

ITER

Practical Information

Guide

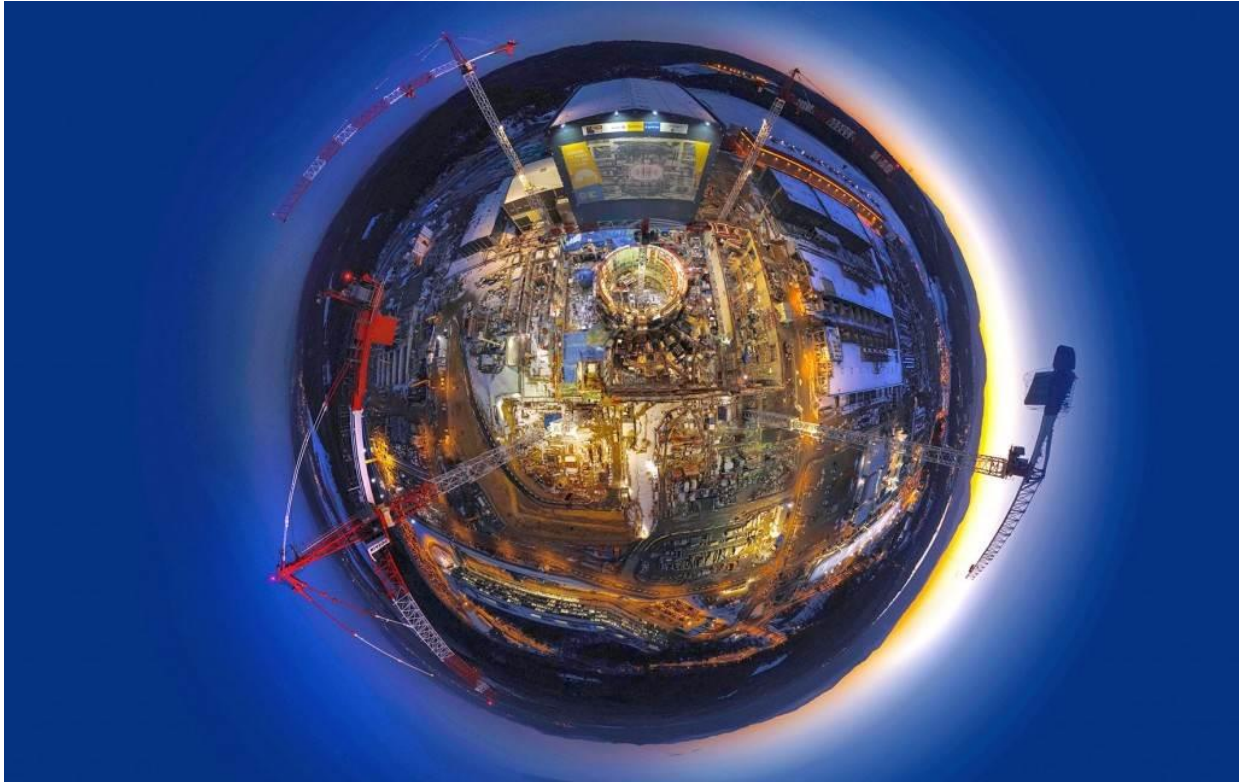


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Welcome to ITER!

As a newly hired staff member, we strive to make your time at ITER as enjoyable as possible.

This Practical Information Guide will provide you with useful tips concerning your stay and early settlement in the local areas and the IO. In addition, this guide also contains essential information about everyday life on-site with details about the different services available to ITER staff.

We hope this guide assists you throughout your stay and we wish you an excellent experience at ITER.

I. Introduction of ITER Organization

ITER is a large-scale scientific experiment that aims to provide for and to promote cooperation among the Members of the ITER Organization on the ITER Project, an international project that aims to demonstrate the scientific and technological feasibility of fusion energy for peaceful purposes, an essential feature of which would be achieving sustained fusion power generation.

ITER Organization is an Inter-governmental Organization. This public International Organization was established by an International Agreement signed by 7 parties, who are the Members of the Organization, and is subject to International Law. The IO status is applicable only to Staff Members having an employment contract with the IO.

The ITER Organization is staffed by women and men from all over the world, working together for the success of the ITER project. More than 800 hundred directly employed staff and over 500 external contractors currently work for the project in ITER Organization premises in Saint Paul-lez-Durance, France.

You can find more information on our website: <http://www.iter.org/org/io>

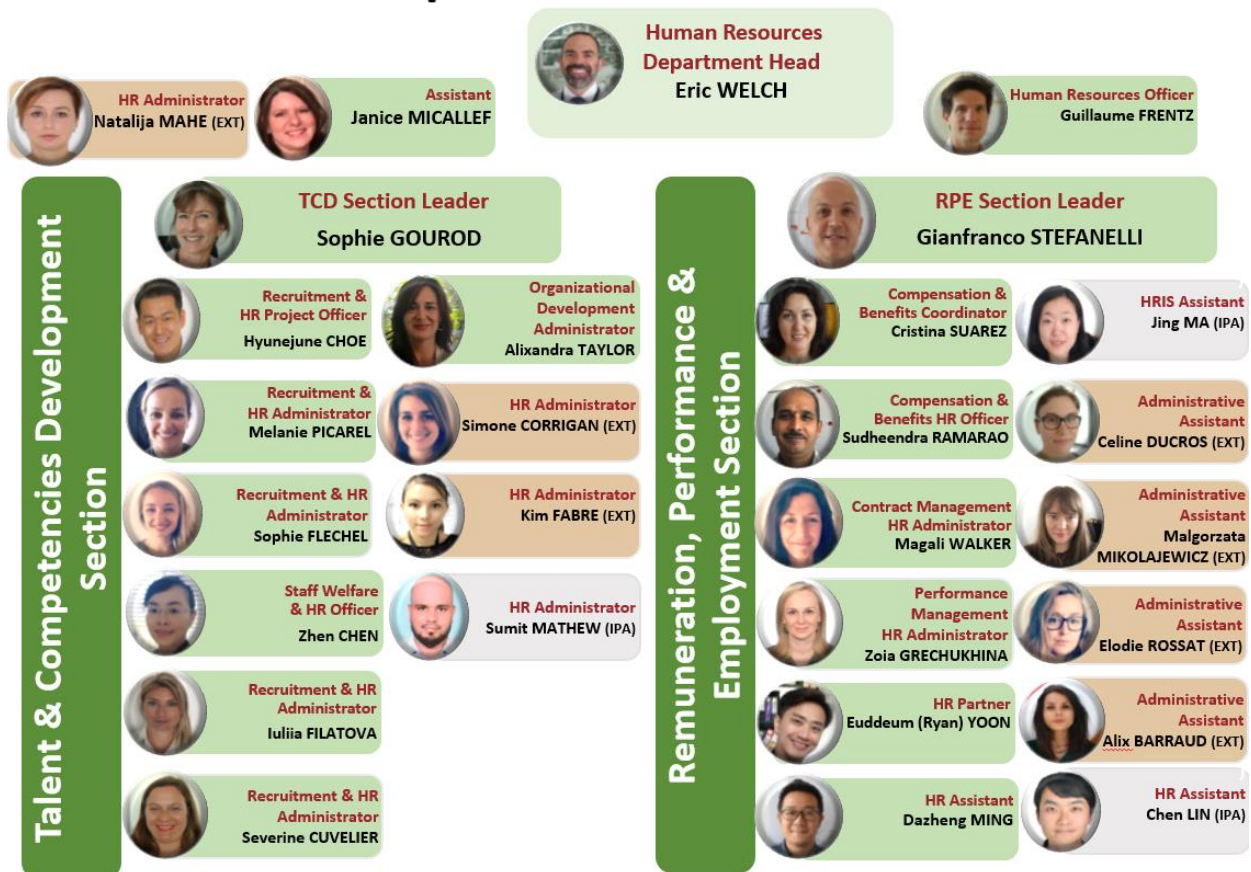
II. Human Resource Department of ITER Organization and Welcome Office of Agence ITER France

1. Human Resource Department (HRD) of ITER Organization

The Human Resources Department (HRD) provides integrated services to the ITER Organization (IO) enforcing critical competencies for the Project throughout areas of staffing, employee development and training, labour relations, employee relations, valuing diversity, and offering additional assistance to IO employees when appropriate.

HRD staff seeks to provide benefits to employees that promote health, wellness, and a sound work/life balance. Through employee orientation and professional development, we foster the values of inclusiveness, team spirit, employee engagement, and continuous learning. In all areas of work, the HRD firmly upholds the principles of confidentiality, accountability, and trust.

HR Department – Who’s Who



2. Welcome office of Agence ITER France (WO/AIF)

The Agence ITER France (AIF) was created in 2006 within the CEA (“*Commissariat à l’Energie Atomique et aux Energies Alternatives*” French Alternative Energies and Atomic Energy Commission) in Cadarache. Its role is to implement the commitments of France, as the Host country of the ITER Organization, for the development of the ITER project on the French territory of Cadarache.

The Welcome Office (WO) is part of the AIF and its mission is to assist the ITER staff and their relatives with their relocation and their daily life in France. To do so, the WO provides them with a wide range of dedicated services.

You will find in *Section VII-Relocation to France* of this guide the details of the assistance of the WO. To sum it up, the WO is the interface with the French authorities for visa and residence permits procedures, for driving licenses translations, car registrations or customs clearance...

It also provides house search assistance to the ITER staff.

Moreover, the WO offers an Intercultural and Language Program to the ITER staff and their spouses or partners: mainly for them to learn French as a foreign language (French Language Program), but also to foster intercultural exchanges and help the ITER families feel comfortable in their new French environment.

