Invitation to an ETUI Education course

Reference: 1952-038 18 December 2019

To all organisations affiliated to the ETUC

ETUI will organise course on Ageing and employment: from minimum wages to minimum pensions, in collaboration with ZSSS, Slovenia and PODKEPA CL, Bulgaria.

Participants in this training course will gather much-needed information and knowledge on the topic, exchanging practices and gaining a European perspective enabling them (later on) to use it in social dialogue and other activities.

The course will be held from 11 to 13 March 2020 in Ljubljana (Slovenia).

Topics
- Minimum wages and minimum pensions – a guaranteed minimum income?
- Substantive arrangements and access to minimum income - examples of good practice;
- Collect suggestions for the necessary changes.

Working language
English, Slovenian and Bulgarian

Programme
The draft programme will be circulated soon.

Venue and accommodation
The hotel in Ljubljana will be communicated soon.

Participants
- Members of ZSSS, PODKEPA CL and the ETUC Youth Committee – mainly members involved in the topic and already fighting to improve the position of retired persons
- FERPA (European Federation of retirees and elderly people)
- ETUC members
- Officers in charge of pensions

Arrival and departure
Participants are expected to arrive on Tuesday 10 March 2020 in the afternoon and leave on Friday 13 March 2020, after lunch.

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. **Travel arrangements can only be booked after this confirmation.**

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 Carine Boon, cboon@etui.org **no later than 31 January 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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<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 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 (10, 11, 12 March 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 (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.
- 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 Carine Boon, e-mail: cboon@etui.org

Yours sincerely,

Vera dos Santos Costa
Director
Education Department

Enclosed: enrolment form