

# MEETING OF THE EXECUTIVE COMMITTEE

## Minutes

**28-29 March, 2025**

**Location:** Institute of Industrial Engineering and Ergonomics (IAW),  
Room 703, 7<sup>th</sup> floor, Eilfschornsteinstraße 18, 52062 Aachen, Germany

### Executive Committee Attendees:

Andrew Thatcher, President (AT)  
 Thomas Alexander, Vice-President and Treasurer (TA)  
 Nancy Black, Vice-President Secretary General (NB)  
 Rosemary Seva, Science, Technology and Practice Chair (RS)  
 Martin Rodriguez, Communication and Public Relations Chair (MG)  
 Verena Nitsch, Professional Standards and Education Committee Chair (TE)  
 Anindya Kumar Ganguli, International Development Chair (AKG)  
 Jose Orlando Gomes, Past-President and Awards Chair (JOG)  
 Wei Zhang, Development and Promotions Chair (WZ)  
 Takashi Kawai, Information and Communication Technology Ad Hoc Committee Chair (TK) - *virtual*  
 Ben Peachey, IEA2027 Congress Organizing Committee Chair (BP)  
 Massaki Mochimaru – Advisory Group on standardization (MM) - *virtual*  
 Absent: Andrea Wittenbecher, Swiss Director (AW)  
 Staff: Aleksandra Gamper, Administrator, IEA Office (AG)

### Day 1. Friday 28 March 2025

Agenda item	Resp	Discussion, Decisions and Action Items
09:00 1. Call to Order and Approval of Agenda	<b>AT/NB</b>	The agenda was approved as amended by unanimous consent.
09:05 2. Minutes of last EC meeting	<b>NB</b>	The minutes from the August 24 <sup>th</sup> EC meeting were filed the day before on the IEA Website EC members' area. The meeting served largely as preparation for the council meeting. NB encouraged all EC members to read the document.
09:10 3. President's report	<b>AT</b>	The President's report was presented and discussed. The report covered the following topics:  (1) Supporting the growth and sustainability of HF/E: Career videos are planned, including interviews (expected project period the second half of 2025-2027). (2) Reflecting on strategy for the future. (3) Strengthening bonds with key international organizations: Capacities to support HF/E at international level are to be built up. A meeting with the ILO and WHO occurred in March 2025 for this purpose, followed by a meeting with ISO in mid-

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		<p>April 2025. The aim is to negotiate new MoUs (Memoranda of Understanding).</p> <p><u>General remarks:</u></p> <ul style="list-style-type: none"> <li>• MoUs are loose agreements which are documented in the members area of the website. If you are interested in an exchange with corresponding organizations, please contact AT.</li> <li>• AT is responsible for the 2nd and 3rd initiatives; it should be discussed whether another person can take over the second point.</li> </ul> <p><u>Action Items:</u></p> <ul style="list-style-type: none"> <li>• ILO to be invited to IEA2027 in London.</li> <li>• 5-6 international experts are sought for ILO initiative (3). The selection procedure to be defined: a consultation plan is required that outlines a transparent selection process and criteria. While an open call is conceivable, the effort involved would probably be disproportionately high.</li> <li>• Communicate the plans for the ILO initiative with IEA to IEA Council members.</li> </ul>
<p>09:40 4. VPSG Report</p>	<p><b>NB</b></p>	<p>The VPSG report was presented and discussed.</p> <p>The <b>first</b> aim is to improve <b>communications</b> with IEA's internal stakeholders (e.g., the IEA Council, IEA Officers, Executive Committee and Sustainable Members). More opportunities for networking should be made possible. A first initiative was started in February 2025 with a virtual council networking “gathering” (2 x 90-minute sessions, which were well attended).</p> <p>The report covered the following topics:</p> <p>(1) Ambassador report: To be completed for all activities where the IEA is represented; the report is online in the Member’s login area. All ambassadorial activities (presentations representing IEA) should be associated a report, whether or not funding is received from IEA. There is no database for these reports, the form is received by secretariat via email.</p> <p>(2) Automated certificates: Certificates created manually involve a great amount of work. This is now in the process of being automated (programming in progress, testing to come).</p> <p>(3) Streamline communication: FORUM on the website is not being used; needs to be <b>revisited</b>.</p>

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		<p><u>General remarks:</u></p> <ul style="list-style-type: none"> <li>A new operating procedure (OP) was suggested for non-officer IEA council members presenting on behalf of IEA. EC members should consult the document distributed by VPSG (in the members' area of the website); to discuss during March 29 meeting.</li> </ul> <p><u>Action Items:</u></p> <ul style="list-style-type: none"> <li>Ambassador report should always be completed for all activities where the IEA is represented</li> <li>NB will provide a summary of the Ambassador report at regular intervals</li> <li>The EC co-chairs do not have access to the relevant area to fill in the Ambassador Reports. We need to clarify how to proceed for such people; 2 options are 1) could add co-chair access to member's area OR 2) make Ambassador report area accessible otherwise.</li> </ul>
<p>10:10 5. VP/Treasurer's Report</p>	<p><b>TA</b></p>	<p>The VP/Treasurer's Report was presented and discussed:</p> <p>(1) Financial Overview: A surplus of approximately \$14,365k has been reported: should not be kept excessively high due to the non-profit nature of the IEA. Expenditures have slightly exceeded expectations primarily due to higher travel costs, increased awards expenses, and additional bank fees. Overall financial health remains stable and positive; 2024 concluded with a surplus leading to an increase in IEA's equity.</p> <p>(2) Invoice for 2025: Invoices for 2025 have been prepared and will be distributed following the EC meetings.</p> <p>(3) Initiatives and Accounting: It is essential to ensure appropriate investment of equity regarding 2025 initiatives. Clarification is needed on whether these initiatives align with accounting positions. An agreement on which activities will be undertaken in the short term, their naming conventions, and how financial support can be arranged is necessary.</p> <p><u>Action Items:</u></p> <ul style="list-style-type: none"> <li>The next Treasurer's report should include a long-term overview of the finances (comparative figures).</li> <li>A reserve policy is to be worked out by the next EC meeting.</li> <li>It is necessary to define who is responsible for sustaining members. To discuss amongst IEA Officers.</li> </ul>
<p>10:40</p>		<p>BREAK</p>
<p>11:00 6. Report and discussion:</p>	<p><b>RS</b></p>	<p>A report on the activities of STP Committee activities was presented and discussed.</p>

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Science, Technology & Practice Committee (STP)		<p>(1) Webinars: The aim is to share knowledge about HFE in the community, update trends and network. Nine webinars were held last year, the most popular of which had 981 views.</p> <p>(2) Ergonomics in a Nutshell for Labor The aim is to promote HFE. Support is sought from ILO and project leaders are identified.</p> <p>(3) TC member recruitment: The aim is to exchange HFE knowledge within the community; the TCs' website has been revised for this purpose and 31 new TC memberships have now been registered. There is no regulation of TCs: a significant number of individuals from the same region should be in the TC. Discussed support for TCs: e.g. cosponsoring events. Better TC organization is being sought, for example 6 TCs will be retiring, this needs to be discussed with officers.</p> <p>(4) Support IEA 2027 Organizing Committee: Initial consultations have started.</p> <p><u>General remarks:</u></p> <ul style="list-style-type: none"> <li>• Only 10 TCs have updated their content, which means that some documents are outdated and no longer reflect current practices.</li> <li>• The publication process via Springer is ongoing as outlined in the document on the website. The IEA is to assist with open access, potentially through a co-sponsorship arrangement. This could increase the visibility of the IEA.</li> </ul> <p><u>Action Items:</u></p> <ul style="list-style-type: none"> <li>• The term "Technical Committee" is not clear for everyone; a change should be considered to increase visibility (RS, Officers).</li> <li>• Inactive TCs should be removed from the website.</li> <li>• All EC members should communicate to Rose names of potential writers for the Nutshell for labor document</li> </ul>
11:30 7. Report and discussion: Communications and Public Relations (CPR)	<b>MR</b>	<p>A report on the activities of the CPR Committee activities was presented and discussed.</p> <p>(1) Improve Communications &amp; Social Media Platforms: The aim is to promote and enhance the IEA's presence on social media. Please forward the relevant content to MR for publication: should align with the IEA's mission and values, in a professional/informative tone, all formats. Whenever the IEA is linked in other posts, a repost is made if the content is deemed relevant.</p> <p>(2) Event Calendar: Upcoming dates: Building the Latin American network for ergonomics (April 2025, May 2025 and June 2025)</p>

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		<p><u>General remarks:</u></p> <ul style="list-style-type: none"> <li>• Discussed whether to continue to be active on X, since there are now many alternatives to avoid this network.</li> <li>• It seems that not all members of the IEA LinkedIn Group can see the content.</li> <li>• Discussed a community manager role to provide support with social media-related tasks. In this case, an early career person is preferred.</li> </ul> <p><u>Action Items:</u></p> <ul style="list-style-type: none"> <li>• All should forward the relevant content to MR for publication on social media.</li> <li>• Chinese social media channels should be used. MR will discuss with WZ.</li> <li>• If a suitable person is known who want to support with social media-related tasks, they should be put in touch with MR.</li> <li>• AT passes on MR details for the Facebook profile.</li> </ul>
12:00		LUNCH (on-site)
13:00 8. Report and discussion: International Development Committee (IDC)	<b>AKG</b>	A report on the activities of the IDC was presented and discussed. <p>(1) Collaborative HFE PhD program for Asia:  There is currently no pan-Asian program tailored to the region's needs. Therefore, a structure was defined, modalities established, and MoUs signed between participants and institutions.</p> <p>(2) HFE Training program for Vietnam:  Although Vietnam has extensive HFE expertise, the program does not meet the high HFE standards. Therefore, training of the trainers is to be made possible. So far, the first sessions have taken place to define the details of the training program (virtual and physical).</p> <p>(3) Development of a standalone course which will cover the IEA core competencies:  The aim is to develop a stand-alone course that covers the IEA core competencies. Although many countries have extensive HFE expertise, it often does not meet the concepts of high-quality HFE. The aim of such a course is to closely align with the IEA core standards. A working group is currently being set up.</p> <p>(4) Additional Activities:  A master's program for sub-Saharan Africa is planned. To this end, an initial draft of an MSc/MPhil curriculum has been developed (however, the university involved has in the meantime left the project, so other degrees could be pursued), the duration of the program has been determined, stakeholders have been consulted, and the mode of operation of the program has been discussed. In addition, the</p>

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		<p>translation of the IEA core competencies into Hindi and Bengali is taking place.</p> <p><u>General remarks:</u></p> <ul style="list-style-type: none"> <li>To what extent the IEA is responsible for a small society in the individual countries? One strategy: to encourage small societies to join larger national societies. However, this would not allow for “regional” participation, and in some cases different societies are necessary, e.g., for political reasons.</li> <li>Some of these aspects are closely related to the “Standards and Education Committee”, with which an exchange should take place.</li> </ul>
<p>13:30 9. Report and Discussion: Awards</p>	<p><b>JOG</b></p>	<p>A report on the activities of the Awards Committee was presented and discussed.</p> <p>To improve the promotion and to increase the interest and attractiveness of the triennial IEA awards, the following key areas are planned:</p> <p>(1) Increasing the attractiveness of the promotion and reaching the target group.</p> <p>(2) More sponsors should be sought to increase the number of nominations, as non-prestigious awards often lead to low-quality nominations and/or no nominations at all. This was the case in 2024, for example, to the “Ergonomics development”, “IEA distinguished service awards” and “Human factors in ergonomics prize” awards.</p> <p><u>General remarks:</u></p> <ul style="list-style-type: none"> <li>It is necessary to make the awards more attractive. Former winners or societies could be involved to find out what they think would encourage them to apply. The awards should also be better advertised, e.g., via social media. Winning the award could also be made more attractive by giving the winners better visibility, e.g., by announcing it to scientific communities, social media and inviting them to the next congress.</li> </ul> <p><u>Action items:</u></p> <ul style="list-style-type: none"> <li>Proposals for nominations are to be checked to see if the FS fees of applicants have been paid.</li> </ul>
<p>14:00 10. Report and discussion: Development and Promotion Committee (DP)</p>	<p><b>WZ</b></p>	<p>A report on the activities of the DP Committee was presented and discussed.</p> <p>(1) The forthcoming IEA Council meeting (Oct) and inter-society/regional cooperation:</p>

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		<p>The aim is to attract as many Council members as possible to attend in person. The date should be set soon so that visa requirements can be clarified.</p> <p>(2) Secure and promote IEA awards to recognize key individuals/groups: The aim is to achieve as many nominations as possible. A new three-year contract for the annual IEA-Tsinghua and IEA-Kingfar awards has been signed.</p> <p>(3) Promote some key events: More influential and emerging individuals and institutions should be encouraged to participate. The next events are as follows: IEA-council meeting 2025 is being prepared together with CES' HFE&amp;AI2025; IEA2027 congress advertising has started, EC meeting on October 26-27; council meeting on October 28-29 and HFE&amp;AI2025-Int-conference from October 30-November 1.</p>
14:30		BREAK
15:00 11. Report and discussion: Professional Standards & Education (PSE)	VN	<p>A report on the activities of the PSE Committee was presented and discussed.</p> <p>(1) Promoting accessible certification: The aim is to achieve coordination between different societies and, where necessary, networks. The current goal is to collect best-practice curricula from different countries. In addition, certification processes are supported.</p> <p>(2) Repository of educational tools: A list of links of freely accessible teaching material, including case studies, webinars and teaching methods has been created. A survey is being planned to provide an overview of resources and mentoring programs (draft completed; to be sent by IEA – consider IEA's Survey Monkey account). It was pointed out that the survey was like the one that had already been sent out. At the same time, other aspects relevant for other committees could be added. Ideally, such a survey should be conducted multiple times. The timing of any contact should be coordinated not to contact people twice in a short period of time.</p> <p>(3) Mentorship program &amp; other activities to promote young members: Launch of a mentoring program. The idea is not to create a new program, but to find out what membership programs are available and to connect them.</p> <p>(4) Others: An e-mail address has been set up for communication in connection with certification and a shared Dropbox has been set up to facilitate collaboration.</p>

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		<p><u>General remarks:</u></p> <ul style="list-style-type: none"> <li>• Certification bodies need a platform to exchange information more often than every three years at the congress. The minimum requirements must be determined, as well as how training should be provided. The IEA should open the discussion and encourage the certification bodies.</li> </ul> <p><u>Action Item:</u></p> <ul style="list-style-type: none"> <li>• South American member is missing in this committee. Potential new members can be passed on to VN.</li> <li>• <b>Reach out to certification providers in pursuit of activity (1 - Promoting accessible certification)</b></li> </ul>
<p>15:20 12. Report and discussion: IEA2027</p>	<p><b>BP</b></p>	<p>A report of the current IEA 2027 Congress preparations was presented and discussed.</p> <p>(1) Progress to date: The ambition document has been reviewed, and the marketing list has been sent to IEA2024 delegates. An event company has been appointed; three contracts have been agreed with the company. Initial drafts of the MoUs and the seed funding agreement have not yet been signed. The event organizers will be Bernadette Goudy &amp; Lisa Collins. CIEHF is setting up a Community Interest Company for IEA2027 as a separate entity to CIEHF.</p> <p>(2) Input requested from IEA EC: It must be ensured that all important interest groups are covered and that contacts are established with organizations that should be included. Feedback on content formats is welcome. Personal participation and the provision of formats that cannot be replicated online should help to optimize participation in London. During the discussion, it was suggested that keynote speakers should also be selected with a view of diversity. Childcare should also be provided (if required). Hybrid participation should be made possible at best, however, since not many participants were registered for hybrid participation at IEA2024, this should not be the focus. Communication with the journals must take place at an early stage and competing events must be kept in mind (e.g. AHFE 2027). Tutorials could be included as a side event. IEA social media channels should be used (guidelines will be given by MR).</p> <p><u>Action Item:</u></p> <ul style="list-style-type: none"> <li>• Please read the documents sent around and email any comments to BP.</li> </ul>
<p>15:50</p>	<p><b>AT+ All</b></p>	<p>Feedback – What worked well, what could be improved. What to be brought forward to next Council meeting / workshops</p>

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13. Review of Council <i>Gathering</i> (Feb. 20)		<ul style="list-style-type: none"> <li>• Notes from the IEA council gathering can be found in the “Council Member” area of the website. (Video is no longer available)</li> <li>• There was positive feedback, especially about the breakout sessions, and it is suggested that such gatherings should be held more often. The following idea is developed: 1-3 times per year, about 90 minutes each. Notes can be taken automatically by Zoom the next time. Consider in future only discussing one topic (still in several breakout sessions). Invite all sustaining members (individual and group); opening up the meetings can have the positive effect of attracting others and increasing the audience.</li> <li>• At Council meetings, the opportunity for networking should be increased. Suggestions include shorter presentations (about 15 minutes) or even a one-minute introduction to each report.</li> </ul>
16:30		CLOSE OF MEETING DAY 1

18:00 - 2000 EC Dinner [Restaurant Elisenbrunnen](#) (within walking distance of meetings and hotel)

**Day 2.** Saturday 29 March 2025.

Started after *Lousberg parkrun* “Team Building” event.

