

Invitation to ETUI Education / EPSU course

18 December 2012

To member of the EPSU economic policy network

Dear Colleagues,

The Education Department of the European Trade Union Institute will organise a joint course with the European Federation of Public Service Unions (EPSU) on **economic policy: “Responding to the challenges of economic governance for the public services”** which will be held on **20 and 21 February 2013** in Brussels, Belgium.

Aims

The aim of the two-day meeting will be to help EPSU affiliates understand the various elements of the economic governance process at national and European levels and the role they can play in this. The seminar will include some explanatory sessions to ensure that participants are fully briefed on the different parts of the European Semester – the Annual Growth Survey, the alert mechanism in the Excessive Imbalance Procedure, the Country-Specific Recommendations etc. The meeting will explore in particular the implications for the public sector and public services as well as for collective bargaining and wage development in the public sector. Participants will have the chance to discuss what EPSU could and should be doing to monitor the process and the role of affiliates at national level. There will also be a session on alternative economic policies.

Working languages

Active: English, French, German, Italian and Spanish; **Passive:** Swedish, Danish and Dutch.

Programme

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

Venue

Course will be held at the:

ITUH (International Trade Union House)
Room B (1st floor)
5, bd du Roi Albert II
B – 1210 Bruxelles

Accommodation:

NH Atlanta
7 Boulevard Adolphe Max
B - 1000 Bruxelles
Tel. +32 2 217 01 20

Participants

Participants should ideally be trade union officials from EPSU affiliates who deal with economic and/or European issues.

Arrival and departure

Participants are expected **to arrive on Tuesday 19** and **to leave on Thursday 21 February 2013** (return flights from 18h00 on). Closest airport is Brussels National Airport (BRU).

How are enrolments processed?

A maximum of **30 participants** can be accepted who are covered by sponsorship. However, additional participation may be possible if affiliates want to cover the costs of travel, meals and accommodation.

The final confirmation of the participants will be done by the team of trainers bearing in mind the requirements for the target group 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 the ETUI Education Secretariat (Nathalie De Vits, ndevits@etui.org) **no later than 18 January 2013**.

Payment of registration

A direct monetary contribution (enrolment fees) to ETUI Education activity is required per organisation, per working day. For **two working days** seminar a fee of **120€** is applied to EU organisations and Iceland per participant. Normally there would also be a charge of **30€** for Croatia, Montenegro, Serbia, Turkey and Central and Eastern European Countries organisations per participant, however, this is being paid by EPSU.

(CEEC= Bulgaria, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Poland, Romania, Slovakia, Slovenia and Republic of Macedonia.)

An invoice will be sent to the organisation. We kindly ask you to pay this invoice before the start of the course.

Please note that in case of cancellation of participation 5 working days before the beginning of the course, no refund shall be granted (the total amount of respectively 120€ or 30€ will be invoiced).

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 **for 2 nights (19 and 20 February)**, meals according to the programme, materials will be covered by ETUI Education, only for participants coming from member states of the European Union, Croatia, Iceland, Montenegro, the Former Yugoslav Republic of Macedonia(FYROM), 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.
- **Business class flights** will not be reimbursed. Air travel is acceptable only for distances above 400 km, i.e. return flight above 800 km. Economy class fares will be used as the benchmark for analysing air travel costs.
- Travel by **car** will be reimbursed on the basis of a 1st class return fare.

Please note that taxi costs or other 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,

Ulisses Garrido
Director
ETUI Education

Carola Fischbach-Pyttel
General Secretary
EPSU

Enclosed: Registration form - Draft programme