**Project PRS Information Management Plan**

1. **Applicable and reference documents**
   * Galileo PSI and its annexes (COMSEC Items, PRS Annex, Security Classification Guide)
   * Commission Decision (EU, Euratom) 2015/444 of 13 March 2015 on the security rules for protecting EU classified information
   * National laws and regulations for protecting classified information
2. **Contractual framework of the activity**

*(It shall include the reference of the contractual activity, details of the higher level of classification handled and PRS markings)*

1. **Description of the activity**

*(It shall include the nature of the activity (an activity during the tendering stage or the execution of a contract or grant agreement), the category/categories of the PRS SAB authorisation sought and the level of classified information handled, the description of the activity, the Sub-Contractors if any, the dates of start and cessation, the list of sites/premises involved in the execution of the activity)*

1. **Handling of PRS security incidents**

*(It shall include the specific process and stakeholders for the reporting of PRS incidents, including those related to COMSEC incidents and the handling of PRS incidents[[1]](#footnote-1))*

1. **Flow-down of the PRS Annex requirements**

(*It shall include the processes and stakeholders, including subcontractors, for the implementation of the PRS Annex requirements during the PRS activity.*

In case of consortia, the prime contractor should describe:

* + the consortium structure detailing the PRS categories and the PRS need-to-know of each consortium partner and for each work-package
  + the PRS points of contact
  + the information sharing among consortium members. This shall also cover the process for the registration of the exchanges of classified information and classified communication
  + the description of the auditing processes within the consortium[[2]](#footnote-2))

1. **Termination and destruction of stored information**

1. according to national security rules. [↑](#footnote-ref-1)
2. according to national rules and procedures into force in the territory of each consortium entity. [↑](#footnote-ref-2)