**ISMS Management Review Meeting**

Date & Time, Place

**A G E N D A**

Introduction

* 1. **Purpose** of this meeting
  2. **Agenda** items and priorities (if agreed, we may take pressing business first)
  3. **Recap**, confirm minutes and close-off actions from previous *Management Review*

ISMS governance and management

* 1. Significant organization, business, or other **changes** relevant to the ISMS including laws, regulations, or other **compliance** obligations
  2. Confirm ISMS **scope** and **objectives**
  3. Review information security strategy, plans, roles, and responsibilities
  4. Information security **resourcing** including budget and return on security investments
  5. Review ISMS performance and trends (security **metrics**)
  6. Information security **policies**

Information risk management

* 1. Significant information **risks** (threats, vulnerabilities, and impacts) and opportunities, including information security **incidents** affecting this or other organizations
  2. Prioritization of information risks relative to other business risks (**risk register**)
  3. **Risk treatments** including information security **projects** and initiatives

Business continuity management

* 1. **Resilience, recovery** and **contingency** plans, preparation, and arrangements
  2. Continuity **exercises** – plans and results, improvements arising

ISMS continuous improvement

* 1. ISMS **internal** **audits** and management reviews – key findings, issues, and plans
  2. Feedback from or concerning **external parties**
  3. Opportunities to **improve** the ISMS including preventative and corrective actions

Close

* 1. **Actions arising** from this meeting (with owners and due dates)
  2. **Resolutions** for executive management approval
  3. **Next Management Review** – date, venue, purpose, agenda items, invitees
  4. **Any other business**