



## Invitation to an ETUI Education / EPSU/PSI course

1 February 2016

### To the members of the EPSU Standing Committees NEA and LRG in the Mediterranean region and France

Dear Colleagues,

The Education Department of the European Trade Union Institute will organise a joint training course with EPSU and PSI **“Public Services Welcoming Migrants: Strengthening the role of public service trade unions in the protection of human rights and delivery of public services to migrants, asylum seekers and refugees”** which will be held from **14 to 16 March 2016** in Brussels, Belgium.

#### Aims

Public service workers are at the frontline in receiving migrants, asylum seekers and refugees. They process migration and asylum claims, provide emergency care, health, shelter and social services that are key to the safety and well-being of migrants, asylum seekers and refugees. They are therefore directly facing the pressure and challenges in the delivery of these services to migrants.

The training will bring together trade unionists from countries around the Mediterranean and African regions to strengthen cooperation and enhance the role of public service trade unions in dealing with migration.

It should help

- provide practical examples of trade union actions at national, across borders and inter-regional levels, such as organizing, recruiting, campaigning and negotiating
- examine the scope for cooperation with migrant support groups, local authorities or policy-makers at local, national, EU and international levels
- improve our trade union actions to better defend and promote the interests of workers involved the delivery of services for migrants, asylum seekers including via the use of EU and International legal instruments
- promote the protection of the human rights of migrants, asylum seekers and refugees through enhanced access to quality public services,
- assess latest policy developments at EU and International levels and the role of the EU agencies such as the European Asylum Support Office (EASO) and the European Agency for the Management of Operational Cooperation at the EU External Borders (FRONTEX)
- Examine the involvement of private sector in asylum and migration related services

The results will assist EPSU and PSI in preparing informed positions from the workers' side both from the perspectives of the migrant-sending and migrant-receiving countries.

They will also contribute to the preparations towards the *ILO* general discussion on migration in 2017 and provide further support to ETUC and ITUC policy on migration and asylum policy, see for instance joint reaction ahead of the Valetta Summit on Migration between EU and African Countries on 11-12 November last <https://www.etuc.org/documents/ituc-and-etuc-statement-addressed-european-and-african-governments-occasion-valletta#.Vqs65K3Smpo>

#### Working languages

Active working languages will be **English, French, Spanish, Italian**, you will be able to speak (but not listen to) **Greek**.

**The interpretation facilities are strictly limited to those languages listed.**

## Programme

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

## Accommodation and course venue

Accommodation in single room has been booked from arrival 14<sup>th</sup> to departure 16<sup>th</sup> March 2016.

Extra nights (before/after the training), double rooms will not be booked nor paid by ETUI.

<b>Accommodation is booked at the:</b>  <b>Marivaux Hotel</b> Boulevard Adolphe Max, 98 B - 1000 Brussels www.hotelmarivaux.be	<b>Course venue will be at: (5 min. walk from the hotel)</b>  <b>ITUH (International Trade Union House)</b> <b>Room B – 1<sup>st</sup> floor</b> Boulevard du Roi Albert II, 5 B – 1210 Brussels
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## Participants

Participants are EPSU affiliated unions in the Mediterranean countries and France in NEA and LRG sectors, other European representatives may attend but must cover their own costs. EPSU and PSI have invited participants from Tunisia, Morocco, Algeria, Jordan and Nigeria to take part in this course.

## Arrival and departure

Participants are expected **to arrive the morning of Monday 14<sup>th</sup> March and to leave at the end of afternoon of Wednesday 16<sup>th</sup> March 2016.**

Airport is Brussels National Airport. The closest train station is the North Station (Gare du Nord).

## How are enrolments processed ?

A maximum of **20 participants** can be accepted for reimbursement (more can attend but at own cost in light of room capacity).

The final confirmation of all 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 EPSU and PSI gender equality policies and the recommendations of the ETUC Action Plan for women calling for 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 Nathalie De Vits, **ndevits@etui.org no later than 22 February 2016.**

## 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								
<table border="1"><tr><td>Austria</td></tr><tr><td>Belgium</td></tr><tr><td>Cyprus</td></tr><tr><td>Denmark</td></tr></table>	Austria	Belgium	Cyprus	Denmark	<table border="1"><tr><td>Croatia</td></tr><tr><td>Czech Republic</td></tr><tr><td>Estonia</td></tr><tr><td>Hungary</td></tr></table>	Croatia	Czech Republic	Estonia	Hungary
Austria									
Belgium									
Cyprus									
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Estonia									
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Finland	Latvia
France	Lithuania
Germany	Poland
Greece	Slovak Republic
Ireland	Slovenia
Italy	Group III: 25% of participation fees - 15€/day
Luxembourg	
Malta	
Norway*	
Portugal	
Spain	
Sweden	
Switzerland*	
The Netherlands	
United Kingdom	
	Albania
	Bulgaria
	FYROM
	Montenegro
	Romania
	Serbia
	Turkey

**\*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.

**Please note that in case of cancellation of participation 3 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 2 nights (14 and 15 March 2016)**, meals according to the programme, materials will be covered by ETUI Education, only for participants coming from member states of the European Union 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.
- **Business class flights** will not be reimbursed. Air travel is acceptable only for distances above 400 km, i.e. return flight above 800 km. Economy class fares will be used as the benchmark for analysing air travel costs.
- Travel by **car** will be reimbursed on the basis of a train return fare (1st class fare for regular trains and 2nd class for Eurostar, Thalys, TGV or similar) or on the basis of the mileage calculation at a rate of 0,25€ per km or the cost of lower-class economy air fare.

**Please note that taxi costs or other 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, Nathalie De Vits, tel: +32 2 224 05 22, e-mail: [ndevits@etui.org](mailto:ndevits@etui.org)

Yours sincerely,

Ulisses Garrido Director ETUI Education	Jan Willem Goudriaan General Secretary EPSU	Rosa Pavanelli General Secretary PSI
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Enclosed: Registration form - Draft programme