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Third meeting of the Ad Hoc Working Group on Administrative Reform Gland, 3 December 2009

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 first and second meetings of the Ad Hoc Working Group on Administrative Reform took place on 19 January and 24 March 2009, respectively.

The Secretariat is pleased to attach the Agenda for the third meeting of the Ad Hoc Working Group, which will take place at Ramsar Secretariat headquarters in Gland **on Thursday 3 December 2009, from 10:00 to 17:00**. Supporting documents for 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 Monday 30 November at katz@ramsar.org.

The Co-Chairs of the Working Group anticipate that a further meeting may be necessary shortly after the third meeting. It is proposed that this fourth meeting of the Group take place in Gland, on either Tuesday 26 or Thursday 28 January 2010. Interested representatives of Contracting Parties are requested to make a note of these dates.

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, Switzerland, 9 October 2009

Encl: Agenda