



ЕВРОПЕЙСКИ ПАРЛАМЕНТ PARLAMENTO EUROPEO EVROPSKÝ PARLAMENT EUROPA-PARLAMENTET
EUROPÄISCHES PARLAMENT EUROOPA PARLAMENT ΕΥΡΩΠΑΪΚΟ ΚΟΙΝΟΒΟΥΛΙΟ EUROPEAN PARLIAMENT
PARLEMENT EUROPÉEN PARLAIMINT NA HEORPA EUROPSKI PARLAMENT PARLAMENTO EUROPEO
EIROPAS PARLAMENTS EUROPOS PARLAMENTAS EURÓPAI PARLAMENT IL-PARLAMENT EWROPEW
EUROPEES PARLEMENT PARLAMENT EUROPEJSKI PARLAMENTO EUROPEU PARLAMENTUL EUROPEAN
EURÓPSKY PARLAMENT EVROPSKI PARLAMENT EUROOPAN PARLAMENTTI EUROPAPARLAMENTET

Classified Information Unit

Specific modalities for the consultation of TTIP non-consolidated and consolidated documents classified as EU RESTRICTED

1. Documents available for consultation

Documents on TTIP made available in the secure reading room are consolidated and non-consolidated texts:

- Non-consolidated texts are EU documents only and classified as RESTREINT UE. A copy of each document has been directly deposited by the European Commission and is available for consultation by all Members of the European Parliament.
- Consolidated texts combine into a single document proposals presented by the US and the EU for a specific chapter. All documents are classified as RESTREINT UE and a single copy has been deposited with the Parliament by the European Commission.

In both cases, only authorised persons figuring in the access list for these documents may consult them.

2. Mandatory security briefing

Consultation of these documents must be preceded by a one-off security briefing.

For EU-RESTRICTED, Members may receive the mandatory security briefing in written form, which will be considered valid once Members have read, signed and dated the acknowledgement of receipt and returned this, in hard or by internal mail, to the Classified Information Unit (PHS 04C055) (Members who are already in possession of an EP-Personal Security Clearance signed by the President or who have already been submitted to an oral security briefing do not need to do this).

Officials and other employees with a "need-to-know" and duly identified and authorised by the originator will be invited to one of the security briefing sessions which are organised on a regular basis.

3. Booking procedures

For booking a consultation slot, please send an e-mail to: CIU@ep.europa.eu

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
- allocation of slots will be done on a first come, first served basis;
- 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. 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.

Authorised persons will be informed by e-mail of the allocated time and date.

4. Consultation of documents

The secure reading room is situated in PHS 04C018. The reading room is managed by a dedicated staff member of CIU who is the visitor's interlocutor during the consultation of document(s). His/her presence during the entire duration of the visit is compulsory.

Before beginning the consultation of documents, the visitor :

- will be recorded in a visitors' register with time of entry;
- will be required to sign the solemn declaration by which he/she acknowledges the rules that protect the documents and information therein with classification of RESTREINT UE, including that removal from the reading room, photographing/scanning or copying of the documents, and unwarranted disclosure are strictly prohibited.

Authorised persons will be asked to place their mobile phone and other electronic devices in a locker outside the reading room. The use of computers is prohibited. In line with originator's agreements, given on 02/09/2014 and 09/01/2015, authorised persons are allowed to take hand-written notes, using only the special watermarked paper provided by the CIU. Authorised persons are allowed to take their handwritten notes with them.

5. Exit procedures

At the end of the consultation period, the visitor will be requested to return the documents to the CIU staff member present. The CIU staff member will check that the documents are returned in good and complete form. The visitor will then leave the room and the time of exit will be recorded in the visitors' register.

Any incident will be immediately referred to the European Parliament Security Authority.

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These operational procedures may be reviewed in light of new arrangements requested by the originator or by the European Parliament Security Authority as when deemed necessary.