



Paris, 21 August 2018

- Conference circular #2 -

Dear colleagues,

The CSAIO Scientific Committee is pleased to invite you to its 19th annual Conference of Staff Associations of International Organisations:

11 and 12 October 2018
At the European Parliament
Rue Wiertz 60, 1047 Brussels, Belgium

Any participants wishing to do so may attend an informal session on the follow-up to the previous conference on the morning of Thursday 11 October.

Please register at <http://csaio.web.cern.ch/next-conference> before 26 September 2018.

Two participants per International Organisation can register.

To get registered, you must first [create an external account](#) via an easy and quick process.
If you already have an account but lost your password, reset it [here](#).

This 19th Conference is a follow-up to the previous conferences organised annually since 2000. This series of conferences aims to bring together staff representatives from international organisations whose headquarters or main offices are in Europe to discuss topics of common interest. For more information on the CSAIO, please check the conference website <http://csaio.web.cern.ch/>

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Discussion topics

A. Job classification and salary structure (changes in jobs and salary structures, impact on careers, etc.)

There have been significant changes in the salary structures and job classifications of some Organisations with, for example, the introduction of single-spine grades and steps, and of job families. What are the benefits and drawbacks of these different structures? How are these measures being applied to serving staff (continued application of the previous salary grid or implementation of the new system, introduction of interim measures, etc.)? What are the repercussions of these changes on career progression?

B. Performance evaluation and its consequences for career development

There is currently increasing criticism of annual performance evaluations on the grounds that they are no longer suited to the needs or pace of Organisations. That said, efforts to make comprehensive changes to the systems in place remain few and far between. Current procedures for performance evaluation are in many cases time-consuming and costly. Moreover, they do not meet the expectations of members of staff, who want more feedback, more recognition and more visibility on their career path. In view of this, what avenues can be explored to improve our systems? Should the annual meeting focus on staff expertise and development? Should performance evaluation and compensation evaluation be dealt with separately? Should the performance evaluation take collective involvement into greater consideration (individual contribution to a collective performance and/or project)?

C. Role of Staff Representatives

Staff Representatives are essential to the proper running of our Staff Associations/Committees, and their role can sometimes vary significantly from one International Organisation to the next. Similarly, their role within an Organisation can change according to their status and elective office. Staff Representatives have a wide range of missions, from simply listening to what their colleagues have to say to conducting direct negotiations with the Administration. We invite you to review the multi-faceted missions of Staff Representatives, as well as the limits to their remit. It will also be interesting to specify, when applicable, the assistance they receive to successfully accomplish their mission.

If you would like to make a presentation during session A or B (there are currently enough speakers for session C), please state as much in the electronic registration form and get in touch before 26 September 2018.

Presentations should not last more than 15 minutes and can be made either in English or French.



Draft programme

Thursday 11 October

9:30-10:00 Welcoming coffee and conference registration

10:00-12:00 **Informal session**
Evolution of the topics discussed during the previous conference and discussions.

12:00-14:00 Lunch

13:30-14:00 Conference registration (continued).

14:00-16:00 **Session A. Job classification and salary structure**
Presentations.

16:00-16:30 Coffee break

16:30-18:00 **Session A. Job classification and salary structure (continued)**
Discussion.

20:00 Dinner

Friday 12 October

9:00-10:30 **Session B. Performance evaluation and its consequences for career development**
Presentations.

10:30-10:45 Coffee break

10:45-12:00 **Session B. Performance evaluation and its consequences for career development (continued)**
Discussion.

12:00-13:30 Lunch

13:30-14:15 **Preparation of the next conference**
Discussion on the venue and structure, as well as on topics to be addressed.

14:15-15:30 **Session C. Role of Staff Representatives**
Presentations.

15:30-16:00 Coffee break

16:00-16:45 **Session C. Role of Staff Representatives (continued)**
Discussion.

16:45-17:00 **Conference wrap-up**
Members of the CSAIO Scientific Committee will summarize the conference.



Practical information

1. Summary record

A report on the conference, along with all of the presentations, will be published on the [CSAIO website](#) after the conference.

2. Languages

Simultaneous interpretation in English and French will be provided throughout the conference.

3. Meals during the conference

The conference dinner, which is a paying event, will take place on Thursday evening. The cost of lunch on 11 and 12 October is covered by the organisers.

