

ANNUAL GENERAL MEETING 2023

The Annual General Meeting of the CIEHF will take place
at 17.15 on Monday 17 April 2023 online.

AGENDA

1. Apologies for Absence
2. Approval of the Minutes of the 2022 Annual General Meeting
3. Matters Arising from the Minutes (and not covered elsewhere)
4. The Annual Report of the Institute
5. The General Treasurer's Report and Annual Accounts
6. Election of President Elect (see Attachment 1)
7. Election of Treasurer (see Attachment 2)
8. Election of Members to Council (see Attachments 3, 4 & 5)
9. Election of Members to the Professional Affairs Board (see Attachment 6)
10. Any Other Business

Ben Peachey
Chief Executive

ATTACHMENT 1: Election of President Elect

The following members have been nominated for election as President Elect.

**Fiona Cayzer
Martin Thody
Mark Young**

A ballot will take place as the number of candidates exceeds the number of places. Statements by the candidates are given in Attachment 7.

ATTACHMENT 2: Election of Treasurer

The following member has been nominated for election as Treasurer

Robert Bridger

Since the number of nominations does not exceed the number of vacancies, no ballot will be held.

ATTACHMENT 3: Election of Members to Council

The following members have been nominated for election as Ordinary Members of Council:

**Mike Carey
Byron Edwards
Robin Ellis
Somnath Gangopadhyay
Huw Gibson
Emma Ridsdale
Mark Sujan
Laura Sutton**

A ballot will take place as the number of candidates exceeds the number of places. Statements by the candidates are given in Attachment 8.

ATTACHMENT 4: Election of Technical Member Representative on Council

No nominations were received.

ATTACHMENT 5: Election of Graduate Member Representative on Council

The following member has been nominated for election as Graduate Member Representative on Council:

Ibrahima Ba

Since the number of nominations does not exceed the number of vacancies, no ballot will be held.

ATTACHMENT 6: Election of Members to the Professional Affairs Board

The following members have been nominated for election to the Professional Affairs Board (PAB):

**Catherine Albert
Martin Birtle
Lorraine Braben
Tim Hayes**

David O'Neill

Emily Thorne

A ballot will take place as the number of candidates exceeds the number of places. Statements by the candidates are given in Attachment 9.

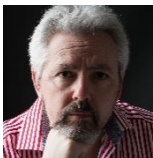
ATTACHMENT 7: Candidate statements

Candidates for President Elect (1 position, 3 candidates):



Fiona Cayzer

If you cut me in half I'd say Human Factors; I want to help our discipline grow and develop. Day-to-day I am the head of Human Factors for a capable team of HF specialists in the military air sector. Through this role I have developed HF tools and capability, as well as mentoring and supporting new practitioners. I am passionate about educating the next generation of HF practitioners and in my spare time as a STEM ambassador I visit primary schools to spread the love about what we do. This is particularly important to me given the reduction in degree level HF courses and modules; if you haven't heard about HF, you won't know it's an amazing career choice. I have been very active in the CIEHF, currently as a council member and trustee, as well as co-chair of the Professional Affairs Board (PAB) focussing on enhancing the end-to-end membership experience. As my time on PAB draws to a close, I would love to bring together all my learning and continue to support CIEHF as President Elect. I am a leader who believes in understanding, innovating, and delivering, and I'd like to take you with me on the next 3 years of the CIEHF journey. My industry perspective coupled with a deep understanding how CIEHF operates, makes me well placed to lead the CIEHF to deliver its strategy, encourage our membership to 'give something back' and increase our reach and collaboration both within the UK and around the world.



Martin Thody

I've been an HF practitioner since 1985, spending 30 years in the UK defence industry across the three services' domains of Air, Land, and Sea. I was also fortunate enough to spend seven years working globally on large scale CAPEX projects in Oil & Gas. I'm now the Human Factors Engineering Manager at BAE Systems (Submarines), where I lead one of the largest HF teams in the UK, managing their work across four of the most complex engineering projects there are in design and production. I'm a Fellow of the Institute and have served on the PAB for six years, including being the CPD Lead for the past four years. I'm a serial mentor and passionate about sharing knowledge and providing support to all members, wherever they are in their journey, helping many of our members over the years to reach Chartered/Registered and onto Fellowship. I also mentor would-be mentors to support them in helping others progress. This together with being an assessor of membership applications and CPD, and with a strong desire to support individual and collective capability development, I consider myself to be in touch with the membership and understand their challenges. I've seen many changes since I started out, worked at all levels of different organisations, and on an amazing variety of applied research, design, development, and assessment projects – I believe this experience will bring value to the role of CIEHF President; to share learning from the past, to understand the now, and build our future.



