

Invitation to an ETUI Education course

26 November 2019

Dear Colleagues,

The Education Department of the European Trade Union Institute in cooperation with OPZZ will organise a training course on **“Improving Occupational Safety and Health (OSH) at work by developing your leadership skills”** which will be held from **21 to 23 January 2020** in Brussels, Belgium.

When dealing with Occupational Safety and Health (OSH) issues on different levels workers' representatives usually have proper knowledge on technical and law requirements needed for their function, but virtually no “soft skills”.

At the same time, their activity is based on building network of supporters, promotion and influencing certain behaviours, negotiations and lobbying. All above require good leadership skills like communication, building reliable relations, being a role model. The training is focused on developing few powerful tools which are highly useful in field of Occupational Safety and Health (OSH)

Aim

— To empower leadership skills for Occupational Safety and Health (OSH) representatives

Objectives

- to identify the main useful sources/tools for OSH representatives
- to develop /reinforce negotiation skills needed in OSH field
- to strengthen participants' capacity to persuade effectively
- to create a useful checklist of skills needed to create successful leadership in OSH area

Working languages

Active working languages will be **English, French and Polish**

The interpretation facilities are strictly limited to those languages listed.

Programme

Please find the draft programme attached.

Accommodation and course venue

Crowne Plaza Brussels - Le Palace

Rue Gineste 3,
1210 Brussels, Belgium

<http://www.crowneplaza.com/brusselsbel>

Target group

TU representatives dealing with OSH issues at different levels (company, branch, regional and national), including those who are active in different EU/National/Branch bodies dealing with OSH issues.

Arrival and departure

Participants are expected **to arrive on Monday 20 January afternoon** and **to leave on Thursday 23 January 2020 after 16.00.**

Flights are to be booked to/from **Brussels National Airport**, which is the closest airport. From the airport there are direct trains to Brussels North Station, which is at walking distance from the venue. More details to follow.



The ETUI is financially supported by the European Union

etui.

Please wait for confirmation of your participation by ETUI before making travel reservations

Participants' registration

Please fill in a copy of the enclosed form for each participant and return it to Ms Lut Coremans, lcoremans@etui.org at your earliest convenience and **if possible before 19 December 2019.**

How are enrolments processed?

A maximum of **18 participants** can be accepted.

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.

Payment of registration

A direct monetary contribution (enrolment fees) to ETUI Education activity is required per organisation/per participant/per working day. 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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* These countries, as non-EU members, pay the total amount of the activity.

An invoice will be sent to the address (billing address) as mentioned in the enrolment form.

May we please kindly ask you to pay the invoice before the start of the seminar.

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

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

Reimbursement of travel and accommodation costs

Costs for accommodation, **for 3 nights (20, 21 and 22 January 2020)**, 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.

The costs for accommodation and meals are pre-paid by the ETUI. Travel costs will be reimbursed after the event.

Travel expenses will 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 Secretariat, Ms Lut Coremans, e-mail lcoremans@etui.org.

Yours sincerely,

Vera dos Santos Costa
Director
ETUI Education

Enclosed:

- Registration form
- Draft programme