

Instituts
thématiques



Inserm

Institut national
de la santé et de la recherche médicale



INTERNATIONAL MOBILITY AT INSERM

FOREWORD

This guide, available in French and English, endeavors to provide all relevant information concerning international mobility within Inserm. It is written for candidates to international mobility within Inserm and also serves as an important source of information for personnel accompanying its implementation.

In part one, this guide covers what is termed inward international mobility, from abroad to Inserm. Accordingly, three chapters composed of numbered fact sheets deal with questions relating to people from abroad working at Inserm, complying with legal requirements and setting up home in France.

Part two of this guide addresses what is termed outward international mobility, that is from Inserm to another country, by means of two sets of numbered fact sheets concerning work and legal compliance of Inserm personnel abroad.

Each part ends with a summary of information to be kept in mind at all times and an index to make it easier to use this documentary resource.



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INWARD MOBILITY





The French National Institute of Health and Medical Research (*Institut national de la santé et de la recherche médicale* - Inserm) is the only French public research organization entirely devoted to human health and the leading European biomedical research organization. Operating under the joint authority of the French Ministries in charge of Health and Research, this public scientific and technological institution brings together thousands of researchers, engineers, technicians and administrative personnel, with a shared goal: improve health of every individual, by studying and developing knowledge in the field of life sciences and diseases as well as their treatments.

KEY FIGURES

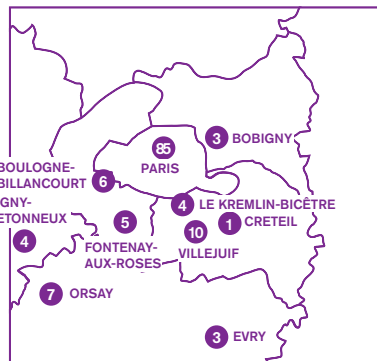
In 2015, Inserm is:

- a budget of €998 million;
- 5,093 tenured employees (2,131 researchers, 2,962 engineers and technicians), 2,672 contract employees, 4,821 teaching hospital staff;
- 173 foreign researchers, 69 ATIP-Avenir contracts, 61 ERC Inserm awardees;
- 281 research units in France and 2 abroad;
- 21 International Associated Laboratories (IAL) and 5 European Associated Laboratories (EAL);
- 1,449 patent groups.

Inserm:
 english.inserm.fr

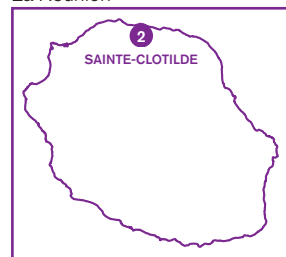


Île-de-France



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La Réunion



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9 thematic institutes

- Molecular and Structural Basis of Life Sciences
- Cell Biology, Development and Evolution
- Genetics, Genomics and Bioinformatics
- Neurosciences, Cognitive Sciences, Neurology and Psychiatry
- Cancer
- Immunology, Inflammation, Infectiology and Microbiology
- Physiopathology, Metabolism, Nutrition
- Public Health
- Health Technologies

Their missions: evaluate French research in their field, lead that research and set goals. In order to carry out these goals, Inserm develops close partnerships with other French public and private research organizations (CNRS, CEA, Institut Pasteur, Institut Curie, etc.), universities and hospitals.

Lastly, the Institute plays a major role in building up the European Research Area and consolidates its international position through close collaborations (teams abroad and International Associated Laboratories).

13 regional offices

To manage its laboratories at local level, Inserm has 13 Regional Offices (*délégations régionales* - DR) and a Headquarters Administration (*administration du siège* - AdS).

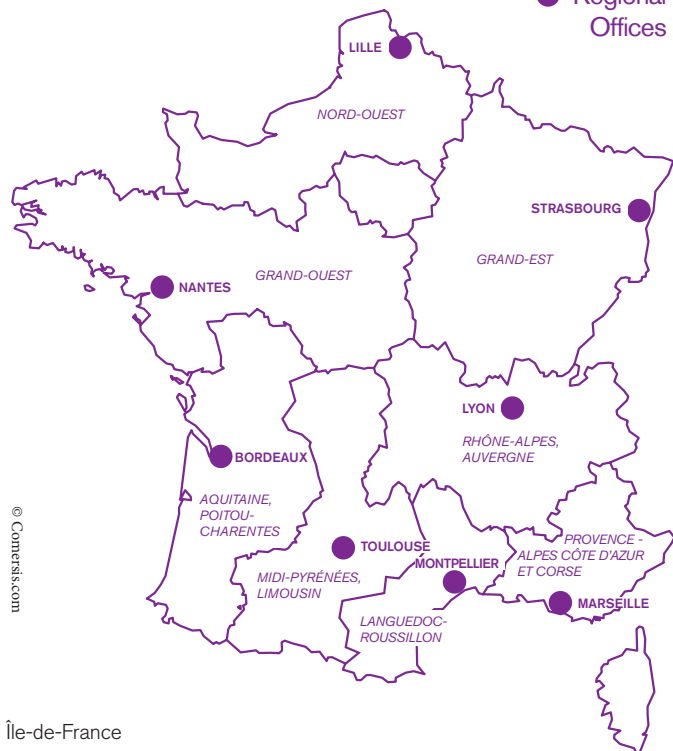
DRs are directed by Regional Delegates that represent the Institute's Chairman and CEO in the regions.

DRs and AdS are organized into services that support research laboratories and personnel:

- human resources management;
- finance and accounts management;
- information system management;
- capitalization on scientific heritage and implementation of industrial partnerships;
- communication;
- prevention;
- heritage management.

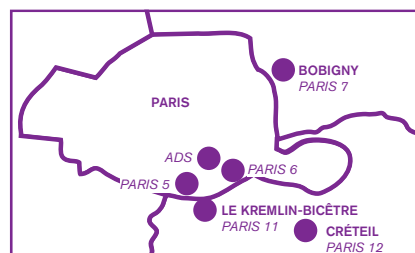


● Regional Offices



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SPECIFIC FEATURES

Some historical discoveries

Since its creation in 1964, Inserm has been involved in pivotal medical breakthroughs: the first prenatal diagnosis tests, HLA system mechanisms, the first *in vitro* fertilization, identification of the AIDS virus, radiotherapy to treat cancer, the first skin graft, deep brain stimulation, gene therapy, etc.

Two Inserm Nobel Prizes: Jean Dausset, in 1980, for the discovery of the major histocompatibility complex and resulting immunological reactions, and Françoise Barré-Sinoussi, in 2008, for the discovery of HIV.

History of Inserm:
 ■ www.histoire.inserm.fr (French)



HR EXCELLENCE IN RESEARCH

An HR Excellence for Research accreditation

As a signatory to the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers since 2006, Inserm regards the improvement of its practices in human resources management as a priority. Accordingly,

the Institute has developed a dedicated action plan and was awarded in 2016 *HR Excellence for Research* accreditation from the European Commission for its human resources strategy for researchers (HRS4R).

HR Excellence for Research accreditation:
 ■ euraxess.ec.europa.eu > Jobs and funding > Human resources strategy for researchers (HRS4R)
 Inserm's HRS4R action plan:
 ■ extranet.inserm.fr > Accueil à l'Inserm (French)

At the presidency of Aviesan

In 2009, the French National Alliance for Life Sciences and Health (*Alliance nationale pour les sciences de la vie et de la santé* - Aviesan), of which Inserm is a founding member* and holds the presidency, was created out of a desire to further boost the performance of French research, through the promotion of its cohesion, creativity and excellence.

Aviesan:
 ■ www.aviesan.fr/en

Expert in health

Faced with the continual evolution of public health issues, Inserm has produced collective expert reports since 1993. These data and analyzes provide public authorities and elected representatives (ministries, agencies, etc.), with vital decision-making tools for sensitive issues (asbestos, lead, children's biorhythms, disabilities, etc.).

Inserm's collective expert reports:
 ■ english.inserm.fr > Public health > Collective expert reports

A pioneer in ethics...

Through its Ethics Committee established in 2000, Inserm is committed to upholding best practices linked to its activity and to studying the social and moral impacts of biomedical research.

Ethics at Inserm:
 ■ english.inserm.fr > About Inserm > Organization chart > Committees > Inserm's Ethics Committee for Health and Medical Research (Ermes)

... and scientific integrity

Inserm was the first public research organization in France to set up a Scientific Integrity Office, established in 1999. This Scientific Integrity Office is tasked with the following missions:
 ■ investigating reports of breaches of deontology;
 ■ proposing and promoting good practices in the area of scientific integrity and preventing bad practices;
 ■ participating in national and international initiatives in the area of deontology and scientific integrity.

Inserm's Scientific Integrity Office:
 ■ english.inserm.fr > About Inserm > Organization chart > Committees > Scientific Integrity Office

* Founding members of Aviesan: CEA, CNRS, Inra, Inria, Inserm, Institut Pasteur, IRD, universities (Conference of University Presidents), hospitals (Conference of CEOs of Regional and University Hospital Centers).

At the heart of innovation

Inserm Transfert is an Inserm subsidiary dedicated to the valorization of discoveries from its research laboratories. It identifies inventions having industrial potential and transfers them across to industry to develop them as innovative healthcare products.

According to the 2014 classification by the European Patent Office, Inserm is the 6th highest patent registering organization and the 1st registering European academic biomedical research entity.

 Inserm Transfert:
■ www.inserm-transfert.fr

With and for patients

Created in 2004, the Patients' Association Liaison Group (*Groupe de réflexion avec les associations de malades - Gram*) and the Research and Society Associations Mission (*mission Associations recherche & société*), provide an interface between the world of research and that of patients' associations. Gram is a forum for dialog and a think tank for strategic directions and actions to be implemented to develop the partnership policy between Inserm and associations.

 Patients' associations and Inserm:
■ english.inserm.fr > Patients' associations

Player in scientific culture

Inserm invests in scientific culture nationwide through a number of events, particularly related to major projects such as the *Destination labo* one-day events, the *Santé en questions* citizen conferences, *Binôme* theatrical productions, and its magazine for lay-readers, *Science&Santé*.

 *Science&Santé*:
■ english.inserm.fr > Inserm's magazine
Inserm virtual museum:
■ www.musee.inserm.fr
Serimedis image bank:
■ www.serimedis.inserm.fr (French)



Inserm research laboratories are not freely accessible to the public. Therefore your presence at Inserm must be within the context of a contract setting out the terms governing your stay.

YOUR SITUATION

If you are recruited by Inserm through a civil service entrance examination

You can only be recruited as a civil servant once you have signed an acceptance letter for the position. The decision to appoint you is then signed by the Chairman and CEO of Inserm. You will be given tenure following a one-year renewable internship period (unless you are recruited as a Research Director).

If you are recruited by Inserm as a contract employee

Your recruitment will result in the signature of an employment contract between Inserm and yourself

employ you if your host laboratory has the necessary funds at its disposal. You would in that case also receive your fellowship dues.

If you are a student on an internship

Your presence in an Inserm research laboratory must involve prior signature of an internship agreement between your educational institution, Inserm and yourself.

If the stipulations in that agreement relating to confidentiality, publication of research work and intellectual property of results do not match those in force at Inserm, you will need to sign an additional agreement with the Institute setting out suitable stipulations.

NOTE

In application of the charter for the recruitment and monitoring of contract employees at Inserm, the cumulative duration of employment under fixed-term contracts within the Institute may not exceed three years. However, in certain cases, this may be extended to five years upon submission of a reasoned request.

If you are employed by a foreign organization

Your presence in an Inserm research laboratory must be within the context of an institutional cooperation agreement, concluded between Inserm and the organization by which you are employed, or otherwise by a specific agreement. This agreement must in all cases be negotiated and signed prior to your arrival.

NOTE

During your stay at Inserm, you will still be employed by your original organization which shall retain all rights and obligations pertaining to you in its capacity as an employer.

If you are a fellowship recipient

Fellowship holder status is not legally recognized in France. Therefore, your activity at Inserm must be framed by a fixed-term employment contract (subject to the legal obligation to comply with the current minimum wage).

To enable financing, or at least partial financing, of your employment, contact the financing entity before you arrive to determine whether it can pay your fellowship dues directly to Inserm (in accordance with terms to be set out in an agreement).

If payment cannot be made directly, it will only be possible to

The total internship duration, whether for one or more periods, is limited to six months per year of study.

Depending on the length of your internship, you may receive bonus payment (cf. Fact sheet 4).

Just like Inserm employees, you are entitled to partial payment of your transport and meal costs, reimbursement of your assignment costs, and certain rights to leave and authorized absences.

NOTE

Contract

If you are recruited by Inserm (as a civil servant or contract employee), the terms of your presence will be framed by your recruitment decision or employment contract.

If you are employed by a foreign organization or are an intern, your presence must be the object of a contract (cooperation agreement, internship agreement, etc.) namely governing the following elements:

- the periods and hours when you will be present;
- the financial terms for your presence;
- stipulations concerning health, safety and medical prevention;
- general civil liability rules;
- specific liability rules, concerning protection of scientific and technical potential of the nation and information systems security;
- the confidentiality rules agreed upon;
- the publication arrangements decided upon;
- the arrangements concerning ownership of the results of your work.



ATTENTION

This contract is not to be confused with the hosting agreement issued by Inserm and signed by the Prefecture (cf. Fact sheet [1](#)). The hosting agreement is issued to process your visa application but does not set out the terms of your presence and therefore cannot under any circumstances replace the required contract.

 Human Resources Service for the Regional Office





When you are hosted within an Inserm research laboratory for a fixed period, particular attention will be given to the conditions governing your access to resources and information and to your compliance with the charters and regulations currently in force.

PRIOR TO YOUR ARRIVAL

Depending on your country of origin, the Administrative Officer for your host laboratory may pass on a declaration or request for an opinion (using designated formats) to Inserm's Defense Security Official (*Fonctionnaire de sécurité défense* - FSD).

The FSD will provide a consultative opinion within three to ten days on the risks inherent to your planned presence for the protection of the scientific and technical potential of the Institute, drawing in particular on the agreement framing your stay (cf. Fact sheet **2**).

 **FSD:**
■ avis-fsd@inserm.fr

Furthermore, somebody from your host laboratory, placed in charge of your supervision, will serve as guarantor of the smooth running of your time at Inserm.

DURING YOUR STAY AT INSERM


Depending on the level of security of your host laboratory, you may be asked to wear a personal identification badge.

