



CORPORATE SECRETARY PROGRAM

**OCTOBER 29TH & 30TH
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.

COST

1200 EUR + VAT

Travel and accommodation not included.

Please note that the participation fee becomes non-refundable 28 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

LENA ERIKSSON

Lena Eriksson is a lawyer and governance expert with extensive previous experience, including serving as the General Counsel and Board Secretary at Nordea, the largest financial services group in the Nordic region as well as one of the biggest banks in Europe. She has also served as a deputy member of the Board of Directors at the Swedish Bankers Association, was a member of Global Banking Committee of the European Banking Federation and an associate at the European Financial Round Table. Since 2019, Lena has been working as an independent senior advisor in the area of governance and leadership, including with the London based global governance advisors Nestor Advisors/Sodali. She is assisting boards and management with governance reviews, particularly board evaluations and other board related matters, and helps companies to develop a more efficient and value adding Board Secretary function. Lena is frequently engaged as a panelist, speaker and teacher in the area of governance and leadership.



LINKEDIN

RYTIS AMBRAZEVIČIUS

Rytis Ambrazevičius is the President of the BICG as well as a professional board member and chair. During the last decade, he held board positions at private, listed, state- and municipality-controlled companies, including Sampo group, KN Energies, EPSO-G and Topo grupė. Currently, he is serving on the Boards of Vilniaus vandenys, the largest water supply company in Lithuania, as well as the European Confederation of Directors Associations (ecoDa).

APPLY