



2 September 2014

To: HELCOM Heads of Delegation
Observers of HELCOM
Contact addresses of HELCOM MARITIME
Observers of HELCOM MARITIME
Chairs and Vice-Chairs of the HELCOM Groups

**Re. Invitation to the 14th Meeting of the Maritime Group (HELCOM MARITIME)
Riga, Latvia, 4-6 November 2014**

Dear Madam/Sir,

With reference to the Minutes of the 13th Meeting of the Maritime Group (HELCOM MARITIME 13-2013, Paragraph 13.5 and the Minutes of the 35th Meeting of the Helsinki Commission (HELCOM 35-2014, Paragraph 4.3), I have the honour to invite the Contracting Parties to the Helsinki Convention and the Observer Organizations to the 14th Meeting of HELCOM MARITIME, which will be held in Riga, Latvia, on 4-6 November 2014. The Meeting will be hosted by the Ministry of Environmental Protection and Regional Development and will be held at the Avalon Hotel (address: 13. Janvara Street 19).

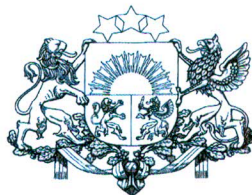
The Meeting will be opened on **Tuesday, 4 November 2014, at 10:00** and it is expected to terminate **by 14:00 on Thursday, 6 November 2014**. Please note that the Meeting will be held back-to-back with a Sewage PRF-focused meeting of the HELCOM Cooperation Platform on Port Reception Facilities, starting on Monday, 3 November 2014, at 13:00 at the same venue.

I have the honour to enclose the invitation by Latvia and Information for Participants, including Hotel Reservation Form. Please find also enclosed the Provisional Agenda and Annotations to the Provisional Agenda. Documents for the Meeting will be made available in the new HELCOM Meeting Portal. Please find here [instructions](#) for *signing up as a first time user* of the new Meeting Portal. The participants are kindly invited to sign up to the new Meeting Portal at their earliest convenience. 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 MARITIME 14-2014 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 **28 October 2014**.

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 Professional Secretary (hermanni.backer@helcom.fi) by **13 October 2014**. 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 submitted to the Secretariat by **28 October 2014**.

Yours sincerely,

Monika Stankiewicz
Executive Secretary



MINISTRY OF ENVIRONMENTAL PROTECTION
AND REGIONAL DEVELOPMENT
OF THE REPUBLIC OF LATVIA

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Riga, 25.08.2014 No. 1-14/7741

Ms Monika Stankiewicz, Executive Secretary

Helsinki Commission

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FI-00160 Helsinki

Finland

monika.stankiewicz@helcom.fi

Dear Ms Stankiewicz,

With reference to the decision of the 13th meeting of HELCOM Maritime Group (paragraph 13.5, Minutes of HELCOM MARITIME 13/2013) I have the honour to invite the Contracting Parties, Observer organizations and relevant stakeholders to the HELCOM MARITIME 14/2014 meeting to be held on 4 -6 November 2014 back-to-back with the HELCOM Port Reception Facilities (PRF) Cooperation Platform meeting to be held on 3 November 2014. Both meetings will take place at the premises of the Avalon Hotel, 13.janvara Street 19, Riga, Latvia.

Practical information for participants concerning transport and accommodation is enclosed.

We are looking forward to welcoming you and the HELCOM PRF Cooperation Platform Participants to Riga.

Sincerely yours,

Daiga Vilkašte
Acting Deputy State Secretary