



# Minutes of the Meeting of the IEA Executive Committee

26-27 October, 2025

**Location:** Shunde Building, Room 512, Tsinghua Campus, (Beijing) and online (Zoom)

**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 (MR)
- 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)
- Masaaki Mochimaru – Advisory Group on Standardization (MM) – *virtual*

**Absent:**

- Staff:** Aleksandra Gamper, Administrator, IEA Office (AG)
- Andrea Wittenbecher, Swiss Director (AW)

**Day 1. Sunday 26 October 2025**

Agenda item	Discussion, Decisions and Action Items
0900 1. Call to Order and Approval of Agenda	The agenda was approved as amended (adding the consideration of Journal Endorsement of the <i>Ergonomics</i> journal published by Taylor & Francis) by unanimous consent.
0905 2. Minutes of last EC meeting	Previously sent for comment, edited in accordance with comments and filed on IEA Website Executive members' area. <u>Comment:</u> The question was raised whether we followed up on action items and reported about this. In future, VPSG to send out list of actionable items in advance of the meeting to ensure that these are addressed. This will also be addressed in the following EC meeting.
3. President's report	The President's report was presented and discussed. <ul style="list-style-type: none"> <li>• Dul (2012) paper to be revisited and determine if adjustments to the strategic direction are required. Launched in March 2025; updating paper submission planned middle 2026.</li> <li>• Initiatives with external stakeholders: ILO, WHO, ISO (handled mostly by Masaaki)</li> <li>• Linking ISO's TC 159 (ergonomics) – TC 283 (Occupational Health &amp; Safety) in long-term strategy (inserting HFE in Safety Management); IEA Safety and Health TC also involved. <ul style="list-style-type: none"> <li>• ISO Plenary meeting planned during IEA2027 in London</li> <li>• Masaaki may suggest AI as a new topic in ISO next year (NWIP); as a National Body creates standards, strategic work required.</li> </ul> </li> </ul>



Agenda item	Discussion, Decisions and Action Items
	<ul style="list-style-type: none"><li>• ILO document planned for November 2025 submission to ILO.<ul style="list-style-type: none"><li>• Carisa Harris will present status on day 2 of Council meeting. By end November – 150-page document to present to ILO; if accepted – reduced text to 20 pages and then to 2 pages. Two-year process that becomes increasingly political. <b>Aim: signed ILO convention in 2030.</b></li></ul></li><li>• In WHO – Patient safety focus with Kathy Mosier and Michelle Robertson lead; HFES-heavy writing team<ul style="list-style-type: none"><li>• New Non-State Actor agreement led by Shanqing Yin (Singapore) M. Robertson (HFES, USA) for 3 years starting 2026 <b>Aim: guidance of HFE – patient program of action (2026-2028)</b> - NB – reduction in WHO financing, with OSH moving to ILO</li></ul></li><li>• Strategic initiative plans following spring EC meeting in Aachen.</li><li>• Future President ambassador visits would like to focus on <i>engaging with students.</i></li><li>• Discussion of INSTATS platform as potential host for webinar videos (replacing YouTube); offer to partner<ul style="list-style-type: none"><li>• Allows easier monetization;</li><li>• IEA Member Societies could be affiliated;</li><li>• FS members could get discounts on fees to access resources of other partner organizations.</li></ul></li></ul> <p><u>Discussion:</u></p> <ul style="list-style-type: none"><li>• Could IEA Member Societies upload elements (like webinars) to INSTATS in their role as IEA partners?</li><li>• Already some IEA webinar content on YouTube has been used without IEA consent for pay-for-view TV channel content. The change to INSTATS could better avoid this</li></ul> <p><b>ACTION: AT to ask Council for opinion on this INSTATS initiative.</b></p>
4. VP/Treasurer's Report	<p>The VP/Treasurer's Report was presented and discussed.</p> <ul style="list-style-type: none"><li>• The revenues, e.g. royalties, were specified.</li><li>• The challenges for international accounting were explained, referring to the exchange between different currencies from credit card, Swiss Franc account and US-Dollar accounts at UBS</li><li>• Details about the capitation fee and the surplus from IEA2024 congress were provided.</li><li>• The initiative to co-finance the Open access to an IEA-TC book published by Springer “Human Factors and Ergonomics in Robotics” was presented; this includes IEA and BAuA. Similar co-financing initiatives are possible in future.</li><li>• Consavo: The costs for legal and accounting support seem to be quite high, but this also includes accounting verification and tax document preparation. It is essential for operation.</li></ul> <p><u>Discussion:</u></p>



Agenda item	Discussion, Decisions and Action Items
	<ul style="list-style-type: none"> <li>• IEA Endorsement fees for certification system: Which are the actual costs (USD 100) and is it worth waiving IEA event endorsement fees? EC agreed to keep the fee.</li> <li>• IEA endorsement fees for certification systems and if it should also be applied for recertification. Should follow OP.</li> </ul> <p><b>ACTION: VN to present proposal to Officers concerning possible change to recertification payment according to OP 20.</b></p> <p><b>ACTION: The documentation for endorsement of different certification systems from the past to be compiled and shared in minutes (VPSG)</b></p> <p>In 2024, 40 of the 55 Member Societies paid their dues (some pay in advance, others pay late). This is typical and, from a financial perspective, not critical.</p> <p>A written Financial Reserve Policy is required (action from March 2025 meeting: how much money should IEA keep in reserve). Officers have not yet documented a Reserve Policy. TA states that good practice is to have at least 3 years of operating expenditures in reserve at any time. Co-sponsorship of open-access publication is possible (10 000 \$ in 2025).</p> <p><b>ACTION: IEA Treasurer will refer to the Reserve Policy in the financial report to the council in 2026.</b></p> <p><u>Discussion:</u> VPSG (NB) is responsible for Sustaining Members. <b>BP asks for transparency about the number of funds; and the amounts from each Sustaining Member.</b> AT notes 3 new sustaining members in 2025; <b>ACTION: Nancy to discuss Sustaining member changes during Council Meeting.</b></p>
	BREAK
5. VPSG Report and Journal Endorsement evaluation	<p>The VPSG report was presented and discussed.</p> <ul style="list-style-type: none"> <li>• Webinar certificate production automation. Q: How is the survey filled in at the of the webinars used? – <b>RS sends these results to webinar presenters. Plan in future to send also to TC Chairs</b></li> <li>• Consideration of Journal Endorsement of the <i>Ergonomics published by Taylor &amp; Francis</i>. Documents submitted by publisher. Presented the evaluation process following OP12: STP pre-evaluation; STP-managed detailed evaluation. <ul style="list-style-type: none"> <li>- During final discussion and voting, AT and WZ were absent (due to their Conflict of interest).</li> </ul> </li> </ul> <p><b>Proposal: That the journal <i>Ergonomics</i> published by Taylor &amp; Francis be endorsed by IEA.</b></p> <ul style="list-style-type: none"> <li>- <b>Accepted unanimously.</b></li> </ul> <p>A copy of the Journal must be provided to IEA as part of the Endorsement OP.</p> <p>Virtual Gatherings appreciated – number of gatherings and their timing to be confirmed for next year during Council meeting.</p>



Agenda item	Discussion, Decisions and Action Items
	<p>ACTION: NB / AT to gather suggestions for future <i>Virtual gatherings</i> (number and intervals) from Council</p> <ul style="list-style-type: none"><li>• Online Forum on website not used; only people with a Member login can access it.</li><li>• <b>ACTION: NB to Consider removal</b></li></ul>
6. Report and discussion: Science, Technology & Practice Committee	<p>A report on the activities of Science, Technology and Practice Committee activities was presented by STP chair, Rosemary Seva (RS) and discussed.</p> <ul style="list-style-type: none"><li>• Webinars: 8 presented to date in 2025</li><li>• Labour-focused Ergonomics in a Nutshell document; good progress; require reviewers</li><li>• New Nutshell document planned for <i>government</i> (first priority). Children (school aged or pre-school may be done in parallel if interested parties).</li></ul> <p><b>ACTION: all EC members to send RS suggestions for Labour document reviewers</b></p> <ul style="list-style-type: none"><li>• TC signup announcements via monthly (NewsBriefs): 94 people have signed up to join a TC. Process: RS sends new name to TC chair; TC chair contacts this new person.</li></ul> <p><b>ACTION: RS to emphasize that TCs must contact these new recruits (point at upcoming STP-TC semi-annual meeting)</b></p> <p><u>Discussion:</u></p> <ul style="list-style-type: none"><li>• Communicate to IEA Council members – who in your Society are TC members</li><li>• One new TC: Maritime HF&amp; E</li></ul>
7. Report and discussion: Professional Standards & Education	<p>A report on the activities of the Professional Standards and Education Committee was presented and discussed.</p> <ul style="list-style-type: none"><li>• New certification body in Malaysia has been endorsed;</li><li>• Request for re-endorsement received from CREE;</li><li>• Created documentation (database) of various certification systems to follow up.</li><li>• Planning creating of a <i>repository</i> for HFE Educational Tools;</li><li>• Preliminary results (29) of PSE survey active since May 2025: interest in sharing educational resources, international mentorship program; networks.</li><li>• Concerns voiced: recruitment of new members and retention of existing members;</li><li>• General Feedback includes: mediation; gathering and supporting exchange amongst members and financial support is of interest</li></ul> <p><b>ACTION: to encourage more survey responses at Council meeting. To close Survey a few weeks later, compile final results and share these with Council</b></p> <p><u>Discussion:</u></p> <ul style="list-style-type: none"><li>• View of IEA role varies (even within EC!)</li><li>• Consider strategic initiatives that go beyond the current EC term</li></ul>



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<p>8. Report and discussion: International Development Committee (IDC)</p>	<p>Update from IDC by chair Anindya Ganguli.</p> <ul style="list-style-type: none"> <li>• Collaborating with PSE with common co-chair: Liang Ma</li> <li>• Discussed progress on key projects (green sections completed; yellow in progress; rest to come)</li> <li>• Developing a new stand-alone course covering IEA core competencies;</li> <li>• University in Costa Rica: UTN is a new <i>corporate</i> Sustaining member of IEA;</li> <li>• Vietnamese ergonomics training program – with potential for IEA membership</li> <li>• Translations of IEA documents in new languages</li> </ul> <p><b>ACTION: documents to be posted on IEA website to be supplied to Aleksandra and NB.</b></p> <ul style="list-style-type: none"> <li>• The Bolivian Society has applied for IEA Federation, and this will be voted on in the Council meeting.</li> <li>• ACED activities: officially registered – allowing it to become an officially recognized IEA Network.</li> <li>• possible creation of Bangladesh Member Society; currently less than 25 members and minimum annual 100 USD fee a problem.</li> </ul> <p><b>ACTION: Officers to consider different cost structure for IEA Affiliated Societies</b></p>
<p>9. Report and Discussion: Awards</p>	<p>A report on the activities of the Awards Committee was presented by Chair and Past IEA President Jose Orlando Gomes and discussed.</p> <p>All the 10 people nominated as fellows were confirmed by vote of EC members in advance of this meeting.</p> <p>1 IEA/Tsinghua Awardee 8 IEA / Kingfar Student Awardees (2 from Iran) 5 IEA / Kingfar Early Career Awardees (1 from Iran) <i>Iranian awardees cannot receive monetary awards due to international sanctions.</i></p> <p><u>Discussion</u></p> <ul style="list-style-type: none"> <li>• To present the total number of submissions as well as awards to Council</li> <li>• No practitioner award exists. No <i>Product Development Process</i> award exists.</li> <li>• <b>ACTION: JOG to pursue new categories of awards (and sponsorship)</b></li> </ul>
<p>12:30</p>	<p>LUNCH (on-site)</p>
	<p>Visit Tsinghua University – Lovely walk around the campus led by Wei Zhang</p>
<p>10. Report and discussion: Development and Promotion Committee</p>	<p>Presentation on the activities of the Development and Promotions Committee by chair Wei Zhang and discussion.</p> <ul style="list-style-type: none"> <li>• Three universities together paying 100k USD in sponsorship;</li> <li>• 80k (?) USD from 35 of the 56 Federated Societies (FS)</li> <li>• To encourage more nominations for IEA Awards and Prizes via Council representatives</li> <li>• Encourage more HFE publications in journals.</li> </ul>



