



VADEMECUM

A Practical Guide for EU Social Partner
Organisations and their National Affiliates
to Commission support to
EU Social Dialogue

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Editorial

Dear Social Partners, Dear Readers,

This is the first edition of a practical guide to Commission support to EU social dialogue which the Commission is preparing for the use of EU social partner organisations and their national affiliates. The main purpose is to help you in providing your colleagues with the basic information on the instruments related to EU support to social dialogue. It also includes the main rules to be respected when using these tools. I am convinced that this VADEMECUM could provide guidance to all the staff working for a European social partner organisation. I therefore hope that this guide will become a useful reference tool.

Jean-Paul Tricart
Head of Unit, Social dialogue, Industrial Relations

Background

Definition of Social Dialogue

There is no uniform definition of social dialogue at national level – each Member State has its own rules, customs and practices which define social dialogue.

At the international level, social dialogue is defined by the ILO as '*including all types of negotiation, consultation or simply exchange of information between, or among, representatives of governments, employers and workers on issues of common interest relating to economic and social policy*'¹.

At European level, social dialogue is defined by the provisions of Articles 152, 154 and 155 of the Treaty on the Functioning of the European Union (TFEU). These articles provide European social dialogue with a framework and basic principles for its functioning. This framework has been further developed in a number of Commission Communications and Decisions, some of which are referred to below.

Forms of EU Social Dialogue

- **Bipartite:** this is the autonomous dialogue between employers' organisations and workers' organisations and it refers to discussions, consultations, negotiations and joint actions involving the two sides of industry. Bipartite social dialogue derives from the work programmes adopted by the EU social partners. (See chapter on [Existing bipartite structures](#) for further information).
- **Tripartite:** the European tripartite social dialogue involves the European institutions (Commission, and where appropriate, Council and European Council) as well as the social partners.

This notably takes place within the Tripartite Social Summit as well as in other settings and allows for discussions on diverse policy areas, such as macroeconomics, employment, social protection and education and training.

The Tripartite Social Summit, which is the highest level for tripartite social dialogue, brings together the President of the European Council, the Council Presidency and the two subsequent Presidencies, the Commission and the social partners, represented at the highest level. The ministers from those three presidencies and the Commissioner responsible for employment and social affairs shall also be present. The Summit takes place within the context of cross-industry dialogue. Its agenda therefore includes issues affecting all economic sectors and workers within the European Union.

Some EU policies are supported by the establishment of Advisory Committees. Some of these Advisory Committees have a tripartite structure and hence bring together representatives from the Member States and social partners appointed at

¹ International Labour Organisation, 'Social dialogue sector'. Available at: <http://www.ilo.org/public/english/dialogue/>

national level. In this way, European social partners are able to play an informal coordination role.

Examples of Advisory Committees of the Directorate-General for Employment, Social Affairs and Inclusion are:

- The European Social Fund Committee (ESF)
- The Advisory Committee on Safety , Hygiene and Health at Work (ACSHH)
- The Scientific Committee on Occupational Exposure Limits (SCOEL)
- The Advisory Committee on Freedom of Movement for Workers
- The Advisory Committee on Social Security for Migrant Workers

This guide is focusing on EU support which takes place in bipartite structures (the Social Dialogue Committee and currently 43 Sectoral Social Dialogue Committees), although these may include tripartite elements depending on the specific point of the agenda (e.g. informal consultation of EU social partners by the Commission services).

Level of EU Social Dialogue

- **Cross-industry:** brings together both sides of industry at EU level to discuss issues relating to the whole economy and the labour market in general.
- **Sectoral:** both sides of industry discuss on sector-specific issues.
- **Company level:** the main forums are European Works Councils (EWCs) based on an EU Directive adopted in 1997 (and revised in 2009²) with the main aim to provide employees with information and consultation on transnational matters. More than 60 EWCs transnational company agreements have been signed on topics such as restructuring, corporate social responsibility (CSR), equality and health and safety.

For further details see chapter below on [Existing bipartite structures](#).

Key data of EU Social Dialogue

1952	Social dialogue was enshrined in the European Coal and Steel Community through a Consultative Committee which brought together representatives of coal and steel producers, workers, consumers and dealers.
1958	The Rome Treaties recognised the consultation of social partners through an advisory Economic and Social Committee which gathers representatives of various categories of economic and social activities. This committee became what is known today as the European Economic and Social Committee. During the following years, several specific joint advisory committees were created by the European Commission to give advice on social and employment aspects in specific sectors.
1985	The 'Val Duchesse process' initiated by Commission President Jacques Delors is described as the emergence of EU <u>cross-industry</u> social dialogue (the first meetings took place at Val Duchesse, a castle outside Brussels). A first joint opinion on the Commission's cooperative growth strategy was adopted in November 1986.

² Directive 2009/38/EC of the European Parliament and of the Council of 6 May 2009 on the establishment of a European Works Council or a procedure in Community-scale groups of undertakings for the purposes of informing and consulting employees

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- 1987 The Single European Act came into force, amending the EEC Treaty and giving EU level social dialogue its first Treaty recognition (Article 118b).
- 1989 Adoption of the Community Charter of the Fundamental Social Rights of Workers which required a greater involvement of the social partners and the promotion of dialogue between management and labour.
- 1991 The cross-industry social partners ([UNICE](#), now known as [BusinessEurope](#), [CEEP](#) and the European Trade Union Confederation ([ETUC](#)), reached their first agreement on 31 October – a joint contribution on the role of social dialogue, addressed to the Intergovernmental Conference that was preparing the Treaty on European Union signed in Maastricht in 1992. The agreement called for a much stronger role for the social partners in formulating and implementing Community social and employment policy and proposed a mandatory consultation procedure in the field of social affairs and an option for negotiations between the social partners which could possibly lead to framework agreements.
- 1992 The social partners' agreement was incorporated almost unchanged into the Protocol and "Agreement on Social Policy" annexed to the Maastricht Treaty and signed by 11 EU Member States, excluding the United Kingdom. In October 1992, following the signing of the Treaty on European Union, UNICE, CEEP and ETUC created the Social Dialogue Committee for the cross-industry social partners.
- 1997 Provisions on social partner consultations and negotiations were enshrined in the Amsterdam Treaty (Art. 138 TEC, now Art. 154 TFEU, and Art. 139 TEC, now Art. 155 TFEU) without substantial modification (besides the information right of the European Parliament).
- 2009 The Lisbon Treaty, entering into force on 1 December, further strengthened the role of social partners. The new Article 152 TFEU provides that the Union as a whole – and not only the Commission – is committed to promoting EU social dialogue and institutionalised the Tripartite Social Summit for Growth and Employment. The new horizontal clause (Art. 9 TFEU) stipulates that the Union shall take into account the social dimension in defining and implementing its policies.

Treaty provisions

European social dialogue is based on Articles 152, 154 and 155 TFEU.

Article 152, which was newly introduced by the Lisbon Treaty, further strengthened the role of social dialogue by providing that the Union as a whole – not only the Commission – is committed to promoting the role of the social partners. It also highlights the role of the Tripartite Social Summit.

Article 154 is the basis of EU social dialogue. It points out the Commission's task to promote consultation of social partners as well as its mission to take any relevant measure to facilitate social dialogue. It states that the Commission must promote the consultation of management and labour at EU level and provide balanced support for both sides of industry.

It also recognises the obligation for the Commission to consult social partners before submitting a proposal in the social policy field (listed in Article 153). This point is further explained in the section below on [Consultation](#). The Commission regularly publishes a list of European social partner organisations which are consulted under Article 154 (see the [List of European social partners' organisations](#) in Annex).

Article 155 allows social partners to enter into all sorts of contractual relations, including agreements, which can be implemented autonomously. It also gives the

possibility to social partners to request the legislative implementation of their agreement by means of a Council Directive.

Article 152 TFEU

The Union recognises and promotes the role of the social partners at its level, taking into account the diversity of national systems. It shall facilitate dialogue between the social partners, respecting their autonomy.

