

## Invitation to an ETUI Education training course

7 December 2021

### To all organisations affiliated to the ETUC

Dear Colleagues,

When analysing the current crisis and the four key ‘megatrends’ – globalisation, climate change, digitalisation and the demographic transition - we can see their disrupting impact on societies and economies. Unions are part of this game.

Uncertainties towards the future as a result of rapidly changing conditions, together with the observed decline of union membership, require Unions to urgently think about their renewal.

Being able to think strategically becomes more and more an essential skill for trade unionists, in particular for those leaders willing to drive their Organisations towards new ways of representing, mobilising and organising workers. Trade union leaders are also responsible for promoting an analytic and strategic thinking culture within their Unions.

To support this process, ETUI has recently published a guide on “[Anticipating change, staying relevant: why trade unions should do foresight](#)”: foresight can help trade unions by shedding light on ‘blind spots’, enable them to make better decisions and shape different possible futures.

The main purpose of the ETUI training “**Strategic foresight for facilitators: how to run a foresight project**” is to reinforce Unions capacity building in this area, providing appropriate tools and methods to facilitators, appointed by their Organisations, who will later support TU leadership teams during their strategic decision making. The course will take place in **Brussels, 1-3 February 2022** and it will be organized in cooperation with **CISL**, Italy and **OPZZ**, Poland.

### Aims

The following aims have been set in order to achieve this objective:

- to understand the key steps of strategic foresight;
- to test strategic foresight methods through simulation;
- to appreciate the skills needed to facilitate discussions with TU decision makers.
- to understand the role of a union foresight facilitator

### Working languages

English, Polish and Italian

### Programme

The attached draft programme gives you an overview of the training course.

## Venue and Accommodation of the course

### Hotel in Brussels

### Participants

This course is intended for 20 trade unionists, identified by their ETUC affiliated Organisation, who will play the role of facilitators in supporting their TU leaders in doing analytic and strategic thinking. They are considered as persons of trust and, ideally, they have already some skills in moderating and facilitating discussion. To better assure the training follow up, it's recommended to appoint 2 participants per organisation.

### Arrival and departure

Participants are expected to arrive on **Monday 31<sup>st</sup> January 2022**, and to leave on **Thursday 3<sup>rd</sup> February 2022, after lunchtime** (no departure from the airport before 15h00).

### How are enrolments processed?

A maximum of 20 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. We also invite you to think about renewal and consider TU young members participation.

### Payment of registration

The course is **free of charge**

### Participants' registration

Please register online following the link: <https://bit.ly/3EwAWso>

**No later than 14th January at lunchtime.**

Please note that your registration will not be final until we have confirmed that you have been selected. **Travel arrangements can only be booked after this confirmation.**

## 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](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 (1<sup>st</sup> class fare for regular trains and 2<sup>nd</sup> 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, Elisa Santaniello, email: [esantaniello@etui.org](mailto:esantaniello@etui.org)

Yours sincerely,

Vera dos Santos Costa

Director