

Commission Decision (EU, Euratom) 2019/1961 of 17 October
2019 on implementing rules for handling CONFIDENTIEL UE/
EU CONFIDENTIAL and SECRET UE/EU SECRET information

CHAPTER 4

CLASSIFIED MEETINGS

Article 27

**Preparing for a CONFIDENTIEL UE/EU
CONFIDENTIAL or SECRET UE/EU SECRET meeting**

1 Meetings where CONFIDENTIEL UE/EU CONFIDENTIAL or SECRET UE/EU SECRET information is due to be discussed shall only be held in a meeting room that has been accredited at the appropriate level or higher. Where these are not available, staff shall seek the advice of the Commission security authority.

2 As a general rule, agendas should be not classified. If the agenda of a meeting mentions classified documents, the agenda itself shall not automatically be classified. Agenda items shall be worded in a way that avoids jeopardising the protection of the Union or one or more of the Member States' interests.

3 Meeting organisers shall remind participants that any comments sent in on a CONFIDENTIEL UE/EU CONFIDENTIAL or SECRET UE/EU SECRET agenda item must not be sent through email, or through other means that have not been appropriately accredited in accordance with Article 11 of this Decision.

4 Meeting organisers shall endeavour to group CONFIDENTIEL UE/EU CONFIDENTIAL and SECRET UE/EU SECRET items consecutively on the agenda in order to facilitate the smooth functioning of the meeting. Only persons with a need-to-know, who are security cleared to the appropriate level, and authorised where applicable, may be present during discussions of classified items.

5 The invitation itself shall forewarn the participants that the meeting will discuss classified topics, and that corresponding security measures will apply.

6 Participants shall be reminded that portable electronic devices are to be left outside the meeting room during discussion of CONFIDENTIEL UE/EU CONFIDENTIAL or SECRET UE/EU SECRET items.

7 Meeting organisers shall prepare a complete list of participants prior to the meeting.

Changes to legislation:

There are currently no known outstanding effects for the Commission Decision (EU, Euratom) 2019/1961, Article 27.