



Brussels, July 2010

**To : All EI/ETUCE Member Organisations in Europe
Members of the EI Pan-European Committee/ETUCE Executive Board**

**Invitation to an Extra-ordinary Conference/General Assembly
Brussels, 22 November 2010**

Dear Colleagues,

We wish to invite you to the extra-ordinary EI Pan-European Conference/ETUCE General Assembly, which will take place in Brussels (ITUH first floor – auditorium) on 22 November 2010 from 2.30 to 5.30 p.m. This Conference/Assembly is being convened by decision of the Committee/Executive Board to consider the adoption of new By-Laws for the regional structure and ETUCE. A report on the decisions of the Committee and the revised draft By-Laws were circulated with the preliminary notice of the Conference on 18th June.

Please note that a meeting of the EI Pan-European Committee / ETUCE Executive Board will take place on November 23rd from 10.00 a.m. to 5 p.m.

All relevant documents and practical information for the conference will be published on the Conference website: <http://www.ei-ie.org/europe/brussels2010> .

TIMETABLE

Monday 22nd November

11.00 – 13.00: Bureau
14.30 – 17.30 : Extra-ordinary Conference

Tuesday 23rd November

8.30 – 10.00 : Status of Women
10.00 – 17.00 : PE-Committee

Registration of delegates must be made using the forms on the website. Hotel bookings for all delegates, except assisted delegates and Committee members, who wish to stay overnight should be made directly with the hotels as soon as possible. Hotel Bookings for members of the Committee and for assisted delegates available on **the website** should be returned to the secretariat **by 25th September** in order to avail of the places which have been reserved.

Delegates:

In accordance with the Constitution, the Conference/General Assembly shall be composed of delegates representing member organisations and the members of the Pan-European Committee/Executive Board. In principle, each member organisation shall be entitled to one delegate and one additional

delegate for every 20,000 members or a part thereof up to a maximum of 25 delegates. Calculation of the number of delegates to which an organisation is entitled will be based on the dues payments **for 2010 received by 30th September**. Please note that no payments of dues will be accepted at the Conference in Brussels.

In the light of the fact that the vote on the proposed By-Laws at the Conference will be by member organisation, it is only necessary for each organisation to send a Principal Delegate to attend the Conference. The Principal Delegate will be provided with a voting card which will record the total number of votes to which the organisation is entitled. Please note that proxy voting applies exclusively to elections and thus may not be used in the this conference.

Registration: Individual registration forms, which are available on the website, must be completed for each participant. **All** delegates, including members of the Pan-European Committee/ ETUCE Executive Board must register for the conference online at: (<http://www.ei-ie.org/europe/brussels2010>) or by email (pec2010@ei-ie.org) by **23rd October** at the latest.

If Member Organisations decide to send a delegation of more than one representative, they are asked to clearly identify which of their delegates is their Principal Delegate (for the purposes of collection of ballot papers).

Accommodation: The secretariat has made a group booking for Committee members and assisted delegates only. The hotel booking form available on the website is therefore to be used by these delegates only. Other delegates will need to make their bookings directly with the hotel of their choice. Representatives can benefit from preferential rates negotiated by ETUC. The list of those hotels is available on the website. **Do not forget to mention at the time of booking that you want the ETUC corporate rate!**

Languages: The secretariat intends to organise interpretation into English, French, German, Spanish and Russian. Some of the languages may be provided courtesy of the European Commission. The final decision on the working languages will be subject of an evaluation of the cost once the availability of Commission interpreters has been confirmed.

Agenda: The Conference will be asked to consider the adoption of the revised By-Laws as recommended by the EI Pan-European Committee / ETUCE Executive Board.

Assistance: Assistance will be provided to members of the Pan-European Committee and delegates from organisations in eligible countries under the Pan-European and ETUCE rules for re-imbusement.

Each organisation from eligible countries will be entitled to receive assistance for one delegate only. The assistance will consist of the payment of the full airfare up to the maximum specified in the list of flight rates and the payment directly to the hotel of the cost of bed and breakfast for one night for delegates and for two nights for members of the Committee.

The list of countries eligible for assistance and the specified airfares, together with further details of the assistance scheme and an **application form**,

which must be completed and submitted by the member organisation by 20th September at the latest, are on the website.

Rules for reimbursement and an application for reimbursement form to be completed by each committee member and assisted delegate are also on the website.

**Lunches/
refreshments:**

As part of the arrangements made, all delegates will receive lunch and other refreshments during the conference without charge. Other expenses should be covered by delegates themselves.

**Visa
applications:**

If assistance is required with visa applications please contact the secretariat as indicated below as soon as possible.

Accommodation:

The secretariat has reserved rooms at Thon Hotel Brussels City **for assisted delegates and Pan-European Committee members only**. The cost of bed and breakfast accommodation will be covered by the secretariat which will also book the rooms.

Other delegates must make their bookings directly with the hotel of their choice. A selection of hotels where special rates have been granted to ETUC is available on the website. Please be aware that due to the Belgian Presidency of the European Union, the level of occupancy of hotel rooms in Brussels during the autumn of this year is expected to be extremely high, which is why we strongly advise you to make early bookings.

All assisted and non-assisted delegates, members of the Committee and observers are personally liable for the cost of 'no shows' or late changes to hotel bookings.

Please complete and return all necessary forms, from the website:

(<http://www.ei-ie.org/europe/brussels2010>) as soon as possible, through the website, by scanning and emailing them to pec2010@ei-ie.org or by faxing to PEC Conference +32 2 224 06 06.

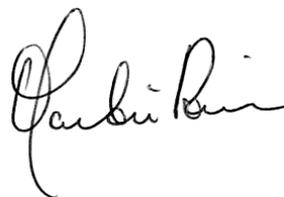
Any question concerning the practical arrangements may be addressed to:

The Secretariat :+ 32 2 224 06 91/92/59 : pec2010@ei-ie.org

Yours sincerely,



Charlie Lennon
Deputy General Secretary
Education International



Martin Romer
General Secretary
ETUCE