

FROM RESEARCH TO INDUSTRY

cea

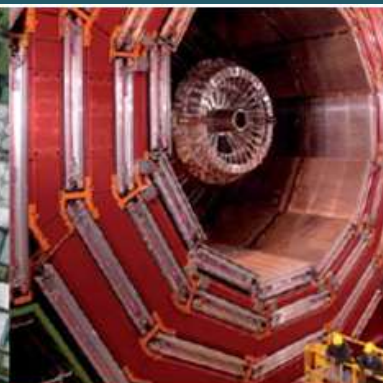


enhanced

**EUROTALENTS**

# WELCOME GUIDE

*FOR ENHANCED EUROTALENTS FELLOWS*



# What is inside?

## I. Welcome to CEA

|                                       |   |
|---------------------------------------|---|
| A. Facts at a glance                  | 5 |
| B. Scientific activities at CEA       | 6 |
| C. Little help with the CEA acronyms  | 7 |
| D. Social organizations and libraries | 9 |

## II. Enhanced Eurotalents

|                             |    |
|-----------------------------|----|
| A. Incoming CEA Fellowships | 11 |
| B. Career Development       | 12 |

## III. Your stay in France and at CEA

|  |    |
|--|----|
| A. ID card and security at CEA               | 14 |
| B. Visas & Immigration                       | 15 |
| C. Health                                    | 16 |
| D. Introduction to French and CEA labor laws | 18 |

## IV. Specific practical information

|                           |    |
|---------------------------|----|
| A. CEA-Saclay             | 22 |
| B. CEA-Fontenay-aux-Roses | 34 |
| C. CEA-Grenoble           | 42 |

# WELCOME TO CEA

# I. Welcome to CEA



We are delighted to welcome you to the **French Atomic Energy and Alternative Energies Commission** (CEA) as you embark on one of the most formative and fulfilling adventures of your life as an Incoming Enhanced Eurotalents fellow.

We have written this guide to help you getting off on the right foot at CEA, providing you with some essential and practical information. You can also visit the **French National Institute for Nuclear Science and Technology** (INSTN) website at: <http://www-instn.cea.fr>.

INSTN and organizations staff members are here to help you all your stay long. While INSTN takes care of the administrative tasks, the social associations will make sure to organize entertaining events and make you feel at home in your new environment.

Make the most of your stay and seize the opportunity to live, learn and work with scientists from many countries to discover different cultures and scientific backgrounds. Get involved: join clubs, play sports, publish scientific results, take time to learn French and discover the wonderful secrets of the French cultural heritage. Whether you are cooking, wine tasting, or sightseeing...Everything is worth trying!

And at all times, remember that you belong to a caring community of researchers with staff members and fellow students who are eager and ready to help you to make the most of this incredible stay. You really can enjoy a full and meaningful life at CEA.

On behalf of INSTN, we welcome you to CEA and wish you the best for your personal and professional career.

**Jean-Luc Zimmermann**

*Enhanced Eurotalents Program Manager*

## A. Facts at a glance

Founded in 1945 by the general Charles de Gaulle, CEA is a leader in research, development and innovation and carries out research in Energy, Defense & homeland security, and Information & health technologies. CEA maintains a cross-disciplinary culture of engineering and research, building on the synergies between fundamental and technological research. The CEA mission statement defines two main objectives: becoming the European leader in technological research and ensuring that nuclear deterrence remains effective in the future.

### CEA Campuses in France



### CEA main figures

**15 867** technicians, engineers, researchers and staff members

**55** framework agreements with universities and schools

**26** Equipex (Facilities of Excellence)

**16** Labex (Laboratories of Excellence)

**More than 530** European projects obtained with CEA participation under the European FP7 program

**€4.2 billion** budget

**16,000** employees

**10** research campuses

**1,500** doctoral students and postdocs

**51** Joint Research Units

**4,260** publications per year

**545** licensing patents in 2011 (3<sup>rd</sup> French patent depositor)

**136** spin-offs set up since 1984 in the innovative technology sector, including 12 in 2010

## B. Scientific activities at CEA

### NUCLEAR ENERGY

- Nuclear material and mechanics
- Studies for nuclear power plants



### PHYSICAL SCIENCES

- Climate and environment
- Fundamental laws of the Universe
- Nuclear fusion



### TECHNOLOGICAL RESEARCH

- Micro- and nanotechnologies
- Digital systems technologies
- New energy technologies and nanomaterials



### LIFE SCIENCES

- Molecular and cellular biology
- Medical research (imaging, immunology, pharmacology)



### MILITARY APPLICATIONS

- Nuclear warheads and propulsion
- Security and nonproliferation
- Conventional defense



## C. Little help with the CEA acronyms

Like any other company, CEA has its own language. Here is a list of the main acronyms that you are likely to come across. We hope that it will help you to understand this new dialect faster!

### Divisions

|             |   |
|-------------|---|
| <b>DEN</b>  | • <b>Nuclear Energy Division</b><br><i>(Direction de l'Énergie Nucléaire)</i>   |
| <b>DANS</b> | • <b>Division of Nuclear Activities on the Saclay Campus</b><br><i>(Direction des Activités Nucléaires de Saclay)</i> |
| <b>DSV</b>  | • <b>Life Sciences Division</b><br><i>(Direction des Sciences du Vivant)</i>  |
| <b>DSM</b>  | • <b>Physical Sciences Division</b><br><i>(Direction des Sciences de la Matière)</i>                                  |
| <b>DRT</b>  | • <b>Technological Research Division</b><br><i>(Direction de la Recherche Technologique)</i>                          |
| <b>DAM</b>  | • <b>Military Applications Division</b><br><i>(Direction des Applications Militaires)</i>                             |

### Daily Life at the Office

|              |  |
|--------------|--|
| <b>CI</b>    | • <b>IT Manager</b><br><i>(Correspondant Informatique)</i>   |
| <b>FLS</b>   | • <b>Local Safety &amp; Security Force</b><br><i>(Formation Locale de Sécurité)</i>  |
| <b>INSTN</b> | • <b>National Institute for Nuclear Science and Technology</b><br><i>(Institut National des Sciences et Techniques Nucléaires)</i> |
| <b>RDO</b>   | • <b>Order Broadcast System</b><br><i>(Réseau de Diffusion d'Ordres)</i>   |
| <b>SPAS</b>  | • <b>Human Resources and Social Affairs Department</b><br><i>(Service du Personnel et des Affaires Sociales)</i>                   |
| <b>SPR</b>   | • <b>Department of Radiation Protection</b><br><i>(Service de Protection contre les Rayonnements)</i>                              |
| <b>SVDC</b>  | • <b>Department of Facilities</b><br><i>(Section Vie Du Centre)</i>  |

## CEA Campuses

|                |  |
|----------------|--|
| B3 (BIII) /DIF | • Bruyères-le-Châtel / DAM-Île de France |
| CAD            | • Cadarache                              |
| FAR            | • Fontenay-aux-Roses                     |
| GRE            | • Grenoble                               |
| SAC            | • Saclay                                 |
| VRH-M          | • Marcoule                               |

## Useful to know

|       |  |
|-------|--|
| CQSE  | • <b>Quality Security Environment Unit</b><br>(Cellule Qualité Sécurité Environnement)                               |
| DRHRS | • <b>Human Resources and Social Relations Division</b><br>(Direction des Ressources Humaines et Relations Sociales)  |
| ELPS  | • <b>Local First Aid Team</b><br>(Équipe Locale de Premier Secours)  |
| INB   | • <b>Nuclear facility which involves a special authorization</b><br>delivered by the French Nuclear Safety Authority |
| ISI   | • <b>Facility Safety and Security Engineer</b><br>(Ingénieur Sécurité d'Installation)                                |
| IST   | • <b>Science and Technology Information Portal</b><br>(Information Scientifique et Technique)                        |
| PPI   | • <b>Emergency Operations Plan</b><br>(Plan Particulier d'Intervention)  |
| SISG  | • <b>Stewardship and General Services Department</b><br>(Section Intendance et Services Généraux)                    |
| SST   | • <b>Occupational Health Department</b><br>(Service de Santé au Travail)   |
| STLI  | • <b>Technology, Logistics and IT Department</b><br>(Service Technique Logistique et Informatique)                   |



## D. Social organizations and libraries

### SOCIAL ORGANIZATIONS

The CEA social organizations are intended for all CEA researchers with limited-term contracts. They aim at welcoming, informing, and representing them, promoting networking between them, and assisting them in the preparation and development of their career.

