TSCM · CONFIDENTIALITY PROTECTION

Before a sensitive meeting

A preparation checklist to identify the right people, define the spaces and organise confidentiality without sharing mission details.

A preparation checklist for those responsible for sensitive meetings and premises. It does not replace an assessment of your situation or a technical inspection.

Define the context

Which spaces will host the conversations? Who is responsible? Who is authorised to organise an inspection?

Prepare access

Identify the owner or authorised responsible person. Agree the authorisations and access constraints needed before any assignment.

Limit distribution

Keep arrangements within the group that needs to know. Avoid sensitive details in forms and initial emails.

Frame an inspection

Ask for a written scope, agreed checks, known limitations, timing and reporting arrangements.

Plan the next steps

Define who receives the report and the measures to consider in light of findings. Results relate to the scope and time of inspection.