

- To the members of the Steering Committee of the SAFE HOST Project (VS/2012/0405)

**INVITATION to the 5th Steering Committee meeting of the Project
“SAFE HOST – Supporting European Social Partners to combat sexual exploitation of children in travel and tourism”**

**Brussels, 20 November 2013
(after the launching event)**

Dear Colleagues,

We have the pleasure to invite you to the fourth Steering committee meeting, which will take place in **Brussels** on **Wednesday 20 November 2013, immediately after the launching event.**

Venue and timetable

The meeting will take place in PROGRESS HOTEL.

It will start at 17:30 and will finish at 20:00. You will find the agenda enclosed.

Working language

The meeting will be held in **English**.

Registration

Please confirm your participation by sending an e-mail to Stefania Radici (stefania.radici@filcams.cgil.it) **before 13 November 2013.**

Accommodation

For participants coming from outside Brussels, FILCAMS will reimburse your accommodation costs for a maximum of two nights (on the 19th and the 20th of November).

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