

## Invitation to a ETUI Education / industriAll Europe course

17. May 2019

To the members of the Youth Working Group

**For information:**

**To all organisations affiliated to industriAll Europe**

Dear Colleagues,

The Education Department of the European Trade Union Institute and industriAll Europe will organise the training course “**Building trade union power: empowering young organisers**” which will be held from **18 to 20th September 2019** in Budapest, Hungary.

Building trade union power is a priority of industriAll Europe, as agreed at Congress in Madrid in 2016. The Youth Working Group is one of industriAll Europe’s 3 horizontal working groups. Youth participation is fundamental to trade union renewal. Young voices need to be heard both to secure the future of trade unions and improve the working conditions of younger workers who have entered the labour market in the post-crisis era.

This is an action-oriented capacity-building training which aims to support young unionists in their activities of building trade union power. The focus will be on learning how to set up and implement an organising campaign at company level: steps to go through; skills and tools needed; sharing of practices; support provided by industriAll Europe.

### Aims

- to clarify specificities of the “organising model”;
- to describe the steps needed to set up and implement an “organising campaign”;
- to provide tools, skills and methods to draft action plans for organising campaigns at company level;
- to share organising practices and experiences between participants from different countries and sectors.

### Programme

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

### Working languages

Active working languages will be **English, German and French**. Different active languages or additional passive languages can be foreseen based on the profile of the selected participants.

### Who should participate?

This activity is intended for young trade union representatives belonging to Unions affiliated to industriAll Europe and who have already gained some experience in unionising and youth work.

Participants should be highly motivated to develop their organizing skills and have potentially already some ideas of a target or an action plan that they wish to implement. We encourage people working together on the same target or action plan to apply.



### **How are enrolments processed?**

A maximum of **25 participants** can be accepted. The final selection of the participants will be done by industriAll Europe bearing in mind the requirements for the target group and taking into account the information submitted in the registration template.

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**

**Hotel Benczur**  
**H-1068 Budapest,**  
**Benczúr utca 35**  
Tel. (+36 1) 479-5650 - <http://www.hotelbenczur.hu/>

### **Arrival and departure**

Participants are expected **to arrive on Tuesday 17** and to leave in the afternoon on **Friday 20<sup>th</sup> September**. Please do not book any return flights before 3pm.

### **Registration**

Please fill in a copy of the enclosed form for each participant and return it to Tsela Ceulemans, [tceulemans@etui.org](mailto:tceulemans@etui.org) , at your earliest convenience and **no later than 28<sup>th</sup> June 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€)

Group I: 100% of participation fees - 60€/day		Group II: 40% of participation fees - 24€/day	
Andorra	Liechtenstein *	Croatia	
Austria	Luxembourg	Czech Republic	
Belgium	Malta	Estonia	
Cyprus	Monaco	Hungary	
Denmark	Norway *	Latvia	
Finland	San Marino	Lithuania	
France	Spain	Poland	
Germany	Sweden	Portugal	
Iceland *	Switzerland *	Slovakia	
Ireland	the Netherlands	Slovenia	
Italy	United Kingdom		
		Group III: 25% of participation fees - 15€/day	
		Albania	
		Bulgaria	
		North Macedonia	
		Greece	
		Montenegro	
		Romania	
		Serbia	
		Turkey	

**\*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 (18, 19 and 20 September)**, 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.

- **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, Tsela Ceulemans, [tceulemans@etui.org](mailto:tceulemans@etui.org)

Yours sincerely,

Vera dos Santos Costa  
Director  
ETUI Education

Enclosed: registration form and draft programme