

CORPORATE CALENDAR 2016

January						
S	M	T	W	T	F	S
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3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24/31	25	26	27	28	29	30

- 05 : Breakfast Briefing
- 12 : Finalize (Y-1) Performance Appraisal Result) & Salary Adjustment for Employee – HC Dept
- 13 : Finalize (Y-1) Performance Appraisal Result) & Salary Adjustment for Executive – HC Dept
- 13-15 : One-on-one Meeting Subs (Dec 2014)
- 13-15 : Risk Management Quarterly – ERM Dept
- 19 : Kick Off ABM Investama
- 21 : Joint Board BoC – BoD Meeting (Salary Review)
- 22-23 : Kick Off Dept Head Meeting (2) + Leaders Cafe
- 26 : 10 Executives Group Meeting
- 27 : Audit Committee Quarterly Meeting + Combined Meeting

February						
S	M	T	W	T	F	S
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28	29					

- 11-12, 15 : One-on-one Meeting Subs
- 18 : 10 Executives Group Meeting
- 22 : Combined Meeting
- 23 : Corporate Social Investment (CSI) – CSR Dept.
- 24 : Gathering of ABM Group Marketing Forum – COO
- 25 : Audit Committee Monthly Meeting
- 25 : Joint Board BoD-BoC Meeting (Q4 2015)
- 25 : BoC Meeting & BoC Committee Meeting
- 25 : Town Hall
- 29 : Transformation initiatives 2015 – 2016

March						
S	M	T	W	T	F	S
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27	28	29	30	31		

- 02 : Dept. Head Meeting
- 08 : 10 Executives Group Meeting
- 10-11, 14 : One-on-one Meeting Subs
- 15 : Breakfast Briefing
- 21 : Combined Meeting
- 23 : ERM Annual Meeting
- 28 – 31 : Coaching One-on-One Quarterly – HC Dept
- 29 : Audit Committee Monthly Meeting
- 30 – 31 : PDQA 2016
- 31 : Proforma Financial Statement

April						
S	M	T	W	T	F	S
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- 07 : 10 Executives Group Meeting
- 13 : Joint Board BoC – BoD Meeting (Bonus Review)
- 13 : BOC Meeting (Bonus Review)
- 12-13 : Bonus Appraisal (2015)
- 12-14 : One-on-one Meeting Subs
- 12-14 : Risk Management Quarterly - ERM Dept
- 13 : Service Year Award
- 27 : Audit Committee Quarterly Meeting + Combined Meeting
- 27 : Breakfast briefing

May						
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- 04 : 10 Executive Group Meeting
- 09 : Gladi Bersih AGMS (RUPST) with BOD - BOC
- 10 : 2nd Gathering of ABM Group Marketing Forum – COO
- 11-13 : One-on-one Meeting Subs
- 16-20 : Medical Check Up Karyawan - HC Dept
- 18 : AGMS(RUPST)/ PE
- 19 : Dept. Head Meeting
- 23 : Combined Meeting
- 24 : Joint Board BoD-BoC Meeting (Q1 2016)
- 24 : BoC Meeting & BoC Committee Meeting
- 24 : Town Hall
- 26 : Audit Committee Monthly Meeting
- COMPLIANCE MONTH

June						
S	M	T	W	T	F	S
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- 01 : Breakfast Briefing
- 02 : 10 Executive Group Meeting
- 10, 13, 14 : One-on-one Meeting Subs
- 20 : Combined Meeting
- 20-24 : Coaching One-on-One Quarterly – HC Dept
- 20-24 : Half Year Performance Appraisal Result
- 23 : Buka Puasa Bersama
- 30 : Proforma Financial Statement
- 30 : Audit Committee Monthly Meeting
- PEOPLE MONTH

July						
S	M	T	W	T	F	S
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24/31	25	26	27	28	29	30

