

**MINUTES OF THE 41ST MEETING OF HEADS OF DELEGATION  
(HELCOM HOD)**

**TABLE OF CONTENTS**

MINUTES OF THE 41ST MEETING OF HEADS OF DELEGATION (HELCOM HOD).....	2
Introduction .....	2
Agenda Item 1 Adoption of the Agenda.....	2
Agenda Item 2 The 2013 HELCOM Copenhagen Ministerial Meeting .....	2
Agenda Item 3 Matters arising from the HELCOM Groups .....	11
Agenda Item 4 HELCOM institutional and organisational matters .....	17
Agenda Item 5 Any other business.....	17
Agenda Item 6 Outcome of the Meeting .....	18
Annex 1 List of Participants.....	19
Annex 2 HELCOM project for Quality assurance of phytoplankton monitoring in the Baltic Sea (HELCOM PEG QA).....	23
Annex 3 HELCOM project for the Baltic-wide assessment of coastal fish communities in support of an ecosystem-based management .....	28
Annex 4 Mandate for the Joint HELCOM-VASAB Maritime Spatial Planning Working Group.....	34
Annex 5 Rules of Procedure of the Helsinki Commission – Baltic Marine Environment Protection Commission .....	36
List of Documents.....	41



2.5 (LD 6) The Meeting requested Denmark to provide further information to the Contracting Parties on the practicalities (accommodation, logistics, etc.) of the Ministerial Meeting well in advance.

*Revision of the HELCOM Nutrient Reduction Scheme*

2.6 (LD 7) The Meeting took note of the Draft updated Fifth Baltic Sea Pollution Load Compilation (PLC-5.5): An Executive Summary (documents 2/42 and 2/42/Rev.1), presented by HELCOM LOAD Chairman Mr. Lars Svendsen, Denmark (Presentation 1).

2.7 (LD 8) The Meeting noted with satisfaction that considerable reduction in nutrient inputs has already been achieved through pollution reduction measures undertaken in the Contracting Parties, as reflected in the draft PLC-5.5 report.

2.8 (LD 9) The Meeting took note of the outcome of the MAI/CART Workshop (HELCOM HOD MAI/CART WS 2/2013), held on 26 April 2013, in Rønne, Bornholm, Denmark (document 2/1).

2.9 (LD 10) The Meeting also took note of the presentation by Director of the Baltic Nest Institute (BNI) Mr. Bo Gustafsson, Sweden on revised Maximum Allowable Inputs (MAI) and proposed new Country-Allocated Reduction Targets (CART) (Presentation 2, documents 2/15 and 2/43).

2.10 (LD 11) The Meeting advised that in the final draft of MAI-CART calculations the Odra River division should be done in the same way as for other shared/transboundary catchments and invited BNI to revise the calculations accordingly. The Meeting noted that this change will affect CART and reference period figures, as well as the outcomes of PLC-5.5.

2.11 (LD 12) The Meeting considered and agreed on the scientifically derived MAI, as included in document 2/42, to be the basis for setting and agreeing on CART.

2.12 (LD 13) The Meeting took note of the general study reservation by Germany and Finland on the proposed CART and that some more time is needed for these countries to further investigate the issue of coherence between the draft CART under BSAP and national targets under EU WFD, including the possible setting of the national target for N and P in the Bothnian Sea by Finland to cater for the need to protect coastal waters against pollution e.g. from agriculture. Finland further informed that due to limitations in assessment of nutrient loads to the Archipelago Sea, they might consider inserting a footnote in the CART table similarly as in the original 2007 BSAP set of targets.

2.13 (LD 14) The Meeting took note of the comment by Sweden that while appreciating the scientific basis for MAI calculations they will carefully consider which could be the realistic measures to be taken to reduce inputs of phosphorus to the Baltic Sea and especially to the Bothnian Sea sub-basin.

2.14 (LD 15) Meeting took note of the information by Russia on their general acceptance of the proposed CART figures, although the currently ongoing EU-funded BASE Project will provide better background on load estimates from Russia in the future.

2.15 (LD 16) The Meeting agreed that setting country-wise nutrient reduction targets is to be based on commonly agreed principles and requires consideration of timeframes and availability of measures to reduce nutrients.

2.16 (LD 17) The Meeting noted that HELCOM LOAD has made an attempt to estimate potential nutrient reductions stemming from the implementation of EU regulations, but it was not completed due to lacking information from some Contracting Parties.

2.17 (LD 18) The Meeting took note of the information by Poland that they would like to utilise the result of the BalticSTERN for estimating the cost of needed measures to reduce nutrient inputs according to the revised nutrient reduction scheme. The Meeting further took note of the request by Poland that CART figures should be, in addition, presented per area and per capita.

2.18 (LD 19) The Meeting took note of the clarification by the LOAD Chair that nutrient input figures in the scheme were normalised to accommodate for changing meteorological conditions.

2.19 (LD 20) The Meeting discussed how to deal with the transboundary loads in the new CART (document 2/37) and was of the opinion that share of inputs from non-HELCOM countries and shipping should be explicitly reflected in the reduction scheme, also with a view to stimulate and encourage bi-/multilateral remediation measures, e.g. with involvements of IFIs. The Meeting took note of the opinion by Russia that HELCOM cannot unilaterally suggest CART for the non-Contracting Parties.

2.20 (LD 21) The Meeting took note of the explanation by Mr. Bo Gustafsson that current state of knowledge does not allow to account retention in coastal areas in modelling, thus this issue is only indirectly addressed in the revised scheme.

2.21 (LD 22) The Meeting invited BNI Sweden, LOAD Chairman and the Secretariat to further develop CART, where it could be clearly indicated the proportion of shares coming from non-HELCOM countries and other sources, along with the relevant part of the draft Ministerial Declaration taking into account the Swedish proposal as contained in document 2/39, for consideration by HELCOM HOD 42/2013.

2.22 (LD 23) The Meeting requested updating of the popular report accordingly, as well as with new information on already achieved reductions as contained in the draft PLC-5.5 report.

2.23 (LD 24) The Meeting took note of the views of the Baltic Sea farmer organisations on the draft Ministerial Declaration on the revised HELCOM BSAP (document 2/26 and Appendix circulated at the Meeting) as presented by the Baltic Farmers Forum on Environment and of the support by Denmark to the expressed views. The Meeting took note of the comment by the EU that the views attributed by BFFE in this Appendix are not its own.

2.24 (LD 25) The Meeting encouraged further cooperation with agricultural stakeholders through HELCOM Agriculture and Environment Forum.

2.25 (LD 26) The Meeting took note of the position of WWF that measures to reduce pollution from agriculture are important and feasible in achieving reduction targets, as shown by e.g. Baltic Farmers Award.

#### *Third draft of the Ministerial Declaration and associated documents*

2.26 (LD 27) The Meeting opened the discussion on the third draft of the Ministerial Declaration (document 2/11), including comments by Lithuania and Poland (document 2/11/Add.1) and was of the opinion that further work is needed on the draft Declaration to single out policy-related issues to form the main part of the Declaration, while more working programme related provisions could be included in an annex.

2.27 (LD 28) The Meeting agreed, if necessary and not being possible via correspondence, to consider arranging an additional meeting of Heads of Delegation in the second half of September 2013, and welcomed the offer by Germany to host such a possible extra HOD meeting, or an additional day during HOD 42/2013 to further work on the draft Ministerial Declaration.

#### *Section with Preamble and Future strategic approach for HELCOM*

2.28 (LD 29) The Meeting considered the draft HELCOM Recommendation on Safeguarding important bird habitats and migration routes in the Baltic Sea from negative effects of wind and wave energy production at sea (document 2/6), and pending the study reservations by Russia, Sweden and Denmark to be clarified by **12 August 2013 in principle endorsed** the draft Recommendation with the following changes: to change “ecosystem approach” to “ecosystem-based”, delete from paragraph d) “on direct and indirect effects of underwater noise on birds”, not to include the text proposed by Lithuania to paragraph e) and to delete from paragraph h) “at least for five years” (as contained in document 2/6/Rev.1).

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2.29 (LD 30) The Meeting decided to forward the draft Recommendation to the 2013 HELCOM Ministerial Meeting for adoption, taking into account the comments as in paragraph above.

2.30 (LD 31) The Meeting considered the draft revised HELCOM Recommendation "Measures aimed at the reduction of discharges from fresh water and marine aquaculture" (document 2/27).

2.31 (LD 32) The Meeting agreed that the issue of sustainable aquaculture is important to be addressed by the Ministerial Meeting and more considerations are needed to finalise the draft Recommendation.

2.32 (LD 33) The Meeting decided on arranging an electronic consultation between relevant experts of the Contracting Parties to work out compromise text of the draft Recommendation with a view to finalise it for endorsement by HOD 42/2013. The Meeting welcomed the offer by Finland to lead this work with support of the Secretariat.

2.33 (LD 34) The Meeting welcomed the offer by HELCOM HABITAT Chair to collect additional comments of HELCOM HABITAT on the draft Recommendation with regards to issues related to biodiversity by **26 July 2013**.

2.34 (LD 35) The Meeting considered the draft Revised palette of measures for reducing phosphorus and nitrogen losses from agriculture (document 2/35) and agreed on the following changes to the draft:

- change sub-heading "cost-effectiveness..." to "effectiveness..." and
- delete the proposed addition "unless it is applied within agri-environmental programmes including financial compensation" under item c "reduced fertilisation".

2.35 (LD 36) The Meeting endorsed in principle the draft Revised palette of measures for reducing phosphorus and nitrogen losses from agriculture (2/35/Rev.1) as Ministerial deliverable taking into account the comments by the Contracting Parties and pending study reservation by the European Union to be clarified as soon as possible, and not later than by **12 August 2013**.

2.36 (LD 37) The Meeting considered the draft Palette of measures on cost-effective management options to reduce discharges, emissions and losses of hazardous substances (document 2/2) and agreed that it could be recommended to serve further work on regional level and be used as a HELCOM guidebook on indicative measures and their cost-efficiency. Following the reservation expressed by Finland, the Meeting invited Finland to cross-check whether there are any contradictions in the draft Palette with EU legislation on hazardous substances and welcomed the offer by the European Union to help with this evaluation.

2.37 (LD 38) The Meeting agreed to re-consider how the Palette is to be reflected in the draft Declaration bearing in mind that it is not necessary for the Ministers to endorse such a bulky document.

2.38 (LD 39) The Meeting considered and endorsed in principle the draft Joint HELCOM/OSPAR Guidelines for the Contracting Parties of OSPAR and HELCOM on the granting of exemptions under International Convention for the Control and Management of Ships' Ballast Water and Sediments, Regulation A-4 (document 2/31) as Ministerial deliverable. The Meeting noted the study reservation by Russia on the Guidelines to be clarified by **1 July 2013**.

2.39 (LD 40) The Meeting considered and endorsed the draft HELCOM Interim Guidance on Technical and Operational Aspects of Sewage Delivery to Port Reception Facilities (document 2/32) and agreed to forward it for endorsement at the 2013 HELCOM Ministerial Meeting.

2.40 (LD 41) The Meeting considered and endorsed the HELCOM-BSHC Revised Baltic Sea Harmonised Hydrographic Re-survey Scheme (document 2/34) and agreed to forward it for adoption by the 2013 HELCOM Ministerial Meeting.

2.41 (LD 42) The Meeting considered and endorsed the proposed amendments to Annex VII to the Helsinki Convention (document 2/21) and agreed to forward the amendments to the Ministerial Meeting for adoption. The Meeting requested the Secretariat to formulate the amendments as the new HELCOM Recommendation to be considered by HELCOM HOD 42/2013.

2.42 (LD 43) The Meeting considered and endorsed the proposal for HELCOM Response Manual Volume III "Response to Pollution Incidents on the shore" (document 2/22) and agreed to forward it to the HELCOM Ministerial Meeting for adoption. The Meeting took note of the clarification that new manual will not impose any specific measures on how to deal with oiled wildlife response.

2.43 (LD 44) The Meeting considered and endorsed the draft revised HELCOM Recommendation 12/8 on Airborne Surveillance with Remote Sensing Equipment in the Baltic Sea Area (document 2/23) and agreed to forward it to the HELCOM Ministerial Meeting for adoption.

2.44 (LD 45) The Meeting endorsed the reviewed HELCOM Monitoring and Assessment Strategy (document 2/4, Presentation 3) and agreed to forward it to the HELCOM Ministerial Meeting for adoption.

