

Invitation to ETUI Education

To all organisations affiliated to the ETUC

19 June 2019

Dear Colleagues,

The Education Department of the European Trade Union Institute will organise, in cooperation with UATUC, the training module called “**Leadership and capacity-building for Women Trade Unionists**”. The training will be held from **17-19 September 2019, in Oostende, Belgium**. The second module of the training will be held from **3-5 March 2020 in Brussels, Belgium**.

This course is designed to encourage women to step up to take leadership roles in their organisations and to further develop the skills and confidence of all women leaders. The course will enable networks to be developed and experiences to be shared and learnt from, and there will be an emphasis on individual development.

General aim

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- To develop and encourage the next generation of women leaders by contributing to the advance of gender equality in trade union context.

Objectives

- To explore leadership styles
- To share the experience of those who have exercised leadership
- To develop confidence and fulfil potential
- To communicate in a more effective way
- To lead teams effectively and to integrate conflict resolution into ways of working
- To enhance negotiation skills
- To inspire the creation of networks for exchanging knowledge and experience.
- To share trade union organisational cultures
- To experience coaching to support individual leadership development

Working languages

Active working languages will be **English, Croatian, a third language may be introduced according to the training need.**

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

Thermae Palace Hotel
Koningin Astridlaan 7
8400 Oostende
Belgium

Tel: +3259806644
www.thermaepalace.be



Participants

Recently elected or appointed women trade unionists, or those considering running for a leadership position, at regional / sectoral or national level.

Participants are required to actively participate in the entire course (composed of 5 modules , one preparatory activity, two residential weeks linked by a distance learning module) and be able to work in one of the active languages of the course.

Arrival and departure

Participants are expected **to arrive Monday 16th September** and to leave on **19th September 2019, early departures are not admitted.**

Please wait for confirmation of your participation by ETUI before making travel reservations

How are enrolments processed?

A maximum of **20 participants** can be accepted. **Participants are expected to attend both courses.**

Week 1: 17-19 September 2019, in Oostende.

Week 2: 3-5 March 2020, in Brussels.

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 Elisa Santaniello, esantaniello@etui.org **no later than 16 August 2019.**

Payment of registration

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

Participation fees for this course are:

Participation fees for this module are:

- For group I: 360€ (6 days @ 60€)
- For group II: 144€ (6 days @24€)
- For group III: 90€ (6 days @15€)

**These countries, as non-EU members, pay the total amount of the activity.*

An invoice will be sent to the 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.

<p>Group I: 100% of participation fees - 60€/day</p> <table border="1"> <tr><td>Andorra</td></tr> <tr><td>Austria</td></tr> <tr><td>Belgium</td></tr> <tr><td>Cyprus</td></tr> <tr><td>Denmark</td></tr> <tr><td>Finland</td></tr> <tr><td>France</td></tr> <tr><td>Germany</td></tr> <tr><td>Iceland*</td></tr> <tr><td>Ireland</td></tr> <tr><td>Italy</td></tr> <tr><td>Liechtenstein*</td></tr> <tr><td>Luxembourg</td></tr> <tr><td>Malta</td></tr> <tr><td>Monaco</td></tr> <tr><td>Norway*</td></tr> <tr><td>San Marino</td></tr> <tr><td>Spain</td></tr> <tr><td>Sweden</td></tr> <tr><td>Switzerland*</td></tr> <tr><td>The Netherlands</td></tr> <tr><td>United Kingdom</td></tr> </table>	Andorra	Austria	Belgium	Cyprus	Denmark	Finland	France	Germany	Iceland*	Ireland	Italy	Liechtenstein*	Luxembourg	Malta	Monaco	Norway*	San Marino	Spain	Sweden	Switzerland*	The Netherlands	United Kingdom	<p>Group II: 40% of participation fees - 24€/day</p> <table border="1"> <tr><td>Croatia</td></tr> <tr><td>Czech Republic</td></tr> <tr><td>Estonia</td></tr> <tr><td>Hungary</td></tr> <tr><td>Latvia</td></tr> <tr><td>Lithuania</td></tr> <tr><td>Poland</td></tr> <tr><td>Portugal</td></tr> <tr><td>Slovak Republic</td></tr> <tr><td>Slovenia</td></tr> </table> <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>	Croatia	Czech Republic	Estonia	Hungary	Latvia	Lithuania	Poland	Portugal	Slovak Republic	Slovenia	Albania	Bulgaria	FYROM	Greece	Montenegro	Romania	Serbia	Turkey
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Reimbursement of travel and accommodation costs

Costs for accommodation, **for 3 nights (16, 17 and 18 September)**, 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, Elisa Santaniello, tel: +32 2 224 04 74, e-mail: esantaniello@etui.org.

Yours sincerely,

Vera dos Santos Costa
Director
ETUI Education

Enclosed: Registration form - Draft programme