technical site visit program ever.

Ian Noy thanked Hal Hendrick and HFES for their outstanding work.

3.0.2 IEA 2003 Congress / Progress Report

Min Chung (KES) presented progress report on the IEA Congress 2003. The Congress will be held in the ASEM Convention Center in Seoul, Korea on August 24-29, 2003. The theme of the Congress is "*Ergonomics in the Digital Age*".

The Congress will be organized in cooperation with the Japanese Ergonomics Society and the Chinese Ergonomics Society. The home page for the Congress is: www.iea2003.org.

Ian Noy thanked the KES delegation for their efforts.

3.0.3. IEA 2006 Congress / Progress Report

Ernst A.P. Koningsveld (e.koningsveld@arbeid.tno.nl), Congress Chairman presented an update on current status. The Congress will be held on July 10-14, 2006 at the Maastricht Exhibition and Congress Center. The center is compact and allows a congress up to 2000 participants.

The Congress will be organized by the Nederlandse Vereniging voor Ergonomie (NvVE), in cooperation with the Gesellschaft für Arbeitswissenschaft (GfA) and the Belgian Ergonomics Society (BES). The annual BES and GfA meetings will be organized in conjunction with IEA 2006. NVvE has a biannual congress that may also be held in conjunction with the 2006 Congress.

Ian Noy thanked the EK for his report.

DISTRIBUTION OF THE IEA TRIENNIAL REPORT (1997-2000)

During a short break the *IEA Triennial Report (1997-2000)* was distributed.

3.1. EXECUTIVE COMMITTEE REPORTS

3.1.1. Ad-hoc Committee Report on IEA Membership Policy

Martin Helander, Chair of the Ad-hoc Committee presented conclusions of the survey of professionals in the field regarding their views of the future role and structure of IEA.

Luc Desnoyers (SELF) thanked Martin Helander for his work, and suggested that we should continue to examine the challenges we face, including the current rules for IEA membership.

Ian Noy commented that IEA Council is the forum to get together and discuss important issues such as this one.

3.1.2. Status of the Federation of European Ergonomics Societies

Ernst Koningsveld (NVVE) reported on the progress of organizing FEES. A one day meeting took place in Paris on April 28th, 2000. In the discussion special emphasis was put on the domains of collaboration and future structure of such a regional organization within the IEA structure. It was felt that the cooperation within Europe was very important.

Ian Noy thanked EK for his leadership on this important task.

3.1.3. Development of Ergonomics Checkpoints (Book 2: Agriculture)

Kazu Kogi (JES) reported on the *Ergonomics Checkpoints on Agriculture* book project. The contract with ILO to publish the book was signed by Ian Noy on behalf of IEA. All federated societies are invited to provide inputs by contacting Kazu Kogi directly (e-mail: k.kogi@isl.or.jp).

3.1.4. IEA History Book

Ian Noy announced publication of the IEA History Book: *The History of the International Ergonomics Association: The First Quarter of a Century*, and the Council thanked Ilkka Kuorinka for his excellent editing and production efforts.

The second volume of the *IEA History* is being considered. The editor, Ilkka Kuorinka (kuorinka@crdi.fr) requested all federated societies to provide him with any written documents relevant to the history of IEA.

3.1.5. Communication from other ergonomics societies

Waldemar Karwowski reported on new developments in ergonomics in Venezuela, Chile, Iran, and Egypt and Hong Kong. WALDEMAR KARWOWSKI has sent to all these societies the information about joining IEA.

3.1.6. Sociedad de Ergonomia y Factores de Humanos de Mexico (SEFHM)

Waldemar Karwowski announced the discontinuation of Sociedad de Ergonomia y Factores de Humanos de Mexico (SEFHM) as federated member of IEA.

3.1.7. New developments in Mexico

Hal Hendrick (HFES) reported on his contacts with the new society formed in Mexico: *Society of Mexican Ergonomists*.

3.2. POLICY AND DEVELOPMENT

Peter Rookmaaker (NVVE), Committee Chair, presented annual Report. The main activities in 1999-2000 focused on:

- IEA Strategic Plan (8.0)
- IEA Special Survey Update
- Sustaining Membership campaign

A special emphasis was put on the implementation of the *IEA Strategic Plan*, which is a living document. The Committee was charged with the task of periodic updates to the Plan and evaluation of its implementation. Therefore, the priorities for action with time deadlines were developed.

Part I of the *IEA Special Survey /Factual Data* was conducted. A total 24 completed questionnaires (out of 38 IEA members) were received. This part of the survey will be published on the IEA website. The

societies are asked to update the information at least once a year by sending the changes/update to Chair of the Committee.

Part II of the Survey (*Major Activities of the Federated Society*) and Part III (*Ergonomics in your country*) continue. So far, only 3 questionnaires were received!

Council members are requested to return all parts of the Special Survey: "Part I, part II and Part III" of the P&D Questionnaire for the as soon as possible to Chair of the Committee.

The Sustaining Membership campaign appeared to be extremely difficult. A new approach is needed to make progress in this area.

3.3. PROFESSIONAL PRACTICE & EDUCATION

John Wilson (ES), Committee Chair, presented the Annual Report, with an update on the *Professional Recognition Documentation* (PRD) in-progress, which include:

- i) Core Competencies for Practitioners in Ergonomics
[short name: Competencies]; Summary version; Full version
- ii) Minimum Criteria for the Process of Certification of an Ergonomist
[short name: Certification Criteria]
- iii) Criteria for IEA Endorsement of Certifying Bodies
[short name: Certification Endorsement]
- iv) Guidelines for the Process of Endorsement of Certifying Bodies
[short name: Endorsement Process]

John Wilson also discussed current activities and plans of the *Endorsement of the Certifying Body Sub-Committee* and the *Accreditation of Educational Programs in Ergonomics Sub-Committee*.

The *Endorsement of the Certifying Body Sub-Committee* has received approval from the IEA Executive Committee to proceed with an initial certification endorsement. The Committee already has been contacted by the BCPE in the US and the New Zealand Ergonomics Society indicating interest in applying for endorsement as soon as the IEA is ready.

The *Accreditation of Educational Programs in Ergonomics Sub-Committee* produced a set of guidelines for the accreditation of ergonomics educational programmes. These represent current ergonomics practice and an evaluative approach, which is relevant to competency standards.

One activity, which will be initiated during 2001, is to produce a specimen code of conduct and guidance to ethical practice for ergonomics and ergonomists.

The work continues on development of the *Register of Approved Ergonomics Courses on Internet*.

Kazu Kogi (JES) commented that the *Japanese Ergonomics Society* is working on their own system of Professional Certification. Korea and Taiwan are also working in this direction. Luc Desnoyers (SELF) mentioned that cooperation with CREE is very important.

John Wilson requested all Federated Societies to provide comments regarding Professional Certification Process and educational programs.

The Fourth Edition of the *International Directory of Ergonomics Programs in Ergonomics/Human Factors* was developed by the sub-committee chaired by Leon Straker (ESA) - contact: istraker@info.curtin.edu.au.

The Council members were asked to provide information about the educational programs on ergonomics featured on the Internet.

3.4. SCIENCE AND TECHNOLOGY

Ken Laughery (HFES), Committee Chair, presented the Annual Report, including an update on the IEA Exhibit at 2000 Congress, cooperation with HFES on the IEA 2000 Technical Program development.

In 1999-2000, the major activities of the Committee included:

- Arranging and promoting scientific and technical conferences and meetings
- Serving as a review body for IEA endorsement of conferences, journals and special publications
- Assisting in developing the program for the IEA 2000 Triennial Congress
- Providing information for the IEA web site regarding the organization and activities of the technical committees

Requests for the IEA endorsement have been received and approved for the following conferences to be held in 2000 and 2001:

| | |
|-----------|---|
| Nov 2000 | Ergonomics: Useful, Practical and Applied Discipline, Rio de Janeiro, Brazil. |
| July 2001 | Computer-Aided Ergonomics and Safety (CAES '2001), Maui, Hawaii, USA. |
| Aug 2001 | The 9th International Conference on Human-Computer Interaction. New Orleans, USA. |
| Sept 2001 | Sixth International Conference Word With Display Units (WWDU), Berlin, Germany. |

Ken Laughery also outlined the current status and plans for future activities of the 18 IEA Technical Committees. These Committees played an important role in the program for the Triennial Congress in San Diego. In addition to reviewing and selecting submissions for the technical program, many of Technical Committees organized multiple-session symposia on topics central to the committee's ergonomic focus.

Shrawan Kumar (ACE) asked about % of IEA 2000 Technical Program handled by S&T Committee. Ken Laughery replied that about 45% of all technical sessions were organized (as parts of the IEA Symposia) in cooperation with the IEA Technical Committees.

3.5. PUBLICATION AND PROMOTION

On behalf of Markku Mattila (NES), Committee Chair, Waldemar Karwowski reviewed various activities of the Committee, including publications, book distributions to IEA Information Centers, and updates to the IEA homepage in WWW and transition to the Ergoweb server.

The IEA Journal status was discussed by Martin Helander (Editor).

Andy Marshall (ES) presented report about the IEA Newsletter: *Ergonomics International*, and reported on the status of IEA Book Donation program.

All news items from the federated societies to be included in the *Ergonomics International* (which is also published on the IEA home page) should be sent by e-mail directly to AM by e-mail at: andy_marshall@compuserve.com

3.6. INDUSTRIALLY DEVELOPING COUNTRIES

Pat Scott (ESSA), Committee Chair, presented the Annual Report, focusing on the following activities:

- Co-operation with ILO/WHO and recent meeting with ILO in Geneva

- The African outreach: planning of various workshops and conferences there
- Other global activities: South-East Asia, Mexico and Cuba
- Committee's financial needs

During the course of the year there have been several formal and informal meetings and discussions between the representatives of the IEA, ILO and WHO.

With respect to global activities, members of the Committee continue their work in different parts of the world. For example, Houshang Shahnava works on educating ergonomists from IDC countries at the Lulea University in Sweden and conducting workshops in Mexico and Cuba. Kazu Kogi continues to develop ergonomics in Thailand and Vietnam, working with the International Co-operation Division of the Institute for Science of Labour on two educational/training manuals, including the Japanese International Labour Foundation for the improvement of occupational health and safety, and the a joint venture between the IEA and ILO on "Agricultural Checkpoints" book.

The predominance of activity in Africa is in keeping with the IEA focus on AFRICA for 2000 and 2001. An *IDC Ergonomics Conference* is planned to be held in Africa in 2001. This concept was put forward by Karim Meckassoua in conjunction with SELF, and strongly supported by ESSA, and with much encouragement and support from IEA.

Halimatun Khalid (SEES) asked how can we make the work of the IDC Committee more effective, for example how can we address different needs in different parts of the world, activate the Roving Seminars, etc.

Pat Scott replied that Numerous Roving Seminars/Workshops are being conducted in various IDC Centres. Those in need are encouraged to contact the IDCC to request seminars/workshops.

Furthermore, an e-mail network communication list has already been set up to assist people from around the globe to communicate, share common problems and offer basic solutions which can then be modified and applied to specific regional needs. An IDC homepage has also been developed and is now part of the IEA web site.

Pat Scott also suggested that one way would be to encourage well-established IEA member society to sponsor the promotion of ergonomics in a selected IDC country. An excellent example is SELF working in Central Africa at present, i.e. an affluent society could "adopt" an IDC region, and undertake to support the IDCC in running a series of seminars and workshops.

3.7. AWARDS COMMITTEE

Martin Helander (Past President), Committee Chair, presented an update on various IEA Awards to be presented at the Opening Ceremony of the 2000 Congress, including:

- IEA/Liberty Mutual Prize/Medal in Ergonomics and Occupational Safety,
- IEA Fellow Award for 2000, and
- IEA/K.U. Smith Student Award.

Martin Helander discussed special importance of the IEA/Liberty Mutual Prize in Ergonomics and Occupational Safety, and asked the Council Members to help in advertising this award and all other IEA awards.

Council members were also strongly urged to communicate with their respective societies regarding nominating worthy individuals for all IEA Awards by the required deadlines.

The nomination forms are provided on the IEA home page under: <http://www.iea.cc/press/>

3.8. ADVANCED ANNOUNCEMENT: IEA 2009 CONGRESS

Council members were asked to contact their respective societies to plan development of their bids for organizing the IEA 2009 Congress.

The official Call for Proposals for IEA 2009 Congress will be issued in 2001. The Council will vote on the venue selection at its annual meeting in 2002.

4. ELECTIONS OF THE OFFICERS (2000-2003)

Ian Noy announced the following nominations for IEA Officers:

President:

- Margaret Bullock (nominated by ESA)
- Waldemar Karwowski (nominated by HFES, PES, ESSA, ABERGO, AUES)

Secretary-General:

- Pierre Falzon (nominated by SELF)

Treasurer:

- Kazutaka Kogi (nominated by JES).

The Council elected the following IEA Officers for 2000-2003:

- President: Waldemar Karwowski
- Secretary-General: Pierre Falzon
- Treasurer: Kazutaka Kogi

PRESENTATION OF IEA CERTIFICATES

Ian Noy made presentation of the *Certificates of Appreciation* to the Council and EC members present.

5. PROPOSALS FOR NEXT IEA COUNCIL MEETING

The following proposals were received to hold the next Council Meeting 2001:

- Singapore, Singapore, June 26-27 or July 1-2
- Rotorua, New Zealand, July 23-24
- Maui, Hawaii, July 26-27
- Florence, Italy, Sept 24-25
- Montreal, Canada, October 3-5

The Council voted to hold its next meeting in Florence, Italy, September 24-25, 2001.

6. REQUEST FOR PROPOSALS: IEA COUNCIL MEETING 2002

Proposals for hosting the 2002 Council meeting should be sent to Secretary-General (falzon@cnam.fr) by May 1, 2001.

7. OTHER ITEMS

All Societies were asked to send in the names of current officers and Council members, including their full addresses and e-mail as soon as possible (falzon@cnam.fr). This should allow for maintaining efficient communication with all Federated Societies.

The Council members expressed their appreciation to the President and the whole Executive Committee for their work in the past three years.

Ian Noy thanked Hal Hendrick and Lynn Strother and the Human Factors and Ergonomics Society for their hospitality and generous support of the 2000 IEA Council meeting.

ADJOURNMENT

The Council adjourned approximately at 17.30.

IEA COUNCIL MEETING 2000

APPENDICES

APPENDIX I: Approved IEA Definitions: The Discipline of Ergonomics

Definition

Ergonomics (or human factors) is the scientific discipline concerned with the understanding of the interactions among humans and other elements of a system, and the profession that applies theory, principles, data and methods to design in order to optimize human well being and overall system performance.

Domains of Specialization

Derived from the Greek ergon (work) and nomos (laws) to denote the science of work, ergonomics is a systems-oriented discipline, which now applies to all aspects of human activity. Practicing ergonomists must have a broad understanding of the full scope of the discipline, taking into account the physical, cognitive, social, organizational, environmental and other relevant factors. Ergonomists often work in particular economic sectors or application domains. These application domains are not mutually exclusive and they evolve constantly. New ones are created; old ones take on new perspectives. Within the discipline, domains of specialization represent deeper competencies in specific human attributes or characteristics of human interaction:

Physical Ergonomics

Physical ergonomics is concerned with human anatomical, anthropometric, physiological and biomechanical characteristics as they relate to physical activity. The relevant topics include working postures, materials handling, repetitive movements, work-related musculoskeletal disorders, workplace layout, safety and health.

Cognitive Ergonomics

Cognitive ergonomics is concerned with mental processes, such as perception, memory, reasoning, and motor response, as they affect interactions among humans and other elements of a system. The relevant topics include mental workload, decision-making, skilled performance, human-computer interaction, human reliability, work stress and training as these may relate to human-system design.

Organizational Ergonomics

Organizational ergonomics is concerned with the optimization of sociotechnical systems, including their organizational structures, policies, and processes. The relevant topics include communication, crew resource management, work design, design of working times, teamwork, participatory design, community ergonomics, cooperative work, new work paradigms, organizational culture, virtual organizations, telework, and quality management.

3.2. Executive Committee

3.2.1. Approval of new federated societies:

3.2.1.1. Hong Kong Ergonomics Society (HKES)

[see text on following pages]

Motion: Council approves the Hong Kong Ergonomics Society (HKES) as a federated society of IEA

**Applications for Membership of Federated Society
of International Ergonomics Association**

1. Full Name (In Your Language And In English) of the Society

The Hong Kong Ergonomics Society

2. Date of Creation of the Society

May 9, 2000

Certificate No. of Society Registration with Hong Kong Government: CP/LIC/SO/19/23534
(see attached)

3. Address of the Society

c/o Department of Manufacturing Engineering and Engineering Management
City University of Hong Kong
Kowloon Tong
Hong Kong

4. Objects

The objects of the Society are to advance the science of ergonomics in Hong Kong by: i) stimulating research in ergonomics, and effective application of ergonomics; ii) promoting education in ergonomics, and; iii) representing the professional interests of members.

To achieve the aforesaid, the Society may:

- facilitate discussion between members of issues pertaining to the objects of the Society or interests of its members;
- collate and disseminate information relating to ergonomics;
- organize meetings and seminars on ergonomics issues;
- encourage collaboration and exchange with other societies, whose objects are, altogether or in part, similar to those of the Society;
- represent the interests of members to Government and other organizations.
- organize such other activities that are incidental to the objects of the Society.

5. General Structure of the Society

The Society has a Council elected by voting members in a General Meeting and consist of:-

- (a) a President
- (b) a Vice President
- (c) a General Secretary
- (d) a Treasurer
- (e) Four to Eight Council Members as decided by the Council from time to time

The Society has the following grades of membership:

- (a) Fellow;
- (b) Member;
- (c) Associate;
- (d) Student Member; and

(e) Corporate Affiliate

Only Members and Fellows are eligible to nominate and stand for election, and have the right to vote and propose agenda in General Meeting.

See the attached **Constitutions** for details.

6. Number of Members

- 28 full members (whose primary occupation is in an ergonomic area)
- 2 associate members
- 4 student members

7. Procedure for Joining Your Society (Check Of Qualification, For Instance)

All applications shall be in writing using the form provided by the Society. The rules and acceptance procedures for election to all grades of membership of the Society are determined by the Council of the Society from time to time.

See attached **Membership Regulations** for details.

8. Name and Address of The Present President

Dr Ignatius T.S. Yu
Associate Professor
Department of Community and Family Medicine
The Chinese University of Hong Kong
4/F., School of Public Health, Prince of Wales Hospital
Shatin
N.T., Hong Kong.

9. Address of The Secretariat

The Hong Kong Ergonomics Society
c/o Department of Manufacturing Engineering and Engineering Management
City University of Hong Kong
Kowloon Tong
Hong Kong

The Hong Kong Ergonomics Society

CONSTITUTION

1. Name

The name of the organisation (referred to below as "the Society") shall be The Hong Kong Ergonomics Society. The Chinese name shall be "_____".

2. Registered Address

The registered address shall be "c/o Department of Manufacturing Engineering and Engineering Management, The City University of Hong Kong, Tat Chee Avenue, Kowloon, Hong Kong" or such other address as may be notified from time to time to the Societies Officer pursuant to the Societies Ordinance (Cap. 151)".

3. Objects

The objects of the Society are to advance the science of ergonomics in Hong Kong by: i) stimulating research in ergonomics, and effective application of ergonomics; ii) promoting education in ergonomics, and; iii) representing the professional interests of members.

3.1 To achieve the aforesaid, the Society may:

- 3.1.1 facilitate discussion between members of issues pertaining to the objects of the Society or interests of its members;
- 3.1.2 collate and disseminate information relating to ergonomics;
- 3.1.3 organise meetings and seminars on ergonomics issues;
- 3.1.4 encourage collaboration and exchange with other societies, whose objects are, altogether or in part, similar to those of the Society;
- 3.1.5 represent the interests of members to Government and other organisations.
- 3.1.6 organise such other activities that are incidental to the objects of the Society.

4. Interpretation

In this Constitution, unless there is something in the subject or context inconsistent therewith:-

"The Society" means The Hong Kong Ergonomics Society.

"The Council" means the Council of the Society for the time being constituted under this Constitution.

"members" means all different grades of membership as defined in article 5.3

"voting members" means Members and Fellows as defined in article 5.3

"General Meeting" means a General Meeting of the voting members of the Society, whether Annual or Extraordinary.

Words importing the masculine gender shall include the feminine gender, and words importing the singular number shall include the plural number, and the converse shall also apply, and words importing persons shall include corporations.

5. Membership

The Society welcomes members with the common objects of the Society. The Society would not discriminate members from different ethnic or religious background.

5.1 Procedures for Membership

The rules and acceptance procedures for election to all grades of membership of the Society are determined by the Council of the Society from time to time.

5.2 Application Form

All applications shall be in writing using the form provided by the Society.

5.3 Grades of Membership

The Society shall have the following grades of membership:

- (a) Fellow;
- (b) Member;
- (c) Associate;
- (d) Student Member; and
- (e) Corporate Affiliate

5.3.1 Fellow

The grade of Fellow is an honour conferred by the Council on a Member of the Society. It recognises the member's outstanding service to the profession of ergonomics, and to the Society.

5.3.2 Member

The grade of Member is open to any individual who satisfies the requirements of the Society in relation to his skills and knowledge in some specific field(s) related to ergonomics. The eligibility criteria will be determined by the Council from time to time.

5.3.3 Associate

The grade of Associate is open to any individual who has an interest in ergonomics and supports the Objects of the Society but who either does not qualify as a Member or does not wish to be a Member.

5.3.4 Student Member

The grade of Student is open to any individual who is currently a full time student in a tertiary institution and is interested in the knowledge and practice of ergonomics.

5.3.5 Corporate Affiliate

Commercial and other organisations with an interest in ergonomics and who support the Objects of the Society may become Corporate Affiliate.

5.4 Only Members and Fellows are eligible to nominate and stand for election, and have the right to vote and propose agenda in General Meeting.

5.5 **Code of Professional Conduct**

All members of the Society shall abide by the Code of Professional Conduct adopted by the Society at a General Meeting from time to time.

5.6 **Termination of Membership**

Membership of the Society may be terminated in one of the following ways:

5.6.1 By failure to pay Society subscriptions for a period determined by the Council.

5.6.2 By written withdrawal to the General Secretary.

5.6.3 By the death of an individual member or the dissolution of a Corporate Affiliate.

5.6.4 By bankruptcy or behaviour which, in the opinion of the Council, is not acceptable or tends to bring the Society into disrepute.

6. **General**

The supreme authority of the Society shall be vested in the General Meeting, during the recess of which the Council shall be the executive organ.

7. **General Meetings**

7.1 The Annual General Meeting shall be held once every year for the purpose of receiving the Annual Report of the Council, adopting the Audited Accounts of the Society of the preceding year, appointing auditor and legal advisor, and electing Members to the Council.

7.2 General Meetings other than the Annual General Meeting shall be known as Extraordinary General Meetings.

7.3 The Council may, when it thinks fit, convene an Extraordinary General Meeting.

7.3.1 An Extraordinary General Meeting shall be convened by the Council upon a written request, for the specific purpose of Extraordinary General Meeting, addressed to the General Secretary. The request should be made by not less than ten percent of the voting members or ten voting members, whichever number is higher. If the Council does not within twenty-one days after the receipt of the said requisition proceed duly to convene any such meeting, the voting members making the requisition may themselves convene an Extraordinary General Meeting.

7.4 Notice of not less than fourteen days shall be given, in writing, to voting members of holding of a General Meeting, specifying the date, time, venue and agenda of the General Meeting. The non-receipt of such notice by any voting member shall not invalidate the proceedings at any General Meeting.

- 7.5 No business shall be transacted at General Meetings unless there is a quorum of not less than ten percent of voting members or ten voting members, whichever number is higher.
- 7.5.1 If a quorum is not present within half an hour from the time appointed for the General Meeting, the Meeting shall be dissolved if convened under Article 7.3.1; otherwise the Meeting shall be adjourned to another day within the following four weeks. The notice of the adjourned meeting should be sent to all voting members with at least seven days of notice, and whatever number of members are present at that General Meeting shall constitute a quorum.
- 7.6 The President of the Council shall preside at all General Meetings.
- 7.6.1 If the President of the Council is not present within fifteen minutes of the time appointed for holding the meeting, the Vice President shall preside. If the Vice President is not present at the meeting, the voting members shall choose any member of the Council as Chairperson of the meeting; and in case none of the Council members is present or is willing to take the Chair, the Chairperson of the Meeting shall be elected by the voting members present from amongst themselves.
- 7.7 Business and discussions at General Meetings shall be restricted to matters on the agenda.
- 7.8 Voting at General Meeting shall be by a show of hands, unless an alternative form of voting is demanded by:
- (a) the Chairperson of the Meeting; or
(b) three voting members present at the meeting.
- 7.8.1 The instrument appointing a proxy shall be in writing under the hand of the appointer to the General Secretary, and unless otherwise instructed the proxy may vote as he thinks fit. A proxy shall be a voting member.
- 7.8.2 All decision, unless otherwise stated in this Constitution, shall be decided by simple majority.
- 7.8.2 In the event of an equality of votes, the Chairperson of the Meeting shall have a casting vote.

8. Council

- 8.1 The Society shall have a Council elected by voting members in a General Meeting and consist of:-
- (f) a President
(g) a Vice President
(h) a General Secretary
(i) a Treasurer
(j) Four to Eight Council Members as decided by the Council from time to time
- 8.2 Initial Arrangements
- 8.2.1 From the formation of the Society until the first Annual General Meeting held in accordance with the provisions of this Constitution, a Provisional Council shall comprise a group of founding members. A founding member shall be a person who has been involved in the formation of the Society, would be eligible for membership pursuant to

Article 5.3.2 and who joins as a Provisional Council Member for the purposes of notification of the Society under the Societies Ordinance (Cap. 151).

- 8.2.2 The Provisional Council shall after notification of the Society under the Societies Ordinance (Cap. 151) conduct the business of the Society until the first Annual General Meeting in which the Council shall be elected in accordance with provisions of Article 8.3
- 8.2.3 The Provisional Council shall be dissolved immediately after the formation for the Council at the first Annual General Meeting.
- 8.3 Members of the Council shall be elected at the Annual General Meeting and shall hold office for a two-year term.
- 8.3.1 At least one month before the expiry of the term of office of the Council, the Council shall invite nominations for the offices in the Council from voting members of the Society.
- 8.3.2 A nomination for a specified office in the Council must be made in writing by one voting member, and seconded by at least one other voting member.
- 8.3.3 The written consent of the candidates to stand for election must be obtained before nominations can be accepted.
- 8.3.4 Nominations shall reach the General Secretary not less than ten days before the scheduled Annual General Meeting.
- 8.3.5 Candidates shall be elected to specified offices in the Council as in Article 8.1.
- 8.3.6 Candidates receiving the highest numbers of votes are elected into office. A tie shall be resolved by taking a second ballot for the candidates involved, failing which the issue shall be resolved in the manner agreed upon by three quarters of the voting members present.
- 8.3.7 On completion of his term of office, a Council member may offer himself for re-election to the Council.
- 8.3.8 No Council member shall hold office as President for more than two consecutive terms.
- 8.4 The office of a Council Member shall be vacated if such member:-
- (a) ceases to be a voting member of the Society; or
 - (b) resigns his office by notice in writing; or
 - (c) is dismissed from office by a resolution at a General Meeting by simple majority.
- 8.5 Powers of the Council
- 8.5.1 The business of the Society shall be managed by the Council in accordance with the Constitution and subject to any resolutions passed at General Meetings.
- 8.5.2 The Council may recommend to the General Meeting any person or organization to be elected as Patron and Honorary Adviser of the Society, as appropriate.
- 8.5.3 The Council may appoint any person to be Spokesman for the Society.