2.45 (LD 46) The Meeting considered the first final set of HELCOM core indicators for biodiversity and hazardous substances (document 2/7), stressed the importance of the common HELCOM set of indicators in providing a basis for joint assessments and regionally coordinated monitoring. The Meeting noted that applicability of each core indicator has been considered by the experts, advice is given on the indicator background reports, and indicators are expected to be implemented where ecologically feasible.

2.46 (LD 47) The Meeting acknowledged that the core indicator set should be further developed by the CORESET II project and that the Good Environment Status boundaries of the core indicators are provisional and will also be further developed by the HELCOM CORESET II project.

2.47 (LD 48) The Meeting agreed to publish the first HELCOM core set of biodiversity and hazardous substances core indicators on the HELCOM web page. The Danish delegation noted with appreciation the final draft CORESET report and stated that the proposed indicators could be supported in principle. Denmark regarded the CORESET indicators as a good inspirational basis for assessing the regional fulfilment of the environment targets in the BSAP and MSFD. At the same time, Denmark noted the need to take local conditions into account.

2.48 (LD 49) The Meeting took note of the statement by the EU that it welcomes documents 2/7 and 2/4 (Draft HELCOM Monitoring and Assessment Strategy). The EU encourages its Member States to make use of the core indicators and the Monitoring Strategy under the MSFD and incorporate them in their national reporting under the MSFD. The Commission underlines that member states national reports will form the basis for its assessment of the compliance and conformity with the MSFD.

2.49 (LD 50) The Meeting took note of the set of pre-core indicators which are also to be further developed by the HELCOM CORESET II project along with the candidate indicators in such a way that they will be developed into core indicator proposals for consideration by HELCOM MONAS, HELCOM GEAR and HELCOM HOD by mid-2015. The Meeting took note that the HELCOM CORESET II project, supported by relevant experts, will work on the operationalization of the regular updating of the core indicators.

2.50 (LD 51) The Meeting took note of the study reservation of Germany on the pre-core biological effects indicators that are still to be developed and that Finland wishes to ensure that the GES boundaries of the core set of hazardous substances indicators will be aligned with the Ecological Quality Standards Directive, the daughter directive of the Water Framework Directive, which is still being negotiated in the EU.

*Section on Biodiversity and resilient ecosystem underpinning ecosystem services, human well-being and prosperity*

2.51 (LD 52) The Meeting considered the assessment of cod for the HELCOM Red List (document 2/9) and took note of the study reservations on the cod assessment by Denmark and Germany and that Sweden and the EU lifted their study reservations. Sweden lifted its study reservation on redlisting of cod with the understanding that it will not pre-suppose the fishery quota negotiations between competent authorities beyond the mandate of HELCOM.

2.52 (LD 53) The Meeting took note of the EU statement that there are differences in the concepts and methodologies applied by the IUCN and in fisheries science. Some of the differences concern the use of data sources and modelling approaches. These can lead to different assessments, for example, of the risk of cod extinction in the Baltic. These differences are not specific to Baltic cod, and cannot be resolved in the assessment of a given species. EU recommends HELCOM's fisheries and habitats expert groups to work more closely together in future revisions of the HELCOM red list assessments of fish and lamprey species so as to ensure a stronger integration of their respective knowledge and expertise. EU also welcomes the continued engagement of the IUCN and ICES. The Meeting took note that Poland supported the EU statement.

2.53 (LD 54) The Meeting invited Denmark and Germany to clarify their study reservations by **19 July 2013** by informing the Secretariat ([maria.laamanen@helcom.fi](mailto:maria.laamanen@helcom.fi)) and pending the clarification of the study reservations, the Meeting agreed on the cod assessment with the understanding that the results will be incorporated into the HELCOM Red List of species in danger of becoming extinct as well as the Species Information Sheets.

2.54 (LD 55) The Meeting considered the HELCOM Red List of Baltic Sea Species in danger of becoming extinct as contained in documents 2/18 and 2/18/Add.1 and thanked the HELCOM Red List project for the extensive work carried out to produce the Red List.

2.55 (LD 56) The Meeting invited Estonia and Latvia to provide their missing descriptions of national legislation on nature conservation for Chapter 5 of the Red list by informing the Secretariat ([maria.laamanen@helcom.fi](mailto:maria.laamanen@helcom.fi)) by **19 July 2013**.

2.56 (LD 57) The Meeting noted the study reservations by Denmark and Germany on the HELCOM Red List of Baltic Sea Species and invited them to clarify their study reservations by **19 July 2013** by informing the Secretariat ([maria.laamanen@helcom.fi](mailto:maria.laamanen@helcom.fi)) and, pending the clarification of the study reservations, approved for publishing the Red List of Baltic Sea in danger of becoming extinct and decided to publish the report in the Baltic Sea Environment Proceedings and agreed to forward it as input to the Ministerial Meeting.

2.57 (LD 58) The Meeting considered Species Information Sheets (SIS) from HELCOM RED LIST, i.e. for red-listed birds, benthic invertebrates, macrophytes, marine mammals and fish and lamprey species as contained in document 2/19, noting that the Species Information Sheet for cod will be prepared based on the material in document 2/9.

2.58 (LD 59) The Meeting took note of the statement by Denmark that the SISs can be considered expert advice and the study reservation by Germany. The Meeting invited Germany to clarify its study reservation by **19 July 2013** by informing the Secretariat ([maria.laamanen@helcom.fi](mailto:maria.laamanen@helcom.fi)). Pending the clarification of the German study reservation, the Meeting approved for publishing the sheets on the HELCOM website and making them available as background information for the Ministerial Meeting.

2.59 (LD 60) The Meeting further thanked all who have contributed to the RED LIST project for their work and dedication which has allowed HELCOM to make the major milestone regarding the implementation of the BSAP biodiversity segment.

2.60 (LD 61) The Meeting approved the draft Technical Report of HELCOM Underwater Biotope and Classification (HUB) as contained in document 2/10 for publishing in the Baltic Sea Environment Proceedings and mandated the Secretariat to look for means to complete the biotope descriptions after the Ministerial Meeting.

2.61 (LD 62) The Meeting took note that habitats and biotopes will be assessed for a threat of extinction and the resulting Red list of biotopes, as well as that the Biotope Information Sheets will be presented for approval to HELCOM HOD 42/2013.

2.62 (LD 63) The Meeting took note of the proposals by OCEANA, FISH and CCB to the biodiversity part of the third draft of the Ministerial Declaration (document 2/28).

2.63 (LD 64) The Meeting suggested that a correspondence group should be established to re-draft the section of the draft Declaration addressing fish- and fisheries and welcome the willingness of the Contracting Parties and Observer Organizations to participate in the Correspondence Group. The Meeting also welcomed the offer of Sweden to lead the work with the support of the Secretariat and invited the Contracting Parties/Observers to nominate members to the Correspondence Group following up an invitation by the Secretariat, preferably by **26 June 2013**.

2.64 (LD 65) The Meeting took note of the Priority Actions identified by the International Conference on Prevention and Management of Marine Litter in European Seas (document 2/13).

2.65 (LD 66) The Meeting considered whether the current draft Ministerial Declaration reflects the conclusions and priority actions of the Conference appropriately and decided to establish a correspondence drafting group to further work with the marine litter text in the Declaration, welcoming the offer by Germany to lead it and willingness of Denmark, the European Union and Sweden to take part in the drafting group. The Meeting invited the Contracting Parties to provide Germany ([heike.imhoff@bmu.bund.de](mailto:heike.imhoff@bmu.bund.de)) with the list of contact details for national experts willing to take part in this work.

*Section on Nutrient Pollution from air and waterborne sources on land, including agriculture*

2.66 (LD 67) The Meeting took note of the proposal by Sweden (document 2/39) on phased-in introduction of CART in national implementation programmes and establishing a follow-up process for monitoring the implementation and the justification by Sweden on the proposed approach and the need to discuss measures that are realistic. The Meeting agreed to re-consider it again at HELCOM HOD 42/2013.

2.67 (LD 68) The Meeting referred to the provisional BSAP nutrient reduction targets and was of the opinion that there is a need for a long-term commitment to the agreed figures, since reviewing targets too often may lead to a lack of commitment by those who are to implement reduction measures.

2.68 (LD 69) The Meeting took note of the national consultations already ongoing in the countries and foreseen challenges for introduction of the revised CART and agreed that the scientific advice should be followed for MAI and CART.

2.69 (LD 70) The Meeting also considered that in the future additional focus should be given to assessment of background loads as a part of solution on how to reach CART.

2.70 (LD 71) The Meeting approved the final draft report on assessment of efficiency of the HELCOM JCP (document 2/5), noting that that some changes are still expected in the report due to e.g. the unfinished process of deletion of Hot Spot No 54, Lifosa, Lithuania (cf. document 3/1 – outcome of LAND), recently made available BASE Project report on the current state of affairs with Russian “hot spots” of the JCP Programme (document 2/5/Add.1) and the new information that will be provided by Latvia by **5 July 2013**.

2.71 (LD 72) The Meeting decided to forward the JCP report as input to the 2013 HELCOM Ministerial Meeting.

2.72 (LD 73) The Meeting took note of the draft updated Fifth Baltic Sea Pollution Load Compilation (PLC-5.5): An Executive Summary (documents 2/42 and 2/42/Rev.1).

2.73 (LD 74) The Meeting took note of the implementation status of HELCOM Recommendations within the competence of HELCOM LAND adopted since HELCOM BSAP (2007) in the countries who provided the information (documents 2/3/Corr.1 and 2/3/Add.1)

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and decided to use the report in the context of preparations of the draft Ministerial Declaration.

2.74 (LD 75) The Meeting requested Poland and Latvia to provide further additional information to the report preferably by **2 July 2013**. Denmark and Poland also explained that some of the information was already provided to the Secretariat earlier, beyond this reporting round and hence should be used to fill in the gaps in the reporting forms.

2.75 (LD 76) The Meeting endorsed that as soon as the report is complete it should be made available on the HELCOM website along with the BSAP Index of Actions and as background information for the 2013 HELCOM Ministerial Meeting.

2.76 (LD 77) The Meeting took note of the progress in a concise thematic assessment on eutrophication in the Baltic Sea 2007-2011, for the 2013 HELCOM Ministerial Meeting.

2.77 (LD 78) The Meeting noted that there is a possibility to include also coastal waters in the assessment, albeit not directly comparable with the open sea assessment, provided that those Contracting Parties who have not yet done so, send information about the eutrophication classification status in their coastal waters to the Secretariat ([minna.pyhala@helcom.fi](mailto:minna.pyhala@helcom.fi)) as soon as possible, so that the information can be included in the assessment.

2.78 (LD 79) The Meeting considered the draft HELCOM Guidance on nomination of environmentally sound techniques and practices (document 2/33) as an input to the 2013 HELCOM Ministerial Meeting / Declaration. The Meeting took note of the study reservations on the document by Germany, the European Union and Sweden and decided to come back to this issue at HELCOM HOD 42/2013.

#### *Section on Shipping and activities at sea*

2.79 (LD 80) The Meeting agreed to use comments by HELCOM MARITIME 12/2013 to the Third draft of the 2013 HELCOM Ministerial Declaration regarding maritime-related parts (as contained in document 2/30) as the basis for discussions on the Maritime section of the draft Declaration at HOD 42/2013.

2.80 (LD 81) The Meeting noted that Russia has a study reservation regarding the proposed revision of HELCOM Recommendation 19/15 on Minimum Requirements for Vessels Bound for or Leaving Ports of the Baltic Sea States and Carrying Dangerous or Polluting Goods and prefers deletion of paragraph 13M in the Declaration.

2.81 (LD 82) The Meeting took note that NECA-related discussions will take place at HELCOM HOD 42/2013.

#### *Section on Preparedness and response to pollution at sea and on the shore*

2.82 (LD 83) The Meeting agreed to use comments by HELCOM RESPONSE 17/2013 to the Second draft of the 2013 HELCOM Ministerial Declaration regarding HELCOM RESPONSE-related parts (as contained in document 2/20) as basis for discussions on the preparedness and response section of the draft Declaration at HOD 42/2013.

2.83 (LD 84) The Meeting agreed to use the information on improved flight permits for HELCOM surveillance aircraft fleet (document 2/24) serving as a background document for the revision of HELCOM Recommendation 12/8 (cf. document 2/23) as well as to be made available on the website as background information for the 2013 HELCOM Ministerial Meeting.

