

CPE ADVISORY

5. MANAGEMENT OF PROGRAMME COSTS

5.A Introduction

5.A.01 The Statement on Continuing Professional Education issued by the Institute requires that the Continuing Professional Education Committee (CPEC) shall issue directions and other instruments from time to time to enable program designers, developers and organisers as well as all other persons connected with Continuing Professional Education (CPE) activities at Programme Organizing Units (POUs) level as defined in the Statement on CPE, to discharge their responsibilities.

5.A.02 This advisory is meant as a guidance and direction to POUs to manage the costs relating to CPE Programmes. CPEC is aware of the fact that conducting CPE Programmes to meet the CPE requirements of members would involve **substantial** financial flows at the POUs level and this advisory is being issued to **follow** appropriate system in this regard.

5.A.03 It should be the endeavour of each CPE POU to provide the best possible technical inputs to the members of the Institute at minimum possible costs.

5.B Direct and Indirect Costs

5.B.01 Following are the indicative direct costs associated with the conduct of CPE Programmes:

1. Cost of printing brochures of the programme
2. Honorarium to faculty members
3. Cost of mementos to the faculty and dignitaries
4. Cost of banners and backdrops, flower arrangements, press kits
5. Cost of lodging – wherever applicable
6. Venue charges
7. Refreshment expenses
8. Rent for training equipments
9. Programme kits – background materials (including photocopying charges, cost of Institute's publications), pads, pens other stationeries distributed amongst the participants.

10. Travel cost (outstation/local) (separately for organizers and outstation faculties)
11. Other direct expenses (with details)

5. B.02 Following are the indicative indirect costs associated with the conduct of CPE programmes:

1. Cost of distribution of programme brochures, material and other promotional stationeries such as courier charges etc.
2. Telephone and other communication related costs.
3. Proportionate staff salaries on a logical basis.

5.C **Sponsorship fee**

It is advisable that the POU's should not collect any sponsorship fees for the CPE programmes because of the reason that the independence, credibility of the professionals is compromised.

5.D **CPE Programmes to be conducted on self financing basis**

It should be the endeavour of the POU's to conduct each CPE Programme on a self-financing basis.

5.E **Fixation of Participation Fees**

5.E.01 The POU's should decide the participation fees for each CPE programme in a way to recover all direct and indirect expenses of the concerned programme. It is advisable to charge nominal fee from the participants to encourage maximum participation.

5.E.02 POU's may adopt differential participation fee structure for the fellow and associate members. This is intended to enable the associate members to meet the CPE requirements at comparatively lower costs. Similarly, differential fee could be charged for programmes conducted in mofussil areas.

5.F Preparation of Financial Details of CPE Programmes

POUs are required to prepare the financial details of each CPE Programme in the format, which has been recommended in the Advisory on CPE Documentation. (Form 3 and 4)

5.G Circumstances where the cost of CPE Programme may exceed the programme related inflows.

The following are the possible circumstances wherein the costs associated with the conduct of a CPE programme may exceed the revenues:

- (i) Enrolment of participants is less than anticipated.
- (ii) Unanticipated expenses such as travel cost of outstation faculty in place of local faculty.
- (iii) Cancellation or postponement of any programme.

The POUs should adopt appropriate strategy to recoup such losses out of the revenues or other possible inflows from future CPE Programmes.

5.H Programme Costs of Residential Programmes

POUs may adopt a differential fee structure for the participants meeting the following criteria:

- (i) Requesting for extra facilities.
- (ii) Accompanying Persons.
- (iii) Willing to forego certain facilities offered.

5.I Cost control Measures

POUs should try to control the costs associated with the conduct of CPE Programmes. The following suggestions may be noted in this regard:

- (i) To the extent possible resource persons available at the nearest place should be invited to address the programmes.
- (ii) Appropriate negotiations should be made with the organizations that are providing the venue to charge minimum possible charges for the programme.

- (iii) Expenses related to formal Inauguration and Valedictory session should be kept at the minimum.
- (iv) To the extent possible Institute's publications should be circulated as background materials.
- (v) Expenses, which are not adding value to the technical knowledge of the members such as, gifts etc to be avoided.

5.J **Conclusion**

POUs should try to maintain the direct and indirect costs associated with the CPE programmes at the lowest possible levels so that the programmes would become financially attractive to enable the members to attend in large numbers.

5.K. **Effective Date**

This advisory comes into effect from Nov. 1, 2011.