They organize all kind of activities such as charity, sports, parties and conferences, VIP tours of CEA key facilities, lunches, meetings with companies, etc. They publish guides and newsletters and also can help you to find housing and travel arrangements, negotiate discount tickets, and open a bank account with interesting rates.



**Saclay & Fontenay-aux-Roses:** CEA Organization of Ile-de-France PhD students, [www.actif-cea.fr](http://www.actif-cea.fr).



**Grenoble:** Young Researchers' Organization of CEA-Grenoble, [www.aitap.com](http://www.aitap.com).



**Marcoule:** Association of Rhône PhD students, [www.aisther.fr](http://www.aisther.fr).



**Cadarache:** Association of Cadarache PhD students, [www.asthec.org](http://www.asthec.org).

➔ Please note that all these organizations welcome junior researchers such as postdocs.



### LIBRARIES

**Science and Technology Information Portal:** <http://www-portail-ist.cea.fr/scripts/home/index.asp>.

The **CEA Science and Technology Information Portal** is a research tool which is accessible on the Intranet from all the CEA computers. It enables you to access quickly all the library resources (magazines, articles, books, reports, dissertations, patents, databases, etc.) available at CEA, including the libraries of other campuses. It also centralizes access to databases and online magazines bought by CEA.



Furthermore, the **CEA-Saclay Science and Technology Library** (Building 526) is associated to the French National Library (*Bibliothèque nationale de France*, or BNF). It is the most important library resource about nuclear sciences and technologies at a doctoral and post-doctoral level. Many documents and supports are available: around 120,000 books, 3,000 magazine collections, 4,000 eBooks, e-newspapers or e-magazines and 900,000 technical reports and dissertations.

The **CEA-Grenoble Science and Economics Information Unit & Library** (Building B2i/51D) is managed by the Celise team who has its own Intranet website: <http://www-gre-celise.intra.cea.fr>. It offers many services such as trainings, bibliometrical analysis, etc. It is open on Tuesdays and Fridays from 1:00pm to 3:00pm.

# ENHANCED EUROTALENTS

## II. Enhanced Eurotalents

### A. Incoming CEA Fellowships (ICFs)



*Enhanced Eurotalents* (E2) is an international mobility program for postdoctoral, junior and senior researchers co-funded by the European Commission and CEA, under the COFUND/Marie Curie scheme of the 7<sup>th</sup> European Framework Program (FP7). From January 2014 to December 2018, Incoming CEA Fellowships are awarded to international researchers who want to undertake a research project at CEA from 1 to 3 years.

With *Enhanced Eurotalents*, CEA wants to contribute to the different European priorities in terms of scientific research. The fellowship will thus enable you to live an international experience and progress in the development of your career. It should help you to define your future objectives and core discipline among the following 4 research fields: **Energy, environment & climate change (E2C2), Key Enabling Technologies (KET), Life science & biotechnology (LSB), and High energy physics, high energy density physics and physics of the Universe (HEPPU).**

As an *Enhanced Eurotalents* fellow, you enjoy the same benefits than the CEA permanent researchers and staff members:

#### Social benefits

- Work time: legal work time, paid holidays and 10 days of public holidays
- Leave: maternity leave, sick leave and accident leave
- Training: permanent and tailor-made professional training (see B. “Career development”)
- Retirement: contribution to a retirement pension scheme to benefit from a pension fund
- Catering: the employer’s contribution to lunches depends on your personal income
- Transportation: free transportation by company buses is organized from many places. If you live far from those pick-up places, you are entitled to a partial financial participation to cover your public transportation fees.

#### Fringe benefits

*Enhanced Eurotalents* researchers have access to musical, cultural and sport activities. Also, they can access the library, benefit from discounts for holiday travels, and theatre, opera and movie tickets.

In order to welcome you and your family as well as possible, we can help you to find housing and children schools, to fill up administrative forms, and to open a bank account. The CEA-Saclay campus also has an International Office to help you with all these procedures.

➔ Find further information on the website at <http://internationaloffice.ceasaclay.com/?lang=en>.

Also, note that you will be required to complete a security background investigation like any other CEA employee: in compliance with the national law, CEA conducts a medical examination and a background investigation before any employment. You will have to answer questions about yourself and your family and give detail about your places and dates of birth, employments and addresses. Please, understand that this information is necessary for us to allow you to stay in the CEA premises.

## B. Career Development

The *Enhanced Eurotalents* Incoming CEA Fellows benefit from a specific CEA training program organized by INSTN.

On one hand, you will have an individual follow-up interview with a staff member from the Human Resources Office and the Training Officer to assess your profile and wishes in terms of career development.

On the other hand, you will have to attend a mandatory training session as specified in your contract. This training session is the following:

### ***Evaluate, Manage and Develop my career***

It will last 3 or 4 days and will be held within the first 3 or 4 months of your stay. You will be given further detail at your arrival at CEA.

Through active pedagogy and workshops, you will be able to revisit and develop your professional project and add value to your past achievements and experiences. The main objectives of this session are the following:

- ✓ Identify and describe the skills that can add value to a professional project
- ✓ Implement methods to find a job and broaden your sectors and positions of interest
- ✓ Train to job interviews in simulated situations
- ✓ Improve your written communication tools (e.g.: CV, cover letter)
- ✓ Learn the right terminology to use within high technology start-ups and how to deal with the problems encountered within these companies

Thanks to this first session and the advice of your Training Officer, you will be able to choose other specific training sessions which apply best to your own personal and professional career development among the following:

- ***Manage a scientific project: methods and tools for a project management*** – Case studies based on the professional experience of the participants (3 days, group of 12 trainees)
- ***Technology transfer and Marketing in Research*** (3 days, group of 12 trainees)
- ***Training for successful oral presentation*** (3 days, group of 12 trainees)
- ***French courses*** (2 hours/week, half-year duration)
- ***English courses*** (e-learning, half-year duration)

Pedagogy and Training Officer:  
**Sylvie Esterlin**

Tel: +33 (0)1 69 08 34 23  
E-mail: [sylvie.esterlin@cea.fr](mailto:sylvie.esterlin@cea.fr)

# **YOUR STAY IN FRANCE AND AT CEA**

### III. Your stay in France and at CEA

#### A. ID card and security at CEA

##### CEA ID CARD

Access to CEA is restricted. Anyone entering the campus needs an appointment notification. Visitors and CEA employees entering the center for the first time must report to the Reception if they are not in possession of a CEA ID Card.

In order to have a CEA ID card, you will have to present an ID or passport (driving licenses are not accepted) at the Reception. The front desk attendant will give you a temporary CEA ID card that you must show anytime you enter the campus and when a security guard asks you for it.

Please note that your permanent CEA ID Card is also your Dining Card. During your first month at CEA, you will need two separate cards, one for entering the center, and one for paying at restaurants.

CEA has a strong policy to encourage its employees and the visitors not to use their personal vehicles. In this perspective, many pedestrian areas have been created. You cannot access these areas with your personal vehicle.

- ➔ To obtain a specific authorization, please fill in the form called "*Demande autorisation accès piétonnier*" available on the Intranet at: <http://dirgre.cea.fr:8000> > *Acces Cible* > Scroll down to "*Nouveau formulaire d'autorisation d'accès à la zone piétonne*".

##### SAFETY & SECURITY TRAINING

This training is mandatory for all newcomers. Your attendance to the training is a condition for obtaining your permanent CEA ID card. The training takes place each first Tuesday of the month. The notice to attend will be given to you by the Human Resources person with whom you will sign your contract. As soon as you attend the training, your ID card can be made permanent.

## B. Visas & Immigration

As an *Enhanced Eurotalents* fellow coming to France, you may need a Visa and a Residence permit. Here is what you need to know about immigration procedures to come in France.

### If you are not an European Union national

- Apply for a **scientist/researcher Visa** (*Visa "scientifique-chercheur"*).
- **Contact the nearest French Consulate** for further information about the documents required for a researcher/scientist Visa application.

