



20 April 2018

To: Contact persons of HELCOM AIS EWG  
Technical representatives of HELCOM AIS EWG  
Contact persons for the AIS Agreement  
Contact Addresses of HELCOM MARITIME and HELCOM RESPONSE  
Observers of HELCOM MARITIME and HELCOM RESPONSE

cc: HELCOM Heads of Delegation  
Observers of HELCOM  
Chairs and Vice-Chairs of the HELCOM Groups

**Re. Invitation to the 29<sup>th</sup> Meeting of the Expert Working Group for Mutual Exchange and Deliveries of AIS & Data (HELCOM AIS EWG 29-2018), Tallinn, Estonia, 12-13 June 2018**

Dear Colleagues,

With reference to the Outcome of the 28th Meeting of the Expert Working Group for Mutual Exchange and Deliveries of AIS & Data (HELCOM AIS EWG 28-2017, Paragraph 9.1), I have the pleasure to invite you to the 29th Meeting of HELCOM AIS EWG, to be held in Tallinn, Estonia, at the premises of the Estonian Maritime Administration (*Valge Str. 3, Tallinn*).

The Meeting will start on **Tuesday, 12 June 2018 at 11:30** and is expected to terminate on **Wednesday, 13 June 2018 at 14:00**.

Please find enclosed the invitation by Estonia and Information for Participants, as well as the Provisional Agenda (doc. 1-1) for the Meeting.

Meeting documents for AIS EWG 29-2018 will be submitted by the Secretariat via the [HELCOM Meeting Portal](#). Please find here [instructions](#) for signing up as a first-time user of the Meeting Portal. Once you have signed up to the Meeting Portal, the Secretariat will need to grant you separate permission to access the restricted meeting document library on the [AIS EWG 29-2018 Meeting Site](#). After sign up, the participants are kindly requested to **sign in and register** to the Meeting by answering the [Participation Survey](#) not later than **5 June 2018**.

The Secretariat kindly requests the Contracting Parties and Norway to observe the deadlines for submission of documents to the Meeting. Basic documents and documents requiring action or a decision by the Meeting should be submitted in electronic form to the Secretariat ([markus.helavuori@helcom.fi](mailto:markus.helavuori@helcom.fi)) by **21 May 2018**. Documents containing comments to the basic documents as well as information documents should be provided by **5 June 2018**.

Yours sincerely,

Markus Helavuori  
Professional Secretary