

### **Access to Employment Network Meeting** 12-13 September 2019, Diaconia Spain, Madrid (Spain)

Dear members,

Eurodiaconia is pleased to invite you to a new meeting of its **Access to Employment network**. The meeting will be held on the **12th and 13th of September 2019**, hosted by our member Diaconia Spain.

The meeting will take place at Primera Iglesia Bautista in Madrid (Spain).

The thematic network on Access to Employment works as a permanent channel of communication with and between Eurodiaconia members. It provides a forum for members to share experiences and good practice, identify common challenges they face as well as discuss potential solutions and opportunities for policy development. Such an input helps Eurodiaconia to step up its role as a key civil society organization on employment issues.

The access to employment by people with greater support needs is subject to the provision of quality social services and training opportunities that prepare people to perform jobs. However, all efforts to increase the employability of people require a parallel progress on the demand side; that is, the availability of employment opportunities, the establishment of effective partnerships with employers that are committed to inclusive workforces or the promotion of social enterprises and social entrepreneurship, among others. For this reason, in 2019 the network meeting will focus on how providers of social services can establish stronger links with employers and employment opportunities.

#### **Who can participate?**

The meeting is open to all those working in Diaconia who are part of a network or organization that is a member of Eurodiaconia. People who are likely to find it most interesting would be those working with unemployed people or who run services enabling access to employment.

#### **Financial information:**

Limited financial support is available for this event, with priority given to participants coming from either **Central** or **Eastern Europe** or from **minority church diaconal organizations**. Please see the complement rules for financial support & reimbursement for more information.

Please register on our online form [here](#) **by 9<sup>th</sup> August 2019** at the latest. **Please don't book any flights or accommodation before the final confirmation by the Eurodiaconia secretariat.**

For further information or for any questions please contact our *Policy & Membership Development Officer* Stefan Kitmann at [stefan.kitmann@eurodiaconia.org](mailto:stefan.kitmann@eurodiaconia.org) or our *Policy Assistant* Alix de Noircarme at [alix.denoircarme@eurodiaconia.org](mailto:alix.denoircarme@eurodiaconia.org).

**Thursday, 12 September 2019**  
**Conference Venue: Primera Iglesia Bautista, Calle General Lacy 18, 28045 Madrid**

09:30-09:45	<p><b>Welcome</b> by Diaconia Spain  <b>Devotion</b> led by Eurodiaconia  <b>Introduction</b> to Eurodiaconia and presentation of agenda</p>
09:45-10:00	<p><b>Presentation</b> of the host "Diaconia Spain"</p>
10:00-10:15	<p><b>Introductions</b> from participants</p>
<b><u>Keynote presentations &amp; discussion</u></b>	
10:15-11:00	<p><b>Graciela Malgesini, EAPN Spain</b>  <i>"Poverty and social exclusion: old and new profiles linked to unemployment and low-quality employment"</i></p> <ul style="list-style-type: none"> <li>➤ What can social services do against such trends?</li> <li>➤ Reactions from co-hosts and participants</li> </ul> <p>Q&amp;A</p> 
11:00-11:20	<i>Coffee break</i>
11:20-12:00	<p><b>ILO (tbc):</b>  <i>"The specific challenges of trade unionism to match employment with the expectations of atypical workers".</i></p> <ul style="list-style-type: none"> <li>➤ What can employers do to guarantee fair working conditions to atypical workers?</li> <li>➤ How can trade unions reach out to atypical workers and explore future ways of interest representation?</li> <li>➤ What can employers do to facilitate the work inclusion of people with 'low employability'?</li> </ul> <p>Q&amp;A</p>
12:00-13:00	<p><b>Iva Zelic, European Commission</b>  <i>"Policy update: state of play of policies against long-term unemployment at EU level"</i></p> <p>Q&amp;A</p> 
13:00-14:00	<i>Lunch break</i>
15:00-17:00	<p style="text-align: center;"><b><u>STUDY VISIT</u></b></p> <p>1. <b>Tomillo Foundation:</b> <i>contributes to a change in society by helping people at risk of exclusion to improve their situation and their community through education and employment as fundamental tools.</i></p> <p style="text-align: center;"><i>Address: C/ Albuñuelas 15; 28041 Madrid</i></p> 
19:00	<p><b>Dinner</b> (offered by Eurodiaconia) at</p>