Your supervisor will pay particular attention to your compliance with security instructions and to the documents that you will produce (internship report, thesis, deliverable, etc.).

Charters and regulations

Your presence and your activity within an Inserm research laboratory bestow rights and obligations upon you that are set out in charters and regulations. You will be made aware of these points by your supervisor. The following in particular must be complied with:

- the internal regulations of your host laboratory;
- the Terms of Use for Access to Inserm's Computer Resources and Internet Services;
- the French National Charter for Research Integrity (*Charte nationale de déontologie des métiers de la recherche*);
- the Aviesan alliance Charter on publications.

 Terms of Use for Access to Inserm's Computer Resources and Internet Services:

- mssi.inserm.fr (French)

French National Charter For Research Integrity:


- extranet.inserm.fr > *Intégrité scientifique* (French)

the Aviesan alliance Charter on publications:

- www.aviesan.fr > *Missions & réalisations* (French)

IT Security

■ If you use personal equipment: your computer will be connected to a separate network from your host laboratory's network. Eduroam international Wi-Fi, for example, will provide you with Internet access, along with access to the network of your organization of origin if it has provided you with "VPN" or "VPN-SSL" access. Otherwise, you will be connected to an isolated network exclusively for guests with restricted Internet access. Data exchanges with the laboratory will be via your mailbox or a laboratory USB drive that has been decontaminated with an anti-virus.

 Eduroam:
■ www.eduroam.org

■ If you use your host laboratory's equipment, it will be configured in a language shared by you and the local systems administration team. You will have a named user account, software and access to local resources (equipment, printers, data, etc.) necessary for your stay at the laboratory. You will be able to connect your computer to your host laboratory's local network, which will give you at least partial Internet access.

■ If your presence in an Inserm research laboratory will be long term, you will be provided with a granting access account to Inserm's national IT system (mailbox, EVA and Gaia personnel assessment management applications, Sirène human resources management application, etc.). You will have to use your email address *forename.surname@inserm.fr* for all of your communications forming part of your professional activities. The professional use of consumer email applications is prohibited, and we advise against using that of your organization of origin.

 IT Officer for your research laboratory

AFTER YOU LEAVE

Your IT accounts will be closed and any equipment used will be wiped immediately after your departure.

ATTENTION

In the event of non-compliance with the regulations in force, your supervisor will alert the competent internal authorities without delay (Director for your host laboratory, Regional Delegate in question, FSD, etc.). These may draw the attention of the Directorate General which would reserve the right to prohibit your access to Inserm infrastructure or report any misdemeanors to the French police authorities.



ATTENTION

Remember to copy your data to a secure, decontaminated external medium prior to your departure.

Even after leaving Inserm, you will still be required to comply with certain obligations, namely a confidentiality obligation, set out in the contract governing your presence at Inserm.





Depending on your status at Inserm, you will receive salary, bonus payment or compensation calculated in accordance with the regulatory pay scales currently in force.

SALARY

Your salary will be paid each month when it falls due. This salary will include a gross amount (supplemented, if necessary, by further salary elements) and a net amount, calculated following the deduction of the payments and social contributions that you are required to make. This net amount will be the salary that you will actually receive stated in the "net à payer" frame appearing at the bottom of your payslip).

Composition of your salary

If you are recruited as a civil servant, your gross salary will include:

- a gross basic amount, based on your rank (*corps*), grade (*grade*) and level (*échelon* or *chevron*), namely determined by your prior professional experience;

- potential additional salary elements linked to your individual situation (place of assignment, dependent children, transport, etc.) or to your status and/or to the duties that you discharge (bonuses, specific benefits, etc.).

If you are recruited as a contract employee, your gross salary will include:

- a gross basic amount, calculated using a salary grid (general Inserm pay scale or structures specific to certain funding arrangements: Marie Skłodowska-Curie Actions, hosting contracts, etc.) depending on a number of criteria such as your duties, the level of qualification required to discharge them or your prior professional experience;
- potential additional salary elements linked to your individual situation (dependent children, transport, etc.).

If you receive funding under the European Commission Horizon 2020 Marie Skłodowska-Curie Actions, your salary, determined by a specific pay scale, will include:

- for ITN and IF Action winners: a main stipend, mobility payment and, where applicable, a family payment;
- for COFUND Action winners: a main stipend (co-financing);
- for RISE Action winners: a "top-up" payment.

Changes to your salary

If you are a civil servant, your salary will change in accordance with the regulatory conditions applicable to Inserm, seniority (going up an *échelon* or a *chevron*) and/or promotion (going up a *grade*) or competition (change of *corps*).

If you are a contract employee, your salary may be reassessed after three years into the contract.

Your salary must be declared to the French tax authorities and, where applicable, income tax must be paid (cf. Fact sheet **5**).

BONUS PAYMENT OF INTERNSHIP

You must receive bonus payment for an internship if your internship lasts more than two months, either consecutively or within the same academic year. Below this threshold, bonus payment is discretionary.

The amount of your bonus payment is set by decree and revised annually (€3.60 per hour, up to 35 hours per week, in 2016), and will be paid monthly.

 **Human Resources Service for the Regional Office**

ASSIGNMENT EXPENSES

If you are being hosted under an institutional cooperation agreement between Inserm and your organization of origin stipulating that your living costs in France will be paid for by Inserm, you will be reimbursed for those costs in line with the assignment expenses payment plan currently in force at Inserm.

This reimbursement will be subject to an upper limit in accordance with the terms of the agreement in question, for the total duration of your assignment (including arrival and departure days). Upon submission of the relevant supporting documents, your accommodation, meal and potentially travel costs will be covered.

An application for an assignment order, namely setting out your surname, forename, employer, nature of assignment, cooperation agreement in question, locations and departure and return dates, will be submitted by the Administrative Officer for your host research laboratory to the Regional Delegate concerned to issue your assignment order.

Your actual expense sheet will be submitted upon your return from the assignment together with the relevant supporting documents to the Regional Office to which your host laboratory is linked, which will then process the reimbursement of your expenses.

You may request a monthly advance limited to 75% of anticipated expenses. These advances will be paid to you each month and will be reconciled upon submission of the actual expense sheets.

 **Finance Service for the Regional Office**

IN PRACTICE

NOTE

NOTE

ATTENTION



Whatever the length of your stay in France, your entry into the country to work within an Inserm research laboratory is subject to obtaining a visa, unless your situation or nationality exempts you from requesting one. Upon your arrival in France, depending on your situation, you may be required to obtain a residence permit.

VISA

Hosting and internship agreements

To submit a visa application, you will need an agreement signed by the Prefecture on which the Regional Office for your host research laboratory depends.

■ If you are an intern: your educational institution will issue you an internship agreement that you must complete. This must be signed by your internship supervisor, your educational institution, the Regional Office and yourself. The Regional Office will then pass it on to the Prefecture for signature. This process must imperatively be carried out two months before the beginning of your internship (reduced to one month if your internship falls under an European Union or inter-governmental cooperation program).

Visa application

Once you receive your signed agreement back from the Prefecture, you will need to submit your visa application to the French Consulate (or French Embassy) in your country of origin.

ATTENTION

Issuance and signature of this agreement may take up to three months. Therefore, we would advise you to start the procedure well in advance of your arrival.

■ If you are a researcher (including PhD students): the Regional Office for your host laboratory will issue you with a hosting agreement that you will be required to complete. This must be signed by the Director for your host laboratory, the Regional Office and yourself. The Regional Office will then pass it on to the Prefecture for signature.

ATTENTION

The hosting agreement will not state the legal framework for your presence at Inserm so under no circumstances can it be used in lieu of the required contract (cf. Fact sheet **2**).

ATTENTION

Your visa application must be submitted at least two months prior to the date on which you will leave for France.

Depending on your situation (nationality, status, duration of stay, etc.), the required visa category will vary (cf. table hereinafter).

duration of your stay	if you are ...	visa to apply for	cost of your application	your family
up to 90 days	researcher or intern	short-stay visa (C visa) aka "Schengen visa" This visa allows you to move freely within the Schengen Area for as long as the visa is valid.	€0, €35 or €60 depending on your nationality and your situation	Your spouse or partner and your children must make separate visa applications from your own.
from 91 days to 1 year	researcher	long-stay visa (D visa) valid as a residence permit category " <i>passport talent - chercheur</i> "	€99	Your spouse and children under 18 may request D visas valid as a residence permit under the " <i>passport talent (famille)</i> " category. Your spouse can therefore take up employment in France. On the other hand, your partner and children over 18 must make separate visa applications from your own.
	intern	long-stay visa (D visa) valid as a residence permit category " <i>stagiaire</i> "		Your spouse or partner and your children must make separate visa applications from your own.



duration of your stay	if you are...	visa to apply for	cost of your application	your family
over 1 year	researcher	long-stay visa (D visa) category “ <i>passport talent - chercheur</i> ” with residence permit to solicit	€99	Your spouse and children under 18 may request D visas under the “ <i>passport talent (famille)</i> ” category with residence permit to solicit. Your spouse can therefore take up employment in France. On the other hand, your partner and children over 18 must make separate visa applications from your own.
	intern	visa de long séjour (D visa) valant titre de séjour mention “ <i>stagiaire</i> ”	€99	Your spouse or partner and your children must make separate visa applications from your own.

ATTENTION

A minimum threshold for subsistence income during your stay in France may be a precondition for obtaining your visa. If you are an intern, this threshold is set at the monthly amount of the basic subsistence allowance paid to fellowship holders by the French Government (€615 in

- If you apply for a C visa: this visa will allow you to move freely within the Schengen Area for 90 days but will not allow you to submit a residence permit application once you arrive in France. Therefore, you will not be able to extend your stay beyond 90 days.
- If you apply for a D visa valid as a residence permit category “*passport talent*”: this visa will have to be validated by the French Office for Immigration and Integration (*Office français de l’immigration et de l’intégration* - OFII) within 3 months after you arrive in France.
- If you apply for a D visa category “*passport talent*” with residence permit to solicit: you will have to apply for a residence permit to continue to stay in France beyond the three months validity period of your visa.
- If you apply for a D visa valid as a residence permit category “*stagiaire*”: this visa will have to be validated by the OFII notably implicating your attendance to a mandatory medical examination (cf. Fact sheet **2**)

IN PRACTICE

If you hold a D visa valid as a residence permit, you must, as soon as you arrive in France, send OFII:

- your OFII certificate application form, signed by the authority that issued your visa;
- a copy of your ID document;
- proof of your entry into France or the Schengen Area.

An “OFII sticker” (“*vignette OFII*”) will be added to your D visa, possibly after a mandatory medical examination. This definitively confirms its validity.

NOTE

To obtain addition of the “OFII sticker” on your D visa valid as a residence permit, you will have to provide a tax stamp (*timbre fiscal*), paper or electronic, which costs €60.

-  Schengen Area countries:
- www.schengenvisainfo.com
- Administrative procedures for entering France:
- www.diplomatie.gouv.fr/en > Coming to France > Getting a visa
 - OFII: www.ofii.fr > EN
- Purchase of “OFII” electronic tax stamps:
- www.timbresofii.fr (French)


Visa waivers

The requirement to hold a C visa is waived for citizens of European Union, European Economic Area Member States, Switzerland and a list of countries set by the European Union (potentially subject to conditions).

The requirement to hold a D visa is waived for citizens of European Union, European Economic Area Member States, Switzerland, Monaco and Andorra.

These visa waivers only apply to mainland France (other conditions apply for French overseas departments and territories).

ATTENTION

-  Visa waivers:
- www.diplomatie.gouv.fr/en > Coming to France > Getting a visa > Foreign nationals holding ordinary passports exempt from visa requirements

RESIDENCE PERMITS

Issuance

To continue your stay in France beyond the validity period of your D visa, you must submit a residence permit application to the Prefecture under which your home address falls. This application must be made prior to expiry of your visa.

- If you are a researcher: a multi-annual residence permit bearing the title “*passport talent - chercheur*” will be issued to you for the duration of your assignment in France, for a period of up to 4 years. Residence permits for your spouse (excluding your partner) and children under 18 will bear the title “*passport talent (famille)*” and are valid for the duration of the validity



period of your residence permit “*passport talent - chercheur*”. This authorizes your spouse to work in France.

ATTENTION

If you are an Algerian citizen, the “*passport talent*” residence permit issuance procedure does not apply to you: the type of residence permit to apply for and the procedure for obtaining it are specific to your nationality.

- If you are an intern: the type of residence permit to apply for and the procedure for obtaining it will vary depending on your nationality.

ATTENTION

We recommend that you begin the residence permit application process at least four months prior to the expiry date on your D visa.

IN PRACTICE

To find out the procedures to follow:

- www.service-public.fr > Étranger > Titres, documents de séjour et de circulation des étrangers (French)

NOTE

Applying for a residence permit requires the payment of a fee, paid as tax stamps (*timbres fiscaux*) which may be up to €269 depending on your situation.

Renewal

If the duration of your assignment in France is longer than the validity period of your residence permit, you will need to renew the latter at the Prefecture under which your home address falls, two months prior to the date of expiry.

ATTENTION

We recommend that you begin the residence permit renewal process as far in advance as possible.

The procedures and documents needed for renewal vary depending on the Prefecture; please ask for details from the Prefecture under which your home address falls.

The following documents are needed to process your residence permit renewal application:

- passport;
- birth certificate;
- family record book;
- proof of address from within the last three months or an accommodation certifying letter (accompanied by the ID document of the person providing the accommodation);
- valid residence permit;
- 3 passport photos;
- renewed hosting or internship agreement or certification of renewal of contract, issued by the Regional Office.

IN PRACTICE



Ministry of Foreign Affairs:

- www.diplomatie.gouv.fr/en > Coming to France





When you are hosted by an Inserm research laboratory, you will receive medical checks. These checks will enable notably to examine your health, to assess your fitness for work and to prevent any change in your health due to your professional activity.

When you enter an Inserm research laboratory, you will be called in, depending on your circumstances, for the following medical consultations:

situation	if you are staying in France without a visa	if you hold a C visa	if you hold a D visa “ <i>passeport talent - chercheur</i> ”	if you hold a D visa “ <i>stagiaire</i> ”
if you have been recruited by Inserm		<ul style="list-style-type: none"> ■ fitness for work examination ■ preventive medical examination 		
if you have not been recruited by Inserm (you are employed by another organization or are an intern)		<ul style="list-style-type: none"> ■ preventive medical examination 		<ul style="list-style-type: none"> ■ OFII examination ■ preventive medical examination

MEDICAL EXAMINATION REQUIRED BY THE FRENCH OFFICE FOR IMMIGRATION AND INTEGRATION

To validate your D visa “*stagiaire*” (issued for a stay in France of more than three months, cf. Fact sheet **1**), a compulsory medical examination with an approved physician will be required by the French Office for Immigration and Integration (*Office français de l’immigration et de l’intégration* - OFII).