Agenda item	Discussion, Decisions and Action Items
	<ul style="list-style-type: none"> <li>• At upcoming HF Engineering in AI Systems (30 Oct. – 1 Nov):               <ul style="list-style-type: none"> <li>- <i>Meet the editors session at HF Engineering in AI systems conference following the meetings (including Ergonomics, IJIE, Cognition Technologies)</i></li> <li>- <i>750 registrations; 830 participants including 100 emerging young scholars</i></li> <li>- Encouragement to faculty groups: if over 30 participants from a faculty – that faculty is recognized as “<i>supporting team</i>” and advertised in the conference program!</li> </ul> </li> <li>• Promote Major Platforms and Events through IEA.</li> <li>• Invite (subsidize) <i>active</i> TC chairs</li> <li>• Support <i>new awards</i> in particular areas</li> </ul> <p>Summary of Council FS attendance at Beijing meetings: 2/4 Africa; 12/13 Asia; 10/25 Europe; 9/12 Americas; 2/2 Oceana</p> <ul style="list-style-type: none"> <li>• ACED participation at the HF Eng. in AI systems Conference was sponsored by the CES.</li> </ul>
<p>11. (ONLINE) Report and discussion: Information &amp; Communication Technology</p>	<p>The report on the activities of Information and Communication Technology Ad Hoc Committee led by Takashi Kawaii (TK) was presented and discussed.</p> <ul style="list-style-type: none"> <li>• <i>Ambassador Report</i> platform created within <i>iea.cc</i> Member area</li> <li>• Working to improve website Usability: <i>Calendar</i> created as requested by CPR with support from VPSG, Office; incorporation of new IEA colours and logo (incomplete still)</li> </ul> <p><b>ACTION:</b> planned activities:</p> <ul style="list-style-type: none"> <li>• <b>TK to Revise Member area for greater usability</b></li> <li>• <b>TK, NB: Collaboration with Alexander Volosiuk – he has a group in a usability course that will analyze the IEA website, make recommendations, create a wire frame of updated website.</b></li> <li>• <b>To better follow website usage with Google Statistics. (periodically share)</b> <ul style="list-style-type: none"> <li>- Currently highest traffic on “What is HFE”</li> </ul> </li> </ul> <p><b>ACTION: TK to share monthly website visit statistics with NB, Office</b></p>
<p>15:30</p>	<p>Break</p>
<p>12. Report and discussion: Communications and Public Relations</p>	<p>A report on the activities of the Communications and Public Relations Committee activities was presented by chair Martin Rodriguez and discussed.</p> <ul style="list-style-type: none"> <li>• Co-chair Barry Kirby is very actively creating new channels in LinkedIn</li> <li>• Need further Social Media support (regular creation)               <ul style="list-style-type: none"> <li>- ULAERGO pays 80 USD annually for website hosting + employs a supporting person.</li> </ul> </li> </ul> <p><u>Discussion</u></p> <ul style="list-style-type: none"> <li>• Must avoid double work</li> <li>• Can use content from Member Societies (with permission)</li> </ul>



Agenda item	Discussion, Decisions and Action Items
	<ul style="list-style-type: none"> <li>• WZ notes there are 3 levels of content within CES website; <i>freshet</i> is level 3 – but this is too much work!</li> <li>• BP suggests 5 types of media content;               <ul style="list-style-type: none"> <li>- Our Members can be champions;</li> <li>- Could use content to recruit TC members;</li> <li>- Need clarity on the strategy of IEA (for FS)</li> </ul> </li> <li>• TA reminds that IEA does not <i>hire staff</i>; can reimburse costs (pay invoices);               <ul style="list-style-type: none"> <li>- Paying for a Social Media support could create conflict when other roles are <i>volunteer</i> (ex. NewsBriefs)</li> </ul> </li> </ul> <p><b>ACTION: EC to clarify <i>Who is our audience; Why?</i></b> <i>Discussion of two Audiences markets: FS &amp; People interested in joining HFE</i></p> <p><b>ACTION: NB (VPSG) to improve onboarding for Council and EC</b></p>
13. (ONLINE) Report and discussion: Standardization	<p>Report on the Advisory Group on Standardization was presented by Masaaki Mochimaru and discussed</p> <p>Plans for upcoming year:</p> <ul style="list-style-type: none"> <li>• Publish 10 lines of content monthly in Newsbriefs to raise awareness of relevant Standards (ISO). With 6 IEA representatives on ISO subcommittees, this means 2x annually for each.</li> <li>• Host a webinar</li> <li>• Attend ACED in 2026, presenting on ISO Category A Liaison significant</li> <li>• Organizing AGS – Reporting</li> <li>• Focus on <i>value-added</i> of IEA – to Propose New Work Items (NWI)</li> </ul> <p><u>Discussion:</u></p> <ul style="list-style-type: none"> <li>• RS suggests AGS use active TCs to support new standard development;</li> <li>• Hot topic suggestions for NWI:</li> <li>• <i>AI (what are the risks between AI and HFE?)</i></li> <li>• TC159 – Robotics with autonomous intelligence was discontinued;</li> <li>• <i>Exoskeletons – robotics</i> of interest</li> <li>• JOG can assist with ISO activities.</li> </ul>
17:00	Summary of day
17:30	CLOSE OF MEETING DAY 1

**Day 2. Monday 27 October 2025.**

Agenda item	Discussion, Decisions and Action Items
9:00	Call to order. Reminder of plans for remainder of meeting
9:05 14. Report and discussion: IEA2027	<p>A report of the current IEA 2027 Congress preparations was presented by Ben Peachey (BP) and discussed.</p> <ul style="list-style-type: none"> <li>• Congress dates announced: 23-25 August 2027</li> <li>• MOU signed</li> <li>• Seed Money received</li> </ul>



Agenda item	Discussion, Decisions and Action Items
	<ul style="list-style-type: none"> <li>• Budget developed</li> <li>• “Community interest” defined: (beneficiaries are CIEHF and IEA)</li> <li>• Content preparation initiated via survey sent to TCs. Nine responded (of 24 potential) – disappointing response rate, but great content from those responding.</li> <li>• Inspired by HEPS 2025 (in Dublin); planning starting from HEPS @ IEA 2027 (<i>Joining is better, when possible</i>)</li> <li>• Marketing started at IEA 2024.</li> <li>• Sponsorship package created; start within CIEHF</li> <li>• <i>Want direction from IEA about partner engagement</i></li> <li>• <i>Initiative for FS: each Member Society offered their own discount Code for ticket sales upon request. When a participant signs up to attend – FS will receive notice (helps FS track their member participation)</i></li> <li>• Venue organization of FS meeting/gathering on-site possible <i>upon request</i>;</li> <li>• TC meeting space available <i>upon request</i>;</li> <li>• Portal for room bookings (various locations including student residences – since congress will be during university vacation)</li> </ul> <p><u>Discussion - Questions / Concerns:</u></p> <ul style="list-style-type: none"> <li>• Will there be a VIP room? – <b>ACTION: BP to confirm</b> if VIP room will be available</li> <li>• Will there be space for FS gatherings – like GfA? – upon request, yes; space allocated according to estimated attendees;</li> <li>• What will the registration cost be? – <b>To be determined</b></li> <li>• Be aware of competition with other events (ex. AHFE; consider <i>their marketing</i> and ensure <i>ours is stronger</i>).</li> </ul> <p><b>ACTION: Ensure up-to-date link to IEA2027 congress on IEA.cc (Aleksandra via NB)</b></p> <p>Spring 2026 EC meeting in England:</p> <ul style="list-style-type: none"> <li>• EC meeting 25-26 April in Nottingham (2.5 h train from London)</li> <li>• Officers and RS to arrive 23 April; site visit at Excel in London</li> <li>• Dinner evening of 26 April with start of CIEHF conference.</li> <li>• CIEHF conference 27-29 April; EC members may be offered a discount for registration.</li> <li>• IEA to cover EC 3-night accommodation and meals.</li> <li>• Conference centre on University of Nottingham <b>campus</b></li> <li>• <b>ACTION: BP to confirm EC member plans for in-person attendance at April 2026 EC meeting</b></li> </ul>
15. Discussion of collaborating activities and opportunities	<p>Working together opportunities and initiatives; building on strategic plans 2024-2027 consolidated with links document and Aachen results</p> <ul style="list-style-type: none"> <li>• Improve involvement of Sustaining Members.</li> <li>• Appreciation of PSE survey</li> </ul>
10:05	BREAK
16.	Feedback – What worked well, what could be improved. What to be brought forward to next Council meeting / workshops



Agenda item	Discussion, Decisions and Action Items
Review of two Virtual Council Gatherings (20 Feb.; 23 June)	<ul style="list-style-type: none"><li>• Smaller breakout rooms very useful</li><li>• Gatherings are “the most important thing we do”</li></ul> <p><b>ACTIONS suggested:</b></p> <ul style="list-style-type: none"><li>- <b>Build on PSE survey results for future gathering topics</b></li><li>- <b>Explore and try <i>different formats</i></b><ul style="list-style-type: none"><li>○ <i>World Café</i></li><li>○ <i>Sticky notes</i></li><li>○ <i>Group by FS size (membership)</i></li><li>○ <b>Consider language barriers – ensure inclusion (translations)</b></li><li>○ <b>Involve <i>active networks</i> (regional meetings) but avoid multiplicity and recognized not all FS are part of <i>networks</i></b></li></ul></li></ul> <p><b>ACTION: For future EC and Council meetings:</b></p> <ul style="list-style-type: none"><li>- <b>Improve (shorten clarify) report format (for FS, EC) – 1 page reference sheet: focus, goal</b></li><li>- <b>Limit 4-5 slides each committee</b></li><li>- <b>Incentivize report submission; use AI to find patterns across reports submitted (be transparent about AI usage)</b></li></ul> <ul style="list-style-type: none"><li>• <b>Concerns:</b><ul style="list-style-type: none"><li>- <b>Conflicting information about FS membership numbers</b></li><li>- <b>Share <i>what membership numbers</i> are used for (mapping exercise)</b></li><li>- <b>BP suggests using an <i>Association Management System</i> (ex. CVCRM – Australian-based; open source)</b></li></ul></li><li>• <b>Gatherings provide useful connection with EC members (semiannually)</b><ul style="list-style-type: none"><li>- <b>IEA should provide a structure where interested <i>Societies</i> can gather</b><ul style="list-style-type: none"><li>○ Multiple groups</li><li>○ By size</li><li>○ By geography</li><li>○ By certification</li><li>○ <i>Diversity makes Power</i></li><li>○ Recognize English is <i>not 1<sup>st</sup> language</i> for most</li></ul></li></ul></li></ul> <p><b>Other points:</b></p> <ul style="list-style-type: none"><li>• of 4 networks 2 work very well; 2 less so.<ul style="list-style-type: none"><li>- <b>Consider existing Network definition in Bylaws</b></li><li>- <b>Does Network require registration – No; constitution required – then Council approves.</b></li></ul></li></ul> <p><b>to clarify the <u>Strategy of IEA</u> (consensus difficult); <i>What do we want IEA to be?</i></b></p> <ul style="list-style-type: none"><li>- <b>Why is IEA only in 56 countries worldwide?</b></li></ul> <p>BP suggests – hire a consultant to lead <i>strategic review</i></p> <ul style="list-style-type: none"><li>- <b>CIEHF experience used a member survey (30% response rate) + asked non-members too</b></li></ul> <p><b>Current challenges:</b></p> <ul style="list-style-type: none"><li>- <b>Forum unused;</b></li><li>- <b>Some of the networks not working well: ErgoAfrica, BRICplus, (possibly FEES);</b></li></ul>