Mark Young

I have worked in ergonomics / human factors for nearly 30 years, in both academia and industry. Early on in that career, I made CIEHF my professional home, and have long been an active supporter of the Institute – as a postgraduate working on the conference secretariat, then on Council as Chair of the PR & Communications Committee between 2007 and 2011. I re-joined Council in 2018 and am currently serving my second consecutive term. I would be honoured to serve as President, offering my experience to guide the Institute as we head into a new chapter. This is an exciting time for CIEHF as we fully emerge from the pandemic years stronger than ever, flourishing where other learned societies have struggled. We recently rebranded, we have a new CEO and we are building a new strategy to take us forward. In 2024, we celebrate the 75th anniversary of our professional body, and I have been chairing a working group to mark this milestone with a public exhibition, seeking to promote

wider interest in the Institute and E/HF in line with our strategy. Building on this, my priorities for CIEHF would be to raise our profile and, in particular, to foster the growth of 'grassroots' ergonomics and human factors. Industry is crying out for trained human factors professionals while university programmes have been declining. I would aim to address this through reinvigorating our engagement with schools, stimulating demand for such courses and, ultimately, inspiring the next generation of E/HF specialists.

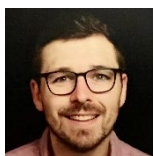
ATTACHMENT 8: Candidate statements

Candidates for Ordinary Members of Council (5 positions, 8 candidates):



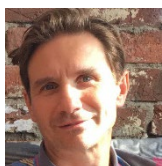
Mike Carey

During my career in Ergonomics/Human Factors, I have worked in a university carrying out research, led consultancy teams and acted as head of profession for a major organisation (Network Rail). This has provided me with a deep understanding of the challenges involved in developing a career in this discipline, in securing funding for research, selling the benefits of our services and recruiting/developing staff in our profession. Having benefitted from and thoroughly enjoyed working in Ergonomics/Human Factors for over 42 years, I now finally have the time available to give something back. We need to influence businesses, organisations and funding bodies to recognise the value of what we can provide as a profession. We also need to provide you with the tools you need to deliver excellence and to grow your career. I have seen the Institute making great strides forward in these areas, particularly in recent years, so I am encouraged that real progress can be made. I am seeking to join Council to assist in developing and driving forward strategies that will support those who work in our discipline and help it to grow and develop further. If elected to this role, I believe I have perspectives that will be useful in forming policies/plans and I am committed to put the time in to support its delivery.



Byron Edwards

I'm standing for re-election to the position of Council Member. I'm a Chartered Ergonomics and Human Factors professional with more than 10 years' experience in a range of industries – most recently as the EU Ergonomics Engineering Lead for Amazon's Cross Dock, Grocery, and Make on Demand business units. During this time, I have been heavily involved in the CIEHF. Volunteer roles have included: - Graduate Member Representative on Council, 2013-2017 - Membership Committee, 2015-2018 - CPD Assessor, 2020-2022 - Council Member, 2020-2023 I feel fortunate to be an ergonomist. From working on some of Europe's largest engineering projects to touring a nuclear submarine, it's a career that has already afforded me some great opportunities. It's also one that gives me huge satisfaction from improving safety and experience for the users I work with. As a result, I am passionate about promotion of our profession and development of the people within it. The Institute continues to punch well above its weight, delivering high impact publications and events, and growing its membership YOY when other similar bodies are shrinking (Annual Report 2021). Despite the successes there's still work to do, including: - Engaging more members through a user centred approach. - Ensuring our governance processes are fit for purpose. If re-elected, I bring experience from two previous terms on council, passion to build on the Institute's recent successes and the drive to overcome its challenges.



Robin Ellis

A bit about me first: I've worked as an EHF and design consultant for over 20 years, running my own company. I have experience of working in different sectors for different clients on a range of projects. I have experience of providing input to CIEHF at recent careers days and as a member of the PR & Comms committee for several years. So, why do I want to join council? I am very keen to get more involved in the CIEHF again and council represents many opportunities that interest me: Influence - to help influence the future of the CIEHF, the direction and key decisions. Input - to provide opinions from a practitioner perspective, to get involved in projects when I feel my experience would be useful. Giving back - EHF is a fabulous career and I want to help others in their career path by assisting in the shaping of CIEHF's future. From a personal perspective, I can also see several benefits: Experience and responsibility - becoming a trustee and director of the CIEHF. Networking - I'm sure there are brilliant people on council! I do know some already. I'm keen to meet and work with the whole council team. Kudos - the CIEHF are something we EHF people should be proud of and it'd be a source of personal

pride to join council. In conclusion, I'm sure that my experience will mean that I can provide valuable input to council and I would be excited by the opportunity.



