



# **CORPORATE SECRETARY PROGRAM**

**NOVEMBER 14<sup>TH</sup> & 15<sup>TH</sup>  
TALLINN, ESTONIA**

**MÖVENPICK HOTEL TALLINN**

Corporate secretary program by the Baltic Institute of Corporate Governance (BICG) is dedicated to corporate secretaries, i.e. professionals who closely work with the boards (in Latvia - Padome, in Estonia - Nõukogu, and in Lithuania - Stebėtojų taryba or Valdyba).

It 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 framework as well as practical advice by experienced corporate secretaries and board professionals.

## **IDEAL PARTICIPANTS**

Ideal participants: corporate secretaries and other professionals currently fulfilling the duties of a corporate secretary of the (supervisory) board by helping with its work (assisting in organising the board meetings, preparing the agenda, taking minutes, etc.) and helping to foster a good corporate governance culture of the company.

## **APPLICATIONS**

Open until the 15<sup>th</sup> of September, 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**

980 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.

# KEY SPEAKERS



LINKEDIN

## ANNE CATHERINE GRAVE

Anne Catherine is a widely experienced corporate secretary, whose previous positions include Country Head at Crestbridge Luxembourg and Partner in charge of corporate secretarial services at Deloitte in Luxembourg.

Previously, she also chaired 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, and was a speaker to the ILA certification program Luxembourg Company Secretarial & Governance Practice.

Anne Catherine has spent over two decades in private equity and real estate sectors, which includes serving as a board member in various companies.

She is a certified international control specialist, holds a risk management certification, and used to be a Chartered Accountant in Luxembourg as well as a qualified attorney in France and Luxembourg.



LINKEDIN

## JĀNIS BUTKEVIČS

Janis was serving as the Head of Corporate Governance & Compliance department at RB Rail, the company coordinating and implementing the Rail Baltica project in the Baltics. His responsibilities included duties of a company secretary in ensuring a constructive supervisory function and an 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

## PIRET JESSE

Piret is the Partner and Co-Head of the Corporate and M&A practice and the Real Estate & Construction practice at Sorainen.

She is also serving as the Chair of the Corporate Law Committee of the Estonian Bar Association for the second consecutive term.

In this capacity, Piret collaborates closely with the Ministry of Justice, providing guidance to legislative processes by considering practical implications. Furthermore, she has contributed her skills as an expert member of the Estonian Ministry of Justice's Company Law Review Committee during the corporate law codification process.



LINKEDIN

## RENATA DAMANSKYTĖ

Renata Damanskytė is the Head of Legal at Maxima Grupė, which owns Maxima retail chain in Lithuania, Latvia and Estonia as well as other businesses.

Previously, she held the position of the Chief Legal Counselor at Lithuanian state-controlled holding company EPSO-G and was in charge of good corporate governance. In line with the best practices, she introduced a group governance model with the centralized function of corporate secretaries within the group.

Renata also spent over 8 years at TGS, one of the largest law firms in Lithuania, with focus on capital markets, restructuring and insolvency as well as corporate and commercial law. She was a leading contributor from the jurisdiction of Lithuania to the studies for the European Parliament regarding corporate social responsibility.

APPLY