

Minutes of the 2025 Council Meeting of the International Ergonomics Association

In Beijing, China and online via Zoom on 28th and 29th October, 2025

Tsinghua University, Beijing, China

Executive Committee (EC) Attendees

Andrew Thatcher (AT), President
 Thomas Alexander (TA), Vice-President and Treasurer
 Nancy Black (NB), Vice-President Secretary General
 Rosemary Seva (RS), Science, Technology and Practice (STP) Chair
 Martin Rodriguez (MR), Communication and Public Relations (CPR) Chair
 Verena Nitsch (VN), Professional Standards and Education (PSE) Committee Chair
 Anindya Kumar Ganguli (AKG), International Development (IDC) Chair
 Jose Orlando Gomes (JOG), Past-President and Awards Chair
 Wei Zhang (WZ), Development and Promotions (DP) Chair
 Ben Peachey (BP), IEA2027 Congress Organizing Committee Chair
 Masaaki Mochimaru (MM) – Advisory Group on standardization– online

IEA Council Members (non-voting):

Representatives of IEA Networks

Frederick Tey - Asian Council on Ergonomics and Design (ACED)- in person
 Paolo Antonio Barros Oliveira - Latin American Union of Ergonomics (ULAERGO)- in person
 Ng Yee Guan - South East Asian Network of Ergonomics Societies (SEANES) – in person

Presidents of IEA Affiliated Societies

Juan Castillo - Colombian Association of Research Ergonomists (CARE) – in person

Invited guest participants:

María Cristina Rengel Roca, President – ASERFHU of Bolivia online
 Nelson Chávez Oña (past president) – ASERFHU of Bolivia online

IEA Council Members representatives (present in person, voting unless “observer”):

Country	Federated Society Name	Council Representative(s) Present
Australia	Human Factors and Ergonomics Society of Australia, HFESA	Valerie O’Keefe
Brazil	Associação Brasileira de Ergonomia, ABERGO	Paolo A. Barros Oliveira Lucy Mara Bau
Bulgaria	Bulgarian Association of Ergonomics and Human Factors (BAEHF)	Trifon Stefanov

Country	Federated Society Name	Council Representative(s) Present
Canada	Association of Canadian Ergonomists/ Association canadienne d'ergonomie, ACE	Danielle Lemay
Chile	Sociedad Chilena de Ergonomía, SOCHERGO	Jeisy Cofré Figueroa
China	Chinese Ergonomics Society, CES	Wei Zhang Ruifeng Yu Fu Guo Chaoyi Zhao
Colombia	Sociedad Colombiana de Ergonomía, SCE	Martha Helena Saravia Pinilla
Croatia	Croatian Ergonomics Society	Jasna Leder Horina
Germany	Gesellschaft für Arbeitswissenschaft, GfA	Verena Nitsch
Hong Kong	Hong Kong Ergonomics Society	Ameersing (Yan) Luximon
Hungary	Hungarian Ergonomics Society	Gyula Szabó
India	Indian Society of Ergonomics	Rauf Iqbal
Indonesia	Perhimpunan Ergonomi Indonesia, PEI	Johanna Renny Octavia Hariandija
Iran	Iranian Ergonomics Society, IES	Mahnaz Saremi
Ireland	Irish Ergonomics Society, IES	Anthony Hoey
Italy	Società Italiana di Ergonomia, SIE	Tommaso Bellandi
Japan	Japan Ergonomics Society, JES	Takashi Toriizuka Yoshiko YAGI Kentaro KOTANI
Republic of Korea	Ergonomics Society of Korea, ESK	Taezoon Park
Latvia	Latvijas Ergonomikas Biedriba	Kristine Kursite Germane
Malaysia	Human Factors and Ergonomics Society of Malaysia (HFEM)	Ng Yee Guan Shamsul Bari
Mexico	Sociedad de Ergonomistas de Mexico A.C., SEMAC	Carlos Raul Navarro Gonzalez
New Zealand	Human Factors and Ergonomics Society of New Zealand (HFESNZ)	Stephven Kolose
Nigeria	Ergonomics Society of Nigeria	Victor Afamefuna Egwuonwu
Nordic Countries	Nordic Ergonomics Society, NES	Denis Coelho
Philippines	Human Factors and Ergonomics Society of The Philippines	Jennifer Alma Gutierrez
Poland	Polskie Towarzystwo Ergonomiczne, PTErg	Wiktoria Sabina Czernecka Rafał Łukasz Mierziak (observer)
Russia	Inter-Regional Ergonomics Association, IREA	Alexandr Volosiuk (observer)
Singapore	Human Factors and Ergonomics Society of Singapore, HFESS	KC Yong
South Africa	Ergonomics Society of South Africa, ESSA	Sarah-Ann le Grange

Country	Federated Society Name	Council Representative(s) Present
Taiwan	Ergonomics Society of Taiwan, EST	Chris Su Ray Lin Yu-Hsing Huang (observer)
Thailand	Ergonomics Society of Thailand	Thanatorn Chuenyindee
United Kingdom	Chartered Institute of Ergonomics and Human Factors, CIEHF	Bob Bridger Ben Peachey
United States	Human Factors and Ergonomics Society (HFES)	Caroline Cao
Uruguay	Asociación Uruguaya de Ergonomía, AUDERGO	Silvia Díaz Furtado
Venezuela	Asociación Venezolana de Ergonomista	Rafael Gonzalez

IEA Council Members (Present online):

Country	Federated Society Name	Council Representative	Assigned proxy
Canada	Association of Canadian Ergonomists/Association canadienne d'ergonomie, ACE	Heather Kahle	Proxy Danielle Lemay
Germany	Gesellschaft für Arbeitswissenschaft, GfA	Christoph Schiefer	Proxy Verena Nitsch
United States	Human Factors and Ergonomics Society (HFES)	Camille Peres	Proxy Caroline Cao

Not attending but proxy vote

Country	Federated Society Name	Council Representative(s)	Proxy
Argentina	Asociación de Ergonomía Argentina, ADEA	Paolo Bando	Proxy Martin Rodriguez
Austria	Österreichische Arbeitsgemeinschaft für Ergonomie	Michael Wichtl	Proxy Thomas Alexander
Ecuador	Asociación Ecuatoriana de Ergonomía, AEERGO	Ivan Lopez	Proxy Martin R
France	Société d'Ergonomie de Langue Française, SELF	Liliana Cunha	Proxy Andrew Thatcher
Germany	Gesellschaft für Arbeitswissenschaft, GfA	Christoph Schiefer	Proxy Verena Nitsch
Indonesia	Perhimpunan Ergonomi Indonesia, PEI	Wyke Kusmasari Tricia Pawitra	2 Proxy Johanna Renny Octavia
Israel	Israel Ergonomics Association	Yakir Yaniv	Proxy Nancy Black
Republic of Korea	Ergonomics Society of Korea, ESK	Inseok Lee Prof. Gyu Hyun KWON	2 Proxy Taezoon Park

Country	Federated Society Name	Council Representative(s)	Proxy
Netherlands	Human Factors NL	Marijke Melles	Proxy Thomas Alexander
Panama	Asociación Nacional de Ergonomía de Panamá, ANAERGO	Javier Cordoba	Proxy Nancy Black
Peru	Sociedad Peruana de Ergonomía, SOPERGO	Andrés Arce Guadalupe	Proxy Martin Rodriguez
Serbia	Ergonomics Society of Serbia, ESS	Aleksandar Zunjic	Proxy Gyula Szabó
Spain	Asociación Española de Ergonomía, AEE	Gustavo A. Rosal Lopez	Proxy Andrew Thatcher
United Kingdom	Chartered Institute of Ergonomics and Human Factors, CIEHF	Lisa Kelly	Proxy Ben Peachy
United States	Human Factors and Ergonomics Society (HFES)	Debbie Boehm-Davis	Proxy Caroline Cao

Day 1: 28 October

Agenda item	Notes
Registration 8:00 am	EC members Anindya Ganguli and Ben Peachey verified all voting members, distributed ballots and recorded presence.
8:45 1. Welcome	IEA President Andrew Thatcher welcomed all present and online.
8:45 - 8:50 2. Approval of Agenda	<p>The agenda was introduced as distributed, and one new voting item was proposed on day 2: Approval of Federated Society Membership for the <i>Asociación de Ergonomía y Factores Humanos (ASERFHU)</i> of Bolivia.</p> <p>Vote 1 Resolution 1: Approval of the agenda for the IEA Council meeting 28-29 October 2025 with revision – including new voting item on day 2: Approval of Federated Society Membership for the <i>Asociación de Ergonomía y Factores Humanos (ASERFHU)</i> of Bolivia.</p> <p>By a unanimous vote by hand raising the agenda for the Council meeting was approved.</p>
3. Minutes of 2024 Meeting	Minutes were sent out to attendees of the 2024 IEA Council meeting (held in Jeju, Korea). Since no corrections or revisions were requested within the 1-month consultation period, they were adopted.
4. Check of Quorum and voting procedures	<p>19 Proxy vote forms were received in advance of the meeting. Voting was conducted during the meeting according to the By-laws of IEA. There was no online voting since this is not permitted by Swiss law. Total potential votes: 74 votes (excluding AT as president). Total number of effective votes was 71 (including by proxy) + 3 officer votes present.</p> <p>The quorum for effective voting was 25 (one third of total potential votes). The council balloting satisfied the quorum requirements.</p>

5. Introductions (1 st half)	<p>First series of Council Members and Guests introduced themselves (Name and Society they represent and up to 2 activities /achievements of last year).</p> <ul style="list-style-type: none"> • Ben Peachey, CIEHF (UK) – professional competency checklist redesigned and republished. • Martin Rodriguez, ADEA (Argentina) – conference in Mendoza, development of collaboration between industry and education. • Verena Nitsch, GfA (Germany) –the IEA EC meetings in Aachen, well-attended spring conference (most attendees were not GfA members – competition with association of German engineering psychologists). • Aleksandr Volosuik, IREA (Russia) – society on pause. Recent conference had 61 presentations. • Sarah-Ann le Grange, ESSA (South Africa) –lots of webinars, a conference, in 2024 symposium across 3 different cities with IEA EC participation; working to reduce siloes of cognate discipline activities and to help businesses understand HFE. • Jeisy Cofré, SOCHERGO (Chile) – Women in the Mining Industry Initiative, 14th SOCHERGO congress. • Silvia Díaz Furtado, AUDERGO (Uruguay) – not recorded. • Johanna Renny Octavia Hariandija, PEI (Indonesia) – growing FS: 1039 members; minister of Manpower is an ergonomist (helps increase awareness of HFE); comprehensive conference with AT presenting online; annual student conference. • Jasna Leder Horina, Croatian Erg. Society (Croatia) – growing industry membership; some academic project funding requests, next conference is in Oct. 2026. • Valerie O’Keefe, HFESA (Australia) – constitutional review – changing from registered charity to company limited by guarantee; certification body changing to be independent from HFESA; 2 conferences upcoming (Computer-Human interaction; Society conference in Tasmania); new mentoring program. Member numbers falling (from 500 to about 340 members). • KC Yong, HFESS (Singapore) – signed MOU with CIEHF, and Tsinghua University. Next year ACED conference that will include 2 initiatives: design work initiative and Student Challenge. • Wei Zhang, CES (China) – approximately 4000 members with fast growth; have industrial chapter (including automobile manufacturing, healthcare, smart wearables). Host conferences every 2 months organised by sub-group of society; next event organized by Tsinghua University on AI. Many HFE projects. Young scholars are encouraged to join and to submit articles to journals. • Ameersing (Yan) Luximon, Hong Kong Ergonomics Society (Hong Kong) – Sharing responsibilities amongst executive; hold seminars. Hold award (giving student winners free membership). Challenge with ageing membership though people remain active. • Denis Coelho, NES (Finland, Sweden, Iceland); NES possible closure due to member society growth but lack of volunteers for executive; likely NES will survive as a conference. • Mahnaz Saremi, IES (Iranian) - established 2001; in 2024 8th national conference (more than 400 participants academics & industries); accepted as member of ACED; webinars and seminars (12 held this year to date).
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Agenda item	Notes
	<ul style="list-style-type: none"> • Jennifer Alma Gutierrez, HFES (Philippines) – annual student “ergoneering” ergonomics in design competition; hosted ACED 202 online conference; have MOU with Tsinghua University working to develop first HFE Society in Asia. • Ray Lin, EST (Taiwan) – held conference last year, issuing certificates to workers to increase HFE impact in industry.
6. President's Report	<p>The IEA President, Andrew Thatcher (AT) presented his report. Ref. 1</p> <p>AT focused on 3 areas:</p> <ul style="list-style-type: none"> • HFE strategy reflection – updating Dul et al. (2012) document which called for review 10 years later by new international project group work – open to additional names (HFES and CIEHF-heavy), • Strengthening external bonds – i) ISO (through IEA advisory group on standardisation) – propose new NWIP, a joint working group with TC 283 (Occupational Safety) & TC159 (Ergonomics); ii) ILO convention on workplace ergonomics to be defined (long process – completed in 2030; first document in production; chair of working group will present at this meeting first long version being sent out for review (by end of Nov. 2025); iii) World Health Organisation (WHO)-IEA relationship continues; continuing as non-state actor with new 3 year program (leads: Shanquin Yin and Tomasso Bellandi). • Strengthening Internal bonds – AT made many Ambassadorial visits; focus on the next generation. <p>+ Strategic planning exercise of IEA – starting with EC (SWOT analysis) and then including Federated Societies, IEA fellows and other groupings; may call for input from external stakeholders as well.</p> <p>+ Consideration of changing Webinar publication platform from YouTube to <i>INSTATS.org</i> (secure for hosting & storing; allows monetizing and discounted access to other materials).</p> <p>Q&A:</p> <ul style="list-style-type: none"> • Joint TC 283-159 working group waiting on a country to pay to host; Gyula Szabó suggests FEES support. • HFE strategy reflection – 2 papers planned: 1) review of how effective plan worked: 2) planning for the future.

Agenda item	Notes
7. Treasurer's Report	<p>Thomas Alexander (TA) presented the Treasurer's report for 2024. Ref. 2, and the Treasurer's interim report for 2025, Ref. 2a</p> <p>TA talked about:</p> <ul style="list-style-type: none"> • Assets and Liabilities; Revenues (including IEA 2024 capitation fee) and expenditures (primarily meetings, representation & outreach; EC work-travel, fees; website; IEA corporate design). • Costs for ambassadorial visits –inviting society typically sponsors and visiting people participate in local society activities. • 2024 Cash flow (including expected and final financial results). • IDC support likely from capitation from IEA2024; formula may be revised as only \$3500 was used of the possible \$15000; discuss how to support students to attend (may be financial or other ways). • Question about using USD accounts; most payments are made in USD. • Signed IEA auditors report for 2024 (as distributed). • Accounting is checked three times: (1) internally, by treasurer, (2) externally, by accounting contractor, (3) independent auditors (Kathy Lynn Shaw and Rolf Ellegast). TA asked for new auditors from the room. None were found. Current auditors agreed to continue if desired. • Interim report for 2025 and forecast (as distributed). • Co-sponsoring publication: Open access book on TC HF in Robotics (50% shared with BAuA); similar initiatives are possible upon request. <p>Votes:</p> <p>Resolution 2: Approval of the Treasurer's Report. By a unanimous vote by hand raising the Financial report was approved.</p> <ul style="list-style-type: none"> •
8. Auditors' Report and exoneration of officers for 2024	<p>Resolution 3: Exoneration of the officers. By a unanimous vote by hand raising the exoneration of the officers was approved.</p> <p>Resolution 4: Appointment of Kathy Lynn Shaw and Rolf Ellegast as auditors for IEA for the 2025 year. By a unanimous vote by hand raising the auditors for IEA for the 2025 year were approved.</p>
BREAK	

Agenda item	Notes
9. VP Secretary General Report	<p>Nancy Black (NB) reported on administrative initiatives as described in the report distributed. Ref. 3</p> <p>NB demonstrated IEA Member login area. Documents area – Council Meetings – 2025 China and subdirectories (FS and EC reports).</p> <p>Recognition of FS colleagues who passed away over the last year:</p> <ul style="list-style-type: none"> ○ Maria Emma Angulo Ruiz (Q.E.P.D.), SCE ○ María Lucía Pineda Robayo (Q.E.P.D.), SCE ○ Klaus Zink, GfA ○ Jane Ahlin, NES (Sweden) ○ Martina Berglund, NES (Sweden) ○ Yoshi Horie, ACED / JES ○ Emily Marguerite Colwell, ACE ○ René Baratta, SELF ○ Jean-François Caillard, SELF ○ Catherine Cailloux-Teiger, SELF ○ Luc Desnoyers, SELF ○ François Guerin, SELF ○ Jacques Lorig, SELF <p>Presentation of key initiatives:</p> <ul style="list-style-type: none"> ● Internal stakeholder support initiatives: i) Virtual Council Gatherings – 2 in past year – informal exchanges; ii) Calendar on IEA.cc; iii) online exchanges to be enhanced yet. ● To enhance Sustaining Member value – invitations to gatherings and to exchange with Council. ● Improving process efficiency: i) “Ambassador reports” platform within Member Login area available to all when they present about IEA (to capture data); ii) automating webinar certificate production; iii) improve website Forum. ● Enhance Operating Procedures: New <i>policy</i> to help financially support when invited to present on behalf of IEA (officers not available).
10. Report from Science Technology and Practice (STP) standing committee	<p>Rosemary Seva (RS) was unable to attend on day 1 of the meeting. By her request, NB presented the STP committee report. Ref 4</p> <ul style="list-style-type: none"> ● Webinar project – 40 TC videos. ● Ergonomics in a Nutshell – 3rd document “for Labor” expected to be completed by end 2026; Plan 4th document for <i>government</i>. <p>ACTION: Need more people to help with reviewing and writing for both Labour and Government <i>nutshell</i> documents. Send names to stpchair@iea.cc</p> <ul style="list-style-type: none"> ● TC member recruitment – announced through monthly NewsBriefs and on website. ● Managing the TCs: removing inactive TCs from website; encouraging new TC formation in up-and-coming areas; New TC in Maritime. <p>Q&A:</p> <ul style="list-style-type: none"> ● How to join TC. Joining multiple TCs possible (no limit) ● TCs are bottom-up groups; IEA does not create TCs we encourage their formation.