- 8.5.4 The Council may appoint any members to be representatives of the Society to various statutory and non-statutory bodies in and outside Hong Kong in appropriate cases.
- 8.5.5 The Council may, whenever necessary, set up committees to manage special activities of the Society. The scope of work, powers, and existence of such committees shall be determined by the Council.
- 8.6 Duties of Council Members
- 8.6.1 The President shall preside at all General and Council Meetings and shall be responsible for the proper conduct of the business at all such meetings. He shall sign all other documents as the President of the Society, save that in his discretion he may direct the Vice President to sign on his behalf.
- 8.6.2 The Vice President shall have the power to perform all duties of the President during the absence or disability of the President. He shall, in conjunction with the General Secretary and Treasurer, operate the general administration of the affairs of the Society and shall endeavour to secure the observance of the Constitution by all members.
- 8.6.3 The General Secretary shall attend all Council and General Meetings and shall record the proceedings, provided in his absence the Meeting may appoint a Secretary ad hoc from among its members to perform such duties. He shall notify all voting members of General Meetings and Council members of Council Meetings. He shall record and answer all correspondence on behalf of the Society as directed by the Council or the Chairperson in between Council Meetings. He shall prepare the Annual Report for the Council and shall keep an up-to-date register of members of the Society for inspection by members.
- 8.6.4 The Treasurer shall be responsible for the safety of all moneys belonging to the Society and shall keep full and accurate accounts thereof. He shall prepare an annual financial statement of accounts for audit and for presentation to the Annual General Meetings. He shall disburse funds according to the Standard Operation Procedures to be determined by the Council from time to time. He shall provide facilities for the inspection of the account books of the Society upon a notice in writing addressed to him by not less than ten percent of the voting members or ten voting members, whichever number is higher.
- 8.6.5 The Council Members shall assist in the execution of affairs of the Council and Society and shall perform duties of the aforesaid offices under the direction of the Council.
- 8.7 Council Meetings shall be held not less than once every three months. The meeting shall be convened on the requisition in writing by the President or four Council members.
- 8.7.1 A quorum for a Council Meeting shall be half of the total members of the Council.
- 8.7.2 If within half an hour from the time appointed for the meeting a quorum is not present, the meeting shall stand adjourned to such time within a week.
- 8.7.3 The President shall preside at all Council Meetings. In the absence of the President, the Vice President, General Secretary, and Treasurer shall take the

Chair in that order, failing which any person elected from the Council Members present shall take the Chair.

- 8.7.5 Questions at Council Meetings shall be decided by a majority of votes by a show of hands, unless a secret ballot shall be demanded by a majority of members present. In case of an equality of votes, the Chairperson shall have a casting vote.

9. Finance

- 9.1 The Society shall be a non-profit making organisation. It may not generate income to redistribute to its members as profit.
- 9.2 To promote its objects, the Society shall raise and accept money through subscriptions, donations and other activities, including meetings and the sale of publications.
- 9.3 Subscriptions shall be paid annually by all members to the Society in amounts determined by the Council from time to time.
- 9.4 The general fund of the Society shall be used for the fulfillment of the objects of the Society.
- 9.5 The general fund which is not required for current expenses shall be deposited in a bank account opened in the name of the Society.
- 9.6 The payment of remuneration to any members of the Society in return for any services actually rendered to the Society, or expenses to members incurred on official business in connection with the Society can be made by the Council.
- 9.7 All cheques shall be signed by any two of the following Council Members jointly:-
- (a) The President,
 - (b) The Vice President
 - (b) The Treasurer,
 - (c) The General Secretary.
- 9.8 The Treasurer shall ensure that the annual financial records of the Society are audited and shall present a statement of the annual audited accounts to the Annual General Meeting of the Society.
- 9.9 One or more auditors, who may not be members of the Society, shall be appointed by each Annual General Meeting of the Society. The Auditor shall certify the annual financial statements of the Society. He shall provide reports and advice to the Council according to its requirement.
- 9.10 The liability of members is limited to the membership fee.

10. Professional liability

The Society shall not be responsible for indemnification against all costs, charges, losses, damages, and expenses incurred by a member, which in the opinion of the Council that the member has breached the Code of Professional Conduct issued by the Council from time to time or such provision under this Constitution.

11. Changes to Constitution

No alteration to this Constitution shall be effective unless it has been passed by a resolution in a General Meeting specifically convened for the purpose, carrying a majority vote of at least three quarters of the total voting members present. At least fourteen days' notice of the proposed change must first have been given to every voting member, specifying the exact words of proposed alteration, addition or repeal. The non-receipt of such notice by any voting member shall not invalidate the proceedings at any General Meeting.

12. **Dissolution of the Society**

12.1 The Society may be dissolved by a resolution at an Extraordinary General Meeting specifically convened for this purpose by not less than three quarters of the total voting members present.

12.2 If upon the dissolution of the Society there remain, after satisfaction of all its debts and liabilities, any assets or properties whatsoever, the sum shall not be paid to or distributed amongst members of the Society directly or indirectly, but shall be given or transferred to such institution having objects similar to the objects of the Society, and which shall prohibit the distribution of its income and property among its members, and if and so far as effect cannot be given to the aforesaid provisions then to charitable object or institution.



<http://www.ergonomics.org.hk>

The Hong Kong Ergonomics Society
c/o Department of Manufacturing Engineering and Engineering Management,
City University of Hong Kong, Tat Chee Avenue, Kowloon Tong, Hong Kong

Membership Regulations

The Society shall have the following categories of members:

Fellow (FHKES)

1. The candidate for election as a Fellow normally
 - a) Shall have been a Member of the Society for at least four years immediately prior to his application for election, and
 - b) Shall have made a significant contribution to the practice of, teaching of, and/or research in ergonomics for a period of ten years subsequent to his being eligible for a Member of the Society, and
 - c) Have made a substantial contribution to the activities of the Society; for example, through its Council, committees, publications and/or conferences.
2. A Fellow may use the title 'Fellow of the Hong Kong Ergonomics Society', and the abbreviated letters FHKES.
3. A Fellow shall have all the privileges of membership including participating in the General Meeting.
4. A Fellow shall be a voting member and eligible for holding office in the Society.
5. A Fellow shall act in accordance with the Code of Professional Conduct, as determined by the Council of the Society, failing which his membership of the Society may be terminated.

Member (MHKES)

1. The candidate for election as a Member normally
 - a) is a corporate members of other ergonomics/human factors societies with comparable membership requirements (Scheme A), OR
 - b) has obtained approved tertiary qualification in ergonomics as determined by the Council, and has received pre- or post-qualification experience in the practice of, teaching of, and/or research in ergonomics for a period of **at least TWO years cumulative equivalent** (Scheme B.1), OR
 - c) has obtained approved tertiary qualifications as determined by the Council, and has received at least 30 hours of education/training covering the core subject areas in ergonomics as stipulated by the Council, and has received pre- or post-qualification experience in the practice of, teaching of, and/or research in ergonomics for a period of **at least THREE years cumulative equivalent** (Scheme B.2).
2. The candidate shall currently be practising in ergonomics and support his application with documentary evidence of his corporate membership of other societies, academic achievements, and periods of qualifying experience.
3. The candidate may be required to attend an interview through which professional assessment of eligibility is to be made.
4. A Member may use the title 'Member of the Hong Kong Ergonomics Society', and the abbreviated letters MHKES.
5. A Member shall have all the privileges of membership including participating in the General Meeting.
6. A Member shall be a voting member and eligible for holding office in the Society.
7. A Member shall act in accordance with the Code of Professional Conduct, as determined by the Council of the Society, failing which his membership of the Society may be terminated.

Associate (AHKES)

1. The candidate for election as an Associate normally
 - a) Does not possess either the appropriate academic background and/or work experience in ergonomics to become a Member.
 - b) Shall have an active interest in ergonomics.
2. An Associate may use the title 'Associate of the Hong Kong Ergonomics Society', and the abbreviated letters AHKES.
3. An Associate shall have the privileges of participating in the General Meeting.
4. An Associate shall not be a voting member, but is eligible for holding office in committees of the Society.
5. An Associate shall act in accordance with the Code of Professional Conduct, as determined by the Council of the Society, failing which his membership of the Society may be terminated.

Student Member

1. The candidate for election as a Student Member normally
 - a) Shall have provided documentary evidence of being enrolled as a full-time undergraduate or postgraduate student.
 - b) Shall have an active interest in ergonomics.
2. A Student Member shall have the privileges of participating in the General Meeting.
3. A Student Member shall not be a voting member, but is eligible for holding office in committees of the Society.
4. A Student shall act in accordance with the Code of Professional Conduct, as determined by the Council of the Society, failing which his membership of the Society may be terminated.

Corporate Affiliate

1. An organisation for election as a Corporate Affiliate normally shall have an active interest in ergonomics.
2. Representatives of a Corporate Affiliate shall have the privileges of participating in the General Meeting.
3. A Corporate Affiliate shall not be a voting member. Its representative is eligible for holding office in committees of the Society.
4. A Corporate Affiliate shall act in accordance with the Code of Professional Conduct, as determined by the Council of the Society, failing which his membership of the Society may be terminated.

Please refer to the Homepage of the Society (<http://www.ergonomics.org.hk>) for the Constitution, Code of Professional Conducts, and the Application Form in electronic format.

3.2.1.2. Sociedad de Ergonomistas de Mexico / Society of Mexican Ergonomists (SEM)

[see text on following pages]

Motion: Council approves the Sociedad de Ergonomistas de Mexico / Society of Mexican Ergonomists (SEM) as a federated society of IEA



-----Original Message-----

From: Espejo, Carlos (C.)

Sent: Friday, June 01, 2001 3:19 PM

To: 'HHendrick@aol.com'; Espejo, Carlos (C.); 'Karwowski@louisville.edu.'

Cc: 'Enrique de la Vega'

Subject: RE: Invitation.

Dear Prof. Waldemar Karwowski :

Is my honor to talk with you thru this electronic mail.

My name is Dr. CARLOS Espejo and I'm the president of Sociedad de Ergonomistas de Mexico.(SEMAC.)

M.C./ Enrique de la Vega is the Vicepresident and I copy this message to him.

Just about 7 years ago, our dream starts to be thru, because in 1995 we started the First Binational Meeting in Ergonomics between Mexico-USA. Today we finished the VII Meeting in Tijuana.

Next year (2002), in May the 16th,17th and 18th ,here in Juarez we will have the VIII Binational Meeting and the IV International Congress of our Society.

It will be an honor if the Prof. Karwowski give us a speakink about the topic that you select, in a 2 hrs speaking Friday the 17th.

Excuse my english, I need more practice but please hear our herths that work with a lot of love for ergonomics.

Our Society (SEMAC): www.semac.org.mx or www.semac.com.mx, have morethan 2 years of beggining and I told Hal Hendricks about the posibilidad of be a members of IEA. HAL told me (attached message), your e mail .

The time is passing and our work in Central America and in a lot of parts in Mexico have the recognition of a lot of Societies involved in Occupational Health. Many times we helped them with the Diplomas and the free course or workshop in ergonomics.

I hope that both petitions are possibles but if is not possible, please, be sure that our work will continue with the philosophy and love for the workers in that countries that we are involved since 4 years ago.

Thanks for read my bad english and thanks for hear our voice in letters that reflects our emotions in this speciality.

An honor to me to send my friendship thru this message.

DR. CARLOS ESPEJO GUASCO
SEMAC PRESIDENT

-----Original Message-----

From: HHendrick@aol.com [mailto:HHendrick@aol.com]

Sent: Wednesday, May 30, 2001 10:25 AM

Sociedad de Ergonomistas de Mexico

Society's By-laws

CHAPTER I

Art I - Denomination

The ergonomic administrators in presence constitute a Civil Association that will be called "SOCIETY de ERGONOMISTAS DE MEXICO" and to whose name to should follow always the words "Civil Association " or its abbreviations "A C " ; It will have own legal personality and distinct of that of its associates

Art II - Object

The objectives of this Society are the following:

- To promote, to provide and to sponsor all types of educational programs, conferences, cycles of classes, courses, congresses, symposiums, circles of study, impression of books or pamphlets related to the ergonomics
- To promote all types of events that enrich the culture of ergonomics to National and International level
- Try to make possible before who is concern the granting of scholarships correspond related to the ergonomics inside or out of our country
- To promote the practice of this specialty in the places where be required
- To receive all types of contributions , aids, cooperation or subsidiaries of foundations interested in the promotion of the ergonomics and in its development in our country
- To acquire the necessary goods for the development of the social objectives without damage of third parties
- To carry out all the legal acts and contracts that itself relations directly with the end of the Society
- To provide the development again Societies of ergonomics in the country

All the objectives previously stated will not be able to have a primary economic character and if profits were obtained or utilities, these they should be compulsorily re-invested in the promotion of the not lucrative end of the Society

- To offer consulting firm and orientation to the union organizations, employer or governmental in it concerning the ergonomics

Art III - Residence

The residence of the SOCIEDAD DE ERGONOMISTAS DE MEXICO will be Cd Juárez Chih , being able to establish other representations in any population of the Mexican Republic

Art IV - Duration

The duration of the Society will be of 99 years (ninety-nine years) count as of the firm of the present instrument

Art V - Nationality

The Society is Mexican, with foreigners admission clause. Consequently, the present associates and the future that the society can have, they agree in which "every foreigner that in the act of constitution or in any subsequent time, acquire an interest or social participation in the society, will be considered for the simple fact as Mexican regarding one and another and will be understood that agrees in not invoking the protection of its Government, under the grief, in case of lacking to its covenant, of losing said interest or participation in benefit of the Mexican Nation

CHAPTER II - ASSETS OF THE SOCIETY

Art VI

The assets of the Society will be composed of the irrevocable contributions that do the associates and of the contributions that they be received of the simpatizantes of the Society and their objectives

Art VII

The associates are obliged to cover a quota of inscription of \$200 (National two hundred pesos Currency) and an annual quota of \$100 (National a Hundred pesos Currency), in payments anticipated per year, without importing the date of his income and initiating their payment in the year that is included like associate, by which him will be delivered I receive corresponding, signed by the treasurer of the directive table of the Society

Art VIII

The Society will not be able to have represented its capital one:

- by actions
- by the recaudations that they be obtained of inscriptions to academic or scientific events
- by the uninventariable goods

CHAPTER III - OF THE ASSOCIATES

Art IX

The quality of associate is non-transferable and requires:

- To show its practice in ergonomics in any that be its specialty, profession or position, in benefit of the industrious class
- To accredit honorability and good conduct
- To show aid to Courses, Graduated, congresses or meetings of ergonomics to National level
Filled of form of inscription to the Society of ergonomic administrators of Mexico

Art X

To admit new associates will be required that the present person its request in writing and that be supported by a member of the Society accompanied of the corresponding documents for to be accepted Said request will be revised for the Commission of Admission, constituted by the President, Secretary and one of the General Coordinators of the Society, and, of covering the requirements will be accepted as new associate

Art XI

Only for end of foundation of the Society will be admitted until the day 30 of June of 1999, that still without having an extensive experience in practice or in the training of ergonomics, they have the strong desire of continuing studying and supporting the end of the society

Art XII

For the admission of new associates in the conditions already mentioned, a most maximum time limit of six months will be given, for its inscription, which, after the date given of June 30, 1999, will be considered as new associate and not as well as associate founder

Art XIII

To determine the exclusion of an associate will be required that the case primarily have been studied for the Commission of Honor and Justice, and, in base to the dictámenes of said Commission, the General Assembly decide for majority in secret vote its exclusion

Causes of exclusion of the associates are :

- To be delayed in the payment of the annual quotas to what refers the eighth clause, until a term of a year
- To insult, to strike or to vex at any rate some associate, official or employed of the society To observe a conduct indecorosa or immoral inside the localities where be carry out some meeting or academic act of the Society or related to the same one
- To observe conduct that desprestigie to the Society of ergonomic administrators, by lacks to the professional ethics of this specialty, notorious lack of cooperation toward the society, contempt manifesto to the social objectives or obstaculización of the work of the directive table
- To be declared not pleasing person by unanimity of votes of the presents in general assembly that agree such statement
- Not to attend or to respond to convocatorias of general assemblies in 5 consecutive occasions, priorly notified of the same
- Public participation or ostentosa in political partidista while occupies a position in the directive table without temporary or final notice of retreat of the activities of the same one being that the society does not have inside its objectives no type of political partidista

Art XV

The associates will have the right of being separated of the Society, subject to notice given to directive committee with two months of anticipation, and in specific cases, freely will be able to reduce said time limit IN case of separation or exclusion of some associate, this will not have the right to request the return of no contribution If the separation is temporary, to request this right, the associate to should be fully aware of its quotas

Art XVI

The associates have the right to watch that its contributions be dedicated to the end that the Society be proposed of ergonomic administrators If some of the associates requests to examine the books of accounting and other documents related by a non-conformancy, should present it to the general assembly and this will determine if the petition proceeds

Art XVII

Each associate and only the associates will enjoy a vote in the assemblies.

Chapter IV - ON THE CATEGORIES OF ASSOCIATES

Art XVIII

The members of the Society will be able to be:

- Active associates Founders
- Associates Founders
- Associates
- Active Honorary Associates

The Active Associates Founders are the ones that integrated the idea of foundation of the Society before presenting it to who would be Associates Founders of the same one, being at the same time, associates founders

The Associates Founders are the ones that were recorded like members of the Society, until the day 30 of June of 1999

The Associates are the ones that entered after the date mentioned in article XI of the Chapter III of these statutes

The Honorary Associates are all those distinguished personalities by their indisputable reputation, formation scientific or outstanding activity in the ergonomics, without importing their nationality, that have done the sufficient merits that considers the assembly in benefit of our objective

Chapter V - MANAGEMENT OF THE SOCIETY

Art XIX

The Society will be coordinated the first 5 years of its activity by the Active Committee of Founders that is represented by the signers of the present statutes to guarantee its growth and reach of objectives and the Administration to be carried out by a Directive Table that a President will be compared of, a vice president, a secretary, a treasurer and three Directors

Committee of Active Founders

The Active Committee of Founders will have the specific faculty of coordinating the activities of the Society for the promotion of its growth, as well as to carry out sessions of consultation for determination of favorable managements for the diffusion of the ergonomics Also to supply the follow up uninterrupted of the Meetings Bi-national of ergonomics among Mexico and AND OR TO promoting their presentation shared with some association or society comparable to the Health occupational in different states of the Country, through contest among the societies that they aspire to the headquarters each year

This committee will be permanent and only by absence continuous of some of its members will be able to be determined the exclusicn of the same one of the Active Committee of Founders in voting of 50% but one of the members of this

The functions of the members of the committee of Active Associates Founders do not exclude to these of the possibility of forming part of the Directive Table of the Society

After the 5 years of coordination their participation will be of support and of directive renewal of tables that not they present job in benefit to the promotion of the ergonomics Their faculty enters vigor when itself present lack of continuity in the job of the directive table and with the verbal approval and written of the assembly

The directive table will be investida of the following powers and faculties, same that alone they will be able to exercise for the agreement of the 50% but one of their active associates presents or represented by personal letter to the moment of being taken the determination in sessions of assembly

PRESIDENT

The President of the Society should be ASSOCIATE FOUNDER or ASSOCIATE, with a minimum of two active years of participation and elected by the general assembly

The President will last two years in his charge and not he will be able to be eligible to no charge in the following directive table and he will have the following obligations and attributions:

The president will watch for the strict fulfillment of the present statutes

- To direct the general assemblies of the Society and to preside the directive sessions of table To call the extraordinary and ordinary assemblies
- To name the commissions that considers necessary for the realization of the end of the Society with the approval of the other members of the Directive Table and in communication with the committee of Active Associates Founders
- To supervise the accounts and receipts that handles the treasurer

- To represent to the Society in the scientific events and social-culturalistic to that be guest or to name a delegate that represent it
- To promote the relations of the Society with other organizations you tune up
- To yield an annual report to the general assembly prepared by the Secretary and the treasurer and upon finalizing its management

VICE PRESIDENT

The vice President should be an Associate Founder or an Associated with a minimum of two active years of participation and proposed by the general assembly

The vice President will last in his charge two years and he has the following obligations and attributions:

- To supply the President in the temporary or final lacks, in this last case calling to elections for Temporary appointment of President, or well for to be ratified in the position until completing the period
- To attend the Directive sessions of Table participating actively in the jobs of the same one
- To collaborate actively in all the managements of the Directive Committee and of the Society

SECRETARY

The Secretary should be an associate numerario active chosen by the general assembly They are attributions and obligations of the Secretary:

- To sign with the President the convocatorias for general assemblies and sessions of the directive table
- To edit the proceedings of the assemblies and sessions
- To carry the binnacle of participation of the associates in each event of assembly
- To attend to together with the President the correspondence of the Society
- To attend the directive meetings of table and to the general assemblies, participating actively in the events of the Society
- To promote the aid of the associates to the meeting bi-national Annual or to any event of the Society
- To collaborate with the final and annual report of the President

TREASURER

The treasurer should be an associated one numerario or chosen associate founder by the general assembly with duration of its action for two years Obligations and attributions of the treasurer are :

- To administer the funds of the Society, carrying the accounting in the respective books
- To pay the accounts of the Society, prior seen good by the directive table, counting on the firm mancomunada of the President
- To have legal representation of the Society in the matters related to the finance of the same one
- To assist to the sessions of the directive table and to the general assemblies participating actively of the same
- To present each six months to the Directive Table and to the Active Committee of Founders a report of the state of account of the Society or when this be it required

- To present upon finalizing the management a balance of the economic state of the Society

FIRST DIRECTOR

SECOND DIRECTOR

THIRD DIRECTOR

The directors will be able to supply in that same order to the vice President, Secretary, treasurer and at the same time they will be able to be named coordinators of the committees that be decided to determine, excluding the coordination of the Active Founders Associates Committee that has an end specific already mentioned upon initiating of this article

Art XX

In temporary case of lacks until three months of the President, will be substituted for the vice President, this at the same time by the First Director, the Secretary by the Second Director and the treasurer by the Third Director. If the absence is over three months or final will be decided in assembly the sanction of the vice President to the Presidency or as Temporary President while concludes the period. In an automatic way in the case of Secretary or treasurer by the directors, thus the case of the vice President that should not be named in assembly since is the continuer of the Presidency in the following management, being excepted the case of vice President that passes to be Temporary President and to whom should be left the decision of remaining the two years that a normal management would correspond, as of to assume the position of President, being able at the same time to elect to continue like Temporary President until finishing the period that reduced the president replaced

Art XXI

The election of the Directive Comitee will be performed in the following form:

The vice President of the salient directive table, in automatic form, passes to be President of the Society for the two following years of management

The salient President could to be presented like candidate to any directive position of table until the termination of the following management; this is, two years after finished its placed

The position of vice President and others member of directive table will be elected in secret vote by the assembly

Chapter VI - OF THE VIGILANCE

Art XXII

The caution upon the directive organs of the Society and their associates will exercise through the committee of Active Associates Founders, already specified in Art XIX of the I surrender V, leaving liberty to their operation and only intervening in job lack case in benefit of the Society by who they direct the same one as directive committee

Art XXIII

The Active Committee of Founders, will elaborate a professional code of ethics of the associates, which should be respected for the same, and in case of violation for some of them, a report will be documented that will be analyzed for the assembly in body presents or electronic way mail for the determination of the corresponding sanctions

Art XXIV

The Active Committee of Founders will have irrestrict access to all the books, registrations, and controls of the Society, and right to request and to obtain of the directive committee, separated or jointly, all the reports that estimates necessary and they relate to the Society

Art XXV

The Active Committee of Founders will be permanent and will support the managements of the Directive Committee of the Society in functions helping to the success of the same without personal benefits neither personal end

Art XXVI

The members of the Active Founders Associates Committee will have voice and vote in the all the assemblies, with exception that have been excluded for absence continuos as is established in the Art XIX

Chapter VII - OF OFFICIALS AND EMPLOYED

Art XXVII

The Directive Table, has the power of being able of increasing officials or employed of being necessary for its growth whenever possess the economic potential for its remuneration and administration since our Society does not have end of gain.

Chapter VIII - OF THE ASSEMBLIES

Art XXVIII

The assemblies of the Society will be ordinary, extraordinary and solemn

Art XXIX

The ordinary assemblies will be performed once a year, during the meeting bi-national of ergonomics or another of National character, to guarantee the presence of the majority of the associates, subject to invitation when less two months before being performed

Art XXX

The assemblies will be holded to the next order of the day:

Reading and discussion of the acta previous
Scientific presentation of jobs or plans of the Society to be proposed
General matters

The determination of approval of plans or strategies will be decided in base to majority of votes of the Associates, being accepted the votes via fax or electronic mail of the associates, or well, through shipment of its vote with some present associate

Art XXXI

The Extraordinary assemblies will be called for agreement of the Directive Table and of the Active Founders Associates Committee, when the importance of the matter thus require it, or to perform the elections regulatory of the Society In the Assemblies to elect the Directive Table and vice President the vote to be personnel and secret, being able the scruters to read the voting without saying the name of the voter that have sent its vote through letter, fax or electronic mail

Art XXXII

So that there be quorum in the general assemblies will be needed the existence of the majority of the Associates in general When there not be quorum, the President will call to a new general session of assembly that he will be with the present number of associates, taking resolutions by majority of votes of the present associates

Art XXXIII

The call-ups to should be notified the associates by means of to circulate directed to his residences or electronic mail by means of the middle that is but accessible to the Directive Committee

Art XXXIV

To perform elections will be called to General Assembly

Art XXXV

Upon initiating the electoral session, the assembly will name two escrutadores that not they be members of the Directive Table in functions or Candidates to a position of the new Table to be elected The scruters will be able to be enlarged to four if the Assembly judges it convenient The scruters in union with the President and the Secretary will form the list of the presents and they will perform the count of each one of the votes

Art XXXVI

The election will develop in the following form:

It will be elected first to the vice President

It will be determined for Assembly if votes for Secretary and treasurer or is left the coming President the vote of confidence to name to his but nearby collaborators

In case of being decide the vote will be continued for Secretary, later by treasurer and will continue with the directors

Art XXXVII

The assemblies will be able to be solemn when a motive of pride or feast of the Society thus it amerite and thus be considered by the Directive Table and the Active Founders Associates Committee

Art XXXVIII

The Assemblies, any that be their type, they should be carried in a binnacle by the Secretary in functions with the firms of the assistants

Chapter IX - ABOUT THE SESSIONS OF THE DIRECTIVE TABLE

Art XXXIX

The directive committee session will be with the occur of more than the 50% of its members, when determine it and where determine it

Art XL

With the request of more than three members of the Directive Table, will be able to have their meeting in extraordinary form whenever be cited to the others member of the same Table and have an assistance of more than the 50% of its members.

