

## **OPERATING PROCEDURE: OP 9**

### **APFNDT Forums**

#### ***Scope***

This procedure covers APFNDT Forums, foundations and formations, purpose, terms of reference, organization and method of working.

#### ***Forum Foundation***

Forums are to be set up upon the APFNDT Board decision with defined areas of the scope and method of working in accordance with this Operating Procedure.

A Forum could be organized for only one discussion or on a permanent basis to consider and make recommendations to the Board upon a subject under consideration.

The Board shall elect a suitably qualified person as a Convener. He/she shall take office for a term not exceeding two years and shall be eligible for re-election for one further term of office. Secretary of the Forum is appointed by the Convener of the Forum and approved by the Board.

The Secretariat if needed is to be provided by the National NDT Society or APFNDT body appointed for that purpose by the Convener and approved by the Board.

Other NDT Societies or participants may attend Forum meetings with observer status upon invitation of the Convener of the Forum.

Any organization wishing to apply for membership of the Forum and to nominate the representative to attend meetings is required to contact the Forum officers.

#### ***Method of Working***

The Forum shall consider matters of policy at least one ordinary meeting per year. Meetings shall be announced a minimum of four weeks in advance by circulation of a Notice of Meeting and Agenda and relevant documents.

Participation in the APFNDT Forum is open to all APFNDT officers, Full and Associate, Member NDT Societies representatives and partners in MOU relationships with APFNDT.

A Member organization may at any time nominate "alternates or change their representation" by informing the Secretary of the Forum.



The quorum for a meeting shall be a minimum one third of the current voting members. If a vote is necessary, representative members shall have one vote for each country represented on a National Society basis.

Proceedings of the Forum shall be recorded and minuted.

The Forum shall report to the APFNDT AEC and Board.