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Institut Luxembourgeois
des Administrateurs



twelve

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We make your Board communication and collaboration efficient and secure.

twelve Directors Portal– secure information platform for the Board and Executive Management



Accessing business-related information anytime and anywhere in a safe manner is essential for members of the Board of Directors and Executive Committees. Long gone are the days when meeting preparation was performed only at the office. The members of the Board of Directors and Executive Committees need flexibility of access to their information and documents – whether at the office, at home, on a plane, or on their mobile computer.

twelve Directors Portal is the ideal software solution for today's Board members' needs. With **twelve Directors Portal**, your documents and data are just as safe when read and edited in public or on the run, as they are at your office. Years of experience went into the design and development of **twelve Directors Portal**.

Get to know **twelve Directors Portal**:

- **twelve Directors Portal is easy to use**
- **twelve Directors Portal is always up-to-date and transparent**
- **twelve Directors Portal is available both online and offline**
- **twelve Directors Portal provides maximum security**
- **twelve Directors Portal enables collaboration**

Corporate governance begins with clarity

Clear communication is essential to your company's success. However, access to data reserved solely for the corporate governance must remain regulated and secure, yet easily accessible to authorized parties. Both Management and administration must constantly be updated with current data, and also have clear communication pathways in order to facilitate good corporate governance.

With **twelve Directors Portal**, sensitive information is available only to those who may need it. Unauthorized access is excluded.

Increase transparency

All authorized parties will have access to the same information at the same time, through the same channel of information.

Allow comparison scenarios

Historic data is archived and any document can be easily compared with a new version. This is an advantage for strategic discussions where it is handy to compare the new strategy with earlier plans discussed previously.

Create conditions to comply with the rule conformity

With automatic archiving of documents and data, **twelve Directors Portal** supports the Secretariat and allows compliance with legal and regulatory requirements.

Facilitate traceability

The who, what, and when regarding access is safely logged. This helps internal audits and contributes to good corporate governance.

Reinforce collaboration

twelve Directors Portal improves and simplifies the internal collaboration between governing bodies with additional instruments for surveys, polls, circular resolutions and giving feedback on documents.

twelve Directors Portal simplifies communication at the highest level

twelve Directors Portal, for the secure exchange of confidential documents and collaboration, consists of three modules:

- **twelve Admin** – the management tool for the Secretariat, for planning and creating meetings and documents, and for managing the users of **twelve Directors Portal**.
- **twelve WebApp** – online access with your laptop or desktop computer, for easy, intuitive operation at home, in your hotel room, or at the office.
- **twelve mobile** – mobile access to data and documents, anywhere and anytime from your iPad or Windows tablet.



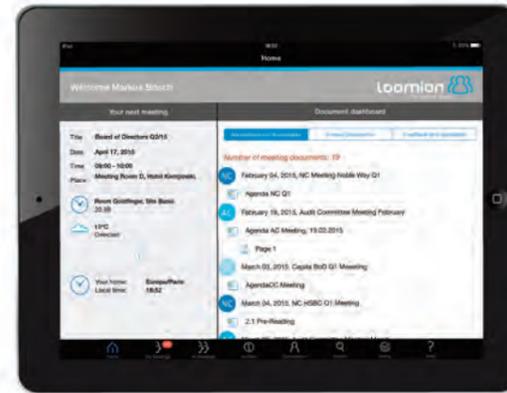
twelve mobile – with all functions on-the-go



The Home screen

On the welcome screen of **twelve mobile**, it's all about your next meeting – where you have to be and when, as your trip is planned; what you need to know about the location of the meetings; and all necessary information, including the contents of your meeting.

Without a heavy folder. Without risk. In your secure data environment.



Collaboration and delegation of tasks

You can delegate the review of documents to your assistants or other people that need to be involved. They can edit the documents, highlight passages and leave comments. The edited documents will then re-appear on your **twelve mobile** app.