Once you receive an e-mail from CEA saying that your host agreement ("*convention d'accueil*") was sent by e-mail:

- **Make an appointment** at the Consulate.
- **Show up on the date and time of your appointment** with your application and all the required documents (including your host agreement).
- **Ask for a multiple entry Visa**. This will allow you to leave the Schengen area and come back to France. After processing your application, the Consulate will deliver your scientist/researcher Visa. This Visa, along with your host agreement, will allow you to enter and work in France for up to 90 days.

Since you are staying in France more than 3 months, you will have to **apply for a residence permit**. The CEA-Saclay International Office will guide you through your residence permit application after your arrival.

### If you hold a passport exempt from Visa requirements

If you hold a passport from a country listed here: <http://www.diplomatie.gouv.fr/en/france/coming-to-france/getting-a-visa/article/foreign-nationals-holding-ordinary>, you can enter and stay in France for **up to 90 days**. However, since your stay in France can last up to 3 years, **you will need to apply for a long-stay Visa**. You cannot apply for a long-stay Visa once in France. Therefore, you must apply for a long-stay Visa at the Consulate before coming.

### If you are a citizen of the European Economic Area or Switzerland

As a national of the European Economic Area (EEA) or Switzerland, you can travel, live and work in France for an unlimited period of time. You do not need any Visa or residence permit. You only need a **valid passport or ID**.

**Our recommendations:** complete the CEA Form "*Fiche préparatoire aux dossiers des scientifiques internationaux*" as thoroughly as possible and make sure you have all the required documents with you before leaving.

- ➔ For more information, visit the CEA-Saclay International Office website:  
<http://internationaloffice.ceasaclay.com> > Prepare your stay > Pre-departure planning > Visas and immigration

## C. Health

In France, health insurance for employees is mandatory. It will help you to cover the costs of your medical expenses. Find out more about health insurance in this section.



### HEALTH INSURANCE

At your arrival, you will need to join the National Health Insurance program (“*Assurance Maladie*”). CEA will assist you in the process. Make sure you provide the *Assurance Maladie* with all the following required documents as soon as possible, as the process may take several months:

- **Two full birth certificates** for you and every person coming with you (translated into French by a certified translator)
- **A marriage certificate** if you are married (translated into French by a certified translator)
- **A RIB** (“*Relevé d’Identité Bancaire*”), showing your bank details (provided by your bank)

Once you have joined the *Assurance Maladie*, you will receive a certificate stating your personal data and then your health insurance card called “*carte Vitale*”. You will have to **send a copy of these two documents to CEA. Keep both your *carte Vitale* and this certificate throughout your entire stay** as they will be required for administrative procedures.

You will have to bring your *carte Vitale* to each medical appointment. It contains all elements needed to benefit from full coverage, i.e. social security number, personal data, and terms of the subscription.

Before you receive your *carte Vitale*, **make sure to keep all medical bills** (“*feuilles de soins*”). You will be able to send these bills for reimbursement once you receive your *carte Vitale*.

Please keep in mind that **you cannot pay with your *carte Vitale*** but you will have to present it to benefit from the partial or full reimbursement deposited on your French bank account.

### Top-up insurance (“*mutuelle complémentaire*”)

To cover additional costs which are not reimbursed by the *Assurance Maladie*, you can apply for a top-up insurance, called “*mutuelle complémentaire*”. As a CEA employee, you will automatically join one called SMAPRI. An explanatory note on SMAPRI and reimbursements of specific care (dental care, eye care, etc.) is available at the Saclay International Office. Please contact them for more information at: [internationaloffice.saclay@cea.fr](mailto:internationaloffice.saclay@cea.fr).

### If you are an EU national and affiliated to a social security program in your country

Let them know that you are leaving. They will inform you about the procedures to maintain your health reimbursement scheme. Please let CEA know that you are going through this procedure.

### What you need to know

The French refer to their health insurance program as “*Assurance Maladie*”, “*Sécurité Sociale*” or “*CPAM*”. All these terms are generally used to describe the National Health Insurance program. More information about the French Social Security System in English, Spanish, German, Italian, and Portuguese at: [http://www.cleiss.fr/docs/regimes/regime\\_france/an\\_index.html](http://www.cleiss.fr/docs/regimes/regime_france/an_index.html).



## MEDICAL CARE: WHAT SHOULD I DO IF I GET SICK IN FRANCE?

You can decide to go see the local general practitioner, or a doctor in either a public or a private hospital. You will have to present your *carte Vitale* and pay for the consultation.

If the doctor prescribes a treatment, go to the nearest pharmacy with both your prescription and your *carte Vitale* for reimbursement. Drugs are reimbursed when prescribed by a doctor and included in the list of reimbursable pharmaceutical products. In this case, the *Assurance Maladie* will reimburse you part of the total amount, and your top-up insurance will reimburse you a complementary amount. Please note that these reimbursements do not necessarily cover the total amount of the bill.

### For further information:

- Search engine to find a doctor or a hospital in France (in French): <http://ameli-direct.ameli.fr/>
- CEA-Saclay International Office website: <http://internationaloffice.ceasaclay.com> > Living in France > Health

For further information regarding health care in France, you can call an English speaking operator on the French Health Insurance Advice line: **0.811.36.36.46**.

## MEDICAL EMERGENCIES



In case of a medical emergency during your stay in France, here are need-to-know numbers. **They can be called free from a landline, public telephone or mobile phone 24/7.**

| Number  | What's for?   |
|---|---|
| 17  | ➤ To find a <b>duty doctor or buy medicine in the evening, at night or during the weekend</b> or to contact the <b>local police station</b> any time.   |
| 15  | ➤ For <b>medical emergencies</b> (heart attack, poisoning, accident, etc.)<br>The duty doctor decides whether to send a SAMU mobile unit, to refer the call to another ambulance service, or to call a doctor for a home visit. |
| 18  | ➤ In case of <b>fire</b><br>The fire brigade works together with the public ambulance and provides services 24/7.   |
| 112   | ➤ For any problem <b>from any European Union country</b><br>In France, 112 calls are answered by 15 or 18 dispatchers.<br>If you are deaf or have a speech or hearing impairment, you can call <b>114</b> .                     |
| <b>18</b> (from work stations) or<br><b>+33 (0)1 69 08 22 24</b><br>(from a cell phone) | ➤ <b>At work</b> (CEA center) to reach the Local Safety & Security Force in case of fire, medical emergency or if you notice any suspicious item or activity.   |

## D. Introduction to French and CEA labor laws

### 1. Hours

Working hours are 8:30am to 5:10pm on the Saclay and Fontenay-aux-Roses campuses, and 7:55am to 4:35pm on the Grenoble campus, with a 45-minute break for lunch, unless otherwise indicated.



#### Access to the centre out of the usual working hours

In order to access the campus between 8:45pm and 7am (SAC and FAR) or 8:30pm and 6am (GRE) during the week, please ask for a “week” HNO (“*heures non ouvrables*”) access authorization. In order to access the campus on weekends, public holidays and compulsory compensatory days, please ask for a “weekend” HNO access authorization. On mandatory Compensatory Days (“*RTT imposées*”) staff entrance is allowed only on the basis of a name list and with a justification. You will find the required forms at the following addresses:

**SAC** → <http://www-saclay.cea.fr> > *Pratiques* > *Accès sur le centre* > Scroll down to *Formulaire d'Accès Centre Hors Heures Ouvrables (HNO)*. **FAR** → <http://www-far.intra.cea.fr> > *Santé-sécurité* > *Officier de sécurité du centre (OSC ex-CACS)* > *Formulaires pratiques* > scroll down to *HNO pour le CEA*. **GRE** → <http://dirgre.cea.fr:8000> > *Liens rapides* (on the right hand side of the screen) > *Formulaires* > *Formulaires Sécurité* > *Demande de HNO*.

### 2. Vacation Leave

For one complete year of work at CEA, employees benefit from:



- 23 days of Compensatory Time (*RTT*), divided into free compensatory time (“*RTT libres*”) for which you are free to choose which days you want to take off and mandatory time (*RTT imposes*) because the campus closes so you have no choice but to take these days off (one week in December between Christmas and New Year’s Eve and one week in August). The number of *RTT libres* varies depending on the year and the campus. Ask your HR department for further information.
- 26 to 28 business days of paid vacation days (from June 1<sup>st</sup>, N to May 31<sup>st</sup>, N+1).

