

AGENDA
2025 MEETING OF THE IEA COUNCIL

28th and 29th October, 2025

Meeting room, Ziqiang Building, Tsinghua University, Beijing, China

Virtual meeting link: <https://us02web.zoom.us/j/84913084368?pwd=IChmfj1bUb7fAzb6VirLsh9NJ97gt.1>

Council member lodging: Holiday Inn Express Shangdi, 5.9 km from Campus (3 mini-bus transportation from hotel to campus will be provided, leaving lobby at 7:45AM, reserved by host society)

(All council members and their accompanies will be picked up from airport and transported to hotel by the Tsinghua team, they should already have your arrival flight information and will monitor your flight status)

Explanation of Person acronyms:

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

Takashi Kawai (TK), Information and Communication Technology Ad Hoc Committee Chair - virtual

Ben Peachey (BP), IEA2027 Congress Organizing Committee Chair

Massaki Mochimaru (MM) - Advisory Group on standardization- virtual

Day 0 (Oct 27): 18 h 00 IEA hosted dinner (Gathering at Holiday Inn Express Shangdi lobby)

Day 1: 28 October

Agenda item	Person	Notes
Registration 8:00 am		EC members will verify all voting members are given ballots and record presence.
8:30 – 8:40 1. Welcome	AT	
8:40 - 8:45 2. Approval of Agenda	AT	VOTE 1: Approval of the agenda (<i>hand raising</i>)
8:45– 8:50 3. Minutes of 2024 Meeting	AT	Minutes were sent out to attendees of that meeting. Since no corrections or revisions were requested within the 1-month consultation period, they are adopted.
8:50 – 9:00 4. Check of Quorum and voting procedures	NB	There is no online voting. <i>Members voting by proxy must send in the proxy form before the meeting and make sure that the person they nominate knows they should vote for you.</i>

Agenda item	Person	Notes
9:00 – 9:45 5. Introductions (1 st half)	Council Members and guests	Council Members and Guests introduce themselves (Name and Society they represent) and up to 2 activities /achievements of last year, referring to Annual Reports submitted. Start with Members present, then those online.
9:45 – 10:00 6. President's Report	AT	Ref 6. Document distributed Report of initiatives including Ambassadorial reports (International Labour Conference participation, GOSH).
10:00-10:15 7. Treasurer's Report	TA	Ref.7 documents distributed 7.1 Treasurer's report for 2024 7.2 Signed form: IEA auditors for Treasurer's report for 2024 7.3 Treasurer's interim report for 2025
10:15-10:25 minutes 8. Auditors' Report and exoneration of officers for 2024	TA	VOTE 2: Approval of the Auditors' Report and exoneration of the officers (<i>hand raising</i>) VOTE 3: Appointment of auditors for 2026 (<i>hand raising</i>)
10:25 – 10:55	BREAK	
10:55-11:10 9. VP Secretary General Report	NB	Ref 9. Document distributed Report on administrative initiatives.
11:10 – 11:25 10. Report from Science Technology and Practice (STP) standing committee	RS	Ref 10. Document distributed Update from STP committee
11:25 – 11:40 11. Report from Professional Standards & Education (PSE)	VN	Ref 15. Document distributed Update from PSE
11:40 – 11:55 12. Report from International Development Committee (IDC)	AG	Ref 16. Document distributed Update from IDC
11:55-12:10 13. Update on awards	JOG	Ref 12. Document distributed Update from awards committee
12:10 – 13:30	LUNCH (on-site)	
13:30 – 13:45 14. Development and Promotion Committee (DP)	WZ	Ref 14. Document distributed Update from DP

Agenda item	Person	Notes
13:45-14:00 15. Report on IEA Infrastructure Development - IEA Website	TK (virtual presentation)	Ref 17. Document distributed Update on IEA website and information technology infrastructure
14:00-14:15 16. Report from Communication and Public Relations (CPR)	MR	Ref 13. Document distributed Update from CPR
14:15-14:30 17. Report from Action Group for Standardisation (AGS)	MM (virtual presentation)	Ref 11. Document distributed Update from AGS (and on ISO initiatives)
14:30 – 15:00 18. Report from IEA2027	BP	Ref 18. Document distributed Update from IEA 2027 organising team
15:00 -15:30	BREAK	
15:30 – 16:30 19. Reports from Networks	Representatives of FEES, ACED, SEANES, ErgoAfrica, BRICSplus, ULAERGO	Reports from Networks
16:30-17:15 20. Introductions (2 nd half)	Council Members and guests	Council Members and Guests introduce themselves (Name and Society they represent) and up to 2 activities /achievements of last year, referring to Annual Reports submitted. Start with Members present, then those online.
17:15-17:25 21. Preparation for day 2.	AT	

18:30 Council dinner hosted by Kingfar and Tsinghua (location TBD)

Day 2 (Check-out and bring your luggage by 8:00AM, 3 mini-bus transportation from hotel to campus will be provided, leaving lobby at 8:00AM, reserved by host society)

29 October		
8:30 AM 22. Call to Order	AT	
08:35-08:50 23. Application for Federated Society membership (ASERFHU Bolivia)	NB & ASERFHU representative	Brief presentation of the dossier for Federated Society membership by the <i>Asociación de Ergonomía y Factores Humanos</i> – ASERFHU.
08:50 – 09:15 24. Virtual council gatherings	AT	Review of Virtual gathering initiatives Reminder of Minutes from these gatherings available in Member's Area
9:15 – 9:45 25. Reports on relationships with external partners - ILO, WHO, IOSH, ICOH	AT, Carissa Harris	Outreach activities. <ul style="list-style-type: none"> • ILO Convention: Carissa Harris • WHO projects; IOSH ; ICOH
9:45 -10:15	BREAK	
10:15 – 12:00 26. Workshops – Recommendations for the Future	Council Members & Guests	<ul style="list-style-type: none"> - Effective outreach strategies (Social media, sustaining members and organisational collaborations, certified professional recognition) - Internal support strategies (valuing current members and supporting growth) - Is hosting the Triennial Congress too burdensome - Bridging the gap: HFE elevator pitch
12:00 – 13:30	LUNCH (on-site)	
13:30 – 14:00 (26.) Workshops part 2	AT	Summary of discussions; next ideas
14:00 – 15:00 Visit	WZ	Visit to Tsinghua Engineering Education Lab
15:00 -15:15 27. Choice of venue for 2026 Council meeting and matters related to it	NB	Next Council meeting location, 3 rd quarter 2026. VOTE 4: (call for proposals sent to Council members in September) (<i>hand raising</i>)
15:15 – 15:30 28. Action items and any other business	AT+	
15:30 -15:45 29. Formal resolutions of meeting	NB	VOTE 5: Approval of the resolutions (formal minutes) of the meeting and signatures. (<i>hand raising</i>)
15:45 – 16:00 30. Adjournment	AT	Close of meeting.

Depart to the international conference venue, **Sunrise Kempinski Hotel**, 70km from Campus. Transport by reserved bus. Dinner hosted by Human Factors & AI Conference.

Reference documents distributed to Council:

President's report

Treasurer's report for 2024

Signed form: IEA auditors for Treasurer's report for 2024

Treasurer's interim report for 2025

VP Secretary General Report

Report from Science Technology and Practice (STP)

Report from Action Group for Standardisation (AGS)

Report on awards

Report from Communication and Public Relations (CPR)

Report from Professional Standards & Education (PSE); presentation of survey results.

Report from Development and Promotion Committee (DP)

Report from International Development Committee (IDC)

ICT Report on IEA Website Infrastructure Development

Report from IEA2027