

3.1.2. Draft Template for trade unionist and EWC' members; EXAMPLES/DRAFTS

3.1.2.1.

LIST OF EWC COMPONENTS Companies ...

From: Global Policy Department your Union

To: Your Union at national and local level

Cc: European Trade Union Federation UNI EUROPA

Other Unions involved (for example: Filcams CGIL, Fisascat CISL, Uiltucs UIL, ... FIOM, SLC ... FABI, HANDELS, MUBE, FNV, FSAB)

Date:

Re: **LIST OF EWC COMPONENTS Companies**

European Works Council

COMPANY	Role	SURNAME_NAME	COUNTRY	TRADE UNION	EMAIL	PHONE
	Main					
	Alternate					

Select Committee

COMPANY	SURNAME_NAME	COUNTRY	TRADE UNION	EMAIL	PHONE	SKYPE		

3.1.2.2.

Next EWC/SNB meetings list

From: members of your EWC/SNB

To the local your trade union

Cc: Your Union at national level

European Trade Union Federation UNI EUROPA

Other Unions involved (for example: Filcams CGIL, Fisascat CISL, Uiltucs UIL, ... FIOM, SLC ... FABI, HANDELS, MUBE, FNV, FSAB)

Date:

Re: Next EWC/SNB meetings

Here are the dates and the places where the next EWC meetings will take place

Country	City	Pre-meeting	EWC	Post-meeting	AoB

The following expert will be present In the role of
E.g.. SNB/EWC coordinator, appointed by UNI Europa.

I remind you that based on the establishment agreement of the EWC, the agenda is agreed amongst.....AND..... and will be communicated Days before the meeting, and the meeting documents will be sent to members days before the meeting and translated in the following languages:

Other noteworthy information:

- 1 ...
- 2 ...
- 3 ...

Regards in solidarity

The EWC/SNB member

3.1.2.3.

EWC/SNB meetings report

From: members of your EWC/SNB

To the local your trade union

Cc: Your Union at national level

European Trade Union Federation UNI EUROPA

Other Unions involved (for example: Filcams CGIL, Fisascat CISL, Uiltucs UIL, ... FIOM, SLC ... FABI, HANDELS, MUBE, FNV, FSAB)

Date:

Re: **EWC/SNB meetings report**

Date of the meeting:

Participants:

Agenda:

- 1.
- 2.
3. Confidential information **No**
4. Confidential information **Yes, until dd/mm/year**
5. A.O.B.

Regards in solidarity

The EWC/SNB member