

HANDLING INSTRUCTION 12¹

EP - PERSONAL SECURITY CLEARANCE

1. INTRODUCTION

- (1) This Handling Instruction describes the procedure for the delivery of the authorisation that is required by an individual in order to have access to classified information. This authorisation takes the form of the "European Parliament Personal Security Clearance" (hereafter the EP-PSC) and is granted upon request in accordance with Annex I, part 2, of the Bureau Decision.
- (2) The EP-PSC is an administrative decision adopted by the competent Authorising Authority, that is to say the President, if it concerns Members of the European Parliament, or the Secretary-General, if it concerns officials of the European Parliament and other Parliament employees working for political groups.
- (3) EP-PSC grants an individual access to EU classified information (EUCI) up to a specific level. However, officials of the European Parliament and other Parliament employees working for political groups shall also demonstrate their "need-to-know" in relation to the specific EUCI.
- (4) The EP-PSC is normally issued following a positive vetting procedure (security screening) carried out by a National Security Authority (NSA) under national law and after a mandatory security briefing.
- (5) The vetting procedure is the responsibility of the Member State of which the requesting person is a national. A vetting procedure is regulated by national law, including rules concerning appeals. The European Parliament does not conduct any investigative actions in the framework of a vetting procedure.
- (6) The Risk Assessment Unit (RAU) of the Directorate-General for Security is in charge of carrying out the administrative steps assisting Members of the European Parliament, Parliament officials and other Parliament employees working for political groups to proceed with the vetting procedure by their respective NSA.
- (7) Members of the European Parliament may be granted EP-PSC up to the level of CONFIDENTIEL UE/EU CONFIDENTIAL without prior vetting procedure. Parliament officials and other parliament employees working for political groups may be granted EP-PSC up to the level of RESTRAINT UE/EU RESTRICTED without a prior vetting procedure.

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

- (8) In exceptional circumstances, an EP-PSC may be granted in a provisional manner pending the outcome of a vetting procedure, after notifying the relevant NSA and provided there is no reaction from them within one month. Provisional EP-PSCs may be granted for a period up to six months. Provisional EP-PSCs may not give access to information classified as ‘TRÈS SECRET UE/EU TOP SECRET’.

2. PRINCIPLES

2.1 Procedure for an EP-PSC

- (9) The procedure is a long, labour intensive and expensive procedure. Every procedure for an EP-PSC is subject to the person's consent and shall be justified to the competent Authorising Authority.
- (10) No individual can be obliged to be subject to a vetting procedure in view of the delivery of an EP-PSC. However, if a specific function requires an EP-PSC and the person occupying this post does not want to be subject to a vetting procedure, this person may be invited to change his/her functions.

2.2 Defining the need for an EP-PSC

- (11) The need for a EP-PSC is related to the position an individual holds and shall be reflected in the administrative job description of the post. The following functions shall be commensurate with the following confidentiality level of EP-PSC:
- up to EU TOP SECRET: Members of the European Parliament, Secretary General, Deputy Secretary General, Director-General for Security, Director for Information Technologies, Heads of Unit of the Classified Information Unit (CIU) and of the RAU;
 - up to SECRET UE/EU SECRET: Jurisconsult, Directors General, Directors and the Internal Auditor;
 - up to CONFIDENTIEL UE/EU CONFIDENTIAL: Heads of Units,
 - up to RESTREINT UE/EU RESTRICTED: Parliament staff members and other parliament employees working for political groups.
- (12) Managers shall be fully aware of the identities of their staff engaged in work on classified information or having access to classified information or to accredited Communication Information System (CIS).
- (13) All positions requiring an EP-PSC shall be listed in a security organisational chart.
- (14) The security organisational chart shall be accessible by the RAU. Justification for an EP-PSC request shall be based on the data contained in that chart.

3. PRACTICES

- (15) Members of the European Parliament may initiate a procedure for an EP-PSC or for a provisional EP-PSC by addressing a request to the President of the European Parliament. Provisions below may apply as appropriate.

