

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.

Article 28

**Participants' access to a CONFIDENTIEL UE/EU
CONFIDENTIAL or SECRET UE/EU SECRET meeting**

1 Meeting organisers shall inform the Commission security authority of any external visitors who will attend a CONFIDENTIEL UE/EU CONFIDENTIAL or SECRET UE/EU SECRET meeting on Commission premises.

Changes to legislation: There are currently no known outstanding effects for the Commission Decision (EU, Euratom) 2019/1961, CHAPTER 4. (See end of Document for details)

2 Participants will be required to prove they hold a valid Personnel Security Clearance at the appropriate level in order to be able to attend the discussion of CONFIDENTIEL UE/EU CONFIDENTIAL or SECRET UE/EU SECRET agenda items.

Article 29

Electronic equipment in a CONFIDENTIEL UE/EU CONFIDENTIAL or SECRET UE/EU SECRET meeting room

1 Only accredited IT systems in accordance with Article 11 of this Decision may be used where classified information is conveyed, such as to give a presentation that displays CONFIDENTIEL UE/EU CONFIDENTIAL or SECRET UE/EU SECRET information or for videoconferences.

2 The Chair shall ensure that unauthorised portable electronic devices have been left outside the meeting room.

Article 30

Procedures to be followed during a CONFIDENTIEL UE/ EU CONFIDENTIAL or SECRET UE/EU SECRET meeting

1 At the start of the classified discussion, the Chair shall announce to the meeting that it is moving into classified mode. The doors shall be closed.

2 Only the necessary number of documents shall be signed for and issued to participants and interpreters, as appropriate, at the start of the discussion.

3 CONFIDENTIEL UE/EU CONFIDENTIAL and SECRET UE/EU SECRET documents shall not be left unattended during any breaks in the meeting.

4 At the end of the meeting, the participants and interpreters shall be reminded not to leave any classified documents or classified notes they might have made lying unattended in the room. Any CONFIDENTIEL UE/EU CONFIDENTIAL or SECRET UE/EU SECRET documents not required by the participants at the end of the meeting, and in any case all interpreters' documents, shall be signed for and returned to the Registry Control Officer for destruction in appropriate shredders.

5 The list of participants and an outline of any classified information shared with Member States and released orally to third countries or international organisations shall be noted down during the meeting in order to be recorded in the outcome of proceedings.

Article 31

Interpreters and translators

Only security-cleared and authorised interpreters and translators who are subject to the Staff regulations or the Conditions of Employment of other servants of the European Union or who have a contractual link to the Commission shall have access to CONFIDENTIEL UE/EU CONFIDENTIAL or SECRET UE/EU SECRET information.

Changes to legislation:

There are currently no known outstanding effects for the Commission Decision (EU, Euratom) 2019/1961, CHAPTER 4.