Please state in the electronic registration form, before 26 September, whether you would like to attend the dinner on Thursday 11 October.

4. Hotels



There is a major event taking place in Brussels during the week of 8 October and many hotels are already full. **We recommend that you book your accommodation as soon as possible.** You will find [an indicative and non-exhaustive list of hotels on page 5](#).

5. Financial contribution

As usual, there is no registration fee.

6. Application for accreditation

To allow the Accreditation Unit of the European Parliament to prepare your access badge, it is important that you send the following information to the address capoi@ep.europa.eu:

- Complete First name(s) and LAST NAME(S)
- Date of birth (dd/mm/yyyy)
- Nationality
- Type of identity document
- No. of the identity document
- Any additional information (request for additional assistance, etc.)

This deadline for submitting this information is **18:00 on 26 September (Brussels time)**.

7. Security

We recommend that you arrive early on the first day of the Conference in order to obtain your badge and clear security, where you will be asked to present identification (identity card, passport).

Disclaimer

It is up to each participant to take out insurance. Please note that the CSAIO Scientific Committee cannot be held responsible.



List of hotels

This list of hotels is for information purposes only and subject to availability.

www.almahotel.be
www.hotelbedford.be
www.atlas-hotel.be
www.parkinn.com/hotel-brussels
www.hotel-mozart.be
www.hotelmarivaux.be
easyhotelbenelux.com/brussels-city-centre
www.chelton.be
www.jamhotel.be/hotel
www.villa-royale.be
www.lebergerhotel.be
www.hotelbrusselsbelgium.com
www.hotel-des-colonies.com
www.yadoyahotel.be
warwickhotels.com/fr/brussels
www.hotelbarry.com
www.hyggehotel.be
www.accorhotels.com/gb/hotel-1454-ibis-brussels-city-centre
www.arishotel.be
www.hotelscombined.fr
www.florishotelarlequin.be
www.hotellalegende.com
www.nh-hotels.fr/booking/step1-rates?fini=10/10/2018&fout=12/10/2018&hotelId=BEBR.SABLO
www.nh-hotels.com/hotel/nh-brussels-eu-berlaymont
www.starwoodhotels.com
www.accorhotels.com/gb/hotel-A990-ibis-brussels-erasmus
www.thehotel-brussels.be
www.motel-one.com
www.aqua-hotel-brussels.com
www.thonhotels.com
www.hotel-leopold.be
www.parkhotelbrussels.be
www.martinshotels.com
silken-berlaymont.brussels-hotels.net



Getting to the European Parliament

By train (see [Annex A](#))

- Brussels-Luxembourg station

This station is two minutes on foot from the European Parliament buildings.

- Brussels-Midi station

From here, please allow around 25 minutes to get to the European Parliament by:

- metro: lines 2 or 6 to “Trône”;

- bus :

- line 27 to “Luxembourg”; or

- from metro stop “Trône” take lines 27, 34, 38, 64, 80 or 95 to “Luxembourg”;

- train : lines IR and CR towards “Louvain-La-Neuve-Univ.”, or line IC towards “Namur-Luxembourg”, alighting at “Bruxelles-Luxembourg”.

- Brussels Central station

To get to the European Parliament, please allow:

- 15 minutes by bus: take line 38 to “Luxembourg”; or

- 20 minutes by train: take lines IR and CR towards “Louvain-La-Neuve-Univ.”, or line IC towards “Namur-Luxembourg”, alighting at “Bruxelles-Luxembourg”.

- Brussels-North station

From here, please allow around 15 minutes to get to the European Parliament by:

- train: take lines IR and CR towards “Louvain-La-Neuve-Univ.”, or line IC towards “Namur-Luxembourg”, alighting at “Bruxelles-Luxembourg”.

By plane (see [Annex A](#))

Brussels Airport (www.brusselsairport.be) is around 35 minutes from the European Parliament by bus. Take lines 12 (Monday to Friday until 20:00) and 21 (after 20:00 Mon-Fri, weekends and bank holidays) to “Luxembourg”.

For more information, visit the website of the “[Airport Line](#)” connection service.

Taxis are available in front of the Arrivals hall and it costs around EUR 45 to get to the centre of Brussels. Licensed taxis can be recognised by their blue and yellow nameplates.

