

Invitation to an ETUI Education training course

Brussels 18 January 2024

Dear Trade Union Member,

The Education Department of the European Trade Union Institute (ETUI), in partnership with CGIL (Italy), will organise the training course “**Essential Skills for Trade Union Leaders**” that will be held in Brussels from 4 to 6 March 2024.

This course aims to equip trade union leaders like yourself with the essential skills and knowledge necessary to navigate the challenges of inclusive leadership within your organisations, society, and personal life.

Throughout the program, participants will develop communication, analytical, and organisational skills essential for effective leadership. The training will focus on enriching leadership capabilities, enabling you to contribute meaningfully to the growth and development of your organisations.

Key objectives:

- To build and acquire self-confidence;
- To enhance key leadership skills such as communication, active listening, and critical thinking to deal with unexpected situations;
- To develop the skills for creating more inclusive organisations;
- To build relationships among people doing similar work at the EU level.

Target group

Trade union officers, representatives, and decision-makers. Both new and more experienced trade union officers. Also, those considering running for a leadership position at regional/sectoral or national levels.

Working languages

English, Italian

Venue and accommodation

Hôtel Marivaux
Boulevard Adolphe Max 98
B-1000 Brussels
Tel.: +32.2.227.03.00
Fax: +32.2.218.06.83
info@hotelmarivaux.be



The ETUI is co-funded by the European Union

etui.

Programme

A draft programme is attached.

How are enrolments processed?

The training course is open to 20 participants. The final confirmation of the participants will be done by ETUI and the team of trainers, considering the requirements for the target group. Priority will be given to members of CGIL.

Please 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

We invite interested participants to submit their registration to **this link**:

<https://crm.etui.org/form/essential-skills-for-trade-union>

The deadline for registration is 5 February 2024.

**Please read our new travel conditions carefully (see below).
Do not buy any tickets before we confirm your participation.**

Payment

A direct monetary contribution (enrolment fees) to ETUI Education activities is required per participant. **The cost is 60€ for the entire course programme.** You will receive instructions how to pay when we confirm your participation.

Arrival and departure

Participants are expected to arrive on Sunday **3 March 2024, in the afternoon** and to leave on **6 March 2024, after lunch**.

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

Additional information

Should you need any additional information, please do not hesitate to contact Carine Boon, cboon@etui.org or Paula Mejia pmejiagonzalez@etui.org

Yours sincerely,

ETUI Education Department

ETUI Travel Policy

New Reimbursement Rules (2024)

Accommodation

The ETUI arranges accommodation for all course participants, considering the ceilings for hotel costs according to each country.

Costs for accommodation (3 nights on 4, 5 and 6 March 2024), meals according to the programme, and materials will be covered by ETUI only for participants coming from member states of the European Union and candidate countries: Albania, Bosnia and Herzegovina, Moldova, Montenegro, North Macedonia, Serbia, Ukraine and Turkey.

You will be asked to pay the no-show costs in case of a no-show. ETUI will re-invoice you.
Expenses that are not taken into charge by ETUI: parking, telephone, minibar, extra nights, extra lunches, extra dinners, supplement double room and the eventual supplement half/full board, costs for luggage and excessive luggage, fees for choice of seating in the plane, travel insurance.

Travel

⚠ Please read this carefully as the rules have changed! ⚠

According to the new financial rules for grant applications, travel costs will not be reimbursed based on actual expenses but as lump sums/unit costs, depending on the distance travelled between two countries.

However, participants must keep proof of their travel to be checked ex-post by the European Commission audit.

After the meeting, participants will receive a reimbursement form in which they will be able to claim the travel lump sum.

Travel costs will be reimbursed to the participant's bank account after the event and after the reimbursement form, together with the originals of the following documents, have been sent to the ETUI by post and or by email (pdf format) (*):

- The reimbursement form signed by the participant.
- The travel justification documents:
 - For air travel: all boarding passes (outward and return journeys for each part of the trip). Electronic boarding passes are accepted if they show the QR code.
 - Bus or train travel: the outward and return journey bus or train e-ticket.
 - Car travel: a signed statement mentioning the following elements: name of the event you attended; towns of departure and arrival; car plate number; persons travelling with you, if any.

