



Title of document: Template for recording top management decisions		Annex I to SOP/EMA/0029: conducting the annual management review
Applies to: all EMA staff and management		Document ref.: EMA/245906/2005
Prepared by: C Christiansen	Approved by: T Lönngren	Effective date: 06 MAR 06
Signature: <i>on file</i> Date: 03 MAR 06	Signature: <i>on file</i> Date: 03 MAR 06	Review date: 05 MAR 08
		Supersedes: n/a

MANAGEMENT REVIEW, YYYY

Area, issue, (sub-)process:		Responsibility of:	
Outcome(s) reported:			
Suggested action:			
Budget/resource impact:			
Follow-up action:			
Approved by:			
Function:	Name:	Signature:	Date:
Executive Director			
Head of Unit			
Head of Unit			
Head of Unit			
Head of Unit			
Head of Unit			