We advise you to take your *RTTs* before taking your regular paid vacation days as they are valid no longer than a year. Your vacation days can be used the next year if you do not use them all in a year.

### 3. Sigma

Sigma is your confidential and secure Intranet account where you can easily check and manage your:




- Personal and professional data
  - *RTTs*, days-off (paid vacation days), leaves
  - Missions
  - List and detail of the training courses you have attended since your arrival at CEA
- ➔ To set up your Sigma account and password, please visit <https://espacesigma.cea.fr>, scroll down to *Inscription* and follow the instructions on the screen.

## 4. Understand your Pay slip



It is required by the French law that you keep **all** your pay slips. Make sure you do not lose them or throw them away. You might need them in the future.



COMMISSARIAT  
À L'ENCRIBT ARMBRIT  
V. 02 02 DE LA REGIOMON  
PARIS PARIS

**BULLETIN  
DE PAIE**

| DOM.             | S. DOM.                       | UNITE STR.    | MATRICULE | NOM             | PRENOM | PERIODE        | IMP. MENSUEL ETAB.   | ICR. MENSUEL CONTRACT.                  | TEMPS PRESENCE |              |          |
|------------------|-------------------------------|---------------|-----------|-----------------|--------|----------------|----------------------|---|----------------|--------------|----------|
| 001              | 001                           | 4-0013-A-C    | 000000    | TESSIER         | Abir   | SECONDE        | 151,00               | 111,00                                  | 25/25          |              |          |
| CR.              | STR.                          | SAP.          | FL.       | NIVEAU          | POINTS | IC             | W. SECURITE SOCIALE  |   | CAISSE         | MODE         |          |
| 1                | 01                            | 20            | 01        | 01              | 200    |                | TECHNICIEN SUPERIEUR |   | 0000000000     | V10          | V        |
| SR. FER.         | ANCIÉT.                       | SALAIRE REP.  |           | VALEUR DU POINT |        | PLAN ROULEMENT |                      | CONGES ACQUIS                           |                | CONGES PRES. |          |
| M                | 00                            | 5             | 1,544,82  |                 | 5,070  |                | MOINS 002            |   | 24,00          | 13,00        |          |
| BASE             |                               | NO. DPT.      | PO. D.    | ANCIENNETE      |        | PS C           | ETAL. PS C           | S.S.F.                                  | A PAYER        |              |          |
| 1,544,82         |                               |               |           | 10,24           |        |                |                      |   | 1,679,69       |              |          |
| POSTE            | AUTRES ELEMENTS DE SALAIRES   |               |           |                 | UNITES | TAXE           | A RETENIR            |   |                |              |          |
| 2004             | DES PR. S.L.S. POSTE 10% 1200 |               |           |                 | 31,80  | 3,870          | 139,42               |   |                |              |          |
| 2004             | DES PR. S.L.S. POSTE 10%      |               |           |                 | 31,80  | 3,870          | 139,42               |   |                |              |          |
| PERIODE          | LIBELLE                       | COTISATIONS   |           | BASE CALCUL.    | Taux   | CER            |                      | SALAIRES ICI                            |                | A RETENIR    |          |
|                  |                               |               |           |                 |        |                |                      |   |                |              |          |
|                  | CNRS                          |               |           | 1,649,27        |        |                |                      | 2,960                                   |                | 47,90        |          |
|                  | CMI DISTRICT                  |               |           | 1,549,37        |        |                |                      | 5,280                                   |                | 84,12        |          |
|                  | SS. MALADIE                   |               |           | 1,074,00        | 11,600 |                | 204,90               | 0,700                                   |                | 12,50        |          |
|                  | SS. VIEILLET                  |               |           | 1,029,00        | 1,400  |                | 20,84                |   |                |              |          |
|                  | SS. VIEILLET                  |               |           | 1,670,00        | 9,200  |                | 137,40               | 6,300                                   |                | 100,46       |          |
|                  | SS. VIEILLET                  |               |           | 1,670,00        |        |                |                      | 0,100                                   |                | 1,60         |          |
|                  | PR. ALTA                      |               |           | 1,670,00        | 5,100  |                | 7,60                 |   |                |              |          |
|                  | R. S. AL.                     |               |           | 1,670,00        | 0,400  |                | 6,70                 |   |                |              |          |
|                  | SOL. TRAN.                    |               |           | 1,670,00        | 1,400  |                | 21,50                |   |                |              |          |
|                  | TRANSPORT                     |               |           | 1,670,00        | 1,000  |                | 16,39                |   |                |              |          |
|                  | ALLOC. FAMIL.                 |               |           | 1,670,00        | 5,400  |                | 80,80                |   |                |              |          |
|                  | SPS LA                        |               |           | 1,670,00        | 1,100  |                | 16,87                | 2,000                                   |                | 32,50        |          |
|                  | CONGES                        |               |           | 1,670,00        | 1,000  |                | 16,17                | 2,000                                   |                | 32,50        |          |
|                  | A.G.T.T.A                     |               |           | 1,670,00        | 1,200  |                | 18,11                | 2,000                                   |                | 32,50        |          |
|                  | AP. P. 01-1-0                 |               |           |                 |        |                |                      | 1,000                                   |                | 16,69        |          |
|                  | BOATIE SOL.                   |               |           | 1,649,27        |        |                |                      |   |                |              |          |
| COTISATION C.C.A |                               |               |           |                 |        |                |                      |   |                | SALAIRE      | 159,83   |
| SURT IMPOS. IS   |                               | NON IMPOS. IS |           | RICK DUTY IS    |        | NET IMP. MEN   |                      | VOTRE REMUNERATION NETTE                |                |              |          |
| 1,679,00         |                               |               |           |                 |        | 1,347,00       |                      | NET BULLETIN (A+B+C)<br>B = EMPANSEMENT |                |              |          |
| BRUT IMPOS.      |                               | NET IMPOS.    |           | AZ NATURE       |        | NON IMPOS.     |                      | GROUPE DE PAIE                          |                | NET BULLETIN |          |
| E 1,679,00       | E 1,347,00                    | C             | E         |                 |        |                |                      | MOIS                                    |                | E            | 1,319,25 |
| Fy 11,201,50     | Fy 8,567,40                   | F             | F         |                 |        |                |                      | 01                                      |                | F            | 8,651,75 |

Les chiffres de valeur sont la somme des  
des éléments de salaire nets  
soustraites par le montant de l'impôt  
sur le revenu de l'année. Ce qui est payé  
à l'employeur.

\* Dans votre intérêt et pour vous aider à faire valoir vos droits, conservez ce bulletin de paie sans limitation de durée

DESIGNATIONS: MAINTIEN SALAIRE EP  
CODE S.S. RÉFÉRENCE DE LA CAISSE APE: URSAF DE PARIS-MONTREUIL 7506015 (BOG 7312)

| PRÉCOMPTES | POSTE    | ÉLÉMENTS | MONTANTS | POSTE                  | ÉLÉMENTS                 | MONTANTS      |
|------------|----------|----------|----------|------------------------|--------------------------|---------------|
| 18         |          |          |          | 0104                   | ACAS VINC. FAMIL. AV. SE | 224,00        |
|            | PERIODE  | NOM      | PRENOM   | = TOTAL ZONE PRÉCOMPTÉ |                          | SOMME À PAYER |
|            | 01/01/20 | TESSIER  | Abir     | 224,00                 |                          | 1,543,25      |