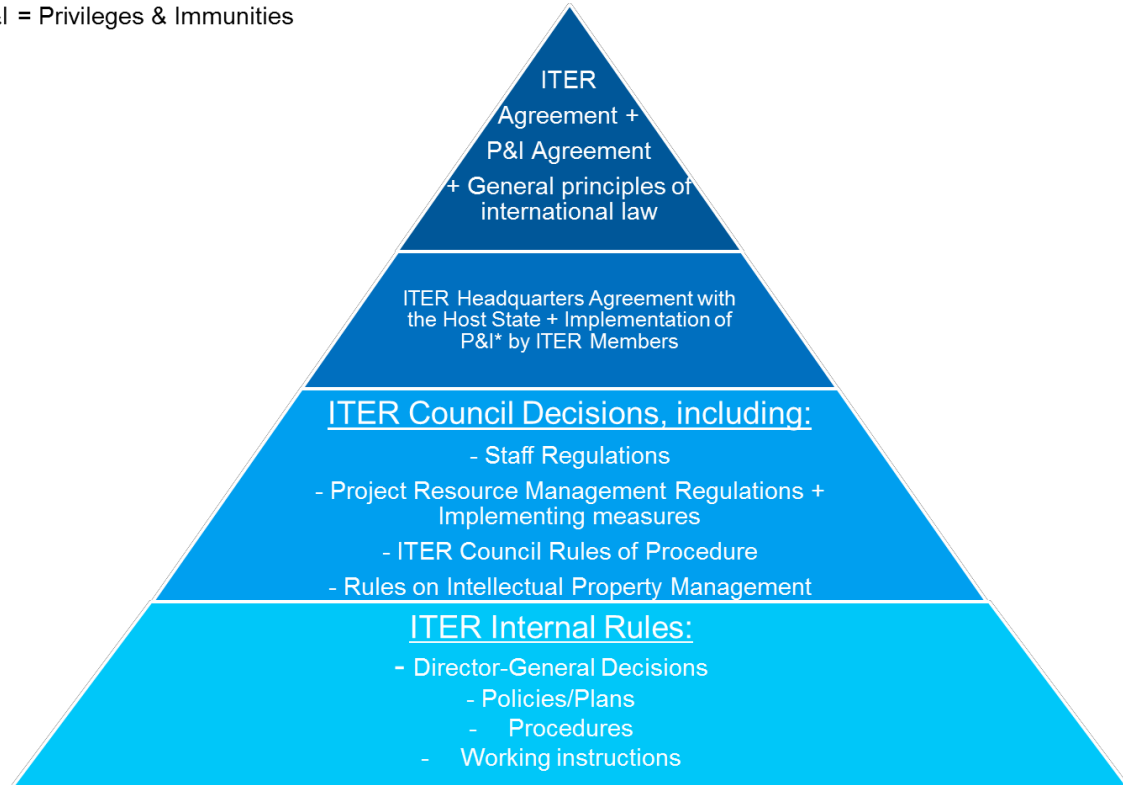
WO Location: ITER Entrance Building B03 – Room 5

WO generic mail box: welcome.office.admin@iter.org

WO Detailed contact points: see section VIII-3.

III. Document of Reference

*P&I = Privileges & Immunities



1. Working conditions

Working Conditions on the IO site are defined and regulated by IO Staff Regulations (https://www.iter.org/media/www/sites/jobs/hiring/docs/Staff_Regulations_of_the_ITER_Organizati_2E_FKUE_v17_0.pdf) aiming to define the status, rights, duties and responsibilities of the ITER Organization staff members, and the Internal Regulations (https://www.iter.org/media/www/sites/jobs/hiring/docs/Internal_Regulations_27WDZW_v2_2.pdf) providing rules concerning work, health, safety and security regulations for persons undertaking activities on the ITER site.

Opening hours of ITER office area are from 07h00 to 19h30.

2. The Code of Conduct

The Code of Conduct gives guidance in matters of professional ethics to all persons employed by the ITER Organization and serves as a reference for the public with regard to the standard of conduct that third parties are entitled to expect in their dealings with the ITER Organization.

It describes the basic standards of behaviour and ethical standards that we must all set for ourselves and that we are entitled to expect from our colleagues in the work place. It gives guidance on understanding how to conduct ourselves, treat others and how we should expect to be treated.

The current version of the Code of Conduct is available on the IO's public website (<https://www.iter.org/jobs>) and intranet website (<https://user.iter.org/?uid=4FDYTY> - This link can be opened only when you have intranet access.)

IV. Access to the ITER Site and Surrounding Region

1. Additional information: <http://www.iter.org/visit>



The ITER Organization (IO) is located in the commune of Saint Paul-lez-Durance, Provence-Alpes-Côte-d'Azur region, southern France. The ITER site is adjacent to the CEA Cadarache Research Centre where an outstanding scientific environment and technical infrastructure is already in place, including the Tore Supra Tokamak and centre for fusion research.

Access to the ITER site is restricted. All ITER staff that carry out activities on the ITER site shall be provided with a badge containing nominative data adapted to the automated access control card reader. Visitors to either site must make arrangements in advance in order to apply for the appropriate security clearance.

Please note that the ITER site is open Monday to Friday from 07h30 to 19h30. Prior authorization is required to access the site outside of these hours. Please contact your Department/Office Assistant to make arrangements.

2. Access to the ITER site and surrounding Region

1. By Commuter Buses

The IO provides five Commuter Bus lines available in the morning and evening of each working day for staff who reside in the most popular areas surrounding the ITER site.

For use of the Commuter buses, a bus fare of 2€ is charged per passenger per trip. Fares are paid directly to the bus driver (cash only), either in the form of a one-way 2€ ticket, or in the form of an 11-trip 20€ bus pass, which will be stamped by the bus driver for each trip. Multi-trip tickets (11-trip ticket for 20€) are available for purchase from the Conciergerie.

➤ Bus Lines

The Commuter Bus lines are given below:

- Line A1 – Aix-en Provence West (Ouest) #1
- Line A2 – Aix-en-Provence West (Ouest) #2
- Line B – Aix-en-Provence Centre
- Line C – Aix-en-Provence East (Est)
- Line D – Sainte Tulle (via Manosque)
- Line E – Villeneuve (via Manosque)

Note that buses will display their respective line designation (letter given above) followed by the line/route name. Please refer to Appendix 2&3 for more information about the Commuter bus time table and route map.

➤ Arrival at the ITER site

Commuter Buses are scheduled to arrive at the ITER Headquarters (outside of Building 03) at approximately 08h25 each day. For staff located in Building 72, access is gained by passing the Access Control of Building 03.

For staff located in Buildings 81 and 82, a “Dispatch” bus is in place to transport staff from the HQ site to 81 and 82. The bus will be stationed in the parking area in front of Building 03 (the same location for Commuter Bus drop-off) and display “Dispatching”.

➤ Departure from the ITER site

Commuter Buses are scheduled to leave the ITER site at 17h45 opposite Building 03.

For staff located in Buildings 81 and 82, a “Dispatch” bus is in place to transport staff to the HQ site and their relevant Commuter Buses. This bus shall depart at 17h35 every evening from outside Building 81.

Note that for evening return journeys, Commuter Buses will follow the same routes (reversed) as per the morning journeys, as detailed in the timetables referenced in Appendix 2.

2. By Car

The ITER Organization is located close to the A51 motorway linking Aix-en-Provence with the French Alps, approximately 35 km north of Aix-en-Provence and 20 km south of Manosque. Heading north from Aix in the direction of Sisteron, take exit 17 (Vinson/Saint-Paul-lez-Durance). At the first roundabout after the toll, turn left (past the CEA entrance) and continue along the D952 towards Vinon-sur Verdon. Continue along this road keeping the Cadarache fence to your right. After 2.2 km, a tall yellow sign on your right indicates the entrance to the former ITER Headquarters (now the site of Buildings 81 and 82). For the main entrance to the ITER Headquarters building, continue another kilometre along the D952 until you reach a large roundabout. Take the second right (ITER Accès Est) through the light grey gates and continue up the hill to the ITER Welcome Building (Entrance C).

Free parking is provided to guests and staff.

The approximate cost of the A51 motorway from Manosque to Cadarache is 1.40€, and from Aix-en-Provence to Cadarache is 3.50€. To save time and money, a motorway pass is available through the various motorway companies (Escota, ASF, etc.). A special motorway rate is also available for ITER staff members living in the “Communauté du Pays d’Aix” (designated Aix-en-Provence

County limits) through the Escota motorway company. To request your pass and receive further information about the various toll rates, please contact the motorway company closer to you.

EDF dam route over the Durance:

Upon registration, ITER staff has access to use the EDF Dam/Bridge Route over the Durance River for coming to work in the mornings and for returning home in the evenings.

Opening Hours (one-way traffic):

- 6h30 to 9h30 in the morning, from Corbieres/Manosque to Cadarache
- 16h30 to 18h30 in the evening, from Cadarache to Corbieres/Manosque



Please contact Christian Merveille (AIF) (christian.merveille@cea.fr) for further arrangement of your request depending on AIF agenda availabilities.

3. By Public Buses

A public bus runs from Aix-en-Provence to ITER (The CPA line 150 Aix-en-Provence--St Paul lez Durance <https://www.lepilote.com/>). Another public bus runs from Pertuis to ITER (152 Pertuis--St Paul lez Durance). Both stop directly in front of the main ITER site entrance (C).

The LER bus line 26 from the Marseille-Provence Airport to Digne-les-Bains stops at the front gate of CEA Cadarache, three kilometres from ITER Headquarters (<https://storage.gra1.cloud.ovh.net/>). It also serves the Aix TGV train station.

The LER bus line 27 from Marseille bus station, via Aix TGV and Aix bus station to Castellane, stops at CEA and stops in Vinon and Gréoux (<https://storage.gra1.cloud.ovh.net/v1>).

Please refer to Appendix 5 for more information regarding Regional Travel, such as airport and train services.

V. On-site Services

1. ITER Restaurant

A dedicated self-service Restaurant seating approximately 400 people is in place providing hot meals for staff at lunch time. The opening hours for lunch are: 11h30 to 14h00.

The restaurant is located on the ground floor of Building 72, with the main entrance to the restaurant found at the western end of the building.