FITNESS FOR WORK MEDICAL EXAMINATION

When you are recruited by Inserm as a civil servant or contract employee you will be required to undergo a fitness for work medical examination by an approved physician to certify that your state of health is compatible with professional activity within the civil service.

PREVENTIVE MEDICAL EXAMINATION

The purpose of this compulsory medical examination is to ensure that your state of health is compatible with your workstation, and to take into account any potential need to adapt your workstation. It will take place during working hours once an appointment has been made by the Preventive Medicine Service for the Regional Office concerned.

You will receive:

- a full clinical examination;
- additional examinations if necessary (hepatitis B serology if you will be handling human blood, etc.);
- boosters for your vaccinations, to protect you against infectious risks linked to your research work and public health risks (diphtheria, tetanus, poliomyelitis, etc.).

Where necessary, the Preventive Medicine Physician will examine your workstation during an on-site visit. You will be informed of the professional risks to which your activity exposes you, and of the individual and collective protective measures available to you.

The Preventive Medicine Physician is bound by medical secrecy. He guarantees the confidentiality of information relating to you.

IN PRACTICE

As soon as you arrive in France, you must send OFII:

- your OFII certificate application form, signed by the authority that issued your visa;
- a copy of your ID document;
- proof of your entry into France or the Schengen Area.

You will be called for your medical examination within six months after your arrival in France.

Following this examination an “OFII sticker” (“*vignette OFII*”) will be added to your D visa “*stagiaire*”. This definitively confirms its validity.

NOTE

To obtain addition of the “OFII sticker” on your D visa “*stagiaire*”, you will have to provide a tax stamp (*timbre fiscal*), paper or electronic, which costs €60.



OFII:

- www.ofii.fr > EN
- Purchase of “OFII” electronic tax stamps: www.timbresofii.fr (French)

NOTE



IN PRACTICE

If you will be handling carcinogens, mutagens or reprotoxins (CMR) during your time at Inserm, you will receive a medical examination prior to leaving. You will then be provided with a certificate of prior exposure, specifying your various exposures to CMR (type and toxicity) and subsequent medical monitoring measures to be followed (frequency of clinical examinations, type and frequency of additional examinations).

 Preventive Medicine Physician for your research laboratory





The French social protection system, termed Social Security, covers you for insurance in the event of illness, maternity, work accident and occupational diseases. Your right to French healthcare insurance *Assurance maladie* varies depending on your status and country of origin.

GENERAL PRINCIPLES OF FRENCH *ASSURANCE MALADIE*

A number of Social Security schemes exist in France. Depending on your situation, you will be placed under a specific scheme and your plan will be managed by a given fund.

Registration with Social Security

Your affiliation with *Assurance maladie* requires allocation of a Social Security number (a unique, personal 15 digit number). You will use this in your exchanges with your *Assurance maladie* fund, and for all medical matters.

You will be asked to provide two documents to join *Assurance maladie*:

- an ID document (valid national ID card or passport, visa, residence permit);
- a civil register document (full copy of birth certificate, extract of birth certificate listing parents or documentary proof provided by a Consulate).

Carte Vitale

Once you are registered with Social Security, you will be issued with a *Carte Vitale*.

This card is valid throughout France, and is proof of your membership and entitlement to *Assurance maladie*, as well as eligible family members.

It does not contain any medical information, but lists all of the administrative details needed for healthcare costs to be reimbursed.

You must update your *Carte Vitale* annually and each time there is a change of circumstances (multi-service desks in most pharmacies and *Assurance maladie* reception points).

Reimbursement of your healthcare costs

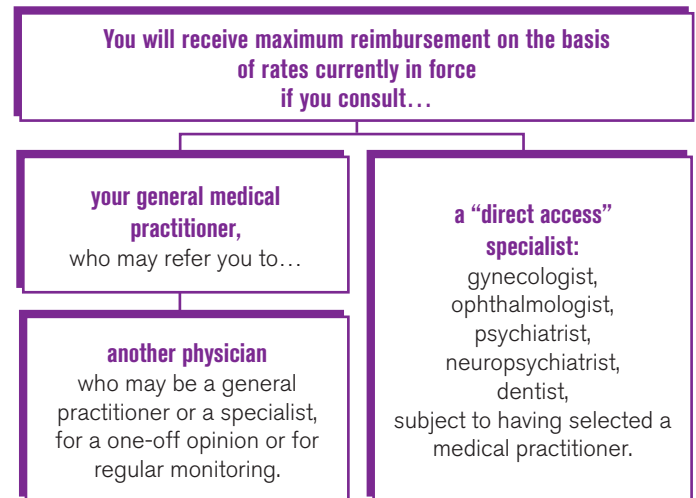
Assurance maladie offers a primary level of reimbursement of your healthcare costs but by no means is it full cover. The level of reimbursement varies depending on the procedures and medications prescribed, your situation, and whether or not you follow the coordinated treatment plan.

For maximum reimbursement by *Assurance maladie*, you must first choose a medical practitioner (*médecin traitant*).

To inform Social Security of your choice of medical practitioner, you must complete a declaration form that can be downloaded from www.ameli.fr > Formulaires > Médecin traitant (French)

This document must be signed by your chosen medical practitioner then submitted to your *Assurance maladie* fund.

You must then follow the coordinated treatment plan described below.



Some healthcare practitioners apply what are called contractually agreed fees (*tarifs conventionnés*). These fees can be in sector 1, capped, or in sector 2, uncapped. When you consult these practitioners, you will receive maximum reimbursement from *Assurance maladie*.

Other healthcare practitioners not governed by contractual agreements are free to set their fees. If you choose to consult them, the amount refunded by *Assurance maladie* will be much less.


Consultation fees for healthcare practitioners falling under sector 2 and for those not governed by a contractual agreement with *Assurance maladie* may vary considerably. Be sure to ask for these when you make an appointment.

Since the healthcare costs that you incur are only partially reimbursed by *Assurance maladie*, you are advised to take out an additional health insurance (cf. Fact sheet **2**).

Irrespective of the healthcare practitioners consulted or which additional health insurance is opted for, a €1 payment is always charged on reimbursement of your consultations, radiology exams, and medical biology tests. An excess is also retained on medications, paramedic interventions and healthcare transport.

IN PRACTICE

NOTE

 Reimbursement scales for care and treatments and search for a practitioner, with or without contractual agreement with *Assurance maladie*:

- annuaire.sante.ameli.fr (French)

Your reimbursements from *Assurance maladie*:

- www.ameli.fr (French)

YOUR ENTITLEMENT TO FRENCH ASSURANCE MALADIE ACCORDING TO YOUR SITUATION

If you have been recruited by Inserm

As an Inserm employee, either as a civil servant or under contract, you will automatically be assigned to one of the following two *Assurance maladie* schemes:


- the general scheme, to which you will be assigned if you are under contract;
- the special scheme for civil servants, to which you will be assigned if you are a civil servant (either as an intern or under tenure).

 Member countries of the EU and EEA:

- accueil-etrangers.gouv.fr > Demande de titre de séjour > Consultez la liste des pays de l'Union européenne (UE) et de l'Espace économique européen (EEE) (French)

Social Security agreements between your country of origin and France: European and International Social Security Liaison Center (*Centre des liaisons européennes et internationales de Sécurité sociale - Cleiss*):

- www.cleiss.fr > Fiches pays (French)

 *Assurance maladie* contact line for English speakers and contract employees holding a D visa "*passport talent*" (Paris CPAM):

- +33 (0)811 36 36 46 (€0.06 / min + call)

Paris CPAM platform for employers of contract employees holding a D visa "*passport talent*":

- +33 (0)811 712 726 (€0.06 / min + call)

If you are employed in your country of origin and are working in France

You remain entitled to the healthcare cover provided in your country of origin. However, reimbursement of your healthcare costs in France takes a number of forms.

- If you are a national of a country in the EU or EEA (cf. "If you have been recruited by Inserm" section above): reimbursement of healthcare costs incurred by you in France will be overseen by CPAM. CPAM will then contact your national healthcare scheme in your country of origin to obtain reimbursement of the costs incurred.

You must request document S1 "Registration for qualifying for health insurance coverage" (*inscription en vue de bénéficier de la couverture d'Assurance maladie*) from your national healthcare scheme and send it to the CPAM branch for your place of residence in France.

- If you are not an EU or an EEA national: your entitlement and the procedure to follow will vary depending on whether a bilateral Social Security agreement exists between France and your country of origin. If an agreement exists that provides for healthcare (cf. "If you have been recruited by Inserm" section above), you will be reimbursed for healthcare costs incurred in France, either by CPAM or by the healthcare scheme of your country of origin. Where no agreement exists or where there are no healthcare provisions contained in the agreement, consult your employer concerning your healthcare cover during your stay in France (transferability of your entitlement to healthcare cover, and guarantees provided if you have private insurance in your country of origin). It is possible that you will then have to pay additional contributions in France for your healthcare costs to be covered.

Your application for registration with Social Security will be submitted by Inserm. You will then be contacted by *Assurance maladie* to establish your file.

Your children under 16, or older under certain conditions (if they are studying, for example), are included in your *Assurance maladie* membership as beneficiaries.

Other immediate family may be entitled to *Assurance maladie* membership under Universal Healthcare Cover (*protection universelle maladie*), unless they benefit from cover through a national healthcare scheme in a country in the European Union (EU) or European Economic Area (EEA) or a country that concluded a bilateral Social Security agreement with France. They have for that to meet one of the following two criteria:

- they work in France;
- they have lived uninterruptedly in France for at least the three latest months.

If so, they will be able to claim for reimbursement of their healthcare costs.

In the three-month statutory waiting period during which your spouse and children over 16 are not covered, we recommend to take out private insurance to cover their potential healthcare costs in France.

If they hold a D visa "*passport talent (famille)*", your spouse and children will be entitled to *Assurance maladie* cover under *protection universelle maladie* without a three month waiting period.

If you are a contract employee, your file and those of the members of your family will be managed by the *Caisse primaire d'Assurance maladie* (CPAM) branch of your place of residence. However, if you hold a D visa "*passport talent*" or if your employer is located in Île-de-France, you should contact the Paris CPAM.



IN PRACTICE

You are strongly advised to talk to your health insurance fund and your employer in your country of origin before your departure. They will tell you the procedure to follow to have your healthcare and medical procedures covered once you are in France.

If you are an intern

The conditions governing your French Social Security registration will vary depending on whether or not you are receiving bonus payment and on the amount of that bonus payment.

- If your bonus payment exceeds 15% of the Social Security upper limit for hourly pay, you will be registered with the French Social Security system. You will be covered for work accidents and occupational diseases and you will be entitled to *Assurance maladie* for illness and maternity pay (payment of a daily rate when you stop working under certain conditions).
- If your bonus payment is less than or equal to 15% of the Social Security upper limit for hourly pay, then you will not be registered for French Social Security. However, you will be entitled to reimbursement for healthcare costs related to a work accident or for occupational diseases. For other risks (illness, maternity, etc.), you are strongly advised to take out private insurance.

NOTE

If you are an EEA national (cf. "If you have been recruited by Inserm" section above), receiving bonus payment equal to or less than 15% of the Social Security upper hourly rate, which doesn't allow you to register for French Social Security, you will still be registered with the Social Security scheme in your country of origin. Before you arrive in France, contact your health insurance fund in your country of origin to receive your European Health Insurance Card. Upon presentation of this card, you will be entitled to cover for necessary healthcare during your internship.





When you are employed by Inserm, you will pay into the French compulsory pension scheme. Pension contributions (*cotisations retraite*) will be deducted at source from your salary to fund the pensions of current pensioners. The length of time you pay contributions is also logged on your personal pension account, in quarterly blocks which will determine the amount of your future pension.

INSERM PENSION SCHEMES

A number of pension schemes exist in France which are managed by different funds to which you will be affiliated depending on your status.

If you are a contract employee of Inserm (temporary [*vacataire*], fixed-term or permanent contract), you will pay into the:

- Social Security general pension scheme, and
- IRCANTEC top-up scheme.

If you are a civil servant (intern or tenured) at Inserm, you will pay into the:

- special scheme for civil servants (pursuant to the French Civil and Military Pensions Code), and
- RAFP top-up scheme.

If you wish to remain in France after retirement

The French pension system can recognize periods worked abroad for professional activities carried out in one of the following States:

- European Union (EU) Member State;
- European Economic Area (EEA) Member State;
- Switzerland;
- country that has concluded an international or bilateral Social Security agreement with France.

This is optional, but may influence the amount of your future pension. Indeed, the French pensions of Inserm staff are calculated in relation to their length of service, measured in quarters. Therefore, at the time of your retirement, if the required length of service has not been attained, the amount of your pension will be reduced. Conversely if you exceed the required length of service, you will be entitled to an increase.

The procedure for getting time worked abroad recognized by the French pension system is relatively lengthy and complicated, and it would be better to take this up with your French pension scheme at a fairly early stage in your career (but at least two years after registering with the French schemes).

Member countries of the EU and EEA:

- accueil-etrangers.gouv.fr > Demande de titre de séjour > Consultez la liste des pays de l'Union européenne (UE) et de l'Espace économique européen (EEE) (French)
- Social Security agreements between your country of origin and France: European and International Social Security Liaison Center (*Centre des liaisons européennes et internationales de Sécurité sociale - Cleiss*):
- www.cleiss.fr > Fiches pays (French)

If you wish to leave France after working there

A procedure for recognizing time worked in France could be taken up with the relevant institutions in your host country.

You will also be able to request payment of your French pension when you meet the corresponding regulatory conditions, namely as regards age.


- Inserm Pensions Service:
- pensions@inserm.fr

IN PRACTICE

Under your entitlement to be informed about your pension, you will automatically be sent a summary at age 35, and then every five years, of your accrued entitlement under the various French pension schemes.

NOTE

In addition to the compulsory schemes, you can also pay in to an individual top-up pension scheme (savings, life insurance, capitalization).

