

International Agency for Research on Cancer



**World Health
Organization**

IARC Welcome Pack

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INTRODUCTION

If you are reading this Welcome Pack, then you may be considering applying for a position at the International Agency for Research on Cancer (IARC) as a staff member or as an Early Career and Visiting Scientist within the framework of the IARC Research Training and Fellowship Programme. You may be about to join IARC, possibly from abroad, or you may have recently joined the Agency.

We hope that the information you will find in this pack, which has been put together based on the experience and feedback of some IARC staff members and Early Career and Visiting Scientists, will enable you to make an informed decision about joining IARC and coming to live in Lyon, and will help you to settle in Lyon and enjoy your stay!

Note: Some of the links in this document are accessible only on the IARC intranet. If you need related information, please ask your contact at IARC.

IARC has taken all reasonable precautions to verify that the information contained in this Welcome Pack is correct and up to date. However, the contents are made available as is and without warranty of any kind, either express or implied. Please understand that IARC cannot be held responsible or liable for any errors or misrepresentations in the information presented.

INTERNATIONAL AGENCY FOR RESEARCH ON CANCER

The International Agency for Research on Cancer (IARC) is the specialized cancer agency of the World Health Organization (WHO). IARC was established as an autonomous body within WHO by the Eighteenth World Health Assembly (through resolution WHA18.44) and came into legal existence on 15 September 1965. IARC had five founding members: the Federal Republic of Germany, France, Italy, the United Kingdom of Great Britain and Northern Ireland, and the USA. IARC now has 27 Participating States: the five founding countries plus Australia, Austria, Belgium, Brazil, Canada, Denmark, Finland, Hungary, India, the Islamic Republic of Iran, Ireland, Japan, Morocco, the Netherlands, Norway, Qatar, the Republic of Korea, the Russian Federation, Spain, Sweden, Switzerland, and Turkey.

More information about IARC's membership: <http://www.iarc.fr/en/about/membership.php>.
More information about IARC's governance: <http://www.iarc.fr/en/about/governance.php>.

The objective of IARC is to promote international collaboration in cancer research, and emphasis is placed on cancer research for cancer prevention. (More information about the Agency's mission can be found at <http://www.iarc.fr/en/about/index.php>). One of the statutory functions of the Agency is its mission to promote international collaboration and to support all phases of cancer research by the training and education of personnel.

IARC's scientific programme is implemented through the Research Sections of the Agency. The Sections focus on particular areas of cancer research and often collaborate closely on issues of common interest. The organizational structure of IARC can be found at http://www.iarc.fr/en/research-groups/org_chart.pdf. More information about the Research Sections can be found at <http://www.iarc.fr/en/research-groups/index.php>.

IARC has approximately 350 members of personnel from more than 50 countries. The IARC personnel includes short-term and long-term staff members (with WHO/IARC staff contracts) as well as trainees, master's students, doctoral students, Continuing Professional Development Trainees, postdoctoral scientists, IARC Postdoctoral Fellows, and Visiting Scientists (collectively referred to as Early Career and Visiting Scientists, or ECVS).

Throughout this document, unless specified, the information provided applies to all members of personnel.

IARC PERSONNEL ASSOCIATIONS

Staff Association

The IARC Staff Association has five main objectives:

1. to foster the aims of the Agency in cooperation with management;
2. to ensure that staff employment conditions conform with the principles established in the Agency's statutes and in the Staff Rules and Regulations and, in particular, to ensure that these conditions permit the efficient discharge by the staff of their duties;
3. to safeguard the collective and individual rights and interests of staff members and to promote their welfare;
4. to aid those of its members who find themselves in difficulties;
5. to organize social, sporting, and recreational activities for its members.

The above objectives are the remit of the Staff Association Committee (SAC).

The SAC is a group of up to 10 staff members elected by the staff. The SAC meets regularly with management and with representatives from the other WHO Regional Staff Associations to discuss issues of common concern, such as potential changes in WHO rules, regulations, and working practice. The SAC participates in the annual meeting of the WHO Global Staff Management Council (GSMC) to examine issues relating to personnel policy and conditions of service, and to adopt a report that will include recommendations to the Director-General on such issues.

For more information about the IARC Staff Association and the SAC, please:

- contact the SAC by email at sac@iarc.fr
- or visit the SAC SharePoint website http://collab.iarc.fr/communities/SAC/_layouts/15/start.aspx#/SitePages/HomePage.aspx.

Early Career Scientists Association (ECSA)

The IARC Early Career Scientists Association (ECSA) is an internal association, composed of Early Career Scientists (ECS) who join IARC within the framework of the IARC Research Training and Fellowship Programme. ECSA facilitates training and career development and is run in close collaboration with the Education and Training Group at IARC. All ECS newcomers (trainees, master's students, doctoral students, Continuing Professional Development Trainees, postdoctoral scientists, and IARC Postdoctoral Fellows) automatically become members of ECSA and are eligible to benefit from any activities organized by ECSA.

The ECSA Organizing Committee is the executive group that oversees the activities and operation of ECSA. The ECSA Organizing Committee supports, organizes, and implements ECSA activities. Any IARC ECSA member can volunteer to be a member of the Organizing Committee.

The Career Development and Training Commission organizes round-table discussions for ECS with external and internationally known scientists invited to IARC seminars and IARC events, as well as a yearly career panel session at the Annual ECSA Scientific and Career Day (ECSA Day) with international scientists on the topic of career development and educational training.

The Peer Support and Social Activities and Buddy Programme Commission organizes international dinners and tea parties for ECS and aims to match an incoming ECS

(a newcomer to IARC) with a current ECS (an ECS Buddy) in order to help the newcomer integrate into IARC and life in Lyon.

The Information and SharePoint Commission produces newsletters and regular updates on the IARC intranet in order to showcase the activities of the ECSA community.

ECSA holds an annual ECSA Scientific and Career Day (ECSA Day), which is a dedicated day of interesting presentations and interactive seminars on important issues related to career development, including a career panel session with well-known international scientists. The ECSA Day gives ECSA members an opportunity to present their research and get feedback from their colleagues and peers while learning from each other.

CONTACTS AT IARC

Before coming to IARC, during your stay, or after you have left, here are your main IARC focal points for queries you may have and help you may need.

For queries regarding contracts, administrative formalities, conditions of stay, insurance, banking, visas, etc.:

- Staff members should contact:
The Human Resources Assistant in charge of coordinating your recruitment process, noting that the email address for the Human Resources Office (HRO) is hro@iarc.fr.
- Early Career and Visiting Scientists (ECVS) should contact:
Ms Isabelle Battaglia in the Fellowship Office at fel@iarc.fr.

For queries related to settling into Lyon, please contact our in-house Relocation Assistant, Ms Christine Astier (astierc@iarc.fr), who assists with the following matters:

- accommodation (i.e. sources for accommodation searches, conditions in rental agreement);
- entry and exit inventory (“états des lieux”) for rented accommodation;
- connection and disconnection of utilities (such as gas, electricity, telephone, and Internet);
- insurance coverage (apartment, vehicles);
- other personal matters such as childcare, education, and domestic help.

For work-related health matters (emergencies, work-related problems/illnesses, duty travel, entrance/periodic visits if applicable), the IARC Staff Physician should be contacted (contact details available on the intranet).

For general queries regarding IARC, networking, social aspects of living in Lyon, etc.:

- Staff members can contact the IARC Staff Association (sac@iarc.fr).
- Early Career and Visiting Scientists (ECVS) can contact their ECSA Buddy and/or contact ECSA directly (ecsa@iarc.fr).

For any other general queries or if you are unsure about who to contact with your query, please ask your Group secretary, who will be happy to help or redirect your question.

Useful Emergency contacts in France:

- European emergency number: 112
- SAMU (mobile emergency medical assistance): 15
- Police (emergency): 17
- Fire brigade: 18

WHAT TO DO BEFORE AND AFTER ARRIVAL IN FRANCE

Please note that these are general guidelines.