3.1 Initiation of procedure for an EP-PSC for official of the European Parliament and other Parliament employees

- (16) Until establishment of a security organisational chart, only a Director-General or Director, on the basis of a proposal from a Directorate or Unit, may request an EP-PSC for his/her individual staff members. The request for an EP-PSC shall be submitted to the Authorising Authority and shall provide the following details:
- (a) Family name of the individual staff member (in case of multiple surnames, the commonly used one should be in bold);
 - (b) First name of the individual staff member;
 - (c) Nationality of the individual staff member;
 - (d) Position held in the service.
- (17) On submission of a request, the RAU shall open a file and shall send by e-mail to the individual staff member concerned the relevant national NSA forms, together with an explanation of the procedure for the delivery of the EP-PSC. The forms duly filled shall be returned to the RAU within 15 working days.
- (18) In its initial correspondence, the RAU shall inform the individual staff member concerned of his or her right to oppose to be submitted to the procedure at any stage. In the event the staff member concerned decides to do so, he or she shall inform the RAU and his/her immediate hierarchical authority in writing. The individual staff member is not obliged to state the reasons of his decision.
- (19) On the expiration of the deadline of 15 working days, the RAU shall send a first reminder to the staff member concerned, extending the initial deadline for additional 15 working days.
- (20) In the event of non-reaction on expiration of the second deadline, the RAU shall send a second reminder to the staff member, with his or her immediate hierarchical authority in copy. A new third deadline of an additional 10 working days shall be indicated.
- (21) In the event of non-reaction on expiration of the third deadline, a last reminder shall be sent to the individual staff member, with his/her immediate hierarchical authority as well as the next higher hierarchical authority in copy. A last deadline of another 10 working is given.

- (22) On expiration of the final deadline, the RAU shall inform the manager of the individual staff member concerned, who may take appropriate administrative measures.

3.2 Reception of the NSA forms and request of a vetting procedure to the NSA concerned

- (23) On reception of the filled-in forms by the individual staff member concerned, the RAU shall check that the file is complete, and particularly:
- (a) all boxes are correctly filled in and/or all questions are answered;
 - (b) all required signatures are present;
 - (c) where appropriate, all annexes, pictures and certified copies are attached.
- (24) The RAU shall prepare an official request for a vetting procedure for the signature of the Authorising Authority. The official request, together with the complete file, shall be sent to the relevant NSA.

3.3 Reception of a positive opinion of the NSA and decision of the Authorising Authority

- (25) Upon receipt of a POSITIVE opinion from the NSA, the RAU shall:
- (a) register the opinion in the RAU data base mentioning:
 - i. date of the NSA's note;
 - ii. initial date of the validity of the opinion
 - iii. final date of the validity of the opinion
 - iv. level of the EUCI classification permitted
 - v. possible observations from the NSA;
 - (b) inform the individual staff member concerned and his/her managers;
 - (c) invite the person concerned to a security briefing;
 - (d) prepare the EP-PSC for signature of the Authorising Authority. Templates of the EP-PSC are annexed hereto (see Annexes I and II);
 - (e) upon return of EP-PSC, register it within the accredited CIS, to which CIU shall have access;

- (f) prepare two (2) copies of EP-PSC (one for the person concerned, one for CIU).

3.4 Reception of a negative opinion of the NSA

- (26) Upon receipt of a NEGATIVE opinion from the NSA, the RAU shall notify the person concerned, who may ask to be heard by the competent Authorising Authority, who may ask the competent NSA for further clarification. If the negative opinion is confirmed, an EP-PSC shall not be granted.
- (27) If the negative opinion followed an application for a renewal, the EP-PSC, based on the previous positive opinion, shall be revoked with immediate effect, pending the completion of any appeal.
- (28) In the event that a provisional EP-PSC under point 11.15 or 12.15 of Annex I, Part 2, of the Decision of the Bureau has been granted, it shall be immediately revoked.

