Introduction

While 2010 has been a difficult year for many, it has been a time of significant activity and real achievement for the Institute of Ergonomics & Human Factors.

- We have the highest number of members in our 60 year history.
- We have carried out a total rebranding to ensure that we remain contemporary and an organisation for today’s professionals.
- We have new Special Interest Groups that cover two of the major issues facing us today: sustainability and an ageing population.
- We have a brand new website and have begun to use social networking sites to increase our reach and influence.
- We had a higher number of delegates at our annual Student Conference than we’ve ever previously had.
- We organised and held our first overseas conference, deemed a great success by those who attended.
- We now have a Regional Group for every Institute member in Great Britain.
- We have links with more organisations and representation on more professional bodies than ever before.
- We have maintained financial stability despite a recession.

None of these achievements would have been possible without the effort, dedication and support of our members and staff, who continue to show enthusiasm and a real desire to increase knowledge and understanding of ergonomics and human factors.

Our work and activities are driven by the Institute’s Strategic Plan established in June 2009 for the period 2010 to 2014. The Plan has six Aims:

1. Increase the outreach of ergonomics
2. Increase support for members
3. Achieve Chartered status
4. Increase revenue streams
5. Engage young people
6. Develop the future policy for ergonomics

Key areas of progress for each of these Aims are laid out in this report.

At the 2011 AGM in April Tom Stewart will have completed his term as Past President and he will be succeeded by John Wilson as he vacates the President’s role to make way for Peter Buckle. John has been suffering a period of ill health since just after becoming President Elect but, rather than resigning, the various duties of the three Presidential roles have been shared between John, Peter and Tom according to availability and to an extent, the nature of the duty.

Mark Young completes his 4 years as Chair of the PR & Communications Committee, and we thank him for the great job he has done in this role, particularly through the 60th Anniversary initiatives and events. Nick Taylor completes the term he took over from Barbara Haward as Chair of Membership Recruitment. Tim Southam, who resigned from Council in November, would also have completed his term of office. Gerry Newell completes her term as Graduate Representative. Terry Woolmer also completes his term of office as Associate Member Representative but will not be replaced, as one of the governance changes introduced at the 2009 AGM reduces the number of Associate Representatives from two to one. We thank them all for their support and commitment to our Council activities.

We must also thank Reg Sell for his continuing ambassadorial work on behalf of the Institute in increasing the understanding and influence of ergonomics in many Government and public arenas.

Finally, we express our gratitude to the members of staff who keep all the activities moving forward by both supporting the Chairs of their committees and, increasingly, combining their efforts to effect the Aims of the Strategic Plan, which usually demand inputs from more than one committee. We would like to thank Conference Manager Sue Hull (also Office Manager), Communications Officer Amanda Bellamy, Finance Manager Hita Yadev, Membership Development Manager John Winter, and Institute Administrator Kia Horrocks who provides support for all activities but particularly events and membership. We must also acknowledge the tremendous contribution made by Tina Worthy, web editor and editor of our membership magazine, The Ergonomist.

John Wilson, President
Peter Buckle, President Elect
Tom Stewart, Past President
Dave O’Neill, Chief Executive
Aim 1: Increase the outreach of ergonomics

The Institute promotes ergonomics to a wide audience and undertakes educational and public understanding activities to inform specific industry groups, for example, managers, equipment designers and regulators as well as consumers. We are particularly interested in making our ergonomics and human factors knowledge available to people overseas, through our activities with the International Ergonomics Association and the Federation of European Ergonomics Societies. Understandably, this is a wide-reaching aim that involves many Institute members. Various committee activities address this aim, most notably those of the PR & Communications Committee and the Events Committee.

Ergonomics: Real Design exhibition attracts over 50,000 visitors

The Ergonomics: Real Design exhibition opened at the Design Museum in London on 18th November 2009 to mark our 60th anniversary, and continued until the beginning of March 2010. It was a highly successful event, raising the profile of ergonomics and its applications. It attracted an impressive 51,386 visitors, an average of 471 visitors each day the exhibition was open.

IEHF LinkedIn Group has 700 members

Networking opportunities are enhanced by the IEHF Group on LinkedIn, which has grown from 400 to nearly 700 members in 2010. This facility offers an extensive online members’ directory with detailed biographies, and represents the primary social networking site for human factors professionals across the globe. At the moment, membership is open to anyone with an interest in ergonomics and human factors. See www.linkedin.com/groups?gid=93258.

New Ergonomics Design Award features in design magazines

The Institute’s new Ergonomics Design Award, sponsored by CCD Design & Ergonomics Ltd, attracted some very high calibre entries and the winning project, an innovative welding helmet, provided excellent publicity material. The helmet project demonstrated how ergonomics had shaped its development over several decades and publicising this was done in concert with a media agency, and as a result the award was mentioned in a number of design magazines. The award winners in 2010 include the development team at 3M/Hörnell Elektrooptik AB, the design consultancy Ergonomidesign and the ergonomics research groups at Linköping University and Royal Institute of Technology. The award was given for the integration of ergonomics in the product development of 3M™ Speedglas™ 9000 Series and 9100 Series Welding Shields. The award was presented to Jörgen Eklund at the Institute’s Annual Conference in Keele.

Designers targetted in publicity campaign

The PR & Communication Committee’s campaign for the year centred on raising the profile of ergonomics amongst the design community. The key activities here were producing information sheets and promoting the new Ergonomics Design Award. Information sheets entitled ‘Ergonomics in Design’ were produced by Committee members, and were sent to designers and university design tutors.

New website gives visitors more insight

April 2010 saw the introduction of the Institute’s new website to mark the ‘official’ launch of the name change and rebranding from the Ergonomics Society to the Institute of Ergonomics and Human Factors. The development work that had gone into designing the website’s format, navigation and content resulted in a bright, contemporary look with many features to help visitors find out more about ergonomics, the Institute and its members. Search facilities allow visitors to easily find the information they are looking for and the location of members and Registered Consultancies can be seen through a series of maps. The home page highlights ergonomics-related topical news stories, articles and events. However, this is only the start and the website will continue to be developed and improved. We are grateful to members for their contribution to the content and specifically to Steve Shorrock for his invaluable continuing assistance.

Institute events help broaden understanding about ergonomics to other professionals

The Institute’s Events Committee organises several major conferences each year aimed at different sectors. 2010 saw three such events organised and further collaborative meetings are planned for 2011:

❖ The first International Control Room Design Conference was held in Paris from 25th to 26th October 2010. The conference covered new technology in control rooms, physical design of control rooms, control rooms of the future, overview displays and the changing role of the operator. This was the first event that the Committee organised outside the UK and was very well supported. We are grateful for the help of the Société d’Ergonomie de Langue Française (SELF).
❖ The third Human and Organisational Factors in the Oil, Gas and Chemical Industries conference was held in Manchester on 25th to 26th November 2010. This conference included presentations from major speakers including HSE Chair Judith
The CREATE conference, a three-day event on Innovative Interactions, was held at Edinburgh Napier University from 30th June to 2nd July 2010. This event was organised by the HCI Special Interest Group in collaboration with the British Computer Society. This event was bigger than in previous years and a design exhibition was held during the conference to showcase student work as well as work by award winning design practitioners. CREATE2011 will be held on 23rd June in London.

**Attendance at external events helps spread the word**

Closer working with like-minded organisations is something the Institute strives to do in order to ensure that members of these organisations are aware of the importance of ergonomics in their professions. World Usability Day in November 2010 provided the opportunity to support the Usability Professionals Association (UK Chapter) in their organisation of an event at a London hotel. The theme of the Day was ‘communication’ and the successful evening event attracted over 200 attendees, many of whom were usability professionals themselves.

