



**DOCUMENT XV:**

**GUIDELINES FOR ORGANISATION OF  
CLASSIFIED MEETINGS CONFIDENTIAL AND  
SECRET:**

CLASSIFICATION LEVEL

RECORD OF CHANGES		
<i>Date</i>	<i>Issue</i>	<i>Changes</i>
20/07/2009	1.0	Approved version



## **INTRODUCTION**

This paper is designed to provide guidance on the security requirements for meetings held within the countries of the Framework Agreement at which classified information CONFIDENTIAL and/or SECRET will be discussed. The guidance is intended to support and supplement national security laws and regulations and not replace them.



## CHECK LIST FOR CLASSIFIED MEETING CONFIDENTIAL AND/OR SECRET

### BEFORE THE MEETING

1.	The Chairman <sup>1</sup> shall assess the level of classification of the meeting and ask for the names of the people who will attend the meeting in order to build up a list of participants.	<input type="checkbox"/>
2.	The Chairman will make sure that the Security Officer <sup>2</sup> of the hosting facility receives the list of participants who will attend the classified meeting.	<input type="checkbox"/>
3.	Prior to the meeting, the Security Officer of the hosting facility shall hold a LoI Request for Visit (RfV) for each participant.	<input type="checkbox"/>
4.	The Security Officer of the hosting facility makes sure that the meeting room is fit for the level of classification of the planned meeting.	<input type="checkbox"/>

### AT THE BEGINNING OF THE MEETING

5.	The Security Officer of the hosting facility shall make sure that the identity of each participant is checked against the list of participants.	<input type="checkbox"/>
6.	The Chairman shall advise the participants of the maximum level of classified information that will be discussed and handled during the meeting and the security rules to be followed <sup>3</sup> .	<input type="checkbox"/>
7.	All participants shall sign the participant list (signature list). (This list verifies that all participants have been communicated the classified information and understood the rules for the meeting)	<input type="checkbox"/>
8.	The Chairman, assisted by the Security Officer of the hosting facility, makes sure that all mobile phones are securely stored and that appropriate security measures/instructions are provided for PDAs, laptops or other recording devices.	<input type="checkbox"/>

<sup>1</sup> The Chairman may delegate responsibilities identified in this paper for the Chairman to an appropriate individual.

<sup>2</sup> The Security Officer may delegate responsibilities identified in this paper for the Security Officer to an appropriate individual.

<sup>3</sup> E.g. Policies about the presence and use of electronic devices, taking classified notes, etc.



### DURING THE MEETING

9.	Minutes are taken under the control of the Chairman.	<input type="checkbox"/>
10.	The maximum level of the classified information shall not exceed the security clearance of any participant and the security specifications of the meeting room.	<input type="checkbox"/>
11.	Classified presentations shall to the extent possible be segregated from unclassified presentations.	<input type="checkbox"/>
12.	During breaks, participants are allowed to leave the room but the room must be kept secured. In such conditions, classified information can be left inside the room.	<input type="checkbox"/>
13.	Classified Information shall not be discussed outside the room.	<input type="checkbox"/>
14.	Security breaches during the meeting shall be reported to the Chairman and Security Officer of the hosting facility who will inform the participants.	<input type="checkbox"/>

### AFTER THE MEETING

15.	Classified documents or material are to be collected, protected and destroyed whenever no longer needed under the responsibility of the Chairman assisted by the Security Officer of the hosting facility.	<input type="checkbox"/>
16.	The Minutes shall be classified according to the level of content and, where necessary, be registered.	<input type="checkbox"/>
17.	Classified Minutes are to be distributed through security approved channels.	<input type="checkbox"/>
18.	When participants are permitted to take classified notes, the notes shall be transmitted by security approved channels.	<input type="checkbox"/>