3.5 Procedure for a provisional EP-PSC

3.5.1 Prerequisite

- (29) A provisional EP-PSC may only be granted:
 - (a) pending a request for a vetting procedure; and
 - (b) in the event of urgency ("exceptional circumstances").
- (30) In accordance with point 11.15 or 12.15, of Annex I, Part 2, of the Decision of the Bureau, the competent Authorising Authority may, after notifying the relevant NSA and provided there is no reaction from them within one month, grant provisional EP-PSC for a period not exceeding six months.
- (31) A provisional EP-PSC shall not give access to information classified as 'TRÈS SECRET UE/EU TOP SECRET' or equivalent.
- (32) A provisional EP-PSC may only be granted after one month from notification to the relevant NSA.

3.5.2 Procedure for provisional EP-PSC

- (33) Only the Head of Unit, Director or Director-General may request a provisional EP-PSC for his/her individual staff members. The request for a provisional EP-PSC shall be submitted to the Authorising Authority and shall provide the following details:
 - (a) Family name of the individual staff member (in case of multiple surnames, the commonly used one should be in bold);
 - (b) First name of the individual staff member;

- (c) Nationality of the individual staff member;
 - (d) Position held in the service;
 - (e) Justification of the urgency.
- (34) On submission of a request, the RAU shall prepare a provisional EP-PSC for the signature of the Authorising Authority. Templates of the provisional EP-PSC are annexed hereto (Annexes III and IV).
- (35) Upon reception of the signed provisional EP-PSC, the RAU shall register it in the accredited CIS, mentioning:
- (a) initial date of the validity of the provisional EP-PSC;
 - (b) final date of the validity of the provisional EP-PSC;
 - (c) level of the EUCI classification permitted;
 - (d) possible observations.

3.6 Mandatory Security briefing

3.6.1 General provisions

- (36) Members of the European Parliament, Parliament officials and other parliament employees working for political groups who are granted an EP-PSC or a provisional EP-PSC shall, before access to EUCI is allowed, receive a mandatory security briefing concerning guidelines on the protection of EUCI and the means of ensuring such protection to be given by the RAU and the CIU.
- (37) The content of the security briefing shall handle the protection of EUCI, the legal obligations for the holder of a security clearance, the dangers related to the use of electronic information systems and hands-on advice for safe conduct in the work place and in personal life, and the applicable procedures for the handling of EUCI in the Parliament.
- (38) The content of the security briefing shall be regularly updated in cooperation with NSAs and the security services of the other Institutions of the European Union.
- (39) The mandatory security briefing closes the EP-PSC procedure. Prior to a mandatory security briefing, the EP-PSC may not be handled over and access to EUCI may not be granted. However, in the event that an EP-PSC is granted as a result of a positive vetting procedure before the end of validity of a provisional EP-PSC, and within 6 months from the mandatory security

briefing, the person concerned may not be required to attend again a mandatory security briefing.

3.6.2 Mandatory Security Briefing procedure

- (40) The RAU shall invite the person concerned via e-mail to attend a mandatory security briefing.
- (41) Mandatory security briefings for Members of the European Parliament may be provided on an individual basis, in the Member's office or in other locations previously determined in agreement with the CIU, in French or English. At the request of the secretariat of a Parliamentary body/office holder, mandatory security briefings for Members of the European Parliament may also be provided in groups.
- (42) Mandatory security briefings for officials and other Parliament employees working for political groups may be provided in groups in a meeting room determined in agreement with the CIU in French or English.
- (43) Mandatory security briefings for information classified as RESTREINT UE/EU RESTRICTED may be simplified and may be provided immediately before consultation of the information concerned by the competent staff of the parliamentary body/office holder or the CIU, as the case may be.
- (44) After completion of the mandatory security briefing, Members of the European Parliament shall sign a declaration acknowledging receipt of the guidelines. Officials and employees shall sign a declaration acknowledging receipt of these instructions and give an undertaking to obey them.
- (45) On signature of the declaration, the person concerned shall receive a copy of the EP-PSC.