Agenda item	Discussion, Decisions and Action Items
	<ul style="list-style-type: none"> <li>- reducing FS membership numbers;</li> <li>- Only 56 of 150 countries have member societies;</li> <li>- People do not read submitted reports...</li> <li>- Need to hear from Researchers &amp; Practitioners &amp; Professors (and <i>listen</i> to them);</li> <li>- Make sure <i>value is perceived</i>;</li> <li>- IEA is expected to be present everywhere, but resources are limited.</li> </ul>
17. Preparations for Council meeting and workshops	Check-in people = Anindya and Ben. Scrutineers for ballot votes only. Otherwise voting by hand raising. Workshops - Organize Council members in groups (consider both online and in person).
11:30	LUNCH (on-site)
18. EC Planning discussion	<p><u>Who to consult:</u></p> <ul style="list-style-type: none"> <li>• Member societies: Federated and Affiliated</li> <li>• Sustaining Members</li> <li>• Networks</li> <li>• TCs</li> <li>• IEA Fellows</li> <li>• Current and past EC members</li> <li>• External bodies with MOUs with IEA</li> <li>• Non-IEA member countries</li> </ul> <p><u>What are we asking?</u></p> <p>1) Start with a reminder of IEA's mission and goals</p> <ul style="list-style-type: none"> <li>- Ask open-ended questions               <ul style="list-style-type: none"> <li>“What could we do that is value-added                   <ul style="list-style-type: none"> <li>○ Consider list of existing activities (TCs +)</li> </ul> </li> <li>“What do you want of us?”</li> </ul> </li> <li>*Adapt survey content as a function of the group being consulted.</li> </ul> <p>2) What is the IEA for?</p> <ul style="list-style-type: none"> <li>- start with 7 strategic policies</li> </ul> <p>Timeframe for this <i>strategic initiative</i>: complete within this EC term (before IEA2027 congress)</p> <ul style="list-style-type: none"> <li>- In parallel with operational activities:               <ul style="list-style-type: none"> <li>○ Co-sponsorship for publications (open-access)</li> <li>○ Educational map</li> <li>○ Open-access support</li> </ul> </li> </ul> <p><b>ACTION: AT to suggest review process (strategic reflection) ; communicate to EC &amp; collect opinions online</b></p> <p><b>ACTION: VN to set up Miroboard to collect responses</b></p> <p><b>ACTION: AT will communicate this <i>Strategic</i> visioning initiative to Council (inform, ask opinions; not a vote)</b></p> <p>Future Gatherings – plan based on Council feedback.</p>
16:00 Adjourn	The meeting was adjourned at 16:15 local time.



# IEA

International Ergonomics &  
Human Factors Association

- 1 President's report
- 2 the Treasurer's report for 2024
- 2a Treasurer's interim report for 2025
- 3 VP Secretary General report
- 4 STP committee report
- 5 PSE committee report
- 6 IDC report
- 7 Awards committee report
- 8 ICT report
- 9 DP committee report
- 10 CPR report
- 11 AGS report
- 12 IEA 2027 report

# Update report for the IEA President

## Presentation at Beijing, 26-27 October, 2025

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. 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) Strategy development (through 2026)	Paul Salmon as Project Lead; Project launched 4 March, 2025



<p>2. Strengthening bonds with key international organisations where we already have strong bonds: ISO, ILO, WHO</p>	<p>Building capacity to support HF/E internationally</p>	<p>Contribute to Science, Technology, and Practice</p> <p>Strengthen Relationships with External Partners</p>	<p>Relationship building</p>	<p>Strengthen international recognition of HF/E</p>	<p>Regular meetings with international organisations.</p> <p>Joint project initiation.</p>	<p>Meet with ILO and WHO in March 2025 in Geneva</p> <p>Plenary meet with ISO in April 2025</p> <p>AGS Chair appointed 5 March 2025</p> <p>New MoUs negotiated</p>
<p>3. Supporting the growth and sustainability of HF/E through developing and supporting the next generation HF/E people</p>	<p>Ensure successive pipeline of researchers, practitioners, and future leaders</p>	<p>Engage stakeholders</p> <p>Contribute to Science, Technology, and Practice</p>	<p>Succession planning</p>	<p>Production of career videos.</p>	<p>Regular ambassadorial visits and presentations</p>	<p>Ongoing</p>

## 1. 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 activated specifically in conjunction with the Science, Technology, and Practice Standing Committee (STP)

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

### 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

<i>Activity undertaken</i>	<i>Societies/committees involved</i>	<i>Hours dedicated to activity</i>	<i>Resources used</i>
<i>Project initiation on 4 March 2025</i>	<i>HFESA, ACE, CIEHF, HFES, ESSA, CES, GfA</i>	<i>20 hours + 10 hours planning</i>	<i>None yet</i>

### 4) Outcomes to date (list)

Initiation meeting chaired by Paul Salmon  
 HFE Causal Loop Diagram created  
 MiroBoard created and active for discussion



## 5) Future Activities

Paul Salmon to lead (other contributors include Catherine Burns, Mica Endsley, Ayse Gurses, Peter Hancock, Linda Onnasch, Gemma Read, Steve Shorrock, Sarah Sharples, Neville Stanton, Guy Walker, and Mark Young))  
Further development workshops planned for 2025 into 2026



## 2. Strengthening bonds with key international organisations where we already have strong bonds, especially 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)

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

### 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
ISO TC 159 Plenary meeting	Officers	8 hours	None yet
Met with ILO	Officers	3 hours	None yet
Development of joint proposal with ILO	STP, relevant TCs	4 hours	ILO will provide \$15k in financial resources
Development of background document for ILO Convention	Officers, HFES, HFEM, CES, CIEHF, GfA, NES, HFESA	1.5 hour weekly meeting (20 hours) 3 day meeting in Munich (24 hours)	\$3500 from \$15k provided by ILO
Continuation of Non-State Actor status with WHO	STP, relevant TCs, HFES, HFESS	4 hours	None yet.

### 4) Outcomes to date

#### ISO:

ISO Joint proposal with TC 283 (Occupational Safety) and TC 159 (Ergonomics) for standards on ergonomic safety management, developed in conjunction with Safety & Health TC

IEA liaison report for TC 159 Plenary meeting

Two-day TC 159 Plenary meeting (16-17 April 2025, online), Category A liaison status confirmed for IEA

Planning for TC 159 Plenary meeting in London in 2027 in conjunction with IEA2027



### **ILO:**

4 x online meetings with ILO

1 x in-person meeting with ILO (24 March 2025)

ILO/IEA joint proposal developed and submitted to ILO for development of an ILO Convention on Ergonomics

Appointment of expert team for ILO Convention background document. Chair: Carisa Harris, HFES; Wendy MacDonald, HFESA; Chris Kelly, CIEHF; Esa-Pekka Takala (NES), Klaus Bengler (GfA), Shamsul Bhari (HFESM); Chaoyi Zhao

Weekly meetings of the expert team for ILO Convention background document

In-person meeting of expert team for ILO Convention background document: 14-16 September 2025, Munich

### **WHO:**

WHO/IEA guidance document on patient safety using HFE – first draft produced and reviewed by WHO (working through reviews – Kathleen Mosier (HFES) and Michelle Robertson (HFES) and team

WHO/IEA case studies on patient safety using HFE currently being developed for release at end of 2025

IEA Non-State Actor programme of action 2026-2028 submitted and under review – Shanqing Yin (HFEM), Michelle Robertson (HFES) – further developing guidance on HFE in patient safety

### **IEA/ICOH/IOHA:**

OSH World Expo in Osaka, 16-19 July 2025, represented by Masaaki Mochimaru (JES)

Joint IEA/IOHA/OCOH statement on gutting of NIOSH in United States

Founding declaration of Global Occupational Safety and Health (GOSH), IEA as founding member, 19 July 2025

Founding member of Global Coalition on Informal Workers, IEA as founding member, 25 August 2025

- Acran Salman Navarro (HFES) – President
- Maggie Graf (SwissErgo) – Treasurer
- Clive d'Souza (HFES) – HFES representative

### **INSTATS**

Online platform to replace YouTube for webinars

Secure platform for hosting and storing webinars

Easier platform for potential monetization (allows easy price setting for different categories of users)

Discounted access to other content on the system



## OTHERS

Renewal of MoUs with Foundation for Professional Ergonomics

### 5) Future Activities (list)

In-person meeting of expert team for ILO Convention background document: 3-5 November 2025, Beijing

Submission of ILO Convention background document: 30 November 2025

Ongoing GOSH meetings (once a month)

Evaluation of existing MoUs

Consideration of renewal of MoUs with Applied Ergonomics Society, INCOSE, ISQUA, ILO, Taylor & Francis, and CNAM.



### 3. 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>• President</li> </ul>	Expert and influencer

#### 2) Benefits to stakeholders

- IEA presence, speak to relevant national stakeholders including society members and especially students

#### 3) Outcomes to date

- Signed renewal of Tsinghua Award Collaborative Human Factors and Ergonomics Education and Kingfar Award for Research in Human factors and Ergonomics
- Ambassador visits (in-person)
  - Shenzhen 2024 (Keynote address at CES conference and handing out awards for student papers).
  - Zagreb 2024 (Keynote address at CSE conference)
  - Douliu 2025 (Keynote address at EST conference and handing out awards for student papers)
  - Mexicali 2025 (Keynote address at SEMAC conference and meet with young and emerging ergonomists)
  - Aachen 2025 (Keynote address at GfA Spring Congress)
  - Cali 2025 (seminars at Universidad del Valle for PhD programme in HFE for South America)
  - HKE 80<sup>th</sup> Anniversary (gave two presentations at 80<sup>th</sup> anniversary of department)



- Ambassador visits (online)
    - ABERGO 2024 (Welcome address for ABERGO conference)
    - ErgoWork 2024 (Welcome address for ErgoWork, Romania, Conference)
    - Subraya 2024 (Keynote address at PEI conference)
    - SustainX 2025 (Keynote address at HESP student award conference)
    - AdEA 2025 (Welcome address for AdEA Congress)
    - ESSA 2025 (Welcome address for ESSA conference)
    - HFES Puget Sound (Welcome address for Puget Sound meeting)
    - HFES Nordic 2025 (presentation to Nordic countries)
    - SASOM seminar on informal work (presentation at seminar)
- 4) Future Activities  
Ambassador visit (in-person): Fortaleza 2025 (Keynote address at ABERGO conference)

**IEA 2024 TREASURER'S REPORT**  
**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.

7. Earmarked Funds:

In 2024, IDC funds of HFES and JES allowed experts from IDC countries an in-person attendance of the IEA 2024 Triennial World Congress supporting the development of Ergonomics and Human Factors in these regions. Before the congress, member and federated societies were informed that one person per society of LMIC and UMIC countries will be supported by an amount of USD 500. 7 (seven) societies responded. The process was managed by the chairperson of the IDC steering committee. At the end of 2024, IEA has still been managing two funds (originally provided by JES and ACE) with a total amount of USD 39,877 for supporting the development of Ergonomics and Human Factors in IDC countries.

