



Country guide for new EPIET/EUPHEM fellows in FRANCE

This guide contains information on the following host sites

Institut de Veille Sanitaire (InVS) - Département de Maladies Infectieuses- Paris

Institut Pasteur - Paris

Epicentre - Paris

Cellule de l'InVS en régions Paca et Corse – Cire Sud – Marseille Cellule de l'InVS

en régions Paca et Corse – Cire Aquitaine – Bordeaux Last updated: 25/02/2016

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 If you find any information to be incorrect or out of date, or there is anything you wish to add, please amend the guide (and date it accordingly) and send the new version to your cohort representative for uploading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.*

In this document new EPIET/EUPHEM fellows can find useful information in regards to their country/city hosting the fellowship. Experiences are gathered from previous and current fellows.

Host country: France **Host institutions:** InVS-Paris, Pasteur-Paris, InVS-Cire Sud, InVS-Cire Aquitaine, Epicentre-Paris

Essential recommendations for immediate action after your selection:

- Make sure ECDC gives you a confirmation letter for the fellowship in French and a letter in French and in English explaining your status.
- 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.
- 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; your "passport" in each interaction and contract with services and enterprises.
- For fellows at Institut Pasteur (IP), Paris, contact your HR representative, they will help you with all administrative tasks. 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.
- 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 the InVS personnel who you are and that you are looking for an apartment through your contacts in this guide and through your coordinator. They might help you a great deal in disseminating your request to find an apartment in Paris.
- At IP there you can contact the StaPa group and the MAASC, both groups are intended to help international staff members. StaPa also has a mailing list which provides advertisements for available apartments/studios. In addition, they organize social activities.

Health insurance:

Three possibilities:

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. It's best to go there in person as this guarantees a faster process; an alternative that may take longer is by postal mail.

Items you will need for this:

- birth certificate translated into French by an accredited translator, (this might be the translating authority of your embassy in Paris for example)
- 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. The employees will initiate the process of your registration before you submit all the needed pay slips. However, you might be requested to hand in the rest of payslips and possibly any other missing documents, (could be also the pictures for the card), by posted mail before you will finally have

completed the whole process.

- RIB (Relevée d'identité bancaire); this is a document you will get from the French bank once you have opened an account.
- Photocopy of your apartment rental contract or a pay slip of the electricity company (EDF) or the phone company, stating your French address.
- At some institutes (IP) HR can assist and mediate for you in these matters. Ask you contact person.

The whole process takes time (at least 3 months if you start the first week of October) 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). Therefore you will have to ask for a "feuille de soins" as you will be asked by the HR service of the institute you are placed in, to pay your first mandatory visit an occupational doctor, but also each time you pursue prescriptions in the pharmacy or need to have lab services done.

In addition to the "sécurité sociale" it's 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).

There are two options

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.

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).

How to get to the host sites

InVS (Saint Maurice):

Métro Ligne n°8 Balard/Créteil ; Station : Charenton Ecoles

Autobus

111 : Terroirs de France (Météor Station Saint-Emilion) Charenton Ecoles/Champigny-Saint-Maur

24 Gare Saint-Lazare/Maisons-Alfort Ecole Vétérinaire
103 Maisons-Alfort Ecole Vétérinaire /Choisy le Roi
104 Maisons-Alfort Ecole Vétérinaire/Bonneuil Place des Libertés
107 Maisons-Alfort Ecole Vétérinaire/ Saint-Maur La Pie
181 Maisons-Alfort Ecole Vétérinaire/Créteil La Gaité
325 Bibliothèque François Mitterrand/Château de Vincennes

There's, a free small bus service (navette) run by the InVS that picks people up from Charenton Ecoles metro station. It runs every 15 mins from 08h30-09h15 in the morning and from the InVS to Charenton Ecoles metro station, in the evening between 17h30 and 18h30.

Institut Pasteur (Paris)

25-28 Rue du Dr Roux, 75015 Paris, very well reachable by Metro lines M6 and M12. 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

Cire Sud (Marseille):

Cire Sud is the branch of InVS in Marseille and it is situated on the 5th floor in the building of the Regional Health Office, Agence Régionale de Santé (ARS) de Provence-Alpes-Côte d'Azur, address:

132 boulevard de Paris, in the 3rd arrondissement.

You can get there taking the tram line 2 (yellow in the maps), stop "Euroméditerranée Gantes" or by the red metro line, stop "Désirée Clary". Both stops are situated a couple of hundred metres distance from the office.

Travel within Marseille

A personal travel card, so called Transpass can be obtained from the service points of the local transport firm. One office is situated close to the shopping centre "Centre Bourse" not far from the Vieux Port. You need a passport and a passport photo and after that you can download either money or travel time on your card. In 2011 a monthly ticket cost 43 € per month.

For more info: www.rtm.fr

Travel to and from Marseille airport

There is an airport bus that drives regularly between the airport and the main railway station, Gare Saint Charles. The bus trip takes about 25 minutes. In 2011 one way ticket cost 8 € and "aller-retour" 12.80 €. Taxi drive from the airport to the centre of Marseille (Vieux Port) costs about 50-60 € depending on the time of the day.

<http://www.navettemarseilleaeroport.com/>

Taxi in Marseille

Taking a taxi in the airport is fine, but on the other hand taking a taxi from the line in the main railway station Saint Charles can't be recommended. There are a couple of reliable taxi firms one can call and even make a reservation in the internet.