#### *Section on Marine knowledge, monitoring and assessment*

2.84 (LD 85) The Meeting approved the updated HELCOM thematic assessment of climate change in the Baltic Sea area (document 2/14) for publishing in the Baltic Sea Environment Proceedings, with the understanding that some final checking by HELCOM MONAS of the report is still underway and that HELCOM HOD 42/2013 will be informed of the final product.

2.85 (LD 86) The Meeting decided to forward the assessment as input to the 2013 HELCOM Ministerial Meeting.

2.86 (LD 87) The Meeting took note of the Executive Summary of Final Draft Report of the *ad hoc* Expert Group to Update and Review the Existing Information on Dumped Chemical Munitions in the Baltic Sea (HELCOM MUNI) contained in document 2/38 and endorsed the Final draft HELCOM MUNI report for publishing and as input to the Ministerial Meeting. The Meeting decided not to include the Technical Annex in the report, but agreed to include a link to “further technical information” on the HELCOM website and in the report. The Meeting suggested that such technical information should be placed on an external website, e.g. the International Dialogue on Underwater Munitions ([IDUM](#)) or national webpages of the Co-Lead Parties Poland and Germany.

2.87 (LD 88) The Meeting adopted the Final Report of HELCOM CORESET (document 2/8) for publishing in the Baltic Sea Environment Proceedings with a clarification that the objective of the final report is to give background to the development of the set of HELCOM core indicators, make an overview of the proposed core indicators and discuss the proposed set of core indicators in relation to anthropogenic pressures, environmental policy and monitoring programmes and to be made available as background information for the Ministerial Meeting along with the set of core indicators to be published on the HELCOM website.

*Section on Benefits of protecting the Baltic Sea (section on financing)*

2.88 (LD 89) The Meeting considered the Summary report on the main outcomes of BalticSTERN economic analysis of the work on reducing eutrophication (document 2/29), welcomed the main messages of the report emphasizing that there is big public interest to the protection of the Baltic Sea which is also reflected as greater economic benefits than costs from protecting the Baltic and invited the BalticSTERN network to finalise the summary report for publishing on the HELCOM website and agreed to make it available as background information for the HELCOM Ministerial Meeting.

2.89 (LD 90) The Meeting supported in general the draft outline and preliminary list of topics for the Regional Workshop on the economic valuation of marine and coastal ecosystem services in the Baltic Sea Area (document 2/16) and invited the Contracting Parties to provide inputs to expected outcomes/deliveries from the Workshop including possible suggestions for speakers, taking into account how the issue of “ecosystem services valuation” is proposed to be reflected in the 2013 Ministerial Declaration.

2.90 (LD 91) The Meeting took note of the draft overview document on the progress in implementation of the HELCOM Baltic Sea Action Plan (document 2/40) and the status of updating by the countries on the BSAP implementation, contained in the updated BSAP Index Table (document 2/41).

2.91 (LD 92) The Meeting invited the Contracting Parties to provide further comments to the overview document and the BSAP Index of Actions by **2 July 2013** to the Secretariat (mikhail.durkin@helcom.fi.)

2.92 (LD 93) The Meeting further agreed to use the draft overview document on the progress in implementation of the HELCOM Baltic Sea Action Plan including national status of implementation as input to the Ministerial Meeting. The Meeting agreed to place the BSAP Index report on the website and requested the Secretariat to update it with any new information that may be submitted by the Contracting Parties.

2.93 (LD 94) The Meeting agreed to use the further developed third draft Ministerial Declaration as contained in document 2/11/Rev.1 as the basis for further work on the Ministerial outcome.

2.94 (LD 95) The Meeting appreciated the contribution of WWF to the work of HELCOM and invited WWF to present their planned evaluation of the progress in implementation of the BSAP at the next meeting of the Heads of Delegation.

**Agenda Item 3****Matters arising from the HELCOM Groups**

Documents: 3/1, 3/2, 3/3, 3/4, 3/5, 3/6, 3/7, 3/8, 3/9, 3/10, 3/10/Rev.1, 3/11, 3/12, 3/13, 3/14, 3/15, 3/16, 3/17, 3/18, 3/19, 3/20

*HELCOM MONAS*

3.1 (LD 96) The Meeting took note of the outcome of HELCOM MONAS 18/2013 held in Rønne (Bornholm), Denmark, from 22 to 25 April 2013 (document 3/4) and endorsed the holding of HELCOM MONAS 20/2014 on 8-10 April 2014 and invited EMEP to confirm the offer to host the Meeting in Oslo, Norway, as well as agreed to hold HELCOM MONAS 21/2014 during week 41 (6-10 October 2014) and welcomed the offer of Estonia to host the meeting in Estonia.

3.2 (LD 97) The Meeting approved arranging the Sixth Meeting of HELCOM LOAD on 21-22 August 2013 in Warsaw, Poland.

3.3 (LD 98) The Meeting approved the draft Thematic Assessment on long-term changes in radioactivity in the Baltic Sea for 2007-2010 (document 3/11) for publishing in the HELCOM Baltic Sea Environment Proceedings series.

3.4 (LD 99) The Meeting adopted the project proposal for Quality assurance of phytoplankton monitoring in the Baltic Sea (HELCOM PEG QA) for 2014-2016 (document 3/5) as contained in **Annex 2**, taking into account annual consideration of the HELCOM budget for the following year and invited Denmark and Russia to nominate participants to the project by informing the Secretariat (maria.laamanen@helcom.fi).

3.5 (LD 100) The Meeting considered the project proposal for continuation of the Project for Baltic-wide assessment of coastal fish communities in support of an ecosystem-based management (HELCOM FISH-PRO II) (document 3/12). The Meeting agreed on the proposal by Denmark to change indent 3 under point 6 Expected results to read "Further analyse the basis for spatial coverage of coastal fish monitoring...". Based on the comments received, the Meeting approved the revised project proposal as contained in **Annex 3** to the Minutes of this Meeting. The Meeting welcomed that Sweden confirmed its Lead Party role for this HELCOM activity.

3.6 (LD 101) The Meeting noted that funding of the project from the HELCOM budget is subject for annual approval of the budget by the Helsinki Commission.

3.7 (LD 102) The Meeting considered the arrangements for the next phase of HELCOM work on monitoring and assessments, the operationalization phase, taking into account that the activities will be carried out under the HELCOM CORESET II project (2013-2015), well linked to the HELCOM MORE project, and that the first step is to establish functional expert groups and start working towards a holistic assessment of 2016 at the same time supporting the work on monitoring revision (document 3/18).

3.8 (LD 103) The Meeting stressed that the activities on monitoring and assessment should be outlined in such a manner that they optimally support the work of the Contracting Parties and contribute to ensuring that no double work will be carried out. The Meeting emphasized that any decision on the monitoring and assessment arrangements at this stage should not prejudice the outcome of prioritization and streamlining of HELCOM activities after the Ministerial Meeting.

3.9 (LD 104) The Meeting took note of the information by Professional Secretary on the BALMON project (Baltic Sea Pilot Project: Testing new concepts for integrated environmental monitoring of the Baltic Sea) that the project consortium consisting of 19 partners from the Contracting Parties with the Secretariat as the coordinator has received a positive evaluation and offer for funding from the EC, which it has accepted.

3.10 (LD 105) The Meeting supported the continuation of the MORE project until the end of 2014 within the available means.

3.11 (LD 106) The Meeting in principle supported the proposal to develop the next thematic building blocks on eutrophication, hazardous substances and biodiversity in 2014-2016, and a holistic assessment of ecosystem health of the Baltic Sea in the end of 2016.

3.12 (LD 107) The Meeting in principle supported the involvement of an assessment tool expert by the Secretariat to support the work of thematic experts in finalizing the assessment tools (especially CHASE, BEAT and HOLAS) for assessment use during 2014.

3.13 (LD 108) The Meeting in principle supported the EUTRO-OPER proposal "Making HELCOM eutrophication assessments operational" (2014-2016) (Annex 1 of document 3/18), requiring engagement of national eutrophication experts and requested the Secretariat to further develop the proposal, including the needed resources.

3.14 (LD 109) Noting the study reservation by Denmark to be clarified by HOD 42/2013, the Meeting in principle adopted the draft Terms of Reference of the HELCOM Expert Group on Hazardous Substances (HELCOM HAZAS) for 2013-2016 (Annex 2 of document 3/18) and invited the Contracting Parties to nominate experts to HELCOM HAZAS by informing the Secretariat ([maria.laamanen@helcom.fi](mailto:maria.laamanen@helcom.fi)) and agreed to reconsider the proposal in HELCOM HOD 42/2013, if needed. The Meeting, however, stressed that this agreement of the ToR of HELCOM HAZAS will not pre-empt the streamlining and prioritisation of HELCOM activities to be carried out after the Ministerial Meeting.

3.15 (LD 110) The Meeting agreed, within the available means, to involve in the assessments and monitoring related work to be carried out under the CORESET II and MORE projects the national experts on marine mammals (HELCOM SEAL), coastal fish (HELCOM FISH-PRO project), zooplankton (HELCOM ZEN), as well as other relevant CORESET experts on seabirds, macrophytes and macrozoobenthos.

#### *HELCOM GEAR*

3.16 (LD 111) The Meeting took note of the outcome of HELCOM GEAR 4/2013 held in Helsinki, Finland, on 13-14 June 2013 (document 3/19).

3.17 (LD 112) The Meeting supported the activities for the revision of HELCOM monitoring as outlined by HELCOM MORE for 2013-2014 and as reflected in document 3/19, including the presenting and utilisation of HELCOM work on the regional documentation of monitoring in the processes under the MSFD, including Working Group on Data, Knowledge and Information and its meeting 4 July 2013.

3.18 (LD 113) The Meeting noted the discussion at HELCOM GEAR as presented by GEAR Chairlady related to presenting and utilising HELCOM work and activities in the MSFD Common Implementation Strategy and found the GEAR proposals a good way forward to exchange information and share the outcomes of regional and European work as appropriate.

3.19 (LD 114) The Meeting agreed to hold the next workshop of the HELCOM MORE project (HELCOM MORE 6/2013) on 8-9 October 2013 in Tallinn, Estonia, as well as a MORE/MONAS back-to-back workshop on 18 November 2013 in Helsinki, Finland.

3.20 (LD 115) The Meeting took note that the HELCOM GEAR 4/2013 meeting had agreed that that in order to make an important contribution for reporting under the MSFD and to allow the development of the holistic assessment in 2016, the CORESET II project and thematic expert groups should:

- further develop and operationalise the first set of core indicators by the mid-2015, basing the work on a gap analysis provided by the CORESET project and further analysis of the gaps by the experts, in cooperation with data hosts, including ICES, and with the understanding that there will not be monitoring available for all core set indicators (e.g. by-catch) by that time;
- develop fully-fledged core indicator proposals from the set of pre-core indicators defined by HELCOM MONAS 18/2013 and included in documents 3/6 and 3/5 of HELCOM GEAR 4/2013, placing particular focus on the cumulative impacts on benthic habitats

indicator, noting that Germany is ready to take the lead on it, as well as on the benthic habitats indicator by the mid-2015, in this respect Germany highlighted that the indicator "cumulative impacts on benthic habitats" was a crucial pressure indicator that should be given priority in developing it into a core-indicator. The indicator had the potential to trigger measures under the MSFD/BSAP and therefore should be preferably developed to be used for setting up programmes of measures under the MSFD in 2015;

- develop fully-fledged core indicator proposals for some of the candidate indicators indicated in the CORESET interim report by the mid-2015;
- finalise the work on GES boundaries of the first core set of indicators and pre-core indicators, and for GES boundaries of new core indicator proposals developed from candidate indicators by the mid-2015;
- cooperate with OSPAR on indicators on possible commonalities;
- develop the first set of HELCOM human pressure indicators by the mid-2015.

and agreed that in these activities HELCOM GEAR should have a strong steering role.

3.21 (LD 116) The Meeting took note of the comment by the EU related to the important and evolving role of the Group which enables regional cooperation and coordination, as well as input to the MSFD Common Implementation Strategy, for those Contracting Parties that are also EU member states in the Baltic Sea region.

3.22 (LD 117) The Meeting considered the draft amended Terms of Reference of HELCOM GEAR group included in Annex 2 of document 3/19, took note of the study reservation by Denmark and, pending the clarification of the Danish study reservation by **31 July 2013**, agreed on the amended ToR. The Meeting, however, stressed that this agreement of the ToR of HELCOM GEAR will not pre-empt the streamlining and prioritisation of HELCOM activities to be carried out after the Ministerial Meeting.

