



INTERNATIONAL COMMITTEE FOR
NON-DESTRUCTIVE TESTING

The World Organisation for NDT

OPERATING PROCEDURE:

OP8 Rev 3

SUBJECT: ICNDT AND IAC MEETINGS

| Issue/Draft | Date | Details | Status/Approval |
|-------------|--------------|--|--|
| Rev. 3 | 14 June 2018 | Version agreed to correspond to v4 of the Constitution following Organisation Review 2015-2017 | Approved by postal ballot 31 October 2017 and implemented 14 June 2018 |

1. Scope

ICNDT (full committee) and IAC (ICNDT Advisory Committee) meetings are held to a defined timetable:

1.1. ICNDT General Assemblies

The International Committee General Assembly shall meet twice during each NDT World Conference held every four years, at the beginning and end of the Conference, and once between World Conferences in conjunction with an appropriate regional conference. These meetings are referred to as General Assemblies.

1.2. ICNDT Annual General Meetings

An Annual General Meeting shall be held in January each year, accessible as a physical meeting and also via the Internet.

1.3. Other Meetings

The International Committee General Assembly shall convene if at least one tenth of the members file a respective demand with the Executive Committee.

1.4. IAC

The IAC will meet annually, and in a different region each time, over the four-year cycle of World Conferences.

The membership of ICNDT and IAC is defined in the Constitution and Terms of Reference.

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The ICNDT is registered as a legalised Association with its seat in Vienna, Austria.

ICNDT Registered Office: 1230 VIENNA, Deutschstraße 10

Chair: S K Babu Email: chairman@icndt.org

2. Attendance

2.1. Membership of General Assembly

The membership of the International Committee General Assembly shall comprise:

- two voting representatives nominated by each recognised Region;
- one voting representative of each Full Member.

2.2. Attendance at ICNDT meetings

Attendance at ICNDT Meetings shall be limited to the voting members, members of the IEC, chairs of Working Groups and committees, representatives of Associate Members (2 each), representatives of Liaison Members (1 each), Honorary Members, other IAC members, a second non-voting delegate from each member society and representatives (maximum 2 per country) of candidate members plus special guests by arrangement with the Chairman.

2.3. Attendance at IAC meetings

Attendance at IAC meetings shall be limited to the official members of the IAC, as follows:

- Members of the IEC
- One additional member from each Region as nominated to the General Assembly, normally the Vice-President.
- ICNDT Honorary members.
- Co-opted members (to allow the IAC to co-opt additional members if judged necessary to balance the committee).

Special guests may be admitted by arrangement with the Chairman (see note below).

The Chair of this committee is the Past-Chair of ICNDT (alternatively the Chair).

Note:

Only a small number of guests may be accommodated at IAC meetings held in conjunction with ICNDT General Assembly meetings; at other IAC meetings, guests from the local/host Region or Society will be encouraged to participate.

3. Agendas

3.1 The Agenda for an ICNDT meeting shall be circulated to the relevant members at least two months in advance of the meeting by the Secretariat.

3.2 The Agenda for an IAC meeting shall be circulated to the relevant members at least one month in advance of the meeting by the Secretariat. Typical Agendas are attached.

4. Papers

To facilitate understanding of any items to be discussed/decided, documentation for ICNDT meetings shall be circulated by email in advance of the meeting by the Secretariat.

5. Minutes

Draft Minutes will be published on the ICNDT website within 2 months of the meeting. The designation will be changed to “Approved” when the Minutes are approved.