

- *To the Steering Committee Members of the UnionMigrantNet and Cities Together for Integration Project involved in the Mutual Learning Programmes*

**UnionMigrantNet and Cities Together for Integration Project**

**INVITATION**

**Mutual Learning Programmes**

**Kick-Off Event**

**01/12/2021 – 09:30 to 16:00**  
**Le Monde des Possibles**  
**Potiérue 10 – 4000 Liege/Luik, Belgium**

Dear Members of the Steering Committee,

We are pleased to invite you to the **Kick-Off Event of the Mutual Learning Programmes** (WP8 of the UnionMigrantNet and Cities Together for Integration project).

The meeting will take place on **Wednesday 1 December 2021 from 9h30 to 16h00**, at Le Monde des Possibles premises (meeting room Régine Decoster) - Potiérue 10 - 4000 Liege/Luik, Belgium.

Interpretation will be available in English, French and Italian.  
The draft agenda is attached to this invitation.  
Please note that a lunch will be provided at the meeting venue.

➤ **Registration**

We kindly ask you to register [here](#) by Tuesday 23 November 2021.

➤ **Travel & accommodation rules**

The ETUC will reimburse travel and accommodation costs after the event, for only one participant by partner organisation, upon receipt of the reimbursement form (*which will be sent after the event by email*) and the supporting documents, according to the financial rules for EU-funded projects.

➤ **Travel**

Travel should not exceed 400 EUR. If your departure is on the day of the meeting (i.e. on 1 December), your flight departure time should be scheduled after 18h00.

- Please consider using the train from Brussels airport station to Liege/Luik – Guillemins station. The journey takes 1 hour. More information can be found [here](#).
- Once in Liege Guillemins, please consider using the bus (number 1 or number 4) from the train station to the meeting venue (bus station: LIEGE Place du Marché). More details can be found [here](#).

➤ **Accommodation**

Hotel accommodation cannot exceed 148 EUR per night (including breakfast). Only one hotel night will be reimbursed. However, if your flight schedule is not compatible with your presence at the meeting, we can reimburse up to 2 nights of hotel accommodation.



The ETUC will not be doing a group booking, however we do have two hotels to suggest near the meeting venue:

- *Hotel Neuvise*

**Reserve and see hotel's contact details via their website [here](#).**

- *Hotel Hors-Château*

**Reserve and see hotel's contact details via their website [here](#).**

➤ **Daily Subsistence Allowances**

Please be informed that new rules will apply on the reimbursement of local transports and meals. From now on, the ETUC will reimburse participants on the basis of a fixed "per diem"-Daily subsistence allowances (DSA), within the limits foreseen in the financial guidelines of the European Commission. Thus, only the original travel tickets (air/train) and the hotel invoice will be claimed by the ETUC along with the reimbursement form (as indicated in the accommodation and travel policy). As the meeting will take place in Belgium for one day, the DSA amounts to 61.20 €.

➤ **Sanitary Pass and Passenger Local Form**

Do not forget your Sanitary Pass and be ready to show it at the airport or at the check-in in the hotel. In addition, a passenger local form (PLF) is requested upon your arrival to the airport (more information [here](#)) : please consider filling it after you do your check-in for the flight as you should indicate in the PLF the number of your seat on the plane.

The meeting is organised in compliance with all sanitary local norms: sanitizing gels will be provided while social distance and the use of masks should be respected.

Should you have any questions, feel free to contact Mercedes Miletta ([mmiletti@etuc.org](mailto:mmiletti@etuc.org)) and Sarrah Bentahar ([sbentahar@etuc.org](mailto:sbentahar@etuc.org)).

We are looking forward to seeing you at the meeting.

Best regards,

Ludovic Voet  
ETUC Confederal Secretary



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

## 1. Costs for Accommodation

Accommodation costs 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, Switzerland and Norway are welcome to attend but at their own cost.

**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 148€/per night (including breakfast) for a maximum of 2 nights.**

If the event you are attending takes place in Brussels, you should consult the [list of hotels with which the ETUC has agreed preferential rates](#). You are required to book your hotel room directly with the hotel you choose.

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 co-funded activities.

Economy class fares must be booked for light costs to be eligible. To avoid flight costs which are too high, participants are kindly 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 €400, please contact Sarrah Bentahar ([sbentahar@etuc.org](mailto:sbentahar@etuc.org)) in charge of the event before booking your ticket.**

Journeys must be carried out by the most direct and economic route.

- Train must be used for distances under 400 km, i.e. return journey under 800 km.
- 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 expenses by car will be refunded on the basis of a 1<sup>st</sup> class train fare. If the route is not served by a train, the cost of travel by private car shall be reimbursed at the rate of 0,22 EUR/km.

Travel costs will be reimbursed to the participant's bank account after the event.

The documents supplied must show the order date, the class of travel used, the outward and return journeys, the time of travel and the amount paid.

In order to be refunded, the participant has to send **the original of the following supporting documents by post (\*)**

- The enclosed reimbursement form signed;
- In case of train travel: the outward and return journey train tickets;
- In case of air travel: all boarding passes (outward and return journeys for each part of the trip);  
In case of use of electronic boarding passes, a print screen of the boarding passes is required;
- In case of car travel, please indicate :
  - ✓ the towns of departure and arrival and the price of a 1<sup>st</sup> class train rate (information obtained via Internet or by your travel agency);
  - ✓ the license plate of the car used

Please note that taxis, parking costs, fuel, toll, telephone costs, minibar, extra nights, food, supplement double room are not reimbursed.

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