 Social Security general pension scheme:

- www.lassuranceretraite.fr > English

IRCANTEC top-up scheme:

- www.ircantec.retraites.fr (French)

Special scheme for civil servants:

- retraitesdeletat.gouv.fr (French)

RAFP top-up scheme:

- www.rafp.fr (French)

RECOGNITION OF YOUR ACTIVITY ABROAD

It is not possible to transfer your contributions from one country to another. Nevertheless, European law provides for the possibility, under certain conditions, for professional activities carried abroad to count towards your pension.



The French State provides France residents with a number of services through its public services (education, road infrastructure, Social Security, etc.). In order to finance these, it draws upon funds accrued from taxes levied on individuals.

THE VARIOUS TYPES OF TAXES

Every year, you are required to submit an income declaration to the French financial authorities, which will use this as a basis to calculate how much you should pay for each tax.

You may be liable to the following taxes:

- income tax;
- local residence tax, payable to the local authority (*commune*) in which you live to pay for services provided to residents, which is calculated notably based on the characteristics of your housing (surface area, location, etc.);
- real estate tax, payable to the *commune* in which the property that you own is located and calculated notably based on the characteristics of the property (surface area, location, etc.);
- public broadcasting contribution, which finances public TV and radio broadcasters, which you will be required to pay if you own a TV.

YOUR TAX LIABILITY IN FRANCE

Taxation levied on foreign nationals living in France depends on individual circumstances, national fiscal regulations and agreements concluded by France with certain States to prevent double taxation.

One general principle may be observed however. If you are fiscally domiciled in France, you must declare all income to the tax authorities, whether earned in France or abroad, and you will be taxed on that amount. If you are not fiscally domiciled in France, you only have to declare income earned in France to the tax authorities, and you will be taxed on that amount.

You are deemed to be fiscally domiciled in France if you meet one of the following conditions:

- you live in France for more than six months of the fiscal year;
- you receive your main income from a French source;
- you conduct your main professional activity in France, whether this is salaried or not.

Bilateral taxation agreements concluded by France with other States may derogate from these principles.



Bilateral taxation agreements concluded by France:
■ www.impots.gouv.fr > International > Les conventions internationales (French)

YOUR INCOME DECLARATION

Your income declaration must be submitted within the first six months of each year.

This income declaration is submitted for the previous fiscal year (coinciding with the calendar year) termed the reference year. For example, in the first half of 2017 you will need to declare income earned during the course of 2016.

Your first income declaration must be submitted on paper forms, available online or from the *centre des finances publiques* under which your home address falls. Once completed, these forms must be submitted to the tax authorities.

Subsequent declarations will be submitted online.

The deadlines for submitting your income declaration vary slightly depending on whether it is on paper or online.

When you submit an income declaration, you will be asked to provide the following information in particular:

- your family status (marital status, dependent children, etc.);
- your home address;
- your taxable income: your salary (stated on your December of the reference year payslip under the heading "*montant imposable*" [taxable earnings] if paid by Inserm), your spouse's income, any income from a pension, etc.;
- any costs (childcare, charitable giving, etc.) that may be tax-deductible;
- whether or not you have a TV.

CALCULATION OF YOUR TAXES

The information provided on your income declaration will be used by the tax authorities to calculate your various tax payments.

Income tax

Whether or not you are liable for income tax, you will receive a tax assessment, via email or post to your home address depending



on the option you selected on your declaration.

Other taxes

You will receive separate tax assessments for your other taxes, which will only be sent to you if you are liable for the taxes in question.

Payment of local residence tax will be demanded for any type of housing (including parking lots) that you resided in on 1st January of the year, whether you still reside there or not.

Your public broadcasting contribution will be added to the local residence tax for your primary residence.

PAYMENT OF YOUR TAXES

The first time you pay each tax, full payment will be required, using your method of choice (online, check, bank card or cash payment).

From the following year, you will be able to pay income tax in three installments and a single installment for other taxes using your method of choice, or by monthly direct debit from your bank account.

The first payments you make in the year will be based on an estimate of the amount of your taxes. This will be reconciled once the exact amount payable has been calculated on the basis of your income declaration by revising the last payments in the year either upwards or downwards.

NOTE

Taxation :

■ www.impots.gouv.fr > Particuliers (French)



Centre des finances publiques under which your home falls





French law allows any foreign national to open a bank account in France when living in France. To make your financial transactions easier (payment of your salary, payment of your bills by direct debit, etc.), we highly recommend that you open a bank account in France.

CHOOSING YOUR BANK

You can choose your bank freely, either in a branch or online.

ATTENTION Opening an account in an online bank requires that you already have an account in a regular bank in France.

We recommend choosing a bank that is close to where you live or work to make banking easier.

We also recommend that you compare bank charges levied by the different banks so that you can find what best suits your needs.



Bank charges:

- www.tarifs-bancaires.gouv.fr (French)

OPENING AN ACCOUNT

To open an account, the bank you choose will need to verify your identity. Therefore, this can only be done once you are in France. However, you can start the process before you come by making an appointment and gathering the relevant administrative documents.

IN PRACTICE You will need to have at least the following items with you for your bank appointment:

- an ID document;
- a visa or residence permit (where applicable);
- proof of address from within the last three months (letter confirming your accommodation, electricity bill, etc.).

SERVICES

Once your bank account is opened, you will be given your bank account details on a slip referred to as a RIB (*relevé d'identité bancaire*), a checkbook and possibly a bank card.

- The RIB is a slip of paper that allows you to give your bank details to third parties. You may be asked for one for a financial transaction, particularly to arrange payment of your salary into your account and direct debits out of it.
- Checkbooks tend to be free of charge. You will get your checkbook within 15 days from the day you opened your account.
- Your bank card (credit or debit card) will generate fees which vary depending on the bank you chose. Some banks offer a free bank card during the first year.

NOTE Payment by check or bank card is not accepted by all businesses in France and may be refused below a minimum amount.



Whatever the Social Security scheme with which you are registered, most healthcare costs that you incur will only be partially reimbursed by compulsory *Assurance maladie*. It is therefore recommended that you subscribe to additional health insurance, commonly referred to as *mutuelle*. You can also subscribe to provident insurance which will cover for both incapacity and disability.

ADDITIONAL HEALTH INSURANCE

Additional health insurance reimburses all or part of the sums left to pay after the compulsory *Assurance maladie* has been applied (cf. Fact sheet 3). In some cases, it also reimburses the costs of medical and paramedical services not covered by Social Security (osteopathy, dental implants, non-refundable vaccines and medications, elective surgical procedures, etc.).

Choosing an additional health insurance plan

A great number of additional health insurance plans are offered by insurers and *mutuelle* funds. To determine the level of cover that best suits your needs, you will need to take the following into account:

- your age;
- the make-up of your household and your family status;
- your specific healthcare needs (how frequently you see a physician, whether you wear glasses, etc.).

PROVIDENT INSURANCE

In addition to the additional health insurance, you can also subscribe to provident insurance cover. This additional insurance will allow you namely to keep your level of pay in the event of prolonged illness.

Some additional health insurance plans include a provident insurance option.

NOTE

 Inserm's Social Policy Office:
■ action.sociale.drh@inserm.fr

IN PRACTICE

Contact several insurers and *mutuelle* funds to find out which services they offer and how much they cost.

Insurers and *mutuelle* funds prepare quotations on request (online via their websites, in branches or over the phone).



Civil liability is the obligation to remedy loss or harm occasioned to a third party. Civil liability insurance covers, wholly or partially, the financial consequences of loss or harm resulting from an event in the private sphere, for which you may be liable in respect of a third party or their assets.

SUBSCRIBING TO CIVIL LIABILITY INSURANCE

SERVICES

You can subscribe to what is known as private life civil liability insurance from an insurer, a mutual fund or a bank.

Certain insurance contracts such as home insurance contracts in general (cf. Fact sheet 7), already include civil liability cover.

Not all contracts provide the same cover. In particular, check:

- who is covered;
- any excess that you will still have to pay;
- the limits of the cover provided (exclusions, upper limits, etc.).

What it covers

Depending on the policy you subscribe, civil liability insurance will cover in particular loss or harm occasioned to a third party by:

- you, due to carelessness or negligence;
- your dependent children if they live with you (adult children living with you can also be covered);
- your parents, if they live with you;
- your home help (cleaners, gardeners, baby-sitters, etc.);
- your pets;
- objects that you possess, borrow or hire;
- the home that you own (for example due to a failure to carry out maintenance or a construction fault, even if the home is unoccupied or rented out).

What it does not cover

Some losses and harm are not covered by civil liability insurance. This particularly includes loss and harm occasioned:

- to yourself or the beneficiaries of your policy;
- intentionally to others;
- by your category 1 (attack) dog or your category 2 (defense/guard) dog;
- by your motor vehicle (you must subscribe to specific insurance);
- as a consequence of your professional activities (you must also subscribe to specific insurance).

INSERM OFFER

Inserm proposes that you subscribe to an *Évidence* contract which will cover you for loss or harm arising in the private sphere, and in relation to your internships and research activities, at a negotiated annual rate of €50. This charge is not met by Inserm and you will have to pay it, unless you are a student at the *École de l'Inserm Liliane Bettencourt*.



Before you begin to search, it is vital that you determine which type of housing to look for, depending on the duration of your stay and your financial means. Depending on the type of housing you opt for, you may be asked for a security deposit and a guarantor.

TYPES OF HOUSING

- For a short-term stay, it is preferable to opt for a rental property in a residence for foreign researchers and students or a holiday rental (cf. Fact sheet **5**).
- For a long-term stay, it is better to rent in the private sector. However, it may be worthwhile looking for temporary accommodation during the first weeks of your time in France and using that period to look for a rental in the private sector for a longer period (cf. Fact sheet **6**).

Whichever type of housing you opt for, you will need to complete an incoming and outgoing inventory of fixtures on entering and leaving the property.

Subject to certain criteria (namely income), you may be entitled to claim housing benefits from your Social Welfare Family Fund (*Caisse d'allocations familiales*; cf. Fact sheet **11**).

NOTE

type of housing	duration of stay	guarantor and security deposit	prices	energy, Internet, phone and TV	rental duration sought
holiday rental (cf. Fact sheet 5)	3 months maximum	guarantor: no security deposit: possible	quite expensive compared to other types of housing	included in the rate	a few days to a few weeks
residence for foreign researchers and students (cf. Fact sheet 5)	1 year maximum	guarantor: no security deposit: possible	prices vary by residence but good value for money	included in the rate	several months
furnished rental in the private sector (cf. Fact sheet 6)	1 year renewable	guarantor: frequently security deposit: frequently	rents vary by region	on top of rental price	from several weeks to several months, depending on the region
unfurnished rental in the private sector (cf. Fact sheet 6)	long stay	guarantor: frequently security deposit: frequently	rents vary by region	on top of rental price	from several weeks to several months, depending on the region

GUARANTOR AND SECURITY DEPOSIT

The guarantor (*caution locative*) and security deposit (*dépôt de garantie*) are totally separate concepts. They protect the property owner on the one hand against non-payment of rent and on the other hand against deterioration in the quality of the property.

Guarantor

The owner is entitled to demand a guarantor to offset any failure to pay the rent or charges.

The guarantor is the individual or entity that undertakes to assume liability for your payment obligations if you fail to meet them.

A guarantor can be a family member, a friend or a bank. An owner can refuse the guarantor that you propose. However, the owner cannot refuse on the ground that the guarantor is not French or because the guarantor does not live in mainland France.

If an individual acts as your guarantor, he will be required to provide the following documents:

- valid ID document;
- proof of address or accommodation certifying letter issued within the last three months;
- document(s) proving professional activity;
- document(s) proving financial means;
- a guarantor's deed.

IN PRACTICE



ATTENTION

When the maximum amount of the guarantee is set, the guarantor cannot be made to pay more than the set amount. However, there is no limit to the guarantee if a maximum amount is not specified.

Security deposit

The security deposit is a sum of money that you may be asked to provide to cover any unpaid bills, and/or to return the property to its original condition if you cause any damage.

The amount and the terms governing its return must be specified in the rental contract.

ATTENTION

If you opt for quarterly rental payment, the owner cannot claim a security deposit from you.

For an unfurnished rental, the security deposit amount is limited to one month's rent (excluding charges). For furnished rentals (as main residence) the security deposit amount may not exceed two months' rent (excluding charges).

If the owner requires a security deposit, you will have to pay this when you sign the lease.

Where cash payment is made, we recommend that you ask the owner for a receipt specifying that this sum was paid as a security deposit.

IN PRACTICE

The security deposit must be returned to you at the latest one or two months after returning the keys:

- one month if the outgoing inventory is consistent with the incoming inventory;
- two months if the outgoing inventory is not consistent with the incoming inventory.





For a short-term stay, accommodations in residences for foreign researchers and students or holiday rentals are more easily accessible.

RESIDENCES FOR FOREIGN RESEARCHERS AND STUDENTS

This type of housing exists all over France (associations, regional student social services centers (CROUS), etc.) and recognizes the specific needs of scientists mobility: short-term rentals, possibility of starting a lease at any time of the year, no requirement to provide a guarantor, etc.

Reservation

Each residence has its own operating and housing allocation rules.



Local Euraxess Service Center (preferred point of contact for these residences):

■ www.euraxess.fr/en > Services centres

Prices

Rental prices vary by housing type (room, studio, etc.) and depending on the entity providing the accommodation.

They generally include utility bills (electricity, gas, heating and water) and also Internet access.

Security deposit

A security deposit may be required (cf. Fact sheet 4) depending on the residence concerned, and may be kept in the event of damage to the property.

Pricing: reasonable value for money

Rental duration: from a few days to one year

Average search duration: several months

INSERM OFFER

In the Île-de-France region, Inserm has a reserve of housing set aside for short-term housing for personnel from abroad at the *Centre international d'accueil et d'échanges des Récollets* in the 10th arrondissement of Paris.

Inserm has also entered into a partnership with aparthotels in France's large cities, allowing you to benefit from preferential prices.

To find out more: action.sociale.drh@inserm.fr

HOLIDAY RENTALS

Holiday rentals are a good option when no places are available in residences for foreign researchers and students.

These are furnished apartments or studios offered for rental on a short-term basis. Rental can be by the day, the week or the month.

Reservation and signing of the lease

Reservation is the first contractual stage and entails rights and obligations for you and for the owner.

You will usually need to pay an advance, which will not necessarily be returned if you fail to go through with the rental.

Next, a rental contract will need to be signed (in duplicate originals), setting out in particular the price, a description of the property rented, the exact address and the duration of the lease.