## 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	\$130,534	Dues Advanced Received	\$100
Investment	\$350,000	Accounts Payable (incl. accrued expenses)	\$8,244
Prepaid Expenses	\$0	Earmarked Funds	\$39,877
Seed Money Receivable	\$0	<b>Total Liabilities</b>	<b>\$48,221</b>
		<b>Equity</b>	
		<b>Total Equity</b>	<b>\$432,313</b>
<b>TOTAL</b>	<b>\$480,534</b>	<b>TOTAL</b>	<b>\$480,534</b>

IEA's equity increased by US\$ 12,966 during 2024, from US\$ 419,347 on Dec 31<sup>st</sup>, 2023, to US\$ 432,313 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	\$45,426	Meeting	\$27,438
Sustaining Member Contributions	\$56,651	Representation & Outreach	\$11,344
Capitation Fees	\$20,440	Office	\$30,086
Exchange Rate Gains	\$0	Awards Committee	\$24,783
Interest	\$13,360	ID Committee	\$2,959
Miscellaneous*	\$479	PSE Committee	\$143
		STP Committee	\$4,464
		CPR Committee	\$1,142
		Future of Work Com.	\$2,662
		DP Committee	\$3,732
		IEA Congress Com.	\$0
		Bank Fees	\$5,281
		Grants	\$0
		Exchange Rate Losses	\$584
		Website (Dev, Maint.)	\$7,500
		Miscellaneous**	\$1,272
<b>Total Revenues</b>	<b>\$136,356</b>	<b>Total Expenditures</b>	<b>\$123,390</b>
<b>Summary of operations</b>			<b>\$12,966</b>

\* Miscellaneous revenues includes royalties from Elsevier and released funds 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.

*Table 4: Cash Flow 2024*

<b>Summary of operations, Year 2024, up to December 31<sup>st</sup></b>	
Forwarded from 2023 @ 2024 Exchange	<b>122,869</b>
Cash Revenues (+) (includes dues advanced this year, but does not include dues advanced in previous years or pre-payments of previous years)	+ 137,701
Cash Expenses (-) (does not include depreciations, suppliers' outstanding costs or accrued expenses of this year)	- 126,336
Seed moneys sent (-) and received (+)	./.
Funds disbursed (-) and received (+)	- 3,500
Investment Changes	./.
Exchange rate variation and effects from transfers between accounts, currencies, refunds etc. (USD, CHF)*	- 200
<b>2024 Cash Flow</b>	<b>+ \$7,665</b>
Available to be forwarded to 2024 @ 2025 Exchange	<b>\$ 130,534</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.

#### 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	\$45,426
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>136,356</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. With this correction, the actual result matches with the expected result.

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	\$38,782
Office: (regular contracts) (variable costs)	\$22,000 (\$8,000) (\$14,000)	\$30,086
Awards & Awards Committee	\$20,000	\$24,783
Standing and ad-hoc committees*	\$20,000	\$15,102
Bank fees		\$5,281
Exchange rate losses		\$584
Website maintenance (regular contract)	\$7,500	\$7,500
Miscellaneous		\$1,272
<b>Total Expenditures</b>	<b>\$103,500</b>	<b>\$123,390</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	\$136,356
<b>Total Expenditures</b>	\$103,500	\$123,390
<b>Summary of Operations</b>	\$ 11,500	\$12,966

The summary of operations shows that the achieved surplus of US\$ 12,966 is very close to the expected surplus of the forecast. This shows the stable financial situation of IEA in 2024.

# IEA 2025 TREASURER'S INTERIM REPORT

January 1<sup>st</sup> – September 12<sup>th</sup>, 2025

Thomas Alexander

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## INTRODUCTION

Unlike the years before, the format of the Treasurer's interim report for 2025 differs from previous years. This is because it is only interim and therefore gives a brief spotlight on the actual financial situation of IEA.

Therefore, I have decided to include only the essentials: Balance sheet, profits and losses, cash flow and the forecast for the actual year. The descriptions of the different positions are found in the full Treasurer's report of the previous year which is also attached to the reports for the council meeting. Instead, this report focuses on the actual situation and highlights special positions of financial relevance.

If the council agrees, I will continue with this format which is more compact. Otherwise, I will return to the regular format next year.

## IEA Financial Accounts

UBS Bank, Zurich, Switzerland:

- CHF denominated checking account opened in Oct/2017  
(official UBS Bank account, reference account for credit card and paypal)
- US\$ denominated checking account opened in Oct/2017  
(main operational account)
- Fixed-term investment account of US\$ 350,000  
29 Jul 2024 – 29 Jan 2025: 4.723%  
29 Jan 2025 – 29 Jul 2025: 3.86%  
29 Jul 2025 – 29 Jan 2025: 3.83%
- Credit Card account for President and VP-Treasurer,  
(used for regular payments, reference is CHF denominated checking account)

Paypal account: [VPTreas@iea.cc](mailto:VPTreas@iea.cc)

(used for single payments, reference is CHF denominated checking account)

Cash account

(only used for financial exceptions)

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BALANCE SHEET (BS)

<b>Balance Sheet – December 31, 2024 (US\$)</b>			
<b>Assets</b>		<b>Liabilities</b>	
Account	\$130,534	Dues Advanced Received	\$100
Investment	\$350,000	Accounts Payable (incl. accrued expenses)	\$8,244
Prepaid Expenses	\$0	Earmarked Funds	\$39,877
Seed Money Receivable	\$0	<b>Total Liabilities</b>	<b>\$48,221</b>
		<b>Equity</b>	
		<b>Total Equity</b>	<b>\$432,313</b>
<b>TOTAL</b>	<b>\$480,534</b>	<b>TOTAL</b>	<b>\$480,534</b>

<b>Balance Sheet – September 12, 2025 (US\$)</b>			
<b>Assets</b>		<b>Liabilities</b>	
Account	\$175,666	Dues Advanced Received	\$400
Investment	\$350,000	Accounts Payable (incl. accrued expenses)	\$0
Prepaid Expenses	\$0	Earmarked Funds	\$42,910
Seed Money Receivable	\$40,000	<b>Total Liabilities</b>	<b>\$43,310</b>
		<b>Equity</b>	
		<b>Total Equity</b>	<b>\$522,356</b>
<b>TOTAL</b>	<b>\$565,666</b>	<b>TOTAL</b>	<b>\$565,666</b>

**IEA's equity increased by US\$ 90,043 during 2025 from US\$ 432,313 on December 31, 2024 to US\$ 522,356 on September 12, 2025.**

**IMPORTANT:**

This profit will be significantly reduced because most membership dues have been received during the first half of 2025 and most payments for services, awards, EC meeting etc. are still due in the last quarter of 2025.

REVENUES AND EXPENDITURES (P&L)

<b>2025 P&amp;L Statement to September 12, 2025</b>			
<b>Revenues</b>		<b>Expenditures</b>	
FS & AS Membership Dues	\$43,251	Meeting**	\$5,806
Sustaining Member Contributions	\$58,719	Representation & Outreach***	\$4,265
Capitation Fees	\$0	Office	\$14,563
Exchange Rate Gains	\$0	Awards Committee	\$1,369
Interest	\$15,238	ID Committee	\$1,622
Miscellaneous*	\$5,335	PSE Committee	\$0
		STP Committee	\$1,235
		CPR Committee	\$0
		DP Committee	\$0
		IEA Congress Com.	\$241
		Bank Fees	\$2,659
		Grants	\$0
		Exchange Rate Losses	\$5
		Website (Dev, Maint.)	\$0
		Miscellaneous	\$735
<b>Total Revenues</b>	<b>\$122,543</b>	<b>Total Expenditures</b>	<b>\$32,500</b>
<b>Summary of operations</b>			<b>\$90,043</b>

\* Miscellaneous revenues includes royalties from Elsevier and 1<sup>st</sup> ILO-payments for project “Report on Ergonomics and Manual Handling” (total: US\$ 15,000.00)

\*\* Meeting expenses refers to travel costs of the officers to the EC meeting in Aachen, Germany. It also includes accommodation costs for EC members at site. Further travel costs of other EC members (e.g. public transportation, flight costs (economy)) are directly appointed to the specific Standing Committee.

\*\*\* Travel costs for representation and outreach have been significantly reduced because of a strong contribution of the hosts 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. In exchange, the EC and officers are usually involved in local events.

## CASH FLOW

<b>Summary of operations, Year 2025, up to September 12, 2025</b>	
Forwarded from 2024 @ 2025 Exchange	<b>\$130,534</b>
Cash Revenues (+) (includes dues advanced this year, but does not include dues advanced in previous years or pre-payments of previous years)	\$125,001
Cash Expenses (-) (does not include depreciations, suppliers' outstanding costs or accrued expenses of this year)	- \$83,303
Seed moneys sent (-) and received (+)	./.
Funds disbursed (-) and received (+)	\$3,033
Investment Changes	./.
Exchange rate variation and effects from transfers between accounts, currencies, refunds etc. (USD, CHF)	\$401
<b>2024 Cash Flow</b>	<b>\$45,132</b>
Available to be forwarded between before and after Sept 12, 2025	<b>\$ 175,666</b>

## CONCLUSION AND REMARKS

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

2025 has been characterized so far by few costs for the 1<sup>st</sup> EC meeting in Aachen, because of low travel expenses (three participants from Europe, virtual participation). 2<sup>nd</sup> EC meeting and council meeting takes place in Beijing. A large part of it is generously sponsored by the local hosts which reduced required expenses as well.

In parallel, IEA 2024 has transferred the surplus of USD 3,033 from the IEA triennial world congress. This amount will contribute to another IDC fund to support the development of Ergonomics and Human Factors in this region. IEA thanks ESK and the organizers of the IEA 2024 congress for their efforts and commitments.

IEA has also been able to negotiate a contract with the ILO about Ergonomics and Manual Lifting of USD 15.000. The contract is for a background report on this topic which will support the importance of our topics in Occupational Safety and Health and possibly lead to an ILO Convention on Ergonomics and Human Factors. A core team of experts is working on the report. This core team will meet on two occasions and the core team will get reimbursed for their travel costs according to the IEA travel guidelines.

## FORECAST 2025

The forecast or estimate for the future budget provided information for future planning and assignment of the budget for investments.

