



OPERATING PROCEDURE: OP12

SUBJECT: Annual Report and Accounts

Scope

Sets out the procedure for preparation and approval of an Annual Report and Accounts in accordance with Austrian law, which requires an Annual Report and an Annual Meeting close to the turn of the calendar year. This Annual Meeting will be open to the full membership and additional to ICNDT's biennial General Assembly meetings., except when the biennial GA is at a suitable time.

Procedure

1. Each year in January, an Annual Report of the activities of the ICNDT including a financial report for the previous year will be prepared by the General Secretary and the Treasurer.
2. The financial report will include:
 - o Accounts for previous year, confirmed by the elected Auditors.
3. Following approval by the ICNDT Executive Committee the Annual Report will be circulated to the full membership of ICNDT along with an invitation to the Annual Meeting, with an agenda as detailed below, which will be held in conjunction with another ICNDT meeting (GA, PGP or Exec) and/or by Teleconference for the purpose of approving the Report. One month's notice will be given. The notification will indicate any other business to be conducted.
4. Attendance: Members will be invited to attend the Annual Meeting in person or by phone or internet or give a proxy to be exercised by the Chairman, the General Secretary or another attendee, or indicate their approval by a postal vote by e-mail.
5. The approval of the Annual Report will require a simple majority of the eligible votes cast (those present in person, on the phone, or via internet, proxies and postal votes).
6. The result of the Annual Meeting will be posted on the website and the Annual Report, translated into German submitted to the Austrian authorities.
7. The Annual Report will be presented at the next General Assembly.
8. Notice and Agenda: see below.

Notice - Annual General Meeting

In accordance with the requirements of Austrian Law this is a notice of an Annual General Meeting which will be held

The purpose of the meeting is to approve ICNDT's Annual Report including the financial accounts report for the year ending in order that they can be submitted to the Austrian regulatory authorities within the specified timeframe.

Place: (or details of Telephone Conference/ Internet meeting address)

Time: to

Agenda:

1. Annual Report
2. Treasurers Report.
3. Approval of the Reports.
4. Close of meeting.

You may attend the meeting/Teleconference/Internet meeting in person, or give a proxy to the Chairman, General Secretary or other attendee, or register your approval by postal vote/e-mail.

General Secretary ICNDT