Invitation to an ETUI Education course

30 January 2020

To all organisations affiliated to the ETUC

Dear Colleagues,

The phenomena of racism and xenophobia are highly complex and multifaceted. This makes it difficult to trade unionists and other societal actors to systematise the problems, identify their causes, their extent and impact on the society and the labour market. Racism is deeply embedded within the structures of society, its institutions, as well as in trade unions. It limits the ability of ethnic minority groups to climb up the professional ladder, and have their voices adequately represented within trade unions. This training responds effectively to the identified situation and provides a space for trade unionists to exchange, discuss and learn how to tackle discrimination at the workplace. The European Trade Union Confederation intends to promote a capillary action in support of the effective implementation of the EU legislation against racism and xenophobia. Enabling trade unions to be more effective on the workplace, means to make them all more aware of the existing legislation and practice, as well as of the gaps that it suffers, with the view to better protect victims of racism and realise effective equality.

The Education Department of the European Trade Union Institute, in cooperation with the ETUC, will organise the training course on “Integration at workplace: Fighting racism and xenophobia at the workplace through integration and trade union actions”. The training will be held from 18 to 20 March in Brussels, Belgium.

Aims

- To identify the actual situation and problems related to xenophobia and discrimination at different levels- workplace, regional, country.

- To develop participants’ capacity to recognise and act on cases on xenophobia and discrimination.

- To describe the ETUC and EU policy and position on the topic.

- To exchange trade union practices on dealing with xenophobia and racism at the workplace.

- To design possible trade union actions to deal with xenophobia and discrimination at different levels.

Working languages

English, French, German

Programme

The attached draft programme will give you an overview of the course.

Venue and accommodation

Marivaux Hotel
Boulevard Adolphe Maxlaan 98 B-1000 Brussels, Belgium.
Participants

Trade union officers dealing with integration, inequalities and discrimination from national, sectoral and/or company level; work council members. Trade union trainers are welcomed.

Arrival and departure

Participants are expected to arrive on **Tuesday 17th March 2020** for a welcome dinner in the hotel at 19:30. Departure will be on **Friday 20th March, after lunch, flights after 15.00.**

How are enrolments processed?

We can accept a maximum of 20 participants. The final confirmation of the participants will be done by the team of trainers bearing in mind the requirements for the target group. **Travel arrangements can only be booked after this confirmation.**

Participants’ registration

Please fill in a copy of the enclosed form for each participant and return it to the ETUI Education Secretariat (Elisa Santaniello, esantaniello@etui.org) and to Carine Boon cboon@etui.org no later than 24th February 2020.

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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*These countries, as non-EU members, 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 (17, 18 and 19 March), 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, FYROM, Serbia and Turkey.

Expenses must be settled in line with the EU guidelines, which means:
  o The shortest route of travel is to be chosen using the most reasonable means of transport.
  o 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.
  o 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.
  o 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.
  o Local transport, to/from the event venue, is reimbursed on the basis of original tickets.
  o 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, Elisa Santaniello, tel: +32 2 224 0 474, e-mail: esantaniello@etui.org and to Carine Boon cboon@etui.org

Yours sincerely,

Vera dos Santos Costa
Director
ETUI Education
Enclosed: Registration form
Programme