Agenda item	Notes
11. Report from Professional Standards & Education (PSE)	<p>Verena Nitsch (VN) presented an update on the progress of the Professional Standards and Education (PSE) committee. Ref. 5</p> <p>VN introduced co-chairs: Liang Ma (CHN); Rob Becker (UK); Andrew Todd (ZAF); Daniel Braatz (BRA). Certification co-chairs: Valerie O'Keefe (AUS); Stephven Kolose (NL)</p> <p>VN reported on:</p> <ul style="list-style-type: none"> • New certification endorsed by IEA in 2025: Malaysia's MYHFE. • Repository of Educational Tools. • Promoting international Mentorship program for new members, • Survey sent to Council members to collect important information (29 responses to date): General information; challenges and concerns; education resources; mentorship and support; future collaboration and needs. Results to date. PSE Survey closing in November. <p>Q&A:</p> <ul style="list-style-type: none"> • <i>How would mentorship work?</i> Can be individual or society level support. • <i>How does IEA Certification endorsement work?</i> Forms are available. Process is clearly described. Certification body is not the same as Member society (may be national or multi-national).
12. Report from International Development Committee (IDC)	<p>Anindya Ganguli (AG) reported on the developments of the IDC. Ref.6</p> <p>Co-chairs: Martin Rodriguez (ARG), Paulo Antonio Barros Oliveira (BRA), Chris Reid (USA), Stephen C. Nwanya (NIG), Liang Ma (CHN), Jennifer Guiterrez (PHI)</p> <p><u>AG talked about the following projects:</u></p> <ul style="list-style-type: none"> • New collaborative HFE PhD program for Asia in progress; to come – identify faculty, develop curriculum; invite applications and launch. • HFE Training program for Vietnam in progress; finalizing details for training (virtual and physical), supporting creation of a Vietnamese HFE Society (and induction in ACED and IEA). • HFE course covering IEA core competencies; still to come: identify modalities and details, faculty, curriculum, launch. <p><u>Additional activities:</u></p> <ul style="list-style-type: none"> • Translation of IEA core competencies documents into Hindi & Bengali. • Caribbean program being developed – UTN. • Bolivian Ergonomics Society to be considered. • ACED registered in Singapore (2025). • Bangladesh possible creation of new society.
Lunch Break	

<p>13. Update on awards</p>	<p>Jose Orlando Gomes (JOG) reported on the updates from the awards committee including the key dates and statistics of submissions and awardees. Ref. 7</p> <ul style="list-style-type: none"> • Ten IEA Fellows are named in 2025 (of 10 dossiers): <ul style="list-style-type: none"> Amanda Widdowson – (CIEHF) Christopher Mayhorn – (HFES) David Kaber – (HFES) Dohyung Kee – (ESK) Heecheon You – (ESK) Itiro Iida – (ABERGO) Myung Hwan Yun – (ESK) Patrick Neumann – (ACE) Ralph Bruder – (GfA) Somnath Gangopadhyay – (ISE) • One IEA/Tsinghua awardee (of 3 dossiers): Kai Way Li (CES) • Eight IEA/Kingfar Student awardees (of 11 dossiers): <ul style="list-style-type: none"> Atif Mohammed Ashraf (HFES) Fatemeh Abareschi (IHFES) Mengtao Lyu (HKES) Mohsen Sadeghi-Yarandi (IHFES) Neelesh Sharma (ISE) Qidi Zhang (CES) Shang Gao (CES) William Emond (SELF) • Five 2025 IEA/Kingfar ECR Awardees (of 9 dossiers) <ul style="list-style-type: none"> Adeola Bamgboje-Ayodele (HFESA) Azam Maleki-Ghahfarokhi (IHFES) Maxwell Fordjour Antwi-Afar (HKES) Sharbo Mukherjee (ISE) Wei Lyu (CES) • Sponsor prospecting is underway for new and current triennial awards. • Also supporting education focused initiatives: PhD in HFE for Latin America; Master in HFE in Central American and Caribbean; 1st international conference on Informal work (2026 with IEA ICOH, IOHA). <p>Discussion: Should have greater engagement with IEA fellows ACTION: to enhance Fellow involvement in IEA (ongoing)</p>
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Agenda item	Notes
<p>14. Report on IEA Infrastructure Development - IEA Website (Video recording)</p>	<p>Takashi Kawai (TK) was unable to attend in person but sent his update on IEA website and information technology infrastructure which was played. Ref. 8</p> <p>TK's report covered:</p> <ul style="list-style-type: none"> • Usability improvements: Ambassadorial report form, Events Calendar. • Projects collaboration: Webinars, transition to new platform "Instats". • IEA activities promotion. • Future activities: Complete website full transition to new corporate image, improve voting functionalities and file-sharing capabilities, Define and implement a coherent SNS linkage strategy, Technical analysis of the current website and consideration of a redesign for user-friendly and sustainable services. <ul style="list-style-type: none"> • NB noted Aleksander Volosuik has proposed a student group that will analyse the IEA website proposing potential usability improvements.
<p>15. Development and Promotion Committee (DP)</p>	<p>Wei Zhang (WZ) presented on the activities of the Development and Promotions Committee. Ref. 9</p> <p>WZ reported on three main projects:</p> <ul style="list-style-type: none"> • Promote inter-society/region collaborations: supported 36 out of 56 federated societies to participate, the success of HFE&AI 2024 and 2025 Conference, encouragement of HFE publications in Journals. • Secure and promote IEA Triennial awards to recognize key individuals/groups. • Promote some major platforms and events: provide opportunities for interactions, high-impact regional and inter-regional conferences.
<p>16. Report from Communication and Public Relations (CPR)</p>	<p>Martin Rodriguez (MR) presented on the committee's social media initiatives. Ref. 10</p> <p>MR reported on:</p> <ul style="list-style-type: none"> • Launch of new accounts on LinkedIn and Instagram to enhance professional and informal communication respectively. • collaborative efforts to improve communication processes within the IEA. • MR encouraged federated societies to share news with the IEA community. <p>NB noted that only endorsed events can be shared via IEA News briefs.</p>
<p>17. Report from Action Group for Standardisation (AGS)</p>	<p>Masaaki Mochimaru (MM) reported on Advisory Group on Standardization work. Ref. 11</p> <p>MM outlined the group's mission to develop international standards in human factors engineering, highlighting their role in collecting member society input and proposing new work items to ISO TC159.</p> <p>Action plan: Reporting TC159 Standards Activity to IEA member societies and their experts; Adding comments to draft standards of TC159; Hosting seminars (to regional councils); Hosting webinars (to individual members of member societies); Proposing NWIPs to ISO TC 159.</p>

Agenda item	Notes
18. Report from IEA2027	<p>Ben Peachey (BP) provided an update from the IEA 2027 organising team. Ref. 12</p> <p>Congress dates are confirmed: 23-25 August 2027</p> <p>IEA2027 expects to host 2,000 people at the London Excel exhibition center. BP outlined the progress made, including budget development, seed funding received from IEA, and outreach efforts to technical committees (TCs). He emphasized the need for further engagement with TCs since only a small subset responded to his initial call. Their help will ensure content preparation.</p> <p>Ben also discussed sponsorship strategies, calling for input on potential sponsors and PhD researchers to attract funding, and highlighted plans for interactive sessions and workshops. He introduced a unique booking system for member societies to promote the event and ensure member participation and encouraged societies to request discount codes for promotional use.</p> <p>IEA 2027 ticket sales will open on 29 April 2026 and a call for papers will be launched in July that year. BP emphasized the importance of securing sponsors to reduce ticket prices and support student and IDC attendance. The conference website is live; attendees are encouraged to sign up for updates.</p> <p>Q&A: The group discussed potential discounts for members and the need to utilize the entire budget, including funds for student support. BP confirmed that live streaming will only be available for parts of the programme and virtual sessions would be considered on a case-by-case basis.</p>
BREAK	
19. Reports from Networks	<p>Representatives of ACED, SEANES, ULAERGO and FEES were present. No representative was present from ErgoAfrica, BRICSplus networks.</p> <ul style="list-style-type: none"> • Martin Rodriguez reported for ULAERGO on Latin American ergonomics, noting a 5% growth with 4,000 ergonomists and 2,000 HFE specialists across 18 countries, with Brazil leading regulations. He highlighted the first Latin American workshop on Applied Human Factor Ergonomics in Design, which had over 300 participants, and mentioned upcoming events including the IEA Congress in Brazil and his candidacy for ULAERGO presidency. • Frederick Tey (FT), representing the Asian Council on Ergonomics and Design (ACED), announced their formal registration in Singapore and the upcoming ACED Conference in Singapore from August 1-5, 2026, with Professor Chris from Taiwan set to succeed him as president. Singapore will host the next ACED conference in 2026, with workshops on August 1-2 and the main conference on August 3-5; they are introducing two new initiatives: a Human-Centered Design Award for industries and a student challenge. • Gyula Szabo highlighted the European Federation of Ergonomics Societies' (FEES) and Hungarian society activities, including their support campaign on digitalization at work and their work on machinery regulation standards, support of small and medium-size enterprises, and ergonomics schools.

Agenda item	Notes
20. Introductions (2 nd half)	<p>The final series of Council Members and Guests introduced themselves (Name and Society they represent and up to 2 activities /achievements of last year).</p> <ul style="list-style-type: none"> • Carlos Raul Navarro Gonzalez, SEMAC (Mexico) –training and engagement of young professionals, annual congress (400 presentations), promote certification of the professionals. • Lucy Mara Bau, Paolo A. Barros Oliveira, ABERGO (Brazil) – not recorded. • Rafael Gonzalez, Asociación Venezolana de Ergonomista (Venezuela) – not recorded. • Takashi Toriizuka, JES (Japan) - 1226 members; annual meeting using AI Zoom for Japanese – English Translation at conference; next conference in May 2026; working with schools introducing HFE. • Stephven Kolose, HFESNZ (New Zealand) –society constitution: added early career professionals and fellow category; 40th anniversary next year. • Wiktoria Sabina Czernecka, PTE (Poland) –ergonomic congress 2024, international seminar in 2025. • Tommaso Bellandi, SIE (Italy) – 25% CREE certification; considering entry level certification; 3 conferences annually (including healthcare); triennial congress. • Martha Helena Saravia Pinilla, SCE (Colombia) –webinars and seminars, e.g. “You don’t Know who I am but I’m Going to Tell You!”; working with governments for legislating; looking into certification. 30th anniversary celebration upcoming. • Rauf Iqbal, Indian Society of Ergonomics (India) – 565 members (life members); PhD curriculum, courses, annual conference since 2001, application of ergonomics in industry, work on ISO, development of certification program. • Anthony Hoey, IES (Ireland) – celebrated anniversary, supported successful HEPS conference, work on environmental sustainability, engagement with the government. • Tazoon Park, ESK (Korea) - successful IEA 2024 Triennial congress with 2,013 participants from 55 countries, generating a surplus of \$6K to be shared between ESK and IEA; national conferences; promotion of HFE awards. • Trifon Stefanov, BAEHF (Bulgaria) – discussed ongoing projects including a book on 3D digital design and an Ergo AI-enhanced adult education program. • Shamsul Bari, HFEM (Malaysia) – shared updates on revised national guidelines and the establishment of new journals. • Juan Castillo, IEA Affiliated society CARE (Colombia) – highlighted their association's work in ergonomics research and education. • Kristine Kursite Germane, from Latvijas Ergonomikas Biedriba (Latvia) emphasized their focus on promoting ergonomics research and best practices in Latvia.

Day 2: 29 October

Agenda item	Notes
8:50 AM 21. Call to Order	
22. Application for Federated Society membership (ASERFHU of Bolivia)	<p>Maria Christina Rengel Roca (president) and Nelson Chávez Oña (past president) of ASERFHU briefly presented their dossier for Federated Society membership by the <i>Asociación de Ergonomía y Factores Humanos – ASERFHU</i>.</p> <p>Vote by Ballot: Resolution 5: Approval of Federated Society Membership for the <i>Asociación de Ergonomía y Factores Humanos – ASERFHU</i> of Bolivia.</p> <p>By ballot voting, 61 votes were submitted. 60 votes supported the motion. Resolution approved.</p>
23. Reports on relationships with external partners - ILO, WHO, IOSH, ICOH	<p>Guest Carisa Harris, chair of the ILO Convention project, presented the advancement of the writing group.</p> <p>Discussed challenges in creating the content:</p> <ul style="list-style-type: none"> • Core HFE demands shared by different industries. • Definitions – took collaborative approach. • Standards for future workplaces. • Took into account variables and context. • Option of inclusion of safety and health terms, also consider biological and chemical hazards. <ul style="list-style-type: none"> • ILO process timeline. Technical report discussion in 2026, technical guidelines finalized in 2027, and a convention discussed in 2028–2030. • Carisa is the contact; send feedback, case studies and related content to her via email. • Inclusion of chemical and infectious hazards. While the draft focuses on physical, psychosocial, and cognitive hazards, it will also note chemical and infectious hazards and ensure they are explicitly mentioned. • Disability categories (physical vs. neurodivergent). The team agrees to separate and address these appropriately and welcomes expert input on terminology and current approaches. • Storytelling/business-leveraging additions to the document. Good idea for later iterations or a web companion, but out of scope for this month’s deadline given the limited time. • How evaluation/success will be assessed. Evaluation is being considered; details are under development within the tight timeline. • “Diversity within diversity” emphasis. Agreed; it’s challenging to cover robustly within scope, so a brief treatment in the main text with potential expansion in an annex is planned; expert referrals are welcome. • Future of work, employer perspective, and role of the human worker. Given vast variability across sectors and countries, prescriptive specifics are impractical; the document will set general guardrails and principles

Agenda item	Notes
	<p>rather than detailed job-demand criteria, with invitations for sector experts to contribute.</p> <ul style="list-style-type: none"> • Sector grouping (e.g., warehousing/logistics) and job-demand criteria. The main report will avoid detailed sector-by-sector thresholds; follow-on or annexed materials may capture sector specifics where experts contribute content. • Boundaries of “workplace ergonomics” and extreme conditions. The draft sets boundaries around standardized environments, noting exceptions where work exceeds those bounds and must be treated explicitly. • Anthropometry and strength standards. The report covers size and strength variability and encourages countries to choose appropriate design percentiles rather than prescribing a universal maximum lift. • Emphasis on safety and health vs. well-being/performance. The team will more clearly stress worker safety and health to align with ILO and stakeholder expectations while still acknowledging performance and well-being. • Chemical/biological hazards and related international efforts. These will be mentioned with references to concurrent work addressing them. • Feedback deadline and contributions. Please send feedback and expert contacts within a week; a draft is due Nov 30, with ongoing improvements afterward and targeted 3–5 paragraph requests for gap areas. • Practitioner involvement and outreach to IEA Technical Committees (TCs). Practitioners are involved; engagement with TCs is planned, and sector-specific follow-ons or annexes could be developed in 2026. • Systems perspective vs. biomechanical focus; participatory ergonomics. The committee includes many systems-oriented members; although the initial ask emphasized biomechanics, the approach foregrounds a comprehensive systems and participatory perspective, with clarifications aimed at non-HFE government readers. • Internal disagreements and definitional debates (e.g., micro vs. macro, safety scope). Significant internal debate exists; the draft seeks a broadly acceptable compromise, acknowledging not everyone will be fully satisfied. • Access to draft and next steps. The presentation will be shared; a version of the report is expected to be distributable to Council next week, noting not all suggestions can be incorporated immediately. <p>Timeline for feedback is tight with the current draft.</p> <p>ACTION: Carisa to share current draft document with Council representatives (through IEA); ACTION: Council representatives to send comments and suggestions from their Societies to Carisa before the end of November.</p>
BREAK	

Agenda item	Notes
24. Workshops – Recommendations for the Future	<p>(In-person activity only) EC members Ben Peachey and Verena Nitsch organized the workshop, dividing all meeting attendees in groups of 5-7 to discuss 3 subjects related to the ILO Convention project (workshop topic revised from those planned given interest in project):</p> <p>How do we use the ILO report to tell the story of HFE and grow our influence and impact?</p> <ul style="list-style-type: none"> • Demonstrate the value of HFE to business, workers, government and other influencers. • The communications plan and tools. • What does success look like?
Lunch Break	
25. Workshops part 2	<p>Summary of discussions by two representatives of each of the groups.</p> <p>First Group: Use the ILO report as a lever to open doors with stakeholders. With politicians, be direct: state why you are there and what you want. For business, emphasize they already spend money and offer help to get better value—optimize labor use, improve equipment procurement/design, and organize work processes; inefficiency costs money, and global scrutiny of safety is rising, so invest or fall behind. In developing countries, where firms focus on survival, offer immediate, practical fixes that reduce risk and cost (an example was cited from a Cape Town ice-cream factory). For unions and workers, provide negotiation levers, train health and safety reps and workers to identify hazards and bring concrete issues to management; even without pay increases, push for safety improvements. For policymakers and enforcement, use the report as “top cover” to introduce stronger policies and systems.</p> <p>Second Group: The speaker identifies three primary stakeholders—business, workers, and government—plus others such as communities, NGOs, CSR groups, and universities. Business priorities include profit, productivity, efficiency improvements, new product development, handling complaints, sustainability, and certifications. Worker priorities are a safe and healthy workplace, incentives and welfare, long-term health, and DEI. Government responsibilities involve policy, commitments to business, enforcement and rankings, GDP and finance considerations, and motivating firms, including through certification systems.</p> <p>The communication plan proposes: for business, focus-group discussions and clear offers; for workers, using social-media platforms to communicate and organize; for government, coordination via WhatsApp and Centers of Excellence to spur research and new product development, with broader stakeholder coordination across employers and employees. Expected outcomes: for business—profit, higher productivity, compliance, and expansion; for workers—a safe, ergonomically sound workplace; for government—effective certification and motivation so firms operate properly and hire more people.</p> <p>Third group: To grow influence and impact, communicate in the audience’s own language rather than relying on a single style for everyone. Choose methods suited to each target group, enlisting marketing support and using social media where effective, and collaborating across disciplines to develop materials that improve proposal acceptance. Use documents to promote HFE, tailoring them</p>

