



DOCUMENT XIV:

**GUIDELINES FOR ORGANISATION OF
CLASSIFIED MEETINGS RESTRICTED:**

CLASSIFICATION LEVEL

RECORD OF CHANGES		
<i>Date</i>	<i>Issue</i>	<i>Changes</i>
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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 RESTRICTED will be discussed. The guidance is intended to support national security laws and regulations and not replace them.



CHECK LIST FOR CLASSIFIED MEETING RESTRICTED

BEFORE THE MEETING

1.	The logistics for the attendance of the participants to the classified meeting will be arranged between the Security Officer ¹ of the hosting facility and the Security Officer of the sending facilities.	<input type="checkbox"/>
2.	Prior to the meeting, the Chairman ² of the hosting facility shall check that all the attendees have a need to know and an authorisation to access the classified information at the RESTRICTED level that will be discussed during the meeting.	<input type="checkbox"/>
3.	The Security Officer of the hosting facility should ensure that the meeting room is suitable for having a meeting in an environment of confidence.	<input type="checkbox"/>

AT THE BEGINNING OF THE MEETING

4.	The Security Officer of the hosting facility shall check the identity of each participant against the list of the notified participants.	<input type="checkbox"/>
5.	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 ³ .	<input type="checkbox"/>
6.	All participants should 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"/>

DURING THE MEETING

7.	Minutes are taken under the control of the Chairman.	<input type="checkbox"/>
8.	RESTRICTED classified presentations shall to the extent possible be segregated from unclassified presentations.	<input type="checkbox"/>

¹ Or other person responsible for security activities/issues in the hosting facility. The Security Officer may delegate responsibilities identified in this paper for the Security Officer to an appropriate individual.

² The Chairman may delegate responsibilities identified in this paper for the Chairman to an appropriate individual.

³ National regulations and proceedings established by the facility applicable to meetings in an environment of confidence.



9.	During breaks, participants are allowed to leave the room but the room must be kept secured. In such conditions, RESTRICTED classified information can be left inside the room.	<input type="checkbox"/>
10.	Classified information at RESTRICTED level shall not be discussed outside the room.	<input type="checkbox"/>
11.	Security breaches during the meeting shall be reported to the Chairman assisted by the Security Officer of the hosting facility who will inform the participants.	<input type="checkbox"/>

AFTER THE MEETING

12.	RESTRICTED classified documents or material should be handled in accordance with the national regulations of the hosting facility under the responsibility of the Chairman assisted by the Security Officer of the hosting facility.	<input type="checkbox"/>
13.	In case the minutes of the meeting contain classified information at RESTRICTED level it shall be classified accordingly.	<input type="checkbox"/>
14.	Classified documents or material at RESTRICTED level should be transmitted in accordance with the sender's national regulations (including commercial couriers).	<input type="checkbox"/>
15.	Classified Information at RESTRICTED level shall be transmitted electronically using the commercial encryption devices listed in Document VIII.	<input type="checkbox"/>