SUMME À PAYER = NET BULLETIN + TOTAL ZONE PRÉCOMPTES

1. **Field & Sub-field (DOM, S.DOM)** refer, respectively, to your financial management center and the CEA campus on which you are working.
2. **Employee ID (MATRICULE)** refers to the ID number on your CEA ID Card.
3. **Hours (TEMPS PRESENCE)** indicate the number of business days you worked out of the number of business days in the current month. This data depends on your work schedule (full-time, 4 days a week, part-time, etc.).
4. **Category (CAT)** refers to your type of work contract (permanent contract, fixed-term contract, intern, etc.). **Status (STAT)** refers to your sub-category (CEA job classification system): *Annexe 1* or *Annexe 2*.
5. **Pay Grade (NIVEAU)** indicates your grading within your status (N1 to N15 for *Annexe 2* employees, E1 to E7 for *Annexe 1* employees).
6. **Points (POINTS)** refer to your number of payroll points. Multiply your number of payroll points by the value of the point (€5.5531 in 2012) to calculate your reference wage.
7. **Work schedule (PLAN ROULEMENT)**: full-time, part-time or 4 days a week.
8. **Vacation Days (CONGES ACQUIS, CONGES PRIS)** indicate the number of vacation days provided by CEA and the number of vacation days you have used.
9. **Base salary (BASE)**: the base salary can be different from the reference wage when you work part-time or have arrived during the course of the month.
10. **Years employed (ANCIENNETE)** refer to the seniority bonus given to *Annexe 2* employees after more than three years seniority at CEA.
11. **Executive's Special Bonus (P.S.C)**: Increase in the executive's salary. Revaluation of the salary appears in the box directly on the right (*ETAL. P.S.C.*).
12. **Children's allowances (S.S.F)**: Children's allowances are granted, under certain conditions, to all employees with two or more dependent children, in compliance with French law on social benefit.
13. **Variable payroll elements (AUTRES ELEMENTS de SALAIRES)** refer to productivity bonuses, hardship allowances, stand-by pay, overtime, maternity allowances, wedding allowances, etc.
14. **Employee contributions and CEA contributions (COTISATIONS)**
15. **Gross pay (BRUT IMPOS.)**: Salary before deduction of contributions.
16. **Net pay (NET IMPOS.)**: Salary after deduction of tax-deductible contributions. The net pay is the amount declared to the budget administration in order to set your income tax rate.
17. **Net disposable income (NET BULLETIN)** = (net pay + payroll elements not subject to income tax) – (tax-deductible "RDS" [social debt repayment contribution] + "CSG" [general social contribution])
18. **Payroll deductions (PRECOMPTEs)** refer to all other possible monthly deductions, e.g. if you are paying off a loan granted by CEA, have taken out a life insurance policy, have chosen an installment plan to pay for vacation booked with ACAS.

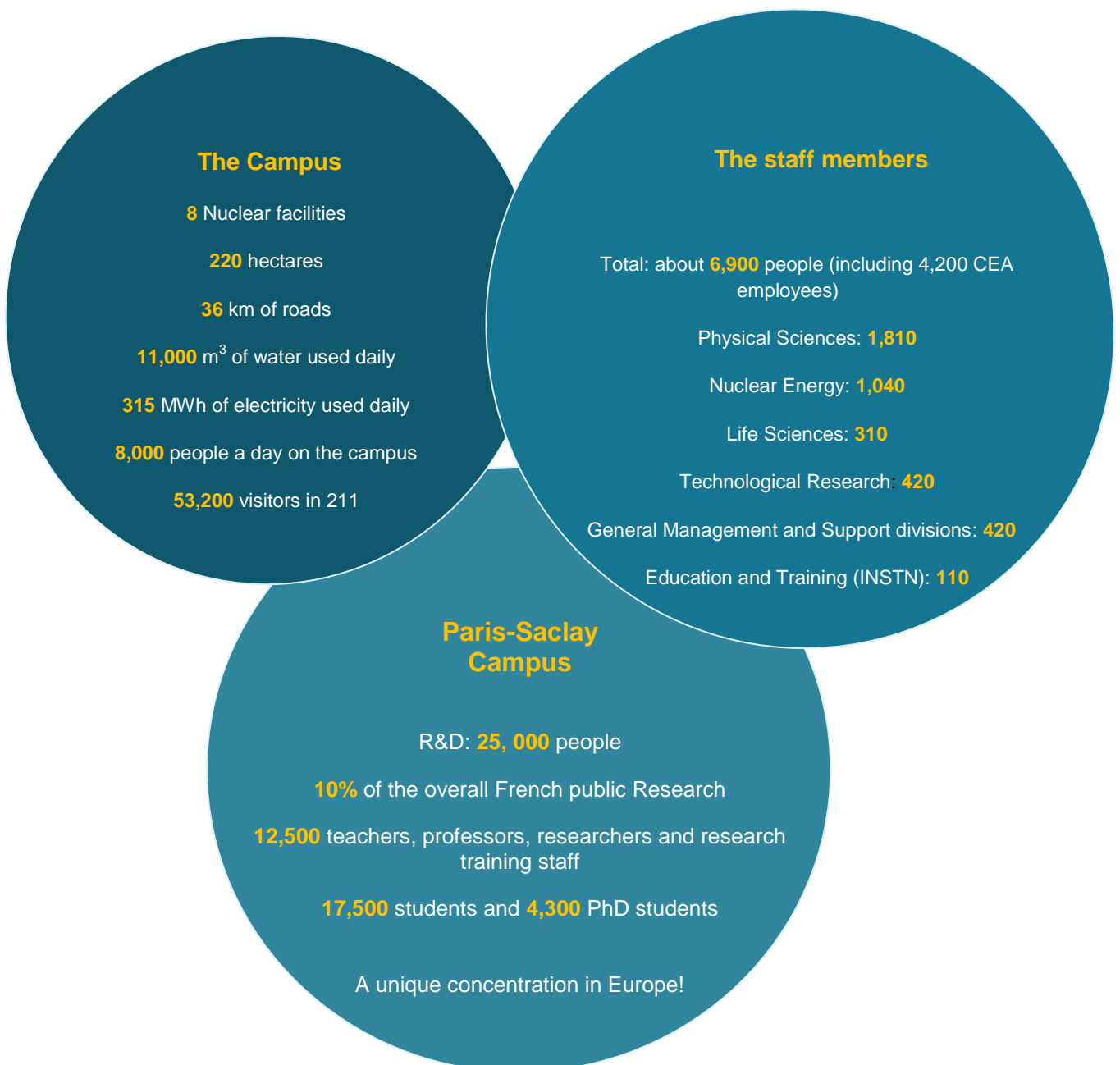
# **SPECIFIC PRACTICAL INFORMATION**

## IV. Specific practical information

### A. CEA-Saclay

#### 1. Presentation

The CEA-Saclay campus is located next to Versailles. It carries out research in various areas in the framework of both national and international projects. The CEA-Saclay campus hosts the CEA's Headquarters and its education institute: INSTN.



## CEA-Saclay Institutes



Department for Nuclear Activities in Saclay  
*Direction déléguée aux activités nucléaires de Saclay (DANS)*



French National large heavy-ion Accelerator  
*Grand Accélérateur National d'ions Lourds (GANIL)*  
The GANIL is located in Caen but attached to CEA-Saclay



Biomedical Imaging Institute  
*Institut d'imagerie biomédicale (I<sup>2</sup>BM)*



Saclay Biology and Technologies Institute  
*Institut de biologie et de technologies de Saclay (iBiTec-S)*



Theoretical Physics Institute  
*Institut de physique théorique (IPhT)*



Institute for Research into the fundamental Laws of the Universe  
*Institut de recherche sur les lois fondamentales de l'univers (Irfu)*



National Institute for Nuclear Science and Technology  
*Institut national des sciences et techniques nucléaires (INSTN)*



Saclay Institute of Matter and Radiation  
*Institut Rayonnement Matière de Saclay (IRaMiS)*



Laboratory for Embedded Systems and Technologies  
*Laboratoire d'intégration de systèmes et de technologies (LIST)*



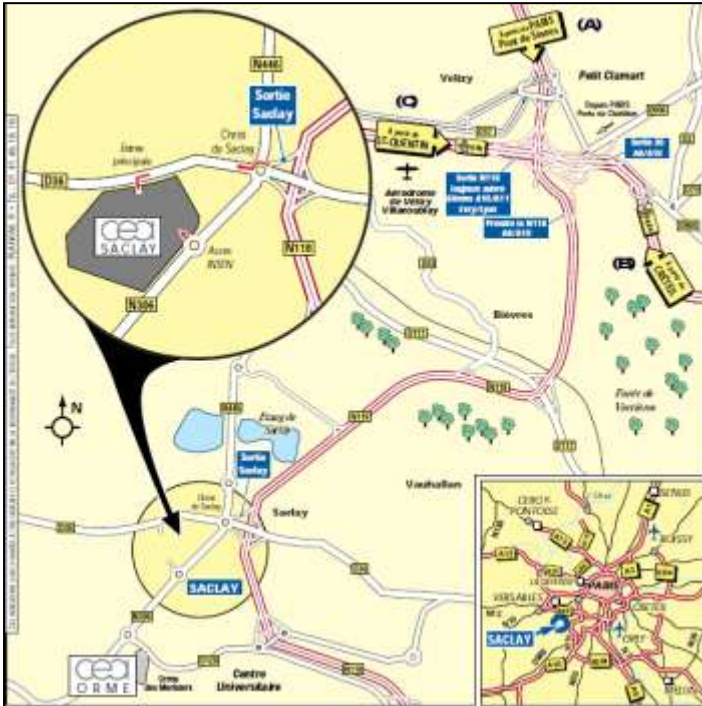
Laboratory for Climate and Environment Sciences  
*Laboratoire des Sciences du Climat et de l'Environnement (LSCE)*





### 3. Transportation

**CEA Saclay**  
91191 Gif-sur-Yvette Cedex



CEA-Saclay is located about 25 km (15 min.) away from Paris and less than 11 km (7 min.) away from Versailles. It is easily accessible by car but also by the the Paris-based suburban train system (*Réseau Express Régional*, or RER) and the extensive bus network.

