

- To: ETUC member organisations and European Trade Union Federations
- To the members of the Social Dialogue Committee
- To the members of the ETUC Youth Committee

INVITATION

**European Social Dialogue Academy**

24 – 25 – 26 September 2018

Boulevard du Roi Albert II 5 – B-1210 Brussels  
(second session to take place 29-30-31 October 2018)

Dear Colleagues,

We are happy to launch another session of the **European Social Dialogue Academy (ESDA)**. **ESDA** hosts young trade union representatives who are enthusiastic to be introduced to the European social dialogue structures, processes and mechanisms.

On the basis of the objectives set in the integrated projects of the European social partner organisations 2016-2018, the ETUC intends to pursue its work of capacity building for the social dialogue in the member states, to extend it to candidate countries and examine how it can provide help to trade unionists in all EU countries.

According to this broad objective, the ETUC will organise **ESDA 2018**, which comprises of two sessions of academy meetings on the instruments and results of the European social dialogue in Brussels.

Up to 20 participants will get acquainted with the functioning of the cross-industry and sectoral EU social dialogue level. They will also have the opportunity to exchange with representatives from trade unions (cross industry and European federations), employer's organisations (BusinessEurope, CEEP, UEAPME) and European Institutions (e.g. European Parliament, EESC, Social Dialogue Committee).

The first session of the academy will be held in Brussels on the 24, 25 and 26 September 2018. The second 3-day meeting will take place on the 29, 30 and 31 October 2018. **In order to fully benefit from this programme, a continuous participation at both sessions is required.**

**The European Social Dialogue Academy** is specifically addressed to young trade union representatives with little or no knowledge of the European cross-industry and sectoral social dialogue, but with a good **command of English (no interpretation will be provided)**.

Nominations must reach us by **7 September at the latest** (see the attached sheet). The ETUC secretariat will select the participants taking into account regional and gender balance.

**Please wait for confirmation from the organisers before making travel and accommodation arrangements.**

Please read carefully the enclosed accommodation and travel policy. We especially draw your attention to the fact that you are required to book your hotel room directly with the hotel yourself. Accommodation costs will be refunded after the event upon receipt of an invoice. Whether or not you choose to book a room in a hotel suggested by the ETUC, the refund will be for a maximum amount equivalent to the price negotiated, in this case **EUR140/night**, for a maximum of 3 night(s). Read more in the annex below.

Additional details and working documents will be sent out directly to participants in due course.

Should you need more information about **ESDA**, please contact Mr Ruairi Fitzgerald ([rfitzgerald@etuc.org](mailto:rfitzgerald@etuc.org), tel. +32 (0) 2 22404 04).

I look forward to seeing you in Brussels.

Best regards,



Peter Scherrer  
ETUC Deputy General Secretary

[encl. Application Form, Draft Agenda]

**IMPORTANT**  
**“Accommodation and travel policy”**

## 1. Costs for Accommodation

Accommodation costs (room and meals organised by the ETUC) will be covered by the ETUC in the context of this project for representatives of the 28 member states + candidate countries. Unless communicated in the invitation, representatives from Lichtenstein and Norway are welcome to attend but at their own cost.

You are required to book your hotel room directly with the hotel listed, using the attached form. You must respect the deadline mentioned on the form as ETUC cannot guarantee the availability or the price of rooms booked after this date. **Accommodation costs will be refunded after the event** upon receipt of an invoice. Whether or not you choose to book a room in the hotel suggested by the ETUC, the refund will be for a maximum amount equivalent to the price negotiated—this price is listed on the invitation letter.

If the event you are attending takes place in Brussels and there are no more rooms left in the hotel booked by the ETUC, you should consult the list of hotels with which the ETUC has agreed preferential rates which will be sent along with the confirmation of your acceptance to participate.

If, exceptionally, the ETUC block books hotel rooms and pre-pays for them, this will be clearly stated in the invitation. In such a case, should you book a room and fail to turn up, this “NO SHOW” cost will be invoiced to your organisation.

All extras and personal expenses are payable by participants and will not be covered by the ETUC.

## 2. Travel costs

Please make your own reservation.

The following measures are essential in order to qualify for reimbursement by the European Commission in the context of activities it co-funds.

The ETUC regularly receives comments from the European Commission about flight costs that are too high, notably "full economy" flights. Participants are therefore requested to buy their tickets as soon as possible in order to benefit from the best price possible. The purchase should be made within a reasonable time following the announcement of the event. If this is not the case, the ETUC will only reimburse the average cost of economy class flights, (insofar as the transport budgets of activities financed by the European Commission are concerned). Business or first-class plane tickets will be refunded on the same basis.

If a fare costs more than €450, please contact the assistant in charge of the event before booking your ticket.

Ticket costs will be reimbursed to the participant's bank account after the conference and after the reimbursement form together with the originals of the following documents have been received by post (\*):

- In case of air travel: all boarding passes (outward and return journeys for each part of the trip);
- In case of train travel: the outward and return journey train e-ticket (on the basis of a 1st class train fare);
- The invoices for the outward and return journeys, showing the costs of the ticket and order date.

Travel expenses by car will be refunded on the basis of a first-class train fare.

In order to be refunded, please:

- indicate the towns of departure and arrival and the price of a first-class train rate;
- attach to the reimbursement form the information obtained via Internet or by your travel agency (\*).

**(\*) Without these documents, the ETUC will not be able to reimburse your travel costs.**

**Taxis and parking costs are not reimbursed.**