

ADIB – Procedure

(All ADIB International Branches)

Integrated Management System Review

PRC-ITD-112

Date: 30th April 2023

Version: 10.1

Version Control & Change Management

Ver. No.	Issue date	Brief About Change (What & Where)	Reason for Change
10.1	April 2023	Document reviewed. No change required.	Process annual review
10.0	April 2022	Frequency of conducting IMS review has been changed to "Annual review" instead of Twice a year	Align with current practices
9.0	April 2021	Updated Head of OCIO/designate roles & responsibilities	Annual Review, reflect functional level organization changes.
8.0	May, 2020	Modified document ownership	To align with organization structure
7.1	Publishing date	Annual review	Annual review and concurrence for republishing the document.
7.0	Publishing date	Realigned the IT Security Operations roles and responsibilities with GISD	Reviewed and aligned with GISD Information Security Policy
6.0	Publishing date	New Template	Moved to New approved template for uniformity of all documents
5.4	Publishing date	Minor Changes- the term spot check replaced with IT Controls Assurance , ISO 27001 version changed from 2005 to 2013	IT Spot check standard and procedure withdrawn and replaced with IT Controls Assurance Standard; ISO 27001 certification is upgraded to 2013
5.3	Publishing date	Minor Changes – format change done Updated with changes suggested Process Owner	New Template of Procedure being practiced. To correct the responsibility to IT GRM

Prepared by	Approved by	Reviewed by
Governance Team	Head of OCIO	IT Governance Manager

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1. Purpose & Scope

The objective of this process is to outline scheduled Management Reviews carried out within the Information Technology Division (ITD) to provide a systematic basis for evaluation of the documented Integrated Management System (IMS).

This procedure is applicable to Integrated Management System of ADIB ITD.

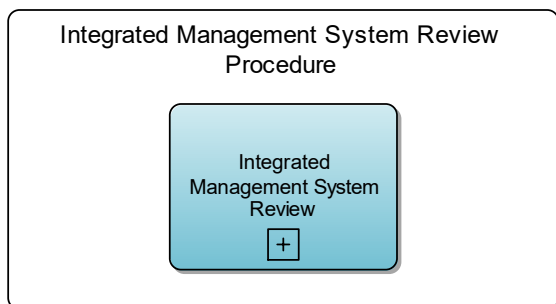
2. Procedure Owner

Head of OCIO

3. RACI

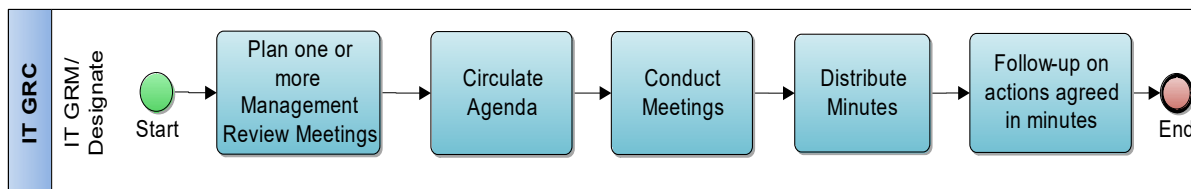
Roles / Activity	Head of OCIO/ Designate
Integrated Management System Review	A, R

4. High Level Workflow



5. Detailed Process Description and Workflows

4.1 Integrated Management System Review



Sr. No.	Process Step Description	Responsibility	Document (Record, WI) / Tool Reference
1	Plan MR meeting(s) Management review meetings shall be conducted annually, or as and when required. Attendees:	Head of OCIO/ Designate	



	<p>The Integrated Management Review Team is made up of the CIO/Designate, Technology GRC Head/ Designate and ITD Department Heads / Managers.</p> <p>This shall be performed to regularly monitor the suitability and effectiveness of the Integrated Management System and to ensure that key personnel are fully committed to the requirements of the Integrated Management Policy and documented procedures, and to ensure that compliance with user requirements are fully achieved at all stages of the process.</p>		
2	<p>Circulate agenda</p> <p>An agenda for such reviews is prepared and distributed.</p>	Head of OCIO/ Designate	Review Meeting Agenda
3	<p>Conduct meeting(s)</p> <p>Subjects for discussion at Integrated Management Review meetings include but are not limited to:</p> <ul style="list-style-type: none"> • Results of surveys. • Actions proposed at previous review meetings and their status. • Reported findings of internal, external audits, IT controls assurance review and their status. • End User complaints and their status. • Nonconformity reports. • Effectiveness of agreed corrective actions. • Requirements for new or revised Departments, Procedures. • Training needs. • Performance reviews; and • Agreement on the date for next meeting. 	Head of OCIO/ Designate	Review Meeting Minutes
4	<p>Publish minutes</p> <p>Minutes of review meeting of the various reviews are recorded and distributed to appropriate personnel. These minutes form part of each Departments' records.</p>	Head of OCIO/ Designate	Minutes of the meeting
5	<p>Follow up on actions</p> <p>Ensures that the actions proposed and agreed at Integrated review meetings are continually monitored to ensure timely closure of the action items between reviews.</p>	Head of OCIO/ Designate	

6. Risks and Controls

Risk	Controls	Reference (section number in the procedure)
Risk of losing ADIB business unit's confidence on ITD services due to non-conformance to IMS requirements, in the event of management reviews not being performed and absence of follow up on actions.	Management meetings for IMS review are conducted to monitor the suitability and effectiveness of the Integrated Management System and to ensure that key personnel are fully committed to the requirements of the Integrated Management Policy.	4.1 Integrated Management System Review
	Actions proposed and agreed at Integrated review meetings are continually monitored to ensure timely closure of the action items between reviews.	4.1 Integrated Management System Review

7. Key Performance Indicators (KPIs)

Sr. No.	KPI	Target	Source	Reporting to	Frequency	Measurement
1	% of timely closures of proposed actions during integrated review meetings	100%	Manual	ITD Senior Management	Annually	<u>Actual actions done as per proposal</u> / Total planned events * 100

8. Appendixes

Annex I: Acronyms

ADIB	Abu Dhabi Islamic Bank
ITD	Information Technology Division
IMS	Integrated Management System
CIO	Chief Information Officer

Annex II: References

IMSM-ITD-001 IMS Manual	Head of OCIO/ Designate
IMS-ITD-001 Appendix-F Statement of Applicability	Head of OCIO/ Designate
IMS-ITD-001 Appendix-G- IT Security Roles-Responsibilities	Head of OCIO/ Designate

Annex III: References

Doc. Ref. No.	Name	Type of Document (Policy / Standard)
IMSM-ITD-001	IMS Manual	Manual