

# Invitation to an ETUI Education / SIPTU workshop on

## Trade union training for EWCs: piecing the European puzzle together.

2 July 2019

1952-901-11

**To trade union trainers who are involved with organising training for members of European Works Councils, SE Works Councils and/or Special Negotiating Bodies.**

The Education department of the European Trade Union Institute will organise a workshop in cooperation with the Irish Services Industrial Professional and Technical Union (SIPTU), which will take place in **Dun Laoghaire, Ireland (near Dublin) from Tuesday 1 to Thursday 3 October 2019.**

### Aims

- To get an overview of national practices and needs for EWC training.
- To exchange experiences and methods for such training.
- To provide an insight into the services from the ETUI for European worker representatives.
- To explore opportunities for more and closer cooperation between unions and with the ETUI.

### Programme

See the draft programme attached.

### Working languages

Active working languages will be **English, French and German** (depending on the needs of the participants).

### Who should participate?

**Experienced trade union trainers who have already organised training for EWC members and would like to share their practices within a European network.**

### How are enrolments processed?

A maximum of **25 participants** can be accepted. The selection of participants will be done by the ETUI latest by 10 September 2019. Due to the limited number of places, please note that your registration will not be final until we have confirmed that you have been selected. **Travel arrangements can only be booked after this confirmation.**

We ask you to consider the recommendations of the ETUC Action Plan for women which calls for the proportional representation of women in trade union activities.

### Accommodation and seminar venue

**Accommodation**  
**Royal Marine Hotel**  
Marine Road, Dun Laoghaire  
Dublin A96 K063  
Ireland  
[www.royalmarine.ie](http://www.royalmarine.ie)

**Seminar Venue**  
**Eurofound**  
Wyattville Road, Loughlinstown, Co.  
Dublin, D18 KP65  
Ireland  
[www.eurofound.europa.eu](http://www.eurofound.europa.eu)



The ETUI is financially supported by the European Union



**etui.**

## Arrival and departure

Participants are expected **to arrive on Monday 30 September** and **to leave on Thursday 3 October after lunch**.

## Registration

Please fill in a copy of the enclosed form for each participant and return it to Ms Tsela Ceulemans, [tceulemans@etui.org](mailto:tceulemans@etui.org), at your earliest convenience and **no later than 6 September 2019**.

## Reimbursement of travel and accommodation costs

Costs for accommodation **only for 3 nights (30 September, 1 and 2 October)**, 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, North Macedonia, 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 (1<sup>st</sup> class fare for regular trains and 2<sup>nd</sup> 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.
- Participants are invited to use **public transport** whenever available.
  - **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, Ms Tsela Ceulemans, [tceulemans@etui.org](mailto:tceulemans@etui.org).

Yours sincerely,

Vera dos Santos Costa  
Director  
ETUI Education

Enclosed:

- enrolment form
- draft programme