

## **OPERATING PROCEDURE OP 7**

### **APFNDT Task Groups (TG's)**

#### ***Scope***

This procedure covers APFNDT Task Groups, foundations and formations, purpose, terms of reference, organization and method of tasks.

#### ***Task Group Foundation***

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

Task Groups could be organized for only one discussion or on a permanent base to consider and make recommendations to the Board of Directors (Board) upon a subject under consideration.

APFNDT 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 Task Group are appointed by Convener of the Task Groups and approved by APFNDT Board.

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

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

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

#### ***Method of Task***

The Task Groups 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 Task Groups 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 Task Group.

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 Task Groups shall be recorded and minuted. The Task Groups shall report to the APFNDT Board.

## Information of APFNDT Task Group

Rev1-20150303

Number of TG		Host Society	
Name of TG			
Convener of TG			
Secretary of TG			
Start Date of TG		Date of Report	No. of Report
<b>Member of TG</b> <small>(include convener and Secretary of TG)</small>	Name (First Name / Last Name)	Society	Email address
	(1)		
	(2)		
	(3)		
	(4)		
	(5)		
	(6)		
	(7)		
	(8)		
Activities of TG (Schedule)			
Report of Activities	**Please attach meeting minutes.		