The Tripartite Social Summit for Growth and Employment shall contribute to social dialogue.

Article 154 TFEU

1. The Commission shall have the task of promoting the consultation of management and labour at Union level and shall take any relevant measure to facilitate their dialogue by ensuring balanced support for the parties.

2. To this end, before submitting proposals in the social policy field, the Commission shall consult management and labour on the possible direction of Union action.

3. If, after such consultation, the Commission considers Union action advisable, it shall consult management and labour on the content of the envisaged proposal. Management and labour shall forward to the Commission an opinion or, where appropriate, a recommendation.

4. On the occasion of the consultation referred to in paragraphs 2 and 3, management and labour may inform the Commission of their wish to initiate the process provided for in Article 155. The duration of this process shall not exceed nine months, unless the management and labour concerned and the Commission decide jointly to extend it.

Article 155 TFEU

1. Should management and labour so desire, the dialogue between them at Union level may lead to contractual relations, including agreements.

2. Agreements concluded at Union level shall be implemented either in accordance with the procedures and practices specific to management and labour and the Member States or, in matters covered by Article 153, at the joint request of the signatory parties, by a Council decision on a proposal from the Commission. The European Parliament shall be informed.

The Council shall act unanimously where the agreement in question contains one or more provisions relating to one of the areas for which unanimity is required pursuant to Article 153(2).

Representativeness studies

Representativeness studies are carried out to identify European cross-industry and sectoral organisations which are representative and therefore have the legitimacy to participate in the European social dialogue. These studies also provide basic information needed for the setting up and functioning of Sectoral Social Dialogue Committees at European level.

Representativeness studies are important for ensuring the effectiveness of European social dialogue. Indeed, participants of a Sectoral Social Dialogue Committee should represent the relevant national actors across the EU Member States. Hence, only European associations which meet this precondition will be admitted to European social dialogue.

A representativeness study is usually conducted when a Sectoral Social Dialogue Committee is being created. The requirement for the representativeness of social partners has been set out in the Communication COM/93/600 concerning the application of the Agreement on Social Policy of 14 December 1993. This sets out the three criteria to identify the organisations that would be consulted under the procedure of Article 154 TFEU. The Communication states that organisations should:

- be cross-industry or relate to specific sectors or categories and be organised at European level;
- consist of organisations, which are themselves an integral and recognised part of Member State social partner structures, have the capacity to negotiate agreements, and be representative of all Member States, as far as possible³;
- have adequate structures to ensure their effective participation in the consultation process.

Representativeness was the key issue of a dispute between UEAPME v. Council of the European Union (Case T-135/96)⁴. The Court ruling underlined the necessity for the Commission services to regularly assess the representativeness of social partners' activities at European level in accordance with the criteria which were set out in Communication COM/93/600.

In practice, representativeness of the social partners is assessed in two phases. First, prior to the creation of any new committee, the Commission sends a questionnaire to the European social partners to obtain the information needed for a preliminary assessment of their representativeness (e.g. whether the European organisation has the capacity to negotiate agreements, in which Member States it has affiliates, the number of members of its affiliates, etc...). The second phase takes place after the committee has been established. At the request from the European Commission, a study on the representativeness of the social partners is carried out by Eurofound. It is conducted according to Eurofound's methodology which can be found on their website⁵.

The representativeness study is preceded by discussion with the social partners and Eurofound to define the scope of the study in terms of NACE codes⁶ which identify the areas of economic activities the study will cover. EU-level social partners are also invited to the evaluation meeting on the overview report with the representatives of Eurofound and the Commission. Eurofound also presents the draft final report to social partners in one of the meetings of the Sectoral Social Dialogue Committee concerned.

Industrial Relations Report

Since 2000, the European Commission has published every two years a report entitled "**Industrial Relations in Europe**". It provides an overview and analysis of industrial relations developments at European and national level from the perspective of the European Commission.

The 2012 issue focused on developments in industrial relations in the public sector and the impact of the crisis on this sector. The report also monitored the industrial relations developments in the new Member States in Central and Eastern Europe.

³ Commission Decision 98/500/EC, laying down the conditions for social partners to participate in sectoral social dialogue, stipulates that organisations should be "representative of several Member States".

⁴ Case T-135/96, UEAPME v. Council of the European Union, 17 June 1998 (See in Annex).

⁵ Eurofound, 'EIRO sectoral representativeness studies: methodology'. Available at: <http://www.eurofound.europa.eu/eiro/representativenessmethodology.htm>.

⁶ NACE is the acronym for *Nomenclature générale des Activités économiques dans les Communautés européennes*. The NACE Code is used to designate the various statistical classifications of economic activities developed since 1970 in the EU. It provides the framework for collecting and presenting a large range of statistical data according to economic activity.

All the reports can be found on the Commission's website (see the [Annex on Industrial Relations Report](#)).

A **dissemination conference** is held shortly after the publication of the report.

Consultation

European social partners can be consulted through various procedures.

1) The Commission has the duty to consult the social partners prior to **legislative proposals on social matters** (Article 154 TFEU).

Under Article 154 TFEU, European social partners are consulted by the Commission on the principle and content of any European social policy initiative in a **formal two-stage consultation procedure**.

In the first phase, the Commission consults the EU social partners on the possible direction of a new legislative proposal in the social policy field. The social partners reply within a **period of six weeks**. After analysing the replies, the Commission decides whether to hold a second-stage consultation. If so, it consults the European social partners on the content of the proposal. The social partners must again reply to the Commission within six weeks⁷.

Social partners may decide to open negotiations and to deal with a specific issue through bipartite social dialogue at any stage during the two consultation phases. In this case, the Commission initiative is suspended. However, if the European social partners do not wish to do so, and the Commission considers that Union action is desirable, it will continue to prepare its legislative proposal.

2) The European social partners are consulted by Commission services on developments at Union level **in all areas** (such as trade, internal market, education, industrial or transport policies) **having social implications**.

Article 2 of the Commission Decision 98/500/EC of 20 May 1998

Each Committee shall, for the sector of activity for which it is established,

- (a) be consulted on developments at Community level having social implications, and
- (b) develop and promote the social dialogue at sectoral level.

3) In addition, social partners can take part in all **public consultations** on non-legislative initiatives (e.g. Green papers, White papers, Communications) launched by the Commission prior to the preparation of an impact assessment. As this initiative is part of a more general framework, social partners will be consulted on the same basis as other stakeholders. However, a joint position of the European social partners can provide a strong and representative indication of realistic policies and their impacts, which should be taken into account in any subsequent impact assessment.




⁷ For more information, see Communication from the Commission of 14 December 1993 concerning the application of the Agreement on social policy presented by the Commission to the Council and to the European Parliament, COM(93)600 (see in Annex).

A list of the current public consultations can be found on the Commission website and is regularly updated⁸.

Impact Assessment

The Commission is committed to consult social partners in relation to **impact assessments**, as mentioned in its Impact Assessment Guidelines. These guidelines indicate that consultation must comply with the Commission's general principles and minimum standards for consultation (e.g. regarding minimum response times, sufficient publicity and outreach to all relevant target groups, or the need to provide feedback on the outcomes).

The views and inputs of European social partners can be a key element for the Commission's impact assessment process. European social partners are particularly well placed to provide detailed evidence and expertise for their sector, including data and other technical input, thereby contributing to the quality of both the impact assessment and decision-making.

-  When responding to public consultations, identify yourself clearly as a recognised European social partner and/or representative of a European Social Dialogue Committee.
-  Based on the Commission's impact assessment planning and related roadmaps, inform the Commission services in charge of the impact assessment and the Social Dialogue and Industrial Relations Unit of DG Employment, Social Affairs and Inclusion as early as possible that you wish to be consulted in the context of the impact assessment.
-  When participating in consultations, remember that impact assessments are an aid to political decision-making, not a substitute for it, and concentrate your inputs on technical aspects in line with the Commission's Impact Assessment Guidelines.

