

INFOPOINT CIRCULAR: OPENING OF BUDGET HEADING 04.03.03.03 for 2012

- To the ETUC member organisations

Brussels, 09 January 2012.

Dear Colleagues,

The call for proposal VP/2012/003 (concerning the 04.03.03.03 budget heading on information, consultation and participation of worker representatives in undertakings) should be published, in the course of January 2012, on the European Commission's website:

<http://ec.europa.eu/social/main.jsp?catId=630&langId=en>

In the meantime, we hereby send you the following preliminary information, which should allow you to start working on these dossiers.

The deadlines for the submission of applications should be fixed on :

- **early April 2012** for operations commencing no earlier than **early June 2012**;
- **early September 2012** for operations commencing no earlier than early **November 2012** and no later than **end of December 2012**.

The priorities of the budget heading should not change significantly compared to last year's, therefore the eligible topics for 2012 will be the following:

Priorities:

Regarding transnational cooperation projects, the aims of the projects submitted should include:

- promoting actions designed to **prepare the setting-up of information, consultation and participation structures** in the context of the European Company, the European Cooperative Society and the limited liability Companies issued of cross-border mergers, as per article 16 of Directive 2005/56/EC;
- promoting the **exchange of information and good practice** aimed at creating favourable conditions for the setting up of information, consultation and participation structures within undertakings as foreseen in Directive 2002 / 14 / EC;
- familiarizing actors with the recast EWC directive 2009/38/EC and promoting the **setting up of new European Works Councils** and to improve transnational information and consultation processes in Community-scale undertakings and Community-scale groups of undertakings;
- promoting transnational actions involving representatives of the **new member States** and of **Candidate Countries** in the field of information, consultation and participation of workers;
- promoting actions aiming to **enable the social partners to exercise their rights and their duties** as regards information, consultation and participation in Community-scale undertakings, especially within the framework of their European works councils;



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- promoting actions aiming to familiarise the actors represented at company level with **transnational company agreements** and to strengthen their cooperation within the community framework.
- Helping to anticipate change and prevent conflicts in the context of corporate restructurings.

We remind you that the Commission underlines the necessity for a strong transnational dimension in these projects, and draws a great deal of interest on projects which involve the New Member States and Candidate Countries (Croatia, Macedonia, Turkey, Montenegro, Iceland).

As in the previous years, the "INFOPOINT" project carried out by ETUC offers assistance (free of charge) to promoters in the preparation and setting-up of projects to be submitted under this budget line. In order to provide you with an efficient assistance, please send us your draft project proposals and we will discuss with you personally any modifications, if necessary, or potential improvements.

In case of questions and if you need information concerning the 04.03.03.03 budget heading, please contact Mr. Alexandre MARTIN through the following e-mail address: amartin@etuc.org. You can also download the INFOPOINT Vademecum on setting-up a project application, available on the SDA website (an updated 2012 version will be available on the ETUC website shortly):

<http://www.sda-asbl.org/testiPdf/2011%20Vademecum%20EN.pdf>

Last but not least, we wish to inform you that a 2-day "project setting-up" workshop will take place in Brussels on 28 and 29 February 2012. It is targeted at promoters who have the intention to submit a project proposal under this budget line (as unions or as EWC members) but who do not have much (or any) experience in such procedures. This workshop will give participants the possibility to set-up project application dossiers to be presented at the Commission, as well as providing them with the opportunity of meeting other participants with the view of creating partnerships. We are able to reimburse the travel and subsistence costs for 15 participants and places will therefore be allocated on a 'first come-first served' basis. We therefore kindly ask you to return the attached registration form to us by 29 January 2012, or to forward the invitation to your contacts potentially interested in taking part.

We look forward to working with you.

Yours sincerely,

The INFOPOINT team



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With the financial support of the European Commission

IMPORTANT: “Accommodation and travel policy”

Please read carefully:

- The accommodation costs (room and meal organised by the ETUC) will be covered by the ETUC in the context of this project.
- In the case of a block booking done by the ETUC, the costs for rooms remained empty are considered as **non-eligible** by the Commission, and are automatically charged to the ETUC’s budget.
- To help us reduce these **non-eligible** costs, please book your room by the deadline provided, using the enclosed form. After this date, any rooms not allocated will no longer be available via the ETUC and the negotiated price is no more guaranteed. Colleagues who would still like to register must make their hotel bookings themselves ([list of hotels with which the ETUC concluded preferential rates](#)). They will be refunded after the event on production of their invoice, up to a maximum value equivalent to the price negotiated for this event.
- **“NO SHOW” costs** are also **non-eligible** and they will be invoiced to the organisation of the participant who made the booking via the ETUC but did not show up at the hotel.
- All extras and personal expenses are payable by the participants.
- Receipts for transport must be kept by the participants and will be refunded after the conference. *Please read the information* about buying and refunding transport costs in the Travel/Voyage section of the registration form.”