

Governance

Widespread homeworking means that the management and documentation of any specific process within a company becomes a key priority

ENSURING GOOD GOVERNANCE PROCEDURES IN COVID TIMES

When many staff are working from home, organizations face multiple challenges in maintaining robust governance, not least regarding holding general meetings and demonstrating compliance with regulations.

They need to understand how best they can organize the management of their AGMs or EGMs, including accounting for votes, preparing minutes, ensuring the secureness of the platform used for these meetings and deciding whether external attendees such as trusted advisors should be given access to documentation stored internally or be allowed to upload documents themselves.

Other concerns may include, for example, how reviews can be performed in real time, especially where collaboration is required, and how to demonstrate that specific tasks were indeed effectively performed in Luxembourg.

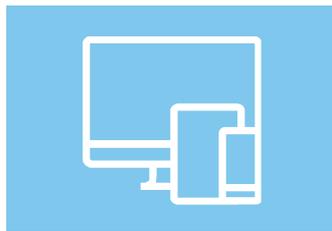
OUR GOVERNANCE TOOLS

KPMG can help you overcome issues like those above by introducing new tools that offer the following functions:



Document management

Create and re-run complex reports, compiling and filtering complex information from multiple levels



Board pack distribution

Prepare and collaborate on internal meetings, board meetings and other committees. Record decisions taken and schedule follow-up actions



Central data repository

Provide information or documentation to clients and stakeholders through a secure online portal



Real-time collaboration

Get an instant view of what is relevant

“Remote working was an eye-opener for many companies as they finally adapted their internal management and organizational processes, using digital tools to proceed. We are keen to accompany any journey your company takes, to efficiently optimize your governance and save costs!”

Christophe Diricks

HOW WE ENSURE YOU OPTIMIZE YOUR GOVERNANCE

Lightening your governance structures enables your organization to deploy a business strategy that is more efficient and agile, and to facilitate client onboarding due diligence.

COMMITTEES, POLICIES, RISKS

- Structure and document all your internal committees
- Understand the structure, mandate and members of your committees, and follow up on decisions taken during committee meetings
- Create policies, procedures and guidelines and attach all related documentation. Information is instantly available to your employees, auditors and, if needed, your service providers
- Set up review frequencies, keep track of changes and navigate all previous versions of your procedures. Follow up and document any identified risks and easily produce reports, including all actions taken to mitigate the risk

MEETING MANAGEMENT AND BOARD PACKS

- Meetings constitute an important part of the corporate governance process. Yet the related processes are typically managed by email or, at best, by disconnected board pack applications
- Planning of meetings, distribution of meeting packs, annotation of documents on tablets and navigation into any underlying data needed for the meeting

CLIENT ONBOARDING QUESTIONNAIRES AND DUE DILIGENCE

- Rely on information and documentation from clients
- Complete questionnaires and provide requested documents
- Create custom questionnaires

Get in touch



Christophe Diricks

Partner
T: +352 22 51 51 - 5111
E: christophe.diricks@kpmg.lu



Alan Picone

Partner
T: +352 22 51 51 - 7239
E: alan.picone@kpmg.lu