

HANDLING INSTRUCTION NO 1¹
**SECURITY CLASSIFICATIONS, SECURITY DESIGNATORS AND
MARKINGS**

1. INTRODUCTION

- (1) This handling instruction lays down rules on the use of security classifications, security designators and markings. It establishes approved security designators and markings.
- (2) The Bureau Decision¹ defines in Article 2(d) security classifications and regulates in Annex I section 8 security classifications, security designators and markings for documents created in the European Parliament. Further details on security designators and markings are laid down in Security Notice 2 points 29 to 39.

2. COMMON PRINCIPLES

- (3) Only the security classifications, security designators and markings defined in the Bureau Decision and this handling instruction may be affixed on Parliament's documents. The Security Authority (SA) may create new security designators and markings.
- (4) Security classifications, security designators and markings are affixed by the originator². Markings may also be affixed by the receiving service in so far as allowed in Annex I.
- (5) Parliament's documents bearing a security classification, security designator or marking are distributed on a "*need to know*" basis. The holder of the document decides whether the future recipient has a "*need to know*". If the distribution concerns the forwarding of the document between Parliament's services, the decision of the holder may be contested by the claimant through written appeal to the Secretary General who decides in his capacity as Security Authority after having heard the holder of the document
- (6) Request for public access to documents bearing a security classification or marking shall be dealt with in accordance with handling instruction No 6.
- (7) Before transmission to the historical archives of Parliament 'other confidential information' shall be closely examined with a view to whether it is possible to unmark such information.

¹ Decision of the Bureau of the European Parliament of 15 April 2013 concerning the rules governing the treatment of confidential information by the European Parliament, ("the Bureau Decision").

² 'Originator' means the duly authorised author of confidential information (see Article 2(o) of the Bureau Decision).

- (8) Security classifications, security designators and markings shall only be affixed in English (EN) or French (FR) with the exception of the markings “RELEASABLE TO ...” and “OLAF INVESTIGATION” which shall only be affixed in English.
- (9) The affixing of markings on documents subject to data protection legislation is without prejudice to the provisions of the relevant notifications and the recommendations of the European Parliament’s Data Protection Officer and/or the EDPS.

3. PRACTICE

3.1. Security classifications

- (10) The following security classifications shall be used to indicate the classification level of a given document. The following abbreviations may be used for parts of it:

Security classification	Abbreviations
TRES SECRET UE/EU TOP SECRET	TS-UE/EU-TS
SECRET UE/EU SECRET	S-UE/EU-S
CONFIDENTIEL UE/EU CONFIDENTIAL	C-UE/EU-C
RESTREINT UE/EU RESTRICTED	R-UE-EU-R

- (11) The originator shall decide on the classification level of the information before creating the document.
- (12) Security classifications shall be affixed in accordance with Security Notice 2 point 23 at the top and bottom of every page of the document. Examples are contained in Annex II to this handling instruction.

3.2. Security designators

- (13) Security designators may only be used in conjunction with a security classification. Only the originator may apply a security designator.
- (14) The clear identification of the originator is mandatory. If necessary, a security designator may be affixed as an originator identifier. It may be placed alongside the security classification. The official acronyms of the parliamentary body/office or services shall be used.
- (15) Dates shall be stated in the format "dd/mm/yyyy", standing for days, months, years.

(16) The following further security designators are authorised :

a) Limitation in time:

UNTIL.....(time/date) / JUSQU'À (heure/date)

Or

UNTIL.....(event/meeting, etc) /

JUSQU' À (évènement/réunion, etc)

Or

DECLASSIFIED WHEN PUBLISHED IN THE OJ /

DECLASSIFIE LORS DE LA PUBLICATION AU JO

In case of downgrading of information classified as CONFIDENTIEL UE/EU CONFIDENTIAL or above where an expiry date was inscribed on the document concerned, an additional security designator shall give instruction for its downgrading.

These indications shall be affixed on the first page of the document.

