

Topic	Notes	Time
Opening and minutes review	<ol style="list-style-type: none"> <li>1. Review and approve minutes from the previous meeting.</li> <li>2. Welcome new committee members (if applicable).</li> </ol>	15 minutes
Financial performance and outlook	<ol style="list-style-type: none"> <li>1. Presentation by CFO or relevant executive on current financial performance and future outlook.</li> <li>2. Discussion of implications for executive compensation.</li> </ol>	30 minutes
Board governance and remuneration policy review	<ol style="list-style-type: none"> <li>1. Review ongoing compliance with relevant governance best practices and corporate policies.</li> <li>2. Identify any proposed revisions or updates to the remuneration policy.</li> </ol>	20 minutes
Executive performance evaluations	<ol style="list-style-type: none"> <li>1. Individual presentations by HR or line managers on the performance of key executives against agreed objectives.</li> <li>2. Committee discussion and evaluation of individual performance.</li> </ol>	30 minutes
Coffee break		10 minutes
Remuneration structure evaluation	<ol style="list-style-type: none"> <li>1. Analyze fixed and variable components of executive compensation packages.</li> <li>2. Assess competitiveness and alignment with performance.</li> <li>3. Consider potential adjustments.</li> </ol>	30 minutes
Performance metrics review and refinement	<ol style="list-style-type: none"> <li>1. Review existing performance metrics used to assess executives.</li> <li>2. Evaluate the effectiveness and accuracy of metrics in driving desired behaviors and company strategies.</li> <li>3. Discuss potential refinements or new metrics.</li> </ol>	30 minutes
Executive pay benchmarking	<ol style="list-style-type: none"> <li>1. Comparison of the remuneration approach to similar companies in terms of size, industry, and financial performance.</li> <li>2. Identify the best practices and potential areas for improvement.</li> </ol>	30 minutes
Shareholder sentiment analysis and investor Q&A	<ol style="list-style-type: none"> <li>1. Review recent investor communications and shareholder voting related to executive compensation.</li> <li>2. Discuss key concerns and expectations from investors.</li> <li>3. Prepare potential responses to investor inquiries.</li> </ol>	30 minutes
Lunch break		30 minutes
Discussion of proposed compensation packages	<ol style="list-style-type: none"> <li>1. Presentation and discussion of proposed compensation packages for individual executives.</li> <li>2. Committee deliberation and potential adjustments.</li> </ol>	30 minutes
Committee member questions	<ol style="list-style-type: none"> <li>1. Dedicate time for committee members to raise questions, concerns, or suggestions.</li> <li>2. Foster an open dialogue for diverse perspectives.</li> </ol>	20 minutes
Next meeting agenda planning and wrap-up	<ol style="list-style-type: none"> <li>1. Identify key topics for the next meeting.</li> <li>2. Set preliminary dates and participants.</li> <li>3. Closing remarks and adjournment.</li> </ol>	20 minutes