



28 September 2020

To: HELCOM Heads of Delegation
Chair and Vice-Chairs of the Helsinki Commission
Chairs of the HELCOM Groups
HELCOM Observers

Re: Invitation to the 59th Meeting of HELCOM Heads of Delegation
online, 7-8 December 2020

Dear Colleagues,

Having regard to the decision of HELCOM HOD 58-2020 (Outcome, paragraph 8.1), I have the honor to invite you to the 59th Meeting of the Heads of Delegation (HOD 59-2020) to be held on 7-8 December 2020. In light of the COVID-19 situation the Meeting will be held as an online meeting.

The Meeting will be opened on **Monday, 7 December at 8:30 CET/9:30 EET** and is expected to terminate on **Tuesday, 8 December by 17:00 CET/18:00 EET**.

A Provisional Agenda (1-1) is enclosed to this letter. Additional documents for the Meeting will be made available in due course on the HOD 59-2020 [Meeting Site](#) in the HELCOM Meeting Portal. Please note that you need to be a registered user with relevant rights to access the restricted meeting documents and to register to the meeting. Alerts can be set up by the user to the document library, which makes it possible to get automated email notifications when new documents are added to the library. [Instructions](#) for the use of the Meeting Portal are available on the HELCOM website.

The Delegations are requested to 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 electronic form to the Secretariat (laura.meski@helcom.fi) by **15 November 2020**. 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 **30 November 2020**. The Secretariat has prepared a [document template](#) and recommends using the template when submitting documents to the Secretariat.

Participants are kindly requested to **sign in and register** to the Meeting by answering the [Participation Survey](#) not later than by **30 November 2020**. An invitation to participate online through Zoom will be sent to registered participants.

Yours truly,

Rüdiger Stempel
Executive Secretary