Example:

EU RESTRICTED FROM... (date/time/event/meeting, etc)

b) Limitations on access/distribution which indicate a category or a function with access to the document using the official EP acronyms

Examples:

AFET MEPs

or

CP

- c) limitations on use which indicate further handling instructions to apply

Example:

**NOT TO BE COPIED OR TRANSLATED WITHOUT
PRIOR WRITTEN CONSENT OF THE ORIGINATOR**

**NE PAS COPIER OU TRADUIRE SANS L'ACCORD
ÉCRIT PRÉALABLE DE L'ORIGINATEUR**

3.3. Markings

- (17) A marking subjects a document to a specific treatment. It is not a classification and shall not be used in lieu of one.
- (18) A marking is only binding within the European Parliament. If necessary, a Memorandum of Understanding may be concluded between, on the one side, the parliamentary body / office holder or service and, on the other side, third parties laying down the precise conditions for the handling of confidential information exchanged between them.
- (19) The list of approved markings which may be used by the services of the European Parliament is contained in Annex I of this handling instruction.
- (20) Only the services/bodies identified in Annex I and those replying to a request bearing a marking are entitled to affix markings. They shall identify the persons authorised to use markings.
- (21) Any other service identifying the need for the use of a marking, shall introduce a request for authorisation to the SA.
- (22) Marking(s) shall be affixed at the time when a document is created. If a marking is added later, it has to be directly applied to the hard copy of the document and the registration³ shall be adapted accordingly.
- (23) The decision to affix a marking shall be taken in light of Parliament's legal obligations on a case-by case-basis by the originator taking into account the need to protect the information contained in the document. There is no legal obligation to affix markings.
- (24) A document shall only bear one marking. However, the markings "Embargo until.../Embargo jusqu'à..." and "RELEASABLE TO" may be used together with another marking.

³ For details of the registration see handling instruction No 3.

- (25) The marking "RELEASABLE TO ..." may also be affixed on EUCI.
- (26) All markings with the exception of the marking "RELEASABLE TO ..." shall be given in Times New Roman, 14, italics, starting with a capital letter, but continuing in lower case, e.g. "*Personal*", and shall be aligned to right at the top of the document. The marking "RELEASABLE TO ..." shall be in Times New Roman, normal, 14, capital letters. Markings shall be affixed on the first page of a document and on the outside of the opaque envelope that contains a marked document.
- (27) If used on a classified document, the marking "RELEASABLE TO ..." shall be affixed at the top of all pages of a document, centrally under the classification. It shall not be affixed on the outside of the (outer) envelope.
- (28) Acronyms for markings may only be used for the purposes of registration. The acronym to be used in all cases is OCI, standing for 'other confidential information'. This acronym shall be used when composing the registration number (eg. ENVI/OCI/001/14).
- (29) Markings on documents from other Institutions should be handled in accordance with the instructions from the originator.
- (30) Examples on how to affix markings are shown in Annex II of this handling instruction.
- (31) The instructions contained in Annex I column 2 apply in addition to the instructions contained in all other handling instructions, in particular handling instructions Nos 3, 4 and 5.

Annex I – List of approved markings

The list of approved markings which may be used by entitled services in the European Parliament are the following:

APPROVED MARKINGS

A) GENERAL (HORIZONTAL) MARKINGS

Marking	Handling instructions	Organs/Services entitled to affix the marking
<p><i>Limited</i></p> <p><i>Limite</i></p>	<p>Definition: information which is sensitive and limited for use within the European Union institutions, other offices and agencies established by virtue or on the basis of the Treaties, EU Member States and public administrations.</p> <p>Registration: in GEDA allowed</p> <p>Notification: notification letter by GEDA and e-mail allowed</p> <p>Distribution: only to staff of EU institutions, Member States and public administrations</p> <p>Consultation: on a need to know basis</p> <p>Creation, storage, unmarking: no specific safety requirements</p> <p>Destruction: No specific safety requirements</p>	<p>All EP bodies and services</p>
<p><i>[X] Internal</i></p> <p><i>[X] Interne</i></p>	<p>Definition: information of a sensitive nature which is only for use within the nominated Organ/EP-Body/DG/Service such as:</p> <ul style="list-style-type: none"> • Parliament (<i>EP internal/ EP interne</i>) • Bureau (<i>BUR internal/BUR interne</i>) • Committee (<i>AFCO internal/AFCO interne</i>) • Secretary General of European Parliament (<i>SG internal/SG interne</i>) • DG, Service (- <i>LS internal/SJ interne</i>) 	<p>All Organs/bodies/DGs and Services of European Parliament</p>

