



29 October 2019

To: Contacts of HELCOM RESPONSE
Observers of HELCOM RESPONSE
Contacts of SHORE Network

cc: HELCOM Heads of Delegation
Observers of HELCOM
Chairs and Vice-Chairs of the HELCOM Groups

Re: [Invitation to the Fourth Meeting of the HELCOM Expert Coordination Network on Response on the Shore, Vejle, Denmark, 25 February 2019](#)

Dear Colleagues,

With reference to the Outcome of RESPONSE 26-2019 (paragraph 16.2), I have the pleasure to invite you to the Fourth Meeting of the HELCOM Expert Coordination Network on Response on the Shore (SHORE Network 4-2020), which will be held in Vejle, Denmark, on 25 February 2020.

The Meeting will be opened on **Tuesday, 25 February at 9.00** and is expected to terminate by **16.00 the same day**.

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 on the SHORE Network 4-2012 [Meeting Site](#) in the HELCOM Meeting Portal. The participants are kindly requested to register to the Meeting by answering the [Participation Survey](#) no later than **by 18 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 etc. should be booked by **24 January 2020 at the latest**.

The Meeting is organized back to back with 27th Meeting of the HELCOM Response Working Group (RESPONSE 27-2020), to be held at the same venue from 26 to 28 February 2020.

The Secretariat kindly requests the Contracting Parties and Observers to observe the deadlines for submission of documents to a HELCOM meeting. Basic documents and documents requiring action or a decision should be submitted in electronic form to the Secretariat (markus.helavuori@helcom.fi) **by 3 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 18 February 2020**. The Secretariat has prepared a document template and recommends using the template when submitting documents to the Secretariat.

Yours sincerely,

Markus Helavuori
Professional Secretary