



10 August 2021

To: HELCOM Heads of Delegation
Observers of HELCOM
Contacts and Observers of HELCOM State and Conservation
Chairs and Vice-Chairs of the HELCOM Groups

Re. 15th Meeting of the Working Group on the State of the Environment and Nature Conservation (STATE & CONSERVATION 15-2021)

Dear colleagues,

In accordance with the decision by HOD 59-2020 (paragraph 6.76 of the outcome), the 15th Meeting of the Working Group on the State of the Environment and Nature Conservation (STATE & CONSERVATION 15-2021) will be convened on 4-8 October 2021. The Meeting will be convened online.

The Meeting will start on **Monday 4 October 2021 at 10.00 EEST** and is expected to end on **Friday 8 October 2021 at 16.00 EEST**. The Meeting will focus on Joint and Nature conservation and biodiversity sessions. Monday to Thursday 13:00 EEST will be dedicated to joint themes (Agenda Items 1J-9J), and Thursday 14:00 to Friday 16:00 EEST is planned for issues related to Nature conservation and biodiversity (Agenda Items 1N-7N).

Meeting documents will be submitted by the Secretariat to the [STATE & CONSERVATION 15-2021 Meeting Site](#) via the [HELCOM Meeting Portal](#). The Secretariat has prepared a [document template](#) and recommends using the template when submitting documents to the Secretariat.

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 to the Meeting should be submitted in electronic format to Professional Secretary, Jannica Haldin (jannica.haldin@helcom.fi) by **7 September 2021**, at the latest. Documents containing comments to the basic documents as well as information documents should be provided to the Secretariat by **27 September 2021**.

Participants are kindly requested to register for the Meeting by answering the [Participation Survey](#) at their earliest convenience, and **not later than 27 September 2021**. Instructions for the use of the Meeting Portal are available on the [HELCOM Website](#).

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,

Rüdiger Stempel
Executive Secretary