

Invitation to ETUI Education course

12 May 2011

To all organisations affiliated to the ETUC

Dear Colleagues,

The Education Department of the European Trade Union Institute will organise a course “**Green Jobs and Sustainable Development**” which will be held from 13-16 September 2011, in Brussels, Belgium.

Aims

Participants are expected to:

- Provide and share data and information regarding trade union activities at national level on the topic;
- Identify the essential questions on the topic;
- Develop trade union proposals regarding sustainable development and green jobs;
- Compare Trade Union strategies regarding green jobs issues;
- Recognise the importance of change in the productive model and the role of Trade Unions in changing this process.

Working languages

English, French

The interpretation facilities are strictly limited to those languages listed.

Programme

The programme will be available in the coming weeks, after the results of the ETUC Congress.

Venue of the course and accommodation

ITUH
Bd Albert II, 5, room B, 1st Floor
1210 Brussels

Accommodation: Hotel Progress, 9 rue du Progrès, 1210 Brussels

Participants

Trade unionist involved in sustainable development issues or industrial policy at national level, and policy makers at national level.

Arrival and departure

Participants are expected to arrive on Monday 12 September 2011 and to leave on Friday 16 September 2011 after lunch.

How are enrolments processed?

A maximum of 16 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.

Participants' registration

Please fill in a copy of the enclosed form for each participant and return it to the ETUI Education Secretariat (Sylviane Mathy, smathy@etui.org) **no later than 31 July 2011.**

Payment of registration

A direct monetary contribution (enrolment fees) to ETUI Education activity is required per organisation, per working day. For **four working days** seminar a fee of 240€ is applied to EU organisations per participant and 60€ for Central and Eastern European Countries organisations per participant.

(CEEC= Bulgaria, Croatia, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Poland, Romania, Slovakia, Slovenia and Republic of Macedonia.)

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.

Please note that in case of cancellation of participation 48h before the beginning of the course, no refund shall be granted (the total amount of respectively 240€ or 60€ will be invoiced).

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

Travel and accommodation costs will be covered by ETUI Education, only for participants coming from member states of the European Union and Croatia, the FYROM and Turkey. Travel costs will be reimbursed on the basis of the most economic fare available (economy/APEX/PEX air fares) in accordance with European Commission regulations. **Taxis will not be reimbursed.**

Additional information

Should you need any additional information please do not hesitate to contact the ETUI Education Secretariat, Sylviane Mathy, tel: +32 2 224 0593, e-mail: smathy@etui.org

Yours sincerely,

Georges Schnell
Director
ETUI Education

Enclosed: Registration form