



CORPORATE SECRETARY PROGRAM

**OCTOBER 27TH & 28TH
RIGA, LATVIA**

AC HOTEL BY MARRIOTT

Corporate secretary program by the Baltic Institute of Corporate Governance (BICG) offers insight into the varied roles and duties of a corporate secretary in ensuring excellence in Board work and improving overall corporate governance practices of a company.

PURPOSE

A highly practical, two-day course to provide insight into the role of corporate secretaries and how they can create value in a company by assisting in the Board work and helping to foster good governance culture.

BACKGROUND

The program of the course is based on the good corporate governance practice framework as well as practical advice by experienced corporate secretaries and Board professionals.

IDEAL PARTICIPANTS

Corporate secretaries and other professionals currently fulfilling the duties of a corporate secretary in a company.

APPLICATIONS

Open until the 19th of June, by submitting the application form through the APPLY button below. Please note that registration is dependent on the approval by the BICG, with priority given in line with the characteristics for ideal participants above.

COST

750 EUR + VAT

Travel and accomodation not included.

Please note that the participation fee becomes non-refundable 21 days before the program starts.

OUTLINE

INTRODUCTION TO CORPORATE GOVERNANCE

G20/OECD corporate governance principles, elements of corporate governance; overall role and responsibilities of shareholders, Board and management, etc.

ROLE AND SKILLS OF A CORPORATE SECRETARY

Place in company's governance structure, key functions, necessary qualities and professional knowledge, etc.

KEY RELATIONSHIPS OF A CORPORATE SECRETARY

Chair of the Board, Board members, CEO, management, shareholders, etc.

ROLE IN COMPLIANCE WITH THE COMPANY LAW AND ENSURING BEST PRACTICES

Identifying what as well as advising why and how certain corporate governance best practices should be adopted by the company, etc.

PREPARING FOR BOARD (COMMITTEE) MEETINGS

Creating the annual Board (Committee) meeting calendar; preparing agendas, ensuring the proper form and submission of materials, etc.

DURING A BOARD (COMMITTEE) MEETING

Ensuring meeting compliance requirements, keeping the minutes, contributing to the meeting efficiency, etc.

AFTER A BOARD (COMMITTEE) MEETING

Ensuring that Board decisions are communicated properly and their implementation is monitored, managing corporate records, etc.

KEY ITEMS ON THE BOARD AGENDA CORPORATE SECRETARY CAN ASSIST WITH

Strategy, risk governance, financial oversight, stakeholder relationships, etc.

BOARD MEMBER INDUCTION, ONGOING TRAINING

Development of company policy on induction and ongoing training for Board members, organization of the induction and ongoing training, etc.

BOARD SELF-EVALUATION

Self-evaluation process, plan for Board work improvement, etc.

ROLE OF CORPORATE SECRETARY WITH SHAREHOLDERS AND IN SHAREHOLDER MEETINGS -

Ensuring that shareholder powers and rights are protected, role in shareholders meetings, etc.

SPEAKERS



LINKEDIN

ANNE CATHERINE GRAVE

Anne Catherine is a widely experienced corporate secretary, whose recent positions include being the Partner in charge of Corporate Secretarial Services at Deloitte in Luxembourg. Previously, she used to be a Chartered Accountant in Luxembourg and a qualified attorney in France and Luxembourg.

Anne Catherine has spent over 20 years in Private Equity and Real Estate sectors, which includes serving as a Board member in various companies.

She started her career as a tax advisor at a big four in Luxembourg and New York, before transitioning into a Senior Tax Lawyer position at a Luxembourg law firm.

Anne Catherine is also a member of the Company Secretarial and Governance officer Committee at the Institut Luxembourgeois des Administrateurs (ILA), which supports Board members in their function and promotes good corporate governance in Luxembourg. She is a speaker to the ILA certification program "Luxembourg Company Secretarial & Governance Practice".

Anne Catherine is a Certified International Control Specialist and holds a Risk Management Certification.



LINKEDIN

JĀNIS BUTKEVIČS

Jānis is Corporate Support Manager at RB Rail, the company coordinating and implementing the Rail Baltica project in the Baltics. His responsibilities include duties of a company secretary in ensuring constructive supervisory function and efficient internal corporate framework.

Jānis has over 20 years of professional experience working for public institutions, business NGOs as well as companies providing expertise on public affairs, circular economy, corporate governance and sustainability.

He is a graduate of the Faculty of Law (LLM) and has acquired a Master's degree in European Studies (MSc) at the University of Latvia, currently pursuing PhD in Business Administration at BA School of Business and Finance.



LINKEDIN

AGNĖ JONAITYTĖ

Agnė is a Partner with Primus law firm, where she heads Finance and Capital Markets team. She has been working with corporate governance and finance law for nearly two decades.

Her extensive corporate governance knowledge has been built by advising clients on various corporate governance issues as an external legal adviser as well as inhouse in capacity of a Board Member, Head of Legal and Corporate Affairs, and serving as a corporate secretary to listed entities and financial institutions.



LINKEDIN

GATIS KOKINS

Gatis is Deputy Chairman of Supervisory Board at DelfinGroup, a Latvian fintech company listed on Nasdaq Riga stock exchange.

He has previously served as the Chairman of the Supervisory Board at Tet (former Lattelecom) for over a decade, chaired the Supervisory Board of Parex bank (currently Citadele) in Lithuania, held Vice President and Board member positions at the Deutsche-Lettische bank (now Swedbank), etc.

He is also a Co-founder in companies OC VISION (optics) and D8 Corporation (software).

Gatis has completed the INSEAD Executive Education program "Leading from the Chair" and Harvard Business School program "Making Corporate Boards More Effective".

APPLY