The forecast considers already booked and expected financial positions:

- Expected revenues (based on actual revenues);
- Fixed annual expenditures / payments (based on actual expenditures)
  - o for regular services (e.g., domiciliation fee, website maintenance)
  - o regular contracts for IT-services (e.g., zoom, 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);
- Payments with high variation (e.g., travel expenses to EC and council meetings, based on a 10-yr moving average).

Forecast of 2025 at September 12, 2025 – already booked positions in parenthesis/italics

Revenues		Expenditures	
FS & AS Membership Dues	<i>(\$43,251)</i> <b>\$45,000</b>	Meeting, representation and outreach	<i>(\$5,806)</i> <b>\$14,000</b>
Sustaining Member Contributions	<i>(\$58,719)</i> <b>\$60,000</b>	Awards & Awards Committee	<i>(\$1,369)</i> <b>\$36,000</b>
Capitation Fees	\$0	Office (regular contracts) (variable costs)	<i>(\$14,563)</i> <b>\$12,000</b> <b>\$16,000</b>
Exchange Rate Gains	\$0	Standing and ad-hoc committees	<i>(\$3,098)</i> <b>\$10,000</b>
		Website maintenance (regular contract)	<b>\$5,500</b>
Interest	<i>(\$15,238)</i> <b>\$15,000</b>	Bank fees	<i>(\$2,659)</i> <b>\$3,500</b>
Misc	<i>(\$5,335)</i>	Misc	
- ILO project (1 <sup>st</sup> paym.)	<b>\$5,000</b>	- ILO Core Team	<b>\$5,000</b>
- others	<b>500</b>	- TC HFIR Open Access	<b>\$10,000</b>
<b>Total Revenues (expected)</b>	<b>\$125,500</b>	<b>Total Expenditures (expected)</b>	<b>\$112,000</b>
<b>Expected result of operations</b>			<b>\$ 13,500</b>





# Update report for IEA Vice-President Secretary General

## Presentation at Beijing meetings – October, 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	<ul style="list-style-type: none"> <li>• Networking</li> <li>• Information sharing</li> </ul>	<i>Foster collaborative culture (Council, EC, TCs, <u>Sustaining Members...</u>)</i>	<ul style="list-style-type: none"> <li>• Virtual gatherings;</li> <li>• Surveys</li> <li>• Calendar</li> </ul>	Continuing
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) Ambassador reports	Discuss Draft Publish Use	<ul style="list-style-type: none"> <li>• Certificate production (prototype)</li> <li>• Policy for presentations for IEA</li> </ul>
3. Review, enhance Operating Procedures	Facilitate value-added elements	1, 6, 7	succession; use resources responsibly	Responsive EC	Propose; Review; Vote	

## 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
Sustaining Members	Resources; information exchange (add value for membership)	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
IEA virtual Council Gatherings (2025) - 20 February - 23 June	All invited + individual sustaining members EC members as note-takers, facilitators (5)	2 h preparation; 90 minutes participation (2 times) x (2 dates)	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*)

Events calendar incorporated into IEA.cc website (*Idea from CPE; implementation by ICT*)

7) Future Activities

a) *Two equally spaced* between Council meetings

b) *Structuring (organizing)* official files in IEA.CC and other locations (including Dropbox, Slack, +).

## 2. Improve process efficiency

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

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

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

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

### 3) Map of relations between stakeholders

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

#### 4) Benefits to stakeholders

Sharing financial support. Value-added to outreach

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

<i>Activity undertaken</i>	<i>Societies/committees involved</i>	<i>Hours dedicated to activity</i>	<i>Resources used</i>
<i>Ambassador report</i>	-	2+	<i>Takashi / ICT</i>
<i>Revised Certificate production</i>	<i>Office administrator, VPSG, research professional (programmer)</i>	15+	<i>Nancy's Research Professional</i>

#### 6) Outcomes to date

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

- Defined needs
- Presented prototype; (multiple iterations)
- Tested (multiple iterations); not yet fully functional

#### 7) Future Activities

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

### 3. Review, enhance Operating Procedures

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

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

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

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

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

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

#### 4. Benefits to stakeholders

Understanding, involvement including Member Society members



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

Activity undertaken	Societies/committees involved	Hours dedicated to activity	Resources used
OP Proposals – financial support (Ambassador)	Officer time + EC discussion (March)	3	Time

6. Outcomes to date

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

7. Future Activities

- Other OP review



# Update report for ICT Ad Hoc Committee

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

Prepared by Rosemary Seva, STP Committee 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

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 and practice of HFE at an</li> </ul>	<ul style="list-style-type: none"> <li>Update on the trends in HFE practice</li> <li>Networking</li> </ul>	4 webinars per year	videos to be uploaded	18 webinars as of August 2025

		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	Collection of contributions from different HFE experts	first draft finished August 2025
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	TC sign-ups per month	77 new TC members signed up
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	Website updates per year	12 TCs updated their websites (additional HF and robotics)

		<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	one new TC created Maritime HFE
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	Survey done by B. Charles for TCs



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 HF and Robotics EWAT and Gender and Work Building and Construction</i>	<i>1-1.5 hours per webinar</i>	<i>Zoom</i>

6) Outcomes to date

18 webinars from TCs from Q1-Q3 2025

7) Future Activities

## 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>Monthly meetings with the committee</i>	<i>STP Committee</i>	<i>4 hours</i>	<i>Zoom</i>

6) Outcomes to date

First draft of the Ergonomics for Labor Nutshell Document

7) Future Activities

Ask potential users and other experts to read and comment on the document.

## 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>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

77 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 *Professional Standards and Education Committee*

## Presentation at Council Meeting, Beijing

Prepared by Verena Nitsch, Chair of Professional Standards and Education Committee

*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:

Who is involved, in what roles, why?

- Liang Ma (CHN) – Liaison IDC
- Rob Becker (UK) – Young members
- Andrew Todd (ZAF) – Young members, Expert Interviews
- Daniel Braatz (BRA) – tbd
- Stephen Kolose (NZ) – Certification
- Valerie O'Keefe (AUS) - Certification



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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. practitioners' requirements, new work trends, UX methods).  On-going: Endorsement of Certification Processes	5 curricula collected  Current Certification Endorsement Application: Malaysia (completed)  Virtual Meeting with Certification bodies (in preparation)

<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>Launch, Conduct &amp; Evaluate mentorship programs</p>	<p>Survey is finalized, data are collected</p> <p>Contact interested societies for collaboration</p>

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 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*

<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, outreach to certifying bodies &amp; course providers</li> </ul>	<i>Influencer, Expert, Decision-maker</i>
<i>PSE Co-Chairs</i>	- <i>outreach to certifying bodies &amp; course providers</i>	<i>Expert, decision-maker</i>
<i>Subcommittee Co-Chairs</i>	- <i>advise on certification process, prepare suggestions for endorsements</i>	<i>Expert, decision-maker</i>
<i>Contact person Certifying bodies/course providers</i>	<ul style="list-style-type: none"> <li><i>provide documentation for certification endorsement</i></li> <li><i>provide best practice curricula</i></li> </ul>	<i>Influencer, Expert</i>
<i>Federated Societies</i>	- <i>share best practices on HFE curricula, educational resources &amp; promoting membership</i>	<i>Experts, Decision makor</i>

### 3) Map of relations between stakeholders

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

#### Benefits to stakeholders

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

See summary page 1

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

#### Activities 2024/2025

- Meetings:
  - Former PSE Chair: 4.10.24
  - ID Chair: 11.11.24
  - Meeting on Systems Approach: 20.11.24
  - Strategic Planning IEA EC: 20.11.24
  - 3 PSE Teammeetings: 13.11.2024, 12.2.2025, 30.6.2025
  - 4 Certification Subcommittee Meetings: 29.11.24, 07.02.25, 14.03.25, 21.03.25
  - Certification: Meeting with Malaysia Representatives: 04.04.2025
  - EC Meeting: 28.03.-29.03.25, spring (virtual), 23.6.2025 (virtual)
  - Meeting with FPE (Foundation for Professional Ergonomics) on 12.09.2025
- Compiling survey, consolidating survey & Council Meeting protocols, analyzing collected responses
- Compiling overview of certification bodies & criteria
- Compiling best practice collection of HFE curricula
- Review of HFEM application for certification endorsement
- Organizing meeting with certification bodies in December 2025

Activity undertaken	Societies/committees involved	Hours dedicated to activity	Resources used
Collection of Best Practice Curricula	FEES, CREE, University of Nottingham, University of Derby, Artee, SSA, ACED	90	Respective institutions of Committee Co-Chairs
Analysis, Summary & Presentation of Survey Results	GfA (Germany)	90	Institute of Industrial Engineering & Ergonomics, RWTH Aachen University
Certification Activities	HFESNZ (NZ), HFESA (AUS), GfA (Germany)	90	Respective institutions of Certification Sub-Committee Co-Chairs
Expert Interviews/Podcasts	ESSA (ZF)	tba	Rhodes University & others



## 5) Outcomes to date

Collection of Best Practice Curricula

Survey results on challenges, activities to promote young members, educational resources, mentorship programs and more

Overview of Certification Bodies, criteria, contact details

## 6) Future Activities

- Collect further “best practice” curricula from different countries/perspectives (China, UK, France, etc.)
- Check curricula w.r.t. IEA core competencies to develop best practices
- Discuss if competencies should be expanded (e.g. w.r.t. practitioners’ requirements, new work trends, UX methods).
- Virtual meeting btw. Certification bodies
- Interviews/Podcasts with Ergonomics experts
- Connect mentorship programs on international level
- Repository of educational tools
- On-going: Endorsement of Certification Processes



# Update report for *International Development Standing Committee*

## Presentation at IEA EC Meeting, Beijing, 26-27 October 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

Latin America

Paulo Antonio Barros Oliveira

Brazil

Latin America

Chris Reid

USA

North America including the Caribbean

Stephen C. Nwanya

Nigeria

Africa

Liang Ma

China

Asia

Jennifer Guterrez

Philippines

Asia



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International Ergonomics Association (IEA)

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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]
<p><b>1 Collaborative HFE PhD programme for Asia</b></p> <p><i>(Continued from previous term)</i></p>	<p>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.</p> <p>The experience of the development of such a programme for Latin America could be leveraged.</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 faculty</p> <p>Need for qualified HFE personnel for industry</p> <p>Need for an international level doctoral programme in HFE</p>	<p>Increased quantity and quality of HFE doctoral programmes in Asia</p>	<p><b>Define structure of programme.</b></p> <p><b>Identify modalities (physical/hybrid, fees, language, etc.)</b></p> <p><b>Sign MOUs between participating institutions.</b></p> <p>Identify faculty.</p> <p>Develop curriculum</p> <p>Invite applications.</p> <p>Launch programme.</p>	<p>In progress.</p> <ul style="list-style-type: none"> <li>• Circulate the exchange opportunities</li> <li>• Identify mutually beneficial research collaborations</li> <li>• New curriculum is nearing completion</li> <li>• MOU signing planned to be held during the HF-AI conference in Beijing</li> </ul>