Many specialist websites let you search for aparthotel type rentals, or direct rentals from property owners (such as Airbnb, Housetrip, etc.).

NOTE

Prices

The owner is free to set the rental price.

You will need to pay a tax on your stay which is set by the local authority (*commune*) and will depend on the number of nights and guests.

The price generally includes utility bills (electricity, gas, heating and water) and also Internet access. The payment method for these utilities, which may be all-inclusive or separate, must be set out in the rental contract.

Such rentals normally include bedding, towels and household appliances (TV, microwave, hotplate, coffee-maker, etc.).

IN PRACTICE

Security deposit

The owner may require a security deposit (cf. Fact sheet 4). Where an intermediary (real estate agency, association, etc.) is involved, the security deposit may not exceed 25% of the rent and cannot be paid more than six months in advance. This will be returned to you at the end of your stay, and at the latest ten days after you return the keys.



IN PRACTICE

Prices: quite expensive compared to other types of housing

Rental duration: usually a maximum of 90 consecutive days (except in aparthotel type establishments)

Average search duration: a few days to a few weeks





Accommodation in the private sector is recommended for long-term stays. This type of accommodation offers a wide range of options in terms of habitable surface area (studio, one-bed apartment, etc.). These properties can be rented unfurnished or furnished.

PRIVATE-SECTOR HOUSING

Private-sector housing can be rented:

- from private individuals via specialist websites (pap.fr, seloger.com, leboncoin.fr, etc.) or
- via a real estate agency, which will charge fees (*frais d'agence*) of around one month's rent.

GUARANTOR AND SECURITY DEPOSIT

Lessors almost always require a guarantor (cf. Fact sheet **4**). A security deposit may also be demanded by the owner (cf. Fact sheet **4**). This will be returned to you one to two months after you leave, either in full or minus a deduction depending on the condition of the property.

IN PRACTICE

To submit a rental application with an agency or a private owner, you will be asked to provide the following information:

- valid ID document;
- proof of address or accommodation certifying letter issued within the last three months;
- document(s) proving professional activity;
- document(s) proving financial means.

PRICES

In the private sector, rent, generally paid on a monthly basis, is set freely by the lessor, up to a set legal limit.

Utilities (electricity, gas, heating, water, maintenance of common areas) are separate from the rent and must be paid by you.

If you are renting in the private sector in France on 1st January of the fiscal year, you will have to pay local residence tax for that year, even if you left the property afterwards (cf. Fact sheet **5**).

The security deposit amount cannot be more than one month's rent (excluding charges) for an unfurnished apartment, or two months' rent (excluding charges) for furnished accommodation.

NOTE

Prices: vary depending on the region (high rents in Paris, for example)

Rental duration: one year, renewable, for a furnished apartment, three years, renewable, for an unfurnished apartment

Average search duration: from a few weeks to a few months, depending on the region and the type of housing sought (furnished or unfurnished, studio, one-bed apartment, etc.)

IN PRACTICE



Before you move in, you will have to take out home insurance (compulsory in France). Once you are in the property, you will also need to subscribe energy contracts (electricity and/or gas) and take out Internet, phone and TV contracts as required.

HOME INSURANCE

In France, the tenant is required to take out a home insurance policy, which must run from its first day into the property.

This contract will provide cover and compensation for loss or damage in the rented property (occasioned to possessions) and usually includes a civil liability component know as private life (cf. Fact sheet **3**).

The billing amounts are based on estimated consumption (based on the number of electrical devices and household composition).

Payment is made on either a monthly, quarterly or six-monthly basis by check or direct debit from your bank account.

Your energy provider may make an adjustment every six months based on your actual consumption. In this case, you will need to pay an additional amount if your usage was over the initial estimate. Alternatively, you will receive an overpayment refund

NOTE

IN PRACTICE

You can take out a home insurance policy from an insurance company or a bank in particular.

You will be asked to provide the following information:

- type of property (apartment or house);
- number of rooms;
- habitable surface area;
- floor;
- location of property;
- approximate value of the belongings to be insured;
- etc.

INTERNET, PHONE AND TV

A number of Internet service providers exist. Two types of offers are usually proposed:

- Internet access with a landline;
- Internet access with a landline and a TV-box.

NOTE

Once you have taken out home insurance, you will be sent a certificate which may be requested by the owner of the property.

ATTENTION

The information that you give to the insurer must be accurate. There may be serious consequences if you make a false declaration or fail to declare something. Indeed, the insurance provider may not pay for the loss or damage in the property but will nonetheless keep the payments made.

To take out an Internet, phone and TV-box package, the provider will ask you for the following:

- the exact address of the property (building, floor, door);
- the name and landline phone number of the person who previously lived in the property (if possible);
- bank details (RIB);
- an ID document;
- payment of a deposit for the provision of equipment (optional).

IN PRACTICE

Payment is made monthly, by check or direct debit from your bank account.

ENERGY (ELECTRICITY AND GAS)

In France, there are several electricity and gas providers.

Most packages offered include unlimited Internet access and unlimited calls to landline and cell phones in France and to certain countries (consult the list provided by your provider when you subscribe). The cost of the package you choose should therefore be the same each month if you do not make calls to premium rate numbers.

NOTE

IN PRACTICE

You can normally take out a contract over the phone or online.

The provider will ask you for the following:

- the exact address of the property (building, floor, door);
- the name of the person previously living in the property (if possible);
- the reading on the electricity and/or gas meter.



ATTENTION

You may be billed additionally for some costs, particularly if a technician has to be called out to connect your phone line. The cost of these additional services will vary depending on the provider.

Once you have subscribed, you will receive the equipment needed in order to activate the services.





To get a mobile phone line, you can buy prepaid cards or subscribe to a monthly plan (with or without a minimum term).

PREPAID CARDS

Prepaid cards can be purchased from certain stores (tobacconist, specialist store, etc.) or online and allow you to, depending on the card chosen:

- call landlines and mobile phones in France, and possibly abroad, either with or without time limit;
- send SMS and MMS in France, and possibly abroad, either with or without limit;
- connect to the Internet, which may or may not be limited in terms of amount of data you can download/upload.

The validity of such cards ranges from seven days to one year, depending on the operator.

Prices vary depending on the operator.

PACKAGES

Mobile phone packages usually include:

- voice calls to landline and mobile phones in France, and possibly abroad, either with or without time limit;
- SMS and MMS in France, and possibly abroad, either with or without limit;
- connection to the Internet, which may or may not be limited in terms of amount of data you can download/upload.

These packages are offered either with or without a minimum term:

- a package with a minimum term is for 12 months at least. It is often expensive but allows you to acquire a mobile phone at a discounted rate, in return for your commitment for a given time period to the operator;
- a package without a minimum term is cheaper if you already have a mobile phone.

VOICE OVER IP MOBILE PHONE

If you have a stable Internet connection on your mobile phone, applications like Skype, Viber and Whatsapp allow you to make calls free of charge in France and abroad, as long as the person you call has the same application and an Internet connection. Sending messages (text or voice) is also free using these applications.

NOTE

You can keep the same card and top it up several times.

ATTENTION

To add a new balance to your existing balance, you have to top up your card before it expires. Otherwise, the existing balance will be lost.



You can choose between using public transport or your own vehicle for your commute to and from your workplace.

PUBLIC TRANSPORT SUBSCRIPTION

Each French city has its public transport network (subway, tram, bus, bike, etc.). For information on how to subscribe to these transport options, contact the city hall where you live.

If you are employed by or receiving bonus payment from Inserm and you use public transport for your commute, you can under certain conditions have your transport tickets partially refunded.

This is possible for:

- weekly, monthly or annual public transport subscriptions (RATP, SNCF, etc.);
- a public bike rental service subscription.

ATTENTION

Single tickets or day passes are not covered by this mechanism.

You cannot claim a refund for both a public transport subscription and a bike rental service subscription for the same journey.

IN PRACTICE

Refunds must be applied for using the dedicated form as soon as you arrive at Inserm.

PERSONAL VEHICLE

Commuting using your own vehicle cannot be subject to refund by Inserm.

Driving with a license issued by an European Economic Area (EEA) country

You can drive in France, subject to certain conditions namely:

- your license is valid;
- you have not been temporarily or permanently banned from driving in the country that issued your license;
- you meet the minimum age requirement to drive the vehicle in France (18 for a car);
- you meet the medical specifications stated on your license.

ATTENTION

If you have a license issued by an EEA country obtained in exchange for a license issued by a non-EEA country this will be considered in France as a license issued by your country of origin.



Member countries of the EEA:

- accueil-etrangers.gouv.fr > Demande de titre de séjour > Consultez la liste des pays de l'Union européenne (UE) et de l'Espace économique européen (EEE) (French)

Driving with a license issued by a non-EEA country

You can drive in France for up to a year after you arrive in the country (or until the end of your studies if you come as an intern or PhD student). To do so, you must meet the same conditions as the holder of a license issued by an EEA country and also the following two conditions:

- your license must have been issued by the country in which you were a resident prior to coming to France;
- your license must be written in French or accompanied by a French translation or an international license.

To drive in France after expiry of the validity period of your driving license issued by a non-EEA country, you must have a French driving license.

ATTENTION

Depending on the country of issue of your original driving license, this may be exchanged for a French driving license, which must be requested within a limited period of time after your arrival in France from the Prefecture under which your home address falls. Otherwise, you will have to pass the French driving test (theory and practical exams).



Countries whose national driving licenses can be exchanged for a French driving license:

- www.diplomatie.gouv.fr > Services aux citoyens > Préparer son expatriation > Permis de conduire (French)

Insuring your vehicle

You must insure your vehicle to be able to drive in France. The insurance policy will cover and indemnify you for any loss or harm occasioned by a third party or a natural disaster, and possibly for theft of your vehicle and loss or harm occasioned by you, depending on the level of cover chosen.



IN PRACTICE

You can take out vehicle insurance from an insurance company or a bank in particular.

You will be asked to provide the following supporting documents:

- vehicle identity certificate (specifying model, engine size, etc.);
- driving licenses of all drivers;
- history of your prior insurance policies and any claims made (request this from your insurer in your country of origin).

NOTE

After taking out insurance, you will receive a certificate which must be kept. A stamp will also be provided to stick on your vehicle.





If you have children, there are several options in France for childcare and schooling.

CHILDCARE

Individual childcare

There are two possibilities open to you:

- using an approved nursery assistant (*Assistant maternel agréé* - AMA) who will look after your children in his home (one to three children);
- using a professional nanny, either employed by you or through a government approved agency, to look after your children at your home.

- part of the salary of your AMA and all or part of your contributions paid to employ him;
- part of the cost of having your child looked after by a childcare association or company.

For all benefit applications, contact the Caf office where you live or submit an application online through the website www.caf.fr > Les services en ligne (French; cf. Fact sheet 11).

Depending on your income, you may also be entitled to the Early Childhood Benefit (*Prestation d'accueil du jeune enfant* - Paje) offered by your Caf until your child reaches the age of three (cf. Fact sheet 11).

INSERM OFFER

InsERM offers you financial assistance for childcare for children under six, in the form of a universal service voucher scheme (*Chèques emploi service universels* - Cesu) for childcare, depending on your declared income.

To find out more: www.rh.inserm.fr > Se connecter > Action sociale (French)

SCHOOLING

In France, all children are entitled to go to school, whether they are French or foreign nationals. Education is compulsory between the ages of 6 and 16. In the public sector, schooling is free of charge, mixed and secular. Your child will be allocated to a school based on where you live. This is due to the principle of school zoning (or catchment areas). In the private sector, you will have to pay school fees.

Elementary education

■ **Nursery school** (*école maternelle*) is for children aged three and above. Although it is optional, most children attend nursery schools. Nursery school is organized into lower, intermediate and upper classes, according to age.

■ **Elementary school** (*école élémentaire*) is for children aged between six and eleven. It is made up of five year groups: CP, CE1, CE2, CM1 and CM2.

To obtain a list of AMA in and around the city where you live, you can contact:

- the Nursery (*Petite enfance*) department at your city hall;
- the Maternity and nursery protection (*Protection maternelle et infantile* - PMI) centre in your city;
- the Nursery assistants network (*Relais assistantes maternelles* - RAM) in your city.

Group childcare

This type of childcare for children under three is provided by qualified professionals (nursery assistants, childcare assistants, etc.), in specially designed premises.

- **Group nurseries** are run by local government (local authority, departmental services, etc.) or are managed privately (by an association, for example). They look after your children either for one day on a regular basis, either full-time or part-time. Because this type of childcare is very popular, we recommend that you reserve a place for your child as early as possible.
- **Childminding facilities** look after children on an occasional basis, from a few hours up to two days per week. The cost varies depending on your income and the number of dependent children in your family.
- **Family nurseries and parents' childminding facilities** are small operations run by parents' associations. Alongside a professional team, you assist in looking after children and with the running of the operation.



To know about how to employ an AMA:

- www.pajemploi.urssaf.fr > Employeur d'assistante maternelle agréée (French)

To find an AMA or a childminding facility:

- www.mon-enfant.fr > Je recherche (French)

Social welfare benefits

Depending on the type of individual childcare chosen, your Family benefits fund (*Caisse d'allocations familiales* - Caf) can meet the cost, until your child reaches age six, of:

To register a child in school for the first time, you will first need to contact the mayor in your *commune* of residence, to register the child with the school, and with the school's principal for the admissions process.

You will be asked to provide certain documents such as your family record book, proof of address, and certification that your child has received all age-appropriate vaccinations.

If your child doesn't speak French well enough or does not have an adequate grasp of the subjects taught, he can be placed in a non-French teaching unit for children who have just arrived in France as of CP year. He will undergo an initial assessment to determine what is needed for his learning pathway. He will then receive daily teaching in oral and written French to promote swift inclusion in the standard school curriculum.

Secondary school

■ **Junior high school** (*collège*) educates children after they leave elementary school. This is a four-year program consisting of the sixth, fifth, fourth and third grades. For foreign children, many junior high schools offer a preliminary meeting with a school counselor to examine a child's educational background and arrange an educational assessment. If your child requires assistance to achieve competency in French, he is entitled to specialist education before joining a standard class.

■ **Senior high school** (*lycée*), which can offer a general, technological or vocational curriculum, educates adolescents after junior high school and is made up of three year groups: second year (*seconde*), first year (*première*) and senior year (*terminale*), which ends with the Baccalaureate examinations (1st level of French higher education). As with junior high school, your child can join in a two-stage process if his level of French so requires.

