



## France

### Country guide for new EUPHEM/EPIET fellows

Institute de Veille Sante Publique France, Paris Institut  
Pasteur (IP), Paris  
& beyond

Last updated: 08/02/2022

Updated by: Catarina Krug, EPIET Fellow Cohort 21

Written by: Giuseppina Ortu, EPIET Fellow Cohort 19

Based on previous guidance by

- Hilde Angermeier
- Amrish Bradjoe
- Theocharopoulos Georgios
- Laure Fonteneau
- Isabel Martinez-Pino
- Anoeck Backx
- Teija Korhonen
- Sabine Vygen

Source:

<http://epietalumni.net/activities/countries-guide/>

*Please note: This is a living document. If you find any information to be incorrect or out of date, or there is anything you wish to add, please amend the guide (and date it accordingly) and send the new version to your cohort representative for uploading onto the EAN country guides website. Thank you.*

## Table des matières

EARLY ON AND GETTING STARTED .....	4
1. Essential recommendations for immediate action after your selection and before travelling to France:.....	4
ARRIVAL IN FRANCE .....	6
2. Registration in France & medical insurance.....	6
3. Insurance .....	7
<b>Health insurance</b> .....	7
<b>EPIET Fellows/ SpF</b> .....	7
See details in the section BEFORE ARRIVAL, and documents to prepare before arrival. Please note that EPIET Fellows at SpF are not covered in those months before receiving the social security number and <i>carte vitale</i> .....	7
For applying for this number, see this web site:.....	7
<b>IP Fellows</b> .....	7
Travel insurance.....	7
4. Finding accommodation .....	9
Areas to live .....	9
Type of housing .....	9
Terms – when looking for a flat.....	9
Necessary documents to get accommodation – contract.....	9
Amenities: Internet, Telephone, Television, Gas, Electricity, Water, Heating .....	9
Furniture and household goods .....	10
Useful websites .....	10
5. Reimbursement of expenses.....	12
6. Finances .....	12
<b>IP Fellows</b> .....	12
Bank account .....	12
Taxes .....	13
7. Administration .....	13
<b>IP Fellows</b> .....	13
Contract .....	13
Salary corrections.....	13
8. Leaving the country .....	14
Relocation:.....	14
Suggested removal companies .....	14

Places to deregister from.....	14
AT WORK .....	14
9. The Institute Pasteur.....	14
Getting to & from the City/Institute .....	14
Your office space .....	15
Access card .....	15
Laptop and mobile .....	15
Remote Access .....	15
Holidays.....	15
Public Holidays.....	15
Working Time.....	15
Lunch.....	15
10. Santé Publique France.....	15
Your office space .....	15
Access card .....	15
Laptop and mobile .....	16
Remote Access .....	16
Holidays & Public Holidays .....	16
Working Time.....	16
Lunch.....	16
LIVING IN FRANCE.....	16
11. Culture (dos and don'ts) .....	16
12. Public transport.....	16
13. Cycling in the city .....	16
14. Language schools .....	17
15. Recreational Activities, sports, worth visiting, meeting people .....	17
16. Supermarkets & open food markets .....	18
SPECIAL CONSIDERATIONS.....	18
17. Moving with family .....	18
CONTACT .....	18
18. Key contacts at your institute .....	18
19. Contact information of current and previous fellows .....	19
20. Useful websides: .....	20

## EARLY ON AND GETTING STARTED

### 1. Essential recommendations for immediate action after your selection and before travelling to France:

**For Fellows Santé Publique France (SpF), (former Institut de Veille sanitaire (InVS)), Paris**

#### Finances

You should have available at least € 6000-8000 to start with. Relocation, apartment rental, apartment insurance, bank account, medical insurance, internet, phone, and all the per diem from the EPIET modules travels have to be paid by you, and although some of these costs will be reimbursed after a few months (e.g. EPIET Modules related expenses), the majority of these costs will not.

Also, you will have to pay in advance at least 3 months of rent (it could be up to 6 months, ~1100 euros/ month), so be sure you have enough sum of money to start with.

#### Contract

The contract is drafted and sent to you before arriving at the Institute; however, signature is completed when there. Before signing the contract, ensure that the salary is net AND after taxes (“après impôt”). The contract may have the salary as net and “avant impôt” which means that you will have to pay taxes on that. Taxes have to be paid by SpF from year 2019. The best is to first ask ECDC the salary that you should be receiving inclusive of the correction factor, and then check that the salary on the contract is exactly that amount, and with the writing “après impôt”.

Also, it would be useful to check whether you could take off the probation time from the contract. With five months probation time you may have problems when you look for an apartment (see following sections for details).

