



8 October 2021

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

Re. Invitation to the 61st Meeting of HELCOM Heads of Delegation, online, 8-9 December 2021

Dear colleagues,

Having regard to the decision of HELCOM HOD 59-2021 (Outcome, paragraph 9-1) and HOD 60-2021 (Outcome, paragraph 8.3), I have the honor to invite you to the 61<sup>st</sup> Meeting of the Heads of Delegation (HOD 61-2021) to be held as an online meeting on 8-9 December 2021.

The Meeting will be opened on **Wednesday, 8 December at 8:30 CET/9:30 EET** and is expected to terminate on **Thursday, 9 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 61-2021 [Meeting Site](#) in the HELCOM Meeting Portal. Please note that you need to be a registered user to access the restricted meeting documents and to register to the meeting. [Instructions](#) for the use of the Meeting Portal are available on the HELCOM website.

Participants are kindly requested to **sign in and register** to the Meeting by answering the [Participation Survey](#) not later than **by 1 December 2021**. An invitation to participate online through Zoom will be sent to registered participants. Please note that screenshots may be taken during the meeting.

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](mailto:laura.meski@helcom.fi)) **by 16 November 2021**. Bulky documents should include abstracts embodying the essence of the proposals and action requested from the Meeting. **Documents containing comments to the previous documents as well as information documents** should be provided to the Secretariat by **1 December 2021**. The Secretariat has prepared a [document template](#) and recommends using the template when submitting documents to the Secretariat.

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 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.

Yours truly,

Rüdiger Stempel  
Executive Secretary