ISMS  Management Review Meeting

Date & time      Place

A G E N D A

Introduction
a) Purpose of this meeting
b) Agenda items and priorities (if agreed, we may take pressing business first)
c) Recap, confirm minutes and close-off actions from previous Management Review

ISMS governance and management
d) Significant organization, business or other changes relevant to the ISMS including laws, regulations or other compliance obligations
e) Confirm ISMS scope and objectives
f) Review information security strategy, plans, rôles and responsibilities
g) Information security resourcing including budget and return on security investments
h) Review ISMS performance and trends (security metrics)
i) Information security policies

Information risk management
j) Significant information risks (threats, vulnerabilities and impacts) and opportunities, including information security incidents affecting this or other organizations
k) Prioritization of information risks relative to other business risks (risk register)
l) Risk treatments including information security projects and initiatives

Business continuity management
m) Resilience, recovery and contingency plans, preparation and arrangements
n) Continuity exercises – plans and results, improvements arising

ISMS continuous improvement
o) ISMS internal audits and management reviews – key findings, issues and plans
p) Feedback from or concerning external parties
q) Opportunities to improve the ISMS including preventative and corrective actions

Close
r) Actions arising from this meeting (with owners and due dates)
s) Resolutions for executive management approval
t) Next Management Review – date, venue, purpose, agenda items, invitees
u) Any other business