



EUROPEAN COMMISSION
DG Employment, Social Affairs and Inclusion
Employment & Social Governance
Social dialogue

EMPL/A2/JT/SF/cm

Mr François LAURENT
UNI-Europa Hair & Beauty Care

Mr Jef VERMEULEN
UBK/UCB c/o Coiffure EU

**Subject: Sectoral Social Dialogue Committee for Personal Services
Plenary meeting – 4th December 2019**

Dear Sir or Madam,

We are pleased to invite you to the above-mentioned meeting to be held on:

**Wednesday 4th December 2019
From 09h30 to 17h00**

at the following address: **NH Brussels Hotel Bloom
rue Royale, 25
1210 Brussels (*the meeting room will be displayed at the
reception*)
METRO: *BOTANIQUE/KRUIDTUIN***

Please find attached the draft agenda for the meeting.

The preparatory meeting of the workers' delegation will take place in the main room from 9h30 till 10h30 with interpretation. The joint meeting will start at 10h30.

Simultaneous interpretation has been requested for the following languages: French, German, English, Italian, Spanish and Dutch into French, German, English, Italian, Spanish and Dutch.

The Commission will reimburse travel and subsistence expenses for a maximum of **28** EU representatives per delegation (employers and workers). Please see Annex 1 for details.

The complete list of participants must be sent by the correspondents in AGM eight working days before the meeting. Participants not included in the list will not be reimbursed and related interpretation provisions will be cancelled.

Yours sincerely,

(e-signed)
Jörg TAGGER
acting Head of Unit

Encl.: 1. Rules for the reimbursement of expenses
 2. Draft Agenda

RULES FOR THE REIMBURSEMENT OF EXPENSES

What is reimbursed?

Travel expenses	<p>Your travel expenses will be reimbursed from your place of work or home address to the place of the meeting (and back) on the basis of the shortest and cheapest usual route:</p> <ul style="list-style-type: none">• by first-class rail travel for journeys of less than 400 km (one way),• by economy-class air travel if the distance by rail exceeds 400 km. If business class is used, justification is required from the travel agency proving that no lower fare was available,• by car, in which case travel expenses are reimbursed at the same rate as for the journey by first-class rail, if available, or, if not, at the rate of € 0.22/km,• local transport from the airport or the railway station to the meeting place and back. <p>Taxi fares and parking fees are not reimbursed (see daily allowances).</p>
Daily allowance	<p>A flat-rate daily allowance (€92) is paid to cover your incidental expenses, for instance meals and local transport (e.g. taxi fares) and also your personal travel and accident insurance. If the distance between the place of departure (be it your private or business address) and Brussels is 100 km or less, only half of the full daily allowance is paid (€46).</p> <p>You are <u>not</u> entitled to a daily allowance if you live and/or work in or near Brussels.</p>
Accommodation allowance	<p>The accommodation allowance is a fixed amount of €100 per night. You are entitled to this allowance if you have to spend one or more nights in Brussels because the times of meetings are incompatible with the times of flights or trains. The number of nights may not exceed the number of meeting days + 1. No invoices are required.</p>

IMPORTANT

All documents necessary for reimbursement must be uploaded in AGM within 30 calendar days.

Beyond that deadline the Commission is no longer under the obligation to reimburse travel expenses or pay any allowances