Summary of transport options in Brussels (see Annexes [A](#) and [B](#))

- Closest Metro stations to the European Parliament:

- “Maelbeek”, on lines 1 and 5;

- “Trône”, on lines 2 and 6.

- Bus routes with stops at the European Parliament: lines 12, 21, 27, 34, 38, 64, 80 and 95.

- On foot

A 20-minute walk from the town centre to the European Parliament..



- By bicycle

“Villo!” is the name of the public bicycle-rental service in Brussels. You can pick up a bicycle from one station and drop it off at another. There are three “Villo!” stations near the European Parliament.



We recommend using public transport to come to the Conference as there is only limited parking available in the area around the European Parliament.



Annex A: public transport to the European Parliament

How to get to European Parliament

North-South railway connection

Bruxelles-Midi Brussel-Zuid

Gare du Midi
Zuidstation

2 Simonis (Elsabeth)
6 Simonis (Elsabeth)

Trône
Troon

21 27 34 38
54 64 80 95

Luxembourg
Luxemburg

By STIB ±25' = 21' 4'

Bruxelles-Central Brussel-Centraal

Gare Centrale
Centraal Station

38 Héros
Helden

Luxembourg
Luxemburg

By STIB ±13' = 9' 4'

Bruxelles-Central
Brussel-Centraal

Direction:

IR Louvain-La-Neuve-Univ.
CR

IC Namur-Luxembourg
Namen-Luxemburg

Bruxelles-Luxembourg
Brussel-Luxemburg

By train ±19' = 15' 4'

Bruxelles-Nord Brussel-Noord

Bruxelles-Nord
Brussel-Noord

Direction:

IR Louvain-La-Neuve-Univ.
CR

IC Namur-Luxembourg
Namen-Luxemburg

Bruxelles-Luxembourg
Brussel-Luxemburg

By train ±14' = 10' 4'

Brussels Airport

Brussels Airport

12 Luxembourg
Luxemburg
21 Luxembourg
Luxemburg

Luxembourg
Luxemburg

By STIB ±34' = 30' 4'

Bicycle sharing

The nearest station is:
Luxembourg / Luxemburg
Rue de Trèves / Trierstraat
1000 Bruxelles / Brussel

www.villo.be
078 / 05 11 10

Electric car

The nearest station is:
Luxembourg / Luxemburg
Place du Luxembourg / Luxemburgplein
Bruxelles / Brussel

www.zencar.eu
02 / 669 77 91

Car sharing

The nearest station is:
Luxembourg / Luxemburg
Rue d'Arlon 32 Arlenstraat
1000 Bruxelles / Brussel

www.cambio.be
02 / 227 93 02

Frequencies

Lines	PM	C	PS
Trèves / Trier			
B 21 Luxembourg - NATO Luxembourg - NATO	12	15	12
B 27 Gare du Midi - Andromède Zuidstation - Andromeda	10	15	12
B 64 Machelen - Porte de Namur Machelen - Naamspoort	6	12	6
Luxembourg / Luxemburg			
B 12 Brussels Airport - Luxembourg Brussels Airport - Luxembourg	30	20	30
B 22 Luxembourg - Montgomery Luxembourg - Montgomery	15	15	15
B 34 Porte de Namur - Sainte-Anne Naamspoort - Sint-Anne	7'30	20	7'30
B 38 De Brouckère - Héros De Brouckère - Helden	6	10	6
B 80 Porte de Namur - Maas Naamspoort - Maas	12	15	12
B 95 Annalesiens - Heiligenborn	6	7'30	6
-95- E Bruxelles-Luxembourg - Eghazée	15	15	15
Connections B 21 27 64			
Schuman			
M 1 Stockel - Gare de l'Ouest Stockel - Weststation	5	7'30	5
M 5 Erasme - Herminius Debrock Erasme - Herminius Debrock	5	7'30	5
B 36 Schuman - Konkel	12	15	12
B 60 Ambiorix - Uccle Calevoet Ambiorix - Ukkel Calevoet	10	15	10
B 79 Schuman - Kraainem	12	15	12
Connections B 12 21 22			

PM – Morning peak time
C – Off peak time
PS – Evening peak time
Maximum waiting time


Alternative transport

The buildings of the European Parliament are close to the railway station of "Bruxelles-Luxembourg / Brussel-Luxemburg".


The regional cycle routes are nearby the buildings of the European Parliament.