More specific and tailored guidelines will be provided by your focal point, if applicable.

Before arriving at IARC, you should take care of all matters related to your move as early as possible, to make your stay as pleasant as possible for you and your family. These include the following:

- housing
- insurance
- documents to bring with you.

Before your arrival in France

Make sure you complete all the required administrative formalities. These will vary according to your nationality, the category of personnel (IARC staff member or Early Career and Visiting Scientist), and the duration of your stay.

Staff members: Please contact the IARC Human Resources Office (HRO), who will advise whether a visa is required for you and/or your family members and, if a visa is required, will guide you through the process of obtaining a visa and a residence permit.

Early Career and Visiting Scientists (ECVS) with nationalities outside of the European Union (EU)¹, the European Economic Area (EEA)², Monaco, Andorra, or Switzerland:

- If the planned duration of your training period at IARC is less than or exactly 90 days, you must provide the Fellowship Office with a valid residence permit of the EU, the EEA, Monaco, Andorra, or Switzerland before your arrival.
- If the planned duration of your training period is more than 90 days, the Fellowship Office will provide you with a certificate in French in order to facilitate your visa formalities. You must obtain a long-stay visa (“passeport talent-chercheur”) from the French consulate or embassy nearest to your place of residence after receiving a hosting agreement (“convention d’accueil”) from IARC. ECVS are advised to contact the French consulate or embassy to check which documents are needed for the visa application. This process takes time and should be started as soon as you are contacted by the Fellowship Office. For further information about the procedures, see the “Residence Permit” section.

Early Career and Visiting Scientists (ECVS) with British nationality:

When this Welcome Pack was prepared, information was not yet available with regard to the outcome of Brexit.

Documents you will need in France

The following is a list of **original** documents you should bring with you to France to facilitate the administrative formalities:

- A passport that is valid for the duration of the initial contract, or your identity card if you are a European national.
- Visa (if required). Please note that in some cases, you may need a proof of residence for the visa application. In such a case, this document can in general be provided by temporary/student residences (see list under “Accommodation”). Important note: If a visa is required for a staff member and/or for a member of their accompanying family,

¹ Nationals of Austria, Belgium, Bulgaria, Croatia, Cyprus, Czechia, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, the Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, and the United Kingdom.

² Nationals of Iceland, Liechtenstein, and Norway.

it is the Human Resources Office (HRO) who will advise you on the type of visa required and who will initiate the process.

- The hosting agreement (“convention d'accueil”), stamped and signed by the French consulate (*applicable for ECVS only*).
- A certificate that proves you have health insurance coverage valid for France for the duration of your stay (*applicable for ECVS only*).

If you are married or in a civil partnership or/and have children:

- Your marriage certificate or civil partnership certificate
- A family record book; may be replaced by birth and marriage certificates
- A birth certificate for each member of the family (needed for the residence permit) (*applicable only for ECVS who come to IARC for more than 12 months*)
- Your vaccination certificates
- Health and vaccination records for each child (compulsory for doctors and schools)
- Children's school records
- Originals of diplomas indicated on your personal history form
- In case of special family circumstances (e.g. divorced with accompanying children), please check the requirements with your local French embassy or consulate and/or the Human Resources Office/Fellowship Office.

For ECVS, you will need certified French translations of these documents, translated by an accredited translator. For staff members, the Human Resources Office will advise you about which documents will require French translations.

We recommend that you ask the French embassy or consulate about certified translations. Please note that for ECVS, these documents must be translated by a certified translator recognized by the local French authorities in France. The Fellowship Office will provide you with a list of certified translators upon your arrival.

For drivers: If you wish to drive in France, remember to bring with you a valid driver's licence and check whether a reciprocity agreement exists between France and your country. See the “Driver's Licence” section.

RESIDENCE PERMIT (“TITRE DE SEJOUR”) FOR STAFF MEMBERS AND EARLY CAREER AND VISITING SCIENTISTS

Nationals of the European Union (EU), the European Economic Area (EEA), Monaco, Andorra, and Switzerland no longer require a residence permit for France. Nationals of the United Kingdom do not currently require a residence permit but are advised to obtain one (however, please note that when this Welcome Pack was prepared, information was not yet available with regard to the outcome of Brexit).

Staff members:

When applicable, and depending notably on the nationality(ies) of the staff member and their accompanying family members and the duration of appointment, Ms Sophie Siberts (room 219, ext. 8687, email: siberts@iarc.fr), Secretary in the Human Resources Office, will register staff members and their family members with the French Ministry of Foreign Affairs and obtain special cards for them (“Titre de séjour spécial” or “Attestation de fonctions”).

Registration at the national embassy or consulate may be compulsory in some cases, but this is a private and personal matter.

Early Career and Visiting Scientists:

Future IARC Early Career and Visiting Scientists (ECVS) with nationalities outside of the European Union (EU), the European Economic Area (EEA), Monaco, Andorra, or Switzerland must obtain a long-stay visa (“passeport talent-chercheur”) from the French consulate nearest to their place of residence before coming to France.

Early Career and Visiting Scientists (ECVS) with British nationality:

When this Welcome Pack was prepared, information was not yet available with regard to the outcome of Brexit.

The Fellowship Office will provide you with a special Statement of Award and, after receipt from you of proof of health insurance cover, a completed hosting agreement (“convention d’accueil”) form, countersigned by the IARC Director of Administration and Finance, in order to facilitate your visa formalities.

Please note that the French embassy or consulate issues two different types of scientific long-stay visas (“passeport talent”):

- If you receive a long-stay visa “passeport talent” L313-20 4° chercheur:
Upon your arrival and within the first two months after your arrival, you must submit a formal request to the local French authorities (“Préfecture”) of your place of residence. Please note that the Fellowship Office will provide you with more information upon your arrival and assist you in these administrative matters. Your request will be processed by the French authorities, who will give you a receipt for your first request of a residence permit (“récépissé”). *This receipt will allow you to legally reside in France while awaiting the issuance of your formal residence permit.*

Note:

- Depending on the type of receipt that is given to you by the Préfecture, you will or will not be allowed to travel outside France after the expiry of your visa or once you have initiated the French residence permit request. You may therefore have to wait for the issuance of your formal French residence permit to be authorized to travel. You will usually receive your residence permit within the three months after your request.

- Please note that it will also be necessary to provide the original birth certificates for yourself and, if applicable, for your spouse/dependants, your original marriage certificate, and a French translation of these documents by a certified translator recognized by the French authorities in France. The Fellowship Office will provide you with a list of translators recognized by the Prefecture in Lyon upon your arrival.
- If you receive a long-stay visa (VLS-TS) “passeport talent” R311-3 9°:
Upon your arrival and within the first three months after your arrival, you must have your visa validated by the French Immigration and Integration Office (“OFII”), thereby attributing this document the value of a residence permit. The Fellowship Office will inform you upon your arrival about the required procedure in order to get your visa validated.

Note:

- With this type of visa and before its validation by OFII, you will only be allowed to enter and leave the Schengen area during the first three months of your stay.
- Furthermore, should an extension of your stay at IARC take place, it will be necessary to provide the original birth certificates for yourself and, if applicable, for your spouse/dependants, your original marriage certificate, and a French translation of these documents by a certified translator recognized by the French authorities in France. The Fellowship Office will provide you with a list of translators recognized by the Prefecture in Lyon upon your arrival.

Important note: When you enter France, please ask for your passport to be date-stamped. For administrative purposes after your arrival, please bring with you your original birth certificate and, if applicable, original birth certificates for your spouse and/or dependants and your original marriage certificate.

Agreed accompanying dependants of ECVS (spouse and children under 18 years old) with nationalities outside of the European Union (EU), the European Economic Area (EEA), Monaco, Andorra, or Switzerland: Depending on certain conditions, the Fellowship Office may include your agreed dependants accompanying you to France in the special Statement of Award and the hosting agreement (“convention d’accueil”), in order to facilitate visa formalities. The Temporary Residence Permit with “Vie privée et familiale” status allows the holder to work in France. In case of an extension, the Fellowship Office will also provide assistance to extend the resident permits of spouses and children (“DCEM”).