Information on upcoming impact assessments is available on the Commission's website⁹.

Impact Assessment **guidelines** can be found under:

http://ec.europa.eu/governance/impact/commission_guidelines/commission_guidelines_en.htm

For more detailed information, see the brochure *Consultation Mechanisms of the European social partners – Understanding how it works*.

⁸ European Commission, 'Open consultations'. Available at:
http://ec.europa.eu/yourvoice/consultations/index_en.htm

⁹ http://ec.europa.eu/governance/impact/index_en.htm

Existing bipartite structures

Cross-industry social dialogue

Social dialogue takes place between the following organisations:

On the workers' side:

- European Trade Union Confederation (ETUC)
- Eurocadres (the Council of European Professional and Managerial Staff) and European Confederation of Executives and Managerial Staff (CEC) participate in this dialogue as part of the ETUC delegation.

On the employers' side:

- BusinessEurope (formerly UNICE)
- European Centre of Employers and Enterprises providing Public services (CEEP)
- European Association of Craft, Small and Medium Sized Enterprises (UEAPME)

The **Social Dialogue Committee** is the main body for bipartite social dialogue at European level. It usually meets 3-4 times a year to discuss employer/worker views on various topics, to adopt texts negotiated by both parties and to plan future initiatives.

The Social Dialogue Committee exists since 1992 and brings together the European cross-industry social partners and representatives of national member organisations, up to a maximum of 66 representatives, equally divided between the employers' and the workers' representative organisations.

Sectoral Social Dialogue Committees

European Sectoral Social Dialogue Committees are fora for consultations on European policies. They are also tools for autonomous social dialogue among the European social partners who may develop joint actions and conduct negotiations on issues of common interest, thereby contributing directly to shaping EU labour legislation and policies.

A Sectoral Social Dialogue Committee brings together a maximum of **66 representatives** of the social partners with an equal number of employers' and workers' representatives. It should be noted that according to Commission's rules¹⁰, a maximum of **56 representatives** from both sides of industry be **reimbursed** for their expenses (see below for the numbers per type of meeting). These numbers allow the largest diversity and representativity of participants from both the European organisations and their national affiliates.

The creation of Sectoral Social Dialogue Committees has occurred in **three phases**:

1) The first committees date back from the advisory and joint committees created as part of the European Coal and Steel Community Treaty. In addition to the *steel* and *extractive industries* committees, the first phase of the Common Market led to the creation of committees in the *agriculture, road transport, inland waterways, sugar, railways and sea fisheries* sectors.

2) The second phase in the 1990s was linked to the emergence of the internal market. Liberalisation and the increasing mobility of workers led to the creation of joint

¹⁰ Commission Decision of 20 May 1998 on the establishment of Sectoral Dialogue Committees promoting the Dialogue between the social partners at European level, available as modified by Commission regulation 1792/2006 (see in Annex).

committees or informal working groups in sectors such as *footwear, hotel and restaurant, commerce, insurance, maritime transport, civil aviation, telecommunications, banking, construction, industrial cleaning, textile and clothing, private security, postal services, woodworking, local and regional government, electricity, personal services – hairdressing, contract catering, tanning and leather, temporary agency work and live performance*. All existing Joint Committees were replaced by Sectoral Dialogue Committees as a result of the Commission Decision of 20 May 1998 on the establishment of Sectoral Dialogue Committees promoting the Dialogue between the Social Partners at European level.

3) The creation of Sectoral Social Dialogue Committees intensified in the 2000's with the creation of new Committees in sectors such as *furniture, shipbuilding, audiovisual, chemical industry, hospitals and healthcare, metal industry, gas, professional football, central government administrations, education, paper industry, food and drink industry, graphical industry and ports*.

There are currently 43 Sectoral Social Dialogue Committees (See the [Overview of Sectoral Social Dialogue Committees](#) in Annex) with **66** sectoral employers' organisations and **16** sectoral workers' organisations as recognised social partner organisations¹¹.

Creation of a Sectoral Social Dialogue Committee

1) Criteria

The criteria for the creation of Sectoral Social Dialogue Committees are established by the 1998 Commission Decision on the establishment of Sectoral Dialogue Committees promoting the Dialogue between the social partners at European level¹². Its Article 1 states that¹³:

"Sectoral Dialogue Committees [...] are hereby established in those sectors where the social partners make a joint request to take part in a dialogue at European level, and where the organisations representing both sides of industry fulfil the following criteria:

- (a) they shall relate to specific sectors or categories and be organised at European level;*
- (b) they shall consist of organisations which are themselves an integral and recognized part of Member States' social partner structures and have the capacity to negotiate agreements, and which are representative of several Member States;*
- (c) they shall have adequate structures to ensure their effective participation in the work of the Committees."*

¹¹ Last update: February 2013.

¹² Commission Decision 98/500/EC of 20 May 1998 on the establishment of Sectoral Dialogue Committees promoting the Dialogue between the Social Partners at European level (see in Annex).

¹³ Note that the (original) French version reads as follows:

- a) appartenir à des secteurs ou catégories spécifiques et être organisées au niveau européen;*
- b) être composées d'organisations elles-mêmes reconnues comme faisant partie intégrante des structures des partenaires sociaux des États membres et avoir la capacité de négocier des accords et être représentatives dans plusieurs États membres;*
- c) disposer de structures adéquates leur permettant de participer de manière efficace au processus de consultation.*

2) Procedural steps

Sectoral Social Dialogue Committees are established upon a joint request by the social partners in accordance with Article 1 of the Commission Decision of 20 May 1998. In practice the procedure entails different steps to ensure that social partner organisations fulfil the necessary criteria.

- 1) EU organisations representing both sides of industry in the sector address a joint request for creating a new committee to the Commission services.
- 2) The Commission confirms that the request has been taken into account and indicates that a preliminary study of the representativeness of the EU organisations will be carried out. The responsible unit will send a questionnaire to the organisations to check that the criteria for setting up a committee are fulfilled.
- 3) After receipt of the replies, a preliminary assessment of the representativeness of the social partner organisations will be carried out by the Commission services, which may request additional information for clarifications (see the [part on the representativeness studies](#)).
- 4) In case of a positive assessment, the Commission will inform the social partners formally that the conditions for the creation of a Sectoral Dialogue Committee are fulfilled, and the social partners will be invited to draw up the rules of procedures as well as a first work programme for the committee.
- 5) At this first meeting of the new committee the EU social partners will formally adopt the rules of procedure and the first work programme.
- 6) Subsequently a full evaluation of the representativeness of the organisations, carried out by Eurofound, will be launched (see the [part on the representativeness studies](#)).

The EU Social Dialogue Liaison Forum

The EU Social Dialogue Liaison Forum brings together social partners at cross-industry and sectoral level to provide information and discuss cross-cutting topics. It aims at fostering synergies across sectors and between cross-industry and sectoral social dialogue. The Liaison Forum also provides a platform for presenting social partners' joint initiatives and sharing best practices, or discussing shared challenges.

In the course of the year, there are regular meetings dedicated to providing an update on social policy initiatives of the Commission and on specific horizontal issues relevant for EU social partners. On the request of European social partners, the Social dialogue Unit also organises tailor-made workshops or information sessions on topics with relevance for a significant number of sectors.

Organisation of the work of the Sectoral Social Dialogue Committees

1. The organisation of the work of the committees


a. Principles


- (1) The **social partners** are **autonomous** in their work. In practice, this means that each Committee shall, together with the Commission, establish its own rules of procedure. The social partners are responsible for the administrative tasks relating to the work of their Sectoral Social Dialogue Committee. This covers the level and rhythm of their dialogue (number and type of meetings), the content of their dialogue (work programme, meeting agenda) and the outcome of their dialogue.
- (2) The **Commission** as secretariat of the Committee facilitates dialogue between the social partners by providing **organisational, financial and policy support**.
- (3) According to Article 5 (4) of its 1998 Decision, the Commission is obliged to **regularly review**, in consultation with social partners, the functioning of the Sectoral Committees.


b. The work programme of the committees

Each Sectoral Social Dialogue Committee has an annual work programme. Every committee should adopt a work programme which defines what the committee will do and sets targets as to the type and the timing of each action envisaged, as well as the pursued outcomes/results.

