**Invitation to ETUI Education course**

3 July 2019

Dear Colleagues,

The Education Department of the European Trade Union Institute in cooperation with the ETUC will organise a course on “Artificial Intelligence: Making sense of algorithms and e-governance” which will be held from **8 to 10 October 2019** in Leuven, Belgium.

**Aims**

- To address concrete trade union questions about artificial intelligence (use of algorithms, deep learning, data analytics).
- To identify uses of AI and algorithms by governments and in public services
- To identify possible opportunities and concerns for trade unions regarding AI and algorithms.
- To frame a trade union strategy to address AI-key elements.

**Working languages**

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

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

**Programme**

This video link will give you an overview of the content of the course. The draft programme will be sent later to the confirmed participants.  [https://www.youtube.com/watch?v=XuHTCnJgqmK](https://www.youtube.com/watch?v=XuHTCnJgqmK)

**Accommodation and course venue**

**Park Inn by Radisson Leuven**
Martelarenlaan 36
3010 Leuven, Belgium

**Participants**

Trade union officers and leaders interested in the development of the AI and algorithms and their impact on the world of work.

**Arrival and departure**

Participants are expected **to arrive on Monday 7 October afternoon** and **to leave on Thursday 10 October 2019 after 16.00**.

Flights are to be booked to/from **Brussels National Airport**, which is the closest airport. From the airport there are direct trains to Leuven. More details to follow.

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

**Participants’ registration**

Please fill in a copy of the enclosed form for each participant and return it to Ms Lut Coremans, lcoremans@etui.org at your earliest convenience and **no later than 9 September 2019**.

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*The ETUI is financially supported by the European Union*
How are enrolments processed?

A maximum of **20 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.

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:

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

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<th>Group II: 40% of participation fees - 24€/day</th>
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Group I: 100% of participation fees - 60€/day

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* 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.

May we please kindly ask you to pay the invoice before the start of the seminar.

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

**Please note that in case of cancellation of participation 5 working days before the beginning of the course, no refund shall be granted.**
Reimbursement of travel and accommodation costs

Costs for accommodation, for 3 nights (7, 8 and 9 October 2019), 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, North Macedonia, Serbia and Turkey.
The costs for accommodation and meals are pre-paid by the ETUI. Travel costs will be reimbursed after the event.

Travel expenses will 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, Ms Lut Coremans, e-mail lcoremans@etui.org.

Yours sincerely,

Vera dos Santos Costa
Director
ETUI Education

Enclosed:
- Registration form
- Video presentation