



Europäischer Metallgewerkschaftsbund
Fédération Européenne des Métallurgistes
European Metalworker's Federation



RK/HK/ LR Sept. 23

27 September 2004

**1st Joint EMF & UNI-Europa IT Forum on
"Employment & Competitiveness of the European ICT-sector"
Towards a structured sectoral social dialogue**

**Brussels, 1 – 2 December 2004
(ATTENTION: CHANGE IN DATE AND VENUE)**

(Conference organised with the support of the European Commission, in co-operation
with the Hans Böckler Foundation)

Dear Colleagues,

We have pleasure in inviting you to the first joint EMF/UNI-Europa IT Forum, which will take place in Brussels on 1 and 2 December 2004. The Forum is co-financed by the European Commission and held in co-operation with the Hans Böckler Foundation.

The theme of the Forum will be "Employment and competitiveness of the European ICT sector" and will relate the development within the ICT sector to the European Union and to the Lisbon objective of making Europe the most competitive and dynamic knowledge-based economy in the world, capable of sustainable economic growth with more and better jobs and greater social cohesion .

Key issues to be addressed are:

- Restructuring and the management of change within the ICT sector,
- The role of European policy on ICT,
- Employment, competitiveness and the development of e-skills.

Agenda

See attached.

Venue and timetable

The conference will start at 9H30 on 1st December 2004 and will close at 17H30 hours on 2nd December 2004. Registration will start at 9H00.

The venue for the conference is the:

**Hotel Bedford
Room Armstrong
135, rue du Midi
1000 Brussels (Belgium)**

Interpretation

During the meeting simultaneous interpretation will be available to and from English, French, German, Italian, Bulgarian, Polish, Spanish and Swedish.

Documents will be available in English, French and German.

Accommodation and meals

Rooms have been booked, for the two nights from 30th November to 2nd December, at the Bedford hotel. The price of a single room is € 90,00 (all taxes and breakfast included).

Lunch will be provided on both days as well as a dinner on the evening of 1st December.

Participation

The invitation to the first joint IT Forum will be extended to representatives of ICT industry and services, representatives of the EU Commission responsible for policy in the ICT sector and social dialogue. From the trade union side, the Forum will be open to members of EWCs in ICT companies and trade union officers active in the ICT sector and affiliated to either UNI-Europa or EMF. We would kindly ask you to assure that EWC representatives from the sector are part of your delegation, preferably the employee chair of the EWC plus one EWC member from another country in each case. We would appreciate it if the different unions in the same country would endeavour to ensure coordination with regard to the composition of the country delegations .

Please note that the European Commission will only reimburse the travel and accommodation costs for a maximum of 110 participants (i.e. 55 participants from EMF and 55 participants from UNI-Europa) coming from EU Member States and Candidate countries (Bulgaria, Romania and Turkey). For affiliates who would like to send more participants, a small number of seats will be available, but the travel and accommodation costs of these participants must be met by their own organisations.

Reimbursement

Travel costs will be reimbursed on the basis of the most economic fare available or first-class railway fare, in accordance with Commission regulations. Affiliated organisations will be asked to pay the difference when the costs incurred are in excess of the agreed budget (approximately 400€/pers). Naturally we shall endeavour to reimburse as much of the expenses as possible.

As usual when we obtain Commission funding for a conference, participants will have to fill in the **reimbursement form** in annex and hand this over to the EMF/UNI-Europa staff representative on the spot, together with a copy of their travel documents (rail ticket/air ticket – or in the case of an e-ticket, copy of the bill showing the name of the person, amount and travel details). For administrative purposes, all participants are required to fill in this form even if they have minimum expenses (e.g. participants from Belgium). When travelling by car: the equivalent of a first class train ticket (with document proving the price of the train ticket). No taxi costs will be reimbursed.

We ask you to respect the starting and finishing time of the conference.

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

Registration

Please return the registration form to Linda Rackham at the EMF – Fax: +32 2 217 59 63 – by **Monday 25th October 2004 at the latest.**

Please note that the registration is only valid after confirmation by UNI-Europa or EMF. Confirmations will be sent to you by **Monday 1st November 2004** at the latest. Along with the confirmation we will also send you your hotel registration form and the form for the reimbursement of travel and hotel costs.

This registration form as well as the country key and the draft agenda can be downloaded from our website:

<http://www.union-network.org/UNIsite/Sectors/IBITS/ICT/forum.htm>

Insurance coverage

Please note that UNI-Europa cannot take out insurance for the participants. It is up to the union or the individual participant to conclude insurance. Participation in this conference is at your own risk.

If you have any queries about this conference, please contact
UNI-Europa: Lars Jönsson (lars.jonsson@union-network.org),
EMF : Hardy Koch (hkoch@emf-fem.org) or Linda Rackham (lrackham@emf-fem.org).

Yours sincerely,



Reinhard Kuhlmann
General Secretary
EMF



Bernadette Ségol
Regional Secretary
UNI-Europa