

**Council Directions for Professionalisation of Conduct of CPE Programmes
(Revised in 261st meeting of the Council, August, 2006)**

We are to inform you that the Council, at its 256th meeting held in January 2006, considered various matters relating to conduct of Continuing Professional Education Programmes. The Council also reviewed in detail various aspects of such programmes as they are being conducted all over the country. Having debated on the issues, the Council has issued a set of directions for Professionalisation of Conduct of CPE Programmes.

The Council at its 261st meeting held in August 2006 decided to modify Clause 9 of the Council Directions. The revised Council Directions for professionalisation of the conduct of CPE programmes with modified Clause 9 is given below. All the POUs should follow the Council Directions in letter and spirit.

COUNCIL DIRECTIONS (Revised August, 2006)

PROFESSIONALISATION OF CONDUCT OF CPE PROGRAMMES

- 1) A Continuing Professional Education (CPE) programme shall always start at the announced time and punctuality shall be adhered to. A Programme Organising Unit (POU) shall schedule a programme accordingly.
- 2) Least amount of time shall be spent on formalities in CPE programmes.
- 3) The inaugural session, if any, in a CPE programme shall be restricted to 75 minutes duration. There shall be no valedictory session other than in All India / National / Regional / Sub- Regional programmes.
- 4) A Council member, who is a speaker or Chairman in the technical session, shall not be seated in inaugural and valedictory sessions on the dais.
- 5) Introduction of President and Vice President shall not be done in any of the programmes. Standardised introduction may be briefly mentioned by Master of Ceremonies, if the occasion demands. Introduction be made of only the Chief Guest / Guest of Honour or invitees from outside the profession seated on the dais.
- 6) During technical sessions, other than the Chairman and speakers on the subjects / topics of the session, not more than two persons can be seated on the dais.
- 7) Not more than 1/3rd of the composition of resource persons / speakers / Chairmen shall be from amongst the Central Council in a programme. This restriction shall not apply in a situation where the Council member is on a visit to a place for a Committee meeting or where the total number of speakers is less than three in a programme.
- 8) Early bird incentive schemes shall be dispensed with. Gifts should not be given for select delegates on first-come-first-served basis. Mementoes could be given uniformly to all delegates or to none at all. Even if mementoes are given to all, no such announcement or matter shall be carried in the brochures / pamphlets / newsletters or any other communication.
- 9) A Committee of the Central Council cannot organize more than one CPE programme in a region during a year since CPE programmes are to be organized mainly by the Regional Councils / Branches / Chapters and Study Circles. Such CPE programme of the Committee of the Central Council shall always be hosted by Regional Council or a Branch concerned. The restriction in number of programmes shall not apply to workshops and training programmes organized by any Committee of the Central Council.
- 10) Not more than two Committees can join together to organize any one CPE programme. Such programme would be counted for each of those Committees in the overall ceiling for a Committee in a year. Where two Committees jointly organize a programme, only one person can be jointly nominated as the Convenor.

- 11) The travel cost of only the Chairman of the concerned Committee and the convenor of the programme, who are Council members, shall be borne by the Institute. The travel cost of all other Council members, who may be invited by the POUs, shall be borne by the POUs or by the Council member concerned.
- 12) In technical sessions, the speakers should be given adequate time for presenting their papers and for interaction with the delegates. Accordingly, the number of speakers in a session and in the entire programme shall be fixed and regulated by the POUs.