#### Medical assistance

Please bring with you an up-to-date European Health Insurance Card.

This card will cover you while in France for chronic conditions and emergencies and during the time you will be waiting for the French medical assistance to be set up for you.

#### For other illnesses

You will not be covered by the French medical assistance at the beginning, as for accessing health care you need the “numéro de sécurité sociale” and the “carte vitale”. Unlike the Institute Pasteur, Santé Publique France does not initiate this process. This number can be obtained only if you have already a bank account, a proof of salary (3 pay slips) and a certificate of birth in French (also proof of address and identity card are needed). To apply for this is time consuming, and you will be without health insurance for at least 4-6 months. See also more details in the section ARRIVAL IN FRANCE.

The best you can do is to ensure that you have a birth certificate in French before arriving, either done by the town hall in your country in French, or translated in Paris by one of the translators

recognized by the Court D'Appel Parisienne". See in following sections more details on when you arrive in France.

### Apartment

Paris is pure nightmare for renting a studio. You should have ideally a permanent contract, proof of some salary (at least 3 months), a guarantor, or a bank that offer financial guarantee. In the case you need a bank for financial guarantee, you would need to have at least enough money to cover the rent for 12 or 24 months in advance to give it to the bank to hold on for you, and have passed already the probation time. Every landowner or agency requires some of the above or all of the above. (See other sections in this document for details of how to prepare a "dossier" before visiting an apartment to rent)

In brief, it is impossible to get anything immediately. Unless you know somebody there to help or have somebody to host you for a while, you have several options that you may consider at first, so that you have already an accommodation when you get there. You may want to contact the embassy of your country in Paris and check if they can help, or some house rental web sites run by your nationals in Paris.

Also, one option could be to try to acquire a short term lease on an apartment with the Hôpital National de Saint Maurice. SpF is based in the grounds of this hospital and SpF staff have access to these facilities. This service can provide you with a small apartment (in the region of 15m<sup>2</sup>) for a number of months that you need, if available. There is no deposit required and at least a month's notice is required upon leaving. It can be a good bridging option. It is necessary to speak with the coordinator early (during the summer before you arrive), Madame Robert (tel: 01.43.96.64.10 or [drh@hopital-saintmaurice.fr](mailto:drh@hopital-saintmaurice.fr)).

You may also try this agency:

<https://www.parisattitude.com/fr/>

It is expensive but it will sort you out immediately for the first few months. The best is to contact them as soon as possible in the early summer.

### **For Fellows at Institute Pasteur**

- ✓ **Good news:** For fellows at Institut Pasteur (IP), Paris, just contact your HR representative, they will help you with all administrative tasks in France. That makes your start and life in France so much easier! In addition, IP has a special agreement with BNP (bank), which will give you an account for free (24 months) and a financial guarantee which will assist you in the search for housing. However BNP Paribas wants also quite some documents from your side to open the account: working contract, proof of residence (bills on your name, that you do not have of course at the beginning), ID.
  
- ✓ Make sure ECDC gives you a confirmation letter for the fellowship in French and a letter in French and in English explaining your status. That also helps a lot before you receive your contract.

- ✓ Ask for a « lettre d'attestation d'emploi » at the Human Resources Service. The letter should state your employer, the duration of your contract (24 months) and your annual/monthly net Salary. This helps you a lot during your search for a flat, as I signed my contract on the first working day on 11<sup>th</sup> September only. This makes it nearly impossible to find a flat before.
- ✓ Using the above two documents you will be able to open your personal bank account in one of the banks, and get a frequently asked “RIB” which is nothing else than your numerical bank account code and your “passport” in each interaction and contract with services and enterprises. You need the RIB for example to get a mobile contract.
- ✓ Have copies of these, as well as identity photographs, a copy of your identity document and a mobile number from a company (Orange, Free, SFR) operating in France, whenever you are dealing or you are about to deal with French bureaucracy. This will help you a lot to short out issues that concern your administration as you are settling in France.
- ✓ Inform IP (coordinator, HR etc.) who you are and that you are looking for an apartment through contacts or the IP list (STAPA or MAASC). Try to get into that list, that is the best option you have to get an affordable and nice apartment in Paris. They all might help you a great deal in disseminating your request to find an apartment in Paris.

## **ARRIVAL IN FRANCE**

### **2. Registration in France & medical insurance**

#### **IP Fellows**

After asking the staff at Institut Pasteur I was told that registration for foreigners does not exist in France. However, after several months (at least three) you obtain a social security number. It comes along with your Card Vitale, which is the Health Insurance card. Your HR Team at Institut Pasteur is initiating it. That's really a big advantage of being at IP.

