

## Checklist – Annual Agenda

### Meeting frequency

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

Statutes of association

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Organisational regulations

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Applicable codes

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Other important policies

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## Planning table

Area	Focus	Relevant decisions in advance (date, content)	Estimated preparation time	Planned meeting date	Other events at same time	
<b>Finance</b>	Approval of previous year's financial statements					
	Assessment of business performance in first half of year					
	Financing issues					
	Budget for following year					
<b>Strategy</b>	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					
	<b>Governance</b>	Preparation of general meeting, including decision on motions				
		Succession planning Board of Directors				
<b>HR</b>	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					
<b>Risk management</b>	Risk assessment					
<b>Other areas</b>						