- 12-14 : One-on-one Meeting Subs
- 12-14 : Risk Management Quarterly – ERM Dept
- 14 : TMT Halal Bihalal (PIC: ABM)
- 14 : Talent Review with BOC – HC Dept
- 14 : BOC Meeting (talent review)
- 14 : Joint Board BoC-BoD Meeting (Talent Review)
- 15 : Dept Head Meeting
- 19 : Progress Report for H1-2016 Initiatives
- 21 : 10 Executive Group Meeting
- 27 : Audit Committee Quarterly Meeting + Combined Meeting
- 27 : Breakfast Briefing

August						
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- 03 : Breakfast Briefing
- 09 : Kick Off ABM Group Strategy Meeting 2016 – CSP Dept
- 10-12 : One-on-one Meeting Subs
- 16 : ABM Group Strategy Socialization Meeting for Dept. Head
- 18 : 10 Executive Group Meeting
- 22 : Combined Meeting
- 24 : Joint Board BoD-BoC Meeting (Q2 2016)
- 24 : BoC Meeting & BoC Committee Meeting
- 24 : Town Hall
- 24 : 3rd Gathering of ABM Group Marketing Forum – COO
- 25 : Audit Committee Monthly Meeting
- 18&19, 29&30 : Executive Training – HC Dept

September						
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- 07 : 10 Executive Group Meeting
- 08 : Dept Head Meeting
- 13 : BOD Weekly Meeting + 1st draft SBU strategy & risk management presentation
- 13-15 : One-on-one Meeting Subs
- 15-16 : People Session – HC Dept
- 21 : Breakfast Briefing
- 26 : Combined Meeting
- 26-30 : Coaching One-on-One Quarterly – HC Dept.
- 29 : Audit Committee Monthly Meeting
- 30 : Proforma Financial Statement
- 01-31 : Employee Opinion Survey – HC Dept

October						
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- 06 : BOC Meeting
- 06 : Joint Board BoC – BoD Meeting (Corp. Strategy Planning)
- 06 : 10 Executive Group Meeting
- 10 : BoD Weekly Meeting + Final SBU strategy & risk management presentation
- 10 : 1st draft SBU Budget Presentation
- 12-14 : One-on-one Meeting Subs
- 12-14 : Risk Management Quarterly – ERM Dept
- 16 : ABM Birthday
- 17 : Pengajian & Selamatan Ulah ABM
- 25 : Breakfast Briefing
- 27 : Audit Committee Quarterly Meeting + Combined Meeting

November						
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- 02 : Dept Head Meeting
- 03 : 10 Executive Group Meeting
- 07 : Final SBU Budget Presentation
- 09 : Joint Board BoD-BoC Meeting (Q3 2016)
- 09 : BoC Meeting & BoC Committee Meeting
- 09 : Town Hall
- 10-11, 14 : One-on-one Meeting Subs
- 15 : Kick Off Audit & Actuary
- 17 : Annual Planning Meeting
- 18 : Dept Head Meeting + Leaders Cafe
- 21 : Combined Meeting
- 24 : Corporate Social Investment (CSI) – CSR Dept.
- 24 : Audit Committee Monthly Meeting
- 1-30 : 360 degree CVLT Survey – HC Dept

December						
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- 01 : 4th Gathering of ABM Group Marketing Forum – COO
- 07 : 10 Executive Group Meeting
- 09 : KPI Submission (Y+1)
- 12-16 : Coaching One-on-One Quarterly – HC Dept.
- 13-15 : One-on-one Meeting Subs
- 16 : Full Year Performance Appraisal
- 19 : Combined Meeting
- 21 - 22 : ABM Group Talent Strategy Review (P Session) – HC Dept
- 28 : Year End Potluck
- 29 : Audit Committee Monthly Meeting
- 30 : Proforma Financial Statement

DESCRIPTION	
1. 	: Every MONDAY on ODD week : IDPP Tahap Persetujuan
2.	EVERY MONDAY BOD WEEKLY MEETING
3. 	: CSR ABM Group Volunteers
4.	Every Wednesday: IDPP Tahap Analisa