Agenda item	Resp	Discussion, Decisions and Action Items
11:10	AT	<p>Call to order. Summary of day 1 actions.            Introduced Masaaki Mochimaru (MM, attending remotely)</p>
<p>11:10            14. (ONLINE)            Report and discussion:            Standardization</p>	<p><b>AT &amp; MM</b></p>	<p>AT described the history and current status of the Advisory Group on Standardization (AGS). MM named to the AGS chair role recently.</p> <p>ISO and IEA must create annual reports for one another. Content of IEA’s (1 page) report principally includes AGS content; the IEA President sends this report, as our official representative to ISO. EC should receive a copy for consultation.</p> <p>Thomas gave some background.            EQUID proposed as standard in 2003.</p> <p>Masaaki Mochimaru (MM) presented.            While TC 159 is the principal ergonomics ISO standard, there are others:</p> <ul style="list-style-type: none"> <li>• Human centered organizations</li> <li>• Human centered quality in development of products</li> <li>• TC 324 – sharing economy is chaired by MM</li> <li>• TC 314 chaired by Hiroshi Sato +++</li> </ul> <p>MM noted IEA should contribute (not just via IEA Member societies). TA noted that normally the group sending a member pays for their participation expenses, but IEA does not have the budget for this.</p> <p><u>General remarks:</u></p> <ul style="list-style-type: none"> <li>• Is there a way to get around the costs to IEA of its category A status? MM Not sure. (As long as IEA representatives are sent by another group – IEA Member Society or National Standards Board, participation expenses are paid by that other group.)</li> <li>• BP notes that he can support TC representatives from UK – British Standards Institute; do we need to find new people?</li> <li>• JOG notes how to have co-chairs within each SC (sub-committee) of ISO</li> <li>• Should think “projects” to support.</li> <li>• MM report only named Japanese people – we need to include representatives from other Member societies (MS). WZ suggests a person involved from China               <ul style="list-style-type: none"> <li>— Others include: Isabella Stefani (Italy)– in WG2 ;</li> <li>— Edwin Yap – SC5</li> <li>— Katie Buckley – SC1</li> </ul> </li> <li>• TC283 for TC159 ; MM to expand</li> </ul> <p><u>Action Items:</u></p>

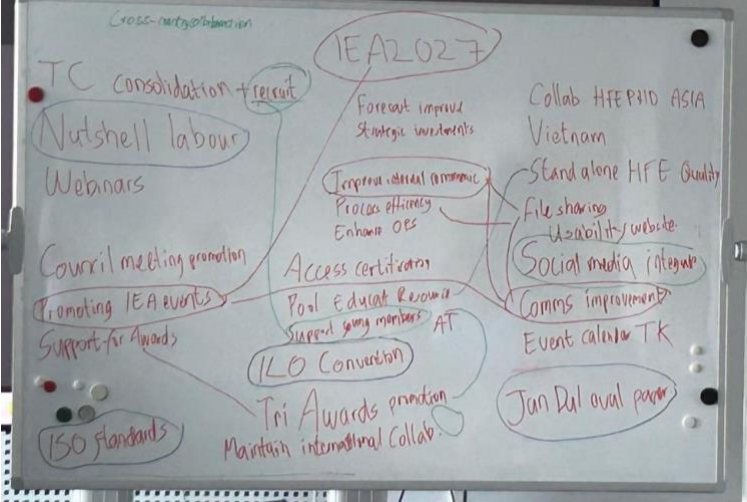
Agenda item	Resp	Discussion, Decisions and Action Items
		<ul style="list-style-type: none"> <li>• NB to share guidelines for AGS with EC (by email and post on IEA website member area).</li> <li>• Nancy to ensure EC has access to reports (from recent years) for information.</li> <li>• MM to expand listing of those involved. Also to Form AGS group – including co-chairs.</li> <li>• MM will discuss AGS initiatives with Yushi Fujita (IEA president from 2015-2018 and AGS instigator) in April. MM and AT to attend ISO meeting in April 15-16, 2025.</li> </ul>
<p>15. (ONLINE) Report and discussion: Information &amp; Communication Technology (ICT)</p>	<p><b>TK</b></p>	<p>TK reported on the activities of ICT Ad Hoc Committee. He noted 4 main projects:</p> <p>(1) ICT management – stable infrastructure; operation audits (in progress).</p> <p>(2) Usability improvement – particularly within member’s area; increase file sharing; voting function – to better engage stakeholders; UX Improvement plan underway.</p> <p>(3) Projects collaboration – quick and easy access to webinar content (completed with assistance from RS).</p> <p>(4) IEA Activities promotion – includes 2024 Corporate image change – linkage with Social media –information promotion and brand consistency (in progress).</p> <p>AT summarized who supports website changes:</p> <ul style="list-style-type: none"> <li>• Office (Aleksandra Gamper) – makes some content changes; maximum delay 4 weeks. (AG works on contract – limited number of hours monthly); VPSG can do this as a back-up.</li> <li>• TK – makes more complicated changes (ex. add a form or structure); advises on appropriate IT platforms (ex. Choice of webinar platform, Zoom)</li> <li>• External vendor (Kian from Singapore <b>via</b> TK) makes major changes (ex. Member’s section addition).</li> <li>• Japanese Ergonomics Society (JES) provides maintenance support for the IEA website; we are very grateful for the ongoing support.</li> </ul> <p><u>General remarks:</u></p> <ul style="list-style-type: none"> <li>• MR notes that he will provide social media support</li> <li>• Events calendar = overlap ICT &amp; CPR; would like a calendar in website &amp; endorsed calendar.</li> <li>• What is plan for improving usability? To eliminate repetition bug in member area (multiple listings of files). Corporate image application to website – in progress.</li> <li>• There may be other desired revisions (TK suggests a survey).</li> <li>• IEA should determine <i>what is the public face of the website.</i></li> <li>• We have received (from Kian) statistics of most accessed website pages. In decreasing order:</li> </ul>

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		<p>1) What is the definition of ergonomics. 2) Member society pages.</p> <p><u>Action Items:</u></p> <ul style="list-style-type: none"> <li>• NB to call for SUGGESTIONS from EC members including importance indication : 1 (highest) - 3 (lowest) by April 15; Nancy will receive and compile the results.</li> <li>• Can receive suggestions from other stakeholders (survey) at least 2 months after changes implemented.</li> <li>• MR to provide input and suggestions (benchmarking); What is the main image we want to share the public?</li> <li>• NB to ask TK – to get new updates from Kian – most accessed pages (quarterly updates).</li> <li>• TK and MR to plan changes.</li> </ul>						
<p>16. Collaboration opportunities</p>	<p><b>AT+ All</b></p>	<p>Opportunities to work together on initiatives build on strategic plans 2024-2027 consolidated with links document (further discussed under “Other business”).</p> <p>Projects – initiatives. Each portfolio has a set of projects. “Portfolio Projects”</p> <p><b>Project</b> requires investments. “Investment projects”. All investment projects MUST be received before 2025 Council meeting. BP suggests that we should not differentiate between “investment projects” and “projects” – all require investment of time, some need financial investment as well so should be evaluated in the same way BP shared example of practice at CIEHF where they they have defined 4 types of <i>projects</i>: regular; recurring projects (e.g. annual awards); improvement projects (i.e. improving a systems or process); new projects (initiatives)</p> <p>5 proposed suggestion categories *by Ben*</p> <p><b>Portfolios</b></p> <table border="1" data-bbox="584 1585 1254 1854"> <thead> <tr> <th data-bbox="584 1585 791 1653">Council engagement</th> <th data-bbox="815 1585 1023 1653">External Engagement</th> <th data-bbox="1046 1585 1254 1653">Content</th> </tr> </thead> <tbody> <tr> <td data-bbox="584 1653 791 1854"> <ul style="list-style-type: none"> <li>• Council meeting planning</li> <li>• Supporting young members</li> <li>• Certification</li> <li>• Virtual council gatherings</li> </ul> </td> <td data-bbox="815 1653 1023 1854"> <ul style="list-style-type: none"> <li>• ILO</li> <li>• ISO</li> <li>• WHO</li> <li>• MOU <u>mgmt</u></li> </ul> </td> <td data-bbox="1046 1653 1254 1854"> <ul style="list-style-type: none"> <li>• Publications</li> <li>• Webinars</li> <li>• Awards</li> <li>• IEA2027</li> <li>• Content calendar</li> </ul> </td> </tr> </tbody> </table>	Council engagement	External Engagement	Content	<ul style="list-style-type: none"> <li>• Council meeting planning</li> <li>• Supporting young members</li> <li>• Certification</li> <li>• Virtual council gatherings</li> </ul>	<ul style="list-style-type: none"> <li>• ILO</li> <li>• ISO</li> <li>• WHO</li> <li>• MOU <u>mgmt</u></li> </ul>	<ul style="list-style-type: none"> <li>• Publications</li> <li>• Webinars</li> <li>• Awards</li> <li>• IEA2027</li> <li>• Content calendar</li> </ul>
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<ul style="list-style-type: none"> <li>• Council meeting planning</li> <li>• Supporting young members</li> <li>• Certification</li> <li>• Virtual council gatherings</li> </ul>	<ul style="list-style-type: none"> <li>• ILO</li> <li>• ISO</li> <li>• WHO</li> <li>• MOU <u>mgmt</u></li> </ul>	<ul style="list-style-type: none"> <li>• Publications</li> <li>• Webinars</li> <li>• Awards</li> <li>• IEA2027</li> <li>• Content calendar</li> </ul>						

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		<p><b>Portfolios</b></p> <table border="1" data-bbox="592 311 1273 584"> <thead> <tr> <th data-bbox="592 311 802 365">HFE networks</th> <th data-bbox="826 311 1034 365">??</th> <th data-bbox="1058 311 1273 365">Operations</th> </tr> </thead> <tbody> <tr> <td data-bbox="592 365 802 584"> <ul style="list-style-type: none"> <li>• Technical cttees</li> <li>• Asia collaborative PhD (course provider networks)</li> </ul> </td> <td data-bbox="826 365 1034 584"> <ul style="list-style-type: none"> <li>• Supporting new markets (Vietnam)</li> </ul> </td> <td data-bbox="1058 365 1273 584"> <ul style="list-style-type: none"> <li>• Finance</li> <li>• Governance improvement</li> <li>• Member website</li> <li>• Sustaining member engagement</li> </ul> </td> </tr> </tbody> </table> <p><b>Action Item:</b></p> <ul style="list-style-type: none"> <li>• To emphasize in our EC reporting that IEA is a volunteer organization, but that time devoted to IEA matters by EC members typically occurs within paid working days. Employers of EC members pay for the hours spent running this “volunteer organization”.</li> </ul>	HFE networks	??	Operations	<ul style="list-style-type: none"> <li>• Technical cttees</li> <li>• Asia collaborative PhD (course provider networks)</li> </ul>	<ul style="list-style-type: none"> <li>• Supporting new markets (Vietnam)</li> </ul>	<ul style="list-style-type: none"> <li>• Finance</li> <li>• Governance improvement</li> <li>• Member website</li> <li>• Sustaining member engagement</li> </ul>
HFE networks	??	Operations						
<ul style="list-style-type: none"> <li>• Technical cttees</li> <li>• Asia collaborative PhD (course provider networks)</li> </ul>	<ul style="list-style-type: none"> <li>• Supporting new markets (Vietnam)</li> </ul>	<ul style="list-style-type: none"> <li>• Finance</li> <li>• Governance improvement</li> <li>• Member website</li> <li>• Sustaining member engagement</li> </ul>						
12:30		LUNCH (on-site)						
17. Next EC Meeting	<b>AT/WZ</b>	<p>EC meetings Oct. 26-27 Beijing.  Council Meetings Oct 28-29 (suggest 2<sup>nd</sup> day be half-day then travel 1.5 h on high-speed train.  Followed by 3-day conference: HFE+AI.  Oct 30 (opening, keynotes) – all invited.  Nov. 2-3 - Engineering Management National Practice competition.</p> <ul style="list-style-type: none"> <li>• WZ recommends arriving at the latest Oct 25; EC Day 2 potentially to visit sites (if finish early): logistics, dates, content.</li> <li>• The HFE+AI conference (or other stakeholders) will provide travel support + pay hotel for EC members including all meeting days + 3 days of conference following.</li> <li>• EC members to provide presentations to local conference institutions as thanks. This level of financial support is very generous and is not typical or expected (though appreciated).</li> <li>• Note visa requirements vary by country.</li> <li>• Could visit Kingfar or Tsinghua HFE lab.</li> <li>• Discussed alternative formats for council presentations. <ul style="list-style-type: none"> <li>- Reports written in advance</li> <li>- Lightning talks (summary introduction) by EC members</li> <li>- Each EC committee chair prepares report as Posters with <ul style="list-style-type: none"> <li>○ World café stations (Council members circulate to encourage greater discussion with EC chairs)</li> </ul> </li> <li>- Reporting online can be sent before</li> <li>- Flip chart presentation; to record comments, questions, responses</li> </ul> </li> </ul>						

Agenda item	Resp	Discussion, Decisions and Action Items
		<ul style="list-style-type: none"> <li>- Formal presentations</li> </ul> <p>Past attendees found <i>Break-out sessions</i> are the most valuable aspects of the meetings. Have student support for each presentation station (WZ can assist).</p> <p>Note : Plenary session also required (with voting items).</p> <p><u>Suggested time distribution:</u></p> <ul style="list-style-type: none"> <li>- 4 standing committee posters</li> </ul> <p>Break</p> <ul style="list-style-type: none"> <li>- 4 different standing committee posters</li> </ul> <p>Plenary Workshops for common topics</p> <p>Must also consider virtual attendees.</p> <p>Society presentations? These did not occur in the most recent 2 years.</p> <p><u>Action items:</u></p> <ul style="list-style-type: none"> <li>• Officers to verify day 2 meeting contents.</li> <li>• NB to provide Clear communication to Council of the new format of the meeting.</li> </ul>
<p>13:55 18. EC Planning discussion</p>	<p><b>NB/AT</b></p>	<p>Following EC meeting (spring 2026) will be in London/Nottingham; subset to visit IEA2027 venue. Dates will be adjacent to CIEHF conference – April 27-29. EC members will pay to attend that event.</p> <p><u>Action item:</u></p> <ul style="list-style-type: none"> <li>• EC members to advise of dates constraints (preference for meetings before or after conference).</li> </ul>
<p>14:45 19. Other business</p>	<p><b>All</b></p>	<p>Project discussion: Strategy planning. Summary of EC member activities:</p> <ul style="list-style-type: none"> <li>- IEA2027</li> <li>- Nutshell Labour</li> <li>- TC consolidation &amp; recruitment</li> <li>- Webinars</li> <li>- Collaborative HFE PhD for Asia</li> <li>- Vietnam training program</li> <li>- Intro to HFE high quality standalone course</li> <li>- Social media</li> <li>- Communication improvement</li> <li>- Event calendar (CPR / TK)</li> </ul>

Agenda item	Resp	Discussion, Decisions and Action Items
		<ul style="list-style-type: none"> <li>- Awards promotion – triennial</li>   <li>- Council meeting promotion</li> <li>- Major events promotion</li> <li>- Monetary support for tri-awards</li>   <li>- Promoting accessible certification</li> <li>- Pool of educational resources</li> <li>- Mentorship / Promotion of young members</li>   <li>- Improve internal stakeholder communications (and file sharing support)</li> <li>- Improve process efficiency</li> <li>- Enhance Operating Procedures</li>   <li>- Improve forecast</li> <li>- Strategic investments</li>   <li>- Jan Dul paper 10-year follow-up evaluation</li> <li>- Maintain international collaboration (MOU)</li> <li>- ILO convention</li>   <li>- ISO standards</li>   <li>- File sharing</li> <li>- IEA Activity promotion</li> <li>- Improve UX of website</li> </ul> <p>AT draws links; BP emphasizes that we should not repeat work of <b>Federated Society (FS) members; our clients are Member Societies (MSs)</b> – (and sustaining members)</p> <p>AT notes cross-country collaborations:</p> <ol style="list-style-type: none"> <li>1) succession – recruit; support young members; maintain international collaborations; integrate social media</li> <li>2) communications related</li> <li>3) Necessary cross-organizations: Nutshell labour; ILO convention; ISO Standards; Jan Dul eval paper</li> <li>4) Shared educational resources – PSE, ID; how to make HFE <i>QUALITY</i> (also mentioned in Dul paper) Quality protection of profession What is role of MS vs IEA; multiple certification systems is good – not too many (costly)</li> </ol> <p>Structure as 6 portfolios (suggested by BP for further consideration/exploration by officers):</p>

Agenda item	Resp	Discussion, Decisions and Action Items
		<ul style="list-style-type: none"> <li>- Council Engagement- council meeting planning; supporting young; certification; virtual council gatherings</li> <li>- External Engagement – ILO, ISO, WHO, MOU management</li> <li>- Content (Engagement) webinars, awards, Triennial, social content, calendar)</li> <li>- HFE networks (TCs, education)</li> <li>- Supporting new markets</li> <li>- Operations (finance governance improvement, website)</li> </ul> <p>Alternatively, 3 groupings (from TA)</p> <ul style="list-style-type: none"> <li>- Personnel orientation;</li> <li>- Organisations</li> <li>- Infrastructures</li> </ul> <p>Ensure data and insights are also captured</p> <p>Reminders:</p> <ul style="list-style-type: none"> <li>- Primary stakeholders = Federated Societies</li> <li>- Secondary stakeholders = Affiliated members</li> </ul> <p>Also: communicate to FS members (as TC members; awards).</p> <p>Final illustration of links defined during meeting (AT):</p> 
16:05 Adjourn		The meeting was adjourned at 16:05 local time.

Meeting reports considered (compiled in a single PDF document for consultation post-meeting)

Pt2 = Minutes of last EC meeting (August 23, 2024 Jeju Korea)

Pt3 = President’s report

Pt4 = VP Secretary General report

Pt4.1 = OP21 Proposal

Pt5 = VP Treasurer’s report

Pt6 = STP report  
Pt7 = CPR report  
Pt8 = ID report  
Pt9 = Awards report  
Pt10 = Dev & Promotion report  
Pt11 = PSE report  
Pt12 = IEA2027 report  
Pt14 = AGS report  
Pt15 = ICT report

# Update report for the IEA President

## Presentation at Aachen, 28-29 March, 2025



Prepared by Andrew Thatcher, President

The President represents the IEA, chairs the Council and Executive Committee meetings, forms new ad hoc Committees and restructures existing executive committees, appoints Chairs to Committees, and oversees the work of Committees.

### Summary plan for 2024-2027 term

Project / initiative	How does this create value-added?	How does it align with IEA strategies policies	What needs will be met	Goals associated	Milestones (Outline to measure progress)	Current status
1. Supporting the growth and sustainability of HF/E through developing and supporting the next generation HF/E people	Ensure successive pipeline of researchers, practitioners, and future leaders	Engage stakeholders  Contribute to Science, Technology, and Practice	Succession planning	Production of career videos.	Project initiation, second half of 2025.  Video collection 2025 and 2026  Project completion first half of 2027	Project in development
2. Reflecting on the Strategy for the Future of HF/E (Dul et al., 2012) – what has worked, what has not worked, what must still be done	Provide direction for IEA	Contribute to Science, Technology, and Practice  Maintain a Future Focus for HF/E	Future focus	Production of paper  Revised strategy development	Development Workshops (through 2025) Paper submitted (early 2026) Paper accepted (end 2026)	Project launched 4 March 2025



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International Ergonomics Association (IEA)

iea.cc

IEA is a global federation of Human factors/Ergonomics societies, registered as a nonprofit organization in Geneva, Switzerland.  
c/o Nils Ashlyn, 96 rue de Genève, 1226 Thônex, Switzerland



					Strategy Development (through 2026)	
3. Strengthening bonds with key international organisations where we already have strong bonds: ISO, ILO, WHO	Building capacity to support HF/E internationally	Contribute to Science, Technology, and Practice  Strengthen Relationships with External Partners	Relationship building	Ongoing	Regular meetings with international organisations.  Joint project initiation.	Meet with ILO and WHO in March 2025  Meet with ISO in April 2025  AGS Chair appointed 5 March 2025  New MoUs negotiated (end 2025 to end 2026)

# Supporting the growth and sustainability of HF/E through developing and supporting the next generation HF/E people



## 1) What stakeholders (groups) are involved, in what roles

- Succession planning will be done in conjunction with the Professional Standards and Education Standing Committee (PSE), the International Development Standing Committee (ID), and the Development and Promotions Standing Committee (DP)

Stakeholder Group	Stakeholder groups' role within the Project	Role type
IEA Executive committee	<ul style="list-style-type: none"> <li>• Project oversight by PSE, ID, and DP</li> </ul>	Influencer
Project leader/s	<ul style="list-style-type: none"> <li>• Direction to the video collections</li> </ul>	Experts and influencers
Experts	<ul style="list-style-type: none"> <li>• Provide video content</li> </ul>	Experts

## 2) Benefits to stakeholders

- Supportive material to attract and retain young people to the HF/E discipline
- Video content to share with Federated Society stakeholders
- Video content to share with other IEA stakeholders

## 3) Table of activities and resources required

Activity undertaken	Societies/committees involved	Hours dedicated to activity	Resources used
Project not yet initiated	N/A	N/A	N/A

## 4) Outcomes to date (list)

Signed renewal of Tsinghua and Kingfar Awards

Ambassador visit: Shenzhen 2024 (Keynote address at CES conference and handing out awards for student papers).