Agenda item	Notes
	<p>for government, unions, and business, and keep executive-facing content brief, attention-grabbing, and “bite-size” (e.g., clear infographics) to speed understanding and buy-in. Employ interactive keywords tailored to each audience, and track simple KPIs—such as incident counts, viewership, and citations—which can be compiled easily (e.g., via ChatGPT).</p> <p>Fourth Group: Demonstrate value by using testimonials, case studies, and clear “what/how we do it” examples to show applicability. Target stakeholders by identifying and tailoring messages for designers, business owners, managers, OHS, HR, policymakers, and other disciplines. Clarify branding, as human factors/ergonomics is often misunderstood; emphasize person-centered, systems-oriented practice and the outcomes—productivity, safety, quality, wellbeing, and performance. Highlight process value: participatory methods and ownership of solutions. Collaborate by building bridges with adjacent disciplines to raise visibility and integrate into teams. Implement a council-level communications plan to share core ideas widely via accessible webinars and recordings, multiple languages, pre-prepared slides, stakeholder events through societies and associations, and infographics/one-page summaries, with feedback channels such as forums, chat, and social media. Cascade dissemination from the council to associations and local contexts. Define success and measure it through increased cross-disciplinary collaboration and leadership roles, higher professional profile and board engagement, growth in education and business opportunities, changes in policy and legislation, innovations in work design and system improvements, and improved health, wellbeing, and performance outcomes.</p> <p>Fifth Group: The group emphasized the ergonomist’s role as an integrator across industries and science, arguing that communication must be tailored to distinct stakeholders—workers, companies, governments, and others. They proposed developing complementary toolkits aligned to stakeholder levels, so each audience receives the key content it needs. The plan includes identifying stakeholders and expected benefits (“rewards”), using AI to translate information and support global outreach, and recognizing member classifications within societies (practitioners and academics) to aid standardization through agreements with relevant agencies. They also highlighted the value of collective membership within IEA and stressed the importance of structured onboarding—especially video-based—to ensure consistent understanding of core concepts across countries. The top priority is an on-demand report that clearly sets out requirements.</p> <p>Sixth Group: The speaker outlines a stakeholder-focused plan to grow influence and impact: approach politicians with data and a clear ask tied to voter impact; show businesses how ergonomics improves profit, efficiency, and equipment/work-process design; center employee well-being by building trust on the shop floor, gathering issues openly, and training workers and HFE reps to identify hazards. They propose sharing success stories, translating materials, and applying ergonomic principles to machinery, computers, and robots (e.g., addressing too-high/too-low setups). Incentives like prizes encourage adoption. Media coverage—including light, humorous videos (e.g., from the IEA site)—should raise awareness, reduce injuries, increase engagement and professional</p>

Agenda item	Notes
	<p>membership, and advance a “healthy society/Safety 5.0” vision. The plan emphasizes continuously refreshed campaigns across social media and schools and promoting new laws to sustain momentum.</p> <p>Seventh Group: The speaker proposed using the report to demonstrate HFE’s growing relevance over time, linking traditional musculoskeletal topics with newer psychosocial factors and grounding the work in human rights, inclusivity, equity, diversity, health, and wellbeing. They stressed adapting messages for multicultural workforces, so safety content is understandable across cultures, and aligning with social sustainability goals. For dissemination, they advocated youth-oriented channels – social media, mobile-first formats, seminars, workplace visits, and podcast-style media—to present material in an engaging, non-boring way. Implementation suggestions include showcasing success stories, embedding ergonomics within universities, and requiring HFE expertise in businesses. The stated end goal is practical impact: reduce occupational diseases—especially musculoskeletal injuries—rather than merely compiling methods, symbolized by an “ergonomic school” vision of the future.</p> <p>Eighth Group: The group argued that within the IEA context, ergonomics issues vary by country and often go unnoticed by governments or receive limited action, with most attention confined to musculoskeletal disorders rather than psychological factors. They call for tailoring solutions to each situation and keeping interventions simple. For governments, they propose establishing a public reporting platform and safe channels to the competent authority so violations—such as child labor and hazardous loads—can be flagged, alongside routine worker check-ins about health and readiness to work. For employers, they emphasize return on investment: ergonomics improves working life, efficiency, effectiveness, and results, and supports reliable supply chains and compliance with regulations across markets. The message concludes that such targeted, practical measures are essential for competing globally.</p> <p>AT noted that not all original questions were answered but highlights a key priority: a project to craft a one-minute elevator pitch that clearly explains what ergonomics and human factors do to audiences unfamiliar with the field. This initiative is being undertaken not only by the IEA but also by several federated societies.</p>
26. Virtual council gatherings	<p>Andrew Thatcher opened discussion on a review of the two Virtual gatherings of IEA members to date. The minutes of these gatherings remain available in Member’s Area.</p> <p>AT invited feedback on whether to continue the virtual gatherings, noting that informal feedback found them to be useful. Two were held between the last and current Council meetings to bridge the long gap between annual sessions. Council showed broad support to continue virtual gatherings. There is agreement that these gatherings will be discussion-focused moving beyond report-style, and to use them to advance strategies before the next Council meeting. Frequency to be every 4 months.</p> <p>ACTION: Officers to determine logistics of Gatherings over next year and</p>

Agenda item	Notes
	communicate these to Council.
Site Visit	Visit to Tsinghua Engineering Education Lab organized by Wei Zhang and led by three colleagues.
27. Choice of venue for 2026 Council meeting and matters related to it	<p>One proposal location for hosting the 2026 IEA Council meeting location was received: Sao Paolo, Brazil. JOG presented the venue and dates proposed.</p> <p>VOTE: Resolution 6: Location of 2026 Council meeting will be Sao Paolo, Brazil 8-9 November. By a unanimous vote by hand-raising the location of the 2026 Council meeting was approved.</p>
28. Action items and any other business	AT presented the plan that there be three Virtual Council Gatherings between the 2025 and 2026 Council meetings. Dates will be shared as soon as possible.
29. Formal resolutions of meeting	<p>VOTE Resolution 7: Approval of the resolutions (formal minutes) of the meeting and Anthony Hoey as the 2025 Council representative and signer of the formal minutes.</p> <p>By a unanimous vote by hand-raising the Council approved the resolutions and Anthony Hoey as the 2025 Council representative and signer of the formal minutes.</p>
30. Adjournment	Close of meeting.

Action items:

IEA2027:

- BP: Meet with Rail Safety Standards Board to discuss partnership
 - Send questionnaire to societies after this meeting requesting PhD information and other inputs
 - Work with Thomas to ensure full IDC budget utilization for student/IDC country support
- All societies: Sign up at IEA2027.com to receive latest news and updates
- All societies: Provide BP with names of PhDs and their research topics to attract sponsors for IEA 2027
- All societies: Notify BP in advance if planning on-site events at IEA 2027.
- All societies: Request unique discount code from BP if designed for member registration tracking at IEA 2027
- All societies: Share IEA 2027 promotional slides at upcoming events and webinars
- All societies: Provide BP with sponsor leads and potential companies interested in thought leadership opportunities for IEA 2027

AGS:

- Organize seminar at ACH in Singapore 2026
- Masaaki Mochimaru (MM): Submit first announcement from AGS to IEA news brief
- Contact Regional Council meetings to arrange sessions concerning ISO standards
- AGS liaison members: Submit short news and hot topics from their committees/working groups for monthly reports

IEA Standing Committee chairs: Contact FEES if they are missing European co-chairs or representation; FEES will find representatives from within their network

CPR - Martin Rodriguez (MR): Share content with communication team via provided email for social media distribution

Technical Committees: Contact RS/BP if you haven't responded to IEA 2027 survey to engage in content development and paper review

ILO Convention document

- *Carisa Harris* to share current draft document with Council representatives (through IEA)
- Council representatives to send comments and suggestions from their Societies to Carisa before the end of November.

Virtual Council Gatherings Officers to determine logistics of three virtual Gatherings over the next year and to communicate these to Council.

- Ref. 1 President's report
- Ref. 2 the Treasurer's report for 2024
- Ref. 2a Treasurer's interim report for 2025
- Ref. 3 VP Secretary General report
- Ref. 4 STP committee report
- Ref. 5 PSE committee report
- Ref. 6 IDC report
- Ref. 7 Awards committee report
- Ref. 8 ICT report
- Ref. 9 DP committee report
- Ref. 10 CPR report
- Ref. 11 AGS report
- Ref. 12 IEA 2027 report
- Ref. 13 ILO Convention project

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"> • <i>Project oversight by STP and President</i> 	<i>Influencer</i>
<i>Project leader/s</i>	<ul style="list-style-type: none"> • <i>Development of analysis and content</i> 	<i>Experts and influencers</i>
<i>Experts</i>	<ul style="list-style-type: none"> • <i>Development of paper and strategy workshops</i> 	<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)

Stakeholder Group	Stakeholder groups' role within the Project	Role type
IEA Executive committee	<ul style="list-style-type: none"> • Project oversight by President, STP, DP, and AGS 	<i>Influencers</i>
Project leader/s	<ul style="list-style-type: none"> • Development of joint projects 	<i>Experts and influencers</i>
Experts	<ul style="list-style-type: none"> • Development of joint projects • Content for joint projects 	<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"> • Project oversight by PSE, ID, and DP 	Influencer
Project leader/s	<ul style="list-style-type: none"> • President 	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 80th Anniversary (gave two presentations at 80th 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)



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International Ergonomics Association (IEA)

iea.cc

IEA 2024 TREASURER'S REPORT
January 1st – December 31st, 2024
Thomas Alexander

INTRODUCTION

This report summarizes the financial performance for the period of January 1st-December 31st 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"> ● Membership dues (FS and AS combined) ● Sustaining member contributions ● Capitation fees ● Interest ● Funds Contribution ● Miscellaneous 	<ul style="list-style-type: none"> ● Meeting ● Representation & Outreach ● Office ● Awards Committee ● ID Committee ● PSE Committee ● STP Committee ● CPR Committee ● Future of Work Committee ● DP Committee ● IEA Congress ● Bank charges ● Grant ● Exchange rate losses ● Website ● Miscellaneous

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 31st, 2023 and December 31st, 2024, to allow for easier comparison.

Table 1: Balance Sheet on December 31st, 2023.

Balance Sheet – Dec 31st, 2023 (US\$)			
Assets		Liabilities	
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	Total Liabilities	\$53,521
		Equity	
		Total Equity	\$419,347
TOTAL	\$472,869*	TOTAL	\$472,868*

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 31st, 2024.

Balance Sheet – Dec 31st, 2024 (US\$)			
Assets		Liabilities	
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	Total Liabilities	\$48,221
		Equity	
		Total Equity	\$432,313
TOTAL	\$480,534	TOTAL	\$480,534

IEA's equity increased by US\$ 12,966 during 2024, from US\$ 419,347 on Dec 31st, 2023, to US\$ 432,313 on December 31st, 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 1st to December 31st, 2024. The table allows identifying and analyzing sources and flow of financial resources.

Table 3: 2024 Revenues and Expenditures

2024 P&L Statement to December 31st			
Revenues		Expenditures	
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
Total Revenues	\$136,356	Total Expenditures	\$123,390
Summary of operations			\$12,966

* 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

Summary of operations, Year 2024, up to December 31st	
Forwarded from 2023 @ 2024 Exchange	122,869
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
2024 Cash Flow	+ \$7,665
Available to be forwarded to 2024 @ 2025 Exchange	\$ 130,534

* 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

Revenues		
Position	expected	booked
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
Total Revenues	\$115,000	136,356

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

Expenditures		
Position	expected	booked
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
Total Expenditures	\$103,500	\$123,390

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

	expected	booked
Total Revenues	\$115,000	\$136,356
Total Expenditures	\$103,500	\$123,390
Summary of Operations	\$ 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 1st – September 12th, 2025

Thomas Alexander

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

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

Cash account

(only used for financial exceptions)

BALANCE SHEET (BS)

Balance Sheet – December 31, 2024 (US\$)			
Assets		Liabilities	
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	Total Liabilities	\$48,221
		Equity	
		Total Equity	\$432,313
TOTAL	\$480,534	TOTAL	\$480,534

Balance Sheet – September 12, 2025 (US\$)			
Assets		Liabilities	
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	Total Liabilities	\$43,310
		Equity	
		Total Equity	\$522,356
TOTAL	\$565,666	TOTAL	\$565,666

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)

2025 P&L Statement to September 12, 2025			
Revenues		Expenditures	
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
Total Revenues	\$122,543	Total Expenditures	\$32,500
Summary of operations			\$90,043

* Miscellaneous revenues includes royalties from Elsevier and 1st 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

Summary of operations, Year 2025, up to September 12, 2025	
Forwarded from 2024 @ 2025 Exchange	\$130,534
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
2024 Cash Flow	\$45,132
Available to be forwarded between before and after Sept 12, 2025	\$ 175,666

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 1st EC meeting in Aachen, because of low travel expenses (three participants from Europe, virtual participation). 2nd 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> \$45,000	Meeting, representation and outreach	<i>(\$5,806)</i> \$14,000
Sustaining Member Contributions	<i>(\$58,719)</i> \$60,000	Awards & Awards Committee	<i>(\$1,369)</i> \$36,000
Capitation Fees	\$0	Office (regular contracts) (variable costs)	<i>(\$14,563)</i> \$12,000 \$16,000
Exchange Rate Gains	\$0	Standing and ad-hoc committees	<i>(\$3,098)</i> \$10,000
		Website maintenance (regular contract)	\$5,500
Interest	<i>(\$15,238)</i> \$15,000	Bank fees	<i>(\$2,659)</i> \$3,500
Misc	<i>(\$5,335)</i>	Misc	
- ILO project (1 st paym.)	\$5,000	- ILO Core Team	\$5,000
- others	500	- TC HFIR Open Access	\$10,000
Total Revenues (expected)	\$125,500	Total Expenditures (expected)	\$112,000
Expected result of operations			\$ 13,500



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)

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. Improve IEA internal stakeholder communications	Involvement – Perceived value	1. Engage Stakeholders	<ul style="list-style-type: none"> • Networking • Information sharing 	<i>Foster collaborative culture (Council, EC, TCs, <u>Sustaining Members...</u>)</i>	<ul style="list-style-type: none"> • Virtual gatherings; • Surveys • Calendar 	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"> • Certificate production (prototype) • Policy for presentations for IEA
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]

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

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 STP 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"> Facilitate sharing of knowledge about HFE in the ergonomics community 	<ul style="list-style-type: none"> To develop more effective communication with and collaboration between federated societies. To advance the science and practice of HFE at an 	<ul style="list-style-type: none"> Update on the trends in HFE practice Networking 	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"> • <i>Promotion of ergonomics and human factors to specific groups</i> • <i>Enhancing knowledge in HFE</i> 	<ul style="list-style-type: none"> • To advance the science and practice of HFE at an international level. • To enhance the contribution of the HFE discipline to global society 	<ul style="list-style-type: none"> • <i>Ergonomics insights, compellingly presented for a targeted group.</i> 	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"> • <i>Sharing of HFE knowledge in the ergonomics community</i> 	<ul style="list-style-type: none"> • To advance the science and practice of HFE at an international level. • Engage stakeholders • Promote HFE science, technology, and practice 	<ul style="list-style-type: none"> • <i>Update on the trends in HFE practice</i> • <i>Networking opportunity</i> 	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"> • <i>Updated TC information for potential members</i> 	<ul style="list-style-type: none"> • To advance the science and practice of HFE at an international level. 	<ul style="list-style-type: none"> • <i>Update on the trends in HFE practice</i> • <i>Networking opportunity</i> 	all TCs update their website	Website updates per year	12 TCs updated their websites (additional HF and robotics)

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

Stakeholder Group	Role within the Project	Role category
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*

Stakeholder	Person's role within the Project	Role type
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.]

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

2) List of individual stakeholders, and their roles

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

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

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>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.]

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

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
IT Chair	Update the website	Actor
STP Chair	Provide google sign-up form	Actor
STP Chair	Send email to TC chairs	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>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.]

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

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
STP Chair	Identify non-working TCs	Actor
IEA VPSG	Decision maker	Decider

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>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.]

Stakeholder Group	Role within the Project	Role category
<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*

Stakeholder	Person's role within the Project	Role type
<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



@IEA_Ergonomics



@InternationalErgonomicsAssociation



International Ergonomics Association (IEA)

iea.cc

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

Summary plan for 2024-2027 term:

Project / initiative	How does this create value-added?	How does this align with IEA strategies policies?	What needs will be met?	Goals to be reached	Milestones (Outline to measure progress)	Current status [to start / in progress / completed]
1 Promoting accessible Certification	Strengthens professional standards and recognition of HFE specialists globally. Encourages mutual recognition and standardization.	(4) Identify the Roles of IEA in Promoting Education, Certification and Professional Standards	Standardization of certification processes Greater accessibility to certification Improved professional credibility	In partnership with the IDC, we will expand access to low-cost, regionally tailored certification programs, ensuring that more professionals in resource-constrained regions can attain HFE credentials and grow in their careers.	Collect „best practice“ curricula from different countries/perspectives (China, UK, France, etc.) Divide collected curricula amongst team members and check w.r.t. IEA core competencies Discuss if competencies should be expanded (e.g. w.r.t. practioners' requirements, new work trends, UX methods). On-going: Endorsement of Certification Processes	5 curricula collected Current Certification Endorsement Application: Malaysia (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 & jobs</p>	<p>(4) Identify the Roles of IEA in Promoting Education, Certification and Professional Standards</p>	<p>Easier access to quality educational tools Better knowledge dissemination 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 & mentorship Publish overview with collection of links on website; Annual Update</p>	<p>Survey is finalized 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 Provides structured international mentorship Fosters career & 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 & mentorship Launch, Conduct & Evaluate mentorship programs</p>	<p>Survey is finalized, data are collected 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.]