3.23 (LD 118) The Meeting considered the Roadmap for HELCOM's activities on ecosystem approach (document 3/20).

3.24 (LD 119) Taking note of the study reservation by Denmark on the Roadmap, and pending the clarification of this study reservation by **31 July 2013**, the Meeting endorsed the Roadmap with the understanding that it will be regularly updated by HELCOM GEAR. The Meeting took note of the information that Denmark might wish to come back with further reflections on the future work of HELCOM GEAR.

3.25 (LD 120) The Meeting agreed to take into account the input by HELCOM GEAR for the draft Declaration of the Ministerial Meeting as contained in Annex 3 of document 3/19.

3.26 (LD 121) The Meeting agreed to hold the next meeting of the Group (HELCOM GEAR 5/2013) on 30-31 October 2013 in the Secretariat.

#### *HELCOM HABITAT*

3.27 (LD 122) The Meeting took note of the outcome of HELCOM HABITAT 15/2013 held in Riga, Latvia, on 14-17 May 2013 (document 3/9).

3.28 (LD 123) The Meeting took note of the information by Sweden that it can lift its study reservation on the issue of seal Limit Reference Levels (LRLs) and how to link it to the core indicators on seals. The Meeting took note of the statement that Sweden considers that their seal populations are in stable condition.

3.29 (LD 124) The Meeting also took note of the information by Finland that this issue is still open and under negotiation in Finland. The Meeting invited Finland to inform HELCOM HOD 42/2013 on whether it can accept the proposed LRLs as considered during HELCOM HOD 39/2012.

3.30 (LD 125) The Meeting took note of the conclusion and overview made by HELCOM HABITAT regarding the completion of the seal management plans that the management plans are well underway in those countries where there are seal populations and further

progress is expected in 2014 by nearly all Contracting Parties with seal populations and agreed to use the overview of management plans as contained in Annex 3 of document 3/9 to support the preparations for the Ministerial Meeting, as well as to be made available on HELCOM website along with the BSAP Index of Actions and as background information for 2013 HELCOM Ministerial Meeting.

3.31 (LD 126) The Meeting agreed to hold the Seventh Meeting of the *ad hoc* HELCOM Seal expert group (HELCOM SEAL 7/2013) on 15-17 October 2013 in Copenhagen, Denmark.

3.32 (LD 127) The Meeting noted the plans by HELCOM HABITAT to start the review of Recommendation 15/5 "System of coastal and Marine Baltic Sea Protected Areas (BSPA)" with the aim to finish the review by HELCOM 35/2014.

3.33 (LD 128) The Meeting endorsed the Work Programme of HELCOM HABITAT 2013-2015 as contained in Annex 4 of document 3/9.

3.34 (LD 129) The Meeting endorsed the holding of the next meeting of HELCOM HABITAT 16/2014 on 13-16 May 2014 and welcomed the invitation by Sweden to hold the meeting in Sweden.

3.35 (LD 130) The Meeting took note of the re-election Ms. Katarzyna Kaminska, Poland, as the Chair and Ms. Penina Blankett, Finland, as the Vice-Chair of HELCOM HABITAT for 2013-2015.

3.36 (LD 131) The Meeting considered and approved in principle the revised Recommendation 17/3 on Information and consultation with regard to construction of new installations affecting the Baltic Sea (document 3/10), taking into account comments and proposals for correction by Russia. The Meeting agreed to finalise the work on approval of the draft recommendation as contained in document 3/10/Rev.1 by correspondence and invited the Contracting Parties to inform the Secretariat ([maria.laamanen@helcom.fi](mailto:maria.laamanen@helcom.fi)) about their decision not later than by **2 July 2013**.

3.37 (LD 132) The Meeting took note of the proposals by Oceana for Marine Protected Areas in the Baltic Sea and Kattegat (document 3/14) and agreed to take them into account in the preparations for the 2013 HELCOM Ministerial Meeting.

#### *HELCOM FISH/ENV Forum*

3.38 (LD 133) The Meeting took note of the outcome of HELCOM FISH/ENV Forum 9/2013 held in Tallinn, Estonia, on 29 April 2013 (document 3/3) and especially of:

- comments and input to draft Ministerial Declaration; the input has been circulated to the Contracting Parties following the distribution of the second draft of the Ministerial Declaration;
- progress of the inception phase of the BALTFIMPA Project (cf. document 3/6);
- discussion on draft revised HELCOM Recommendation on measures aimed at the reduction of discharges from fresh water and marine aquaculture;
- addressing problem of marine litter e.g. through minimization of lost gears and ghost nets;
- general support towards establishment of a Task Force on Migratory Fish Species within Fisheries/Environment Forum;
- suggestion to hold the next meeting of the Fisheries/Environment Forum in November 2013 e.g. back-to-back arrangement with MSP/fisheries workshop.

3.39 (LD 134) The Meeting considered the proposal for establishment of a Task Force on migratory species under HELCOM Baltic Fisheries and Environment Forum (document 3/13) and decided, without prejudice to the efforts for streamlining HELCOM's work, to establish the Task Force and arrange the kick-off of the Task Force in 2014, preferably back-to-back with HELCOM Fisheries/Environment Forum.

3.40 (LD 135) The Meeting invited the Task Force to ensure in its work that ICES expertise and knowledge is duly taken into account, e.g. through participation of relevant ICES experts and avoiding duplication of tasks with relevant ICES groups.

3.41 (LD 136) The Meeting considered that HELCOM-ICES cooperation is an issue to be addressed also in the future work of HELCOM.

3.42 (LD 137) The Meeting noted the study reservation of Latvia on participation in the Task Force due to changed name of the Latvian Fish Resource Agency, to be clarified by **2 July 2013** latest to the Secretariat ([mikhail.durkin@helcom.fi](mailto:mikhail.durkin@helcom.fi)).

3.43 (LD 138) The Meeting took note of the Chairman's report of the First BALTFIMPA Stakeholder Conference, concluding the Initial Phase of the project (document 3/6), and noted the plans to re-submit the improved larger-scale BALTFIMPA application to 2013 Call of LIFE+ Programme.

#### *HELCOM-VASAP MSP WG*

3.44 (LD 139) The Meeting took note of the outcome of HELCOM-VASAB MSP WG 7/2013 held in Helsinki, Finland, on 6-7 May 2013 (document 3/7) and the planned input for the Ministerial Declaration.

3.45 (LD 140) The Meeting approved the Mandate of the Working Group as contained in **Annex 4** as well as the next meeting of the Group to be held on 28-29 January 2014 in Riga.

#### *HELCOM MARITIME*

3.46 (LD 141) The Meeting took note of the outcome of HELCOM MARITIME 12/2013 held in Helsinki, Finland, on 4 June 2013 (document 3/16).

3.47 (LD 142) The Meeting adopted the Terms of Reference for the continuation of the work of the Correspondence Group on outstanding issues on Port Reception Facilities as contained in Attachment 2 of document 3/16 and supported the continuation of the work of the Cooperation Platform on PRF in the Baltic Sea (cf. document 3/16).

3.48 (LD 143) The Meeting approved the organizing of the 13<sup>th</sup> Meeting of the HELCOM Maritime Group (HELCOM MARITIME 13/2013) on 26-28 November in Szczecin, Poland.

#### *HELCOM RESPONSE*

3.49 (LD 144) The Meeting took note of the outcome of HELCOM RESPONSE 17/2013 held in Klaipeda, Lithuania from 28 to 30 May 2013 (document 3/15).

3.50 (LD 145) The Meeting approved the Terms of Reference for the Task Group to draft a HELCOM Recommendation for means of communication to be used for HELCOM POLREPs when alerting and requesting/offering assistance for pollution incidents at sea and on the shore in Baltic Sea Area (HELCOM TG POLREP) (Attachment 3 to document 3/15).

3.51 (LD 146) The Meeting approved the Terms of Reference for the Task Group on revising the HELCOM Response Manual Volume II (HELCOM TG HNS MANUAL) (Attachment 2 to document 3/15).

3.52 (LD 147) The Meeting approved the proposal for a revision of HELCOM Recommendation 31E/5 "Mutual plan for places of refuge in the Baltic Sea area" (Attachment 1 to document 3/15) to be forwarded to HELCOM 35/2014 for adoption.

3.53 (LD 148) The Meeting approved the Working Programme for HELCOM RESPONSE 2014-2016 (Attachment 4 to document 3/15).

3.54 (LD 149) The Meeting approved arrangement of the 18<sup>th</sup> meeting of HELCOM RESPONSE on 21-23 January 2014 in Szczecin, Poland.

#### *Other*

3.55 (LD 150) The Meeting considered the establishment of the HELCOM expert group on environmental risks of hazardous submerged objects (HELCOM SUBMERGED) (document 3/8) and noted the position of the Russian Federation not supporting the proposal. The

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Meeting took note of the positions by Germany and Poland strongly supporting establishing of such group that would be highly relevant from the political point of view as well as allowing to consider available information on submerged objects. The Meeting asked Russia to re-consider its position. The Meeting agreed to come back to this issue at HELCOM HOD 42/2013.

#### *HELCOM AGRI/ENV Forum*

3.56 (LD 151) The Meeting took note of the outcome of HELCOM AGRI/ENV 5/2013 held in Uppsala, Sweden, on 15-16 April 2013 (document 3/2).

3.57 (LD 152) The Meeting took note of the election of Mr. Håkan Alfredsson, Sweden as Co-chair of HELCOM Agriculture and Environment Forum from agricultural side and invited the Contracting Parties to consider nomination of Co-chair from environmental side prior to the next meeting.

3.58 (LD 153) The Meeting invited the Contracting Parties to consider Lead Party(-ies) role for coordination of update of part II Annex III of the Helsinki Convention, suggested in the draft Ministerial Declaration.

3.59 (LD 154) The Meeting noted and welcomed the contribution of various research initiatives and projects: Baltic COMPASS, Baltic DEAL and Baltic MANURE in region-wide evaluation of efficiency, testing and application of priority measures, assessing potential use of advanced measures and sharing best knowledge on application of agri-environmental measures.

3.60 (LD 155) The Meeting noted the consideration on future format of the HELCOM Baltic Agriculture and Environment Forum proposed to be structured in three tiers/levels – Strategy, Action and Communication, including the identified topics for the future work, and the plan to re-visit the Terms of Reference for the Forum for the next period by the Co-Chairs and Finland with the support of the Secretariat, to be worked out prior to the next meeting of the Forum.

3.61 (LD 156) The Meeting approved an initial plan to have the next meeting of HELCOM Agriculture and Environment Forum in the beginning of 2014.

#### *HELCOM LAND*

3.62 (LD 157) The Meeting took note of the outcome of HELCOM LAND 18/2013 held in Uppsala, Sweden, from 17 to 19 April 2013 (document 3/1).

3.63 (LD 158) The Meeting approved the deletion of hot spot No. 54 (Lifosa) from the JCP List of Hot spots.

3.64 (LD 159) The Meeting noted:

- general discussion by LAND on progress with testing Whole Effluent Assessment (WEA) approach in the Baltic Sea Area, resulting in a conclusion that at present there is not enough evidence for a separate HELCOM Recommendation on voluntary introduction of the WEA for identification of sources of hazardous substances;
- that Draft HELCOM Recommendation on Sewage Sludge Handling still requires further drafting and consultation, therefore it will not be ready prior the 2013 Ministerial Meeting, but the work will continue in 2014.

3.65 (LD 160) The Meeting approved arrangement of the 19th meeting of HELCOM LAND on 14-16 May 2014 and thanked Estonia for offering to host the meeting.

3.66 (LD 161) The Meeting took note of the re-election of Mr. Leonid Korovin, Russia, as Chairman of HELCOM Land-based Pollution Group, as well as the election of Ms. Galina Danilishina, Estonia and Ms. Ulrike Pirntke, Germany as Vice-Chairs of HELCOM LAND for eutrophication and hazardous substances components, respectively, for the two-year period (2013-2015).

3.67 (LD 162) The Meeting discussed that there is a need to consider gradual finalisation of the Joint Comprehensive Environmental Action Programme and suggested that based on



5.2 (LD 173) The Meeting requested to update the list of meetings with the HELCOM RESPONSE 18/2014 on 21-23 January 2014, 2014 Baltic Sea Days in March 2014, the EU Marine Conference on 3-4 March 2014.

5.3 (LD 174) The Meeting took note of the information on the Race for the Baltic Sea (document 5/2) and appreciated the aim of the campaign.

