



15 February 2021

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 Intersessional Meeting of the Response Working Group, online, 25 March 2021](#)

Dear colleagues,

With reference to the Outcome of the 28th Meeting of the HELCOM Response Working Group (RESPONSE 28-2020, paragraph 3.10), I have the pleasure to invite the Contracting Parties to the Helsinki Convention and the Observer organizations to the Intersessional Meeting of the Response Working Group on finalizing the draft Annex for the sea-based activities segment of the updated Baltic Sea Action Plan (BSAP), to be held on 25 March 2021 as an online meeting.

The Meeting will be opened on **Thursday, 25 March, at 9:00 CET/10:00 EET** and it is expected to terminate **by 15.30 CET/16.30 EET** on the same day.

Please find attached the Provisional Annotated Agenda (document 1-1) for the Meeting. Additional documents for the Meeting will be made available in due course on the RESPONSE 28A-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 18 March 2021**. 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) **by 3 March 2021**. 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 18 March 2021**. The Secretariat recommends using the [document template](#) when submitting documents to the Secretariat.

Yours truly,

Rüdiger Stempel
Executive Secretary