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]
<p><b>2</b> Development of an HFE course which will cover the IEA Core Competencies</p>	<p>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.</p> <p>Will pave the way for developing a Professional Certification System</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>Those who complete the course will fulfil a minimum standard of HFE competency, and can proceed to Professional Certification</p>	<p>Initiation of an HFE course aligned to the IEA Core Competencies and in accordance with the concepts of High Quality HFE.</p>	<p><b>Formation of a working group.</b></p> <p><b>Liaison with individual experts, educational and other institutions, Federated Societies, IEA Regional Networks</b></p> <p><b>Identify modalities (platform, administrative structure, course structure, hybrid, fees, etc.)</b></p> <p>Sign MOUs as required</p> <p>Identify faculty.</p> <p>Develop curriculum</p> <p>Launch programme</p> <p>.</p>	<p>In progress</p> <ul style="list-style-type: none"> <li>• <b>India is a primary focus</b></li> <li>• In collaboration with PSE</li> <li>• Advisory Group established</li> <li>• Open Exploratory Questionnaire designed and circulated</li> </ul>

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]
<p><b>3 HFE Training programme for Vietnam</b></p> <p><i>(Continued from previous term)</i></p>	<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><b>Knowledge of HFE activities and status in Vietnam</b></p> <p><b>Exploration and understanding of needs and demands.</b></p> <p><b>Finalizing the details of Training Programme(s) – virtual and physical.</b></p> <p>Creation of a Vietnamese Human Factors and Ergonomics Society, and its induction into ACED and IEA</p>	<p>Started.</p> <ul style="list-style-type: none"> <li>• Virtual and physical discussions were held.</li> <li>• Details of the training programme(s) to be finalized.</li> </ul>

## 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</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	<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, Liang Ma</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 15 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
- Signing of MOUs (some already exist, e.g. between Tsinghua and Kyushu Universities)

#### 7) Future Activities

- Circulate the exchange opportunities
- Identify mutually beneficial research collaborations
- New curriculum is nearing completion
- MOU signing **planned to be held** during the HF-AI conference in Beijing
- Creation of inventory of collaborating Universities / Institutes and faculty
- Starting the programme

## 2 Development of an HFE 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 (Coordinator), Liang Ma, Jennifer Guterrez</li> <li><b>PSE:</b> Verena Nitsch, Liang Ma</li> </ul>	Influencer, expert and actor
ACED	<ul style="list-style-type: none"> <li>Anindya Ganguli, Frederick Tey</li> </ul>	Influencer, expert and actor
Federated Societies	<ul style="list-style-type: none"> <li>ISE (India) Debkumar Chakrabarty, Rauf Iqbal, Trinath Pachal, Prakash Dhara, , C.K.Pradhan, Amitabh De, L P Gite</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, Kanpur, Kharagpur</li> <li>Indian Institute of Management - Mumbai</li> <li>University of Calcutta</li> <li>Assam Agricultural University, SNDT University, Mumbai</li> <li>University of Kalyani, MIT ADT University Pune, RECOUP Bengaluru</li> </ul>	Decision makers, experts and actors
External Stakeholders	<ul style="list-style-type: none"> <li>Bureau of Indian Standards</li> <li>Indian Association of Occupational Health</li> <li>Institute of Engineers</li> <li>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>10 hours</i>	<i>Discussion, Document preparation, Meeting time</i>

6) Outcomes to date

- Formation of an Advisory group.
- Liaison with individual experts, educational and other institutions, Federated Societies, IEA Regional Networks

7) Future Activities

- Identify modalities (platform, administrative structure, course structure, hybrid, fees, etc.) - **ONGOING**
- Sign MOUs as required
- Identify faculty.
- Develop curriculum
- Launch programme

### 3 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

## 2 Development of an HFE course which will cover the IEA Core Competencies

### 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.]

Stakeholder Group	What is the stakeholder groups' role within the Project?	System actors/ experts/ decision- makers/ influencers
IEA Executive committee	<ul style="list-style-type: none"> <li>Project oversight</li> <li>High level stakeholder engagement</li> </ul>	Influencer and expert
ID, PSE	<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
ACED	<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
Federated Society	<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
Global Societies (HFES, CIEHF)	<ul style="list-style-type: none"> <li>Guidance on curriculum development</li> <li>Participation in stakeholder and curriculum workshop</li> </ul>	Influencers and Experts
Regional universities and academics	<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
External Stakeholders	<ul style="list-style-type: none"> <li>Related professional bodies/associations, Industry associations</li> </ul>	Decision makers, influencers and actors

## 9) 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 (Coordinator), Liang Ma, Jennifer Guterrez</li> <li><b>PSE:</b> Verena Nitsch, Liang Ma</li> </ul>	Influencer, expert and actor
ACED	<ul style="list-style-type: none"> <li>Anindya Ganguli, Frederick Tey</li> </ul>	Influencer, expert and actor
Federated Societies	<ul style="list-style-type: none"> <li>ISE (India) Debkumar Chakrabarty, Rauf Iqbal, Trinath Pachal, Prakash Dhara, , C.K.Pradhan, Amitabh De, L P Gite</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, Kanpur, Kharagpur</li> <li>Indian Institute of Management - Mumbai</li> <li>University of Calcutta</li> <li>Assam Agricultural University, SNDT University, Mumbai</li> <li>University of Kalyani, MIT ADT University Pune, RECOUP Bengaluru</li> </ul>	Decision makers, experts and actors
External Stakeholders	<ul style="list-style-type: none"> <li>Bureau of Indian Standards</li> <li>Indian Association of Occupational Health</li> <li>Institute of Engineers</li> <li>Tata Steel</li> </ul>	<i>Decision makers, influencers and actors</i>

10) 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

### 11) 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.

### 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>Working group meetings and meetings with stakeholders and collaborators</i>	<i>ID, PSE</i>	<i>10 hours</i>	<i>Discussion, Document preparation, Meeting time</i>

### 13) Outcomes to date

- Formation of an Advisory group.
- Liaison with individual experts, educational and other institutions, Federated Societies, IEA Regional Networks

### 14) Future Activities

- Identify modalities (platform, administrative structure, course structure, hybrid, fees, etc.) - ONGOING
- Sign MOUs as required
- Identify faculty.
- Develop curriculum
- Launch programme



## Additional Activities / Updates

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

The IEA Core Competencies have been translated into Hindi (official language of India, 345 million native speakers, 3<sup>rd</sup> most widely spoken worldwide) and Bengali (official language of Bangladesh 242 million native speakers, 7<sup>th</sup> most widely spoken worldwide). **The translated versions are available for uploading to the IEA website.** This was accomplished by Prof. Somnath Gangopadhyay and his colleagues from the Indian Society of Ergonomics.

### Africa

#### **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) would 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).

### America

#### **Caribbean region**

The recent advancement in the Caribbean HFE Society is the **addition of Costa Rica** to the project. This occurred last November through the Technical University of Costa Rica (UTN)'s interest in implementing a M.Sc. in HFE, through the participation of Professor Carlos Mora in the ABERGO Congress. This is one of the country's five public universities that train professionals in environmental engineering and safety, occupational health, and industrial hygiene, among other careers.



For the Masters Programme., a proposal already designed for a Panamanian university (UDELAS) was used by Profs. Andrew Todd, Paulo Antonio Barros (Brazil), Juan Carlos Velasquez (PhD Program in HFE for Latin America/Colombia), and Jose Orlando Gomes during the Yushi Fujita and Kathleen Mosier terms. Currently, **the proposal is in the final stages of approval by the Council of Rectors of Public Universities of Costa Rica.**

Professor Carlos Mora was present last May during the Latin American Doctoral Program's concentration week in Cali and established a partnership with the program. An agreement between the two universities is currently underway. Under this agreement, master's students will enter the doctoral program, following the hybrid learning model to reach all Central American and Caribbean countries. Secondly, last month, **UTN became a Corporate Sustaining Member of the IEA.**

## Latin America

- **Argentina** - Training courses, National Ergonomics Day, National Ergonomics Congress
- **Brazil** - ABERGO consolidated important advances in its activities - SisCEB Certification; SERERGO - Regional Ergonomics Seminar (2); 10 active Technical Committees (TCs)
- **Chile** - SOCHERGO Webinars, Seminars, and participation and sponsorship in the Second Conference on Ergonomics and Qualification of Professional Infirmities organized by the Administrative Organization for Accidents and Professional Infirmities of Chile
- **Cuba** - Creation of the **Cuban Ergonomists Network**; virtual congress attended by 10 Latin American countries; Ergonomic Challenges magazine
- **Mexico** - International Ergonomics Congress, in Mexicali; Ergonomics certification by the National College of Ergonomics; **CAPUNI** (University Chapters of Ergonomics covering students at degree level in capacity building, training and project realization activities) reached 33 (3 additions).
- **Panama** - Conferences, training, and plans to start a "Diplomado in Ergonomics, Analysis and Implementation" at a state university with other Latin American associations and universities.
- **Peru** SOPERGO- Peruvian Ergonomics Congress, technical opinion to Government regarding "25 kilos no más" (25 kilos no more), Academic supporter of the ICOH Congress in Lima
- **Venezuela** - Training of Safety and Health Inspectors, academic activities ergonomics assignments and theses
- Nicaraguan Ergonomics Association was forced to shut down due to local Government policies



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## Asia

### ACED registration completed

ACED is officially registered in Singapore on 14 August 2025.

### Activities detailed in Projects (as above)

- Collaborative HFE PhD programme for Asia
- Development of an HFE course which will cover the IEA Core Competencies
- HFE Training programme for Vietnam

## Malaysia

The Human Factors and Ergonomics Society Malaysia (HFEM), through MYHFE PLT, has officially been endorsed by the International Ergonomics and Human Factors Association (IEA) as a **recognized certification body** for the Certified Professional Ergonomist (CPE) programme.

## Bangladesh

The **Ergonomics Society of Shahjalal University of Science and Technology (SUST)**, Sylhet, Bangladesh, has officially started its journey with a grand Inaugural ceremony on September 18, 2025.



## Awards Committee

2025 IEA Council Meeting, Beijing, 28-29 October 2025

José Orlando Gomes, IEA 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 attractiveness 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).

Annual awards include the IEA Fellow Award, the IEA/Tsinghua Award, and the IEA/Kingfar Awards:

**The IEA Fellow Award** recognizes outstanding and sustained performance in the field of ergonomics and human factors at an international level, as well as an extensive publication record in international journals or international consulting or service at a high level. In 2025 we had 10 nominations, and all candidates were approved by 2/3 of the selection committee and confirmed by the IEA Executive Committee. **Congratulations to the new IEA Fellows!**

- Dr. Amanda Widdowson – CIEHF
- Prof. Christopher Mayhorn – HFES
- Prof. David Kaber – HFES
- Prof. Dohyung Kee – ESK
- Prof. Heecheon You – ESK
- Prof. Itiro Iida – ABERGO
- Prof. Myung Hwan Yun – ESK
- Dr. Patrick Neumann – ACE
- Prof. Ralph Bruder – GfA
- Prof. Somnath Gangopadhyay – ISE



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### **2025 IEA/Kingfar and IEA/Tsinghua Awards**

Many thanks again to Tsinghua University and Kingfar Beijing for the MOU renewal to continue the sponsorship of these awards. The awards are accomplishing their goals to cultivate global citizens who will thrive in today's world and become tomorrow's leaders, to significantly promote and reward high-quality original research and applications on new and emerging HFE issues or issues specifically related to industrially developing countries (IDCs), and to promote a career path in HFE.