➤ Payment

Payment for the purchase of food within the restaurant is either by use of a pre-paid account or by cash/credit card directly at the restaurant.

Pre-Paid Restaurant Account

It is possible to create a “Pre-Paid Account”, which is applied to your ITER access badge, and which can then be used to pay for your meal purchases at the restaurant. To create and use a Pre-Paid account, follow the steps below:

1. Registration of Account:
 - a. Visit the Restaurant outside of the main operating hours, from 07.30 to 11:45. Present your access badge to a member of the catering staff, informing them that you wish to register your account;
 - b. Register your account (this is mandatory to benefit from the preferential tariffs for certain categories of staff);
 - c. You will be given a receipt by the catering staff. On this receipt you will be given a Sodexo badge number.
2. You can then set-up and credit your account online at <https://www.sohappy.work/> using the username and password given on your receipt. Crediting your account can be done with all major credit cards.
3. On your next visit to the restaurant simply pass your access badge over the card reader and your account will be debited. Note that it is essential to activate your account online (as per Step 2 above) in order to use your access badge to make purchases.
4. In the event that you do not have enough credit on your account when making a purchase at the counter, the amount will be debited to your account and you should access your account online as soon as possible to top up your account (paying back monies owed to the contractor in the process). This feature is available to permanent ITER access badge holders (not to visitors). A negative balance of up to 5 € is tolerated.

Individual Payments

Purchase of food items can also be made at each separate visit to the restaurant either by cash or credit card at the counter.

2. ITER Coffee Bar

A dedicated Coffee Bar is available, serving hot drinks, soft drinks, sandwiches and other light food options for those who do not wish to eat a larger meal served in the self-service restaurant.

The Coffee Bar is located on the ground floor of Building 72, next to the restaurant. There are two main entrances: one next to the Reception area of the building, and a second adjacent to the bank. The opening hours are from 08h00 to 15h30.

Purchases can be made at the Coffee Bar by using your registered and activated access badge or by credit card only. Cash payments are not accepted.

Bringing your own food

Please note that you are also allowed to heat up and consume your own food at the Coffee Bar and in the restaurant area where microwave ovens have been installed.

3. ITER Library

The ITER Library has been established to respond to the scientific and technical information needs of the ITER Organization. The library space, its book collections and online resources serve as an information hub at the centre of the ITER Project.

The ITER Library, located in building 72/3017, offers IO staff and its members a full range of information services, including access to a physical lending library of science and engineering books, project standards, journals and periodicals, as well as other publications related to the scientific and technical domains of the ITER Project. In addition, a large online collection of electronic resources, including e-books and e-journals, can be easily accessed through the library's website (<https://portal.iter.org/information/library/SitePages/Home.aspx>). The ITER Library [catalogue](#), web portal and e-resources are located from links on the [DOC page](#). A technical meeting space, as well as additional seating and tables, are available for staff use throughout the year.

- Library Hours: Monday-Friday, 09h00 – 17h00
- Membership
 - All IO staff upon joining the Organization
 - Non-IO staff working on-site for longer duration (more than 3 months) including ITER Project Associates, Contractors, DA staff, Visiting Researchers, Postdoctoral Researchers, with approval from the relevant IO Responsible Officer and DOC Section Leader.Membership to the organizations/institutions which are working in similar subject areas could also be extended, if requested, with management approval.

4. ITER Restaurant Buses

Due to the split nature of the ITER site, internal Restaurant Buses are provided for the lunch period to transport staff from Buildings 81 and 82 to the ITER Restaurant located in Building 72. There is no charge for the use of these Restaurant buses. Staff are encouraged to use these Restaurant Buses when traveling to and from the ITER Restaurant, as this is the most efficient and safest method to do so.

Please refer to Appendix 4 for more information about the Restaurant bus time table and route map.

5. ITER Infirmary

The ITER Infirmery is located in Building 06 (the white building adjacent to ITER Headquarters) on the ground floor.

The Infirmery is equipped to handle first responder duties as well as visits from staff and specific care which requires a medical professional (bandage changes for example).

For breast feeding women, there is a dedicated calm room with a fridge to store your milk healthy.

The medical services are available to IO personnel and contractors located in Buildings 72, 03, 04, 06, 81 82, 89 and 93. (The construction site personnel have a separate dedicated infirmary.)

- Contact numbers: +33 6 30 84 31 58
- There is also a common email address for the infirmary which we encourage you to use firstly is HQinfirmery@iter.org

6. Banking

BNP PARIBAS

All banking services are available at the BNP PARIBAS Branch, located at room 1014 ground floor of the HQ building (B72) on Monday to Friday from 09h00 -11h30 and 12h30-17h30.

To schedule an appointment, please contact: +33 4 42 17 22 00

Also, you can anticipate all formalities to open a bank account by contacting prior to your arrival Mr Guillaume Balavoine (guillaume.balavoine@bnpparibas.com). Necessary employment certificates shall be provided when asking hr-remuneration@iter.org.

HSBC

An HSBC operating point is located at B72/2103. Opening hours are on Thursdays from 11h00 to 14h00.

To schedule an appointment, please contact HSBC directly (Tel: +33 4 42 16 08 25 /e-mail corinne.durandeu@hsbc.fr)

7. Concierge Service

The Concierge Service offers a full set of personal on-site services to IO staff. Services include dry cleaning, travel agency, car servicing, post office, housekeeping, babysitting, contact with plumbers, electricians, etc. Ordering, pickup and delivery is available on-site.

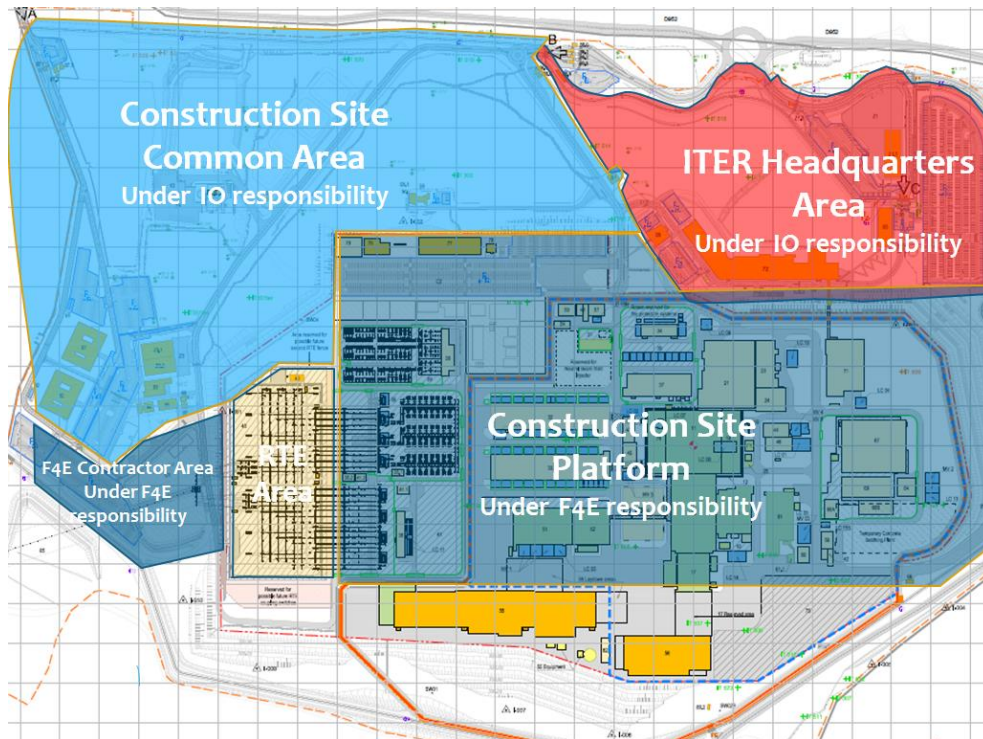
IO Staff members and their spouses have three ways to access the Concierge service to place their request: a counter at the IO HQ lobby, a concierge website and a concierge call centre.

- Concierge counter: HQ lobby, Monday from 08h30 to 13h00; Tuesday to Friday, 08h30 to 09h30, and from 11h30 – 15h00
- Concierge website: www.iter.concierge.circles.com
- Concierge call center: +33(0) 4 42 17 89 92, Monday to Friday, 08h00 – 20h00.

VI. Safety and Security

The ITER site is under the global responsibility of the IO; it comprises of two main zones, ruled by different safety regulations:

- ITER Headquarters area (in red)
- ITER construction site (blue)



Access to the worksite is subject to specific training.

1. Safety in the working place

➤ Work Conditions

You must never start a hazardous task (e.g. maintenance) without having first received safety instructions which should be specific to the risks of the work you will be performing.

- Avoid combustible build up (paper in office, cardboards, etc.).
- Hot work to be ruled by a Fire Permit (ask SHS (Security, Health and Safety) for guidance).
- Avoid overloading power sockets.

➤ Incident / Accident reporting

Immediate reporting to security command post (phone: 04.42.17.20.00) is requested in case of:

- accident / injury
- unsafe situations
- near misses
- unsafe behaviour
- potential risks that might impair others' safety.

➤ Worksite Waste

- Two bins inside each office are to be used separately: Blue bin (Paper), Black bin (used tissues, cans, beakers, etc.).
- Batteries should be disposed of in the dedicated containers on each floor of the buildings.
- Printer cartridges should be disposed of in the dedicated containers located next to printers on

each floor of the buildings.

➤ Fire Safety

- Evacuation plans are displayed on the walls.
- Please familiarize yourself with the location of emergency exits / routes and fire extinguishers closest to your working area.
- Assembly points are located in the parking area.
- First-Aid trained personnel are available on site: their names are displayed on the safety boards.

Smoking is prohibited throughout the ITER building and offices. Smoking is prohibited on site except in clearly designated smoking areas. In order to reduce the risk of fire and littering, smokers are requested to use the designated containers for cigarette butts.