3.7 EP-PSC certificate

3.7.1 Prerequisite

- (46) An EP-PSC certificate proving the existence of a personal security clearance may be provided for missions, meetings outside the European Parliament and all other events where a proof of the existence of a valid Parliament's authorisation is required to access EUCI.
- (47) The RAU is the only parliamentary body entitled to deliver EP-PSC certificates. The template of the EP-PSC certificate is annexed hereto (Annex V).
- (48) For reasons of authenticity of the document, photocopies, scans or faxed copies of EP-PSC certificates may not be accepted instead of the original certificate.

- (49) An EP-PSC certificate may be granted for limited periods of time, and in any case for no more than one year. It may be granted in connection with a particular event (i.e. a meeting) or for shorter periods of time (i.e. an official mission). Under no circumstances, the validity of an EP-PSC certificate may exceed the validity of the EP-PSC.

3.7.2 Procedure for an EP-PSC certificate

- (50) Any person needing an EP PSC certificate shall make a request by email to the RAU (security-clearances@ep.europa.eu), with his or her hierarchical authority in copy, and shall provide the following details:
- (a) Family name of the individual staff member (in case of multiple surnames, the commonly used one should be in bold);
 - (b) First name of the individual staff member;
 - (c) Nationality of the individual staff member;
 - (d) Position held in the service;
 - (e) Justification of the request (subject and place event, mission);
 - (f) Place of the event (coordinates of the organisation to be visited);
 - (g) Date or period of the event.
- (51) On submission of a request, the RAU shall prepare an EP-PSC certificate and shall handle it over to the person concerned or to the organisation holding the event.

3.8 Withdrawal of a EP-PSC

- (52) The competent Authorising Authority may decide to withdraw an EP-PSC:
- (a) in the event of a negative opinion from the relevant NSA, in the framework of a procedure for renewal of an EP-PSC;
 - (b) when the withdrawal is necessary to ensure protection of EUCI, on the basis of a proposal from the RAU or the CIU.
- (53) The withdrawal decision shall state the reasons and the person concerned shall be duly informed and shall have right to appeal.

ANNEXES:

- I. EP-PSC for Members of the European Parliament
- II. EP-PSC for staff members
- III. Provisional EP-PSC for Members of the European Parliament
- IV. Provisional EP-PSC for staff members
- V. EP-PSC certificate

Annex I - EP-PSC for Members of the European Parliament

EP -Personal Security Clearance

Authorisation on access to European Union Classified Information

N° EP- PSC/YEAR/0000

THE PRESIDENT OF THE EUROPEAN PARLIAMENT, ACTING AS
AUTHORISING AUTHORITY

Having regard to 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,

Having regard to the positive opinion, following a vetting procedure, undertaken by the National Security Authority of **(Member State)**,

- Whereas the President of the European Parliament acts as the authority responsible for granting authorisation for Members of the European Parliament to access classified information held by the European Parliament;
- Whereas Mr/Ms **(NAME, First Name, date of birth)**, by reason of his/her duties, and/or the requirements of his/her function to have knowledge of or use classified information up to and including **(LEVEL UE/EU LEVEL)** or equivalent, needs access to such classified information held by the European Parliament;
- Whereas Mr/Ms **(NAME, First Name, date of birth)**, pursuant to paragraph 11.14 of Annex I, part 2 of the Decision of the Bureau of 15 April 2013, has received security guidelines on the protection of classified information and the means of ensuring such protection, and has agreed to attend all future briefings when so required;
- Whereas Mr/Ms **(NAME, First Name, date of birth)** has signed a declaration acknowledging receipt of the security guidelines;
- Whereas Mr/Ms **(NAME, First Name, date of birth)** should immediately inform the President of any change in administrative data on which the security screening (vetting procedure) of the National Security Authority was carried out in accordance with national laws governing clearance procedures,

HAS DECIDED

Article 1: Mr/Ms **(NAME, First Name date of birth)** is authorised to access classified information up to and including **(LEVEL UE/EU LEVEL)** or equivalent held by the European Parliament;

Article 2: This authorisation may be withdrawn by the Authorising Authority at any time for duly justified reasons;

Article 3: This authorisation expires on **(day/month/year)** or on the day of expiration of the functions for which it was granted, when this day comes first.