5.4 (LD 175) The Meeting took note of the information by the Russian Federation on planned search and appraisal offshore drilling by Lukoil as contained in document 5/3/INF.

**Agenda Item 6**

**Outcome of the Meeting**

Documents: 6/1, 6/1/Rev.1

The Meeting adopted the draft List of Decisions as contained in document 6/1.

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**ANNEX 2 HELCOM PROJECT FOR QUALITY ASSURANCE OF PHYTOPLANKTON MONITORING IN THE BALTIC SEA (HELCOM PEG QA)**

**PROJECT DESCRIPTION (PROJECT NO. 11.49)**

**1. Title of the project:**

Quality assurance of phytoplankton monitoring in the Baltic Sea (HELCOM PEG QA)

**2. Project Manager(s):**

Ms. Iveta Jurgensone, Latvia, 2014-2016

**3. Proposing party:**

Contracting parties: Latvia

**4. The body supervising the project**

HELCOM MONAS

**5. Target and activities.**

The main target of the project is to ensure and maintain high quality standard of the international Baltic regional phytoplankton monitoring within the HELCOM COMBINE Programme. This should be achieved by:

- Maintaining annual training courses (workshop)
- Maintaining the phytoplankton biovolume list
- Intercalibrations

The main activity within the project will be carried out at the annual workshops. The following types of activities are planned:

<i>Activity:</i>	<i>Aim:</i>
Training courses	To maintain continuity and high quality in phytoplankton identification and quantification, in particular because a new generation of phytoplankton researchers and analysts are currently joining the PEG; To follow recent changes in taxonomy of problematic and important phytoplankton groups in order to keep the PEG Phytoplankton list up to date.
Intercalibrations	To keep the high standard of phytoplankton monitoring in the Baltic Sea, to assure the comparability of results
Further unifying the counting method	To continuously update the phytoplankton monitoring manual within COMBINE
Revision of the biovolume file	To add new species and size classes when necessary; to update the biovolume file according to recent taxonomical changes in co-operation with ICES Data Centre
Production of fact sheets	To track changes in phytoplankton community structure. The groups can also serve as a forum for discussion on water quality indicators as many participants in the group are part of expert groups working towards the WFD and the MSFD.

At the training courses it is planned to consider:

- a) Identification of problematic phytoplankton species;
- b) Maintaining and upgrading of the expertise for identification of alien species;
- c) Making representative and validated images of the Baltic phytoplankton species public in the image gallery Nordicmicroalgae.org.

Intercalibrations and further unifying the counting method includes:

- a) Interlaboratory intercalibration and checking the general methodology, especially the influence of variations in counting procedure (influence of chamber volume, counting strategy etc.);
- b) For the professional planning and statistical evaluation of the intercalibration, an expert with a short-term contract has to be employed (approximately 2 months)

The venue of the workshops will be circulated between the Contracting Parties and their marine laboratories. Suggested host countries are: Finland in 2014, Estonia in 2015 and Germany or Sweden in 2016.

The project period is three years. Ms. Iveta Jurgensone, Latvia, will be the convener during 2014-2016.

## **6. Expected results.**

The outcome of the project will be:

- a) Annual reports from the 3 workshops to HELCOM MONAS;
- b) Annual revised species/biovolume list of Baltic phytoplankton species;
- c) Intercalibration report to HELCOM/ICES;
- d) Updated and new indicator fact sheets;
- e) Continuation of contribution quality-checked images to the image gallery Nordicmicroalgae.org;
- f) Final report (2014-2016).

## **7. Consistency with HELCOM priorities   X  yes   no**

## **8. Timetable**

The project will be carried out in 2014-2016 as continuation to the ongoing HELCOM PEG project for 2011-2013. More specific timetable:

Regular tasks will be discussed during all workshops, especially:

- discussion on new species and size classes that has occurred in last year samples
- discussion on preparation of new and updating of existing factsheets
- information on recent changes in taxonomy of planktonic microalgae
- new images to add to the phytoplankton image gallery
- information on new relevant literature, projects about for example the development of indicators, meetings and conferences.

Specific tasks for the separate workshops are:

*Workshop 2014*

- a) A training course on North Baltic Sea phytoplankton will be given by Ms. Heidi Hällfors and Ms. Anke Kremp, Finland;
- b) Planning of the next intercalibration (if not agreed in 2013);
- c) Discussion on data quality and development of the database with expert from the ICES Data Centre.

The workshop will be held in Finland.

*Workshop 2015*

- a) A training course on freshwater phytoplankton will be given by Mr. Marko Järvinen, Finland;
- b) Planning the next project (2017-2019).

The workshop will be held in Estonia.

*Workshop 2016*

- a) Presentation of the results from the intercalibration;
- b) A training course on Dinoflagellates (will be decided in 2015)

The workshop will be held in Germany or Sweden.

**9. Budget.**

**9.1. Total costs**

The total costs for HELCOM from 2014 to 2016 are estimated to **12 680 EUR**.

**9.2. Costs divided per financial year**

*Estimated costs for HELCOM*

2014:

Compensation for two teacher (120 EUR/h, 8 hours)	960 EUR
Administrative costs	1 000 EUR
Travel and accommodation for project manager to present the PEG work in the HELCOM MONAS meeting	600 EUR
<i>SUM</i>	<i>2 560 EUR</i>

2015:

Compensation for one teacher (120 EUR/h, 8 hours)	960 EUR
Travel and accommodation for the teacher	1 000 EUR
Administrative costs	1 000 EUR
Travel and accommodation for project manager to present the PEG work in the HELCOM MONAS meeting	600 EUR
<i>SUM</i>	<i>3 560 EUR</i>

2016:

Compensation for teacher (120 EUR/h, 8 hours)	960 EUR
Travel and accommodation for the teacher	1 000 EUR
Compensation for one person for evaluation of ringtest	3 000 EUR
Administrative costs	1 000 EUR
Travel and accommodation for project manager to present the PEG work in the HELCOM MONAS meeting	600 EUR
<b>SUM</b>	<b>6 560 EUR</b>

**9.3. Sources of financing divided per financial year**

In general both HELCOM and the host countries finance the workshops and activities therein:

2014: HELCOM and Finland  
2015: HELCOM and Estonia  
2016: HELCOM and Germany or Sweden

The share of the host country is estimated to be ca. 1000 EUR annually. The estimated costs for HELCOM do not cover the expenses of the national experts expected to participate in the project.

**10. Additional requests**

**10.1. From the contracting parties**

The Contracting Parties are supposed to cover the travel expenses for the participation of the national experts in the workshops.

**11. Procedure of nomination of the Project team members**

The present phytoplankton expert group consists of the following experts:

Annely Heinala	Estonia
Andres Jaanus	Estonia
Kaire Kaljurand	Estonia
Sirpa Lehtinen	Finland
Marko Järvinen	Finland
Minna Ylä-Jarkko	<a href="#">Finland</a>
Susanne Busch	<a href="#">Germany</a>
Jeanette Göbel	<a href="#">Germany</a>
Regina Hansen	<a href="#">Germany</a>
Norbert Wasmund	<a href="#">Germany</a>
Iveta Jurgensone	Latvia
Irina Olenina	Lithuania
Diana Vaiciute	Lithuania
Slawomira Gromisz	Poland
Janina Kownacka	Poland
Wojciech Kraśniewski	Poland
Barbara Witek	Poland
Agneta Andersson	Sweden
Lars Edler	Sweden
Helena Högländer	Sweden
Marie Johansen	Sweden
Chatarina Karlsson	Sweden
Ann-Turi Skjevik	Sweden

We would like to invite Russia and Denmark to nominate members to the phytoplankton expert group.

**12. Signatures of the project managers.**

*Ms. Iveta Jurgensone*

*Chair of HELCOM Phytoplankton Expert Group*

**13. Opinion of the chairman of the relevant body.**

Chair of HELCOM MONAS Anna-Stiina Heiskanen supports the project.

**14. Opinion of the Executive Secretary**

Executive Secretary Monika Stankiewicz supports the project.

**15. Decision of the heads of Delegation**

(Reference is to be given to the relevant Minutes of the Heads of Delegation's Meetings)

  X   to establish      \_\_\_\_\_ not to establish

(HELCOM HOD 41/2013, LD 99)

**ANNEX 3 HELCOM PROJECT FOR THE BALTIC-WIDE ASSESSMENT OF COASTAL FISH COMMUNITIES IN SUPPORT OF AN ECOSYSTEM-BASED MANAGEMENT**

**PROJECT DESCRIPTION (PROJECT NO. 11.50)**

**1. Title of Project:** Project for Baltic-wide assessment of coastal fish communities in support of an ecosystem-based management (HELCOM FISH-PRO II)

**2. Project Manager:** Jens Olsson, Sweden

**3. Proposing Party:**

Contracting Party: \_\_\_\_\_

Commission: \_\_\_\_\_

Subsidiary body: HELCOM MONAS/HABITAT

Heads of Delegation: \_\_\_\_\_

Executive Secretary: \_\_\_\_\_

**4. The body supervising the Project:** HELCOM HABITAT and HELCOM MONAS

**5. Targets and activities**

***Policy background***

The Baltic Sea has a unique combination of marine and freshwater species, and habitats adapted to brackish conditions. The strong environmental gradient, in for example salinity and temperature, also fosters local and often unique appearances and adaptations of coastal communities at different trophic levels. A favourable conservation status of Baltic Sea biodiversity is a prerequisite for the marine ecosystems to be resilient and able to adapt to changing environmental conditions.

Coastal fish communities are important components of the Baltic Sea ecosystems, and many species of coastal fish are also of a high socio-economic value for coastal societies, small scale coastal fisheries and recreational fishing. The status of coastal fish communities serves as an indicator of coastal ecosystem health, reflecting pressures like eutrophication, hazardous substances, fishing and degradation of coastal habitats. The structure of coastal fish communities is also dependent on the impact of climate change, and species of coastal fish might also modify other ecosystem components through ecological interactions. Given the dramatic changes in Baltic Sea ecosystems and coastal fish communities during the last decades, attention and focus should be devoted to this component of the ecosystem.

With the overall vision of achieving a healthy Baltic Sea with a balanced and functioning ecosystem that supports sustainable social and economic human activities, the 2007 HELCOM Baltic Sea Action Plan (BSAP) aims at aligning the goal "favorable conservation status of marine biodiversity" with corresponding goals and objectives of already existing regulations which also address biodiversity and nature conservation.

In the BSAP, the HELCOM Contracting Parties have agreed *that coastal fish constitute an imperative part of the Baltic Sea total biodiversity and have a structuring role in coastal food webs. Furthermore, coastal fisheries are of great importance to society from both a socio-economic and a cultural point of view. The Contracting Parties furthermore acknowledge that a substantial part of the coastal fish community of the Baltic Sea consists of freshwater species, only managed at a national level.*

An additional strong incitement for an ecosystem-based marine management was given to the EU member states by the Marine Strategy Framework Directive (MSFD) in 2008. The MSFD states that all European marine areas should achieve or maintain *Good Environmental Status* (GES) at the latest 2020, and serves as the first legislative instrument in relation to the marine biodiversity policy in the European Union. The directive emphasizes the implementation of an ecosystem approach to management of human activities in the marine environment. In order to meet the rather challenging objective of the MSFD, 11 descriptors have been established to assess whether or not GES is met in the marine waters of Europe. In the Baltic Sea, the contracting parties of HELCOM have proposed that coastal fish communities and species should be included in at least five of these descriptors and suggested to serve as prominent features in several of these. Taking account of the still early phase of implementing the MSFD, additional efforts are needed to meet the challenges of establishing assessment tools, assessing the current status of our marine environment and developing monitoring programs to meet the requirements of the directive. Further work should hence be devoted to further harmonizing monitoring programs and assessments of coastal fish in the Baltic Sea.