Marking	Handling instructions	Organs/Services entitled to affix the marking
	<p>Registration: in GEDA allowed</p> <p>Notification: by GEDA and e-mail to the addressee(s) allowed</p> <p>Distribution: by GEDA, e-mail and paper; only within of the indicated Organ/Body/ Service /DG</p> <p>Consultation: on a need-to-know basis; individual consultation and consultation in meetings allowed</p> <p>Creation, Storage, Unmarking: no specific safety requirements</p> <p>Destruction: no specific safety requirements</p>	

B) MARKINGS RELATING TO A SPECIFIC KIND OF DOCUMENT/ INFORMATION

<p><i>Medical secret</i></p> <p><i>Secret médical</i></p>	<p>Definition: to be used on documents (paper copy or electronic) containing personal medical information</p> <p>Creation: under the responsibility of the Controller of the processing operation</p> <p>Registration: if appropriate, within a staff member's personal medical file or within a separate file related to a staff member's accident or occupational disease (paper copy and/or electronic); registration in GEDA allowed</p> <p>Notification: by GEDA and internal mail allowed</p> <p>Distribution: on a need-to-know basis and according to the competence of the recipient; paper copy: in a sealed envelope marked "medical secret" followed by "only to be opened by the addressee"</p> <p>Consultation: on a need-to-know basis; in accordance with Conclusion 221/04 "Collège des Chefs d'Administration": on written request by the person concerned; in certain cases psychological and psychiatric reports may only be accessed via the person's nominated doctor as intermediary; staff of the Legal Service in charge of complaint or court proceedings related to medical issues</p> <p>Storage: in accordance with the EDPS's conclusions No. 2008-576 paper copy: under lock and key, locked office electronic data: secure server, restricted access, password access for medical staff and, in case of accident and occupational disease files, for file managers bound by medical confidentiality server only accessible in EP, no VPN connection possible;</p>	<p>DG PERS (Medical Services, Medical Leave Service, Accident and Sickness Insurance Section of the Pensions and Social Insurance Unit);</p> <p>DG FINS (Members' Salaries and Social entitlements Unit)</p> <p>This marking can be applied by the service in charge of the reception.</p>
---	--	--

	<p>Archiving: in accordance with the applicable retention list</p> <p>Destruction: no specific safety requirements</p>	
<p><i>Staff matter</i></p> <p><i>Affaire de personnel</i></p>	<p>Definition: to be used on documents related to staff matters managed by staff of the personnel departments, management concerned and the legal service</p> <p>Creation: no specific safety requirement</p> <p>Registration: in GEDA allowed</p> <p>Notification: by GEDA and/ or by e-mail and/ or by internal mail allowed</p> <p>Distribution: by GEDA and/ or by E-mail and/ or by internal mail, post or by hand</p> <p>Consultation: on a need-to-know basis</p> <p>Storage: no specific safety requirements</p> <p>Destruction: according to DG PERS specific retention list</p>	<p>DG PERS</p> <p>Resources Directorates or equivalent</p> <p>Appointing Authorities (AA) and AECE</p> <p>SG</p> <p>SJ</p> <p>This marking can be applied by the service in charge of the reception.</p>
<p><i>Personal</i></p> <p><i>Strictement personnel</i></p>	<p>Definition: to be used on documents and envelopes to emphasise that the information is considered as confidential and intended only for the addressee.</p> <p>Creation, Registration, Notification: no specific safety requirements</p> <p>Distribution: in a sealed envelope marked “Personal / Strictement personnel”</p> <p>Consultation: only the stakeholder. Access to “Personal” documents which are directly connected to the business activities of the service will, if necessary, be passed on to the new stakeholder.</p> <p>Storage: no specific safety requirements</p>	<p>Everybody</p> <p>This marking can be applied by the service in charge of the reception.</p>