Somnath Gangopadhyay

I am from India a Fellow of CIEHF with Chartered status wish to present myself in the position of Council Member. I did my PhD from University of Calcutta and presently holding the position of Professor in the discipline of Occupational Ergonomics. My research interest is to develop ergonomic interventions for the workers working in various informal sectors. I joined CIEHF webinar several time and physically as a speaker on different issues like work from home, Informal work and informal economy. If I will get a chance to become a council member, I will try my best to make a policy on collaboration between developed and developing countries for the betterment of informal sectors and informal workers by the proper applications of ergonomics. I will try my best in the implementation of CIEHF strategies for the upliftment of ergonomics in all walks of life.



Huw Gibson

I have been practicing human factors for 30 years, working in a number of domains and different roles (industrial, academic, and consultancy). During this time I have been a member, and am now a Fellow, of the CIEHF. I have enjoyed the benefits of the Institute throughout my career, such as links to other members, the Annual Conference and The Ergonomist. I am keen to get more involved as a council member of the Institute after working in a strategic sector role (Head of Human Factors at RSSB) and having recently returned to a cross-domain consultancy role (Trimetis). From these recent experiences and earlier work around the Piper Alpha offshore disaster, Ladbroke Grove Rail Accident and a number of railway trackworker fatalities, I recognise the importance of human factors, particularly to safety but also to wider systems performance. I am keen to participate as a Trustee of the Institute, particularly so that we can ensure that the best understanding of human factors is used across sectors for the best outcomes. I work as part of a diverse team at Trimetis and as Head of Human Factors at RSSB (2018-2022) I have been responsible for a team of 12 HF specialists/psychologists, including gap year students and people early and later in their careers. Recognising the diverse and different needs of Institute members at different points in their career paths is also key. I am grateful that my employer, Trimetis, is supportive of this nomination.



Emma Ridsdale

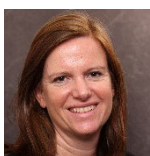
I hope to be elected to join the Trustees, as I believe that I can add value to the development and implementation of the new CIEHF strategic plan to determine the direction for the CIEHF and ensure it meets its charitable and legal obligations. Through my work experience and role as a Human Factors Consultant and Team Lead at RPS, I have first-hand experience of the issues our community faces to meet the demand for HF work within a variety of sectors, predominately nuclear. I have explored the questions, 'What determines whether an individual is competent?' and 'How is this achieved and demonstrated?' many times through recent recruitment activities to grow and develop the RPS HF team. I am keen to identify and support the development of practical and achievable solutions to these known issues. I am committed to the development of competent HF professionals in industry. I achieve this 'in house' through the direct mentorship of recently qualified HF team members. I have led HF 'Lead and Learn' projects to implement new guidance, and proactively engage with multidisciplinary teams to integrate HF. I am keen to share what has worked well to support development and provide benefit to the CIEHF. I understand the overarching purpose of the Trustee role and I am committed to meet the requirements to fulfil this role.



Mark Sujan

I have been a member of the CIEHF council for the past three years, and I would be delighted to continue to work with our fantastic team. During my first term I have made a case for recognition of the outstanding contribution our members make on a regular basis, e.g., by developing guidance documents, writing influential White Papers, and delivering CPD through webinars. It is our members, who make CIEHF the vibrant HF/E community it is. Professionally, I divide my time between managing my own HF consultancy and working in the NHS at the Healthcare

Safety Investigation Branch. I am delighted that so many new colleagues from the health sector have joined the CIEHF community.



Laura Sutton

I have been a Human Factors professional for thirty years, predominantly working in the rail industry - in consultancies, for Network Rail and now, for the rail regulator, ORR. I would love the chance to give something back to the profession that has been always challenging, interesting and rewarding; offering opportunities to work with such a variety of people and systems to solve problems in different locations both in the UK and abroad. I believe my experience as a Principal Inspector at ORR has prepared me well for the role of trustee as I am used to working within a legal and regulatory framework; familiar with risk assessment and asking probing questions to hold companies to account. I have also previously supported the CIEHF in reviewing applications for re-grading of membership. In addition, I am used to taking financial responsibility having previously worked as an independent consultant. If elected, I would be keen to strengthen HF as a profession: to increase the number of practitioners, grow the CIEHF's membership and facilitate the development of the HF competencies needed to address the challenges in today's increasingly technology-based workplace. I hope very much to have the opportunity to help drive the CIEHF's current and future strategy.