A Parliamentary ‘Links Day’ was held on 22 June 2010. This annual event brings together members of both Houses of Parliament and representatives of the various scientific societies to discuss matters of interest. The Institute was invited to have a stand at the event which was visited by members of both Houses.

The IEHF was represented by members of the Membership Committee at twelve other events during the year, both arranged by the IEHF and by other organisations, to raise awareness of ergonomics and the Institute, and to attract new members. Generally, this involved manning a stand with our newly designed displays and promotional material reflecting our rebranding.

**Members’ articles appear in specialist magazines**

The majority of press enquiries over the year dealt with office and workstation ergonomics. Members continue to provide support either speaking to journalists or writing articles for specialist publications, including *Health & Safety International* and *Government Business Magazine*. Press releases issued about the Institute’s major oil and gas event resulted in articles written by members appearing in *Safety and Health Practitioner* and *Professional Engineer*. Our aim in the coming year is to develop more of an online presence by improving our social media sites and using other channels such as Twitter more effectively.

**Ergonomics excellence recognised with Institute awards**

The Honours Committee has been active during the past year encouraging submissions for the Institute’s awards, and nominations have been received for three awards this year:

- **Ulf Åberg Award**: awarded to a postgraduate student for a project report in an area of ergonomics. The award consists of £100 and a certificate.
- **Hywel Murrell Award**: awarded to an undergraduate student for a project report in an area of ergonomics. The award consists of £100 and a certificate.
- **President’s Medal**: awarded to an institution or organisational group for work that has made a significant contribution to original research, the development of methodology, or application of knowledge within the field of ergonomics. The award consists of a medal and a certificate.

The nominations are currently being assessed by the Honours Committee.

**Delegates treated to wide range of presentations at Annual Conference**

Our main event of the year was the Institute’s Annual Conference held at Keele University on 13-15th April 2010. Many delegates are not members of the IEHF so it is a good opportunity to put together a programme that reflects the breadth of contemporary ergonomics and present it to them in a professional, friendly setting. The theme for this year’s conference was ‘Bridging the gap between theory and practice’ and many papers and a debate reflected this issue. Margaret Hanson gave the Donald Broadbent Lecture entitled ‘Green Ergonomics: Embracing the challenges of climate change’. Interest in this talk and the topic led to the setting up of a new Special Interest Group on Green Ergonomics. Professor Peter Buckle gave the Institute Lecture entitled ‘The perfect is the enemy of the good: implications for ergonomics research and practice’. There was a day long session dedicated to the work of the late Professor of Sports Ergonomics Tom Reilly, and a symposium on the subject of ‘Creating a learning organisation’. The final plenary was given by Phil Wickens, a mountain guide and explorer, who discussed his own experiences of extreme environments and the difficulties faced both physically and mentally. Other papers covered a wide range of topics including human factors integration, inclusive design, transport and medical ergonomics among others.
Links with cognate organisations strengthened

Our links with cognate organisations have increased and strengthened. We now have more regular contact with POOSH (Professional Organisations in Occupational Safety and Health), BOHS, IOSH, Chartered Society of Designers, National Back Exchange, the Hazards Forum, some of these through our commitment to the establishment of the OSHCR (Occupational Health and Safety Consultants Register) an initiative driven by the HSE following Lord Young’s review 'Common Sense Common Safety'. New relationships have been established with the Council for Work and Health and the CHFG (Clinical Human Factors Group).

Responses given to Government consultations

Members have helped to formulate our responses to Government consultations. This year, most notably, we have submitted comments on the ‘Review of health and safety and the compensation culture’. This was a response to Lord Young’s review which resulted in the ‘Common Sense Common Safety’ recommendations to the Prime Minister, published in October 2010. In June 2010, we sent a response to the Department for Business, Innovation & Skills following their invitation for views on their discussion paper ‘Is business ready for an ageing nation? Economic opportunities and challenges of ageing’.

Special Interest Groups

The Institute supports a number of Special Interest Groups (SIGs). They are small communities of people with a common interest in a particular sector, each organised by a member of the Institute. The SIGs play their part in improving outreach by inviting non-members to join the Group and collaborating and providing an informed opinion for consultations and media enquiries. Contact details for all organisers can be found on the Institute website at www.ergonomics.org.uk.

Ageing and Work

An Ageing and Work Special Interest Group was set up in 2010 with the aims of highlighting the role of ergonomics in this area. Its objectives include:

- sharing information from researchers and practitioners within and beyond ergonomics
- encouraging dialogue between different groups
- encouraging partnerships between employers, health professionals, designers and manufacturers to lead to understanding of the issues in ageing and work and how they can contribute to this agenda
- working closely with business to develop good working practices in the health and safety management of older workers

In addition to this, the group will respond to any consultation requests on behalf of the IEHF.

Organiser: Joanne Crawford

Green Ergonomics

The Green Ergonomics SIG, formed in 2010, aims to provide a forum for members to communicate and share ideas on ergonomics and human factors issues related to environmental issues, for example green jobs and products, low energy buildings, information and behaviour change, travel and communication, etc. It also seeks to influence others working with the environmental agenda concerning the benefits of ergonomics in this area.

A LinkedIn group, Green Ergonomics Special Interest Group, has been set up to assist with communication. This currently has 14 members, and there are a further 15 members of the Green Ergonomics SIG who are being encouraged to join the LinkedIn group. Some relevant resources have been posted on the LinkedIn promotions page. Links have also been made with the IEA’s Technical Committee on Human Factors and Sustainable Development, and Green Ergonomics SIG members have been encouraged to join this.

A webinar event was hosted by Osmond Group Ltd in July 2010, which people attended virtually from throughout the UK and internationally. This discussed the scope of the group, and potential future activities. Plans for activities for 2011 include:

- A joint Green Ergonomics SIG and Driving Ergonomics SIG webinar, with further webinars through the year
- A Green Ergonomics session at the IEHF Ergonomics & Human Factors Conference in April 2011
- A discussion paper on the potential to develop and influence the ergonomic design of green buildings

Organiser: Margaret Hanson
Driving Ergonomics

2010 started with a meeting held in February at the Design & Technology Department of Loughborough University. Dr Steve Summerskill and Dr Russell Marshall gave talks on the strengths and limitations in the use of human modelling in vehicle occupant packaging and interior design. The event was well attended and a discussion followed the presentations. A few months later at the IEHF Annual Conference in Keele the Driving SIG was represented with papers by Dr Diane Haigney of Worcester University, Dr Mark Young of Brunel University and Dr Nick Gkikas of Autonomics.

The Driving Ergonomics SIG had its anniversary meeting in September at the Transport Research Laboratory (TRL) in Wokingham. The theme of the meeting was ‘Simulation in Driving Ergonomics: Even better than the real thing?’ and after the initial presentations by Dr Nick Reed (TRL) and Dr Nick Gkikas, a debate chaired by Dr Lisa Dorn (Cranfield University) followed, then a tour of the TRL simulation facilities including both the Truck and the Car TRL Simulators in action. The meeting concluded with the discussion about opportunities for the expansion of the Group’s activities. Following interest in an updated book on automotive ergonomics, a full proposal will be put to the publishers.

In November, many members attended the Institute's Student Conference. Students had the opportunity to talk with them and find out about careers and opportunities for ergonomists specialised in automotive/road transportation ergonomics.

