**Management Review Minutes**

The meeting of the [name of body] was held on [date] and was attended by:

* [name]

The purpose of the meeting was to review the suitability, adequacy and effectiveness of the Information Security Management System (ISMS).

Materials or information reviewed at the meeting include the following:

1. [name and date of internal audit report], [name and date of external audit report], [names and dates of other internal reviews, as well as reviews of suppliers and/or outsourcing partners]
2. [document or description of feedback received from interested parties]
3. [documents or description of methods, products or procedures, as well as emerging good practice and guidance, which can be used to improve effectiveness of the ISMS]
4. [Risk assessment and risk treatment report and implementation status from Risk treatment plan]
5. Status of nonconformities and corrective actions
6. [document or description of monitoring and measurement evaluation results], including the report on whether the objectives have been achieved
7. Status of follow-up actions that should have been taken after the last management review
8. [document or description of changes in internal and external issues that could have affected the ISMS]
9. [document or description of recommendations for improvement, including changes to ISMS Policy and objectives]
10. [name and date of report on exercising and testing results]
11. [name and date of report or document about the review conducted after a disruptive incident]

The following decisions were made at the meeting:

1. [description of changes in the ISMS scope]
2. [description of actions for the improvement of ISMS effectiveness]
3. [description of how risk assessment, business impact analysis, business continuity plans and the Risk Treatment Plan should be updated]
4. [description of changes made to the documentation and/or controls that were necessary due to internal or external changes]
5. [description of resources approved for implementation]
6. [needs for financing or budgeting]
7. [description of how effectiveness measurements must be improved]
8. [list of interested parties to which the decisions made on this Management Review meeting need to be communicated]

[job title]

[name]

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[signature]