

OPERATING PROCEDURE: OP 6

APFNDT Executive Committee, Board and General Assembly Meetings

Scope

The APFNDT General Assembly and Board meetings are held to a fixed timetable. The membership of each is defined in the Constitution. To ensure the business of meetings is properly communicated and conducted efficiently certain guidelines need to be followed.

Attendance

Attendance at APFNDT GA Meetings shall be limited to the nominees of member societies (2 each), and representatives (maximum 2 per country) of associated members plus special guests by arrangement with the President and/or Vice President.

Attendance at Board meetings shall be limited to the official members of the Board plus other guests by arrangement with the President and/or Vice President.

Note:

- i) at Board meetings held in conjunction with APFNDT meetings, only a small number of guests will be accommodated;
- ii) at other Board meetings, the office bearers of the local/host Region or Society will be encouraged to participate.

Agendas

The Agenda for an APFNDT meeting shall be circulated to the relevant members at least two months in advance of the meeting by the Secretariat. (Typical Agendas attached).

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

Papers

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

Minutes

Press-releases and/or Draft Minutes will be published on the APFNDT Website within 1 month of the meeting. The designation will be changed to "Approved" when the Minutes are approved.

Agenda for APFNDT General Assembly

Date & Time:

Location:

Typical Agenda:

- 1. Welcome**
- 2. Memoriam**
- 3. Roll-Call**
- 4. Procedures for Voting, Quorum**
- 5. Minutes of previous APFNDT GA Meeting**
- 6. Announcements (for example, on elections, recognition letters, budget approval, etc)**
- 7. Report on APFNDT**
 - 7.1 Constitution, Operating Procedures
 - 7.2 Finances (including Budget Plans/Expenditure/Income)
 - 7.3 Strategic plan
 - 7.4 Internet/Website/APFNDT Journal
 - 7.5 Certification
 - 7.6 Research and Education
- 8. Membership Reports**
- 9. Financial Reports**
 - 9.1 Income/Expenditure
 - 9.2 Budget for coming year
- 10. Opportunity for comments by National Societies**
- 11. Reports by APFNDT internal committees and working groups**
 - 11.1 AG Report
 - 11.2 WGs Sep reports
- 12. Asia Pacific Conference**
 - 12.1 Report on current APCNDT,
 - 12.2 Report on next APCNDT
 - 12.3 Presentations from potential hosts for next but one APCNDT
- 13. Reports by External Organisations**

e.g. ISO/TC 135, IAEA, etc.

Agenda for APFNDT Board meeting

Date &Time:

Location:

Typical Agenda:

- 1. Roll Call / Attendance**
- 2. Welcome**
- 3. Apologies**
- 4. Approval of Agenda**
- 5. Approval of last BOARD meeting**
- 6. Review of actions not covered by Agenda**
- 7. General APFNDT matters**
 - Admin
 - Membership
 - APFNDT Journal
 - APFNDT Website
 - APFNDT Operating Procedures update
 - Legal incorporation of APFNDT
 - APFNDT finances etc.
- 8. Review of Strategic plan and feed-back on follow-up actions**
- 9. Reports of Working Groups**
- 10. Report of Advisory Group**
- 11. ICNDT matters**
- 12. Conference matters**
- 13. Other reports**
- 14. Plans for next meetings**
- 15. Any other general business**