

Invitation to an ETUI Education course

30 June 2023

To all organisations affiliated to ETUC

The Education Department of the European Trade Union Institute, in cooperation with CISL (Italy) and ACV-CSC (Belgium) will organise a course on “**The Role of TU at EU level: lobby and advocacy**” which will be held from 3 to 5 October 2023 in Brussels, Belgium.

Course Description

During this training course the participants will have the opportunity to better understand the EU Institutions, the decision-making processes, and the role Trade Unions can play to influence them in order to improve the impact of the trade union agenda at the European level, i.e. using campaigns and mobilisations, the EU institutions, employers and the social dialogue, allies in civil society, the Tripartite Social Summit, and EU external relations

Objectives

- To identify the role and responsibilities of EU institutions
- To recognize the EU policy-making process
- To understand the EU trade union structures and the way they work
- To analyse the impact of TU action at the European level.
- To develop advocacy skills and strategies to influence the decision-making process

Working languages

Working languages are: English, Italian and French

Programme

The programme is attached to the email

Venue and accommodation

The venue and the accommodation in Brussels will be communicated later on.

Participants

Trade union officers from the ETUC affiliated organizations who work in EU-related issues, new officers at the international department, ETUC advocacy groups or permanent committees, ETUFs sectorial groups



The ETUI is financially supported by the European Union

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Arrival and departure

Participants are expected to arrive on Monday 2nd of October 2023

The course will end on Thursday 5 October 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.

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.

Please wait for the ETUI confirmation before any travel booking.

Participants' registration

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

<https://crm.etui.org/form/-the-role-of-trade-unions-at-the>

The deadline for enrolments is on **the 14th 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 2 to 5 October 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 withing 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.

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 2nd 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

Yours sincerely,

Vera dos Santos Costa

Director



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