### ***History of the expert network on coastal fish in the Baltic***

The activities of the network of experts on coastal fish monitoring started in 2003 under the umbrella of the World Bank/GEF funded Baltic Sea Regional Project and subsequently continued under the HELCOM FISH Project during 2008-2010. During these years of cooperation the experts established the COBRA database (Coordination Organ for Baltic Reference Areas), developed a HELCOM Indicator Fact Sheet on temporal changes in coastal fish populations and communities, produced a thematic assessment on coastal fish communities (Baltic Sea Environment Proceedings 103a and 103b), contributed to the HELCOM Red list of threatened and declining species of lampreys and fishes of the Baltic Sea (BSEP 109), and updated common guidelines for the monitoring of coastal fish in the HELCOM COMBINE Manual. During the last project period of HELCOM FISH-PRO (2010-2013), the network has published a second thematic assessment on coastal fish community status in the Baltic Sea (Baltic Sea Environment Proceedings 131). In this publication, a method for selecting indicators to assess coastal fish community status and a review of existing conservation and mapping activities focused on coastal fish is also included. The expert network has also been engaged in developing candidates for CORE indicators for coastal fish in the Baltic, as coordinated by the HELCOM CORESET project (reports published in Baltic Sea Environment Proceedings 129a and 129b). Besides this, HELCOM FISH-PRO has provided input to the HELCOM RED LIST and MORE projects, the latter for updating monitoring of coastal fish the HELCOM COMBINE Manual. Currently, the expert network is working on finalizing Baltic Sea Environmental Facts Sheets (BSEFs) for suggested coastal fish CORE indicator and on updating the BSEFs for HELCOM coastal fish monitoring programs. These two activities should be finalized within the first half of 2013.

### ***Objectives of the project***

The objectives of the proposed continuation of the HELCOM FISH-PRO are:

- a) Knowledge: to update and improve knowledge about occurrence, distribution, population and threat and/or decline of coastal fish based on all relevant data.
- b) Assessment and monitoring: to further develop different assessment and monitoring methodologies for coastal fish, including indicators with targets and reference values.
- c) Recommendations: provide advice to national authorities and ongoing HELCOM work on implementation of coastal fish related actions in the BSAP and MSFD.

## 6. Expected results

HELCOM acknowledges the EC competence on commercial fisheries. The project will provide added value in relation to activities carried out within the EU framework. The outcomes of the project are expected to not only benefit and contribute to the work within HELCOM, but also to various international frameworks and activities carried out at the national level.

The project is expected to deliver the following products/outcomes:

- Further harmonize and develop monitoring strategies for coastal fish in the Baltic.
- Evaluate the use of alternative data sources besides gill-net monitoring for assessing coastal fish community status, as for example commercial catch statistics.
- Further analyse the basis for spatial coverage of coastal fish monitoring in the Baltic, by including additional monitoring programs and contracting parties that have not previously been engaged in the network.
- Regularly update the BSEFs for CORE indicators and continue to develop CORE indicators for coastal fish in line with the BSAP and MSFD frameworks, including development of assessment methodologies and indicators as well as elaborate methods for defining GES boundaries and reference levels.
- Participate in the core indicator gap analysis in CORESET
- Update the BSEFs for HELCOM coastal fish monitoring areas.
- Update the HELCOM COMBINE manual with regards to coastal fish monitoring when needed.
- Provide input on fish and lamprey species to relevant HELCOM projects as the HELCOM Red List Project, HELCOM MORE project, HELCOM SEAL and HELCOM CORMORANT upon request.
- Provide expert proposals for restoration programmes and measures for the most threatened and/or declining coastal fish species upon request.
- Pending availability of additional funding,
  - o further assess the impacts of different pressures on coastal fish communities
  - o review knowledge on the mapping and role of recruitment areas for coastal fish communities in the Baltic and, in relation to this, produce a first preliminary international guideline on how to map and assess status of recruitment areas for coastal fish in the Baltic.

The products/outcomes will be coordinated with activities on implementation of the HELCOM BSAP and other corresponding international activities, e.g. the implementation of the EU WFD, EU Habitats Directive and EU MSFD and the EU Strategy for the Baltic Sea Region.

## 7. Consistency with HELCOM priorities

X yes \_\_\_ no

The project is executed in close coordination with the HELCOM activities dealing with:

## 8. Timetable

The project will extend over the period 2013-2018. The work will be coordinated through annual (or more, if needed) workshops. The Indicator BSEFs will be updated regularly.

**Tentative timetable**

Project year	2013	2014	2015	2016	2017	2018
Activity	-Application for funding for "recruitment area mapping" workshop from the Nordic Council of Ministers	-First calculation of indicators and assessment in additional monitoring areas - "Recruitment area mapping" workshop	-Continue calculation of indicators and assessment in additional monitoring areas	-Review state-pressure relationship for coastal fish indicators	- Preparation of 3 <sup>rd</sup> holistic assessment of coastal fish status	
Deliverable*	-BSEFs CORE indicators -BSEFs HELCOM monitoring areas	-Short report on the potential use of commercial catch statistics for coastal fish assessments -Update of coastal fish monitoring guideline	-First recruitment area mapping guideline -Update of BSEFs CORE indicators (data until 2014)	-Update BSEFs HELCOM coastal fish monitoring areas (data until 2015)	-Update of BSEFs CORE indicators (data until 2016) -Update of coastal fish monitoring guideline (if needed)	- 3 <sup>rd</sup> holistic assessment of coastal fish status, as BSEPs publication

\* - cf. Annex. List of Core Indicators and BSEFs to be delivered/contributed to by the project

**9. Budget**

Financial year	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018	Total
Source of financing	HELCOM budget					
Project management, including data handling and meeting facilitation	5 000	5 500	5 500	5 500	5 500	27 000

**10. Additional requests (manpower, equipment, facilities, etc.)**

**10.1 From the Contracting Parties**

All Contracting Parties are urged to participate in the project and to submit national contributions.

**10.2 From the Secretariat**

The Project shall be supported by the Secretariat.

**11. Organization of Project**

The Project Manager will be Jens Olsson, Sweden

Every Contracting Party will nominate its national project member(-s).

**12. Signature of the Project Manager**

Jens Olsson, Sweden

**13. Opinion of the Chairs of the relevant body**

*Chairlady of HELCOM MONAS supports the project*

**14. Opinion of the Executive Secretary**

*Executive Secretary supports the project*

**15. Decision of the Heads of Delegation**

HELCOM HOD 41/2013, LD 100

**Annex List of Core Indicators and Baltic Sea Environment Factsheets to be delivered/contributed to by the project**

***Core indicators:***

- "Abundance of key species",  
BSEF: Are the abundances of key species in coastal fish communities in the Baltic Sea at prevailing environmental conditions?
- "Abundance of key functional groups",  
BSEF: Are the abundances of key functional groups in coastal fish communities in the Baltic Sea at prevailing environmental conditions?

***Baltic Sea Environment Factsheets***

"[Temporal development of Baltic coastal fish communities and key species](#)" will be updated for a number of coastal fish monitoring areas. As minimum level the following areas;

**by Finland:**

- Temporal development of the coastal fish communities
  - o in Finbo, Åland Islands, southern Bothnian Sea
  - o in Kumlinge, Åland Islands, southern Bothnian Sea
  - o in Brunskär, southern Archipelago Sea
  - o in Tvärminne, western Gulf of Finland
  - o in Helsinki, Gulf of Finland

**by Estonia:**

- Temporal development of the coastal fish communities in Hiiumaa, Gulf of Riga

**by Latvia (pending national funding):**

- Temporal development of the coastal fish communities
  - o in Daugagriva, Gulf of Riga
  - o in Jūrkalne, southeastern Baltic Sea

**by Lithuania (pending national funding):**

- Temporal development of the coastal fish communities
  - o in Būtingė and Monciškės, southeastern Baltic Sea
  - o in the Curonian Lagoon.

**by Sweden:**

- Temporal development of the coastal fish communities
  - o in Råneå, northern Bothnian Bay
  - o in Holmön, northern Bothnian Sea
  - o in Forsmark, southern Bothnian Sea
  - o in Kvädöfjärden, the Baltic Proper
  - o in Vinö, the Baltic Proper

## **ANNEX 4 MANDATE FOR THE JOINT HELCOM-VASAB MARITIME SPATIAL PLANNING WORKING GROUP**

### **1. The Rationale**

The Baltic Sea is an important common resource for the Baltic Sea Region countries and further neighbouring countries. It represents an important economic potential and at the same time a vulnerable ecosystem. The current environmental status requires intensive efforts towards stabilisation and improvement. Many sea use conflicts call for a wise management and coordinated introduction of continuous Maritime Spatial Planning (MSP). Development potential for future uses needs to be preserved.

### **2. Political Context**

The HELCOM Baltic Sea Action Plan (2007) commits the HELCOM Contracting Parties to jointly develop by 2010, as well as test, apply and evaluate by 2012, in cooperation with other relevant international bodies, broad-scale, cross-sectoral, MSP principles applying the Ecosystem Approach that reflect the specific conditions and needs in the Baltic Sea Region.

The VASAB Long Term Perspective for the Territorial Development of the Baltic Sea Region (2009) has specified concrete activities towards developing the Baltic Sea Region into a European Model Region for MSP.

In its Green Paper on the future Maritime Policy (2006) and its Blue Book/Action Plan "An integrated Maritime Policy for the European Union" (2007), the European Commission has emphasised the need for MSP. In the Communication on a "Roadmap for Maritime Spatial Planning: Achieving common principles in the EU" (2008), the European Commission has outlined relevant issues, steps and principles. The European Union Marine Strategy Framework Directive (EU MSFD, 2008) promotes spatial measures as one of the means to reach Good Environmental Status of European Seas. The EU Strategy for the Baltic Sea Region (2009) has attributed HELCOM and VASAB a prominent role in promoting maritime spatial planning in the region together with other stakeholders.

The "Maritime Doctrine of the Russian Federation to the year 2020" supports cooperation similar to MSP in fields like integrated management of sea resources, conflict resolution, future-oriented use of sea space, research, information, legislation and education.

### **3. The Joint Working Group and its overall aims**

In order to address these challenges the VASAB Committee on Spatial Planning and Development of the Baltic Sea Region (CSPD/BSR) and Helsinki Commission (HELCOM) sets up a joint co-chaired Working Group on Maritime Spatial Planning to ensure cooperation among the Baltic Sea Region countries for coherent regional Maritime Spatial Planning processes. It will:

- Provide a forum for regional, trans-boundary and cross-sectoral dialogue on Integrated Coastal Zone Management and Maritime Spatial Planning -enabling a common approach
- Assist the CSPD/BSR and its member states in implementing the actions decided 2009 in VASAB Long Term Perspective for the Territorial Development of the Baltic Sea Region towards the next Ministerial Conference
- Assist HELCOM and its member states to implement the Maritime Spatial Planning relevant actions decided in HELCOM Baltic Sea Action Plan 2007 and its follow-up
- Provide Baltic Sea Region countries a platform to discuss the links between relevant International Agreements, EU legal instruments and policies, Baltic Sea Region and national policies,
- Assist the Baltic region in profiling itself as a global and European forerunner in maritime spatial planning

#### **4. Anticipated Tasks**

In order to achieve these goals the Group will:

- Promote the development of maritime spatial planning in the region and follow up its implementation as outlined in VASAB Long Term Perspective as well as HELCOM Baltic Sea Action Plan and relevant HELCOM Recommendations, including supporting the setting-up of governing structures, legislative basis, transboundary consultations as well as developing concepts for common Maritime Spatial Planning Principles.
- Propose to organize workshops and events as well as information material on maritime spatial planning.
- Follow and examine as well as make use of the outcomes and findings of regional project activities relevant to MSP.
- Promote the development of compatible datasets and information relevant to BSR maritime spatial planning and thus ensure keeping HELCOM GIS and other regional GIS data portals up to date with best available information.
- Prepare decision proposals on Maritime Spatial Planning in the BSR for the forthcoming VASAB Ministerial Conferences and HELCOM Ministerial meetings.

The Group will develop a Work Plan, for adoption by VASAB CSPD and HELCOM HOD.

#### **5. Membership**

Participation is open to representatives from relevant ministries or government agencies in all VASAB and HELCOM Member Countries/Contracting Parties as well as for experts delegated by them. The members should be nominated by the Member Countries/Contracting Parties. A representation of all VASAB and HELCOM countries with sea coast is envisaged.

VASAB and HELCOM observers can participate. Other guests, organisations and initiatives from around the Baltic Sea and from other parts of Europe with a substantial maritime spatial planning interest can be invited as observers.

#### **6. Organisation**

The Working Group will be jointly co-chaired by a VASAB CSD/BSR chair (nominated by group and adopted by VASAB CSD/BSR) and HELCOM chair (nominated by group and adopted by HELCOM HOD). The two chairs will, with the assistance of both HELCOM and VASAB secretariats, jointly prepare meetings and Agendas for the Working Group.