ATTACHMENT 9: Candidate statements

Candidates for Members of the Professional Affairs Board (5 positions, 6 candidates):



Catherine Albert

I have completed my first term on the PAB and it has been an interesting and rewarding experience. PAB offers an opportunity to support the development of the profession and to work with others in the best interest of the members and the profession. The PAB is responsible for ensuring that its members meet the professional criteria set by the CIEHF and that the Institute has the processes to guarantee the standards and expertise of its members. I qualified from Nottingham University with an MSc In Human Factors in Manufacturing Systems in 1990 and have been a member of the CIEHF for over 25 years. My career in Human Factors opened a whole new direction and allowed me to bring additional expertise and skill to my work within physiotherapy and occupational health. I believe ergonomics has much to offer society, and as we move to a new age of technology it will be important to strengthen our collective voice to secure our future.



Martin Birtle

The CIEHF have assisted us all through our academic and professional careers. I wanted to help support the institute in its delivery by volunteering as a PAB member.



Lorraine Braben

With a background in Chemical Engineering and Human Resources, I stumbled into the world of Human Factors by chance; working in the highly regulated process industry meant that someone needed to pick up Human Factors and I was volunteered! It was a turning point in my career and I embraced the opportunity. Initially, I joined the institute as a Technical Member in 2015. I then applied for chartered status of the CIEHF in 2018 through the experience route which meant I had to demonstrate how I met the competence standards through a wide range of specific work examples. The assessment process was rigorous and it felt like a real achievement to earn the C.ErgHF postnominal. The ongoing CPD requirements also demonstrate a real sense of the high professional standards required by the CIEHF. Since then, I have been actively involved in the institute through delivering webinars, assessment of CPD, and supporting the development of guidance for the COMAH industries. I regularly mentor people in a variety of HF related topics and I enjoy developing and delivering training. Having also been involved in creating competence standards, I feel I have some relevant experience to support the work of the PAB and the membership of the CIEHF.



Tim Hayes

After several years of working in the Human Factors profession I am looking forward the opportunity to volunteer with the CIEHF through supporting the Professional Affairs Board (PAB). With my own application to Chartered Membership in recent memory, I am keen to support the progress of others towards membership and maintain the standards of our profession. I understand the importance of growing CIEHF membership through an inclusive and transparent membership process, maintaining the professional values that I am proud to align myself with. Although being involved in defence Human Factors for a number of years, I also have experience in high-hazard industries and aviation. My career has included roles in Human Factors, Human Performance, and Training, providing an understanding of the diversity of knowledge and skills needed for the profession. My experiences in training needs analysis, development, and delivery have provided perspective on the importance of well-designed, structured training that effectively supports personal development. On a personal level I have recent experience of a Systems Engineering Masters Apprenticeship Programme, providing first-hand knowledge of alternative learning pathways to support career development. I am enthusiastic about being involved with the PAB to support the continued development of the CIEHF. Thank you for your consideration.



David O'Neill

I have been involved with the management of the Institute intermittently and in various roles for several years. Now I have retired from formal employment I can find time to devote to the CIEHF and would like to contribute by serving again on the Professional Affairs Board. I was Chair of the Fellowship Panel until the system was centralised five years ago. I still continue as an assessor. Also, being the main architect of the Royal Charter Petition, I am fully conversant with the governance of the Institute as prescribed in the Charter, Byelaws and General Regulations and, perhaps more importantly, their interpretation. I believe that the experience I would bring to the Board will be relevant and helpful.



Emily Thorne

I have recently become a Fellow of the CIEHF, and the process of self-reflection in preparing my application has led me to nominate myself as a candidate for the Professional Affairs Board. I have worked for 15 years within Design & Engineering consultancy, and I think it's really important that we take pride in promoting and showcasing our technical expertise across the range of industries and contexts within which we work, and amongst the multidiscipline teams that we work with. As such I am an advocate for CPD and the professional recognition that Chartership provides. I am also passionate about mentoring and coaching, and really enjoy the aspects of my role that allow me to support early years career development in particular. I was pleased to be asked to present on the recent CIEHF "lessons learnt" webinar and enjoyed sharing my experiences in the hope to help others in their learning and development. If elected to be a member of the PAB, I would actively contribute to discussion around how we operate, and I would hope to bring a different perspective and fresh ideas focused on how we can maximise and realise learning from our shared capability and experiences, to enable our collective development of the discipline.