**Management Review**

**Meeting Minutes**

XXXX

|  |  |
| --- | --- |
| **Meeting date:** |  |
| **Meeting time:** |  |
| **Location:** |  |
| **Created by:** |  |
| **Approved by:** |  |
| **Approval date:** |  |
| **Next meeting plan:** |  |

**INTERNAL**

**Attendance**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Position** | **Organization** | **Participation** |
|  |  |  |  |
|  |  |  |  |
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**CONTENTS**

1. **AGENDA ITEMS**
2. **Status of actions from previous management reviews**

During the Management Review meeting, the implementation status of the action items and managerial decisions was reviewed and assessed as follows:

**Table 1:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Action** | **Assigned to** | **KPI’s** | **Due Date** | **Resources** | **Comment** |
| Review of previous Audit findings | Michael | Remediation of Audit findings | Q3 2023 | Internal, PT, | The only outstanding item is a 2022 Internal audit OFI for the lack of CCTV in the server room, due to be completed in Q4 2023 |

1. **Changes in external and internal issues that are relevant to the ISMS**

Changes in external and internal issues that are relevant to the ISMS were discussed with the participants in the MR meeting.

**Internal:**



**External:**



**Jurisdictions and regulations**

* No changes

1. **Feedback on the information security performance**
2. **Non-conformities and corrective actions**

There is one open findings from the 2022 internal audit. Enclosed is the list:

|  |  |  |
| --- | --- | --- |
| **Major NC** | **Minor NC** | **OFI** |
| 0 | 0 | 1 |

* The findings from the 2022 external and internal previous audits are recorded and progressed in the attached spreadsheet

1. **Monitoring and measurement results**

* **ISMS Non Conformity log was reviewed and no outstanding items were found**

1. **Internal Audit Results**

* **XXXX ISMS ISO 27001 Internal Audit\_Report v1.1docx** was reviewed.

|  |  |  |
| --- | --- | --- |
| **Major NC** | **Minor NC** | **OFI** |
| 0 | 8 | 4 |

* All the minor nonconformities relate to information security documents not updated in the last twelve months.
* The findings from the previous audits are recorded and progressed into into the ISMS non conformity log
* The internal audit results were discussed during the Management Review and their remediation due dates were agreed, as according to the information noted in the table above. If any changes are necessary, they will be respectfully requested into Monday.com, approved, and recorded there.

1. **Fulfilment of information security objectives**

The objectives set for 2022 were to meet Information Security Objectives

* The objective to identify any global or local policies and procedures that were not reviewed according with the requirements was not met, as 8 documents were identified as not been reviewed
* All other metrics have been met and were verified at time of internal audit or review.

1. **Feedback from interested parties**

* Information Security - Information Security Department’s assistance was required to assess XXXX compliance level with ISO 27001 Standard requirements.   Technical and procedural guidance was provided by the relevant teams in Information Security department to resolve identified gaps and non-conformities.   Continuous collaboration between XXXX and Information Security department will be integral in maintaining the high information security standard, that was set by BGT Vienna Bremen management as an ongoing objective.
* Corp IT –
* HR Management –
* XXXX Management –

1. **Results of Risk assessment and Risk treatment plan**

Internal Audit Non-conformities, Risk Assessment and Risk Treatment Plan have been reviewed during the Management Review meeting. **The management approved the findings and will allocate adequate resources to close the gaps and mitigate the risks as planned**.

* General Risk Levels – Agreed and approved by Senior Management.
* Risk Treatment Plan – Agreed and approved by Senior Management
* Residual Risk – Agreed and approved by Senior Management
* Risk Acceptance – Agreed and approved by Senior Management

1. **Opportunities for improvement**

Security objectives for 2024:

**Table 3:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Action** | **Assigned to** | **KPI’s** | **Due Date** | **Resources** |
| Carry out quarterly security audits/follow-up audits meetings. | All | Quarterly | Depending on timeframes for each | Security |
| Ensure all relevant XXXX documentation are updated | Security | Annually | August 2024 | Security |

Management review approval:

* These Management review minutes were approved by the Senior Management on