Ambassador visit: Zagreb 2024 (Keynote address at CSE conference)

Ambassador visit: Subraya 2024 (Keynote address at PEI conference – online)

Ambassador visit: SustainX 2025 (Keynote address at HESP student award conference – online)



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Ambassador visit: Douliu 2025 (Keynote address at EST conference and handing out awards for student papers)



5) Future Activities (list)

Assign project leader/s (Andrew Todd willing to lead)

Ambassador visit: Mexicali 2025 (Keynote address at SEMAC conference)

Ambassador visit: Aachen 2025 (Keynote address at GfA Spring congress)

# Reflecting on the Strategy for the Future of HF/E (Dul et al., 2012) – what has worked, what has not worked, what must still be done



## 1) What stakeholders (groups) are involved, in what roles

- This future planning activity will be done specifically in conjunction with the Science, Technology, and Practice Standing Committee (STP)

Stakeholder Group	Stakeholder groups' role within the Project	Role type
IEA Executive committee	<ul style="list-style-type: none"> <li>• Project oversight by STP and President</li> </ul>	Influencer
Project leader/s	<ul style="list-style-type: none"> <li>• Development of analysis and content</li> </ul>	Experts and influencers
Experts	<ul style="list-style-type: none"> <li>• Development of paper and strategy workshops</li> </ul>	Experts

## 2) Benefits to stakeholders

- Evaluation of Dul et al. (2012) strategy – successes, failures, progress
- Development of new/refinement of existing strategy based on evaluation

## 3) Table of activities and resources required

Activity undertaken	Societies/committees involved	Hours dedicated to activity	Resources used
Project initiation on 4 March 2025	HFESA, CIEHF, HFES, ESSA, CES, GfA	2 hours + 10 hours planning	None yet

## 4) Outcomes to date (list)

Initiation meeting chaired by Paul Salmon

## 5) Future Activities (list)

Paul salmon to lead  
4 development workshops planned for 2025

## Strengthening bonds with key international organisations where we already have strong bonds: ISO, ILO, WHO



### 1) What stakeholders (groups) are involved, in what roles

- Strengthening bonds with key international organisations will be done specifically in conjunction with the Science, Technology, and Practice Standing Committee (STP), the Development and Promotion Standing Committee (DP), and the Advisory Group on Standardisation (AGS)

Stakeholder Group	Stakeholder groups' role within the Project	Role type
IEA Executive committee	<ul style="list-style-type: none"> <li>Project oversight by President, STP, DP, and AGS</li> </ul>	Influencers
Project leader/s	<ul style="list-style-type: none"> <li>Development of joint projects</li> </ul>	Experts and influencers
Experts	<ul style="list-style-type: none"> <li>Development of joint projects</li> <li>Content for joint projects</li> </ul>	Experts

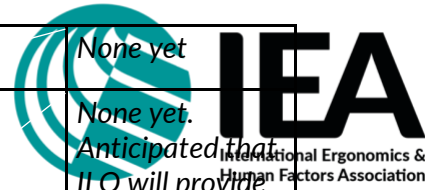
### 2) Benefits to stakeholders

- Joint production of knowledge and promotional material
- Contributing to globally important research and development
- Contributing to international HF/E standards

### 3) Table of activities and resources required

Activity undertaken	Societies/committees involved	Hours dedicated to activity	Resources used
Development of new AGS guidelines	JES	20 hours	None yet
Appointment of new AGS Chair	Officers	1 hour + 1 hour meeting with new AGS Chair	None yet

Met with ILO	Officers	3 hours	None yet
Development of joint proposal with ILO	STP, relevant TCs	4 hours	None yet. Anticipated that ILO will provide \$20k in financial resources
Continuation of joint proposal with WHO	STP, relevant TCs	0 hours	None yet.



4) Outcomes to date (list)

- ISO Joint proposal with TC 283 and TC 159 (Ergonomics) for standards on ergonomic safety management
- 3 x meetings with ILO
- ILO point proposal developed and submitted to ILO
- Preliminary development of expert team for ILO joint proposal
- JES to represent IEA at OSH Osaka in July
- Evaluation of existing MoUs

5) Future Activities (list)

- ILO meeting in Geneva on 24 March 2025
- WHO meeting in Geneva on 25 March 2025
- Follow up renewal of MoUs with Applied Ergonomics Society, Foundation for Professional Ergonomics, INCOSE, ISQUA, ILO, Taylor & Francis, and CNAM.



# Update report for IEA Vice-President Secretary General

## Presentation at Aachen meetings – March 28-29, 2025

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

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

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

Summary plan for 2024-2027 term:

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

## 1. Improve IEA internal stakeholder communications

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

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

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

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

### 3) Map of relations between stakeholders

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

4) Benefits to stakeholders

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

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

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

6) Outcomes to date

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

7) Future Activities

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

## 2. Improve process efficiency

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

Stakeholder Group	Role within the Project	Role category
Administrator	Implementation; quality control	System actor / Expert
Officers	Creation of supports; facilitators	Decision Maker
EC members	Note takers, supporters	System actor / Influencer

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

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

### 3) Map of relations between stakeholders

From \ To	VPSG	Administrator	EC	Council
VPSG				
Adm				
EC				
Council				

4) Benefits to stakeholders

Sharing financial support. Value-added to outreach

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

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

6) Outcomes to date

Certificate production: 3 meetings Administrator, VPSG, Research Professional programmer

- Define needs
- Present prototype; to be tested

7) Future Activites

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

### 3. Review, enhance Operating Procedures

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

Stakeholder Group	Role within the Project	Role category
VPSG	Proposal	System actor/Expert
Administrator	Organization – distribution – filing	System actor
Officers	Preliminary review	Influencer
EC members	Preliminary approval	Influencer
Council	Final debate, approval	Decision Maker

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

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

**3. Map of relations between stakeholders (to come)**

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



#### 4. Benefits to stakeholders

Understanding, involvement including *Member Society* members

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

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

#### 6. Outcomes to date

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

#### 7. Future Activities

- Other OP review

**IEA 2024 INTERIM TREASURER'S REPORT FOR EC**  
**January 1<sup>st</sup> – December 31<sup>st</sup>, 2024**  
**Thomas Alexander**

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INTRODUCTION

This report summarizes the financial performance for the period of January 1<sup>st</sup>-December 31<sup>st</sup> of 2024 (hereafter referred to as “the period”). The basic accounting rules are essentially the same as those applied in previous years. However, the following are noted for clarification:

1. Banking and financial services:
  - 1.1. The IEA has consolidated its banking at UBS in Switzerland, where it now has:
    - 1.1.1. a basic US\$ denominated checking account opened in Oct/2017
    - 1.1.2. a basic CHF denominated checking account opened in Oct/2017
    - 1.1.3. a fixed-term account for multiple fixed-term investment of US\$ 350,000 in a UBS trust fund. The investments were continued under the current conditions. This will continue until they are canceled:  
29 Jan – 29 Apr 2024, 4,95112%,  
29 Apr – 29 Jul 2024, 4,95405%,  
29 Jul 2024 – 29 Jan 2025, 4,723%,
2. Membership dues of previous years paid during Year 2024 are booked with Year 2024 membership dues.
3. Membership dues for Years 2025 and beyond paid during Year 2024 are booked as liabilities.
4. Whenever possible, expenses are allocated to the various IEA committees rather than to “Representation & Outreach”.
5. The “Representation & Outreach” classification holds only (but not all) expenses specifically related to IEA Executive Committee activities which are not allocated to a special IEA committee or ad-hoc committee:
  - 5.1. Like in previous years, most of IEA officers’ and EC members’ travels for “Representation & Outreach” are partially covered by the host society of the meeting or by the local society. These travels are for representing IEA officially during large national congresses and for meetings with governmental or intergovernmental bodies and international cooperating organizations (e.g. WHO, ILO). In exchange, the IEA officers’ and EC members are involved in local

events that are co-aligned.

5.2. This applies also to covering parts of the accommodation, meals, and local transportation, and some of the host societies or local societies have started to cover air travel as well.

6. IEA accounting system

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

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

6.2. The professional accounting software Banana (Ver. 9.0.5) is continuously used for accounting. For comparison only, excel spreadsheets are still used for a brief overview. The use of the accounting software enables fast and cost-efficient exchange with the accounting contractor (and, thus, reduces the costs for accounting) and the Swiss tax offices. It is noted that modifications are sometimes introduced for year-end closing bookings according to Swiss tax regulations. The software will be updated to the current version of the software in 2025.

## BALANCE SHEET (BS)

Tables 1 & 2 show IEA's Balance Sheets on December 31<sup>st</sup>, 2023 and December 31<sup>st</sup>, 2024, to allow for easier comparison.

*Table 1: Balance Sheet on December 31<sup>st</sup>, 2023.*

<b>Balance Sheet – Dec 31<sup>st</sup>, 2023 (US\$)</b>			
<b>Assets</b>		<b>Liabilities</b>	
Account	\$122,869	Dues Advanced Received	\$574
Investment	\$350,000	Accounts Payable (incl. accrued expenses)	\$ 9,570
Prepaid Expenses	\$0	Earmarked Funds	\$43,377
Seed Money Receivable	\$0	<b>Total Liabilities</b>	<b>\$53,521</b>
		<b>Equity</b>	
		<b>Total Equity</b>	<b>\$419,347</b>
<b>TOTAL</b>	<b>\$472,869*</b>	<b>TOTAL</b>	<b>\$472,868*</b>

This balance sheet differs from the balance sheets of previous years. The position "Investment" has been added because of the long-term investment (3 and 6 months) at UBS.

\* The difference of \$1 is explained by rounding errors (accounting software calculates with cents).

*Table 2: Balance Sheet on December 31<sup>st</sup>, 2024.*

<b>Balance Sheet – Dec 31<sup>st</sup>, 2024 (US\$)</b>			
<b>Assets</b>		<b>Liabilities</b>	
Account	\$129,062	Dues Advanced Received	\$100
Investment	\$350,000	Accounts Payable (incl. accrued expenses)	\$6,244
Prepaid Expenses	\$0	Earmarked Funds	\$40,377
Seed Money Receivable	\$0	<b>Total Liabilities</b>	<b>\$46,721</b>
		<b>Equity</b>	
		<b>Total Equity</b>	<b>\$433,712</b>
<b>TOTAL</b>	<b>\$480,433</b>	<b>TOTAL</b>	<b>\$480,433</b>

IEA's equity increased by US\$ 14,365 during 2024, from US\$ 419,347 on Dec 31<sup>st</sup>, 2023, to US\$ 433,712 on December 31<sup>st</sup>, 2024, due to a successful recruitment of new sustaining members and financial benefits from the fixed-term investments.

## REVENUES AND EXPENDITURES (P&L)

Table 3, shows the Revenues and Expenditures during the period from Jan 1<sup>st</sup> to December 31<sup>st</sup>, 2024. The table allows identifying and analyzing sources and flow of financial resources.

*Table 3: 2024 Revenues and Expenditures*

<b>2024 P&amp;L Statement to December 31<sup>st</sup></b>			
<b>Revenues</b>		<b>Expenditures</b>	
FS & AS Membership Dues	\$45,226	Meeting	\$27,438
Sustaining Member Contributions	\$56,651	Representation & Outreach	\$11,228
Capitation Fees	\$20,440	Office	\$27,418
Exchange Rate Gains	\$0	Awards Committee	\$24,783
Interest	\$13,360	ID Committee	\$3,459
Miscellaneous*	\$479	PSE Committee	\$349
		STP Committee	\$4,464
		CPR Committee	\$1,142
		Future of Work Com.	\$2,778
		DP Committee	\$3,526
		IEA Congress Com.	\$0
		Bank Fees	\$5,949
		Grants	\$0
		Exchange Rate Losses	\$485
		Website (Dev, Maint.)	\$7,500
		Miscellaneous**	\$1,272
<b>Total Revenues</b>	<b>\$136,156</b>	<b>Total Expenditures</b>	<b>\$121,791</b>
<b>Summary of operations</b>			<b>\$14,365</b>

\* Miscellaneous revenues includes royalties from Elsevier and released fund for awards operations

\*\* Miscellaneous expenditure is for the new IEA corporate image.

## CASH FLOW

Chash flow during 2024 was normal as no unexpected events occurred. Usual IEA operations and EC meetings have continued. It was possible to maintain meeting and travel expenses, the main reason for expenditures, at a low level because of the strong involvement of meetings hosts and hosting organizations in the financial expenditures. In exchange for the involvement of IEA officers and EC members at local conferences or workshops, the hosts provided financial support for accommodation, meals and transportation.

In 2024, IDC funds of HFES and JES allowed six experts from IDC countries an in-person attendance of the IEA 2024 Triennial World Congress. This supports the development of Ergonomics and Human Factors in these regions. One person per society of LMIC and UMIC countries was supported with an amount of USD 500. This was managed by the chairperson of the IDC steering committee.

*Table 4: Cash Flow 2024*

Summary of operations, Year 2024, up to December 31 <sup>st</sup>	
Forwarded from 2022 @ 2023 Exchange	<b>122,869</b>
Cash Revenues (+) (includes dues advanced this year, but does not include dues advanced in previous years)	+ 135,583
Cash Expenses (-) (does not include depreciations, suppliers' outstanding costs or accrued expenses of this year)	- 125,036
Seed moneys sent (-) and received (+)	./.
Funds disbursed (-) and received (+)	- 3,000
Investment Changes	./.
Exchange rate variation and effects from transfers between accounts, currencies, refunds etc. (USD, CHF)*	+ 17
<b>2024 Cash Flow</b>	<b>+ \$7,564</b>
Available to be forwarded to 2024 @ 2025 Exchange	<b>\$130,433</b>

\* Most of the IEA's financial assets are now held in US\$ denominated accounts. The IEA also has a CHF denominated account because of the UBS banking requirements. The amounts maintained there are too small to warrant exchange rate tracking in this report.

## REMARKS AND RECOMMENDATIONS

The financial situation of IEA is considered to be stable and in good shape. During 2024, the payments from membership fees (i.e. of member societies and of sustaining members) have increased, resulting into new financial possibilities to support IEA developments. Examples for this are higher overall budget for awards and activities to support the global development of Ergonomics.

The year 2024 ended with a surplus again. Therefore, IEA's equity increased. This is important to be prepared for eventualities. It also allows to discuss strategic activities, e.g. for a sustainable operations model planning, the development of a congress model, ad-hoc groups or for an update of the IEA's corporate design.

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

In 2024, 36 of 55 FS & AS members have paid their membership dues. The invoices for 2024 have been prepared and will be sent after the EC meeting.

## EVALUATION FORECAST 2024

The 2024 interim report for the IEA council presented a forecast of the financial situation of IEA during the rest of 2024. The forecast considers expected revenues and expenditures based on actual accounting positions during the previous 10 years.

*Table 5: Revenues of 2024 and actual situation at 12/2024*

<b>Revenues</b>		
<b>Position</b>	<b>expected</b>	<b>booked</b>
FS & AS Membership Dues	\$43,000	\$45,226
Sustaining Member Contributions	\$55,000	\$56,651
Capitation Fee	\$0	\$20,440
Exchange Rate Gains	\$0	\$0
Interest	\$17,000	\$13,360
Miscellaneous		\$479
<b>Total Revenues</b>	<b>\$115,000</b>	<b>136,156</b>

Additional revenues are explained by the receipt of the capitation fee of IEA2024. This has not been considered in the forecast for a more conservative view of the financial situation.

The expenditures shown in the following table are divided into:

- fixed annual expenditures / payments (based on actual expenditures)
  - o for regular services (e.g. domiciliation fee, website maintenance),
  - o regular contracts for general IT-services (e.g. dropbox, hightail, constant contact)
  - o and special payments (e.g. for awards).
- payments for expected services with medium variation (e.g. costs of accounting contractor, cost of IEA office; based on average development of this term) and
- payments with high variation (e.g. travel expenses to EC and council meetings, based on a 10-yrs moving average w/o pandemic).

*Table 5: Expenditures of 2024 and actual situation at 12/2024*

<b>Expenditures</b>		
<b>Position</b>	<b>expected</b>	<b>booked</b>
Meeting, representation and outreach	\$34,000	\$38,666
Awards & Awards Committee	\$20,000	\$24,783
Office: (regular contracts) (variable costs)	\$22,000 (\$8,000) (\$14,000)	\$27,418
Standing and ad-hoc committees*	\$20,000	\$15,718
Website maintenance (regular contract)	\$7,500	\$7,500
Bank fees		\$5,949
Exchange rate losses		\$485
Miscellaneous		\$1,272
<b>Total Expenditures</b>	<b>\$103,500</b>	<b>\$121,791</b>

The difference between expected and booked expenditures has different reasons. The reasons for the increased costs for meetings, representations and outreach are higher travel costs of the officers and EC members to EC and council meetings which occurred during 2024 (ie. flight transportation, hotel accommodation), although

significant portions of these were covered by the hosting societies. In addition, representing IEA during meetings with other international organizations, and participating at large congresses with a visible presence also took place and supported cooperation of IEA and other international actors. Both led to higher expenditures for meeting, representation and outreach.

The main reason for higher expenditures of the awards & awards committee is a systematic reason: In 2024 there were more possibilities for awards than in the previous 10 year – this will be considered appropriately in future.

Higher office expenditures occurred because of the election and transition of the tasks of the new elected officers’ – this required more assistance from the Swiss accounting office, CONSAVO, for the update of the commercial registration. Finally, bank fees will also be considered in the future.

*Table 5: Revenues and Expenditures 2024*

	<b>expected</b>	<b>booked</b>
<b>Total Revenues</b>	\$115,000	\$136,156
<b>Total Expenditures</b>	\$103,500	\$121,791
<b>Summary of Operations</b>	\$ 11,500	\$14,365

The summary of operations shows that the achieved surplus of US\$ 14,365 is higher than the expected surplus of the forecast. This shows the stable financial situation of IEA in 2024.



# Update report for Science Technology and Practice Committee

## Presentation at March 27-28, Aachen, Germany

Prepared by Rosemary R. Seva, STP Chair

The Science, Technology and Practice (STP) Standing Committee promotes and coordinates the exchange of scientific and technical information at the international level. Key to this activity are the IEA Technical Committees (TCs), which provide scientific support for the IEA triennial Congresses. These are special interest groups for specific areas of HFE. Membership of the TCs is open to all members of Federated Societies and they have the task of facilitating the exchange of information between the interested members.

Co-chair listing: Angela Tan  
Who is involved, in what roles, why?

Summary plan for 2024-2027 term:

Project / initiative	How does this create value-added?	How does this align with IEA strategies policies?	What needs will be met?	Goals to be reached	Milestones (Outline to measure progress)	Current status [to start / in progress / completed]
IEA Webinar Project	<ul style="list-style-type: none"> <li>Facilitate sharing of knowledge about HFE in the ergonomics community</li> </ul>	<ul style="list-style-type: none"> <li>To develop more effective communication with and collaboration between federated societies.</li> <li>To advance the science of HFE at an international level</li> </ul>	<ul style="list-style-type: none"> <li>Update on the trends in HFE practice</li> <li>Networking</li> </ul>	4 videos per year	51 videos uploaded in the IEA website Most popular had 981 views	in progress

		international level.				
Ergonomics in a Nutshell for Labor	<ul style="list-style-type: none"> <li>• <i>Promotion of ergonomics and human factors to specific groups</i></li> <li>• <i>Enhancing knowledge in HFE</i></li> </ul>	<ul style="list-style-type: none"> <li>• To advance the science and practice of HFE at an international level.</li> <li>• To enhance the contribution of the HFE discipline to global society</li> </ul>	<ul style="list-style-type: none"> <li>• <i>Ergonomics insights, compellingly presented for a targeted group.</i></li> </ul>	Document to be published by end of 2025	Support sought from ILO Project Leader identified	in progress
TC Member Recruitment	<ul style="list-style-type: none"> <li>• <i>Sharing of HFE knowledge in the ergonomics community</i></li> </ul>	<ul style="list-style-type: none"> <li>• To advance the science and practice of HFE at an international level.</li> <li>• Engage stakeholders</li> <li>• Promote HFE science, technology, and practice</li> </ul>	<ul style="list-style-type: none"> <li>• <i>Update on the trends in HFE practice</i></li> <li>• <i>Networking opportunity</i></li> </ul>	at least one new member per TC	<ul style="list-style-type: none"> <li>- Website of the TCs were revised so that the sign-up form was visible</li> <li>- 31 signed up for TC membership</li> </ul>	in progress
TC Website Update Project	<ul style="list-style-type: none"> <li>• <i>Updated TC information for potential members</i></li> </ul>	<ul style="list-style-type: none"> <li>• To advance the science and practice of HFE at an international level.</li> </ul>	<ul style="list-style-type: none"> <li>• <i>Update on the trends in HFE practice</i></li> <li>• <i>Networking opportunity</i></li> </ul>	all TCs update their website	11 TCs updated their websites	in progress

		<ul style="list-style-type: none"> <li>Engage stakeholders</li> <li>Collaborate with and reinforce IEA networks</li> </ul>				
Streamlining the TCs	<ul style="list-style-type: none"> <li><i>Better TC organization</i></li> </ul>	<ul style="list-style-type: none"> <li>To advance the science and practice of HFE at an international level.</li> <li>Engage stakeholders</li> </ul>	<ul style="list-style-type: none"> <li><i>Timely response on queries</i></li> </ul>	<ul style="list-style-type: none"> <li>merging of similar TCs</li> <li>retirement of inactive TCs</li> </ul>	6 TCs identified for retirement	in progress
Support IEA 2027 Organizing Committee	<ul style="list-style-type: none"> <li><i>Smooth coordination of the IEA2027 program</i></li> </ul>	<ul style="list-style-type: none"> <li>To develop more effective communication with and collaboration between federated societies</li> <li>To advance the science and practice of HFE at an international level.</li> </ul>	<ul style="list-style-type: none"> <li><i>Good conference organization</i></li> </ul>	initial program by Jan 2027	initial discussions	in progress

For each project described in the **Summary Table** complete sections 1-7 (if applicable)

IEA WEBINAR PROJECT

1) **List of Stakeholder groups, and their roles**

Specific + by category: *System actor / Expert / Decision-Maker / Influencer*

[Include commonalities with other IEA EC committees, if applicable.]

