

Invitation to ETUI Education course

13 December 2021

Dear Colleagues,

The Education department of the ETUI is organising an intermediate level English language and communication course, in cooperation with GWU, in Malta.

This training will take place from **21 to 25 February 2022**.

This course aims at empowering trade unionists to communicate constructively, openly and more effectively. Developing your argumentation skills in a cross-cultural group helps you achieve your goals.

By helping trade unionists to improve their communication skills, we are also opening the path so that networking with other trade unionists across borders may become easier and more effective.

Overcoming the fear of speaking is one of the most important steps in order to discuss and argument our trade union position at the European level.

By the end of this course participants will be able to:

- use communication techniques which enable them to get across their messages effectively in English;
- exchange information and views about current trade union issues in European countries;
- widen their perspective of trade unionism in Europe by communicating with other European trade union officers in a common language;
- implement argumentation skills in a cross-cultural group so as to achieve set goals;
- practice and improve their level of English in a more autonomous way.

Target group:

Full-time officers or representatives with international responsibilities having, at least, an intermediate level of English.

Working languages

English

Programme

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

Training Venue and Hotel Venue

To be confirmed



Arrival and departure

Participants are expected to arrive on **Monday morning, 21 February 2022** and to leave **on Friday, 25 January 2022 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

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 12 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 application of their participants.

Participants' registration

Please register using this link :

<https://crm.etui.org/content/level-english-language-and-communication-course>

You will need to register before **January 21, 2022** 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 still be made by ETUI. It is important to inform us of your correct arrival and departure date.

Lunch and **Dinner** : Will be organized by ETUI. We will ask you to confirm this by ticking yes or no by date in the confirmation form which will be sent to you after approval. In case you decide to have lunch or dinner on your own, please tick no on the confirmation form. The meal allowance will be reimbursed on the basis of the real costs with maximum amount, depending on the country rate.

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 according to the programme, materials 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: Draft Programme