



INTERNATIONAL COMMITTEE FOR  
NON-DESTRUCTIVE TESTING

*The World Organisation for NDT*

**OPERATING PROCEDURE:**

**OP15 Rev 3**

**SUBJECT: WORKING GROUPS AND COMMITTEES**

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

### **Preamble**

- a) Clause 8.3 of the Constitution states “The Executive Committee may nominate Working Groups, Task Groups and Committees (e.g. the Membership Working Group) to execute activities in accordance with Terms of Reference approved by the full membership. They shall report on their work to the International Committee.”
- b) This procedure provides generic terms of reference for Working Groups, Task Groups and Committees, to which the Executive Committee will add further objectives in the form of specified tasks.

### **1. Terms of Reference**

- a) The Working Group, Task 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, Task 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.

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## **2. Membership**

- a) The Chairman is appointed by the Executive Committee for a term of 4 years (with an interim review after 2 years).
- b) Members of the Committee/Task/ 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 ICNDT and, if already appointed, the Chairman of the Working Group/Task Group/Committee.
- c) If a Working Group /Task Group/ Committee member is unable to attend a meeting, the individual may propose a substitute / replacement by notifying the Chairman. If the Chairman objects to the proposed substitution / replacement, it shall be referred to the Executive Committee for resolution.

## **3. Method of Working**

- a) The Working Group /Task 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 teleconferences 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, attending these meetings when appropriate by arrangement with the chairman;
  - (ii) be responsible for publicising the activities of the Working Group/Task Group/ Committee on the ICNDT website and in the ICNDT Journal;
  - (iii) provide access to the work of the Working Group/Task Group/Committee via Open Meetings or other means;
  - (iv) provide a progress report and forward work plan to each IEC meeting.
- d) The Working Group/Task 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.

## **4. Publications**

Any publications (print or web-based) must be reviewed and approved as defined in OP6, 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/ Task Group/ Committee and not the official views or policy of ICNDT.
- b) Publication of the Committee/ Task Group/ 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 IEC approval).