

Invitation to ETUI Education / EPSU course

24 May 2013

To all affiliates from the sector Health and Social Services
To all affiliates from the sector Local and Regional Government

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 **Key trends in Social Services in Europe and the future role of trade unions** which will be held on **24 and 25 September 2013** in Sofia, Bulgaria.

Aims

- To exchange on the relevance and impact of key trends in the field of (personal) social services across the EU/Europe on pay and working conditions, occupational safety and health (OSH), training, recruitment & retention, cross-border mobility/migration
- To analyse the role of social dialogue in the field of social services and key challenges in view of employment relations, effective collective bargaining and collective agreements

Working languages

Active working languages will be **English, Czech, German, Bulgarian and French [to be confirmed]**.

The interpretation facilities are strictly limited to those languages listed.

Programme

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

Venue

Grand Hotel Sofia

1 Gurko Street

BG - 1000 Sofia

Telephone: +359 2 811 0811 -<http://www.grandhotelsofia.bg/>

Participants

Participants should be trade union officers from EPSU affiliates in charge policy of work and/or organising and/or social dialogue on social services at various levels.

Arrival and departure

Participants are expected to arrive on **Monday 23 for a dinner that will start at 19h00** and to leave on **Wednesday 25 September 2013** (departure from 15h00 on). The airport is Sofia Airport (SOF).

How are enrolments processed?

A maximum of **35 participants** can be accepted. **25 participants will be taken in charge by ETUI for only 2 nights (23 and 24 September).**

Cost for travelling and accommodation for up to 10 further participants from group II and III countries will be sponsored by EPSU.

The final confirmation of the participants will be done by the team of trainers bearing in mind the requirements for the target group. Based on the registrations received by the 15th of July 2013, participants will receive a final confirmation.

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 Nathalie De Vits, ndevits@etui.org **no later than 15 July 2013.**

We strongly encourage you to also fill in the questionnaire which helps to prepare the training seminar. Please send the filled out questionnaire to mmaucher@epsu.org and copy to gepsu@epsu.org.

Payment of registration

A direct monetary contribution (enrolment fees) to ETUI Education activity is required per organisation, per working day. 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€ (2 days@15€)

EPSU will cover the fees of group II and III.

<p>Group I: 100% of participation fees - 60€/day</p> <table border="1"> <tr><td>Andorra</td></tr> <tr><td>Austria</td></tr> <tr><td>Belgium</td></tr> <tr><td>Cyprus</td></tr> <tr><td>Denmark</td></tr> <tr><td>Finland</td></tr> <tr><td>France</td></tr> <tr><td>Germany</td></tr> <tr><td>Greece</td></tr> <tr><td>Iceland</td></tr> <tr><td>Ireland</td></tr> <tr><td>Italy</td></tr> <tr><td>Liechtenstein</td></tr> <tr><td>Luxembourg</td></tr> <tr><td>Malta</td></tr> <tr><td>Monaco</td></tr> <tr><td>Norway</td></tr> <tr><td>Portugal</td></tr> <tr><td>San Marino</td></tr> <tr><td>Spain</td></tr> <tr><td>Sweden</td></tr> <tr><td>Switzerland</td></tr> <tr><td>The Netherlands</td></tr> <tr><td>United Kingdom</td></tr> </table>	Andorra	Austria	Belgium	Cyprus	Denmark	Finland	France	Germany	Greece	Iceland	Ireland	Italy	Liechtenstein	Luxembourg	Malta	Monaco	Norway	Portugal	San Marino	Spain	Sweden	Switzerland	The Netherlands	United Kingdom	<p>Group II: 40% of participation fees - 24€/day</p> <table border="1"> <tr><td>Croatia</td></tr> <tr><td>Czech Republic</td></tr> <tr><td>Estonia</td></tr> <tr><td>Hungary</td></tr> <tr><td>Latvia</td></tr> <tr><td>Lithuania</td></tr> <tr><td>Poland</td></tr> <tr><td>Slovak Republic</td></tr> <tr><td>Slovenia</td></tr> </table> <p>Group III: 25% of participation fees - 15€/day</p> <table border="1"> <tr><td>Bulgaria</td></tr> <tr><td>FYROM</td></tr> <tr><td>Montenegro</td></tr> <tr><td>Romania</td></tr> <tr><td>Serbia</td></tr> <tr><td>Turkey</td></tr> </table>	Croatia	Czech Republic	Estonia	Hungary	Latvia	Lithuania	Poland	Slovak Republic	Slovenia	Bulgaria	FYROM	Montenegro	Romania	Serbia	Turkey
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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 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 (23 and 24 September)**, 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, 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: Draft programme - Enrolment form - Questionnaire