

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"> • 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. • Initiatives with external stakeholders: ILO, WHO, ISO (handled mostly by Masaaki) • Linking ISO's TC 159 (ergonomics) – TC 283 (Occupational Health & Safety) in long-term strategy (inserting HFE in Safety Management); IEA Safety and Health TC also involved. <ul style="list-style-type: none"> • ISO Plenary meeting planned during IEA2027 in London • Masaaki may suggest AI as a new topic in ISO next year (NWIP); as a National Body creates standards, strategic work required.



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	<ul style="list-style-type: none"> • ILO document planned for November 2025 submission to ILO. <ul style="list-style-type: none"> • 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. Aim: signed ILO convention in 2030. • In WHO – Patient safety focus with Kathy Mosier and Michelle Robertson lead; HFES-heavy writing team <ul style="list-style-type: none"> • New Non-State Actor agreement led by Shanqing Yin (Singapore) M. Robertson (HFES, USA) for 3 years starting 2026 Aim: guidance of HFE – patient program of action (2026-2028) - NB – reduction in WHO financing, with OSH moving to ILO • Strategic initiative plans following spring EC meeting in Aachen. • Future President ambassador visits would like to focus on <i>engaging with students.</i> • Discussion of INSTATS platform as potential host for webinar videos (replacing YouTube); offer to partner <ul style="list-style-type: none"> • Allows easier monetization; • IEA Member Societies could be affiliated; • FS members could get discounts on fees to access resources of other partner organizations. <p><u>Discussion:</u></p> <ul style="list-style-type: none"> • Could IEA Member Societies upload elements (like webinars) to INSTATS in their role as IEA partners? • 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 <p>ACTION: AT to ask Council for opinion on this INSTATS initiative.</p>
4. VP/Treasurer's Report	<p>The VP/Treasurer's Report was presented and discussed.</p> <ul style="list-style-type: none"> • The revenues, e.g. royalties, were specified. • 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 • Details about the capitation fee and the surplus from IEA2024 congress were provided. • 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. • 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. <p><u>Discussion:</u></p>



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	<ul style="list-style-type: none"> • 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. • IEA endorsement fees for certification systems and if it should also be applied for recertification. Should follow OP. <p>ACTION: VN to present proposal to Officers concerning possible change to recertification payment according to OP 20.</p> <p>ACTION: The documentation for endorsement of different certification systems from the past to be compiled and shared in minutes (VPSG)</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>ACTION: IEA Treasurer will refer to the Reserve Policy in the financial report to the council in 2026.</p> <p><u>Discussion:</u> VPSG (NB) is responsible for Sustaining Members. BP asks for transparency about the number of funds; and the amounts from each Sustaining Member. AT notes 3 new sustaining members in 2025; ACTION: Nancy to discuss Sustaining member changes during Council Meeting.</p>
	BREAK
5. VPSG Report and Journal Endorsement evaluation	<p>The VPSG report was presented and discussed.</p> <ul style="list-style-type: none"> • Webinar certificate production automation. Q: How is the survey filled in at the of the webinars used? – RS sends these results to webinar presenters. Plan in future to send also to TC Chairs • Consideration of Journal Endorsement of the <i>Ergonomics published by Taylor & 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"> - During final discussion and voting, AT and WZ were absent (due to their Conflict of interest). <p>Proposal: That the journal <i>Ergonomics</i> published by Taylor & Francis be endorsed by IEA.</p> <ul style="list-style-type: none"> - Accepted unanimously. <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>



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



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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"> • Collaborating with PSE with common co-chair: Liang Ma • Discussed progress on key projects (green sections completed; yellow in progress; rest to come) • Developing a new stand-alone course covering IEA core competencies; • University in Costa Rica: UTN is a new <i>corporate</i> Sustaining member of IEA; • Vietnamese ergonomics training program – with potential for IEA membership • Translations of IEA documents in new languages <p>ACTION: documents to be posted on IEA website to be supplied to Aleksandra and NB.</p> <ul style="list-style-type: none"> • The Bolivian Society has applied for IEA Federation, and this will be voted on in the Council meeting. • ACED activities: officially registered – allowing it to become an officially recognized IEA Network. • possible creation of Bangladesh Member Society; currently less than 25 members and minimum annual 100 USD fee a problem. <p>ACTION: Officers to consider different cost structure for IEA Affiliated Societies</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"> • To present the total number of submissions as well as awards to Council • No practitioner award exists. No <i>Product Development Process</i> award exists. • ACTION: JOG to pursue new categories of awards (and sponsorship)
<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"> • Three universities together paying 100k USD in sponsorship; • 80k (?) USD from 35 of the 56 Federated Societies (FS) • To encourage more nominations for IEA Awards and Prizes via Council representatives • Encourage more HFE publications in journals.