#### **EPIET/ SpF Fellows**

No request of registration at the SpF; however, you will need to sort out the social security number and *carte vitale* yourself. See section BEFORE ARRIVAL for documents to get ready initially and section below (medical insurance) for what needs to be done when in Paris.

### 3. Insurance

#### Health insurance

##### EPIET Fellows/ SpF

See details in the section BEFORE ARRIVAL, and documents to prepare before arrival. Please note that EPIET Fellows at SpF have immediate health protection at the start of contract, but only for minimal events. Full coverage is only obtained once the Fellow obtains the social security number and *carte vitale* (This may take several months to obtain).

For applying for this number, see this web site:

<https://www.ameli.fr/paris/assure/droits-demarches/principes/numero-securite-sociale>

It is possible to apply for a security number via la Caisse Primaire d' Assurance Maladie (CPAM):

<https://www.aladom.fr/organisme/cpam/paris-75/>

Each arrondissement has one CPAM office and if you want to apply for your number you can search for the CPAM in your arrondissement (where you live) and ask there the details about the application. Generally, you will need to fulfil the form "demande d'ouverture des droits à l'assurance maladie", and provide the following documents:

- 1) photocopy of passport
- 2) birth certificate
- 3) work contract
- 4) bank details (RIB)

See also the list of necessary documents for this application in the section **IP fellows**.

Once you have received the security number you have to apply for your *carte vitale*. After that, you will be covered as any other French person. You may also decide whether to have an extra medical insurance (i.e. *mutuelle*) as the national one does not cover everything. At SpF there is this option (since it is associated to SPF, the fees are a bit smaller than usual):

<https://mgas.fr/accueil>

#### **IP Fellows**

*Travel clinics/where to get vaccinations:*

IP has a medical center, I did not use it yet. But I think one can get vaccinations there. Definitely the flu vaccination. Ask your colleagues!

*Health Insurance:*

You will be assured like all French employees via the social security system, the **Sécurité Sociale**. Your employer is paying your contribution with each salary. You have to register at this public service (*sécurité sociale*) in the town where you are living, and in the branch office closest to your neighborhood. Good news for IP fellows: Your HR team helps you with all of that.

*Items you or your HR assistant needs for this:*

- birth certificate translated into French by an accredited translator, (**no joke** - this might be the translating authority of your embassy in Paris for example or a certified translator in your city before you move, that's how I did it. I send the scanned BC to HR then and that was enough)
- photocopy of your identity card/passport
- contract of employment
- pay slips of your first two months of work in France (you will of course not have this in the beginning, but it would be good to go there at least with one. In case of IP your HR assistant does all of that for you, once you have them). The HR employees will initiate the process of your registration before you submit all the needed pay slips.
- RIB (Relevée d'identité bancaire); this is a document you will get from the French bank once you have opened an account. Hand it to HR in case of Institut Pasteur contract.
- Photocopy of your apartment rental contract or a pay slip of the electricity company (EDF) or the phone company, stating your French address.

The whole process takes time (at least 3 months, if you start the first weeks) and though you will be ensured from the first day of your employment on, you will have to pay any medical consultations and later on ask for reimbursement. This reimbursement process applies to the period along which you don't have a personal insurance card (carte vitale). This carte came for me end of December, which was supposed to be really quick.

In addition to the "sécurité sociale" it's highly advisable to have a private health insurance, as social security only covers about 60% of medical expenses (depending on the specific procedure, limited or no coverage of dental care and ophthalmology). Actually, if you work for IP, you have to have a so-called mutuelle and the company is determined to be Vivinter. A low and high coverage option exists, where you can chose of, which differentiates in terms of coverage for eye glasses and dental care (inlays etc.). The amount will be distracted from your monthly salary.

### **Two options in France:**

#### **1) A so called "mutuelle":**

Those are associative non-profit organizations that are based on a solidarity principle. This is what most French people have and most advisable, also less expensive than a private insurance, at least if you want to have proper coverage. There are many "mutuelles" and you will find them as soon as you consult your human resources department. It's easiest to go to their offices to ask for information.

To obtain coverage by a "mutuelle", you still need a security number.

#### **2) Private complementary health insurance:** These are private insurance companies.

### **Pension:**

Your employer is paying into the national pension system for you. You don't have to do anything, unless you want a complementary pension, (in this occasion for more information you can ask the HR service).



