



4 August 2015

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 15th Meeting of the Maritime Group (HELCOM MARITIME)
Klaipeda, Lithuania, 23-25 November 2015**

Dear Madam/Sir,

With reference to the Outcome of the 14th Meeting of the HELCOM Maritime Group (MARITIME 14-2014, Paragraph 13.2) and the Outcome of the 47th Meeting of the HELCOM Heads of Delegation (HOD 47-2014, Paragraph 3.1), I have the honour to invite the Contracting Parties to the Helsinki Convention and the Observer Organizations to the 15th Meeting of HELCOM MARITIME, which will be held in Klaipeda, Lithuania, on 23-25 November 2015. The Meeting will be hosted by the Lithuanian Maritime Safety Administration. Information on the meeting venue and accommodation will be submitted at a later stage.

The Meeting will be opened on **Monday, 23 November 2015, at 10:00** and it is expected to terminate **by 14:00 on Wednesday, 25 November 2015**. Please note that a Steering Committee meeting of the Priority Area on Clean Shipping of the EU Strategy for the Baltic Sea Region (EUSBSR PA SHIP) will likely be held back-to-back with MARITIME 15-2015 during the period 26-27 November 2015.

I have the honour to enclose the invitation by Lithuania as well as the Preliminary Annotated Agenda. Documents for the Meeting will be made available in the HELCOM Meeting Portal on the [MARITIME 15-2015 Meeting Site](#) (please see the [instructions](#) for *signing up* and *signing in*). The participants are kindly requested to *register to the Meeting* by answering the [Participation Survey](#) not later than **16 November 2015**.

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 **1 November 2015**. 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 by **16 November 2015**.

Yours sincerely,

Monika Stankiewicz
Executive Secretary



LIETUVOS SAUGIOS LAIVYBOS ADMINISTRACIJA
LITHUANIAN MARITIME SAFETY ADMINISTRATION

Executive Secretary
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INVITATION TO HELCOM MARITIME 15-2015

Dear Ms Stankiewicz,

With reference to the decision of the 14th meeting of HELCOM Maritime Group (paragraph 13.2, Minutes of HELCOM MARITIME 14/2014) I have the honour to invite the Contracting Parties and Observer organizations to the HELCOM MARITIME 15/2015 meeting to be held on 23-25 November 2015 in Klaipėda, Lithuania.

Practical information for participants concerning venue, transport and accommodation will be sent later.

We are looking forward to welcoming you in Lithuania.

Sincerely yours,

Acting director

Danguolė Raugalienė



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