Invitation to ETUI Education

To all organisations affiliated to the ETUC

Dear Colleagues,

The Education Department of the European Trade Union Institute (ETUI) will organise with ETUC and CGSLB a training course on ‘Fake News’ which will be held from **09 to 11 December 2019** in Ghent, Belgium.

**Aims**
- Understanding ‘FAKE NEWS’ in its socio-political context
- Recognising the importance of its use by the far-right and populism
- Identifying the risks for trade unions and democracy
- Analysing how to identify and how to deal with it

**Working languages**

Working languages will be **English, Spanish and Italian** (working languages may eventually change, all depending upon registrations). Passive languages will be French and German.

**Programme**

The enclosed programme will give you an overview of the course contents.

**Accommodation and course venue**

**Europahotel**
Gordunakaai 59
B - 9000 Gent
Telephone: +32 9 222 60 71

**Participants**

The participants are trade union officials in charge of trade union policies at the highest level, policy advisors and head of press and communication.

**Arrival and departure**

Participants are expected to arrive the morning of Monday **09** and to leave on Wednesday **11 December 2019**. Airport is Brussels National (BRU). The closest train station is Gent St Pieters.

**How are enrolments processed?**

A maximum of **16 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.

**Participants' registration**

Please fill in a copy of the enclosed form for each participant and return it to Nathalie De Vits, ndevits@etui.org no later than **08 November 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:

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 I: 100% of participation fees - 60€/day</th>
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*Participants from these countries, as non-EU members, pay all costs related to the activity.

**If the United Kingdom has left the EU before the date of the seminar, participants from the UK will also need to pay all costs related to 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.

### Reimbursement of travel and accommodation costs

Costs for accommodation, **only for 2 nights (09 and 10 December 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.

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, Nathalie De Vits, email: ndevits@etui.org.

Yours sincerely,

Vera dos Santos Costa
Director
ETUI Education

Enclosed: Registration form - Draft programme