



31 August 2021

To: HELCOM-VASAB MSP WG nominated representatives
Observers of HELCOM-VASAB MSP WG

cc: HELCOM Heads of Delegation
HELCOM Chairs and vice-Chairs
Contact Addresses of HELCOM State & Conservation group and Maritime group
Observers of HELCOM State & Conservation group and Maritime group

Dear Colleagues,

We have the pleasure to invite the Contracting Parties to the Helsinki Convention and VASAB Member Countries as well as the Observer organizations to the 23rd Meeting of the joint HELCOM-VASAB Maritime Spatial Planning Working Group (HELCOM-VASAB MSP WG 23-2021). Considering the developments on COVID-19, the Meeting will be held online, on **16-17 November 2021**, upon this joint invitation by HELCOM and VASAB.

HELCOM-VASAB MSP WG 23-2021 will be opened on **Tuesday 16 November 2021** at **10:00 EET** (09:00 CET) and is expected to end **Wednesday 17 November 2021** at **16:00 EET** (15:00 CET).

In accordance with the agreement by HELCOM-VASAB MSP WG 6-2013 (Outcome, paragraph 1.2), the Contracting Parties/Member Countries as well as Observers are requested to submit substantial documents requiring a decision or action to the Secretariats (lotta.ruokanen@helcom.fi, florent.nicolas@helcom.fi and info@vasab.org) **by 18 October 2021** and information documents **by 1 November 2021**. The [document template](#) to submit a meeting document is available on the [HELCOM-VASAB MSP WG 23-2021 Meeting Site](#).

Documents for the Meeting will be made available on the [HELCOM-VASAB MSP WG 23-2021 Meeting Site](#) in the HELCOM Meeting Portal. Please note that you need to be a registered user to access the restricted meeting documents. Instructions for the use of the Meeting Portal are available on the [HELCOM website](#).

Alerts can be set up by the user to the document library in the HELCOM Meeting Portal, which makes it possible to get automated email notifications when new documents are added to the library. Email notifications by the HELCOM Secretariat on new documents will only be sent after the above-mentioned deadlines, in case of late document submissions as well as when annotations to the provisional agenda are available in the document library.

Participants of the Meeting are kindly requested to register to the Meeting by answering the [Participation Survey](#) not later than **by Thursday 11 November 2021**. As the Meeting will be held online, technical information will be only communicated to the registered participants at a later stage.

Yours sincerely,

Rüdiger Stempel
HELCOM Executive Secretary

Alda Nikodemusa
VASAB Head of Secretariat