

Invitation to an ETUI Education course

18 October 2019

To all organisations affiliated to the ETUC

Dear Colleagues,

The Education Department of the European Trade Union Institute is organising a new training for **Eurotrainers level 1**.

The training of Eurotrainers is designed to develop the individual teaching skills of trainers from members organisations, as an investment in the future of the teaching strategies of their organisations. This training aims to extend the scope of the learning programmes beyond the national level and to give them a European dimension, putting the priority on a European trade union identity. It covers many different aspects linked to multicultural and transnational environments and links them to the training design process and pedagogical methods we apply at the European level.

Training Eurotrainers - Level 1 will be organised from **03 December to 07 December 2019, in Kraków, Poland**.

Aims

- Describe and compare Trade Union structures and their adult education processes within Europe.
- Develop multicultural issues in trade union education regarding the influence of cultural differences, gender, and Trade Union cultures in a training environment;
- Identify ETUI training teams' functions and structure;
- Put into practice different methodological approaches used in Trade Union training;
- Present training sessions bearing in mind the importance of the existing Trade Union realities and values in Europe;
- Analyse acquired training skills by using specific tools (self-assessment and portfolio) so as to lead to a validation of competences.

Working languages

English, French

Programme

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

Venue

The venue will be communicated with the confirmation of participation.

Participants

The participants will be trainers who have completed a national basic training programme and have gained experience of union training accredited by their organisation.



The final list of participants will be approved by the ETUI education officer and trainers' team responsible for this course and no enrolment will be valid without their agreements.

Background

Participants should:

- Have 3 years practical experience of:
 - Organising
 - Developing
 - Delivering
 - Evaluating

student centred Trade Union Training on a national program for Trade Union members or professional officials (this work should include pedagogical work within teams and experience of writing teaching materials);

- Have achieved or being in the process of acquiring formal teaching/training qualifications;
- Have an interest in taking part in and promoting Trade Union training on European issues at both national and EU level;
- **Be able to communicate fluently in one of the following languages: French, English.**

Participants will have the opportunity to:

- take part in future ETUI training programmes as experienced training officers;
- use ideas, knowledge and skills acquired at EU level in the planning and delivery of national level programmes;
- work towards a qualification as part of a validated programme of training.

Arrival and departure

Participants are expected **to arrive on Monday 02 December 2019 in the afternoon and to leave on Saturday 07 December 2019** after lunch.

All participants should respect the arrival and departure times and stay until the end of the training. Please wait for the ETUI confirmation before any travel booking.

How are enrolments processed?

Applications will be accepted bearing in mind the preferred participant profile criteria mentioned above and secondly on basis of a first come, first served basis, with a maximum of **one participant per confederation** and **a maximum of 16 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.

We ask you to bear in mind the recommendations of the ETUC Action Plan on gender balance, which call for the proportional representation of women and men in Trade Union activities.

Confirmation by the organisation

Organisations should attest the work of applicants in the training strategy of the organisation and support the participant between Eurotraining 1 and Eurotraining 2.

Participants' registration

Please fill in a copy of the enclosed form for each participant and return it to the ETUI Education Secretariat (Tsela Ceulemans, tceulemans@etui.org) by **08 November 2019** at the latest.

In order to be considered as participant to the training **it is compulsory to fill in the attached CV questionnaire**. It is necessary to do so in order to give us information regarding your personal competences and experience of training.

Payment of registration

Each organisation is required to pay a direct monetary contribution to ETUI Education per participant/per day/per organisation.

Participation fees vary depending on which group your country is from.
Participation fees for this course are:

For group I: 300€ (5 days @ 60€) - For group II: 120€ (5 days @24€) - For group III: 75€ (5 days @15€)

Group I: 100% of participation fees - 60€/day		Group II: 40% of participation fees - 24€/day	
Andorra	Liechtenstein *	Croatia	Lithuania
Austria	Luxembourg	Czechia	Poland
Belgium	Malta	Estonia	Portugal
Cyprus	Monaco	Hungary	Slovakia
Denmark	Norway *	Latvia	Slovenia
Finland	San Marino		
France	Spain	Group III: 25% of participation fees - 15€/day	
Germany	Sweden	Albania	Montenegro
Iceland *	Switzerland *	Bulgaria	Romania
Ireland	the Netherlands	North Macedonia	Serbia
Italy	United Kingdom **	Greece	Turkey

***Participants from these countries, as non-EU members, pay all costs related to the activity.**

****If the United Kingdom has left the EU before the date of the seminar, participants from the UK will also need to pay all costs related to the activity.**

An invoice will be sent to the organisation upon confirmation of the enrolment. We kindly ask you to pay this invoice before the start of the course.
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 (the total amount – 300€/120€/75€ - will be invoiced).

Reimbursement of travel and accommodation costs

Costs for accommodation, **only for 5 nights (2, 3, 4, 5 and 6 December)**, 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.
- **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, Tsela Ceulemans, e-mail: tceulemans@etui.org

Yours sincerely,

Vera dos Santos Costa
Director
ETUI Education

Enclosed: Registration form
Draft programme
Profile
Presentation of objectives
Questionnaire