Done at Brussels on **(day/month/year)**

THE PRESIDENT

copy: **(NAME, First Name)**
CIU

Note: This authorisation is only valid to access classified information or equivalent in European Parliament premises. An EU Personal Security Clearance Certificate for access to classified information or equivalent outside the European Parliament may be provided by the Risk Assessment Unit.

ACKNOWLEDGEMENT OF RECEIPT

I undersigned, Mr/Ms (**NAME, First Name, date of birth**) hereby acknowledge that I have been informed of the security guidelines applicable in the European Parliament, as contained in 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 and its implementing rules (Handling Instructions).

I hereby acknowledge receipt of the security guidelines and undertake the obligation to protect classified information and acknowledge the consequences of any failure in this regard.

I hereby take note that any failure to respect the security guidelines and Handling Instructions may result in administrative, disciplinary and penal consequences.

Date and signature:

.....

Annex II - EP-PSC for Staff of the European Parliament

EP -Personal Security Clearance

Authorisation on access to European Union Classified Information

N° EP- PSC/YEAR/0000

THE SECRETARY GENERAL OF THE EUROPEAN PARLIAMENT, ACTING
AS AUTHORISING AUTHORITY

Having regard to 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,

Having regard to the positive opinion, following a vetting procedure, provided by the National Security Authority of **(Member State)**,

- Whereas the Secretary-General of the European Parliament acts as the authority responsible for granting authorisation for European Parliament officials and other Parliament employees working for political groups to access classified information held by the European Parliament;
- Whereas Mr/Ms **(NAME, First Name, date of birth)**, by reason of his/her duties, and/or the requirements of his/her function to have knowledge of or use classified information up to and including **(LEVEL UE/EU LEVEL)** or equivalent, needs access to such classified information held by the European Parliament in accordance with his/her need-to-know;
- Whereas Mr/Ms **(NAME, First Name, date of birth)**, pursuant to paragraph 12.14 of Annex I, part 2 of the Decision of the Bureau of 15 April 2013, has received security guidelines on the protection of classified information and the means of ensuring such protection, and has agreed to attend all future briefings when so required;
- Whereas Mr/Ms **(NAME, First Name, date of birth)** has signed a declaration acknowledging receipt of the security guidelines and giving his/her undertaking to fully obey the security guidelines;
- Whereas Mr/Ms **(NAME, First Name, date of birth)** should immediately inform the Secretary-General of any change in administrative data on which the security screening (vetting procedure) of the National Security Authority was carried out in accordance with national laws governing clearance procedures,

HAS DECIDED

Article 1: Mr/Ms **(NAME, First Name, date of birth)** is authorised to access classified information up to and including **(LEVEL UE/EU LEVEL)** or equivalent held by the European Parliament, in accordance with his/her need-to-know;

Article 2: This authorisation may be withdrawn by the Authorising Authority at any time for duly justified reasons;

Article 3: This authorisation expires on **(day/month/year)** or on the day of expiration of the functions for which it was granted, when this day comes first.

Done at Brussels on **(day/month/year)**

THE SECRETARY GENERAL

copy: **(NAME, First Name)**
CIU

Note: This authorisation is only valid to access classified information or equivalent in European Parliament premises. An EU Personal Security Clearance Certificate for access to classified information or equivalent outside the European Parliament may be provided by the Risk Assessment Unit.

ACKNOWLEDGEMENT OF RECEIPT

I undersigned, Mr/Ms **(NAME, First Name, date of birth)** hereby acknowledge that I have been informed of the security guidelines applicable in the European Parliament, as contained in 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 and its implementing rules (Handling Instructions).

