



BEI / EIB
Staff Representatives
Représentants du personnel

Luxembourg, 03.07.2009

Dear colleagues,

The Staff Representatives (SRs) of the European Investment Bank (EIB) are honoured to invite you to the 10th annual Conference of Staff Associations of International Organisations (CSAIO).

Venue:

**European Investment Bank
100 bd Konrad Adenauer
L-2950 Luxembourg**

Conference dates:

**Thursday 17 September (afternoon) and
Friday 18 September 2009**

We are delighted to welcome you to Luxembourg for this 10th conference.

On behalf of the College of SRs,

Eberhard Bömcke
Spokesman of the College of SRs
European Investment Bank

For further information, please contact:
the Office of the EIB's SRs, preferably by e-mail: rpsec@eib.org
or by telephone (+352 4379 77000).

CSAIO/CAPOI 10



Conference of Staff Associations of International Organisations

<http://staffassoc.web.cern.ch/staffassoc/CSAIO/>

Conference Circular 1

The 10th Conference of Staff Associations of International Organisations (CSAIO 10), which will be hosted this year by the Staff Representatives of the EIB, is a follow-up to the previous conferences organised each year since 2000¹.

Each year, 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.

The College of SRs of the EIB will host the Conference at the headquarters of:

European Investment Bank
100 bd Konrad Adenauer
L-2950 Luxembourg

Conference dates:

Thursday 17 September (afternoon) and
Friday 18 September 2009
(room to be confirmed)

In this Circular, you will find advance information on the contents and organisation of the Conference. If you need additional information or if you would like to comment or make suggestions, please do not hesitate to contact the Office of the EIB's SRs, preferably by e-mail: rpsec@eib.org or by telephone (+352 4379 77000).

Remember to register!

If you would like to attend the conference, please fill in the registration form beforehand.

REMINDER: Please confirm your participation by sending back the registration form

BEFORE FRIDAY 31 July 2009!

Two participants per international organisation may register.

¹ The previous Conferences were organised by OECD in 2000, CERN in 2001, EBRD in 2002, ECB in 2003, EPO in 2004, the European Commission in 2005, the Council of Europe in 2006, OECD in 2007 and EMBL in 2008.



This year's topics

Each year, the Scientific Organising Committee (SOC)² selects topics of wide interest for the staff representatives of international organisations for the annual Conference, in consultation with the Local Organising Committee (LOC)³, on the basis of suggestions made during the previous Conference. For this year's Conference, three topics have been selected:

1. Health and safety at work

Present the types of initiative implemented in your organisation. Are they the result of consultation with the staff representatives? Outline in particular the following aspects : the players (occupational health officer...), their skills, the services offered to staff (ergonomics well-being, access for the disabled, advisory services, study of psychosocial risks, addictions, risk prevention programmes), the measures applicable in case of accidents at work, or occupational diseases (asbestos-related diseases, carpal tunnel syndrome, etc.).

2. Different employment termination methods

The budgetary problems faced by international organisations are leading to staff reductions, restructuring measures or even outsourcing of certain missions that in the past were entrusted to the staff of international organisations. Against that backdrop, an inventory of the various organisations and the means to be deployed to limit the consequences must be examined.

What different methods of terminating employment are used in your organisation? Describe the staff reduction, restructuring and outsourcing methods etc. employed and outline the resulting positive and negative effects.

3. International organisations and the environment

On account of their diverse activities, international organisations emit large quantities of carbon, thereby contributing to the deterioration of the quality of our environment.

What measures are being taken by the Administrations to improve their environmental performance (use of recycled paper, selective sorting, emphasis placed on the energy efficiency of premises, offsetting of carbon emissions generated by missions, etc.)? Do staff have a role to play in the implementation of these measures?

² Scientific Committee: Marie-Christine DELCAMP (OECD) and Joel LAHAYE (CERN)

³ Office of the EIB's SRs (rpsec@eib.org)

CSAIO/CAPOI 10



Presentations (These should not last more than 15 minutes)

**If you wish to make a presentation on any of the three topics,
please notify the Office of the EIB's SRs
by 31 July 2009 at the latest!**

Proceedings

The conference proceedings will be published after the conference on the basis of the texts produced by the speakers (brief summary of your presentation and the slides used) and the minutes taken during the discussions. Summaries will be published in the languages used by the speakers.