For further questions, please contact the Fellowship Office (email: fel@iarc.fr).

More information about visas and residence permits can be found on the Espace Ulys website: <http://www.espace-ulyes.fr/en/you-are-doing-research-st-etienne/residence-permits>.

HEALTH INSURANCE

Staff members

IARC staff members have compulsory coverage with the WHO Staff Health Insurance (SHI). Under SHI rules, the family members of staff members (notably their spouse and children) may be covered under the SHI on either a compulsory or a voluntary basis.

In addition to SHI, it is possible to subscribe to voluntary top-up coverage to increase the level of coverage/reimbursement.

More information on SHI and the voluntary options for top-up coverage will be provided directly by the Human Resources Office (HRO) at IARC.

Early Career and Visiting Scientists

In accordance with IARC/WHO procedures, and as a French Government requirement, trainees, master's students, doctoral students, Continuing Professional Development Trainees, postdoctoral scientists, IARC Postdoctoral Fellows, and Visiting Scientists (Early Career and Visiting Scientists) are required to take out an appropriate illness insurance policy privately to cover themselves and their accompanying dependants for the duration of their stay in Lyon, from day one.

Early Career and Visiting Scientists are **free to choose** their health insurance provider. Examples of insurance companies that cover ECVS at IARC are listed below:

- **ACS insurance:**
<https://www.acs-ami.com/en/expat-health-insurance/ami-international-health-insurance/>
- **AXA insurance company** via the Kastler Foundation
<https://www.fnak.fr/en/>
Focal point: agence.cabinetbaume@axa.fr
- **Europ Assistance:**
<https://www.europ-assistance.fr/fr/voyage/evasio-bienvenue-in-english>
- **MAWISTA health insurance:**
<https://www.mawista.com/en/health-insurance-for-foreign-nationals-in-germany/health-insurance-for-scholarship/> (based in Germany, but also valid in France)
- **The JoHo company:**
<https://www.joho.org/en/international-joho-insurances>. They work together with various international health insurance companies and choose, together with you, the insurance company best suited for your situation.

Please note that this list is indicative, not restrictive, and that any insurance company can be chosen.

Useful links

- Espace Ulys: www.espace-ulyes.fr/en
- Kastler Foundation: www.fnak.fr
- AXA email: agence.cabinetbaume@axa.fr
- Information about Staff Health Insurance (SHI):
<http://intra.iarc.fr/policies-and-procedures/How-to/Pages/Staff-Health-Insurance.aspx> (in-house access only)
- WHO Staff Health Insurance (SHI) website:
<http://intranet.who.int/homes/shi/> (in-house access only)

ACCOMMODATION

Lyon is a safe and pleasant city, with an efficient public transport system. However, the process for finding accommodation and dealing with the French rental rules and regulations can differ from what you are used to in your country of origin or at other duty stations where you may have served.

To assist IARC personnel in these matters, the IARC Relocation Assistant can provide the following support:

- advice on accommodation;
- assistance with opening electricity, gas, telephone, and Internet accounts;
- assistance with obtaining compulsory insurance coverage;
- assistance in inventory verification of apartments. It is compulsory to spend sufficient time to check the entry inventory carefully, because it will be compared, at the end, with the exit inventory. Please note that money can be taken from your security deposit if things appear to have been damaged.

Contact details: IARC Relocation Assistant, Ms Christine Astier, email: astierc@iarc.fr

There are various possibilities for accommodation, also depending on the length of your stay.

- If you are only staying in Lyon for a few days, the best solution is to stay in a hotel or temporary accommodation (airbnb, temporary residences, etc.).
- If you are staying in Lyon for less than 8 months, the best solution is to stay in either a serviced apartment or a student residence, because it is difficult, if not impossible, to draw up a lease for a rental for a short period and carry out all the associated formalities (contacting service providers, taking out insurance, etc.).

In these types of accommodation, you can rent either a studio or a small two-room apartment, with bathroom, toilet, and kitchenette. Overall, the comfort and services will be of higher quality in a serviced apartment, but this will be reflected in the price.

The Agency works with various serviced apartments, of varying levels, and with several student residences, all located close to IARC.

You can also choose to stay in furnished accommodation with a rental contract specifically for short lets. However, this will be considerably more expensive than the options described above.

- If you are staying in Lyon for more than 8 months, you may consider renting a flat (apartment). If you are staying for less than 18 months, we advise renting a furnished flat.

Notes:

- Unfurnished accommodation in France is empty and does not include any household equipment, such as a stove or an oven, which will need to be purchased.
- Before signature of the lease, owners often require that a third party act as guarantor for the rental of their accommodation. This guarantor commits to paying the rent and charges to the owner in the event of the tenant not honouring these obligations.

- You should not pay anything before signing the contract. Apartment visits are always free (if not, this is fraud). If in doubt, please contact the IARC Relocation Assistant.
- You may need to take some half days of absence from the Agency for administrative purposes (waiting for the electricity company, gas company, etc.).
- **Mainly for Early Career and Visiting Scientists:** We recommend that you read the “Housing Guide for Visiting Researchers: Keys to better understanding French rental rules”, published by the Alfred Kastler Foundation: <https://www.fnak.fr/doc/Housing2011.pdf>. Also check out the Espace Ulys website: <http://www.espace-ulyes.fr/en/accommodation>.

Before your arrival

You will be in touch with the IARC Relocation Assistant by email (Ms Christine Astier, email: astierc@iarc.fr) in order to deal with questions about your future accommodation and anything to do with day-to-day living. She will answer any questions you may have and will send you information about various topics, including a list of websites advertising accommodation for rent.

She will send you the list of recommended hotels (and will give you advice about the most suitable, if necessary), so that you can rent temporary accommodation for at least 3 weeks, in order to have enough time to find permanent accommodation.

In order to facilitate the search for a flat (apartment) or house, it is advisable to carry out your own online searches to have an idea of what accommodation is available and at what price. In the week preceding your arrival in Lyon, you can send a list of accommodation you are interested in to the IARC Relocation Assistant so that she can arrange for you to visit them on arrival.

Upon arrival

The IARC Relocation Assistant can help you with any questions about day-to-day living and can, for example, assist you with the following:

- how to select the most suitable local accommodation listings;
- which documents you will need to rent a property;
- completing an entry inventory for your permanent accommodation;
- signing up for compulsory home insurance, and accounts with local service suppliers: electricity, gas, water, ISP (telephone, television, and Internet), subscriptions to local bus, metro, and tram services, and/or Vélo’v (local rent-a-bike service);
- Search for and contact local schools and day-care facilities (“crèches”).

Housing budget

Housing will constitute one of the most important elements of your budget. Rental rates in Lyon can be relatively high (about €600/month for a studio, €850/month for a one-bedroom apartment, and more than €1000/month for apartments with two or more bedrooms).

In addition to rent, you may have to add on:

- Moving costs (*note: ECVS receive no contribution to or reimbursement of costs incurred to move their household*).
- Property agency fees: usually about one month’s rent.
- Security deposit: one month’s rent, excluding charges (possibly more for furnished accommodation).
- Fee for opening a telephone line.
- Fee for turning on the water, gas, and electricity.
- Home insurance.

Where to live in Lyon? Some suggestions

- <https://www.spotahome.com/blog/best-places-to-live-in-lyon/>
- <https://sobarnes.com/en/beautiful-france/lyon-en/lyon-france-real-estate-best-neighborhoods-list/>
- <http://jadorelyon.com/top-5-places-live-lyon/>
- <https://www.quora.com/What-are-the-best-areas-to-live-in-Lyon-France>

Relocation agencies (fee-paying)

For additional relocation support (if you were to find it necessary) and notably to have a customized home search carried out on your behalf, please find below a list of relocation agencies. Please contact the agencies directly for more information about their fees. Please bear in mind that you will have to cover the expense of these services.