<b>Stakeholder Group</b>	<b>Role within the Project</b>	<b>Role category</b>
Technical Committees	Organize the webinars	Actor
VPSG	Provide technical and marketing support (I)	Influencer
IEA SCC	Provide marketing support (A)	Actor
IEA Federated Society Members	Attendees (A)	Actor

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

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

<b>Stakeholder</b>	<b>Person's role within the Project</b>	<b>Role type</b>
TC Chair	Invite speaker	Actor
IEA VPSG	Create Zoom Link and facilitate promotion	Actor
A. du Plessis	Include webinar information in the Newsbrief	Actor

3) **Map of relations between stakeholders**

From To	Stakeholder A	Stakeholder B	Stakeholder C	Stakeholder D	Stakeholder E
Stakeholder A					
Stakeholder B					
Stakeholder C					



Stakeholder D					
Stakeholder E					

4) Benefits to stakeholders

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

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

<i>Activity undertaken</i>	<i>Societies/committees involved</i>	<i>Hours dedicated to activity</i>	<i>Resources used</i>
<i>Organized webinars</i>	<i>Healthcare Ergonomics Slips, Trips, and Falls Informal Work Affective Design MSD Visual Ergonomics</i>	<i>2 hours per webinar</i>	<i>Zoom</i>

6) Outcomes to date

9 webinars from TCs in 2024

6 webinars from TCs in Q1 2025

7) Future Activities

Anthropometry webinar

## ERGONOMICS IN A NUTSHELL FOR LABOR

### 1) List of Stakeholder groups, and their roles

Specific + by category: *System actor / Expert / Decision-Maker / Influencer*

[Include commonalities with other IEA EC committees, if applicable.]

<b>Stakeholder Group</b>	<b>Role within the Project</b>	<b>Role category</b>
<i>IE Executive Committee</i>	<i>Project oversight</i>	<i>Influencer</i>
<i>STP Committee</i>	<i>Project oversight</i>	<i>Influencer</i>
<i>Writers</i>	<i>Provide content</i>	<i>Actor</i>
<i>ILO</i>	<i>Provide funding support</i>	<i>Actor</i>

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

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

<b>Stakeholder</b>	<b>Person's role within the Project</b>	<b>Role type</b>
<i>IEA President</i>	<i>Looking for writers and funding</i>	<i>Actor</i>
<i>IEA VPSG</i>	<i>Looking for writers</i>	<i>Actor</i>
<i>STP Chair</i>	<i>Organize meetings</i>	<i>Influencer</i>
<i>R. Goggins</i>	<i>Project leader</i>	<i>Influencer</i>
<i>S. Niu</i>	<i>Facilitate fund release</i>	<i>Decider</i>

### 3) Map of relations between stakeholders

From To	<b>Stakeholder A</b>	<b>Stakeholder B</b>	<b>Stakeholder C</b>	<b>Stakeholder D</b>	<b>Stakeholder E</b>
<b>Stakeholder A</b>					
<b>Stakeholder B</b>					
<b>Stakeholder C</b>					
<b>Stakeholder D</b>					
<b>Stakeholder E</b>					

4) Benefits to stakeholders

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

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

<i>Activity undertaken</i>	<i>Societies/committees involved</i>	<i>Hours dedicated to activity</i>	<i>Resources used</i>
<i>Identified the project head</i>	<i>IEA Exec Committee</i>	<i>4 hours</i>	<i>Zoom</i>
<i>Prepared a proposal for ILO</i>	<i>IEA Exec Committee STP Committee</i>	<i>2 hours</i>	<i>Computer Time Meeting Time</i>

6) Outcomes to date

Project leader  
Proposal for ILO

7) Future Activities

Identify other writers

## TC MEMBER RECRUITMENT

### 1) List of Stakeholder groups, and their roles

Specific + by category: *System actor / Expert / Decision-Maker / Influencer*

[Include commonalities with other IEA EC committees, if applicable.]

<b>Stakeholder Group</b>	<b>Role within the Project</b>	<b>Role category</b>
<b>Information Technology Committee</b>	<b>Technical support</b>	<b>Expert</b>
<b>STP Committee</b>	<i>Content provider</i>	<i>Actor</i>
	<i>Dissemination of information to TCs</i>	<i>Actor</i>

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

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

<b>Stakeholder</b>	<b>Person's role within the Project</b>	<b>Role type</b>
<b>IT Chair</b>	<b>Update the website</b>	<b>Actor</b>
<b>STP Chair</b>	<i>Provide google sign-up form</i>	<i>Actor</i>
<b>STP Chair</b>	<i>Send email to TC chairs</i>	<i>Actor</i>

### 3) Map of relations between stakeholders

From To	<b>Stakeholder A</b>	<b>Stakeholder B</b>	<b>Stakeholder C</b>	<b>Stakeholder D</b>	<b>Stakeholder E</b>
<b>Stakeholder A</b>					
<b>Stakeholder B</b>					
<b>Stakeholder C</b>					
<b>Stakeholder D</b>					
<b>Stakeholder E</b>					

4) Benefits to stakeholders

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

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

<i>Activity undertaken</i>	<i>Societies/committees involved</i>	<i>Hours dedicated to activity</i>	<i>Resources used</i>
<i>Included the sign-up form in the TC website</i>	<i>STP Committee and IT Committee</i>	<i>3 hours</i>	<i>Time</i>
<i>Sent the list of new members to relevant TC chairs</i>	<i>STP Committee</i>	<i>6 hours</i>	<i>Time</i>

6) Outcomes to date

31 new members signed up

7) Future Activities

Continue monitoring new people that signed-up

## STREAMLINING THE TCs

### 1) List of Stakeholder groups, and their roles

Specific + by category: *System actor / Expert / Decision-Maker / Influencer*

[Include commonalities with other IEA EC committees, if applicable.]

<b>Stakeholder Group</b>	<b>Role within the Project</b>	<b>Role category</b>
<b>STP Committee</b>	<b>Identify TCs to be merged and retired</b>	<b>Actor</b>
<b>IEA Executive Committee</b>	<b>Decide on the retirement and merging of TCs</b>	<b>Decider</b>

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

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

<b>Stakeholder</b>	<b>Person's role within the Project</b>	<b>Role type</b>
<b>STP Chair</b>	<b>Identify non-working TCs</b>	<b>Actor</b>
<b>IEA VPSG</b>	<b>Decision maker</b>	<b>Decider</b>

### 3) Map of relations between stakeholders

From To	<b>Stakeholder A</b>	<b>Stakeholder B</b>	<b>Stakeholder C</b>	<b>Stakeholder D</b>	<b>Stakeholder E</b>
<b>Stakeholder A</b>					
<b>Stakeholder B</b>					
<b>Stakeholder C</b>					
<b>Stakeholder D</b>					
<b>Stakeholder E</b>					

4) Benefits to stakeholders

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

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

<i>Activity undertaken</i>	<i>Societies/committees involved</i>	<i>Hours dedicated to activity</i>	<i>Resources used</i>
<i>Identified and communicated with non-responsive TC Chairs</i>	<i>STP Committee</i>	<i>3</i>	<i>Time</i>
<i>Informed IEA Executive Committee about status of TCs</i>	<i>STP Committee</i>	<i>1</i>	<i>Time</i>

6) Outcomes to date

6 inactive TCs identified

7) Future Activities

Identify new Chairs for the 6 TCs

SUPPORT IEA2027 ORGANIZING COMMITTEE

8) List of **Stakeholder groups**, and their roles

Specific + by category: *System actor / Expert / Decision-Maker / Influencer*

[Include commonalities with other IEA EC committees, if applicable.]

<b>Stakeholder Group</b>	<b>Role within the Project</b>	<b>Role category</b>
<i>Technical Committees</i>	<i>Organize sessions</i>	<i>Actor</i>
<i>STP Committee</i>	<i>Project oversight</i>	<i>Influencer</i>
<i>IEA 2027 Committee</i>	<i>Main organizer</i>	<i>Influencer</i>

9) List of **individual stakeholders**, and their roles

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

<b>Stakeholder</b>	<b>Person's role within the Project</b>	<b>Role type</b>
<i>TC Chair</i>	<i>Organizer</i>	<i>Actor</i>
<i>STP Chair</i>	<i>Program coordinator</i>	<i>Influencer</i>
<i>B. Peachey</i>	<i>Conference Chair</i>	<i>Influencer</i>

10) Map of relations between stakeholders

From To	<i>Stakeholder A</i>	<i>Stakeholder B</i>	<i>Stakeholder C</i>	<i>Stakeholder D</i>	<i>Stakeholder E</i>
<i>Stakeholder A</i>					
<i>Stakeholder B</i>					
<i>Stakeholder C</i>					
<i>Stakeholder D</i>					
<i>Stakeholder E</i>					

**11) Benefits to stakeholders**

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

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

<i>Activity undertaken</i>	<i>Societies/committees involved</i>	<i>Hours dedicated to activity</i>	<i>Resources used</i>
<i>Discussed initial work plan for 2027</i>	<i>STP Committee</i>	<i>1</i>	<i>Time</i>

**13) Outcomes to date**

none

**14) Future Activities**

Continue discussion

## Update report for IEA CPR standing committee

Presentation at Executive Committee. March 27<sup>th</sup>, 28<sup>th</sup> Aachen, Germany.

Prepared by Martin A. Rodriguez, IEA CPR Chair.

*"It is about Dreaming, and young people are the IEA future". Based on Andrew Tatcher's words*

The IEA aims:

- To develop more effective communication and collaboration with federated societies
- To communicate our IEA publications (and other communications) into multiple languages, especially to deal with geographical areas which are showing strong growth at the moment (especially China and South America).
- To develop interactions between Early Career Professionals

Guiding principles for IEA activities and goals (Seven Policies)

All activities of the CPR committee need to be aligned to the seven IEA policies:

1. Engage stakeholders
2. Collaborate with and reinforce IEA Networks
3. Contribute to science, technology, and practice
4. Identify the roles of IEA in promoting education, certification, and related matters
5. Reinforce relationships with external organizations (existing and new)
6. Reinforce the infrastructure of IEA
7. Maintain a future focus for HFE

Introduction and purpose of the committee

In light of this, the key strategic areas of focus for the CPR committee need to be:

1. Improved and diverse communication with and between internal and external stakeholder groups.
2. Promote and enhance the IEA's presence on and use of social media platforms to promote events and activities of the IEA and its stakeholders to demonstrate the value add of the IEA and its internal stakeholders (federated societies, networks and committees).
- a. Promote and share high-quality research and practice of HFE through the International Ergonomics Association (IEA) and the IEA Council of technical committee, network or federated society events.



3. *Enact and leverage the MOUs with external stakeholders through IEA executive liaisons*

*The CPR committee is responsible for the following as part of the broader IEA Executive:*

*To promote and create awareness of the IEA and ergonomics events, publications, activities, and opportunities on a global scale. This should be facilitated through the interaction with:*

- a. International and national organisations (external stakeholders)*
- b. The global public (external stakeholders)*
- c. University networks (external stakeholders)*
- d. Federated and affiliated societies of the IEA (internal stakeholders)*
- e. IEA Networks (internal stakeholders)*
- f. IEA Standing committees (internal stakeholders)*
- g. IEA Technical committees (internal stakeholders)*

Co-chair listing:

Martin Rodriguez (CPR Chair);

Barry Kirby (Social media coordinator);

Marible Grazon Mejia (ECR and outreach coordinator);

Abigail Du Plessis (IEA NewsBriefs editor);

Paulo Antonio Oliveira (senior liaison with external stakeholders)

Summary plan for 2024-2027 term:

Project / initiative	How does this create value-added?	How does this align with IEA strategies policies?	What needs will be met?	Goals to be reached	Milestones (Outline to measure progress)	Current status [to start / in progress / completed]
1. Improve communication between internal and external stakeholders: Promotion activities/focus areas	Knowing IEA activities and strategies	Engage internal and external Stakeholders	Promotion of IEA Communications activities such webinars, etc.	Technical Committees Webinars support	On Schedule, organizing events	In progress
2. Promote and enhance the IEA's presence on and use of social media platforms to promote events and activities of the IEA and its stakeholders.	Promoting events and activities of the IEA and its stakeholders to demonstrate the value add of the IEA and its internal stakeholders	Engage Stakeholders	Improve the presence and use of social media platforms of the IEA, including LinkedIn, Facebook, Twitter, Tik Tok and Instagram; and mailing lists (through the News Briefs) to promote the IEA and its internal stakeholders.	New LinkedIn Account. New Instagram Account. New Tik Tok Account	LinkedIn and Instagrams Accounts created and with publications every week. Tik Tok to be created.	In progress
3. Create an "Ergonomics Event Calendar"	Improving Communications	Engage Stakeholders	Interactions with IEA EC and	To develop	To develop	To start

	in Social Media and web site		Standing Committees			
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1. Improve communication between internal and external stakeholders: Promotion activities/focus areas

Map of interactions of Stakeholders

From \ To	Stakeholder A: Executive	Stakeholder B : Standing Committees	Stakeholder C: IEA Networks and Societies	Stakeholder D: IEA EC	Stakeholder E: IEA CPR
Stakeholder A: Executive	Project Oversight	Strategics Plans: what to do	Virtual Gathering Meetings	Strategies for communication	Communications Strategy
Stakeholder B: Standing Committees	Actions Done	Developing of activities		Activities to communicate	
Stakeholder C: IEA Networks and Societies			Developing of activities	Activities to communicate	
Stakeholder D: IEA EC		Communications of actions	Communications of actions	Social Media development	
Stakeholder E: IEA CPR	Project Proposal		Congress Organization	Communications Plan	Social Media Plan

Benefits to stakeholders

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

Group	Group's role within Project + category*	Group benefit	Individual	Individual's role within project	Individual benefit
<b>Ex. Group A</b>	Ex. Project oversight (I)	Ex. Knowledge for reporting	Person1	Initiator (A)	CV
			Person2	Supporter (E)	Next generation
<b>A</b>	• IEA EC Project oversight	• Management	EC Chairs	Supporter (E)	Objectives Accomplished
<b>A</b>	• Content Developing (IEA TECHNICAL COMMITTEES)	• Content Communications	Chairs	A/E	Objectives Accomplished
<b>I</b>	• IEA NETWORKS AND SOCIETIES	• Improve Communications	Presidents	D	Visualization at social Media
<b>E</b>	• IEA STANDINGS COMMITTEES	• Improve Communication of their activities	Chairs	E	Publication of activities

2. Promote and enhance the IEA's presence on and use of social media platforms to promote events and activities of the IEA and its stakeholders.

Map of interactions of Stakeholders: IEA Social Media

As required **Main stakeholders and their relationship to each other**

From \ To	Stakeholder A: Executive	Stakeholder B : Standing Committess	Stakeholder C: IEA Networks and Societies	Stakeholder D: CPR	Stakeholder E: IEA 2027
Stakeholder A: Executive	Project Oversight	Strategics Plans: what to do	Virtual Gathering Meetings	Strategies for communication	IEA 2027 Strategy
Stakeholder B: Standing Committes	Actions Done	Developing of activities		Activities to communicate	
Stakeholder C: IEA Networks and Societes			Developing of activities	Activities to communicate	
Stakeholder D: CPR		Communications of actions	Communications of actions	Social Media development	
Stakeholder E: IEA 2027	Project Proposal		Congress Organization	Communications Plan	Social Media Plan for IEA 2027

Benefits to stakeholders

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

Group	Group's role within Project + category*	Group benefit	Individual	Individual's role within project	Individual benefit
Ex. Group A	Ex. Project oversight (I)	Ex. Knowledge for reporting	Person1	Initiator (A)	CV
			Person2	Supporter (E)	Next generation
A	• Project oversight	• Public exposition	Barry Kirby	Supporter (E)	Public Recognition
A	• IEA 2027 Communication	• Congress Communications	Ben Peachey / Barry Kirby	A/E	Public Recognition
I	• IEA EC	• Improve Communications	IEA President	D	Visualization at social Media
E	• IEA STANDINGS COMMITTEES	• Improve Communication of their activities	SC Chairs	E	Publication of activities

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

Activity undertaken	Societies/committees involved	Hours dedicated to activity	Resources used
IEA 2027 Communication issues	IEA 2027 Commiittee	To define	Social Media resources
Webinars organization	Standing Technical Committes	8	Web Resources

1) Outcomes to date



[list]

## 2) Future Activities

Develop a Professional Community Manager (Social Media) to manage all social media networks and new ones, also in countries as China.

Develop a professional graphics design individual to assist in the development of short videos, graphics and gifs for sharing on various social media platforms



# Update report for *International Development Standing Committee*

## Presentation at IEA EC Meeting, Aachen, 28-29 March 2025

Prepared by [Anindya Ganguli, Chair of International Development Standing Committee]

### Introduction.

#### **Mission**

The International Development (ID) Standing Committee promotes, coordinates, and implements IEA policies and activities at a regional level to expand the reach of the IEA. It is particularly involved with initiatives supporting research, development, training, and conferences in industrially developing countries.

#### **Goals**

To fulfil the above Mission, the International Development Committee seeks to focus on the following primary goals:

**Assistance** to nascent HFE groups to form societies, and new HFE societies to become members of regional IEA Networks and of IEA as Federated or Affiliated members.

**Resource facilitation** to HFE societies and IEA Networks for collaborative research, educational programmes, and to organize conferences, symposia, training programmes.

**Support** to Federated or Affiliated Societies from LMIC countries to attend IEA events.

### Structure

**Chair** - Anindya Ganguli                      India

**Co-Chairs** per Region:

Martin Rodriguez	Argentina	Latín America
Paulo Antonio Barros Oliveira	Brazil	Latin America
Chris Reid	USA	North America including the Caribbean
Stephen C. Nwanya	Nigeria	Africa
(with the collaboration of Prof. Paulo Antonio for African Portuguese speaking countries)		
Liang Ma	China	Asia
Jennifer Guterrez	Philippines	Asia



@IEA\_Ergonomics



@InternationalErgonomicsAssociation



International Ergonomics Association (IEA)

iea.cc

*IEA is a global federation of Human factors/Ergonomics societies, registered as a nonprofit organization in Geneva, Switzerland.  
c/o Nils Ashlyn, 96 rue de Genève, 1226 Thônex, Switzerland*

**Summary plan for 2024-2027 term:**

Project / initiative	How does this create value-added?	How does this align with IEA strategies policies?	What needs will be met?	Goals to be reached	Milestones (Outline to measure progress)	Current status [to start / in progress / completed]
<b>1</b> Collaborative HFE PhD programme for Asia	While many countries in Asia have Masters and some have Doctoral programmes in HFE, there is a felt need to have a pan-Asian programme aligned to the requirements of the region.  The experience of the development of such a programme for Latin America could be leveraged.	Increase stakeholder engagement (Policy 1)  Reinforce collaboration within the regional HFE network (ACED) (Policy 2)  Contribute to the development of science and practice of HFE in the region (Policy 3)  To enhance the contribution IEA in promoting HFE Education (Policy 4)  Maintain a future focus for the development of HFE in the Asia region (Policy 7)	Need for trained faculty  Need for qualified HFE personnel for industry  Need for an international level doctoral programme in HFE	Increased quantity and quality of HFE doctoral programmes in Asia	Define structure of programme.  Identify modalities (physical/hybrid, fees, language, etc.)  Sign MOUs between participating institutions.  Identify faculty.  Develop curriculum  Invite applications.  Launch programme.	In progress.  MOU finalization and signature in process.

