

To all organisations affiliated to the ETUC

Dear Colleagues,

The Education Department of the European Trade Union Institute will organise in cooperation with the ETUC the workshop called “**Trade union cross-border cooperation for strengthening sectorial collective bargaining in Balkans countries**”. The workshop will be held from 20 – 21 February 2019, in Bucharest, Romania.

Objectives

- to identify key issues for the development of cross-sector and sector Collective Bargaining in each target country;
- to analyse and compare problems of the national Collective Bargaining frameworks concerned;
- to develop concrete solutions and proposals to overcome these problems

Working languages

Working languages are: English, Romanian and Serbo-Croatian.

Programme

The draft programme attached will give you an overview of the contents of the workshop

Venue and Accommodation

Hotel Ramada

Ramada Bucharest Majestic Hotel
Calea Victoriei No. 38-40, Sect. 1, Bucharest, Romania; Post Code 010082
<http://www.ramadamajestic.ro>

Participants

Officials and leaders of national trade union confederations from the Balkans and the members of the ETUC Collective Bargaining and Wages Coordination Committee from those countries as well as those who are in charge of political decisions, social dialogue and collective bargaining in their organizations.

Arrival and departure

Participants are expected to arrive on Tuesday 19 February 2019 for a welcome dinner at 19:00. Departure will be on Thursday 21 February, 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 20 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: 120 € (2 days@60€)
- For group II: 48 € (2 days@24€)
- For group III: 30 € (2 days@15€)

Group I: 100% of participation fees - 60€/day	Group II: 40% of participation fees - 24€/day																																
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*These countries, as non-EU members, pay all costs related to the activity.	Group III: 25% of participation fees - 15€/day																																
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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 2 nights (19,20 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, draft programme