TEMPLATE: MANAGEMENT REVIEW AGENDA

A Management Review Agenda for an ISO 22301:2019 Business Continuity Management System (BCMS) typically covers key aspects of the system's performance, its alignment with organizational goals, and opportunities for improvement. Here's a sample agenda:

Management Review Agenda
Date: [Insert Date]
Time: [Insert Time]
Location: [Insert Location]

1. Opening and Welcome
   - Welcome and introduction of participants.
   - Overview of the agenda and objectives for the management review.

2. Review of Previous Meeting Minutes
   - Recap of action items and decisions from the previous management review.
   - Confirmation of the status of previous action items.

3. Business Continuity Management System (BCMS) Performance
   - Presentation on key performance indicators related to the BCMS.
   - Analysis of incident reports, disruptions, and responses.
   - Evaluation of the effectiveness of implemented preventive and corrective actions.

4. Compliance with ISO 22301:2019 Requirements
   - Review of the BCMS's alignment with ISO 22301:2019 requirements.
   - Discussion on any identified non-conformities and their resolution status.

5. Business Continuity Policy and Objectives
   - Assessment of the organization's business continuity policy and objectives.
   - Confirmation of their alignment with overall business objectives.

6. Resource Adequacy
   - Review of resources allocated to the BCMS, including personnel, budget, and technology.
   - Identification of any resource gaps and proposed solutions.

7. Internal and External Issues
   - Discussion on internal and external factors affecting the BCMS.
   - Analysis of changes in the organizational context and the business environment.

8. Opportunities for Improvement
   - Identification of opportunities for enhancing the BCMS.
   - Consideration of feedback from internal audits, incidents, and lessons learned.

9. Review of Business Continuity Plans (BCP)
   - Examination of the status and effectiveness of existing Business Continuity Plans.

- Discussion on lessons learned from recent tests or actual incidents.

10. Communication and Awareness
- Review of communication strategies related to business continuity.
- Assessment of staff awareness and training initiatives.

11. Review of Key Performance Indicators (KPIs)
- Analysis of KPIs related to business continuity performance.
- Evaluation of trends and their implications for the BCMS.

12. Closing Remarks
- Summary of key discussion points and decisions.
- Next steps and actions arising from the management review.

13. Next Meeting Date and Adjournment
- Proposal for the date of the next management review.
- Adjournment of the meeting.

This sample agenda provides a structured framework for conducting a comprehensive management review of the Business Continuity Management System, ensuring that key aspects are covered and discussed among relevant stakeholders.