Les Taxis Marseillais, tel. +33 (0) 4 91 92 92 92

<http://www.lestaxismarseillais.com/>

and Taxi Radio Marseille, tel. +33 (0) 4 91 02 20 20 <http://www.taximarseille.com/>

Epicentre (Paris):



Epicentre (A in the map) is situated on the 4th, 5th and 6th floor in the building "Bristol", address:

55, rue Crozatier, in the 12th arrondissement (75012).

You can get there taking the metro line 8 (violet in the maps), stop "Ledru Rollin" or by the yellow metro line (line 1), stop "Bastille". Ledru-Rollin stop is situated 5 minutes walking far from the office and Bastille around 10-15 minutes.

Travel to and from Paris airport There

are three airports in Paris: Charles de

Gaulle Airport

From Charles de Gaulle you can take RER-B train to Châtelet Les Halles, which is a quite centric stop (if you take a direct train it takes around 30 minutes, but if the train stops at all villages it will take around 45-50 minutes). To go to Epicentre, or InVS just take the most convenient metro line after you stop in Châtelet Les Halles, metro line 1, .

<http://paris-cdg.worldairportguides.com/maps-and-directions.php>

Orly Airport

There is an airport bus (OrlyBus) that drives regularly between the airport and the city. The bus trip takes about 25 minutes to the last stop. Then try to link to the metro line most convenient to reach your final destination point.

<http://www.airport-orly.com/location.php>

Bauvais airport

<http://www.aeroportbeauvais.com/acces.php?lang=eng>

Bank account:

Necessary documents 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.

Recommendations/ Suggestions:

- As the necessary documents may vary from one bank to another, ask before at an office of the bank where you want to open your bank account what documents they want you to provide.

French Lessons:

In Paris

- Ecole privée: <http://www.langueonzeparis.com/>
- Ecole municipale: <http://www.cours-municipal-d-adultes-cma.cma-paris.org/>
- CIUP: <http://www.ciup.fr/en/>
- Institut Pasteur offers free language classes for foreign staff members (ask the MAASC/HR)
- Online courses/tutoring: <https://www.italki.com/>

In Marseille

Both previous EPIET fellows in Marseille studied French in Alliance Française Marseille Provence. It has already submitted Legal Entities and Financial Identification forms in the past, which should make the approval process quicker as so long as nothing has changed, you should not have to resubmit them. You can get there with the red tram line (from Désirée Clary to Périer) and the total trip takes less than 30 minutes from Cire Sud office.

<http://www.afmarseille.org/>

In Bordeaux

No recent fellow has yet done a fellowship here but there are many language schools. Bordeaux

is a real University town with lots of foreign students and people who come here to learn French.

Accommodation:

Search

Paris

Prepare for a labor intensive task, so start looking before you arrive. Best start is to ask around with colleagues or the ECDC focal point person at your institute. Prices in Paris vary, within the center they can be as high as 1000 euros for 25m² studios. Outside the inner ring prices range are lower. 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.

Other possibilities:

a) web based: direct with owner 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

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 *dépot de garantie*)
- In some cases, you'll have to pay one or two 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/>

Recommendations/ Suggestions:

- 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)
- For InVS in Paris: If you have not got anything organized before you arrive and think you will need temporary housing, one option is to try to acquire a short term lease on an apartment with the Hôpital National de Saint Maurice. The InVS is based in the grounds of this hospital and InVS staff have access to these facilities. This service can, if they have a room available, provide you with a small apartment (in the region of 15m²) for a number of months that you need. 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-saint-maurice.fr).
- 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.
- 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.]
- If you rent in a building, your rent can include the charges (lift, water...).
- 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").
- As a rule, some house owners will only rent out an apartment when the rent less or up to 37.5% of your monthly income.

Payment of taxes

- Payment of taxes in France occurs in the 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

Recommendations/ Suggestions:

- Visit the taxation office in your home country before leaving to get some advice on the subject of international taxation.

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; the amount of the budget allocated for relocation purposes is well described in the documents you have received from the EPIET coordination or support office and once you have been accepted in the program. (in 2015 this was up to 10000 (2x5000) euros for single individuals and 12000 (2x6000) euros for fellows with family.)

Reimbursements tip

At the beginning of the fellowship you will have a lot of expenses (flight tickets, removal, pension, health insurance, language course, rent + deposits, moving expenses, etc). ECDC can take weeks or months to reimburse expenses (e.g. it is possible that you will make two or three pension/insurance payments before they are reimbursed), so it is wise to have a good sum or euros on your bank account at the start of the fellowship.

Contacts

Don't forget to contact former EPIETs in Paris before moving.

Contacts in Paris:

Amrish Baidjoe: (EUPHEM IP, cohort 2015), amrish.baidjoe@gmail.com

Theocharopoulos Georgios: (EPIET cohort 2014), theocharopoulos1@yahoo.com

Laure Fonteneau: (EPIET Cohort 2013): laure.fonteneau@wanadoo.fr

Isabel Martinez-Pino: (EPIET Cohort 2011): imartinezpino@gmail.com

Contacts in Marseille

Teija Korhonen: Cohort 2011 (17): lempi9@hotmail.com

Anoek Backx: Cohort 15: anoek.backx@gmail.com

Contacts in Bordeaux:

Sabine Vygen: Cohort 2012 s.vygen@yahoo.de

Web sites

- [Les Pages de Paris / The Paris Pages \(TM\) http://www.paris.org/](http://www.paris.org/)
- <http://www.paris.fr/>
- [RATP - Transports en Île-de-France](http://www.ratp.fr/)
- <http://www.easyexpat.com/>
- www.invs.sante.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/>