➤ Alarms on Site: Thunderstorm Alert / Other Alert (ITER / CEA)

When hearing sirens coming from outside the buildings:

- Immediately take shelter in the closest enclosed building.
- Stop all work in progress. Place all equipment and tools in a safe place.
- Close all doors and windows and wait for instructions to be announced over the Public Address System.

If an evacuation is determined necessary:

- You will be notified on what to do and where to go;
- Evacuation will be made by buses.

➤ Alarm/Siren testing

- PUI (Internal Emergency Plan): every Thursday at 13h00.
- PPI (Particular Intervention Plan): first Wednesday of every month at 12h00. This alarm will be activated in real-time by the Préfet of the region if the consequences of an accident are likely to spread beyond the boundaries of the centre.
- Construction site sirens: first Wednesday of every month at 12h00.

NO RESPONSE IS REQUIRED IN THESE INSTANCES UNLESS OTHERWISE INSTRUCTED.

2. Security in the working places

➤ Opening hours

The different areas are accessible after opening hours:

- Office areas: from 7h00 to 19h30
- Worksite: from 05h30 to 22h30

➤ Rules applied on all areas of the site

- The taking of photos and videos is discouraged.
- No animals are allowed on site.
- Traffic regulations apply on site, please respect the signs.

➤ Rules governing the use of badges

- The badge is granted on a personal basis. The badge holder is responsible for its use. Forgery, reproduction or loan of the badge is strictly forbidden.
- It is mandatory to wear a valid badge within the ITER site. The badge must be worn in a

visible manner at all times. Outside the ITER site, the badge should not be visible and should be hidden away. It is advised not to leave the badge in an unattended vehicle. Any breach of provisions relating to the conditions of use of an access badge may lead to temporary or permanent withdrawal of the badge/access rights and/or legal proceedings.

3. Key Emergency Phrases in French

English	French	Pronunciation Help
Help	Au secours	O Seukoor
Fire	Au feu	O Feu
Call in the emergency	Appeler les secours	Apellé lé seukoor
It is an accident	C'est un accident	Sé teung aksidan
Help me	Aidez moi	Edé moa
I am on the road to ... at this address...	Je suis sur la route de ... à l'adresse suivante...	Jeu sui sur la root deu... a ladresse suivant
There are ... people injured	Il y a... personnes blessées	Iliya... person bléssé
He/She is choking	Il/elle s'étouffe	Il/el sétoofeu
He/She is unconscious	Il/elle est inconsciente	Il'el é inkonssien
Heart attack	Crise cardiaque	Creez carediak

VII. Relocation to France

1. Visa and residence permit for ITER staff

Your rights and obligations in terms of immigration documents will depend on your nationality or, if appropriate, your status of ‘resident’ in France.

❖ For ‘residents’ in France:

For the French Ministry for Europe and Foreign Affairs (FMEFA), a **resident in France** is any person who, at the time of taking up duties at the ITER Organization, has been living permanently or temporarily in France for 90 days or more. In addition, non-EU citizens are also considered as residents in France if they are already holding a French valid residence card (*‘titre de séjour’* issued by a French *Préfecture*) on the day of their ITER recruitment.

If you are considered as a resident in France by the FMEFA, you and your dependents will be subject to regular immigration law and you will not benefit from the status granted by the Special Resident Permit issued by the Ministry for Foreign Affairs.

The consequences will be the following:

- 1- Non-EU citizens (staff and dependents) will have to request and regularly renew a *‘titre de séjour’* at the French *‘Préfecture’*. (The related costs may be refunded by the ITER Organization).
- 2- Residents in France will obtain the same card from the FMEFA as French citizens, called *Attestation de fonctions* (just to be registered as IO staff in the official list of the Ministry - not a residence permit)
- 3- You will not be entitled to a car diplomatic registration (no tax-free purchase nor tax-free import). Only French regular registrations will be applicable to your car(s).
- 4- You will not be entitled to the tax-free import of your personal belongings (regular process applicable)
- 5- Regular driving license regulation will be applicable to you, according to the bilateral agreement of exchanges between France and your country, if any – see section 6 below.

❖ For ‘non-residents’ in France:

➤ If you are a non-EU national:

The Welcome Office (WO) is your interface for the French visa procedure. This procedure is specific to International Organization employees since you (and your spouse) are exempt from any employment authorization.

The WO will help you obtain a D-visa, valid for 3 months and enabling you to apply for a French Special Residence Permit issued by the French Ministry for Europe and Foreign Affairs upon your arrival in France (again with the help of the WO).

First ensure that you and your family have valid passports. Copies of these will be required by the WO to issue an official invitation letter called “Note Verbale”, which will be sent to the FMEFA to enable a free and accelerated visa delivery by the French Consulate in your country.

We recommend obtaining your visa first before confirming any travel tickets.

Upon your arrival, the Welcome Office will assist you with your residence permit application process.

For information about your visa application process: <https://france-visas.gouv.fr/>, the official visa website for France.

- If you are an EU national: free entrance to France.

As soon as you arrive in France, the Welcome Office will assist you in the formalities to obtain a French Special Residence Permit issued by the French Ministry for Foreign Affairs.

- If you are a French national:

You will obtain a card called *Attestation de fonctions* issued by the French Ministry for Foreign Affairs (with this card you will not be entitled to the tax free purchase of a car in France nor to the tax exempt import of personal belongings).

The Welcome Office will be your interface for this process.

2. International Moving

❖ Customs formalities:

- Moving from an EU country:

Thanks to the free circulation of goods in the European Union, there are no special procedures to follow.

- Moving from a non-EU country:

ITER staff members are entitled to import their furniture and personal effects tax and duty-free when moving to France for the first time and within 12 months of their arrival (including car).

If you plan to import your personal belongings to France, there is a specific procedure to follow with the Welcome Office. You will receive an inventory list to be completed with all your imported items (including car if any) and returned to the WO for validation by the Customs Office of Avignon (office in charge of the ITER staff). This document, once validated, will have to be given to your moving company as customs clearance.

The staff members who are considered as residents in France are not entitled to this tax-free import and will have to comply with the regular rules and process.

Specific information relative to cars:

ITER staff members (who are not French and not resident in France) have the right to import or acquire in France a motor vehicle without payment of taxes and duties during their employment in France, which vehicle shall be registered in a special (diplomatic) series.

Import from a non-EU country will require customs clearance, to be done through the inventory process with the WO (see above). No customs clearance is required for import from another EU country.

In any case, if you plan to import a vehicle from abroad, **please inform the Welcome Office in advance** (you will be given more information according to your case, and you may have to prepare some documents).

Then, once the car is in France, the Welcome Office will assist you for the diplomatic registration process.

For the ITER staff who is not entitled to car diplomatic registration, French regular process will be applicable and the Welcome Office can give you useful information about it.

Warning: for non-EU cars without EU-conformity, import and French regular registration are very long and costly, with no guarantee to obtain the French homologation.

Before planning your move, please contact the Welcome Office.

❖ **Moving Company and Reimbursement of fees**

Whatever your country of origin, for the choice of your moving company and the reimbursement of your moving fees, please contact the Human Resources team at ITER. Reimbursement of removal expenses shall follow the rules detailed in the Staff Regulations and Internal Administrative Circular No.5.

3. Customs

❖ **Personal Belongings:** see above

❖ **Pets:**

If you are entering the EU with a pet, you must travel with an official document that has been completed and signed by a veterinarian in your country. You will have to present this document for customs clearance. If you do not clear your pet, you may have to pay a fine or your pet may be confiscated by the Customs authorities. We also recommend that you provide anti-rabies immunization cards. To find more information in English, refer to the [French Customs website](https://www.douane.gouv.fr/fiche/travel-coming-france-your-pet), <https://www.douane.gouv.fr/fiche/travel-coming-france-your-pet>

❖ **Medication:**

Medication for personal use, i.e. for amounts corresponding to 3 months of treatment or less, may be brought into France without a prescription provided they are carried in your baggage. If you carry medicine containing narcotics or psychotropic drugs, you must keep the prescription with you at all times.

❖ **Travel with Money**

You are allowed to travel with any amount of money. However, if you are entering or leaving the European Union carrying an amount over 10,000 euros, or its equivalent in a different currency, in cash or convertible securities, such as bonds, shares or traveller's checks, you are under a legal obligation to declare it at Customs.

The declaration form, duly filled in, must be submitted at Customs, inside the airport, in the Arrivals area.

https://ec.europa.eu/taxation_customs/individuals/cash-controls_en

To find more information, please refer to the French Customs website: www.douane.gouv.fr

4. Required documents for your stay in France

During your stay in France, you will need some documents for administrative procedures (for example to register your car, to enrol your dependent child at school or to find accommodation...). Please ensure that you have all the required documents prior to your arrival.

We strongly recommend that you prepare the following documents, which could be useful for your daily life in France:

❖ Family

- Marriage certificate
- If you are living with someone (as a common-law spouse), proof that you have been doing so for an extended period (e.g. rental agreement)
- Children's birth certificates (natural child or legally adopted child only)
- Children's school reports and statements of full-time attendance at an educational establishment (natural child or legally adopted child only)
- Immunization records (for all members of your immediate family)
- Health insurance documents
- 4 photos (passport standard size) for each member of your family

❖ Cars

- Valid driver's license (and International driver's license if you wish to travel in Europe)
- All official and technical car documents
- Car insurance certificates/ driver's records (to have better prices)
- Car invoice and/or certificate of sale

5. Housing

➤ Temporary accommodation

Prior to your arrival in France, the Welcome Office can provide you with a list of hotels and residences to contact if you need to book a room for your first days in France.

➤ Permanent accommodation

A dedicated Relocation Company has been selected by the Welcome Office to help ITER staff members find housing and assist with lease agreements, deposit and all moving-in contracts. These experts can also help with utilities (even if you find a home separately). Different kinds of assistance, for free, are provided. Contact the WO in order to know which assistance you can benefit from.

The Welcome Office will refer you to this company on a case-by-case basis, once you have specified your requirements on the WO “Welcome questionnaire”.

