

Invitation to an ETUI Education course

25 November 2019

To all organisations affiliated to the ETUC

Dear Colleagues,

The Education Department of the European Trade Union Institute, in cooperation with **CISL (Italy)** and **GWU (Malta)**, will organise the training course called “**Climate-friendly production and services: the Trade Union’s role in circular economy**”. The training will be held from **26-28 February 2020** in Florence, Italy.

Aims

At the end of this workshop participants will be able to:

- develop a strong awareness on the pressing necessity to move from linear to circular economy;
- identify the main aspects of the circular economy and its link with environment and economic sustainability, starting from deepening the European Directive amending 2008/98 which redesigns the concept of waste and recycling percentages to which all countries must adapt by 2030;
- acknowledge the need to get actively involved as trade unions and to develop a new vision of workers’ role in protecting the environment and as responsible consumers;
- start developing new skills to have a concrete impact and to increase workers’ and company’s sensitivity on the issue;
- to define innovative contractual strategies at sectorial and company level resulting from comparing different approaches and public policies on circular economy at national level in Europe and from analysing good practices at company level on this issue;
- present ideas and personally contribute to the development of an European trade union line of common action on the issue.

Working languages

English, French, Italian

Programme

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

Venue and accommodation

Centro Studi, Fiesole (Florence), Italy

Participants

The participants should be:

- trade union leaders and trade union representatives coming from different sectors, both manufacturing and services, in charge of company bargaining;
- trade union trainers to spread a new culture on environment and multiply and disseminate the workshop’s outcomes within their organizations.



Arrival and departure

Participants **are expected to arrive on Tuesday 25 February 2020** for a welcome dinner in the training center at 19:30. **Departure will be on Friday 28 February 2020, after lunch**, flights after 16.00.

How are enrolments processed?

We can accept a maximum of 20 participants.

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

Participants' registration

Please fill in a copy of the enclosed form for each participant and return it to Sylviane Mathy (smathy@etui.org) **no later than 24 January 2020.**

Payment of registration

A direct monetary contribution (enrolment fees) to ETUI Education activity is required per organisation/per working day/per participant. Participation fees vary depending on which group your country is from.

Participation fees for this course are:

- For group I: 180 € (3 days@60€)
- For group II: 72 € (3 days@24€)
- For group III: 45 € (3 days@15€)

Group I: 100% of participation fees - 60€/day	Group II: 40% of participation fees - 24€/day																																
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<p>*These countries, as non-EU members, pay all costs related to the activity.</p>	Group III: 25% of participation fees - 15€/day																																
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An invoice will be sent to the organisation and address (billing address) as mentioned in the enrolment form.

Please note that in case of cancellation of participation 5 working days before the beginning of the course, no refund shall be granted.

It is essential that you mention in your payment order the number of the invoice and customer reference number.

Reimbursement of travel and accommodation costs

Costs for accommodation **only for 3 nights (25 to 28 February)**, meals according to the programme and materials will be covered by ETUI Education, only for participants coming from Member States of the European Union or from 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.
- **Train tickets** will be reimbursed on the basis of a 1st class return fare for regular trains and 2nd class for Eurostar, Thalys, TGV or similar.
- **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. **Business class flights** will not be reimbursed.
- 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.**

Please note that expenses such as parking fees, telephone, minibar, extra nights, extra lunches, extra dinners, supplement double room and the eventual supplement half/full board are not taken in charge by ETUI.

Additional information

Should you need any additional information please do not hesitate to contact the ETUI Education Sylviane Mathy, e-mail: smathy@etui.org

Yours sincerely,

Vera dos Santos Costa
Director
ETUI Education

Enclosed: Registration form
Program