Stakeholder Group	Role within the Project	Role category
<ul style="list-style-type: none"> IEA PSE 	<ul style="list-style-type: none"> Project oversight Ensure alignment with core competencies 	<ul style="list-style-type: none"> Decision-maker
<ul style="list-style-type: none"> Certifying bodies/course providers 	<ul style="list-style-type: none"> Apply for endorsement Provide & access best practice curricula 	<ul style="list-style-type: none"> 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
IEA PSE Chair	<ul style="list-style-type: none"> Coordinate activities, outreach to certifying bodies & course providers 	<i>Influencer, Expert, Decision-maker</i>
PSE Co-Chairs	<ul style="list-style-type: none"> outreach to certifying bodies & course providers 	<i>Expert, decision-maker</i>
Subcommittee Co-Chairs	<ul style="list-style-type: none"> advise on certification process, prepare suggestions for endorsements 	<i>Expert, decision-maker</i>
Contact person Certifying bodies/course providers	<ul style="list-style-type: none"> provide documentation for certification endorsement provide best practice curricula 	<i>Influencer, Expert</i>
Federated Societies	<ul style="list-style-type: none"> share best practices on HFE curricula, educational resources & promoting membership 	<i>Experts, Decision maker</i>

3) Map of relations between stakeholders

<i>To \ From</i>	<i>IEA PSE Chair & Co-Chairs</i>	<i>Certifying Bodies & Course Providers</i>
<i>IEA PSE Chair & Co-Chairs</i>	<i>Project oversight</i>	<i>Collection of best practices, Application for Endorsement</i>
<i>Certifying Bodies & 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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*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]
<p>1 Collaborative HFE PhD programme for Asia</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>Define structure of programme.</p> <p>Identify modalities (physical/hybrid, fees, language, etc.)</p> <p>Sign MOUs between participating institutions.</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"> • 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

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>2 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>Formation of a working group.</p> <p>Liaison with individual experts, educational and other institutions, Federated Societies, IEA Regional Networks</p> <p>Identify modalities (platform, administrative structure, course structure, hybrid, fees, etc.)</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"> • India is a primary focus • In collaboration with PSE • Advisory Group established • Open Exploratory Questionnaire designed and circulated

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

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
IEA Executive committee	<ul style="list-style-type: none"> • Project oversight • High level stakeholder engagement 	Influencer and expert
ID, PSE	<ul style="list-style-type: none"> • Project facilitation together with ACED • Guidance on curriculum development • Lessons learnt from other regions (e.g. collaborative Ph.D. programme for Latin America) 	Influencer, expert and actor
ACED, SEANES	<ul style="list-style-type: none"> • Regional project lead • Co-ordination of ACED and IEA meetings • Co-ordinate and participation in stakeholder and curriculum workshop 	Influencer, expert and actor
Federated Societies in the region	<ul style="list-style-type: none"> • Collaboration on curriculum development • Identification of interested universities and associated stakeholders • Development and participation in stakeholder and curriculum workshop 	Decision makers and actors
Global Societies (HFES, CIEHF)	<ul style="list-style-type: none"> • Guidance on curriculum development • Capacity building (PhDs trained in USA and Europe) • Participation in participation in stakeholder and curriculum workshop 	Influencers, Experts
Regional universities and academics	<ul style="list-style-type: none"> • Local experts in curriculum needs (i.e. what are the needs for science and practice) • Identify relevant stakeholders for implementation • Participants in programme implementation (in various capacities) • Conducting workshops for (1) stakeholder involvement and (2) curriculum workshop 	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"> • Jose Orlando Gomes 	Influencer and expert
ID, PSE	<ul style="list-style-type: none"> • ID: Anindya Ganguli, Martin Rodriguez, Paulo Antonio Barros Oliveira, Liang Ma, Jennifer Guterrez • PSE: Verena Nitsch, Liang Ma 	Influencer, expert and actor
ACED	<ul style="list-style-type: none"> • Anindya Ganguli (convenor), Frederick Tey, Swati Pal, Rauf Iqbal, Loh Ping Yeap 	Influencer, expert and actor
Federated Societies	<ul style="list-style-type: none"> • CES (China), HKES (Hongkong), ISE (India), PEI (Indonesia), JES (Japan), ESK (Korea), HFEM (Malaysia), HFESP (Philippines), HFESS (Singapore), EST (Taiwan), EST (Thailand) 	Decision makers and actors
Global Societies	<ul style="list-style-type: none"> • HFES: Chris Reid • CIEHF: Ben Peachy 	Influencers and Experts
Regional universities and academics	<ul style="list-style-type: none"> • Tsinghua University • University de La Salle • National University of Kyushu • University of Calcutta 	Decision makers, experts and actors

3) Map of relations between stakeholders

From \ To	Stakeholder A Executive	Stakeholder B Standing committees (ID, PSE 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) within Asia	External stakeholders need for stakeholder group D to implement workshop
Stakeholder B ID, PSE	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	Support CPR work to disseminate information to societies
Stakeholder D Local Universities	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
Stakeholder E External stakeholders	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
IEA Executive committee	<ul style="list-style-type: none"> Project oversight High level stakeholder engagement 	Influencer and expert
ID, PSE	<ul style="list-style-type: none"> Project facilitation together with ACED and Federated Society Guidance on curriculum development Lessons learnt from other regions (e.g. Masters programme for Sub-Saharan Africa) Facilitation of involvement of international faculty 	Influencer, expert and actor
ACED	<ul style="list-style-type: none"> Co-ordination of ACED and IEA meetings Co-ordinate and participation in stakeholder and curriculum workshop 	Influencer, expert and actor
Federated Society	<ul style="list-style-type: none"> Collaboration on curriculum development Identification of interested universities and associated stakeholders Development and participation in stakeholder and curriculum workshop 	Decision makers and actors
Global Societies (HFES, CIEHF)	<ul style="list-style-type: none"> Guidance on curriculum development Participation in stakeholder and curriculum workshop 	Influencers and Experts
Regional universities and academics	<ul style="list-style-type: none"> Local experts in curriculum needs (i.e. what are the needs for science and practice) Conducting workshops for (1) stakeholder involvement and (2) curriculum workshop 	Decision makers, experts and actors
External Stakeholders	<ul style="list-style-type: none"> Related professional bodies/associations, Industry associations 	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"> Andrew Thatcher 	Influencer and expert
ID, PSE	<ul style="list-style-type: none"> ID: Anindya Ganguli (Coordinator), Liang Ma, Jennifer Guterrez PSE: Verena Nitsch, Liang Ma 	Influencer, expert and actor
ACED	<ul style="list-style-type: none"> Anindya Ganguli, Frederick Tey 	Influencer, expert and actor
Federated Societies	<ul style="list-style-type: none"> ISE (India) Debkumar Chakrabarty, Rauf Iqbal, Trinath Pachal, Prakash Dhara, , C.K.Pradhan, Amitabh De, L P Gite 	Decision makers and actors
Global Societies	<ul style="list-style-type: none"> HFES: Chris Reid CIEHF: Ben Peachy 	Influencers and Experts
Regional universities and academics	<ul style="list-style-type: none"> Indian Institute of Technology - Bombay, Guwahati, Kanpur, Kharagpur Indian Institute of Management - Mumbai University of Calcutta Assam Agricultural University, SNDT University, Mumbai University of Kalyani, MIT ADT University Pune, RECOUP Bengaluru 	Decision makers, experts and actors
External Stakeholders	<ul style="list-style-type: none"> Bureau of Indian Standards Indian Association of Occupational Health Institute of Engineers Tata Steel 	<i>Decision makers, influencers and actors</i>

3) Map of relations between stakeholders

From \ To	Stakeholder A Executive	Stakeholder B Standing committees (ID, PSE as key drivers)	Stakeholder C IEA Network	Stakeholder D Local Universities	Stakeholder E External stakeholders
Stakeholder A Executive	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)
Stakeholder B ID, PSE	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
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	Support CPR work to disseminate information to societies
Stakeholder D Local Universities	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
Stakeholder E External stakeholders	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
IEA Executive committee	<ul style="list-style-type: none"> Project oversight High level stakeholder engagement 	Influencer
ID, PSE and DP	<ul style="list-style-type: none"> Project facilitation together with ACED Guidance on curriculum development Facilitation of involvement of international faculty 	Influencer, expert and actor
ACED	<ul style="list-style-type: none"> Regional project lead Co-ordination of ACED and IEA meetings Co-ordinate and participation in stakeholder and curriculum workshop 	Influencer, expert and actor
Federated Societies in the region	<ul style="list-style-type: none"> Collaboration on curriculum development Identification of interested universities and associated stakeholders Development and participation in stakeholder and curriculum workshop 	Decision makers and actors
Global Societies (HFES, CIEHF)	<ul style="list-style-type: none"> Guidance on curriculum development Participation in stakeholder and curriculum workshop 	Experts
Regional universities and academics	<ul style="list-style-type: none"> Local experts in curriculum needs (i.e. what are the needs for science and practice) Conducting workshops for (1) stakeholder involvement and (2) curriculum workshop Identify relevant stakeholders for implementation Participants in programme implementation (in various capacities) 	Decision makers, experts and actors
External Stakeholders	<ul style="list-style-type: none"> Guidance Coordination with local authorities Coordination with local industry and academics 	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
IEA Executive committee	<ul style="list-style-type: none"> • Jose Orlando Gomes • Andrew Thatcher 	Influencer and expert
ID, PSE and DP	<ul style="list-style-type: none"> • ID: Anindya Ganguli, Liang Ma, Jennifer Guterrez • PSE: Verena Nitsch • DP: Wei Zhang 	Influencer, expert and actor
ACED	<ul style="list-style-type: none"> • Anindya Ganguli • Frederick Tey 	Influencer, expert and actor
Federated Societies	<ul style="list-style-type: none"> • CES (China), ISE (India), PEI (Indonesia), JES (Japan), HFEM (Malaysia), HFESP (Philippines) 	Decision makers and actors
Regional universities and academics	<ul style="list-style-type: none"> • Tsinghua University • University de La Salle • National University of Kyushu • University of Calcutta 	Influencer, expert and actor
External Stakeholders	<ul style="list-style-type: none"> • National Institute of Occupational and Environmental Health, Vietnam 	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"> Project oversight High level stakeholder engagement 	Influencer and expert
ID, PSE	<ul style="list-style-type: none"> Project facilitation together with ACED and Federated Society Guidance on curriculum development Lessons learnt from other regions (e.g. Masters programme for Sub-Saharan Africa) Facilitation of involvement of international faculty 	Influencer, expert and actor
ACED	<ul style="list-style-type: none"> Co-ordination of ACED and IEA meetings Co-ordinate and participation in stakeholder and curriculum workshop 	Influencer, expert and actor
Federated Society	<ul style="list-style-type: none"> Collaboration on curriculum development Identification of interested universities and associated stakeholders Development and participation in stakeholder and curriculum workshop 	Decision makers and actors
Global Societies (HFES, CIEHF)	<ul style="list-style-type: none"> Guidance on curriculum development Participation in stakeholder and curriculum workshop 	Influencers and Experts
Regional universities and academics	<ul style="list-style-type: none"> Local experts in curriculum needs (i.e. what are the needs for science and practice) Conducting workshops for (1) stakeholder involvement and (2) curriculum workshop 	Decision makers, experts and actors
External Stakeholders	<ul style="list-style-type: none"> Related professional bodies/associations, Industry associations 	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"> Andrew Thatcher 	Influencer and expert
ID, PSE	<ul style="list-style-type: none"> ID: Anindya Ganguli (Coordinator), Liang Ma, Jennifer Guterrez PSE: Verena Nitsch, Liang Ma 	Influencer, expert and actor
ACED	<ul style="list-style-type: none"> Anindya Ganguli, Frederick Tey 	Influencer, expert and actor
Federated Societies	<ul style="list-style-type: none"> ISE (India) Debkumar Chakrabarty, Rauf Iqbal, Trinath Pachal, Prakash Dhara, , C.K.Pradhan, Amitabh De, L P Gite 	Decision makers and actors
Global Societies	<ul style="list-style-type: none"> HFES: Chris Reid CIEHF: Ben Peachy 	Influencers and Experts
Regional universities and academics	<ul style="list-style-type: none"> Indian Institute of Technology - Bombay, Guwahati, Kanpur, Kharagpur Indian Institute of Management - Mumbai University of Calcutta Assam Agricultural University, SNDT University, Mumbai University of Kalyani, MIT ADT University Pune, RECOUP Bengaluru 	Decision makers, experts and actors
External Stakeholders	<ul style="list-style-type: none"> Bureau of Indian Standards Indian Association of Occupational Health Institute of Engineers Tata Steel 	<i>Decision makers, influencers and actors</i>

10) Map of relations between stakeholders

From \ To	Stakeholder A Executive	Stakeholder B Standing committees (ID, PSE as key drivers)	Stakeholder C IEA Network	Stakeholder D Local Universities	Stakeholder E External stakeholders
Stakeholder A Executive	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)
Stakeholder B ID, PSE	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
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	Support CPR work to disseminate information to societies
Stakeholder D Local Universities	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
Stakeholder E External stakeholders	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, 3rd most widely spoken worldwide) and Bengali (official language of Bangladesh 242 million native speakers, 7th 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.

1st. International Conference on Informal Work 2026 (IEA/ICOH/IOHA)

Continuous assistance has been provided to the organization of the 1st. 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.



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Update report for ICT Ad Hoc Committee

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

Prepared by Takashi Kawai, ICT Ad Hoc Committee Chair

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

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

Summary plan for 2024-2027 term:

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



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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"> Decision-making and approval of ICT strategies 	Decision-Maker
Member societies	<ul style="list-style-type: none"> Provide feedback, define user requirements 	Influencer
Endusers	<ul style="list-style-type: none"> Evaluate user experience (UX/UI), provide feedback 	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"> Manage ICT infrastructure, coordinate system improvements 	System actor
External vender	<ul style="list-style-type: none"> Implement and maintain website functionalities 	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*

P²Design
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 st 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 st 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"> Decision-making and approval of AGS strategies 	Decision-Maker
Member societies	<ul style="list-style-type: none"> Distribute information to members, Provide feedback 	Influencer
ISO TC 159	<ul style="list-style-type: none"> Provide recent activities to AGS members, Discuss NWIP proposed from IEA 	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"> Manage AGS activities, Communicate with ISO TC 159 	Manager
TC 159, SC chairs	<ul style="list-style-type: none"> Provide recent activities to AGS members, Discuss NWIP proposed from IEA 	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>

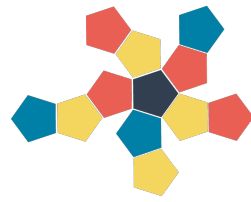
6) Outcomes to date

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.

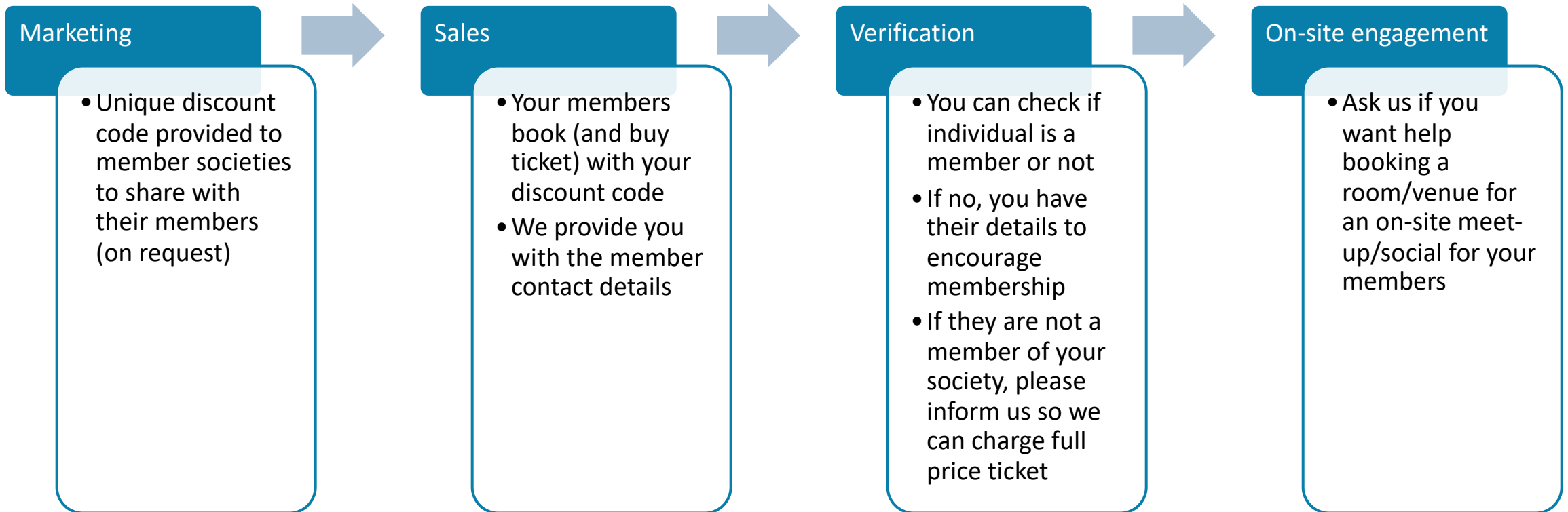
Debates. Format: Structured debates where opposing viewpoints are presented on controversial or emerging topics.