**Friday, 13 September 2019**  
**Conference Venue: Primera Iglesia Bautista, Calle General Lacy 18, 28045 Madrid**

09:00-09:15	<b>Welcome and Introduction</b> , Eurodiaconia <b>Devotion</b> led by Jonathan Navarro, Pastor de la 1era Església Protestant a Rubí	
<b><u>Best practice sharing</u></b>		
09:15-11:00	<p><b>Project presentations</b> by Eurodiaconia members to showcase ongoing initiatives in the area of access to employment:</p> <ul style="list-style-type: none"> <li>• <b>Asociación Evangélica Nueva Vida (Spain)</b> "From Social Assistance to Successful Employment Projects"</li> <li>• <b>Diaconia España (Spain)</b> "Title of the presentation"</li> <li>• <b>Philanthropy (Serbia)</b> "Title of the presentation"</li> <li>• <b>Diaconia Valdese (Italy)</b> "Casa del Lavoro"</li> </ul>	
11:00-11:20	<i>Coffee break</i>	
<b><u>Policy and Strategy Workshop</u></b>		
11:20-12:30	<p><b>Group work: "Working in partnership"</b></p> <p>The network meeting represents an occasion to feed Eurodiaconia's policy work on access to employment and guide the future steps of our work on the topic. Emphasis will be placed on building an advocacy agenda.</p> <p>Facilitation: Eurodiaconia</p> <p>PLEASE BE PREPARED TO SHARE YOUR INPUT ON THESE POINTERS →</p>	<p><b>Partnership with employment services:</b></p> <ul style="list-style-type: none"> <li>➤ What are the conditions needed to establish effective partnerships with (public) employment services?</li> <li>➤ How should the effectiveness of interventions be evaluated?</li> </ul> <p><b>Future steps:</b></p> <ul style="list-style-type: none"> <li>➤ Where would you like to see the focus of Eurodiaconia's policy work on access to employment/LTU in the future?</li> <li>➤ How can we best support each other? Do you have any projects/events planned for 2020?</li> </ul>
12:30-12:45	<b>Presentation</b> of recommendations	
12:45-13:00	<b>Evaluation</b> of the meeting	
13:00-14:00	<i>Lunch break</i>	
15:00-16:00	<p><b><u>STUDY VISIT</u></b></p> <p>2. <b><u>Down Madrid (tbc)</u></b>: defends the right to life and dignity of people with Down syndrome or other intellectual disabilities, as well as the promotion and realization of all activities aimed at achieving their full family, school, work and social integration in order to improve their quality of life.</p> <p style="text-align: center;"><i>Address: Calle de los Caídos de la División Azul 15, Madrid</i></p>	
16:00	<b>Closing words and Farewell</b>	

## RULES FOR FINANCIAL SUPPORT & REIMBURSEMENT

### Who can apply?

- Eurodiaconia will normally only provide financial support for participants in events coming from members in **Central and Eastern Europe** or from countries where the member is related to a **minority church**<sup>1</sup>. Other requests for financial support will be treated only in exceptional cases.
- Normally, only **1 participant per member organisation** will be given financial support for an activity. It is therefore recommended that member organisations co-ordinate among themselves if more than one participant is planning to attend an activity. Where such co-ordination has not happened the Eurodiaconia secretariat will refer to the member organisations for guidance.
- Only participants specifically linked to or representing **Eurodiaconia members** will receive financial support to attend a meeting.

### Travel

- Bookings should be made in good time so as to take advantage of cheaper fares.
- Approval must be received from the Eurodiaconia Secretariat prior to purchasing travel tickets costing **above 300 €**.
- All travel should be **economy** standard. No business class fares can be reimbursed
- **Taxis** will only be refunded if approval has been received from the Eurodiaconia secretariat first.
- The cost of travelling by **car will not be reimbursed** by cost per kilometer/mile – petrol or car parking fees are not reimbursed.

### Accommodation

- Normally, hotel accommodation will be arranged **by the participants** directly.
- Eurodiaconia will reimburse up to **90 € per room per night**. Prior to booking a room yourself, approval must be received from the Eurodiaconia Secretariat.

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<sup>1</sup> As of January 2011 the member countries eligible for reimbursement are: Czech Republic, France, Greece, Hungary, Italy, Latvia, Lithuania, Poland, Romania, Serbia, Slovakia, Spain, Poland and Ukraine.

