



INTERNATIONAL COMMITTEE FOR
NON-DESTRUCTIVE TESTING

The World Organisation for NDT

OPERATING PROCEDURE:

OP12 Rev 3

SUBJECT: ANNUAL REPORT AND ACCOUNTS

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

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.

2. Procedure

- (i) 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.
- (ii) The financial report will include the Accounts for previous year, confirmed by the elected Auditors.
- (iii) 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 by the end of the first week in February in conjunction with another ICNDT meeting (GA, IAC 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.

Secretariat: The British Institute of NDT, Midsummer House, Riverside Way, Bedford Road,
Northampton NN1 5NX UK

Tel: +44 1604 438300 Fax: +44 1604 438301 Email: gensec@icndt.org
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

- (iv) Attendance: Members will be invited to attend the Annual Meeting in person or by phone or via the 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.
- (v) The quorum of the International Committee shall be at least one third of the voting membership. When insufficient members are present physically the meeting must be adjourned for 15 min and reconvened including members present via the Internet.
- (vi) 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).
- (vii) The result of the Annual Meeting will be posted on the website and the Annual Report will be translated into German and submitted to the Austrian authorities.
- (viii) The Annual Report will be presented at the next General Assembly.
- (ix) 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 of the ICNDT, 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: (and 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.

The quorum of the International Committee shall be at least one third of the voting membership. When insufficient members are present physically the meeting must be adjourned for 15 min and reconvened including members present via the Internet.

General Secretary ICNDT