	<p>Destruction: no specific safety requirements</p>	
<p><i>Immunity</i> <i>Immunité</i></p>	<p>Definition: to be used on documents related to requests for waiver or defence of Members' privileges and immunities (Rules 6 and 7 of Parliament's Rules of Procedure), initiatives to assert Members' privileges and immunities (Rule 8), and inquiries as to the scope thereof (Rule 9(13)).</p> <p>Documents referring to legal proceedings instituted against a Member:</p> <p>Creation: usually by national authorities or the Members concerned - safety requirements as provided for in national law.</p> <p>Registration: in GEDA allowed</p> <p>Notification: via GEDA allowed.</p> <p>Distribution: none.</p> <p>Consultation and storage: documents shall be safely locked away and may be consulted by Members only in the presence of the JURI staff.</p> <p>Archiving: in accordance with the applicable retention list</p> <p>Destruction: copies of original documents are destroyed when the latter are sent to the historical archives.</p> <p>Notices to Members based on the documents referring to legal proceedings instituted against a Member:</p> <p>Creation: no specific safety requirements.</p> <p>Registration: in ITER by "feuille de route" number.</p> <p>Notification: none.</p>	<p>DG PRES JURI</p> <p>And ad hoc any service requested to provide input to these procedures</p>

	<p>Distribution: by e-mail to committee Members and political groups allowed.</p> <p>Consultation: on a need to-know basis, in particular by JURI Members, secretariat and Parliament employees working for political groups.</p> <p>Storage: dedicated electronic folder only accessible by JURI secretariat.</p> <p>Archiving: in accordance with the applicable retention list</p> <p>Destruction: copies which have been distributed at the meetings or any copies left in the room by the participants are destroyed immediately by the JURI secretariat. No further specific safety requirements.</p> <p>Draft report on the request for the waiver or the defence of a Member's immunity:</p> <p>Creation: no specific safety requirements</p> <p>Registration: in ITER by "feuille de route" number.</p> <p>Notification: none.</p> <p>Distribution: by e-mail to committee Members and to political groups allowed.</p> <p>Consultation: on a need -to-know basis, in particular by JURI Members, secretariat and Parliament employees working for political groups.</p> <p>Storage: dedicated electronic folder only accessible by JURI secretariat.</p> <p>Unmarking: once adopted and tabled to plenary, the final report is made available to the public. All other documents related to the procedure should remain not accessible to the public.</p> <p>Archiving: in accordance with the applicable retention list</p> <p>Destruction: copies which have been distributed at the</p>	
--	---	--

	<p>meetings or any copies left in the room by the participants are destroyed immediately by the JURI secretariat.</p> <p>Letters to the President of Parliament, to the Members concerned, to the national authorities etc. in the context of immunity procedures:</p> <p>Creation: no specific safety requirements</p> <p>Registration: in GEDA allowed</p> <p>Notification: in GEDA allowed</p> <p>Distribution: by e-mail to committee Members and political groups allowed.</p> <p>Consultation: on a need-to-know basis, in particular by JURI Members, secretariat and Parliament employees working for political groups.</p> <p>Storage: dedicated electronic folder only accessible by JURI secretariat.</p> <p>Archiving: in accordance with the applicable retention list</p> <p>Destruction: no specific safety requirements</p> <p>Other documents: JURI may seek the opinion of the Legal Service on specific cases. These opinions are sent to the committee Members, but should not be disclosed to the public.</p>	
<p><i>MEP Financial matters</i></p> <p><i>MPE Affaires financières</i></p>	<p>Definition: documents created or received by DG FINS for internal purposes of the Parliament signed or approved by DG FINS</p> <p>Creation: no specific safety requirements</p> <p>Registration: in GEDA allowed</p> <p>Notification: by GEDA, letter or e-mail to the addressee allowed</p>	<p>DG FINS SG</p>

