

From: SGA - Classified Information Unit
Sent: 20 January 2015 10:46
To: MEPs-8th-Legislature
Cc: SGA - Classified Information Unit
Subject: EU RESTRICTED TTIP documents
Attachments: Modalities for accessing TTIP document; Specific modalities for the consultation TTIP EU-R documents-12012015.def.doc

Dear Members,

Following the transparency initiative for TTIP and previous announcements by Mr. B. Lange, Chair of INTA (see attached e-mail), I write to confirm that non-consolidated TTIP documents classified as EU-RESTRICTED and accessible by all Members are now available in the European Parliament's Secure Reading Room. Please find attached the specific modalities for the consultation of classified TTIP documents.

For booking the Secure Reading Room, I would be grateful if you would address your request to CIU@europarl.europa.eu indicating your preference for a date so that we may provide you with an optimal service. Please note that the allocation of slots is done on a first come, first served basis. You will then receive by e-mail a confirmation of your allocated time and date.

The Reading Room is located in PHS 04C018.

Additional information on the use of the Reading Room may be found below:

Opening hours :

- * 8:30 - 13:00 and 14:00 - 18:00 - Monday to Thursday
 - * 8:30 - 13:00 - Fridays
- (other schedules may be agreed on demand)

The allocation of slots will be done on the basis of the following principles:

- all authorised persons have equal access to the Room
- save in exceptional circumstances (e.g. where numerous requests for consultation are submitted within a short period of time), only one person at a time shall be authorised to consult confidential information in the Secure Reading Room, in the presence of an official of the secretariat of the CIU. It is to be noted nevertheless that the Reading Room has a 2-seat capacity.
- the Reading Room can be booked for up to 2 hours at a time.

I remain at your entire disposal for any further information and assistance you may need.

Yours sincerely,

Daniela CARVALHO
EUROPEAN PARLIAMENT

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