EASY LYON (English + Spanish)

28 rue Bony

69004 Lyon

Tel.: 04 78 27 26 21

Fax: 04 78 27 26 23

Contact: Michel Pechkechian

mpechkechian@easylyon.com

LYON MOVE (English + German)

32C allée Jean-Paul II

69110 Sainte Foy les Lyon

Tel.: 04 72 38 71 48

Fax: 04 72 57 43 81

Mobile: 06 74 88 23 23

Contact: Pierre Picollet

ppicollet@lyon-move.com

MRI RELOCATION (English + Spanish

+ Japanese)

69 rue Tronchet

69006 Lyon

Tel.: 04 72 43 98 99

Fax: 04 72 43 96 95

Mobile: 06 09 41 95 94

Contact: Martine Ruiz

contact@mri-relocation.com

MOBI'LYON (English + Spanish)

33 chemin du Putet

69230 St Genis Laval

Tel.: 04 78 56 06 30

Fax: 04 86 68 82 17

Mobile: 06 14 36 62 89

Contact: Catherine Chaix

mobilyon@free.fr

MCF (English + Spanish)

Villa Créatis

2 rue des Mûriers

69289 Lyon Cedex 09

Tel.: 04 78 66 04 32

Fax: 04 72 19 66 82

Mobile: 06 85 53 06 68

Contact: Marie-Claude Fourtina

mcf@mc-formalites.com

For Early Career and Visiting Scientists:

Please check out the ECSA Exchange Space on the IARC SharePoint (on the intranet), which will be accessible to you upon arrival. You may be able to borrow some housing items (such as cutlery, etc.) from the ECSA Exchange Space.

During your stay

The IARC Relocation Assistant can provide information or help you with any questions related to your accommodation, or your family, in particular local housing tax, television licence, insurance, or any problem you may encounter.

Housing tax (“taxe d’habitation”) and television licence fee

If you live in rented accommodation on 1 January of a particular year, you will need to pay for that year the local housing tax (“taxe d’habitation”) and the television licence fee (unless you don’t have a television). This can be included in the rent, but is not necessarily included. The housing tax and television licence fee is payable once per year, usually in October. You will have to pay the tax for the year (if you were the renter on 1 January), i.e. even if you left

the accommodation during that year or have left France by the time you receive the notification.

Useful links

Hotels: http://www.iarc.fr/en/about/welcome/Hotels_Lyon.pdf

Residences and hostels: http://www.iarc.fr/en/about/welcome/Residences_Lyon.pdf

Various types of accommodation: <http://www.booking.com/>

Airbnb: <https://www.airbnb.com/> (Note: proof of residence for visa/"titre de séjour" is sometimes difficult to obtain)

Useful information for EVCS: <http://www.espace-ulyes.fr/en/accommodation>

Apartments in general: www.leboncoin.fr

- <https://www.lacartedescolocs.fr/>
- <https://www.bienici.com/>
- <http://www.pap.fr/>

Furnished upscale temporary housing (English-speaking assistance):

<https://www.urbansejour.com/en/temporary-housing/>

Serviced apartments:

<http://www.lagrange-city-lyon-lumiere.com/?gclid=CJHq6oXdgbgCFfDMtAodER0ApA>

http://www.appartcity.com/apparthotel-lyon/R_31_16/liste-residence.htm?trk=1&gclid=COzYI-vdgbgCFYtItAod2U8A8Q

Student residences:

<http://www.studilodge.fr/international-student.html> – Parc Harmonie residence

www.gestetud.fr – Studios Lumière, Manufac, and Michel-Ange residences

www.cardinalcampus.fr – Carré des Lumières, Parc Montchat, and Théodore

WATER, ENERGY, AND TELECOMMUNICATIONS CONTRACTS

When moving in

You will have to set up contracts for water, electricity, and/or gas, and for Internet, telephone, and television (especially for cable television).

Each provider will need your surname, first name, and address, the exact location of the property (including number and floor for a flat), the latest meter reading, and bank details if you intend to pay by monthly direct debit (advisable but not compulsory).

Water

The main company is “Eau du grand Lyon”: <https://agence.eaudugrandlyon.com> (09.69.39.69.99).

The contract is established on the basis of a monthly estimate of your consumption, and once a year an employee from the water company will come and read the meter. You will then receive a bill based on your actual consumption.

Water consumption (hot and/or cold) is sometimes included in the rental charges that you pay as part of your rent. The principle is the same: you pay a monthly estimate of your water consumption, and the balance (positive or negative) is paid or reimbursed once a year.

Electricity

The main company is EDF: <https://particuliers.edf.com> (09.69.32.15.15 and English-speaking 05.56.17.40.70).

The contract is established on the basis of an estimate calculated according to the type of equipment installed, including or excluding the heating of the property. Meter readings are made twice a year; payments are made monthly, with an annual payment made to adjust for actual consumption. Various contracts are available (e.g. day/night rates), depending on the type of electricity meter.

Gas

The main company is Engie: <https://www.engie.fr/> (0 810 800 801 or 09.69.324 324).

The contract is established on the basis of an estimate of your gas consumption (kitchen and/or heating and hot water), with an annual payment made after the meter reading.

Note: For safety reasons (checking of equipment), the opening and closing of a gas contract can require the visit of a company technician.

Whatever energy provider you choose, you will be warned in advance that technicians are coming to read the different meters. If you are absent, the technician will leave a card on your door or in the letter box, which must be filled in once you have read the meter yourself. It is important to do this and return the card to your energy provider with the actual meter consumption; otherwise, you might receive a hefty final bill.

Internet/telephone/television

In France, various providers offer these services in the following packages: Internet, Internet plus telephone, or Internet plus telephone plus television. The “Internet plus telephone plus television” package costs about €40 per month.

The main providers are:

- Orange – France Télécom (original monopoly in France): www.orange.fr
- SFR: www.sfr.fr
- Bouygues Télécom: www.bouyguetelecom.fr
- Numericable: www.numericable.fr
- Free: www.free.fr
- Darty: www.dartybox.com
- Lebara: <http://www.lebara.fr/>

The majority of providers will also offer mobile phone contracts as an extension of your main contract and therefore at a preferential price.

In order to take out a contract, you will need to provide your surname, first name, address, bank details, and the France Télécom number of the property (original provider when the network was a monopoly) or the name of the person who previously rented the property, so that France Télécom can identify the right line.

Modalities to cancel a contract differ across companies. You will need to refer to the conditions in the contract. More often than not, you will have to send a registered letter to the company a certain period before the date on which you wish to cancel (this will be indicated in the contract). If payments have been made by direct debit, you should ask your bank to cancel them once the last bill has been paid.

Note: Some packages are particularly attractive because they are based on the length of the contract (usually 2 years). However, be warned that early cancellation of this type of contract can then be very expensive.

Mobile phones

It is preferable to buy a SIM card in France on arrival. If you buy a SIM card before your arrival, ensure that the SIM card starts with a 06 or 07 number; otherwise, international rates may be charged.

The main providers of prepaid SIM cards are:

- For travellers in France/Europe: <http://www.lefrenchmobile.com/en.html>
- Lebara mobile: <http://www.lebara.fr/>
- SFR: www.sfr.fr
- B&You: www.b-and-you.fr/
- Orange: www.orange.fr
- laposte: www.lapostemobile.fr/

MULTI-RISK HOME INSURANCE

In France, it is compulsory to take out personal liability insurance. This insurance can be taken out separately, but it is most often included in multi-risk home insurance (“assurance multirisques habitation”; MRH) taken out on your main residence, which is also compulsory. This home insurance will not only cover personal responsibility and that of other occupiers of your home but will also cover personal effects and your place of residence against fire, flooding, burglary, etc. It can also cover school insurance for children.

