

- *To the ETUC members of the Mobility, Migration and Inclusion committee*
- *For information to all ETUC members*

INVITATION

FINAL CONFERENCE LABOUR-INT

“Labour Market Integration of Migrants – A Multi-Stakeholder Approach”

Friday, 14 December 2018

**Auditorium ITUH, Boulevard Roi Albert II 5, 1210
Brussels, Belgium**

Dear Sir or Madam, Dear Colleagues,

The European Trade Union Confederation (ETUC) is pleased to invite you to **the Final Conference LABOUR-INT “Labour Market Integration of Migrants – A Multi-Stakeholder Approach”** taking place in the International Trade Union House (ITUH) (*Boulevard Roi Albert II 5, 1210 Brussels, Belgium*) on **Friday, 14 December 2018**, from 9am to 5pm.

The objective of this Conference is to share the results of the two-year LABOUR-INT project, through which the European Economic and Social Partners – the European Centre of Employers and Enterprises providing Public Services (CEEP), ETUC and EUROCHAMBRES – together with the involvement and support of several national, European and International organisations have been advocating for a multi-stakeholder approach in setting up inclusive integration paths of migrants in the labour market.

This event will give participants an overview of the current European context relating to migration and the integration of migrants in the labour market, including the presentation of the various pilot actions that were deployed through this project.

The conference will bring together around 100 EU and national economic and social partners from EU28 and involve presentations and discussions.

Interpretation will be provided into English, French, Italian and German.

Please find attached a draft agenda.

You should register before **Monday, 19 November 2018** via the [following online registration form](#).

For more information, please do not hesitate to contact ETUC Project officer Mercedes Miletta
Email: mmiletti@etuc.org - Tel: +32 2 224 04 47.

Please, read carefully the travel and accommodation policy below.

We are looking forward to seeing you at the seminar.

Yours faithfully,

Liina Carr
ETUC Confederal Secretary

IMPORTANT

“ACCOMMODATION AND TRAVEL POLICY”

1. Accommodation costs

One-night hotel accommodation, including breakfast (up to 130€) will be covered by 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 own accommodation. **Accommodation costs will be refunded after the event** upon receipt of an invoice. Whether or not you choose to book a room in the hotels suggested by the ETUC, **the refund will be for a maximum amount of 130€.**

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. Travel costs cannot exceed €350.

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

Participants are 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, 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).

If a fare costs more than **€350**, participants are invited to contact Mercedes Miletto before booking the ticket.

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

- To claim for reimbursement of flight costs the following documents will be required:
 - **all boarding passes** (outward and return journeys for each part of the trip)
 - **payment proof** for the flight tickets (or invoice from the travel agency)
- To claim for reimbursement of train or bus costs the following documents will be required:
 - the outward and return journey bus or train e-ticket
 - payment proof of the purchase (or invoice from the travel agency)
- To claim for reimbursement of car travel: travel by car will be reimbursed on the basis of a first-class train fare from the city of departure to Vienna central station and back.
- A copy of the information obtained via internet or via a travel agency is to be provided.



- **Note:** In case several participants share a car, only one person will be entitled to the reimbursement of the travel costs.
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 (*).

Taxis and parking costs are NOT reimbursed.

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

Other relevant information:

- **Transfer from and to the airport/railway station to the hotel and event venue:**
Participants will need to organize their transfer from and to the airport/railway station.
Local transportation costs will be reimbursed after the event.
- **Meals:** catering is foreseen during the event and includes 2 coffee breaks and lunch.