Languages

Simultaneous interpretation both in English and French will be provided throughout the conference. Presentations can therefore be made in English or French.

Conference dinner

The conference dinner will take place on the Thursday evening and will be offered with the compliments of the Staff Representatives of the EIB, the same will apply to lunch on Friday 18 September. Please let the Secretariat know as soon as possible if you have special dietary requirements (vegetarians, etc.). More details will follow in the second Conference Circular.

**Please indicate on the registration form whether or not you
will attend the conference dinner on 17 September and/or
the lunch on 18 September.**

No financial contribution

As usual, there will be no registration fees.

Hotel reservations

Please see the attached list of hotels (Appendix 3).

We advise you to book a hotel as soon as possible!

Disclaimer: Please note that the Office of the EIB's SRs cannot be held responsible for any individual hotel booking made by participants. It is up to the organisation or individual participants to make the actual reservations.

CSAIO/CAPOI 10



Insurance

Please note that the Office of the EIB's SRs cannot take out insurance for the participants. It is up to the organisation or individual participants to take out insurance.

Appendices

- 1- CSAIO 10 – provisional programme
- 2- CSAIO 10 participation/registration form
- 3- List of hotels in Luxembourg
- 4- List of airlines flying to/from Luxembourg
- 5- Getting to Luxembourg
- 6- City map of Luxembourg

CSAIO/CAPOI 10



Appendix 1 CSAIO 10 – provisional programme

Thursday 17 September

13:30 – 14:00 Conference registration

14:00 – 14:20 Conference introduction

14:00 Welcome

14:10 Speeches by the spokesman of the College of SRs of the EIB and the EIB's Human Resources Director

14:20 – 18:00 Session A / moderator:

14:20 Presentations on health and safety at work

•
•
•

16:00 Coffee break

16:30 Discussion

18:00 End of Session A

19:30 Dinner to be confirmed

Friday 18 September

09:00 – 12:15 Session B / moderator:

09:00 Presentations on different employment termination methods

•
•
•

10:30 Coffee break

10:45 Discussion

12:00 End of Session B

12:00 – 13:00 Lunch

13:00 – 14:00 Presentation by Ms Mercedes Sola, Mediator of the European Commission

14:00 – 14:30 CSAIO website

Preparation of next Conference

Venue and format

Themes/topics

14:30 – 17:00 Session C / moderator:

14:30 Presentations on international organisations and the environment

•
•

CSAIO/CAPOI 10



15:45 Discussion
16:45 End of Session C
16:45 – 17:00 Conference wrap-up

CSAIO/CAPOI 10



Appendix 2 CSAIO 10 – Participation form

Organisation

Association/Union

Will take part in CSAIO 10 Conference Yes No

Participants

The number of participants is limited to two per international organisation.

Participant 1

Family name..... Title/Function

First name Nationality

E-mail

Telephone

- I wish to attend the conference dinner Yes No
- I wish to attend to the lunch of the 18th Yes No
- I have special dietary requirements. Specify:

Participant 2

Family name..... Title/Function

First name Nationality

E-mail

Telephone

- I wish to attend the conference dinner Yes No
- I wish to attend to the lunch of the 18th Yes No
- I have special dietary requirements. Specify:

Presentations

Topic(s) on which you propose to make an oral presentation:

- health and safety at work Yes No
- different employment termination methods Yes No
- international organisations and the environment Yes No

Please return to the Office of the EIB's SRs
by e-mail (rpsec@eib.org) or fax (+352 4379 66390) by 12 June 2009 at the latest.

