



MANAGEMENT REVIEW AGENDA

Date: [Insert Date]

Time: [Insert Time]

Location: [Insert Location]

Meeting Attendees:

[Insert Name and Title of CEO or Top Management Representative]

[Insert Name and Title of Compliance Officer]

[Insert Names and Titles of Relevant Department Heads or Key Stakeholders]

Agenda:

1. Opening Remarks (5 minutes)

Welcome and introductions

Purpose of the management review

Reminder of confidentiality and impartiality

2. Review of Previous Management Review Actions (10 minutes)

Status of actions from the previous management review

Identify completed actions, pending actions, and any outstanding issues

3. Changes in External and Internal Issues (15 minutes)

Discuss changes in external factors affecting compliance (e.g., regulatory updates, industry standards)

Discuss changes in internal issues (e.g., organizational changes, resource allocation) relevant to compliance management



4. Performance and Effectiveness of the Compliance Management System (30 minutes)

a. Adequacy of Resources

- Evaluate the adequacy of resources (personnel, budget, tools) for maintaining compliance

b. Effectiveness of Actions Addressing Risks and Opportunities

- Discuss the effectiveness of actions taken to address identified compliance risks and opportunities

c. Opportunities for Improvement

- Identify areas within the Compliance Management System where improvements can be made

5. Decisions Related to Continual Improvement (15 minutes)

Summarize key findings and decisions related to opportunities for improvement

Discuss action items for implementing improvements within the Compliance Management System

6. Need for Changes to the Compliance Management System (10 minutes)

Determine if any significant changes or updates are required for the Compliance Management System based on the review findings

7. Retention of Documented Information (5 minutes)

Confirm the requirement to retain documented information as evidence of the management review results

Assign responsibilities for documenting the results of this management review

8. Closing Remarks (5 minutes)

Thank the participants for their contributions

Confirm the date of the next management review meeting



Meeting Adjourned

This agenda provides a structured framework for reviewing the Compliance Management System and making decisions related to continual improvement and necessary changes. Adjust the timing for each agenda item as needed based on the complexity and specific context of your organization.