Depending on the rules of procedure applicable to each committee, it may be possible to adopt a biennial or multi-annual work programme, which can also include an annual review. Once adopted, the work programme will be published on CIRCABC (see point on [Communication](#)).

 The work programme should be based on an assessment by the committee of the implementation of its previous work programme and the effective follow-up to earlier outcomes.

 The work programme should be realistic and should present clearly the topics for action, the expected results (including those that are included in the official social dialogue texts typology; see below) as well as an indicative timeframe for carrying out the action (i.e. What? When? How?)

 Finally, it is also recommended to take into account the EU political and strategic orientations, the Commission's Annual Work Programme and the upcoming policy initiatives that are relevant for the sector. The policy officer in charge of your committee can help you to identify the relevant elements.

c. The annual planning of meetings – Procedure

Based on the work programme, the meetings of each committee are planned on a yearly basis in order to respond to the needs of each committee, while also taking into account the Commission's annual planning and resource constraints.

As a first step to set the meeting dates for the following year, the policy officer responsible for your committee will contact your secretariats to identify the preferred periods and the dates which should be avoided.

An internal review of all the dates is carried out in order to take into account the overall requests and requirements for all the meetings of the Directorate-General. Changes to the planning may be requested by the Commission services in order to take into account the availability of our internal resources and to avoid conflicting schedules with other events organised by the Commission. One of the aims is to avoid additional workload and costs that occur each time a meeting is organised in external premises instead of the Commission premises.


To close this exercise, a confirmation of the final dates will be sent to each sector by the responsible policy officer.


d. The annual planning of meetings – Conditions


In order to ensure an efficient use of the available resources, the following rules are applicable to the annual planning of meetings.

The table below presents the rules to be respected. The number and types of meetings organised for a committee should be based on its needs, having regard to the evaluation of the work carried out in the previous years and on the basis of the work programme envisaged for the following one.

<p>Plenary meetings max. 28 reimbursements per side, max. 6 working languages</p>	<ul style="list-style-type: none"> • max. 1 per year and per sector • <u>Organise plenary meetings throughout the year to avoid their concentration in December</u>
<p>Other meetings: Working group meetings:</p> <ul style="list-style-type: none"> • max. 15 reimbursements per side • max. 3 working languages for interpretation <p>Steering group (or 'secretariats') meetings: max. 5 reimbursements per side; no interpretation provided</p>	<ul style="list-style-type: none"> • max. 3 meetings per year and per sector
<p>General remarks</p>	<ul style="list-style-type: none"> • <u>At least 1 meeting with interpretation has to be organised either on Monday or Friday</u> • Organise meetings across the whole year (with a stronger focus on the first half of the year, possibly even close to holiday periods and using more than once Mondays or Fridays)

 We recommend using the full range of possibilities for organising meetings. This involves organising meetings on all available working days (from Monday till Friday).

 There should be fewer meetings in the shorter second part of the year (September-December) compared to the longer first part (January-July).

 Too many plenary meetings take place in November-December, thus leading to tensions in terms of available resources and budget. Plenary meetings should be held throughout the whole year.

2. Organising a meeting


a. Before the meeting


- Request to organise a meeting

The policy officer responsible for your committee will ask you to provide the following basic information 9 weeks ahead of the meeting:

- Planned timetable of the meeting (start/end time)
- Need for a separate room for a preparatory meeting (no interpretation can be provided)
- Languages for interpretation (please note the difference between active and passive interpretation:
 - **active interpretation**, i.e. languages into which interpreting is provided (you can listen to the language, but you cannot speak it)
 - **passive interpretation**, i.e. languages from which interpreting is provided (you can speak the language, but you cannot listen to it)
- Estimated number of participants


After receiving this information, the policy officer in charge of your committee will submit the internal meeting request. In exceptional cases, the policy officer in charge may come back to you in case of the unavailability of internal resources for the specified day and propose (1) to organise the meeting on a different day where internal resources would be available, (2) to organise the meeting in the social partners' premises, or (3) to organise the meeting in external premises.


 As regards the organisation of meetings, please avoid half-day meetings as much as possible and use the full potential offered by the Commission services (i.e. 8 ½ hours of interpretation per meeting day), including possibly short joint preparatory and/or coordination meetings at secretariat level.

 In addition to the limited number of interpretation languages provided (Working Group: 3 languages, Plenary: 6 languages) it is possible to ask for **passive interpretation** in a limited number of other EU languages. However, please note that there is no guarantee that these requests will be accepted.

- Agenda setting

The jointly approved draft agenda, should be sent to your policy officer at least 5 weeks ahead of the planned meeting. In setting the agenda, we encourage the social partners to consult with their responsible policy officer who may be in a position to indicate other agenda items that could be of interest for discussion within the Sectoral Social Dialogue Committee.

 Indicate for each point of the agenda the purpose of the discussion in meetings (for instance: information point, update, exchange of views, first/on-going discussion, final debate, negotiation, adoption).


 The agenda should also indicate the foreseen times for the lunch (at least 1½ hours for meetings with interpretation), as this information will be needed in the preparation of the meeting. Coffee/tea will be available outside the meeting room during the morning and the afternoon session.

- Invitation of speakers

If, regarding the work programme of the committee and the draft agenda for the meeting, it appears relevant to invite speakers we recommend that you contact the policy officer in charge of your sector as early as possible.

If you wish to invite a speaker from the European Commission (from DG Employment, Social Affairs & Inclusion or from other services), please note that this request will only be accepted if it presents a specific interest for the sector. Indeed, if a Sectoral Social Dialogue Committee asks for a presentation on a horizontal topic, which is not directly in the remit of the Committee or which is of interest for several Committees, it should be considered to be discussed in one of the Liaison Forum meetings.

If a topic is of specific interest for the sector and the committee wishes to further its actions in this regard (for example through the work programme, foreseen outcomes or on-going projects), your policy officer will contact the person in charge of the file and check whether a presentation or an exchange of views on the chosen topic and on possible actions by the social partners will be possible.

 Make sure that all expected speakers indicated on the draft agenda have confirmed their participation and if their participation has not yet been confirmed, please indicate it clearly on the draft agenda transmitted to the Commission for the formal invitation.

- Sending the invitations for participants

The official invitation from the European Commission will be sent as soon as possible upon reception of the draft agenda. The invitation indicates the place, time and reimbursement conditions for participation to the meeting. It also indicates the deadline to be respected for sending the participants' list (8 working days ahead of the meeting).

- Sending the participants' list and the meeting documents

Finally, 8 working days ahead of the meeting, the final list of participants to the meeting must be sent to the Commission services. This list conditions the reimbursement of participants, i.e. only participants referred to in the list will be reimbursed (see below in the part on [reimbursement of participants](#)). Interpretation will be automatically cut if the list is not transmitted in time. Please note that on the same day, the Commission services need to be informed if certain languages are no more required for interpretation.

At the same time, all the documents for the meeting should be sent to the policy officer responsible for your committee as they need to be transferred to the interpreters. This will support their work and allow for an efficient interpretation during the meeting. Along the same line, any slide presentations, as well as all videos that would be shown during the meeting should be part of this prior sending.



Ensuring that all participants have received the documents ahead of the meeting will enhance the quality of the discussions during the meeting. In order to do so, we recommend that you send all documents to all meeting participants on the same day as these are sent to the Commission services, i.e. 8 working days ahead of the meeting.

- Reimbursement of participants

- *Social partners' participants*

The Commission invites the EU organisations who then turn to their affiliates to compose their delegation for each meeting. The Commission reimburses expenses (travel expenses, daily allowance and accommodation allowance) in accordance with its financial rules which are explained in the annex attached to the invitation letter.