2011 starts with a shared meeting with the Green Ergonomics SIG. With a driving ergonomics session in the Institute’s forthcoming Ergonomics & Human Factors 2011 conference and heavy involvement in the International Conference on Driver Behaviour and Training 2011 in the Autumn, the Driving Ergonomics SIG looks forward to another year of exciting developments.

Organiser: Nick Gkikas

Human Computer Interaction

The HCI SIG continues to grow and now includes over 40 core members, including academics, practitioners and students drawn both from within the IEHF membership and elsewhere. Contact with these is maintained through the SIG’s own mailing list, numerous HCI mailing lists and forums, and personal contact at various HCI events worldwide.

The major group event of last year was Create2010, organised jointly with the British Computer Society (BCS) Interaction group. This event was held at Edinburgh Napier University, and for the first time featured a full three day programme of presentations, discussions and workshops focused on the latest innovations in HCI and user experience design. This was the fourth Create conference and included a ‘Design Showcase’ event in which delegates presented their work in the form of interactive exhibits and installations. The event was highly successful and contributed significantly to the IEHF aims of increasing the outreach of ergonomics and engaging younger people. In 2011 we will be moving the Create conference back to London, as a one day event to consolidate the conference direction and plan for 2012.

In addition to Create, the HCI SIG also co-organised the UX Competency Framework Workshop at BCS HQ in London on 25th February 2010. This included presentations and group discussions focused on the following issues:

- What does industry need from user experience (UX) professionals?
- What are the skills and training required for UX professionals?
- What are the levels at which UX professionals operate?
- What existing skills frameworks in the contributing disciplines can we call on?
- How do we work with the stakeholders, employers, professional bodies, academics, and training bodies to develop, disseminate and assess UX skills?


The SIG also ran a competition in 2010 to win a £100 iTunes voucher for the best proposal for an ergonomics/ human factors mobile app. This initiative represents a great vehicle for increasing the outreach of ergonomics and engaging younger people, and we intend to run this competition again in 2011 with a longer lead time and more coordinated publicity campaign in order to attract more entries.

In the longer term, we hope to grow the HCI group further through a more active programme of promotion and publicity, invest in development of group resources (such as web pages, which were updated in 2010 along with the overall IEHF website redesign) and develop links with affiliate organisations such as the Usability Professionals Association.

Organiser: Tony Russell-Rose
Healthcare

Healthcare is of importance for the future. Safety, quality and cost issues are of huge priority throughout the western world, while the development and application of E/HF skills is still relatively new outside musculoskeletal and manual handling issues. Within the SIG we still face a number of significant challenges both internally and externally.

The external issues focus on developing a realistic profile of E/HF at all levels within the healthcare system. In the last two or three years there has been a wave of enthusiastic healthcare professionals emerging, encouraged by the ‘HF training’ offered by consultancies based on aviation resource management models. While this is getting the idea of HF into healthcare, there are many people conducting work in the name of HF who do not have any form of qualification in it. In some circumstances this is leading to misunderstandings, limited training (and blame) approaches to safety issues, inappropriate work conducted in the name of HF, and a range of other issues that are of importance to our profession.

IEHF members have been working with a range of groups, including the Royal Society of Medicine, the Royal Colleges, the National Patient Safety Agency and the Department of Health to communicate and establish the value of the profession. The Clinical Human Factors Group (CHFG), which is well meaning, progressive, and with the ear of high-level Government, is an excellent example of where more professional input would be mutually beneficial. The penetration and influence of this group is growing, and the enthusiasm palpable, while the focus on resource management training to the detriment of a wider systems approach is apparent. Several SIG members have been working to change these perceptions, but it needs to be handled with care in order not to detract from the progress that is being made or alienate the ‘profession’ from the practical everyday problems faced by clinicians. The ongoing discussions about the definition of clinical human factors, which arises from discussions with Bruce Keogh, the Medical Director of the NHS, will have an influence on the progress of our profession in healthcare. It would be great to see this underpinned with accredited professionals who can help build on the excellent progress and enthusiasm that is being generated.

Clearly, therefore it has been of vital importance this year to try and establish a better match between the needs in healthcare and the expertise that the IEHF can offer. With so much healthcare HF going on outside the profession, we still need more volunteers to lead this from within. It’s an investment in the future.

Organiser: Ken Catchpole

Maritime Ergonomics

These are challenging times for shipping and everything associated with it. The Baltic Dry Index headed down to 3 figures, and there are still 35 miles of Capesize ships waiting to be launched. But these are better times perhaps for maritime ergonomics. The conference scene is growing. The 2010 Human Performance At Sea (HPAS) conference in Glasgow was very well organised by Osman Turan, his staff and his wife.

The Maritime Ergonomics SIG has largely been dormant, owing to a combination of health and work commitments. The coming highlight for the sector is Ergoship 2011, on 14-16 September 2011 in Sweden. Offers of help and suggestions for specific activities or themes would be welcome. One possibility would be a session at the European Navigation Conference from 29th November to 1st December 2011 in London.

Organiser: Brian Sherwood Jones

Sports Ergonomics

The Sports Ergonomics Special Interest Group had another steady year in 2010. We have continued to grow our membership and currently have more than 55 international members. We primarily communicate through email. Increasing membership has been a topic of discussion and steps towards linking with BASES, the British Association of Sport and Exercise Science, is on our agenda. This would be a large step forward and plans for managing the potential membership increase need to be discussed further before making this move.

We are in discussion with the East Midlands Regional Group to visit the Sports Technology Institute (STI) facilities at Loughborough University later this year. Visitors will be given an overview of the institute by Dr Séan Mitchell of the Sports Technology Research Group and a lecturer in sports technology. The STI was established 20 years ago and is now the largest Sports Technology Research Group in the UK. It is supporting research for the 2012 Olympics and Para-Olympic Games in many interesting capacities.

Organiser: Steve Bayer
Nuclear Ergonomics

This, the third year of the Nuclear Ergonomics SIG (NESIG), has seen the output of the group settle into a yearly conference with the loose theme of Ergonomics applied within the civil and defence nuclear sectors. This year, in response to feedback from the previous conference, we expanded the conference to two days, to allow more time for networking and general socialising. It also saw a change of venue to the Health & Safety Laboratory’s site, where we were granted a fascinating tour supported by presentations on their work. I think I speak for all of us who attended the first day’s tour when I say what a truly amazing facility HSL is, and what a friendly work atmosphere it has. The second day’s presentations started with a personal welcome from HSL’s Chief Executive, and I can’t think of many organisations that would offer the same welcome, so a big thanks to all at HSL for facilitating!

Presentations this year comprised the following topics, all of which were well received and sparked some interesting debate:

- Introduction to a Nuclear Engineering Doctorate on Human Factors in Decommissioning by Keri Owen (AWE)
- LC12: Defining the Roles and Responsibilities of DAPs (Duly Authorised Persons) by Andy Bardsley (AWE)
- The Generic Design Assessment (GDA) process: a new approach to assessing reactor designs by Ben McCaulder (NII)
- Improving Radioactive Waste Management Decisions by David Collier (Golder Associates)
- Discussion Session: Raising the profile of Human Factors within the Engineering and Design Communities by John Lovegrove (WSA)
- Nuclear Renaissance: Human factors issues relating to the sudden interest in new NPPs by Brian Sherwood Jones

Another conference is planned for 2011.