## Travel insurance

### *Information about ECDC Travel Insurance*

*ECDC travel insurance is provided by Cigna International Health Services. All staff and sponsored meeting delegates travelling on behalf of ECDC are covered by this insurance. The insurance takes effect as from the time one leaves their home/office for the meeting/mission and ends upon return to home/office. Times outside this period, including durations with private deviations, are not covered.*

*Coverage includes, among others, medical expenses as well as costs for repatriation in case of personal accident and/or serious illness, theft, riots etc. For medical expenses, the travel insurance is a complimentary insurance. Any costs or damages that are not covered by the primary insurance (private, national or corporate) will be supplemented by the travel insurance upon a written declaration that such expense had not been covered.*

*Please note that the ECDC Travel Insurance is only a "top-up" insurance and everyone are expected to have a travel insurance (professional or private) already.*

*It is recommended to always bring your European Health Insurance Card when travelling in Europe.*

*Source: ECDC EVA*

## **4. Finding accommodation**

### **IP Fellows**

Institut Pasteur can offer up to 12 months of housing at Cite Internationale Universitaire de Paris (<http://www.ciup.fr/en/>). For a 18 square meter studio including bathroom and kitchenette you will pay around 800 euros.

### Areas to live

IP is located in the 15<sup>th</sup> Arrondissement. Many people at IP live in it or close to it. You can also try to live along the metro lines 6 or 12 in other Arrondissements, as you will have good connections. However, you can also look at other good metro or bus connections. You could also come by bike or even car to IP. The bike you can park within IP. There are special garages for the cars.

### Type of housing

IP offers some short term housing options that I did not use. IP offers several housing solutions including a housing platform: <https://www.pasteur.fr/en/housing-paris>

### Terms – when looking for a flat

Studio (one-room apartment)

### Necessary documents to get accommodation – contract

You need a so-called guarantor. In case of working for IP BNP Parisbas offers you to be your guarantor, which is another big benefit of working at IP. You also need your contract and enough money for renting a flat in Paris. Ideally ones speaks also French.

### Amenities: Internet, Telephone, Television, Gas, Electricity, Water, Heating

*Internet and Telephone: For my mobile phone I use Free, landline has been arranged by landlord in my flat*

Television: not applicable for me

Gas: not applicable for me

Electricity: has been arranged by landlord in my flat

Water: has been arranged by landlord in my flat

Heating: I pay it directly to the landlord of my flat, he arranged it for me

Furniture and household goods

My flat is fully furnished

Useful websites

I found my flat via the German platform WG-Gesucht (my landlord is also German, what has been quite practical), however you can also check out the following websites:

**a) Web-based: directly with owners or through agencies**

<http://www.pap.fr> (direct with owner)

<http://www.leboncoin.fr> (direct with owner)

<http://paris.fr.craigslist.org> <http://www.seloger.com>

(agencies)

**b) Real Estate Agencies: one month rent commission**

<https://www.paruvendu.fr/immobilier/pro/allocation-paris-75-43698/>

They will set up an appointment between you and the property owner to avoid the frustrating queue to visit an apartment with another 40 people waiting to see the same “box”.

<https://www.bonapart.fr/>

This agency seemed to be a bit more relaxed in terms of requirements for renting.

**For EPIET Fellows**

SpF is in Saint Maurice just off Paris, but just 20 min by tube, or 30 min by bike from central Paris. Saint Maurice area is nice but a bit pricy. Other surrounding areas are Vincennes, and Saint Mandé, also very nice but a bit expensive. For cheaper options, you can look at Maisons-Alfort (metro line 8) just south of St Maurice or Joinville le Pont (RER A) east of bois de Vincennes.

SpF is near the biggest park in Paris (bois de Vincennes) and it may be a good to live in this area to enjoy a bit of green areas (pretty much lacking in the rest of Paris). However, you may lose a bit of the real Paris if you live in this area; living in Paris with good transport connection to the SpF may be better if you want to enjoy the Parisian evening life. Central zones in Paris are also very expensive, so it is a matter of being persistent in your apartment search until you find something affordable, convenient for going to work and yet near the lively areas of town.

**Advices by other EUPHEM/EPIET alumni for Paris:**

- Getting a flat in Paris is a real pain, so be patient (much less of a pain in Bordeaux). The best way to get an apartment is by asking people if they are leaving their apartment (i.e. ex/new EPIET/EUPHEM's) or if they know someone doing so, so you can take that apartment.
- Best period to find an apartment: **before September** (many French people do their moving during the summer months and before September).

- Prices in Paris vary, within the center they can be as high as 1200 euros for a furnished 2030m<sup>2</sup> studios. Outside the inner ring prices range are lower (apart from Vincennes/Saint Mandé, which are very expensive). Paris has a good public transport system, so one way to look for a spot to live might be looking at the metro lines crossing your institute.
- As a rule, some house owners will only rent out an apartment when the rent is less or up to 37.5% of your monthly income.
- Before signing the contract, you can negotiate several weeks free of rent if you need to do some work such as paintings or repairs (which is frequent).
- You can leave whenever you want, given 3 months' notice. Same notice period for the landlord. [A law protecting the tenant, the landlord cannot require the tenant to leave during the months between mid-October and mid-March.]
- You need to contact the local town hall to register your new accommodation. Each year you will pay a "taxe d'habitation" (sort of Council taxes which can be the equivalent up to 1 month of rent) regarding the place where you live the 1st of January of the year (the landlord will pay a tax for the property called "taxe foncière").