Note that some documents such as house insurance certificate, salary slip or employment certificate, may be required when renting a house or for setting up utility contracts.

6. Driving Licenses

➤ EU driving licenses:

You can drive in France with an EU driving license as long as it is valid.

➤ Non-EU driving licenses:

- For the ITER staff holding a Special Residence Permit issued by the Ministry for Foreign Affairs:

Recognition of non-EU driving licenses:

The French administration legally recognizes national driving licenses for all ITER partner countries (Russia, USA, Republic of Korea, India, China, Japan) for the entire duration of the ITER contract
<https://www.legifrance.gouv.fr/affichTexte.do?cidTexte=JORFTEXT000025175223>

In that case, you can drive in France with:

- Your French Special Resident Permit
- Your valid national driving license
- Its official French translation (the Welcome Office can assist you for the official translation)

Note that you have to deal with the competent authorities in your own country in order to extend your license, if it expires during your mission in France.

If you intend to drive outside France during your stay, you will have to apply for an International driving license in your own country before leaving.

If you wish to exchange your non-EU driving license for a French one, it is only possible if a bilateral agreement was signed between France and the country which issued the non-EU driving license. Note that it is not compulsory and that the process can take up to 12 months (the WO is not assisting in this process). For details, see below.

- For the staff considered as residents and having non-EU driving licenses:

Only regular law is applicable: a French driving license has to be obtained within one year of the arrival in France, either by:

- **Exchanging your license for a French one:** only possible if a bilateral agreement was signed between France and the country which issued the non-EU driving license.
For the list, please check on:
https://www.diplomatie.gouv.fr/IMG/pdf/liste_permis_de_conduire_etrangers_valables_a_l_echange_mise_a_jour_20191001_cle015163.pdf
For the process, please go to: <https://www.service-public.fr/particuliers/vosdroits/F1460>
- **Taking the French driving tests** to obtain the French license, if there is no bilateral agreement:

<https://www.service-public.fr/particuliers/vosdroits/F2828>

Keep in mind that you must carry your driver's license whenever you drive. It has to be presented to an officer on demand.

7. French Language Program

The Welcome Office of the Agence ITER France specifically designed a French Language Program for ITER staff and their spouses or partners.

Group classes, individual tutoring, workshops, breakfasts and seminars are organized throughout the year, offering a wide range of learning experiences.

The French Language Program is free for all ITER staff and their spouses or partners, for two years or until the learner reaches level B1 (based on [Common European Framework of Reference for Languages](#)). French course is available on site for the staff, and in Manosque or in Aix-en-Provence for the staff and spouses or partners.

For further information, please contact Magali.Chabrand@iter.org or consult the booklet on the website <https://iterconnections.wordpress.com/your-french-language-program/>

8. International School Provence-Alpes-Côte d'Azur (EIPACA)

The International School Provence-Alpes-Côte d'Azur (hereafter EIPACA) is a French public school whose administrative and educational operation is based on the practices of the French National Education Department. Since its opening in September 2007, virtually all children of ITER families and many local pupils of both European and non-European nationalities have attended the International School Provence-Alpes-Côte d'Azur, which provides a bilingual curriculum.

The education system, from nursery school to senior high school (Baccalaureate), currently comprises six language sections (Chinese, English, German, Italian, Japanese and Spanish), in which the courses are taught according to the principle of parity: 50% in French and 50% in the section language. From the "college" (secondary school) level, English speaking students can be enrolled in the English section of European teaching, where the classes are taught 80% in English.

The introduction, in September 2009, of International teaching responds to the needs of students for whom teaching 50% French and 50% English would be a handicap for the preparation of French national exams. This European curriculum must be considered as a diversifying element in the teaching possibilities as it is being developed alongside the bilingual education plan put into place since the creation of International School.

The curriculum is available on the Website of the EIPACA: <http://www.ecole-internationale.ac-aix-marseille.fr>

Admission rules:

EIPACA undertakes to admit dependent children of ITER Organization staff.

In agreement with the Director of the School, the ITER Organization is responsible to decide upon the eligibility of ITER Right Holders to EIPACA, and the issuance of the required certificate. In case of eligibility, the dependent child(ren) concerned are accepted by the School at any period of the year.

The curriculum must be taught in two working languages, French and the language of the chosen language section; students must be able to follow the curriculum in the language section for which they have applied. These conditions will respect the educational needs for both the student as an individual and the group as a whole.

Children of ITER Organization personnel and domestic agencies should take a language test when they apply to enrol to EIPACA. If the student cannot be admitted in their mother tongue language section or for a language they can master at a level corresponding to the requirements set by the academic organization, and if they possess the required abilities to follow a French education, they will be directed to the school establishment they come under while taking into account the applicable division, following the terms of the common law. If they do not possess the abilities to follow a French education, they will be admitted to the International School, in principle, in the English section.

For more information or detail of ITER certificate, please contact hr-remuneration@iter.org.

VIII. Additional Information

1. Dining services available off-site

St. Paul-les-Durance	L'Accent Avenue de la Libération 13115 St Paul les Durance Phone: 04 42 28 82 25	Open for lunch Monday to Friday Open Friday and Saturday evenings
	La Boucherie Avenue de la Libération 13115 St Paul les Durance Phone : 04 42 57 42 22	Open for lunch Tuesday to Saturday Open Saturday evenings
	Relais de l'Abeou CD 61D 13115 St. Paul les Durance Phone : 04 42 57 41 63	Bar open from 6h30. to 20h00. Restaurant open for lunch only. Closed Saturdays and Sundays
	L'URBAN 20 Rue Jules Horowitz, 13115 St Paul lès Durance Phone : 04 42 28 46 08	Open for lunch Monday to Friday Open Tuesday to Thursday evenings Closed Saturdays and Sundays
Vinson-sur-Verdon	Le Palais de la Bière Le Cours 83560 Vinon-sur-Verdon Phone: 04 92 78 91 02	(closed Mondays)
	Le Bistrot Du Cours 134 Esplanade Cours 83560 Vinon-sur-Verdon Phone : 04 92 79 73 12	Closed every afternoon from 15h00 to 18h00 in low season. Open all day from 10h00 to 23h00 in summer
	L'Olivier Route de l'Aérodrome 83560 Vinon-sur-Verdon Tel : 04 92 78 86 99	Open Monday to Friday Lunch in the low season. Open 7 days a week in the high season.
	La Table Ronde 877 Avenue de la République 83560 Vinon-sur-Verdon Phone: 04 92 78 92 58	Closed Friday evenings and all day Saturday.
Manosque	Le Forum 341, avenue du Moulin Neuf 04100 Manosque Phone: 04 92 75 02 96	Monday to Thursday from 7h00 to 21h00 and Friday
	Le Bistronomique L Ecoforum 180 avenue Regis Ryckebusch, 04100 Manosque Phone : 4 92 72 41 86	Open for lunch Monday to Saturday Open Friday and Saturday evenings

2. Useful links

ITER Organization	http://www.iter.org/
Agence ITER France	http://www.itercad.org/
Welcome Office	http://www.welcomeoffice-agenceiterfrancecea.com/?lang=en
ITERCONNECTIONS	https://iterconnections.wordpress.com
International School Provence-Alpes-Côte d'Azur	http://www.ecole-internationale.ac-aix-marseille.fr
Académie d'Aix-Marseille	http://www.ac-aix-marseille.fr
French Ministry of Education	http://www.education.gouv.fr/ and http://eduscol.education.fr/
City of Aix en Provence	http://www.aixenprovence.fr/
Town of Manosque	http://www.ville-manosque.fr/
Conseil Général des Alpes-de-Haute-Provence ("Département")	http://www.cg04.fr/
Conseil Régional Provence-Alpes-Côte-d'Azur ("Région"):	http://www.regionpaca.fr/
Logic Immo	http://www.logic-immo.com/
Le bon coin	http://www.leboncoin.fr/
Yellow page	http://www.pagesjaunes.fr/
Aix-en-Provence restaurants	http://en.aixenprovencetourism.com/aix-restaurants.htm

3. Useful Contact points

Human Resources Contact points

	HR Mailbox
Staff Welfare & Assistance	HR-Recruitment@iter.org
Recruitment	HR-Recruitment@iter.org
Compensation & Benefits / Staff Administration	HR-remuneration@iter.org
Training	HR-Training@iter.org
Travel & Removal Contact	HR-remuneration@iter.org

Welcome Office (WO) Contact points

Name	Title	Phone Number	Email
Fabrice Carle	WO Manager	+33 4 42 25 34 53	Fabrice.carle@cea.fr
Audrey Duval	Personnel Relocation Manager	+33 4 42 17 61 11	Audrey.duval@iter.org
Laure Patte	Personnel Relocation Manager	+33 4 42 17 61 12	Laure.patte@iter.org
Sandrine Vallecalle	Personnel Relocation Manager	+33 4 42 17 86 01	Sandrine.vallecalle@iter.org
Magali Chabrand	Language Programs Manager	+33 4 42 17 69 57	Magali.chabrand@iter.org

WO generic mail box: welcome.office.admin@iter.org

Department / Office Secretaries and Assistants

Department, Office or Cabinet	Secretary or Assistant	Phone Number	Email
Office of the Director-General (ODG)	Carole Desailoud	+33 4 42 17 66 03	Carole.Desailoud@iter.org
Finance & Procurement Department (FPD)	Andrea Vitupier	+33 4 42 17 83 63	Andrea.Vitupier@iter.org
Human Resources Department (HRD)	Janice Micallef	+33 4 42 17 81 39	Janice.Micallef@iter.org
Project Control Office (PCO)	Catherine Moutte	+33 4 42 17 64 02	Catherine.Moutte@iter.org
Central Integration Office (CIO)	Nathalie Zeltner	+33 4 42 17 67 64	Nathalie.Zeltner@iter.org
Safety & Quality Department (SQD)	Marie-Cecile Freymann	+33 4 42 17 68 02	Marie-Cecile.Freymann@iter.org
Engineering Design Department (EDD)	Aurelie Annicchiarico	+33 4 42 17 69 02	Aurelie.Annicchiarico@iter.org
Plant Construction Department (PLD)	Gaelle Breyse	+33 4 42 17 63 02	Gaelle.Breyse@iter.org
Construction Department (CST)	Christine Serres	+33 4 42 17 67 83	Christine.Serres@iter.org
Science & Operations Department (SCOD)	Celine Rossini	+33 4 42 17 65 02	Celine.Rossini@iter.org

Useful phone numbers

Office	Phone Number
Emergencies on the IO site	+33(0)4 42 17 20 00
ITER Infirmary	+33(0)4 42 17 60 93
BNP PARIBAS	+33(0)4 42 17 22 00
Guest accommodation "Le Château"	+33(0)4 42 25 25 69
Library	+33(0)4 42 25 65 61

4. Private Insurance company offerings and other financial services

In Annex 6, you can find flyers from two leading insurance companies with special proposals for ITER staff to cover mandatory insurance requirements in some specific situations under French law. Both of these companies provide services in English.

