



*“the World organization
for NDT”*

INTERNATIONAL COMMITTEE FOR NON-DESTRUCTIVE TESTING

OPERATING PROCEDURE:

OP2 Rev.2

SUBJECT: FINANCIAL MANAGEMENT

1. Scope

ICNDT (currently) is an informal cooperation between NDT Societies with no legal status and hence no finances or accounts of its own.

2. Responsibility

Members share responsibilities for costs and financing of activities as follows:

- 2.1 Individual member societies (or their nominees) are responsible for their own costs incurred in participation in ICNDT activities and meetings, including registration fees for the World Conference, travel, hotels etc.
- 2.2 ICNDT Officers (or their own Societies) are responsible for their own costs. The costs of the ICNDT Secretariat are carried by the NDT Society which offers to provide the Secretariat and is duly elected, or by other member societies which volunteer support.
- 2.3 In order that the activities of ICNDT are fully transparent to the Membership, the ICNDT Executive shall publish an Operations budget and accounts for approval by ICNDT every two years. The budget and accounts shall include estimates of in-kind costs met by the Secretariat and supporting NDT Societies and an audited account of expenditure incurred using monies from the ICNDT fund.
- 2.4 The complete financial responsibility for the World Conference including any surplus or loss incurred rests with the host country. However the host country is required to donate 25% of any surplus to the ICNDT (see below) and to host meetings of ICNDT and PGP during the World Conference.
- 2.5 ICNDT Fund. In accordance with the Constitution of ICNDT, an ICNDT Fund shall be established and is the responsibility of a Member Society of ICNDT chosen by the ICNDT.

The ICNDT Fund may receive donations from Member Societies, external bodies or from the host of the World Conference. It will disburse monies held on behalf of ICNDT only according to this procedure.
- 2.6 Regional Groups are responsible for their own finances. They provide facilities for meetings of ICNDT and PGP when agreed during their own Regional Conferences.

3. ICNDT Fund

3.1 Background

The creation of the ICNDT fund to be administered and accounted for independently was agreed by the International Committee Meeting in New Delhi in 1996 which decided:

- 3.1.1 that 25% of the total profit of WCNDT conferences be donated to a central ICNDT fund. (This 25% donation would come into effect from the 15th World Conference on NDT, to be held in Rome in the year 2000)
- 3.1.2 that NDT Societies which are members of ICNDT consider making voluntary donations to the central ICNDT fund.
- 3.1.3 that ICNDT seek external funding to supplement the fund raised internally.

3.2 Uses of Fund

The International Committee meeting in New Delhi specified the priorities for the use of the Fund as, in order of priority:

- 3.2.1 support to assist running the Secretariat, including:
 - (a) clerical expenses;
 - (b) meeting rooms;
 - (c) travel and accommodation.
- 3.2.2 the provision of funding to young NDT professionals in membership of national NDT societies for travel and attendance at WCNDT conferences.
- 3.2.3 assistance towards the formation of new national NDT societies.

3.3 Operation

- 3.3.1 The Fund will be held and operated by a Member Society of ICNDT (the Fund Operating Society) on behalf of ICNDT. The Fund Operating Society is to be approved by International Committee following the recommendation of the PGPC. The Operating Society will be reviewed every four years at the second International Committee meeting at each World Conference.
- 3.3.2 The Fund shall be held in an interest-bearing account with the interest accruing credited to the Fund.
- 3.3.3 Deposits to the Fund and disbursements from the Fund shall be executed by the Fund Operating Society as directed by the Trustees of the Fund, who shall be the Executive Committee of ICNDT plus one other member of the ICNDT elected following nomination of candidate(s) by PGPC.
- 3.3.4 Accounts shall be maintained by the Operating Society and presented for Approval by the ICNDT.
- 3.3.5 An audited annual report, approved by the Trustees, shall be presented to the PGPC and the International Committee.
- 3.3.6 All disbursements shall require the approval in writing of at least three Trustees from different Member Societies.