

# COMPANY SECRETARY WORKSHOP

## ALISON DILLON KIBIRIGE

### Mrs. Alison Dillon Kibirige

Is the Managing Director of AMDK Consultancy & Training Services Limited Uganda, a business she set up in early 2007, which focuses on improving corporate governance practices in all sectors (private, public and not-for-profit) throughout Africa. Alison is the Chair of the Uganda Chapter of ICSA (Institute of Chartered Secretaries and Administrators), a member of the ICSA Professional Standards Committee, a member of the Private Sector Foundation of Uganda's Finance and Other Resources Committee and a Director of the Leadership Team Uganda Ltd.

Alison is a consultant in sub-Saharan Africa for the IFC Global Corporate Governance Forum and has worked for them on projects in Zambia, Nigeria, Rwanda and Malawi. She has developed a series of workshops for IFC for company secretaries in developing and emerging markets, Directors of Banks in Nigeria and for SME Governance. Alison has also worked for the African Peer Review (APRM) in Uganda, completing the 1st Year Progress Report and at the APRM Secretariat in South Africa reviewing the Corporate Governance portion of the APRM Country Self-Assessment Questionnaire.

Alison has worked globally for over 25 years as a company secretary, previously as Secretary to the main Boards of Unilever and Barclays in London. She has also set up and worked as a Director in several SMEs and been involved in numerous consultations with governments, regulators and industry and professional bodies in Africa, Europe and the US. She is a Fellow of ICSA International and a UK solicitor.

Alison was awarded the inaugural ICSA International Company Secretary of the Year award in 2005 and has also won awards globally for her work with shareholders.



**Date:** 1 October 2013  
**Time:** 09:30 - 17:00  
**Address:** Türkiye Kurumsal Yönetim Derneği Ofisi  
Yıldızposta Caddesi Dedeman İşhanı No: 48 Kat: 7  
Esentepe Beşiktaş İstanbul  
**Phone:** 0212 347 62 73

**09:30 - 10:00 Welcome, Introductions Expectations and Objectives**

**10:00 - 11:15 Role of the Company Secretary**  
• Advice and Communication

**11:15 - 11:30 Coffee Break**

**11:30 - 12:45 Role of the Company Secretary**  
• Governance & Compliance

**12:45 - 13:45 Lunch Break**

**13:45 - 15:00 Preparing for Board Meetings**  
• Agendas  
• During a Board Meeting

**15:00 - 15:15 Coffee Break**

**15:15 - 16:30 After the Meeting**  
• Minutes

**16:30 - 17:00 Existing Situation in Turkey and Evaluations**  
**Attny. Sinan Naipoğlu**, Naipoglu Law Firm,  
Managing Partner  
**Dr. Erkin Erimez**, ARGE Consultancy, Partner

\* IFC Company Secretary Guide will be distributed to the participants.

### To Register:

Tuition fee is TL 750 + VAT (18%) which covers the lecture and course materials. TKYD members are eligible for 30% discount. Presentations are in English and no simultaneous translation is provided. For detailed information and registration please contact; Başak Muştu at 0212 347 62 73 or bmuştu@tkyd.org  
TKYD reserves the right to change or cancel any part of its published programme due to unforeseen circumstances.



**Dr. Erkin Erimez**,  
ARGE Consultancy,  
Partner



**Attny. Sinan Naipoğlu**,  
Naipoglu Law Firm,  
Managing Partner

### Who can participate:

Company secretaries  
Compliance officers  
Lawyers  
Board members

Professionals who are responsible with preparing the agenda for Board meetings, inform the stakeholders about the agenda, supervise compliance to TTK and SPK rules and regulations, supervise the company's corporate governance development and are eager to expand his/her knowledge on corporate governance and Board meetings.