



*“the World organization
for NDT”*

INTERNATIONAL COMMITTEE FOR NON-DESTRUCTIVE TESTING

OPERATING PROCEDURE:

OP8 Rev.2

SUBJECT: ICNDT AND PGP MEETINGS

1. Scope

ICNDT (full committee) and PGP meetings are held to a fixed timetable. The membership of each is defined in the Constitution and Terms of Reference.

To ensure the business of meetings is properly communicated and conducted efficiently certain guidelines need to be followed.

2. Attendance

2.1 Attendance at ICNDT Meetings shall be limited to the nominees of member societies (2 each), honorary members, PGP members and representatives (maximum 2 per country) of candidate members plus special guests by arrangement with the Chairman.

2.2 Attendance at PGP meetings shall be limited to the official members of the PGP plus other guests by arrangement with the Chairman. Note:

2.2.1 at PGP meetings held in conjunction with ICNDT meetings, only a small number of guests will be accommodated;

2.2.2 at other PGP meetings, 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. Typical Agendas attached.

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

4. Papers

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

5. Minutes

Draft Minutes will be published on the ICNDT Website within 1 month of the meeting. The designation will be changed to “Approved” when the Minutes are approved.



*“the World organization
for NDT”*

INTERNATIONAL COMMITTEE FOR NON-DESTRUCTIVE TESTING

Agenda for first meeting at WCNDT

Date:

Time:

Location:

- 1. Welcome**
- 2. Memoriam**
- 3. Roll-Call**
- 4. Procedures for Voting, Quorum**
- 5. Minutes of previous ICNDT Meeting**
- 6. Announcement of ICNDT Awards, Honorary Membership
Election of ICNDT Officers – announcement and
confirmation of nominations**
- 7. A. Report on ICNDT**
 - 7.1 Constitution, Operating Procedures
 - 7.2 Finances (including Budget Plans/Expenditure/Income)**B. Membership Committee Reports**
 - 7.3 Internet/Website
 - 7.4 ICNDT Journal
 - 7.5 Certification
 - 7.6 Research and Education**C. Presentation of Income/Expenditure Budget for next four years**
- 8. Opportunity for comments by National Societies**
- 9. Regional Reports**
 - 9.1 Asia Pacific

9.2 Pan-Americas

9.3 Europe

9.4 Africa

10. World Conference

10.1 Report on current WCNDT

10.2 Report on next WCNDT

10.3 Presentations from potential hosts for next but one WCNDT

11. Reports by External Organisations

ISO TC 135

IAEA

12. Instructions for WCNDT Opening Ceremony



*“the World organization
for NDT”*

INTERNATIONAL COMMITTEE FOR NON-DESTRUCTIVE TESTING

Agenda for 2nd Meeting at WCNDT

Date:

Time:

Location:

1. Welcome
2. Roll Call, presentation of Membership Certificates
3. Procedures for Voting, Quorum
4. Report by Membership Working Group
- 5.1 Election of ICNDT Officers etc.
- 5.2 Nomination of Regional Representatives
- 5.3 Election of Honorary Members
6. Report on current World Conference
7. Report on next World Conference
8. Election of host for next but one World Conference
9. Presentation on Research and Education
10. Strategic Planning of ICNDT activities
11. Timetable of meetings:
 - PGP (Current year +1)
 - ICNDT (Current year +2)
 - PGP (Current year +2)
 - PGP (Current year +3)
 - ICNDT 2008(Current year +4)
12. Instructions for WCNDT Closing Ceremony



*“the World organization
for NDT”*

INTERNATIONAL COMMITTEE FOR NON-DESTRUCTIVE TESTING

ICNDT POLICY AND GENERAL PURPOSES COMMITTEE MEETING

Date:

Time:

Location:

Typical Agenda:

- | | |
|--|----------------------------------|
| 1. Roll Call / Attendance | PGP Chairman |
| 2. Welcome | PGP Chairman |
| 3. Apologies | PGP Chairman |
| 4. Minutes of Previous Meeting
- Actions arising not covered by Agenda | General Secretary |
| 5. Organisation of Secretariat activities
- Admin
- Membership
- ICNDT Journal
- ICNDT Website
- ICNDT Operating Procedures update
- Legal incorporation of ICNDT | ICNDT Chair |
| 6. World Conference Reports | World Conference Chairman |
| 7. Membership Committee Report | Membership Chairman |
| 8. Regional Group Reports
- PANNDT
- APCNDT
- EFNDT
- AFNDT | Regional Reps |
| 9. Certification matters | Committee Chairman |

10. **Education / Research matters** **Committee Chairman**
11. **IAEA Liaison**
12. **ISO Liaison**
13. **Review dates for future ICNDT, PGP and Executive Meetings**