

## Invitation to an ETUI Education course

21 June 2023

### To all organisations affiliated to ETUC

The Education Department of the European Trade Union Institute, in cooperation with CCOO (Spain) and ACV-CSC (Belgium) will organise a course on “**Gender Perspective in Health and Safety: Psychosocial risks, sexual harassment and gender based violence**” which will be held from 20 to 22 September 2023 in Madrid, Spain.

### Objectives

- To identify the main features, causes, and effects of psychosocial risks, as well as analyse their impact on women's work organization and development.
- To understand basic aspects of preventing violence and harassment in the workplace, including gender-based violence and sexual harassment.
- To analyse the European legal framework to find tools for preventing psychosocial risks and gender-based violence and sexual harassment.
- To develop and design tools for trade union action, including a protocol, for preventing and eradicating gender-based violence and sexual harassment at work.

### Working languages

Working languages are: English, Spanish and French

### Programme

The programme is attached.

### Venue and accommodation

ESCUELA SINDICAL CONFEDERAL DE CCOO JUAN MUÑIZ ZAPICO

Calle de Longares 6, 28022 Madrid

### Participants

Trade Union officers working with gender, diversity, and equality groups, Trade union representatives, and officers for Occupational Health and Safety, Trade Union officers involved in organizing.

### Arrival and departure

Participants are expected to arrive on Tuesday 19 September 2023.

The course will end on Friday 22 September 2023 at 12:30

### How are enrolments processed?

We can accept a maximum of **15 participants**.

The final confirmation of the participants will be done by the team of trainers bearing in mind the requirements for the target group.

**Please wait for the ETUI confirmation before any travel booking.**



The ETUI is financially supported by the European Union

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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.

## Participants' registration

Individual registrations can be done by filling the online form available at this link:

<https://crm.etui.org/form/gender-perspective-in-health-and>

The deadline for enrolments is on **the 14<sup>th</sup> of August.**

A direct monetary contribution (enrolment fees) to ETUI Education activities is required per participant, the cost is **60€** for the entire course program, whichever country of origin. Once you are selected, you will receive a link to pay immediately online. Only candidates who paid will be allowed to participate in our course.

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.

**Information on Covid-19 can be found on :**

**<https://www.info-coronavirus.be/en/>**

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

## Reimbursement of accommodation costs

Costs for accommodation, meals, will be covered by ETUI Education (**only 3 nights from 19 to 22 September 2023**), only for participants coming from member states of the European Union, Albania, Moldova, Montenegro, North Macedonia, Serbia, Turkey, and Ukraine.

The ETUI arrange accommodation for all participants of the event, taking into account the ceilings for hotel costs according to a country. In case when no hotels within eligible limits are available, the tender procedure (Selective bidding) will be organised in accordance with the ETUI Tender and Subcontracting policy by the ETUI.

**In case of no-show, you will be asked to pay the no-show costs and ETUI will re-invoice you.**

Whether you choose to book a room in the hotel(s) by yourself, or the participant will be asked to book a room in a suggested by the ETUI hotel, the refund will be for a set amount as unit cost per country as indicated by the Decision C(2021)35.

Accommodation costs organised individually will be refunded after the event upon receipt of the hotel invoice (△ booking.com confirmation e-mail is not a valid justification document △).



**Other expenses that are not taken in charge by ETUI : parking, telephone, minibar, extra nights, extra lunches, extra dinners, supplement double room and the eventual supplement half/full board**

### Reimbursement of travel expenses

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.

#### **By train:**

**Train tickets** will be reimbursed on the basis of a **2nd class** fare for regular trains and Thalys, TGV or similar.

#### **Flights:**

**Economy class fares will be used as the benchmark for analysing air travel costs.** Air travel is acceptable only for distances above 400 km, i.e. return flight above 800 km.

**ETUI will contribute to air travel to a maximum of 400€.** If participants cannot find a suitable route for that amount, they should contact ETUI so a solution is found.

**Business or first class plane tickets will not be reimbursed.**

**Other costs not covered by ETUI: costs for luggage and excessive luggage, fees for choice of seating in plane, travel insurance.**

#### **By car:**

In accordance with its greening policy, ETUI highly discourages travels by car. Before travelling by car participants are asked to get in touch with the ETUI assistant in charge of the event and to come to an understanding on the travel reimbursement before the event: either based on of a 2<sup>nd</sup> class train return fare or the cost of lower-class economy air fare. **Whichever is cheapest, will be agreed upon beforehand and reimbursed.**

**Without any prior agreement with ETUI, travels by car will not be reimbursed at all.**

**Toll, petrol, car renting, parking, insurance costs will not be reimbursed.**

Only one person can claim reimbursement, independently of the number of people traveling in the same vehicle.

**Local transport**, to/from the event venue, is reimbursed on the basis of original tickets.

**Other local transport during the event are not reimbursed.**

**As a rule, taxis/Ubbers are not reimbursed.**

### Additional information

Should you need any additional information please do not hesitate to contact Elisa Santaniello, email: [esantaniello@etui.org](mailto:esantaniello@etui.org)

Yours sincerely,



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Vera dos Santos Costa

Director