■ **International education:** To preserve and build on the knowledge acquired by your child in his mother tongue, you also have the option of enrolling him in a school offering international education in several languages.



To find a school:

■ www.education.gouv.fr > Services en ligne de l'éducation nationale > Annuaire de l'Éducation (French)

To consult a list of schools offering international education:
Elementary school:

■ www.education.gouv.fr > École > École élémentaire > Les programmes de l'école élémentaire > Les sections internationales à l'école élémentaire (French)

Junior high school:

■ www.education.gouv.fr > Collège > Les programmes du collège > Les sections internationales au collège (French)
Senior high school:

■ www.education.gouv.fr > Lycée > L'ouverture à l'international > Les sections internationales au lycée (French)

The Ministry for National Education, Higher Education and Research offers a wide range of French language certificates for foreigners (awards and tests) to validate proficiency in French, from beginner to the most advanced levels: www.ciep.fr/en

The offer is tailored to suit all ages and pupils. These certificates are internationally recognized.



Depending on your family status and your income, you can claim certain social welfare benefits.

SOCIAL WELFARE FAMILY FUND (*CAISSE D'ALLOCATIONS FAMILIALES*)

The Social Welfare Family Fund (*Caisse d'allocations familiales - Caf*) is a public agency tasked with paying social welfare benefits to eligible individuals, including housing, child and disability benefits.

For all benefit applications, contact the Caf office where you live or submit an application online through the website www.caf.fr > Les services en ligne (French)

A social worker from the Regional Office can accompany you in all your dealings with the Caf.

HOUSING BENEFITS

Three types of housing benefits are offered by the Caf, which are only valid for your main residence (where you live for at least eight months per year). Each type has a different set of allocation criteria:

- Personal Housing Benefit (*aide personnalisée au logement - APL*);
- Family Housing Benefit (*allocation de logement à caractère familial - ALF*);
- Social Housing Benefit (*allocation logement à caractère social - ALS*).

Your access to these different benefits depends on certain factors such as:

- whether or not an agreement has been signed between the owner and the State;
- the make-up of your household;
- your financial resources.

APL, ALF and ALS cannot be claimed together. Their amount is set by an upper limit that varies depending on the make-up of your household and the location of the property.

Your housing benefit will be paid on the month after you move in, either to you or directly to the owner. You are strongly advised to claim this as soon as you move into the property.

A housing benefit application can only be made by the person whose name appears on the rental payment receipt and the lease.

FAMILY BENEFITS

If you reside in France with your family, you may be entitled to a number of different Caf benefits, under certain conditions.

To be entitled to these benefits, you will need to provide the Caf with a copy of the page corresponding to each child in your family record book and a short or full version of their birth certificates.

If you are expecting a child

Subject to means-testing, you may be entitled to a birth premium (*prime à la naissance*) from the Early Childhood Benefit (*Prestation d'accueil du jeune enfant - Paje*).

This benefit, paid two months after the birth, enables you to cover costs associated with the arrival of your child.

To be entitled to this benefit, the pregnancy must be declared during the first 14 weeks to your Caf and *Assurance maladie* (CPAM or special scheme for civil servants; cf. Fact sheet [3](#)).

If you have taken out an additional health insurance policy (cf. Fact sheet [2](#)), you may be paid a one-off benefit by your insurer on the birth of your child.

If you have a child under three years old

You are entitled to the means-tested basic allowance (*allocation de base*) from the Paje, depending on the make-up of your household.

This allowance will be paid monthly to you from the month after the birth of your child until the age of three.


Only one basic allowance from Paje per family can be paid, except in the case of a multiple birth. If you receive both the birth premium and the basic allowance from Paje, the two benefits will be paid as one.

If you have at least two children under the age of twenty

You are entitled to family allowance irrespective of your family status or your income. In order to be eligible, however, you need to reside primarily in France (for more than six months per year, consecutive or not) and your children aged between six and twenty must be schooled.

The amount of family allowance paid depends on your financial resources and is paid monthly, from the month after each child is born.

If you wish to receive financial assistance to pay for childcare

Subject to certain criteria, you may be entitled to an additional allowance if you choose to place your child in childcare (cf. Fact sheet ).

DISABILITY BENEFITS

Depending on your circumstances or those of your children, you may be entitled to a number of benefits from the Caf intended to meet some of the costs linked to disability.

The Disability Benefit known as *Prestation compensation du handicap* (PCH) is a financial assistance paid by the département where you live. It is intended to cover costs linked to your loss of autonomy. Whether you are eligible depends on your level of autonomy, your age and your financial resources.

The Benefit for Education of a Disabled Child (*Allocation d'éducation de l'enfant handicapé* - AEEH) is intended to cover the cost of education and care provided to a child with a disability in your care.

INSERM OFFER

Inserm provides specific services to disabled staff such as workstation adjustments following recommendations workstation from the Preventive Medicine Physician, assistance to sustain the independence of disabled individuals and financial assistance for follow-up care at home (Cesu – *Compensation du Handicap*).

If you have a child with a disability, subject to certain conditions, Inserm can pay you:

- allowance for parents of a disabled child under 20;
- allowance for an adult child aged 20- 27 pursuing studies, an internship or apprenticeship.

To find out more about these provisions as well as the terms and conditions for receiving allowance:
www.rh.inserm.fr > Se connecter > Action sociale (French)

You can also send an email to emploi.handicap@inserm.fr



Learning French will facilitate your daily life during your stay in France. An adequate command of the language will be useful to fully understand your new working environment, and to communicate effectively with your new colleagues.

ASSESSING YOUR LEVEL OF FRENCH

The *Centre international d'études pédagogiques* (CIEP), has developed a French Language Test (*Test de connaissance du français* - TCF). The test is intended for all non-French-speaking persons who, for personal, professional or study reasons, wish to validate their knowledge of French in a simple, reliable and recognized way.

The TCF takes the form of 80 multiple choice questions. There are also two additional exams to assess oral and written expression. The result obtained is issued as a certification of your level which is valid for two years.

TCF:
 ■ www.ciep.fr/en > TCF

LEARNING FRENCH

Before arriving in France

If you would like to begin learning French in your home country, one way is to take the courses offered by the *Instituts Français*, the *Centres Culturels Français* or the *Alliances Françaises*.

Directory of the French Cooperation and Cultural Action Network:
 ■ latitudefrance.diplomatie.gouv.fr > La carte du réseau dans le monde (French)
 Directory of Alliances Françaises:
 ■ www.fondation-alliancefr.org > Consulter l'annuaire (French)

In France

There are many public and private centers that teach French as a Foreign Language (*Français langue étrangère* - FLE). The cost of courses varies depending on the establishment and the course duration. Chambers of Commerce and Industry (CCI), universities, the *Alliance Française* and language schools prepare students for a State diploma in French language.

The FLE Promotion Agency (*Agence de promotion du FLE*) and Campus France agency offer centralized resources for establishments in France where it is possible to learn or improve your French.

The Ministries of Foreign Affairs, Higher Education and Research and Culture jointly award an accreditation *Qualité français langue étrangère* to educational institutions whose language offer and services provide guaranteed quality.

Directory of FLE teaching centers issued by the *Agence de Promotion du FLE*:

■ www.fle.fr/en > Schools directory

Directory of FLE teaching centers issued by Campus France:

■ www.campusfrance.org/en > Prepare for your stay > Learn French in France

Directory of FLE teaching centers awarded the *Qualité français langue étrangère* accreditation:

■ www.qualitefle.fr/en > Advanced search

Many websites specialize in online French teaching (online educational magazines, e-learning platforms), and provide free language lessons and exercises.

Learn French with TV5 Monde (*Apprendre le français avec TV5 Monde*):

■ apprendre.tv5monde.com/en

Speak French with TV5 Monde (*Parlons français avec TV5 Monde*):

■ parlons-francais.tv5monde.com

At Inserm

Inserm offers FLE courses. As soon as you arrive, tell your supervisor that you would like to learn French, and contact the Training Officer for your laboratory. Your request will be passed on to the Training Manager within your laboratory's Regional Office.

Be it individual or group training, these courses range from 20-70 hours and are tailored to suit the starting level of participants. They are an effective way of picking up the basics of French and putting them rapidly into practice in your working environment.

Applications for courses offered by Inserm have to be submitted here: www.sirene.inserm.fr (French)




BEFORE LEAVING FOR FRANCE

- Make a copy of your ID documents.
- Make a list of useful phone numbers:
 - contacts in France;
 - your country's Embassy/Consulate in France;
 - emergency number (and/or emergency email address) of your insurance provider (and associated policy number);
 - local emergency numbers;
 - medical practitioner;
 - contact person in your country in the event of a problem;
 - etc.
- Ensure that you have an adequate reserve of money to cover your needs once you arrive (transport, accommodation, etc.).
- Make sure you have the documents that you will need to carry out administrative procedures once you arrive: birth certificates, marriage certificates, diplomas, employment contracts, etc., for yourself and your family members coming with you.

ATTENTION

To be valid in France, documents issued by a foreign authority must be translated into French by an approved authority or institution such as the French Consulate in the country in which the document was issued or the Consulate in France of the country in which the document was issued.

- Notify your partners in France in advance of your arrival: ask for them to pick you up when you arrive in France or otherwise for a clear reception procedure to be prepared.

-  Advice for foreign nationals from the Ministry of Foreign Affairs:
 - www.diplomatie.gouv.fr/en > Coming to France

INSERM OFFER

During procedures you can seek support from the service centers of the Euraxess France Association of which Inserm is a member: www.euraxess.fr/en > Services centres

LOCAL EMERGENCY NUMBERS

Always keep a list of emergency contacts with you.

Your country's representation in France

Your country is very probably represented in France by an Embassy or similar establishment, the role of which is primarily to ensure the safety and health of nationals of your country in France.

Local emergency numbers

- Emergency Medical Service (Samu): 15
- Police and Gendarmerie: 17
- Fire Service: 18
- Common European Emergency Number: 112

A

additional health insurance 2
 agreement (cooperation/collaboration) 2
 agreement (hosting) 1
allocations familiales 11
 assignment expenses 4
Assurance maladie 3 2
 Aviesan 1

B

bank 1
 bicycle 9
 bonus payment (internship) 4

C

Caisse d'allocations familiales (Caf) 10 11
 carcinogen, mutagen or reprotoxin (CMR) 2
Carte Vitale 3
 charter 3
 checkbook 1
 childcare 10
 civil liability insurance 3 7
 collective expert report 1
 compensation 4
 computing 3
 contract (work) 2
 coordinated treatment plan 3

D

Defense Security Official 3
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E

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 electricity 7
 employment contract 2
 energy 7
 entrance examination 2
 ethics 1

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Fonctionnaire de sécurité défense (FSD) 3
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G

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 grant 2
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H

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 housing benefits 11
 housing tax 5 6

I

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 Inserm 1
 Inserm Transfert 1
 insurance (provident) 2
 insurance (civil liability) 1 7
 insurance (home) 7
 insurance (health) 3 2
 insurance (vehicle) 9
 Internet 3 7 8
 internship 2 4
 IT security 3

L

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M

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 medical practitioner 3
 mobile phone 8
mutuelle 2

O

Office français de l'immigration et de l'intégration (OFII) 2 1

P

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 patients' association 1
 payment (internship) 4
 pension 4
 phone (landline) 7
 phone (mobile) 8
 prevention 2
 Preventive Medicine Physician 2
 private-sector housing 6 7
 protection of scientific and technical potential 3
protection universelle maladie 3
 provident insurance 2
 public transport 9

R

real estate tax 5
 recruitment 2
 regulations 3
relevé d'identité bancaire (RIB) 1
 remuneration 4
 residence for foreign researchers and students 5
 residence permit 1
 retirement pension 4

S

salary 4
 schooling 10
 security deposit 4
 Social Security 3
 social welfare benefits 10 11

T

taxation 5
 thematic institute 1
 TV 7

U

universal healthcare cover 3

V

vehicle 9
 visa 1

W

work contract 2

OUTWARD MOBILITY





Depending on your status and your project type, your mobility will be governed by different administrative processes. More broadly, leaving for another country requires you to comply with the current regulations in force in your host country regarding visas and residence permits.

ASSIGNMENT

Any occasional trip away from your designated workplace or your family home must be within the context of an assignment, formalized by an assignment order (cf. Fact sheet **2**).

Your hosting within a foreign research laboratory must be framed by an institutional cooperation agreement concluded between Inserm and the hosting organization, or otherwise by a specific agreement. In particular, this agreement must cover the following considerations:

- the periods and hours when you will be present;
- the financial terms for your presence;
- stipulations concerning health, safety and medical prevention;
- general civil liability rules;
- specific liability rules, concerning protection of scientific and technical potential of the nation and information systems security;
- the confidentiality rules agreed upon;
- the publication arrangements decided upon;
- the arrangements concerning ownership of the results of your work.

This agreement must in all cases be negotiated and signed prior to your arrival.

ADMINISTRATIVE STATUSES ALLOWING MOBILITY

As a civil servant working for Inserm, your mobility abroad is also possible through a number of administrative statuses provided for by the general statutes of the civil service.

Posting (*mise à disposition - MAD*)

All tenured civil servants working for Inserm may apply for a MAD abroad (public or private foreign organizations, international organizations, etc.).

During your MAD, you will remain in your original corps and will benefit from the same promotion and pension entitlements, while also receiving your salary from Inserm.

Your MAD can be granted for a maximum of three years and may be renewed.

If you are an engineer (*ingénieur*) or technician (IT), your MAD application, duly motivated, must be sent by post to the Regional Office of your original laboratory, together with written approvals from the Managers of both your original and host laboratories.

If you are a researcher, you have to submit your MAD application via the EVA website.

Your application will undergo expert appraisal by the relevant services before the Directorate General issues the decision. Once your plan has received final approval, an administrative decision will be issued and a MAD agreement will be signed by all parties.

that take into account the legal nature of the host organization, the type of job offered and the specific nature of the duties to be discharged. Scenarios 3, 6, 7 and 14 specifically concern overseas secondment and set out the organizations that you can approach.

When on secondment, you carry out your activity outside your original corps but you continue to have the same promotion entitlements. Your salary is paid by the host organization. As for your pension, you can opt to pay into a pension contribution scheme abroad or to pay dual contributions both in France and abroad (cf. Fact sheet **3**).

Secondment can be short-term (6 months at most) or long-term (from 6 months to 5 years, renewable for five-year periods).

