

Checklist – Annual Agenda

Meeting frequency

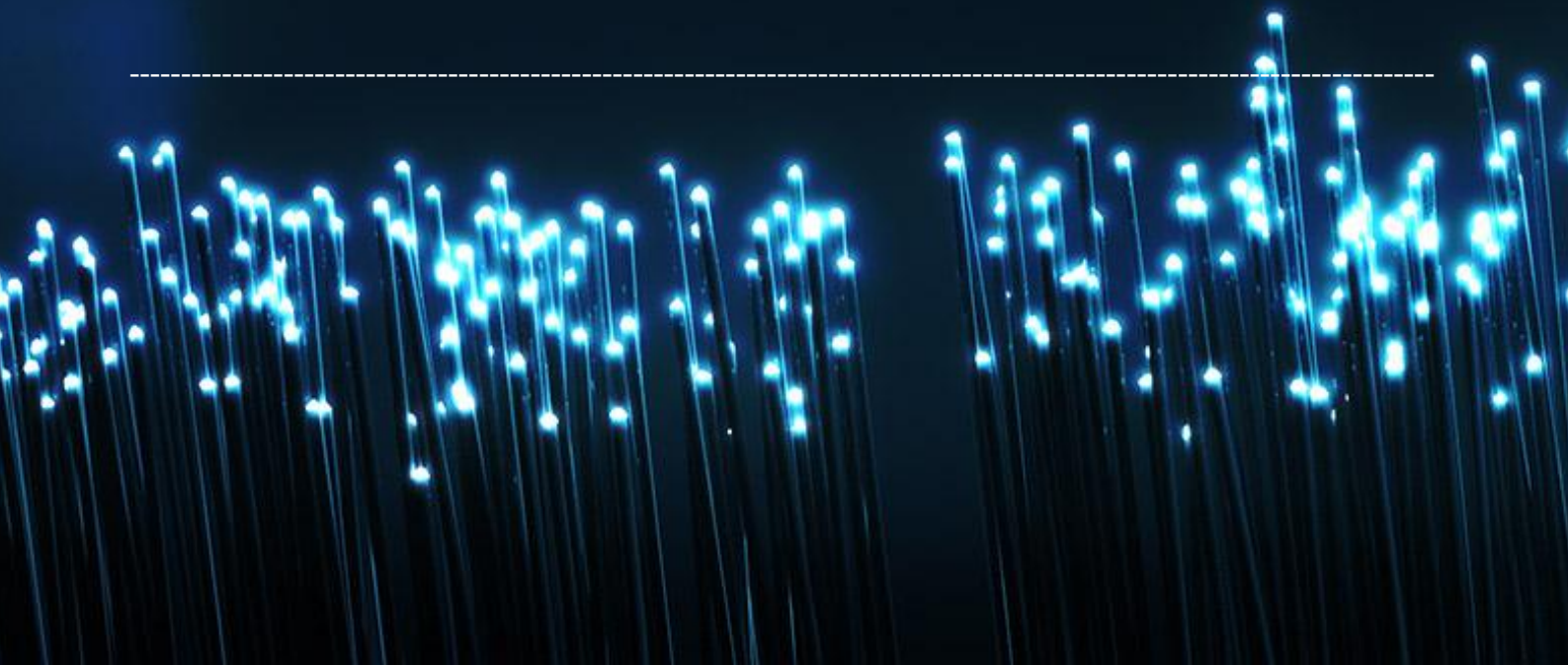
Are there any requirements from statutes of association, organisational regulations or other policies?

Statutes of association

Organisational regulations

Applicable codes

Other important policies



Planning table

Area	Focus	Relevant decisions in advance (date, content)	Estimated preparation time	Planned meeting date	Other events at same time
Finance	Approval of previous year's financial statements				
	Assessment of business performance in first half of year				
	Financing issues				
	Budget for following year				
Strategy	Requirements for preparation of strategy day				
	Review of own strategy/implementation				
	Competitors				
	Product pipeline				
	M&A possibilities				
	Three-year business plan				
	Marketing/sponsorship				
	Procurement and supply chain				
Governance	Preparation of general meeting, including decision on motions				
	Succession planning Board of Directors				
HR	Decisions regarding previous year's bonuses				
	Determination of next year's management objectives				
	Personnel issues, including pension fund, etc.				
	Succession planning of the executive management and middle management				
Risk management	Risk assessment				
Other areas					