Art XLI

In case of voting of a resolution in the Directive Table that resulted in tie, the President has the vote of quality.

Art XLII

The sessions of the directive table will be presided for the President, to lack of this by the Secretary and to lack of this by the person to whom they appoint the remaining members of the same one The Secretary should note in a binnacle specific the meetings and conclusions of the table in functions

Chapter X - OF THE DISSOLUTION AND LIQUIDATION OF THE SOCIETY

Art XLIII

The Society will be able to be dissolved in the following cases:

- by consent of the 75% of the Associates in general
- by the causes that indicates the civil code in force

Art XLIV

Upon approving the dissolution, the same extraordinary general assembly that decree it, will appoint a committee of witnesses, inside the time limit that the civil code set, and will proceed to revise the assets of the Society and to liquidate the passive one and to comply with regarding the benefits

Art XLV

Upon approving the balance of the liquidation, the General Assembly will agree the institution or similar organization to the one that be constituted that receive the donation of the benefits of the goods of the Society

Art XLVI

The presents constitute the statutes of the Society of ergonomic administrators of Mexico, Civil Association, and they will enter vigor to the following day of their registration before the corresponding Public Notary

Art XLVII

The shield and motto of the Society appears in these statutes, and is represented for a humanization of the Mexican Republic, maintaining a letter "E" highlighted that represents the Ergonomics and our motto is : "Work to Optimize the Job"

TRANSITORY

To the moment of signing this scripture, the Active Associates Founders consider it as the First Ordinary General Assembly, in which by unanimity of votes they take the following agreements:

The Directive Table of the Society, is appointed in this act, in the following way :

PRESIDENT Dr Carlos Espejo
VICE PRESIDENT Ing Dr Enrique De la Vega
SECRETARY Dr Gabriel Ibarra
TREASURER Dr Abel de la Torre
FIRST DIRECTOR Dra Elisa Chacón
SECOND DIRECTOR Dr Luciano Couttoulenc
THIRD DIRECTOR Dr Alfredo García

The persons appointed in the previous clauses accept the charges that have just to confirm, they protest their faithful and loyal fulfillment to the Society without they being obliged to offer any guarantee. They will last in their charge the time that indicate the present statutes and they will have the faculties and obligations ANY will the law and the present scripture. The following persons constitute committee of Active Associates Founders :

- Dr Carlos Espejo
- Ing Dr Enrique de la Vega
- Dr Abel de la Torre
- Dra Elisa Chacón M
- Ing Juan Carlos Bujanda
- Dra Patricia Alvarez Larios
- Dra María Antonia Barraza P
- Dr Gustavo Villegas T
- Dr Luciano Couttolenc
- Ing Mario Cárdenas
- Dra Luz María Páramo
- Dr Victor Carral
- Dr Jesus Carral
- Dr Manuel Valdez
- Dr Gabriel Ibarra
- Dr Manuel Castro
- Dra Ana Rosa Portillo
- Dr Raul Aguilera Riestra
- Dr Bogar Nadiel Almanza V
- Dr Sergio Almaguer
- Dr Victorio Martínez
- Dr Alfredo García
- Dr Jesus Flores C
- Dra Rebeca Díaz Zesati
- Dr Marco Cota
- Ing Diana Soreya Martínez
- Ing Marco Quiroz Carrasco
- Ing Mario Arturo Quiroz Carrasco
- Ing Luis Olivás
- Ing Rose María Reyes
- Ing Guillermo Manuel Martínez de la Teja
- Ing Victor PAlós

The members of the Active Founders Associates Committee, is established in permanent form, which has the faculties described in the Chapter V Art XIX, as coordinator in the first 5 years of the Society and as Commission of Honor and Justice in permanent form well-grounded the number of members in it established in Art XIX Statutes

3.2.2. IEA Sustaining Members

3.2.2.1. Approval of new sustaining members

Motion: Council approves the following institutional Sustaining Members:

- Taylor & Francis, Ltd, UK (Diamond level)
- Central Institute for Labour Protection, Poland (Gold level)
- Human Centric Technologies, USA (Gold level)
- Kyungshung University, Busan, S. Korea (Gold level)

Motion: Council approves the following individual Sustaining Members:

- Tan Lye Hee, Hong Kong
- Martin Helander, Singapore
- Waldemar Karwowski, USA

3.2.2.2. Change of membership category for Ergoweb, Inc.

Motion: Council approves a change in the level of Sustaining Membership for Ergoweb, Inc. from Gold to Platinum level)

3.2.2.3. New category of sustaining member

Motion: Council approves the creation of a fourth level of Sustaining Membership (Excellence level) with an annual subscription fee of US\$ 25.000.

3.2.3. Donations to IEA

Motion: Council approves changing the first sentence of chapter 4 (IEA Basic Documents) to read as follows : "Companies, other organizations and individuals can support/by making donations."

IEA

3.2.4. Approval of MOU with IOHA (International Occupational Hygienists Association)

[see text on following pages]

Motion: Council approves the Memorandum of Agreement with *the International Occupational Hygienists Association*.

MEMORANDUM OF UNDERSTANDING BETWEEN

The International Ergonomics Association (IEA)

And

The International Occupational Hygiene Association (IOHA)

The purpose of this Memorandum of Understanding (MOU) is to foster cooperation between IEA and IOHA. The MOU is valid for a three year trial period starting 1 January, 2001. After this trial period this MOU can be renewed and/or modified.

The following points were agreed:

1. Both Associations will exchange information through their respective newsletters, share the addresses of Board Members, and explore the possibility of providing discounts on associated journals and electronic publications that may develop in the future.
2. Both Associations will provide each other with advance information on conferences and congresses, the intention being to consult the dates and locations, and enable opportunities for collaboration to be considered.
3. Both Associations will publish in their newsletter information about each other's conferences and congresses.
4. Both Associations will strive and, where appropriate, offer each other space in their respective congresses.
5. Both Associations will establish links to each other on the web-based home pages.
6. Both Associations will explore the possibilities of interacting to help the advancement of occupational hygiene and ergonomics particularly in industrially developing countries.

For the International Occupational
Hygiene Association

Vernon Rose, President

For the International Ergonomics Association

WALDEMAR KARWOWSKI

Waldemar Karwowski, President

Signed on 13 November, 2000
Louisville, Kentucky, USA

3.2.5. Proposal for revision of the *IEA Basic Documents*

[see text on following pages]

Motion: Council approves restructuring of the *IEA Basic Documents* as proposed by the EC (see report of Secretary-General)

SECRET

The reorganization of IEA Basic Documents

1. Motivation

Basic documents are a set of texts with heterogeneous origins, which IEA has produced over time. These texts have been added one after another, without any clear logic. These texts have to be reorganized for several reasons :

1. The incoherence of their structure :
 - the status of some sections is unclear (e.g. the "FOUNDING OF THE INTERNATIONAL ERGONOMICS ASSOCIATION" chapter, which mixes a historical note, various lists (e.g. member societies, award recipients, endorsed conferences), and bibliographic references ;
 - permanent and transient pieces of information are intermingled (e.g. the existence of a membership fee and its level) ;
 - similar information appear in various places.
2. Their inappropriate wording : there are fuzzy statements, ambiguities, etc.
3. The lack of a "natural" location for some documents produced by the IEA (core competencies, code of ethics, definition of ergonomics, etc.).
4. The creation of archives, which means a new category of documents. The link between archives and the rest of the documentation should be made clearer.

2. Proposal to the Council

In order to restructure and rewrite the "basic" documents. This cannot be done in a single move. The proposal is to proceed in two steps :

- first agree on a general structure and logic of various documents. The documents will then be reorganized accordingly.
- rewriting of the documents, in order to suppress doublons, eliminate ambiguities, homogenize the style, etc.

At the Florence meeting, the Council is requested to approve :

- the goal of reorganizing the IEA documentation
- the proposition of an overall structure of IEA documentation.

3. Overall structure of IEA documentation

1. The IEA documentation will include four elements :
 - IEA rules
 - IEA operating procedures
 - IEA organizational repository
 - IEA archives

2. These elements do not evolve at the same pace and do not have the same origin.

- The IEA rules include the permanent rules of the Association. They evolve slowly, and only by decision of the Council.
- The IEA operating procedures describe the mode of functioning of the Association. Operating procedures evolve more rapidly than rules. They are modified by decision of the Council or (in some cases to be specified) of the Executive Committee.
- The IEA organizational repository gathers the functional production of the IEA. It evolves in various ways :
 - following the output of the functioning of operating procedures (e.g. list of member societies, names of officers, award recipients) ;
 - following the activity of the IEA committees (e.g. core competencies, code of ethics, definition of ergonomics,etc.) ;
 - following the relations between IEA and other bodies (e.g. MOUs).

The documents that belong to the organizational repository are of general interest and should be available on the IEA website.

- The IEA archives gather anything that is considered important to store in relation with the life of the IEA ; they include interactions within the IEA (e.g. minutes of Council meetings, proceedings of triennial congresses), interactions between IEA and other bodies (e.g. correspondence before establishing an MOU), or documents of importance to the IEA (e.g. documents produced by other international bodies, such as ILO, WHO, UN).

The following sections present what could be the content of the future documents.

4. IEA Rules

IEA Rules are already a section of the present IEA documentation. It will be checked to correct ambiguities and inappropriate wording. Please note that there are redundancies with the Operating procedures, which need to be eliminated.

Name and legal registration

Objectives

Activities

Membership

Definitions of members

Qualification for membership

Organizational structure

Links with external bodies

Executive officers

Executive committee

Election of officers

Finances

Auditors

General assembly

Poste restante address

5. IEA Operating Procedures

IEA Operating Procedures will include several sections of the present IEA documentation. It will be checked to eliminate redundancies, ambiguities and inappropriate wording.

General

Structure of the association

Council

Objective

Background

Appointment of Council Representatives

Areas of Responsibility

Bases for Federated Society Representation

Executive committee

Officers

Definition

Duties

President

Secretary General

Treasurer

Election

Ex-officio members of the executive committee

Immediate-Past President

IEA Newsletter Editor

Chairman of the forthcoming IEA Triennial Congress

IEA Historian

Committees

Policy on Committees

Committee Descriptions

Awards

Professional Practice and Education

Industrially Developing Countries

Policy and Development

Publication and Promotion

Science and Technology

Membership to the IEA

Types of members

- Federated societies
- Affiliated societies
- Sustaining members

Application for membership

Awards

Organizational Responsibilities

- Nominations
- Evaluation and Selection
- Announcement of Award

Authorized IEA Awards

- IEA Distinguished Service Award
- IEA Founders Award
- IEA Outstanding Educators Award
- IEA Ergonomics of Technology Transfer Award
- IEA Ergonomics Development Award
- IEA President's Award
- K.U. Smith Student Award
- Liberty Mutual Prize/Liberty Mutual Medal
- IEA Fellow Award

Funds of the IEA

Policy on Funds

Description of Current IEA Funds

- ESA Fund for Southeast Asia
- HFES Fund
- SELF Fund
- HFAC/ACE Fund

JAS Fund

IEA policy on the support of conferences in ergonomics

Introduction

Finances/Capitation Fee/Surplus

Promotion

Procedure for IEA Conference Endorsement/Meeting Request Forms

Congress of the International Ergonomics Association

IEA Conference

Joint Conference

Approved Conference

Conference Endorsement

IEA policy on the endorsement of technical documents

IEA policy on journal endorsement

Procedures for obtaining outside funding

Background
Relevance of IEA to UN
Procedures
Liability

IEA office addresses

6. The IEA organizational repository

Following is a first proposition of content of the IEA organizational repository (IEA-OR), intended as an illustration. Other documents that should be included in such a repository might be suggested. All the documents mentioned already exist and have been gathered (and retyped in some cases).

Section 1 - Fundamentals and Principles

Definition of Ergonomics
Code of Ethics
Principles of Equal Opportunity

Section 2 - Internal affairs

Members of the IEA
Officers of the IEA
Triennial Congresses
Council meetings
Awards recipients

Section 3 - International affairs

Memoranda of understanding

NGO studies

Section 4 - Science and Technology

Journals endorsed by the IEA
IEA sponsored meetings and symposia

Section 5 - Professional Practice and Education

Minimum Criteria for the Process of Certification of an Ergonomist
Guidelines for Process of Endorsing a Certification Body
Criteria for IEA Endorsement of Certifying Bodies
Core competencies in Ergonomics
Summary of Core Competencies in Ergonomics (units and elements of competency)
Core Competencies in Ergonomics (full outline : Units, elements, and performance criteria)
Professional Recognition Documentation

3.2.6. Approval of the agreement for hosting the *IEA Archives*

[see text on next page]

Motion: Council approves an Agreement with CNAM, Paris, France for hosting the IEA Archives.



AUGUST 27, 2001
Ilkka Kuorinka

**TRANSLATION OF THE DRAFT AGREEMENT BETWEEN THE CNAM AND
THE IEA ON STORING OF THE IEA ARCHIVES**

Agreement for collaboration between the Conservatoire National des Arts et Métiers (CNAM) and the International Ergonomics Association (IEA).

1. This document describes the mutual commitments of CNAM and IEA concerning the management of the IEA archives.
2. CNAM agrees to provide space and store, free of charge, the archives of the IEA in a reserved space in the Metro room at the Saint Martin site, Paris, France.
3. CNAM proposes making available for IEA's disposal, 20 linear meters of storage space that corresponds to one row of "compactus" (shelves on a moving trolley).
4. CNAM shall not be held responsible for possible deterioration, damage or theft of the stored archives.
5. CNAM retains the right to terminate the free storage of IEA archives regardless of the reason given. Should the archiving of the IEA archives be terminated, CNAM would allow a ~~3~~-month period for the IEA to transfer the archives. }
6. Transport of the archives will be at the IEA's expense; however, CNAM agrees to provide material resources to place the archives on shelves.
7. The IEA shall transfer the archives in standard archiving boxes. The IEA shall also provide a detailed inventory of the said archives (box by box).
8. Consultation of the archives is basically reserved for IEA members. To do this, a member must make a request for consultation to the person in charge of the CNAM Archives. All other persons must make a request for consultation to both the IEA and the person in charge of the CNAM Archives. }
9. The IEA agrees to provide CNAM with information on how to reach IEA officers. The IEA will also inform CNAM about any major change in the officers as well as about any significant changes in the IEA rules.
10. CNAM and the IEA mutually agree to respect the different terms of this agreement for a period of ~~10~~ years. The agreement may be renewed and/or modified at the end of the term. This agreement shall be valid for the period starting June 1, 2001 and ending June 1, 2011.

Signatures: Date Place
The person in charge of the IEA
The person in charge of the CNAM archives

3.2.7. Approval of the *Framework for Distance Learning in Ergonomics*

[see text on following pages]

Motion: Council approves *Framework for Distance Learning in Ergonomics*.



DISTANT LEARNING PROGRAMME FOR ERGONOMICS IN INDUSTRIALLY DEVELOPING COUNTRIES.

Training

Recognizing the need to have some basic training materials in order to have something tangible to work with when introducing basic Ergonomics, the IEA and ILO combined efforts to produce the "Ergonomic Checkpoints" which have been successfully used as the basis of Roving Seminars being conducted in many developing countries.

The main focus as has been on "practical application for immediate benefit", and the basic premise was to identify problem areas, prioritize needs and introduce basic "low-cost, no-cost" intervention strategies.

There is no doubt that these "Roving seminars" (and others of a similar ilk) have been very effective in creating an awareness of Ergonomics and taking basic steps to address the obvious problems.

Education

The next critical step is to educate those who have now become involved in Ergonomics (from varying fields of experiences) so that they gain a sound understanding of the theoretical principles behind the practical application.

As many people working in Ergonomics within IDCs come from diverse educational backgrounds, and the majority are already in a working position and cannot afford to enrol for full time studies, it is important that we offer these people the opportunity to improve their educational level, specifically in Ergonomics.

Distant learning programmes have been conducted successfully in many disciplines in the past and we are in the very fortunate position that John Wilson and his colleagues at Nottingham University have a well established distant learning course in Ergonomics entitled "Postgraduate Certificate in Applied Ergonomics (by distant learning)." John has suggested that this course could be modified and adapted specifically for IDC.

IDCC - 2001

I am particularly grateful to John Wilson for this offer as modification of an already well planned and effective programme will take a great deal less time to put into action than starting from scratch.

There will still be many problems such as language, levels of literacy, diversity of backgrounds and others which will need to be addressed, but these will hopefully be surmountable once the basic content, specific to IDCs, has been drawn up.

Basic Outline of Content

The following outline is put forward for discussion and approval to go ahead and develop

- Unit 1: Introduction to Ergonomics
- Unit 2: the Human Operator: physical and mental capabilities.
- Unit 3a: Manual activities: biomechanical
- Unit 3b: Manual activities: energy cost
- Unit 4: Work related muscular skeletal problem
- Unit 5: Workplace design
- Unit 6: The seated operator
- Unit 7: Computer dominate work station
- Unit 8: Environmental Factors
- Unit 9: Work organisation
- Unit 10: Creating an Ergonomics ethos

All units will cover the appropriate theory and include practical applications throughout using both text and diagrammatic and/or photos for examples. At the end of each unit there will be a reference section as well as exercises and questions.

Framework for Development – Two to three year plan

1. Find sponsorship to cover expenses.
2. Establish a working team.
3. Publication (IEA/ILO joint effort?).

IDCC - 2001

3.2.8. Development of the *IEA QED Certification Program Development*

[see text on following pages]

Motion: Council approves development of the *IEA QED Certification Program*

IEA QUALITY ERGONOMICS DESIGN CERTIFICATION

IEA QED Certification Program

1. Background

A simple search using the GOOGLE search engine on the WWW (see Appendix) has resulted in 51,800 entries related to “ergonomically designed” (products processes, services, etc.) At the present time, anybody and everybody can make the claim that something is *ergonomically designed* without any qualification.

IEA as the federation of national ergonomics societies represents the profession and the discipline of ergonomics. The main IEA goals are to **advance the science and practice of ergonomics at an international level, and to enhance the contribution of the ergonomics discipline to global society.**

For example, IEA aims to educate the public and decision makers about *what is ergonomics* (IEA definitions), and what is not.

It is in that context, that IEA should also protect the profession and the discipline from being abused by the not-qualified use of the term *ergonomics* and *ergonomically designed*.

The *IEA QED Certification Program* is consistent with the strategic goal of IEA to claim the discipline, by doing so to support the transfer of ergonomics of knowledge to the society at large and to promote ergonomics as a field of professional practice.

2. Purpose

The *IEA QED Certification Program* aims to provide the means for IEA to enhance the public understanding of the meaning of *ergonomics* and *ergonomics design*, and serves to implement the standards of minimum quality assessment of the claims for something was *ergonomically designed*.

In parallel to (and using the analogy of) the *Underwriters Laboratory* (UL), the IEA will accredit *QED Certification Bodies*. These bodies (organizations) will conduct assessment of the “product” design process in order to determine worthiness of the quality ergonomics design, and, if the set criteria are satisfied, it will award *the IEA QED Certification*.

The phrase “*Ergonomically designed*” will gain new meaning when the *IEA QED Certification* is in place. This program will also allow for IEA to claim its scientific and professional authority over the field of ergonomics in the public eye, as well in industry, governmental organizations, and other institutions.

3. Framework for Program Development

- The *IEA QED Certification Program* will operate on a non-profit basis.
- The Program will be supervised by *IEA Quality Ergonomics Design Accreditation Committee*.
- There will be a fee for application for accreditation, i.e. to become the *QED Certifying Body*.
- There will also be a fee for application for QED Certification.
- Both of the above fees will be set on a three-year cycle by the Executive Committee.
- The *IEA QED Certification* will be valid for five years and will have to be renewed upon expiration. There could be many levels of certification to be determined by the Subcommittees.

4. Logistics of Program Development

The *IEA QED Certification Program* will be developed through the work of the *IEA Quality Ergonomics Design Accreditation Committee*, which will presently compose of two related *QED Sub-Committees*.

4.1. QED SUBCOMMITTEE (QED-S1): Criteria for Assessment of the Design Process for "Products"

This Subcommittee will develop a set of criteria to be used by the *QED Certifying Body* in order to determine the worthiness of the application for the *IEA Quality Ergonomics Design Certification*.

Such criteria will focus on the product design process; that is, assessment of the process used by product developers to design and make a specific "product". Evaluation of the process design will allow assessing the ergonomic qualities of a "product".

This will include, but is not limited, to assessment of the following:

- A. Who has designed the product?
- B. What human factors guidelines, standards, and other relevant knowledge and information was used in the design process?
- C. Other relevant criteria

It is proposed that initially this Subcommittee may be composed of: P. Falzon and W. Karwowski (Co-Chairs), K. Laughery, A. Marshall, J. Porter, I. Noy, and M. Helander. The Chairs may add other members as they feel appropriate.

The future composition of this Subcommittee may include representatives from business, academia, consultancies, and Executive Committee.

4.2. QED SUBCOMMITTEE (QED-S2): Criteria for Accrediting the QED Certification Body

This Subcommittee will develop criteria to use by the *IEA Quality Ergonomics Design Accreditation Committee* to make a decision about accrediting the *QED Certification Body*.

These criteria will focus on the quality of the organization (*QED Certification Body*) that applies for the accreditation, and it will include, but is not limited to, the following issues focusing on the quality of the company:

A. Quality of personnel (for example):

- what is the level of expertise of the key personnel
- what is the level of their competence in ergonomics (as judged by the professional certification in ergonomics)

B. The nature of the business of the company

C. The processes the company uses to assure quality of their own work

D. Evaluation of the outside reference letters judging the overall competence of the company

E. Self-administered questionnaire (a set of structured questions that the company should answer in writing).

F. The levels of independence from other organizations/ companies

G. Present links, if any, to IEA

This Subcommittee may be initially composed of I. Noy and , Zink (Co-Chairs), B. Beith, H. Hendrick, P. Budnick, P. Falzon, W. Karwowski. The Chairs may add other members, as they feel appropriate.

The future composition of this Subcommittee may include representatives from business, academia, consultancies, and Executive Committee.

5. Schedule for Development

Framework of the proposal for *IEA QED Certification Program* will be presented for discussion approval of the concept in principle by the Council in 2001.

The *IEA QED Accreditation Committee* established and full *IEA QED Certification Program* in place by August 1, 2003.

3.2.9. Approval of the *IEA President's Advisory Board*

Motion: Council approves formation of the *IEA President's Advisory Board*.

3.2.10. Approval of the *IEA/JOSE Best Paper Award*

[see text on next page]

Motion: Council approves the *IEA/JOSE Best Paper Award*

Approved by the EC on November 11, 2000

IEA/JOSE Best Paper Award

Rules

1. The award is given every 3 years to the author (or authors) of the best paper published in the *International Journal of Occupational Safety and Ergonomics (JOSE)* since the previous award. The paper must adhere to the requirements of good science and/or practice.
2. The award consists of a diploma and an honorarium of US \$1,000. Up to three runners-up will receive diplomas.
3. There is a two-stage procedure, nominations being the first stage.
4. Members of the International Editorial Board of *JOSE*, subscribers, and readers of *JOSE* can nominate candidates for the award.
5. In order to nominate a paper it is necessary to post, fax, or E-mail to the Editorial Office of *JOSE* a nomination form. A copy of the nomination form will be published in every volume of the journal and posted on the *JOSE* WWW page. The nominations should reach the Office by the date given in the form.
6. Authors cannot nominate their own papers.
7. The *JOSE* Editorial Office will make a list of all nominated papers, beginning with the paper with the highest number of nominations. The list — with the off-prints of ten papers with most nominations — will be sent to the Chair of the Jury.
8. The second stage of the process consists of the Jury selecting the best paper out of the ten papers with most nominations.
9. There are 7 permanent members of the Jury. The five members are designated by the following individuals: President of the International Ergonomics Association, Chair of the Polish Ergonomics Society, President of the Ergonomics Committee of the Polish Academy of Sciences, Minister of Science — Chair of the State Committee for Scientific Research of Poland, Director-General of the International Labour Office. Two other members are the Chief Editor of *JOSE* and another member of *JOSE* (designated by the Chief Editor), who also serves as Secretary of the Jury. The Jury selects Chair and Vice-Chair. President of the International Ergonomics Association — in consultation with Chief Editor of *JOSE* — can nominate additional members of the Jury.
10. Members of the Jury will receive off-prints of the ten papers with most nominations and will vote for the best paper by sending the Chair of the Jury information on their selection.
11. The award is given to the publication, which received most votes (cf. point 10). If two or more papers receive the same number of votes, the award goes to the one the Chair of the Jury voted on. If the Chair voted of a paper other than one with the top number of votes, there is a second round of voting. Votes are then cast for one of the papers with most votes. Rounds are repeated until one paper has received most votes. In every round, the Chair of the Jury has the decisive vote.
12. Should the Chair of the Jury be unable to fulfill his/her duties, including voting in a stage, the Vice-Chair will take them over.
13. The winner will be announced in *JOSE* and on the *JOSE* WWW page.
14. The award will be presented to the author (representative of authors) of the winning paper by President of the International Ergonomics Association, Chair of the Jury and Chief Editor of the *International Journal of Occupational Safety and Ergonomics* at the Triennial Congress of the International Ergonomics Association.

4. IEA CONGRESSES

4.1. IEA 2003 Triennial Congress report

4.2. IEA 2006 Triennial Congress report

[see document on next page]

4.3. IEA 2009 Triennial Congress call for proposals

Since the good organized and very nice San Diego Congress we have gathered positive lessons but also points for improvement.

A legal body for the organization of IEA2006 is established. A board of three members has the task to supervise the organization, so that the Netherlands Ergonomics Society will not be responsible in the case of financial losses or other liabilities. The board consists of two ergonomists, from which one is the actual president of the Society and the other is a former member of the board. The third one is a financial expert/controller, who has no direct relation to ergonomics. In the first two meetings of the board several good suggestions were done.

We made a first preliminary budget; when making this great help was received from the Finnish organizers of IEA1997; we think that the Tampere congress will be the best for us to benchmark, as we expect a similar set up and a comparable size. However, any other budget information will be of great help. We don't think that we can rely on the San Diego data, as this congress was completely different in size. We have informed the executive board about this.

The option on the conference center for July 10-14, 2006 is now formal. We are in the negotiation phase for the contract.

The days before the congress space is reserved for the meetings of the IEA Council and Executive Committee and for workshops. There is also space for an exhibition. We have taken options on sufficient hotel rooms for the congress week.

To get an impression of the congress center: www.mecc.nl and for Maastricht see: www.vvvmaastricht.nl/English

Early 2003 we plan to present the general theme and logo for the congress for approval to IEA EC. At the IEA Congress in Seoul the launching of these and the start of the campaign is foreseen.

The web address www.IEA2006.org is claimed; at this moment it gives brief information and links to the site of the Netherlands Ergonomics Society and to the IEA.

Ernst Koningsveld Eur.Erg. and Ruud Pikaar Eur.Erg
Preliminary organizing committee IEA 2006



10-14 July

Maastricht, the Netherlands

Organization: Nederlandse Vereniging voor Ergonomie in collaboration with: Belgian Ergonomics Society and Gesellschaft für Arbeitswissenschaft.



