



Minutes of FEES C&P Committee meeting on 25th January 2008 in Hoofddorp, the Netherlands

Present

Pieter Rookmaaker	President of FEES
Kristiina Juvas	Chair
Lena Grundell	Swedish Ergonomics Society
Maria Montoliu	Spanish Ergonomics Society
Magnus Sköldbäck	Swedish Ergonomics Society
Wilmien Slaghuis	Dutch Ergonomics Society

1. Introduction and meeting agenda.

Kristiina Juvas welcomed the participants to the FEES Communication and Promotion Committee meeting.

2. Introduction of the C&P Committee /FEES

After the presentation of each of the participants FEES president Pieter Rookmaaker described shortly the FEES organization and tasks.

3. C&P Committee's role and targets

After a presentation of the short history and the tasks of the C&P Committee the role and the targets of the committee were discussed. As described on the document *Scope/objectives of Communication and Promotion Committee (C&P)* the committee put equal stress on both the external and internal communication and promotion. The common opinion was to progress a step by step carefully on the both areas. In the internal communication the FEES web site has an important role as also the FEES Council meetings in a purpose to get better acquainted and create personal contacts between the societies. Council meetings are a suitable forum for spreading information, discussions and solving common challenges. European Month of Ergonomics create good opportunities for external

communication and promotion all around the European countries and can be seen as the other of the main targets of the C&P Committee. An important role of the C&P Committee, as the other committees of FEES, is to create added value for member societies of FEES, benefits of the membership both in short and long term.

4. Experiences about the European Month of Ergonomics (EME) 2007

EME was arranged for the first time in October 2007. The idea was to encourage all of the FEES member societies arrange different kind of activities in October in order to make ergonomics better known in their countries. The EME offers a good reason for the national societies to public information and activities, contacts to media, etc.

Member societies were asked to send information of activities also to the FEES web site. According to FEES web site The Belgian, Finnish, Nordic/ Swedish ergonomics societies arranged EME activities.

In Finnish ergonomics society most of the activities happened in connection to the European week of occupational health and safety and that co-operation was experienced positive. There was also published a PowerPoint presentation “*Know your ergonomics*” (Finnish Ergonomics Society and the Ministry of Social Affairs and Health in Finland) in order to support the members of ergonomics society to give presentations about ergonomics during the EME. Several members used this presentation in different occasions and several articles about ergonomics were published in newspapers and magazines. Unfortunately the FEES C&P committee has got very little information from the experiences of the other national ergonomics societies.

5. Activity plan for the year 2008

5.1 Internal C&P

The next FEES Council will take place in the 11 – 12th March in Dortmund Germany. It was seen very important to reserve time and possibilities for discussions between the participants/ participant societies in the council meeting about such topics that helps the national societies in their activities. C&P Committee decided to suggest that a suitable time would be reserved for discussion about the topic “*Good practices for increasing the number of members*”. All of the national societies will be asked to prepare one PowerPoint slide about the topic, where they present their best practices/experiences as an introduction for the discussion. Pieter Rookmaaker promised to inform the FEES secretary and the council meeting work group about the issue.

5.2 External C&P - EME

The committee discussed about the theme of the EME. It is useful to have a common conducting theme for the EME on different years. The good experiences about co-operation with the national authorities support the choice of the same theme with the European Agency for Safety and Health at Work (in Bilbao). The important thing is to find the role of ergonomics societies in connection to this. Year 2008 and 2009 the theme will be *Healthy Workplaces - Good for you, Good for business (Good for Europe) - A European campaign on Risk Assessment*. The suggestion of C&P Committee is to choose for the topic of EME for this period *Ergonomics in occupational health and safety risk assessment*. It is important that FEES council make an independent choice of the topic each year even through the co-operation with the European Agency for the Health and Safety at Work is highly recommend.

The committee discussed also about the frequency of the EME – every year or less frequently – and the evaluation of the advantages and disadvantages are presented on the following table.

EME every year

Advantages	Disadvantages
<ul style="list-style-type: none"> • all countries are doing the same topics at the same time • regular publicity • lower threshold for the organizers • easier to grow • in line with “Bilbao” • less stress • Background support from FEES is bigger • planning • more people active • catalyst for national activities 	<ul style="list-style-type: none"> • eventually competition with “Bilbao” • less stress • time consuming • lower level / less quality • too busy • people consuming • public gets tired

The recommendation of the committee is to arrange EME yearly. The level and form of activities depend on each national ergonomics society.

The committee made a list of ideas for EME (EME-tools). It depends on the each national ergonomics society how to put the target and use their resources.

- Media contacts
- Ergonomics societies offer lecturers
- Articles and back ground material for articles
- News from the area of ergonomics (e.g. the winner of ergonomics prize, new research results)
- Information to target groups (e.g. teachers, parents)

- Promotional material
- new, ergonomic, point of views to the “Bilbao” topic
- “Political” discussions about the common felt problems
- Taking part in the public discussion (media)
- Competition about good ergonomics solutions
- Party, happening
- Ergonomics information available for instance on the home pages (national ergonomics societies, FEES)
- Flyers about ergonomic issues (all over the country distributed)
- E-mail
- Encourage our sustaining members to activities
- Statements by the chairs of companies/ politicians/ well known persons about advantages of ergonomics as advertisement
- Advertising (Sponsored!)
- Seminars/ conferences

5.3 The role of FEES web site

Unfortunately the FEES web master Dietmar Gude was not able to participate the meeting because of his viral infection. FEES web site has an important role in enlarging co-operation between the societies. For instance useful material can be delivered via FEES web site.

5.4 C&P meetings and the way of working

Because of the sensitive economical situation of FEES it is not possible to arrange many committee meetings yearly and the working will mainly happen by e-mail. But the need of at least one yearly meeting was recognized, a planning meeting a couple of months before the council meeting. If needed and financial possible also other meetings are possible. The principle is to try to arrange a meeting in such place that the costs will be as low as possible. It would be good to get some more members to the committee in addition to the participants of this meeting in order to get broader knowledge of the situation and needs in different parts of Europe.

6. Close of meeting

The meeting was closed at 5 pm after active and inspired discussions.

Kristiina Juvas
Head of the C&P Committee