

Invitation to an ETUI Education course

5 December 2018

To all organisations affiliated to the ETUC

Dear Colleagues,

The Education Department of the European Trade Union Institute will organise the training course called **“EPSR: how trade unions could play an active role in its implementation”**. The training will be held from **26 to 28 February 2019**, in Brussels, Belgium.

By the end of the training, participants will be able to:

- identify the main elements of the EPSR and the link with the European Semester
- describe ETUC position and actions on ESPR
- discover the new legislative pack link with the EPSR
- develop actions to be taken at national level to support the implementation of ESPR

Working languages

Working languages are: English, French and Spanish

Programme

The programme will be sent in the next days

Venue and accommodation

Hotel Thon Brussels City Centre
Av. du Boulevard 17
1210 Brussels
Belgium

Tel: +3222051511
conference@thonhotels.be
www.thonhotel.com@brusselcitycentre

Participants

- Experienced trade union officers in charge of labour legislation/ economic issues and/or social protection at national level.
- Trade union leaders from sectoral or national level.

Arrival and departure

Participants are expected to arrive on Monday 25th February 2018 for a welcome dinner at 19:00. Departure will be on Thursday 28th February, after lunch, flights after 15.00.

How are enrolments processed?

We can accept a maximum of 20 participants.

The final confirmation of the participants will be done by the team of trainers bearing in mind the requirements for the target group.



Participants' registration

Please fill in a copy of the enclosed form for each participant and return it to the ETUI Education Secretariat (Elisa Santaniello, esantaniello@etui.org) **no later than 21st January 2019.**

Payment of registration

A direct monetary contribution (enrolment fees) to ETUI Education activity is required per organisation/per working day/per participant. Participation fees vary depending on which group your country is from.

Participation fees for this course are:

- For group I: 180 € (3 days@60€)
- For group II: 72 € (3 days@24€)
- For group III: 45 € (3 days@15€)

Group I: 100% of participation fees - 60€/day	Group II: 40% of participation fees - 24€/day																																
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<p>*These countries, as non-EU members, pay all costs related to the activity.</p>	<p>Group III: 25% of participation fees - 15€/day</p> <table border="1"><tr><td>Albania</td></tr><tr><td>Bulgaria</td></tr><tr><td>FYROM</td></tr><tr><td>Greece</td></tr><tr><td>Montenegro</td></tr><tr><td>Romania</td></tr><tr><td>Serbia</td></tr><tr><td>Turkey</td></tr></table>	Albania	Bulgaria	FYROM	Greece	Montenegro	Romania	Serbia	Turkey																								
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An invoice will be sent to the organisation and address (billing address) as mentioned in the enrolment form.

Please note that in case of cancellation of participation 5 working days before the beginning of the course, no refund shall be granted.

It is essential that you mention in your payment order the number of the invoice and customer reference number.

Reimbursement of travel and accommodation costs

Costs for accommodation **only for 3 nights (25, 26 and 27 February)**, meals according to the programme and materials will be covered by ETUI Education, only for participants coming from Member States of the European Union or from 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.

Participants are kindly invited to organise their own travel arrangements **(after receiving our confirmation of registration)**. Exceptionally, if this is not possible for practical reasons, you can contact the Education secretariat for assistance.

Additional information

Should you need any additional information please do not hesitate to contact the ETUI Education Secretariat, Elisa Santaniello, tel: +32 2 224 0 474, , e-mail: esantaniello@etui.org

Yours sincerely,

Vera dos Santos Costa
Director
ETUI Education

Enclosed: Registration form