CSAIO/CAPOI 10



Appendix 3

List of hotels in Luxembourg

(When booking, please quote the special rate arranged with the EIB)

Hotel	Address	Contact (prefix: 00 352)	Price in euros
Novotel Kirchberg	quart. européen nord - Kirchberg L-2015 Luxembourg	Tel. : 42 98 48-1 Fax : 43 86 58	145
Sofitel Kirchberg	quart. européen nord - Kirchberg L-2015 Luxembourg	Tel. : 43 77 61 Fax : 42 50 91	169
Novotel Centre	35 r. du Laboratoire L-1911 Luxembourg	Tel. : 24 87 81 Fax : 26 48 02 24	149
Sofitel Centre	40 bd d'Avranches L-1160 Luxembourg	Tel. : 24 87 71 Fax : 26 48 02 23	205
Hilton	12 r. Jean Engling L-1466 Luxembourg	Tel. : 43 78-1 Fax : 43 60 95	132
Le Royal	12 bd Royal L-2449 Luxembourg	Tel. : 24 16 16-1 Fax : 22 59 48	182
Parc Belair	111 av. du X Septembre L-2551 Luxembourg	Tel. : 44 23 23-1 Fax : 44 44 84	174
Parc Plaza	5 av. Marie-Thérèse L-2132 Luxembourg	Tel. : 45 61 41-1 Fax : 45 61 41-222	126
Cravat	29 bd F-D Roosevelt L-2450 Luxembourg	Tel. : 22 19 75 Fax : 22 67 11	185
NH (airport)	rte de Trèves L-1019 Luxembourg	Tel. : 34 05 71 Fax : 34 02 17	131

CSAIO/CAPOI 10



Appendix 4 Airlines flying to/from Luxembourg

Air France

Reservations & information
Tel. (+352) 2730 2006

Alitalia

Rue Capitaine Crespel
B-1050 Brussels
Reservations
Tel. (+32) 2 551 11 22
Tel. (+32) 2 551 11 44
www.alitalia.be

Austrian Airlines

Luxembourg Airport
L-2987 Luxembourg
Tel. (+32) 2 642 25 70
Tel. (+43) 5 1766 942847
office.bru@austrian.com
www.austrian.com

British Airways:

Reservations
Tel. (+352) 3420808323
www.ba.com

HAMBURG INTERNATIONAL

Tel. (+ 352) 26 09 49 13
www.hamburg-international.de/

KLM:

Reservations & information
Tel. (+32) 70 225 335
Tel. (+31) 20 4 747 747
www.klm.lu

SAS

Troonstraat 130
B-1050 Brussels
Tel. 0800 22 117
www.flysas.lu

Swiss International Air Lines Ltd

63 av. de la Gare
L - 1611 Luxembourg
Tel. 34 20 80 83 70
www.swiss.com

TAP Portugal

Luxembourg Airport
L-1110 Luxembourg
Tel. (+352) 24 64 71 33
www.flytap.be

Lufthansa AG

L - 1360 Luxembourg
Tel. 900 730 55 (French)
Tel. 900 730 20 (German, English)
www.lufthansa.lu

VLM Airlines

Route de Trèves
Luxembourg Airport
L - 1110 Luxembourg
Tel. (+352) 49 33 95
www.flyvlm.com

Luxair S.A.

Luxembourg Airport
L-2987 Luxembourg
Tel. +352 2456 5050
information@luxair.lu

Appendix 5

Getting to Luxembourg

By plane

Luxembourg Airport

Luxembourg Airport is the closest and most convenient airport for Luxembourg city (about 15 minutes in a taxi).

On this page you will find the timetables and bus routes to get to/from the airport and a map of the bus network:

<http://www.vdl.lu/-p-1445618.html>

Travelling by car

Route to take from the motorway to the EIB:

http://www.eib.org/attachments/adr_map_luxembourg.pdf

Travelling by train

The main train station in Luxembourg is located in the city centre. There are express national, international and regional train services to countries throughout Europe.

Tip! For those travelling from Paris, we recommend taking the TGV high-speed train from Paris Est which takes 2¼ hours to get to Luxembourg.

Link to timetables for trains arriving in/departing from Luxembourg:

<http://www.cfl.lu/CFLInternet/Espaces/01EspaceVoyageurs>

Taxis in Luxembourg

Taxis are available outside Luxembourg train station and the airport. A taxi ride to the EIB costs between €25 and €30.

City of Luxembourg

You will find comprehensive information on the Luxembourg Tourism Office's website:

<http://www.vdl.lu/>

On the map below, the EIB is marked by the number 5 (box C1).

