Invitation to an ETUI Education / IG Metall training on
Capacity building for EWC/SE WC Select Committee (SC) members in the automotive sector

ref: 1952-906

20 November 2019

To experienced members of a European Works Council or SE Representative Body and trade union coordinators from the national and European federations.

The Education department of the European Trade Union Institute will organise a joint course with the German trade union federation IG Metall, which will take place from **25 to 27 February 2020** in **Nice**, France.

**Aims**

- To deepen the knowledge of the rights and duties of an SC;
- To integrate trade unions and external experts in the work of an SC and EWC;
- To develop strong, representative and robust EWC steering groups and teams;
- To stimulate a proactive and team-based approach to enforcing I&C rights;
- To improve communication lines at all levels (SC-EWC-national reps-management);
- To understand management strategies and consider how to deal with them.

**Programme**

See draft programme attached.

**Working languages**

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

**Who should participate?**

Worker representatives who are **members of the Select Committee** in the EWC or SE WC of a multinational company in the **automotive sector** and trade union coordinators from local and/or European federations. We encourage the registration of a minimum of 2 and a maximum of 4 participants per EWC or SE WC.

**How are enrolments processed?**

A maximum of **20 participants** can be accepted.

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**

**NOVOTEL Nice Centre Vieux Nice**
8-10 Esplanade du Parvis de l’Europe
06300 Nice, France
Tel +33 (0) 4 93 13 30 93
www.novotelnice.com/en/

The ETUI is financially supported by the European Union
**Arrival and departure**

Participants are expected to arrive on Monday 24 February 2020 and to leave on Thursday 27 February 2020 after lunch.

**Registration**

Please fill in a copy of the enclosed form for each participant and return it to Carine Boon, cboon@etui.org, at your earliest convenience and no later than 19 December 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: 180 € (3 days@60€)
- For group II: 72 € (3 days@24€)
- For group III: 45 € (3 days@15€)

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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 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 3 nights (24, 25, 26 February 2020), 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\textsuperscript{st} class fare for regular trains and 2\textsuperscript{nd} 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, Carine Boon cboon@etui.org. See also our web page

Yours sincerely,

Vera dos Santos Costa
Director ETUI Education

Enclosed:

- enrolment form
- draft programme