I hereby acknowledge receipt of the security guidelines and undertake the obligation to protect classified information and acknowledge the consequences of any failure in this regard.

I hereby take note that any failure to respect the security guidelines and Handling Instructions may result in administrative, disciplinary and penal consequences.

Date and signature:

.....

Annex III - Provisional EP-PSC for Members of the European Parliament

Provisional EP - Personal Security Clearance

Provisional Authorisation on access to European Union Classified Information

N° EP -PPSC/YEAR/0000

THE PRESIDENT OF THE EUROPEAN PARLIAMENT, ACTING AS
AUTHORISING AUTHORITY

Having regard to 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,

- Whereas the President of the European Parliament acts as the authority responsible for granting provisional authorisation for Members of the European Parliament to access classified information held by the European Parliament;
- Whereas Mr/Ms (**NAME, First Name, date of birth**), by reason of his/her duties, and/or the requirements of his/her function to have knowledge of or use classified information up to and including (**LEVEL UE/EU LEVEL**) or equivalent, needs access to such classified information held by the European Parliament;
- Whereas, pursuant to paragraph 11.15 of Annex I, part 2 of the Decision of the Bureau of 15 April 2013 in exceptional circumstances the President may, after notifying the competent national authorities and provided there is no reaction from them within one month, grant provisional authorisation to a Member of the European Parliament for a period not exceeding six months, pending the outcome of the security-screening (vetting procedure);
- Whereas a personal security clearance procedure is pending due to the security screening (vetting procedure) in course before the National Security Authority of (**Member State**);
- Whereas the provisional authorisation should not give access to information classified as ‘TRÈS SECRET UE/EU TOP SECRET’;
- Whereas Mr/Ms (**NAME, First Name, (date of birth)**), pursuant to paragraph 11.14 of Annex I, part 2 of the Decision of the Bureau of 15 April 2013, has received security guidelines on the protection of classified information and the means of ensuring such protection, and has agreed to attend all future briefings when so required;

- Whereas Mr/Ms (**NAME, First Name, date of birth**) has signed a declaration acknowledging receipt of the security guidelines,

HAS DECIDED

Article 1: Mr/Ms (**NAME, First Name, date of birth**) is authorised to access classified information up to and including (**LEVEL UE/EU LEVEL**) or equivalent held by the European Parliament;

Article 2: This authorisation may be withdrawn by the Authorising Authority at any time for duly justified reasons;

Article 3: This authorisation expires on (**day/month/year**) or on the day of expiration of the functions for which it was granted, when this day comes first.

Done at Brussels on (**day/month/year**)

THE PRESIDENT

copy: (**NAME, First Name**)
CIU

Note: This authorisation is only valid to access classified information or equivalent in European Parliament premises. An EU Personal Security Clearance Certificate for access to classified information or equivalent outside the European Parliament may be provided by the Risk Assessment Unit.

ACKNOWLEDGEMENT OF RECEIPT

I undersigned, Mr/Ms (**NAME, First Name, date of birth**) hereby acknowledge that I have been informed of the security guidelines applicable in the European Parliament, as contained in 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 and its implementing rules (Handling Instructions).

I hereby acknowledge receipt of the security guidelines and undertake the obligation to protect classified information and acknowledge the consequences of any failure in this regard.

I hereby take note that any failure to respect the security guidelines and Handling Instructions may result in administrative, disciplinary and penal consequences.

Date and signature:

.....

