

**Minutes of the Steering Committee Meeting
and eligible costs of project activities
April 24, 2017 in Vienna**

Project Duration: 1.1.2017-31.12.2019

Next Steering Committee Meeting in Belgrade (proposed by CATUS and TUC Nezavisnost)

Combined with the first Expert digitization network meeting

PLEASE LET US KNOW WHICH DATES ARE POSSIBLE:

PROPOSALS: 11./12. September, 2017

25./26. September, 2017

2./3. October, 2017

(As discussed in the meeting, ÖGB will provide the design of the expert network meeting, will make suggestions on the content)

- Proposal of CITUB: Activity (conference) March 2018 in Sofia (during EU presidency)

Please promote the project (activities) on **your websites** and please let us know about it, so that we can make the screen shots.

You can find the reports (as well as the presentations for download) in English (and German) language at **www.oegb.at/danubeatwork**.

(All presentations of the Kick-Off meeting on April 24, 2017 can be found there, also the summary and pictures.).

ELIGIBLE COSTS:

All costs have to be paid via bank transfer through ÖGB (cash is not possible)

For expenses that exceed €399.-: 3 offers (in English language) have to be submitted, the cheapest has to be taken

Besides original invoices, we also need reports, photos and participants lists of each activity.

Example of eligible costs for the Conference in your country:

Accommodation for 1-2 external experts, travel costs for 1-2 external speakers, meals (no alcohol on the invoices), interpreters, room rent (if not possible in the trade union)

Participants: The national stakeholders in the labour market (trade unions, employers' organisations, ministries, ..) 40-100 pax

Example of eligible costs for a seminar (each trade union 2-3 seminars in their country), duration 1-3 days

Accommodation, travel costs for external speakers, meals (no alcohol on the invoices), interpreters, room rent (if not possible in the trade union)

10-25 pax

Example of eligible costs for a steering committee meeting in the trade union:

1 person from each trade union: travel costs, accommodation, meals

Example of eligible costs for a digitization-network-meeting in the trade union:

1 person/trade union (should stay the same, expert on digitization): travel costs, accommodation, meals;

Example for eligible costs for 1 seminar (expert-exchange) in Vienna (bilateral)

Travel costs for 4 pax/trade union, meals, accommodation, interpretation,

3 days (2 nights) – please choose a topic

Example for eligible costs for printed materials

Roll up with your logo on top will be provided (project logo as well as your trade union logo)

Folder about the project: could you please read it through and adapt it for your conditions/needs in your language? We will print it together with your logo on top

Brochure about digitization – during the project period in your national languages

Proposed Time schedule

- **Conference** on digitalisation and for promoting the project
Bulgaria, Romania, Serbia, if possible in 2017/Beginning 2018

Austria (Closing Conference 2019)
- **Seminars**
TOPICS: Collective bargaining, Health and Safety, Data Protection
Other relevant topics, could be specific branch/company-exchanges
with 1 invited expert from the project area, ETUC, etc.)
- **1 expert-exchange/seminar in Vienna** per trade union
One delegation with 4 participants
(2 nights, interpretation)
- **Experts network meetings** – each country 1 time host
5 meetings, in each partner state, first one in Sept/Oct 2017
- **Steering committee meeting (6)**
In each country 1 meeting (combined with activity if possible)
- **Study**
Suggested topic: Branch register: Which branches will be most affected by digitization
in which country and in how far?