Rules have been set with regard to the maximum number of reimbursements which can be accepted, depending on the nature of the meetings: plenary meetings (maximum 28 per side); working group meetings (maximum 15 per side) and steering group meetings (maximum 5 per side).

Depending on the size of the meeting room, it is possible for social partners to involve a higher number of participants, but at their own costs.

The number of reimbursements set is counted for each of the delegations and cannot be considered as a global number for the Committee. This means that additional participants from one side cannot be reimbursed with the reimbursements foreseen for the other side, even if these are not fully used.

The abovementioned maximum numbers have been set in order to enable EU social partner organisations to compose delegations which are as inclusive as possible, i.e. representing the highest possible number of different Member States.

As a general rule, and in order to avoid that the reimbursement of several delegates from one Member State would be detrimental to the participation of delegates from another one, the reimbursement is limited to one participant per national organisation affiliated to one of the EU social partner organisations participating in a Committee meeting.

With due respect to the autonomy of social partners and their right to compose their delegations, in particular in order to reflect the diversity and the size of their affiliated organisations, the Commission will nevertheless allow the reimbursement of a second person coming from the same national organisation participating in the same meeting, assuming that EU social partners would only consider the presence of such a second person if it is duly justified, e.g. in order to assist the Chair of the Committee, to give a presentation, to provide additional expertise needed for a working group meeting, to offer assistance with interpretation or to implement a specific component of the work programme, etc..

In order to take due account of the abovementioned objective of wide representation of national organisations, this exception is however limited to three cases (each side) per working group meeting or plenary meeting.

Reimbursements will only be made for those participants who are referred to in the list of participants transmitted to the Commission 8 working days before the meeting. The list also needs to indicate the names of participants and their organisations, highlighting those cases where an exception is required. It should be noted that the rule of 8 working days will be strictly applied. However, in order to take into account the possibility of a last minute replacement, for example due to sickness, reimbursement will be accepted for a maximum of 2 participants per side who were not on the initial list.



In the composition of their delegations, the social partners are invited to pay particular attention to ensure a wide representation of their members.



We recommend that you alert all newcomers ahead of the meeting concerning the reimbursement rules; if necessary, liaise with the responsible meeting assistant.

- *Speakers, experts and other external participants*

External speakers from within the EU or from outside the EU as well as social partners' representatives from outside the EU (i.e. from candidate countries), can be invited to a committee meeting provided that (1) the social partners agree on the invitation and (2) that their participation is instrumental to the agenda and the work of the committee.

The invitation of such participants is subject to the prior written approval of the Commission's Head of Unit responsible for social dialogue. Therefore a joint request of the social partners should be sent to the Head of Unit highlighting the active role of this expert in the planned meeting. Additionally, speakers, experts or external participants from outside the EU cannot be invited later than 4 weeks before the meeting and it is therefore in your interest to contact the responsible policy officer as early as possible if you wish to have an external participant.

Please note that speakers or participants from EU agencies or other international organisations (e.g. ILO) will not receive reimbursement from the European Commission.

- *Reimbursement in case of adjacent project meetings*

If a project meeting (a project carried out under one of the budget headings on (i) Industrial Relations and social dialogue, (ii) Information and training measures for workers' organisations and (iii) Information, consultation and participation of representatives of undertakings) is organised on the day before or after a Social Dialogue Committee meeting, following rules apply. This is to avoid double reimbursements and to ensure that the budgets are used efficiently.

Project events adjacent to Sectoral Social Dialogue Committee meetings

- For participants attending the project's event only: their reimbursement should be made through the project's budget;
- For participants attending the Social Dialogue Committee meeting only: their reimbursement should be made via the Sectoral Social Dialogue Committee meeting budget, as usual;
- For those attending both meetings:
 - their travel costs should be reimbursed from the project budget;
 - the daily subsistence allowance for the day of the project's event should be paid from the project's budget while the daily allowance for the day of the Sectoral Social Dialogue Committee meeting can be paid from the Social Dialogue Committee budget for that meeting;
 - the hotel costs for the night in between the two events should be paid by the project's budget. In cases where an additional hotel night is needed due to the meeting times of the Social Dialogue Committee meeting, the costs for this night can be paid from the Social Dialogue Committee budget.

Finally, we ask the social partners to send to the responsible official the final participants' lists for both events (project and Sectoral Social Dialogue Committee) 8 working days before the meetings.

- Summary of the deadlines for action

You will find below a table summarising the main steps of the procedure for the organisation of Social Dialogue Committee meetings.

9 weeks ahead	Provide basic information, i.e. the number of meetings rooms required, the timing of the meeting(s), the estimated number of participants and the languages required for interpretation
5 weeks ahead	Submit draft agenda, if not the meeting will be cancelled
8 working days ahead	Transmit final list of participants, if not interpretation will be automatically cut. Inform the Commission services if certain languages are no more required for interpretation. Reimbursements will only be made to those participants who are on the list of participants transmitted 8 working days before the meeting. <u>To take into account the possibility of a last minute replacement, for example</u>

due to sickness, reimbursement can be made for a max. of 2 participants per side who were not on the initial list.

b. During the meeting

At the beginning of the meeting, check with your policy officer that all the technical equipment can be used and that the slide presentations sent in advance have been copied onto the available computer.

The meetings are chaired according to the rules of procedure of each committee. This can be done either by the social partners or by the Commission representative.



The social partners are encouraged to take ownership of their committee and to chair their meeting themselves through joint or rotating chairing systems.

During the meeting, the policy officer responsible for your committee may provide you with the state of play of on-going activities and upcoming developments in the employment and social policy field which could be relevant for the work of your committee.

The participants' list will be circulated during the meeting for signature. It is important that this list is signed by all participants in order to prove attendance and to ensure the reimbursement of participants.

In meetings where interpretation is provided, we recommend speaking slowly in order to ensure the quality of the interpretation. We remind you that the participants should be informed of the language regime and encouraged to make use of this facility. Please note that if it appears that the interpretation facilities provided are not used during the meetings, interpretation needs might be reconsidered for upcoming meetings.

It can be useful in certain cases (presence of new participants, new policy officer responsible...) to start the meeting with a short round of introductions of participants.

During the meeting, it is beneficial to all participants to ensure that the timing of the meeting is respected. In case of necessary changes to the agenda, it is important to keep in mind the rules applicable as regards interpretation (i.e. timing, coffee breaks, lunch break of at least 1½ hours).



Please note that participants need to bring a **printed version of the official invitation letter** in order to have access to the Centre Borschette where most of our social dialogue committee meetings are organised.

Please note that all participants are invited to prepare their reimbursement documents **ahead of the meeting**. This will allow meeting assistants to proceed with all reimbursement files rapidly and with a minimum of disturbances during the meeting.


All missing reimbursement documents must be in possession of the Commission services 30 calendar days after the meeting. No reminders will be sent to participants!

c. After the meeting

After the meeting, pdf versions of all documents (outcomes, presentations, links and additional working documents) must be sent to your policy officer

The Commission offers the service of drafting the minutes for Social Dialogue Committee meetings. However, please note that these minutes will be drafted in a concise way reflecting the key elements of the discussion and the decisions taken. They will, as a general rule, not exceed more than **2 pages**. The draft minutes will then be transmitted to the secretariats of EU social partners at the latest one month after the meeting for comments and/or approval. The attendance list will be annexed to the draft minutes.

All the documents that have been adopted during the meeting will be published, depending on their nature, on CIRCABC or in the social dialogue texts database (for further information, please see [point on Communication](#)).

 If you wish to have more detailed minutes than the concise version offered by the Commission, we recommend that you discuss within your committee the drafting of the minutes by your secretariats.

