

Meeting Working Group "New Skill Needs"

Hospital Sector - Social Dialogue

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14 February 2008, Brussels

We have the pleasure to invite you to the meeting of the Social Dialogue working group on New Skill Needs in the Hospital Sector. The meeting will take place on 14 February 2008 in Brussels. You will receive more information about the venue and the interpretation as soon as we have received the official invitation from the European Commission.

We would like to specify that for this meeting only the titular members of the Social Dialogue working groups on New Skill Needs are invited. If the titular cannot be present, the substitute can participate in his/her place.

The Commission will reimburse travel and subsistence expenses to representatives from EU countries in accordance with their financial rules. More information on this will be sent with the official European Commission invitation.

Please fill in the attached participation form and return it by **31 January 2008** at the very latest.

We will send you as soon as possible more detailed information about the agenda and the content of the meeting.

In order to prepare the working group meeting, we would like to ask you to inform us about the situation in your country concerning new skill needs and update us on existing best practices in this area. A questionnaire to assist you in the drafting of this country case study has been attached to this letter. This template has been drafted by the two working group moderators Kim Ost-Jacobsen and Leif Lindberg.

Please, send us -where possible in cooperation with the employers organisation- a reply to these questions before the **31st of January 2008**.

Finally, we would like to announce to you the date of the CEDEFOP-workshop on New Skill Needs in the health care sector. This workshop will take place on 22-23 May in Thessaloniki. Please note, that the reimbursement facilities for this meeting will probably be limited. More detailed information about the workshop will follow.

If you have any questions about the content of this Circular or the meeting on 14 February , please do not hesitate to contact us by e-mail or telephone.

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