

**Council Directions for Professionalisation of Conduct of CPE Programmes
(Applicable from 1-1-2017)**

1. Every CPE Programme Organising Unit (POU) shall mandatorily keep minimum 1 CPE Hour Session on "Code of Conducts and Ethics" in atleast 3 CPE programmes in every calendar year (Total 3 CPE Hours).
2. 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.
3. Every CPE Programme/Meeting should start with ICAI Motto Song which can be downloaded from ICAI website under the head "Overview" on the home page. POU's are also required to keep the written version of the Motto Song readily available during the events so that in case of any technical snag, the prior downloaded version is available and the written version can be read out.
4. Least amount of time shall be spent on formalities in CPE programmes.
5. In case Central or State Minister is gracing the CPE Programme being organized by the CPE Study Circle, the same shall be held under the aegis of concerned supervisory Branch/Regional Council.
6. Inaugural session shall be planned in such a way that there shall be no wastage of time. For half-day programme maximum 30 minutes and for one-day/more than one-day programme, maximum 1 hour time shall be allotted for Inaugural Session. The Vote of Thanks shall not be for more than 5 minutes.
7. A Council Member, who is a speaker or a Chairman in the technical session, shall not be seated in inaugural and valedictory sessions on the dais.
8. The number of persons on dais to be curtailed drastically to include only Branch Chairman, Central Council member or in his absence Regional Council Chairman/member and Chief Guest.
9. 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 seated on the dais.
10. No wastage of time in CPE programme in introduction and reading bio-datas.
11. 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.
12. In one session, not more than 15 minutes time shall be allotted to all Central Council Members including the session Chairman. Mentioning names of all the functionaries sitting on the and off the dais shall be avoided to save time.

13. 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.
14. In technical sessions, the speakers shall 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 POU's/concerned Central committee of the ICAI.
15. Speakers from industry may also be encouraged in CPE programmes.
16. Programme Organising Units may at their discretion charge extra participation fee from the members who are coming for spot registration subject to a maximum of 25% of the participation fee for that particular programme.
17. Each Central Committee of ICAI will be allowed to organize One joint programme on relevant subjects/topics related to the CA Profession only with Central Government Ministries/Departments, Regulators, and State Government Ministries/Departments (for State laws only) preferably to be hosted by the Regional Council or Branch having 1000 or more members or branch located in a State Capitals as per the format to be designed by the CPE Committee(revised on 01.08.2018).
18. The number of National Conference, to be organized by each Central Committee of the Institute shall be restricted to 3 per Region which have to be hosted by the respective Regional Council or Branch having more than 1000 members and Branched in State Capitals. The Minimum number of participants in the programme shall not be less than 400. In the absence of minimum number of participation, no grant will be released to the concerned Regional Council/Branch.

However, considering past track records of Branches regarding quality of the programmes organized, number of participants attended matching with the required minimum number as per criteria for organizing National Conference, speaker details, etc. along with recommendation by a Central Council Member in writing justifying the branch for holding National Level event, Branch, having member strength below 1000, can also be considered as a special case for hosting National Conference subject to maximum 2 per region in each Calendar year.
19. A Committee of the Central Council cannot organize more than five CPE programmes in a region during one calendar year apart from organizing 3 National Conferences per region since CPE programmes are to be organized mainly by the Regional Councils/Branches/Study Circles and Chapters. 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.
20. **Joint Programmes of Central Committees:** Not more than two Central 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.

21. The travel cost of only the Chairman, Vice Chairman of the concerned Committee and the convenor of the programme, who is Council Member, shall be borne by the Institute. In case, both the Chairman and the Vice Chairman of the concerned Committee are not available for any programme organized by the Committee, Chairman of the concerned Committee may nominate one Council Member for that particular programme and his travel cost shall be borne by the Institute. The travel cost of all other Council members, who may be invited by the POU, shall be borne by the POU.
22. All Regional Councils and Branches shall conduct minimum one programme compulsorily in due consultation with Committee for Professional Accountants in Business & Industry (Non-Standing Committee of ICAI) so as to have better connect with the members in Industry. The proposal in this regard may be sent well in advance to the Committee for Professional Accountants in Business & Industry.
23. Mementos/gifts/shawls, etc. shall not be presented to the elected representatives of the Council/Regional Councils/Branches either in the programme or after the programme during any event. Non-compliance will attract de-activation of POU from the CPE Portal for at least next three months or for further period as the CPEC deems fit.
24. No gifts/presentaries shall be given to participants by whatever name called except programme kit containing background material, pad and pen. However, the items given by the sponsors can be part of the programme kit.
25. The organization of CPE Programme shall be avoided in temporary structures because of disturbances, noises which lack concentration.
26. For Residential Refresher Courses, there shall be minimum 4 CPE hours programme per day. Extra day(s) can be kept for sightseeing, etc. The organizers/functionaries (except staff and speakers/guests) shall pay the same fee as would be charged from other participants registered for RRC.
- 27. Serving/Consumption of Alcohol and/or Alcoholic/Tobacco based products are strictly prohibited in the CPE Programmes/Meetings organised by CPE POU - Regional Councils, Branches, Chapters Abroad, Central Committee, CPE Study Circles, CPE Study Chapters and CPE Study Groups. Non-compliance of the above direction is liable for necessary disciplinary action against concerned POU and/or person(s) involved.**
28. The style and design of stationery (including circulars) shall be uniform for all the POU (formats are to be provided by CPE Committee). To have the better governance and brand image, no alteration shall be allowed in such formats. If reported any deviation in the format(s), the concerned POU shall not be allowed to hold any CPE programme for next six months or for further period as the CPEC deems fit. If the POU still fails to comply with this requirement even after the completion of above period, the POU shall be deactivated.

29. Members' feedback on the faculties associated with the CPE programmes will be obtained by the respective POUs for each programme. Programme Organising Units will compile the feedback so received from the members, in a specified format to be made available at the CPE Portal, and will upload at CPE portal within 7 days of conclusion of CPE Programme. If the Programme Organising Unit fails to upload the feedback within 7 days, the concerned Programme Organising Unit shall be barred from uploading its next programme until it uploads the feedback of the previous programme at the CPE Portal.

The CPE Committee/CPEC Secretariat, if so desires, can also call for the hard copies of the feedback from the Programme Organising Units for a particular programme and/or can also call feedback directly from the participants.

30. In case of violation of any direction of the Council/Advisories/CPE guidelines/Norms, etc. where specific action to be taken by the CPE Committee has not been mentioned, the CPE Committee is authorized to take such action, as it deems fit out of the following:

- Concerned Regional Council/Branch may be debarred for 3-6 months or for further period as the CPEC deems fit for holding CPE programmes.
- While considering any Award of ICAI, 10 points may be deducted from the account of Concerned Regional Council/Branch.
- Study Circles/Study Chapters/Study Groups may be deactivated for 3-6 months or for further period as may be decided by the CPEC.

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