CEA-Saclay set up an extensive bus network to help you access the campus without using your car or public transportation. All buses arrive at CEA at 8:30am and leave at 5:00pm.

If you want to know if a CEA bus stops somewhere next to your place, please refer to the table at the following address:



[http://www-saclay.cea.fr/rubrique/Infos\\_Transport/infos\\_transport.php](http://www-saclay.cea.fr/rubrique/Infos_Transport/infos_transport.php) > *Se déplacer* > *Les transports collectifs du centre* > *Tous les services de car* (Excel Table). The first tab indicated all 442 stops made by the CEA bus and the precise hours of departure in the morning. The next tabs indicate the schedule and route line by line (morning and evening). For the special 6:15pm service, see tab “18:15” (3 buses). For the CEA shuttle between Le Guichet RER B stop and CEA Saclay, see tab “NAV RER”.

Please note that buses A0 and C12 stop in Orsay and can help you access DSV/I<sup>2</sup>BM/SHFJ at the Orsay Hospital. If no CEA bus stops in your town and you need to go to Orsay, please use public transportation or your car.

CEA-Saclay Campus is easily accessible by public transportation. You can either:

- Take RER B or C and get off at Massy. Take the “TransEssonne” bus number 91-06 heading to Saint-Quentin-en-Yvelines. Get off at “CEA Porte 306” if you’re going to INSTN, or if you already have an ID Card. Don’t forget that you won’t be able to access the campus for the first time from this entrance. The full timetable is available at: <http://www.vianavigo.com/fr/horaires-plans-de-lignes/buscar/> (*Nom de l’arrêt: Gare de Massy Palaiseau*, Massy then scroll down to *Ligne EXPRESS 91-06*).
- Take RER B and get off at Le Guichet station. Take the CEA shuttle to Saclay. The timetable is available on the Excel table aforementioned, tab “NAV RER”.

To go to DSV/I<sup>2</sup>BM/SHFJ in Orsay, take RER B and get off at Orsay. It is then a 5-minute walk from the train station to your work place.

➔ Useful websites for schedule, stops and itineraries:

- [www.ratp.fr](http://www.ratp.fr)
- <http://www.vianavigo.com>
- <http://www.transilien.com>

### Your transportation card



You might need or want a transportation card that will enable you to travel in Ile-de-France. One option is worth considering : the Annual Navigo Plan (*forfait Navigo Annuel*) is you are 26 or above. The pass is valid one year and give you access to all means of transportation (underground, RER, bus, streetcar and train with very few exceptions) in the zones you will have selected when subscribing. The price of your plan depends on the number of zones you choose. Subscription Forms are available at any RATP ticket counter and payment can be made either up-front or by monthly deductuions.

➔ More information on subscription forms and conditions and payments at: <http://www.ratp.fr> > Me déplacer > Titres & Tarifs > tous les titres et tarifs > Pour 1 an > Forfait Navigo Annuel.

### Payment and Reimbursement of your transportation card

If it is absolutely necessary for you to use public transportation to reach your work place (whether Saclay or Orsay), your transportation card may be reimbursed by CEA up to 50%. In order to have your card reimbursed, please fill in the form called “*Demande de prise en charge des frais de transport*”.

➔ More information on the Intranet at: <http://www-saclay.cea.fr/> > *Pratique* > *Transports-Déplacements* > *Se déplacer* > *Prise en charge des frais de transport* > *Note* (Explanatory Note) / *Formulaire* (Reimbursement Form).

## 4. Housing

### Permanent housing



The best option is to find permanent housing before your arrival in France. However, you can always go for a temporary housing until you find the type of accommodation you are looking for.

CEA-SAC has an agreement with *SCIENCE ACCUEIL*, which helps foreign scientists, PhD students and interns to find accommodation. *Science Accueil* housing services offer more than 3,000 accommodations around Saclay. Landlords are used to deal with *Science Accueil* and do not demand a guarantor. More information at: <http://www.science-accueil.org/uk/direct-infos/housing.html>

*Héberjeunes* provides housing services for students. It is located on the Paris-Sud University campus. More information at: <http://www.heberjeunes.fr/>

- ➔ If you are looking for housing in Paris, you can look on the *Cité internationale universitaire de Paris* website: <http://www.ciup.fr/en/>

The SPAS and SRHRS also can help you to find housing.

More info on DRHRS: <http://www.drhrs.cea.fr> > *Infos pratiques* > *Logement*

More info on SPAS Saclay : <http://www-saclay.cea.fr> > *RH/Social* > *Le SPAS* > *Vie pratique* > *Logement*

Here are a few options to find permanent housing in the area of Paris and Saclay:

- Classified ads in shops and local newspapers, such as “*De particulier à particulier*”
- Real estate agencies such as the *FNAIM* (in French): <http://www.fnaim.fr/>
- Websites providing real estate agencies ads: <http://www.locservice.fr>. Please note that you may have to pay to have access to the list of ads.
- Websites gathering rental by owner ads, such as <http://www.pap.fr/?lang=en> or <http://www.seloger.com/>
- Long stay hotels, such as *Le Coupières* in Gif-sur-Yvette, starting at €55/night and only 10 minutes away from the CEA-Saclay campus by bus. More information at: <http://www.hotel-coupieres.com/>



Unless you contact a rental by owner agency, you do not have to pay before visiting the apartment and signing the lease. Be wary of fake housing ads. Do not hesitate to contact *Science Accueil* for housing solutions. Their services are free of charge.

### Temporary housing



You may need a short-term place when you arrive in Saclay before you settle down in a permanent accommodation. There are several options:

- Long-stay hotels: see the *Science Accueil* page dedicated to housing and accommodation
- Youth hostels are the cheapest short-term accommodation you can find. Sheets and breakfast usually are not included, and you will be sharing a dormitory with other people. More information at: <http://www.fuaj.org/en/>
- Hotels around Saclay: <http://irfu.cea.fr/en/Phoceia/Page/index.php?id=198>
- Home and apartment rental by owner

## 5. Phone numbers



To make a phone call from outside the campus or from your cell phone, replace the 2 for 01.69.08 or 0033.1.69.08 from outside the country.

| Whom to call?  | Number             | Additional Information   |
|--|--------------------|--|
| Emergency Services / FLS   | 18<br>2.22.24      |  <b>Save this number in your contacts:</b><br><b>+33 (0)1 69 08 22 24</b>  |
| Reception – North Gate   | 2.32.90<br>2.33.91 | Fax: 2.22.33   |
| CEA Card Office  | 2.90.36<br>2.16.94 | Building 604, Room 48  |
| Science and Technology Library   | 2.26.60            | Building 526   |
| Restaurant Card Office   | 2.76.12            | If you lose your CEA ID Card<br>Build. 464 - Room 1<br>10:00am-1:00pm<br>3:00pm-4:00pm   |
| IT Help Desk aka (IT Management)<br>called “ <i>Infogérance</i> ” or “le 33” | 33                 | <a href="http://nautilus.saclay.cea.fr:8080/sc/ess.do">http://nautilus.saclay.cea.fr:8080/sc/ess.do</a><br>01.69.08.00.33 if you are calling from outside the campus<br>or from your cell phone  |
| Telephone and Network<br>Troubleshooting                                     | 13                 |  |
| Troubleshooting (other)  | 14                 |  |
| Printing and Copying Services  | 2.45.41<br>2.33.81 | Contact: <a href="mailto:obscea-saclay-fr@oce.com">obscea-saclay-fr@oce.com</a><br>Build. 200  |
| Booking and renting a room at<br>INSTN                                       | 2.47.25            | Jean-Pierre Adolphe<br><a href="mailto:jean-pierre.adolphe@cea.fr">jean-pierre.adolphe@cea.fr</a>  |
| CEA bus service  | 2.37.54            | 2.24.85 in case of an accident on the road   |

## 6. Eating



### How much does it cost?

The price of the meal for a CEA employee in self-service restaurants is set according to his category. Categories are attributed on the basis of the salary. The price is based on a regular meal totaling 20 points and including a first course, a main course, cheese and desert. For a total of 20 points, you pay the base price indicated for your category: €2.23. Drink, coffee and additional piece of bread are not included. One piece of regular bread is included in the base price. When your meal amounts a total superior to 20 points, the price to pay is superior to the base price. Additional points are €0.13 each. Drinks (other than tap water) are not included in the base price and their price is calculated on the basis of €0.10/point.