Project / initiative	How does this create value-added?	How does this align with IEA strategies policies?	What needs will be met?	Goals to be reached	Milestones (Outline to measure progress)	Current status [to start / in progress / completed]
2 HFE Training programme for Vietnam	<p>Vietnam has significant HFE expertise, but the programmes carried out are not in accordance with the concepts of High Quality HFE.</p> <p>Training the trainers is a high-level project of the IEA with which this project is aligned</p> <p>Creation of the programme is likely to lead to the formation of a Vietnamese Human Factors and Ergonomics Society, and its entry into the ACED and IEA.</p>	<p>Increase stakeholder engagement (Policy 1)</p> <p>Reinforce collaboration within the regional HFE network (ACED) (Policy 2)</p> <p>Contribute to the development of science and practice of HFE in the region (Policy 3)</p> <p>To enhance the contribution IEA in promoting HFE Education (Policy 4)</p> <p>Maintain a future focus for the development of HFE in the Asia region (Policy 7)</p>	<p>Need for trained HFE personnel as faculty for HFE programmes</p> <p>Creation of a pool of qualified HFE personnel for industry</p> <p>Access to regional HFE networks (ACED) and global networks (IEA)</p>	<p>Creation of a High Quality HFE Training Programme for Vietnam</p> <p>Creation of trained faculty, who will be the seed for a Training the Trainers effect</p> <p>Provision of qualified HFE personnel for industry</p>	<p>Knowledge of HFE activities and status in Vietnam</p> <p>Exploration and understanding of needs and demands.</p> <p>Finalizing the details of Training Programme(s) – virtual and physical.</p> <p>Creation of a Vietnamese Human Factors and Ergonomics Society, and its induction into ACED and IEA</p>	<p>Started.</p> <p>Virtual and physical discussions held.</p> <p>Details of the training programme(s) to be finalized.</p>

Project / initiative	How does this create value-added?	How does this align with IEA strategies policies?	What needs will be met?	Goals to be reached	Milestones (Outline to measure progress)	Current status [to start / in progress / completed]
<b>3</b> Development of a course which will cover the IEA Core Competencies	Many countries have significant HFE expertise, but the basic training (educational) background of the academicians or practitioners is widely varied and often not in accordance with the concepts of High Quality HFE.  Will pave the way for developing a Professional Certification System	Increase stakeholder engagement (Policy 1)  Reinforce collaboration within the regional HFE network (ACED) (Policy 2)  Contribute to the development of science and practice of HFE in the region (Policy 3)  To enhance the contribution IEA in promoting HFE Education (Policy 4)  Maintain a future focus for the development of HFE in the Asia region (Policy 7)	Those who complete the course will fulfil a minimum standard of HFE competency, and can proceed to Professional Certification	Initiation of an HFE course aligned to the IEA Core Competencies and in accordance with the concepts of High Quality HFE.	Formation of a working group.  Liaison with individual experts, educational and other institutions, Federated Societies, IEA Regional Networks  Identify modalities (platform, administrative structure, course structure, hybrid, fees, etc.)  Sign MOUs as required  Identify faculty.  Develop curriculum  Launch programme  .	Planned  India is a primary focus.

## 1 Collaborative HFE PhD programme for Asia

### 1) List of Stakeholder groups, and their roles

Stakeholder Group	What is the stakeholder groups' role within the Project?	System actors/ experts/ decision- makers/ influencers
<b>IEA Executive committee</b>	<ul style="list-style-type: none"> <li>• Project oversight</li> <li>• High level stakeholder engagement</li> </ul>	Influencer and expert
<b>ID, PSE and SDI</b>	<ul style="list-style-type: none"> <li>• Project facilitation together with ACED</li> <li>• Guidance on curriculum development</li> <li>• Lessons learnt from other regions (e.g. collaborative Ph.D. programme for Latin America)</li> </ul>	Influencer, expert and actor
<b>ACED, SEANES</b>	<ul style="list-style-type: none"> <li>• Regional project lead</li> <li>• Co-ordination of ACED and IEA meetings</li> <li>• Co-ordinate and participation in stakeholder and curriculum workshop</li> </ul>	Influencer, expert and actor
<b>Federated Societies in the region</b>	<ul style="list-style-type: none"> <li>• Collaboration on curriculum development</li> <li>• Identification of interested universities and associated stakeholders</li> <li>• Development and participation in stakeholder and curriculum workshop</li> </ul>	Decision makers and actors
<b>Global Societies (HFES, CIEHF)</b>	<ul style="list-style-type: none"> <li>• Guidance on curriculum development</li> <li>• Capacity building (PhDs trained in USA and Europe)</li> <li>• Participation in participation in stakeholder and curriculum workshop</li> </ul>	Influencers, Experts
<b>Regional universities and academics</b>	<ul style="list-style-type: none"> <li>• Local experts in curriculum needs (i.e. what are the needs for science and practice)</li> <li>• Identify relevant stakeholders for implementation</li> <li>• Participants in programme implementation (in various capacities)</li> <li>• Conducting workshops for (1) stakeholder involvement and (2) curriculum workshop</li> </ul>	Decision makers, experts and actors



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

Stakeholder Group	What is this person's role within the Project?	System actors/ experts/ decision- makers/ influencers
IEA Executive committee	<ul style="list-style-type: none"> <li>• Jose Orlando Gomes</li> </ul>	Influencer and expert
ID, PSE and SDI	<ul style="list-style-type: none"> <li>• <b>ID:</b> Anindya Ganguli, Martin Rodriguez, Paulo Antonio Barros Oliveira, Liang Ma, Jennifer Guterrez</li> <li>• <b>PSE:</b> Verena Nitsch</li> </ul>	Influencer, expert and actor
ACED	<ul style="list-style-type: none"> <li>• Anindya Ganguli (convenor), Frederick Tey, Swati Pal, Rauf Iqbal, Loh Ping Yeap</li> </ul>	Influencer, expert and actor
Federated Societies	<ul style="list-style-type: none"> <li>• CES (China), HKES (Hongkong), ISE (India), PEI (Indonesia), JES (Japan), ESK (Korea), HFEM (Malaysia), HFESP (Philippines), HFESS (Singapore), EST (Taiwan), EST (Thailand)</li> </ul>	Decision makers and actors
Global Societies	<ul style="list-style-type: none"> <li>• HFES: Chris Reid</li> <li>• CIEHF: Ben Peachy</li> </ul>	Influencers and Experts
Regional universities and academics	<ul style="list-style-type: none"> <li>• Tsinghua University</li> <li>• University de La Salle</li> <li>• National University of Kyushu</li> <li>• University of Calcutta</li> </ul>	Decision makers, experts and actors

### 3) Map of relations between stakeholders

From \ To	<b>Stakeholder A Executive</b>	<b>Stakeholder B Standing committees (ID, PSE as key drivers)</b>	<b>Stakeholder C IEA Network and associated societies</b>	<b>Stakeholder D Local Universities</b>	<b>Stakeholder E External stakeholders</b>
<b>Stakeholder A Executive</b>	Project oversight	Facilitation of project with ACED	Identify potential growth areas Support the access to relevant stakeholders (including universities, government officials, etc) Facilitation of programme development	Identify demands (i.e. value-added topics and needs) within Asia	External stakeholders need for stakeholder group D to implement workshop
<b>Stakeholder B ID, PSE</b>	Guidance on IEA core competencies and relevance to local context	Promotes IEA Education programme value add and needs	Oversight	Identify stakeholders for implementation Workshop implementation	Local needs and barriers identified
<b>Stakeholder C IEA Networks/Societies</b>	Curriculum development that is contextually relevant but focused on systemic nature of HFE		Coordinate regional education programme development	Support for curriculum development	Support CPR work to disseminate information to societies
<b>Stakeholder D Local Universities</b>	Identification of local needs and stakeholders for curriculum development			Collaborative HFE Ph.D Programme development for Asia	Members of TCs from F/S or A/S
<b>Stakeholder E External stakeholders</b>	Identification of local needs: Constraints and affordances				Key stakeholders for programme initiation

#### 4) Benefits to stakeholders

- Improved knowledge and skills
- Increased HFE reach and relevance
- Increased Job opportunities
- Improved input for HFE certification
- Qualified talent pool for organizations
- “Train the Trainer” effect
- Enhanced reputation of Universities and faculty
- Enhanced technology level of the students
- Economic benefits (faculty)

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

<i>Activity undertaken</i>	<i>Societies/committees involved</i>	<i>Hours dedicated to activity</i>	<i>Resources used</i>
Regular meetings of the working group	IEA – ID, PSE, (SDI) ID co-chairs for Asia (Liang Ma, Jennifer Guterrez)	Approximately 90 minutes per meeting (about 10 hours)	Meeting time

#### 6) Outcomes to date

- Survey carried out among stakeholders across countries in the region to understand the current status, identify the needs, and strategic preferences
- Seven meetings of the working group held so far (last one in January 2024)
- Programme to be started at Tsinghua University, with De La Salle as a hub. Other universities and faculty (e.g. from Japan, India, and other countries) would be added step by step.
- Draft MOU exchange

#### 7) Future Activities

- Signing of MOUs (some already exist, e.g. between Tsinghua and Kyushu Universities)
- Creation of inventory of collaborating Universities / Institutes and faculty
- Starting the programme

## 2 HFE Training programme for Vietnam

### 1) List of Stakeholder groups, and their roles

Specific + by category: *System actor / Expert / Decision-Maker / Influencer*

[Include commonalities with other IEA EC committees, if applicable.]

Stakeholder Group	What is the stakeholder groups' role within the Project?	System actors/ experts/ decision- makers/ influencers
<b>IEA Executive committee</b>	<ul style="list-style-type: none"> <li>Project oversight</li> <li>High level stakeholder engagement</li> </ul>	Influencer
<b>ID, PSE and DP</b>	<ul style="list-style-type: none"> <li>Project facilitation together with ACED</li> <li>Guidance on curriculum development</li> <li>Facilitation of involvement of international faculty</li> </ul>	Influencer, expert and actor
<b>ACED</b>	<ul style="list-style-type: none"> <li>Regional project lead</li> <li>Co-ordination of ACED and IEA meetings</li> <li>Co-ordinate and participation in stakeholder and curriculum workshop</li> </ul>	Influencer, expert and actor
<b>Federated Societies in the region</b>	<ul style="list-style-type: none"> <li>Collaboration on curriculum development</li> <li>Identification of interested universities and associated stakeholders</li> <li>Development and participation in stakeholder and curriculum workshop</li> </ul>	Decision makers and actors
<b>Global Societies (HFES, CIEHF)</b>	<ul style="list-style-type: none"> <li>Guidance on curriculum development</li> <li>Participation in stakeholder and curriculum workshop</li> </ul>	Experts
<b>Regional universities and academics</b>	<ul style="list-style-type: none"> <li>Local experts in curriculum needs (i.e. what are the needs for science and practice)</li> <li>Conducting workshops for (1) stakeholder involvement and (2) curriculum workshop</li> <li>Identify relevant stakeholders for implementation</li> <li>Participants in programme implementation (in various capacities)</li> </ul>	Decision makers, experts and actors
<b>External Stakeholders</b>	<ul style="list-style-type: none"> <li>Guidance</li> <li>Coordination with local authorities</li> <li>Coordination with local industry and academics</li> </ul>	Decision maker, Influencer and actor

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

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

Stakeholder Group	What is this person's role within the Project?	System actors/ experts/ decision- makers/ influencers
<b>IEA Executive committee</b>	<ul style="list-style-type: none"> <li>• Jose Orlando Gomes</li> <li>• Andrew Thatcher</li> </ul>	Influencer and expert
<b>ID, PSE and DP</b>	<ul style="list-style-type: none"> <li>• <b>ID:</b> Anindya Ganguli, Liang Ma, Jennifer Guterrez</li> <li>• <b>PSE:</b> Verena Nitsch</li> <li>• <b>DP:</b> Wei Zhang</li> </ul>	Influencer, expert and actor
<b>ACED</b>	<ul style="list-style-type: none"> <li>• Anindya Ganguli</li> <li>• Frederick Tey</li> </ul>	Influencer, expert and actor
<b>Federated Societies</b>	<ul style="list-style-type: none"> <li>• CES (China), ISE (India), PEI (Indonesia), JES (Japan), HFEM (Malaysia), HFESP (Philippines)</li> </ul>	Decision makers and actors
<b>Regional universities and academics</b>	<ul style="list-style-type: none"> <li>• Tsinghua University</li> <li>• University de La Salle</li> <li>• National University of Kyushu</li> <li>• University of Calcutta</li> </ul>	Influencer, expert and actor
<b>External Stakeholders</b>	<ul style="list-style-type: none"> <li>• National Institute of Occupational and Environmental Health, Vietnam</li> </ul>	Decision maker, Influence and actor

### 3) Map of relations between stakeholders

From \ To	Stakeholder A Executive	Stakeholder B Standing committees (ID, PSE, DP as key drivers)	Stakeholder C IEA Network and associated societies	Stakeholder D Local Universities	Stakeholder E External stakeholders
Stakeholder A Executive	Project oversight	Facilitation of project with ACED	Identify potential growth areas Support the access to relevant stakeholders (including universities, government officials, etc) Facilitation of programme development	Identify demands (i.e. value-added topics and needs)	External stakeholders need for stakeholder group D to implement workshop
Stakeholder B ID, PSE, DP	Guidance on IEA core competencies and relevance to local context	Promotes IEA Education programme value add and needs	Oversight	Identify stakeholders for implementation Workshop implementation	Local needs and barriers identified
Stakeholder C IEA Networks/Societies	Curriculum development that is contextually relevant but focused on systemic nature of HFE		Coordinate regional education programme development	Support for curriculum development	Entry as a FS
Stakeholder D Local Universities	Identification of local needs and stakeholders for curriculum development			High Quality HFE Training Programme for Vietnam	Members of TCs from F/S or A/S
Stakeholder E External stakeholders	Identification of local needs: Constraints and affordances				Key stakeholders for programme initiation

#### 4) Benefits to stakeholders

- Improved knowledge and skills
- Need for trained HFE personnel as faculty for HFE programmes - “Train the Trainer” effect
- Improved input for HFE certification
- Creation of a pool of qualified HFE personnel for industry - Qualified talent pool for organizations
- Economic benefits (benefits of local facility)
- Increased quality of HFE practice
- *Access to regional HFE networks (ACED) and global networks (IEA)*

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

<i>Activity undertaken</i>	<i>Societies/committees involved</i>	<i>Hours dedicated to activity</i>	<i>Resources used</i>
Regular meetings of the working group	IEA – ID, PSE, DP ID co-chairs for Asia (Liang Ma, Jennifer Guterrez)	<i>Approximately 90 minutes per meeting (about 3 hours done + 10 expected)</i>	<i>Meeting time</i>
Meeting of stakeholders with IEA	IEA President, DP Chair	<i>2 hours</i>	<i>Travel and physical meeting time</i>
Faculty support for the Training Programmes	IEA – ID, PSE, DP ID co-chairs for Asia (Liang Ma, Jennifer Guterrez) ACED Societies, other Federated Societies	<i>Approximately 6-10 lectures plus preparation time (about 30 to 50 hours)</i>	<i>Lecture preparation and delivery</i>
Financial support for the Training Programme	IEA-EC, ID	-	<i>Partial Financial support</i>

#### 6) Outcomes to date

- Knowledge of HFE activities and status in Vietnam
- Exploration and understanding of needs and demands

#### 7) Future Activities

- Creation of a road-map and time-table
- Finalizing the details of Training Programme(s) – virtual and physical
- Creation of a Vietnamese Human Factors and Ergonomics Society, and its induction into ACED and IEA

### 3 Development of a course which will cover the IEA Core Competencies

#### 1) List of Stakeholder groups, and their roles

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

Stakeholder Group	What is the stakeholder groups' role within the Project?	System actors/ experts/ decision- makers/ influencers
<b>IEA Executive committee</b>	<ul style="list-style-type: none"> <li>Project oversight</li> <li>High level stakeholder engagement</li> </ul>	Influencer and expert
<b>ID, PSE</b>	<ul style="list-style-type: none"> <li>Project facilitation together with ACED and Federated Society</li> <li>Guidance on curriculum development</li> <li>Lessons learnt from other regions (e.g. Masters programme for Sub-Saharan Africa)</li> <li>Facilitation of involvement of international faculty</li> </ul>	Influencer, expert and actor
<b>ACED</b>	<ul style="list-style-type: none"> <li>Co-ordination of ACED and IEA meetings</li> <li>Co-ordinate and participation in stakeholder and curriculum workshop</li> </ul>	Influencer, expert and actor
<b>Federated Society</b>	<ul style="list-style-type: none"> <li>Collaboration on curriculum development</li> <li>Identification of interested universities and associated stakeholders</li> <li>Development and participation in stakeholder and curriculum workshop</li> </ul>	Decision makers and actors
<b>Global Societies (HFES, CIEHF)</b>	<ul style="list-style-type: none"> <li>Guidance on curriculum development</li> <li>Participation in stakeholder and curriculum workshop</li> </ul>	Influencers and Experts
<b>Regional universities and academics</b>	<ul style="list-style-type: none"> <li>Local experts in curriculum needs (i.e. what are the needs for science and practice)</li> <li>Conducting workshops for (1) stakeholder involvement and (2) curriculum workshop</li> </ul>	Decision makers, experts and actors
<b>External Stakeholders</b>	<ul style="list-style-type: none"> <li>Related professional bodies/associations, Industry associations</li> </ul>	Decision makers, influencers and actors

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

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

Stakeholder Group	What is this person's role within the Project?	System actors/ experts/ decision- makers/ influencers
IEA Executive committee	<ul style="list-style-type: none"> <li>Andrew Thatcher</li> </ul>	Influencer and expert
ID, PSE	<ul style="list-style-type: none"> <li><b>ID:</b> Anindya Ganguli, Liang Ma, Jennifer Guitierrez</li> <li><b>PSE:</b> Verena Nitsch</li> </ul>	Influencer, expert and actor
ACED	<ul style="list-style-type: none"> <li>Anindya Ganguli (convenor), Frederick Tey</li> </ul>	Influencer, expert and actor
Federated Societies	<ul style="list-style-type: none"> <li>ISE (India) Debkumar Chakrabarty, Rauf Iqbal, Sougata Karmakar, Swati Pal, Trinath Pachal, Prakash Dhara, Subhasis Sahu</li> </ul>	Decision makers and actors
Global Societies	<ul style="list-style-type: none"> <li>HFES: Chris Reid</li> <li>CIEHF: Ben Peachy</li> </ul>	Influencers and Experts
Regional universities and academics	<ul style="list-style-type: none"> <li>Indian Institute of Technology - Bombay, Guwahati</li> <li>Indian Institute of Management - Mumbai</li> <li>University of Calcutta</li> </ul>	Decision makers, experts and actors
External Stakeholders	<ul style="list-style-type: none"> <li>Bureau of Indian Standards, Indian Association of Occupational Health, Institute of Engineers, Tata Steel,</li> </ul>	<i>Decision makers, influencers and actors</i>

### 3) Map of relations between stakeholders

From \ To	<b>Stakeholder A Executive</b>	<b>Stakeholder B Standing committees (ID, PSE as key drivers)</b>	<b>Stakeholder C IEA Network</b>	<b>Stakeholder D Local Universities</b>	<b>Stakeholder E External stakeholders</b>
<b>Stakeholder A Executive</b>	Project oversight High level stakeholder engagement	Facilitation of project with ACED Guidance on curriculum development Facilitation of involvement of international faculty	Identify potential growth areas Support the access to relevant stakeholders (including universities, government officials, etc) Facilitation of programme development	Identify demands (i.e. value-added topics and needs)	Identify topics and demands (i.e. value-added topics and needs)
<b>Stakeholder B ID, PSE</b>	Guidance on IEA core competencies and relevance to local context	Promotes IEA Education programme value add and needs	Oversight	Identify stakeholders Programme implementation	Local needs and barriers identified
<b>Stakeholder C IEA Networks/Societies</b>	Curriculum development that is contextually relevant but focused on systemic nature of HFE		Coordinate regional education programme development	Support for curriculum development	Support CPR work to disseminate information to societies
<b>Stakeholder D Local Universities</b>	Identification of local needs and stakeholders for curriculum development			Stand alone course covering IEA Core Competencies	Members of TCs from F/S or A/S
<b>Stakeholder E External stakeholders</b>	Identification of local needs: Constraints and affordances				Key stakeholders for programme implementation

4) Benefits to stakeholders

- No stand-alone HFE courses exist, or are part of (or specialization of) some related course, each with separate pre-eligibility criteria.
- Extremely challenging to alter curricula of multiple institutions to standardize minimum competency
- No regular short-term courses to build ergonomics competency.