Thus, you can delegate tasks and collaborate on subject matters.



My Meetings and documents

On the personalized screen "My Meetings" of **twelve mobile**, you can find everything at a glance, including all your meeting times, as well as important documents.

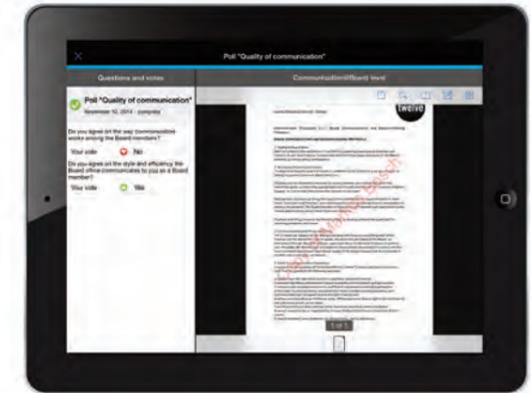
This facilitates the preparation for and follow-up to meetings considerably.



Voting

twelve Directors Portal facilitates polls to specific topic(s) within your committee. You may read the underpinning document and vote directly to the relative questions. This works perfectly online, as well as offline.

Streamline and accelerate the process of your circular resolutions.



Working with documents

Read your important documents, identify facts, underline important content, contribute your own ideas and add your handwritten personal notes.

This is the best preparation for your next meeting using **twelve Directors Portal**.



Search and Find

twelve mobile provides a comprehensive full-text search for all documents. The contents of all documents are indexed. After entering a search term, all documents which include the term are shown.

Simply enter, retrieve, and decide.



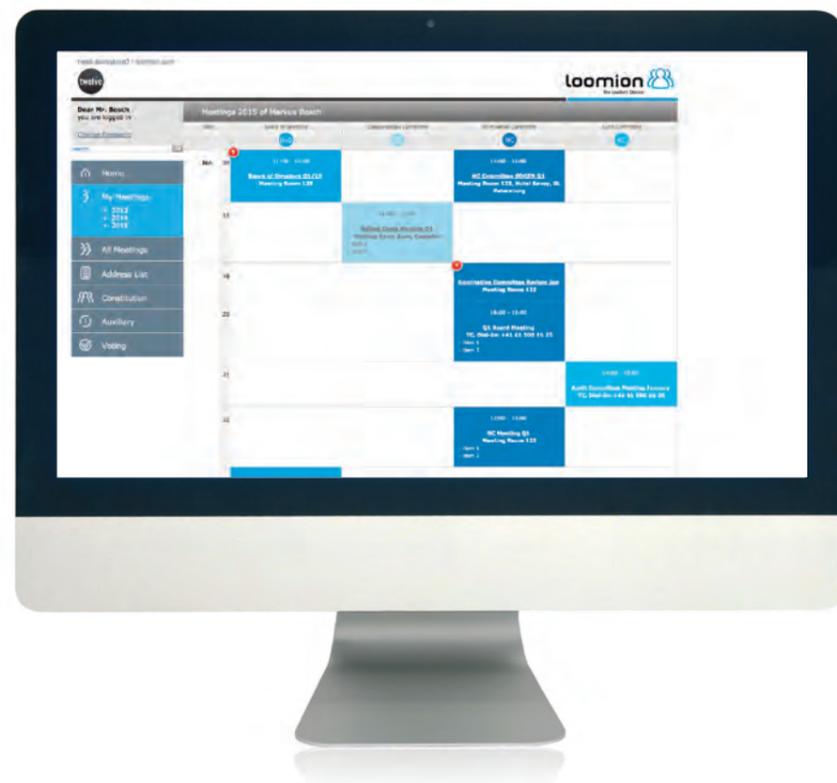
With the **twelve WebApp** work comfortably from your desk

The integrated user interface of **twelve Directors Portal** allows you to use all functions the same way, no matter the device, and the **twelve WebApp** has the same functionality as your app for the iPad. The only difference is your browser at your home or office allows you to work ergonomically.

