

Brussels, 3 July 2014
Circular E-030

Invitation to the 3rd Round Table Meeting of the project “Defining approaches at national level to implement effectively the European framework agreement on occupational health and safety in the hairdressing sector” (VS/2013/0410) - Helsinki, 16-17 September 2014

Dear Colleagues,

UNI Europa Hair and Beauty together with Coiffure EU have the pleasure to invite you to the third Round Table organised within the framework of the EU funded project entitled ***‘Defining approaches at national level to implement effectively the European framework agreement on occupational health and safety in the hairdressing sector’***.

With this project, social partners aim to establish national partnerships between social partner organisations and national authorities concerned with health and safety in hairdressing to further step up the effective implementation of the framework agreement. Attached you will find a background note of this project. This is the second project, so most of you may be familiar with the dynamics of such a project.

With the financial support of the European Commission, we are organising the third Round Table in **Helsinki on 16 and 17 September 2014** for the affiliates coming from Denmark, Estonia, Finland, Iceland, Ireland, Latvia, Lithuania, Norway, Poland, Sweden, and United Kingdom

We highly recommend the social partners to delegate the person in your organisation who is responsible for implementing the EU agreement at national level to this Round Table meeting. We also kindly ask each affiliate of each country to send us as soon as possible a list of suggested names/contacts we can invite to the round table, and this of:

- The Ministry of Education with the official responsibility for the education of hairdressers
- The Ministry of Health
- The Labour Inspection
- National experts on skin diseases and muscular-skeletal disorders
- Other?

Please send this information to Monika Borry (monika.borry@uniglobalunion.org) – Tel: +32 2 234 56 57) by 1 August 2014 at the latest.

The experts on skin diseases and musculo-skeletal disorders are invited to give a brief overview of knowledge, facts and figures available in the country, this with a view to inform the social partners where to find scientific information in their country to back up their negotiations.

Venue and Timetable

The meeting will start on Tuesday 16 September 2014 at 9:30 and is scheduled to close on Wednesday 17 September 2014 by 15:30 at the latest.

Registration will start at 08:30 on 16 September 2014.

Venue of the meeting:

Helsinki Congress Paasitorni
Room Juho Rissanen
Paasivuorenkatu 5 A
00530 Helsinki

Interpretation

The main working language will be English with active interpretation in Finnish. If you would need other interpretation, you should send an e-mail with your request. For your information, and due to financial restraints of the project, a maximum of 3 languages can be provided. In order to organise interpretation in an additional language, at least 3 participants should listen/speak in the requested language.

Online Registration

Please register yourself online by clicking on the following link:

<http://www.uniglobalunion.org/meetings/third-round-table-meeting-hb-project>

Deadline for registration: 18 August 2014.

Accommodation and online hotel bookings

UNI Europa has made a group booking at the Scandic Paasi hotel for the nights of 15 and 16 September 2014.

Scandic Paasi Hotel
Paasivuorenkatu 5 b
00530 Helsinki

E-mail: paasi@scandichotels.com

Price for a single room: €112 (breakfast and VAT included)

Price for a double room: € 132 (breakfast and VAT included)

Participants are invited to make their hotel booking themselves through the Scandic's official website www.scandichotels.com.

The booking code is BUNI150914.

Deadline for booking your accommodation online is 18 August 2014 at the latest. After that date, the Scandic Paasi hotel cannot guarantee availability.

In order to guarantee your hotel booking, you will be invited to indicate your credit card details. The cost of maximum 2 nights stay at the hotel on the basis of a single room (accommodation and breakfast only, no extra costs) will be reimbursed together with your travel costs.

Lunches on both days as well as a dinner on the evening of 16 September 2014 will be offered to the participants. Participants are invited to indicate if they will attend the dinner, on the online registration form. You will receive all relevant information about the restaurant in due time.

Transport to/from airport

For instruction how to get to the hotel, please check the Scandic Paasi's hotel's website:

www.scandichotels.fi



Reimbursement

The European Commission will reimburse the travel and accommodation expenses for a maximum of 30 participants.

In order to reimburse your travel costs, each participant will have to send the following original documents to UNI Europa secretariat, to the attention of Elisabeth Vandenborren, by normal post (**not registered**) no later than **15 October 2014** :

- "Declaration of expenses" duly filled in and signed (see attached). Travel and accommodation costs can only be reimbursed unless we have all necessary bank details (name and address of the bank, account holder, IBAN, SWIFT code).
- The original of your hotel bill (note that maximum 2 nights on the basis of a single room occupancy will be reimbursed),
- A copy of all your flight or train tickets,
- A copy of the invoice from the travel agency if the fare is not mentioned on the ticket,
- The original boarding pass(es) or at least one of them, and other original tickets of public transport, if any,
- Parking fees and taxis are **not** reimbursed.

Following criteria are applied for refunding travel costs:

When travelling by plane: Flights on the basis of APEX fares (economic class),

When travelling by train: 1st class train tickets,

When travelling by car: the equivalent of a first class train ticket (to be evidenced by a print-out from internet).

In general, journeys have to be carried out in the most economic and shortest way,

Please note that loss of earnings, daily allowances and insurances cannot be reimbursed.

Reimbursements can only be made based on full participation in the meeting.

Participants are requested to respect the starting and finishing time of the conference.


Insurance Coverage

UNI-Europa cannot take out insurance for the participants. It is up to the organization or the individual participant to take an insurance. Participation in this conference is at your own risk.

If you need further information, please do not hesitate to contact Monika Borry (Tel: +32 2 234 56 57 – monika.borry@uniglobalunion.org)

Looking forward seeing you in Helsinki.

With best regards,



F. LAURENT

François Laurent
President UNI Europa Hair and Beauty

Jef Vermeulen
President Coiffure EU