5. STANDING COMMITTEES REPORTS AND DISCUSSION ITEMS

5.1. Executive Committee

5.1.1. Report from FEES

5.1.2. IEA membership structure

5.1.3. Continuation of work on IEA History book

5.1.4. New societies (Venezuela, Iran)

5.1.5. Development of the IEA Portal

[see document on next page]

Development of the IEA Knowledge Portal

Motivations

A knowledge portal is a single access point for dissemination and sharing of knowledge, expertise and resources. Societies federated in the IEA represent a body of individuals trained in human factors/ergonomics and in related disciplines - engineering, medicine, information technology, human and social sciences and so forth. Ergonomic knowledge, expertise and resources are distributed across geographical boundaries. The creation of a single access point, like a portal, will allow optimization of knowledge and expertise, through knowledge management processes including archival, organization, retrieval and update, and will facilitate the establishment of an IEA knowledge community.

Method

Establishing a knowledge portal is a transversal initiative, that concerns most IEA committees, and notably the committees on Communication and public relations, Science, technology and practice, IDCs, Professional standards and education. An adhoc task force will be established in order to fulfil the following goals :

- facilitate the establishment of an IEA knowledge community through the creation of a global IEA knowledge portal ;
- specify and formulate the content of the portal for use :
 - in education : support of existing human factors/ergonomics programs offered by academic institutions around the world, support to educational initiatives towards IDCs ;
 - in research : information on technical groups of the IEA, information on on-going research, facilitation of collaborative efforts, information on information resources (e.g. links to specialized sites) ;
 - in consultancy : dissemination of information on technical expertise in various domains
- steer development of the portal through links with various IEA committees and federated societies in knowledge acquisition and implementation.

5.2 Policy and Planning Committee

5.2.1 IEA Strategic Plan

At the meeting in San Diego the Council accepted the "Principal goals related to the IEA Mission" (see attached Executive Summary). To deploy these goals for the period 2001 – 2003 a planning frame was built up, to clarify the plans of officers and standing committees. These action plans are now aggregated into one summary document – showing the Council (and others interested in IEA) how we deploy the goals formulated in San Diego (see document on next pages).

Responsibilities and a time frame are described as far as possible at the moment. Additional contents include the necessity of financial support.

As frame conditions may change, the document is to be understood as living document.

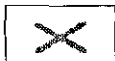
Executive Summary

Principal goals related to IEA Mission

- A To develop more effective communication and collaboration with federated societies**
 - A1 Support the work of member societies**
 - 1.1 Public Relations as a "new" activity
 - 1.2 Regional Networks as strategic element
 - 1.3 IDC as a special point
 - A2 Improve IEA Operational Effectiveness**
 - 2.1 Develop mechanisms for effectively involving member societies
 - 2.2 Increase revenues

- B To advance the science and practice of Ergonomics at an international level**
 - B1 Stimulate Development and Acceptance of Ergonomics**
 - 1.1 Define and clarify the field of Ergonomics based on a broad view
 - 1.2 Elaborate and promote the benefits of Ergonomics
 - 1.3 Identify future needs
 - B2 Facilitate Knowledge Exchange and Collaboration**
 - 2.1 Conferences and workshops
 - 2.2 Support of regional groups/networks
 - B3 Enhance Quality of Professional Practice and Education in Ergonomics**
 - 3.1 Develop and maintain professional standards and guidelines
 - 3.2 Develop Ergonomics education
 - 3.3 Promote certification and accreditation based on core competencies

- C To enhance the contribution of the ergonomics discipline to global society**
 - C1 Promote Recognition of Ergonomics Discipline**
 - 1.1 Create/strengthen awareness by
 - professional public relation activities (including awards, prizes)
 - cooperation with other societies
 - 1.2 Promote specific topics and/or geographical regions
 - C2 Promote Applications of Ergonomics in all Aspects of Life**
 - 2.1 Public Relations activities
 - 2.2 Creating an IEA platform for discussing emerging fields within IEA and to decide on consequences



IEA Policy and Planning Committee

Operative Plan 2001-2003

Summary Document of the respective Officers and Standing Committees

| | |
|-------------------|--|
| Goal A | To develop more effective communication and collaboration with federated societies |
| Subgoal A1 | Support the work of member societies |

| | Action points | Action plan | Responsibility | Financial support | Council Meeting to report results |
|-------|--|--|---|---|---|
| A 1.1 | Establish web links with federated societies that have web sites. | Put federated society links on IEA web site Request cooperation from federated societies Put link to IEA web site on federated society web sites | Mike Smith Federated society representatives | Should be no cost unless Peter Budnick needs to add capacity to web server. | Florence 2001: Obtain names of federated society representatives to be contact, and to serve on IEA web committee. |
| A 1.1 | Provide technical information to federated societies upon request. | Develop an electronic library of technical documents such as ergonomic standards in each country, critical references (books, papers), and links to journals. Policy of | M. Smith, STP ErgoWeb | Could be substantial: Initial costs may be in the \$thousands depending on assistance from federated societies. Ongoing electronic library charges could be \$thousands per year. | Midyear 2002, council 2002 IEA checklists on web site to start. |

- 102 -



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| | | knowledge portal? | | | |
| A 1.1 | Public Relations as a "new" activity | Prepare and send to COUNCIL quarterly update on EC activities: "Purely Presidential" | President | Secretarial support | Annual Council meeting |
| | | Refine the IEA Office operations | Secretary-General and President | Funding approved by Council | Annual Council meeting |
| | | Coordinate restructuring and rewriting of the IEA Basic Documents | President Secretary-General Chair, PPC | | Annual Council meeting |
| A 1.1 | Support the work of member societies | Expand and maintain updated information on ST&P and TCs on IEA web site. | ST&P webmaster (Betty Sanders) | None | Ongoing |
| | | Encourage broad representation from federated societies in TCs. | Ken Laughery | None | Ongoing |
| A 1.2 | Support regional networks as a strategic element | Clarifying the status of federated societies | Luc Desnoyers and PPC | Travel costs US\$ 1000 a year | Florence 2001: Subcommittee installed |

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|----------------|--|--|--------------------------------|-------------------------------|--|
| | | Clarifying the status of affiliated societies | | | 2002: Discussion with EC/Council 2003: Changes in Basic Documents |
| A 1.2 | Regional Networks as strategic element | Oversee communication with FEES | President | None | Annual Council meeting |
| | | Registration of IEA as non-profit foundation in the USA | President Secretary-General | Cost of registration (>\$600) | 2002 (after restructuring of the IEA Basic Documents) |
| A 1.2 C 1.2 | Regional Networks as strategic element | Support the foundation of a Network of European Ergonomic Societies (NEES) | PPC, EC | Encourage donations | Yearly report at council meetings |
| A 1.3 | IDC as a special point | Maintain and develop the IDC 'Contact list' on the IDC page of IEA web site. Steady increase in numbers more international than previously | Pat Scott | none | Florence 2001: establish web site - discussion group |

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| A 1.3 | Support participation of the industrially developing countries in IEA activities (e.g., support for travel to conferences) | In conjunction with the local organizers, sponsor a certain number of delegates to attend IEA-sponsored conferences each year | IDC/STP/Tr | Use of the IEA Funds with the consent of the associated Fed Socs | 2001-2002-2003 yearly at council meeting |
| A 1.3 | Identify future needs | Encourage assessment of improvements Report on progress to IDC website | IDCC, EC | none | IDC conference in 2002 |
| A 1.3 | IDC as a special point | Seek funding to support the work of IDC | President in cooperation with Chair, IDC | Secretarial support | Annual Council meeting |
| A 1.3 | Support the work of member societies | Encourage TCs to involve ergonomists from IDCs. Encourage TCs in their role in the IEA Triennial Congress to plan for and encourage involvement of members from IDCs. | Ken Laughery Ken Laughery | None Special funds for helping IDC members attend Triennial Congress | 2002 Florence meeting. |

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| Goal A | To develop more effective communication and collaboration with federated societies |
| Subgoal A2 | Improve IEA Operational Effectiveness |

| | Action points | Action plan | Responsibility | Financial support | Council Meeting to report results |
|-------|---|---|---|----------------------------|--|
| A 2.1 | Develop mechanisms for effectively involving member societies | review of IEA Basic Documents to clarify procedures and processes | K.J. Zink and PPC | none | Ongoing results presented at yearly council meetings |
| | | Developing a concept to improve the IEA Policy Deployment Process | K.J. Zink | none | Florence 2001 |
| | | Encourage established societies to 'adopt' and assist developing societies. (learning from SELF) | IDCC | none | Florence 2001 |
| A 2.1 | Develop mechanisms for effectively involving member societies | Promote involvement of the COUNCIL representatives as members of the IEA Standing Committees and IEA Technical Committees | President and Chairs of Standing Committees | None | Annual Council meeting |
| | | Coordinate development of the system for web-based updates on the current activities of IEA member societies | President, Chair of CPR, IEA Web Master | To be estimated by Ergoweb | Annual Council meeting |

- 907 -



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|----------------|--|--|-----------------------------------|---|--|
| A 2.1 B 2.1 | Establish an online ergonomics discussion group. | Develop "chat room" and email interactive group capability. | M. Smith ErgoWeb. | Cost (\$) depends on availability of server time and space provided by ErgoWeb. | (Determine if Council members think this is worthwhile.) |
| A 2.1 | Improve IEA Operational Effectiveness. | Encourage members of Council being involved in TCs. | Ken Laughery | None | Annual Council Meetings. |
| A 2.2 | Increase revenues. | Letters of appeal motivating for financial assistance of IDCs(?): individuals and companies | Pat Scott with Waldemar Karwowski | none | Yearly report at council meetings |
| A 2.2 | Initiate campaign to increase the numbers of sustaining IEA members where this will not conflict with the operations of member societies | Identify potential organizations eligible as sustaining members in collaboration with Fed Socs, and encourage potential individuals or smaller organizations to become individual sustaining members | Treas, Pres SC | none | 2001-2002-2003 council meeting (yearly report) |
| A 2.2 | Increase revenues from donations, endowments and funds where this will not conflict with the operations of member societies | Invite potential donors and Fed Socs to donate and create funds for assisting IEA activities and for practical ergonomics application | Treas/ Pres SC | none | 2001-2002-2003 |

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| A 2.2 | Increase revenues | Seek outside funding for the IEA operations/ Sustaining Membership Campaign | President and Treasurer | Secretarial support | Annual Council meeting |
| A 2.2 | Improve IEA Operational Effectiveness | Coordinate IEA approval and endorsement of conferences to produce fees. | Ken Laughery | None | Ongoing |
| | | Encourage TCs to plan and promote conferences to produce fees. | Ken Laughery | None | Ongoing |

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| Goal B | To advance the science and practice of Ergonomics at an international level |
| Subgoal B1 | Stimulate Development and Acceptance of Ergonomics |

| | Action points | Action plan | Responsibility | Financial support | Council Meeting to report results |
|-------|--|---|----------------------|--|---|
| B 1.1 | Define and clarify the field of Ergonomics based on a broad view | Developing a more conclusive connection between micro- and macro-ergonomics | K.J. Zink and PPC | Travelling costs to EC Meetings, none for subgroup | Florence: subcommittee installed Using conference in connection with council meeting 2002 for face-to-face discussions and presentation of preliminary results Presenting a concept for integration at the ODAM VII conference in Aachen 2003 |
| B 1.1 | Define and clarify the field of Ergonomics based on a broad view | Promote the use of IEA Definition of Ergonomics in mass media | President Chair, CPR | Secretarial support | Annual Council meeting |
| B 1.1 | Stimulate development and acceptance of ergonomics | Define and clarify the areas of ergonomics represented by current TCs and identify areas for new TCs. | Ken Laughery | None | 2002 |

- 110 -

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| B 1.2 | Elaborate and promote the benefits of Ergonomics | <p>Publish activities and achievements specific to IDCs, both nationally and internationally.</p> <p>Examples of successes in various regions from Kogi, Shahnnavaz, Vidal, Scott and others.</p> <p>Same as above, but for all countries if agreeable to federated society(ies).</p> <p>Get comments from federated society representatives.</p> | <p>IDCC</p> <p>Communications and outreach committee (COC).</p> <p>STPC</p> | <p>None</p> <p>Depends on activity, for instance, press releases, participation at international meetings of other international societies.</p> | <p>Timeframe?</p> <p>Timeframe?</p> <p>Install a SC of STP to systematically gather such material</p> |
| B 1.2 | Elaborate and promote the benefits of Ergonomics | Coordinate development of the IEA Quality Ergonomics Design (QED) Certification Program | President Secretary General in cooperation with Chair, PPC | Initial funding per EC | Annual Council meeting |
| B 1.3 | Creating an IEA platform for discussing emerging fields within IEA | Revitalize future panel at IEA conferences | Pres. ,SC Chairs of Technical groups | none | Korea conference and council |

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|-------|--|--|--------------|------|------------------------|
| B 1.3 | Identify future needs | Identify future needs with respect to IEA membership structure | Chair, PPC | None | Annual Council meeting |
| B 1.3 | Stimulate development and acceptance of ergonomics | Promote new TCs in developing ergonomic topics. | Ken Laughery | None | Ongoing |

- 111 -

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|-------------------|---|
| Goal B | To advance the science and practice of ergonomics at an international level |
| Subgoal B2 | Facilitate Knowledge Exchange and Collaboration |

| | Action points | Action plan | Responsibility | Financial support | Council Meeting to report results |
|-------------------------|--|---|--|---|---|
| B 2.1 A 1.3 C 1.2 | Conferences and workshops, support regional networks esp. IDCS | Publish IDC and <u>other related</u> conferences and workshops and encourage/support participation. Work in conjunction with ILO, WHO and ICOH Use IEA web site | IDCC Communications and outreach committee. Mike Smith | \$!! Substantial finance needed, but is dependent on number of activities, where held and how many attend (not IEA budget). No cost. | Ongoing involvement of several members of the IDC in several global areas - very good response. |
| B 2.1 | Conferences and workshops | Support IEA sponsorship and present <i>Opening Addresses</i> at various conferences worldwide | President | On case-by-case basis | Annual Council meeting |

- 112 -

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|-------|---|---|--------------|--|------------------------|
| B 2.1 | Facilitate knowledge exchange and collaboration | Encourage TCs to plan and promote conferences. | Ken Laughery | Some conferences may require seed money. | Ongoing |
| | | Coordinate IEA approval and endorsement of conferences. | Ken Laughery | None | Ongoing |
| | | Encourage TCs to offer workshops at Triennial Congress. | Ken Laughery | May need seed money. | Ongoing |
| B 2.2 | Support of regional groups/networks | Use of network to encourage information exchange | IDCC | none | ongoing |
| | | Infrastructure on web site set up Need for personnel and materials Need to encourage more involvement and interaction | IDCC | \$ again dependent of area and numbers (not IEA budget need external drive - see A2.2) | |
| B 2.2 | Support of regional groups/networks | Communicate with newly formed ergonomics societies, oversee FEES, and encourage formation of other regional networks | President | Secretarial support | Annual Council meeting |

- 113 -

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| Goal B | To advance the science and practice of ergonomics at an international level |
| Subgoal B3 | Enhance the quality of professional practice and education in ergonomics |

| | Action points | Action plan | Responsibility | Financial support | Council Meeting to report results |
|-------|--|---|---|---------------------------------|-----------------------------------|
| B 3.1 | Promote certification and accreditation based on core competencies | Implement a broad view in all approvals systems Review competencies | Certification approvals sub-committee Accreditation sub-committee (when appointed) | | 2001/2002 |
| B 3.1 | Develop international professional standards and guidelines and promote best practices in ergonomics | Revise existing codes of ethics and professional practice. Collate existing codes from Fed Socs and other professions | J. Wilson | \$2000 for sub-committee travel | 2002 |
| B 3.1 | Develop and maintain professional standards and guidelines | Coordinate development of the IEA Quality Ergonomics Design (QED) Certification Program | President Secretary General in cooperation with Chair, P&P | Initial funding per EC | Annual Council meeting |

- 7/11 -

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| B 3.1 | Enhance quality of professional practice and education in ergonomics | Coordinate IEA participation in ISO. | Ken Laughery, Chair of Standards and Guidelines TC. | None | Ongoing |
| B 3.2 | Promote sharing of quality ergonomics programmes | Work is still continuing (but with many problems) from the sub-committee on the electronic register of educational programmes | Leon Straker | To do this properly we may have to move responsibility and pay – say \$3000 | 2002 |
| B 3.2 C 1.2 | Develop Ergonomics education | <p>Assist IDC areas to establish own programs</p> <p>Develop 'Distant Learning' program for IDCs <u>and other groups as requested.</u></p> <p>Develop a speakers bureau to provide experts for advice on request, and participants in distance learning.</p> <p>Develop a group of universities willing to participate in distance learning classes for a fee.</p> | <p>Pat Scott John Wilson</p> <p>Mike Smith</p> | <p>Depends on the available resources at participating universities.</p> | ongoing |

- 145 -

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|-------|--|--|--|-------------------------------|------------------------|
| B 3.2 | Promote sharing of course materials | <p>Establish a mechanism of sharing ergonomic and related course materials (syllabus, readings list, references, lab exercises).</p> <p>Put links to materials on web site.</p> <p>Use some current examples of courses to promote federated society interest.</p> | <p>STP</p> <p>Mike Smith</p> | <p>No cost</p> <p>No cost</p> | ongoing |
| B 3.2 | Develop Ergonomics education | Coordinate development of the IEA Guidelines for Ergonomics Degrees at BS, MS and PhD levels | President Secretary-General Chair, PSE | Secretarial support | Annual Council meeting |
| B 3.2 | Enhance quality of professional practice and education in ergonomics | Promote workshops at Triennial Congress on selected topics. Involve TCs. | Ken Laughery | May need seed money. | 2002 |

- 116 -



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|----------------|--|--|---|---|--------------------------------|
| B 3.3 | Encourage educational institutions to offer ergonomics programmes consistent with core competencies criteria | a) The accreditation sub-committee will be updating their first set of guidelines b) Production of the electronic directory of ergonomics programmes, to encourage their development and spread | Chair PPE a) Accreditation sub-committee b) Ergonomics education programme sub-committee. Also Fed Socs supported by PSE and EC | a) b) \$3000 for programmer and data entry assistant | 2001 or 2002 |
| B 3.3 C 1.2 | Promote certification and accreditation board on core competencies. | Modification of IEA general guidelines to suit IDC requirements Investigate the possibility of recognition of non-Ergonomist working in professions such as occupational health. | IDCC | | Ongoing developments with ICOH |
| B 3.3 | Develop IEA guidelines for accreditation of ergonomics educational programmes | Sub-committee work (Margaret Bullock) is continuing | Margaret Bullock | | 2001 |
| B 3.3 | Maintain the IEA criteria for endorsement of certifying bodies and implement a system for such endorsement | Use a sub-set of hard cases to prove out the body and criteria | Hal Hendrick and sub-committee | Maybe \$2500 pa for travel | 2001 |

- 112 -

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|-------|--|--|-----------|--|------|
| B 3.3 | Maintain and disseminate the IEA core competencies | Still waiting for any comments from Fed Socs!! | Chair PSE | If need to visit key informants, travel of \$1000-\$2000 | 2001 |
| B 3.3 | Maintain and disseminate IEA minimum criteria for the process of certification | Waiting for comments from Fed Socs | Chair PSE | If need to visit key informants, travel of \$1000-\$2000 | 2001 |

- 118 -



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| Goal C | To enhance the contribution of the ergonomics discipline to global society |
| Subgoal C1 | Promote Recognition of Ergonomics Discipline |

| | Action points | Action plan | Responsibility | Financial support | Council Meeting to report results |
|-------|---|---|---|--|--|
| C.1.1 | Show proven benefits in order to stimulate the growth of ergonomics | Provide "best practices" as part of the IEA website (e.g. based on yearly conferences) | STP, EC | Minimal financial support through STP budget | 2001-2002-2003 yearly state-of-the-art report |
| C 1.1 | Promote recognition of ergonomics discipline | Encourage TCs to publish newsletters on web site. Coordinate IEA endorsement of and participation in conferences sponsored by other societies. | Ken Laughery Betty Sanders Ken Laughery | None None | Ongoing Ongoing |

- 614 -

-120-

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|---|--|--|---|---|
| C 1.1.1 Create/strengthen awareness by: professional public relation activities | Develop master plan for promotion, selection, and presentation of all IEA awards | I. Nov | None | Florence 2001: Present proposed plan |
| | Develop publicity plan for Liberty Mutual awards | I. Noy, P. Falzon (Webmaster), Michael Smith | \$5,000 for web design | Florence 2001: Present proposal |
| | Manage the call and selection of 2001 LM Prize | I. Noy, Moh Ayoub | \$5,000 prize \$2,000 committee \$1,500 reception \$1,000 travel | Florence 2001: Announce winner, if any |
| | Manage the call and selection of 2002 LM Prize | I. Noy, Kazu Kogi | \$5,000 prize \$2,000 committee \$1,500 reception \$1,000 travel | Council 2002 |
| | Manage the call and selection of 2003 LM Prize and Medal | I. Noy, N. Corlett | \$20,000 prize \$2,000 committee \$4,000 reception | Seoul Congress 2003: |

| | | | |
|---|---|------|--|
| Manage the call and selection of 2001 Fellows | I. Noy | None | Florence 2001: Announce new Fellows |
| Manage the call and selection of 2002 Fellows | I. Noy | None | Council 2002 Announce new Fellows |
| Manage the call and selection of 2003 Fellows | I. Noy | None | Seoul Congress 2003: Announce all new Fellows |
| Review K.U. Smith Student Award structure and operation | I. Noy (with Tom Smith and Michael Smith) | None | Florence 2001: Present proposed changes as appropriate |
| Manage the progress for selection of IEA triennial awards | I. Noy, selection committee | None | Seoul Congress 2003: Winners announced at Plenary Session |

-121-

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|------------------|---|--|---|---|---|
| | | Oversee the K.U. Smith Student Award | I. Noy and M. Smith (selection committee) | \$3,000 (from St. Paul Foundation) | Seoul Congress 2003: Winner announced at Plenary Session |
| | | Arrange for plaques, medal and certificates | I. Noy | \$1,000 | Seoul Congress 2003: presentations at Plenary |
| C 1.1.1 C 1.2 | Create/strengthen awareness by: professional public relation activities | Media (radio, TV and www) coverage at a national level in IDCs Promotional materials for major corporate companies | IDCC | Depends on extent of coverage | Just ideas at present |
| C 1.1.1 | Promote understanding of the history of ergonomics | Put IEA archives on the web site, and found a permanent collection at a university. Request federated societies provide information to supplement Historian's archives. | Ilkka Kuorinka and Mike Smith | Charges for scanning materials onto web site (amount \$ cost unknown). Storage and upkeep costs (\$) at a selected university are unknown. | ongoing |

-122-

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|---------|--|--|--|--|--|
| C 1.1.1 | Strengthen awareness by professional PR activities | Establish facility for providing ISBN numbers for conference books – IEA press? | | Cost ? | |
| C 1.1.1 | Create/strengthen awareness by- professional public relation activities (including awards, prizes)- cooperation with other societies | Seek to establish new Awards, including those from IEA Approved Journals | President | Secretarial support | Annual Council meeting |
| C 1.1.2 | Co-operation with other societies | Collaborative work with organizations/societies such as ILO, WHO, ICOH.... | Pat Scott CPR | None | Ongoing communication between several organizations. |
| C 1.1.2 | Promote collaboration in ergonomics projects among government and international bodies | Develop ergonomic checkpoints for agriculture based on the IEA/ILO MOA Develop | STP/Ts | Minimal expenditures for production of illustrated materials | 2001-2002 |
| C 1.1.2 | Promote specific topics and/or geographical regions | Increase cooperation with other professional societies Develop links on IEA web site to all MOUs and IEA Sustaining Members | President Chair, CPR IEA Web Master Ergoweb | Secretarial support None | Annual Council meeting Annual Council meeting |

- 123 -

- 124 -

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|-------|--|--|---|---|--|
| C 1.2 | Promote IEA publications suited to knowledge dissemination | Develop guidelines for ergonomics application in occupational health practice in industrially developing countries based on IEA/ICOH cooperation | CPR / IDC, Tr | Minimal support for a workshop in connection with an international conference | Council meeting after international conference |
| C 1.2 | Promote specific topics and/or geographical regions | Publish in scientific journal | Chair PSE | | 2001/2002 |
| C 1.2 | Public relations activities | Create public awareness in IDCs by ensuring 'Ergo design' is more than just a catch phrase Establish a communications and outreach committee. | IEA EC Mike Smith and federated societies. | None | Get volunteers from federated societies |
| C 1.2 | Public Relations activities | Promote development of the emerging areas of ergonomics (i.e. affective design, neuro-ergonomics) Promote development of new ergonomics societies worldwide | EC President | Secretarial support Travel cost on the case-by-case basis | Annual Council meeting Annual Council meeting |

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| Goal C | To enhance the contribution of the ergonomics discipline to global society |
| Subgoal C2 | Promote Applications of Ergonomics in all Aspects of Life |

| | Action points | Action plan | Responsibility | Financial support | Council Meeting to report results |
|-------|--|---|-------------------------------|---------------------|-----------------------------------|
| C 2.1 | Promote applications of ergonomics in all aspects of life | Encourage and assist TCs to publicize activities and accomplishments. | Ken Laughery Betty Sanders | None | Ongoing |
| C 2.2 | Creating an IEA platform for discussion... | Important to include IDC needs | M. Smith | | |
| C 2.2 | Creating an IEA platform for discussing emerging fields within IEA and to decide on consequences | Establish an Ad-Hoc Committee on the Politics and Science of Ergonomics | President | Secretarial support | 2001 Council meeting |

-125-

5.2.2 Current Policy and Planning Sub Committees

Initially three sub committees had been planned. One dealing with membership issues and two focussing on the development of Ergonomics and the IEA. The idea of building up an IEA Knowledge Portal had to be postponed because of financial restrictions. Anyway first activities are taken by the Public Relations Committee together with Ergoweb in cooperation with the members of the Executive Committee and the President. Therefore two sub committees are in place:

5.2.2.1 Membership and societies development

This sub-committee led by Luc Desnoyers has the goals to propose:

- a redefinition of the rules for membership and representation within IEA and
- a policy for IEA involvement in the creation and development of new Ergonomics Societies

A first report was given to the Executive Committee in Florence. The final proposals will be discussed in the council.

5.2.2.2 Development of Ergonomics

This sub-committee led by Klaus J. Zink is based on the idea to promote Ergonomics by bridging the gap between Macro- and Micro-Ergonomics.

The goals are:

- to promote Micro-Ergonomics by building up a more conclusive link between Macro- and Micro-Ergonomics
- showing a more holistic picture of Ergonomics related to the recently changed definition of Ergonomics by IEA
- having an additional basis for restructuring the IEA Technical Groups
- creating input for a Knowledge Portal (and e.g. for a virtual IEA university)

The sub-committee is in place. The so far reached results shall be presented at the ODAM VII conference in Aachen 2003.