Indulge yourself with the **twelve WebApp** for your next meeting, reaping the benefits of viewing all documents and details pre-, during, and post-meeting. Get information on the meeting calendar and to the members of the Committees. Take advantage of the excellent search functionality of **twelve WebApp** to find information quickly and efficiently.

Your assistant enjoys the same access to your documents, easing their review and editing process. With **twelve WebApp**, your authorized colleagues can view all documents, information, meetings and calendars, thus assisting you in the preparation and planning of meetings.

Very easy and straightforward. Simple and intuitive for all screens.



twelve Directors Portal keeps Boards of Directors and Management informed

No matter how much they travel, Board and Executive Management members must always remain up-to-date. **twelve Directors Portal** provides a unique solution. Board and Executive Management members can communicate from anywhere, working on documents without compromising the protection of corporate data. You always remain compliant with legal and regulatory requirements.

The **twelve Directors Portal** is suitable for all industries such as pharmaceuticals, engineering, financial, insurance, fund managers, and trading.

The advantages of **twelve Directors Portal** at a glance

- With twelve Directors Portal, all documents and data relevant to the Board and senior Management are accessible from your iPad and your computer with a **continuous, intuitive, and modern user interface**.
- twelve Directors Portal **fosters the collaboration among your colleagues**. Work with your peers on documents and delegate tasks to your assistants.
- twelve Directors Portal offers **separate access options for assistants** of Board and Executive Management members.
- twelve Directors Portal supports you with a **powerful** and easy-to-use **full-text search** on all documents.
- twelve Directors Portal provides you with an elaborate synchronization mechanism for all data and documents – giving **online and offline access**.
- **Location-based information about your meetings** can be provided by twelve Directors Portal and is automatically updated (logistics, weather and additional on-site activities).
- twelve Directors Portal enables you to attach **personal annotations and comments** to documents – **even handwritten**.
- The **calendar overview** of twelve Directors Portal facilitates scheduling and coordinating with other Board and Management members.
- twelve Directors Portal supports **multi-level digital signing** of documents, like meeting minutes, and **collaborating on documents by exchanging annotations** with the Board office.
- twelve Directors Portal **supports multiple Boards** within the same mobile app. You can easily switch between the mandates. Each mandate appears in their corporate colors and logo.
- twelve Directors Portal **grows with your needs** and can be adapted for any requirement of small and medium-sized companies, as well as international corporations.
- loomion is a **Swiss company** with the **highest quality standards**. The software is programmed exclusively in **Switzerland**.

twelve Directors Portal assists the Secretariat

Manage meetings and documents faster

The development of **twelve Directors Portal** was due to an actual business case, and is focused on supporting the tasks of the Board of Directors' Secretariat. Therefore, we design the use to be as easy as possible. Years of experience, developing and operating the program for a global corporation, have helped us to systematically optimize the process of meeting preparation, document creation, and document management.

Whether creating meetings, uploading documents and data, managing users, or full-text searching, the intuitive user interface of **twelve Directors Portal** gets all tasks done quickly, especially when time is scarce.

Software based on proven standards

twelve Directors Portal manages documents and data with the document management system Microsoft SharePoint, which is probably already a standard part of your corporation's IT environment.

Service around the clock

After the introduction of **twelve Directors Portal** in your business and personal training, we are still always there for you – 24 hours a day, 7 days a week – throughout the year.



twelve Admin helps you to be better organized



Flexible through Microsoft SharePoint

By using the document management system Microsoft SharePoint, we can ensure the best possible integration with your Microsoft Office environment for document creation. If you want more functionalities in the document creation or integration of automated workflows, we will help you with our competent SharePoint Team.