### **Visiting apartments:**

When you are visiting apartments you need to have a dossier ready to give to the owner or the Agency. They will use this to make a selection. The dossier must include:

- ECDC fellowship confirmation letter (original) and letter of attestation stating your income
- At least three recent pay slips
- Copy of your identity paper
- Evidence of other income

In many cases you will need to provide a guarantor i.e. someone who agrees to pay the rent, if you default. Colleagues at your institute might be prepared to do this for you. They just need to provide a letter with salary statements and a copy of the passport. The alternative is to get a bank guarantee. This is a special account in which you put 6 months' rent and pay the bank to look after it. Staff members working at IP can obtain a guarantee for up to 2x12 months at BNP (bank).

Estate agents will also require:

- Your last income tax certificate
- Particulars of one's bank account (RIB)
- Three recent receipts for paying the rent ("quittance de loyer")
- Estate Agents may not allow you to rent anything over three times your monthly income (some proprietors have insurances that prohibit tenants earning less).

## Renting an apartment

When you have agreed to rent an apartment you will need to provide

- 1 month rent as a deposit (caution or dépôt de garantie)
- In some cases, you'll have to pay one, two or more months of rent in advance
- If using an estate agent, the fee is usually a month's rent
- Home Insurance (Assurance habitation). You must provide proof of the insurance upon reception of the keys and then each subsequent year, on the request of your landlord. You can find information at all the insurance companies:

MATMUT – <http://www.matmut.fr>

AGF – <http://www.agf.fr>

AXA - <http://www.axa.fr>

GAN - <http://www.gan.fr>

MAAF – <http://www.maaf.fr/>

## Apartment COSTs

Note that on top of the rent (roughly between 800 and 1200 euros for a 20-30m<sup>2</sup> furnished studio, depends on the area) you will need to add:

- the fee for the agency (if applicable), which varies from ~300 euros to one month of rent
- the cost of apartment insurance (roughly €250/year),
- forfeit for water, building management costs, and gas, if there is (roughly €100/ month or more), internet connection (€50 plus monthly fee of 15-20), and
- electricity which may be very expensive (€50-100/month if not even more).

You will have to add transportation (roughly another 100 euros per month) plus food, which is extremely expensive in Paris. SpF reimburses 50% of the cost of the monthly or annual transport card.

## 5. Reimbursement of expenses

**Advice:** At the beginning of the fellowship you will have a lot of expenses (travel tickets, relocation cost, costs arising during modules, rent + deposits, etc). ECDC takes **many months** (currently at least 4 month, still waiting) to reimburse those expenses, so it is wise to have a good sum of euros on your bank account at the start of the fellowship.

## 6. Finances

### IP Fellows

#### Bank account

IP has a cooperation with BNP Paribas. This is why I opened my bank account there. One also needs in France for your own flat a mandatory insurance (= Assurance habitation). I got that one from BNP Paribas as well, which was the easiest way to get it. By the way – there is a BNP Paribas branch

directly in Rue du Dr Roux, that is even called BNP Paribas Pasteur. Its current director (Mr. Thue) speaks well English.

### **EPIET Fellows/ SpF**

SpF does not have any agreement with any bank. You can search for banks with low cost for a basic account, (e.g. CIC). It will cost you roughly € 50 /year.

### **Necessary documents you need to provide to get a bank account:**

- EPIET/EUPHEM confirmation of fellowship letter and “lettre d’attestation” from your employer
- Your contract
- Copy of your identity card or passport
- Copy of your rental contract or receipts for paying the rent (“quittance de loyer”) avec l’adresse postale . If you don’t have an apartment yet you can ask a colleague to write a letter to say that you are living temporarily with them, and they need to provide a copy of a utility bill and a copy of their passport. They need that as a proof for your address. Without all of that it is hardly impossible to open your bank account.

### **Taxes**

Since January 2019 taxes are automatically withdrawn from the income. However, before it was like this and this is what other fellows recommended me:

Payment of taxes in France occurs in May following the end of the tax year and payment is made in one lump sum based on your tax earnings for that entire year. As a new resident, you will need to declare yourself to the tax authorities upon (or soon after) arrival. This involves finding the HOTEL DES IMPOTS of the arrondissement you live in and filling out a declaration form (bring passport, letter of attestation, and proof of residence with you).

