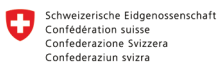




CORPORATE SECRETARY MASTER PROGRAM

Live via Zoom
12-14 May 2021

IN PARTNERSHIP WITH



Swiss Cooperation Office in Vietnam



Creating Markets, Creating Opportunities

OVERVIEW

This course examines various aspects of the role and responsibilities of a corporate secretary, from a compliance, governance and operational perspective. The course is designed to give participants a detailed overview of a corporate secretary role in companies of differing sizes and levels of sophistication – including the importance of the corporate secretary as a key compliance and governance officer in a larger company.

Participants will also be provided with instruction in relation to fulfilling compliance and operational aspects of the company secretarial role.

Course materials will include a range of example documents to assist participants in managing their own company secretarial activities.

Program will be delivered in English.

Who should attend:

Corporate secretaries, Board office members who are directly involved in board support.

AGENDA

Day 1 - Wednesday, May 12 CORPORATE SECRETARY MASTER PROGRAM (CSMP)

08:30 – 08:40	Welcome, Agenda and introductions By Leyal Savas
08:40 – 09:35	The Role of the Corporate Secretary as a Governance Professional By Alison Dillon Kibirige
09:35 – 10:40	What is Corporate Governance and the different approaches to it By Alison Dillon Kibirige
10:40 – 10:55	Break
10:55 – 12:00	Translating Corporate Best practices into Practical Insights By Kim Chawsu

Day 2 - Thursday, May 13

CORPORATE SECRETARY MASTER PROGRAM (CSMP)

- 08:30 – 10:10 Preparing for a Board Meeting
By [Alison Dillon Kibirige](#)
- 10:10 – 10:25 Break
- 10:25 – 11:40 During and after a Board Meeting
By [Kim Chawsu](#)
- 11:40 – 12:00 Panel Discussion
How Corporate Secretaries work in Vietnam and Expectations from them
- Panelists will include:
[Ms. Nguyen Nguyet Anh](#)
[Mr. Dam Van Tuan](#)
[Mr. Vu Quang Thinh](#)
[Ms. Alison Dillon Kibirige](#)

Day 3 - Friday, May 14

CORPORATE SECRETARY MASTER PROGRAM (CSMP)

- 08:30 – 10:10 Corporate Secretary Engagement with Shareholders and Stakeholders
By [Kim Chawsu](#)
- 10:10 – 10:25 Break
- 10:25 – 11:50 Know Yourself – Know Your Board
By [Alison Dillon Kibirige](#)
- 11:50 – 12:00 Closure

FACILITATORS BIOS



Ms. Leyal Savas is Senior ESG Officer for IFC's ESG Advisory Program in Asia and the Pacific. She is based in Ho Chi Minh City, Vietnam. Before joining IFC, Leyal was a Director at Ernst & Young (EY) in the Middle East and North Africa region. She provided advisory services in corporate governance, risk management and internal audit. She was a PhD candidate in corporate governance at the University of Queensland. She holds CIA, CISA and CFE certifications.



Ms. Alison Dillon Kibirige is a global expert and author on corporate governance, ethics, CSR/Sustainability and risk management, working in Africa, Asia, South America, Eastern Europe, the Caribbean and the Middle East. She has worked for the IFC/Global Corporate Governance Forum on projects in Indonesia, Mongolia, Zambia, Nigeria, Rwanda and Malawi and is an IFC Master Trainer.

Alison has worked nearly 30 years as a company secretary, including as Secretary to the main boards of Unilever and Barclays in London. She has held senior executive positions in SmithKline Beecham PLC (now part of Glaxo), Barclays and Unilever as well as sitting on the boards of their respective subsidiary companies.

Alison has also set up and worked as a director in several SMEs, one of which was her own consultancy and training business. She has been involved in numerous consultations with governments, regulators and industry and professional bodies in Africa, Europe and the US.