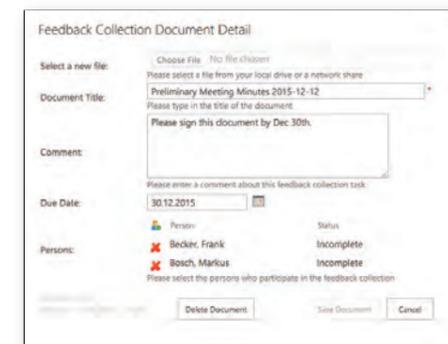


Create meetings without complication

Scheduling meetings with **twelve Admin** is simple: enter start and end date, time, agenda, and location in the screen – **done!** Additionally, short-term modifications to meeting time or venue can be communicated to the participants. The "drag&drop" feature for uploading documents directly from your Windows Explorer allows easier and more efficient working.

Notifications to Board members

If the documents are uploaded, **twelve Admin** supports the secretariat with sending of notifications to all members via email, SMS or directly to their mobile devices. By this, the Board members are informed about the availability of new documents.



Signatures and feedback

twelve Admin allows the collection of electronic signatures on documents. The Board members sign documents with their personal certificate installed in **twelve mobile**.

Furthermore, the Board office may also send out a document to the Board members to collect their feedback. This could then be edited with annotations and comments and sent back to the Secretariat.

twelve Directors Portal is your reliable software solution

Safety, safety and again safety

Because members of the Board or Executive Committee obtain documents on a "need-to-know" basis, unauthorized persons are excluded. This also applies to the synchronization by the **twelve mobile**. The network traffic is basically ("end-to-end") encrypted according to best practices, making interception impossible.

To access the contents of **twelve Directors Portal**, the user must, among other security measures, enter his/her password. After five failed attempts, **twelve mobile** will securely wipe its database from the tablet device.

The documents and data are well secured on the mobile device because the database is also encrypted according to state-of-the-art technology. The safety concept also includes an archiving policy that automatically deletes all documents and data from the mobile devices that are older than, say, one year.

Securing the network perimeter

The **twelve mobile** app is protected by "strong authentication". This means that each device is equipped with a unique certificate and stores the user's Microsoft Active Directory credentials.

To authenticate the user and to encrypt the communication with the servers, **twelve Directors Portal** uses your internal Public Key Infrastructure (PKI). If you do not have your own PKI, third-party certificates can be integrated easily.

The perimeter of the network of your company is terminated by a Web Application Firewall (WAF). It monitors all communication between servers and your mobile devices. The firewall also checks the access requirements of **twelve WebApp** and other external devices that want to access your business data on **twelve Directors Portal**.

To fulfill the auditing obligations of traceability, a log is fed through all accesses. Thus, during an audit, the auditors have insight regarding who accessed which documents and when they were accessed.

