Invitation to ETUI Education / EPSU course

To the EU members of the EPSU Statutory Committees and the EPSU Public Services Network

To all members of the EPSU Statutory Committees and the EPSU Public Services Network (For Information)

Dear Colleagues,

The Education Department of the European Trade Union Institute will organise a joint course with EPSU ‘Quality public services, gender equality and the European Pillar of Social Rights’ (EPSR) which will be held on **22 and 23 February 2018** in Brussels, Belgium.

**Aims**

- to develop and coordinate EPSU’s response and actions regarding the EPSR
- to recognise information of use in addressing and promoting gender equality
- to identify the challenges of working together in a European trade union organisation and what can be done to develop cooperation
- to support and link together the areas of the EPSR dealing with public services, gender equality and equal opportunities for all

**Working languages**

Active working languages will be **English and French.**

*The interpretation facilities are strictly limited to those languages listed.*

1 or 2 passive languages may be available, depending on registration and the interpretation team. Please register early so that we can assess language needs.

**Programme**

The enclosed programme will give you an overview of the course contents. Further documents will follow to registered participants.

**Accommodation and course venue**

Details of hotel and venue will be part of the confirmation letter.

**Participants**

Participants are EPSU affiliates from EU countries who are interested to develop EPSU’s strategy regarding the EPSR and to influence the European policy makers to achieve the best outcomes.

**Arrival and departure**

Participants are expected **to arrive Wednesday 21st February** and to leave on **Friday 23rd February 2018.** Flights are to be booked to/from Brussels National Airport (BRU), which is the closest airport.

*You are kindly requested to stay till the end of the training session. Please may we ask you not to book your return flights before 19h - 19h30.*

The easiest and fastest way to reach Brussels city is by train. There are up to 4 trains/hour that connect the airport to Brussels North, Brussels Central and Brussels Midi (South) stations.

*Please wait for confirmation of your participation by ETUI before making travel reservations*
How are enrolments processed?

A maximum of 24 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, gender and geographical balance. 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 18 December 2017.

Payment of registration

The ETUI requires payment of a participation fee. For this two working days seminar a fee of 120€ is applied per participant. EPSU will cover this fee for participants from Croatia, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Poland, Slovak Republic, Slovenia (EUR 48/per person) and from Bulgaria and Romania (EUR 30/per person). Please note, if you cancel your participation less than five days before the seminar then this fee is still payable.

Reimbursement of travel and accommodation costs

Costs for accommodation, for 2 nights (21 and 22 February 2018), meals according to the programme, materials will be covered by ETUI Education, only for participants coming from member states of the European Union.

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, tel: +32 2 224 05 22, e-mail: ndevits@etui.org

Yours sincerely,

Vera dos Santos Costa
Director
ETUI Education

Jan Willem Goudriaan
General Secretary
EPSU

Enclosed: Registration form - Draft programme