Annex IV - Provisional EP-PSC for Staff of the European Parliament

Provisional EP - Personal Security Clearance

Provisional Authorisation on access to European Union Classified Information

N° EP-PPSC/YEAR/0000

THE SECRETARY GENERAL OF THE EUROPEAN PARLIAMENT, ACTING
AS AUTHORISING AUTHORITY

Having regard to 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,

- Whereas the Secretary-General of the European Parliament acts as the authority responsible for granting a provisional authorisation for European Parliament officials and other Parliament employees working for political groups to access classified information held by the European Parliament;
- Whereas Mr/Ms (**NAME, First Name, date of birth**), by reason of his/her duties, and/or the requirements of his/her function to have knowledge of or use classified information up to and including (**LEVEL UE/EU LEVEL**) or equivalent, needs access to such classified information held by the European Parliament in accordance with his/her need-to-know;
- Whereas pursuant to paragraph 12.15 of Annex I, part 2 of the Decision of the Bureau of 15 April 2013, in exceptional circumstances the Secretary-General may, after notifying the competent national authorities and provided there is no reaction from them within one month, grant provisional authorisation to an official of the European Parliament or other Parliament employee working for a political group for a period not exceeding six months, pending the outcome of the of the security-screening (vetting procedure);
- Whereas a personal security clearance procedure is pending due to the security screening (vetting procedure) in course before the National Security Authority of (**Member State**);
- Whereas the provisional authorisation should not give access to information classified as ‘TRÈS SECRET UE/EU TOP SECRET’;
- Whereas Mr/Ms (**NAME, First Name (date of birth)**), pursuant to paragraph 12.14 of Annex I, part 2 of the Decision of the Bureau of 15 April 2013, has received security guidelines on the protection of classified information and the means of ensuring such protection, and has agreed to attend all future briefings when so required;

- Whereas Mr/Ms **(NAME, First Name (date of birth))** has signed a declaration acknowledging receipt of the security guidelines, and giving an undertaking to fully obey the security guidelines,

HAS DECIDED

Article 1: Mr/Ms **(NAME, First Name, date of birth)** is authorised to access classified information up to and including **(LEVEL UE/EU LEVEL)** or equivalent held by the European Parliament, in accordance with his/her need-to-know;

Article 2: This authorisation may be withdrawn by the Authorising Authority at any time for duly justified reasons;

Article 3: This authorisation expires on **(day/month/year)** or on the day of expiration of the functions for which it was granted, when this day comes first.

Done at Brussels on **(day/month/year)**

THE SECRETARY GENERAL

copy: **(NAME, First Name)**
CIU

Note: This authorisation is only valid to access classified information or equivalent in European Parliament premises. An EU Personal Security Clearance Certificate for access to classified information or equivalent outside the European Parliament may be provided by the Risk Assessment Unit.

ACKNOWLEDGEMENT OF RECEIPT

I undersigned, Mr/Ms (**NAME, First Name, date of birth**) hereby acknowledge that I have been informed of the security guidelines applicable in the European Parliament, as contained in 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 and its implementing rules (Handling Instructions).

I hereby acknowledge receipt of the security guidelines and undertake the obligation to protect classified information and acknowledge the consequences of any failure in this regard.

I hereby take note that any failure to respect the security guidelines and Handling Instructions may result in administrative, disciplinary and penal consequences.

Date and signature:

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Annex V - EP-PSC Certificate

European Parliament
Directorate for Security and Risk Assessment
60 rue Wiertz, B-1047 - Brussels, Belgium

EP Personal Security Clearance CERTIFICATE

This is to certify that

Title/Name/First Name:

Place (country) and date of birth (day/month/year):

Nationality/Nationalities:

is the holder of an EP-Personal Security Clearance issued by the Competent Authorising Authority of the European Parliament

in accordance with 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, in particular Annex I, Part 2, and may have access to classified information up to and including:

CONFIDENTIEL UE/EU CONFIDENTIAL ☐

SECRET UE/EU SECRET ☐

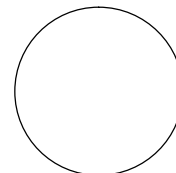
TRES SECRET EU/EU TOP SECRET ☐

This personal security clearance certificate expires on (day/month/year)¹

Issued:

Date:

Stamp



Security Officer

(Title/Name/First Name, Rank)

Signature

¹ This certificate may be used for access to a particular event (meeting, conference). For reoccurring events, this certificate is valid for a duration of one year or until expiration of the security clearance, whichever comes first.