	<p>Distribution: by GEDA, e-mail and paper copy to MEP concerned allowed. Distribution allowed to:</p> <ul style="list-style-type: none"> (i) Persons and bodies entitled under applicable legislation and rules,; (ii) Members of Bureau and Quaestors, SG ; (iii) Legal representatives of, and persons mandated by MEP to represent them; (iv) Competent national authorities; (v) EP staff on a need-to-know basis. <p>Consultation: on a need-to-know basis. Individual consultation and consultation in meetings allowed</p> <p>Storage: no specific safety requirements</p> <p>Destruction: according to DG FINS special retention list</p>	
<p><i>Internal Audit</i></p> <p><i>Audit interne</i></p>	<p>Definition: to be used on documents created or received by the Internal Audit Service for internal purposes, for which the Internal Auditor or his/her delegate decide that the following handling and distribution restrictions apply;</p> <p>Creation: no specific safety requirements</p> <p>Registration: in GEDA allowed</p> <p>Notification: by GEDA or e-mail to the addressee allowed</p> <p>Distribution: by GEDA, e-mail and paper copy allowed. Distribution by addressee to EP services allowed on a need to know basis.</p> <p>Consultation: on a need-to-know basis. Individual consultation and consultation in meetings allowed</p> <p>Storage: no specific safety requirements</p> <p>Destruction:</p>	<p>Internal Audit Service</p>

	no specific safety requirements	
<p><i>European Court of Auditors</i></p> <p><i>Cour des Comptes Européenne</i></p>	<p>Definition: to be used on correspondence related to the preparation of (draft) annual and (draft) Special Reports of the Court of Auditors:</p> <p>Creation: no specific safety requirements</p> <p>Registration: in GEDA allowed</p> <p>Notification: by GEDA or e-mail to the addressee allowed</p> <p>Distribution: by GEDA, e-mail and paper copy allowed. Distribution to EP staff allowed on a need-to-know basis</p> <p>Consultation: on a need to know basis. Individual consultation and consultation in meetings allowed</p> <p>Storage: No specific safety requirements</p> <p>Destruction: According to DG FINS specific retention list</p>	<p>President Secretary-General DG FINS</p>
<p><i>Disciplinary matters</i></p> <p><i>Affaires disciplinaires</i></p>	<p>Definition: background file on a disciplinary procedure (e.g. GEDA note from the relevant DG, OLAF report, any other data/information regarding the investigation)</p> <p>Creation: no specific safety requirements</p> <p>Registration:</p>	<p>DG of assignment of the staff member</p> <p>DG PERS</p> <p>SJ</p> <p>SG</p>

	<p>in GEDA allowed</p> <p>Notification: via GEDA allowed</p> <p>Distribution: delivered by hand and/or via GEDA with limited access</p> <p>The subject matter of the emails, meeting requests and GEDA references are not explicit</p> <p>Consultation: on a need-to-know basis; Staff members working in the disciplinary sector have a need to know.</p> <p>Storage: in the DG PERS-network Data is recorded in a table with restricted access</p> <p>Archiving: files are kept in under lock and key Office doors of the disciplinary sector are equipped with security locks For duration: see DG PERS specific retention list</p> <p>Destruction: no specific safety requirements</p>	<p>This marking can be applied by the service in charge of the reception</p>
--	--	--

	<p>Definition: documents containing information about a disciplinary proceeding (e.g. letter informing the agent that an administrative investigation has been launched against him/her, gathering witness testimonies/Interviews (questions, invitation for interview, draft minutes), report for the Appointing Authority with annexes (minutes of testimonies, other relevant information), preliminary hearing (invitation for an interview), follow-up (Letter informing the agent of the decision taken by the Appointing Authority, decision regarding the appropriate sanctions)</p> <p>Creation: no specific safety requirements</p> <p>Registration: in GEDA allowed</p> <p>Notification: via GEDA allowed</p> <p>Witness testimonies are notified by email with a request of a delivery receipt and a read receipt</p> <p>Distribution: by GEDA allowed</p> <p>Communications and decisions addressed to the staff member concerned by the administrative investigation are sent by registered letter with acknowledgement of receipt.</p> <p>Witness testimonies - Minutes signed by all parties (staff member, team DG PERS in charge) are sent by internal mail in an envelope marked "Personal / Stricement personnel" followed by "only to be opened by the addressee" to the staff member concerned by the administrative investigation and the witnesses.</p> <p>Report for the Appointing Authority with annexes (minutes of testimonies, other relevant information) is delivered by hand to the Director-General of DG PERS for decision on the follow-up to the case Decision of the Appointing Authority is delivered by hand from the Director-General of DG PERS (instructions written on the report itself by the AA) or given in GEDA</p>	
--	---	--