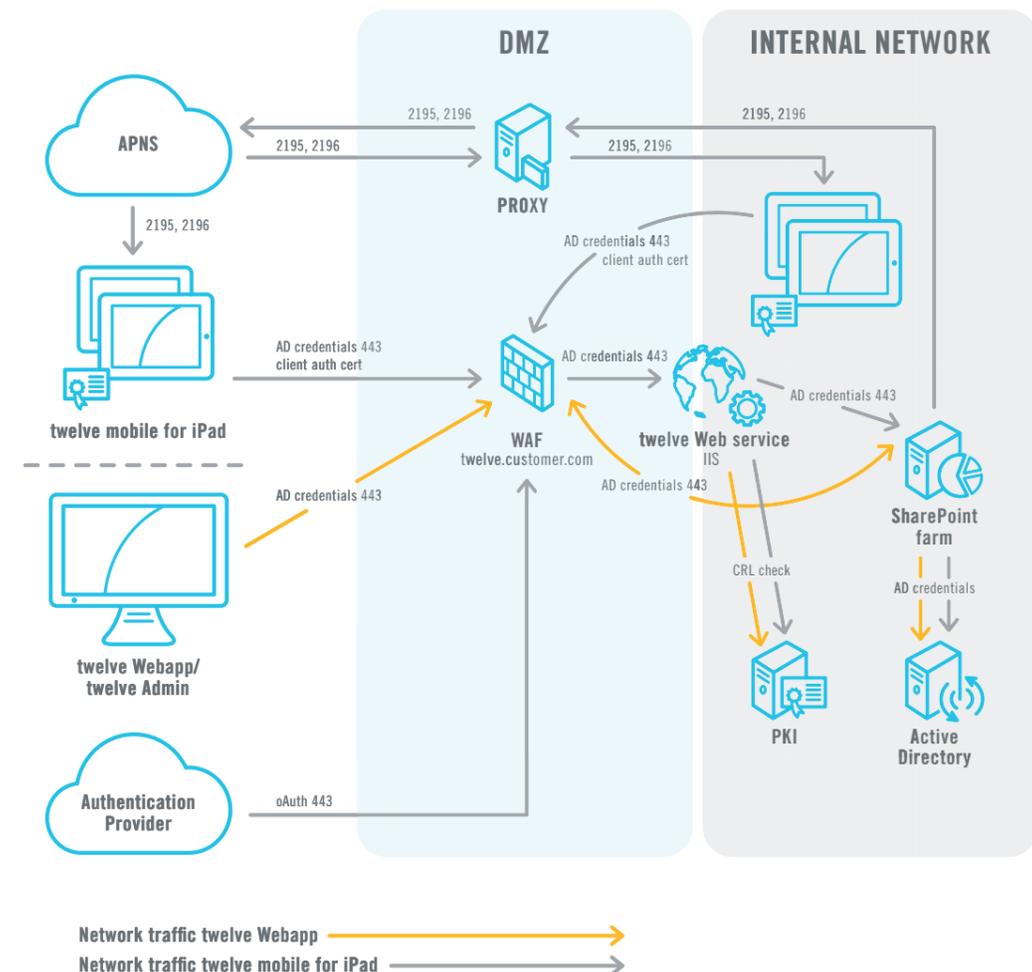
With twelve Directors Portal you are the master of your data

You're in control of your data...

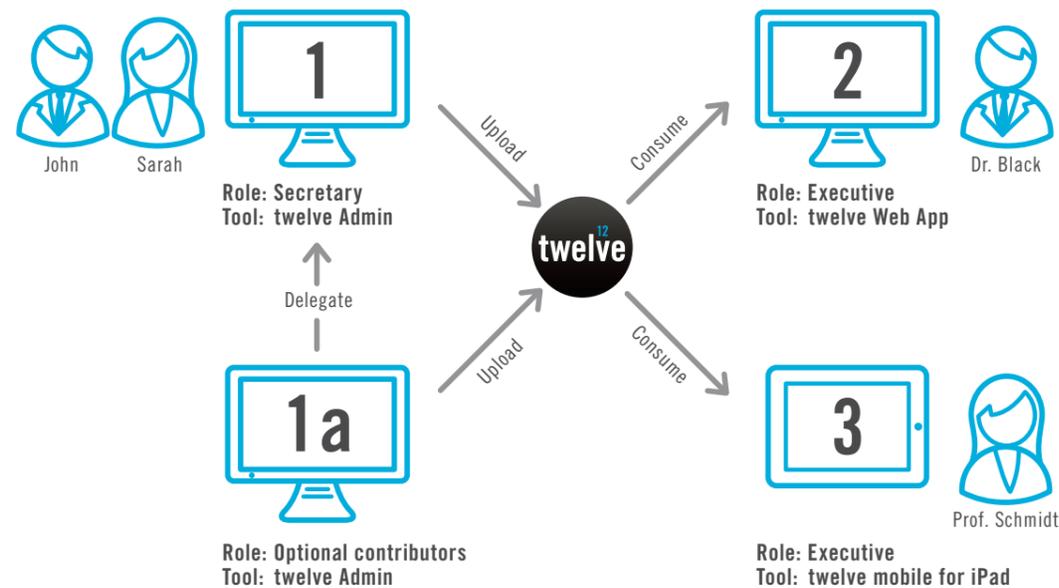
All data and documents are stored on your corporate servers with their own infrastructure. This allows you complete control over access to your most relevant information because documents are only available on the devices of Board and Executive Management members to whom you explicitly grant access. Thus, **twelve Directors Portal** helps protect your sensitive data against unauthorized access – internally and externally.