Organisers: Ben McCaulder & Richard Screeton

Journals

The professional journals with which we are associated help raise the profile of ergonomics and of the Institute by being available to anyone who has an interest in ergonomics and human factors. Whilst we offer our members a number of journals at discounted rates, the official journal of the Institute is *Ergonomics*, an international multi-disciplinary refereed publication, published by Taylor & Francis.

Ergonomics

The past year marked the 53rd year of publication of *Ergonomics*, with the journal disseminating 124 articles and 10 book reviews over the course of the year. Over the same period, around 250 new paper submissions were received for consideration, with an accept:reject ratio of approximately 40:60 (excluding special issues). Papers published represented a wide range of topics, with a good blend of papers from the organisational, cognitive and physical domains of our discipline. It is illustrative to note the top five papers from all previous years downloaded online during 2010:

3. Collet C, Guillot A and Petit C, 2010, Phoning while driving I: a review of epidemiological, psychological, behavioural and physiological studies, 53, 589-601 [part II of this review was equally popular]

Ergonomics encourages Special Issue compilations and Issue 2 of 2010 was given over to ‘Human Factors in Aviation’, guest edited by Don Harris and Neville Stanton. Special Issues have a long gestation and those in the pipeline for publication during the course of the next two years include ‘Gender and Work’, ‘Brain-Computer Interface and Ergonomics’ and ‘Ergonomics and Sustainability’.

The journal is pleased to collaborate with the Institute on its Liberty Mutual Award for the best paper published in Ergonomics each year. The Award for 2010, announced and presented at the IEHF Annual Conference in Keele, went to the paper by Anuj Pradhan and his colleagues: Pradhan A K, Pollatsek A, Knodler M and Fisher D L, 2009, Can younger drivers be trained to scan for information that will reduce their risk in roadway traffic scenarios that are hard to identify as hazardous? *Ergonomics*, 52, 657-673. This paper was selected for making a major contribution in its field, representing a
significant advancement for contemporary ergonomics. In particular, the Editors considered the work to be an important and innovative study, contributing to road safety.

As the ‘Official Journal’ of IEHF, the journal needs to tread a path between maintaining the highest scientific standards with the research it publishes, whilst also remembering its wider, non-academic readership. With this in mind, a development this year has been to include a 'Statement of Relevance' in each article, following the abstract, with these then reproduced each month in *The Ergonomist*. The intention is to encourage authors to capture in 50 words, written for the wider ergonomics audience, the significance of their study for ergonomics science and practice. Although this has been something that some authors find surprisingly difficult to do, the listings in *The Ergonomist* have been well-received, hopefully helping to connect our academic and practitioner communities.

Of considerable interest to the journal’s academic audience is its Impact Factor, which declined slightly for 2009 (published in 2010) to 1.416 compared with 1.604 for 2008. *Ergonomics* maintains a respectable position, however, in comparison with our benchmark journals *Human Factors*, *Applied Ergonomics*, and *The International Journal of Industrial Ergonomics*.

At the beginning of 2010, Stephen Bao, Wen Chang, Thurmon Lockhart and Mark Young joined the editorial team, replacing Christine Haslegrave and Leon Straker, standing down. These new colleagues join continuing editors Sue Hignett, Neil Mansfield and Neville Stanton. I would like to thank all for their considerable work progressing papers during the course of the year; the editors’ significant commitment with their time and judgements are central to the journal’s success. On a day to day basis, we are ably assisted by Lynsey Haire, our Managing Editor at Taylor & Francis, who provides the journal’s administrative support and keeps everything in excellent shape in this respect. A departure this year is Chris Baber, retiring as the journal’s Book Review Editor, with Guy Walker of Heriot-Watt University taking over in his place. We are grateful to Chris for maintaining a steady flow of high quality reviews during his term with *Ergonomics*. Finally, as ever, I wish to acknowledge our publishers, Taylor & Francis, for their considerable support for both the journal and the Institute over many years.

Coordinating Editor: Roger Haslam

Applied Ergonomics

Volume 41 of the journal *Applied Ergonomics* contained 106 full scientific papers, two erratum/corrigendum notes and two letters to the editor in its six issues. The year saw a continuation in the year on year rise in papers submitted for consideration in the review process, and we are grateful to authors from across the world for submitting their work to us, to our reviewers who give their time and expertise to ensure that published papers are of high quality, and the whole of the Scientific Editor team.

The increasingly high level of paper submission means, inevitably, a slight slowing in the pace of review and editorial decision, but we believe that we still handle the vast majority of papers in a timely, as well as high quality, manner. Our 5-year impact factor (for those who believe that such metrics have any value) is now 1.497. The real impact of the journal will increase as most research funding bodies and governments demand that the impact and relevance of the work that they fund be defined explicitly. The applied nature of ergonomics/human factors, built on its fundamental theoretical base, and the remit of this journal in particular, will put it in pole position to bring high relevance and impact work to the attention of a wider audience.

Volume 41 included a special issue on patient safety (a highly topical and relevant area), and special sections on driver-vehicle modelling, recycling and waste handling, and visually-induced motion sickness. Other papers included ones in application fields such as firefighting, in-car information, air traffic control, medical surgery, road lighting, train driving, coal mining, and vets, tool development for such as user testing, task analysis, dynamic visual acuity, speech intelligibility, mental workload, and participatory design, and fundamental advances in fidelity, fatigue, aesthetics, stimulus-response compatibility, teamwork, trust and time pressures.

The international profile of the authors is impressive with papers published from authors from 27 different countries. This international profile, and that of our subscribers and readership also, demonstrates the global contribution and impact of our subject.

We thank all our reviewers and the whole Scientific Editor team: Allard van der Beek, Tim Bentley, Ann Bizantz, Pascale Carayon, Patrick Dempsey and Diane Gyi. We particularly thank the people who really make the journal work, Rebecca Wilson and Michael McDermott at Elsevier, and Lynne Mills, the journal administrator at Nottingham.

Co-Editors in Chief: John Wilson & Ken Parsons
Aim 2: Increase support for members

The collaboration of Clare Pollard, Nick Taylor, John Winter and Kia Horrocks on the membership functions has resulted in our highest level of membership ever. We continue to commission improvements to the database to enhance communications with the membership and increase the accuracy of our record-keeping. Under the leadership of Jon Berman in conjunction with our Registrar, Alan Ferris, and supported by John Winter, the CPD procedures have been revised to be more member-friendly. A wider programme of events also supports the membership by providing more learning and networking opportunities.

Applications process improves

Membership numbers are currently at record levels at more than 1570 members. At a time when other similar organisations are losing people this is a significant achievement. In order to manage and maintain this level of growth, the office staff have worked hard to streamline the application processes for all membership grades. This has resulted in use of the Institute's new website to provide new and upgrading members with electronic application forms, and to improve electronic distribution of supporting material for applications to assessors. The move away from paper-based processes has been very helpful both for applicants and assessors.

We are still exploring options for alternative methods of assessment for Registered Members, such as interviews, particularly for those applicants who arrive through 'non-conventional' career routes. However, we are moving cautiously because it's important that the assessment process remains rigorous and consistent, irrespective of the method. We do not expect interviews to be seen as the 'easy option' and we are likely still to require applicants to provide log books.

New forum for postgraduates to present work

The Institute held its first ‘Doctoral Consortium’ aimed at PhD students. Sarah Sharples from the University of Nottingham proposed the event as a vehicle for PhD students to get together to share and present their work. The event was warmly received by delegates present and expectation is high for the next consortium on 7th June 2011, which will be hosted by Brunel University. A report is available on the Institute website at www.ergonomics.org.uk/events/doctoral-consortium.

