**ASSISTANCE SCHEME**

1. ETUCE grants financial assistance to:
2. Member organisations in countries whose GNP or GDI per capita is below US$ 14,000. Assistance is limited to one delegate (except in the case of the women delegates stated under (ii) who will be assisted as provided in point 9 below)

Countries in Europe eligible for financial support in 2012 are : Albania, Armenia, Azerbaijan, Belarus, Bosnia/Herzegovina, Bulgaria, Croatia, FYR Macedonia, Georgia, Hungary, Latvia, Lithuania, Moldova, Montenegro, Poland, Romania, Russian Federation, Serbia, Turkey, Ukraine.

1. Four women delegates, selected by the ETUCE Committee
2. Members of the ETUCE Committee
3. Assistance will be provided to members of the ETUCE Committee and eligible delegates under the ETUCE rules for re-imbursement.
4. The assistance will consist of

- the payment of the full airfare up to the maximum specified in the list of authorised air fares

- the payment directly to the hotel of the cost of bed and breakfast,

- additional meals during your stay will be provided either on venue, or in your hotel and will be charged directly to ETUCE.

1. 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.
2. Re-imbursement of the airfare will take place on production of evidence of the cost of the ticket up to the maximum specified in the list of authorised air fares. 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.
3. Organisations which believe that they are entitled to assistance must complete the application form **available in this section of the website** and return it to **ETUCE by 7th October, 2012,** at the latest. This can be done electronically by e-mail to ETUCEconference@csee-etuce.org, or by fax (marked “Attn. ETUCE Conference Desk”,+32-2-224.0694) after downloading the form from the website.
4. It is essential that applications are received in the secretariat by the specified date. Applications will **not be accepted** in any circumstances after that date.
5. 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.
6. **The four women delegates** to receive assistance will be selected by the ETUCE Committee from the list of women delegates nominated by 7th October 2012 at its meeting on 8-9th October. In no circumstances may this special conference assistance for women delegates be transferred to a male delegate. Organisations which receive this special assistance for a woman delegate may also receive assistance for an additional delegate.

**The specified airfares and an application form for financial assistance are available in this section of the website.**