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| **PARTICIPANT STAKEHOLDERS/INTERESTED PARTIES** | |
| **NAME** | **STAKEHOLDER CATEGORY & JOB ROLE (IF APPLICABLE)** |
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|  |  |
|  |  |
|  |  |

*add lines as needed*

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| --- | --- |
| Examples of Stakeholder Categories: | |
| **INTERNAL STAKEHOLDER CATEGORIES** | **EXTERNAL STAKEHOLDER CATEGORIES** |
| Top management  Management  Teaching staff  Non-teaching staff  People performing work under the educational organization’s supervision (supplier, partners, volunteers)  etc | Student  Parent/Guardian  Alumni  External provider (supplier, partners, volunteers) performing work not under the educational organization’s supervision  Government authories  Local communities  etc |

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| *Note: For each decision, it shall be defined:*   * *A responsible to implement corresponding actions and its deadlines.* * *A responsible to verify the implementation of each action and, if applicable, the effectiveness of the actions implemented and the deadline to do so.*   *The actions defined and its details about them shall be also inserted at the SIM Template* |

| REVIEW INPUTS (analysed elements) | REVIEW OUTPUTS (decisions and actions) *(IMP) Continual Improvement Opportunity; (CHA) Need for Change to the management system; (RES) Resources needed* | | | |
| --- | --- | --- | --- | --- |
| IMP | CHA | RES | DESCRIPTION *Copy the Decision #... template into other cells as needed* |
| **1. Status of actions from previous management reviews**  The management review report from YYYY was analysed, as well as the status of its resulting actions, which is the following:   |  |  | | --- | --- | | Action | Status | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  |  | Decision # Action  Responsible  Deadline  Public disclosure: Total/Partial (add details) |
| **2. Changes in external and internal issues that are relevant to the management system** |  |  |  |  |
| 3. Information on the EOMS performance and effectiveness, including trends in: **3.1 Learner and other beneficiary satisfaction and feedback related to learner and other beneficiary requirements** |  |  |  |  |
| **3.2 The extent to which objectives have been met** |  |  |  |  |
| **3.3 Process performance and conformity of products and services** |  |  |  |  |
| **3.4 Nonconformities and corrective actions** |  |  |  |  |
| 3.5 Monitoring and measurement results |  |  |  |  |
| **3.6 Audit results** |  |  |  |  |
| **3.7 The performance of external providers** |  |  |  |  |
| **3.8 Formative and summative assessment outcomes** |  |  |  |  |
| **4. The adequacy of resources** |  |  |  |  |
| **5. The effectiveness of actions taken to address risks and opportunities** |  |  |  |  |
| **6. Opportunities for continual improvement** |  |  |  |  |
| **7. Staff feedback related to activities to enhance their competence** |  |  |  |  |