



TRADE UNION “METALICITY”



Sofia -1000
Square Macedonia 1

Tel.: +3592 9884-821, 4010-604, 4010-517
Fax: +3592 9882-710
E-mail: metalicity@netbg.com

TO
FO “Metaux” -Frnce

15 December 2015

TO
SMETAL -Romania

TO
FSLI-Metal -Romania

TO
IUS -Serbia

TO
SIER – Macedonia

Re: Kick- off meeting- project VS/2015/0357 “Collective redundancies guide for metal industry- your right to be informed and consulted”

Dear Partners,

Trade Union “Metalicity” is glad to invite two representatives of your organization to take part in the Kick-off meeting for launching the **European project “Collective redundancies guide for metal industry- your right to be informed and consulted”**, which will take place in **Sofia, Bulgaria on 22 January 2016**.

The host of the meeting will be TU “Metalicity” and Bulgarian association of metallurgical industry (BAMI).

Timetable:

The participants are planned to arrive on 21 January 2016 and to leave on 23 January 2016.

The duration of the meeting is as follows: 22 January from 9.00 to 17.00h.

Venue and program:

Hotel Central

52, Hristo Botev blvd, Sofia 1000, Bulgaria

02 434 1 166, 0 894 590 004

- central@central-hotel.com

The program will be communicated later on.

Interpretation:

There will be organized simultaneous interpretation in Bulgarian, Romanian, French and Serbo-Croatian (project working languages).

Details:

The kick-off meeting will have primarily technical and informative character. The project action plan, structure, philosophy and objectives, as well as the team responsible for its implementation will be presented. Each partner will have the opportunity to present their organization and expectations from the implementation of the project. In this connection we would like to ask you to prepare a presentation (10 minutes long) and to send it to us before the meeting, **i.e. 15 January at the latest**, in order to be able to translate all the materials in the project working languages.

Financial aspects:

The project budget will cover the travel, accommodation and meals costs for one representative of your organization.

Travel:

For colleagues from France the information for flight Paris – Sofia- After the event you should send us by Post the original boarding passes to the following address: Trade Union "Metalicy", Sofia- 1000, 1 Macedonia Square, floor 16, rooms 8-13, Bulgaria.

For colleagues from Romania, Serbia and Macedonia - we recommend you to travel by car, for such destinations the European Commission recommended to be recovered fuel costs for using a car to the destination of the forum and the way back. After the event you should send us by Post the original boarding passes to the following address: Trade Union "Metalicy", Sofia- 1000, 1 Macedonia Square, floor 16, rooms 8-13, Bulgaria.

Accommodation and meals costs:

The project team will make the hotel booking for all participants in the same hotel where the meeting will be held.

We will pay the global hotel bill directly.

The participants do not need to pre-finance their hotel costs.

Registration:

If you are interested in attending the meeting, you should send us back the enclosed registration form **by 10 January 2016 at the latest**.

Should you need any additional information, **please do not hesitate to contact us at**

+359 2 988 48 21

e-mail: Metalicy@netbg.com

Yours sincerely,

Vasil Yanachkov
Project manager
President TU "Metalicy"

Enclosures: Registration form

Registration Form

NAME:

ORGANISATION:

ADDRESS:

PHONE: FAX:

EMAIL:

Departure from (from where you will depart for Sofia).....

Arrival in (where you want to arrive from Sofia)

Will participate in:

- Kick-off meeting on "**Collective redundancies guide for metal industry- your right to be informed and consulted**", (Sofia, 22 January 2016).

Note that your registration form has to be received at the latest on the 10 of January 2016!

Please send it to METALICY by fax (+359 2 988 27 10) or e-mail: metalicy@abv.bg.

Date:

Signature.....