You are free to choose your insurance company; however, three possibilities are usually offered to people coming to the Agency:

- **For Early Career and Visiting Scientists only:** Via the **Kastler Foundation** for doctoral students and postdoctoral fellows, and for scientific visitors coming from abroad, after having first obtained your “Guest Researcher Card number” by registering on the Foundation’s website (www.fnak.fr). The AXA insurance company provides this type of insurance at an annual cost of approximately €75 to insure three main rooms (excluding kitchen and bathroom) and €112 for four main rooms (excluding kitchen and bathroom). The requester must fill in the first three pages of the application form entitled “Demande de garantie” online on the Foundation’s website and send it to the local insurance company taking care of the policy (AXA Assurances, Cabinet ABC Assurances, Place Saint-Martin, B.P. 44077, 25114 Baumes-les-Dames Cedex).

The contract is established on an annual basis and must therefore **be renewed** upon request.

- Via Agence DESTANDAU, 37 rue Juliette Récamier, 69006 Lyon (Tel.: 04.72.83.63.63.; agence.destandau@axa.fr). Insurance is provided by the AXA France insurance company. Contact Ms Christine Astier in order to benefit from negotiated rates (astierc@iarc.fr).

The contract is taken out for 1 year, with tacit renewal from one year to the next. It is therefore advisable to **cancel the contract** before leaving your residence, and include a copy of the inventory carried out upon arrival or any similar list established with the landlord.

- Banks can also provide multi-risk home insurance. You can make enquiries with your bank on arrival. If you are a student, newly arrived in Lyon, and want to open a new bank account with LCL, the multi-risk home insurance has an annual cost of only €1.

Useful links

Kastler Foundation: www.fnak.fr

BANKING

It is very important to open a French bank account as soon as you arrive in France.

You are free to choose your bank.

Bank opening hours vary from branch to branch, but banks are usually open on Monday to Friday from 08:00 or 09:00 to 12:00 and from 13:30 to 18:00, and on Saturdays from 09:00 to 12:00. Banks are closed on Saturday afternoons, and some are closed on Mondays.

All banks offer the usual services, such as opening a bank account and obtaining a chequebook and a credit card. You can also take out loans, open savings accounts, and make financial investments. Nowadays, most banks can also provide car insurance, home insurance, and insurance on loans.

A chequebook is important in France because you will pay your first month's rent and the security deposit for your rented accommodation by cheque, as well as your health insurance premium, in some cases.

Some information about writing a cheque:

<http://www.frenchentree.com/fe-finance/DisplayArticle.asp?ID=21241>

<http://www.lost-in-france.com/living-in-france/finance/115-how-to-write-out-a-french-cheque>

Writing a French cheque and French numbers, including a number converter:

<http://www.euro-cheque.com/EC-fr.htm>

Remember to ask for your RIB ("Relevé d'Identité Bancaire" or bank account details) and IBAN (International Bank Account Number) as soon as possible, because you will need these when you sign the lease for your accommodation, as well as for all your service providers and for IARC's Finance Office.

All banks in Lyon offer various competitive services, and it is your personal decision to open an account wherever you wish.

However, please find below details of two banks located close to IARC and the contact details of their staff members who speak English, should you wish to contact them:

LCL:

Address: 18 place Ambroise Courtois, 69008 Lyon – 5 minutes' walk from IARC

Contact person (*present at the Monplaisir branch on Wednesdays – appointments upon request only*): Mr Renan LEYDIER, renan.leydier@lcl.com, Tel.: 04.78.92.20.02.

SOCIETE GENERALE (*closed on Monday mornings*):

Address: 188 avenue des Frères Lumière, 69008 Lyon – just across IARC's car park

Contact person: Ms Audrey NOEL, audrey.noel@socgen.com, Tel. (direct line): 04.78.01.82.36.

Some other banks

BNP Paribas: <http://www.bnpparibas.com/en>

Caisse d'Épargne: <https://www.caisse-epargne.fr/particuliers>

CIC: <https://www.cic.fr/fr/>

Crédit Agricole: <https://www.credit-agricole.fr/>

Crédit Mutuel: <https://www.creditmutuel.fr/groupe/fr/index.html>

HSBC: <https://www.hsbc.fr/1/2/hsbc-france/particuliers>. Please note that if you already have an account with this bank, formalities in France should be made easier.

DRIVER'S LICENCE

Staff members holding a “titre de séjour special” from the Ministry of Foreign Affairs (MOFA):

Staff members who hold a driver's licence issued by a country outside of the European Economic Area (EEA) are allowed to drive in France as long as the driver's licence is valid and as long as they hold a “titre de séjour special”.

Staff members without a “titre de séjour special”:

If staff members hold a driver's licence issued by a country outside of the EEA, the reciprocity agreement applies within the limit of 1 year from the date of arrival in France. See below for more details.

Driver's licence obtained in the European Economic Area (EEA):

If a driver's licence was issued by a country in the EEA, you may legally drive in France and in Europe without having to carry out any administrative procedures. Your driver's licence suffices. Please note that any renewal of your driver's licence would then need to be obtained in your country of origin (where the driver's licence was originally issued).

In the event of your committing a road traffic offence resulting in the restriction, suspension or cancellation of your driver's licence, or in a loss of points, you will be required to exchange your driver's licence for a French licence.

Driver's licence obtained outside the EEA:

Staff members without a “titre de séjour special” and Early Career and Visiting Scientists (except those with a student visa) staying in France for more than 90 days and whose driver's licence was issued outside the EU, EEA, Monaco, Andorra, or Switzerland can legally drive in France without exchanging their driver's licence during the first 12 months of their stay in France. However, they are advised to exchange their licence during those 12 months in order to be able to legally drive in France after this period.

If your driver's licence is not exchanged for a French licence during this first year, you will not be allowed to drive in France unless you pass the French driving exam.

Early Career Scientists holding a student visa can drive in France with their original driver's licence translated into French by a sworn translator recognized by a French court of appeal without exchanging it.

Conditions of using a foreign driver's licence in France:

If your driver's licence was issued by a country outside of the EEA, you and your driver's licence must meet the following three conditions for you to be able to drive in France, regardless of your nationality:

- It must be valid.
- It must have been issued by the country in which you normally resided before moving to France.
- It must be written in French or be accompanied by an official translation.

You must meet the following conditions:

- You must be over the minimum driving age in France (18 years).
- You must not have had your right to drive suspended in the country where your licence was issued.

- You must not have had your right to drive in France cancelled or revoked before obtaining your foreign licence.
- You must comply with any medical notes listed on your licence (e.g. must wear glasses).
- If you are a European national, you must have obtained your non-European licence while residing in the country of issue.
- You must have obtained your non-European licence before your visa was validated by OFII.

Warning: If you drive in France with an invalid foreign licence, you are committing a class 4 contravention.

Exchanging your foreign licence for a French one

Please note that exchanging your driver's licence is only possible if an agreement exists between the country of origin and France, and this process can take several weeks or even months. This is to be done via mail to *CERT de Nantes*: <http://www.prefectures-regions.gouv.fr/pays-de-la-loire/Actualites/Permis-internationaux-et-echanges-de-permis-etrangers-comment-faire>.

If your licence is not exchangeable, or if you do not apply to exchange your licence within the maximum period of 1 year from the date of arrival in France, you will lose the right to drive in France. In order to then start driving again, you must pass the French driving test (theory test on the French highway code plus practical driving test).

Change of status of your resident permit: At the end of your studies, after your change in status to a "Carte de séjour Vie privée et familiale" (resident permit as a dependant) or "Carte de séjour chercheur-scientifique" ("scientific" residence permit), etc., you must apply to exchange your driver's licence for a French licence within 1 year after the date on which your new residence permit commences, in order to be able to continue to drive in France.

Issuance of your French licence

Upon issuing your French licence, *CERT de Nantes* will withdraw your foreign one.

Delivery time

The time it takes for a licence to be delivered *is up to 6 months*.

* If there is any doubt as to the authenticity of the licence being exchanged, the procedure can take more than 6 months. If there is no response within 6 months from the authorities who issued the licence, you will be denied a French licence.

Date of issue

The date of issue printed on your French licence will show the date your original licence was issued. If you have had your foreign licence for less than 3 years, the French licence you are issued will be a probationary licence until the end of the 3-year period.