5.2.3 Involvement of Council members to enlarge ideas for supporting IDCs

During it's first meeting in Louisville, November 2000 the Executive Committee agreed to strengthen the support for IDCs. Among others council members will be involved in breakout-groups during a council meeting, to gather and discuss ideas how IDCs could be better supported by IEA member societies.

5.2.4 Clarifying the IEA status as a swiss association

The chair of PPC researched several sources to clarify whether or not IEA is a registered Swiss association. Inquiries at the Commercial Registry Office in Zurich, the Federal Commercial Registry Office in Bern and the Central Business Names Index of the Federal Commercial Registry Office led to the same result: IEA is not registered as a Swiss association.

But according to article 60 of the Swiss Civil Code a scientific association can be founded without registration, if the will to exist as corporation is declared in respective bylaws. The bylaws must describe the associations goals, means and organisation. Insofar IEA is a not registered swiss association.

5.2.5 Review sustaining membership rules

As described under voting items, a fourth category of sustaining membership is to be introduced.

5.2.6 Update of IEA membership data

Based on a questionnaire, developed by Pieter Rookmaker before the IEA Congress in San Diego, PPC tries to complete outstanding questions and update the data base. Until the end of August there was only a moderate response rate. So far 30% of the data is fully complete, 40% partially complete, and 30% have not replied by the deadline we set. The summary document has been completely revised and reformatted in a consistent manner. To reduce workload, it is proposed to combine the yearly presentations before the council with the respective updates necessary.

5.3 Professional Standards and Education Committee

Report to IEA Executive and Council, Florence, September 2001

1. A number of guidance documents to do with standards of professional practice have been agreed by Council in the past two or three years. Most recently the Guidelines on Accreditation of Ergonomics Programmes were agreed in San Diego, 2000. No objections or comments have been received from the Federated Societies in the past 12 months and so we assume that these documents are now accepted, albeit as living documents available for amendments at any time.
2. Work on the IEA Electronic Directory of Ergonomics Education Programmes has suffered logistical and personnel difficulties. This has now been transferred to a new web/database designer, reporting directly to the Chair of the PSE Committee.
3. Progress has been made by the Certification Endorsement Sub-Committee. An application form has been produced. BCPE have submitted an application package (and paid \$500 application fee) and it now is being considered by the review group (Carol Slappendel, chair, Francois Daniellou, and Elizabeth Bunker). The New Zealand Certification Board will submit an application this year and the review group for that application is in place (Jerry Duncan, Chair, Harvey Cohen, and Manfred Rentzsch). All six reviewers are members of the IEA Certification Endorsement Committee. The IEA will prepare a plaque to give to any certification agency whose professional certification program gets endorsed.
4. The PSE Committee have been asked to assess the feasibility of producing ergonomics taught course syllabus guidance. This may be used purely as IEA advice or, eventually, as part of an IEA course accreditation system. Syllabus information has been collected from a number of programmes – where these are explicitly ergonomics or human factors (and not part of an industrial engineering or psychology programme) – across Australia, France, Sweden and the UK. To begin with, any commonalities (or otherwise) in courses/modules and hours of study will be identified. Previous similar exercises (for instance the HETPEP requirements for CREE) will also be addressed and views on the appropriacy and use in practice of HETPEP etc. will be sought.

It is recognised that the IEA guidelines for accreditation of ergonomics education programmes, approved in 2000, do specify suggested competencies to be accounted for within any curriculum. The current exercise is to examine one stage further, into the operational requirements and feasibility of incorporating competency guidelines into a feasible syllabus under current educational environments

We would welcome the views of the Federated Societies about whether the IEA should even begin to be involved in course accreditation.

5. The existing (if largely unpublicised) IEA Code of Ethical Conduct is being reviewed in the light of other similar codes and of developments in ethical practice over the past five years.

5.3.1. IEA International Directory of Ergonomics programs

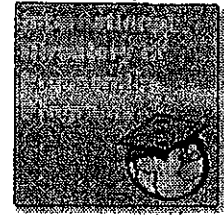
Intention

The 4th Edition of the International Directory of Ergonomics Programs will be in electronic format and will be available via the Internet.

Design

A new page design has been created for the Directory with the intention that it will form part of the updated IEA site currently being developed by Ergoweb. The Directory section will share logos and navigation elements but will have its own identity.

All page files and graphics have been created and have been sent to Ergoweb in order for them to incorporate them into the updated IEA site.



The Directory section consists of:

Home page – explaining the purpose and format of the Directory and introducing the rest of the section.

Program List – world map showing location of Directory entries with links to a separate page of programs (listed alphabetically) for each country. The USA entries are split into West, Central and East.

Advice for Students – about choosing and applying for Programs (as adapted from the 3rd Edition).

Add a Program – form for Institutions or Sub-editors to complete. Results emailed to the Editor.

About the Directory – background information on the processes involved in creation and upkeep of the Directory.

Ergoweb will create a search facility, the exact format of which has yet to be decided, but will at least involve a keyword search. This is to be available from the Directory section home page.

Directory content

In order that we obtain critical mass and to motivate responses (1), the contents for the Directory at the moment have been taken directly from the 3rd Edition. Where listed, Sub-editors have been emailed with their respective country entries and have been asked to make arrangements to check for necessary amendments. The Editor will update the Directory entries as soon as possible after receiving amendments or additions.

The current position with regard to the entries for each country is as follows:

| <i>Sub-editors emailed and replies received with offers to help</i> | | <i>Sub-editors emailed – awaiting reply</i> | | <i>No Sub-editor designated</i> |
|---|---------|---|-----------|---------------------------------|
| Issachar Gilad | Israel | Jacques Malchaire | Belgium | Australia |
| Veikko Louhevaara | Denmark | Tim Gallway | Ireland | Austria |
| | Finland | Helmut Strasser | Germany | Bangladesh |
| | Norway | Kazuo Aoki & Sadao Horino | Japan | Brazil |
| | Sweden | Jerzy Marcinkowski | Poland | Canada (or SELF) |
| David Stubbs | UK | Halimahtun Kahalid | Indonesia | China |
| Steve Konz | USA | | Malaysia | Croatia |
| | | | Singapore | Czech Republic |
| | | | Thailand | France (or SELF) |
| | | Eric Ming-Yang Wang | Taiwan | Hungary |
| | | | | India |
| | | | | Korea |
| | | | | New Zealand |
| | | | | Spain |

Tina Worthy, Web Editor
04 September 2001

John Wilson, PPE Committee
5th September 2001

5.4. IEA SCIENCE, TECHNOLOGY AND PRACTICE COMMITTEE

Annual Report
August, 2001

Kenneth R. Laughery, Chair

At the council meeting in San Diego in August, 2000, the name of the committee was changed to the Science, Technology and Practice Committee (ST&P). The intent of this change was to more accurately reflect the broad range of activities in which ergonomists are engaged.

An important development to be noted is the appointment of Betty Sanders as a member of the ST&P Committee. Betty is a new HFES representative to the IEA Council, and she will serve as the ST&P Web Master. More information regarding this role is contained below in the discussion of web site development.

Technical Committees

One of the major assignments of the ST&P Committee is to oversee the structure and activities of the IEA technical committees (TCs). During the past year there have been several changes associated with the TCs. As noted in San Diego, we started this past year with 19 TCs. Since then, two new TCs have been formed and chairs appointed. They are:

Building and Construction – Ernst A.P. Koningsveld, Chair

Ergonomics for Children and Educational Environments – Cheryl L. Bennett, Chair

We are also considering the possibility of forming another new TC in the area of ergonomics design. The leadership of several TCs has also changed during the past year. These TCs and the new chairs are:

Agriculture – Peter Lundqvist, Chair

Hospital Ergonomics – Sue Hignett, Chair

Human-Computer Interaction – Tom Stewart, Chair

In order to more accurately reflect its objectives and activities, the Power Systems TC changed its name to Process Control.

A list of the current 21 TCs and the respective chairs is attached to this report.

Approved/Endorsed Conferences

Several conferences previously endorsed by IEA occurred during the past year. They are:

Ergonomics: Usefull, Practical and Applied Discipline, Rio de Janeiro, Brazil, November 19-22, 2000.

Affective Human Factors Design, Singapore, June 27-29, 2001.

International Conference on Computer-Aided Ergonomics and Safety, Maui, Hawaii, July 28 – August 2, 2001.

Ninth International Conference on Human-Computer Interaction, New Orleans, USA, August, 2001.

Sixth International Conference Word With Display Units (WWDU), Berlin, Germany, September 11-14, 2001.

8th IFAC/IFIP/IFORS/IEA Symposium on Analysis, Design, and Evaluation of Human-Machine Systems, Kassel, Germany, September, 18-20, 2001.

Additional requests for IEA endorsement of conferences have been received. The following conferences have been endorsed:

World Congress on Safety of Modern Technical Systems, Saarbruecken, Germany, September 12-14, 2001.

ODAM VII Conference, Aachen, Germany, October, 2003.

This past year we changed the capitation fee for IEA conference endorsement. A capitation fee equal to two times the conference registration fee for regular members is now required. The requirement that proceedings from endorsed conferences be provided for distribution to IDCs continues. The current list indicating locations to which proceedings are forwarded is attached to this report as Attachment 2.

Web Site

An important effort currently underway is the development of the IEA web site. As noted above, Betty Sanders is now a member of the ST&P Committee and will serve as the Committee's Web Master. Our immediate objectives include updating information about the goals and activities of the ST&P Committee as well as the various TCs. Links will be established to other relevant sites. Our ultimate goal, of course, is to provide a forum for the exchange of information and the opportunity for people with similar interests to interact. Betty's phone number and email address are:

Phone: (713) 984-9191
Email: Bmaesand@aol.com

ATTACHMENT 1

Chairs IEA TGs:
9/1/2001

Aging

Prof. Juhani Ilmarinen, Ph.D
Department of Physiology
Finnish Institute of Occupational Health
Laajaniityntie 1
01620 Vantaa
Finland
Phone: 358-9-4747 2766
Fax: 358-9-890 713
Mobile phone: 358-400-815 511
Email: juhani.ilmarinen@occuphealth.fi

Agriculture

Prof. Peter Lundqvist, Ph.D.
Division of Work Science
Department of Agricultural Biosystems and Technology
Swedish University of Agricultural Sciences
Box 88, S - 230 53 Alnarp,
Sweden
Phone: 46 40 41 54 95
Fax: 46 40 41 54 89,
Mobile phone: 46 70 729 61 15
Email: Peter.Lundqvist@jbt.slu.se
Web site: <http://WWW.JBT.SLU.SE>

Building & Architecture

Prof. Gabriella Caterina
Universita' Degli Studi di Napoli Federico II
Via Tarsia
31 Napoli
Italy
Phone: 39-081-2514302
Fax: 39-081-5519509
Email: corited@tin.it

Building and Construction

Mr. Ernst A.P. Koningsveld
TNO Work and Employment
P.O. Box 718
2130 AS HOOFDORP
The Netherlands
Phone: 31.23.554.9.524
Fax: 31.23.554.9.305
Mobile phone: 31.629.57.4109
Email: e.koningsveld@arbeid.tno.nl

Consumer Products

Prof. William S. Green
Faculty Design Engineering and Production
Delft University of Technology
Jaffalaan 9
2628 BX Delft
The Netherlands
Email: W.S.Green@io.tudelft.nl

Ergonomics for Children and Educational Environments

Ms. Cheryl L. Bennett
Lawrence Livermore National Laboratory
P.O. Box 808, L-438
Livermore, CA 94550
USA
Phone: (925) 423-1978
Fax: (925) 422-3442
Email: bennett13@llnl.gov

Control Rooms

Mr. John Wood, Managing Director
CCD Limited
Allen House, Station Road
Egham
Surrey, TW20 9LB
United Kingdom
Phone: 01784 472234
Fax: 01784 470949
Email: ccdegham@dial.pipex.com

Cost-Effective Ergonomics

Mr. David C. Alexander
Auburn Engineers, Inc.
P.O. Box 3038
Auburn, Alabama 36831-3038
USA
Phone: 334-826-8600
Fax: 334-826-7601
Email: davealex@auburnengineers.com

Hospital Ergonomics

Sue Hignett
Ergonomics and Back Care Advisory Dept.
Nottingham City Hospital NHS Trust
Hucknall Road
Nottingham, NG5 1PB
United Kingdom
Phone: 44 (0) 115 969 1169 ext 46109
Fax: 44 (0) 115 962 8061
Email: shignett@ncht.org.uk

Human Aspects of Advanced Manufacturing

Prof. Waldemar Karwowski, PhD, PE
Center for Industrial Ergonomics
University of Louisville
Academic Building, Room 437
Louisville, KY 40292
USA

Phone: (502) 852-7173
Fax: (502) 852-7397
Email: karwowski@louisville.edu

Human-Computer Interaction

Tom Stewart
System Concepts
2 Savoy Court, Strand
London, WC2R 0EZ
United Kingdom

Phone: 44 (0)20 7240 3388
Fax: 44 (0)20 7240 5212
Email: tom@system-concepts.com
Web site: www.system-concepts.com/people/tom.html

Human Reliability

Prof. Dr. Heiner Bubb
Lehrstuhl für Ergonomie der Technischen Universität München
Boltzmannstr. 15
D-85748 Garching
Germany

Phone: (089) 289 15388
Fax: (089) 289 15387
Email: bubb@lfe.mw.tu-muenchen.de

Musculoskeletal Disorders

Prof. Antonio Grieco
Istituto di Medicina del Lavoro
"Clinica del Lavoro L. Devoto"
Via San Barnaba 8
I-20122 Milano
Italy

Phone: 39 02 5511610
Fax: 39 2 55187172
Email: occupmed@imiucca.esi.unimi.it

Organizational Design and Management

Dr. Brian M. Kleiner
Department of Industrial and Systems Engineering
Whittemore Hall
Virginia Polytechnic Institute & State Univ.
Blacksburg, VA 24061
USA

Phone: (540) 231-4926
Fax: (540) 231-3322
Email: bkleiner@vt.edu

Process Control

Dr. John O'Hara
Science & Engineering Technical Division
Brookhaven National Lab, Bldg 130
Upton, NY 11973
USA
Phone: (631) 344-3638
Fax: (631) 344-4900
Email: ohara@bnl.gov
Scott Malcolm (co-chair)
Email: malcolms@candu.aecl.ca

Psychophysiology in Ergonomics

Prof. Dr. rer.nat. Wolfram Boucsein
BUGH Wuppertal
Physiologische Psychologie
Max-Horkheimer-Str. 20
42119 Wuppertal
Germany
Phone: 49-202-439-2338
Fax: 49-202-439-2926
Email: boucsein@uni-wuppertal.de

Quality Management

Dr. Ram R. Bishu
IMSE Department
University of Nebraska
Lincoln, Nebraska 68588-0518
USA
Phone: (402) 472-2393
Fax: (402) 472-2410
Email: rbishu@engunx.unl.edu

Rehabilitation Ergonomics

Prof. Shrawan Kumar
Department of Physical Therapy
University of Alberta
Rm 2-50 Corbett Hall
Edmonton, Alberta T5G 2G4
Canada
Phone: (403) 492-5979
Fax: (403) 492-1626
Email: Shrawan.Kumar@Ualberta.ca

Safety & Health

Prof. Masaharu Kumashiro
University of Occupational and Environmental Health
Department of Ergonomics
Institute of Industrial Ecological Sciences
1-1, Iseioka, Yahatinishi-ku
Kitakyushu, 807
Japan
Phone: 81-93-691-7458
Fax: 81-93-692-0392
Email: m-kuma@med.uoeh-u.ac.jp

Standards

Mr. Nico J. Delleman

NIA TNO B.V.

P.O. Box 75665

1070 AR Amsterdam

The Netherlands

Phone: 31 20 549 89 31

Fax: 31 20 644 14 50

Email: N.Delleman@nia-tno.nl

Work Environment Design

Prof. Alan Hedge, Ph.D.

Department of Design and Environmental Analysis

Cornell University

Martha Van Rensselaer Hall

Ithaca, NY 14853-4401

USA

Phone: (607) 255-1957

Fax: (607) 255-0305

Email: ah29@cornell.edu

ATTACHMENT 2

Locations for IDC Proceedings

| |
|---|
| Dr C Chavalitnikul |
| National Institute for the Improvement of Working |
| 22/3 Baromrachachonnanee Road |
| Taling Chan, Bangkok 10170 |
| THAILAND |
| Professor Pat Scott |
| Department of Human Kinetics and Ergonomics |
| Rhodes University |
| P O Box 94 |
| Grahamstown |
| 6140 |
| SOUTH AFRICA |
| Karim Meckassoua |
| 5 Allee de la Colline |
| 93160 |
| Noisy le Grand |
| FRANCE |
| Director G Duobinene |
| Kaunas University of Technology Library |
| K. Donelaicio 20 |
| 3006 Kaunas |
| LITHUANIA |
| Professor W Runbai |
| Shanghai Bureau of Higher Education |
| Chinese Ergonomics Society |
| 500 Shanxi Road (N) |
| Shanghai 20041 |
| CHINA |
| Prof Dr Ricardo Montero |
| Finlay Institute |
| Ave. 27 No. 119805, AP 16017 |
| La Coronela, La Lisa, CP 11600 |
| Havana, CUBA |

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| |
| Professor Adyana Ida Manuaba |
| University of Udyana |
| Dept. of Physiology |
| Jalan Serma Gede 18 |
| Denpasar 80114 Bali |
| INDONESIA |
| |
| Dr A Burov |
| National Research Institute for Design |
| All-Ukrainian Ergonomics Association |
| Post Box 3, 254214 Kyiv |
| UKRAINE |
| |
| Professor Gaur G Ray |
| Industrial Design Centre |
| Indian Institute of Technology Bombay |
| Powai, Mumbai |
| 400 076 |
| INDIA |
| |
| Jose Mario Beniflah Carvao |
| |
| Adress to be confirmed |
| |
| BRAZIL |
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5.5. Communication and Public Relations Committee

IEA Communications and Public Relations Committee Report for 2001 IEA Council Meeting

The name of the committee was changed by the IEA Executive Committee from Publication and Promotion Committee to Communications and Public Relations Committee.

We are slowly developing the membership of the committee. At this time the committee membership consists of three members, the chairperson, Prof. Michael Smith, the webmaster Prof. Vince Duffy, and the editor of the IEA newsletter, Mr. Andy Marshall. We expect to add three to five new members to the committee after the Council Meeting in September, 2001. Members of the Council who would like to volunteer for this committee or for the subcommittees that are under development are encouraged to contact Prof. Smith as soon as possible (email: mjsmith@engr.wisc.edu).

The IEA web site has a new address, www.iea.cc. The company ErgoWeb, Inc. has developed the current web site, and continues to update the web site at no cost to the IEA. This provides a substantial service to the IEA, and ErgoWeb has been recognized for their efforts. As the IEA increases the need to use the web for informational, educational, and eCommerce activities, we expect that ErgoWeb or some other provider will provide the additional services at a nominal charge. The web site is undergoing continuous updating based on input from the IEA webmaster, Council members, Affiliated Societies, the IEA Newsletter Editor, the IEA Historian, and the IEA Executive Committee. At the March, 2001 Executive Committee meeting in Cairo Dr. Peter Budnick, President of ErgoWeb, Inc. gave a presentation to illustrate how the service to IEA works. At that time there was agreement to continue as we have in the past until major new web site initiatives are developed. At that time it will be determined if a formal contract process is necessary, and if so then bids will be sought from multiple sources. All new additions to the web site must be sent to Prof. Duffy or Prof. Smith who will forward them on to ErgoWeb, Inc.

The committee is seeking input from the Council members about their ideas for improving and upgrading the web site. There already is a suggestion for the development of a web "portal" for educational and research purposes. This proposal is under review for content and funding requirements. We would like to put links to all Federated Societies on the IEA web site. We request that a representative from each Federated Society provide a web site address for linkage from the IEA web site to Prof. Vince Duffy or Prof. Michael Smith.

The IEA newsletter (Ergonomics International) continues to be published quarterly and appears on the IEA web site (www.iea.cc). The newsletter is sent to a select list of persons in hard copy. Andy Marshall continues to do an excellent job of publishing the newsletter with important content on schedule. Council members are encouraged to send news items to Andy.

At the Fall 2000 meeting in Louisville the IEA Executive Committee determined that there was insufficient capability to continue the IEA Electronic Journal. With the resignation of the founding editor (Prof. Martin Helander), a critical point was reached, and the Executive Committee examined the viability of the journal. Discussion with the company supporting the IEA web site led the Executive Committee to realize that additional resources would be necessary to operate the journal so that papers could be reviewed and posted on the web site in a timely manner. With so many excellent ergonomic journals already available, the loss of the editor and the lack of electronic resources led the IEA Executive Committee to the conclusion to shut down the journal by 2001. All paper that were accepted for publication in the IEA Electronic Journal were successfully transferred to established ergonomic journals with the permission of the authors during 2000-2001. The committee will revisit the idea of an IEA sponsored journal that focuses primarily on papers from industrially developing countries, and which deals with practical ergonomic considerations (case studies, new products, successful improvements) useful to ergonomic practitioners. The committee will work with an established publisher to determine the feasibility of this endeavor.

The committee consulted with other IEA committees and the IEA historian to determine the feasibility of establishing a repository of ergonomic information (electronic, historical archives). The IEA historical archives will be housed in a permanent home, and an agenda item will discuss this at the September, 2001 IEA Council meeting in Florence. Dr. Ilkka Kuorinka, former IEA President and current IEA historian has developed a plan for the historical archives. We believe it would be useful to have access to the some parts of the historical archives from the IEA web page. This will be explored once the archives are established.

The committee proposes to establish a subcommittee that will plan for developing electronic links to valuable ergonomic resources and information. For instance, establishing links to appropriate governmental agencies, ergonomic journals, and ergonomic book publishers. This subcommittee will also look into the feasibility of an online discussion process to provide society members the capability for interaction and exchange of information.

A publicity subcommittee will be established to promote ergonomics worldwide. The specific responsibilities of this subcommittee have not been defined at this time. The concept is to develop a capability to increase global awareness of ergonomics as a science, practice and profession. This subcommittee will develop promotional materials to support the administrative, public relations and fund raising activities of the IEA.

The committee will develop the capability to obtain ISBN numbers for books that are published as IEA sponsored conference proceedings, and meetings.

The committee will pursue agreements with publishers to obtain discounts for members.

5.6. Industrially Developing Countries Committee

Report on the activities of the Committee on Industrially Developing Countries (IDC)

P.A. Scott
September 2001

The IDCC has witnessed positive and encouraging developments during the last year.

IDCC MEETING

The IDCC had their second 'electronic' meeting of the year at the beginning of December 2000.

There was a general consensus that 2000 had been an active year and it was evident that Ergonomics within IDCs was attracting greater attention than in previous years. We appeared to be reaching substantially more areas than in the past, but we all know and appreciate that there is still a great deal to be done.

Unfortunately responses from committee members was limited. However, the two stalwarts of the IDCC have certainly been very active.

Kazutaka Kogi attended the ASEAN Ergonomics meeting in Singapore and reports on three clear trends.

1. Wide ranging ergonomics activities linked with occupational safety and health in Asia
2. Efforts to link ergonomics with human-computer interaction design as common targets for both industrialized and IDCs
3. New attempts in education and training in ergonomics application with certain impacts on IDCs.

Kazutaka Kogi also attended the international meeting in Bangkok organized by the Occupational Health and Safety and Environment Institute where a key issue was the promotion of information and training, with Ergonomics being a major contributing factor.

He has also been involved in a World Bank project for reviewing occupational safety and health policies and reports that there is an increasing awareness of the need to incorporate Ergonomics into general policies and training programs.

Houshang Shannavaz continues his good efforts in the running of workshops using the Ergonomics Checkpoints. The last couple of months of the year saw him in Vietnam, Cuba, Hanoi and Iran. Participants included delegates from universities, trade unions and government organizations.

No doubt one of his major achievements has been the establishment of the Iranian Ergonomics Society (IES). We would like to congratulate Dr Lahmi on being elected as the first president of the society and wish the society every success.

IDCC - 2001

Pat Scott appears to have made a major break through in Southern Africa with interest and support for the development of Ergonomics now coming from senior managerial level, and at a ministerial level. The first week in September this year she and Jack Charteris will be running a three day workshop in Namibia and it is to be attended by representatives from five ministries, plus the usual cross section of delegates from industry, agriculture and the mines. It is most encouraging to note that the role of Ergonomics in Southern Africa was discussed at the last SADC meeting.

Although I am sure other IDCC members are doing good work in their particular areas, they unfortunately have not reported on their activities.

I wish to encourage all those working in IDCs to send in a synopsis of their activities. It is only by sharing problems and successes that we can all benefit. I firmly believe that the more people around the globe know what is going on, the more interest and support we can generate for the less informed areas. As I said at the end of our 'meeting' "Lets try to be more interactive as a committee for we have a huge responsibility to a very large proportion of the world's working population."

BOOK DONATION

David Caple, assisted by Allan Howie (both of Australia) have done a tremendous job in gathering together over 500 Ergonomics books and journals from Australian Ergonomist. They have drawn up a sheet of items available and this was put on the IDC web site and sent out to IDC representatives who were then able to request a limited number of items. To date approximately ten areas have received donations and notes of appreciation from the recipients has been most rewarding. We would like to thank David for his initiative in establishing this scheme and in his efforts to make it a great success.

CONFERENCES

Unfortunately after indicating our strong support for the conference in Burkina Faso no response or information has been received.

- In April, Ash Genaidy organized the "Application of Human Performance in Health and Disability" which was held in Egypt and well attended by delegates from those with an interest in Occupational Health, and others involved in Ergonomics. The IEA executive held their meeting two days prior to the conference and Waldemar Karwowski and Pat Scott stayed on to have discussions about the development of Ergonomics in the Middle East. Pat Scott, Househang Shanavaz and Ash Genaidy held an informal meeting with representatives from Saudi Arabia, Egypt, Jordan, Libya and Iran where they discussed the possibility of establishing an Ergonomics Society in the Middle East.
- In June Pat Scott organized the 8th Biennial Conference of the Ergonomics Society of South Africa with the theme "Research and Application". It was most encouraging to note the quality of presentations and the participation from delegates working in industries and on the mines.

IDCC - 2001

- Mario Vidal is again actively involved in organizing the II Africa-Brazil Conference in South America to be held in September this year.
- I am delighted to report that Professor Gaur Ray is organizing an Ergonomics Conference in Bombay, India in December this year and I sincerely hope the IEA will give this Conference its full support.
- It is encouraging to note that "Cyberg" 2002 is to be organized by Andrew Thatcher from South Africa. The theme is "Ergonomics for Human and Community Development" with a particular focus on work being conducted in IDCs.

EDUCATION

"Guidelines And Training Materials"

- There is no doubt that education is a critical factor in trying to establish an awareness of, and a commitment to, Ergonomics in IDCs. It is therefore essential that training materials are relevant to the situation. The success of the Ergonomics Checkpoints is testimony to this.
- It is encouraging to note that ICOH under the leadership of Barbara McPhee is developing Ergonomics guidelines for people in the field of occupational health. While I have voiced my concern about some people in the occupational health profession participating in short courses or simply reading manuals and then profess to be **Ergonomists**, I feel we should encourage their concern about working conditions in IDCs and assist them in developing these guidelines and identifying the contribution they can make in order to improve the horrendous conditions found in many developing countries.