... even if you use our hosting service (SaaS).

We care about your data as if it was our own. If your IT strategy doesn't allow for your own Microsoft SharePoint infrastructure, we offer you high-available hosting services in one of our safe TIER III data centers in Switzerland or Luxembourg. Your secretaries load the data and manage the access of the users using the **twelve Admin** user interface. The members of your Board or Executive Management then access this infrastructure via **twelve mobile**, and on their laptop using **twelve WebApp**.



How does the interaction work between you and loomion twelve?



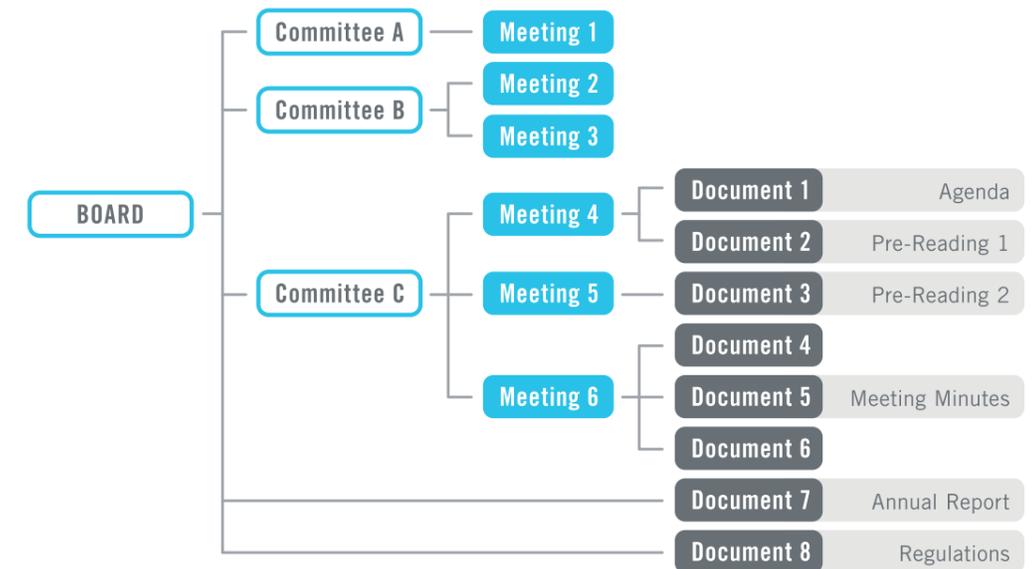
twelve Directors Portal is your central management and storage solution for your business's Board and Management meetings, along with their associated documents. Here is how it works :

1) Sarah and John, the Board secretaries, are planning meetings and load the associated documents on the administration interface **twelve Admin**. Already at this point, a role-based model is applied. Employees with different areas of responsibility have access only to the content they upload themselves.

1a) Other authorized persons are also working on meeting agenda documents or specific topics. This is also done via **twelve Admin**. If necessary, these documents are made visible to the Board or Executive Management members, only after an approval workflow releases the documents.

