



Brussels, 25 February 2011

To all UNI Europa Commerce affiliates

**UNI Europa Commerce Conference, Madrid, 9 - 10 June 2011:
Invitation / Registration / Motions/ Hotel bookings**

Dear Colleagues,

Your union is invited to participate in the UNI Europa Commerce Conference, which will take place from Thursday, 9 June to Friday, 10 June 2011 at the UGT Building, Avda. de América, 25 - 28002 in Madrid (Spain).

The UNI Europa Commerce Steering Committee will take place on 8 June 2011 in the same building.

Programme of events

- UNI Europa Commerce Conference

Participants arrival	Wednesday, 8 June 2011 Thursday, 9 June 2011	16:30 - 18:30 Registration 08:30 - 09:30 Registration of delegations
Steering Committee Meeting	Wednesday, 8 June 2011	14:00 - 18:00
Conference	Thursday, 9 June 2011	09:30 - 18:00
Dinner hosted by Fecoht-CC.OO and Chtj-UGT	Thursday, 9 June 2011	19:30 - 24:00
Conference	Friday, 10 June 2011	09:00 - 15:00

- Coffee breaks : 11:00 - 11:30 / 15:30 - 16:00 (except on Friday)
- Lunch breaks : 13:30 - 15:00

Conference agenda

Please find the agenda in attachment.

Motions, amendments and draft resolutions

The resolutions and action points adopted by the UNI Europa Commerce Conference are intended to set the objectives for UNI Europa Commerce for the next four years.

The Conference Preparatory Committee (CPC) has agreed that, as far as possible, resolutions should be grouped under five main priorities:

- 1- Working hours and work life balance
- 2- Organising in Commerce
- 3- EWCs at the heart of the trade unions strategy
- 4- Employment and quality services
- 5- Inclusive labour market

Affiliates are strongly encouraged to:

- Propose motions that can be integrated into one of the priorities identified above.
- Limit the length of their motions to 300 words.

This would contribute to coherence and considerably facilitate the work of the Conference Preparatory Committee (Resolutions Committee) and the secretariat.

Deadlines: motions, amendments and draft resolutions:

25 February 2011:	Secretariat to send draft resolution to affiliates.
25 March 2011:	Requested deadline for receipt by secretariat of motions from affiliates with maximum 300 words.
8 April 2011:	CPC 3 to propose possible amendments to resolutions.
18 April 2011:	Secretariat to send draft resolution(s) to affiliates, integrating affiliates' motions as far as possible.
29 April 2011:	Requested deadline by secretariat to receive last motions from affiliates
To be confirmed	CPC 4
8 May 2011:	Deadline for secretariat to send final documents

At the Conference, the Resolutions Committee will submit recommendations with respect to each of the draft resolutions, as well as with respect to the proposed

amendments. Conference will be invited to vote on the recommendations of the Resolutions Committee.

Elections

During the Conference, the following elected positions will be filled:

- UNI Europa Commerce President,
- UNI Europa Commerce Vice-Presidents,
- UNI Europa Commerce Steering Committee

On-line registration to the Conference

Please register your participation on the UNI Europa Commerce Conference web page by clicking on the following link:

<http://www.uniglobalunion.org/Apps/portal.nsf/pages/homepageEn?Opendocument&exURL=http://www.uniglobalunion.org/Apps/UNIMeeting.nsf/0/30C88FEEAF36B597C12576F6004B1265>

Deadline for registration to the Conference: 30 April 2011. In case of technical difficulty, please contact amel.djemail@uniglobalunion.org.

Conference documents

For environmental reasons, documents will be made available only online through our website for downloading by participants.

Delegate entitlements

Affiliates shall be entitled to representation on the basis of their membership figures at 31 December 2010 and paid up by 30 March 2011. Representation shall be calculated as follows:

Up to and including	Number of delegates
5'000 members	1
15'000 members	2
25'000 members	3
50'000 members	4

(with entitlement to an additional delegate for each further 50'000 members or part thereof).

Affiliates may also send observers to the Conference who shall not have the right to vote.

Women and young participants

Affiliates should aim to ensure that the composition of their delegation is a reflection of the percentage of their women and young members as decided at Nagasaki Congress.

Hotel reservations

UNI Europa has pre-reserved rooms at special rates with the ABBA and AC hotel groups in Madrid to accommodate participants attending the UNI Europa Commerce Conference.

Please note both hotels are situated in the centre of Madrid and are close to the conference venue. Please find below the hotels websites where you will find a description of each hotel:

ABBA Madrid Hotel

http://www.abbamadridhotel.com/presentacion_hotel.aspx

Reservation's email : recep-madrid@abbahoteles.com

Hotel AC Avenida América

http://www.ac-hotels.com/190-ac_avenida_de_america.html

Reservation's email : reservas.acamerica@ac-hotels.com

All you need to do is to select the hotel of your choice and **to send your reservation form (see attached forms) to the mentioned email address before 30 April 2011.**

The special rates that have been negotiated by UNI Europa are shown in the reservation forms. Please note that after the mentioned deadline, the hotels **will not** guarantee availability and the preferential rates.

Therefore, it is of the utmost importance to respect the hotel reservation deadline.

Interpretation

Interpretation will be available in English, French, German, Spanish and Swedish. You will be able to speak as well (but not to listen) in Danish, Dutch, Polish and Italian (passive interpretation).

Travel and subsistence expenses

The travel and subsistence expenses of delegates and observers shall be the responsibility of the affiliate concerned.

Insurance

UNI Europa cannot take out any insurance for participants. Insurance must be provided by the affiliate concerned or individually. Those participating in the Conference do so at their own risk.

Visa Requirements

Please check with your Spanish Embassy or Consulate and allow sufficient time to complete visa formalities where required.

Contacts

If you have questions of an administrative or organisational nature, please contact **Ms Amel Djemail** (amel.djemail@uniglobalunion.org - Tel: +32 2 234 56 51).

If you have questions relating to the submission and treatment of motions and amendments, please contact your Policy Officer, **Mr Fabrice Warneck**: (fabrice.warneck@uniglobalunion.org - Tel: 32 2 234 56 57).

UNI Europa Commerce is co-operating closely with Fecoht-CC.OO and Chtj-UGT to ensure the best preparation of the Conference.

Looking forward to seeing you in Madrid.

Yours sincerely,

Fabrice Warneck
Policy Officer

Amel Djemail
Assistant

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