**EI Pan-European Conference/ETUCE General Assembly**

**(ETUCE Conference)**

## PEC ASSISTANCE SCHEME

1. **Education International Europe and ETUCE grant financial assistance to:**
2. Member organisations in countries whose GNP or GDI per capita is below US$ 14,000 (list of countries follows online),
3. Members of the Regional Committee/Executive Board, and to
4. Four women delegates, selected by the Regional Committee/Executive Board.
5. Assistance will be provided to members of the Pan-European Committee and eligible delegates under the Pan-European and ETUCE rules for re-imbursement.
6. Each organisation from an eligible country will be entitled to receive assistance for one delegate only (except as provided in point 10 below).
7. The assistance will consist of the payment of the full airfare up to the maximum specified on the European re-imbursement document (follows online) and the payment directly to the hotel of the cost of bed, breakfast and lunch. A total amount of 40 € will also be paid in cash at the Conference to each assisted person to cover the cost of additional meals which are not provided.
8. Conference assistance does not include other expenses related to travel, e.g. visa costs, overnight stay while in transit, etc. These must be borne by the traveller or his/her organisation.
9. Re-imbursement of the airfare will take place on production of evidence of the cost of the ticket up to the maximum provided on the official list. Re-imbursement of airfares will take place by bank transfer after the conference. Cash re-imbursement is only possible in exceptional circumstances and by prior arrangement.
10. Organisations which believe that they are entitled to assistance must complete the application form below and return it to Education International **by 9th October, 2009,** at the latest. This can be done electronically by e-mail to pec2009@ei-ie.org, by fax (marked “Attn. Eur. Conf. Desk”,+32-2-224.0606) or by mail to EI Head Office after downloading the form from the website.
11. It is essential that applications are received in Head Office by the specified date. Applications will **not be accepted in any circumstances** after that date.
12. Changes in the names of delegates who are due to receive assistance **must be notified in writing to the addresses given above by 6th November** at the latest.
13. The **four women delegates** to receive assistance will be selected by the Regional Committee/Executive Board from the list of women delegates nominated by the date of its meeting on 12/13th October. In no circumstances may conference assistance for women delegates be transferred to a male delegate. Organisations which receive assistance for a woman delegate may also receive assistance for an additional delegate.

***The list of countries eligible for assistance and the specified airfares and an application form follow in this section of the website.***

## PEC ASSISTANCE APPLICATION FORM

# Please complete and return this form to the EI Secretariat in Brussels before 23rd October, 2009, if your organisation is from a country qualifying for Assistance according to the published list, and it wishes to avail of it.

# The form may be completed and returned electronically by e-mail to pec2009@ei-ie.org. It may be downloaded from the Conference website and completed and marked “Attention: EI PE Conference desk” and faxed to +32-2-224.0606 or completed and sent by mail to EI Head Office.

**NOTE:** This request for Conference Assistance will only be considered if completed by the President and/or the General Secretary of the applicant organisation.

By submitting this form, the person concerned acknowledges on behalf of the organisation that it is aware of and accepts the criteria for the granting of Assistance.

1. **NAME OF ORGANISATION REQUESTING ASSISTANCE**

Click here to enter text.

**ACRONYM**  Click here to enter text. **COUNTRY** Click here to enter text.

1. **DELEGATE FOR WHOM ASSISTANCE IS REQUESTED**

**FIRST NAME**: Click here to enter text. **LAST NAME**: Click here to enter text.

**GENDER**: (select one) **Male** **[ ]**  or **Female** **[ ]**

**POSITION WITHIN THE ORGANISATION**: Click here to enter text.

**CONTACT ADDRESS**: (if different from organisation address)

Street: Click here to enter text. no: Click here to enter text.

Postal (zip) code: Click here to enter text. City/Town: Click here to enter text.

Country: Click here to enter text.

Tel: Click here to enter text. Fax: Click here to enter text.

e-mail: Click here to enter text.

1. **IDENTITY AND AUTHORITY OF SIGNATORY**

 **NAME**: Click here to enter text.

**OFFICE/POSITION IN ORG.:** Click here to enter text.

**SIGNATURE**: ......................................................... **DATE:** Click here to enter text.