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

The role of Human Factors and Ergonomics in providing decent work.

An update from the ILO Report Writing Committee
IEA Council Meeting
October 29, 2025

Background

- Existing [Maximum Weight Convention, 1967 \(No. 127\)](#), and the [Maximum Weight Recommendation, 1967 \(No. 128\)](#) requires revision to maintain relevance
- 2021: Principles and guidelines for human factors/ergonomics (HFE) design and management of work systems
 - Prepare for tripartite meeting of experts in 2022 to discuss the scope of issues to be addressed by standard setting
- 2023: Review report on laws and practice related to human factors /ergonomics and manual handling at the workplace
 - Provide an overview of HFE-related legislation, standards, and guidance documents in selected countries and regions across the globe
 - Provide useful technical background for the preparation of ILO's normative work on workplace HFE and manual handling of weight, International Labour Conferences in 2028-29

Objective

Terms of Reference

Report on Ergonomics and Manual Handling

- The main goal is to prepare a technical report that will serve as a background report to draft technical guidelines for a tripartite meeting of experts on ergonomics and manual handling.
- Provide a comprehensive report on current workplace ergonomics and manual handling ensuring that the meeting is informed by the latest scientific and practical insights
- The goal is to support the expert discussion and contribute to the development of technical guidelines on the subject

The Core Writing Team

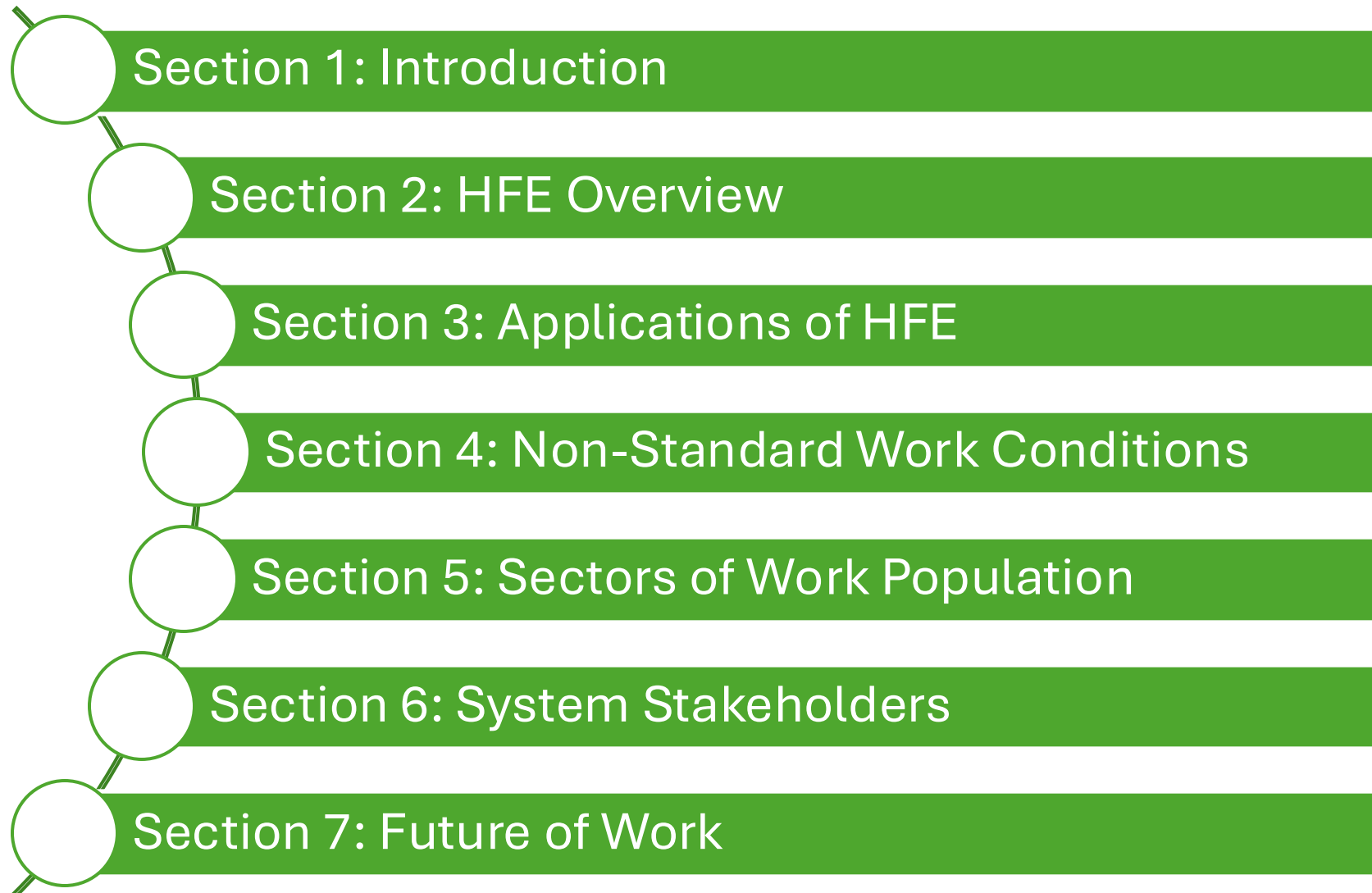
- Andrew Thatcher, PhD, (ZAF) President IEA
- Carisa Harris, PhD (USA), Chair
- Shamsul Bahri Bin, MD (MAL)
- Klaus Bengler, PhD (GER)
- Christopher Kelley, PhD (UK)
- Wendy MacDonald, PhD (AUS)
- Esa-Pekka Takala, MD (FIN)
- Chaoyi Zhao, PhD (CHN)

A list of 33 reviewers has been compiled to provide feedback on the various drafts.

Process and Timeline



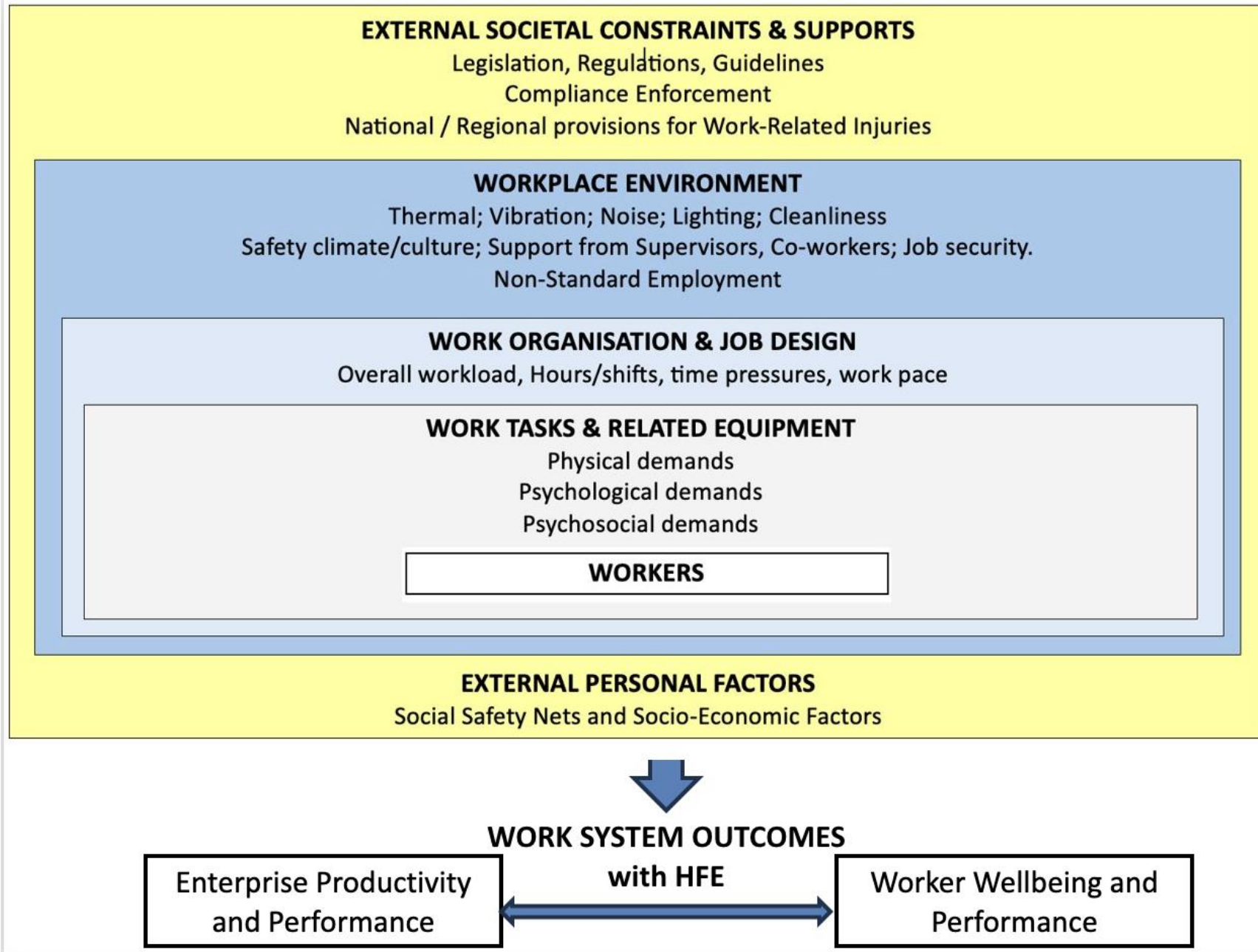
Report Overview



Section 2: HFE Overview

- HFE aims to ensure the well-being of humans in the system while optimizing system performance.
- HFE is a human-centred approach where system performance is viewed holistically as a function of interactions between humans and other system components.
- HFE is design-driven and evidence-based, by designing or re-designing system components to better fit or accommodate human capabilities, limitations, and needs.

Section 2: HFE Overview

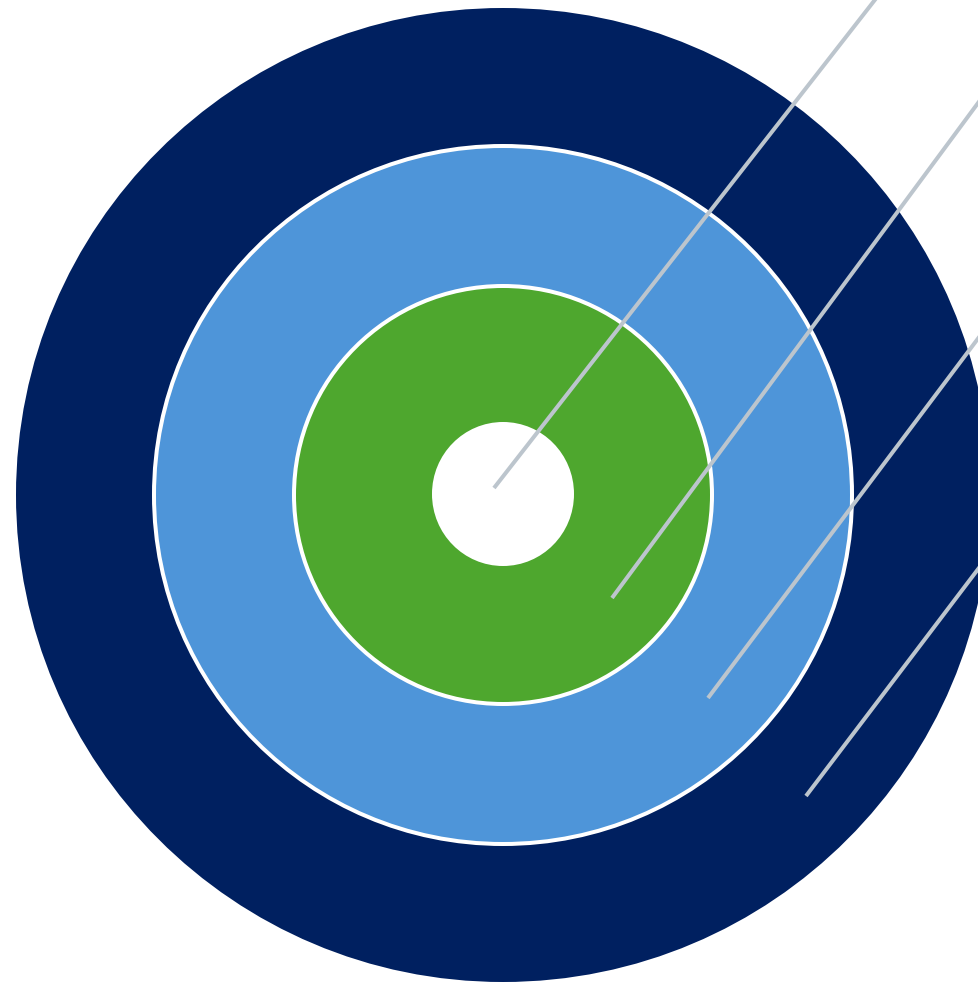


Section 2: HFE Overview

Enterprise policies and national/regional regulations should ensure that **work is designed to fit the capabilities of workers** and discourage practices that fit the worker to the demands of the work.

In doing so, the **well-being and productivity of the workers will be maintained for their lifespan**, which benefits the worker, the enterprise, and their governing body.

Microlevel interventions can reduce risk from specific hazards, but macrolevel interventions are needed to reduce overall risk from hazards.



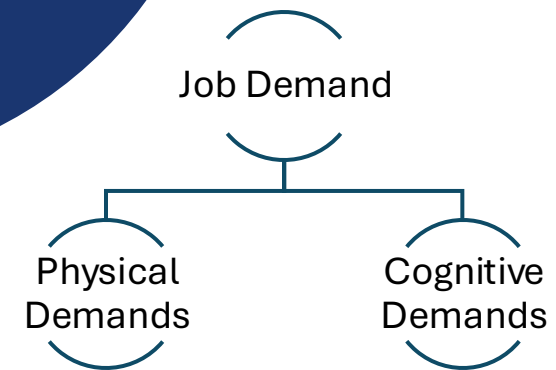
Individual
(Microlevel)

Work System
(Macrolevel)