If you are an engineer (*ingénieur*) or technician (IT), your secondment application, duly motivated, must be sent by post to the Regional Office of your original laboratory, together with written approvals from the Managers of both your original and host laboratories.

If you are a researcher, you have to submit your secondment application via the EVA website. Your application will undergo expert appraisal by the relevant services before the Directorate General issues the decision.

Once your plan has received final approval, a secondment order will be issued by Inserm.



To find out more about the different secondment scenarios:

- www.fonction-publique.gouv.fr > Carrière et parcours professionnels > Positions > Détachement (French)



Availability (*disponibilité*)

To enable a mobility plan in a foreign organization, you can also opt for an administrative status that is more flexible in terms of administrative procedures: availability.

A number of availability scenarios exist, but only three allow you to work outside the Institute:

- availability for general interest studies or research;
- availability for personal convenience;
- availability to create or take over a business (particularly a business commercializing research).

These three availability scenarios have certain features in common: you will no longer be paid by Inserm and will no longer be entitled to promotion or a pension. Your activity will also no longer be assessed.

These three availability scenarios can be for varying lengths of time.



For further information on MAD, secondment and availability:

■ www.rh.inserm.fr > Se connecter > Carrière > Mobilité (French)

To submit a mobility application via EVA:

■ www.eva2.inserm.fr > Espaces chercheurs > Vous êtes chercheur Inserm souhaitant faire une demande de mobilité individuelle (French)



Human Resources Service for the Regional Office

VISAS AND RESIDENCE PERMITS

Entering and remaining in a foreign country may require you to obtain a visa and/or residence permit.

The way such documents are issued will depend on your destination country and also your nationality. You will therefore need to contact the diplomatic or consular representation in France of your destination country for further information.



Advice to travelers from the Ministry of Foreign Affairs (administrative formalities allowing entry and residency in a foreign country):

■ www.diplomatie.gouv.fr/en > Country files

For more information (contact details of diplomatic or consular representations in France):

■ www.diplomatie.gouv.fr > Conseils aux voyageurs > Conseils par pays (French)

IN PRACTICE

The process for applying for availability and for expert evaluation of your application will differ depending on your *corps* and the type of availability identified.

ATTENTION

You can submit an application for MAD, secondment and availability abroad throughout the year. However, it is important that you submit your application at least three months prior to your start date, for logistical reasons that are both professional (determining the future of your current work) and personal (administrative procedures for visa application, accommodation, schooling of children, etc.).



An assignment is an authorized trip away from your administrative residence (allocated working location) and your family home to meet the service's needs. You will need to accomplish certain preliminary formalities and comply with the rules set down by Inserm, particularly in order to ensure your protection during your assignment.

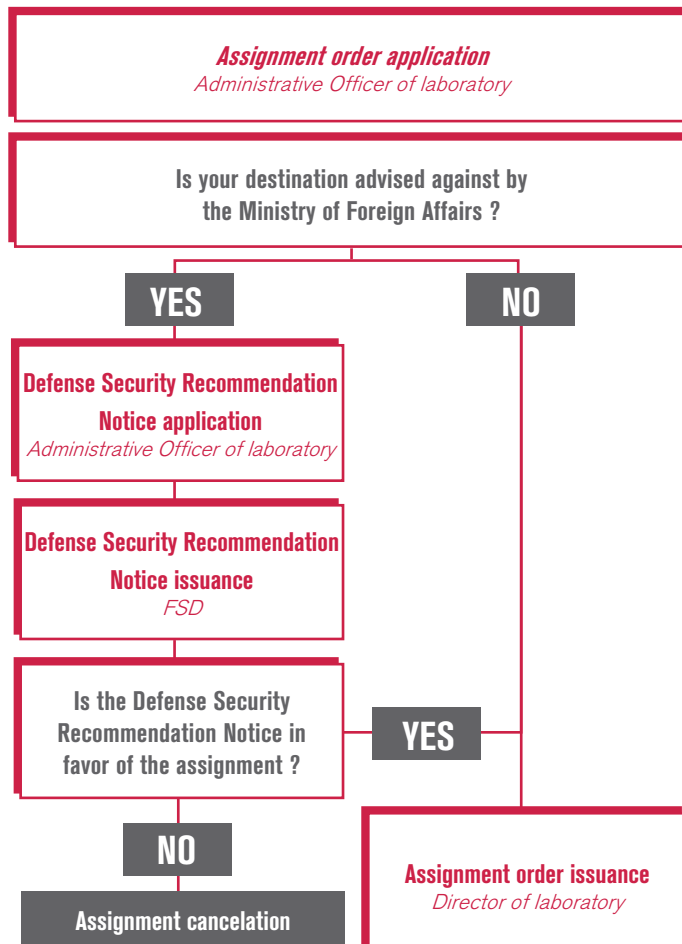
The Director for your research laboratory sets out, in line with regulations set down by the Chairman and CEO of Inserm, the conditions under which your assignment will take place and must verify how it will be implemented.

PRIOR TO YOUR ASSIGNMENT

Assignment order

For your protection during your assignment, your assignment must be subject to an assignment order that sets out, in particular, the reasons, dates, destinations and payment methods for your trip.


The procedure for issuance of this assignment order is set out below. Where financing of your assignment is not provided by Inserm, the Institute will issue an assignment order free of charge.



Your assignment order application, to be prepared jointly with the Administrative Officer for your research laboratory, shall mention in particular the following information:

- your first and last names;
- your employer if you are not remunerated by Inserm;
- the exact nature of your assignment;
- your destinations and itineraries;
- where you will be staying;
- your departure and return dates;
- your means of transport.

Find out about the risks you may face in your destination country on the website of the Ministry of Foreign Affairs which ranks zones under four categories (green zone, yellow zone, orange zone and red zone) according to the known risk level (security, healthcare, natural, etc.). The Ministry of Foreign Affairs advises against trips to zones categorized as orange or red.

 Advice to travelers from the Ministry of Foreign Affairs:
 ■ www.diplomatie.gouv.fr > **Conseils aux voyageurs** > **Conseils par pays** (French)

If travel to your destination is advised against ("déconseillée") by the Ministry of Foreign Affairs (orange zone), a Defense Security Recommendation Notice application will be sent to Inserm's Defense Security Official (*Fonctionnaire de sécurité défense* - FSD) by the Administrative Officer for your research laboratory.

If travel to your destination is strongly advised against ("formellement déconseillé") by the Ministry of Foreign Affairs (red zone), the Chairman and CEO of Inserm will be approached by the FSD, possibly in conjunction with the Ministry of Foreign Affairs and the French Embassy in your host country.

The time needed to process your Defense Security Recommendation notice application may be as long as ten days where an Embassy is contacted. Therefore, we recommend that you start the process one month prior to your date of departure.

An unfavorable Defense Security Recommendation Notice for your transfer means that your assignment cannot go ahead.



A Defense Security Recommendation Notice with reservations may be issued in respect of your assignment. In this case, restrictions, recommendations or points requiring vigilance will be made known to you by the FSD (by phone) prior to your departure.

Issuance of an assignment order for a stay in a country designated as a risk country by the assignments insurer for Inserm, Chubb Assistance (cf. "Insurance" section below), and in certain countries considered at risk by Inserm's FSD, will not be possible from directly within your research laboratory. In this case, your assignment order will need to be signed by the Regional Delegate concerned.



FSD :

■ mission-fsd@inserm.fr

Declaring your trip to the Crisis Center at the Ministry of Foreign Affairs

If travel to your destination is strongly advised against by the Ministry of Foreign Affairs (cf. "Assignment order" section above), you will need to declare your trip through the Ariane application designed by the Crisis Center at the Ministry of Foreign Affairs. The information will only be used in the event of a crisis, by the Ministry of Foreign Affairs and the French Embassy in your host country. You will then be contacted for any rescue operations organized.



Ariane portal of the Ministry of Foreign Affairs:

■ www.diplomatie.gouv.fr > Conseils aux voyageurs > Pour votre sécurité, inscrivez-vous sur Ariane (French)

Insurance

You will be covered by insurance taken out by Inserm specifically for its staff on assignment. This covers you for most risks (medical, legal, administrative, etc.).

The insurance taken out by Inserm with the insurer Chubb Assistance excludes or limits certain covers:

- your medical expenses will not be covered if you are on an assignment for more than 180 consecutive days, or more than 120 non-consecutive days in any one year in the same country;
- cover for losses or harm caused by exposure to radio-isotopes is strictly excluded;
- your assignments in countries designated as a risk by Chubb Assistance or in countries that are politically unstable will receive restricted cover.

If your assignments require cover not provided in the insurance policy taken out by Inserm with Chubb Assistance, then a specific insurance policy will need to be requested from the Inserm Purchasing Service.



Countries deemed to be a risk by Chubb Assistance:

■ www.rh.inserm.fr > Se connecter > Carrière > Mobilité internationale (French)

Reserving your transport

Flights and train journeys must be reserved via the official provider for Inserm, Travel Planet.



Travel Planet reservation portal:

■ e-travelmanagement22.amadeus.com/login/inserm (French)



Administrative Officer for your research laboratory
Finance Service for the Regional Office

Advance on your assignment expenses

You may request an advance limited to 75% of anticipated expenses. This advance must be reconciled against an actual expense sheet report to be prepared on your return from your assignment.

DURING YOUR ASSIGNMENT

Loss or Harm

Your assignment order means you are covered for the duration of your assignment (including days spent traveling), and for an additional fifteen days if you extend your stay for personal activities under the insurance contract taken out by Inserm with Chubb Assistance.

Prior to any decision, particularly regarding repatriation, hospitalization or legal assistance, contact Chubb Assistance and give them:

- the Inserm policy number (contract FRBBBA15584/convention BXg);
- your name and the reason why you are calling;
- the phone number at your current location;
- the names, addresses and phone numbers of your physician and hospital.

Loss or harm must be declared within a maximum of five business days, in writing (fax, email, post, etc.).



Chubb Assistance :

■ ACE European Group Limited - a Chubb Company,
Service Sinistres Assurances de Personnes, Le Colisée,
8, avenue de l'Arche, 92419 Courbevoie Cedex

■ Tel.: +33 (0) 1 55 91 48 09

■ Mail: AHdeclaration@chubb.com



Accident on assignment

Depending on the circumstances of your accident, it could be recognized as an accident on assignment meaning you will be entitled to claim under the specific compensation scheme for work accidents. Notify your Regional Office of the accident and its consequences as soon as possible.

ON RETURN FROM YOUR ASSIGNMENT

You must report to your line Manager and to the FSD any noteworthy or exceptional aspects of your assignment (security, confiscation of equipment, suspicious contact, etc.) in a discovery report.

You must also provide your research advisor/supervisor and laboratory Director with a brief report on your assignment.

Reimbursement of your assignment expenses

Reimbursement is limited in line with the assignment expenses payment plan currently in force, and where applicable, the institutional cooperation agreement between Inserm and your host organization enabling your assignment, for the total duration of your stay (including arrival and departure days). It covers the costs of your accommodation, meals, and local travel provided you submit the corresponding supporting documents.

Any costs related to your visa applications and compulsory vaccinations for example are also reimbursed provided you submit the corresponding supporting documents.

You must submit a reimbursement application, based on an actual expenses sheet together with the required supporting documents. The application must be submitted to your Regional Office which will then reimburse your expenses.

IN PRACTICE

If you received an advance on your assignment expenses, the actual expense sheet for your assignment must be reconciled within two months from the end of the assignment. Otherwise, you will no longer be permitted to claim an advance in future.

The assignment expenses payment plan does not apply to immediate family traveling with you.

ATTENTION



Finance Service for the Regional Office





When on an assignment abroad, you need some IT equipment and data. Due to their sensitive nature, you must follow certain security instructions.

WHEN GOING ON AN ASSIGNMENT

If your laboratory allows this, it is better to take IT equipment (computer, tablet, hard drive, flash drive, etc.) dedicated for the assignment rather than your usual equipment.

However, if you take your usual equipment, be sure to completely back up your data to ensure that no information is lost. Ask the IT Officer in your laboratory to encrypt your equipment to protect your data.

Only take the minimum data needed for your assignment on the equipment you take with you.

ON RETURN FROM YOUR ASSIGNMENT

Your equipment must be decontaminated:

- if it is dedicated to assignments, it will be reformatted and reinstalled for the next person using it (be sure therefore to retrieve all of your data before you return it);
- if it is your usual equipment, it will be scanned using an up-to-date anti-virus application before being connected back into the laboratory network.

If you had reason to connect to an Inserm IT system via an unsecured network, change your password as soon as possible.

ATTENTION

Customs security personnel may require access to all of your IT equipment. If you refuse, you may be denied entry to a country.

ATTENTION

If your data is sensitive, never store it on your equipment: you can store it temporarily on Renater's Filesender data transfer service.

DURING YOUR ASSIGNMENT

Your IT equipment must never be left unsupervised, including in a hotel.

Do not use a local computer to connect to your laboratory or Inserm's IT systems.

ATTENTION

Immediately inform Inserm's Defense Security Official (*Fonctionnaire de sécurité défense - FSD*) and the Manager for your laboratory of any unusual event that arises during your assignment, such as temporary confiscation of equipment, visibly accessed equipment, or particular interest in your data or equipment.

 **FSD :**
■ mission-fsd@inserm.fr



Filesender :

- www.renater.fr/filesender (French)

Advice to travelers from the French National Cybersecurity Agency (*Agence nationale pour la sécurité des systèmes d'information - ANSSI*):

- www.ssi.gouv.fr > Vous êtes : une administration > Bonnes pratiques > Liaisons sans fil et mobilité > Partir en mission avec son téléphone, sa tablette ou son ordinateur portable > Travel advice booklet



IT Officer for your research laboratory



Depending on your health status and your destination country, your assignment abroad may entail risks to your health. You must therefore comply with certain preventive measures, particularly those recommended by the Inserm Preventive Medicine Physician.

PREVENTION OF HEALTH RISKS

The Ministry of Foreign affairs maintains an up-to-date reference website for travelers setting out information on the health risks that exist in your destination country, and the Prevention methods to implement.

 **Advice to travelers from the Ministry of Foreign Affairs:**

■ www.diplomatie.gouv.fr/en > Country files

For more information:

■ www.diplomatie.gouv.fr > Conseils aux voyageurs > Conseils par pays (French)

We recommend that you minimize the health risks to which you are exposed during your assignment (drinking water, food, sun protection, insect repellent, etc.).