Two new Special Interest Groups allow collaboration

Special Interest Groups are supported by the Institute but run for and by members to allow them to collaborate on specific topics. 2010 saw the creation of two new Groups following presentations at the IEHF Annual Conference on green issues and ergonomics topics associated with ageing. These received much interest from our members both during and after the event and a Green Ergonomics SIG and a Ageing and Work SIG are now active.

A Regional Group for all members

The boundaries of the Institute's Regional Groups have been redrawn and now cover the whole of Great Britain so all members living and working here have support from a local group. We have worked hard with the co-ordinators and most of the groups are now active, offering members in the area interesting discussions and visits.

New student committee formed

A new Student Committee has been formed from those who volunteered at the 2010 Student Conference. The formation of this group, which is supported by the Membership Committee, will allow activities to be spread amongst them and to engage with our other Student Members and feedback to us their ideas and concerns about ergonomics and Institute membership.

Further encouragement for professional development activities

Continuing Professional Development (CPD) is a major element of the Professional Affairs Board’s work at the moment. It’s clear that an effective CPD scheme will be an important element of our charter submission. We’re pleased that there continues to be a steady increase in the number of CPD submissions, and we have spent time trying to streamline the process. Alan Ferris has been leading this work. At the same time, we cannot emphasise too strongly the importance of CPD, and of members being able to demonstrate that they are undertaking effective professional development. The integration of CPD submissions into the annual membership renewal process is being examined, alongside the potential for annual certification of Registered Members as a means of demonstrating that their CPD is current.

Efforts continue to maintain professional standards

The Professional Affairs Board (PAB) continues its role of overseeing professional standards within the Institute. One area concerns the criteria for professional membership in preparation for Chartership and to revise the application and assessment process accordingly.
As noted last year, the change of name of the Institute reflects, amongst other things, the increasing range of specialists who consider themselves human factors professionals, and who we wish to welcome into the Institute. However, it’s essential that we do not dilute our professional standards. PAB has therefore been working both on the criteria for Registered Membership, and the manner in which applicants are assessed against those criteria.

As ever, this work continues in parallel with the ongoing work of the various panels that oversee applications to current grades of Institute membership, including consultancies. These Panels work very hard, and their efforts are much appreciated. In the past year we approved 8 Fellowship applications, 18 Registered Member applications, 3 Registered Consultancies, and assessed 165 CPD submissions.

Dave Streets chairs the Fellowship Panel, whilst Mike Gray continues to lead the Registered Member Panel. Both of these panels demand significant levels of effort from the assessors, all of whose contributions are gratefully acknowledged.

Charlotte Brace is ably chairing the Registered Consultancy Panel, which is currently looking at how to enhance the benefits to Registered Consultancies. Alan Ferris, the IEHF Registrar, chairs the CPD Panel, and Dave O’Neill chairs the CREE Panel.

The Education and Training Panel, under Miles Richardson, is currently looking at Level 1 and 2 approved training courses whilst also continuing the assessment and approval of candidate courses, which is a significant undertaking.

Regional Groups

The Regional Groups provide a friendly forum for members and non-members to meet and discuss topics, go on visits to local businesses and organisations, and socialise with each other. They are run by voluntary members and supported by the Institute. The boundaries of the Groups were redefined in 2010 to cover the whole of Great Britain. Contact details for all organisers can be found on the Institute website at www.ergonomics.org.uk.

North West England

The Group met once during 2010, on 20th April and was well attended by people from the region with a variety of interests. Dr Charlotte Brace gave two presentations based on her consultancy work, both on the subject of improving safety but in very different industries.

1. How can we prevent construction accidents? Outcomes from a stakeholder consultation. This presentation described some of the findings from an independent research project. This reviewed evidence about underlying causes of construction accidents and levers within and beyond health and safety systems to make further improvements. The method comprised expert consultations with participants from across the industry, plus a literature review. An initial ‘sounding out’ exercise was also undertaken to gather industry feedback on the practical strategies developed during the consultation process. Perspectives on the underlying causes identified broader societal and industry-wide influences, project and process factors, and worker/supervisor/workplace causes. Some improvement strategies were discussed.

2. Preventing accidents in motorcycle mail delivery work. This work was conducted to understand why Australian postal delivery workers are frequently involved in accidents while performing mail delivery work by motorcycle. After an initial familiarisation exercise, the existing incident data was examined, prior to data gathering via observations, interviews, and focus groups. A safety climate and rider behaviour questionnaire survey was also conducted. The research found that there are many good systems and procedures in place but the safety culture is not encouraging safe working practices. The key factors contributing to incidents can be grouped into five themes: communication, time, standardisation and consistency, environmental risk, and equipment factors. Several recommendations were developed to help the client to achieve improved performance into the future.

Institute members living in North West England are urged to propose topics for presentations, visits, social events and venues for future meetings. The region is very large, extending as far as the Scottish border. Our aim is to provide something of interest to, and in a convenient location, for all our group members.

Organiser: Bill Gall

Heart of England

This group covers a very wide geographical area which can create logistical issues in organising events, but interest in the group has been reasonably good over the year. We will aim to develop this interest into something more meaningful by organising positive and entertaining events for the membership in 2011.

Organiser: Stephen Burchill
London and the South East

The group (formerly and still known as LEG - London Ergonomics Group) underwent a shake-up at the end of 2010 to get it active once more. LEG had been dormant for a while so a social/start up session was organised to gauge interest in the group and to inspire some community involvement. We had a turnout of over 35 people from lots of companies, sectors and levels of experience. The group brainstormed many ideas for upcoming talks, visits, socials and aims for LEG. Putting this into practice, at the end of September 2010 an event was held at System Concepts offices in London where five presenters presented in seven minutes a topic of their choice in an event named ‘7 Minutes of Fame’. We had a great turn out and there was standing room only.

The group in its current form is still in its infancy and we need to keep the momentum and interest going. A number of social networking groups and photo sharing websites have been set up so that members can socialise outside the events and talks. Details of upcoming events will be circulated by email, in the social networking forums, in The Ergonomist and on the Institute website. LEG will continue to encourage professionals from the ergonomics community but will also continue to extend invitations to other sectors and organisations.

Organiser: Dave Hayes

Scotland

We initiated a Scottish Ergonomics Forum group on LinkedIn this year, in an attempt to provide an additional means for members to network and share information. The group currently has 21 members. The Group made plans for a more active 2011 at a meeting in August 2010. The outcomes of this meeting were as follows:

- Human Factors Integration: Various industries are adopting differing methods for the development of human factors integration plans, and their respective regulators have differing expectations about what should be included. We spoke of arranging a seminar that would involve practitioners giving their perspectives on HFI in different industries and contacts that we have from the regulators (e.g. HSE, Rail, CAA) giving their opinions, views and thoughts on their expectations. We already have volunteers to talk about their perspectives.
- Networking opportunities: With such a geographical spread of members, there was a strong call for networking events so that people get the chance to talk to other like-minded professionals. As well as the LinkedIn group for Scottish Ergonomists, we agreed to arrange more frequent purely social activities.
- Safety culture: This has been a big issue in many industry sectors for many years, and there is a lot going on to assess or measure safety culture, and a lot of different methods used. However, in many cases the effectiveness of safety culture interventions is not in the measurement, it is in the action planning and implementation of action plans after the measurement is over. It was felt that an event, a workshop, seminar or presentation, would be useful to present some success stories covering what to do to develop and implement an effective safety culture improvement plan.
- Ageing and Work SIG: The new SIG on ageing and work covers issues such as the implications for work design, job design and the impact on safety performance. There was interest in having a session on this to raise awareness and interest.
- Accreditation of practitioners: As we move towards Chartership this is becoming an increasingly important issue, but it is also an issue for those of us who train others. We need recognition from a learned body that the training is good, and also the ability to examine the trainees at the end of the day and judge their level of competence. There is a debate about whether IEHF should actually be the examining body for assessed training rather than other professional bodies.
- Research v practice: There were some interesting discussions at the 2010 Institute conference about research conducted on the gap between research and practice and factors affecting this. Some of these factors were related to access to academic libraries or other ways of accessing the state-of-the-art evidence base in ergonomics. We thought it would be beneficial and perhaps could help the new MSc course in Engineering Psychology at Herriot-Watt, being developed by Terry Lansdowne and Guy Walker, get up and running if we could understand how this research has developed.
- Green Ergonomics SIG: Another new SIG has been formed on a very pertinent topic just now for Scotland, with so many new wind farms and other green power solutions. We thought there would be benefit to both SEF and the SIG to hold a workshop to highlight some of the issues and where E/HF has been involved in the industry to date.
- Links with architecture: An industrial architect has agreed in principle to come and talk to us about their work in control room design so that we could discuss how the two disciplines could work more closely together.

Organiser: Richard Scaife
South West England

The South West Group has had a successful year with a minimum of 20 attendees at each of the quarterly meetings. We hope to encourage professionals from other disciplines to be aware of the benefits of ergonomics. Meetings tend to cover two diverse topics to demonstrate the depth and breadth of ergonomics. Subjects over the past year have included:

- “A brief summary of some of the 2010 Annual Ergonomics Conference” by D Anderson
- “Effects of 'g' and vibration on comfort and performance” by E Lovesey and B Masters
- “Musculoskeletal problems in taxi drivers” by D Anderson
- “Once defined, the solution to a problem is usually obvious” by E Lovesey
- “Ergonomics and Nutrition” by J Kent
- “16th Century Pagoda design based on human neck architecture?” by B Masters
- “Clinical decision making-alerts and prompts” by V Noble

Donald Anderson and Ted Lovesey gave a presentation on the benefits of ergonomics to the Psychology Department of the University of Exeter.

The Group is continuing to investigate the possibility of offering short courses to raise awareness of ergonomics.

Organisers: Dr Ted Lovesey & Bernie Masters

East Midlands and East Anglia

The East Midlands and East Anglia Regions joined forces in 2010 making the total membership 240. Two meetings were held in the region in 2010. In May the Coroner for Nottinghamshire Dr Nigel Chapman gave a talk at Loughborough University. In September there was a visit to Bombardier Transportation in Derby with a tour of the production plant and development facilities and a talk from a member of the human factors team. Both events were followed by the opportunity for people to meet socially afterwards. The meetings were well supported and feedback was very positive.

The first meeting for 2011 will be held in Peterborough and will give members an opportunity to discuss future requirements of the group. On behalf of the Group I would like to thank all members for their support this year.

Organiser: Sue Brown

Southern England

The Southern Regional Group (formerly BASHER) organised three events in 2010.

The first meeting held on 5th June was a visit to the Diamond Light Laboratories at Harwell. This was a fascinating visit to the synchrotron. We were given a very interesting presentation about how the synchrotron was built, how it works, the breadth of its utilisation and example experiments that have been carried out. This was followed by a personal guided tour for our group around the facility. The immense size of the synchrotron was awe-inspiring. It is a world class facility and we were privileged to have the opportunity to visit it.

The second meeting was held at the Culham Centre for Fusion Energy (CCFE) near Abingdon on 14th July 2010. This was an open evening visit and was similar in format to the Diamond Light visit with a presentation followed by a guided tour of the facilities. It was very impressive and showed the scientific challenges nuclear energy is facing.

Our third visit of the year, to the RNLI headquarters in Poole, Dorset on 10th November was over-subscribed. We were limited to 18 people and we could have filled it twice over. The RNLI are an extremely professional organisation and are world class in what they do, how they do it and what can be achieved within a public funded regime. We were given a very interesting overview of the RNLI structure, procedures and practices. We were then taken into two of their highly realistic simulators followed by a tour of their latest Tamar class lifeboats. The visit ended with presentations and discussion of various ergonomic issues related to rigid inflatable lifeboat operation, anthropometric limitations associated with universal lifejacket designs and suspended seating for safe operation in rough seas.

So all in all a good year with some very interesting visits. We will endeavour to match it in 2011.

Organiser: Jo Davies
Aim 3: Achieve Chartered status

Preparatory activities are continuing, including the work by the Professional Affairs Board, in amending the Institute Rules in preparation for the Charter petition. The disciplinary process has also been clarified. The current intention is to submit the Charter Petition to the Privy Council in June. Contacts are being established with the four selected Government Departments/Ministries (MoD, DoT, DoH, DWP) in order to arrange meetings with senior staff to emphasise the importance of ergonomics to their activities and success of the interventions they have made or plan to make.

The immediate goal of the Professional Affairs Board is to support the submission for Chartered status by ensuring that our membership criteria, and application and assessment processes, are fit for purpose. We hope to have proposals for discussion within the Institute in the near future.

Aim 4: Increase revenue streams

The Institute, together with its trading subsidiary Ergonomics Marketing Ltd (EML), has considered a number of options for increasing revenue streams. The Directors of EML now hold regular Board meetings with this objective as the dominant agenda item. Many of these activities will have the added benefit of increasing our profile and the outreach of ergonomics. We obviously weigh up the potential benefits against our available resources in our assessment of possibilities, so some stop at the ideas stage but others with more potential are developed further.

Organisation of more high-profile conferences

By putting together relevant and topical programmes with presentations from invited expert speakers, rather than relying only on a Call for Papers, we have been able to attract commercial users of ergonomics and human factors, as well as ergonomists. This means that there is greater opportunity to attract sponsorship and sell exhibition space which can add significantly to the conference income. The Human and Organisational Factors in the Oil, Gas & Chemical Industries conference is a good example of this.

Staging exhibitions

Plans are already in hand to stage an exhibition with a small conference element in 2011. These events can be very popular with both exhibitors and visitors and we hope that this departure from our more usual conferences with a small exhibition will prove to be so.

Providing third party conference management services

Our expertise in organising conferences is being recognised more widely and discussions have been held with external organisations to assess the viability of joint ventures. One such event is currently planned for 2011, the Driver Behaviour and Training 2011 conference to be held in November 2011, hosted by Cranfield University. Marketing material is being developed for this service.

Attracting legacy income

In a bid to persuade supporters of the Institute and ergonomics to consider leaving a legacy or making a donation to the IEHF, we have provided information on our website explaining how to do this. We also have a letter of support and recommendation from prominent Institute member, Professor Heinz Wolff.

Aim 5: Engage young people

This is the subject of our main public relations campaign for 2011 with the prime intention being to engage young people while they are still at school. We are also targeting those who have left school and become students, mainly through our Student Conference and our work experience scheme.

Student members find out about potential futures

The Institute’s annual Student Conference was held at the Heritage Motor Centre at Gaydon, Warwickshire on 17th November.
2010. The highest number ever of student delegates attended the event, thanks in part to the sponsorship of Jaguar Land Rover. The aim of the conference was to provide students and newly qualified graduates with an understanding of the careers available in ergonomics and human factors. They heard presenters, who themselves had recently qualified, explain what kind of work they do, and how they made the transition from student to employee.