All buildings are equipped with bicycle parking.


Taxis are available at "Place du Luxembourg / Luxemburgplein".




070 23 2000
www.stib.be
www.mivb.be




02 528 28 28
www.sncb.be
www.nmbs.be



010 23 53 53
www.infotec.be



070 220 200
www.delijn.be



www.bruxellesmobilite.irisnet.be
www.mobielbrussel.irisnet.be

Last update: June 2012.
The times and frequencies shown are subject to change



Rue Wiertz 60 Wiertzstraat
 1047 Bruxelles - Brussel
 Tel : +32 (0)2 / 284 21 11
<http://www.europarl.ep.ec>

Luxembourg / Luxemburg
 B 21 22 27 34 38 54 64 80 95
 -TEC- E

Trône / Troon
 M 2 6 B 21 27 34 38 54 64 71 80 95

Schuman
 M 1 5 B 21 36 60 79

Key
 Cycle point, Parking Car park, Parliamentarium, VILLO! : Bicycle sharing, CAMBIO : Car sharing, Cycloroute, Zen Car : Electric car sharing, Bike parking, Taxi

Buildings
 ASP - Aittiero Spinelli, B-1000 Bruxelles, ATR - Atrium I et II, B-1000 Bruxelles, BQL, Rue de Trèves, 3, B-1050 Bruxelles, EAS - Eastman, Rue Belliard, 135, B-1000 Bruxelles, JAN - Jozsef Antall, Rue de Trèves, 1A, B-1050 Bruxelles, MON - Montoyer 63, Rue Montoyer, 63, B-1000 Bruxelles, MOY - Montoyer 75, Rue Montoyer, 75, B-1000 Bruxelles, MTY - Montoyer 70, Rue Montoyer, 70, B-1000 Bruxelles, PHS - Paul-Henri Spaak, Rue Wiertz, B-1000 Bruxelles, RMD - Remard, Rue Belliard, 89, B-1000 Bruxelles, WAY - Wayenberg, Rue Wayenberg, 9, B-1000 Bruxelles, WIB - Willy Brandt, Rue de Trèves, 5, B-1050 Bruxelles

bruxellesmobilité
 mobilbrussel
 Canogrady STIB-DOT
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Annex B: public transport near the European Parliament

COMMENT S'Y RENDRE

Il est très facile de se rendre au Parlement européen en bus, en métro ou en train. Nous vous conseillons fortement d'utiliser les transports publics car le nombre de places de stationnement dans le quartier est limité.

Stations de métro les plus proches

- MAELBEEK (M1, M5)
- TRÔNE (M2, M6)

Lignes de bus desservant le Parlement européen

STIB: 12, 21, 22, 27, 34, 38, 64, 80, 95

Trains desservant la gare Bruxelles-Luxembourg

La gare se trouve sous l'Esplanade.


MIDI, CENTRAL, NORD, B-LUXEMBOURG

À pied


Il faut environ 20 minutes pour se rendre à pied du centre-ville au Parlement européen.

À vélo

Villo! est le service public de location de vélos de la ville de Bruxelles. Il vous permet de retirer un vélo dans une station et de le déposer dans une autre. Trois stations Villo! sont à votre disposition près du Parlement européen.

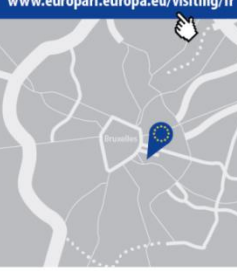


Votre guide de poche du Parlement européen



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www.europarl.europa.eu/visiting/fr



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QUI SONT-ILS?

En parcourant les bâtiments du Parlement européen, vous remarquerez peut-être qu'ils portent les noms de personnalités éminentes de l'histoire et de la politique européennes. Ces personnes ont chacune apporté une contribution considérable à la construction de l'Union européenne (UE) telle qu'on la connaît aujourd'hui:


 <p>KONRAD ADENAUER Konrad Adenauer, premier chancelier allemand après la Seconde Guerre mondiale, a rendu possible la réconciliation entre la France et l'Allemagne. Il a ainsi ouvert la voie à une plus grande intégration européenne. Il est considéré comme l'un des pères fondateurs de l'UE.</p>	 <p>PAUL-HENRI SPAAK En qualité de ministre des affaires étrangères et de premier ministre de la Belgique, Paul-Henri Spaak a participé à la création du Bénelux et à la rédaction des traités de Rome qui ont jeté les bases de l'UE. Sa vision de la coopération européenne en fait l'un des grands contributeurs des premiers pas de l'UE. Il est considéré lui aussi comme l'un de ses pères fondateurs.</p>	 <p>ALTIERO SPINELLI C'est aussi le cas d'Altiero Spinelli, homme politique italien qui a fortement soutenu le renforcement de l'UE dans les années 1980 et 1990. Il a été membre de la Commission européenne pendant six ans puis il a siégé au Parlement européen pendant dix ans, à partir de 1976.</p>
 <p>JOZSEF ANTALL József Antall est devenu le chef du gouvernement hongrois à l'issue des premières élections qui ont suivi la chute du communisme. Il a guidé la Hongrie vers l'UE et a défendu l'unité de l'Europe.</p>	 <p>WILLY BRANDT Willy Brandt était le quatrième chancelier de la République fédérale d'Allemagne. Il a reçu le prix Nobel de la paix pour sa contribution à l'amélioration des relations avec l'Allemagne de l'Est, la Pologne et l'Union soviétique. Il a également été député au Parlement européen de 1979 à 1982.</p>	 <p>SIMONE VEIL Simone Veil est une femme politique française qui a largement contribué à la défense des droits des femmes et à l'égalité des genres. En 1979, suite aux premières élections au suffrage universel direct du Parlement européen, elle devient la première présidente-élu du Parlement.</p>

NOS COORDONNÉES

Parlement européen/Europées Parlement
Place du Luxembourg/Luxemburgplein, 100
1050 Bruxelles/Brussel

Pour les visites

- visit@europarl.europa.eu
- europarl.europa.eu/visiting/fr
- [facebook.com/europeanparliament](https://www.facebook.com/europeanparliament)
- [#visitep](https://twitter.com/visitep)



Pour toute autre question sur le Parlement européen

europarl.europa.eu/askEP
epthinktank.eu/author/epanswers



Annex C: information for people with reduced mobility



De est touz, au four et l'autre, une personne à mobilité réduite

INFORMATION FOR PEOPLE WITH REDUCED MOBILITY (PRM)



EUROPEAN PARLIAMENT
BRUSSELS

This leaflet was produced by Mobility Point



Intranet: www.mobility.cp.org.union.eu
E-mail: mobilitypoint@ext.europa.eu
Tel.: 32303

Updated January 2014

PARLIAMENT'S BUILDINGS

Mobility Point

- Mobility assistance at Parliament
- ASPO002 (ground floor corridor)
- Mon-Thurs 9:00 - 17:00 (Fri until 13:30)
- 02/28 32 303

Assistance in the buildings

- Security staff on hand to help
- Requests: pmo@security@ep.europa.eu
- Contact: Security - 02/28 43 988

Plan of the buildings

- Available at Mobility Point
- Website: www.eptranstcp.org.union.eu

Movable ramps

- For meeting rooms without their own ramps
- Book one day in advance
- demenaceur@ep.europa.eu

Wheelchairs

- Available in every building
- Contact: 02/28 44 202 - 02/28 46 241

Electric scooters

- Available in every building
- Book one day in advance
- Macasin@ep.europa.eu
- Contact: Firmino Do Amaral - 02/28 42 878

GETTING AROUND IN BRUSSELS

Taxi

- Specially adapted taxis from Taxis Verts
- 02/349 49 49
- Other specialist taxi companies
- <http://www.bruxellespouxtous.be/Taxi49.html?lang=fr>

Assistance on the metro (STIB)

- Every day from 7:00 to 20:45
- Contact: 070/23 20 00
- http://www.stib.be/PMR_PBM.html?l=fr

Minibus service (STIB)

- Mon-Fri 6:30 - 23:00
- Door-to-door service in Brussels
- Book two working days in advance
- Tel: 02 515 23 65
- http://www.stib.be/PMR_PBM.html?l=fr

Assistance on the train (SNCB)

- Assistance available
- 131 stations
- Request at least 24 hours before travel
- 02/528 28 28
- <http://www.belgiarail.be/fr/service/clientele/voyspeurs-a-mobilite-reduite.aspx>

Adapted bikes (Almagic)

- Rents specially adapted bikes
- Bike rides
- www.almagic.org