Dear Colleagues,

The Education Department of the European Trade Union Institute will organise a joint workshop with the ETUC ‘Strategic thinking and Prospective’, which will be held from **07 to 09 May 2018** in Sesimbra, Portugal.

This training event will be composed of several sessions, on a progressive pedagogical pathway, until the ETUC Congress 2019.

So, it will be linked with the preparation of the Congress, stimulating the participation, the critical thinking, the innovative ideas and a common understanding about the main challenges of the European trade union movement and the European Union / social Europe.

At the end of the training sessions, the participants will be able to:

- Contribute to promote, reinforce and develop the ETUC priorities
- Cooperate to build a medium term ETUC strategy
- Share their own perspectives and to build a common understanding about the main European policies and EU Trade Union issues
- Develop a large personal interaction, cooperation, team building and a network
- Contribute to the next ETUC congress debate

This training is organised by thematical sessions and will be delivered using:

**Active learning techniques**

- Training in progress model, which means that the programme will be influenced by:
  - Training needs identification step by step
  - Basic requirements
  - Current issue
  - Intermediate evaluation

**Working languages**

Active working languages will be **English and French.**

*The interpretation facilities are strictly limited to those languages listed.*

**Programme**

The enclosed programme will give you an overview of the course contents.

**Accommodation and course venue**

**Hotel do Mar**

R. General Humberto Delgado 10

P - 2970-628 Sesimbra

Telephone: +351 21 228 83 00 - http://www.hoteldomar.pt

**Participants**

Participants are trade union leaders with large experience and high level of responsibilities.

**Arrival and departure**

Participants are expected **to arrive Sunday 06** and **to leave on Wednesday 09 May 2018.**

The airport is Lisbon International Airport (LIS). Transport from/to the hotel will be organised.

**Please wait for the ETUI confirmation before any travel booking.**
How are enrolments processed?

A maximum of **25 participants** can be accepted. The final confirmation of the participants will be done by the team of trainers bearing in mind the requirements for the target group. We ask you to bear in mind the recommendations of the ETUC Action Plan for women which call for the proportional representation of women in trade union activities.

Participants’ registration

Please fill in a copy of the enclosed form for each participant and return it to Nathalie De Vits, ndevits@etui.org no later than **13 April 2018**.

Reimbursement of travel and accommodation costs

Costs for accommodation, **for 3 nights (06, 07 and 08 May)**, meals according to the programme, materials will be covered by ETUI Education, only for participants coming from member states of the European Union, Albania, Montenegro, FYROM, Serbia and Turkey.

Expenses must be settled in line with the EU guidelines, which means:

- The shortest route of travel is to be chosen using the most reasonable means of transport.
- **Train tickets** will be reimbursed on the basis of a 1st class return fare for regular trains and 2nd class for Eurostar, Thalys, TGV or similar.
- **Economy class fares** will be used as the benchmark for analysing air travel costs. Air travel is acceptable only for distances above 400 km, i.e. return flight above 800 km. **Business class flights** will not be reimbursed.
- Travel by car will be reimbursed either:
  - on the basis of the mileage calculation at a rate of 0,25€ per km.
  - on the basis of a train return fare (1st class fare for regular trains and 2nd class for Eurostar, Thalys, TGV or similar)
  - the cost of lower-class economy air fare

**Whichever is cheapest, will be reimbursed.**

Toll, petrol, insurance costs will **not** be reimbursed. Only one person can claim reimbursement, independently of the number of people traveling in the same vehicle. Passengers may not claim mileage or equivalent costs.

- **Local transport**, to/from the event venue, is reimbursed on the basis of original tickets.
- **As a rule, taxis are not reimbursed.**

Please note that expenses such as parking fees, telephone, minibar, extra nights extra lunches, extra dinners, supplement double room and the eventual supplement half/full board are not taken in charge by ETUI.

Additional information

Should you need any additional information please do not hesitate to contact the ETUI Education Secretariat, Nathalie De Vits, tel: +32 2 224 05 22, e-mail: ndevits@etui.org

Yours sincerely,

Vera dos Santos Costa
Director
ETUI Education

Enclosed: Registration form - Draft programme