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Elevaite365

Management Review Meeting Procedure

Version 1.0

PURPOSE

This procedure facilitates top management's review of the Information Security Management System (ISMS) at planned intervals and whenever significant changes occur. This ensures the ISMS remains suitable, adequate, and effective in addressing the organization's information security needs and objectives.

SCOPE

This procedure applies to all aspects of the management system established based on the ISMS within the Elevaite365 (herein referred to as "the Organization"). It encompasses all departments and personnel involved in the ISMS, including employees, contractors, and third parties.

DEFINITION

1. **ISMS**: The information security management system

2. **MRM**: Management Review Meeting

3. **CEO**: Chief Executive Officer

4. **CTO**: Chief Technology Officer

5. **ISG**: Information Security Group

6. **CISO:** Chief Information Security Officer

RESPONSIBILITIES

ISG Head

1. **Primary Responsibility:** Oversee the implementation of this procedure.
2. **Coordination:** Collaborate with top management and department heads to ensure effective execution.
3. **Agenda Preparation:** Develop and circulate the MRM agenda.
4. **Meeting Facilitation:** Conduct the MRM, follow up on actions arising from the meeting, and report on ISMS performance and improvement needs.
5. **Minutes Management:** Prepare, approve, and distribute MRM minutes.

MRM Committee Members

1. **Participants:** CEO, CISO, CTO, IT Head, HR Head, Head ISG, and other designated personnel.
2. **Additional Members:** Any other individual deemed necessary by management to contribute to the MRM.

Department Heads and Personnel

1. **Action Implementation:** Execute actions outlined in the MRM minutes within the target dates.
2. **Reporting:** Inform the Head of Infrastructure of any delays in action completion.

PROCEDURE

MRM Committee Composition

1. **Core Members:** CEO, CISO, CTO, IT Head, HR Head, Head ISG.

2. **Additional Members:** Any other personnel, such as management, who require specific reviews or insights.

Scheduling of MRM

1. **Frequency:**
   a. **Planned Intervals:** At least once a year (within 12 months), preferably following the internal audit cycle.
   b. **Minimum Interval:** No more than 12 months between consecutive MRMs.
2. **Notification:**
   a. **Advance Communication:** Meeting dates must be communicated to ensure maximum participation.

Meeting Leadership

1. **Presiding Authority:**
    a. **Primary:** CISO.
    b. **Alternate:** Any individual designated by the CEO in the absence of the CISO.

Agenda Preparation and Distribution

1. **Responsibility:** Head ISG.
2. **Agenda Content:**
    a. **Review of Previous Actions:** Status updates on actions from prior MRMs.
    b. **Changes in Internal and External Issues:** Updates affecting the ISMS.
    c. **Information Security Performance Trends:** Analysis of performance metrics.
    d. **Audit Results:** Findings from internal and external audits.
    e. **Non-Conformities and Corrective Actions:** Overview of issues and remediation efforts.
    f. **Incident Registers:** Review of major incidents and changes.
    g. **Effectiveness of Security Controls:** Assessment of current controls.
    h. **Fulfillment of Goals and Objectives:** Progress towards ISMS targets.
    i. **Review of ISMS Policies and Objectives:** Ensuring policies remain relevant.
    j. **Feedback from Interested Parties:** Input from stakeholders.
    k. **Risk Assessment Results:** Current risk landscape and treatment plans.
    l. **Opportunities for Continual Improvement:** Identifying areas for enhancement.
3. **Distribution:** In advance, circulate the agenda to all concerned departments and MRM committee members.

Information and Data Collection

1. **Responsibility:** Head ISG.
2. **Data Preparation:** Collect all relevant information and data required for the MRM.
3. **Presentation Preparation:** Develop an MRM presentation using the collected data to facilitate informed discussions.

Conducting the MRM

1. **Facilitation:** The head ISG leads the meeting, addressing all agenda items.
2. **Discussion Points:** Comprehensive review of the ISMS performance, audit findings, incident analysis, and improvement opportunities.

Minute Taking and Documentation

1. **Responsibility:** Head ISG.
2. **Content:** Document key discussions, decisions, action items, and assigned responsibilities.
3. **Approval:** Review and approve the minutes before circulation.

Action Plan and Follow-Up

1. **Circulation:** Distribute the approved MRM minutes and specific instructions for action items to all concerned departments and individuals.
2. **Action Execution:** Each department/person must complete the assigned actions by the target date.
3. **Monitoring:** The head of Infrastructure monitors the progress of action items and follows up on any delays.

Incident Logging for Automated Log Cleaning

1. **Procedure:** If automated log cleaning occurs, log it as an incident.
2. **Investigation:** Investigate the incident using the Incident Management Policy.
3. **Documentation:** Ensure the incident is recorded and addressed appropriately.

Version Details

Version	Version Date	Description of changes	Created By	Approved By	Published By
Version 1.0	–	Initial Release	Borhan	–	–