<Logo>

<Organization Name>

**Management Review Minutes**

|  |  |
| --- | --- |
| **Standard** | ISO/IEC 27001:2022 |
| **Date** | <DD/MM/YYYY> |
| **Meeting Location** | <Location> |
| **Meeting Chaired by** | <Name> |

|  |  |
| --- | --- |
| **Attendees** | |
| **Attendee Name** | **Title** |
| <Name> | <Department> |
| <Name> | <Department> |
| <Name> | <Department> |

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# Meeting Objective

The objective of this meeting is to assess the appropriateness, sufficiency, and effectiveness of the Information Security Management System (ISMS) for <Organization Name>, in compliance with ISO 27001:2022.

# Agenda

|  |  |  |
| --- | --- | --- |
|  | **Item** | **Details** |
| 1 | Actions Arising | Progress on previous actions raised during the last management review. |
| 2 | Changes | Review of significant changes (internal/external) relevant to the ISMS (business, legal, etc.). |
| 3 | ISMS Performance | Evaluation of performance, including nonconformities, corrective actions, audits, and metrics. |
| 4 | Interested Parties' Feedback | Discussion on feedback from ISMS stakeholders, including staff, clients, and external parties. |
| 5 | Risk Assessment & Treatment Plan | Review of risk assessment, risk treatment effectiveness, and any changes to the risk profile. |
| 6 | Continual Improvement | Identification of any improvements to the ISMS requiring top management approval. |
| 7 | <Item> |  |
| 8 | <Item> |  |

# Discussions and Key Points

|  |  |
| --- | --- |
| **Discussion Topic** | **Details** |
| Internal and External Audits | Reviewed audit reports, findings, and proposed corrective actions. |
| Feedback from Stakeholders | Summarized feedback received from interested parties (e.g., clients, regulators, employees). |
| Risk Assessment Review | Status of risk treatment plan and any new risks identified. |
| ISMS Effectiveness | Assessed the overall effectiveness of the ISMS in meeting the organization's security objectives. |
| Proposed Changes | Discussed any necessary changes or improvements to the ISMS for continual improvement. |
| <Topic> |  |
| <Topic> |  |

# Key Decisions

|  |  |
| --- | --- |
| **Decision** | **Details** |
| Approval of Changes | Approved changes to ISMS and any risk treatment actions. |
| Resource Allocation | Resources allocated for addressing nonconformities and implementing improvements. |
| Next Steps | Defined action items and assigned responsibilities for follow-up. |
| <Decision> |  |
| <Decision> |  |

# Action Items

|  |  |  |
| --- | --- | --- |
| **Action** | **Responsible Person** | **Deadline** |
| <Action 1> | <Name> | <DD/MM/YYYY> |
| <Action 2> | <Name> | <DD/MM/YYYY> |
| <Action 3> | <Name> | <DD/MM/YYYY> |
| <Action 4> | <Name> | <DD/MM/YYYY> |

|  |  |
| --- | --- |
| Next Meeting Date | <DD/MM/YYYY> |
| Meeting Closed by | <Name of Chairperson> |