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

<i>Activity undertaken</i>	<i>Societies/committees involved</i>	<i>Hours dedicated to activity</i>	<i>Resources used</i>
<i>Working group meetings and meetings with stakeholders and collaborators</i>	<i>ID, PSE</i>	<i>Yet to estimate</i>	<i>Meeting time</i>

6) Outcomes to date

- Yet to start

7) Future Activities

- Formation of a working group.
- Liaison with individual experts, educational and other institutions, Federated Societies, IEA Regional Networks
- Identify modalities (platform, administrative structure, course structure, hybrid, fees, etc.)
- Sign MOUs as required
- Identify faculty.
- Develop curriculum
- Launch programme



## **Additional Activities**

### **HFE Masters programme for Sub-Saharan Africa**

Capacity development is key to growth of E/HF awareness in Sub-Saharan Africa. Plans for a master's degree programme based on regional needs has commenced at the University of Ghana and is about 80% complete. The M.Sc or M.Phil in Ergonomics would be hosted in the University of Ghana by the Department of Physiotherapy, and Augustine Acquah (Ghana) will pilot the postgraduate programme.

The following milestones have been achieved:

- a draft MSc /MPhil curriculum in Ergonomics;
- duration of the programme;
- consultation with some stakeholders in the University of Ghana (Korle-Bu and Legon Campuses);
- and the mode of running the programme(residency/online).

### **Translation of IEA Core Competencies to Hindi and Bengali**

Efforts have been started to translate the IEA Core Competencies into Hindi (official language of India) and Bengali (official language of Bangladesh). The translated versions are likely to be available in mid-2025.



# Update report for Awards Committee

Presentation at IEA EC Meeting, Aachen, 28-29 March 2025

**Prepared by José Orlando Gomes, Past President & Awards Committee Chair**

The Awards Standing Committee is responsible for organizing the formal recognition of members of the Federated Societies that have made outstanding contributions to the field of HFE on an international level. There are annual and triennial Awards. Most Awards are granted after application from a Federated Society and approval or decision by appropriate peers, chosen by the Awards Standing Committee Chair.

The key goal for this term is to improve and expand the promotion of the awards and raise interest and attractivity of IEA triennial awards.

The main benefits to stakeholders are: promotion of HFE across the globe, acknowledgement, prestige, benefit of society membership, advertisement/publicity for sponsors, monetary award (reward and investment in future).

Co-chair:

Prof. Mario Vidal

- Selection Committee Chairs
  - Mario Vidal – IEA/ Kingfar Student and ECR Awards; IEA/Tsinghua Award
  - Andy Imada – Thomas R. Waters Memorial MSD Scholarship Award
  - Pascale Carayon & Patrick Dempsey, USA – IEA John Wilson Award
  - Pascale Carayon – KU Smith Award



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@InternationalErgonomicsAssociation



International Ergonomics Association (IEA)

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*IEA is a global federation of Human factors/Ergonomics societies, registered as a nonprofit organization in Geneva, Switzerland.  
c/o Nils Ashlyn, 96 rue de Genève, 1226 Thônex, Switzerland*

Summary plan for 2024-2027 term:

Project / initiative	How does this create value-added?	How does this align with IEA strategies policies?	What needs will be met?	Goals to be reached	Milestones (Outline to measure progress)	Current status [to start / in progress / completed]
1. To improve promotion and raise interest and attractivity of IEA triennial awards	<ul style="list-style-type: none"> <li>• Promotion of HFE across the globe</li> <li>• Acknowledgement</li> <li>• Prestige</li> <li>• Benefit of society membership</li> <li>• Advertisement/publicity for sponsors</li> <li>• Monetary award (reward and investment in future)</li> </ul>	<p>Stakeholders' engagement (Policy 1)</p> <p>Collaboration within the regional HFE network (Policy 3)</p> <p>Contribute to science and practice of HFE in the region (Policy 3)</p> <p>Promotion HFE Education (Policy 4)</p> <p>Future HFE (Policy 7)</p>	to increase advertising, attractivity, and reach out (ex. global education map/ universities, social media, etc.)	To make the awards better known both in affiliated and federated societies, networks, universities, etc.	To prospect sponsorship, to mobilize HFE community worldwide, to increase awards submissions	To be initiated

## Triennial Awards Promotion

### 1) List of Stakeholder groups, and their roles

Specific + by category: *System actor / Expert / Decision-Maker / Influencer*

[Include commonalities with other IEA EC committees, if applicable.]

A joint project will be made in cooperation with Awards Committee, Development and Promotion Committee (DP), and Communications and Public Relations Committee (CPR) to improve awards promotion and visibility across the global HFE community.

<b>Stakeholder Group</b>	<b>Role within the Project</b>	<b>Role category</b>
<b>IEA EC</b>	<i>Project oversight by Awards, DP, &amp; CPR</i>	<i>Influencer, expert, decision-maker</i>
<b>Awards, DP, &amp; CPR chairs</b>	<i>Structuring joint project</i>	<i>Expert, decision-maker, actor</i>
<i>Council, Fs, As, and Networks</i>	<i>Active collaboration on award promotion</i>	<i>Influencer, actor</i>
<i>Universities (global education map)</i>	<i>Active collaboration on award promotion</i>	<i>Influencer, actor</i>
<i>Sponsors</i>	<i>Provide collaboration and resources to awards</i>	<i>Influencer, actor</i>

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

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

<b>Stakeholder</b>	<b>Person's role within the Project</b>	<b>Role type</b>
<b>IEA Awards</b>	<ul style="list-style-type: none"> <li>• <i>Jose Orlando Gomes</i></li> </ul>	<i>Influencer, Expert, Decider, Actor</i>
<b>IEA DP</b>	<ul style="list-style-type: none"> <li>• <i>Wei Zhang</i></li> </ul>	<i>Influencer, Expert, Decider, Actor</i>
<b>IEA CPR</b>	<ul style="list-style-type: none"> <li>• <i>Martin Rodriguez</i></li> </ul>	<i>Influencer, Expert, Decider, Actor</i>

### 3) Map of relations between stakeholders

From \ To	Stakeholder A <i>EC and Awards Committee</i>	Stakeholder B <i>Council</i>	Stakeholder C <i>Member Societies</i>	Stakeholder D <i>Sponsors</i>	Stakeholder E <i>Reviewers including Fellows</i>
Stakeholder A <i>EC and Awards Committee</i>	Project oversight	EC gives information to Council	EC experts information to be disseminated to members societies	Work closely to monitor awards processes- nominations and selections	EC (Awards Chair and Co-Chair) selected reviewers
Stakeholder B <i>Council</i>	Council works with EC to advertise awards within societies and submit nominations	Influencers by promoting locally	Council disseminates information to member societies	Council approves awards and sponsors	Reviewers may be recommended by Council members
Stakeholder C <i>Member Societies</i>	Member Societies provide nominations selections will be approved by EC	Members Societies rely on members to provide information about awards in a timely fashion	Influencer by promoting and providing submissions and sponsors	Members societies encourage sponsors	Reviewers are usually from member societies
Stakeholder D <i>Sponsors</i>	Sponsor work with EC to define awards. Officers and sponsors sign MOUs or contracts for awards	Sponsors may be solicited by Council Members	Sponsors are often part of or found by members societies (e.g., CES and IEA/Tsinghua and IEA/Kingfar awards)	Sponsors collaborate with resources to awards and publicity	Sponsors are supporting reviewers with honoraria
Stakeholder E <i>Reviewers including Fellows</i>	Reviewers selections are examined and approved by EC	Reviewers may be Council members	Reviewers are typically from member societies	Sponsors support reviewers and may approve selections	Submission analysis and select awardees

4) Benefits to stakeholders

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

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

<i>Activity undertaken</i>	<i>Societies/committees involved</i>	<i>Hours dedicated to activity</i>	<i>Resources used</i>
<i>Project to be initiated</i>	N/A	N/A	N/A

6) Outcomes to date

MOU renewal for Tsinghua and Kingfar Awards

7) Future Activities

To be defined the project steps and activities from April 2025

# Main Projects of DP

## List of Projects

- Prepare for the upcoming IEA Council Meeting (Oct) and promote inter-society/region collaborations
- Secure and promote IEA awards to recognize key individuals/groups
- Promote some major platforms and events

EC meeting: March 2025

Presenter: *Wei ZHANG*

**P<sup>2</sup>Design**  
**Toolkit**

# Upcoming IEA Council Meeting

## Value-add

Attract as many as possible council members to participate for success.

In partnership with some universities to seek for more financial support for our council members.

In partnership with some journals, organize editors' meeting to promote journal development

## Alignment with IEA Goals

Engage stakeholders (Policy 1)

Collaborate with and reinforce IEA networks (Policy 2)

Contribute to science, technology and practice (Policy 3)

Reinforce the infrastructure of IEA (Policy 6)

## Stakeholder Needs to be met

Annual council meeting

Interaction with some major Chinese university HFE groups

Journal promotion

## Project outline including status

Date determined, visa requirement analyzed. The success of HFE&AI 2024 Conference has gained sufficient experience, and confidence for conference operation and funds raising

# What stakeholders are involved in project & how?

Group	Group's role within Project + category*	Group benefit	Individual	Individual's role within project	Individual benefit
IEA EC, I, D	Project oversight (I) and organizer (D)	Success of the meeting Promotion to the societies	Andrew	Decider (D)	Smooth of the 1 <sup>st</sup> meeting
			Nancy	Decider (D)	Smooth of the 1 <sup>st</sup> meeting
IEA federated societies, I, D	Actively participate the meeting (I, D) Attend the following HFE&AI 2025 Intl Conf, as experts (E)	<ul style="list-style-type: none"> <li>Exchange success stories of other federated societies</li> </ul>	<ul style="list-style-type: none"> <li>Representatives of IEA federated societies</li> </ul>	<ul style="list-style-type: none"> <li>Participation</li> <li>Co-Decision-making</li> </ul>	<ul style="list-style-type: none"> <li>Financial support possible to make intl travel easier</li> <li>Attend a high-level and large HFE conference</li> </ul>
Regional universities, A	<ul style="list-style-type: none"> <li>Invite some council members to visit their labs (A)</li> </ul>	<ul style="list-style-type: none"> <li>Gain academic support from intl. high-impact scholars and IEA</li> <li>Short course or lecture to their students</li> </ul>	High impact scholars	<ul style="list-style-type: none"> <li>Giving invited lectures</li> <li>supervise some research projects</li> </ul>	<ul style="list-style-type: none"> <li>Financial coverage f their travel</li> <li>Future collaboration with Chinese groups</li> </ul>
Journal/publisher, I	<ul style="list-style-type: none"> <li>Introduce their journals/books, E</li> <li>Call for recommended reviewers/editorial members /associate editors, A</li> <li>Promote high-impact research, I</li> </ul>	<ul style="list-style-type: none"> <li>Promotion of their publications</li> </ul>	<ul style="list-style-type: none"> <li>Editor-in-chief, Editor, publisher</li> <li>Representative</li> </ul>	<ul style="list-style-type: none"> <li>Organize following editors' meeting</li> <li>Introduce their publication and seek for help</li> </ul>	<ul style="list-style-type: none"> <li>Promote their journals/books</li> <li>Getting support from IEA federated societies</li> </ul>

As required

# Main stakeholders and their relationship to each other

From \ To	Stakeholder A IEA EC	Stakeholder B Federated societies	Stakeholder C Regional universities	Stakeholder D Journal/Publisher	Stakeholder E
Stakeholder A IEA EC		Support for a very successful council meeting (the 1 <sup>st</sup> in the 2024-2027 term)	Improved recognition to the IEA	Promote HFE discipline development	
Stakeholder B Federated societies	Encourage participation		Co-invitation and future collaboration discussion	Looking for nice package (such as IJHCI to the CES)	
Stakeholder C Regional universities	Support HFE education and research in these universities	Introduce high-impact scholars onsite or online to support these universities for HFE education and research		Subscription promotion	
Stakeholder D Journal/Publisher	Support to HFE publication impact	Recommend reviewers, editorial board members, or associate editors	Recognition of the publication and encourage submitting high-quality research		
Stakeholder E					

# IEA Awards Co-Project

## Value-add

Attract as many as possible nominations.

Recognize high-impact individuals/groups.

Promote win-win IEA-partner cooperations

## Alignment with IEA Goals

Engage stakeholders (Policy 1)

Collaborate with/reinforce IEA networks (Policy 2)

Contribute to science, technology and practice (Policy 3)

Identify the roles of IEA in promoting education, certification, and related matters (Policy 4)

Reinforce relationships with external orgs (Policy 5)

## Stakeholder Needs to be met

Promote involvement of the federated societies

Recognition of high-impact individuals/groups

Provide means for some companies to contribute to HFE

## Project outline including status

3-Yr. new contract for both IEA-Tsinghua and IEA-Kingfar annual awards signed, New awards to be developed.

Some awards still needs promotion

# What stakeholders are involved in project & how?

Group	Group's role within Project + category*	Group benefit	Individual	Individual's role within project	Individual benefit
IEA EC and Award, I, D	Project oversight (I) and approval (D)	Recognition by HFE members and related industries	Jose	Decider (D)	Position role
			Andrew	Decider (D)	Position role
			Alexander	Treasurer (A)	Position role
Federated societies, I, D	Promote IEA awards (I) Nominate qualified candidates (E) Looking for potential award sponsor (I, A)	<ul style="list-style-type: none"> <li>Improve recognition of their high-impact members, and support for career development</li> <li>Contribution to the IEA family and get recognition</li> </ul>	Officers of IEA federated societies	<ul style="list-style-type: none"> <li>Familiarity to the IEA awards</li> <li>Encourage their members to apply or nominate</li> <li>Recommend potential award sponsor</li> </ul>	<ul style="list-style-type: none"> <li>Appreciation of the winners</li> <li>Contribution to the IEA</li> </ul>
Award Sponsor, A	<ul style="list-style-type: none"> <li>Provide award funds, A</li> <li>Involve in evaluation, E</li> </ul>	<ul style="list-style-type: none"> <li>Recognition from global HFE field</li> <li>Reputation of business image</li> </ul>	Sponsor leader	<ul style="list-style-type: none"> <li>Promote sponsorship within their institution</li> <li>Participate in evaluation</li> </ul>	<ul style="list-style-type: none"> <li>Attend IEA council meeting as sustained corporate member rep.</li> <li>Attend awarding ceremony</li> </ul>
Institution, I	<ul style="list-style-type: none"> <li>Nominate their employee for award and recognize their honor (D, I)</li> </ul>	<ul style="list-style-type: none"> <li>Gain academic reputation in HFE</li> <li>Better HFE competence</li> </ul>	Deans/managers	Evaluate and approve submission	Position role
Applicant, A	<ul style="list-style-type: none"> <li>Have done great job, A</li> <li>Apply or seek to be nominated, A</li> </ul>	<ul style="list-style-type: none"> <li>Honor and fund</li> </ul>	High impact individuals	Submitting application doc and attend awarding ceremony	Honor and Fund

As required

# Main stakeholders and their relationship to each other

From \ To	Stakeholder A IEA EC	Stakeholder B Federated societies	Stakeholder C Award sponsor	Stakeholder D Institution	Stakeholder E Applicant
Stakeholder A IEA EC		Disseminate CFN and nominate Recommend potential award sponsor	Provide award funds	Evaluate and recommend competent applicant	Apply and willing to contribute to IEA
Stakeholder B Federated societies	Encourage nomination		No direct	No direct	Formal member
Stakeholder C Award sponsor	Close collaboration to improve award recognition	No direct		No direct	Existed relation through achievement, and future appreciation
Stakeholder D Institutions	Academically honor impact	Domestically honor impact	No direct		Better career development and loyalty
Stakeholder E Applicant	Academically Honor impact	Nomination	On the list of their winners	Promotion	

# Promote some major platforms and events

## Value-add

Attract more high-impact and emerging individuals and institutions to participate.

Provide opportunities for interactions.

Improve exposure to the public and contribute knowledge and expertise

## Alignment with IEA Goals

Engage stakeholders (Policy 1)

Collaborate with/reinforce IEA networks (Policy 2)

Contribute to science, technology and practice (Policy 3)

Identify the roles of IEA in promoting education, certification, and related matters (Policy 4)

Reinforce relationships with external orgs (Policy 5)

Reinforce the infrastructure of IEA (Policy 6)

## Stakeholder Needs to be met

Promote involvement of the federated societies, major institutions, and high-impact/emerging individuals

Recognition of high-impact individuals/groups

## Project outline including status

IEA-Council meeting 2025 being prepared, jointly with HFE&AI2025

IEA-2027 Congress promotion to go, high-impact journals

High-impact regional and inter-regional (BRIC+ network) conferences

# What stakeholders are involved in project & how?

Group	Group's role within Project + category*	Group benefit	Individual	Individual's role within project	Individual benefit
IEA EC, I, D	Project oversight (I), approval (D), and support (E)	Promotion of the HFE community and discipline	IEA Officers	Decider (D)	Position role
			Chairs of STP, Congress, etc.	Decider (D, I, E)	Position role
Federated societies, I, D	<ul style="list-style-type: none"> <li>Co-organizing (A)</li> <li>Member involvement promotion (I)</li> </ul>	<ul style="list-style-type: none"> <li>Improve recognition and promote growth</li> <li>Benefit for their members</li> </ul>	<ul style="list-style-type: none"> <li>Society officers</li> </ul>	<ul style="list-style-type: none"> <li>Initiate to project</li> <li>Invite/recommend high-impact members to join</li> <li>Encourage members to join</li> </ul>	<ul style="list-style-type: none"> <li>Recognition from members</li> <li>Recognition from the IEA family</li> </ul>
Journal/conference organizer, A	<ul style="list-style-type: none"> <li>Provide resources for the platform/conference, A</li> <li>Building network, E</li> </ul>	<ul style="list-style-type: none"> <li>Recognition from global/regional HFE field</li> <li>Promote Edu &amp; Res development</li> </ul>	Editor-in-chief/conference chair	<ul style="list-style-type: none"> <li>Building high-quality board or committee</li> <li>Supervise the operation</li> </ul>	<ul style="list-style-type: none"> <li>High-impact outcome of the journal/conference.</li> <li>Academic/industrial reputation</li> </ul>
Industrial Sponsors, I	<ul style="list-style-type: none"> <li>Sponsor resources(I)</li> </ul>	<ul style="list-style-type: none"> <li>Recognition and reputation within HFE</li> <li>Institutional image</li> </ul>	Deans/managers	Evaluate and approve sponsorship	Position role and recognition within the HFE community
Universities, I	<ul style="list-style-type: none"> <li>Promote their employees to participate, I</li> </ul>	<ul style="list-style-type: none"> <li>HFE impact development</li> </ul>	Deans of schools/dept.	Giving support to professors and students	HFE group development

As required

# Main stakeholders and their relationship to each other

From \ To	Stakeholder A IEA EC	Stakeholder B Federated societies	Stakeholder C Journal/Organizer	Stakeholder D Industrial Sponsor	Stakeholder E Universities
Stakeholder A IEA EC		Disseminate journal/even info. and encourage participation Recommend potential high-impact institutions/individuals	Provide high-quality platforms	Provide sponsorship	Encourage employees to participate
Stakeholder B Federated societies	Support and endorsement		No direct	No direct	Institutional members
Stakeholder C Journal/organizer	Support and Endorsement	No direct		Sponsorship	Recognition of the platform and encourage to join
Stakeholder D Industrial Sponsor	Giving sustained membership or recognition	HFE support	Exposure to and expert from HFE field		Talent and project collaboration
Stakeholder E Universities	Recognition of their HFE excellence	Recognition of their HFE excellence	Publication	Industrial project	

**Oct 26-27: EC Meeting; Oct 28-29: Council Meeting**

**Oct 30-Nov 01: HFE&AI 2025 Intl. Conference**

## **Visa-Free**

Europe: OAE (Austria), BES, SELF, GfA, HES, MET, IEHFS, SIE, LES, HF-NL, NES, PTErg, APERGO, ESS, SEA, AEE, SwissErgo, ErgoWork, BAEHF

Asia: EST (Taiwan), HKES, ESK, JES, HFEM, EST (Thailand), HFESS.

