



9 July 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 29th Meeting of the HELCOM Response Working Group, Tallinn, Estonia, 28-30 September 2021](#)

Dear colleagues,

With reference to the Outcome of the 28th Meeting of the HELCOM Response Working Group (paragraph 17.3 of the Outcome), I have the pleasure to invite the Contracting Parties to the Helsinki Convention and the Observer organizations to the 29th Meeting of the Response Working Group (RESPONSE 29-2021), to be held on 28-30 September 2021 in Tallinn, Estonia, at the hotel Swissotel Tallinn (Tornimäe Street 3) hosted by the Ministry of the Environment. The Meeting will be opened on **Tuesday, 28 September, at 9:00** o'clock local time and it is expected to terminate on **Thursday, 30 September by 12:00** o'clock local time.

The Meeting will be held as a physical meeting if the COVID-19 situation allows and assuming that all Contracting Parties are allowed to enter Estonia and return home without quarantine. If the COVID-19 situation does not allow for a physical meeting in Tallinn, the meeting will be held online using Zoom. A final confirmation regarding this will be provided as soon as possible.

Please find attached the invitation by Estonia and information for participants as well as the Provisional Agenda (1-1). The Annotations to the Provisional Agenda will be circulated in due course. Additional documents for the Meeting will be made available in the RESPONSE 29-2021 [Meeting Site](#) in the HELCOM Meeting Portal. Please note that you need to be a registered user to access the restricted meeting documents and to register to the meeting. Participants are kindly requested to register to the Meeting by answering the [Participation Survey](#) not later than **by 21 September 2021**. [Instructions](#) for the use of the Meeting Portal are available on the HELCOM website.

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 6 September 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 21 September 2021**. The Secretariat has prepared a [document template](#) and recommends using the template when submitting documents to the Secretariat.

Alerts can be set up by the user to the document library in the HELCOM Meeting Portal, which makes it possible to get automated email notifications when new documents are added to the library. Email notifications by the Secretariat on new documents will only be sent after the above mentioned deadlines, in case of late document submissions as well as when annotations to the provisional agenda are available in the document library.

Yours truly,

Rüdiger Stempel
Executive Secretary