This year we received 3 nominations for the IEA/Tsinghua Award, 11 nominations for the IEA/Kingfar Student Award, and 9 nominations for the IEA/Kingfar Early Career Researcher Award. The candidates are representatives of IEA's worldwide membership. Competition has been especially high for the IEA/Kingfar Student and IEA/Kingfar ECR award.

**The IEA/Tsinghua Award for Collaborative Human Factors/Ergonomics Education** honors persons (e.g. researchers, teachers) who, through international and/or inter-regional collaboration, have made significant and outstanding contributions to the success of postgraduate educational programs that include HFE courses or substantial HFE content in the curriculum. Applications are evaluated by renowned international reviewers and we thank the selection committee chair, Prof. Mario Vidal, and his team for their excellent work.

### **2025 IEA/Tsinghua Awardee**

- Prof. Kai Way Li (CES)

**The IEA/Kingfar Award for Research in Human Factors and Ergonomics Issues** is given annually to honor students and early career researchers who have high-quality human factors/ ergonomics (HFE) research achievements. The purpose of the award is to significantly promote and reward high-quality original research and applications on new and emerging HFE issues or issues specifically related to industrially developing countries (IDCs), as well as to promote a career path in HFE.

### **2025 IEA/Kingfar Student Awardees**

- Atif Mohammed Ashraf (HFES)
- Fatemeh Abareshi (IEHFS)
- Mengtao Lyu (HFES)



- Mohsen Sadeghi-Yarandi (IEHFS)
- Neelesh Sharma (ISE)
- Qidi Zhang (CES)
- Shang Gao (CES)
- William Emond (SELF)

### 2025 IEA/Kingfar ECR Awardees

- Adeola Bamgboje-Ayodele (HFESA)
- Azam Maleki-Ghahfarokhi (IEHFS)
- Maxwell Fordjour Antwi-Afar(HKES)
- Sharbo Mukherjee (ISE)
- Wei Lyu (CES)

### Other activities in 2024-2025

#### MSc. Program in HFE for Central America and Caribbean Region

The recent advancement in the Caribbean HFE Society is the addition of Costa Rica to the project. This occurred last November through the Technical University of Costa Rica (UTN)'s interested in implementing a M.Sc. in HFE. This is one of the country's five public universities that train professionals in environmental engineering and safety, occupational health, and industrial hygiene, among other careers (<https://www.utn.ac.cr/content/ingenieria-salud-ocupacional-ambiente-salud-ocupacional>).

For the M.Sc. it was used an updated proposal of one already designed by Profs. Andrew Todd, Paulo Antonio Barros (Brazil), Juan Carlos Velasquez (PhD Program in HFE for Latin America/Colombia), and Jose Orlando Gomes during the Yushi Fujita and Kathleen Mosier terms for a Panamanian university (UDELAS). Currently, the proposal is in the final stage of approval by the Council of Rectors of Public Universities of Costa Rica.

In addition, an agreement between the Universidad del Valle and UTN is currently underway. Under this agreement, master's students will enter the PhD Program in HFE for Latin America, based in Cali, Colombia. Secondly, last month, UTN became a Corporate Sustaining Member of the IEA



### **PhD Program in HFE for Latin America, Cali, Colombia**

It has been provided ongoing support to consolidate the Doctoral Program in HFE for Latin America, serving as an ad honorem professor, participating in teaching, research, advising, and assisting with its management. This year is totalizing, the fourth cohort of 10 students is starting, including one from Africa and the rest from countries in Latin America, bringing the total to 46 doctoral students.

### **1<sup>st</sup>. International Conference on Informal Work 2026 (IEA/ICOH/IOHA)**

Continuous assistance has been provided to the organization of the 1<sup>st</sup>. International Conference on Informal Work by the partnership IEA/ICOH/IOHA and Universidad del Valle and other stakeholders, in Cali, Colombia scheduled for November 2026.





# Update report for ICT Ad Hoc Committee

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

Prepared by Takashi Kawai, ICT Ad Hoc Committee Chair

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

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

Summary plan for 2024-2027 term:

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

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

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

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

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

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

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

### 3) Map of relations between stakeholders

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

4) Benefits to stakeholders

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

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

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

6) Outcomes to date

Regular maintenance and technical support.

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

Placement of IEA Ambassador Report form on Member Area.

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

7) Future Activities

Complete website full transition to new corporate image.

Improve voting functionalities within members' area.

Implement enhancements for file-sharing capabilities.

Define and implement a coherent SNS linkage strategy.

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

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

# Main projects of *Development and Promotion Standing Committee*

## List of Projects

1. Promote inter-society/region collaborations
2. Secure and promote IEA awards to recognize key individuals/groups
3. Promote some major platforms and events

IEA Council meeting: Oct 28-29, 2025

Presenter: *Wei ZHANG*

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

# Promote inter-society/region collaborations

## Value-add

Supported **36** out of 56 federated societies to participate.

In partnership with **3** universities and **16** companies to get financial support for our council members and for the conference HFE&AI 2025.

Invited EiCs of **3** HFE journals (Ergonomics, ADVEI, Cognition, Technology and Work) as keynote speakers on the following HFE&AI 2025 conference

## 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 over 10 major Chinese university HFE groups

Journal promotion (T&F)

## Project outline including status

43 tickets booked for IEA representatives. The success of HFE&AI 2024 and 2025 Conference has gained sufficient experience, and confidence for conference operation and funds raising

# IEA Awards Co-Project

## Value-add

Attract as many nominations for IEA awards as possible from federated societies.

Recognize high-impact individuals/groups/institutions.

Promote win-win IEA-partner cooperations (future new awards?)

## 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/institutions

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

# Promote some major platforms and events

## Value-add

Attract more high-impact and emerging individuals and institutions to participate (HFE&AI-2026 to have TC chairs?).

Provide opportunities for interactions (conferences, paper review...).

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/institutions

## Project outline including status

The HFE&AI annual conference will focus on AI related application to promote new HFE research and practice

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

High-impact regional and inter-regional (BRIC+ network) conferences (Nov 4-7, 2025 in Fortaleza, Brazil)

# Summary of the Council Meeting participants

## Federated societies to participate onsite:

Africa: 2 out of 4 (STE and AAE no response, having practical challenges)

Asia: **12 out of 13 (Israel to attend online)**

Europe: **11 out of 25 (most to attend online) (May need further regional promotion)**

North and South America: **9 out of 12 ( other 3 no response)**

**+ CARE (Affiliated Societies)**

Oceania: **2 out of 2**

**ACED, Viet Nam delegates for HFE&AI 2024 and 2025, and quite a few observers**

**Multi-university postgraduate students innovative design competition**

Representatives of the EC and Societies: **>50**

## IEA Communications Strategy

### **Introduction**

The IEA exists to be an organisation that brings together ergonomics and HF societies around the world. It brings together experts to yolk the strengths of different perspectives and culture for the betterment of the HF discipline as a whole.

This strategy aims to define what the IEA will communicate, both to members and to the general public. It will define how those communications will be delivered. It will define measures and determine realistic value targets.

It should be recognised that the IEA is a volunteer organisation that has a large number of volunteers working on its behalf with good intentions. However it is also possible for communications to be shared by the IEA that don't meet standards expected of an international organisation and therefore impact the good standing of not only the IEA but HF/E as a whole.

This strategy aims to support all members by making it clear how communications are managed, what is written on behalf of the IEA and where support can be found for any issues.

### **Communication Pillars**

There is a lot going on around the world and the role of the IEA is to use its international network to broaden the reach of best practice, development of contemporary thinking and supporting members at country and individual level.

The IEA will focusing on three main communication pillars.

1. Amplifying the societies messages
2. Sharing the work of the IEA - committees and TGs
3. Giving an international collaborative voice to members

#### 1. Amplification

Most of the federated societies have events and activities, some more than others - the IEA will share these events through all its channels

#### 2. Sharing

The IEA has a lot of activities itself that it will share through the channels.

These activities need to be coordinated to provide a consistent tempo or battle rhythm through the year

#### 3. Collaboration

The IEA will use platforms to enable international members to talk, share best practice and collaborate.

WhatsApp?

Will share best practice on comms

Informal and formal

Supporting federated societies to share events.

## Methodology

1. Strategy
  - a. The comms committee will develop a comms strategy that will be approved by the IEA executive
  - b. Strategy will include approved platforms
2. Planning
  - a. At the beginning of the year - (define year) a monthly plan will be produced that has all the high level events that are scheduled
  - b. Every month, the comms committee will review the previous months comms, identify strengths and weaknesses, and then plan out the following two months comms on a media grid.
3. Review
  - a. The Comms committee chair will attend IEA exec committee meetings and report on comms events, particular successes and any issues. They will also identify areas that the comms committee feels it can improve its output.
4. Day to Day
  - a. The Social media accounts will be monitored daily.
  - b. Re-sharing will be done without comment, unless previously agreed with Social media lead.
  - c. The scheduled IEA content for the day will be shared twice a day - to ensure broad reach

## **Policy**

It's important that the IEA has agreed policy on what shall be shared and who can utilise the media channels to talk on behalf of the IEA.

1. Sharing of federated society events
  - a. The IEA can share but not endorse any events advertised on social media.
    - i. Events can be physical or online
    - ii. Events must have dates, appropriate links.
2. IEA content
  - a. All IEA content must be approved by comms committee rep
  - b. Must include all relevant information
    - i. Date, time, links and graphic
3. Exclusions
  - a. The IEA will not share
    - i. Job adverts
    - ii. Business promotion

## **Channels and methods**

The IEA has a number of channels available to share content.

- Social Media
  - IEA LinkedIn Page - External facing
  - IEA LinkedIn Group - Membership
  - IEA Instagram Account
- Newsletter
- Website
- YouTube?
- X?

There is also the ability for individual committees and technical groups as well as individuals to set up their own accounts and be seen to talk on behalf of the IEA.

The Comms Committee should have access to all pages and accounts. The Committee will hold a register of the account names and passwords, regardless of who is operating them. If other accounts open up seeking to represent the IEA or part of it, the account manager will be asked to share. This is to ensure that any account is still operable if and when elected members move on.

## **Metrics**

Whilst the ability to share is enough in itself, there is a need to understand the value that the IEA communications bring to the profession in order to understand success.

The following will be used (or variations as appropriate) for each channel. These will tracked monthly and reviewed by the comms committee.

- Network
- Signed up/subscribed
- Number of original posts
- Number of posts shared
- Number of mentions
- Reach

## **Language**

The IEA recognises that as a world wide organisation, it has a responsibility to utilise as broad a language base as practicable. However it also recognises that there is limited language resources within the committees and that there is potential risks in mistranslation.

Therefore

- the main language the IEA will communicate in is English
- Language translation for formal communications will be provided where those translations can be verified as accurate
- AI may be used (is this a good idea) - but must be checked

## **Stakeholders and People**

- Exec
  - Overall responsible for approving Comms strategy
  - President
- Comms committee
  - Chair - reporting to exec, leading committee, responsible for leading strategy
  - Social Media Committee rep - POC for
  - Newsletter Committee Rep
  - Website?
  -
- Social Media Manager -
  - Employed by IEA (or other) to manage day to day comms.
  - Utilises policy and guidelines laid out by the Committee.
  - Any queries or unique circs. Initially engages with committee rep for queries.
  - Meets with committee rep every 2 weeks

## **Tools**

For maximum benefit then it is likely that appropriate tools could be utilised.