3. The outcomes of social dialogue

a. Diversity of outcomes

In order to assist understanding of the various social dialogue instruments and to improve transparency, the European Commission suggested in its 2004 Communication¹⁴ a typology to classify social dialogue outcomes according to both their binding or non-binding character and the implementation or follow-up given to them. This typology has been re-affirmed in 2010¹⁵ and the social partners are encouraged to draw on it when drafting their texts in order to improve the consistency and transparency of all social dialogue outcomes.

Categories of texts and outcomes of European sectoral social dialogue		
Category of texts	Sub-categories	Follow-up measures
Agreements	Implementation by directives Implementation by social partners (Article 155)	Implementation reports
Process-oriented texts	Framework of actions, guidelines, codes of conduct, policy orientations	Follow-up reports
Joint opinions and tools	Declarations, guides, handbooks, websites, tools	No follow-up clauses Promotional activities

¹⁴ Communication from the Commission - Partnership for change in an enlarged Europe - Enhancing the contribution of European social dialogue, COM/2004/0557 (see in Annex).

¹⁵ Commission Staff Working Document on the functioning and potential of European sectoral social dialogue, SEC(2010)964 final (see in Annex).

b. Good practices for the preparation and drafting of outcomes

Additionally, when drafting their joint texts, the social partners are encouraged to follow certain guidelines intended to ensure quality of the text, appropriate follow-up, and efficient and targeted publicity of these outcomes.

Drafting checklist for social partner texts¹⁶

- Clearly indicate to whom they or the various provisions are addressed, e.g. the Commission, other European Union institutions, national public authorities, social partners;
- Indicate the status and purpose of the text clearly;
- Where applicable, indicate the deadline by which the provisions should be implemented;
- Indicate clearly how the text will be implemented and promoted at national level, including whether or not it should be implemented in a binding fashion in all cases;
- Indicate clearly through which structures the monitoring/reporting will be undertaken, and the purpose of the reports at different stages;
- Indicate when and/or at which intervals monitoring/reporting will take place;
- Specify the procedures to be followed for dispute settlement (e.g. disagreements over the interpretation of the meaning of the text);
- Be dated;
- Be signed;
- Agreements should include an annex listing the members of the signatory parties at whom the text is directed;
- Indicate which language(s) is/are the original.

c. Publication and dissemination of outcomes

The social partners are encouraged to disseminate widely the outcomes of their social dialogue. In doing so, it is recommended to keep the responsible policy officer informed. In addition to this dissemination by the social partners, the Commission uses two instruments to give visibility to the work of the Social Dialogue Committees. These tools are the Social dialogue texts database and CIRCABC through which the outcomes and the meeting documents of the European social dialogue are made available. In order to find more information, please refer to the [point on Communication](#).

d. Monitoring of outcomes

In its 2004 Communication, the Commission drew the European social partners' attention to the need to improve the follow-up and the impact of European social dialogue texts. In order to contribute to this monitoring process, the Commission has decided to integrate into the new EU Social Dialogue Newsletter a list of formal social dialogue outcomes. The Commission will publish these achievements once a year and report on the follow-up regarding these jointly agreed results. The Commission will continue to monitor the process of European social dialogue and intends to strengthen, together with EU social partners, the tools which help to assess the follow-up and evaluate the policy impact of EU social dialogue outcomes.



We recommend the inclusion of monitoring or reporting mechanisms as an integral part of adopted outcomes.

¹⁶ Communication from the Commission - Partnership for change in an enlarged Europe - Enhancing the contribution of European social dialogue, COM/2004/0557 (See in Annex).

We also recommend that the social partners keep the responsible policy officer informed of all developments related to the outcomes adopted by your committee (communication to other actors, presentations during external events, revision,...).

Funding

1. Call for proposals

The Commission supports projects in the field of social dialogue and industrial relations at both European and national level – provided that the latter have a sufficiently strong transnational/European dimension – through three budget headings. [Calls for proposals](#) are organised yearly for the budget headings on Industrial Relations and social dialogue, Information and training measures for workers' organisations and Information, consultation and participation of representatives of undertakings.

More information on the objectives and the eligibility, selection and award criteria of ongoing and past calls for proposals can be found on:

<http://ec.europa.eu/social/main.jsp?langId=en&catId=629>

Beneficiaries of a grant are invited to a **Networking Day**, organised yearly to foster synergies between projects and to provide for a forum for exchange of experiences and good practices.

2. ESF

The [European Social Fund](#) for the next programming period 2014-2020 foresees greater participation for social partners in implementing its activities. The role of the European Social Fund is to increase employment opportunities, promote education and lifelong learning, enhance social inclusion, contribute to combating poverty, and improve the capacity of public administrations to serve citizens and job-seekers better.

Information on the ESF and on the national contact points can be found on:

<http://ec.europa.eu/esf/main.jsp?catId=35&langId=en>

3. EaSI

The new Programme for Employment and Social Innovation (EaSI) 2014-2020 will have the following objectives, specified under the three following axes:

- 1) Under PROGRESS, funding may be granted to projects aiming at increased analytical knowledge, mutual learning, social policy experimentation and capacity building.
- 2) EURES ensures transparent job vacancies, and develops services for recruitment as well as cross-border partnerships.
- 3) The "Microfinance and Social Entrepreneurship" axis builds up the institutional capacity of microcredit providers and supports social enterprises by facilitating access to (micro) finance.

Once the 2014 work programme will be adopted, more detailed information will gradually become available on DG EMPL's website:

<http://ec.europa.eu/social/home.jsp?langId=en>

Communication

1. EU Social Dialogue Newsletter

The [EU Social Dialogue Newsletter](#) was launched in October 2012 and is published three times per year. Its main objective is to present news from European social dialogue in the different sectors as well as at cross-industry level, but it also includes the latest news and research information from the Commission, Eurofound, the European Agency for Safety and Health at Work (EU-OSHA) as well as the International Labour Organisation. It therefore provides the social partners and all readers with a broad picture of developments in this field.



If your organisation has undergone structural changes, please liaise with the policy officer in charge of your committee if it should be publicised in the next issue of the EU social dialogue Newsletter.

Additionally, once a year, an evaluation of the outcomes of each of the Social Dialogue Committees is published in the EU Social Dialogue Newsletter in order to assess and communicate on the progress made.



We recommend that you keep the policy officer in charge of your committee informed of all developments related to the outcomes of your committee (communication to other actors, presentations during external events, revision,...) as this will make the evaluation of the outcomes easier.

2. Europa website

The [Europa website](#) is the first source of information on social dialogue at EU level. It contains a general presentation of social dialogue as well as more specific presentations on both cross-industry and sectoral social dialogue.

As regards sectoral social dialogue, the website also contains one webpage per committee briefly presenting the sector as well as the focus of the Social Dialogue Committee and some of its latest achievements.



If you believe that the webpage of your committee should be updated, please contact the policy officer in charge of your sector explaining which elements should be updated and for which reason.

From this website, the EU Social dialogue text database and CIRCABC are also accessible.

3. EU social dialogue texts database

The [EU social dialogue texts database](#) is used to publish the outcomes, as described in the [part on "the outcomes of social dialogue"](#), of the various Social Dialogue Committees.

4. CIRCABC

[CIRCABC](#) is a database that is publicly accessible and includes a number of documents related to Social Dialogue Committee meetings and to the Liaison Forum.

The documents published are:

- the final, adopted version of the annual or multi-annual work programmes;
- the agenda of the meetings;
- the final, adopted minutes of the meetings;
- any other document that was used during the meeting: information document, presentation,...



