



10 September 2020

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 28th Meeting of the HELCOM Response Working Group, online, 3-5 November 2020](#)

Dear Colleagues,

With reference to the Outcome of the 27th Meeting of the HELCOM Response Working Group (RESPONSE 27-2020, paragraph 16.2), I have the pleasure to invite the Contracting Parties to the Helsinki Convention and the Observer organizations to the 28th Meeting of the Response Working Group (RESPONSE 28-2020), to be held on 3-5 November 2020. In light of the COVID-19 situation the Meeting will be held as an online meeting.

The Meeting will be opened on **Tuesday, 3 November, at 9:00 CET/10:00 EET** and it is expected to terminate on **Thursday, 5 November by 12:00 CET/13:00 EET**.

Please find attached the Provisional Agenda (document 1-1) for the Meeting. Additional documents for the Meeting will be made available in due course on the RESPONSE 28-2020 [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 27 October 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. An invitation to participate online through Zoom will be sent to registered participants.

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](mailto:markus.helavuori@helcom.fi)) **by 12 October 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 27 October 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