

Important Announcement

Sub: Standard Programme format and related advisory

Kind attention:

To All POU's of CPEC, ICAI

- All Regional Councils and their Branches
- Secretaries to the Non-Standing Committees
- All Chapters Abroad
- All CPE Study Circles/CPE Study Chapters and CPE Study Groups

Madam/Sir

The CPE Committee has all along endeavored to enable its members to maintain the high standards of professional services and to keep them abreast with the professional and technological changes being taking place, around the globe, through the process of continuous skill honing, by way of Workshops, In-house Executive Development Programmes, Webcasts, Awareness programmes, Seminars, Conferences etc. and through E-Learning mode, etc.

The CPE Committee organises the CPE Programmes all over the India and abroad with the strong network of its Programmes Organising Units - Regional Councils, their Branches, Chapters Abroad, CPE Study Circles, CPE Study Chapters, CPE Study Groups.

As a Programme Organising Unit, we hope you would recollect our earlier Advisory # 1 on conduct of CPE Programmes related to SWIFT and Forex transactions, sent by email dated 22.02.2018. As a continuing series, we are now writing **Advisory # 2** on standardizing the invitation to members for attending CPE Programmes, based on suggestions received from members for improvisation of CPE Programmes.

Advisory # 2

2.1 A standard format for Programme Structure/Invitation/Brochure, to be used by CPE POU's, is designed by the CPE Committee as mentioned below for your kind reference, however, POU's may use Color Scheme, as they may think appropriate. The Programme Structure/Invitation/Brochure for CPE Programmes should mainly cover the following:

- a) Target Audience – Who should attend, Why should attend(Objective), Level of programme, etc.
- b) Programme Details – Date, Time, Venue, CPE Hours, Session Timings, Faculty, Session Topics, registration fees, online payment link for registration, etc.
- c) Contact Details of the CPE POU, to be available throughout the programme.
- d) In Programme Structure/Invitation/Brochure to be sent to members, there should be a line in last to voluntary register as a faculty for CPE Programmes at the CPE Portal at the link https://www.cpeicai.org/?page_id=154.

We wish to inform you that in future, the standard programme structure is to be uploaded on CPE Portal at the time of approval of CPE programme.

2.2 All CPE POU's are advised to upload the details i.e. Name, Mobile Number, Email Id, etc. of Chief Guest/Dignitaries who graced the CPE programmes.

2.3 The power point presentations of the speakers, may as far as possible be uploaded in pdf format mentioning the short title of topic, date, etc.

You are requested to please adhere to above CPE Advisories and other CPE Guidelines/Directions/Norms, issued from time to time and ensure compliance for the programmes to be organized w.e.f. 15th April, 2018.

Please feel free to contact us or to Secretary, CPE – (ajeet@icai.in, cpeadmin@icai.in) for any clarifications you may need.

With best regards

Chairman

Vice-Chairman

Continuing Professional Education Committee
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Website: www.icai.org/www.cpeicai.org

STANDARD PROGRAMME FORMAT

Date

Organised By

Time

ICAI Logo

Hosted By

CPE hours

Fee Amount

Venue

Fee Link

PROGRAM TITLE

Who Should Attend :

- Young members
- Senior Professionals
- Industry members
- Practitioners
- All of the above

Level of program :

- Basic
- Mid Level
- Advanced

Objective :

A 50 word summary of how the program will benefit the participant. Speaker should provide

Sessions and Speakers

Sessions	Topic	Speaker

The below is in view of advisory issued by Council Affairs and sent vide email dated 3rd November, 2016

<p>Programme Chairman Chairman, Name of Concerned Committee of ICAI</p>	<p>Programme Vice- Chairman Vice-Chairman, Name of Concerned Committee of ICAI</p>
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<p>Programme Director Central Council Member and/or Member, Concerned Central Committee of ICAI</p>	<p>Programme Convenor/Coordinator</p>
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