

Board Meeting Management Solution



Overview

In a competitive business environment, strategy-building and planning stand crucial to an organization's growth. In large organizations with multiple hierarchies, board meetings are convened regularly to chart out new business plans and evolve business strategies. To ensure organizational growth, it is necessary that every layer of the hierarchy is informed of strategic decisions and implementations. Our Board Meeting Management Solution seeks to address this need. It makes managing committees, scheduling meetings, action tracking, documentation and communication, simple and secure.

Challenges

Boards need to take decisions that are best suited to the interests of the organisation. They have a mandate to ensure that strategic decisions achieve long term value, striking a balance between risk and growth. Challenging executive decisions and status quo to drive change is imperative and board meetings play a key role in the same.

Following are the challenges that boards face:

- ▶ Managing internal and external board member communication
- ▶ Ensuring coordination among members
- ▶ Assigning and tracking planned actions in accordance with prior decisions
- ▶ Tracking of decisions taken in previous board meetings
- ▶ References to crucial decisions made in the past

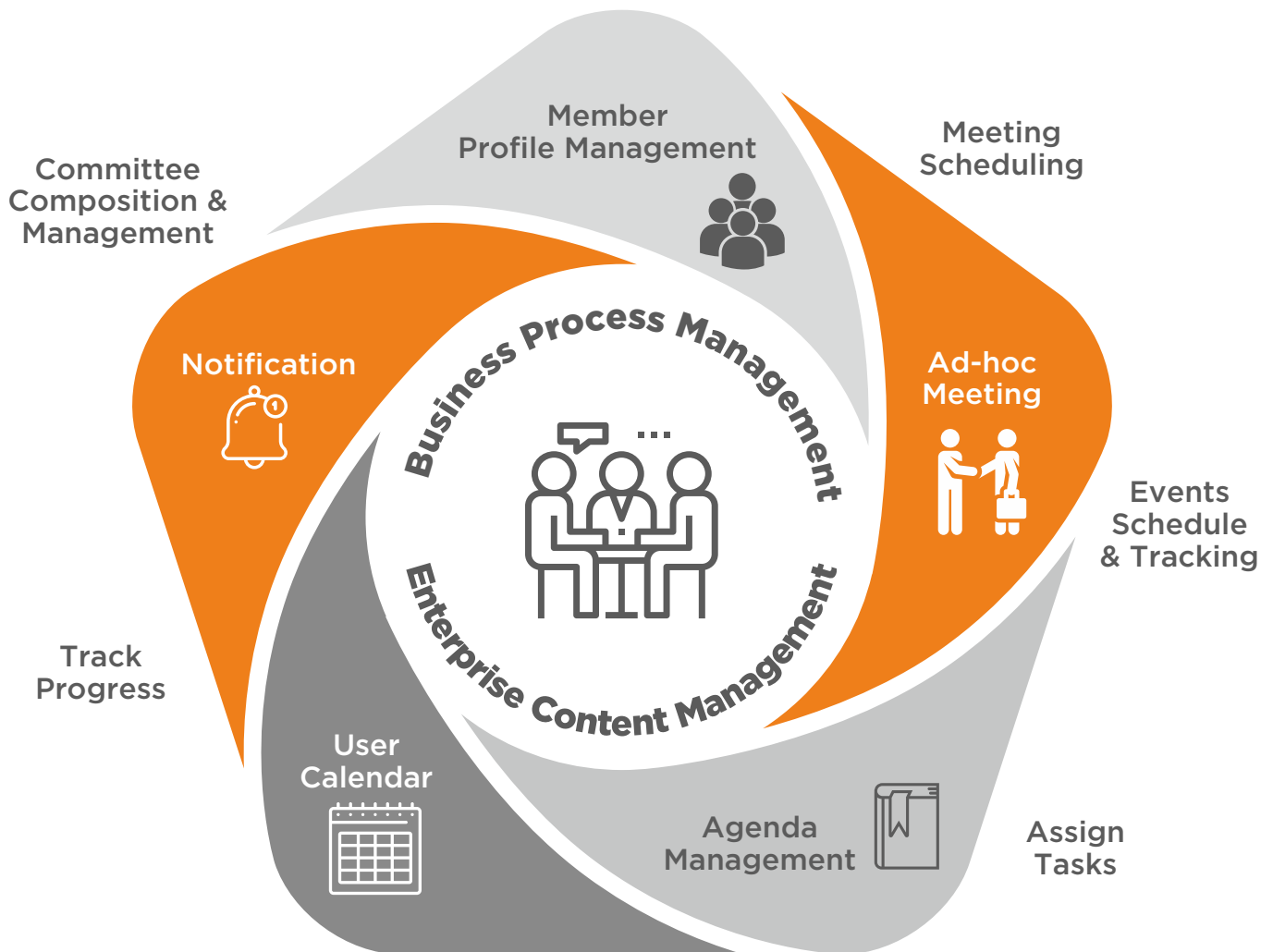


Newgen's Board Meeting Management Solution

Our Board Meeting Management Solution is built over our Intelligent Business Process Management Suite (iBPS) and Document Management System (OmniDocs).

- ▶ **Robust BPM Platform:** Enables management of multiple kinds of agenda and records minutes of meetings, on the basis of defined allocation or escalation rules. Solution helps boards set up online committees, initiate meetings, assign actionables, and circulate minutes. Also, records of previous meetings are maintained and can be retrieved anytime
- ▶ **Effective Document Management System:** Documents are stored in an integrated Document Management System (OmniDocs) with version management to facilitate audit. As per statutory requirements all board meeting records need to be archived for long term future reference
- ▶ **Member Profile Management:** The solution allows a detailed user profile management which ensures restricted rights. It comes with a two-factor authentication, as well as password encryption, to ensure safety of user information
- ▶ **Agenda Management:** Every meeting which is scheduled follows an agenda creation, where the meeting convener addresses the agenda of the meeting and circulates it to all the meeting invitees. This agenda, in turn, moves through an approval cycle before being sent out to every invitee's inbox