The Working Group will document its meetings. A concise outcome will be adopted before the end of each meeting. The outcome is agreed by consensus. All meeting documents and the outcome will be made freely available to the public shortly after the meeting through the HELCOM and VASAB websites.

Meetings will take place up to three times a year. The Group may change the frequency of meetings according to need. In addition to meetings, exchange of e-mails will be used for intersessional work. The Group will send its outcomes and progress reports for approval both to the CSPD-BSR and HELCOM, including proposals for creation of sub-groups. The working language is English.

#### **7. Timeframe**

The Mandate of the Group is valid for three years from 2014. The Group may request a prolongation jointly from the CSPD/BSR and HELCOM.

#### **8. Resources**

Costs for the participants including travel costs to meetings will be covered by the delegating institutions. Direct costs for meetings will be borne by the host country if not arranged within HELCOM or VASAB Secretariat premises. Staff support from the VASAB and HELCOM Secretariats will be provided for technical support (e.g. preparation of meeting documents including minutes, registration of participants, etc.) and Secretariat attendance at meetings.

**ANNEX 5 RULES OF PROCEDURE OF THE HELSINKI COMMISSION – BALTIC MARINE ENVIRONMENT PROTECTION COMMISSION**

**RULES OF PROCEDURE OF THE HELSINKI COMMISSION -  
BALTIC MARINE ENVIRONMENT PROTECTION COMMISSION**

adopted by the Extraordinary Meeting on 7 September 1999; and revised by the 21st meeting of the Commission in 2000, by the 22nd meeting in 2001, by the 23rd meeting in 2002, by the 29th meeting in 2008 and by the 41st meeting of the Heads of Delegation in 2013 as mandated by the 34th meeting of the Commission in 2013.

**RULE 1 REPRESENTATION**

1.1 Each Contracting Party to the Convention on the Protection of the Marine Environment of the Baltic Sea Area (hereinafter referred to as "the Convention") shall be represented on the Baltic Marine Environment Protection Commission (hereinafter referred to as "the Commission") by a delegation consisting of representatives, alternate representatives, experts and advisers as may be required by that Party.

1.2 The names of the members of a delegation shall be submitted to the Executive Secretary not less than one week before the date fixed for the opening of any meeting of the Commission.

1.3 Upon invitation by the Commission the Government of any state not party to the Convention may be represented at the meetings of the Commission by one or more observers.

1.4 Upon invitation by the Commission any intergovernmental organization and non-governmental international organization with specialized technical, scientific or equivalent expertise pertinent to objectives of the Convention may be represented at the meetings of the Commission as an observer. The criteria and the selection process for granting such status, the suspension of such status as well as the rights and obligations of such an observer in the deliberations of the Commission is adopted by the Commission.

1.5 Upon the invitation issued by the Executive Secretary on behalf of the Commission, the Contracting Parties undertake to authorize at no expense and delay the entry of the delegates appointed for attending meetings of the Commission or its subsidiary bodies which are called to be held in their countries.

1.6 The Executive Secretary may, within the quota of the budget adopted by the Commission, after consultation with the Chairman, designate observers to meetings of other international organizations.

**RULE 2 CHAIRMAN**

2.1 The chairmanship of the Commission shall be given to each Contracting Party in turn in alphabetical order of the names of Contracting Parties in the English language.

2.2 The Contracting Party chairing the Commission shall nominate the Chairman and a Vice-Chairman six months in advance. If the Chairman finds it necessary to be absent during any meeting or any part thereof and/or is unable to perform his/her functions the Vice-Chairman shall take his/her place.

2.3 The Chairman shall serve for a period of two years, and cannot during the period of his/her chairmanship serve as representative of his/her country.

2.4 Should the chairmanship fall vacant, the Contracting Party chairing the Commission shall nominate a successor to remain in office until the term of chairmanship of that Contracting Party expires.

2.5 In addition to exercising the powers and duties conferred upon him/her elsewhere in these Rules the powers and duties of the Chairman shall be:

- a) to convene the regular and extraordinary meetings of the Commission and of the Heads of Delegation;
- b) to declare the opening and closing of these meetings;
- c) to preside at all meetings of the Commission and of the Heads of Delegation;
- d) to ensure observance of these Rules and to decide all questions of order raised at meetings of the Commission and of the Heads of Delegation, subject to the right of any representative to request that any ruling by the Chairman shall be submitted to the Commission for decision by vote;
- e) generally, to make such decisions and give such guidance to the Executive Secretary as will ensure that the business of the Commission is carried out efficiently and in accordance with its decisions.

### **RULE 3 MEETINGS OF THE COMMISSION**

3.1 Upon convocation by the Chairman the Commission shall hold a regular meeting at least once a year, at ministerial level at least every three years, unless the Heads of Delegation decide otherwise. The regular meeting of the Commission where it is proposed that the budget shall be adopted shall be held not later than 1st May each year. These meetings shall be held in the Helsinki region unless the Commission decides otherwise. The date of the next Commission meeting shall be set at each meeting.

3.2 An extraordinary meeting of the Commission shall be convened at any time at the request of any Contracting Party, provided that such a request is endorsed by another Contracting Party. The meeting shall be held as soon as possible at such time and place as the Chairman determines, but, not later than ninety days after the Executive Secretary has received the written endorsement by another Contracting Party.

3.3 Invitations to the meetings of the Commission shall be issued by the Executive Secretary to all Contracting Parties and to any Government, any intergovernmental organization and any non-governmental international organization invited by the Commission to send observers to the meetings, at least sixty days before the date fixed for the opening of the regular meeting. Invitations to extraordinary meetings shall be transmitted without delay by the Executive Secretary after having received the request by a Contracting Party and the written endorsement by another Contracting Party, if possible sixty but not later than thirty days before the date fixed for the opening of the extraordinary meeting.

3.4 The meetings of the Commission shall be private, unless the Commission decides otherwise.

3.5 The Agenda and Annotations to the Agenda of each meeting can be made available at the HELCOM web-site after their submission while the other documents submitted for consideration of the Commission can be made available at the HELCOM web-site after the respective meeting, unless otherwise decided by the meeting or the author of the document(s) in question.

### **RULE 4 MEETINGS OF HEADS OF DELEGATION**

4.1 Heads of Delegation shall normally meet twice a year, unless the Heads of Delegation decide otherwise, to

- a) supervise implementation of Commission policy;
  - b) make policy and strategy proposals to the Commission;
  - c) provide guidance to and support the Executive Secretary in programme development and management; and
  - d) carry out all other tasks which they may be given by the Commission.
-

4.2 For promoting the NGO and Observer consultation process meetings of Heads of Delegation shall be open to any organization given the observer status by the Commission to be represented by maximum one person. Heads of Delegations may decide on particular issues such as financial and institutional/organizational aspects of the Commission to be dealt with in an internal part of the meeting. The agenda and preliminary timetable with relevant documents of the meeting, except those documents concerning internal issues, will be distributed to all invited participants thirty days in advance.

4.3 The Heads of Delegation may invite, as appropriate, the Chairmen or Vice-Chairmen of subsidiary bodies and PITF to participate in their meetings.

## **RULE 5 AGENDA**

5.1 The Executive Secretary shall in consultation with the Chairman prepare the provisional agenda for the meetings of the Commission and for meetings of the Heads of Delegation.

5.2 The provisional agenda of meetings of the Commission and to the extent possible the supporting documents shall be transmitted by the Executive Secretary to the Contracting Parties and the observer organizations at least sixty days before the date of the regular meeting and without delay after the submission of the request for the convocation of an extraordinary meeting, unless otherwise decided by the Heads of Delegation.

5.3 Items may be placed on the provisional agenda of the Commission at the request of the Chairman, the Heads of Delegation, or any Contracting Party.

5.4 The provisional agenda for an extraordinary meeting shall consist of items proposed for consideration in the request for the holding of the meeting.

## **RULE 6 SUBMISSION OF DOCUMENTS FOR MEETINGS OF THE COMMISSION**

6.1 Basic documents and documents which require action or decision by the Commission shall be received by the Secretariat not later than twenty-two days before the opening day of a meeting, and the Secretariat shall circulate documents which require action or decision by the Commission not later than twenty-one days before the opening day of a meeting, unless otherwise decided by the Heads of Delegation. Bulky documents should include abstracts embodying the essence of the proposals and action requested from the body in question.

6.2 Documents containing comments to the basic documents shall be accepted if they are received by the Secretariat not later than seven days before the opening of a meeting.

6.3 With the consent of all the Delegations present at a meeting of the Commission documents submitted at a meeting may be considered at the meeting in question.

## **RULE 7 SUBSIDIARY BODIES OF THE COMMISSION**

7.1 The Heads of Delegation may establish such subsidiary bodies as are necessary for involving the expertise of the Contracting Parties to enable the Commission to perform its functions. The Heads of Delegation shall determine the terms of reference of such bodies, specifying objectives, time frame, budgets and reporting requirements, as well as guidelines for the publication and dissemination of results.

7.2 The subsidiary bodies shall submit for the approval of Heads of Delegation their annual work programmes as well as annual reports on the implementation of their work programme.

7.3 The subsidiary bodies and PITF shall receive technical and administrative support from the Secretariat.

7.4 Any organization given the observer status by the Commission may be represented at meetings of the subsidiary bodies of the Commission, as appropriate.

7.5 Each subsidiary body shall elect a Chairman and a Vice-Chairman. The Chairmen of the subsidiary bodies may exercise the right to vote on behalf of their delegations.

7.6 The subsidiary bodies shall report through the Secretariat to the Heads of Delegation on the election of Chairman and Vice-Chairman.

7.7 The Rules of Procedure applicable to the conduct of the business of the Commission shall apply mutatis mutandis to the subsidiary bodies of the Commission or their sub-groups/projects.

## **RULE 8 VOTING**

8.1 Each Contracting Party shall have one vote in the Commission. Within the area of its competence, the European Community is entitled to a number of votes equal to the number of its Member States which are the Contracting Parties to the Convention. The European Community shall not exercise its right to vote in cases where its Member States exercise theirs and conversely.

8.2 Decisions of the Commission, the Heads of Delegation and the subsidiary bodies shall be taken unanimously in accordance with the Convention.

8.3 Between meetings of the Commission a written vote may be taken.

8.4 Any amendment to a proposal before the Commission shall be voted on before the proposal.

## **RULE 9 EXECUTIVE SECRETARY AND SECRETARIAT**

9.1 The Commission shall appoint the Executive Secretary and determine his/her duties, terms and conditions of service.

9.2 The Executive Secretary is the chief administrative official of the Commission. All communications to and from the Commission and Heads of Delegation shall be addressed to or dispatched by the Executive Secretary. He/she shall be responsible to the Commission and Heads of Delegation for the management of the Office of the Commission (hereinafter referred to as "the Secretariat") and for the receipt and disbursement of all monies received by the Commission.

9.3 In addition to exercising the powers and duties conferred upon him/her elsewhere by the Rules the Executive Secretary shall:

- a) implement policies, strategies and programmes approved by the Commission and Heads of Delegation;
- b) advise the Commission and Heads of Delegation on policy formation;
- c) appoint general staff of the Secretariat and, in consultation with the Heads of Delegation, the professional staff;
- d) assign duties within the Secretariat for the provision of technical and administrative support to the Commission, Heads of Delegation, subsidiary bodies of the Helsinki Commission and PITF;
- e) ensure effective communication and coordination between the subsidiary bodies of the Helsinki Commission and within the Secretariat;
- f) ensure the training, development and annual assessment of all staff of the Secretariat;
- g) be responsible for the proper execution of the budget, and for all other tasks conferred on him/her by the Financial Rules of the Helsinki Commission;
- h) ensure, together with the Chairman, proper representation of the Helsinki Commission in international fora and public awareness of the activities of the Commission;

- i) ensure the efficient functioning of the Helsinki Commission alarm and warning system;
- j) promote development of a team culture, mutual assistance and readiness to accept new and other tasks within the Secretariat; and
- k) perform such other functions and duties as may be entrusted to him/her by the Commission or Heads of Delegation.

9.4 The Secretariat shall have the power of initiative, i.e., to prepare and present to the Heads of Delegation proposals on strategies, policies, Commission Recommendations and decisions and any other actions on administration, budget, etc. related to the running of the Commission and the execution of the duties of Secretariat.

9.5 The Secretariat of the Commission shall be in Helsinki.

#### **RULE 10 LANGUAGE OF THE COMMISSION**

The working language of the Commission shall be English.

