

Invitation to ETUI Education course

08 October 2021

To previous participants of 'Eurotrainers level 1' trainings and their respective organisations

Dear Colleagues,

The Education Department of the European Trade Union Institute is organising a **Eurotrainers Level 2** course in order to continue its training for Eurotrainers.

This training will take place from **7 to 11 December 2021** in Brussels, Belgium.

Aims

- Distinguish different trade union structures within Europe;
- Develop multicultural issues in trade union education regarding the influence of cultural differences, gender and trade union cultures in a training environment;
- Compare specific trade union adult education processes by assessing training processes and by evaluating trade union activities;
- Identify and compare the different methodological approaches used in trade union training;
- Develop training practices at European level and transform trade union strategies into training;
- Validate acquired training skills and competences throughout the training pathway.

Working languages

English, French

Programme

The programme is attached.

Training Venue

ETUI Learning Lab
Bld du Roi Albert II, 5
B-1210 Brussels, Belgium

Hotel Venue

To be confirmed

Arrival and departure

Participants are expected to arrive on **Monday, 6 December 2021 in the afternoon** and to leave **on Saturday, 11 December 2021 after lunch**.



We should be grateful if all participants would respect the arrival and departure times.

Please wait for confirmation of your participation by ETUI before making travel reservations

Participants

Participants will be trade union trainers who have already completed our Eurotrainers level 1 course and who have in the meantime been actively involved in trade union training at national level.

They should also have taken part in some pedagogical workshops organised by the Institute after Eurotrainers level 1 training.

How are enrolments processed?

Applications will be processed on a first come, first served basis, with a maximum of one participant per confederation and a maximum of 18 participants overall. Additional applicants will be put on a waiting list.

The team of trainers will be responsible for the final selection and will bear in mind the skills required for this target group. Enrolments will not be approved without the prior consent of the ETUI education officer, who will also be the contact person for organisations requiring any further information.

Confirmation by the organisation

Organisations should confirm the work of applicants in the training strategy of the organisation and support the participant between Eurotraining 1 and Eurotraining 2.

Participants' registration

Please register using this link :

<https://crm.etui.org/content/eurotrainers-level-2>

You will need to register before **November 5, 2021** at the latest.

Payment of registration

Free of charge

IMPORTANT NOTICE as to TRAVEL - ACCOMMODATION – RESTAURANT

ETUI advises, that, if you have any symptoms or feel unwell, you should not travel and not attend the training.

You ought to respect the country's post-Covid-19 health and safety measures and procedures.

Therefore ETUI asks you to check that the original source of the information is an established and qualified provider.

Several official sources of information on Covid-19 are:

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019>

<https://www.ecdc.europa.eu/en/covid-19-pandemic>

<https://www.ecdc.europa.eu/en/covid-19/external-resources>

https://ec.europa.eu/info/live-work-travel-eu/health/coronavirus-response_en

ETUI will not pay for PCR tests.

Hotel booking will be made by ETUI. It is important to inform us of your correct arrival and departure date.

Lunch will be organised at the meeting venue by ETUI.

Dinner : there will be no organised dinners for participants in town/in the centre.

Therefore we opt to book a hotel with restaurant. This gives you the possibility to have dinner in the hotel.

Travel :

Given the current travel restrictions and complexities (Green pass; PLF; other national administrative requirements) **travel is organised by each participant and no longer by ETUI.**

Participants should book **refundable tickets** to be able to receive refund in case of travel cancellation, so that refund is done by the agency or airline/train company.

ETUI will not reimburse business flight tickets.

Flight tickets : 100% changeable and refundable flight tickets : the fare conditions to be checked by airline company.

An example of Air France :

https://www.airfrance.be/BE/en/common/page_flottante/engagement-air-france-protect.htm#font-color-white-flex-font

SAS : <https://www.flysas.com/en/flexible-booking/>

Train tickets; second and first class tickets are refundable and exchangeable. Please check the fare conditions by train company.

Due to the Covid period, airline/train companies adapted their policy concerning refund and cancellation of tickets.

Reimbursement of travel and accommodation costs

Costs for accommodation, meals, will be covered by ETUI Education, only for participants coming from member states of the European Union, Albania, Montenegro, North Macedonia, 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.
- 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.**

Other expenses not taken in charge by ETUI either : parking fees, telephone, costs for luggage and excessive luggage, fees for choice of seating in plane, travel insurance, minibar, extra nights, extra lunches, extra dinners, supplement double room and the eventual supplement half/full board.

Additional information

Should you need any additional information please do not hesitate to contact the ETUI Education Secretariat, Tsela Ceulemans, e-mail: tceulemans@etui.org

Yours sincerely,

Vera dos Santos Costa
Director
ETUI Education

Enclosed: ETT2 Profile
Programme