



29 October 2019

To: HELCOM Heads of Delegation
Observers of HELCOM
Contacts of HELCOM Response Working Group
Observers of HELCOM Response Working Group
Chairs and Vice-Chairs of the HELCOM Groups

Re. [Invitation to the 27th Meeting of the HELCOM Response Working Group, Vejle, Denmark, 26-28 February 2020](#)

Dear Colleagues,

With reference to the Outcome of the 26th Meeting of the HELCOM Response Working Group (RESPONSE 26-2019, paragraph 16.2), I have the pleasure to invite the Contracting Parties to the Helsinki Convention and the Observer organizations to the 27th Meeting of the Response Working Group (RESPONSE 27-2020), to be held on 26-28 February 2020 in Vejle, Denmark, at Hotel Munkebjerg (Munkebjergvej 125).

The Meeting will be opened on **Wednesday, 26 February, at 9:00** o'clock and it is expected to terminate on **Friday, 28 February by 12:00** o'clock.

Please find attached the invitation by Denmark and information for participants as well as the Provisional Agenda (1-1). The Annotations to the Provisional Agenda will be circulated in due course.

Documents for the Meeting will be made available in the RESPONSE 27-2020 [Meeting Site](#) in the HELCOM Meeting Portal. The participants are kindly requested to register to the Meeting by answering the [Participation Survey](#) not later than **by 19 February 2020**. 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. [Instructions](#) for the use of the Meeting Portal are available on the HELCOM website. Please also note that Denmark has set up a separate registration site for logistical purposes at www.trippus.net/helcom-2020 through which accommodation, official dinner etc. should be booked by **24 January 2020 at the latest**.

The Meeting is organized back to back with the Fourth Meeting of the HELCOM Expert Coordination Network on Response on the Shore (SHORE Network 4-2020), to be held at the same venue on 25 February 2020.

The Secretariat kindly requests the Contracting Parties and Observers to observe the deadlines for submission of documents to a HELCOM meeting. The **basic documents and documents requiring action or a decision** by the Meeting should be submitted in electronic form to Professional Secretary, Mr. Markus Helavuori (markus.helavuori@helcom.fi) **by 4 February 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 19 February 2020**. The Secretariat has prepared a document template and recommends using the template when submitting documents to the Secretariat.

Yours truly,

Rüdiger Stempel
Executive Secretary