For more information, please visit the French Public Service website: <http://www.service-public.fr/>.

Queries concerning driver's licences can also be addressed to **Ms S. Servat** in the Administrative Services Office (email: servats@iarc.fr).

SCHOOLING, CHILDCARE, AND LEISURE ACTIVITIES FOR CHILDREN

French schooling begins at nursery school between the ages of 3 and 5, followed by elementary or primary school from ages 6 to 10, followed by secondary school (“collège”) from ages 11 to 14. At the end of “la troisième” (the last year of “collège”), children can opt for either the general or technological programme (with the aim of sitting the French Baccalaureate at age 18) or the professional programme (from ages 14 to 16). School is compulsory in France for all children aged 6 to 16. (Please note that as of the 2019–2020 school year, school is compulsory for all children in France as from the age of 3.)

State (public) schools

To register your child at a state school, you should go to your local town hall (“Mairie”). They will assign your child to the closest school to where you live, taking into account their schooling to date and their level of French, if any. If your child does not speak French, the town hall will assign him/her to the closest school to your home that also offers French classes as a foreign language, especially adapted for children.

Please note that depending on the school and district and the age of your child, there is no school on Wednesday morning or the entire day on Wednesday. State (public) schools offer day-care (“garderie”) in the morning, at lunchtime (including lunch at the school’s canteen), and after school in the evening, as well as activities on Wednesday, if needed. You have to register for day-care/canteen and activities for Wednesday morning at the local town hall while registering for school. In a second step, you will be asked to finalize your registration by talking to the assigned school’s Director.

To register your children for state (public) school at the local town hall, you will be required to provide the following documents (be sure to bring these documents with you to France, so as not to delay your children’s registration):

- Each child’s original birth certificate (if need be, translated into French by a sworn translator certified by a French court of appeal);
- Each child’s vaccination record;
- Proof of residence in France, less than 3 months old.

More information concerning the administrative procedure and what documents are needed can be found here: <https://www.lyon.fr/enfance-et-education/education>.

Private schools

To register your child at a private school, you should contact the school directly.

International schools

From nursery school to higher education, Lyon features a number of schools with international curricula for foreign, dual-citizenship, and bilingual children. There are both state and private international schools.

- The **Cité Scolaire Internationale (CSI)** is a French state school with international sections. It is composed of a primary and a secondary school and recruits children who are already fluent (“native language” level) in one of the languages of its nine international sections: Anglophone (English-speaking), Spanish, Portuguese, German, Italian, Japanese, Chinese, Arabic, and Polish. Priority is given to children who were still abroad at the date of registration, who recently arrived in France, and who do not speak

French yet. Children receive between six and nine hours of teaching per week in their native language. The rest of the curriculum is taught in French and, if necessary, there are intensive French and mathematics classes to help non-French-speaking students integrate into the mainstream French classes.

Children have to be registered until early April of each year. All children take an entrance test in their native language. There are both oral and written parts to the test in the section language (CP; Year 2; Grade 1 - oral only), as well as a written test in mathematics and in French (for French-speaking children only). Please note that the exams are usually at the end of June; but in exceptional cases and if there are places available, children can also be examined and admitted to CSI throughout the year. Please get in touch directly with the respective Director of Primary School, Collège, or Lycée for more details on registration and admission. Contact details and more information are available here: <https://www.csilyon.fr/en/>.

- **The International School of Lyon (ISL)** is a private international school. English is the language of instruction, but French is also taught (<http://www.islyon.org/>).
- **Ombrosa** is a private, bilingual, international school that operates within the French national system of education. It is also authorized by the IBO to offer the International Baccalaureate, which provides an internationally accepted qualification for entry into higher education and is recognized by many universities worldwide. The school's aim is to provide an education tailored to the needs of each of its pupils from the Nursery through to the High School. Ombrosa welcomes French-speaking, English-speaking, and international pupils (http://www.international-school-ombrosa.com/international-school-ecole-france/contents/OMBROSA_ACCUEIL/index.jsp?lang=2).
- **“Le Petit Monde”** is an international private school run by the “Association Langues et Cultures” (French law 1901), where they have been welcoming children from Nursery School (from 2–3 years old) to Second Grade (CE1)/Year Three (CE2) for the past 20 years. “Le Petit Monde” has an Anglophone (English-speaking), a German, and an Italian section. Children are taught for half a day according to the French curricula in French and for the other half a day in their respective Language section. More information can be found at: <http://lepetitmonde.org/en/>.

For a **full list of international schools** and comprehensive information on the **French schooling system**, please download the guide to international schools from <https://www.aderly.com/?s=Schools>.

Childcare (collective and individual childcare):

- **General information in English:** <http://www.espace-ulyes.fr/en/daily-life-and-family-matters/children-care>

Leisure activities outside of school

- **Great playgrounds:**
https://www.yelp.fr/search?find_loc=Lyon&start=0&cflt=playgrounds
- **“Mercredi de Lyon”** offers activities for Wednesday (cultural activities, sports, music classes, arts, etc.): <http://www.lyon.fr/page/enfance-et-education/les-loisirs-pour-les-juniors/les-mercredis-de-lyon.html>
- The Association **ASCAL** offers all sorts of leisure activities for children on Wednesday and evenings after school, and on Saturdays: <http://www.ascallyon.fr/>
- **“Divertisport”** offers activities for Wednesdays and during school holidays: <http://www.lyon.fr/page/sport/la-pratique-du-sport-au-quotidien/divertisport.html>

- **Lyon Natation** offers tailored swimming classes for children and activities during the summer holidays: <https://lyonnatationmetropole.com/>
- **Les MJC de Lyon:** MJC offers in its various centres activities for children on Wednesday afternoons and during school holidays: <http://www.lesmjcdelyon.org/les-mjc> (click on each centre to access their website and activities).
- **ACTILANGUES** (<http://www.actilangues.fr/>), located in the international private school “Le Petit Monde”, offers leisure activities in English or German on Wednesdays at “Le Petit Monde” and activities during the school holidays.
- **PING-PONG** <https://www.ttgerland.fr/>. Offered activities on Wednesdays and during the school holidays.
- **GYM CLASSES** <https://lyongym.fr/> (activities for children on Wednesday and evenings after school and on Saturdays)

Useful links

Education and schooling in Lyon (click on the British flag for the English language option, and then on “Setting Up”, “Customized Solutions”, “International Schools”):

www.aderly.com

<http://www.espace-ulyes.fr/en/administrative-assistance/schooling-children>

School Levels by Age in Different Countries									
Age	France	USA	UK	Italy	Spain	Japan	Germany	Sweden	Poland
0 year	Crèche	Nursery school		Asilo nido	Educación infantil 1° ciclo		Krippe/Kinderkrippe	Day nursery	
1 year									
2 years	Maternelle		Kindergarten	Nursery school	Scuola materna	Educación infantil 2° ciclo	Kindergarten	Kindergarten	
3 years									
4 years									
5 years			Year 1					Kindergarten	
6 years	CP	1st grade	Year 2	Prima elementare	Educación primaria 1° ciclo	Elementary school	Grundschule/Volksschule Grades 1–4	1st grade	Primary education
7 years	CE1	2nd grade	Year 3	Seconda elementare					
8 years	CE2	3rd grade	Year 4	Terza elementare	Educación primaria 2° ciclo			2nd grade	
9 years	CM1	4th grade	Year 5	Quarta elementare				3rd grade	
10 years	CM2	5th grade	Year 6	Quinta elementare	Educación primaria 3° ciclo			4th grade	
11 years	Sixième	6th grade	Year 7	Prima media				5th grade	
12 years	Cinquième	7th grade	Year 8	Seconda media	1° ciclo 1° curso	Junior high school	Hauptschule/ Realschule/Gymnasium Grades 5–9	6th grade	Lyceum S.D./S.U.L.
13 years	Quatrième	8th grade	Year 9	Terza media	1° ciclo 2° curso				
14 years	Troisième	9th grade	Year 10	Prima liceo	2° ciclo 1° curso				
15 years	Seconde	10th grade	Year 11	Seconda liceo	2° ciclo 2° curso	High school	Gymnasium/Oberschule Grades 10–12	9th grade	
16 years	Première	11th grade	Year 12	Terza liceo	Bachillerato			1st grade gymnasium	
17 years	Terminale Bac	12th grade	Year 13 A level	Quarta liceo	Bachillerato			2nd grade gymnasium	
18 years				Quinta liceo Esame di maturità				3rd grade gymnasium	Dyplom Magistra (5 years)
19 years									

MEDICAL CARE IN LYON AND THE SURROUNDING AREA

Important note: Before making an appointment to see a medical professional in France, ask about the consultation fees in advance, in order to avoid issues concerning payment for services. The website <http://ameli-direct.ameli.fr/> is useful to check the level of fees charged by a general practitioner/specialist.

