To the members of the Electricity Committee of the EU sectoral social dialogue

Subject: Invitation to the workshop "Green jobs, new risks? - New and emerging risks to occupational safety and health in the electricity sector" to be held in Brussels on 20th March 2014

The European Agency for Safety and Health at Work (EU-OSHA) hereby invites you to the workshop “Green jobs, new risks? – New and emerging risks to occupational safety and health in the electricity sector”. This workshop intends to bring together experts and social partners to explore new and emerging risks to health and safety in the electricity sector.


The workshop is tailored to address specifically the challenges faced by the electricity sector in the context of a ‘just transition’ towards a low carbon economy. With its focus on occupational health and safety risks, it aims to make a key contribution to this agenda. A background note and agenda of the workshop is provided in an annex.

The timetable and location for the meeting will be:

Thursday 20 March 9.00 – 17.30

Location: Hotel Thon Brussels. Rue de la Loi 75, B-1040 Brussels.

Please let us know, using the enclosed form (Annex A) by 6 March, whether you will attend the meeting or, if you are unable to attend, who will replace you.

To promote interaction and debate, the number of participants will be limited to 30.

You will find in annex a summary of the rules on the reimbursement of travel expenses for participants but let us draw your attention to the main points that directly affect you:

1. Travel expenses will be reimbursed only on presentation of supporting documents (boarding card for the outward journey, tickets or invoices, or printout if it is an online purchase, ORIGINAL Application for Reimbursement form). Flight tickets must be economy class if the journey lasts less than 4 hours without stop-over. Should you have to make the reservation in a different class, your travel agency will have to fill in and sign a certificate similar to the enclosed Annex B.

2. You will receive a daily allowance of € 92.00 per day of meeting.

3. You will be entitled to the reimbursement of hotel expenses on presentation of supporting documents, up to the ceiling of € 200.00 per night (The maximum ceiling for reimbursement has been exceptionally increased for this particular event due to special circumstances. This increased ceiling takes precedence over the one stated in the ‘reimbursement short guide’).
In order to guarantee the availability of rooms, the Agency has made a block reservation at HOTEL THON (4 stars). If you want to use it, you should make your reservation by sending the attached reservation form directly to the hotel (reservations@thonhotels.be). This should be at the latest 5 March. Please note that after this date they do not guarantee the availability of rooms. Should the block reservation have expired or should you wish to stay in another hotel, alternative hotels (3 stars) within the reimbursement ceiling are provided in an annex.

Please remember that in order to be REIMBURSED you will have to provide us (preferably during the meeting) with the following documentation:

- Flight ticket or travel agency invoice or, in the case of an online purchase, print out of the flight ticket with the price on it.
- Boarding pass for the outward journey at least.
- Annex B in case of unavailability of economy flight ticket.
- Hotel invoice.
- The ORIGINAL Application for Reimbursement form.

Should you have any questions concerning the reimbursement, please do not hesitate to contact our Financial Assistant Mr. Alex Herte (Tel.: +34 944 358 377; herte@osha.europa.eu).

If you have any other questions, please do not hesitate to contact us at electricity-workshop@osha.europa.eu

Yours sincerely,

[Signature]
William Cockburn
Acting Head of the Prevention and Research Unit

Encl.: Annexes A, B.
Background note and Agenda
Hotel confirmation form
Alternative hotels
Map
Reimbursement rules
Privacy statement

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Your Personal Data will be processed in line with Regulation (EC) No 45/2001 of the European Parliament and the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. Registration to the event or to the meeting will be deemed as giving consent to the processing of personal data for the purposes of managing this event or meeting and subsequent publications. For further information, please see the privacy statement attached to this invitation.