

## Invitation to ETUI Education / EPSU course

2 September 2016

### To the organisations affiliated to EPSU from Central and Eastern European countries in the European Union

Dear Colleagues,

The Education Department of the European Trade Union Institute will organise a joint course with EPSU '**Strengthening campaigning and lobbying capacity for trade unions in Central and Eastern Europe**' which will be held on **7 and 8 December 2016** in Brussels, Belgium.

#### Aims

General aim: To strengthen trade unionists' capacity to run successful campaigns

Specific aims:

- To contribute to the EPSU "STOP CETA" campaign and work on other trade agreements
- To understand better the EP Parliamentary process and develop links with MEPs and their assistants
- To exchange experiences on running trade union campaigns / lobbying activities and building alliances

#### Working languages

Active working languages will be **English, Hungarian, Romanian, Bulgarian, Czech/Slovak.**

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

#### Programme

The enclosed programme will give you an overview of the course contents. A more detailed programme will follow.

#### Accommodation and course venue

<b><u>Accommodation is booked at the:</u></b> <b>Marivaux Hotel</b> Boulevard Adolphe Max, 98 B - 1000 Brussels www.hotelmarivaux.be	<b><u>Course venue will be at:</u></b> (5 min. walk from the hotel) <b>ITUH (International Trade Union House)</b> <b>Room B – 1<sup>st</sup> floor</b> Boulevard du Roi Albert II, 5 B – 1210 Brussels
The accommodation in single room has already been booked from arrival 6 to departure 8 December 2016. If an extra night (8 on 9 December) is necessary, because of no late departure flights (19h30/20h00), this extra night will be taken in charge by ETUI. An extra night, requested before the training and double rooms will not be booked nor paid by ETUI.	

#### Participants

Participants are trade union representatives from Central and Eastern Europe, affiliated to EPSU, who have an interest or already have been involved in a national/European campaign and who are keen understand better the European Parliament and develop links with MEPs and their assistants.

We aim to ensure a balanced participation from all CEE countries.

#### Arrival and departure

Participants are expected **to arrive Tuesday 6 December** and to leave on **Thursday 8 December 2016**. 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 any travel reservations**

#### How are enrolments processed?

A maximum of **25 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.

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 14 October 2016.**

#### Payment of registration

The ETUI normally requires payment of a participation fee. In this instance EPSU will cover this fee on your behalf (EUR 48/per person for Croatia, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Poland, Slovakia, Slovenia and EUR 30/per person for Bulgaria and Romania). Please note, if you cancel your participation less than three days before the seminar then this fee is still payable.

#### Reimbursement of travel and accommodation costs

Costs for accommodation, **for 2 or 3 nights (6, 7 and eventually 8 December 2016)**, meals according to the programme, materials will be covered by ETUI Education.

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](mailto:ndevits@etui.org)

Yours sincerely,

Ulisses Garrido  
Director  
ETUI Education

Jan Willem Goudriaan  
General Secretary  
EPSU

Enclosed: Registration form - Draft programme