

## INVITATION

### EUROPEAN CONFERENCE “REBALANCE”

TRADE UNIONS' AND SOCIAL PARTNERS' ACTIONS TO IMPROVE  
RECONCILIATION OF WORK, FAMILY AND PRIVATE LIFE FOR WOMEN AND MEN

**28 February 2019, 9:00 – 17:00 and 1 March 2019, 9:00 – 13:00**

**Friedrich-Ebert-Stiftung  
Hiroshimastr. 17, 10785 Berlin, Germany**

Dear Sir or Madam, Dear Colleagues,

The European Trade Union Confederation (ETUC) the Friedrich-Ebert-Stiftung and the German Trade Union Confederation (DGB) are pleased to invite you to the **European Conference of the “REBALANCE” project** – Trade unions’ and social partners’ actions to improve reconciliation of work, family and private life for women and men”.

The Conference will take place on **28 February 2018 from 9h00 to 19h00 and 1 March 2019** from 9h00 to 13h00 at the Friedrich-Ebert-Stiftung, Conference Hall 1, Hiroshimastr. 17, D 10785 Berlin, Germany.

The objective of this Conference is to disseminate the preliminary results of the comparative study on social partners’ practices tackling work-life balance issues in collective bargaining. It will also aim at raising awareness on the better use of collective bargaining on work-life balance and discuss the challenges ahead to improve reconciliation policies for both men and women at work.

Interpretation will be provided into English, French, Italian, Spanish and German.  
Please find attached a draft agenda.

You should register before **Monday, 30 January 2019** via the [following online registration link](#).

For more information, please do not hesitate to contact ETUC Project officer Mercedes Miletta  
Email: [mmiletti@etuc.org](mailto: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 Conference.

Yours faithfully,



Montserrat Mir Roca  
Confederal Secretary  
ETUC



Stefanie Elies  
Head of Department Politics and Society  
Friedrich-Ebert-Stiftung



Anja Weusthoff  
Head of department Gender equality  
DGB-Bundesvorstand



**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 27 member states + official 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 at “Hotel Berlin Berlin, Lützowplatz 17, D 10785 Berlin, Tel: +49 30 26052700, or [reservierungen@hotel-berlin.de](mailto:reservierungen@hotel-berlin.de) with the reference to “FES 27.02.19”. **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 of **110€ per night for a maximum of 2 nights**.

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 **€350**, 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.**