In addition, you can find below the link to AMFIE, a Financial Cooperative Association providing a wide range of financial services. <https://www.amfie.org/en/amfie-organisation>

We draw your attention on the fact that the leaflets/information were prepared and drafted by these insurance companies/financial provider in their own capacity. The offers indicated in their leaflets/site are merely transmitted to IO personnel for enabling them to contact English speaking insurers/financial entities for practical purposes. The transmission of these leaflets/site information does not constitute an endorsement by the IO of the products offered by the companies. The decision to contract private insurance/financial services with these companies is at IO's personnel sole discretion and IO declines all liability in this respect.

Appendix 1: Public Holidays & Site closure dates

Year: 2020

Month	Public Holidays & Site closure dates		
January	1	Wednesday	New Year's Day
	2	Thursday	Site closed = Recuperation of Assumption Day falling on
	3	Friday	Site closed = Recuperation of All Saints' Day falling on
February			
March			
April	13	Monday	Easter Monday
May	1	Friday	Labour Day
	8	Friday	Remembrance Day
	21	Thursday	Ascension Day
June	1	Monday	Whit Monday (Pentecost)
July	14	Tuesday	National Holiday
August	15	Saturday	Assumption Day
September			
October			
November	1	Sunday	All Saints' Day
	11	Wednesday	Remembrance Day
December	24	Thursday	Site closed
	25	Friday	Christmas Day
	28	Monday	Site closed
	29	Tuesday	Site closed
	30	Wednesday	Site closed
	31	Thursday	Site closed

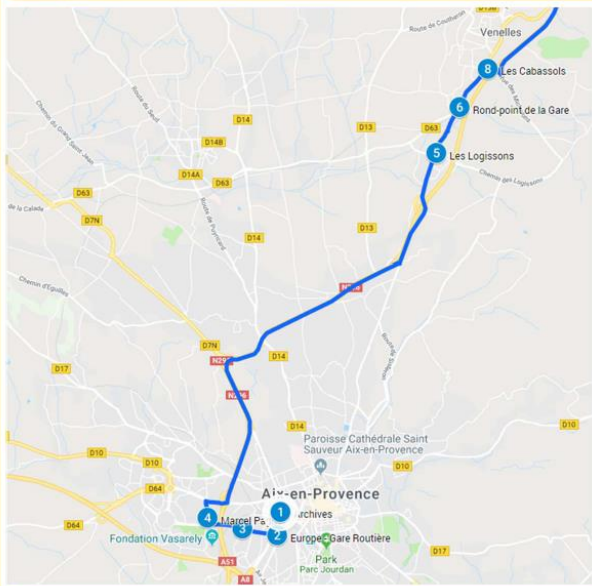
Legend:

In blue - Official public holidays of Host State

In dark red - Site closure days (with no deduction of annual leave, granted by DG)

Appendix 2: Commuter Bus Timetable

A₁ ITER Commuter Bus Line A1 – Aix-en-Provence West



#	Bus stop	Description	Time	GPS coordinates
1	Archives	150 avenue Georges Pompidou	7:30	43.527050,5.438955
2	Europe - Gare Routière	11 avenue de l'Europe	7:32	43.523530,5.438279
3	Tubingen	in front of Aix-Marseille University	7:34	43.524577,5.430967
4	Marcel Pagnol	in front of car park	7:36	43.526097,5.423888
5	Venelles Logissons	Les Logissons	7:47	43.580472,5.471158
6	Venelles Gare	Rond-point de la Gare	7:49	43.5873394,5.4760763
7	Venelles Cabassols	Les Cabassols	7:52	43.593134,5.481775
8	ITER C	ITER Entrance C (Headquarters)	8:25	43.711945,5.777139

TICKETS

One-way ticket: 2 € (cash in the bus)

11-trip ticket: 20 € (cash in the bus, or at the conciergerie in Building 72)

For latest information on changes and disruptions, subscribe to the bus alert tool on Bizz

EVENING RETURN

Departure at 17:45 from Entrance C

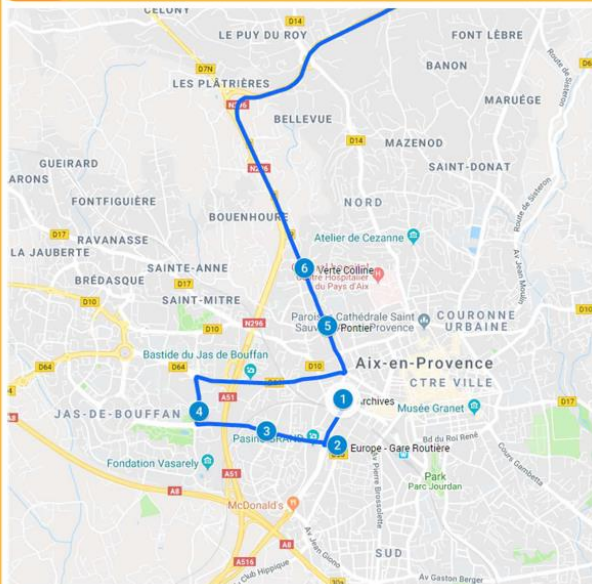
Dispatch bus from Building 08 at 17:25 and from Building 81 at 17:30

iter

Only valid on ITER Site opening days

Applicable from 02-May-2019

A₂ ITER Commuter Bus Line A2 – Aix-en-Provence West



#	Bus stop	Description	Time	GPS coordinates
1	Archives	150 avenue Georges Pompidou	07:30	43.527050,5.438955
2	Europe - Gare Routière	11 avenue de l'Europe	07:32	43.523530,5.438279
3	Tubingen	in front of Aix-Marseille University	07:34	43.524577,5.430967
4	Marcel Pagnol	in front of car park	07:36	43.526097,5.423888
5	Pontier	Av. Marechal de Lattre de Tassigny, bus stop in front of "Total Station"	07:43	43.532589,5.437297
6	Verte Colline	Av. Marechal de Lattre de Tassigny, bus stop	07:45	43.536918,5.434863
7	ITER A	ITER Entrance A (Bldgs 81-82-93)	08:22	43.708281,5.764510
8	ITER C	ITER Entrance C (Headquarters)	08:25	43.711945,5.777139

TICKETS

One-way ticket: 2 € (cash in the bus)

11-trip ticket: 20 € (cash in the bus, or at the conciergerie in Building 72)

For latest information on changes and disruptions, subscribe to the bus alert tool on Bizz

EVENING RETURN

Departure at 17:45 from Entrance C

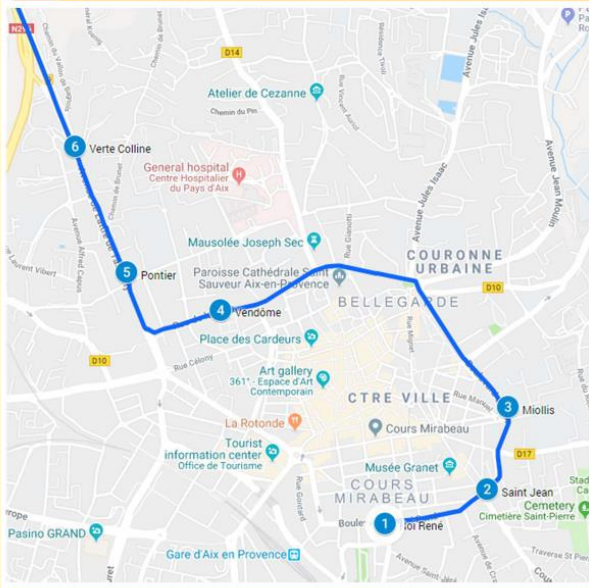
Dispatch bus from Building 08 at 17:25 and from Building 81 at 17:30

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Only valid on ITER Site opening days

Applicable from 01-Apr-2019

B ITER Commuter Bus Line B – Aix-en-Provence Centre



#	Bus stop	Description	Time	GPS coordinates
1	Roi René	Bus stop Bd du Roi René	07:25	43.523943,5.449552
2	Saint Jean	2 Bd Carnot, after Cours Gambetta after crossing	07:27	43.5251203,5.4543953
3*	Miollis*	Bus stop "Miollis"	07:30	43.527940, 5.455399
4	Vendôme	Bus stop "Rue de la Molle"	07:37	43.531294,5.441745
5	Pontier	Av. Marechal de Lattre de Tassigny, bus stop in front of "Total Station"	07:40	43.532589,5.437297
6	Verte Colline	Av. Marechal de Lattre de Tassigny, bus stop	07:42	43.536918,5.434863
7	ITER A	ITER Entrance A (Bldgs 81-82-93)	08:22	43.708281,5.764510
8	ITER C	ITER Entrance C (Headquarters)	08:25	43.711945,5.777139

*Give a sign to the driver the morning; bus stop not served the evening

TICKETS

One-way ticket: 2 € (cash in the bus)
11-trip ticket: 20 € (cash in the bus, or at the conciergerie in Building 72)

For latest information on changes and disruptions, subscribe to the bus alert tool on Bizz