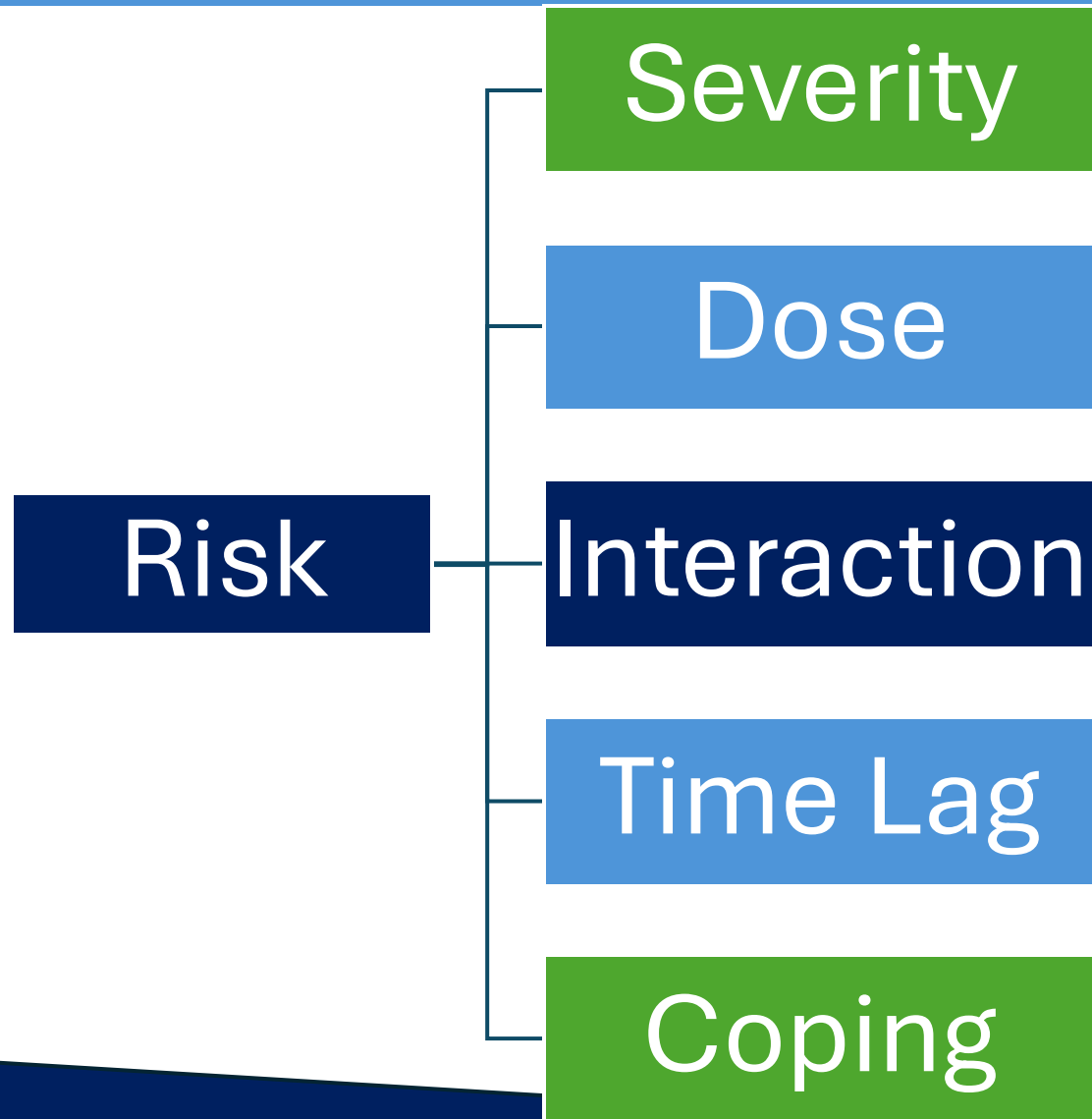
Industrial

National/
Regional

Section 2: HFE Overview

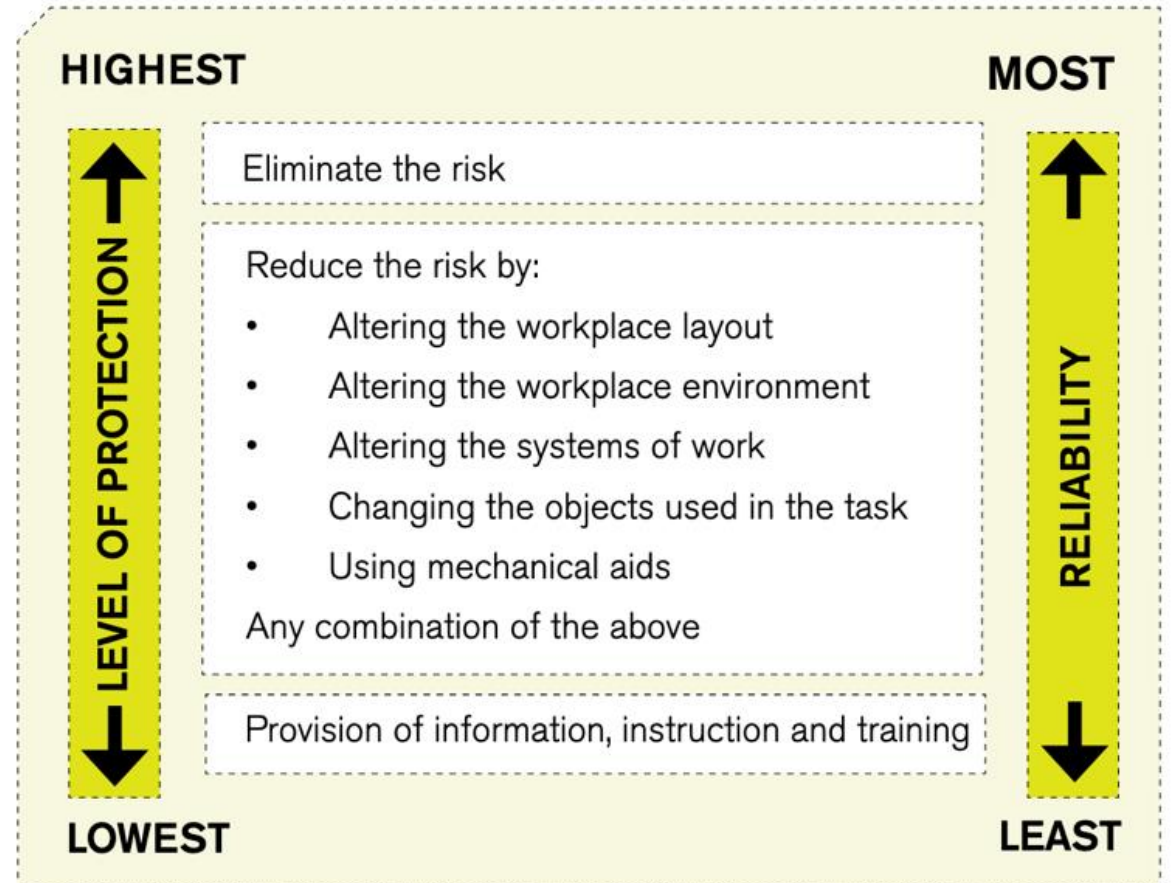
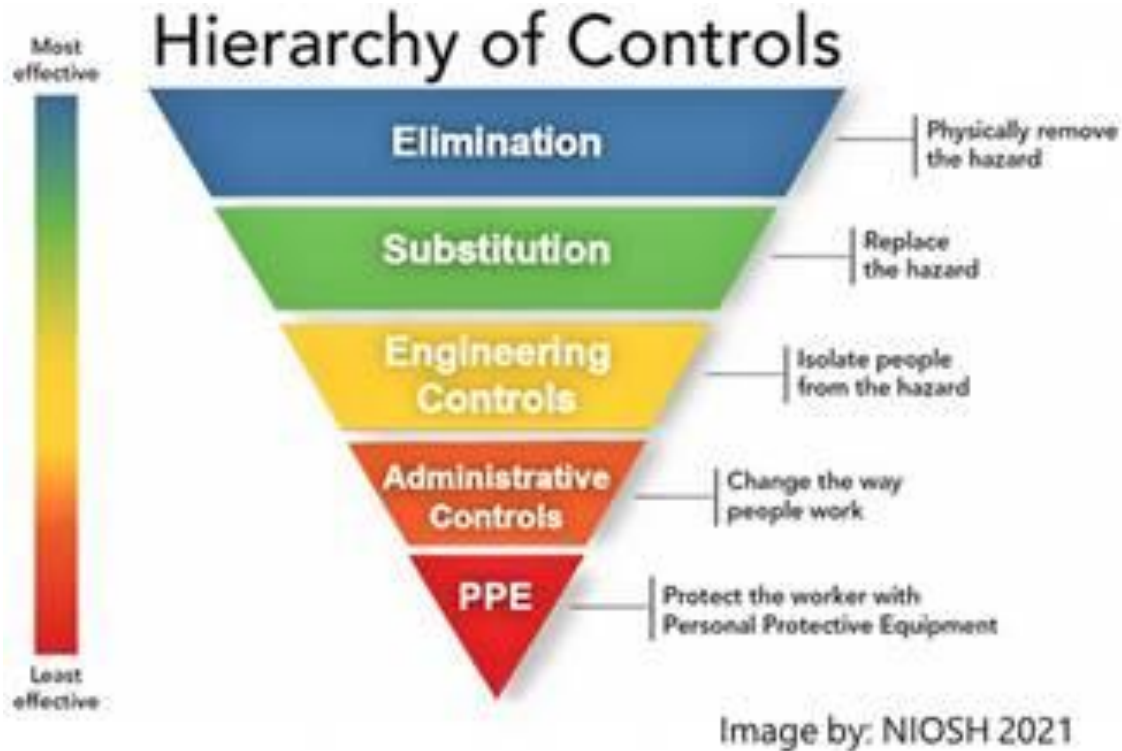


Section 2: HFE Overview



Adopt a well-established framework for a Hierarchy of Controls that can be applied in a methodical way that prioritizes (multiple) mitigation efforts that will be most effective at reducing hazards.

Section 2: HFE Overview

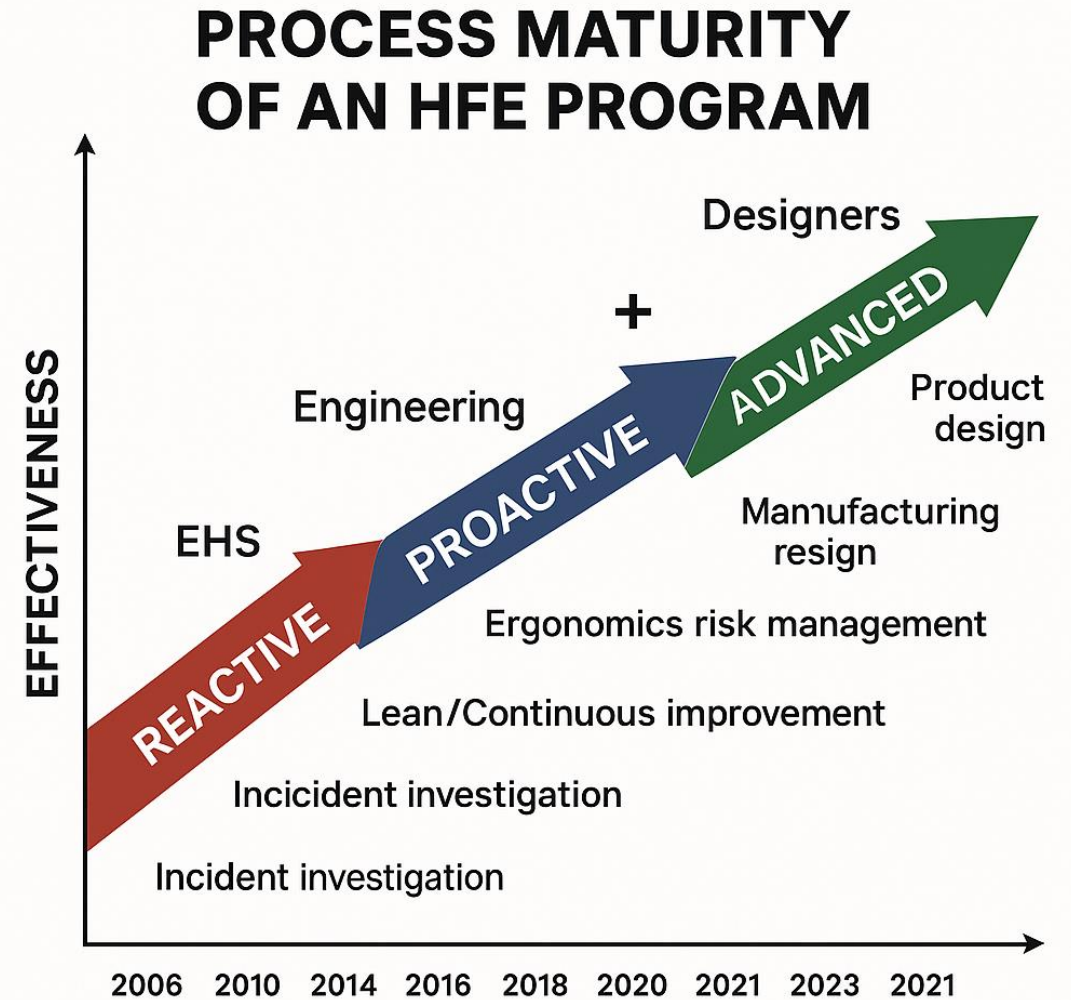


Effectiveness and reliability of controls (WSV, 2017).

Section 2: HFE Overview

... a foundation of **positive safety culture, transparent leadership, and shared accountability...**

Strong management engagement and training with worker participation ...drives continuous improvement ensuring that systems evolve...



Section 2: HFE Overview

Regional/National

Individual

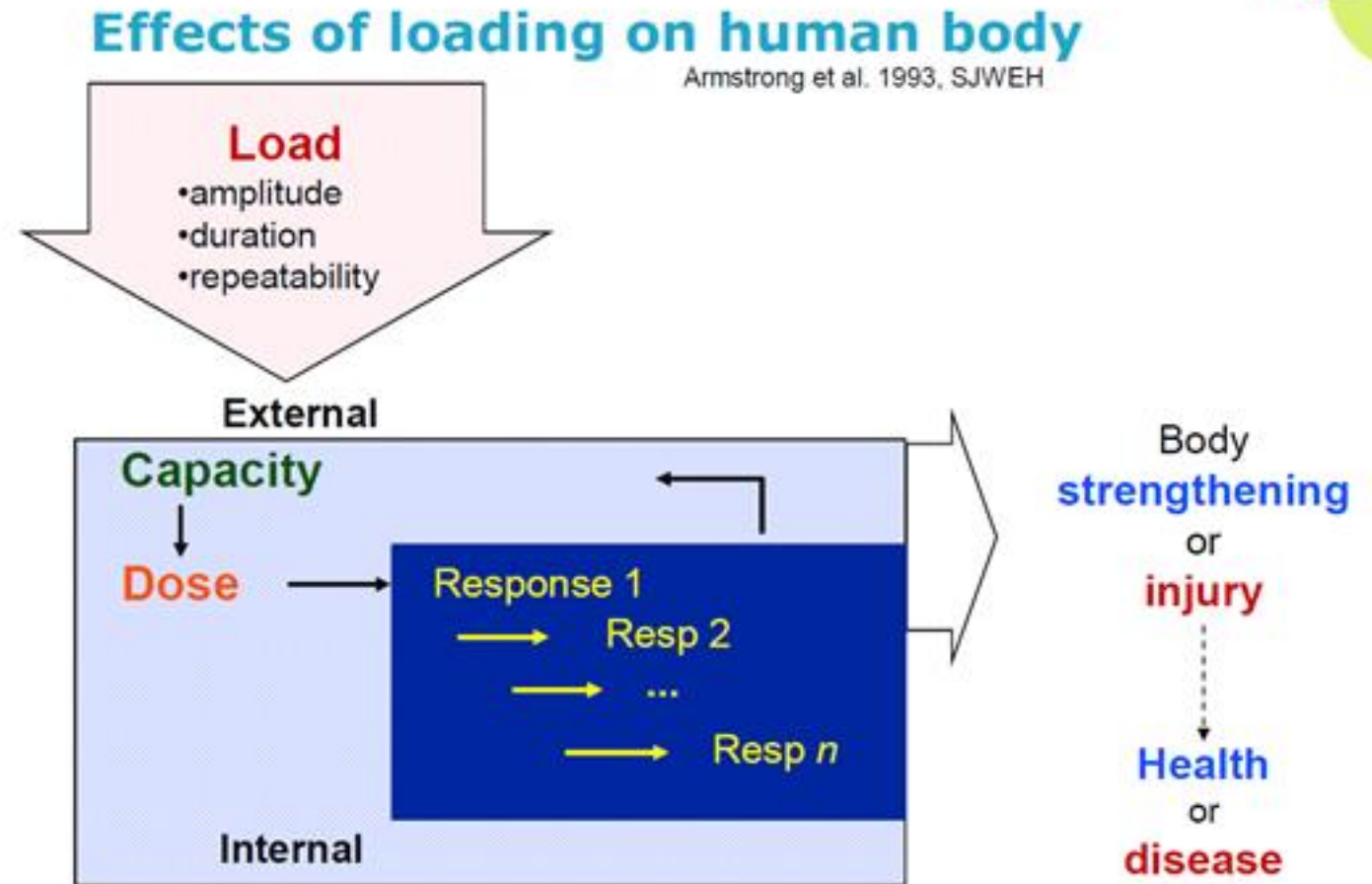
Evaluation & Strategic Planning

Industrial

Enterprise

Section 3: Workplace MSDs

Work-related MSDs are prevalent in most countries and negatively impact function, employability, population disability, and well-being.

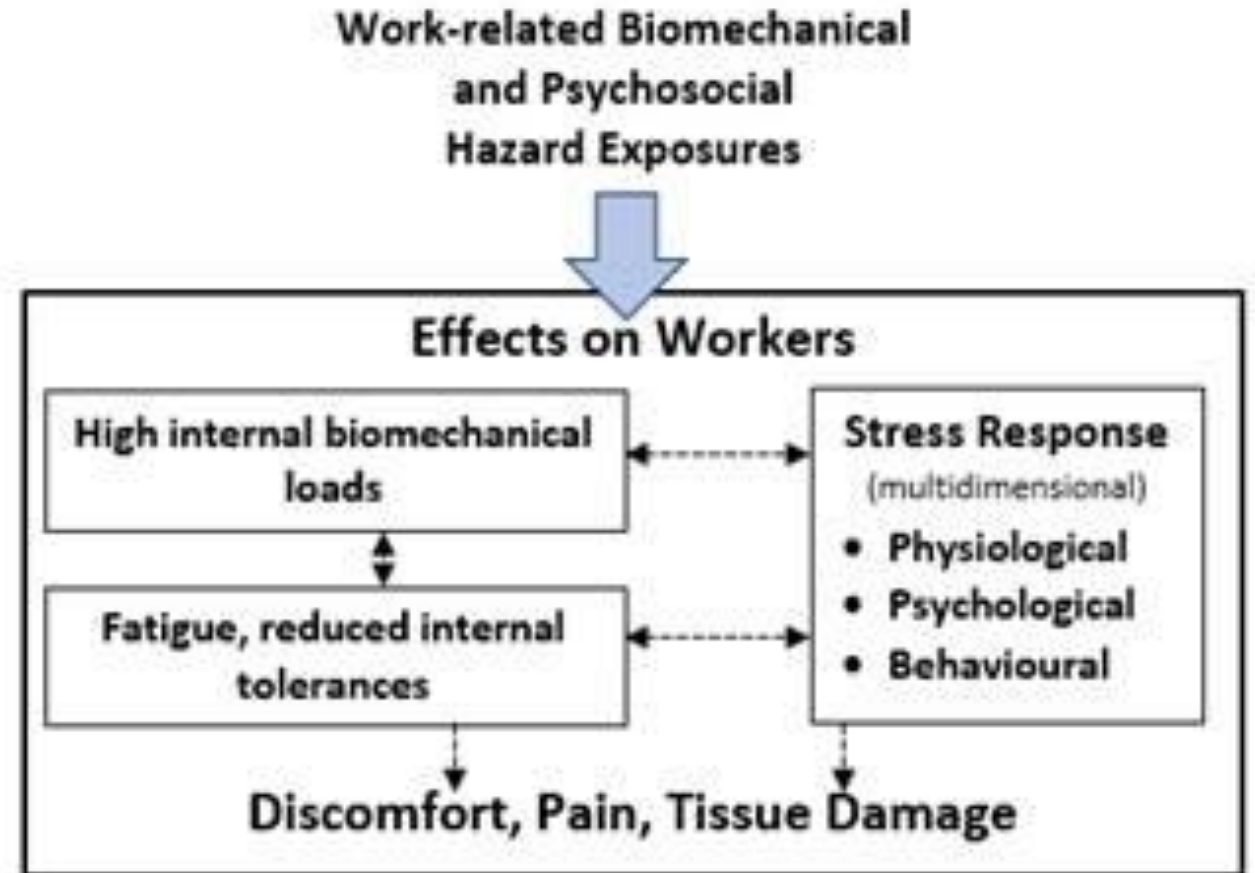


Section 3: Applications of HFE

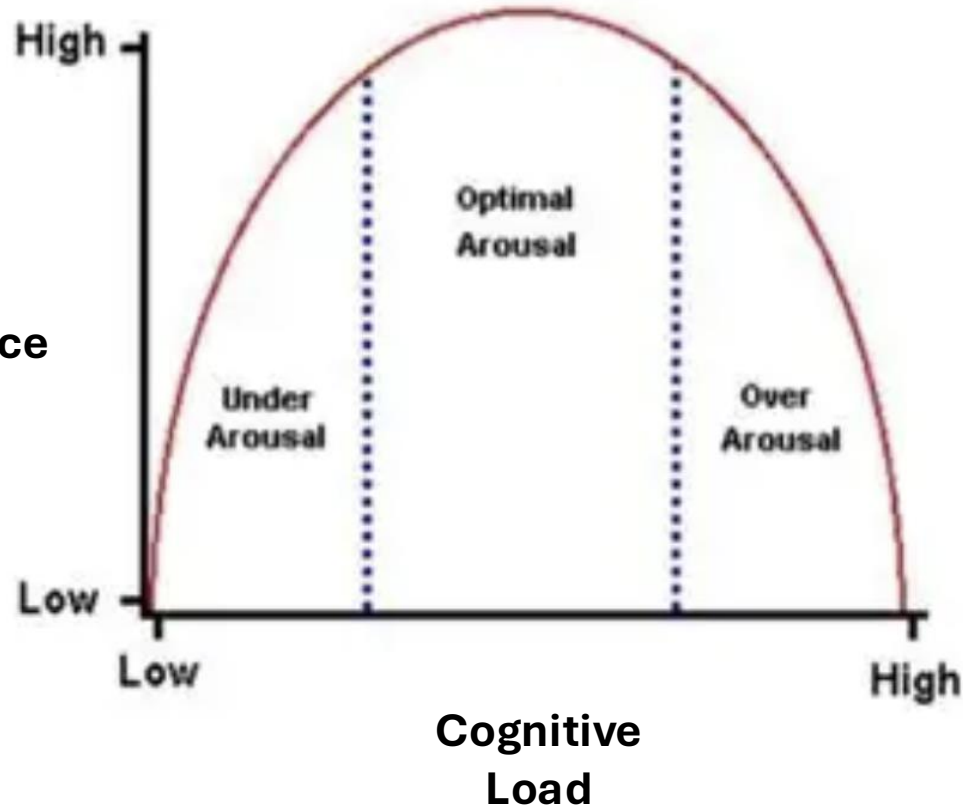
There are different pathways from physical hazards to MSDs that can be modified by psychosocial and cognitive hazards.