ANNEXES - VADEMECUM

A Practical Guide for EU Social Partner
Organisations and their National Affiliates
to Commission support to
EU Social Dialogue

Commission documents on Social Dialogue

- **Commission Staff Working Document on the functioning and potential of European sectoral social dialogue, SEC(2010)964 final**

<http://ec.europa.eu/social/BlobServlet?docId=5591&langId=en>

- **Communication from the Commission - Partnership for change in an enlarged Europe - Enhancing the contribution of European social dialogue, COM/2004/0557**

<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CELEX:52004DC0557:EN:NOT>

- **Council Decision of 6 March 2003 establishing a Tripartite Social Summit for Growth and Employment, 2003/174/EC**

<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CELEX:32003D0174:EN:NOT>

- **Communication from the Commission - The European social dialogue, a force for innovation and change, COM/2002/0341**

<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CELEX:52002DC0341:EN:NOT>

- **Commission Decision of 20 May 1998 on the establishment of Sectoral Dialogue Committees promoting the Dialogue between the social partners at European level, as modified by Commission Regulation (EU) No 519/2013 of 21 February 2013**

<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CELEX:31998D0500:EN:NOT>

- **Communication from the Commission Adapting and promoting the social dialogue at Community level, COM/98/0322**

<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CELEX:51998DC0322:EN:NOT>

- **Commission Communication concerning the Development of the social dialogue at Community level, COM/96/0448**

<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CELEX:51996DC0448:EN:NOT>

- **Communication concerning the application of the Agreement on social policy presented by the Commission to the Council and to the European Parliament, COM/93/600**

<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CELEX:51993DC0600:EN:NOT>

Lisbon Treaty and relevant case-law

Full articles of the Treaty on the Functioning of the European Union can be found online at:

<http://eur-lex.europa.eu/fr/treaties/index.htm>

Case T-135/96, *Union Européenne de l'artisanat et des petites et moyennes entreprises (UEAPME) v Council of the European Union*, [1998] ECR II-2335.

<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CELEX:61996TJ0135:EN:NOT>

Industrial Relations Report

You will find hereunder links to the most recent issues of the Industrial Relations Report.

- **2012**

<http://bookshop.europa.eu/en/industrial-relations-in-europe-2012-pbKEAS12001/>

- **2010**

<http://bookshop.europa.eu/en/industrial-relations-in-europe-2010-pbKEAS10001/>

- **2008**

<http://bookshop.europa.eu/en/industrial-relations-in-europe-2008-pbKEAV08001/>

- **2006**

<http://bookshop.europa.eu/en/industrial-relations-in-europe-2006-pbKEAS06001/>

Representativeness studies

A regularly updated information sheet published by Eurofound is accessible under the following link:

<http://www.eurofound.europa.eu/publications/htmlfiles/ef1326.htm>

European Agencies

- **Cedefop**

The European Centre for the Development of Vocational Training (CEDEFOP) supports development of European vocational education and training (VET) policies and contributes to their implementation.

<http://www.cedefop.europa.eu/EN/Index.aspx>

- **Eurofound**

The European Foundation for the Improvement of Living and Working Conditions (Eurofound) is a tripartite European Union Agency, whose role is to provide knowledge in the area of social and work-related policies.

<http://www.eurofound.europa.eu/>

- **European Agency for Safety and Health at Work (EU-OSHA)**

The European Agency for Safety and Health at Work (EU-OSHA) aims to promote safe, healthy and productive workplaces by providing the European institutions, the Member States and those involved in safety and health at work with technical, scientific and economic information.

<https://osha.europa.eu/>

Promotion material

- **Brochures**

Consulting European social partners - Understanding how it works

<http://bookshop.europa.eu/en/consulting-european-social-partners-pbKE3211943/>

Social dialogue – Social Europe Guide, Volume 2

<http://bookshop.europa.eu/en/social-dialogue-pbKEBC11002/>

European sectoral social dialogue - Recent developments, 2010

<http://bookshop.europa.eu/en/european-sectoral-social-dialogue-pbKE3009236/>

- **Videos**

You can access different videos on social dialogue at European level and some of its outcomes under the following link:

<http://ec.europa.eu/social/main.jsp?catId=329&langId=en&furtherVideos=yes>

- **EU social dialogue Newsletter**

The EU social dialogue Newsletter is published on the Europa website when available. For the latest issues, we therefore invite you to take a look at the latest news of DG EMPL:

<http://ec.europa.eu/social/main.jsp?langId=en&catId=89>

The previous issues of the Newsletter are available on the [EU Bookshop](#), see for example the first 4 issues:

Issue 4 – October 2013

<http://bookshop.europa.eu/en/eu-social-dialogue-newsletter-pbKEBI13004/>

Issue 3 – May 2013

<http://bookshop.europa.eu/en/eu-social-dialogue-liaison-forum-pbKEBI13003/>

Issue 2 – January 2013

<http://bookshop.europa.eu/en/eu-social-dialogue-liaison-forum-pbKEBI13002/>

Issue 1 – October 2012

<http://bookshop.europa.eu/en/eu-social-dialogue-liaison-forum-pbKEBI13001/>

List of European social partners' organisations

In order to access the updated list of European social partners' organisations consulted under Article 154 TFEU, please see:

<http://ec.europa.eu/social/BlobServlet?docId=2154&langId=en>

The list is also accessible in

- French <http://ec.europa.eu/social/BlobServlet?docId=2154&langId=fr>

and

- German <http://ec.europa.eu/social/BlobServlet?docId=2154&langId=de>

Typology of EU social dialogue texts

Please see Annex 2 of the 2004 Communication from the Commission (COM/2004/0557) and Annex 3 of the 2010 Commission Staff Working Document (SEC(2010)964 final).

Overview of Sectoral Social Dialogue Committees

Sectoral Social Dialogue Committees (SSDC) / Comités de dialogue social sectoriel (CDSS) / Ausschüsse für den sektoralen sozialen Dialog (ASSD)							
Creation / création / Gründung			Sector / Secteur / Sektor		Employees / travailleurs / Arbeitnehmer		Employers / employeurs / Arbeitgeber
Joint (advisory) Committee / comité (consultatif) paritaire / Paritätischer (beratender) Ausschuss	Informal working group / groupe de travail informel / informelle Arbeitsgruppe	SSDC / CDSS / ASSD					
1951		2006	Steel	Acier	Stahl	IndustriAll	Eurofer
1952		2002	Extractive Industries	Industries extractives	Bergbau	IndustriAll	APEP, EURACOAL, Euromines, IMA-Europe, UEPG
1964		1999	Agriculture	Agriculture	Landwirtschaft	EFFAT	GEOPA/COPA
1965		2000	Road Transport	Transport routier	Straßenverkehr	ETF	IRU
1967		1999	Inland Waterways	Navigation intérieure	Binnenschifffahrt	ETF	EBU, ESO/OEB
	1969	1999	Sugar	Sucre	Zuckerindustrie	EFFAT	CEFS
1972		1999	Railways	Chemins de fer	Eisenbahnverkehr	ETF	CER, EIM
1974		1999	Sea Fisheries	Pêche maritime	Seefischerei	ETF	Europêche/COGECA
	1982	1999	Footwear	Chaussure	Schuhindustrie	IndustriAll	CEC
	1983	1999	Hotel and Restaurant	Hôtellerie-Restaurant	Hotel- und Gastgewerbe	EFFAT	Hotrec
	1985	1999	Commerce	Commerce	Handel	UNI Europa	EuroCommerce
	1987	1999	Insurance	Assurances	Versicherungen	UNI Europa	ACME, BIPAR, CEA
1987		1999	Maritime Transport	Transport maritime	Seeschifffahrt	ETF	ECSA
	1990	2000	Civil Aviation	Aviation civile	Zivilluftfahrt	ETF, ECA	ACI-Europe, AEA, CANSO, ERA, IACA, IAHA
	1990	1999	Telecommunications	Télécommunications	Telekommunikation	UNI Europa	ETNO
	1990	1999	Banking	Banques	Banken	UNI Europa	EACB, EBF-BCESA, ESBG
	1992	1999	Construction	Construction	Bauindustrie	EFBWW	FIEC
	1992	1999	Industrial Cleaning	Nettoyage industriel	Industrielle Reinigung	UNI Europa	EFCI
	1992	1999	Textile and Clothing	Textile et habillement	Textil und Bekleidung	IndustriAll	Euratex
	1992	1999	Private Security	Sécurité privée	Private Sicherheits-	UNI Europa	CoESS