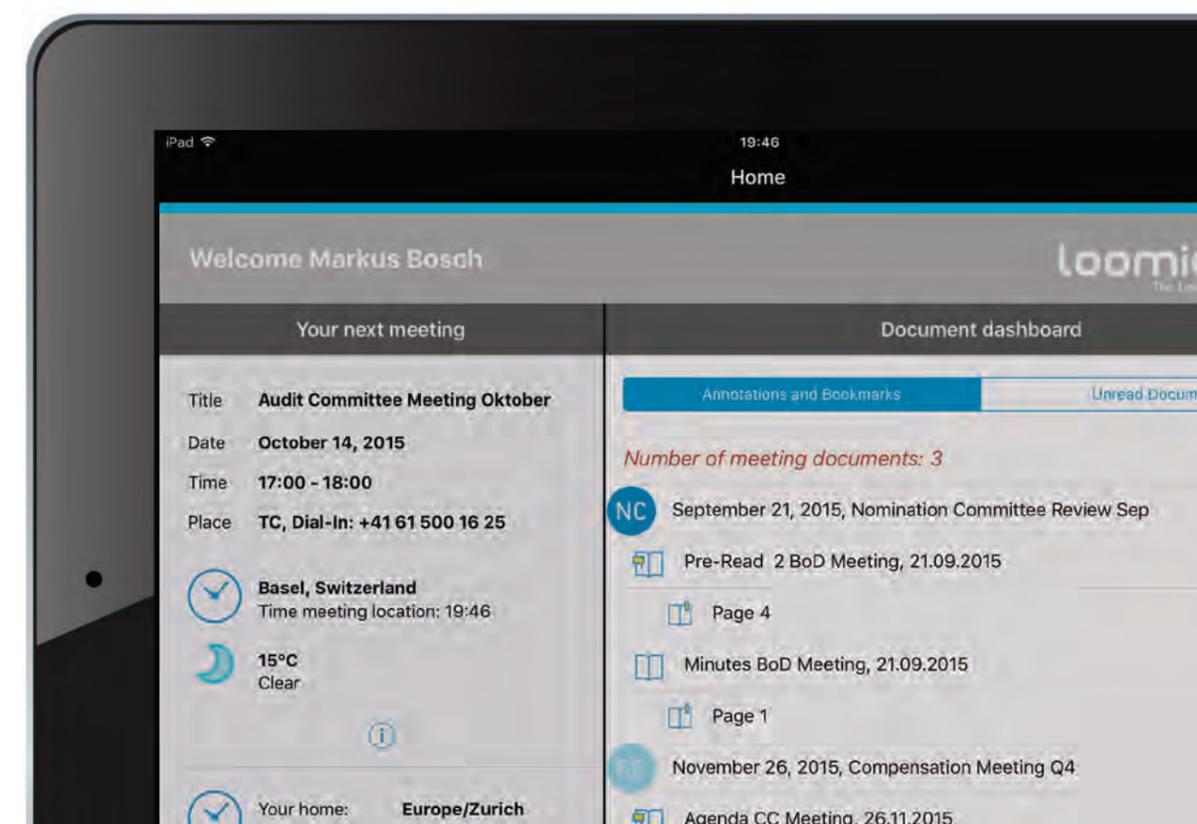
2) Dr. Black, a member of the Board of Directors, accesses the next meeting's data and documents on the **twelve WebApp** from his laptop. So, he can perfect his preparation for his next committee meeting.

3) Board member, Prof. Schmidt, is currently abroad on business travel. She can optimize her time on the plane because the automatic synchronization of **twelve mobile** updated the current meeting documents. She is, therefore, working offline on the meeting documents.



twelve Directors Portal divides a body (Board of Directors, Executive Management) into different committees, such as Audit, Nomination and Compensation Committee. Each of these committees has regular and irregular meetings, using different types of documents (invitation, agenda, meeting minutes) that are assigned for pre-meeting preparation and post-meeting follow-up. In addition, **twelve Directors Portal** can store documents that are not directly associated with a meeting, but are essential for fulfilling the tasks of each member. These include, for example, the annual report and various regulatory documents.

Personal documents, like information pertaining to the hotel or flight tickets, can be exchanged, as well, in a such a manner.





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