	<p>The subjects of the emails, meeting requests, GEDA references and Mission orders are not explicit</p> <p>Consultation: on a need-to-know basis; Staff members working in the disciplinary sector have a need to know.</p> <p>Storage: in the DG PERS-network Data is recorded in a table with restricted access</p> <p>Archiving: files are kept under lock and key Office doors of the disciplinary sector are equipped with security locks</p> <p>The decision regarding disciplinary sanction and the letter of transmission to the staff member concerned are archived in the personal file.</p> <p>For duration: see DG PERS specific retention list</p> <p>Destruction: according to DG PERS specific retention list</p>	
<p><i>DG ITEC Inquiry</i></p> <p><i>DG SAFE Inquiry</i></p> <p><i>Enquête de la DG ITEC</i></p> <p><i>Enquête de la DG SAFE</i></p>	<p>Definition: to be used on documents containing data linked to administrative security inquiries dealing with security.</p> <p>Creation: no specific safety requirements</p> <p>Registration: no specific safety requirements</p> <p>Notification: no specific safety requirements</p> <p>Distribution: where e-mail is used, it is advised to be sent via encrypted means. Transmission by GEDA fiche nominative allowed</p> <p>Consultation: on a need-to-know basis</p> <p>Storage:</p>	<p>CP, CSG, DG SAFE, DG ITEC</p>

	<p>specific rules on storage are set by DG SAFE and DG ITEC in accordance with the type of inquiry</p> <p>Archiving: specific rules on archiving are set by DG SAFE and DG ITEC in accordance with the type of inquiry</p> <p>Destruction: No specific safety requirements</p>	
<p><i>National inquiries</i></p> <p><i>Enquête nationales</i></p>	<p>Definition: to be used on documents received or created in relation to requests from and investigations by national authorities.</p> <p>Creation: no specific safety requirements</p> <p>Registration: in GEDA allowed</p> <p>Notification: by GEDA fiche nominative allowed</p> <p>Distribution: transmission by GEDA fiche nominative allowed</p> <p>Consultation: on a need-to-know basis</p> <p>Storage: Under lock as long as the investigation is pending</p> <p>Archiving: under lock and key for paper version.</p> <p>Destruction: all obsolete copies shall be destroyed after 10 years. Originals shall be destroyed 30 years after reception of the request</p>	<p>CP, SG, DG FINS, Legal Service, DG SAFE</p>
<p><i>Opinion of the Legal Service</i></p> <p><i>Avis du Service Juridique</i></p>	<p>Definition: to be used on documents containing legal advice or a legal analysis created by the Legal Service following a request in the sense of Bureau decision of 28.01.2004 signed by the Jurisconsult or a Director</p> <p>Creation: no specific safety requirements;</p> <p>Registration:</p>	<p>Legal Service</p>