					dienste		
1994		1999	Postal Services	Postes	Postdienstleistungen	UNI Europa	PostEurop
	1994	2000	Woodworking	Bois	Holzindustrie	EFBWW	CEI-Bois
	1996	2004	Local and Regional Government	Administrations locales et régionales	Kommunal- und Regionalbehörden	EPSU	CEMR
	1996	2000	Electricity	Électricité	Elektrizitätswirtschaft	IndustriAll, EPSU	Eurelectric
	1998	1999	Personal Services/ Hairdressing	Services aux personnes/ Coiffure	Personengebundene Dienstleistungen/ Friseurhandwerk	UNI Europa	Coiffure EU
	1998	2007	Contract Catering	Restauration collective	Gemeinschaftsverpflegung	EFFAT	FERCO
	1999	2001	Tanning and Leather	Tannerie et cuir	Gerberei und Leder	IndustriAll	COTANCE
		1999	Temporary Agency Work	Travail intérimaire	Zeitarbeitsvermittlung	UNI Europa	Eurociett
		1999	Live Performance	Spectacle vivant	Darstellende Kunst	EAEA	Pearle*
		2001	Furniture	Ameublement	Möbelindustrie	EFBWW	UEA, EFIC
		2003	Shipbuilding	Chantiers navals	Schiffbau	IndustriAll	CESA
		2004	Audiovisual	Audiovisuel	Audiovisueller Sektor	EFJ, FIA, FIM, UNI-MEI	ACT, AER, CEPI, EBU, FIAPF
		2004	Chemical Industry	Industrie chimique	Chemische Industrie	IndustriAll	ECEG
		2006	Hospitals and Healthcare	Hôpitaux et de soins de santé	Krankenhaus- und Gesundheitssektor	EPSU	HOSPEEM
	2006	2010	Metal industry	Métallurgie	Metallindustrie	IndustriAll	CEEMET
		2007	Gas	Gaz	Gas	IndustriAll, EPSU	EUROGAS
		2008	Professional Football	Football professionnel	Profifußball	ECA, EPFL	FIFPro
	2008	2010	Central Government Administrations	Administrations centrales	Zentralbehörden	TUNED	EUPAN
		2010	Education	Éducation	Bildung	ETUCE	EFEE
		2010	Paper Industry	Industrie papetière	Papierindustrie	IndustriAll	CEPI
		2012	Food and Drink Industry	Industrie agro-alimentaire	Lebensmittel- und Getränkeindustrie	EFFAT	FoodDrink Europe
		2013	Graphical Industry	Industrie graphique	Grafische Industrie	Intergraf	UNI Europa Graphical
		2013	Ports	Ports	Häfen	ETF, IDC	FEPOR, ESPO

Weblinks

- **Website of the European Commission's Directorate-General for Employment, Social Affairs & Inclusion**

<http://ec.europa.eu/social/home.jsp>

- **Part on social dialogue on DG EMPL's website**

<http://ec.europa.eu/socialdialogue>

- **Social Europe e-newsletter**

<http://ec.europa.eu/social/main.jsp?catId=371&langId=en>

- **EU Bookshop**

<https://bookshop.europa.eu/en/home/>

Rules for the reimbursement of expenses

You will find hereunder the reimbursement rules for meetings of the Social Dialogue Committees in English. French and German versions of this document are available upon request.

What is reimbursed?

<p>Travel expenses</p>	<p>Your travel expenses will be reimbursed from your place of work or home address to the place of the meeting (and back) on the basis of the shortest and cheapest usual route:</p> <ul style="list-style-type: none"> • by first-class rail travel for journeys of less than 400 km (one way), • by economy-class air travel if the distance by rail exceeds 400 km. If business class is used, justification is required from the travel agency proving that no lower fare was available, • by car, in which case travel expenses are reimbursed at the same rate as for the journey by first-class rail, if available, or, if not, at the rate of € 0.22/km, • local transport from the airport or the railway station to the meeting place and back. <p>Taxi fares and parking fees are not reimbursed (see daily allowances).</p>
<p>Daily allowance</p>	<p>A flat-rate daily allowance (€92) is paid to cover your incidental expenses, for instance meals and local transport (e.g. taxi fares) and also your personal travel and accident insurance. If the distance between the place of departure (be it your private or business address) and Brussels is 100 km or less, only half of the full daily allowance is paid (€46). You are <u>not</u> entitled to a daily allowance if you live and/or work in or near Brussels.</p>
<p>Accommodation allowance</p>	<p>The accommodation allowance is a fixed amount of €100 per night. You are entitled to this allowance if you have to spend one or more nights in Brussels because the times of meetings are incompatible with the times of flights or trains. The number of nights may not exceed the number of meeting days + 1. No invoices are required.</p>

Please bring the following documents on the day of the meeting to accelerate your reimbursement

1. APPLICATION FOR REIMBURSEMENT

Original duly completed and **signed**.

2. IDENTIFICATION STICKER or EXPERT IDENTIFICATION SHEET

- Please stick your identification label in the appropriate place and sign it with your initials.
- If you do not have a personal identification sticker OR if your personal details have changed OR if the bank account of your organisation has changed, you need to provide the expert identification sheet duly completed with the IBAN code and **signed** by the account holder, and **including**:
 - **either** the bank's signature and stamp on the form
 - **or** a document issued by your bank containing the following data: account number, name and address of the account holder (e.g. account statement, proof of opening of account or account identification number).

3. SUPPORTING DOCUMENTS

You must provide the transport tickets (if the booking was made online, a printout of the electronic reservation). The documents supplied must show: (1) the class of travel used, (2) the time of travel, (3) the route and (4) the amount paid.

In line with the Commission's financial rules, the reimbursement will only be made in euros to one and the same bank account (your private bank account or the bank account of your organisation).

4. LEGAL ENTITY FORM (ONLY FOR NEW EXPERTS)

- When applying for reimbursement for the **first time**, you need to duly **complete and sign one of the two** legal entity forms giving the bank account as indicated under point 2 and attach copies of the following documents:
- For experts to receive reimbursement on their individual bank account: the 'Individuals' form + a legible photocopy of your ID card or passport;
 - For experts to receive reimbursement on their organisation's bank account: the 'Private company' form and
 - (1) a copy of any official document (e.g. official gazette, register of companies, etc.) showing the organisation's name and address and its registration number as issued by the national authorities,
 - (2) a copy of the VAT registration document if applicable and if the VAT number does not appear on the above-mentioned official document.

Useful information and the forms (in all EU languages) can be found on the website:
<https://circabc.europa.eu/w/browse/5cf18da6-a3a7-437a-9743-c452e6830e93>

You must send the secretariat of the meeting (by e-mail or post) the documents necessary for reimbursement no later than **30 calendar days** after the last day of the meeting. Beyond that deadline, the Commission is no longer under the obligation to reimburse travel expenses or pay any allowances.

The Commission is not liable for any material, non-material or physical damage suffered by invited experts or those responsible for accompanying a disabled expert in the course of their journey to or to stay in the place where the meeting is held, unless such harm is directly attributable to it.

Contact

If you wish to contact us, please use one of the following functional mailboxes:

- General questions related to EU social dialogue
EMPL-SOCIAL-DIALOGUE@ec.europa.eu

- EU social dialogue Newsletter
EMPL-SD-NEWSLETTER@ec.europa.eu

- Projects related to social dialogue and Industrial Relations:
EMPL-04-03-03-01@ec.europa.eu
or
EMPL-04-03-03-02@ec.europa.eu

Contact | Send us your feed-back to our functional mailbox:
EMPL-SOCIAL-DIALOGUE@ec.europa.eu

Further information on EU social dialogue is available under:
<http://ec.europa.eu/social/main.jsp?catId=329&langId=en>

Legal notice

This practical guide provides a selection of information which is not intended to be comprehensive or complete. For more legal information, please see the following link which applies also to this VADEMECUM: http://ec.europa.eu/geninfo/legal_notices_en.htm

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