- Hotel stays should **only be for the duration of the meeting** unless the cost of travel is prohibitively high or long travel times mean this is impossible. Approval for extended hotel stays must be received from the Eurodiaconia Secretariat.
- **Meal costs are not eligible for reimbursement.** Eurodiaconia provides meals during the meeting as noted on the relevant meeting agenda.

### Important

- Eurodiaconia has a limited amount of funding available each year and we take very seriously the need to be good stewards. To this end please be thoughtful when incurring expenses to ensure **best value for money** and no excessive spending.
- **Applications for financial support should be made when registering** for the event. However, no travel or accommodation should be booked until the Eurodiaconia Secretariat has confirmed if financial support will be given.
- Travel costs can only be reimbursed upon presentation of **original** receipts/invoices **AND** boarding passes/tickets.
- **Electronic boarding passes** are acceptable where a screen print of the boarding pass has been made and signed by the personal travelling.
- Claims for reimbursement should be received **within the two weeks** following an event and should be sent to *Virginia Demoulin*, Eurodiaconia, Rue Joseph II 166, 1000 Brussels, Belgium. Fax: +32 2 234 38 65, E-mail: [virginia.demoulin@eurodiaconia.org](mailto:virginia.demoulin@eurodiaconia.org).
- If the complete reimbursement form is **not submitted within 14 days** after the event has taken place, it is presumed that **no claim for reimbursement** of expenses will be requested by the participant.
- Please send all claim forms and tickets etc. for the entire trip **together, attached to paper where loose**, and not in separate mailings.

# REIMBURSEMENT FORM

Please read rules for reimbursement above and complete this form using capital letters or typeface. Please check your reimbursement agreement made prior to the meeting and read the rules below before completing.

Personal Details	
Name	
Address of beneficiary	
Organisation	
Purpose of Travel	
Date of Activity	
Venue	
Name of contact at Eurodiaconia	

1 - Travel		Cost in local currency <sup>2</sup>	Cost in Euros	Receipt number
Plane	Departure from .....date..... time.....			
	Return from ..... date..... time.....			
Train	Departure from .....date..... time.....			
	Return from ..... date..... time.....			
Bus / Other	Departure from .....date..... time.....			
	Return from ..... date..... time.....			
<b>TOTAL 1 Cost</b>			€	

<sup>2</sup> For the correct exchange rate, please use this tool and attach a print of the screenshot: [http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/infoeuro/infoeuro\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/infoeuro/infoeuro_en.cfm).

2 - Subsistence		Cost in local currency <sup>3</sup>	Cost in Euros	Receipt number
Accommodation Costs	€...../night Number of Nights.....			
	Total Hotel cost €			
	Name of Hotel .....			
Local transport (bus, metro etc)				
Other (please specify)				
<b>TOTAL 2 cost</b>			€	

<b>Total costs (travel + subsistence) (1+2)</b>	€
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Please fill in:		
1	Name of bank	
2	IBAN	
3	BIC (SWIFT) OUTSIDE EU ONLY	
4	Name of Account holder	
<b>Checklist – please ensure all requirements are met before sending</b>		
5	Attached proof of exchange rate?	
6	Original boarding passes and tickets attached?	
7	Invoice or receipt relating to boarding passes and tickets?	
8	Signature on all <i>electronic</i> boarding passes?	
9	Include evidence for “Best value for money” <sup>4</sup> ?	
10	Signed and dated declaration below?	

**I declare that I have not received reimbursement from any other source.**

.....  
(Place, date)

.....  
(Signature)

**Return to the following address *within 2 weeks after the event* has taken place:  
Eurodiaconia Rue Joseph II 166 Brussels, B-1000 Belgium, [virginia.demoulin@eurodiaconia.org](mailto:virginia.demoulin@eurodiaconia.org).**

<sup>3</sup> For the correct exchange rate, please use this tool and attach a print of the screenshot:  
[http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/infoeuro/infoeuro\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/infoeuro/infoeuro_en.cfm).

<sup>4</sup> Please provide evidence of search for “Best value for money” e.g. a screen-print of costs of flights with other airlines available on the same day. The European Commission now require this evidence.

**Please attach original boarding passes, tickets and receipts to this page. Use an extra page if required.**

**Please write a receipt number next to each receipt as indicated in the form above.**