To this end Pat Scott and Kazu Kogi are working with Barbara to produce "Guidelines for worksite improvements (based on basic Ergonomic principles) for personnel in occupational health practices in developing countries." This documentation is now in its third draft and should be completed within a year.

- A potential area for development here is that of Distant Learning Programmes. John Wilson already has very good material and it is hoped that we will be able to develop and implement this program in the near future. (A draft outline is attached).

FINANCE

Funding of the many proposed projects continues to be a problem. A general letter motivating for financial support has been drawn up which can be modified to suit the target person/company, as well as highlighting specific needs of those seeking financial support.

There have been an increasing number of inquiries from students in developing countries asking about financial assistance to read for Post Graduate degrees in Ergonomics. As it is clear that the IEA could not undertake to finance student study, I have offered to write supportive letters for the students to motivate for financial support from companies or institutions, and a few of these have been quite successful.

5.6.1. IDC Library holdings

LIBRARY HOLDINGS FOR IDCs

List:

Dr C Chavalitnikul

National Institute for the Improvement of Working
22/3 Baromrachachonnanee Road
Taling Chan, Bangkok 10170
THAILAND

Professor Pat Scott

Department of Human Kinetics and Ergonomics
Rhodes University
P O Box 94
Grahamstown
6140
SOUTH AFRICA

Karim Meckassoua

5 Allee de la Colline
93160
Noisy le Grand
FRANCE

Director G Duobinene

Kaunas University of Technology Library
K. Donelaicio 20
3006 Kaunas
LITHUANIA

Professor W Runbai

Shanghai Bureau of Higher Education
Chinese Ergonomics Society
500 Shanxi Road (N)
Shanghai 20041
CHINA

Prof Dr Ricardo Montero

Finlay Institute
Ave. 27 No. 119805, AP 16017
La Coronela, La Lisa, CP 11600
Havana, CUBA

continued

LIBRARY HOLDINGS FOR IDCs

..... continued

Professor Adyana Ida Manuaba

University of Udyana
Dept. of Physiology
Jalan Serma Gede 18
Denpasar 80114 Bali
INDONESIA

Dr A Burov

National Research Institute for Design
All-Ukrainian Ergonomics Association
Post Box 3, 254214 Kyiv
UKRAINE

Professor Gaur G Ray

Industrial Design Centre
Indian Institute of Technology Bombay
Powai, Mumbai
400 076
INDIA

Jose Mario Beniflah Carvao

Adress to be confirmed

BRAZIL

5.6.2. Letter for financial support

Another letter requesting financial assistance for some cause in developing countries is likely to be met with cynicism and reservation as billions of dollars each year are poured into various projects with the general response or outcome appearing to be abuse and poor distribution of the money as the target project often worsens rather than improves. Simplistically one could argue that the vast percentage of this money tends to go in to addressing symptoms rather than the underlying causes of the problem(s) so evident in developing countries.

Most people with an understanding of the ethos of industrially developing countries agree that while there is a wealth of potential in many areas, this is negated by a lack of organisation, commitment and achievement within these areas. The main problem associated with not fulfilling that potential is extremely low productivity; output is generally below par in both quality and quantity. This lack of productivity feeds a negative self-perpetuating spiral in which workers receive minimal salaries, so cannot afford a sustainable upliftment of life style, suffer from malnutrition and numerous health problems, do not even have a basic education and are therefore forced into physically demanding jobs which they do not have the strength or the stamina to carry out. Their poor health status results in an inability to complete the job effectively. The obvious outcome is unacceptably high errors, accidents and injuries which in turn exacerbates the poor productivity and high running costs. Although accurate figures are impossible to access it could be argued that about 75% of man-made products are produced by only 25% of the world's population. In summary, IDCs are draining the financial aid coffers of the developed world, but not themselves producing; at the same time the developed world is draining the natural resources of the IDCs, but failing to contribute materially to self-sustaining upliftment; a debilitating state of imbalance for all.

A key issue in this horrendous situation is the appalling working conditions evident in many working environments in the vast majority of IDCs. One way of addressing this seemingly insurmountable problem is through Ergonomics.

Ergonomics involves the evaluation of a work site, the aim being to identify problem areas and to propose intervention strategies to improve the situation. As the Human element in the central figure in any work station, the prime objective is to identify incompatibilities between worker capabilities and task demands; the twofold outcome of any Ergonomics input is to enhance the safety and general well-being of the worker while at the same time improving productivity. Increasing productivity is not about working harder, but with the implementation of sound Ergonomics principles, it is about working more efficiently; ie there will be less wasted effort.

While Ergonomics is well established in the developed countries of the world, it is only in the last decade that Ergonomists from economically viable countries have began reaching out to IDCs in order to establish some understanding of the theory, practice and benefits of Ergonomics in IDCs. These initial efforts were 'drops in the ocean' and one wondered at times if it was worth the effort. However, consistent drives from a number of experts in the field is beginning to show promising results. There is no doubt that in many developing countries to-day there is a growing awareness of Ergonomics and an increasing number of requests for assistance in getting Ergonomics established in these areas.

The most successful manner of getting across the basic concepts of Ergonomics has been through the initiative of the International Ergonomics Association (IEA) in the running of "Roving Seminars" or "Roving Workshops". The basic premise of these workshops is for international experts to work with local people. The regional participants may be workers themselves, managers, union leaders, engineers, occupational health personnel or other interested people. The broader the cross section of representatives the better. The emphasis of these workshops is to develop an understanding of Ergonomics and to offer guidelines for the identification of problem areas, and most importantly to come up with "low cost" interventions. These workshops encourage "participatory involvement" and the main objective is to "help other help themselves".

While Hendrick has put forward the catch phrase "Good Ergonomics is Good Economics" and has got million dollar figures to substantiate this statement in developed areas, we have a long way to go in IDCs. BUT, the potential is enormous.

It is argued that at least three quarters of the working population are located in IDCs and these are distributed over a vast geographical area. The problem that we face in the IEA, is that of financial support as we try to reach these crucial areas. It is evident that the countries which need Ergonomics input most are the poorest economic areas, and although most experts involved in Ergonomics in IDCs are prepared to give of their time and expert knowledge free, one still needs money for travel and subsistence, plus materials used such as booklets in order for the local people to have something concrete to work with once the workshop is over.

We are not asking for more money to be poured into IDCs for indiscriminate use in the working environment, rather we are requesting that moderate funding be granted to, and handled by, the International Ergonomics body to enable leading Ergonomists to travel to various regions within IDCs with Ergonomics educational and training materials. The emphasis will be on working with the locals to assist them in developing an Ergonomic ethos within the region. The premise is based on the basic principle that there is a better long term benefit in teaching a person how to fish, rather than just handing out free fish.

It is our strong belief that Ergonomics can, and will play a major role in reversing the negative spiral so evident in many developing countries. Any business/company, no matter how small or large, which is run on sound Ergonomic principles will benefit, and this benefit is not only experienced by the workers and the company, but also the Nation as a whole.

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5.7. Awards Committee

Report of Awards Committee IEA Council Meeting, Florence, Sept 23-24, 2001

Fellows

The call for nomination for IEA fellows was issued to federated societies in early January (see Annex A). The deadline for receipt of nomination was March 31.

The procedure for the establishment and functioning of the Fellows Selection Committee (FSC) was revised and approved by the EC in Cairo and is included in Annex B.

Appreciation is extended to Martin Helander for chairing the FSC this year.

Liberty Mutual Prize in Occupational Safety and Ergonomics

A meeting was held in December 2000 at LM (Boston) involving I. Noy, T. Leamon and W. Karwowski to discuss outstanding concerns with this program. The meeting resulted in improvements to the title; schedule and selection procedures associated with the awards. The new Terms of Reference is included in Annex C for information, including selection process and checklist. Also discussed were strategies for enhancing the publicity associated with solicitations and announcement of the awards. A proposal to improve the web site to promote the LM awards is described in Annex D.

The Announcement, see Annex E, was publicized widely in January, with a deadline of March 15. A total of 8 submissions were received, which is good considering the delay in distributing the call. The co-winners of the 2001 LM Prize are Professors Peter Hancock and S.N. de Ridder for their submission entitled, "Behavioral Accident Avoidance Science: Understanding and Assessing Response in Accident Incipient Conditions". The Prize will be awarded at the banquet during the upcoming HFES Annual meeting, Minneapolis, October 10, 2001.

K.U. Smith Awards

Discussions are on-going with Tom Smith concerning enhancing or expanding the K.U. Smith Student Award to include other categories of awards.

Triennial Awards

A database of award recipients was established. The information on the web site has been updated.

IEA/JOSE Best Paper Award

This award was proposed by JOSE and agreed to by the EC. There is very little direct involvement of the IEA in the promotion or selection of the award recipients.

Annex A: Call for IEA Fellow Award for 2001 (sent to all federated societies)

I am inviting your society's nomination(s) for the IEA Fellow Award for 2001. A description of the award is found below. There is no limit to the number awards to be granted - it is based entirely on individual merit - but there is a desire to keep the number low in order to maintain its special status. Please send me your nominations no later than March 31, 2001.

IEA Fellow

IEA Fellowship is to recognize extraordinary or sustained, superior accomplishments of an individual. To be considered for a fellowship two eligibility criteria must be satisfied. In addition, the candidate's distinction as an ergonomics professional must be demonstrated.

2.9.1. Eligibility Criteria

There are two eligibility criteria: International Service and Membership in Society.

1. International Service

This includes such activities as service to IEA, an extensive publication record in international journals, international consulting, service to the United Nations, and similar.

2. Membership in Society

The candidate must have been a Full Member in good standing of a Federated or Affiliated Ergonomics Society for at least the preceding 5 years. Student membership and Associated Membership do not confer eligibility.

2.9.2. Distinction Criteria

The candidate should have made outstanding contributions to ergonomics/human factors. There are many ways in which this can be demonstrated:

- The candidate could have had the primary responsibility for the technical direction,
- Supervision or management of a significant effort during a sustained period of time.
- The Candidate could be a well renowned researcher, designer or consultant of great distinction.
- Clear evidence of distinction should be supported by detailed descriptions and attachments to the nomination form that is submitted by the person nominating the candidate. For example, for a researcher, the most significant publications authored or co-authored by the candidate should be attached to the application. For a consultant, the most important consulting contracts should be outlined, together with the outcome of the

contracts. For a designer the most important design objects should be specified. Any other information to support or attest to the achievements of the candidate should be furnished to the IEA Awards Committee, in order to support their deliberation of the candidates merits.

2.9.3. Submission

The application should be submitted to the Chair of the Awards Committee no later than March 31, 2001.

2.9.4. Fellows Election Committee

The Fellows Election Committee consists of a minimum of five members, all fellows of IEA. One of the members is Chair of the Committee.

2.9.5. Elections

The nominee's candidacy must be approved by two-thirds vote of the members of the Fellows Selections Committee. Those candidates so approved must be elected by a majority of the IEA Executive Committee.

2.9.6. Renomination

An individual may be nominated for Fellow several times.

to be included in BD

Annex B: Procedures for IEA Fellow Selection

| | |
|-----------------------------|--|
| July (previous year) | Solicitation. A call for nominations for fellow is sent to federated societies, including submission requirements. |
| January | Formation of Fellow Selection Committee (FSC) <ul style="list-style-type: none">• chaired by chair of IEA Awards Committee (if fellow) or delegated to fellow and past member of EC• at least five other members appointed by FSC to be fellows and past EC members |
| February 15 | Receipt of nominations FSC chair to send packages to members for vote, using 5-point scale |
| March 10 | Consolidation and recommendation. Candidates getting a score of 4 or higher from 2/3 of FSC members are recommended to EC. A brief summary of each qualifying candidate's major accomplishments is to be submitted with the recommendation and FSC score. |
| March | Review by IEA Executive Committee EC to review rationale submitted by FSC and vote on each recommendation; yes, no or abstention. A 2/3 vote in favour of the candidates constitutes automatic approval. Note: EC is not to do the selection committee work all over again. Personal knowledge of the candidate is not a prerequisite for approving him/her and lack of personal knowledge is not a valid criteria for rejecting the candidate. |
| March (EC mid-year meeting) | Final Review AC to report results to EC. EC to review and discuss recommended fellows that have not received the minimum 2/3 EC vote (preferably at the next face-to-face meeting). After review the EC will re-vote. |
| April | Notification Final results to be communicated to fs and candidates. |
| June (IEA Council) | Award Certificates presented to new fellows |
| Triennial Congress | Presentation of fellows at plenary for 3 year period |

to be included in BO

Annex C: Liberty Mutual Prize Terms of Reference

Title

Liberty Mutual Prize in Occupational Safety and Ergonomics

Review Committee (RC)

The Review Committee consists of a core group of 3 individuals. Each member serves for 3 years, the first two as committee member and the third as Chair. The Chair of the IEA Awards Committee (Past President) appoints new RC members in consultation with Liberty Mutual and IEA Executive Committee.

Review Process

1. the RC screens applicant submissions and identify a set of 6? {please suggest a reasonable number} submissions meriting detailed review
2. The RC considers the need to invite external experts to assist in reviewing specific submissions. The RC Chair to follow up.
3. Detailed review by individual members of RC and external reviewers, if any
4. The RC to consolidate data, discuss results and determine whether further review is necessary (if so, it may invite additional experts as necessary)
5. The RC to make selection recommendation, including editorial comments and indication whether the award should be contingent on revision. If there are no submissions that merit recognition, RC should recommend to withhold the Prize.
6. RC recommendations will be reviewed/ratified by a sub-committee of the IEA Executive Committee
7. The Award recipient will be notified by Chair of the IEA Awards Committee. The notification will include editorial comments, if any, indicating whether or not the award is contingent on revision..
8. The paper will be submitted to *Ergonomics* for review and publication. The authors may make a case to have the paper submitted to an alternate journal for publication

Evaluation Criteria

The following topics must be fully addressed in the submission

- aims of research study
- originality and creativity
- study methodology
- implications for risk
- contributions to theory, i.e., how the work has advanced the understanding of and/or ability to mitigate the causes of accidents, injury or disability

In addition, the applicant should elaborate in the cover letter

- innovative aspects of the study (e.g., approach, methodology, analysis, etc.)
- anticipated contribution to occupational safety and ergonomics

The authors must agree to submit the paper to *Ergonomics* for review and publication. The authors may make a case to have the paper submitted to an alternate journal for publication

Submission Guidelines

To be considered for the Liberty Mutual Prize, the applicant must submit a letter of application and a research paper in the domain of accident prevention, injury reduction and early return to work, including rehabilitation, specifically addressing the evaluation criteria above.

In addition, the paper must be:

- an original paper describing laboratory, field, or intervention research
- relevant to the field of occupational safety and ergonomics
- non-proprietary
- unpublished at the time of submission (but may have been submitted for publication)
- thirty pages or fewer, single-spaced point size 12 with 1 inch margins {maximum number of words??}.

Applicants need not belong to the IEA or any of its constituent groups. Relevant disciplines include: ergonomics, epidemiology, biomechanics, cognitive and behavioral psychology, design, physiology, economics and optimization, etc.

Selection Process (and checklist)

| | | |
|---------------------|---|---|
| August | AC to appoint RC chair and new RC member | <ul style="list-style-type: none"> • at least 3 continents |
| September - October | <p>AC to disseminate Call (via EI, IEA listserve, O&H news, e-mail, websites, etc.)</p> <p>RC chair to provide RC details of review process and criteria, deadlines, conflict of interest guidelines, including financial compensation in letter of agreement</p> | <ul style="list-style-type: none"> • LM to assist • substitute member excluded for conflict of interest (chair S&T) |
| February | <p>AC to receive and log submissions</p> <p>AC to forward submissions to RC chair</p> <p>RC chair to forward submissions to RC</p> <p>RC teleconference to discuss screening process</p> | <ul style="list-style-type: none"> • electronic submission encouraged |
| March - April | <p>RC to screen submissions</p> <p>review of selected submissions</p> <p>select external reviewers for quality check</p> <p>RC chair to invite external reviews</p> | <ul style="list-style-type: none"> • short list of papers for detailed review • how many and who (at least one) • send finalist and a runner up for review |
| May | <p>RC to finalize recommendations</p> <p>RC chair to communicate results to AC</p> <p>AC to arrange for IEA EC approval</p> <p>AC to fax selection proposal to LM for sign-off</p> | <ul style="list-style-type: none"> • including editorial comments, and required revisions • RC may recommend not to award prize |
| June | <p>AC to notify winner and jointly select conference venue for award presentation</p> <p>AC to arrange reception with conference</p> | |

organizers

press release

winner to revise paper and submit for peer-reviewed publication, acknowledging LM

renew Call

winner to advise on publication schedule

Award presentation

Annex D: LM Publicity Plan

It is imperative to gain as much publicity value as possible from the LM awards. Accordingly, it is proposed to develop a comprehensive strategy for publicizing the LM awards via the Internet. This initiative will facilitate submissions from a wider scientific domain and disseminate the results to the larger community. As such it will serve as an effective vehicle for promoting the role of ergonomics in occupational health and safety, as well as improve the hit rate on the IEA web site. The main elements of the plan include:

1. IEA website

- reconstruct site to include special page(s) for LM
- include counter to monitor hits and who

2. Letting the world know

- Search engines
 - ErgoWeb to advise
- IEA publications
 - Ian to send information and Call to MS
 - Mike Smith to arrange with publishers
- Research institutes
 - IEA EC and chairs affiliations (e.g., ISL)
 - AC to send invitation letters to CEO of org
 - LM to provide contacts (names and addresses)
 - association of institutes in occupational safety and health in Europe (via Koradecka)
 - IEA Council to review list
 - LM to produce a brochure
- Other publications
 - identify relevant publications (associations newsletters and bulletins) - LM to provide information available, IEA Council, National Safety Council (TL to explore with Tom Bresniham)
 - HFES TIG's
 - AC send information and web link and offer reciprocity
- MOU organizations
 - AC to follow up
- Other meetings, conferences, university short courses
 - European OSHA
 - NIOSH
 - BCPE, CREE, CCCPE
 - Harvard, Michigan, VPI, Cincinnati, NC State, MIT
- IEA listserv for announcements
 - P. Falzon
- IEA technical committees
 - K. Laughery
- IEA PS&E
 - educational programs (J. Wilson, L. Straker)

Annex E: Announcement The Liberty Mutual Prize of the International Ergonomics Association

The 2001 Liberty Mutual Prize

Through this prestigious award, the IEA seeks to recognize outstanding original research leading to the reduction or mitigation of work-related injuries and/or to the advancement of theory, understanding and development of occupational safety.

The award recipient will receive a prize of \$5,000. In addition, the award recipient will be automatically competing for the 2003 Liberty Mutual Medal. The Medal, carries a stipend of \$15,000, will be awarded during the IEA Triennial Congress (Seoul, Korea) to the best of the three most-recent Prize winners.

Applicants need not belong to the IEA or any of its constituent groups. Relevant disciplines include; ergonomics, epidemiology, biomechanics, cognitive and behavioural psychology, design, physiology, medical sciences, economics, engineering, etc.

Submission Requirements

To be considered for the Liberty Mutual Prize, the applicant must submit a letter of application and a research paper in the domain of accident prevention, injury reduction and early return to work, including rehabilitation. The paper must:

- be an original paper describing laboratory, field, or intervention research
- contain non-proprietary data
- be unpublished at the time of submission (but may have been submitted for publication)
- be thirty pages or fewer, single-spaced using point size 12 with 1 inch margins

The paper should address the following topics:

- contributions of the research to theory, i.e., how the work had advanced the understanding of the causes of accidents and/or ability to mitigate occupational injuries or disability
- aims of research
- originality and creativity
- study methodology
- implications for risk reduction

In addition, the applicant should elaborate in the cover letter:

- main innovative aspects of the study (e.g., approach, methodology, analysis, etc.)
- anticipated contribution to occupational safety

An international review committee established by the IEA will select the winning contribution

The authors of the winning paper are expected to submit the paper to *Ergonomics* for publication. The authors may make a case to have the paper submitted to an alternative journal for publication.

Persons wishing to be considered for the 2001 prize should submit an application, including separate cover letter and paper in electronic format, to the IEA Awards Committee Chair:
Y. Ian Noy, Ph.D., P.Eng., CPE
Chief Ergonomics Division
Transport Canada
330 Sparks Street, Tower "C"
Ottawa, Ontario
Canada, K1A 0N5
Tel: +1 (613) 998-2268
Fax: +1 (613) 998-4831
E-mail: NOYI@tc.gc.ca

The deadline for 2001 applications is March 15, 2001. Applicants will be notified by mid-June. Announcement of the award winner will be made public in July, 2001.

If you require additional information, please do not hesitate to contact the IEA Awards Committee Chair at the above-noted address.

Frequently Asked Questions

Q1 What is the purpose of the prize?

The purpose of the prize is to recognize individuals whose efforts have contributed the reduction or mitigation of work-related injuries. In particular, the prize is awarded to recognize original research leading to a better understanding of avoiding or mitigating, occupational accidents or injuries, or to rehabilitation and return to work of an injured workers. The main criteria, therefore, include significant advancement of theory and understanding, innovation and development of new directions or approaches.

Q2. Does the IEA endorse Liberty Mutual policy directions?

The establishment of the prize should not be construed as endorsement of Liberty Mutual. However, it is recognized that Liberty Mutual sponsors a variety of activities aimed at improving worker health and safety. The IEA shares the belief that the prize will stimulate efforts to combat the unacceptably high incidence of work-related injuries and raise awareness within the industrial, governmental and academic communities of the pervasive nature of the problem and its associated high social and economic consequences.

Q3. Is this prize limited to ergonomics?

No. Significant contributions can come from a variety of disciplines such as ergonomics, epidemiology, biomechanics, design, cognitive and behavioral psychology, physiology and anatomy, economics, etc.

Q4. Why is Liberty Mutual doing this through the International Ergonomics Association?

The IEA is a federation of ergonomics and human factors societies throughout the world. As such, it fosters an extensive network of experts in work sciences and related disciplines. This network will ensure that the selection of the winners reflects the best judgment of the international scientific community. Furthermore, the implementation procedures established by the IEA ensure that decisions are impartial.

Q5. Who will select the winners?

A committee of three world-renown experts (currently Prof. M.M. Ayoub, USA, Dr. K. Kogi, Japan, and Prof. N. Corlett, UK) will oversee the selection process. External reviewers may be enlisted, as required.

Q6. What does the prize comprise?

The annual Liberty Mutual Prize consists of a financial award of US\$ 5,000. Every three years, the best of the three most-recent winners will receive the Liberty Mutual Prize Medal, which consists of a further award of US\$ 15,000.

Q7. When will the awards be made?

The annual prize will be awarded during an IEA-sponsored conference or a conference in the country of the recipient. The triennial medal will be given during the IEA Congress.

Q8. Where will the prize be awarded?

For 2001, the award will be presented at a conference to be agreed to by the award recipient and the chair of the IEA Awards Committee.

Q9. Who will pay for the travel expenses?

The award recipient must pay for his/her travel to attend the awards ceremony.

Q10. Who is eligible to apply?

Applicants need not belong to the IEA or any of its constituent groups. Relevant disciplines include; ergonomics, epidemiology, biomechanics, cognitive and behavioural psychology, design, physiology, medical sciences, economics, engineering, etc.

The prize will be awarded to individuals, not organizations. If the winning submission names more than one individual, the named individuals shall share the award.

Q11. What is the difference between the Prize and the Medal?

The prize is awarded each year and has a monetary value of \$5,000. The medal is awarded during the IEA Triennial Congress to the best of three most-recent prize winners and carries an additional stipend of \$15,000.

