



20 November 2017

To: Contracting Parties to the Helsinki Convention
Heads of Delegation to the Helsinki Commission
Observers of HELCOM

cc: Chair of HELCOM
Chairs of the HELCOM Groups

**Re: Invitation to the 39th Meeting of the Helsinki Commission
Brussels, Belgium, 5 March 2018**

Dear Madam/Sir,

With reference to the decision by the Helsinki Commission at its regular meeting in 2017 (Outcome of HELCOM 38-2017, Paragraph 8.1), I have the honour to invite the Contracting Parties and the Observer Organizations to send their representatives to the 39th Meeting of the Baltic Marine Environment Protection Commission - Helsinki Commission, to be held on 5 March 2018 in Brussels, Belgium, hosted by the European Union, at the premises of Palais d'Egmont, Arenberg room (Place du Petit Sablon, 8, 1000 Brussels, <http://www.ccegmont.be/en>). Please find attached the invitation by the EU as well as practical information for participants.

The Meeting will start on **Monday, 5 March 2018 at 10:00** o'clock and will terminate by 17.00 o'clock on the same day. The Provisional Agenda of the Meeting will be submitted in due course.

Documents for the Meeting will be made available in the [HELCOM Meeting Portal](#). Please note that you need to be a registered user with relevant rights to access the restricted meeting document library on the [HELCOM 39-2018 Meeting Site](#). Please find here [instructions](#) for signing up as a first-time user of the Meeting Portal. The participants are kindly requested to **register** to the Meeting by answering the [Participation Survey](#) not later than **15 February 2018**.

Please note that according to Rule 6 of the Rules of Procedure of the Helsinki Commission **basic documents and documents requiring action or a decision** by the Meeting should be submitted in the electronic form to the Secretariat (riina.kero@helcom.fi) by **11 February 2018**. Bulky documents should include abstracts embodying the essence of the proposals and action requested from the Meeting. **Documents containing comments to the basic documents as well as information documents** should be provided to the Secretariat by **26 February 2018**.

Yours sincerely,

Monika Stankiewicz
Executive Secretary