#### **RULE 11 RECORDS AND REPORTS**

11.1 At the end of each meeting the Commission shall adopt a list of decisions. The Executive Secretary shall, in consultation with the Chairman and in time decided by the meeting, submit minutes of the meeting including the list of main decisions, to all Contracting Parties and to any Government, intergovernmental organization and non-governmental international organization invited to send observers to the meeting.

11.2 At the end of each meeting the Heads of Delegation shall adopt a list of decisions. The Executive Secretary shall, in consultation with the Chairman and in time decided by the meeting, submit minutes of the meeting including the list of main decisions to all Contracting Parties and any invited participants.

11.3 The subsidiary bodies shall report to the Commission or Heads of Delegation in accordance with their terms of reference.

11.4 The Executive Secretary shall prepare an annual report and submit it for approval to the Commission.

11.5 No report shall be considered an official report of the Helsinki Commission until it has been approved by the Commission or Heads of Delegation.

#### **RULE 12 AMENDMENTS TO THE RULES OF PROCEDURE**

These Rules of Procedure may be amended by the Commission by unanimous decision.

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LIST OF DOCUMENTS

HELCOM HOD 41/2013	Date dd.mm.yy	Title	Submitted by
1/1	13.05.13	Provisional Agenda	Executive Secretary
1/2	13.05.13	Annotations to the Provisional Agenda	Executive Secretary
2/1	13.05.13	Outcome of the Second Meeting of HELCOM Workshop of the Heads of Delegation and the BSAP Review Experts of LOAD and MONAS (HELCOM HOD MAI/CART WS 2/2013)	Executive Secretary
2/2	17.05.13	Draft Palette of measures on cost-effective management options to reduce discharges, emissions and losses of hazardous substances	Executive Secretary
2/3	17.05.13	Report on implementation of HELCOM Recommendations within the competence of HELCOM LAND adopted since HELCOM BSAP (2007)	Executive Secretary
2/3/Add.1	12.06.13	Additional information to the Report on implementation of HELCOM Recommendations within the competence of HELCOM LAND adopted since HELCOM BSAP (2007) on implementation of measures concerning agriculture	Denmark
2/3/Corr.1	11.06.13	Report on implementation of HELCOM Recommendations within the competence of HELCOM LAND adopted since HELCOM BSAP (2007)	Executive Secretary
2/4	17.05.13	Draft HELCOM Monitoring and Assessment Strategy	Executive Secretary
2/5	24.05.13	Draft report on assessment of efficiency of the HELCOM JCP	Executive Secretary
2/5/Add.1	06.06.13	Current state of affairs with Russian hotspots of the JCP Program	Russia
2/6	24.05.13	Draft HELCOM Recommendation on Safeguarding important bird habitats and migration routes in the Baltic Sea from negative effects of wind and wave energy production at sea	Finland, Poland and Secretariat
2/6/Rev.1	18.06.13	Draft HELCOM Recommendation on Safeguarding important bird habitats and migration routes in the Baltic Sea from negative effects of wind and wave energy production at sea	Secretariat
2/7	24.05.13	HELCOM core indicators for biodiversity and hazardous substances	Executive Secretary
2/8	24.05.13	Final report of the HELCOM CORESET project	Executive Secretary
2/9	24.05.13	Assessment of cod for the HELCOM Red List	Executive Secretary

2/10	24.05.13	Draft Technical Report of HELCOM Underwater Biotope and Habitat Classification	Executive Secretary
2/11	27.05.13	Third draft of the Copenhagen Ministerial Declaration	Executive Secretary
2/11/Add.1	14.06.13	Comments to the Third draft of the Copenhagen Ministerial Declaration	Lithuania and Poland
2/11/Rev.1	18.06.13	The further developed draft of the Copenhagen Ministerial Declaration – HOD 41 version	Secretariat
2/12	27.05.13	Input to the 2nd Draft of HELCOM Ministerial Declaration with regards to actions related to fish/fisheries, as modified by HELCOM FISH/ENV 9/2013 (as in Annex 2 to the Minutes)	Oceana
2/13	27.05.13	Outcome of the International Conference on Prevention and Management of Marine Litter in European Seas	Executive Secretary
2/14	03.06.13	Updated HELCOM thematic assessment of climate change in the Baltic Sea Area	Executive Secretary
2/15	03.06.13	Draft popular summary report on the development of revised Maximum Allowable Inputs (MAI) and new Country Allocated Reduction Targets (CART) of the Baltic Sea Action Plan	Executive Summary
2/16	03.06.13	Information on a Regional Workshop on the economic valuation of marine and coastal ecosystem services planned for 2013 under the joint project of Swedish Presidency in the Nordic Council of Ministers, HELCOM and UNEP	Sweden and Secretariat
2/17	03.06.13	Consideration of alternative allocation principles	Executive Secretary
2/18	03.06.13	HELCOM Red list of Baltic Sea Species in danger of becoming extinct	Executive Secretary
2/18/Add.1	06.06.13	HELCOM Red list of Baltic Sea Species in danger of becoming extinct	Poland
2/19	03.06.13	Species Information Sheets from HELCOM RED LIST	Executive Secretary
2/20	05.06.13	Comments by HELCOM RESPONSE 17/2013 to the Second draft of the 2013 HELCOM Ministerial Declaration regarding HELCOM RESPONSE-related parts	Executive Secretary
2/21	05.06.13	Proposal regarding changes to Annex VII to the Helsinki Convention	Executive Secretary
2/22	05.06.13	HELCOM Response Manual Volume III Response to Pollution Incidents on the shore	Executive Secretary
2/23	05.06.13	Draft revised HELCOM Recommendation 12/8 on Airborne Surveillance with Remote Sensing Equipment in the Baltic Sea Area	Executive Secretary

2/24	05.06.13	Improved flight permits for HELCOM surveillance aircraft fleet	Executive Secretary
2/25/INF	06.06.13	Information about the XIV International Environmental Forum "Baltic Sea Day"	Russia
2/26	06.06.13	Views of the Baltic Sea farmer organisations on the draft Ministerial Declaration on the revised HELCOM Baltic Sea Action Plan	BFFE
2/27	06.06.13	Draft HELCOM Recommendation "Measures aimed at the reduction of discharges from fresh water and marine aquaculture"	Executive Secretary
2/28	06.06.13	Coalition Clean Baltic, Oceana and The Fisheries Secretariat input to the Third Draft of the Copenhagen Ministerial Declaration	CCB,OCEANA and FISH
2/29	06.06.13	Summary report on the main outcomes of BalticSTERN economic analysis of the work on reducing eutrophication	Secretariat
2/30	06.06.13	Comments by HELCOM MARITIME 12/2013 to the Third draft of the 2013 HELCOM Ministerial Declaration regarding maritime-related parts	Executive Secretary
2/31	06.06.13	Joint HELCOM/OSPAR guidelines for the contracting parties of OSPAR and HELCOM on the granting of exemptions under International Convention for the Control and Management of Ships' Ballast Water and Sediments, Regulation A-4	Executive Secretary
2/32	06.06.13	HELCOM Interim Guidance on Technical and Operational Aspects of Sewage Delivery to Port Reception Facilities	Executive Secretary
2/33	06.06.13	Draft HELCOM Guidance on nomination of environmentally sound techniques and practices	Poland and Russia
2/34	07.06.13	The HELCOM-BSHC Revised Baltic Sea Harmonised Hydrographic Re-Survey Scheme	Finland
2/35	10.06.13	Draft revised palette of measures for reducing phosphorus and nitrogen losses from agriculture	Executive Secretary
2/35/Rev.1	18.06.13	Draft revised palette of measures for reducing phosphorus and nitrogen losses from agriculture	Secretariat
2/36	10.06.13	Progress with preparing a concise thematic assessment of eutrophication in the Baltic Sea 2007-2011 for the 2013 HELCOM Copenhagen Ministerial Meeting	Executive Secretary
2/37	11.06.13	Discussion paper on transboundary inputs in the revision of the nutrient reduction scheme	Executive Secretary

2/38	11.06.13	Executive Summary of Final Draft Report of the ad hoc Expert Group to Update and Review the Existing Information on Dumped Chemical Munitions in the Baltic Sea (HELCOM MUNI)	Executive Secretary
2/39	12.06.13	Inputs to the draft Ministerial Declaration and to MAI/CART work	Sweden
2/40	12.06.13	The further developed consolidated draft overview document on the progress in implementation of the HELCOM Baltic Sea Action Plan	Executive Secretary
2/41	13.06.13	Updated BSAP Index of Actions	Executive Secretary
2/42	13.06.13	Draft updated Fifth Baltic Sea Pollution Load Compilation (PLC-5.5): An Executive Summary	Executive Secretary
2/42/Rev.1	18.06.13	Draft updated Fifth Baltic Sea Pollution Load Compilation (PLC-5.5): An Executive Summary	Executive Secretary
2/43	13.06.13	Draft Scientific background report on revision of the Maximum Allowable Inputs and Country Allocation Scheme of the Baltic Sea Action Plan (Version 4)	Baltic Nest Institute
2/44	13.06.13	Draft Programme and timetable of the HELCOM Copenhagen Ministerial Meeting	Denmark and Executive Secretary
3/1	13.05.13	Outcome of 18th Meeting of HELCOM Land-based Pollution Group	Executive Secretary
3/2	13.05.13	Outcome of Fifth Meeting of HELCOM Baltic Agriculture and Environment Forum	Executive Secretary
3/3	13.05.13	Outcome of Ninth Meeting of HELCOM Baltic Fisheries and Environment Forum	Executive Secretary
3/4	13.05.13	Outcome of HELCOM MONAS 18/2013	Executive Secretary
3/5	13.05.13	Project proposal for 2014-2016 on Quality assurance of phytoplankton monitoring in the Baltic Sea (HELCOM PEG QA)	Executive Secretary
3/6	17.05.13	Progress of the inception phase of BALTFIMPA project	Executive Secretary
3/7	17.05.13	Outcome of HELCOM-VASAB MSP WG 7/2013	Executive Secretary
3/8	17.05.13	HELCOM Expert Group on environmental risks of hazardous submerged objects (HELCOM SUBMERGED)	Executive Secretary
3/9	24.05.13	Outcome of HELCOM HABITAT 15/2013	Executive Secretary
3/10	24.05.13	Revision of HELCOM Recommendation 17/3	Poland and Secretariat
3/10/Rev.1	18.06.13	Revision of HELCOM Recommendation 17/3	Secretariat

3/11	24.05.13	Draft Thematic Assessment on long-term changes in radioactivity in the Baltic Sea for 2007-2010	Executive Secretary
3/12	27.05.13	Draft Proposal for continuation of the Project for Baltic-wide assessment of coastal fish communities in support of an ecosystem-based management (HELCOM FISH-PRO II)	Executive Secretary
3/12/Rev.1	18.06.13	Draft Proposal for continuation of the Project for Baltic-wide assessment of coastal fish communities in support of an ecosystem-based management (HELCOM FISH-PRO II)	Executive Secretary
3/13	27.05.13	Proposal for establishment of a Task Force on migratory species under HELCOM Baltic Fisheries and Environment Forum	Executive Secretary
3/14	05.06.13	OCEANA: New proposals for Marine Protected Areas in the Baltic Sea and Kattegat	Oceana
3/15	05.06.13	Outcome of 17th Meeting of HELCOM Response Group	Executive Secretary
3/16	06.06.13	Outcome of the 12th Meeting of the HELCOM Maritime Group	Executive Secretary
3/17	10.06.13	Report on implementation of HELCOM Recommendation 17/6 "Reduction of Pollution from Discharges into Water, Emissions into the Atmosphere and Phosphogypsum out of the Production of Fertilizers"	Executive Secretary
3/18	10.06.13	Towards an operational HELCOM Monitoring and assessment system	Executive Secretary
3/19	14.06.13	Outcome of HELCOM GEAR 4/2013	Executive Secretary
3/20	14.06.13	Roadmap of HELCOM GEAR	Executive Secretary
4/1	17.05.13	Change to Rule 6 of the Rules of Procedure of the Helsinki Commission	Executive Secretary
5/1	24.05.13	Meetings and exercises within HELCOM as well as other meetings in 2013 and 2014	Executive Secretary
5/2	05.06.13	Race for the Baltic Sea	Oceana and CCB
5/3/INF	14.06.13	Information on search and appraisal drilling by "Lukoil"	Russia
6/1	18.06.13	Draft List of Decisions	Executive Secretary
6/1/Rev.1	18.06.13	Minutes of the Meeting	Executive Secretary