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To: Nominated Members of SCOR, Affiliated Organizations, Corresponding Organizations,
Interested International Organizations, Sponsors
cc: Chairs, SCOR Subsidiary Bodies, SCOR Executive Committee
From: Ed Urban, Executive Director

36th SCOR Executive Committee Meeting

I am pleased to inform you that the 36th SCOR Executive Committee Meeting will take place at the Headquarters of the Russian Academy of Sciences in Moscow from Monday, September 15 through Thursday, September 18, 2003. A half-day open session on the Census of Marine Life will follow on September 19. Our hosts will be the Russian SCOR Committee, which will arrange one day of presentations about Russian ocean science during our meeting.

National Committees for Oceanic Research and other international organizations are invited to be represented at the Executive Committee Meeting at their own expense. I will send a detailed agenda, logistical information, and a preliminary list of meeting participants around June 15. Please send me any items for inclusion in the agenda as soon as possible. Materials for the meeting briefing book are due by **June 30**. This will allow us to provide the briefing book to meeting participants several weeks before the meeting. We will also post the meeting book on the SCOR Web site this year, to make it available earlier and more widely.

The Executive Committee Meeting will consider all proposals for new Working Groups that reach the SCOR Secretariat before **April 30**, as specified by the procedure for working group proposals that was adopted at the 1998 SCOR General Meeting. This will allow us to circulate the proposals for review and comments before the meeting. Please see the SCOR Web site (www.jhu.edu/scor/wkgroups) for information about current working groups and the instructions for working group proposals (www.jhu.edu/scor/newWGs.pdf).

Please fill in and return the enclosed registration form for the Executive Committee Meeting, from which we will compile the initial participants' list and reserve hotel rooms. Individuals who are planning to attend should also fill in and return the enclosed Information For Invitation Letter form by **May 31**, from which the Russian Academy of Sciences will develop the invitation letters and letters to their consulates to make it possible for participants to obtain visas. I need to send these to Russia at least three months before the meeting.

I look forward to seeing you in Moscow!

Enclosures (see also <http://www.jhu.edu/scor/2003-EC-Meeting.htm>)

Registration Form
Information for Invitation Letter Form
Draft Agenda