



**SDC Local Government project**  
**Project n°VS/2014/001/0349 “New forms of service delivery for municipalities, the contribution of social dialogue and good practice for well-being at work”**

**Practical details**

**Participation**

The seminar is open to all affiliated unions and is targeted at colleagues who are involved in and have responsibility for Local and Regional Government.

**Gender balance**

We would particularly encourage affiliates to help us improve the gender balance at this event by nominating women and young delegates.

**Interpretation**

Interpretation has been requested to and from English, French, German, Spanish, Italian and Swedish. We have also requested that you may speak but not listen to Portuguese, Greek, Czech and Dutch.

**Venue and time**

The seminar will take place in the Room B of the International Trade Union House, 5 Boulevard du Roi Albert II, 1210 Brussels, with registration from 8.30 and the seminar starting at 9:00 on Wednesday 13 April 2016 and ending at 16:30.

**Travel and accommodation**

EPSU expects affiliated unions to cover the travel and accommodation expenses of their participants. However, European Commission funding means that financial assistance is available for a limited number of delegates (60) from EU Member States and Candidate Countries. Please see the note below explaining this.

A hotel list offering preferential tariffs to EPSU / ETUC is attached.

***Travel and Accommodation for participants eligible for financial assistance***

The Conference is funded by the European Commission. This allows EPSU to contribute to the travel and accommodation of trade union representatives from EU Member States and Candidate Countries.

The funding enables EPSU to contribute to:

- The travel of participants with a maximum of 350 euros. You are therefore requested to use APEX or cheapest tickets. **In order to be reimbursed, tickets and boarding cards must be kept and sent back to EPSU after the conference with the expense claim (taxi will not be reimbursed).**
- The accommodation of participants up to a maximum of 140 euros per night for a maximum stay of 1 night.

Reimbursed seats are limited to 1 representative of a CEMR member and 1 representative of an EPSU affiliate PER COUNTRY.

Affiliates in the countries concerned are requested to consult each other and nominate their delegate(s). As regards the EPSU affiliates, this contribution is only available to delegates from unions having fulfilled their affiliation obligations towards EPSU as laid out in the paragraphs of section 5 of the EPSU Constitution.