A list of English-speaking medical doctors is available from the IARC Medical Services upon request.

EMERGENCY MEDICAL ASSISTANCE:

- SOS Doctors, 10 place Dumas de Loire, 69009 Lyon, Tel.: 04.78.83.51.51/36.24

MAISONS MEDICALES DE GARDES: (For after hours, evenings, and weekends)

Note: Always call before going: 04.72.33.00.33

- **Maison médicale de garde Jean-Pierre Terrien, 8e**
264 avenue Berthelot
69008 Lyon
04 72 33 00 33
- **Maison médicale de garde Buyer, 5e**
173 avenue Barthélémy Buyer
69005 Lyon
04 72 33 00 33
- **Maison médicale de garde Sarrail, 6e**
16 quai Général Sarrail
69006 Lyon
04 72 33 00 33
- **Maison médicale de garde Valmy, 9e**
3 place du Marché
69009 Lyon
04 72 33 00 33

EMERGENCY DENTAL TREATMENT:

Edouard Herriot Hospital, Pavillon A (next to entrance), 5 place d'Arsonval, 69003 Lyon. No prior appointment required, but be prepared to wait! Opening hours: Monday to Friday, 8:45–11:00 and 12:45–15:00; Saturday, 8:45–11:00; Tel.: 04.72.11.03.61

- Dr Jean Louis DEGRAIX, 176 cours Emile Zola, 69100 Villeurbanne, Tel.: 04.78.68.14.84

DENTAL

- Service de Consultations et de Traitements Dentaires, 6–8 place Depéret, 69007 Lyon

MAIN HOSPITALS IN LYON

GENERAL

- HOPITAL EDOUARD HERRIOT, 5 place d'Arsonval, 69003 LYON
- HOPITAL DE LA CROIX-ROUSSE, Centre LIVET, 103 grande rue de la Croix-Rousse, 69004 LYON

- CENTRE HOSPITALIER ST JOSEPH ET ST LUC, 20 quai Claude Bernard, 69007 LYON, Tel.: **04.78.61.81.81**; website: <http://www.ch-stjoseph-stluc-lyon.fr/>
- HOPITAL DESGENETTES (Hôpital d'Instruction des Armées, not only for military personnel – open to everybody), 108 boulevard Pinel, 69003 LYON, Tel.: **04.72.36.60.00**
- CENTRE HOSPITALIER LYON SUD, chemin du Grand Revoyet, 69310 PIERRE BENITE

CARDIOLOGY

- HOPITAL CARDIOVASCULAIRE ET PNEUMOLOGIQUE LOUIS PRADEL (heart and respiratory reanimation), 28 avenue Doyen Lépine, 69500 BRON

NEUROLOGY

- HOPITAL NEUROLOGIQUE ET NEUROCHIRURGICAL PIERRE WERTHEIMER, 59 boulevard Pinel, 69500 BRON

PSYCHIATRY

- CENTRE HOSPITALIER LE VINATIER, 95 boulevard Pinel, 69500 BRON, Tel.: 04.37.91.55.55 (Emergency: 04.37.91.54.90)
- CENTRE HOSPITALIER SAINT JEAN DE DIEU, 290 route de Vienne, 69008 LYON, Tel.: 04.37.90.10.10

MATERNITY AND PAEDIATRICS

- HOPITAL FEMME-MERE-ENFANT, 59 boulevard Pinel, 69500 BRON

The telephone number to call for **all these hospitals** (except Centre Hospitalier St Joseph et St Luc and Hopital Desgenettes) is **0 820 0820 69**, and then ask for whichever hospital you need to be connected to.

You can also find more information on each of these hospitals at the following website: <https://www.chu-lyon.fr/fr>

PRIVATE HOSPITALS

- CLINIQUE ST CHARLES, 25 rue Flesselles, 69001 LYON, Tel.: 04.72.10.26.26
- CLINIQUE MUTUALISTE EUGENE ANDRE, 107 rue Trarieux, 69003 LYON, Tel.: 04.72.68.40.00
- CLINIQUE DU PARC, 155 boulevard Stalingrad, 69006 LYON, Tel.: 0826 390 006
- CLINIQUE JEAN MERMOZ, 55 avenue Jean Mermoz, 69008 LYON, Tel.: 04.37.53.80.00
- CLINIQUE PROTESTANTE, 3 chemin Penthod, 69300 CALUIRE, Tel.: 04.72.00.72.00
- CLINIQUE DU TONKIN, 26 rue du Tonkin, 69100 VILLEURBANNE, Tel.: 0826 101 201
- HOPITAL PRIVE NATECIA, 22 avenue Rockefeller, 69008 LYON, Tel.: 0826 96 99 99

PHARMACIES (open 24 hours a day, 7 days a week)

- GRANDE PHARMACIE LYONNAISE, 22 rue de la République, 69002 LYON, Tel.: 04.72.56.44.00 (closed on Sundays and bank holidays)
- PHARMACIE DE L'HORLOGE, 14 place Vauboin, 69160 TASSIN-LA-DEMI-LUNE, Tel.: 04.78.34.26.38
- PHARMACIE DES GRATTE-CIEL, 28 avenue Henri Barbusse, 69100 VILLEURBANNE, Tel.: 04.78.84.71.63

IARC STAFF PHYSICIAN

Medical services are provided by the Staff Physician (room R10), ground floor of the tower, ext. 8426).

Secretary: Ms Isabelle Poncet, Medical Services (room 506, 5th floor of the tower, ext. 8027).

Appointments:

Requests for appointments should be sent only to the following address: MedicalServices@iarc.fr.

Any request received at another address might not be processed in a timely manner.

The Staff Physician's activities include the following:

- Medical examinations

The Staff Physician carries out on-boarding, periodic, and exit medical examinations of staff members, and provides confidential medical advice and information on work-related medical issues.

The Staff Physician also meets all staff who return from maternity leave and extended sick leave to make sure that they are fit to return to work. Staff must not return to work without the approval of the Staff Physician.

The secretary to the Staff Physician will inform you when your periodic medical examination is due. The secretary will send you the relevant documents and schedule an appointment with the Staff Physician.

- Medical advice on travel

Medical briefing prior to travel: advice on field conditions and health hazards, vaccinations, chemoprophylaxis and disease prevention, medical kits.

LANGUAGES

Language Courses at IARC

IARC supports the development of its personnel by offering language learning opportunities that contribute to their professional and personal growth.

The Language programme addresses the need to commit to and support an ongoing culture of learning and building capability across the Agency.

Language classes in **English**, **French**, and **Spanish** are offered to all personnel at the Agency for a modest financial contribution. The spouses of IARC personnel may be admitted, provided that there are vacancies in the groups.

For the Agency's two official languages – English and French – classes run with up to three groups of students. Spanish classes run in two groups.

English classes are held on Mondays and Thursdays, French classes on Tuesdays and Fridays, and Spanish classes on Wednesdays and Fridays. Classes meet between 11:15 am and 3:00 pm by rotation.

An internal circular is issued before the start of each scholastic year to announce registration deadlines and related information.

