

- Identification of the legal entities involved in the transaction or business; and
- Identification of the reputational risk issues, analysis of such risks and details of the business line's view of how such risks can be mitigated or managed.

The paper supporting the proposal should anticipate as much as possible the wide range of questions that a proposal of its nature might expect to attract at an ARRC meeting.

**For all CB&S proposals, a pre-clearance from Jeff Mayer, business head for CB&S, is required before the transaction is reviewed by the ARRC. Leslie Slover, business manager for CB&S, acts as alternate.**

The presenter(s) of the proposal will be informed of the ARRC's decision after the meeting, by the Committee Secretary, the Chairman or by a nominated member.

#### 5.4 Quarterly Meetings

Quarterly meetings will be held to review the regional reputational risk profile and direction; trends in reputational risk and any adjustments required to the regional reputational risk appetite. The agenda for the quarterly meetings will include:

- Review of risk appetite;
- Review of global and regional trends;
- Update of regional reputational risk tolerances;
- Topical review of articles on competitors, industry trends;
- Review of AWM reputational risk issues; and
- Adjustment, if necessary, of regional reputational risk appetite.

See Section 7 for Risk Appetite.

## Section 6: Committee Operations

### 6.1 Agenda

A meeting agenda and supporting materials will be distributed to members before each meeting. The agenda will consist of items sourced by the Secretary, in response to requests by the businesses for a reputational risk review of potential transactions or relationships.

The agenda/materials will be maintained by the Secretary.

### 6.2 Minutes

The Secretary will record minutes of each meeting. The secretary will maintain the minutes for review by the committee, auditors and examiners. The secretary will also report all minutes to the Group Reputational Reporting Network on a monthly basis, for aggregation into global trend reports.

### 6.3 Periodic Reports

The Secretary will be responsible for creating periodic reports of topics discussed, decisions made and follow-up actions at the Committee's request or for review by auditors and examiners, and for reporting to the North America ExCo.