



The Future for the Teaching Profession

ASSISTANCE SCHEME SPECIAL CONFERENCE

Please be advised that this scheme does not apply to the ECE Conference organised in conjunction with the Special conference

1. ETUCE grants financial assistance to:

- (i) Member organisations in countries whose GNP or GDI per capita is below US\$ 14,000.

Please note however that :

- Assistance is limited to **one** (1) delegate per member organisation (except in the case of the women delegates stated under (ii) who will be assisted as provided in point 8 below)
- A maximum of **three** (3) member organisations per country may receive Assistance. In the event that there are more than three organisations in the country, assistance will be provided to the three largest as determined by average membership dues paid to EI for the years 2013 and 2014.
- Countries in Europe eligible for financial support in 2014 are : Albania, Armenia, Azerbaijan, Belarus, Bosnia/Herzegovina, Bulgaria, Croatia, FYR Macedonia, Georgia, Hungary, Latvia, Lithuania, Moldova, Montenegro, Poland, Romania, Russian Federation, Serbia, Turkey, Ukraine.

- (ii) Four women delegates, selected by the ETUCE Committee

- (iii) Members of the ETUCE Committee

2. Assistance will be provided to members of the ETUCE Committee and eligible delegates under the general principles of ETUCE rules for assistance :

- (i) Reimbursement will only be made on receipt of the completed reimbursement claim form, accompanied by original receipts.
- (ii) Reimbursement will only be made to representatives of organisations which have paid their dues.
- (iii) In all circumstances, costs arising from a failure to cancel a booking at a hotel have to be paid by the individuals concerned or by their organisation.

3. The assistance will consist of :

- the payment of the full airfare up to the maximum specified in the list of authorised air fares (which will be published on the conference webpage in due time).
- the payment of a train ticket : 2nd class fare



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- the payment of an allowance when traveling by car: 0.30 € per km, by prior agreement with the secretariat only; amount to be reimbursed is limited to the flight or second class rail fare for the same journey
 - the payment of transfers from or to the airport in Vienna or train station: only public transport (metro, tram, bus);
 - the payment directly to the hotel of the cost of bed and breakfast for two nights, starting 24th November. The ETUCE secretariat will make the booking for members of Committee and for delegates eligible for assistance.
If it is necessary, because of the timetable for the meeting or flight arrangements, the cost of hotel accommodation just before or after the meeting may be covered after prior arrangement with the secretariat.
 - meals foreseen in the programme will be charged directly to ETUCE
 - reimbursement of additional meals during your stay which are not provided either on venue or in your hotel can be claimed up to 25 €/meal, on presentation of the original receipts to be added to the reimbursement form used to claim your travel expenses.
4. Re-imbusement of expenditures listed in item 3 will take place on production of evidence of the cost. Re-imbusement will take place by bank transfer after the conference. Cash re-imbusement is only possible in exceptional circumstances and by prior arrangement.
 5. Organisations which believe that they are entitled to assistance must complete the application form which will be made **available on the conference webpage** and return it to **ETUCE by 10 September 2014**, at the latest. This can be done electronically by e-mail to ETUCEconference2014@csee-etuice.org, or by fax (+32-2-224.0694) after downloading the form from the website.
 6. 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.
 7. Changes in the names of delegates who are due to receive assistance must be notified in writing to the address given above **by 24th October** at the latest.
 8. **The four women delegates** to receive assistance will be selected by the ETUCE Committee from the list of women delegates nominated by 1st October 2014 at its meeting on 13-14 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.

Related documents available on the webpage :

- Assistance application form
- List of authorised flight rates