



16 December 2021

To: Contacts of HELCOM SHORE Network
Contacts of HELCOM Response Working Group
Observers of HELCOM Response Working Group

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

Re: Invitation to the Sixth Meeting of the HELCOM Expert Coordination Network on Response on the Shore (SHORE Network 6-2022), Helsinki, Finland, 14 March 2022

Dear colleagues,

With reference to the notes of the informal meeting of the HELCOM Expert Coordination Network on Response on the Shore (8 November 2021), I have the pleasure to invite you to the Sixth Meeting of the HELCOM Expert Coordination Network on Response on the Shore (SHORE Network 6-2022), to be held at the premises of the HELCOM Secretariat (address: Katajanokanlaituri 6 B), in Helsinki, Finland, on 14 March 2022. The Meeting will be held back-to-back with HELCOM RESPONSE 30-2022 on 15-18 March 2022.

The Meeting will be opened on **Monday, 14 March, at 10:00 local time (EET)** and is expected to terminate on the same day **by 16:30 local time (EET)**.

The Meeting will be held as a physical meeting if the COVID-19 situation allows. The Secretariat will follow developments closely and if the situation does not allow for a physical meeting, the meeting will be held online using Zoom. A final confirmation regarding this will be provided as soon as possible.

Please find attached the provisional agenda (document 1-1) and information for participants. Additional documents for the Meeting will be made available on the SHORE Network 6-2021 [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. [Instructions](#) for the use of the Meeting Portal are available on the HELCOM website. Participants are kindly requested to **register** to the Meeting by answering the [Participation Survey](#) no later than **by 7 March 2022**.

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 18 February 2022**. 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 7 March 2021**. The Secretariat recommends using the [document 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 sincerely,

Markus Helavuori
Professional Secretary