



With the financial support of the European Commission



- **To the members of the SAFE HOST Project Steering Committee**

**INVITATION to the 2nd Steering Committee meeting of the Project
“SAFE HOST – Supporting European Social Partners to combat sexual exploitation of children in
travel and tourism”**

Madrid, 16 April 2013

Dear Colleagues,

We have the pleasure to invite you to the second Steering committee meeting, which will take place in **Madrid on Tuesday 16 April 2013**. It will be an **outreach meeting** with representatives from UNWTO, some hotel chains and civil society organisations.

Venue and timetable

The meeting will be hosted by **UNWTO offices**:
UNWTO – United Nations World Tourism Organisation
Capitan Haya 42 - 28020 Madrid (SPAIN)

The meeting will start at 10.00 and will finish at 16:00, with a one-hour pause for lunch.

Interpretation

The meeting will be held in English. We will strive to accommodate participants' interpretation needs within the available budget.

Registration

Please complete the enclosed enrolment form. It should be sent back for the attention of Stefania Radici:
Email address: stefania.radici@filcams.cgil.it
Fax: + 39 588 5323 **before 5 April 2013**.

Accommodation

FILCAMS and FECOHT will manage the hotel booking. Please indicate your accommodation needs in the enrolment form. We will take care of the reservation (max 1 night)

Reimbursement

Travel costs will be reimbursed upon receipt of the Declaration of Expenses to be remitted at the meeting or to be returned to FILCAMS secretariat.

Travel costs will be carried out applying the following criteria:

- For flight tickets: on the basis of APEX fares (max 400 euros). Please note that Ryanair Flight Tickets will be NOT reimbursed
- When travelling by train: 1st class train ticket will be reimbursed,
- When travelling by car: the equivalent of a first class train ticket (with document proving the price of the train ticket),
- Journeys have to be carried out in the most economic and shortest way
- No taxi costs or any other extra costs will be reimbursed.

Insurance Coverage

Please note that FILCAMS cannot take out insurance for the participants. It is up to the union or the individual participant to conclude insurance.

If you have any queries about this meeting, please contact Stefania Radici (stefania.radici@filcams.cgil.it)

Yours sincerely,

Gabriele Guglielmi
SAFE HOST Project Manager