**Bright new careers information sent to 2700 schools, colleges and universities**

A major achievement during 2010 was to revamp the careers information and posters, and send a pack to all 2700 or so schools in the UK which run a 6th form and all further education colleges and universities. Some of our members have provided job profiles for our website so that we can better explain what being an ergonomist or human factors engineer entails. Careers advice, together with posters and leaflets, are available for download on our website at www.ergonomics.org.uk/careers-advice.

**Interest in ergonomics increasing at schools careers events**

The Institute receives requests for ergonomists to go into schools and talk to students about a career in ergonomics. We are grateful to our members who volunteer to visit their local schools and take on this, sometimes challenging, task. The recent mailing of careers information to schools resulted in over 30 schools so far inviting representatives of the IEHF to attend their careers events. Hopefully this level of interest is a sign of great things to come and continuing effort from the Membership Committee will be dedicated to developing links with young people and attracting students into a career in ergonomics and human factors.

**Introducing user-centred design into schools**

PR & Communications Committee members are playing a prominent role in the ‘Design for Real People’ project which was set up in 2010 with the aim of introducing user-centred design into schools. The project involves collaboration between the IEHF, UCL Interaction Centre, Coventry University School of Art & Design, Brunel University School of Engineering & Design, and Latymer Upper School in Hammersmith. Its activities will underpin much of the Committee’s action plan for its 2011 Schools Campaign, which includes redesigning the Ergonomics 4 Schools website. Collaboration with the Membership Committee on promoting ergonomics as a career will continue into 2011 and will also tie in with this campaign.

**Aim 6: Develop the future policy for ergonomics**

Our President John Wilson, in particular, has an active interest in future policy from the perspective of academic standards and the training of professional ergonomists for appropriate employment.

The Professional Affairs Board has also been considering what defines a professional ergonomist and how this may be related to associated professions. They have been working on a number of inter-related aspects, including the underpinning ‘core’ competences, how they can be acquired, and the manner in which they can be demonstrated and assessed. We have also been considering carefully the possibility of introducing intermediate or additional grades, including the possible development of restricted grades of membership. However, such changes are significant, and hence need to be discussed more broadly within the Institute to inform and enable our ideas to crystallise.

There are no specific outcomes to report at this stage but it is clear that the thinking has been more than superficial and indicates that ergonomics, as a profession, is still in good shape and is determined to grow for the benefit of its consumers and practitioners.

**Council and Committees**

The IEHF is run by a voluntary Council of Institute members elected by other members. They all have a general duty to attend Council meetings to discuss Institute business and make decisions on behalf of the membership. Some Council members also have specific responsibilities and extra duties such as being chair of a committee, or representing a certain grade of membership such as graduates or associates.
### Members of IEHF Council and their attendance at meetings in 2010

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<tr>
<th>Name</th>
<th>Role</th>
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<th>29 Apr</th>
<th>01 Jul</th>
<th>30 Sep</th>
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<td>Jon Berman</td>
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<td>Ed Chandler</td>
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<tr>
<td>Clare Pollard</td>
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<td>Editor website and <em>The Ergonomist</em></td>
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* from AGM 12 April 2010  e = ex officio  o = out of term of office

The Institute has a number of committees which discuss and oversee activities in a particular area. Each committee has a chair and a variable number of voluntary members. They meet several times a year, either in person or through conference calls. Each committee is supported by a member of staff.

### Professional Affairs Board


“PAB remains entirely reliant on the support of its members, all of whose activities are gratefully acknowledged. Since the last Annual Report, Martin Crawshaw resigned due to ill health, and sadly has since passed away. His contributions were invaluable and he will be missed. Mark Taylor has also had to resign due to work commitments. Dave O’Neill comes to the end of his current term as an elected member of the Board. As ever, John Winter and the rest of the Institute office patiently support us and gently rein in our wilder ideas. In addition, the Panels are supported by a number of additional assessors whose efforts must also be warmly acknowledged. My thanks to all of them - it’s a privilege to chair PAB.” Jon Berman

### Membership Committee

Membership Committee members: Nick Taylor (Chair of Membership Recruitment), Clare Pollard (Chair of Membership Services), Marco Ajovalasit, Ian Dakin, Louise Pode, Richard Williams, Terry Woolmer, Barbara Haward, Tina Worthy. Committee Officers: John Winter and Kia Horrocks.

“We would like to express our thanks to all of the Membership Committee members for their support and hard work over the last year. They made our meetings fun and challenging at the same time and we’ve enjoyed working with all of them. We’d also like to thank all the Institute staff for their greatly appreciated help. Finally, a special thank you to John Winter for all his support, enthusiasm, effort and knowledge of all the rules!” Clare Pollard & Nick Taylor

### PR & Communications Committee

PR & Communications Committee members: Mark Young (chair), Jo Allerton, Robin Ellis, Lauren Morgan, Reg Sell, Tina Worthy. Committee Officer: Amanda Bellamy.
“I would like to thank all of the Committee members for their support over the past year and throughout my tenure as Chair, and Chief Executive Dave O’Neill who took an active interest in the Committee and contributed to many of our initiatives. As is, I’m sure, well known, these are the people who do all the real work while I sit there and try to look organised. Last but not least, of course, to Amanda Bellamy, the Communications Officer, whose enthusiasm for the Institute and the discipline knows no bounds, especially in the face of many other demands on her time, and who was the one who really made me look organised while taking little credit for it.” Mark Young

Events Committee

Events Committee members: Ed Chandler (Chair), Martin Anderson, Phil Bust, Gerry Newell, Dave O’Neill, Tina Worthy. Committee Officers: Sue Hull and Kia Horrocks.

“I would like to thank those who have assisted in the organisation of Institute events, provided presentations, or chaired sessions. A great deal of work goes on behind the scenes at all of these events and I’m grateful for the support of organising Committee members, secretariat and our event hosts for their hard work in making these events so successful. I would also like to thank my colleagues on the Committee with special thanks to Sue Hull and Kia Horrocks for their continual commitment to this work.” Ed Chandler

Honours Committee

Honours Committee members: Tom Stewart (Chair), Jon Berman, Ed Chandler, Nigel Corlett, Clare Pollard, Mic Porter, Nick Taylor, John Wilson, Mark Young. Committee Officer: Kia Horrocks.

“The work of the Honours Committee is vital to the Institute but is largely hidden from view. I would therefore like to thank my colleagues on the Committee for their diligence and care throughout the year. I would particularly like to thank Kia Horrocks who really does the organising. As I said in reply to a recent email checking I was happy with a course of action, she does the work and I get the credit – perfect. Thanks also to all those who have been involved in nominations whether or not they were successful. Having an award-winning membership is a good indicator of the health of ergonomics and human factors.” Tom Stewart

Annual Accounts

As was stated in the introduction to this report, the IEHF has managed to maintain financial stability in the face of a recession - a significant achievement.

In 2010 Ergonomics Marketing Ltd ran several successful conferences and was also able to establish new, and hopefully financially beneficial, activities. On a turnover of £292,817 a profit of £66,312 was made enabling £42,078 to be Gift Aided to IEHF. The work of all those involved in the insightful identification of suitable topics for conferences and then working to turn such notions into successful events has been of considerable benefit for the Institute and its members. I am pleased to be able to take this opportunity to thank those involved in these activities and events.