IEA ROSTER

(September, 2001)

PRESIDENT

Prof. Waldemar Karwowski
 Center for Industrial Ergonomics
 Lutz Hall, Room 445
 University of Louisville
 LOUISVILLE, KY 40292
 USA
 Tel: +1-502-852-7173
 Fax: +1-502-852-7397
 E-mail: karwowski@louisville.edu

SECRETARY GENERAL

Prof. Pierre Falzon
 Laboratoire d'Ergonomie, CNAM
 41 Rue Gay Lussac
 75005 PARIS
 FRANCE
 Tel: +33-1-44-107802
 Fax: +33-1-43-253614
 E-mail: falzon@cnam.fr

TREASURER

Dr. Kazutaka Kogi
 The Institute for Science of Labour
 2-8-14, Sugao, Miyamae-ku, Kawasaki
 KANAGAWA 213
 JAPAN
 Tel: +81-44-977-2121
 Fax: +81-44-977-7504
 E-mail: k.kogi@isl.or.jp

COMMITTEE CHAIRS**POLICY AND PLANNING**

Prof. Dr. Klaus J. Zink
 University of Kaiserslautern
 PO Box 3049
 D-67653 KAISERSLAUTERN
 GERMANY
 Tel: +49-631-205-2027
 Fax: +49-631-205-3397
 E-mail: leadp@sozwl.uni-kl.de

SCIENCE AND TECHNOLOGY

Prof. Kenneth R. Laughery
 Dept. of Psychology
 Rice University
 HOUSTON, TX 77251
 USA
 Tel: +1-713-348-4862
 Fax: +1-713-285-5221
 E-mail: laughery@ruf.rice.edu

PROFESSIONAL STANDARDS & EDUCATION

Prof. John R. Wilson
 Dept. of Manufacturing Engineering
 & Operations Management
 University of Nottingham
 NOTTINGHAM NG7 2RD
 UNITED KINGDOM
 Tel: +44-115-951-4004
 Fax: +44-115-951-4000
 E-mail: john.wilson@nottingham.ac.uk

COMMUNICATIONS AND PUBLIC RELATIONS

Prof. M. J. Smith
 Dept. of Industrial Engineering
 University of Wisconsin
 Madison, WI 53706
 USA
 Tel: +1-608 263-6329
 Fax: +1-608 262-8454
 E-mail: mjsmith@macc.wisc.edu

INDUSTRIALLY DEVELOPING COUNTRIES

Professor Pat Scott
 Department of Human Kinetics and Ergonomics
 Rhodes University
 PO Box 94
 GRAHAMSTOWN 6140
 SOUTH AFRICA
 Tel: +27 46 6038468
 Fax: +27 46 6223803
 E-mail: p.a.scott@ru.ac.za

**PAST PRESIDENT - Awards
(non-voting)**

Dr. Ian Noy
 Chief, Ergonomics Division
 Transport Canada
 330 Sparks Street, Tower "C"
 OTTAWA, Ontario K1A 0N5
 CANADA
 Tel: +1-613-998-2268
 Fax: +1-613-998-4831
 E-mail: NOYI@tc.gc.ca

**NEWSLETTER EDITOR
Ergonomics International
(non-voting)**

Andrew Marshall
 Marshall Associates
 1 Kemerton Road
 London
 SE5 9AP
 UNITED KINGDOM
 Tel: +44 (0) 20 7 274 9186
 Fax: +44 (0) 20 7 787 6330
 Email: andy_marshall@compuserve.com

IEA CONGRESS 2003 CHAIR
(non-voting)

Dr. Min K. Chung
Professor and Head
Department of Industrial Engineering
Pohang University of Science and Technology
Phone: + 82-562-279-2192
Fax: + 82-562-279-2870
E-mail: mkc@postech.ac.kr

IEA HISTORIAN
(non-voting)

Dr. Ikka Kuorinka
Lieu dit Senil
F-46 160 Grealou
FRANCE
Tel & fax: + 33 5 65 40 71 89
E-mail: kuorinka@crdi.fr

IEA COUNCIL MEMBERS

ALL-UKRAINIAN ERGONOMICS ASSOCIATION

Dr. Alexander Burov
Ukrainian Institute for Scientific, Technical and
Economic Information
Center for Intellectual Property, Training and
Ergonomics
Post Box 3
04214 KYIV
UKRAINE
Tel: +380-44-261-0948
Fax: +380-44-268- 2541
E-mail: burovo@uimte.kiev.ua

ASOCIACIÓN ESPAÑOLA DE ERGONOMIA

Prof. Pedro R. Mondelo
Dept. Proyectos de Ingeniería
Institut d'Organització i Control de Sistemes Industrials
(UPC)
Av. Diagonal, 647, Planta 10
08028 Barcelona
SPAIN
Tel. + 33 93 401 66 43
Fax. + 33 93 401 71 69
E-mail: mondelo@pe.upc.es

ASSOCIAÇÃO BRASILEIRA DE ERGONOMIA (ABERGO)

Prof. Mario Cesar Vidal, President
Associação Brasileira de Ergonomia
Caixa Postal 68507
21945-970 - Rio de Janeiro
BRAZIL
E-mail: abergo@pep.ufrj.br

ASSOCIAÇÃO PORTUGUESA DE ERGONOMIA (APERGO)

Prof. Luisa Barreiros
Faculdade de Mortricidade Humana
Univ. Technica de Lisboa
Estrada da Costa, Cruz Quesbrada
1499 LISBOA Codex
PORTUGAL
Tel: +351-1-419-6777
Fax: +351-1-414-4720
E-mail: LBarreiros@carloslopes.fmh.utl.pt

ASSOCIATION OF CANADIAN ERGONOMISTS ASSOCIATION CANADIENNE D'ERGONOMIE

Prof. Shrawan Kumar, Ph.D.
Dept. of Physical Therapy
University of Alberta
3-75 Corbett Hall
EDMONTON, Alberta T6G 2G4
CANADA
Tel: +1-403-492-5979
Fax: +1-403-492-1626
E-mail: shrawan.Kumar@uAlberta.ca

BELGIAN ERGONOMICS SOCIETY

Luc Claessens
EDPB-MSR/FAMED1
Arduinkaa1 16
1000 Brussels
BELGIUM
Tel : +02 549 71 00
Fax: +02 223 52 50
E-mail : aderidder@partena.be

CHINESE ERGONOMICS SOCIETY

Prof. Kan Zhang
P.O. Box 1603
BEIJING, 100012
PR CHINA
Tel: +86-10-6202-2071
Fax: +86-10-6202-2070
E-mail: zhangk@psych.ac.cn

CROATIAN ERGONOMICS SOCIETY

Prof. Ilija Manenica
Filozofski Fakultet/Faculty of Philosophy
Kresimirova obala 2
23000 ZADAR
CROATIA
Tel: +385-23-200-535
Fax: +385-23-200-685
E-mail: manenica@ffzd.hr

CZECH ERGONOMICS SOCIETY

Dr. Sylva Gilbertová
Sylva Gilbertová,
BIOREGENA, Ltd,
Dept. Of Rehabilitation Medicine
Vajgarská 1141,
198 21 Prague 9 -- Kyje
Czech Republic
Tel/ fax: +420-2-818-683-89
E-mail: silvag@volny.cz

THE ERGONOMICS SOCIETY

Prof David Stubbs
Robens Centre for Health Ergonomics
EIHMS
University of Surrey
Guildford,
Surrey, GU25XH
UNITED KINGDOM
Phone +44(0) 1483 359238
Fax +44(0) 1483 503517
E-mail: d.s.stubbs@surrey.ac.uk

Reg Sell
5 Lyncroft Gardens
HOUNSLOW
MIDDLESEX TW3 2QT
UNITED KINGDOM
Tel: +44-181-894-4844
Fax: +44-181-894-4844
E-mail: reg.sell@which.net

Prof. John R. Wilson
Dept. of Manufacturing Engineering
& Operations Management
University of Nottingham
NOTTINGHAM NG7 2RD
UNITED KINGDOM
Tel: +44-115-951-4004
Fax: +44-115-951-4000
E-mail: john.wilson@nottingham.ac.uk

ERGONOMICS SOCIETY OF AUSTRALIA

Prof. Margaret Bullock
PO Box 371
Indooroopilly, 4068
Brisbane, AUSTRALIA
Tel: + 61 7 3378 2848
Fax: + 61 7 3378 1389
E-mail: m.bullock@mailbox.uq.edu.au

Dr. David C Caple, President
PO Box 2135
East Ivanhoe,
Victoria 3079
AUSTRALIA
Tel: + 61 3 9499 9011
Fax + 61 3 9499 9022
Email: dcaple@mira.net

ERGONOMICS SOCIETY OF THE FEDERAL REPUBLIC OF YUGOSLAVIA

Prof.dr. Stanisa Milosevic
Faculty of Transport and Traffic Engineering
University of Belgrade
Lab. for Traffic Psychology & Ergonomics
Vojvode Stepe 305
11000 BELGRADE
FEDERAL REPUBLIC OF YUGOSLAVIA
Tel: +381-11-493-211 ext. 344
Fax: +381-11-466-294
E-mail: emiloses@ubbg.ctf.bg.ac.yu

ERGONOMICS SOCIETY OF KOREA

Dr. Eui S. Jung
Associate Professor
Department of Industrial Engineering
Korea University
1, Anamdong 5 ka, Sungbukgu,
Seoul, 136-701
KOREA
Tel. +82-2-3290-3391
Fax +82-2-929-5888
E-mail: ejung@kucenx.korea.ac.kr

Prof. Lee, Kwan Suk
Department of Industrial and Information Engineering
Hongik University
72-1 Sangsu-Dong
Mapo-Ku, Seoul, 121-791
KOREA
Tel. +82-2-320-1661
Fax +82-2-333-8725
E-mail: kslee@wow.hongik.ac.kr

ERGONOMICS SOCIETY OF SOUTH AFRICA

Prof. Pat Scott
Department of Human Movement Studies
Rhodes University
PO Box 94
GRAHAMSTOWN 6140
SOUTH AFRICA
Tel: +27-461-318468
Fax: +27-461-23803
E-mail: p.a.scott@ru.ac.za

ERGONOMICS SOCIETY OF TAIWAN

Prof. Tzai-Zang Lee
Department of Industrial Management Science
National Cheng Kung University
Tainan, 701
TAIWAN
Tel: + 886 6 275 7575 ext. 53133 (work)
+ 886 6 229 5088 (home)
Fax: + 886 6 236 2162
E-mail: leetz@mail.ncku.edu.tw

GESELLSCHAFT FÜR ARBEITSWISSENSCHAFT

Prof.Dr.habil. Klaus J. Zink
Universität of Kaiserslautern
PO Box 3049
D-67653 KAISERSLAUTERN
GERMANY
Tel: +49-631-205-2027
Fax: +49-631-205-3397
E-mail: kjzink@sozwi.uni-kl.de

Prof.Dr. Andreas Seeber
Universität Dortmund
Institut für Arbeitsphysiologie
Ardeystr. 67
D-44139 DORTMUND
GERMANY
Tel: +49-231-1084-323
Fax: +49-231-1084-308
E-mail: seeber@arb-phys.uni-dortmund.de

HELLENIC ERGONOMICS SOCIETY

Prof. Lambros Laios
University of Piraeus
80, Karaoli & Dimitriou
185 34 PIRAEUS
GREECE
Tel: +30-1-42-22165
Fax: +30-1-41-79064

Alternate delegate:

Prof. Nicolas Marmaras
National Technical University of Athens
Dept. of Mechanical Engineering
Ironon Polytechniou 9
157 80 ZOGRAFOU
GREECE
Tel: +30-1-772-3492
Fax: +30-1-772-3571
E-mail: marmaras@central.ntua.gr

HUNGARIAN ERGONOMICS SOCIETY

Dr. György Kaucsek, President
Research Institute of Labour
Budapest, Mozsar u 14.
H -1066
Tel: +36 1 3327787
Fax: +36 13127 044
E-mail: kaucsek@lab.hu

HUMAN FACTORS & ERGONOMICS SOCIETY

Prof. Peter A. Hancock
University of Minnesota
172 Pillsbury Drive SE
60 Norris Hall
MINNEAPOLIS, MN 55455
USA
Tel: +1-612-625-8527
Fax: +1-612-626-7496
E-mail: peter@dexter.psych.umn.edu

Alternate delegates:

Prof. M. J. Smith
Dept. of Industrial Engineering
University of Wisconsin
Madison, WI 53706
USA
Tel: +1-608 263-6329
Fax: +1-608 262-8454
E-mail: mjsmith@macc.wisc.edu

~~Dr. S. Dray
Dray & Associates
2115 Kenwood Parkway
Minneapolis, MN 55405
USA
Tel: +1-612-377-1980
Fax: +1-612-377-0363
E-mail: dray@acm.org~~

~~Dr. Bob Beaton
ISE Department
VPI&SU
546 Whittemore Hall
Blacksburg, VA 24061
USA
Tel: +1-540-231-5936
Fax: +1-540-953-3104
E-mail: bbob@vt.edu~~

Dr. Michael S. Wogalter
Assoc.Prof., Ergonomics
Department of Psychology
North Carolina State University
Raleigh, NC 27695-7801
USA
Tel: +1-919-515-1726 (office)
Tel: +1-919-515-1716 (fax)
E-mail: WogalterM@aol.com
Or: Wogalter@NCSU.edu

Betty Sanders
E-mail: Bmaesand@aol.com

INDIAN ERGONOMICS SOCIETY

Prof. Dr. R.N.Sen, Professor
Ergonomics Centre,
Multimedia University (MMU)
Jalan Multimedia Cyberjaya
63100 Selangor
Malaysia.
Tel/Office: + 603-8312-5671
Fax: +603-8312-5592
Home: +603-8318-0034
Email: r.n.sen@mmu.edu.my

INTER-REGIONAL ERGONOMICS ASSOCIATION / IREA (RUSSIA)

Dr. P. Elizarov
Ergocentre
Post Box 0533
TVER, 170 000
RUSSIA
Tel: +7-0822-31-1262
Fax: +7-0822-33-0528
E-mail: elizarov@ergocentre.tmts.tver.su

IRISH ERGONOMICS SOCIETY

Dr. T.J. Gallwey
Dept. of Manufacturing & Oper. Engineering
University of Limerick
Plassey Technology Park
LIMERICK
IRELAND
Tel: +353-61-202-851
Fax: +353-61-202-913
E-mail: timothy.gallwey@ul.ie

ISRAEL ERGONOMICS SOCIETY

Prof. Yair Kassuto
Dept. of Industrial Engineering and Management
Ben-Gurion University
PO Box 653
Beer-Sheva 84105
ISRAEL
Tel: + 972 7-647 7071
Fax: + 972 7-647 2823
E-Mail: kas@bgumail.bgu.ac.il

JAPAN ERGONOMICS SOCIETY

Prof. Munehira Akita
Faculty of Social & Information Sciences
Nihon Fukushi University
25-2, Higashihaemi-cho, Handa-shi
AICHI 475
JAPAN
Tel: +81-56-920-0118 ext. 2332
Fax: +81-75-394-5335
E-mail: akita@handy.n-fukushi.ac.jp

Dr. Yoshinori Horie
International Co-operation Committee, JES
Dept. of IE & Management
College of Industrial Technology
Nihon University
1-2-1, Izumi, Narashino, 275-8575
JAPAN
Tel: +81-474-74-2622
Fax: +81-474-74-2619
E-mail: horie@ka.cit.nihon-u.ac.jp

Kazuo Tsuchiya
Manager of Human Factors
IBM Japan Ltd.,
1623-14, Shimotsuruma, Yamato-shi,
Kanagawa-ken, 242-8502
JAPAN
TEL: +81-462-73-3541
FAX: +81-462-73-7420
E-mail: tskazuo@yamato.ibm.co.jp

Alternate delegates:

Prof. Nobuo Ohashi
Nagano Prefectural College
8-49-7, Miwa, Nagano-shi,
Nagano-ken, 380
JAPAN
TEL: +81-26-234-1221 ex.322
FAX: +81-26-235-0026
E-mail: QZD11723@niftyserve.or.jp

Dr. Susumu Saito
National Institute of Industrial Health
6-21-1, Nagao, Tama-ku, Kawasaki-shi
KANAGAWA 214
JAPAN
Tel: +81-44-865-6111
Fax: +81-44-865-6116
E-mail: saitos@niih.go.jp

NEDERLANDSE VERENIGING VOOR ERGONOMIE

Ernst A.P. Koningsveld Eur. Erg.
TNO work & Employment
P.O. Box 718
2130 AS Hoofddorp
The Netherlands
Tel: +31.23.554.9.524
Fax: +31.23.554.9.305
E-mail: e.koningsveld@arbeid.tno.nl

Jan Dul
Erasmus University Rotterdam
Rotterdam School of Management
Faculteit Bedrijfskunde,
PO Box 1738
3000 DR Rotterdam
THE NETHERLANDS
Phone: +31104081856 1032
Fax: +31104082005 2026
E-mail: J.Dul@fbk.eur.nl

NEW ZEALAND ERGONOMICS SOCIETY

Prof. Stephen J Legg
Head, Ergonomics Programme
Department of Management Systems
Massey University
Private Bag 11222
Palmerston North
NEW ZEALAND
Tel: +64-6-3505799 ext 2786
Fax: +64-6-3505661
E-mail: S.J.Legg@massey.ac.nz

NORDIC ERGONOMICS SOCIETY

Dr. Kirsten Bendix Olsen
Lucent Technologies Denmark A/S
Priorparken 680
2605 Brøndby
DENMARK
Tel: +45 4348 3191
E-mail: kbolsen@lucent.com

Clas Håkan Nygård
University of Tampere
PO Box 607
33 101 TAMPERE
FINLAND
Tel: +358-3-2156-658
Fax: +358-3-2156-057
E-mail: meclny@uta.fi

Arild Vågland

ÖSTERREICHISCHE ARBEITSGEMEINSCHAFT FÜR ERGONOMIE

Dipl.-Ing.Dr. Walter Hackl-Gruber
Technische Universität Wien
Theresianumgasse 27
A-1040 WIEN
AUSTRIA
Tel: +43-1-505-831524
Fax: +43-1-504-7146
E-mail: hacklgr@ebwnov.tuwein.ac.at

POLISH ERGONOMICS SOCIETY

Prof. Dr. Leszek Pacholski
Poznan University of Technology
Institute of Management Engineering
Strzelecka 11/206
60-965 POZNAN
POLAND
Tel: +48-61-525-659
Fax: +48-61-525-659
E-mail: pacholski@iz.me.put.poznan.pl

SLOVAK ERGONOMICS ASSOCIATION

Doc. Ing. Jozef Sablík, CSc.
c/o Faculty of Material Science & Technology
STU Paulínska St. 16

917 24 TRNAVA
SLOVAK REPUBLIC
Tel: +42-805-22636
Fax: +42-805-27731

SOCIEDAD COLOMBIANA DE ERGONOMÍA

José Ignacio Gamboa
Cl. 100 No. 13-52 (502)
Bogotá, Colombia.
Tel: + 571 257 53 41
E-mail: joseignacio.gamboa@correoweb.com

SOCIETA' ITALIANA DI ERGONOMIA

Prof. Alfredo Bianchi
Università degli Studi di Catania
Department of Fundamental and Clinical Pharmacology
viale Andrea Doria 6
95125 CATANIA
ITALY
Tel. + 39 95 738 4085
Fax + 39 95 738 4226
E-mail: bianchi@mbox.unict.it

SOCIETE D'ERGONOMIE DE LANGUE FRANÇAISE

Prof. Luc Desnoyers
Dept. Sciences Biologiques
UQAM
CP 8888 Succ Centre-Ville
MONTREAL H3C 3P8
CANADA
Tel: +1-514-987-3000 # 3344
Fax: +1-514-987-4647
E-mail: desnoyers.luc@uqam.ca

Prof. René Amalberti
CERMA-IMASSA

SOUTH-EAST ASIAN ERGONOMICS SOCIETY (SEAES)

Dr. Aida Licaros-Velasco
College of Engineering
De La Salle University
2401 Taft Avenue
1004 Manila
PHILIPPINES
Tel: +632 524-4611 loc.220
+632 536-0256
Fax: +632 524-0563
E-mail: cosealv@mail.dlsu.edu.ph

Alternate delegate:
Prof. Halimahtun Khalid

TURKISH ERGONOMICS SOCIETY

Prof. Dr. Ahmet Fahri Ozok
Professor & Head
Endustri Muhendisligi
iTU isletme FakUltesi

Bolumu, 80680 Besiktas
Istanbul
TURKEY
Tel: +90-212-293-1300
Fax: +90-212-240-7260
Email: isozok@tritu.bitnet

AFFILIATED IEA SOCIETY

HUMAN ERGOLOGY SOCIETY

Prof. Sadao Horino
Ergonomics Laboratory
Dept. of Industrial Engineering and Management
Kanagawa University

3-27-1, Rokkakubashi, Kanagawa-ku,
YOKOHAMA-SHI, 221
JAPAN
Tel: +81-45-481-5661 Ext. 3250
Fax: +81-45-413-6565
E-mail: horino@cc.kanagawa-u.ac.jp

SUSTAINING IEA MEMBERS

Platinum level

RESEARCH INSTITUTE OF HUMAN ENGINEERING FOR QUALITY LIFE/HQL

Mr. Kazushige Suzuki
Dokita-daibiru Building 3F
1-2-5 Dojima, Kita-Ku
OSAKA 530
JAPAN
Tel: +81-6-6346-0234
Fax: +81-6-6346-0456
E-Mail: suzuki@hql.or.jp

ORIHARA MANUFACTURING CO. LTD

Mr. Seiichi Orihara / Mr. Arata Kimura
3-5, 1-chome, Nishi-nippori, Arakawa-ku, Tokyo 116-0013,
JAPAN
Tel: +81-3-3805-0101
Fax: +81-3-3805-0109
E-mail: orihara@po.jah.ne.jp

Gold level

BUREAU OF THE HUNGARIAN COUNCIL OF INDUSTRIAL DESIGN & ERGONOMICS (IFETI)

Krisztina Lakatos
OMFB-IFETI
P.O. Box 565
H-1374 BUDAPEST
HUNGARY
Tel: +36-1-266-0408
Fax: +36-1-266-0469

ERGOWEB, INC.

Dr. Peter Budnick
ErgoWeb®, Inc.
93 West Main Street
PO Box 1089
Midway, Utah 84049
USA
Tel: +1-435-654-4284
Fax: +1-435-654-5433
E-mail: budnick@ergoweb.com

INDIVIDUAL SUSTAINING IEA MEMBER

Dr. Hiroshi Udo
Yuwa Clinic
2nd Floor, Yamada Building
5-4 Inari-machi
Minami-Ku, Hiroshima
JAPAN 732 0827
E-mail: udoh@mb.infoweb.ne.jp

SECRETARIATS FOR THE IEA FEDERATED SOCIETIES

ALL-UKRAINIAN ERGONOMICS ASSOCIATION

Dr. Alexander Burov
See COUNCIL list

128 00 PRAGUE 2

CZECH REPUBLIC

Tel: +420-2-249-15319

Fax: +420-2-297-612

ASOCIACIÓN ESPAÑOLA DE ERGONOMIA

Prof. Pedro R. Mondelo
See COUNCIL list

THE ERGONOMICS SOCIETY

Mrs. Julia Scriven
Devonshire House
Devonshire Square
LOUGHBOROUGH
Leics. LE11 3DW
ENGLAND

Tel: +44-1509-234904

Fax: +44-1509-234904

E-mail: ergsoc@ergonomics.org.uk

ASSOCIAÇÃO PORTUGUESA DE ERGONOMIA (APERGO)

Prof. Anabela dos S. Aleixo Simões, President
R. Dr. Leite Vasconcelos, 2
2765 ESTORIL, Alapraia
PORTUGAL
Tel: + 01 4687073
E-mail: ASimoes@fmh.utl.pt

ASSOCIATION OF CANADIAN ERGONOMISTS ASSOCIATION CANADIENNE D'ERGONOMIE

Executive Manager

ACE

1304-2 Carlton St.
Toronto, M5B 1J3 Ontario
CANADA

Tel: +1-416-979-3946

Fax: +1-416-979-1144

E-mail: info@ace-ergocanada.ca

ERGONOMICS SOCIETY OF AUSTRALIA, Inc.

Canberra Business Centre
Cnr Bradfield and Melba Streets
DOWNER ACT 2602
AUSTRALIA

Tel: + 61 26 242 1951

Fax + 61 26 241 2554

E-mail: esa@interact.net.au

BELGIAN ERGONOMICS SOCIETY

Luc Claessens
See COUNCIL list

ERGONOMICS SOCIETY OF THE FEDERAL REPUBLIC OF YUGOSLAVIA

ESFRY Secretariat

Lola Corporation
Bulevar Revolucije 84
11000 BELGRADE

FEDERAL REPUBLIC OF YUGOSLAVIA

Tel: +38-11-457-390

Fax: +38-11-457-390

BRAZILIAN ERGONOMICS ASSOCIATION (ABERGO)

Prof. Mario Cesar Vidal
See COUNCIL list

ERGONOMICS SOCIETY OF KOREA

Secretariat
Department of Industrial and Information Engineering
Hongik University
72-1 Sangsu-Dong,
Mapo-Ku, Seoul
KOREA 121-791
Tel: + 82-2-3143-1640
Fax: +82-2-3143-1641
Email: hspark@wow.hongik.ac.kr

CHINESE ERGONOMICS SOCIETY

Prof. Wang Sheng
Department of Occupational Health
Beijing Medical University
BEIJING, 100083
P R CHINA
Tel: +86-10-6209-1533(O) / 1810(H)
Fax: +86-10-6230-4145 / -6201-5681
E-mail: wsheng@public.bta.net.cn

ERGONOMICS SOCIETY OF SOUTH AFRICA

Prof. Pat Scott
See COUNCIL list

CROATIAN ERGONOMICS SOCIETY

Ms. D. Maslic Sersic
Salajeva 3
10000 ZAGREB
CROATIA
Tel: +38-541-62-0199
Fax: +38-541-62-0037

ERGONOMICS SOCIETY OF TAIWAN

Rungtai Lin
Department of Industrial Design
Chang Gung College of Medicine & Technology
Kwei-Shan, Tao-Yuan 333
TAIWAN, ROC
Tel: +886-33-283016
Fax: +886-33-283031
E-mail: rtlin@cguaplo.cgu.edu.tw

CZECH ERGONOMICS SOCIETY

Secretariat
Dept. of Machinery Enterprise Management
Faculty of Mechanical Engineering
Czech Technical University in Prague
Horská 3

GESELLSCHAFT FÜR ARBEITSWISSENSCHAFT

Prof. Dr. Andreas
See *COUNCIL list*

HELLENIC ERGONOMICS SOCIETY

Mr. Ilias Banoutsos
Ergonomia Ltd
3th Septembriou, 77
ATHENS 10434
GREECE
Tel: +30-1-82-28-888
Fax: +30-1-82-28-888
E-mail: ergonomia@hol.gr

HUMAN FACTORS & ERGONOMICS SOCIETY

Lynn Strother, Executive Director
P.O. Box 1369
SANTA MONICA, CA 90406
USA
Tel: +1 310-394-1811
Fax: +1 310-394-2410
E-mail: 70732.2420@compuserve.com
<http://hfes.org>

HUNGARIAN ERGONOMICS SOCIETY

Dr. György Kaucsek
See *COUNCIL list*

INDIAN ERGONOMICS SOCIETY

Prof. Dr. R.N.Sen, Professor
See *COUNCIL list*

**INTER-REGIONAL ERGONOMICS ASSOCIATION
/ IREA (RUSSIA)**

Prof. V. Lvov
See *COUNCIL list*

IRISH ERGONOMICS SOCIETY

Mr Steve Chan
Industrial Design
National College of Art and Design
100 Thomas Street
Dublin 8
IRELAND

ISRAELI ERGONOMICS SOCIETY

Secretary
Mr. Elli Messer
15 Steinman St. Tel.-Aviv 62917,
ISRAEL
Tel: + 972-3-602 0653
Fax: + 972-3-602 0653
E-Mail: emesser@netvision.net.il

SOCIETÀ ITALIANA DI ERGONOMIA

Prof. A. Bianchi
Universita di Catania/Ist Tossicologia
Viale A. Doria 6
95125 CATANIA
ITALY
Tel: + 81 95 222 297
E-mail: bianchi@unict.it

JAPAN ERGONOMICS SOCIETY

2-10-9, Akasaka, Minato-ku
Tokyo, 107-0052
JAPAN
Tel:+81-3-3587-0278
FAX:+81-3-3587-0284
E-mail:jcs@cb.mbn.or.jp

**NEDERLANDSE VERENIGING VOOR ERGONOMIE
NVvE**

P.O. Box 3140
3502 GC Utrecht
The Netherlands
Tel: +31.30.2844.528
Fax: +31.30.2844.501
E-mail: nvve@wispa.nl

NEW ZEALAND ERGONOMICS SOCIETY

Marion Edwin, President
23 Hewitts Road
Woodend
North Canterbury 8255
New Zealand
Tel (w) +64-3-377 3451
Fax w) +64-3-377 3452
E-mail: Edwins.Woodsend@xtra.co.nz

NORDIC ERGONOMICS SOCIETY

Dr. Toni Ivergard
See *COUNCIL list*

**ÖSTERREICHISCHE ARBEITSGEMEINSCHAFT
FÜR ERGONOMIE**

Dipl.-Ing.Dr. Walter Hackl-Gruber
See *COUNCIL list*

POLISH ERGONOMICS SOCIETY

Dr. Ewa Gorska, Secretary General
Institute for Organization of Production Systems
Warsaw University of Technology
Narbutta 85,
02-524 Warsaw
POLAND
Tel. + 48 22 849 94 43
Fax: +48 22 849 97 98
E-mail: egorska@wip.pw.edu.pl

SLOVAK ERGONOMICS ASSOCIATION

Doc.Ing. Jozef Sablik
See *COUNCIL list*

SOCIEDAD COLOMBIANA DE ERGONOMÍA

José Ignacio Gamboa
See *COUNCIL list*

**SOCIÉTÉ D'ERGONOMIE DE LANGUE FRANÇAISE
(SELF)**

Secretariat de la SELF, Veronique Preteur
Maison de la Recherche
Université Toulouse le Mirail
5 Allées Antonio Machado
F-31058 Toulouse Cedex 1
FRANCE
Tel: +33-61-50-3523
Fax: +33-61-50-3533
E-mail: preteur@cict.fr