(*) Without these documents or in case of a no-show, ETUI will not be able to reimburse your travel costs.

Participants must send only one reimbursement form.

If you have paid for a portion of the expenses from your account while your organisation has paid for the remaining portion, you must request your organisation to reimburse you first. After they have reimbursed you, you can send us a reimbursement form for all the expenses incurred.

Methods to calculate the amount reimbursed.

Land travel will be required for return travels between 50 and 400 km (calculated one way between departure and arrival city).

Please refer to the tables below to know the lump sum you will be entitled to (intra or international):

TABLE 1: For Intra-member state (within a country):

Country	Amount in EUR Per Return Trip	Country	Amount in EUR Per Return Trip	Country	Amount in EUR Per Return Trip
AT	60	ES	52	LV	16
BE	46	FI	36	NL	49
BG	12	FR	64	PL	20
CZ	20	HR	36	PT	40
DE	64	HU	28	RO	16
DK	76	IE	36	SE	56
EE	16	IT	52	SI	27
EL	36	LT	20	SK	20

TABLE 2: For Inter-member states (between two countries)

MS	AT	BE	BG	CZ	DE	DK	EE	EL	ES	FI	FR	HR	HU	IE	IT	LT	LU	LV	NL	PL	PT	RO	SE	SI	SK
AT				58	65						64	58	58		58				58	58		58		58	58
BE					82						82						50		82						
BG								37				36	26									17			
CZ	58				65						64	36	26							20		19		37	21
DE	65	82		65		76					82	65			65		82		65	65				65	
DK					76													76				76			
EE																22		22							
EL			37																						
ES											82										54				
FI																							55		
FR	64	82		64	82				82						82		82		82						
HR	58		36	36	65								36		50							36		37	
HU	58		26	26								36			50					26		26		37	26
IE																									
IT	58				65						82	50	50											50	
LT						21.5												19		20					
LU		50			82						82								82						
LV						21.5										19				20					
NL		82			65	76					82						82								
PL	58			20	65								26			20		20				20			21
PT									53																
RO	58		17	19								36	26							20					21
SE						76				54.7															
SI	58			37	65							37	37		50										37
SK	58			21									26							21		21		37	

TABLE 3: For return travels of more than 400 km, you can either:

- Travel only by air
- Travel only by train
- Combine both.

Unit costs amounts for return air, rail, and combined journeys above 400 km.

Distance Band (in km – one way)	Amount in EUR per return trip
400-600	245
601-800	261
801-1200	276
1201-1600	288
1601-2000	369
2001-2500	429
2501-3500	541
3501-4500	659
4501-6000	796
6001-7500	900
7501-10000	1201
10001-Max	1376

All distances are to be measured using either the rail (or car) or flight calculator at the following website: https://ec.europa.eu/info/calculate-unit-costs-eligible-travel-costs_en

For example, a course takes place in Berlin, and you depart from Brussels. Then you take the distance calculated by the website (Brussels to Berlin is 640 km), corresponding to 261€.

The start and end point will generally be the person's place of employment.

Where the end point of travel differs from the start, the amount to be declared will be the theoretical cost of travelling to the same starting point unless the other endpoint is necessary to implement the action. In that case, the unit cost can be calculated using the longer of the distances (e.g. if travel from Dublin – Brussels – to Athens is justified for the action, the unit cost to be applied can be calculated based on flight from Brussels – Athens).

For journeys under 400km between Member States where the country combination does not appear in Table 2, a flat-rate travel lump sum of €196 applies (eg Montenegro).

Travelling from your home to the airport and returning, all local transport to/from the event venue and used during the event is NO LONGER reimbursed. These costs are part of the unit costs (the travel from start to endpoint).

For example, from Brussels Airport to Madrid Airport, according to the Commission calculator, the distance is 1314,76 km = 288 € is the unit cost. The ETUI reimbursement of the actual costs goes up to the maximum of the unit costs.

! As a rule, taxis/Ubers are not reimbursed!

Do not hesitate to contact us if you have questions.