The membership revenue also increased by 17% in 2010 due mainly to members moving up through the professional grades and it is hoped that this progression will continue, especially if we obtain the much sought after Chartership. It is important to record acknowledgement for the excellent work of the membership team in obtaining this result. However, notwithstanding this increase in subscription revenue, Council, at its November meeting thought it prudent to raise membership rates, approximately in line with inflation and also to consider the matter each year. This is intended to help stabilise the membership revenue and to avoid the leaps that have occurred in the past with two yearly reviews.

In 2010 our income from our contract with our publishers, Taylor & Francis, also increased by 17% but as this is subject to the exchange rate changes it is unlikely that any increase for 2011 will be as large.

In 2010 Council, committee chairs and staff also worked hard to contain costs. For example, by moving Council meetings from London to Loughborough we made savings in both facilities and travel costs. We were also able to make savings by more efficient use (and re-use) of computing hardware but significant capital expenditure in this area will be soon required. It should also be noted that 2011 will see increased costs, some (e.g. National Insurance) are predictable and others that are not.

The governance and operation of the Institute has evolved in recent years and I believe we are now well placed to benefit from these changes. I would like to thank all those members who have contributed so much of their time and expertise to the Institute and the work of the dedicated staff team we now have running our office. I have no doubt that 2010 was
a difficult year for all but I do have confidence that we have in place the financial foundations upon which we can, as an
Institute, build. With our staff and enthusiastic volunteers we will move forward in 2011 further enhancing understanding
of our subject and the needs and desires of our membership. My thanks go to all that have made and will make this
possible.

Summary accounts follow in this report but full audited accounts will be available from the IEHF office on request or in due
course, may be downloaded from Companies House or the Charity Commission websites.

Finally, I must thank Nixon Mee Ltd for the accountancy and auditing support that they have given the IEHF in 2010 and I
will propose to the AGM in April that they continue as our auditors for 2011.

Mic Porter, General Treasurer

Independent auditor’s statement to the members of
the IEHF

Summary
We have examined the summary financial statements of the Institute of Ergonomics and Human Factors for the year ended
31 December 2010, which comprise of the Consolidated Statement of Financial Activities and the Charity and Consolidated
Balance Sheets.

Respective responsibilities of Members of Council and auditors
The members of Council are responsible for preparing the summarised Annual Report in accordance with applicable United
Kingdom law. Our responsibility is to report to you our opinion on the consistency of the summary financial statements
within the summarised Annual Report with the full financial statements and Report of Council, and their compliance
with the relevant requirements of section 427 of the Companies Act 2006 and the regulations made thereunder. We also
read the other information contained in the summarised Annual Report and consider the implications for our report if we
become aware of any apparent misstatements or material inconsistencies with the summary financial statements.

Basis of opinion
We conducted our work in accordance with Bulletin 2008/3 issued by the Auditing Practices Board. Our report on the
company’s full annual financial statements describes the basis of our audit opinion on those financial statements and on

Opinion
In our opinion the summary financial statements are consistent with the full annual financial statements and Report of
Council of the Institute of Ergonomics and Human Factors for the year ended 31 December 2010 and complies with the
applicable requirements of section 427 of the Companies Act 2006 and the regulations made thereunder.

NIXON MEE LIMITED, Registered Auditor, Chartered Accountants, Loughborough
24 February 2011

Summary Financial Information
The financial statements (Statement of Financial Activities and Balance Sheet) contained in this Annual Report are
extracted from the full Annual Report and Accounts of the IEHF. The full Annual Report and Accounts have been prepared
and audited in accordance with the relevant legislation, under which they will be submitted to Companies House and the
Charity Commission. They were approved by Council at its meeting on 24th February 2011.

The extracts published here may not give a fully detailed understanding of the full Annual Report and Accounts. The full
Annual Report and Accounts and auditors’ report are available on request from the IEHF office.

Dave O’Neill, Chief Executive
Mic Porter, General Treasurer
Institute of Ergonomics and Human Factors

Statement of Financial Activities (Group) (including income and expenditure account) for the year ended 31 December 2010

<table>
<thead>
<tr>
<th>Unrestricted Funds</th>
<th>Restricted Funds</th>
<th>Year 2010 Total</th>
<th>Year 2009 Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>£</td>
<td>£</td>
<td>£</td>
<td>£</td>
</tr>
</tbody>
</table>

**INCOMING RESOURCES**

Incoming Resources from Generated Funds:

  **Total incoming resources from generated funds**: £294,443 (2010) - £294,443 (2009)

Incoming Resources from Charitable Activities:

  Consultancy registration fees: £10,790 (2010) - £10,790 (2009)  
  Other income (including Student Conference): £6,554 (2010) - £7,054 (2009)
  **Total incoming resources from charitable activities**: £546,135 (2010) - £546,635 (2009)

**Total incoming resources**: £546,135 (2010) - £546,635 (2009)

**Resources expended**

  **Total resources expended**: £498,973 (2010) - £500,853 (2009)


Gains/(losses) on investment assets:


All incoming resources and resources expended derive from continuing activities.
## Institute of Ergonomics and Human Factors

### Balance Sheet as at 31 December 2010

<table>
<thead>
<tr>
<th></th>
<th>Group 2010 £</th>
<th>2009 £</th>
<th>Institute 2010 £</th>
<th>2009 £</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fixed assets</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tangible assets</td>
<td>21,624</td>
<td>25,682</td>
<td>21,624</td>
<td>25,682</td>
</tr>
<tr>
<td>Investment in subsidiary company</td>
<td>2</td>
<td></td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Investments - other</td>
<td>132,220</td>
<td>108,630</td>
<td>132,220</td>
<td>108,630</td>
</tr>
<tr>
<td></td>
<td>153,844</td>
<td>134,312</td>
<td>153,846</td>
<td>134,314</td>
</tr>
<tr>
<td><strong>Current assets</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stocks</td>
<td></td>
<td>1,999</td>
<td></td>
<td>1,999</td>
</tr>
<tr>
<td>Debtors</td>
<td>9,102</td>
<td>33,485</td>
<td>135,711</td>
<td>83,474</td>
</tr>
<tr>
<td>Cash at bank and in hand</td>
<td>265,734</td>
<td>181,401</td>
<td>87,417</td>
<td>92,668</td>
</tr>
<tr>
<td></td>
<td>274,836</td>
<td>216,885</td>
<td>223,128</td>
<td>178,141</td>
</tr>
<tr>
<td><strong>Creditors - amounts falling due within one year</strong></td>
<td>(104,970)</td>
<td>(96,859)</td>
<td>(53,264)</td>
<td>(58,117)</td>
</tr>
<tr>
<td><strong>Net current assets</strong></td>
<td>169,866</td>
<td>120,026</td>
<td>169,864</td>
<td>120,024</td>
</tr>
<tr>
<td><strong>Net assets</strong></td>
<td>323,710</td>
<td>254,338</td>
<td>323,710</td>
<td>254,338</td>
</tr>
<tr>
<td><strong>Financed by:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accumulated Unrestricted Funds</td>
<td>310,107</td>
<td>239,355</td>
<td>310,107</td>
<td>239,355</td>
</tr>
<tr>
<td>Accumulated Restricted Funds</td>
<td>13,603</td>
<td>14,983</td>
<td>13,603</td>
<td>14,983</td>
</tr>
<tr>
<td></td>
<td>323,710</td>
<td>254,338</td>
<td>323,710</td>
<td>254,338</td>
</tr>
</tbody>
</table>

Elms Court, Elms Grove, Loughborough LE11 1RG
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Email: iehf@ergonomics.org.uk
Web: www.ergonomics.org.uk

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