Alison is the author of Corporate Governance Unlocked, the ICSA Corporate Governance Study Text, IFC Corporate Secretaries Handbook, IFC Corporate Secretaries Toolkit, IFC Board Leadership Kit for Directors of Banks in Nigeria and a contributor to the IFC Business Edge, Corporate Governance In Uganda, IFC SME Tools and Methodologies and African Solutions.

Alison is a Fellow of The Chartered Governance Institute (formerly ICSA) and a UK solicitor. She was awarded the 2013 ICSA President's Medal for Meritorious Service, the inaugural ICSA Company Secretary of the Year award in 2005 and has also won global awards for her work with shareholders.

FACILITATORS BIOS



Ms. Kim Chawsu is an international expert working on corporate governance and she is the Founder of KAcademy. Her focus is on capacity building to upskill the senior professionals in Myanmar banking and finance sectors and as well as the board.

Kim is FCA (Fellow Chartered Accountant) from Institute of Chartered Accountant England and Wales (ICAEW) and holds a dual membership with Institute of Chartered Accountants Australia and New Zealand (ICAAANZ). She is also a Fellow Director with the Thai Institute of Directors (Thai IoD). She spent over 20 years working in external audit and financial services in New Zealand and London.



Ms. Nguyen Nguyet Anh
Vietnam CG Lead, IFC - Thai IOD's DCP260/2018 Graduate

Nguyet Anh started working at IFC in 2009. She has collaborated and provided CG advisory services to clients and partners such as the State Securities Commission of Vietnam, Stock Exchanges, State Bank of Vietnam, CIEM, various companies, banks and investment funds in Vietnam. She managed IFC's Vietnam Corporate Governance Project to help setting up the Vietnam Corporate Governance Initiative (VCGI) in December 2016, establishment and launch of VIOD in April 2018 and completion of the first Vietnam CG Code of Best Practices issued in August 2019.

Prior to joining IFC, Ms. Nguyet Anh had 14 years of professional experience in auditing, corporate finance and transaction advisory services with PricewaterhouseCoopers (PwC) and other leading global accounting firms in Vietnam, Taiwan, Thailand and the United States. She held senior positions such as a Senior Manager for PwC Vietnam and Chief Financial Officer of Asia Brown Boverly Group in Vietnam. She is a fellow member of the UK's Association of Chartered Certified Accountants (FCCA).

FACILITATORS BIOS



Mr. Vu Quang Thinh
VIOD Director/ CEO of Dynam Capital

Before joining Dynam Capital, Mr. Thinh is the CEO and Vice Chairman of Vietnam Holding Asset Management (VNHAM) as well as the Chairman of its Environmental, Social and Governance Committee. He has more than 25 years of experience in asset management and management consulting.

Before joining VNHAM, he was the CEO of a local asset management company and the Managing Partner of MCG Management Consulting. Prior to that, he headed the management consulting practice of KPMG Vietnam.

Mr. Thinh has been serving on the boards of several listed and private companies in Vietnam. He is a visiting lecturer of executive training programs organized by Vietnam National University Hanoi School of Business, FPT University School of Business, and PACE Institute of Management.

He holds a Bachelor of Arts in Mathematical Economics from Hanoi Economics University and an MBA from Washington State University.



Mr. Dam Van Tuan
Executive Vice President of ACB

Mr. Đàm Văn Tuấn is member of the Board Personnel Committee and the Board Strategy Committee. He is also Head of Human Resource Division. He used to hold the positions of Branch Deputy Manager, Branch Manager, Head of International Relations Department, Head of Business Development Division and Head of Strategic Planning Department. He was appointed executive vice president in 2001. Prior to joining the bank in 1994, he taught English and Chinese. He has a master's degree in comparative linguistics from HCMC University of Social Sciences and Humanities, a bachelor's degree in economics from HCMC University of Economics and an MBA in finance and banking from the University of Applied Sciences Northwestern Switzerland.