Regular updates (with schedules and registration forms) are available on the IARC intranet L&D Activities Portal/[Languages](#) site.

Besides language classes, there are also a number of informal “language lunches” in French, German, Dutch, Spanish, Arabic, or Russian (at any level). Colleagues at IARC get together at regular intervals at lunchtime to chat in a particular language (however, please note that not all lunches are organized on a regular basis). There are no admission fees or entry tests; it is all about practising your languages and having fun. It is also an excellent way to meet new colleagues at IARC. If you'd like to join in, send an email to the following people for more details:

French: Dr Olaf Kelm (KelmO@iarc.fr)

German: Dr Heinz Freisling (FreislingH@iarc.fr)

Dutch: Dr Inge Huybrechts (HuybrechtsI@iarc.fr)

Spanish: Ms Viktoria Knaze (KnazeV@iarc.fr)

Arabic: Ms Lobna Boulegroun (boulegrounl@iarc.fr)

Russian: Dr Evgenia Ostroumova (OstroumovaE@iarc.fr)

You are welcome to organize other lunches for other language groups, if you are motivated.

Learning French outside of IARC

If you would like to learn French in addition to or instead of the classes offered at IARC, there are many options.

You can also get involved in multicultural activities via a local association called KoToPo (<http://www.kotopo.net/>). They organize language exchange evenings along with a number of different cultural events. Their programme is online and is worth checking every month.

- The Alliance Française is an organization that aims to promote French language and culture. They offer evening classes to attend after work. Alliance Française <http://en.aflyon.org/>.
- Take one-to-one classes with a private tutor.
- Language exchange:
 - You can attend events of the [Polyglot Club](#) for informal language exchanges. Here, a group of people join together and find others they can talk to in a number of different languages. It is an unstructured evening, but people are usually very friendly. The get-together on Wednesday nights at the Aromo is popular with ECVS: <https://www.facebook.com/PolyglotClubLyon/>.
 - You can attend “Franglish” sessions, in French and English. There are a number of sessions per week, which are better structured than those of the Polyglot Club: <http://www.lyon.franglish.eu/en/language-exchange-lyon>.
 - You can register on the Conversation Exchange website. You list a short profile and can then contact people (or they can contact you) to meet up with in real life for language exchange. Here you can find almost anyone trying to learn any language – not just French or English: <https://www.conversationexchange.com/>.

FURTHER INFORMATION ABOUT LIVING IN LYON*

Embassies and consulates in Lyon

- Embassies and consulates of the world: <http://www.embassyworld.com/>
- GoAbroad.com: <http://embassy.goabroad.com/>

Help for new arrivals (in addition to support provided by IARC)

- Espace Ulys: welcoming foreign Early Career and Visiting Scientists and their families to the Lyon-Saint-Étienne area: <http://www.espace-ulyes.fr/>
- Lyon International: <http://www.lyon-international.org/?lang=en>
- Accueil des Villes Françaises – Lyon-Rhône: <http://avf.asso.fr/fr/lyon>
- Lyon Campus: http://www.lyoncampus.info/International-students_r94.html
- American Club of Lyon: <http://americanclublyon.org/>
- Women's Professional Networking Group in Lyon: <http://wpng.org/>
- Lyon Tourist Office: <http://www.en.lyon-france.com/>
- Only Lyon: <http://www.onlylyon.org/onlylyon-org-42-2.html>
- Websites in English about Lyon: <http://www.lyon.fr/page/websites-in-english-about-lyon-france.html>

Prepaid SIM cards

- For travellers in France/Europe: <http://www.lefrenchmobile.com/en.html>
- Lebara mobile: <http://www.lebara.fr/>
- SFR: www.sfr.fr
- B&You: www.b-and-you.fr/
- Orange: www.orange.fr
- laposte: www.lapostemobile.fr/
- Lycamobile: <https://www.lycamobile.fr/en/>
- Bouygues Telecom: <https://www.bouyquestelecom.fr/>

Travel within Lyon

- Rhône Express – tram service between Lyon-Saint Exupéry airport and Lyon Part-Dieu railway station: <http://www.rhonexpress.fr/> and then click on the British flag
- Lyon public transport – bus, metro, tram: <http://www.tcl.fr/en>
- Vélo'v – bike rental: <http://www.velov.grandlyon.com/?L=1>

Travel outside Lyon

- Lyon international airport (Lyon-Saint Exupéry): <http://www.lyonaerports.com/eng>
- Voyages SNCF – Train, Lyon: <http://uk.voyages-sncf.com/en/destination/france/south/lyon>
- BlueLy, electric car-sharing service <https://www.bluely.eu/en/>
- Ouigo: <https://www.ouigo.com/> (cheap train travel within France)
- Bus companies (cheap bus travel within France and in Europe): [Ouibus](#), [Isilines](#), [Flixbus](#)
- Carpooling: [Blablacar](#)
- Drivy: www.drivy.com
- Skyscanner.com (to find cheap flight deals)
- <https://www.algofly.fr/> (to find cheap flight deals)
- www.kelbillet.com

French cultural centres

- Culture.lyon.fr:
http://www.culture.lyon.fr/culture/sections/fr/zoom/english_version/the_culture_in_lyon

Foreign cultural centres

- Instituto Cervantes: <http://lyon.cervantes.es/es/default.shtm>

- Goethe-Institut: <http://www.goethe.de/ins/fr/lyo/deindex.htm>
- Italian Cultural Centre: http://www.iicli.esteri.it/IIC_Lione and then click on “italiano”
- Other cultural centres: http://www.lyoncampus.info/Centres-culturels-etran-gers-consulats_a1470.html
- <http://www.espace-ulysses.fr/en/gatherings-and-events> (for Early Career and Visiting Scientists)

Going out in Lyon

- <http://www.petitpaume.com/> (French only)
- <http://www.lyonpoche.com/> (French only)
- <http://www.petit-bulletin.fr/lyon/index.html> (French only)
- <http://www.mylittle.fr/mylittlelyon/> (French only)
- OnVaSortir: <http://lyon.onvasortir.com/index.php?Langue=EN>
- Meetup: www.meetup.com
- Mon week-end à Lyon en famille (French only): <http://www.monweekendalyon.com/en-mode/en-famille#.WyeTLGZpCzk>
- Mon week-end à Lyon (French only): <https://www.leprogres.fr/pour-sortir/Loisir/Rhone-alpes/Rhone/Lyon-1er-arrondissement/Ce-week-end>

Shopping centres

- Part-Dieu shopping centre: <http://www.centrecommercial-partdieu.com/W/do/centre/accueil>
- Confluence shopping centre: <http://www.confluence.fr/W/do/centre/accueil>
- Carré de Soie shopping centre: <https://www.carredesoie.com/>

French news in English

- The Local: <http://www.thelocal.fr/>
- France 24: <http://www.france24.com/en/france>
- The Connexion: <http://www.connexionfrance.com/index.php>
- Onlinenewspapers.com: <http://www.onlinenewspapers.com/france.htm>

Religious practice

- Lyon International Anglican Church: <http://lyonchurch.org/Wordpress/>
- Buddhist temples: <https://www.bouddhiste.net/etre-bouddhiste-en-france/centres-et-temples-bouddhistes-en-france/temples-bouddhistes-lyon/>
- International Christian Community of Lyon (ICCL): <https://www.icclyon.org/>
- The Catholic faith in Lyon: <http://lyon.catholique.fr/>
- Lyon Mosque: <http://www.mosquee-lyon.org/>
- Protestant Church of Lyon: <http://www.grandtemple.fr/>
- Lyon synagogues: http://www.habadlyon.com/templates/articlecco_cdo/aid/1506429/jewish/Synagogues-Lyon.htm and <https://www.kerenor.fr/>

More information about activities in Lyon is provided through the ECSA Buddy guide, accessible upon arrival on the intranet:

http://collab.iarc.fr/communities/ecsa/SiteAssets/SitePages/Buddy%20Programme/ECSA_Buddy%20Guide_2016-2017.pdf

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