



# Corporate Governance Reporting based on CG International Best Practices

One day workshop

**Wednesday – March 6, 2019**

IFC Corporate Governance Advisory Services  
*Helping Companies to Operate More Profitably and Grow*



## Workshop Synopsis



*Creating Markets, Creating Opportunities*

# Corporate Governance Reporting

## Introduction

This one day workshop aims to provide Board members, corporate governance committee members, head of compliance, corporate secretary and any other senior management members would involve in corporate governance report preparation and disclosure. Trainer will focus on the principles of disclosure and transparency in corporate governance, the board's role in information disclosure and transparency, and how to establish the proper corporate governance reporting mechanism and procedures.

## Targeted participants

The Program is designed for:

- Board Members;
- Corporate Governance Committee Members;
- Head of Compliance;
- Board secretary;
- JSC liaison officers; and
- Other entitled employees in corporate governance report preparation process in Public Shareholding Companies.

## Program Cost

- **Original cost: JOD 350 per participant**
  - **20% discount available for Early Bird Registration (before February 24<sup>th</sup>, 2019).**
  - **10% discount available for Registration on (Feb. 25<sup>th</sup> till Feb. 28<sup>th</sup>, 2019).**
  - **20% discount available for group of 3 or more participants coming from one company or business association register before (Feb. 25<sup>th</sup>, 2019).**

Payment must be made in one installment and in advance "prior to the training dates".

**Deadline for registration: March 3<sup>rd</sup>, 2019**

## **Agenda**

**09:00-09:30AM**

### **Introduction**

#### **The governance challenge**

- Governance reporting is a challenge because
- Corporate Governance Landscape
- As a result, governance statements are often

**09:30-11:00AM**

#### **Creating a new reporting structure**

- The elements of the structure, elements of our new reporting structure
- Isolated versus integrated governance reporting
- Integrating the governance story

**(11.00-11.15AM Coffee Breaks)**

**11.15AM-01:30PM**

#### **Telling the governance story**

- Tone from the top
- Corporate governance developments
- How the board works as a team
- The key actions of the board and its committees
- Board effectiveness
- Communications and engagement with shareholders

**(01.30-01.45PM Coffee Breaks)**

**01.45-03:15PM**

#### **Demonstrating compliance**

- The Compliance Tracker
- Illustrative Example

**03.15-03:30PM**

### **Evaluation**

**03:30 PM**

### **End of workshop**

## Workshop speaker

### Oraib Qubbaj



Ms. Qubbaj is the Chief Operations Officer at JIoD, Independent Consultant, certified International Professional Trainer and Certified Board Director with more than 20 years of experience in different development fields and did Business Studies.

She has experience in training board members, senior management members and board secretaries in both corporates and non for profit organizations on Corporate Governance and Social Responsibilities. Experience in Public and Corporate governance training, assessing and developing corporate governance improvement programs for companies in Jordan, advising and recommending CG implementation plans, in addition to supporting implementation of CG improvement plans and policies. Working with family owned businesses, small & medium enterprises and public sector institutions. Ms. Qubbaj has long experience in the development field in Jordan and in the MENA region and she served in senior managerial positions at International non-profit organizations in Jordan and the near east region for more than nine years.

She has managed a varied portfolio during her extensive career with specific focus on Corporate Governance, Family business and Corporate Governance for SMEs, Corporate Governance assessment, Corporate Secretary, Control Environment, Corporate Social Responsibility, Local Development Strategies & Policies Assessment, Gender studies, Anti-corruption and Integrity, Rule of Law, Policy Reform and Disability Rights.

## Cancellation Policy

- Upon registration, JIoD will issue an invoice. Once an invoice is issued, a registrant may cancel subject to the below:
  - a) 100% of the registration fees will be refunded if cancellation occurs more than 15 days before the training dates.
  - b) 50% of the registration fees will be refunded if cancellation occurs more than 6 days before the training dates.
  - c) No registration fees will be refunded if cancellation is received less than 6 days before the training dates.

Please complete and return the attached form. This form is considered as confirmation of your registration.

## Registration Form

### Personal Details:

First Name \_\_\_\_\_

Last Name \_\_\_\_\_

Job Title \_\_\_\_\_

Organization Name \_\_\_\_\_

Telephone No. + \_\_\_\_\_

Mobile Number + \_\_\_\_\_

Email Address \_\_\_\_\_

Social Media LinkedIn: \_\_\_\_\_

Twitter: \_\_\_\_\_

How did you hear about this program?

\_\_\_\_\_

### Method of payment:

Cash

Cheque

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\* Please return this registration form upon completion either:**

- By email to Oraib@JIoD.org, Ruba@JIoD.org, or
- By fax on +962 6 5856448