EVENING RETURN

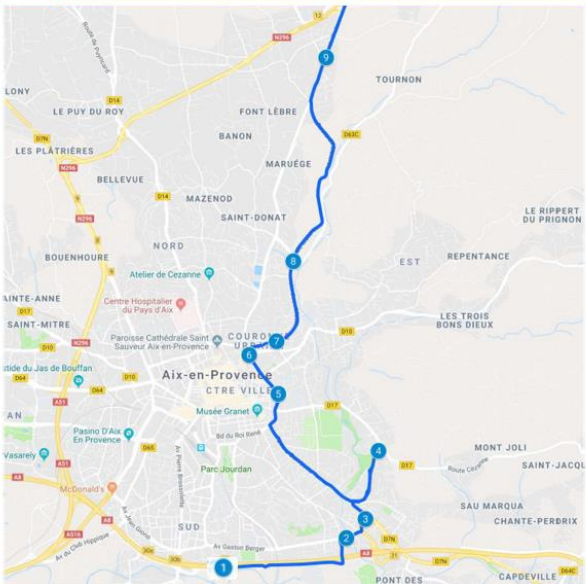
Departure at 17:45 from Entrance C
Dispatch bus from Building 08 at 17:25 and from Building 81 at 17:30

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Only valid on ITER Site opening days

Applicable from 02-May-2019

C ITER Commuter Bus Line C – Aix-en-Provence East



#	Bus stop	Description	Time	GPS coordinates
1	Krypton	Krypton Park & Ride	7:20	43.511468,5.44873
2	Beausoleil	Bus stop "Beausoleil", Avenue Henri Mauriat	7:23	43.51436,5.464254
3	Mauriat	Bus stop "Mauriat", Av Mauriat, close to Malacrida Park & Ride	7:24	43.5161401,5.4667533
4	Cassin	Bus stop "Cassin"	7:28	43.5225705,5.4684414
5*	Miollis*	Bus stop "Miollis"	7:32	43.527940, 5.455399
6	Bellegarde	Bus stop in front of 2 Cours St. Louis	7:35	43.531613,5.451595
7	Zola	Junction of Traverse Malakoff & Bd. Francois et Emile Zola	7:38	43.532898,5.455167
8	Park & Ride	Bus stop at Park & Ride facility on Route de Sisteron	7:42	43.540447,5.457348
9	Arcades	Esso Station, RN 96	7:46	43.559636,5.461618
10	ITER A	ITER Entrance A (Bldgs 81-82-93)	8:22	43.708281,5.764510
11	ITER C	ITER Entrance C (Headquarters)	8:25	43.711945,5.777139

*Give a sign to the driver the morning; bus stop not served the evening

TICKETS

One-way ticket: 2 € (cash in the bus)
11-trip ticket: 20 € (cash in the bus, or at the conciergerie in Building 72)

For latest information on changes and disruptions, subscribe to the bus alert tool on Bizz

EVENING RETURN

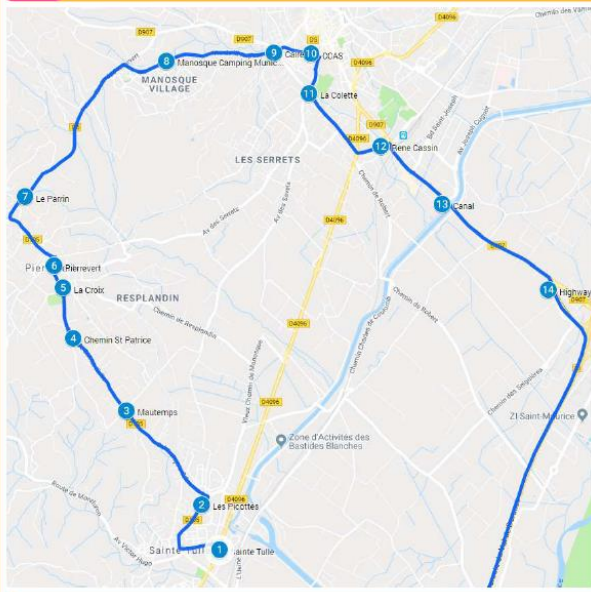
Departure at 17:45 from Entrance C
Dispatch bus from Building 08 at 17:25 and from Building 81 at 17:30

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Only valid on ITER Site opening days

Applicable from 11-June-2019

D ITER Commuter Bus Line D – Sainte-Tulle



#	Bus stop	Description	Time	GPS coordinates
1	Sainte Tulle	Bus stop on RN 96 "les routiers"	07:36	43.786095,5.770163
2	Les Picottes	Bus stop	07:38	43.790120,5.768080
3	Mautemps	Intersection with Route de Mautemps	07:39	43.798573, 5.758710
4	St Patrice	Intersection with Chemin St Patrice	07:40	43.805076, 5.752098
5	La Croix	Crossing of Av. A. Bastide & RD 105	07:42	43.809562, 5.750846
6	Pierrevert	"Le Cercle", Cours de la Liberation	07:43	43.811544, 5.749682
7	Le Parrin	Bus stop after the D6 roundabout	07:47	43.817732, 5.746124
8	Camping Municipal	Camping municipal – Chemin des Bas Hubacs/Av. de la Repasse	07:50	43.829914, 5.763712
9	Caire	Bus stop on Av. de la Repasse	07:51	43.830649, 5.777134
10	CCAS	Bus stop on Av. Majoral Raoul Arnaud	07:52	43.830547, 5.781697
11	La Colette	Bus stop in front of Radiologie de Hte. Provence on Av. G. Pompidou	07:53	43.826981, 5.781468
12	René Cassin	Bus stop on Av. René Cassin	07:58	43.822272, 5.790382
13	Canal	Park & Ride facility near Av. Joseph Cugnot (Manosque)	08:03	43.817089, 5.798009
14	Highway P&R	Park & Ride facility near highway roundabout (Manosque)	08:05	43.809359, 5.811261
15	ITER	ITER Entrance A (Bldgs 81-82-93)	08:22	43.708281, 5.764510
16	ITER	ITER Entrance C (Headquarters)	08:25	43.711945, 5.777139

TICKETS

One-way ticket: 2 € (cash in the bus)
11-trip ticket: 20 € (cash in the bus, or at the conciergerie in Building 72)

EVENING RETURN

Departure at 17:45 from Entrance C
Dispatch bus from Building 08 at 17:25 and from Building 81 at 17:30

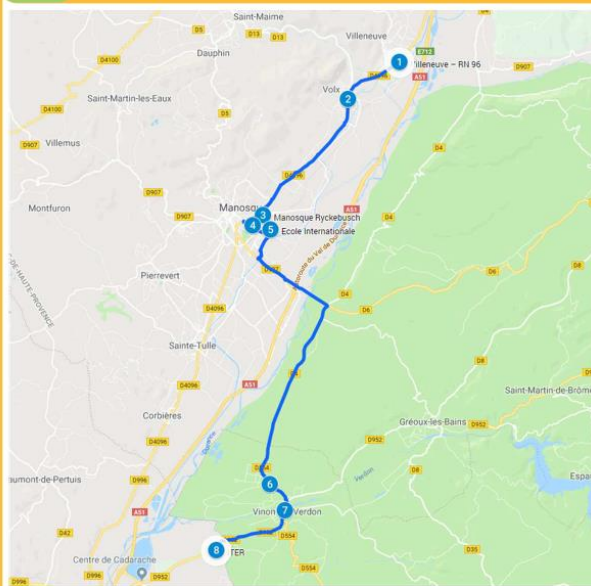
i For latest information on changes and disruptions, subscribe to the bus alert tool on Bizz

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Only valid on ITER Site opening days

Applicable from 22-Jan-2018

E ITER Commuter Bus Line E – Villeneuve



#	Bus stop	Description	Time	GPS coordinates
1	Villeneuve – RN 96	Bus shelter	07:30	43.888124, 5.868858
2	Volx	RN 96, after the roundabout in the middle of the village	07:35	43.874819, 5.843169
3	Manosque Ryckebusch	Av. Régis Ryckebusch	07:45	43.832936, 5.800303
4	Manosque Le Forum	Av. du Moulin Neuf, near BNP Paribas	07:47	43.829342, 5.795135
5	Ecole Internationale	Bus stop on the road in front of International School	07:50	43.827858, 5.804143
6*	Aérodrome*	RD554	08:02	43.735884, 5.804003
7	Vinon-Sur-Verdon	Av. de la République, opposite market square	08:14	43.726493, 5.811542
8	ITER	ITER Entrance C (Headquarters)	08:25	43.711945, 5.777139

*Bus stop not served the evening

TICKETS

One-way ticket: 2 € (cash in the bus)
11-trip ticket: 20 € (cash in the bus, or at the conciergerie in Building 72)

EVENING RETURN

Departure at 17:45 from Entrance C
Dispatch bus from Building 08 at 17:25 and from Building 81 at 17:30

i For latest information on changes and disruptions, subscribe to the bus alert tool on Bizz

iter

Only valid on ITER Site opening days

Applicable from 22-Jan-2018

Appendix 4: Restaurant bus timetable & Route map

TIMETABLE

RESTAURANT BUS

Building 81 towards Building 72	Building 72 towards Building 81
11H45	-
-	11H57
12H09	-
-	12H21
12H33 (via Building 55)	-
-	12H45
12H57	-
-	13H09
13H21	-
-	13H33 (via Building 55)

Timetable starting 7th November 2016

**REMINDER : ALL PASSENGERS MUST BE SEATED
NO STANDING UP ALLOWED**

Appendix 5: Regional Travel Information

Airports

The closest international airport is Marseille-Provence located in Marignane, approximately 1 hour by car from Cadarache. The airport has direct connections with many large international hubs: Paris, London, Frankfurt, and Amsterdam. Information can be found on www.marseille.aeroport.fr.

A second international airport is located in Nice, approximately 2 hours by car from Cadarache. Information can be found at www.nice.aeroport.fr.