**SOUTH-EAST ASIAN ERGONOMICS SOCIETY
(SEAES)**
Lim Kee Yong
See *COUNCIL list*

TURKISH ERGONOMICS SOCIETY
Prof. Dr. Ahmet Fahri Ozok
See *COUNCIL list*

PRESIDENTS OF ERGONOMICS SOCIETIES

THE IEA FEDERATED SOCIETIES

ALL-UKRAINIAN ERGONOMICS ASSOCIATION
Dr. Alexander Burov, President
Department of Ergonomics
National Research Institute for Design
Post Box 3
254214 KYIV
UKRAINE
Tel: +380-44-413-8439
Fax: +380-44-229-8595
E-mail: BUROV@ergon.freenet.kiev.ua

ASOCIACIÓN ESPAÑOLA DE ERGONOMIA
Prof. Pedro R. Mondelo, President
Dept. Proyectos de Ingeniería
Institut d'Organització i Control de Sistemes Industrials
(UPC)
Av. Diagonal, 647, Planta 10
08028 Barcelona
SPAIN
Tel. + 33 93 401 66 43
Fax. + 33 93 401 71 69
E-mail: mondelo@pc.upc.es

**ASSOCIAÇÃO BRASILEIRA DE ERGONOMIA
(ABERGO)**
Prof. Mario Cesar Vidal, President
Caixa Postal 68507
Rio de Janeiro RJ 21945-970
BRAZIL
Tel: +55.21.270.54.90
Fax: +55.21.270.54.90
E-mail: mariovidal@openlink.com.br

BELGIAN ERGONOMICS SOCIETY
Luc Claessens, President
EDPB-MSR/FAMED I
Arduinkaai 16
1000 Brussels
BELGIUM
Tel : 02 549 71 00
Fax: 02 223 52 50
E-mail : MSR@pophost.eunet.be

CHINESE ERGONOMICS SOCIETY
Prof. Kan Zhang, President

P.O. Box 1603
BEIJING, 100012
PR CHINA
Tel: +86-10-6202-2071
Fax: +86-10-6202-2070
E-mail: zhangk@psych.ac.cn

CROATIAN ERGONOMICS SOCIETY
Prof. Ilija Manenica, President
Filozofski Fakultet/Faculty of Philosophy
Kresimirova obala 2
23000 ZADAR
CROATIA
Tel: +385-23-316-311
Fax: +385-23-316-882

CZECH ERGONOMICS SOCIETY
Dr. Sylva Gilbertová, President
Dept. of Rehabilitation Medicine
Postgraduate Medical School
Rtociata 40
140 00 PRAGUE 4 Krc.
CZECH REPUBLIC
Tel: +420-2- 612 60304
Fax: +420-2-747611

THE ERGONOMICS SOCIETY
David Stubbs, President
The Ergonomics Society,
Devonshire House, Devonshire Square,
Loughborough LE11 3DW,
UNITED KINGDOM
Tel & fax +44 1509 234904
E-mail ergsoc@ergonomics.org.uk

ERGONOMICS SOCIETY OF AUSTRALIA
Dr. David C Caple, President
PO Box 2135
East Ivanhoe,
Victoria 3079
AUSTRALIA
Tel: +
Fax: +
Email: dcaple@mira.net

**ERGONOMICS SOCIETY OF THE FEDERAL
REPUBLIC OF YUGOSLAVIA**
Prof.dr. Stanisa Milosevic, President
Faculty of Transport and Traffic Engineering
University of Belgrade

Lab. for Traffic Psychology & Ergonomics
Vojvode Stepe 305
11000 BELGRADE
FEDERAL REPUBLIC OF YUGOSLAVIA
Tel: +381-11-493-211 ext. 344
Fax: +381-11-466-294
E-mail: emiloses@ubbg.etf.bg.ac.yu

ERGONOMICS SOCIETY OF KOREA
Prof. Kwan S. Lee, President
Department of Industrial Engineering
Hongik University,
72-1 Sangsoo-dong, Mapo-gu, Seoul
KOREA
Tel: +82-2-320-1661
Fax: + 82-2-333-8725
E-mail: kslee@wow.hongik.ac.kr

ERGONOMICS SOCIETY OF SOUTH AFRICA
Prof. Pat Scott, President
Department of Human Movement Studies
Rhodes University
PO Box 94
GRAHAMSTOWN 6140
SOUTH AFRICA
Tel: +27-461-318468
Fax: +27-461-23803
E-mail: hmps@kudu.ru.ac.za

ERGONOMICS SOCIETY OF TAIWAN
Prof. Tzai-Zang Lee, President
Department of Industrial Management Science
National Cheng Kung University
Tainan 701
TAIWAN
Tel: +886-6-2757575 ext. 53133
Fax: +886-6-2362162
E-mail: leetz@mail.ncku.edu.tw

GESELLSCHAFT FÜR ARBEITSWISSENSCHAFT
Prof. Dr. Ing. Kurt Landau
Institut für Arbeitswissenschaft der Technischen Universität
Darmstadt
Petersenstrasse 30
46287 Darmstadt
GERMANY
Tel: +49 6151-162987
Fax: +49 6151-13488
e-mail: landau@lad.tu-darmstadt.de

HELLENIC ERGONOMICS SOCIETY
Prof. Nicolas Marmaras, President
National Technical University of Athens
Dept. of Mechanical Engineering
Sector of Industrial Management & O.R.
Iron Polytechniou 9, Zografou, 15780
GREECE
Tel: +301 7723492
Fax: +301 7723571
E-mail: marmaras@central.ntua.gr

ASSOCIATION OF CANADIAN ERGONOMISTS
ASSOCIATION CANADIENNE D'ERGONOMIE
Pierre Goumain, President
c/o DesignErgo Inc.
107, boul. Saint-Joseph ouest
Montréal, QC
H2T 2P7
CANADA
Tel: +(514) 272-3076
Fax: +(514) 272-4242
Email: goumaindesignergo@videotron.ca

HUNGARIAN ERGONOMICS SOCIETY
Krisztina Lakatos, President
OMFB-IFETI
P.O. Box 565
H-1374 BUDAPEST
HUNGARY
Tel: +36-1-266-0408
Fax: +36-1-266-0469
E-mail: krisztina.lakatos@omfb.x400gw.itb.hu

HUMAN FACTORS & ERGONOMICS SOCIETY
Prof. Peter Hancock, President
University of Minnesota
Human Factors Research Lab
Tel: (612) 626-7521
Fax: (612) 625-8867
E-mail: peter@reality.hfri.umn.edu

INDIAN ERGONOMICS SOCIETY
Prof. Dr. R.N.Sen, President
Ergonomics Centre,
Multimedia University (MMU)
Jalan Multimedia Cyberjaya
63100 Selangor
Malaysia.
Tel/Office: + 603-8312-5671;
Fax: +603-8312- 5592
Home: +603-8318-0034
Email: r.n.sen@mmu.edu.my

INTER-REGIONAL ERGONOMICS ASSOCIATION
/ IREA (RUSSIA)
Dr. P. Elizarov, President
Ergocentre
Post Box 0533
TVER, 170 000
RUSSIA
Tel: +7-0822-31-1262
Fax: +7-0822-33-0528
E-mail: elizarov@ergocentre.tmts.tver.su

IRISH ERGONOMICS SOCIETY
Prof. Enda Fallon, President
Department of Industrial Engineering
National University of Ireland
Galway
IRELAND
Tel: +353 91 52441 ext. 2745/2770
Fax: +353 91 750524
Email: enda.fallon@nuigalway.ie

ISRAEL ERGONOMICS SOCIETY
Prof. Yair Kassuto, President
Dept. of Industrial Engineering and Management
Ben-Gurion University
PO Box 653, Beer-Sheva 84105
ISRAEL
Tel: + 972-7-647 7071
Fax: + 972-7-647 2823
E-Mail: kas@bgumail.bgu.ac.il

SOCIETA ITALIANA DI ERGONOMIA
Prof. Gabriella Caterina, President
Universitata diu Napoli Federico II/ Dip. Configurazione
Ee Attuazione dell' Architettura
Via Tarsia 31
80135 Napoli
ITALY
Tel: + 39 81 151 4302
Fax: +39 81 551 9509
E-mail: caterina@unina.it

JAPAN ERGONOMICS SOCIETY

Prof. Takao Ohkubo, President
College of Industrial Technology
Nihon University
1-2-1 Izumi-cho, Narashino, Chiba
275 JAPAN
Tel: +81 474 742615
Fax: +81 474 742619
e-mail: ibohkubo@ccu.cit.nihon-u.ac.jp

NEDERLANDSE VERENIGING VOOR ERGONOMIE

Dr. H.A.M. Daanen, President
Department of Work Environment
TNO Human Factors Research Institute
THE NETHERLANDS
Tel. +0346 356402
Fax. +0346 353977
E-mail: daanen@tm.tno.nl

NEW ZEALAND ERGONOMICS SOCIETY

Marion Edwin, President
23 Hewitts Road
Woodend
North Canterbury 8255
NEW ZEALAND
Tel: +64-3-3773451
Fax: +64-3-3773452
E-mail: Edwins.Woodend@xtra.co.nz

NORDIC ERGONOMICS SOCIETY

Dr. Kirsten Bendix Olsen
Lucent Technologies Denmark A/S
Priorparken 680
2605 Brøndby
DENMARK
Tel: +45 4348 3191
E-mail: kbolsen@lucent.com

ÖSTERREICHISCHE ARBEITSGEMEINSCHAFT

FÜR ERGONOMIE
Dipl.-Ing.Dr. Walter Hackl-Gruber, President
Technische Universität Wien
Theresianumgasse 27
A-1040 WIEN
AUSTRIA
Tel: +43-1-505-831524
Fax: +43-1-504-7146
E-mail: hacklgr@ebwnov.tuwein.ac.at

POLISH ERGONOMICS SOCIETY

Dr. J. Marcinkowski, President
Poznan University of Technology
Institute of Management Engineering
Strzelecka 11/206
60-965 POZNAŃ
POLAND
Tel: +48-61-525-659
Fax: +48-61-525-659
E-mail: jerzy.s.marcinkowski@put.poznan.pl

ASSOCIAÇÃO PORTUGUESA DE ERGONOMIA (APERGO)

Prof. Anabela dos S. Aleixo Simões, President
R. Dr. Leite Vasconcelos, 2
2765 ESTORIL, Alapraia
PORTUGAL
Tel: + 01 4687073
E-mail: ASimoes@fmh.utl.pt

SLOVAK ERGONOMICS ASSOCIATION

Prof. Ing. Jozef Sablik, President
Slovak University of Technology
Pavlinska 16
917 24 TRNAVA
THE SLOVAK REPUBLIC
Tel: +42-805-22636
Fax: +42-805-27731
E-mail: kapoun@mtf.stuba.sk

SOCIEDAD COLOMBIANA DE ERGONOMÍA

José Ignacio Gamboa, President
Cl. 100 No. 13-52 (502), Bogotá
COLOMBIA
Tel: (571) 257 53 41
E-mail: joseignacio.gamboa@correoweb.com

SOCIETE D'ERGONOMIE DE LANGUE FRANÇAISE

Prof. Luc Desnoyers, President
Département des Sciences biologiques
Université du Québec à Montréal
C.P. 8888 Succ. Centre-ville
Montreal QC, H3C 3P8
CANADA
Tel: 1-514-987-3000, #3344
Fax: 1-514-987-4647
E-mail: desnoyers.luc@uqam.ca

SOUTH-EAST ASIAN ERGONOMICS SOCIETY (SBAES)

Dr. Aida Licaros-Velasco
College of Engineering

De La Salle University
2401 Taft Avenue
1004 Manila
PHILIPPINES
Tel: +632 524-4611 loc.220
+632 536-0256
Fax: +632 524-0563
E-mail: coealv@mail.dlsu.edu.ph

TURKISH ERGONOMICS SOCIETY
Prof. Dr. Ahmet F. Özkok, President
Endüstri Mühendisliği
İTÜ İstisna Fakültesi
Bölümü, 80680 Beşiktaş
İstanbul
TURKEY
Tel: +90-212-293-1300
Fax: +90-212-240-7260
Email: ozok@ayasofya.isl.itu.edu.tr

AFFILIATED IEA SOCIETIES

EUROPEAN SOCIETY OF DENTAL ERGONOMICS
Dr. S. Bogopolsky, President
17, Avenue d'Argenteuil
F-92600 ASNIERES sur SEINE
FRANCE
Tel: +33-47-93-0272
Fax: +33-47-93-0527

HUMAN ERGOLOGY SOCIETY
Dr. Yasuyuki Kikuchi, President
Secretariat of the Human Ergology Society,
Institute of Special Education,
University of Tsukuba
Tsukuba-shi, 305-8572
JAPAN
Tel & Fax 81-298-53-6748
E-mail: h-nakata@ningen.human.tsukuba.ac.jp

SUSTAINING IEA MEMBERS

BUREAU OF THE HUNGARIAN COUNCIL OF
INDUSTRIAL DESIGN & ERGONOMICS (IFETI)
Krisztina Lakatos
OMFB-IFETI
P.O. Box 565
H-1374 BUDAPEST
HUNGARY
Tel: +36-1-266-0408
Fax: +36-1-266-0469

RESEARCH INSTITUTE OF HUMAN ENGINEERING FOR QUALITY LIFE(HQL)

Mr. Kazushige Suzuki
Dokita-daibiru Building 3F
1-2-5 Dojima, Kita-Ku
OSAKA 530-0003
JAPAN
Tel: +81-6-6346-0234
Fax: +81-6-6346-0456
E-Mail: suzuki@hql.or.jp

THIS SOCIETY NEED TO RE-APPLY:

SOCIETY OF ERGONOMICS AND
HUMAN FACTORS OF MEXICO
Sociedad de Ergonomía y Factores Humanos
de México
Dr. Enrique Bonilla Rodríguez,
Executive Director
Human Factors/Ergonomics Laboratory
Universidad Autónoma Metropolitana U. Xochimilco
Calzada del hueso # 1100 Col. Villa Quietud.
Delegación Coyoacán, C.P.
04960 México D.F.
Tel / fax: + 631 3332, 724 5133
E-mail: bono33@cueyatl.uam.mx
bono331@starmedia.com

**SECRETARIATES FOR THE
IEA FEDERATED SOCIETIES**

ALL-UKRAINIAN ERGONOMICS ASSOCIATION

Dr. Alexander Burov
Centre of Ecology, Ergonomics and Safety
Elan, Ltd.
P.O.Box 3, 04214, Kyiv
UKRAINE
Tel: +380 44 441 2635.
Fax: +380 44 441 2613
E-mail: burov@elan-ua.net

**ASOCIACIÓN ESPAÑOLA DE
ERGONOMIA**

Prof. Pedro R. Mondelo
Dept. Proyectos de Ingeniería
Institut d'Organització i Control de Sistemes Industrials
(UPC)
Av. Diagonal, 647, Planta 10
08028 Barcelona
SPAIN
Tel: + 33 93 401 66 43
Fax: + 33 93 401 71 69
E-mail: mondelo@pe.upc.es

BELGIAN ERGONOMICS SOCIETY

Luc Claessens
EDPB-MSR/FAMED I
Arduinkaai 16
1000 Brussels
BELGIUM
Tel : 02 549 71 00
Fax: 02 223 52 50
E-mail : MSR@pophost.eunet.be

BRAZILIAN ERGONOMICS ASSOCIATION (ABERGO)

Prof. Mario Cesar Vidal
Caixa Postal 68507
Rio de Janeiro RJ 21945-970
BRAZIL
Tel: +55.21.270.54.90
Fax: +55.21.270.54.90
E-mail: mariovidal@openlink.com.br

CHINESE ERGONOMICS SOCIETY

Prof. Wang Sheng
Department of Occupational Health
Beijing Medical University
BEIJING, 100083
P R CHINA
Tel: +86-10-6209-1533(O) / 1810(H)
Fax: +86-10-6230-4145 / -6201-5681
E-mail: wsheng@public.bta.net.cn

SOCIEDAD COLOMBIANA DE ERGONOMÍA
Massimo Manzoni
Presidente, SCE
Carrera 56A # 126A - 72
Santafe De Bogota
COLOMBIA
Tel/Fax: + 57 1 253 92 03
SCE@impsat.net.co

CROATIAN ERGONOMICS SOCIETY
Ms. D. Maslic Sersic
Salajeva 3
10000 ZAGREB
CROATIA
Tel: +38-541-62-0199
Fax: +38-541-62-0037

CZECH ERGONOMICS SOCIETY
Secretariat
Dept. of Machinery Enterprise Management
Faculty of Mechanical Engineering
Czech Technical University in Prague
Horská 3
128 00 PRAGUE 2
CZECH REPUBLIC
Tel: +420-2-249-15319
Fax: +420-2-297-612

THE ERGONOMICS SOCIETY
Mrs. Julia Scriven
Devonshire House
Devonshire Square
LOUGHBOROUGH
Leics. LE11 3DW
ENGLAND
Tel: +44-1509-234904
Fax: +44-1509-234904
E-mail: ergsoc@ergonomics.org.uk

ERGONOMICS SOCIETY OF AUSTRALIA, Inc.
Canberra Business Centre
Cnr Bradfield and Melba Streets
DOWNER ACT 2602
AUSTRALIA
Tel: + 61 26 242 1951
Fax + 61 26 241 2554
E-mail: esa@interact.net.au

ERGONOMICS SOCIETY OF THE FEDERAL
REPUBLIC OF YUGOSLAVIA
ESFRY Secretariat
Lola Corporation
Bulevar Revolucije 84
11000 BELGRADE
FEDERAL REPUBLIC OF YUGOSLAVIA
Tel: +38-11-457-390
Fax: +38-11-457-390

ERGONOMICS SOCIETY OF KOREA
Secretariat
Department of Industrial and Information Engineering
Hongik University
72-1 Sangsu-Dong,
Mapo-Ku, Seoul
KOREA 121-791
Tel: + 82-2-3143-1640
Fax: +82-2-3143-1641
Email: hspark@wow.hongik.ac.kr

ERGONOMICS SOCIETY OF SOUTH AFRICA
Prof. Pat Scott
Department of Human Movement Studies
Rhodes University
PO Box 94
GRAHAMSTOWN 6140
SOUTH AFRICA
Tel: +27-461-318468
Fax: +27-461-23803
E-mail: hmpps@kudu.ru.ac.za

ERGONOMICS SOCIETY OF TAIWAN
Rungtai Lin
Department of Industrial Design
Chang Gung College of Medicine & Technology
Kwei-Shan, Tao-Yuan 333
TAIWAN, ROC
Tel: +886-33-283016
Fax: +886-33-283031
E-mail: rtl@cguplo.cgu.edu.tw

GESELLSCHAFT FÜR ARBEITSWISSENSCHAFT
Prof. Dr. Andreas
Universität Dortmund
Institut für Arbeitsphysiologie
Ardeystr. 67
D-44139 DORTMUND
GERMANY
Tel: +49-231-1084-323
Fax: +49-231-1084-308

HELLENIC ERGONOMICS SOCIETY
Mr. Ilias Banoutsos
Ergonomia Ltd
3th Septembriou, 77
ATHENS 10434
GREECE
Tel: +30-1-82-28-888
Fax: +30-1-82-28-888
E-mail: ergonomia@hol.gr

ASSOCIATION OF CANADIAN ERGONOMISTS
ASSOCIATION CANADIENNE D'ERGONOMIE
Mr. Peter Fletcher
Executive Manager
HFAC / ACE
6519B Mississauga Road
MISSISSAUGA, Ontario L5N 1A6
CANADA
Tel: +1-567-7193

Fax: +1-567-7191

HUMAN FACTORS & ERGONOMICS SOCIETY

Lynn Strother, Executive Director

P.O. Box 1369

SANTA MONICA, CA 90406

USA

Tel: +1 310-394-1811

Fax: +1 310-394-2410

E-mail: 70732.2420@compuserve.com

<http://hfes.org>

HUNGARIAN ERGONOMICS SOCIETY

Krisztina Lakatos

OMFB-IFETI

P.O. Box 565

H-1374 BUDAPEST

HUNGARY

Tel: +36-1-266-0408

Fax: +36-1-266-0469

E-mail: krisztina.lakatos@omfb.x400gw.itb.hu

INDIAN ERGONOMICS SOCIETY

Prof. Dr. R.N.Sen, Professor

Ergonomics Centre,

Multimedia University (MMU)

Jalan Multimedia Cyberjaya

63100 Selangor, Malaysia.

Tel/Office: + 603-8312-5671;

Fax : + 603-8312- 5592

Home: +603-8318-0034

Email : r.n.sen@mmu.edu.my

INTER-REGIONAL ERGONOMICS ASSOCIATION

/ IREA (RUSSIA)

Prof. V. Lvov

Hrustalnaya Street, 2, block 4

170021 TVER

RUSSIA

Tel: +7-0822-317255

Fax: +7-0822-330528

E-mail: yaroslav@ergocentre.tmts.tver.su

IRISH ERGONOMICS SOCIETY

Mr Steve Chan

Industrial Design

National College of Art and Design

100 Thomas Street

Dublin 8

IRELAND

ISRAELI ERGONOMICS SOCIETY

Secretary

Mr. Elli Messer

15 Steinman St. Tel-Aviv 62917,

ISRAEL

Tel: + 972-3-602 0653

Fax: + 972-3-602 0653

E-Mail: emesser@netvision.net.il

SOCIETÀ ITALIANA DI ERGONOMIA

Prof. A. Bianchi

Universita di Catania/Ist Tossicologia

Viale A. Doria 6

95125 CATANIA

ITALY

Tel: + 81 95 222 297

E-mail: bianchi@unicl.it

JAPAN ERGONOMICS SOCIETY

2-10-9, Akasaka, Minato-ku

Tokyo, 107-0052

JAPAN

Tel:+81-3-3587-0278

FAX:+81-3-3587-0284

E-mail: jes@cb.mbn.or.jp

MEXICAN ERGONOMICS SOCIETY

Sociedad de Ergonomia y Factores Humanos

Ignacio De La Peña

SEFHM Secretary

Avenida de las Rosas 85

Colonia Ciudad Jardin CP 04370

Coyoacan México DF

MEXICO

Tel + 549-62-96

E-mail: vitrík@netservice.com.mx

NEDERLANDSE VERENIGING VOOR ERGONOMIE

NVvE

P.O. Box 3140

3502 GC Utrecht

The Netherlands

Tel: +31.30.2844.528

Fax: +31.30.2844.501

E-mail: nyve@wispa.nl

NEW ZEALAND ERGONOMICS SOCIETY

Marion Edwin, President

23 Hewitts Road

Woodend

North Canterbury 8255

New Zealand

Tel (h) + 64-3-312 7175

Tel (w) +64-3-377 3451

Fax w) +64-3-377 3452

E-mail: Edwins.Woodsend@xtra.co.nz

NORDIC ERGONOMICS SOCIETY

Dr. Toni Ivergard, Director

Arbetslivsinstitutet (Inst. for Working Life)

PO Box 610 (Froso strand hus A)

S-832 23 Frosön-Ostersund

SWEDEN

Tel: +46 63551300

Fax: +46 63551320

Toni.Ivergard@mailbox.swipnet.se

ÖSTERREICHISCHE ARBEITSGEMEINSCHAFT
FÜR ERGONOMIE

Dipl.-Ing.Dr. Walter Hackl-Gruber
Technische Universität Wien
Theresianumgasse 27
A-1040 WIEN
AUSTRIA
Tel: +43-1-505-831524
Fax: +43-1-504-7146
E-mail: hacklgr@ebwnov.tuwien.ac.at

POLISH ERGONOMICS SOCIETY

Dr. Ewa Gorska
Institute for Organization of Production Systems
Warsaw University of Technology
Narbutta 85,
02-524 Warsaw
POLAND
Tel. + 48 22 849 94 43
Fax: +48 22 849 97 98
E-mail: egorska@wip.pw.edu.pl

PORTUGUESE ASSOCIATION OF ERGONOMICS

Associação Portuguesa de Ergonomia (APERGO)
Prof. Anabela dos S. Aleixo Simões, President
R. Dr. Leite Vasconcelos, 2
2765 ESTORIL, Alapraia
PORTUGAL
Tel: + 01 4687073
E-mail: ASimoes@fmh.utl.pt

SLOVAK ERGONOMICS ASSOCIATION

Doc.Ing. Jozef Sablik, CSc.
c/o Faculty of Material Science & Technology
STU Paulinska St. 16
917 24 TRNAVA
SLOVAK REPUBLIC
Tel: +42-805-22636
Fax: +42-805-27731

SOCIETE D'ERGONOMIE DE LANGUE FRANÇAISE
(SELF)

Secretariat de la SELF, Veronique Preteur
Maison de la Recherche
Universite Toulouse le Mirail
5 Allee Antonio Machado
F-31058 Toulouse Cedex 1
FRANCE
Tel: +33-61-50-3523
Fax: +33-61-50-3533
E-mail: preteur@cict.fr

SOUTH-EAST ASIAN ERGONOMICS SOCIETY
(SEAES)

Lim Kee Yong
School of Mechanical and
Production Engineering
Nanyang Technological University
Nanyang Avenue
Singapore 639798
SINGAPORE
Tel: + 65 799 4767
Fax: + 65 791 1859
E-mail: mkyylim@ntu.edu.sg

TURKISH ERGONOMICS SOCIETY

Prof. Dr. Ahmet Fahri Ozok
Professor & Head
Endustri Muhendisligi
iTU isletme FakÜltesi
Bolumu, 80680 Besiktas
Istanbul
TURKEY
Tel: 90-212-293-1300
Fax: 90-212-240-7260
Email: isozok@tritu.bitnet

IEA AFFILIATED SOCIETIES

EUROPEAN SOCIETY OF DENTAL ERGONOMICS

Dr. S. Bogopolsky
17, Avenue d'Argenteuil
F-92600 ASNIERES sur SEINE
FRANCE
Tel: +33-47-93-0272
Fax: +33-47-93-0527

HUMAN ERGOLOGY SOCIETY

Kazuhiro Sakai
Institute For Science Of Labor
2-8-14 Sugao, Miyamae-ku
Kawasaki-shi
KANAGAWA 213
JAPAN
Tel: + 81-44-977-2121
Fax: + 81-44-977-7504

SUSTAINING IEA MEMBERS

BUREAU OF THE HUNGARIAN COUNCIL OF INDUSTRIAL DESIGN & ERGONOMICS (IFETI)

c/o Krisztina Lakatos
OMFB-IFETI
P.O. Box 565
H-1374 BUDAPEST
HUNGARY
Tel: +36-1-266-0408
Fax: +36-1-266-0469
E-mail: krisztina.lakatos@omfb.x400gw.itb.hu

RESEARCH INSTITUTE OF HUMAN ENGINEERING FOR QUALITY LIFE/HQL

c/o Mr Kazushige Suzuki
Dokita-daibiru Building 3F
1-2-5 Dojima, Kitu-Ku
OSAKA 530
JAPAN
Tel +81-6-6346-0234
Fax +81-6-6346-0456
E-mail: suzuki@hql.or.jp

OTHER SOCIETIES

FINNISH ERGONOMICS SOCIETY

Prof. Clas-Håkan Nygård, President
University of Tampere
Tampere School of Public Health
P.Box 607
FIN-33101 Tampere
FINLAND
Tel: +358 3 2156658
Fax: +358 3 2156057
E-mail: meciny@uta.fi