



INTERNATIONAL COMMITTEE FOR
NON-DESTRUCTIVE TESTING

The World Organisation for NDT

OPERATING PROCEDURE OP15 (Rev2)

SUBJECT: Working Groups and Committees

Status	Detail	Remarks
OP15 Rev2 10 Sept 2010	Revision to Clause 4(c)(iii) following ICNDT_Exec_2010-06-06	For PGP approval
2010-11-13, PGP Houston, USA	PGP approval sought	Approved

1) Preamble

- a) Clause 8.3 of the Constitution states “the Executive Committee may nominate Working Groups and Committees to execute specific tasks. They shall report on their work to the PGPC and the full ICNDT.
- b) This procedure provides generic terms of reference for Working Groups and Committees, to which the Executive Committee will add further objectives in the form of specified tasks for each Working Group or Committee.

2) Working Group or Committee Terms of Reference

- a) The Working Group or Committee shall be provided with specified objectives that may or may not have previously been set out in the ICNDT Strategic Plan, and from these the Working Group or Committee shall devise an action plan to achieve the specified objectives within a stated timescale.
- b) When appropriate a Working group /Committee may supplement its own specific Terms of Reference for approval by the Executive Committee.

3) Membership

- a) The Chairman is appointed by the Executive Committee for a term of 4 years (with a review after 2 years).
- b) Members of the Committee/ Working Group, which may include individuals from members of ICNDT (Full, Associate and Liaison) and external experts, are appointed by the Executive Committee, taking into account the views of the PGP and, if already appointed, the Chairman of the Working Group / Committee.
- c) If a Working Group / Committee member is unable to attend a meeting, the individual may propose a substitute / replacement by notifying the Working Group / Committee Chairman. If the Chairman objects to the proposed substitution / replacement, it shall be referred to the Executive Committee for resolution.

4) Method of Working

- a) The Working Group / Committee is responsible for planning its own work taking account of the Strategic Plan of the ICNDT.

- b) The Working Group or Committee shall ordinarily work by consensus, holding physical meetings and/or telephone conferences as appropriate.
 - c) The Chairman (or a nominated member of the Working Group or Committee) shall:
 - i) be responsible for reporting the activities of the Working Group / Committee to the Executive Committee and the PGP, attending these meetings when appropriate by arrangement with the chairman.
 - ii) be responsible for publicising the activities of the Working Group / Committee on the ICNDT website and in the ICNDT Journal.
 - iii) provide access to the work of the Working Group / Committee via Open Meetings or other means
 - iv) provide a progress report and forward work plan to each PGP meeting.
 - d) The Working Group or Committee may offer to organise a relevant session or workshop at the World Conference. Such workshops shall be by arrangement with the World Conference organiser.
 - e) Attendance at meetings shall be limited to the official members of the WG or Committee plus other guests by arrangement with the Chairman. Note: the meeting host Region or Society will be encouraged to participate.
- 5) Publications

Any publications (print or web-based) must be reviewed and approved as defined in OP06, and must clearly state the status of the publication as one of the following:

- a) Work of a group of individuals selected by the Working Group/ Committee and not the official views or policy of ICNDT.
- b) Publication of the Committee/Working Group, approved by the full group/committee and presented as the views of the committee/group.
- c) Publication of approved policy of ICNDT (requires PGP approval).