

In the SARAD EXCO meeting held on 03/08/2013 in Waters Edge, Colombo, the president of SARAD, Prof. Serajul Islam expressed that the organizers of SARCD follow different rules, and suggested that a guideline or a standard operational procedure(SOP) should be formulated. He further suggested forming a committee for this matter. Dr. Suresh Josiphura supported the suggestion and EC adopted it. The committee appointed by the EC consisted of Dr. Suresh Josiphura (Chairperson), Dr. Eshanul Kabeer Jaglul, Dr. Jayadev Betkerur, Dr. Janaka Akarawita and Prof. Jayamini Seneviratne.

Standard Operational Procedures for
South Asian Regional Conference in Dermatology,
Venerology, Leprology.
(SARCD)

A. SARCD should be conducted independently from the annual sessions/conference of the local association/ society/ college. (In view of the fact that each country holds SARCD every 10 years) Annual, national or any other conference of that particular country should be held separately or on separate days.

The SARCD is held once in every 2 years. Organizing country is nominated by rotation and it is allotted to the dermatological association/society/college of that respective country. Conference should extend over two and half days.

B. The local organizing committee which is decided by the respective association/society/college should liaise with SARAD ExCo regarding the organizational matters of conference. Eg: inauguration ceremony, speaker slots, registration fees, free registration, accommodation, etc. A brief report on organizational matters should be sent to ExCo once every three months

C. Agenda of the Inaugural function of the SARCD. Inauguration is generally held on previous day of the conference. Its duration should be around 1 hour.

1. Prayer/Religious proceedings/National Anthem - 3 minutes
2. Welcome address by the Chairperson of the SARCD Organizing Committee - 7 minutes
3. President of host country association/society/college speech – 5 minutes
4. Report by Hon secretary SARAD - 5minutes
5. Brief deliberations by the representatives of each member country (3 minutes each) except host country.
6. Inauguration of SARCD
7. Presidential speech by president SARAD - 10minutes
8. Speech by chief guest - 10minutes
9. Vote of thanks by Secretary of the SARCD Organizing Committee - 5 minutes
10. Welcome dinner.

D. Executive Committee.

Executive committee shall consist of the President, Vice-President, Honorary General Secretary, Treasurer, Joint secretary, nominees representing member countries and advisors. It is the supreme executive body of the SARAD that will deal with the general administration of the Association. It will: (i) maintain and regularly update the office bearers' list of SARAD countries (ii) maintain accounts of the SARAD (iii) update the Constitution as and when passed in GBM (iv) organize Executive Committee meetings AGB meetings and (v) maintain minutes and records of various business meetings vi) maintain SARAD website (vii) it will also renew membership of ILDS

It will liaise with organizers of next SARCD conference. The Executive Committee shall meet at least once per year; venue will be decided by president and secretary in consultation with host branch. The President may convene a meeting of the Executive Committee at short notice to deal with urgent matters and should have such actions ratified by GB at the earliest. To prioritize the goals and the objectives of the Association, the President may launch a presidential program during the year of his/her term of office and periodically assess or evaluate the program. Honorary secretary will invite agenda and also nomination for executive committee 3 months advance to SARCD conference.

E. SARAD Executive Meeting Agenda

1. Opening remark by president and report of the nomination from member countries.
2. Secretary's report including minutes of the last ex-co meeting
3. Honorary Treasurer's report
4. Review of the academic activities
5. Proposals by members for opinion of EC
6. Any other matter with permission of chair not more than two or three.
7. Vote of thanks by honorary joint secretary.

F. General Body Meeting

General Body Meeting of the SARAD shall be held during the SARCD. It is to be held after the executive committee meeting on 2nd day of the conference. During this GBM, president of the SARAD will announce the results of the nomination received from different countries for executive members and office bearers. The newly elected office bearers shall officially take charge from that day.

Agenda

1. Report of the executive committee including declaration of the results by president and his/her speech.
2. Honorary secretary's report
3. Honorary treasurer's report.
4. Review of academic activities.
5. Any proposal from members.
6. Change over ceremony of the president and honorary secretary
7. Speech by newly elected president and planning for newer activity.
8. Vote of thanks by newly elected honorary secretary

Note: If there are suggestions to alter the constitution, then the Honorary General Secretary should take the opinion of the Constitution Committee instead of placing it directly before the AGBM for discussion.

Attendance certificate of the SARCD

The attendance certificate should bear the signatures of the President and Secretary of SARAD and organizing chairperson organizing secretary and scientific committee chair person.
