

Invitation to ETUI Education / EPSU course

30 January 2015

To all organisations affiliated to EPSU

Dear Colleagues,

The Education Department of the European Trade Union Institute will organise a joint course with the European Federation of Public Service Unions ***Building the young voice in EPSU/PSI affiliates in Eastern countries*** which will be held from **17 to 18 March 2015** in Bucharest, Romania.

Aims

- To define the role and the future actions of the EPSU/PSI youth network
- To identify the different dimensions of the trade union renewal
- To experiment ways of mapping trade union organisation
- To improve participants' communication skills (on using the appropriate language when communicating with members and potential members)

Working languages

Active working languages will be **English, Romanian and Russian.**

The interpretation facilities are strictly limited to those languages listed.

Programme

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

Venue

Ramada Majestic Bucharest Hotel
Calea Victoriei No. 38-40, Sect. 1
RO-010082 Bucharest
Romania

Tel: + 4021 3102735
Fax: + 4021 3102380
www.ramadamajestic.ro
reservations@ramadamajestic.ro

Participants

Participants should be young trade union representatives (under 35 years old) from EPSU/PSI affiliates from East Europe.

Arrival and departure

Participants are expected to arrive on **Monday 16** and to leave on **Wednesday 18 March 2015** (departure from 17h on). Airport is the International Airport Henri Coandă, Bucharest (OTP)

More information on transport will follow closer to the date.

How are enrolments processed?

A maximum of **40 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 Eva Berger, eberger@etui.org **no later than 18 February 2015.**

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: 120€ (2 days@60€)
- For group II: 48€ (2 days@24€)
- For group III: 30€ (3 days@15€)

Group I: 100% of participation fees - 60€/day	Group II: 40% of participation fees - 24€/day																																	
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	Group IV: All the other countries of Europe outside European Union and candidates: Russia, Kazakhstan, Kyrgyztan, Tajikistan, Bosnia-Herzegovina, Kosovo, Armenia, Belarus, Georgia, Ukraine, Albania, Azerbaijan, Moldova																																	

***These countries, as non-EU members, pay the total amount of the activity.**

An invoice will be sent to the address (billing address) as mentioned in the enrolment form.

Please note that in case of cancellation of participation 3 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 2 nights (16 and 17 March 2015)**, meals according to the programme, materials will be covered by ETUI Education, only for participants coming from member states of the European Union, Iceland, Montenegro, FYROM, Serbia and Turkey.

Expenses must be settled in line with the EU guidelines, which mean:

- 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.
- **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 train return fare (1st class fare for regular trains and 2nd class for Eurostar, Thalys, TGV or similar) **or** on the basis of the mileage calculation at a rate of 0,25€ per km **or** the cost of lower-class economy air 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, Eva Berger, tel: +32 2 224 04 53, e-mail: eberger@etui.org

Yours sincerely,

Ulisses Garrido
Director
ETUI Education

Jan Willem Goudriaan
General Secretary
EPSU

Enclosed: Registration form - Draft programme