

APPENDIX IV
GUIDELINES FOR ORGANIZING ZONAL MEETINGS OF THE
INDIAN ASSOCIATION OF VETERINARY PATHOLOGISTS

Prepared by

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1. **Definition:** The IAVP-central executive has a commitment to foster professional advancement by encouraging interaction, co-operation and support among IAVP-members at local, state, zonal and national levels. This document is a guideline for Zonal Secretaries for organizing meetings at zonal level.
2. Less active zone and active zones may conduct joint meetings with an aim to strengthen earlier zone.
3. **Identification of Zones:** At present the IAVP has six zones as approved by the 20th General Body Meeting of the IAVP
 - a. **North Zone:** Haryana, Himachal Pradesh, Jammu & Kashmir, Punjab, Uttar Pradesh and Uttarakhand
 - b. **Central Zone:** Chhattisgarh, Jarkhand and Madhya Pradesh
 - c. **South Zone:** Andhra Pradesh, Telangana, Karnataka, Kerala, Puducherry and Tamil Nadu
 - d. **East:** Bihar, West Bengal, Andaman Nicobar Islands,
 - e. **North-East Zone:** Arunachal Pradesh, Manipur, Meghalaya, Mizoram, Nagaland, Sikkim and Tripura
 - f. **West:** Goa, Gujarat, Maharashtra and Rajasthan
4. **Zonal Committees:** The Zonal Secretary shall be responsible for all activities at the zonal level and he/she shall act in accordance with the constitution of IAVP. For implementing activities, he/she may nominate a Zonal-Committee from among leaders of the State Units with moderate representation (in terms of number of members and geography) for all activities. The committee shall be valid with the approval of the President IAVP. The committee may operate money transactions locally, but in-consultation with the Treasurer, IAVP at the national level so that there is no conflict with the IAVP constitution.
5. **Zonal Secretary:** The Zonal Secretary shall be the Chairman/President of all meetings of the respective zones. He is the natural leader for all activities at the zonal level.
6. **Zonal Meetings:** A zonal meeting may be preferably attended by member (s) of the Central IAVP-Executive Committee as its representative. Normally, the Zonal Secretary has the liberty to invite the President, one of the Vice Presidents, Secretary General, Treasurer, Chief Editor or Web Manager to the meeting but may be intimated to the

Central Executive Council (preferably to the President and the Secretary General) before the meeting. In the absence of any of these senior members, the President IAVP may depute another Zonal Secretary or any other member of the Central Executive Committee to attend the meeting. The representative of the Central Executive Committee attending a zone meeting shall be eligible for TA, DA and local hospitality charges as per the norms approved by the general body either from the National Committee or the respective Zonal Committee.

7. **Venue:** The venue of the meeting need not be restricted to the home-town/institution of the Zonal Secretary. It may be organized at any place/institution within the geographical jurisdiction of the zone.
8. **Confidence in leadership:** The Zonal Secretary may organize the meeting jointly with his employer. He should ensure the confidence of his colleagues in all stages of the meeting/function.
9. **Reporting:** The Zonal Secretary and the representative of the Central Council shall be jointly responsible for reporting the activities to the Central Council. They may file the report to the President or Secretary General within one week after an event/activity is completed at the zone-level. If this doesn't happen; the Zonal Secretary and the representative of the Central Executive Committee shall file individual reports to the President/Secretary General. The report shall contain the following at least the following items.
 - a. Name of the Zone:
 - b. Name of the Zonal Secretary:
 - c. Name of the representative of the Central Executive Council:
 - d. Title of programme
 - e. Date(s) of the meeting with start time and the end time:
 - f. Venue of the meeting:
 - g. Recommendations:
 - h. List of photographs:
 - i. List of papers/posters presented at the meeting:
 - j. Details finance/expenditure:
 - k. Details of activities:

Date: Name & Signature of Zonal-Secretary

Place: Name & Signature of the EC Member/Representative

10. **Zonal Meet Events:** The Zonal Secretary is responsible for all organizational activities associated with the meetings at the zonal level. A typical Zonal-meeting has the following components which may be completed in few hours or several days.
11. **Frequency of Meetings:** The Zone Secretary shall arrange at least one meeting every calendar year. Depending on the local situation monthly meetings can also be considered.
12. **Budget and Finance:** The Zone Secretary shall be eligible for receiving a grant of up to Rs. 5000/- from the Central Executive (on production of vouchers) for a maximum of one meeting every year.
13. **Zonal Committee:** If, the Zonal Secretary is not claiming grants from the national committee for conducting various activities, he may have to raise sponsorship or funds

from external sources. This shall be done only under the supervision of a democratically elected Zonal-committee. The committee shall have representatives from all constituent States/Units. The activities of the zone-committee shall be regulated by the President as per the provisions in the constitution of the IAVP. The Zonal-Committee may have some autonomy but will have written approval of the IAVP President stating the provisions and extent of autonomy.

14. **Sponsorship and interaction with other organizations:** The Zonal Chapter may interact with other professional and scientific organization in any manner without compromising the central goal/theme/objective of the national executive and the IAVP.
15. **Image Building:** The Zonal Secretary may take every effort to give wide publicity for its activities and project the significance of IAVP for the advancement of veterinary science and community development.
16. **Identification of ‘Chief Guest’ and ‘Guests of Honour’:** The representative of the IAVP-Central Executive shall be either treated as ‘Chief Guest’ or ‘Guest of Honour’. The other person, if invited shall be a person of eminence in the field of Pathology, Veterinary Science, General Science/Technology or a socially dominant person demonstrated by his stature, position of authority or excellence in contributions to mankind.
17. **Keynote Address** shall be the prerogative of the ‘Chief Guest’ whether he is a person from within or outside the IAVP.
18. **Tips for successful conduct of Zonal-Meetings**
 - a. Talk to representatives of State chapters (President, Secretary and key personality of the constituent State Chapters/Units) and fix-up a tentative date for the zonal meeting at least a month before the proposed date. The tentative date is exclusively decided by the Zone Secretary considering the convenience of all parties concerned.
 - b. Contact the Central Executive and finalize the name and designation of the representative attending the meeting.
 - c. Finalize the date for the meeting and make an estimate about the number of participants and cost involved. Tentative arrangements for programme, venue, food, accommodation and other requirements may be made.
 - d. Announce this date at least two weeks in advance. Circulate the details to all state representatives and as many members in the zone through and identify the potential participants/delegates.
 - e. At least a week before the meeting, finalize the theme for scientific discussion, topic of choice for the keynote speaker, detailed programme, arrangements for hospitality. Circulate the details to all parties concerned.
 - f. Simultaneously, make a list of activities/items for time bound completion before the meeting. Complete the tasks as scheduled.
 - g. Be in-touch with the representatives of the Central Executive and State Chapters/Units, identify gaps and make corrections and corrective procedures as and when necessary.

19. Suggested Programme for a One or Two Days Event

1. Presidential Address shall be delivered by the Zonal Secretary
2. Address by the representative of the IAVP- Central Executive
3. Keynote Address by the Chief Guest
4. Address by Guest (s) of Honour
5. Vote of Thanks
6. Scientific Session (s)
7. Zonal General Body Meeting

20. Additional Reports: Zonal Secretaries shall write additional reports for favor of publication in the Indian Journal of Veterinary Pathology, The Lesion and www.iavp.org. The materials for publication along with photographs shall be sent to the Chief Editor/web-manager and a copy to the Secretary General.