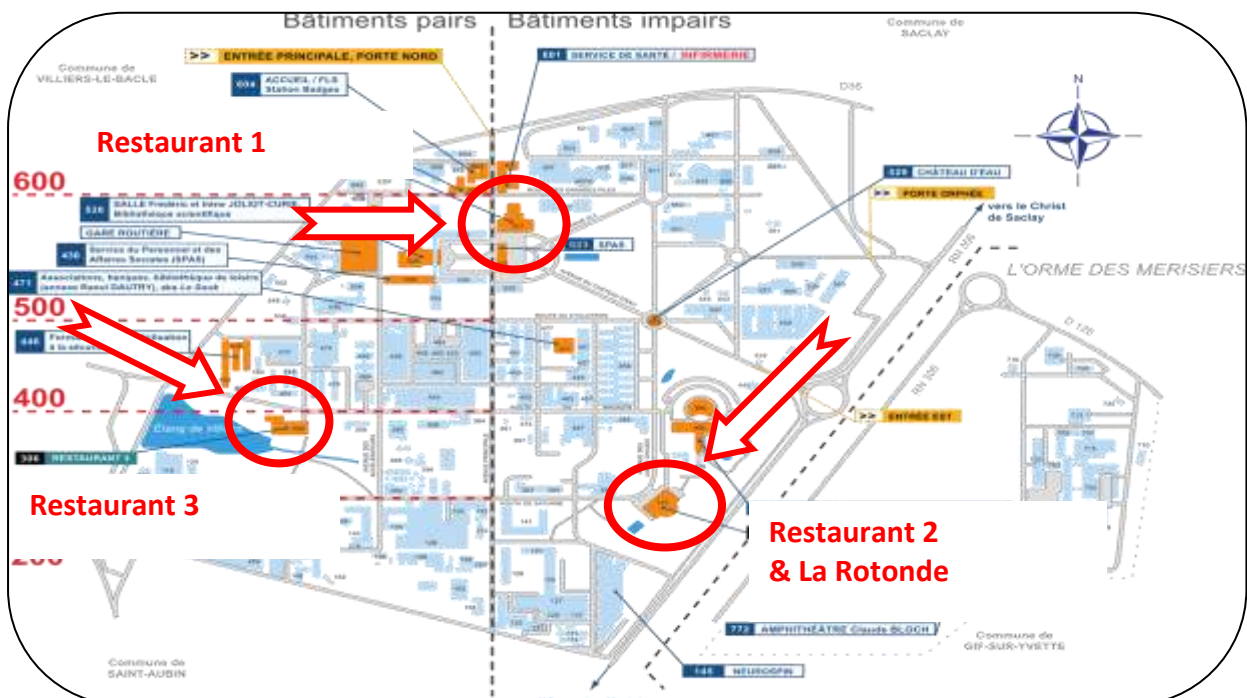
### How can I pay?

You pay your meal using your ID Card. You load up your card with money and use it as a debit card to pay your lunches on the campus. There is one counter to reload your card in each restaurant. The hostess will credit your card with the amount of money you wish to add. Checks, credit cards and cash are accepted.

If you have a temporary ID card, the SPAS has given or will give you a temporary Dining Card. Temporary Dining cards can be loaded and reloaded at any counter of any restaurant, just like permanent cards.

→ Find out more at: <http://www-saclay.cea.fr/Phoceia/Page/index.php?id=269>

The 3 restaurants are open from 11:30am to 2:00pm.



## 7. Services, shopping, organizations & clubs

### Souk, Building 471



Come to the souk for a friendly experience with your coworkers, local farmers and the Saclay Community! CEA-Saclay offers its employees various services and shopping places. You will find below a table of these services as well as their opening hours.

| Building 471 "Exhibitions and Permanent Services"        |   |                |           |                |                |
|--|---|----------------|-----------|----------------|----------------|
|  | Monday  | Tuesday        | Wednesday | Thursday       | Friday         |
| <b>Le colis du primeur</b><br>(Groceries)                |   |                |           |                | 12:45pm-1:30pm |
| <b>La Ferme Trubuil</b><br>(Groceries)                   |   |                |           | 1:00pm-2:00pm  |                |
| <b>Agence de voyages</b><br>(Travel Agency)              | 12:00pm-2:00pm  |                |           |                |                |
| <b>Librairie "Lyvres à vous"</b><br>(Bookstore)          |   |                |           | 12:00pm-2:00pm |                |
| <b>Librairie "Pop" (Bookstore)</b>                       |   |                |           |                | 12:00pm-2:00pm |
| <b>Travaux photos</b><br>(Photography)                   |   | 12:00pm-2:00pm |           | 12:00pm-2:00pm |                |
| <b>Vente de timbres</b><br>(Stamp Sale)                  | 12:30pm-1:30pm  |                |           |                |                |
| <b>Station gonflage pneus</b><br>(The inflation Service) | CEA-Saclay Campus Opening Hours   |                |           |                |                |
| <b>Réparation de vélos</b><br>(Bicycle repairs)          | Agreement with the CAT LA CARDON<br>Contact: <a href="mailto:entretien_velos_saclay@cea.fr">entretien_velos_saclay@cea.fr</a><br>01.69.08.82.14 |                |           |                |                |
| <b>Blanchisserie / Pressing</b><br>(Dry cleaner)         |   |                |           |                | 12:15pm-2:00pm |

\*Except during school breaks

- For the schedule of temporary exhibits and sales in the hall of Buildings 471, please visit: <http://www-saclay.cea.fr> > *Pratique* > *Service de proximité*.

### Lending Library, Building 471



The ALAS Library of CEA-Saclay is open from Monday to Friday (Closed on Wednesdays) from 12:15pm to 2:15pm. You can borrow novels, comics, CDs freely (just a €30 deposit).

- Browse their website to book items in advance! <http://www-bibalas.cea.fr/opacweb/> or contact them by e-mail: [alaslgsac.bibliotheque@cea.fr](mailto:alaslgsac.bibliotheque@cea.fr) or by phone: +33 (0)1 69 08 32 75 or +33 01 69 08 57 41.

### CEA Art and Culture Club: AACCEA, Building 471



From piano classes to wine tasting, AACCEA offers 29 different kinds of activities! AACCEA also offers discount prices on movie tickets, amusement parks, theatre plays or exhibitions. Membership costs €8/year for you and your family!

- For more information, contact Eric Hezode. Tel: +33 (0)1 69 08 41 98.  
E-mail: [eric.hezode@cea.fr](mailto:eric.hezode@cea.fr) or visit their website at <http://www-saclay.cea.fr/aaccea/>.

### CEA Sports Club: ASCEA), Building 471



The ASCEA staff members are here to welcome you on Tuesdays, Thursdays and Fridays from 8:45am to 11:30am and from 12:30pm to 4:45pm. With them, practice any sport you like from tennis to archery! ASCEA offers more than 20 different kinds of activities! Membership is only €20 for a CEA employee.

- For more information, call +33 (0)1 69 08 33 54, send an e-mail at [ascea.saclay@cea.fr](mailto:ascea.saclay@cea.fr) or visit the website at <http://www-saclay.cea.fr/ascea/>.

