

OPERATING PROCEDURE: OP 8

ADVISORY GROUP (AG)

Scope

This procedure covers the Advisory Group (AG) members' and Convener of the AG appointment as well as its working procedures.

Appointment of Members of AG and the Convener

APFNDT Constitution Section 10.3 states:

“Advisory Group members are appointed by the APFNDT President and ratified by the AEC and Board, in order to assist the President and support the work of the AEC and Board. The members of this AG should be English speaking experts, who hold considered experience in matters regarding APFNDT Business.”

Appointments are reported in the minutes of the respective Board meeting. The number of members of the AG should not exceed 7.

The Board members shall elect a Convener of the AG. The Convener is elected for a period that will cover the Board in mandate and attends Board meetings in a non-voting manner.

Responsibilities

Members:

Each member of the Advisory Group is responsible for a specific task. Membership ends after fulfillment of the specific task.

The results of each task are reported to all members of the AG for information and comments if applicable.

Convener of the Advisory Group:

- Maintains a continuous working relation with the President and other Board members and takes part in determination of AG tasks.
- Coordinates the specific tasks when needed and pursues the fulfillment of agreed deadlines.
- Reports the results of the Advisory Group to the Board. He/she may be supported by other members, if these have to present significant topics.
- AG is responsible for the agenda and the minutes of AG meetings (see also below).
- AG is responsible for the maintaining the AG information to be included in the appropriate APFNDT web page.

Method of Working

The work of the AG is to be carried out as far as possible electronically (e.g. by email), with a physical meeting, only when needed.

If a meeting of the AG is required, if possible it should be arranged to take place on the day before the Board meeting.

Website

Members of the AG and their specific tasks are published on the website. A 'Press-release' comprising a summary of the meeting, produced by the Convener, will be published on the APFNDT Website and Draft Minutes on the APFNDT Website within one month of the meeting. The designation will be changed to "Approved" when the Minutes are approved by the AEC and Board.

Convener will be helping in communication between AG members when electronic media for wider communication is needed, taking into account the advice of APFNDT AEC and Board in publishing policy.