☐ As most EPIETS arrive towards the end of the tax year (Oct/Nov), they rarely have to pay tax for the tax year of their arrival in France (which ends the December after you arrive), it is however still necessary to declare yourself to the authorities as soon as you are employed and settled in France.

☐ Expect to pay up to 10-15% of additional taxes on top of your net salary

## **7. Administration**

### **IP Fellows**

#### Contract

With Institut Pasteur. ECDC pays your salary and other expenses (language school, laptop etc.) to IP directly. IP pays you with that money meaning that you have a normal French IP contract as many others here.

#### Salary corrections

You can check your salary correction with the ECDC Fellowship Office. As an indication, check the 2016 correction factor here, around page 16: [https://ec.europa.eu/eurostat/documents/6939681/7070380/5189298\\_annual\\_report.pdf](https://ec.europa.eu/eurostat/documents/6939681/7070380/5189298_annual_report.pdf)

## **EPIET Fellows / SpF**

See details re contract in the section BEFORE ARRIVAL.

## **8. Leaving the country**

### Relocation:

Transport of personal items (furniture, equipment, etc) is directly reimbursed by the hosting site finance department. The site is allocated a fixed budget for it from ECDC that you have to allocate before; the amount of the budget allocated for relocation purposes is well described in the documents you have received from the EUPHEM/EPIET coordination or support office and once you have been accepted in the program. (In 2018 this was up to 4000 euros for single individuals in total, you had to decide how much you want to spend for relocation to France and back)

### Suggested removal companies

I took *K&L-Transporte* for moving from Berlin, Germany to Paris, France. Costs were around 2000 Euros. I split the amount 2000 Euros each way.

### Places to deregister from

In Germany before moving to France

## **AT WORK**

## **9. The Institute Pasteur**

### Getting to & from the City/Institute

#### **Institut Pasteur (Paris)**

Location: Research Campus at 25-28 Rue du Dr Roux, 75015 Paris, very well reachable by Metro lines M6 and M12. The name of the stop is even Pasteur. There are several bus stops close by too. Gare Montparnasse is also just located 10-15 minutes away in walking distance, if one decides to move further out of the city. Older staff with families are often living outside Paris and use the train or the RER to come to work. If you are flying in, you can fly to Orly (closer to IP) or CDG airport and travel to IP by RER and metro.

IP is separated by a street (Rue du Dr Roux) that separates IP into the 25 campus and 28 campus. Maps exist for both sites, as all houses have names of famous French researchers and scientists. You can find those maps on Webcampus. You will also get them during the Welcome day, an event for new staff at IP that takes place nearly every month and is a fantastic opportunity to get to know other researchers and the facilities. IP is located in the 15th district of Paris. Paris has a very well equipped public transport system. Googlemaps provides good up to date data on travel advice, but you can also use the RATP visit Paris by Metro app for iPhone/Android or CityMapper to get around.

### Your office space

Arranged by Monica Sala and the Centre d'Enseignement – most likely in Pavillon Louis Martin on the 28 campus

### Access card

Given on first day at IP. Attention: Photo is taken on that day. You can upload this photo also in the Intranet.

### Laptop and mobile

I obtained my laptop after one month. I have no IP mobile phone.

### Remote Access

Possible via computer drive

### Holidays

According to your French working contract. One has also the option to take 12 ARRT days per year in addition.

### Public Holidays

To be found online. Every year IP also decides on the bridge days that it is giving to its staff. There is a IP calendar in WebCampus that informs you about it, once you work at IP.

### Working Time

Highly depending on positions. Researchers tend to work long and some even on weekends. Most people start in between 8:30 to 10AM and leave around 18:30-20:00PM depending on family status and private habits, I guess. Overall: Quite flexible.

### Lunch

Most people have lunch and a coffee at noon for about 1 hour– the canteen is highly crowded then, as it is a wonderful option for great lunch. At 2pm the canteen closes. On Fridays there is Crème Brulée day and certain days (e.g. Valentine's day) or holidays like Christmas go along with special dishes or even menus for the staff. Special deals to take home exist as well (e.g. pastries or fruits). However, there is also a cafeteria with lots of good and even healthy food that is open until 3:30 PM or 4 PM. Food is subsidized at Institute Pasteur which makes it a great option to have good, tasty and even affordable good quality food at work.

## **10. Santé Publique France**

### Your office space

It is arranged by the Référent administratif et Financier, Direction des maladies infectieuses. They will give you immediately an office space, a laptop and the keys for the office and for the corridor.

### Access card

You will receive immediately a provisory badge to enter the building that will be replaced by the final one with your photo. This card is the same that you will use for accessing the canteen.

