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**Fourth meeting of the Ad Hoc Working Group on Administrative Reform
Gland, 26 January 2010**

The Secretariat of the Convention on Wetlands (Ramsar, Iran, 1971) presents its compliments to the Permanent Mission of ... and has the honour to refer to the following:

In Resolution X.5, the 10th Meeting of the Conference of the Parties established an Ad Hoc Working Group on Administrative Reform to recommend to Standing Committee efficient and effective measures to improve the capacity and operation of the Secretariat. The Working Group met three times in 2009.

The Ramsar Secretariat is pleased to inform Contracting Parties that the fourth meeting of the Ad Hoc Working Group will take place at Ramsar Secretariat headquarters in Gland **on Tuesday 26 January 2010, from 10:00 to 17:00.**

The Report of the third meeting of the Group and supporting documents for the fourth meeting of the Ad Hoc Working group will be posted on the Ramsar Web site at:

http://www.ramsar.org/cda/ramsar/display/main/main.jsp?zn=ramsar&cp=1-31-41^22098_4000_0

Representatives of Contracting Parties who wish to participate are invited to register with the Secretariat by Wednesday 20 January at katz@ramsar.org.

The Secretariat of the Convention on Wetlands respectfully requests that the content of the present Note be communicated to the competent national authorities and avails itself of this opportunity to renew to the Permanent Mission of... the assurance of its highest consideration.

Gland, 17 December 2009