Self-reported **discomfort and pain** are important **indicators** of increased risk of MSDs.

MSD Prevention



Section 3: Applications of HFE



Human Performance

Performance can be measured in terms of error frequency, accuracy, and time for task completion. Optimal performance occurs under moderate cognitive load.

Human-Robot collaboration should allow each to perform separate yet coordinated tasks within shared spaces, without strict timing dependencies, and within visual proximity.

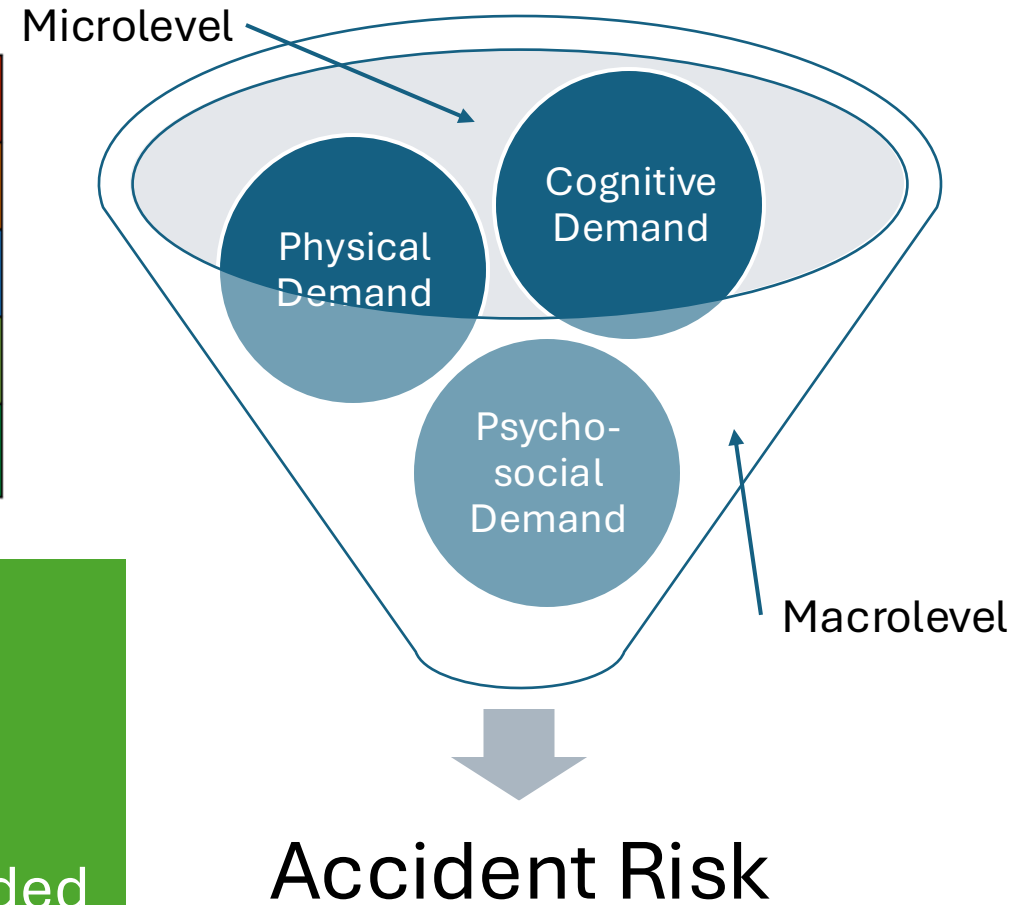
Variability of performance may be an early indicator of suboptimal cognitive load.

Section 3: Applications of HFE

A risk matrix that identifies the overall risk based on how probable and severe an event is.

		Severity S				
		S4: extreme damage (over 1.000.000€)	S3: major damage (bis 100.000€)	S2: medium damage (bis 10.000€)	S1: minor damage (bis 100€)	S0: no significant damage (0€)
Probability P	P4: extremely frequent events (daily)	P4S4	P4S3	P4S2	P4S1	P4S0
	P3: frequent events (once a month)	P3S4	P3S3	P3S2	P3S1	P3S0
	P3: Events with medium frequency (once a year)	P2S4	P2S3	P2S2	P2S1	P2S0
	P2: rare events (every 10 years)	P1S4	P1S3	P1S2	P1S1	P1S0
	P0: extremely rare events (every 100 years)	P0S4	P0S3	P0S2	P0S1	P0S0

Accident Prevention



Reducing the frequency and severity of workplace accidents, particularly those resulting in acute trauma or death, **requires a comprehensive systems approach** grounded in HFE principles.

Section 3: Applications of HFE

Agriculture, food and forestry



Extractives and energy



Manufacturing



Private services sectors



Infrastructure, construction and related sectors



Education



Education and training >

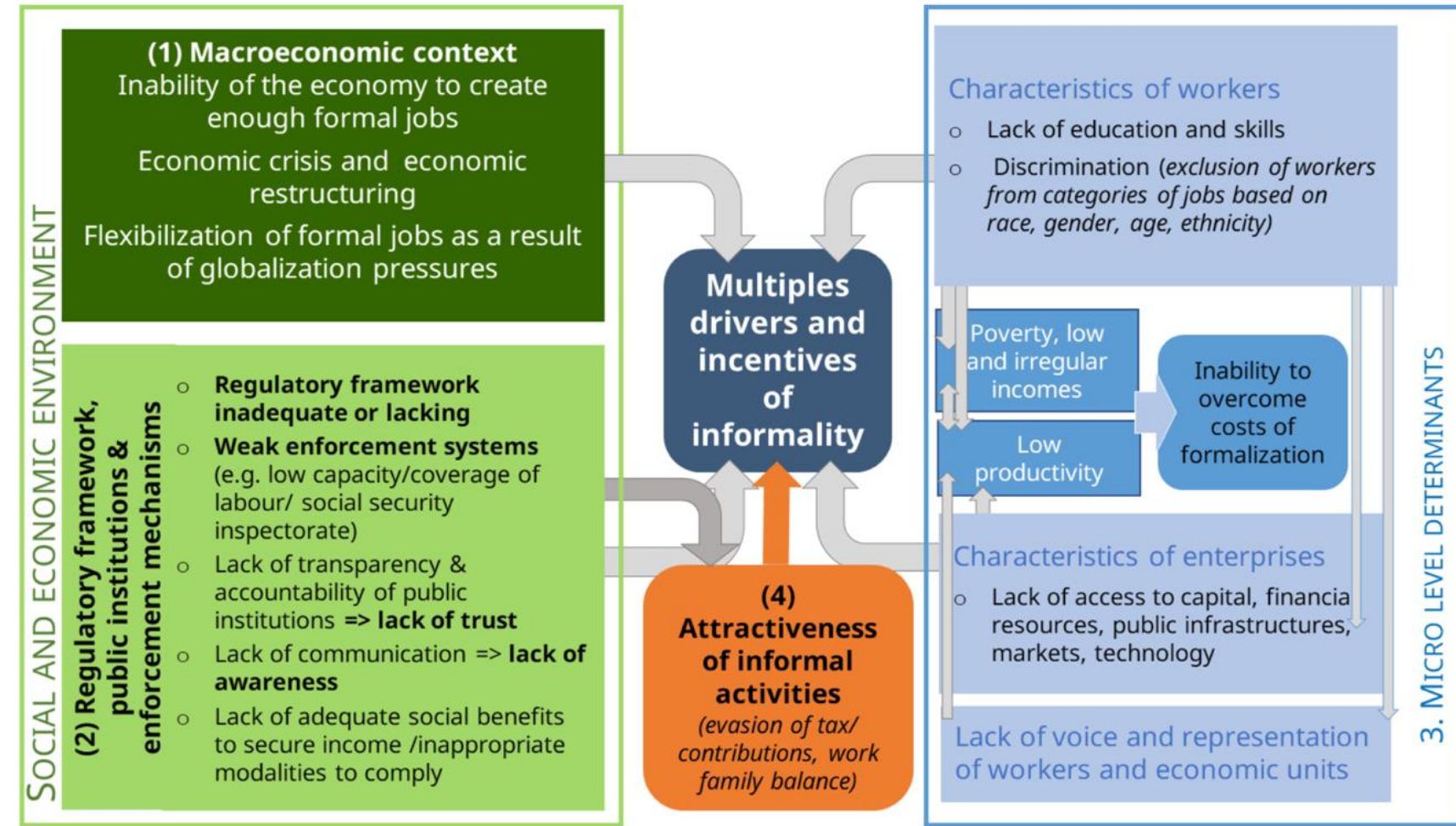
Public service, utilities and health



Maritime and transport



Section 4: Non-Standard Work



Quantify non-standard workers engaged in a system ...take measures to assess their work-related needs ...

...include participatory engagement, hazard assessments, and specialized resources and interventions that address hazards ...

Section 4: Non-Standard Work

Remote/isolated

Irregular Shifts/Hours

Temp/Contractual/Platform

Informal

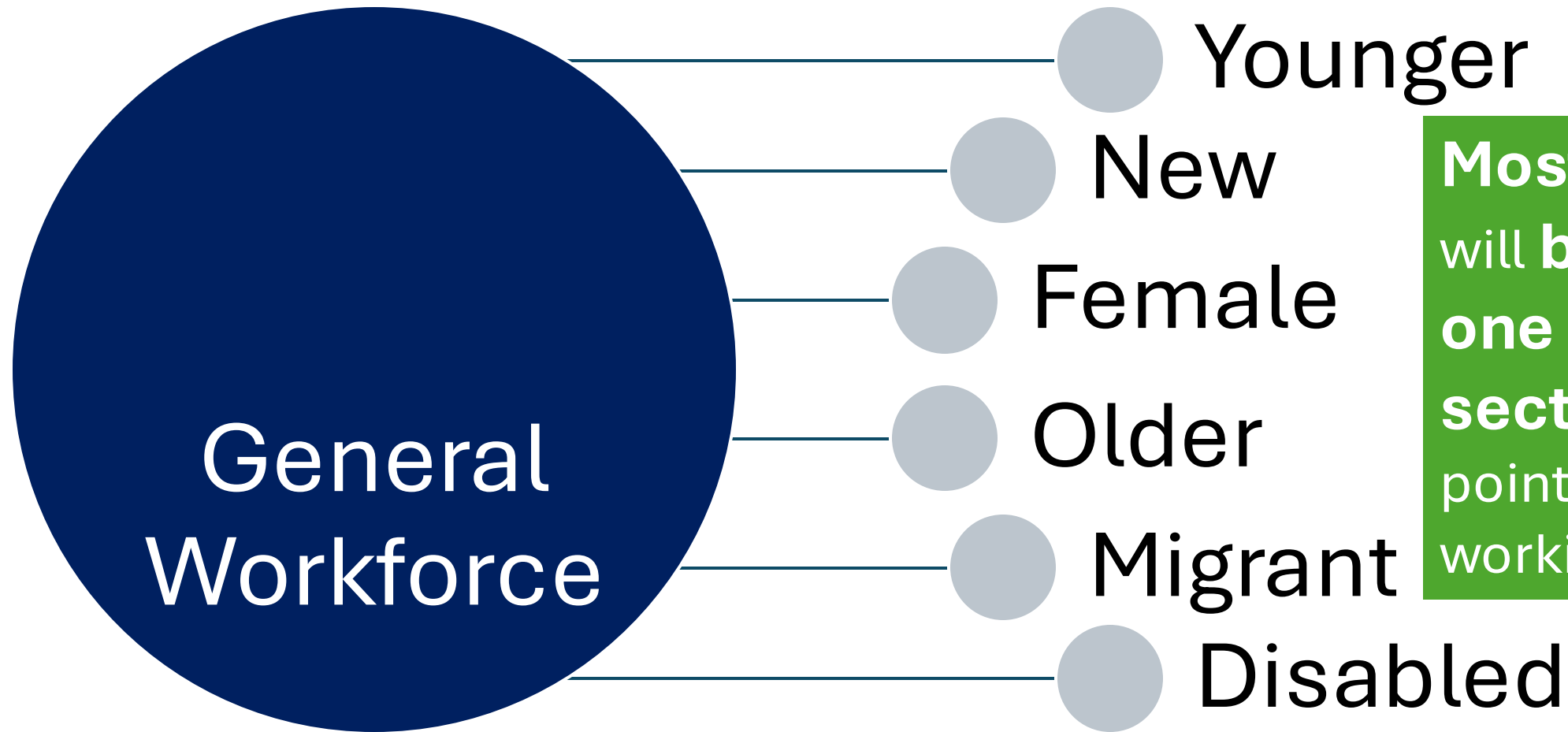
Self Employed

Workers should have access to public sector services that **fill resource gaps** created by employment status.

Resources should be provided by Labor organizations, collectives, networks, or publicly funded organizations.

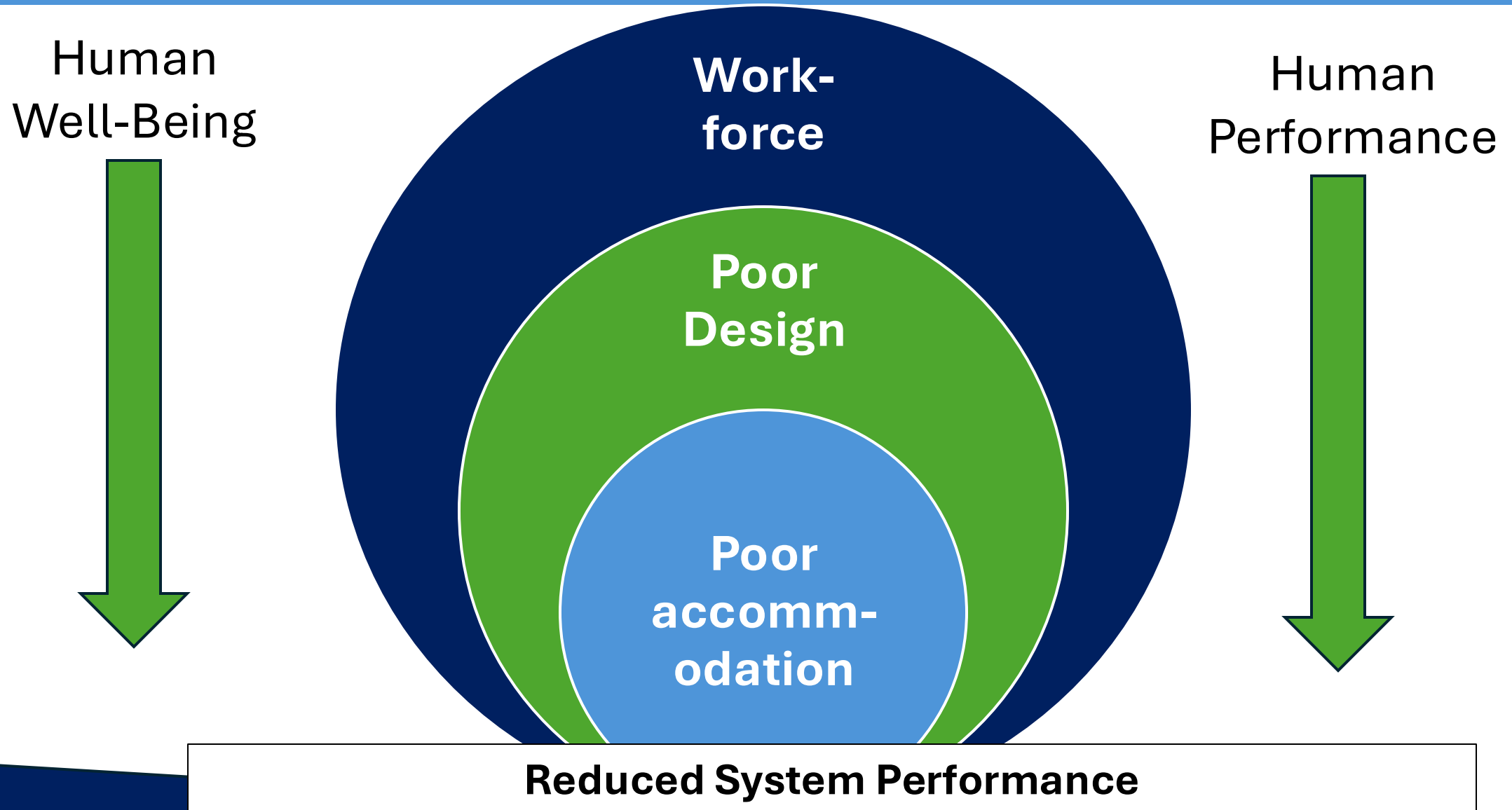
Public agencies should **enforce** basic work safety standards.

