

Invitation to an ETUI Education course

“Occupational Health and Safety A vital issue for workers + trade unions in capital cities “

2252-006-41

18 to 19 October 2022 – Sesimbra / PT (face-to-face training)

6th September 2022

To the ETUC member organisations active in the ECTUN, European capital cities trade union network

Dear Colleagues,

The Education Department of the European Trade Union Institute will organise a joint workshop with the USL/CGTP, in cooperation with ECTUN on “**Occupational Health and Safety - A vital issue for workers + trade unions in capital cities** “ from 18th to 19th October in Sesimbra, Portugal.

Objectives

The aims of the Training course are to:

- Characterize the capital specificities, the European situation, and the impacts from the pandemic and the war recession that compromise OHS,
- set up priorities based on analyses and risk assessment
- identify the potential of cooperation with other actors
- improve trade union performances and perspective concrete activities.

Working language

Active working languages will be **English, French, Spanish and Italian.**

Programme

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

Accommodation and venue

Hotel do Mar

R. General Humberto Delgado 10

P - 2970-628 Sesimbra

Telephone: +351 21 228 83 00 - <http://www.hoteldomar.pt>

Participants

Participants are trade union leaders acting at Capital regions - Members of the ECTUN network group.

Arrival and departure

Participants are expected **to arrive 17th October and to leave from 5:30 pm on the 19th October 2022.**

The closest airport is Lisbon International Airport (LIS).

How are enrolments processed?

A maximum of **24 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 **completely** our registration form and use the link :

<https://forms.gle/4i5ECMGRGbTNU2iv8>

no later than 19th of September

Payment

The participation to this course is **60€ for all participants**. ETUI will send an invoice to the financial department of your organisation.

ETUI and USL/CGTP-IN advise, that, if you have any symptoms or feel unwell, you should not travel and not attend the training.

You ought to respect the country's post-Covid-19 health and safety measures and procedures. Therefore we ask you to check that the original source of the information is an established and qualified provider.

Several official sources of information on Covid-19 are:

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019>

<https://www.ecdc.europa.eu/en/covid-19-pandemic>

<https://www.ecdc.europa.eu/en/covid-19/external-resources>

<https://reopen.europa.eu/en>

Please read all information on travel and Covid-19 guidelines on following link :

<https://reopen.europa.eu/en/map/PRT/7001>

<https://www.visitportugal.com/en/node/446781>

Hotel booking will be made by **USL/CGTP-IN**.

Lunch and Dinner will be organized by **USL/CGTP-IN**.

Transfer of and to the airport will be organized by the **H. do Mar**, in cooperation with USL/CGTP-IN. Concrete instructions will be sent in due course.

Reimbursement of travel costs

Costs for travel will be covered by ETUI Education, only for participants coming from member states of the European Union, Albania, Montenegro, North Macedonia, Serbia 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.
- **Economy class fares will be used as the benchmark for analysing air travel costs.** Air travel is acceptable only for distances above 400 km, i.e. return flight above 800 km.
- **Business or first class plane tickets will not be reimbursed.**
- Travel by car will be reimbursed either:
 - ✓ on the basis of the mileage calculation at a rate of 0,25€ per km.
 - ✓ on the basis of a train return fare (1st class fare for regular trains and 2nd class for Eurostar, Thalys, TGV or similar)
 - ✓ the cost of lower-class economy air fare

Whichever is cheapest, will be reimbursed.

Toll, petrol, insurance costs will not be reimbursed.

Only one person can claim reimbursement, independently of the number of people traveling in the same vehicle. Passengers may not claim mileage or equivalent costs.

- **Local transport**, to/from the event venue, is reimbursed on the basis of original tickets.
- **As a rule, taxis are not reimbursed.**

Other expenses that are not taken in charge by ETUI : parking, telephone, costs for luggage and excessive luggage, fees for choice of seating in plane, travel insurance, minibar, extra nights, extra lunches, extra dinners, supplement double room and the eventual supplement half/full board.

Additional information

Should you need any additional information please do not hesitate to contact the USL/CGTP-IN Secretariat, Sara Canavezes, tel: +916353799 e-mail: sara@uniaolisboa-cgtp.pt

Yours sincerely,

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