


**BALTIC**  
— INSTITUTE —  
OF CORPORATE GOVERNANCE

# **CORPORATE SECRETARY PROGRAM**

**NOVEMBER 27<sup>TH</sup> & DECEMBER 11<sup>TH</sup>  
ONLINE**



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.

**COST**

550 EUR + VAT

# 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 and advising why and how certain corporate governance best practices should be adopted by the organization, etc.

## **PREPARING FOR BOARD (COMMITTEE) MEETINGS**

Creating the annual Board (Committee) meeting calendar, preparing agenda, 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



## ANNE CATHERINE GRAVE

Anne Catherine is 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 over 20 years of experience 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 holds Master's degrees in Economics and in International & European law, as well as Post-graduate diplomas in Political Sciences and in International Business Law. She is also qualified as a Certified International Control Specialist and holds a Risk Management Certification.

Anne Catherine is the Chair 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".



## AGNĖ JONAITYTĖ

Agnė is a Partner with Primus law firm, where she heads Finance and Capital Markets team. She has been working with corporate, M&A, and finance law for more than 18 years.

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 of a Nasdaq and Warsaw SE listed Lithuanian entity, where she acted in various positions, i.e. as a Board member responsible for corporate governance, investor relations and sustainability matters; Head of Legal and Corporate Affairs, and later on as a corporate secretary.



## RYTIS AMBRAZEVIČIUS

Rytis is the President of the BICG and an experienced Board professional.

During the last decade, he has served on the Boards of numerous businesses, including Sampo group companies and such Lithuanian state-controlled companies as Klaipėdos nafta and EPSO-G. Currently, he is serving on the Board of Vilniaus vandenys, the largest water supply company in Lithuania.

As an experienced Board member and Chair, he has extensive experience in working together with company secretaries to ensure good governance practices of the Board and in an entire organisation.