Section 5: Sectors of Workforce



Most workers will belong to one of these sectors at some point in their working life span.

Section 5: Sectors of Workforce



Section 6: Stakeholder Responsibility and Action



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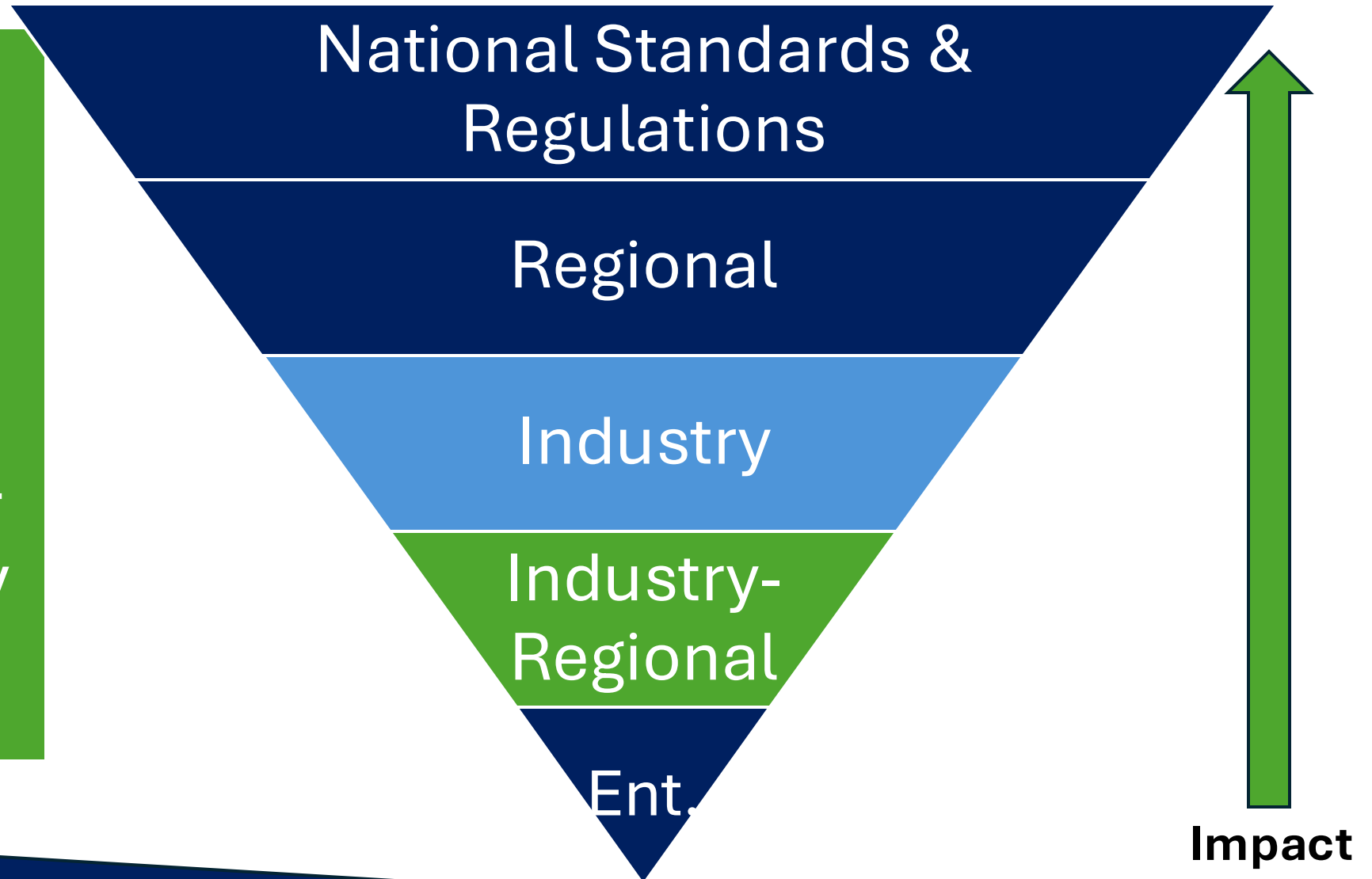
National/ Regional Responsibility

Establishing and enforcing national **HFE legislation bridges the gap between policy and practice**—creating safer, healthier, and more inclusive workplaces that enhance both human well-being and economic performance.

Policymakers play a critical role in embedding Human Factors and Ergonomics (HFE) into national development frameworks by creating a unified **national vision and strategy** that aligns with public health, productivity, and employment goals.

Government, Industry, and Enterprise

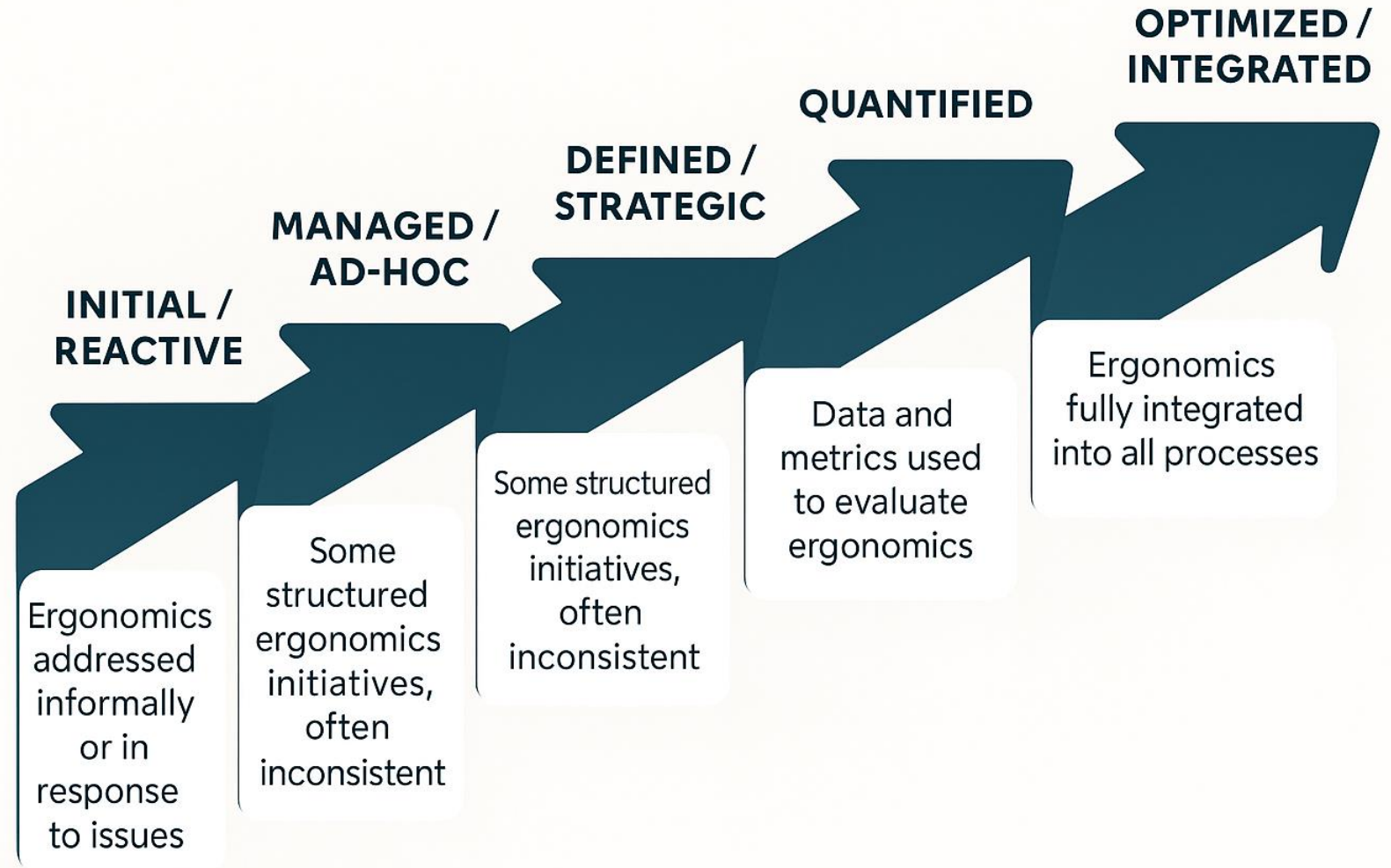
Regional and Industrial leadership can support regional impact by either carrying out national vision or filling gaps left by the lack of one.



Section 6: Stakeholder Responsibility and Action

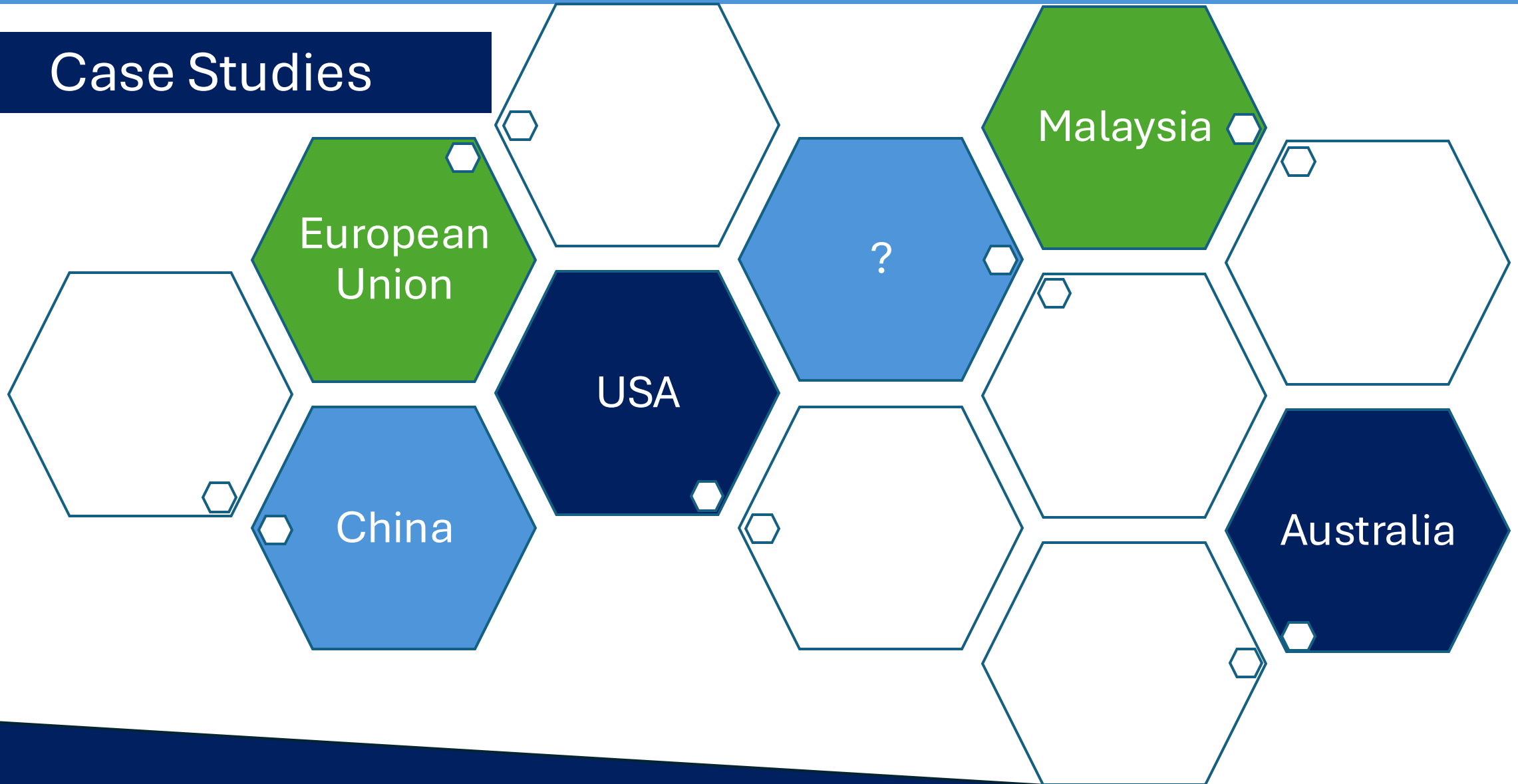
The Ergonomic Process Maturity Curve (EPMC) is a model that can help nations, regions, industries, and enterprises assess and improve their ergonomic practices over time.

STAGES OF THE ERGONOMIC PROCESS MATURITY CURVE

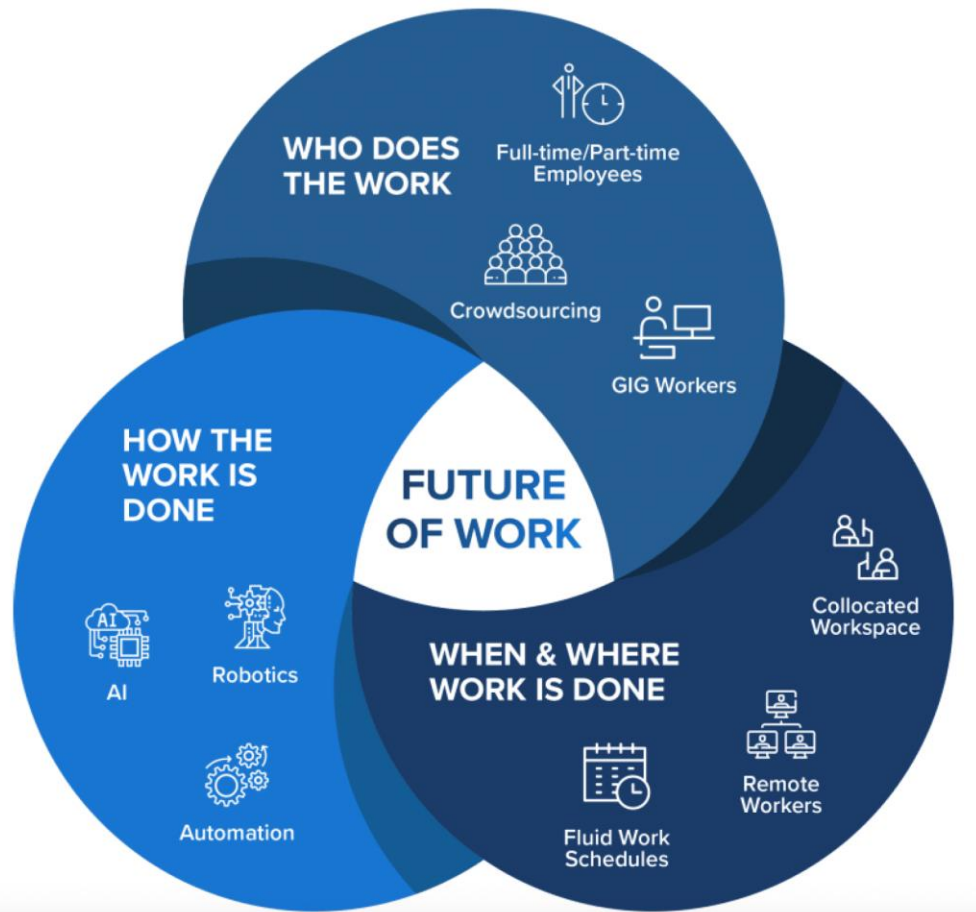


Section 6: Stakeholder Responsibility and Action

Case Studies



Section 7: Future of Work



HFE plays a vital role in the transition from *Industry 4.0* to *Industry 5.0* which signifies a paradigm shift toward human-centered design—where technology not only enhances efficiency but also safeguards worker well-being, autonomy, and dignity.

Annex

- Industry-specific guidelines, standards, best practice references that include HFE- move to main?
- Participatory approaches with case studies of their application
- Reference list of hazard measurements and risk assessment tools for physical, cognitive and psychosocial hazards?
- List of relevant ISO standards or other national standards related to HFE?

Discussion

- Maximum weight limit
 - Clearly requested but there is no clear answer
- Clearly identify key principles to be considered for Technical Guide
 - Best way to organize content to support Technical Guide
- Differentiating content from prior reports
 - Incorporate but not replace prior reports
- Expand sections
 - Case Studies
 - Future of Work

ILO Timeline



Discuss
Technical
Report (2026)

Finalize
Technical
Guidelines
(2027)

Discuss
Convention
(2028-2030)

Objective

- Definitions and scope
- General principles and policy
- Responsibilities and duties (Government, employers, workers, ergonomic professionals)
- Technical fields of workplace human factors/ergonomics (actions at the national vs enterprise levels)
 - General HFE systems approach
 - Consideration and design for all relevant characteristics of workers
 - Participatory HFE methodologies
 - Proactive measures
 - HFE design
 - Proactive HFE design for new forms of work
 - Proactive programmes
 - Tailor HFE to organizational characteristics
 - Traditional organizations and forms of work
 - Non-traditional organizations and forms of work
 - Controls for MSD hazards and control hierarchy
 - Industry or task-specific solutions
 - Technical devices and tools
 - Maximum weight
 - Training, instructions and a continuous learning process
 - Health surveillance