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	<ul style="list-style-type: none"> • At upcoming HF Engineering in AI Systems (30 Oct. – 1 Nov): <ul style="list-style-type: none"> - <i>Meet the editors session at HF Engineering in AI systems conference following the meetings (including Ergonomics, IJIE, Cognition Technologies)</i> - <i>750 registrations; 830 participants including 100 emerging young scholars</i> - 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! • Promote Major Platforms and Events through IEA. • Invite (subsidize) <i>active</i> TC chairs • Support <i>new awards</i> in particular areas <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"> • ACED participation at the HF Eng. in AI systems Conference was sponsored by the CES.
<p>11. (ONLINE) Report and discussion: Information & 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"> • <i>Ambassador Report</i> platform created within <i>iea.cc</i> Member area • 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) <p>ACTION: planned activities:</p> <ul style="list-style-type: none"> • TK to Revise Member area for greater usability • 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. • To better follow website usage with Google Statistics. (periodically share) <ul style="list-style-type: none"> - Currently highest traffic on “What is HFE” <p>ACTION: TK to share monthly website visit statistics with NB, Office</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"> • Co-chair Barry Kirby is very actively creating new channels in LinkedIn • Need further Social Media support (regular creation) <ul style="list-style-type: none"> - ULAERGO pays 80 USD annually for website hosting + employs a supporting person. <p><u>Discussion</u></p> <ul style="list-style-type: none"> • Must avoid double work • Can use content from Member Societies (with permission)



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	<ul style="list-style-type: none"> • WZ notes there are 3 levels of content within CES website; <i>freshet</i> is level 3 – but this is too much work! • BP suggests 5 types of media content; <ul style="list-style-type: none"> - Our Members can be champions; - Could use content to recruit TC members; - Need clarity on the strategy of IEA (for FS) • TA reminds that IEA does not <i>hire staff</i>; can reimburse costs (pay invoices); <ul style="list-style-type: none"> - Paying for a Social Media support could create conflict when other roles are <i>volunteer</i> (ex. NewsBriefs) <p>ACTION: EC to clarify <i>Who is our audience; Why?</i> <i>Discussion of two Audiences markets: FS & People interested in joining HFE</i></p> <p>ACTION: NB (VPSG) to improve onboarding for Council and EC</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"> • 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. • Host a webinar • Attend ACED in 2026, presenting on ISO Category A Liaison significant • Organizing AGS – Reporting • Focus on <i>value-added of IEA</i> – to Propose New Work Items (NWI) <p><u>Discussion:</u></p> <ul style="list-style-type: none"> • RS suggests AGS use active TCs to support new standard development; • Hot topic suggestions for NWI: • <i>AI (what are the risks between AI and HFE?)</i> • TC159 – Robotics with autonomous intelligence was discontinued; • <i>Exoskeletons – robotics of interest</i> • JOG can assist with ISO activities.
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"> • Congress dates announced: 23-25 August 2027 • MOU signed • Seed Money received



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



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



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	<ul style="list-style-type: none"> - reducing FS membership numbers; - Only 56 of 150 countries have member societies; - People do not read submitted reports... - Need to hear from Researchers & Practitioners & Professors (and <i>listen</i> to them); - Make sure <i>value is perceived</i>; - IEA is expected to be present everywhere, but resources are limited.
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"> • Member societies: Federated and Affiliated • Sustaining Members • Networks • TCs • IEA Fellows • Current and past EC members • External bodies with MOUs with IEA • Non-IEA member countries <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"> - Ask open-ended questions <ul style="list-style-type: none"> “What could we do that is value-added <ul style="list-style-type: none"> ○ Consider list of existing activities (TCs +) “What do you want of us?” *Adapt survey content as a function of the group being consulted. <p>2) What is the IEA for?</p> <ul style="list-style-type: none"> - start with 7 strategic policies <p>Timeframe for this <i>strategic initiative</i>: complete within this EC term (before IEA2027 congress)</p> <ul style="list-style-type: none"> - In parallel with operational activities: <ul style="list-style-type: none"> ○ Co-sponsorship for publications (open-access) ○ Educational map ○ Open-access support <p>ACTION: AT to suggest review process (strategic reflection) ; communicate to EC & collect opinions online</p> <p>ACTION: VN to set up Miroboard to collect responses</p> <p>ACTION: AT will communicate this <i>Strategic</i> visioning initiative to Council (inform, ask opinions; not a vote)</p> <p>Future Gatherings – plan based on Council feedback.</p>
16:00 Adjourn	The meeting was adjourned at 16:15 local time.