Oceania: HFEESA, HFESNZ

Latin America: SOCEERGO

## **Visa-Free Transit**

Europe: CEA (Czech), IREA, AEA, CIEHF,

Latin America: ADEA, ABERGO, SOCHERGO, SEMAC

North America: ACE, HFES



# Update report for *Professional Standards and Education*

## Presentation at 28.3./29.3.2025

Prepared by Verena Nitsch, PSE Chair

*The Professional Standards and Education (PS&E) Committee aims to advance global human factors/ergonomics (HFE) by **improving education standards, expanding certification access, and engaging the next generation of professionals.***

*Over the next three years, our focus will center on two key objectives:*

- (1) strengthening global HFE education and certification, and*
- (2) attracting and developing young professionals.*

*These objectives will be pursued in collaboration with the International Development (ID) Committee to ensure a broad international impact, particularly in developing regions.*

Co-chair listing:

- PSE Co-Chairs:
  - Liang Ma (CHN)
  - Rob Becker (UK)
  - Andrew Todd (ZAF)
- Co-Chairs Subcommittee Certification
  - Valerie O'Keefe (AUS)
  - Stephven Kolose (NZ)



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International Ergonomics Association (IEA)

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*IEA is a global federation of Human factors/Ergonomics societies, registered as a nonprofit organization in Geneva, Switzerland.  
c/o Nils Ashlyn, 96 rue de Genève, 1226 Thônex, Switzerland*

Summary plan for 2024-2027 term:

Project / initiative	How does this create value-added?	How does this align with IEA strategies policies?	What needs will be met?	Goals to be reached	Milestones (Outline to measure progress)	Current status [to start / in progress / completed]
1 Promoting accessible Certification	Strengthens professional standards and recognition of HFE specialists globally. Encourages mutual recognition and standardization.	(4)Identify the Roles of IEA in Promoting Education, Certification and Professional Standards	Standardization of certification processes  Greater accessibility to certification  Improved professional credibility	In partnership with the IDC, we will expand access to low-cost, regionally tailored certification programs, ensuring that more professionals in resource-constrained regions can attain HFE credentials and grow in their careers.	Collect „best practice“ curricula from different countries/perspectives (China, UK, France, etc.)  Divide collected curricula amongst team members and check w.r.t. IEA core competencies  Discuss if competencies should be expanded (e.g. w.r.t. practioners' requirements, new work trends, UX methods).  On-going: Endorsement of Certification Processes	5 curricula collected  Current Certification Endorsement Application: Malaysia  Exchange with CREE scheduled  Exchange with FEES  Exchange with ENETOSH-European Network Education and Training in Occupational Safety and Health

<p>2 Repository educational Tools</p>	<p>Centralized, accessible overview of educational resources for HFE professionals. Improves learning accessibility, promotes HFE research &amp; jobs</p>	<p>(4) Identify the Roles of IEA in Promoting Education, Certification and Professional Standards</p>	<p>Easier access to quality educational tools</p> <p>Better knowledge dissemination</p> <p>Resource sharing amongst societies</p>	<p>A centralized overview of open- access educational materials, including case studies, webinars, and instructional methods. This cost-effective solution will provide faculty and professionals with resources to enhance ergonomics education globally, without requiring significant new course development.</p>	<p>Survey regarding educational resources &amp; mentorship</p> <p>Publish overview with collection of links on website;</p> <p>Annual Update</p>	<p>Survey is finalized</p> <p>First links collected</p>
<p>3 Promoting young members through (virtual) mentorship</p>	<p>Encourages next-generation participation in HFE. Supports career development and knowledge transfer.</p>	<p>(7) Maintain a future focus for HF/E</p>	<p>Attracts young professionals</p> <p>Provides structured international mentorship</p> <p>Fosters career &amp; competence development</p>	<p>A virtual mentorship program will connect students with experienced professionals for career guidance, fostering professional growth through short-term, cost- effective engagements.</p>	<p>Survey regarding educational resources &amp; mentorship</p> <p>Mentorship Program Launch</p>	<p>Survey is finalized</p>

## Project 1: Promoting accessible Certification

For each project described in the **Summary Table** complete sections 1-7 (if applicable)

### 1) List of Stakeholder groups, and their roles

Specific + by category: *System actor / Expert / Decision-Maker / Influencer*

[Include commonalities with other IEA EC committees, if applicable.]

Stakeholder Group	Role within the Project	Role category
<ul style="list-style-type: none"> <li>IEA PSE</li> </ul>	<ul style="list-style-type: none"> <li>Project oversight</li> <li>Ensure alignment with core competencies</li> </ul>	<ul style="list-style-type: none"> <li>Decision-maker</li> </ul>
<ul style="list-style-type: none"> <li>Certifying bodies/course providers</li> </ul>	<ul style="list-style-type: none"> <li>Apply for endorsement</li> <li>Provide &amp; access best practice curricula</li> </ul>	<ul style="list-style-type: none"> <li>Expert</li> </ul>

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

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

Stakeholder	Person's role within the Project	Role type
IEA PSE Chair	<ul style="list-style-type: none"> <li>Coordinate activities, outreach to certifying bodies &amp; course providers</li> </ul>	Influencer, Expert, Decision-maker
PSE Co-Chairs	- outreach to certifying bodies & course providers	Expert, decision-maker
Subcommittee Co-Chairs	- advise on certification process, prepare suggestions for endorsements	Expert, decision-maker
Contact person Certifying bodies/course providers	<ul style="list-style-type: none"> <li>provide documentation for certification endorsement</li> <li>provide best practice curricula</li> </ul>	Influencer, Expert

### 3) Map of relations between stakeholders

From	IEA PSE Chair & Co-Chairs	Certifying Bodies & Course Providers
To		



<b>IEA PSE Chair &amp; Co-Chairs</b>	<i>Project oversight</i>	<i>Collection of best practices, Application for Endorsement</i>
<b>Certifying Bodies &amp; Course Providers</b>	<i>Outreach, provide access to curricula</i>	

4) Benefits to stakeholders

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

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

<i>Activity undertaken</i>	<i>Societies/committees involved</i>	<i>Hours dedicated to activity</i>	<i>Resources used</i>
<i>Collection of Best Practice Curricula</i>	<i>FEES, CREE, University of Nottingham, University of Derby, Artee, SSA, ACED</i>	<i>10</i>	<i>Dropbox</i>

6) Outcomes to date

5 best practice curricula collected

7) Future Activities

- Collect further “best practice“ curricula from different countries/perspectives (China, UK, France, etc.)
- Divide collected curricula amongst team members and check w.r.t. IEA core competencies
- Discuss if competencies should be expanded (e.g. w.r.t. practioners’ requirements, new work trends, UX methods).
- On-going: Endorsement of Certification Processes

## Project 2 Repository educational Tools

For each project described in the **Summary Table** complete sections 1-7 (if applicable)

### 1) List of Stakeholder groups, and their roles

Specific + by category: *System actor / Expert / Decision-Maker / Influencer*

[Include commonalities with other IEA EC committees, if applicable.]

<b>Stakeholder Group</b>	<b>Role within the Project</b>	<b>Role category</b>
<ul style="list-style-type: none"> <li>IEA PSE</li> </ul>	<ul style="list-style-type: none"> <li>Project oversight</li> <li>Ensure diversity and accessibility of material</li> </ul>	<ul style="list-style-type: none"> <li>Decision-maker</li> </ul>
<ul style="list-style-type: none"> <li>Federated Societies, Course Providers</li> </ul>	<ul style="list-style-type: none"> <li>Provide links to &amp; disseminate educational material</li> </ul>	<ul style="list-style-type: none"> <li>Expert, Influencer</li> </ul>

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

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

<b>Stakeholder</b>	<b>Person's role within the Project</b>	<b>Role type</b>
<b>IEA PSE Chair</b>	<ul style="list-style-type: none"> <li>Coordinate activities, survey existing material, compile collection, disseminate to societies</li> </ul>	Influencer, Expert, Decision-maker
PSE Co-Chairs	- outreach to societies & providers to collect links	Expert, decision-maker
Contact person Societies /course providers	- provide links to free, accessible educational material, contact & encourage members to contribute	Influencer, Expert

### 3) Map of relations between stakeholders

To \ From	<b>IEA PSE Chair &amp; Co-Chairs</b>	<b>Federated Societies, Course Providers</b>
<b>IEA PSE Chair &amp; Co-Chairs</b>	Project oversight	provide links to free, accessible educational material,
<b>Federated Societies</b>	Outreach, disseminate course material	Encourage society members to contribute

4) Benefits to stakeholders

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

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

<i>Activity undertaken</i>	<i>Societies/committees involved</i>	<i>Hours dedicated to activity</i>	<i>Resources used</i>
<i>Survey on educational material</i>	<i>IEA Council Members</i>	<i>1</i>	<i>Dropbox</i>

6) Outcomes to date

Finalized draft of survey

7) Future Activities

- Collect responses from survey
- On-going: Annual update of material overview & check of continued availability

### Project 3 Promoting young members through (virtual) mentorship

For each project described in the **Summary Table** complete sections 1-7 (if applicable)

#### 8) List of Stakeholder groups, and their roles

Specific + by category: *System actor / Expert / Decision-Maker / Influencer*

[Include commonalities with other IEA EC committees, if applicable.]

<b>Stakeholder Group</b>	<b>Role within the Project</b>	<b>Role category</b>
<ul style="list-style-type: none"> <li>IEA PSE</li> </ul>	<ul style="list-style-type: none"> <li>Project oversight</li> <li>Setup &amp; coordinate mentorship program</li> </ul>	Decision-maker
<ul style="list-style-type: none"> <li>Federated Societies</li> </ul>	<ul style="list-style-type: none"> <li>Support mentorship program: acquire mentors &amp; mentees</li> <li>Collect further ideas on promoting young members</li> </ul>	Expert, Influencer

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

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

<b>Stakeholder</b>	<b>Person's role within the Project</b>	<b>Role type</b>
IEA PSE Chair	<ul style="list-style-type: none"> <li>Coordinate activities, setup &amp; coordinate mentorship program</li> </ul>	Influencer, Expert, Decision-maker
PSE Co-Chairs	<ul style="list-style-type: none"> <li>outreach to societies, collect ideas on promoting young members, support mentorship program coordination in different regions</li> </ul>	Expert, decision-maker
IEA Council Members	<ul style="list-style-type: none"> <li>take part in survey, acquire mentors &amp; mentees</li> </ul>	Influencer, Expert

#### 10) Map of relations between stakeholders

From \ To	IEA PSE Chair & Co-Chairs	Federated Societies
IEA PSE Chair & Co-Chairs	Project oversight	Take part in survey, name interested mentors & mentees
Federated Societies	Outreach, coordinate international mentorship program	Encourage society members to contribute

#### 11) Benefits to stakeholders

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

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

<i>Activity undertaken</i>	<i>Societies/committees involved</i>	<i>Hours dedicated to activity</i>	<i>Resources used</i>
<i>Survey on mentorship needs &amp; existing programmes, &amp; other ideas to promote young members</i>	<i>IEA Council Members</i>	<i>1</i>	<i>Dropbox</i>

**13) Outcomes to date**

Finalized draft of survey

**14) Future Activities**

- Collect responses from survey
- Organizing virtual meet-ups & mentorship program launch



# Update report for IEA2027]

## Presentation at [28-29 March, Aachen]

Prepared by [Ben Peachey, IEA co-chair]

Introduction paragraph (standing committee purpose, goals, in a few words). This can be from the IEA website or an updated version you propose.

Co-chair listing:  
Who is involved, in what roles, why? – see [Ambition document](#)

Summary plan for 2024-2027 term:

Project / initiative	How does this create value-added?	How does this align with IEA strategies policies?	What needs will be met?	Goals to be reached	Milestones (Outline to measure progress)	Current status [to start / in progress / completed]
1 IEA 2027	Brings global HF community together; opportunity to engage partners	Contributes to all 7 strategic polociies	?	2,000 attendees; sponsorship targets tbc;	Listed below	
					Ambition document	Complete – approved by CIEHF Council, Andrew Thatcher and Rosemary Seva
					Event company selection	Complete – appointed in December 2024
					Company setup and IEA agreements	In progress – due April 2025

Project / initiative	How does this create value-added?	How does this align with IEA strategies policies?	What needs will be met?	Goals to be reached	Milestones (Outline to measure progress)	Current status [to start / in progress / completed]
					Venue selection/date	Venue chosen; negotiating on available dates
					Draft budget	In development; due June 2025
					Sponsorship packages	Not started - due July 2025
					Programme outline and design	Not started - due June 2026
					Paper submissions, ticket and accommodation booking launch	Not started - 12 months before event
					Programme launch	Not started - date tbc
					Conference delivery	Not started - date tbc
					Post-event evaluation	Not started - 1 month after event
					Event report to IEA	Not started - tbc after event

1) **List of Stakeholder groups, and their roles**

Specific + by category: *System actor / Expert / Decision-Maker / Influencer*

[Include commonalities with other IEA EC committees, if applicable.]

Stakeholder Group	Role within the Project	Role category
	<i>See ambition document</i>	

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

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

Stakeholder	Person's role within the Project	Role type

3) **Map of relations between stakeholders**

From To	Stakeholder A	Stakeholder B	Stakeholder C	Stakeholder D	Stakeholder E
Stakeholder A					
Stakeholder B					
Stakeholder C					
Stakeholder D					
Stakeholder E					

4) **Benefits to stakeholders**

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

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

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

6) **Outcomes to date**

7) **Future Activities**

## IEA Triennial Congress London 2027 Ambition statement

**Prepared by: Diane Garfield, Tina Worthy, Ben Peachey (CIEHF staff team)**

**Reviewed by: Becky Charles (IEA2027 Organising Committee Chair)**

**Date: 1 November 2024**

### Overview

CIEHF won the bidding process to host IEA2027 in London, at the 2021 IEA Council meeting. It is a triennial event with the most recent edition being held in Jeju, Korea from 25-29 August 2024. The bid document was put together by then CIEHF CEO Noorzaman Rashid and Barbara Calderwood of professional conference organizing company MCI Group. According to the bid document, the total cost of IEA2027 is likely to be around £800k-£1,000,000 with ticket sales and sponsorship used to offset costs. The stated outcome in the bid document was to achieve a profit of £100,000 (split 50-50 between IEA and CIEHF).

This document outlines the current ambition for the event and has been created to help event companies prepare bids to be our conference partner. It has also been shared with the IEA President for comment.

## Event ambition and goals

### Theme

The conference theme(s) are yet to be decided but will be closely aligned to the CIEHF strategy (see <https://ergonomics.org.uk/about-us/strategy.html>). CIEHF's purpose is to help human factors professionals make life better and safer for people and society; our ambition is to put people at the centre of economic, societal and technological change.

Our current thinking is that the following societal challenges will form the basis for the conference theme(s): AI, automation, sustainable development, health & wellbeing.

### Target audiences

CIEHF is committed to growing the HF profession in line with its charitable purposes. To achieve this, we need to work with professionals who already work within HF, and engage with others outside who we know would benefit from awareness and input from HF professionals in order to thrive. To support that ambition, we seek to attract the following stakeholder groups to IEA2027:

- IEA: Executive Committee itself, federated societies around the world and their members (who are HFE professionals or supporters), and organisations with whom it has MOUs
- Other professionals working under the umbrella of HFE (private individuals who are not a member of CIEHF or an equivalent national body)
- Government: health & safety, labour relations/DWP, justice/legal departments
- Civil society: charities, trade unions and pressure groups with a people-focus working in target sectors
- Allied member bodies and their members: engineering, design, health & safety
- Academia: universities and 16+ education, both teachers and students
- Companies: sponsorship and senior leader participants

The sectors where we are strongest are: defence, healthcare, safety-critical industries (eg nuclear), aviation, rail, automotive, construction, workplace, logistics and manufacturing.

### **Participants**

We anticipate welcoming 2,000 participants in person with a 'stretch ambition' of 3,000. We are expecting around 800 papers to be submitted. There were 1600 attendees at IEA 2024 (subject to final confirmation from the organising committee); the 2021 event was virtual only; previous events had between 800-1,600 with the 2000 event in San Diego having a record 3,000 attendees.

Equality, diversity and inclusion will be an essential aspect of planning and delivery of the event. Considerations will include and not be limited to ensuring diversity in selection of speakers, venue accessibility, sustainability considerations and protecting the safety and well-being of participants.

### **Expectation management for CIEHF members**

CIEHF hosts an annual conference for circa 300 attendees which is usually held in April in the Midlands area in the UK (2023/24 Kenilworth, 2025 in Burton-upon-Trent and 2026 in Nottingham) – see <https://ergonomics.org.uk/events-calendar/ergonomics-human-factors-2025.html>. In 2027, we will not hold this conference but will encourage CIEHF members to attend IEA2027 in London instead.

Our expectation is that ticket and accommodation prices will be higher than our annual event due London location; however, we are able to offer an international event with networking opportunities with delegates from around the world. We are confident that we will have a good value proposition for CIEHF members but must provide a compelling experience.

CIEHF members are used to having a friendly and personal experience at the EHF conference. Members are greeted often by name and we are keen not to lose that element. Regular participants also expect a 'big ticket price' that's all-inclusive which for the conference, includes an evening event on the first night, formal dinner on the second night, accommodation x 2 nights, lunches and refreshments.

### **Dates and format of event**

- Late June 2027 is the preferred date for the conference; exact dates to be proposed based on venue availability.
- The dates for the event needs to be approved by the IEA President.
- The event will be three or four days long
- The project team are considering having 1 day reserved for site visits which would require advance sign up by delegates

### **Online format / use of latest technology**

Having a live stream element to the programme is a new initiative for us but is standard practice for most conferences. At IEA 2024 in Korea, a standard AV service was provided to broadcast the sessions and enable online participants to submit questions. (We await data on online attendee numbers and whether recorded sessions are being made available post-event.)