	<p>in GEDA allowed</p> <p>Notification: by GEDA or e-mail to the addressee allowed</p> <p>Distribution: by GEDA, e-mail and paper copy allowed;</p> <p>Consultation: on a need-to-know basis. Individual consultation and consultation in meetings allowed; all staff of the Legal Service have a need to know;</p> <p>Storage : no special safety requirements, upload in WebAjur allowed</p> <p>Unmarking : Necessary if a committee decides to distribute the Legal Opinion as meeting document</p> <p>Archiving : upload in WebAjur allowed</p> <p>Destruction : No specific safety requirements</p>	
<p><i>Court procedural documents</i></p> <p><i>Documents de procedure jurisdictionnelle</i></p>	<p>Definition: to be used on written submissions created or received by the Legal Service for the purpose of Court proceedings (application, defence, reply, rejoinder, plea of inadmissibility, observations, appeal, response, statement in intervention); Does not apply to communications with the Courts (transmission of documents, mandate, time for pleadings etc.);</p> <p>Creation: no specific safety requirements;</p> <p>Registration : in GEDA of the transmission letter of the Court as well as the outgoing documents, (no written submissions uploaded in GEDA).</p> <p>Notification: by GEDA only of the transmission letter of the Courts;</p> <p>Distribution: distribution by e-curia allowed; distribution by e-mail and paper;</p> <p>Consultation: on a need-to-know basis. All staff of the Legal Service have a need to know. No consultation in committee meetings allowed</p>	<p>Legal Service</p>

	<p>Storage: no specific safety requirements, upload in WebAjur allowed</p> <p>Archiving: upload in WebAjur allowed</p> <p>Destruction: No specific safety requirements</p>	
<i>OLAF investigations</i>	<p>Definition : to be used on documents received or created in relation to OLAF selection of cases, investigations, follow-up activities, coordination or criminal assistance cases.</p> <p>Creation: the temporary drafts/copies/versions of documents created in the EP for internal consultation or translation should be accessible on the strict need-to-know basis</p> <p>Registration: GEDA fiche nominative allowed</p> <p>Notification: GEDA fiche nominative allowed</p> <p>Distribution: in a sealed envelope for paper/GEDA fiche nominative for digital. Documents distributed to OLAF will not be registered by <i>courrier officiel</i> but handed over with the confirmation of receipt</p> <p>Consultation: on a need-to-know basis. The temporary drafts/copies/versions of documents created in the EP for internal consultation or translation should be accessible on the strict need to know basis</p> <p>Storage: under lock and key for paper/GEDA fiche nominative for digital</p> <p>Archiving: under lock and key for paper version</p> <p>Destruction: all obsolete copies will be destroyed. The originals will be destroyed 10 years after the closure of a related OLAF case and/or follow-up actions</p>	Everybody (as we create replies and initial information)
	Definition:	Member

<p><i>Advisory Committee on the Conduct of Members</i></p> <p><i>Comité consultative sur le conduit des Membres</i></p>	<p>to be used on documents created or received from Members in the context of the activities of the Advisory Committee on the Conduct of Members under the Code of Conduct including requests by Members on the interpretation and implementation of the Code of Conduct, advice to the President on possible conflicts of interest or breaches of the Code, information related to the individual rights of Members etc etc.</p> <p>Creation: no specific safety requirements.</p> <p>Registration: in GEDA allowed</p> <p>Notification: by GEDA and by e-mail only to the addressees: Members of the Advisory Committee, CP, CSG, DG PRES and Legal Service.</p> <p>Distribution: by GEDA, e-mail and hard copy. Members of the Advisory Committee, CP, CSG, Legal Service and MAU staff and hierarchy in charge of MAU have a need to know. For other Parliament staff, including Spokesperson (DG COMM) and MEPs assistants, only on a need to know basis.</p> <p>Consultation: on a need-to-know basis. Individual consultation In camera meetings attended only by Members of the Advisory Committee, CP, CSG, Legal Service and MAU staff.</p> <p>Storage: no specific safety requirements. By the MAU</p> <p>Destruction: no specific safety requirements</p>	<p>Administration Unit (MAU) CP</p>
---	---	---