### Laptop and mobile

SpF provide a laptop but not a phone.

### Remote Access

Possible via computer drive. It is preferred to be at work, unless there are specific circumstances (e.g. massive tube strike and alike that make impossible to reach the office). At SPF you may request one or two fixed days of remote working per week, and/or 15 days of remote working per year. SPF may provide you with chair, monitor, etc, at request.

### Holidays & Public Holidays

The holidays are according to your French working contract, 25 days per year. One has also the option to take an extra 20 days per year in addition if working 40 hours per week instead of 35 hours per week. This has to be agreed with the line manager at the beginning.

### Working Time

Most people start in between 8:30 to 10AM and leave around 18:00-20:00PM.

### Lunch

Most people have lunch and a coffee at noon for about 1 hour at the canteen. At 2pm the canteen closes. Food is subsidized by SpF, which makes it a good option to have affordable reasonably quality food at work. The 1 hour of lunch does not count as working time.

## **LIVING IN FRANCE**

### **11. Culture (dos and don'ts)**

Always be polite ☺ – it is very important in France. Interestingly people do not give tips in cafés and restaurants. I guess it is, as life in Paris is expensive enough. IP offers lots of activities (e.g. theatre group, orchestra, bands, sports, DVD and CD as well as book library etc.).

French people want to have good and also healthy food, which is a great attribute and led for sure to the good quality of the canteens at SPF and IP. In your free time you can explore the many museums, cafés, theatres and sights of Paris. If you want to escape for a weekend, you are also very well connected to other major cities in France or neighbouring countries.

### **12. Public transport**

Also subsidized by Institut Pasteur and by the SpF. If you scan your monthly job ticket (RATP Navigo) and send it to Anne Verfaille (current contact person) you will get 50% of it reimbursed with your salary. Public transport is wonderful in Paris!

### **13. Cycling in the city**

You can rent Velib bikes nearly everywhere in Paris. You need to register first. Yearly fee is 100 eur max, and you can chose between mechanical (green) and electric (blue) bikes. The phone app is



very well made – each user gives a classification to the bike used, which allows you to check which bikes have had a good mark (three stars) or not (one to two stars) in the last hours or days.

You can also use your own bike and park it during the day at IP/SpF.

## 14. Language schools

ECDC and IP arranged paid online courses (31 hours for the first year) with WEFIT. It works like a skype interview. In addition I have the possibility to attend the PPU French classes (ask HR, Nathalie Bousquet or Monica Sala directly) given at Institute Pasteur (twice per week à 75 minutes) in the evenings. I highly recommend attending them, as it is a good possibility to practice your French and to get to know other foreign researchers at Institute Pasteur for common learning progress.

Other fellows named the following language classes in Paris: <http://www.alliancefr.org/>  
Private schools: <http://www.langueonzeParis.com/> <https://www.progressio.com/cours-de-francais-langue-etrangere/> Ecole municipale: <http://www.cours-municipal-d-adultes-cma.cma-paris.org/>  
CIUP: <http://www.ciup.fr/en/>  
Online courses/tutoring: <https://www.italki.com/>

You can also try to improve your language level with Apps like *Babbel.com*

## 15. Recreational Activities, sports, worth visiting, meeting people

Paris is a very lively place and you can find all sort of music every evening, and often for free. You can have a look at what is on at this web site:

<https://www.lylo.fr/>

It is worthwhile to go to these events; it is a part of the French experience!

In SPF you will have an account at Adages approximately 2-3 months after starting your contract. Adages may cover some of your activities such as sports and concerts. The demands are made in November of each year.

For restaurants, while there are many opportunities, they are generally very expensive. But you can easily have great food while visiting their markets. You can't miss the wonderful food markets you find basically anywhere:

<https://www.paris.fr/equipements/marches-alimentaires/tous-les-horaires>

### EPIET Fellows

At the SpF you can sign up for courses of yoga, pilates, salsa, capoeira, and more. Generally they run once a week. There are also running groups, you just need to ask around in the office.

SpF does not offer any discount for any gym. Gym may be very expensive in Paris, but you can try the municipal sport centres, a bit cheaper, and pretty good for the money you pay. Swimming pools are often in these municipal sport centres, also the Olympic ones.

See this web site for info: <https://www.paris.fr/sport>

SpF offers tickets for UCG cinemas at low cost, but you have to apply for them at the beginning of the year, basically as you as you get there.

### **For IP Fellows**

Institut Pasteur offers sports classes (e.g. Yoga, Pilates etc.) during lunch breaks or in the evenings for money. Early registration is recommended. However, it also has a cooperation with the Fitness Studio chain “Cercle de la Form” which has many studios all over Paris. One is just 10 minutes walking from Institut Pasteur. As IP staff you profit from a good discount. If you pay by year you save money. You can pay the entire amount in three or four rates by cheque also, if you do not want to spend that much money at once.