Train Stations

Major train stations are located in Aix-en-Provence and Marseille:

- Aix-en-Provence centre' is located 40 minutes by car from Cadarache.
- Aix-en-Provence/Arbois TGV' is 55 minutes by car from Cadarache. This is the 'train à grande vitesse', or high-speed, train station.
- Marseille St. Charles' is approximately 1 hour by car from Cadarache.

Smaller train stations are located in Manosque, Meyrargues and Pertuis. For further information please consult <http://en.voyages-sncf.com/en/> for international information, and www.sncf.fr for regional information.

Airport and TGV Train Station Transfer Options

- Shuttle buses

MARSEILLE-PROVENCE AIRPORT > AIX-TGV RAIL STATION> AIX-EN-PROVENCE BUS STATION

Buses leave the airport for Aix-en-Provence every half hour from Monday to Sunday leaving on the hour and on the half-hour between 5h30 and 23h30. An additional bus leaves at 00h15. Fares: around 7.00 € one way. Tickets may be purchased on the bus from the driver. Time to centre of Aix-en-Provence: approximately 30 minutes.

For information concerning bus transfers from the airport to other neighbouring cities, please visit the airport's website: <http://www.mrsairport.com/eng/index.jsp>

This bus also stops at the Aix TGV train station every half hour and leaves at 10 minutes and 40 minutes past the hour. Additional buses run from the train station between 08h55 and 21h55. Fares: around 3.50€ one way. Tickets may be purchased on the bus from the driver. Time to the centre of Aix-en-Provence: approximately 20 minutes.

For a detailed time schedule, please click <http://transports.agglo-paysdaix.fr/images-divers/ligne-tgv-aeroport-popup.gif>. Phone: +33 (0)4 42 14 31 27

- Airport Taxi

Taxis available 24/7. Drivers speak English. All means of payment are accepted. Typical cost to Aix: by day: around 45-50 Euros, by night: 50-60 euros

You can book your Taxi by telephone: +33 (0) 6 25 23 13 19

Taxi Office Marseille-Provence Airport : +33 (0)4 42 14 24 44 Fax : +33 (0)4 42 88 04 77 Email : taxis@taxis-aeroport.com

Website: www.taxis-aeroport.com

The taxi and shuttle bus stop is located on the right when you exit the airport Hall 1.

Car Hire

All major rental car companies are available at the Marseille-Provence Airport and Aix-TGV train station.

Appendix 6: Insurance leaflet



AFA
CONSEILLER & ASSURER
pour vous protéger

**Lost in the
insurance
French maze?**

**[We're here
to help!]**

iter
china eu india japan korea russia usa

M M A
ENTREPRISE

Société d'assurances spécialisée dans les risques de l'Entreprise.

As an independent Insurance Agency, representing MMA, one of the biggest French Insurance Company, we propose support to help you find out the best solutions for your personal insurances (vehicles/dwelling).

We are a team of 8 people based in Pertuis (84) and Venelles (13), dedicated to protect our clients by a thorough advising approach and a strong commitment at our clients' side. Besides, we can assist you in the understanding of the specificities of French regulations regarding Insurance... and you know how frog eaters can be complicated!

Some of the areas we can assist you in:

⇒ **YOUR CAR / MOTORCYCLE / TRUCK:** getting liability insurance for your car is a legal obligation! But you can also protect it from damage, choose to get assistance if your engine fails, etc. The right coverage solution needs a proper questioning we can provide; just ask us!

⇒ **YOUR HOUSE/APARTMENT:** whether you choose to rent your house or you decide to buy it, Insurance is needed!

⇒ **A POOL? AN OUTHOUSE? AN EXPENSIVE BIKE, A STRADIVARIUS' VIOLIN OR JEWELRIES TO PROTECT?** These can be specifically insured.

⇒ **LIABILITY:** Whether you throw a golf ball through your neighbor's window while practicing, or your kid thinks his friend is the best wrestling partner ever, circumstances in life that can cause damages to others are numerous. Liability insurance (or third-party insurance) is usually coupled with the one for your dwelling, but to be sure, we can check for you.

We can also propose other types of insurances based on your personal situation and needs. You just want to chat? Feel free to come by and we'll have a coffee with you! We love Game of Thrones, good food, and having fun (quite surprising for insurance nerds, isn't it?).

As we use to say:

"we do serious stuff seriously without taking ourselves seriously... serious!"



To contact us: +334 90 79 01 50 – ask for an appointment with Daniel
Or email us at: daniel.azarian@mma.fr



ENTREPRISE





1 Insurance in France : *what you need to know!*

Insurance and public liability in France may be very different to what you are used to.

Under French law it is compulsory to have public liability insurance, known as **Responsabilité Civile Vie Privée (RCVP)**. This insurance covers damage or injury caused to something, or someone. If you don't have this insurance and you are responsible for physical or material damage caused to a third party, then you will have to pay any claim yourself and may find that you are heavily fined for not having insurance.

This insurance is automatically **included in a home insurance policy**, for the policy holder and their entourage, who normally live in the property, so there is no need to arrange a separate policy. If you are not arranging your own home insurance because for example, you are staying with a friend on an informal basis, then it is possible to take a policy just to cover your public liability insurance.

- **If you have children attending school**, you will be asked to provide an insurance certificate to show that the child has school insurance. The public liability for your child in case they cause damage or injury to something or someone, is included in your home insurance. The school insurance provides protection for your child and will cover medical fees etc in case of accident.
- Unlike many other countries, **home insurance is compulsory if you are renting a property**, even if you don't wish to insure your own contents. This is because of the compulsory public liability, and any liability to the landlord for any damage you may cause. In some cases, due to an agreement between French insurers, some claims may be shared between insurers. For example, if a storm causes damage to the roof, which subsequently causes water damage inside the property, the redecoration after the repair may be carried out by the tenant's insurance rather than the landlord's insurance.

As is the case in most countries, driving without insurance in France is a serious offence. All vehicles including cars, motorbikes, campervan, caravan, trailer etc **must be insured for at least 3rd party liability**, even if they are 'off road'.

You need to insure your property ?

We can provide a policy that's tailored to suit your needs

Whether you will be a tenant, or you will own a property in France, we will guide you through the process to insure your home :

We provide a summary of your quote in English
You can choose the level of cover you require on top of the basic policy

Additional options and packs available
Assistance included as standard :

- **Home assist** following an insured event
- **Rehousing** if your home isn't habitable following an insured event
- **Storage** of your belongings if your home isn't habitable following an insured event
- **Moving services** if you have problems when moving home
- **Repatriation** if you suffer a serious illness or injury when away from home

If you need a vehicle to get you from A to B

Let us get you insured and ready to drive

We offer 3 levels of cover :

- 3rd party only
- 3rd party, fire, and theft
- Fully comprehensive

Tailormade policy with additional benefits of your choice :

- Windscreen and glass repair or replacement at 0€ excess/ deductible
- Courtesy car for as long as your car is being repaired after an accident
- Courtesy car in case of breakdown, accident or theft
- Lifetime guarantee on repairs for as long as you own the car
- Breakdown assistance from home 24/7
- Foreign no claims bonus can be used
- Foreign registered cars that will be re-registered in France

We have a **specialised and experienced team** ready to provide you with the best

You can request a quote directly on our website www.axa-in-france.fr
or by e-mail agence.international@axa.fr

Agence AXA International – SARL CATALA ASSURANCES 2-4 Av. André Marie Ampère 31770 COLOMIERS enregistrée au RCS de Toulouse sous le numéro 799162748. Enregistré à l'ORIAS sous le numéro 14001088

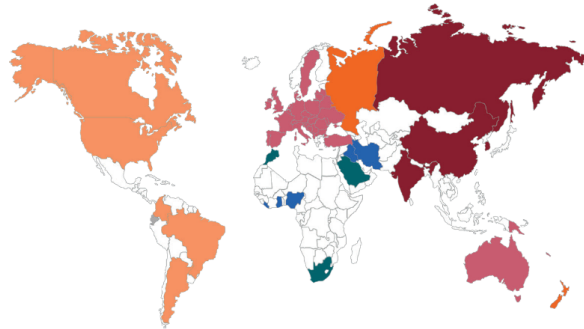


AXA Agence Internationale

2 Agence AXA Internationale

Since 2013, we have been helping clients from all over France either relocating to France, or who have purchased a second home.

All our team are native English speakers from the UK, Ireland and the U.S. Most of the team have worked in the banking, mortgage and insurance industry in several other countries giving the agency a richness of experience of the banking and insurance experience and rules outside of France. Many of the team have also been through the relocation process moving from abroad to live in France, so we understand the uphill struggle you may have ahead.



We offer a **wide range** of contracts from a company recognised worldwide. The agency is structured to offer specialist skills to ensure a professional service for the various insurance needs you may have. We offer a specialist service for larger or unusual properties, collectors cars/motorbikes etc.

In the unfortunate event of a claim, our **claims are handled in-house**, rather than a large centralised department.

We are the only agency in France dedicated to providing a service in English. Under French law your contract must be in French, but we will offer a summary of your quote in English. The quote request and all correspondence with the team is in English too. We will answer any questions you may have and take time to explain anything you are unsure of.

As an International agency, we understand that your **foreign no claims bonus** statements will be different to the system used in France. The system for no claims bonus discount is different in every country. In France, it takes the equivalent of 13 years to reach the maximum no claims bonus percentage discount. There are further incentives at 16 years and a further reduction in the premium at 19 years. We will help you to achieve the highest bonus possible when converting your bonus from another country. We will explain what information you should request from your previous insurer to help us give you the most bonus on the French system as we can.

If you are **importing your car** into France, we can provide temporary insurance when you arrive, and convert the temporary cover to a full contract once the process has started to register the vehicle in France.

In helping to explain how insurance works in France and helping you to be correctly insured we can **simplify your arrival** in France.

AXA International
at your service



AXA is the no 1 global insurance brand in the World.

Agence AXA international provides a large range of insurance and banking solutions in France.



www.axa-in-france.fr
05 61 07 16 84

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