C) MARKINGS RELATING TO A SPECIFIC ACTION TO BE TAKEN

<p><i>Embargo until...</i></p> <p><i>Embargo jusqu'à...</i></p>	<ul style="list-style-type: none"> - Marking used to indicate date/time/event before which a document is not publicly available. - Marking can be used alone or in addition to another marking or to a security classification. - Used as an extra handling instruction to ensure that recipients are aware of time limitations on handling the document as confidential. - Transmission only to addressee(s) - Further disclosure only on the basis of the 'need-to-know' - When used in addition to another marking or security classification, secure measures for creation, registration, transmission and storage are determined by the other marking or security classification. - When used in addition to another marking or a security classification it determines the automatic 'unmarking' or 'declassification' of the document. - When used alone, no specific safety requirements as regards creation, transmission, storage, copies and archiving are imposed. - When used alone, transmission by e-mail or by GEDA is allowed. 	<p>All services authorised to use other markings and /or security Classifications should always apply this additional marking whenever the confidentiality of the documents is limited to a period of time.</p>
<p>RELEASABLE TO...</p>	<ul style="list-style-type: none"> - Upon decision by the competent authority (President, Secretary General, Director General or person to whom delegation has been given by the Director General) to release confidential information to a third party. - Marking may be used in addition to another marking or to a security classification. - Specific safety requirements as regards, transmission and transportation are established by the original marking or security classification. - 'Unmarking' only occurs with the removal of the original marking or with declassification of the document. 	<p>All services authorised to use other markings.</p> <p>ONLY CIU if applied to EUCL.</p>

Annex II - Examples

- # 1 : Classified document with security classification and security designator
- # 2 : Classified document in which parts of text are classified. When all together, the whole document is classified at the same level
- # 3 : Classified document with a marking
- # 4 : 'Other confidential information' document bearing one marking
- # 5 : 'Other confidential information' bearing more than one marking



[DG/Directorate/Unit/Head of Unit]

EU RESTRICTED

UNTIL 31/12/2014

Brussels, dd/mm/yyyy

Ref.: CIU/R/001/14

Note for the attention of ...

Subject : Example classified document # 1

with security classification and security designator.

Yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy
yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy
yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy
yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy
yyyy yyyy yyyy

yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy
yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy
yyyy.

(signature)

Enclosure(s) :



[DG/Directorate/Unit/Head of Unit]

EU RESTRICTED

Brussels, dd/mm/yyyy

Ref.: CIU/R/002/14

Note for the attention of

Subject : Example classified document # 2

Parts of text are classified. When all together, the whole document is also classified at the same Level.

Yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy
 yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy
 yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy

Yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy
 yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy
 yyyy yyyy yyyy yyyy yyyy yyyy

EU-R

Yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy
 yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy
 yyyy yyyy yyyy yyyy yyyy yyyy yy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy
 yyyy yyyy yyyy yyyy yyyy

yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy
 yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy
 yyyy.

EU-R

Yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy
yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy
yyyy.

(signature)

Enclosure(s) :



[DG/Directorate/Unit/Head of Unit]

EU RESTRICTED

**RELEASABLE TO
EUROPEAN COMMISSION**

Brussels, dd/mm/yyyy

Ref.: CIU/R/003/14

Note for the attention of

Subject : Example classified document # 3

Classified document with a marking

Yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy
yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy
yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy

Yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy
yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy
yyyy yyyy yyyy yyyy yyyy yyyy

yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy.

Yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy
yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy

(signature)

Enclosure(s) :



[DG/Directorate/Unit/Head of Unit]

Limite

Brussels, dd/mm/yyyy

Ref.: GEDA D(2014)

CIU/OCI/004/14

Note for the attention of

Subject : Example of 'other confidential information document' # 4

Document bearing one marking

Yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy
yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy
yyyy yyyy yyyy yyyy yyyy

yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy
yyyy yyyy yyyy yyyy yyyy.

Yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy
yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy
yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy
yyyy yyyy yyyy yyyy yyyy

Yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy
yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy
yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy
yyyy yyyy yyyy yyyy yyyy

Yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy
yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy

(Signature)

Enclosure(s)

Staff Matter

RELEASABLE
TO: Director
General of DG
IPOL

Brussels, dd/mm/yyyy

Ref.: GEDA D(2014) ⁴

PERS/OCI/005/14

Note for the attention of

Subject : Example of 'other confidential information document' # 5

Document bearing more than one marking

Yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy
yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy
yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy

Yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy
yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy

yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy.

Yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy
yyyy yyyy yyyy y yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy.

Yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy
yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy yyyy

(signature)

Enclosure(s):

⁴ If registration in GEDA is allowed by the respective marking according to Annex I of this handling instruction.