Where tools are utilised, then appropriate due diligence should be maintained with respect to cyber security and data protection.

Only tools approved by the comms committee should be used. Givent he fast moving nature of new tool development then it is appreciated that there may be some trials of different tools required, and this is fine as long as the committee is aware in advance.





# Update report for the Advisory Group on Standardisation (AGS)

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

Prepared by Masaaki MOCHIMARU, AGS Chair

The purpose of AGS is to utilize knowledge and academic achievements of IEA member societies and HFE experts in development of international standards through further collaboration with ISO TC 159.

Member list: Dr. Chris-Kosuke YAMADA (JP), Ms. Aleid RINGELBERG (NE), Dr. Shin-ichi FUKUZUMI (JP), Mr. Edwin YAP (SIN), Dr. Nana ITOH (JP), Prof. Anindya GANGULI (IN), Dr. Manoela LAHOZ (BR), Prof. Ronggang ZHOU (CN), Prof. Yu-Chi LEE (TW), Ms. Linda SAGMEISTER (CA)

Summary plan for 2024-2027 term:

Project / initiative	How does this create value-added?	How does this align with IEA strategies policies?	What needs will be met?	Goals to be reached	Milestones	Current status
1. Standard activity report	Provide information of recent activities of ISO TC 159	Promote standardization activities	Eliciting potential interest in standardization	Many members of IEA notice AGS activities	Monthly update via IEA NewsBriefs	In progress The AGS chair will make 1 <sup>st</sup> AGS report in NewsBriefs
2. Hosting seminar (in person)	Provide information of ISO TC 159, and discuss with regional HFE experts	Engage Stakeholders	Regional HFE issues to be solved through standards	Some of the participants are willing to participate in standardization activities	To hold the seminar at the regional meeting	In progress 1 <sup>st</sup> seminar was set at the next ACED in Singapore
3. Hosting webinar	Provide information of ISO TC 159, and discuss with regional HFE experts	Engage Stakeholders	Regional HFE issues to be solved through standards	Some of the participants are willing to participate in standardization activities	To hold the webinar around once a year	To start



@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

### 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 officers / EC	<ul style="list-style-type: none"> <li>Decision-making and approval of AGS strategies</li> </ul>	Decision-Maker
Member societies	<ul style="list-style-type: none"> <li>Distribute information to members, Provide feedback</li> </ul>	Influencer
ISO TC 159	<ul style="list-style-type: none"> <li>Provide recent activities to AGS members, Discuss NWIP proposed from IEA</li> </ul>	Expert

### 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
AGS chair	<ul style="list-style-type: none"> <li>Manage AGS activities, Communicate with ISO TC 159</li> </ul>	Manager
TC 159, SC chairs	<ul style="list-style-type: none"> <li>Provide recent activities to AGS members, Discuss NWIP proposed from IEA</li> </ul>	Expert

### 3) Map of relations between stakeholders

From \ To	IEA officers / EC	Member societies	AGS	ISO TC 159	Experts
IEA officers / EC		Provide policy direction	Decision-making and approval of AGS strategies	Join the TC plenary meeting	Approve contracts
Member societies	Provide feedback		Provide interests in standardization	Provide experts to standardization	Distribute AGS report
AGS	Provide progress reports	Provide AGS activities, collect interests		Collect information of recent activities	Communicate through seminar/webinar
ISO TC 159	Provide activity report	Provide feedback	Provide feedback		Promote ISO activities
Experts	Provide interests	Provide interests, willing to join ISO activities	Provide knowledge and academic achievements in standardization	Join the ISO activities	

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]

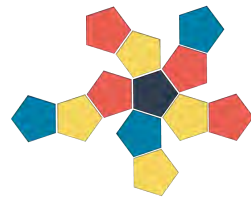
<i>Activity undertaken</i>	<i>Societies/committees involved</i>	<i>Hours dedicated to activity</i>	<i>Resources used</i>

6) Outcomes to date

Structured the new AGS and held the kick-off meeting with new members.  
Get the slot of AGS seminar session at ACED in Singapore 2026.

7) Future Activities

Start monthly report in NewsBriefs.  
Set details of the seminar session at ACED in Singapore 2026.  
Discuss the availability of the seminar at ULAERGO.



Chartered Institute  
of Ergonomics  
& Human Factors

IEA2027 update

Ben Peachey

October 2025

# IEA 2027



**23-25 August**



**Capital Suite**

**Excel becomes first UK venue to work with leading accessibility consultants**

by Kristyna O'Connell  
Last updated: October 17, 2024



Business

**Excel London brings Net Zero target forward by five years in further commitment to climate action**

16 July 2025

# Progress to date – October 2025

## Event administration

- MOU signed with IEA and seed funding received
- Budget developed and approved by IEA Officers
- IEA2027 Community Interest Company set-up (UK legal entity)
- Bank account opened
- Event company appointed
- Venue contract signed

## Content preparation

- Event ambition document reviewed by CIEHF and IEA leadership
- Survey sent to Technical Committee Chairs in September 2025
- Dialogue with HEPS organisers for Healthcare day

## Marketing

- > 400 IEA2024 delegates signed up to marketing list
- Date announcement in October 2025 (email, social media, IEA Newsbriefs, web page)

## Next priorities

- Work on sponsor packages
- Sponsor engagement
- Partner engagement – INCOSE; ISO TC159; others?
- AV specification
- Create branding
- Create promotional video
- Create marketing plan
- Unique booking links for IEA member societies

# Partner engagement

- IEA MOUs:
  - INCOSE, IsQUA, FPE, ICOH, and IOHA
- International organisation relationships:
  - WHO, ILO, ISO (currently liaising re hosting ISO TC159 meeting)
- Sustaining members

## **To discuss:**

- 1) Who owns each relationship?
- 2) How should we engage them for IEA2027?

# Input requested from IEA Council members

- Target audiences / sponsors / partners
  - Are all key stakeholder audiences covered?
  - Do you have contacts/leads in organisations that we should engage?
  - Do you want to know if your members are coming to IEA2027?
- Event format
  - Feedback on content formats (see next slide)

# Content formats

## In-person attendance

To optimise attendance in London – deliver formats that can't be replicated online = value to attend in-person.

- Panel discussions
- Workshops
- Ask the Expert Live Q&A / Fireside Chats
- Expert Briefing Sessions

# Delegate Experience

- Before the Event

- Clear understanding of the overall programme and what's on offer

- Ease of registration and payment

- Confirmation of registration sent promptly

- Queries answered promptly by email

- Choice of self-bookable, discounted accommodation

- Choice of add-on activities e.g. drinks receptions, family attractions

- Comprehensive and accessible joining instructions

# Delegate Experience

- At the Event

  - Welcoming and friendly atmosphere

  - Self registration to print delegate badge – speeds up delegate transitions

  - ‘Here to Help’ delegate supporters wearing bright t-shirts

- Promote community (inclusive, relevant topics, every opinion counts)

  - Topics appeal across the range of delegates

  - Opportunity to give feedback throughout the event via QR code

# Presentation Formats - Opportunities

**Plenary Presentation. Format:** speakers are up front on stage to whole audience

**Interactive Workshops. Format:** Facilitated sessions focused on hands-on learning or skill development.

**Panel Discussions. Format:** A moderated conversation among 3-5 experts representing diverse perspectives on a single topic.

**Fireside Chats. Format:** Intimate, one-on-one or two-person conversations, often involving a moderator and a guest speaker.

**Roundtable Discussions. Format:** Small-group discussions facilitated by a moderator, with participants sitting around a table.

**Lightning Talks. Format:** Short, focused presentations of 5-10 minutes on a specific topic or idea.

# Presentation Formats - Opportunities

**Interactive Demonstrations. Format:** Live or recorded demonstrations showcasing tools, technologies or workflows, often with audience participation.

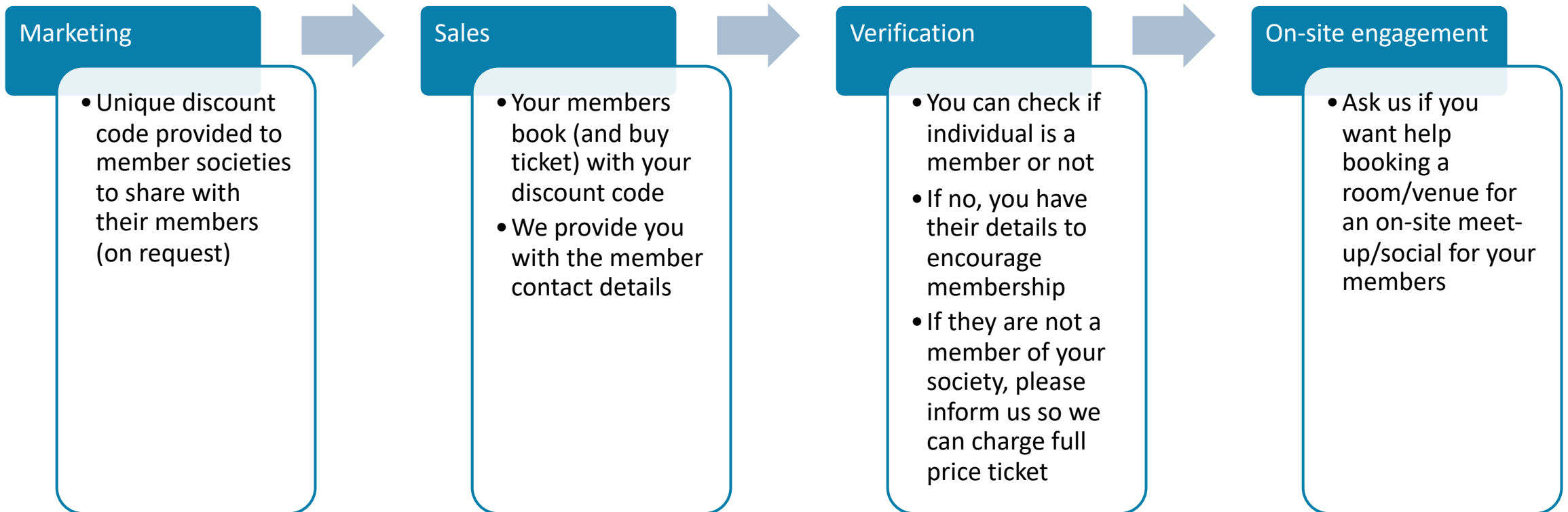
**Debates. Format:** Structured debates where opposing viewpoints are presented on controversial or emerging topics.

**Peer-Led Discussions. Format:** Informal sessions where attendees lead discussions on topics of mutual interest.

**Poster Presentations. Format:** Academic or research posters displayed digitally or physically, with scheduled time for authors to present.

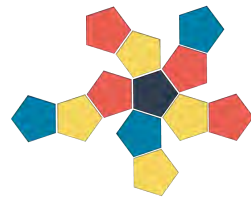
**Think Tanks. Format:** Small groups collaborate to solve a real-world challenge or develop actionable strategies.

# Ticket sales for your members



# CIEHF annual conference





Chartered Institute  
of Ergonomics  
& Human Factors

Thank you

28-29 October 2025