IF YOUR ASSIGNMENT IS IN A TROPICAL ZONE

You must make an appointment during working hours with the Preventive Medicine Physician at the Regional Office to which you are assigned.

The appointment will allow you to rule out any temporary contraindications to travel to a tropical zone, to receive a prescription for preventive antimalarial medication and to get information about the health risks existing in your destination country and any associated precautionary measures (food hygiene, Prevention of malaria and various arboviruses, etc.). You will also be given boosters for your vaccinations if needed.

The medical appointment prior to an assignment in a tropical zone must take place at least three weeks before your departure date to enable the required vaccinations to be administered.

ATTENTION

If symptoms appear, even if they seem harmless, consult a Physician as quickly as possible.

IF YOU HAVE A CONDITION THAT REQUIRES MEDICAL CARE OR TREATMENT DURING YOUR ASSIGNMENT

If you have a condition requiring care or treatment during your assignment, contact can be made between the Inserm Preventive Medicine Physician and local physicians.

Renewing medication abroad can be complicated and even dangerous. It is therefore highly recommended that you leave with a sufficient quantity of medication to meet your requirements throughout your stay.

Make sure that you always keep your prescriptions for your medication with you; you may be required to show these when you pass through customs.

It is recommended that you keep your medications in the aircraft cabin and not in the hold, ensuring that you do not exceed the authorized limit of 100ml per container.

IF YOU ARE LEAVING ON A LONG-TERM ASSIGNMENT

Whatever the administrative category for your project (assignment, availability, etc.), before you leave, you will be offered an appointment during working hours with the Preventive Medicine Physician for the Regional Office.

The purpose of this appointment is to ensure that your health status is compatible with your future workstation.

You will have a full clinical examination and if necessary additional tests (blood count, blood panel, kidney function, liver function, hepatitis B serology, etc.) and booster vaccinations, will be carried out in accordance with recommendations for travel to your destination country.

You will also receive information on your destination country's healthcare resources, specific infectious disease risks, and work-related risks depending on your future workstation and the type of research work you will be doing.

The Preventive Medicine Physician is bound by medical secrecy. He will work exclusively to protect your health in the workplace and will treat your medical information with the utmost confidentiality.

 Preventive Medicine Physician for your research laboratory

À SAVOIR

For mobility abroad, your entitlement to French *Assurance maladie* will depend on your status and on your host country.

IF YOU ARE EMPLOYED BY INSERM

If you work in an European Union (EU) or European Economic Area (EEA) Member State

You and your family will remain covered by French Social Security during your stay.

To have your healthcare costs abroad refunded, ask your French *Assurance maladie* fund to issue the S1 form "Registration for qualifying for health insurance coverage" ("*inscription en vue de bénéficiaire de la couverture d'Assurance maladie*") and send it to the health insurance fund of your host country.

You can also have your healthcare costs covered by presenting your European Health Insurance Card (EHIC). Request this card from your French *Assurance maladie* fund prior to your departure.

Refunds will be issued based on your actual costs (justified by invoices) up to the limits set down by French fee scales currently in force.

Member countries of the EU and EEA:
■ accueil-etrangers.gouv.fr > Demande de titre de séjour > Consultez la liste des pays de l'Union européenne (UE) et de l'Espace économique européen (EEE) (French)

If you work in a non-EU or EEA Member State

Your rights and the procedures to follow will vary depending on whether or not a bilateral Social Security agreement exists between France and your host country.

If an agreement exists and sets out stipulations concerning healthcare, then your French Social Security scheme will remain in effect. You will therefore be able to have your healthcare costs covered in the host country without paying any additional contributions.

Where no agreement exists or where there are no stipulations concerning healthcare in the existing agreement, your French Social Security scheme will remain in effect. However, it is possible that you will then have to pay additional contributions in your host country for your healthcare to be covered.

If you work in a country where healthcare is costly, we recommend that you take out additional health insurance so that a higher proportion of your medical expenses are covered.

NOTE

Social Security agreements between your host country and France: European and International Social Security Liaison Center (*Centre des liaisons européennes et internationales de Sécurité sociale - Cleiss*):
■ www.cleiss.fr > Fiches pays (French)

IF YOU ARE EMPLOYED BY A FOREIGN ESTABLISHMENT

You will be entitled to cover from the national health insurance scheme in your host country.

Depending on your destination country, you will need to pay particular attention to various factors:

- certain risks are not necessarily covered by the national health insurance scheme in your host country;
- your host country does not necessarily have a national health insurance scheme similar to the French Social Security system.

We therefore recommend that you take out private insurance to cover risks not covered by the local system.

You can also take out insurance from the *Caisse des français de l'étranger* (CFE) which provides you cover under the French *Assurance maladie* system. In this case, you will be covered for one or more risks depending on your family status and local practices, through premiums that vary depending on the level of cover opted for.

CFE :
■ www.cfe.fr (French)



Your period of activity abroad has an impact on your pension entitlement and payment of taxes in France. These factors will vary depending on your administrative status, your host country and whether your mobility is temporary or permanent.

PENSION

Activity abroad during your Inserm career

- If you go on assignment, whether on a fixed-term contract or as a civil servant, your situation in terms of your pension entitlement will not change, regardless of the country of your assignment.

- If you leave under the posting (*mise à disposition* - MAD) mechanism: you will still be affiliated with the State civil servant pension scheme, and payments will continue to be taken out at the same rate from your salary paid by Inserm.

- If you leave under the secondment (*détachement*) mechanism: you will no longer be paid by Inserm, but you can still pay into the State civil servant pension scheme.

This mechanism allows you to have your time on secondment recognized in the calculation of your future pension.

The Human Resources Service for the Regional Office for your research laboratory will provide you with an option declaration form allowing you to express your preference:

- if you wish to continue paying into the French State civil servant pension scheme, your contributions will be calculated based on the salary that you would have received from Inserm, but a specific payment method will apply (payment in two annual installments, in January and July, once the contributions count for the last six months has been received);

- otherwise, periods worked abroad will not be counted in calculating your pension.

However, your choice will in no way influence your situation in the host country. You will be obliged to comply with regulations in the host country for retirement pension contributions.

- If you leave under the availability (*disponibilité*) mechanism: since availability is not a paid status, you will not pay pension contributions. It is not possible to pay for additional contributions under the civil servant pension scheme and you are not entitled to any pension for this period.

There is no mechanism for transferring contributions to another country. You will need to ask the organizations concerned directly to have your pension paid where you meet the regulatory criteria for payment to be made, especially when you reach retirement age.

Under your entitlement to pension information, you can obtain a summary report of your entitlements under all French pension schemes on the website www.lassuranceretraite.fr (*relevé tous régimes*).

Otherwise, this report will automatically be sent to you when you reach the age of 35 and will be issued every five years thereafter.

NOTE

If the social protection in your new country of residence does not offer adequate cover, you can continue to be affiliated with the general Social Security scheme in France by making voluntary insurance contributions to the *Caisse des français de l'étranger* (CFE).



CFE :

- www.cfe.fr (French)

Recognition of periods of activity abroad

It is not possible to transfer your contributions from one country to another. However, periods of activity abroad may be taken into account in calculating your pension.

ATTENTION

European law provides for the possibility, under certain conditions, for professional activities carried abroad to count towards your pension.

The French pension system can recognize periods worked abroad for work carried out in one of the following States:

- European Union (EU) Member State;
- European Economic Area (EEA) Member State;
- Switzerland;
- country that has concluded an international or bilateral Social Security agreement with France.

This is optional, but may influence the amount of your future pension. Indeed, the French pensions of Inserm staff are calculated in relation to their length of service, measured in quarters. Therefore, if, when you take retirement, the required length of service has not been attained, the amount of your pension will be reduced, depending on the number of quarters that are missing. On the other hand, if you exceed the required

For civil servants only: depending on your destination country (outside geographical Europe), periods of at least three months worked abroad may entitle you to acquire service bonuses. For example, one year spent in the United-States will be increased by one-third, i.e. one year plus a four-month service bonus will be recognized.

Working abroad once you permanently leave Inserm

Whether you are on a fixed-term contract or are a civil servant, if you permanently leave Inserm to work abroad, you will retain your entitlements acquired under French pension schemes.



length of service, you will be entitled to an increase.

ATTENTION

The procedure for getting time worked abroad recognized by the French pension system is relatively lengthy and complicated, and it would better to take this up with your French pension scheme at a fairly early stage in your career (but at least two years after registering with the French schemes).

-  **Member countries of the EU and EEA:**
- accueil-etrangers.gouv.fr > Demande de titre de séjour > Consultez la liste des pays de l'Union européenne (UE) et de l'Espace économique européen (EEE) (French)
- Social Security agreements between France and your destination country: European and International Social Security Liaison Center (*Centre des liaisons européennes et internationales de Sécurité sociale - Cleiss*):
- www.cleiss.fr > Fiches pays (French)

TAXATION

Taxation applicable to individuals residing abroad now or in the future depends on individual circumstances, national fiscal regulations and any agreements concluded between France and certain States to prevent double taxation.

One general principle may be observed however. If you are fiscally domiciled in France, you must declare all income to the tax authorities, whether earned in France or abroad, and you will be taxed on that amount. If you are not fiscally domiciled in France, you only have to declare income earned in France to the tax authorities, and you will be taxed on that amount.


NOTE


You are deemed to be fiscally domiciled in France if you meet one of the following conditions:

- you live in France for more than six months of the tax year;
- you receive your main income from a French source;
- you conduct your main professional activity in France, whether this is salaried or not.

ATTENTION

Bilateral taxation agreements concluded by France with other States may derogate from these principles. Depending on your destination country, some administrative procedures might have to be done in a restricted time lapse after your arrival so that you can benefit from local fiscal schemes dedicated to foreign tax payers.

-  Information for individuals residing abroad (bilateral taxation agreements concluded with France, etc.):
- www.impots.gouv.fr > International (French)

-  If you reside in France: Tax Office for the city in which you reside
- If you do not reside in France: Tax Office for Non-resident Individuals (*Service des impôts des particuliers non-résidents - SIPNR*): sip.nonresidents@dgfip.finances.gouv.fr





BEFORE YOU LEAVE

- Make a copy of your ID documents.
- Make a list of useful phone numbers:
 - contacts in your destination country;
 - French Embassy/Consulate;
 - emergency number (and/or emergency email address) of your insurance provider (and associated policy number);
 - local emergency numbers;
 - medical practitioner;
 - contact person in France in the event of a problem;
 - etc.
- Ensure that you have an adequate reserve of money to cover your needs once you arrive (transport, accommodation, etc.).
- Make sure you have the documents that you will need to carry out required administrative procedures once you arrive: birth certificates, marriage certificates, family record book, diplomas, employment contracts, etc., for yourself and your family members coming with you.

- Check that you are always given back all of the documents that you hand over to a third party.
- Never leave important documents or digital media unattended (even when in luggage).
- Scientific and industrial espionage does exist: keep low-key about your professional activities (when on the phone, using email, or in unsecured locations for example) and remain vigilant about acting in ways that could be misinterpreted (taking notes outside the context of your assignment, etc.).
- Be circumspect about friendships with individuals who say that they are against the local regime or politics.
- Refuse to carry any letters or packages as a friendly gesture and do not accept gifts from anyone that you are not totally sure about.

EMERGENCY CONTACTS

We recommend that you always keep with you a list of contacts for use in case of emergency.

French representations abroad

France is represented worldwide through Embassies and Consulates whose primary role is to ensure the safety and health of French nationals traveling in their host country.

- 📞 **Contact details of French representations in your destination country and specific emergency phone numbers:**
 - www.diplomatie.gouv.fr > **Conseils aux voyageurs** > **Conseils par pays (French)**

Local emergency numbers

Like France, each country has certain emergency numbers to call for the Police, Fire Service or Paramedics.

Insurance for Inserm personnel on assignment

Inserm provides special insurance for personnel on assignment (cf. Fact sheet **2**).

In the event of a problem, contact Chubb Assistance and give them Inserm's policy number:

- ACE European Group Limited - a Chubb Company, Service Sinistres Assurances de Personnes, Le Colisée, 8, avenue de l'Arche, 92419 Courbevoie Cedex
 - Tel.: +33 (0) 1 55 91 48 09
 - Mail: AHdeclaration@chubb.com
- Reference : contrat FRBBBA15584/convention BX9

IN PRACTICE

ATTENTION

Documents issued in France may require translation, possibly certified, into English or the language of your destination country, in order to be taken into account abroad.

- Notify your partners abroad in advance of your arrival: ask for them to pick you up when you arrive in the country or otherwise for a clear reception procedure to be prepared.

- 📞 **Advice to travelers from the Ministry of Foreign Affairs:**
 - www.diplomatie.gouv.fr/en > **Country files**
 - For more information:**
 - www.diplomatie.gouv.fr > **Conseils aux voyageurs** > **Conseils par pays (French)**
 - European Commission Euraxess device:**
 - euraxess.ec.europa.eu

DURING YOUR ASSIGNMENT: REMAIN VIGILANT

- Only take essential documents with you:
 - ID documents (and copy);
 - vaccination record;
 - prescriptions;
 - invitation letter (in English, and possibly in your host country's language);
 - assignment order;
 - list of useful phone numbers;
 - certificate of equipment carried with you;
 - professional documents relating to the assignment;
 - etc.

A

agreement (cooperation/collaboration) ①
 assignment ① ②
 assignment expenses ②
 assignment order ②
Assurance maladie ②
 availability ①

C

Caisse des français de l'étranger (CFE) ② ③
compensation ②
 computing ③

D

data protection ③
 Defense Security Official ②
détachement ①
disponibilité ①

E

European Health Insurance Card (EHIC) ②

F

Filesender ③
Fonctionnaire de sécurité défense (FSD) ②

H

health insurance ②

I

income declaration ③
 information technology (IT) ③
 insurance (assignment) ②
 IT security ③

M

medical care ①
 medical examination ①
mise à disposition (MAD) ①

P

pension ③
 posting ①
 prevention ①
 preventive medicine physician ①
 professional trip ②
 protection of scientific and technical potential ①

R

residence permit ①
 retirement pension ③

S

secondment ①
 sensitive data ③
 Social Security ②

T

taxation ③
 tropical zone ①

V

vaccination ①
 visa ①

Publication director: Prof. Yves Levy
Editorial coordination: Maud Poitrasson-Rivière
Production: Audrey Peloni
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June 2017



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