We want help on how to offer an engaging online offering at IEA2027 using the latest technologies and practices for both in-person and virtual participants, without affecting the experience for the attendees there in person. For example, we could use AI to help participants build their participation plan based on their profile and interests.

We understand the benefits of offering an online format are:

- **Global Reach:** It allows the event to be accessible to a global audience, regardless of geographical location.
- **Increased Engagement:** Viewers can interact in real-time through comments, likes, and live chats, enhancing the overall experience.
- **Cost-Effectiveness:** It reduces the capacity needed for physical venues and travel, making it a more affordable option. (However, this can also impact the number of people who decide to attend in person.)
- **Extended Content Lifespan:** sessions can be recorded and made available on-demand, allowing people to watch them later.

If there is a value proposition for streaming/recording sessions, we need to consider whether we record all sessions or a selection. We seek the advice of the appointed event organiser to propose novel ideas on how to manage in-person and virtual attendance in terms of value proposition, integration and attendee experience.

## Planning and Management

### Roles and responsibilities

- **Project team (Organising Committee):**
  - Chair: Tina Worthy (Conference Manager)
  - Members: Becky Charles (IEA2027 Programme Committee Chair); Ben Peachey (Project oversight and IEA liaison)
  - Role: deliver successful event; prudently manage the finances (make a profit); oversight of event company; accountability to key stakeholders (IEA Executive Committee; CIEHF Council); progress reports and post-event evaluation report
- **Programme Committee**
  - Chair: Becky Charles
  - Members: 4-6 people; Becky Charles to recruit from CIEHF membership
  - Role: to design and deliver the programme for the Congress; oversight of paper review and acceptance process; oversight of remit for and liaison with IEA technical committees; keynote selection
- **Advisory Panel:**
  - Chair: tbc by IEA2027 project team
  - Members: tbc; max 12 people; non-HFE
  - Role: to provide an external viewpoint on relevance of content plans to a non-HFE audience.
- **International Advisory Group:**
  - Chair: Ben Peachey
  - 6-8 people; regional representation; recruited from IEA Council
  - Role is to ensure that we get input/ownership of event from IEA members; get feedback on both event logistics (for participants) and event programming

### IEA engagement

IEA's role in event oversight is described in the MOU between IEA and CIEHF (not yet signed). Ben Peachey will be responsible for this relationship; key stakeholders for IEA are Andrew Thatcher (President), Thomas Alexander (Treasurer) and Rosemary Seva (Science, Technology, and Practice Standing Committee Chair).

Ben will provide updates to the IEA Executive Committee at their regular meetings (usually twice a year). IEA will provide advice on finances, physical requirements, organization, themes, topics, scientific speakers and other matters. IEA will need to approve the event dates, budget and plenary speakers.

### **Project management**

The CIEHF team will use a collaboration tool (Wrike) for internal project management; we will liaise with the select event organiser to agree on any project planning tools to be used with them. Our preference is that one of their team is added to Wrike, but we are open to using other collaboration tools.

CIEHF has a documented conference process with set tasks that we can use as a starting point for building the IEA2027 project plan.

## **Venue management**

### **Venue**

The IEA2027 bid included ExCel as the conference venue but we are not tied to hosting the conference there; however, the venue must be in London. The event organising company is asked to identify suitable venues for consideration.

Once the venue is selected, we need to ensure that the venue contract clearly explains delegate support responsibilities between the venue, event company and the project team. Similarly, there should be a dedicated venue team for our event who we can liaise with on all matters concerning the venue.

### **Safety and well-being**

Safeguarding at conferences is essential to ensure the safety and well-being of all participants. We will take advice from the event company on any policies and procedures we should put in place to protect attendees, including procedures for reporting concerns. We expect to carry out risk assessments to identify potential risks and put measures in place to mitigate them. This includes assessing the venue, activities, and any special requirements of attendees. We also need to ensure that all staff (CIEHF, event company and venue) and volunteers are trained in safeguarding procedures and understand their responsibilities.

### **AV support**

We understand that most large London hotel chains with venues for this number of delegates already have AV in place and/or have recommended companies who are familiar with the space. However, we do have a preferred supplier that has worked with CIEHF on our Ergonomics & Human Factors conference for a number of years. Once the venue is selected, we will agree a process for identifying and selecting an AV supplier (or suppliers) to meet our needs with our event company.

### **Side events**

We will need to host a number of side meetings for IEA, providing meeting rooms either at or near the conference venue. The meetings include:

- IEA Executive Committee meeting – 1-day meeting 3 days prior to IEA2027 (i.e. Friday if the event starts the following Monday); c. 12 participants

- IEA Council meeting – 2-day meeting two days prior to IEA2027 (i.e. Saturday/Sunday if the event starts the following Monday); c. 50 participants
- ISO TC159 (the ergonomics standards technical committee) annual board meeting – Andrew Thatcher (IEA President) has offered this to them; waiting for confirmation
- INCOSE meetings – to be discussed with IEA and INCOSE.

Ben Peachey is responsible for agreeing requirements for these and any other side events/meetings with IEA.

## Marketing & promotion

### Event branding

Event branding is crucial for creating a memorable and impactful experience. We need support to develop:

- **Brand Identity:** a unique logo and colour scheme that reflect the event's theme and purpose.
- **Messaging:** clear and consistent messages that resonate with our target audiences. This includes taglines, slogans, and the overall tone of communication.
- **Visual Elements:** banners, flyers, social media graphics, and stage designs to create a unified look and feel.
- **Digital Presence:** an event website, app, and social media posts that are visually aligned and provide a seamless user experience.
- **Attendee Experience:** an engaging and immersive experience from the moment attendees register to the post-event follow-up.
- **Promotional Materials:** consistent promotional templates for materials, including email campaigns, advertisements, and merchandise. Promotional campaigns should include content that can be shared with communications teams (IEA members, partners, sponsors).
- **Feedback and Adaptation:** Collect feedback from attendees and use it to refine and improve future events.

Consideration needs to be given to the positioning of the CIEHF brand within the IEA event as we are not hosting our annual conference in 2027.

### Sponsorship

Finding sponsors has been a challenge for our annual conference - it can be hard to demonstrate ROI to sponsors. However, we do have a sponsor and exhibitor list to work from, as well as members who work for a range of high-profile companies from Amazon to BAE Systems and Barclays Bank.

Using our own sponsors and exhibitors list along with canvassing those at IEA2024 should give us a good starting point. Creating opportunities for specific promoted events and elements of the programme to include sponsors, would be helpful for them to see value in association. Ideas include joining panel sessions, hosting networking events or social elements of the Congress, sponsoring a breakfast. Additionally, the live streaming of the sessions plus promoting 'sizzle reels', give sponsors and exhibitors further promotional opportunities. The packages can include access to these materials for their own marketing purposes.

More research needs to be carried out to determine interest, what are the must-haves for sponsors/exhibitors to sign up and what price they are prepared to pay for this type of international

audience in London. We also have some lessons learnt from a member of the Organising Committee at IEA2017 in Florence (reputed to be one of the more successful IEA Congresses):

- “It is necessary to define the portion of the organisational budget (including the IEA loan) covered by the sponsors and how much by the registration fees. Sponsors should represent profit
- The event company helps to find sponsors and give guidance but the Organising Committee need to do the work of asking sponsors to donate money.
- The members of the organizing committee must present themselves to the sponsors in their capacity as professionals from public and private institutions, motivating them to support the event. The agency will be delegated the part of the negotiation in relation to the benefits to be proposed to the sponsor.
- The large multinational Luxottica (Ray Ban) sponsored IEA2017 but not for its product (Visual ergonomics) but to demonstrate that they are attentive to the health of their workers. The company doctors proposed sponsorship to the company managers.”

We want to attract a main sponsor for the event and seek the assistance of the even organising company to achieve this goal. We should be ambitious in our sponsorship approach and also look for lead sponsors across sectors (e.g. Defence, Healthcare) and topics (e.g. sustainability, mental health and well-being).

### **Communications and marketing plan**

CIEHF will develop a communications and marketing plan with support from the event company.

## **Event logistics**

### **Pricing strategy**

We need to set the right price ticket price for IEA2027 that balances costs, audience expectations, and market conditions. Our pricing strategy will be based on:

- understanding all event costs including venue, AV, speakers, submission system, programme and app, marketing, catering and expenses
- analysing competitor pricing by looking at similar conferences in the profession (internationally) and similar format conferences in the UK (see examples below) to understand the price range and what attendees are willing to pay.
  - April 2024: software developers’ 3-day conference in London £2,240. Included continental breakfast x 3 from 7.15am, lunch x 3, conference social event on day 1 (not dinner) and closing reception on day 3. Good idea to include breakfast so people can take a room-only accommodation rate.
  - July 2024: game developers’ 3-day conference pass in Brighton £1170 (£915 for early birds) includes lunch / one-day pass £610 (£490 for early birds)  
<https://www.developconference.com/event-info/passes-pricing>
- providing different pricing levels with varying benefits – these could include early bird discounts, VIP packages, group rates and discounted rates for delegates from lower income countries.

Based on the target number of delegates, we propose a breakeven point based on 1200 delegates with a proportion of discounted tickets within that number).

### **Ticket price – what to include**

We need to determine what is (and is not) included in the ticket price based on good practice for conference and our past practice:

- You can find ticket pricing packages for our next annual event here: <https://ergonomics.org.uk/events-calendar/ergonomics-human-factors-2025.html>
- The IEA2024 ticket packages are available here:
- Lunch was not included in the ticket price in Korea; delegates were asked to buy lunch vouchers per day (with a free lunch provided on one of the days).
- Our preference is to include lunch and daytime refreshments in the ticket price. This should include light breakfast options for those who do not have breakfast included in their accommodation.
- The EHF conference offers discounts for students and retirees. IEA offer discounts for delegates from low-income and lower-middle income countries according to the list towards the bottom of this page: <https://datahelpdesk.worldbank.org/knowledgebase/articles/906519-world-bank-country-and-lending-groups>.

Online ticket pricing also needs to be determined (see online event section above).

### **Ticketing**

CIEHF already has a delegate registration programme that is scalable for this event and integrates with our own membership database. Tickets are purchased in GBP.

### **Event app and engagement data**

CIEHF does not currently have an event app. We need to identify an off-the-shelf event app that can include customisation. In terms of functionality, we should consider:

- digital badging options rather than printed badges
- include networking options such as LinkedIn and social media posting (with relevant hashtags) to encourage engagement.
- in-session Q&As and polls, feedback surveys and note-taking.
- Use of scanners to check delegates into and out of streams-spaces to provide useful data in terms of topics of interest.
- Use of scanners for exhibitors.

### **Dinners/networking receptions**

There is a requirement to have a conference event/dinner incorporating an awards ceremony on one evening – this should be priced and ticketed separately. We should explore options for hosting this dinner at a prestigious venue close to the conference venue.

There is no requirement to host other dinners but we could consider adding topic/theme-based networking dinners as an option via the event app to aid delegate interaction. There should be an opening reception (included in the ticket price) and we could also consider other networking events funded by sponsors.

CIEHF usually presents its own awards during its annual conference; as we will be presenting IEA awards during IEA2027, we will need to consider if/how to incorporate the CIEHF awards.

### **Accommodation planning**

Delegates will be responsible for finding, booking and paying for their own accommodation for the event. We should provide a range of accommodation options close to the conference venue with booking codes for delegates to use. We should include a range of prices with cheaper accommodation options (eg partner with universities and/or youth hostel association) for students and delegates from lower income countries.

Rooms will need to be booked at the most convenient hotel near to the conference venue for VIP attendees including:

- IEA2027 project team
- IEA President, Vice President and Treasurer
- CIEHF President
- Keynote speakers
- Lead sponsor representatives

## Event content planning and management

### Programme content

We need to decide on a format that works for delegates. We have a successful model that we use for the CIEHF annual conference with parallel content streams and plenary sessions that run separately to the streams. The IEA2027 bid document proposed up to 30 streams, but we are now committed to a “less is more” approach, partly based on some of the feedback we received regarding the IEA 2024 programme.

IEA 2024 was predominantly delivered through paper presentations followed by Q&A sessions. Our ambition is to deliver a programme that maximises participation and interaction across a variety of formats. We have had success with different formats at our annual conference including masterclasses, keynotes, lectures, paper presentations, poster sessions, workshops and panel discussions.

### Paper submissions management

We have a software application called Oxford Abstracts that we currently use for our conferences and intend to use for IEA2027.

The review process will be similar to our annual process but we will need a bigger team as we expect the volume of submissions to be higher than our usual conference numbers. The IEA technical committees are an important source for driving submissions and we expect to work with them for submission reviews.

### On-site volunteer team

We currently use a ‘secretariat’ to support each session comprising two per space plus a Head of Secretariat, drawn from our student membership. Given the size and international nature of the Congress, we should consider increasing the size of the support team (and recruiting volunteers from outside the UK) although this has an impact on the budget for accommodation, subsistence and ticket sales.

### Risk management

This event features on the CIEHF risk register and we need to complete a risk assessment. We will seek support from the event company to manage risk and will consider taking out insurance against financial liabilities that pose a significant risk to CIEHF.

## Post-event activities

### Proceedings book

CIEHF self-publishes a proceedings book for its annual EHF conference for copyright and indexing reasons – each paper is published as open access. However, the IEA uses Springer to publish its proceedings book.

IEA2024 also says that “selected full papers may be considered for special issues in prestigious journals such as Applied Ergonomics, Human Factors, International Journal of Industrial Ergonomics, and WORK”. We will liaise with IEA to agree the approach for IEA2027.

**Post-event evaluation**

Post- and during-event evaluation by delegates has not been a part of recent IEA Congresses; however we do have delegate feedback from CIEHF’s annual conference. We are looking for help to deliver fresh ways to gather and evaluate participant feedback in line with good practice human factors techniques.

**Report to IEA**

CIEHF is expected to share an IEA2027 finance report with IEA within four weeks of the end of the Congress. This should include a statement of funds due to be paid to IEA in accordance with the event agreement.

# Advisory Group on Standardisation

- Act as the CATEGORY-A Liaison of TC 159
- Inform the current interests of ISO TCs relevant to HFE to IEA member and HFE experts
- Identify and propose new issues relevant to HFE to ISO PCs
- Promote the effectivity of standardization to IEA member and HFE experts

Then, ~~for each project, complete the following 3 slides~~

EC meeting: March 2025

Presenter: *Masaaki Mochimaru (JES)*



1

## \*\*\* Advisory Group on Stan<sup>d</sup>ardisation \*\*\*

### Value-add

- Communicate with ISO stakeholders, representatives from IEA member societies, HFE experts in the relevant IEA Technical Committees
- Propose and draft NWIPs as identified by the IEA
- Comment on drafts of ISO documents related to HFE as an IEA representative

[what is the goal!?!]

- Social implementation of the science and practice of HFE through ISO activities

### Alignment with IEA Goals

- To develop more effective communication with and collaboration between federated societies (i.e. ISO experts and HFE experts of IEA member societies)
- To advance the science and practice of HFE at an international level.
- To enhance the contribution of the HFE discipline to global society

### Stakeholder Needs to be met

- Representatives from ISO TCs, SCs and WGs (mainly, but not limited to TC159)
- Representatives from IEA member societies

### Project outline including status

- Communication with ISO and IEA [In Progress]
- Proposal of NWIPs [To Come]
- Comments on drafts [To Come]

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## What stakeholders are involved in project & how?

Group	Group's role within Project + category*	Group benefit	Individual	Individual's role within project	Individual benefit
Ex. Group A	Ex. Project oversight (I)	Ex. Knowledge for reporting	Person1 Person2	Initiator (A) Supporter (E)	CV Next generation
Expert	<ul style="list-style-type: none"> <li>Communicate with ISO TC 159 stakeholders and IEA member societies.</li> </ul>	<ul style="list-style-type: none"> <li>Obtaining new experts to TC 159</li> </ul>	<ul style="list-style-type: none"> <li>Masaaki Mochimaru (SC1, SC3)</li> <li>Shin Fukuzumi (SC4)</li> <li>TBD (SC5)</li> <li>Nana Ito (WG2, WG3)</li> </ul>	Communicate with ISO TC 159 stakeholders and IEA member societies.	
Expert	<ul style="list-style-type: none"> <li>Comment on drafts in their SC/WG as an IEA representative</li> </ul>	<ul style="list-style-type: none"> <li>Contribution to improve the drafts based on the science and practice of IEA</li> </ul>	<ul style="list-style-type: none"> <li>Masaaki Mochimaru (SC1, SC3)</li> <li>Shin Fukuzumi (SC4)</li> <li>TBD (SC5)</li> <li>Nana Ito (WG2, WG3)</li> </ul>	Comment on drafts in their SC/WG as an IEA representative	
Expert	<ul style="list-style-type: none"> <li>Promote other TCs activities relevant to HFE to IEA member societies.</li> </ul>	<ul style="list-style-type: none"> <li>Obtaining new experts to contribute other TCs</li> </ul>	<ul style="list-style-type: none"> <li>Masaaki Mochimaru (TC 324, TC 312., services)</li> <li>Hiroshi Sato (TC 314, well-being)</li> <li>TBD (TC 199, TC 283)</li> </ul>	Promote their TCs activities relevant to HFE to IEA member societies.	
Actor	<ul style="list-style-type: none"> <li>Promote the effectivity of standardization to IEA member and HFE experts</li> </ul>	<ul style="list-style-type: none"> <li>Understanding of benefits on standardization to IEA member societies</li> </ul>	Masaaki Mohimaru and other experts (TBD)	Promote the effectivity of standardization to IEA member and HFE experts	

\*Categories are indicated by letters: Actor/ Expert/ Decider/ Influencer

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## As required Main stakeholders and their relationship to each other

From \ To	Stakeholder A AGS members	Stakeholder B ISO TC 159 Experts	Stakeholder C IEA member societies	Stakeholder D Other ISO TCs' experts	Stakeholder E
Stakeholder A AGS members		Comment on drafts in their SC/WG as an IEA representative  Identify and propose new issues relevant to HFE	Inform the current interests of ISO TC159 to IEA member societies	Identify and propose new issues relevant to HFE	
Stakeholder B ISO TC 159 Experts	Inform the current interests of ISO TC159 to AGS members		Join each domestic conference and IEA congress as ISO expert	None	
Stakeholder C IEA member societies	Identify and propose new issues relevant to HFE to AGS members	Join TC 159 as experts		Join TCs as HFE experts	
Stakeholder D Other ISO TCs' experts	Inform the current interests of ISO TCs relevant to HFE to HFE experts	None	Join each domestic conference and IEA congress as ISO expert		
Stakeholder E					

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# Update report for ICT Ad Hoc Committee

## Presentation at EC meeting March 28-29, 2025, Aachen

Prepared by Takashi Kawai, ICT Ad Hoc Committee Chair

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

Co-chair listing: Nancy Black (VPSG), Aleksandra Gamper (Administrator), Kian Leong (External vender)

Summary plan for 2024-2027 term:

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

For each project described in the **Summary Table** complete sections 1-7 (if applicable)

**1) List of Stakeholder groups, and their roles**

Specific + by category: *System actor / Expert / Decision-Maker / Influencer*

[Include commonalities with other IEA EC committees, if applicable.]

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

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

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

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

**3) Map of relations between stakeholders**

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

4) Benefits to stakeholders

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

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

<i>Activity undertaken</i>	<i>Societies/committees involved</i>	<i>Hours dedicated to activity</i>	<i>Resources used</i>
<i>Routine website management</i>	<i>Officer, ICT director</i>	<i>1-2 hours / week</i>	<i>Management fee for external vendor</i>

6) Outcomes to date

[list]

Regular maintenance and technical support.  
Completed direct linkage of 36 webinar contents.  
Placement of sign-up form on all TC pages.

7) Future Activities

[list]

Complete website full transition to new corporate image.  
Improve voting functionalities within members' area.  
Implement enhancements for file-sharing capabilities.  
Define and implement a coherent SNS linkage strategy.