## **16. Supermarkets & open food markets**

Carrefour, Monoprix and Franprix markets are nearly everywhere. Carrefour has bigger and smaller markets (Carrefour City). In the bigger Carrefour markets you can find everything (dishes, pans, cutlery, pens, food, cards, etc.). Monoprix is generally considered the most expensive. Close to IP is a Franprix supermarket that special shelves with international food products (Italian corner, Portuguese corner etc.). A new IKEA has opened in summer 2019 at Metro Madeleine. Other IKEA are located in the suburbs of Paris.

See also open food markets (much better than supermarkets!):

<https://www.paris.fr/equipements/marches-alimentaires/tous-les-horaires>

You should not miss the opportunity to see a Parisian food market before leaving this city! There is anything imaginable and it is really a gourmet experience.

## **SPECIAL CONSIDERATIONS**

### **17. Moving with family**

No info provided yet.

## **CONTACT**

### **18. Key contacts at your institute**

#### **EPIET Fellows**

The best thing is to get in touch with your supervisor before arriving at SpF.

Site supervisors:

- Jet De Valk (Henriette.DEVALK@santepubliquefrance.fr)
- Harold Noël (Harold.NOEL@santepubliquefrance.fr)

#### IP Fellows

- EUPHEM Site Supervisor at IP: Monica Sala
- Assistant of Monica Sala: Nathalie Bousquet
- HR-Team: Hélène Mantz, Charlène Ngalu Nsona
- Administration: Isabelle Caillaux (ECDC administrative coordinator at IP)

## 19. Contact information of current and previous fellows

Feel free to contact the current fellows. They have lots of additional information that they are happy to share with you.

	Name	Cohort	Email	Nationality, moved from→to	Moved with partner/family
Paris	Catarina Krug	C2021 EPIET	<a href="mailto:denoronhakrug@hotmail.com">denoronhakrug@hotmail.com</a>	Portuguese, moved from UK to Paris	With partner
Paris	Giuseppina Ortu	C2019	<a href="mailto:Giuseppina_ortu@outlook.com">Giuseppina_ortu@outlook.com</a>	Italian, moved from UK to Paris	Alone
Paris	Hilde Angermeier	C2018 EUPHEM	<a href="mailto:hilde.angermeier@pasteur.fr">hilde.angermeier@pasteur.fr</a> <a href="mailto:hilde.angermeier@yahoo.de">hilde.angermeier@yahoo.de</a>	German, moved from Berlin to Paris	Alone
Paris	Amrish Baidjoe	C2015 EUPHEM	<a href="mailto:amrish.baidjoe@gmail.com">amrish.baidjoe@gmail.com</a>	Dutch, moved from Netherlands to Paris	Alone
Paris	Theocharopoulos Georgios	C2014 EPIET	<a href="mailto:theocharopoulos1@yahoo.com">theocharopoulos1@yahoo.com</a>		
Paris	Laure Fonteneau	C2013 EPIET	<a href="mailto:laure.fonteneau@wanadoo.fr">laure.fonteneau@wanadoo.fr</a>		
Paris	Isabel MartinezPino	C2011 EPIET	<a href="mailto:imartinezpino@gmail.com">imartinezpino@gmail.com</a>		
Marseille	Anoek Backx	C2015	<a href="mailto:anoek.backx@gmail.com">anoek.backx@gmail.com</a>		
Marseille	Teija Korhonen	C2011	<a href="mailto:lempig@hotmail.com">lempig@hotmail.com</a>		
Bordeaux	Sabine Vygen	C2012	<a href="mailto:s.vygen@yahoo.de">s.vygen@yahoo.de</a>		

--	--	--	--	--	--

## 20. Useful websites:

- Les Pages de Paris / The Paris Pages (TM) <http://www.paris.org>
- Apps in Paris: La Fourchette, CityMapper, GeoVelo, Uber, BNP Parisbas Mes Comptes, OuiGo...
- <http://www.paris.fr>
- RATP - Transports en Île-de- France: <https://www.ratp.fr/>
- <http://www.easyexpat.com>
- <https://www.santepubliquefrance.fr/www.epicentre.msf.org>
- The city of Marseille: <http://www.marseille.fr/sitevdm/jsp/site/Portal.jsp>
- Marseille tourist office: <http://www.marseille-tourisme.com/>. The address of the Main Tourist
- office in Marseille is: 4, la Canebière, in the Vieux Port
- Bordeaux: <http://www.bordeaux.fr>