- ▶ **Ad-Hoc Meeting:** In case of an urgent meeting requirement, the solution allows for ad-hoc meetings to be initiated directly without having to create committees. Invites can directly be sent to concerned stakeholders
- ▶ **User Calendar:** The solution provides an initial dashboard view to all users, which comes with a calendar reflecting all meetings that the user has accepted invites for. Meeting details in the calendar can be sorted in a monthly, weekly, or yearly manner, as per the user's preference
- ▶ **Notifications:** Once a meeting request is sent out, notifications are received via e-mail. The meeting invites are also received on the calendar in the dashboard view. Users can directly accept these invites from the dashboard or access their inbox for the same. External members are also intimated about invites directly through mails



Benefits

Our Board Meeting Management Solution empowers boards with tools to manage their meetings effectively, as these are held to address the challenges of a changing market place, dynamic regulations and balance between risk and strategy. With a solution that helps in efficient management of records, effectively tracks progress of projects and enhances member collaboration, boards can bring about changes best suited to the organisation.

Following are the benefits of the Board Meeting Management Solution:

- ▶ Accessible through the Newgen private cloud platform

- ▶ Allows access to a tracking committee and meeting details such as, agenda, minutes, actionable assigned, their progress
- ▶ Easy access to relevant documents shared to help cater to future events for the organization
- ▶ Last minute updates reach every layer of the hierarchy on time
- ▶ Security of sensitive documents and information shared during closed session meetings ensured
- ▶ Accessible through smartphones, ensuring easy access and easy sharing of soft copies
- ▶ Collation of data from various sources, ensuring easy, efficient and improved decision-making
- ▶ Compliance with global industry standards and evolving regulations ensured
- ▶ Paperless solution and BPM based workflow equipped with capability for approvals



About Newgen

Newgen Software is a vendor/provider of Business Process Management (BPM), Enterprise Content Management (ECM), Customer Communication Management (CCM), Document Management System (DMS), Workflow and Process Automation software. The company has a global footprint in over 60 countries with large, mission-critical solutions that have been deployed in Banks, Insurance firms, BPO's, Healthcare Organizations, Government and Telecom Companies.

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