### CEA Social Activities Organizations: ACAS & ALAS



**ACAS** (Central Organization for Social Activities) is in charge of promoting, organizing and managing vacation for the CEA employees and their families. Booking your vacation with ACAS enables you to benefit from:

A wide variety of offers in France and abroad, financial contributions from 15% up to 67% of the total cost of your vacation (depending on your salary) if you are staying in an ACAS vacation resort, installment payments, trip cancellation insurance (paid by ACAS), great booking services, financial contributions to place, boat or train tickets, etc.

- For further information, contact Catherine Doucet at [catherine.doucet@cea.fr](mailto:catherine.doucet@cea.fr); +33 (0)1 69 08 58 31; or visit the ACAS' website: <http://2012.acasducea.org>.



**ALAS** (Local Organization for Social Activities) is in charge of promoting, organizing and managing social, sports and cultural activities at a local scale. Here are a few examples of what ALAS has to offer you:

Financial contributions for schools supplies at the beginning of the school year, Recreational Community Centre for Children called "Le Belvédère", negotiated prices on a selection of Christmas presents, negotiated prices on baby shower gifts, financial contributions to funeral costs, legal advising (twice a month in the morning, starting from 9:30am), partnerships with school tutoring organizations at negotiated costs, etc.

- For more information, contact ALAS Saclay at [alassac@cea.fr](mailto:alassac@cea.fr), visit them any day of the week (from Monday to Friday) from 9:00am to 12 00pm at Building 608, or visit their website at <http://www-alassac.cea.fr:8000/>.

### Conference and Lab Tours



The CEA-Saclay Communication Unit organizes many conferences and tours for CEA employees, their families and the general public; all conferences and tours are free.

**The Cyclope Conferences** are organized once or twice a semester. They are moderated by the journalist Fabienne Chauvière and take place from 8:00am to 10:00pm at INSTN. They are an opportunity for researchers and project managers to present their research, projects or science news. *Cyclope Conferences* are intended for the general public.

The *Cyclope Juniors Conferences* also are open to all but particularly to children. Researchers illustrate their speech with concrete examples and pictures in order to get a junior high-school to high-school audience interested.

**Les Colloques de l'Orme** are high-level scientific symposium presented by major researchers. 6 to 8 symposiums are organized per year. They take place at the Claude Bloch amphitheater (*Orme des Merisiers* area of the campus).

**The Lab'Show and Lab'Star** are tours of CEA laboratories. They are open only to CEA employees with a permanent ID card. Lab tours last one hour, from 1:00pm to 2:00pm and are organized once a month for a week. Reservations open a fortnight in advance!

→ More information on the Intranet: <http://www-saclay.cea.fr:8000/> > “*Vos Rendez-Vous*”.

## Banks



During your stay at CEA Saclay, you can find two on-campus banks.

### **Banque Populaire Val de France – Casden**

The CEA-Saclay Banque Populaire Val de France branch is at your disposal for any type of banking operations (opening a bank account, day-to-day operations, loans, investments...). This branch also provides you with an ATM and a Moneo self-service terminal.

#### → Opening Hours & contact



Monday to Thursday: 9:00am – 10:40am and 11:30am – 5:15pm  
Friday: 9:00am – 10:40am and 11:30am-4:40pm  
Tel: +33 (0)1 69 08 76 87

### **BNP Paribas**

The CEA-Saclay BNP Paribas branch provides services for any type of banking operations (opening a bank account, day-to-day operations, loans, investments...). The branch also provides you with an ATM and a Moneo self-service terminal.

#### → Opening hours & contact



Monday to Thursday: 8:45am – 10:35am and 11:30am – 5:00pm  
Friday: 9:00am – 2:00pm  
Tel: +33 (0)1 69 08 25 06 / +33 (0)1 69 08 35 91

## Company Saving Plans (*Plan d'épargne entreprise, or PEE*)

The CEA Company Savings Plan (PEE) is available for all the CEA employees. This plan enables you to wire money onto a tax-preferred savings account and to benefit from CEA contributions to your savings. You can choose from several mutual funds with different investment risk levels (and hence different profit rates). CEA contribution amounts to 40% for the first €1,000 wired to your account and 20% for the following deposits. CEA contributions are limited to €7,000 per year. You can open your PEE three months after starting at CEA. You will retrieve the money invested on your plan at the end of your stay.



- For more information : <http://www-saclay.cea.fr:8000/> > RH/Social > *Vie Pratique* > *Epargne salariale*.

### French classes



You have just arrived in France and you want to learn our beautiful language? Great idea! Learning French will facilitate your professional and social integration and enable you to really enjoy your stay here. You will find below short descriptions of what *Science Accueil*, ALFAP and CEA-Saclay can offer you.

### Science Accueil and ALFAP

*Science Accueil* organizes French classes with its partner ALFAP (acronym for “*Apprendre Le Français ? Avec plaisir*” meaning “Learning French? With Pleasure!”). Classes take place in Orsay, Saint-Quentin-en-Yvelines and Evry.

ALFAP also organizes its own classes in Bures-sur-Yvette and Orsay. You can choose between group classes (8 to 15 people), private classes or even distance learning classes with phone conversations to practice your oral skills and on-line exercises for grammar and vocabulary. Classes are taught once or twice a week for two hours each time. ALFAP also offers many cultural activities such as cooking classes, walks and tours in Paris and the Paris area.

- More information at: <http://www.science-accueil.org> > *Préparer votre séjour* > *Langues*, or directly on the ALFAP website: <http://www.alfap.net>.

### CEA Saclay

The Training Office at CEA Saclay organizes French-as-a-second-language classes. To register for these classes and find out more about them, please contact your unit or laboratory Training Officer (*Correspondant Formations*, or CF). If you don't know who your Training Officer is, ask your secretary for his name, telephone number and e-mail address.

## B. CEA-Fontenay-aux-Roses

### 1. Presentation

From nuclear engineering to bioengineering, the CEA Fontenay-aux-Roses campus asserts more than ever its will to meet our society's needs: yesterday with nuclear sciences, today and tomorrow with life sciences and medical research.

#### Biomedical research and innovation



The Fontenay-aux-roses campus is a branch of CEA Life Sciences Division (DSV). It aims at becoming a European research and innovation cluster for biomedical imaging and technology, in accordance with CEA's general short- and long-terms strategy. Since 2004, the campus has progressively become home to several cutting-edge facilities:

2004: Inauguration of the NeuroPrion platform, whose mission is to develop research and innovative investigate methods to iron out the remaining uncertainties over the potential prion-related risks to public health and the wider environment.

2005: Installation of a technical radiation facility enabling radiation biologists to study the effects of ionising radiation on living organisms, particularly at low-dose exposures.

2007: Integration of the Genoscope's sequencing platform dedicated to genome analysis and the national genotyping platform (CNG) that aims at finding genes potentially involved in common diseases such as asthma.

2008: Inauguration of the integrated MIRCen platform which hosts preclinical imaging trials to drive the development and validation of novel therapies for neurodegenerative disorders like Alzheimer's, Parkinson's, multiple sclerosis, and hepatic, cardiac and infectious diseases.

#### Other activities



The campus also hosts the CEA's Risk control cluster composed of the Nuclear Safety and protection Division, the Central Security Division, and the Nuclear Power and Safety Division, as well as several teams from the Institute for nuclear safety and radiation protection (IRSN), which was officially made a CEA spin-out by ministerial order in February 2002.

#### Cleaning up and decommissioning



As CEA's original founding site in 1946, Fontenay-aux-Roses instantly played a significant role in developing the nation's nuclear electricity sector. ZOÉ, France's first atomic reactor, was built there in 1948 and ran until 1976 before being replaced by new-generation nuclear facilities. These new-generation facilities were progressively phased out between 1982 and 1995. Since January 2008, the Fontenay-aux-Roses nuclear facilities cleanup program is part of the Aladin project. Aladin targets four core objectives: full process control over safety-security, full process control over the human resources mobilized, full process control over costs and deadlines and development of internal and external communication.

## CEA-Fontenay-aux-Roses Institutes



Institute of Emerging Diseases and Innovative Therapies  
*Institut des Maladies Emergentes et des Thérapie Innovantes (IMETI)*



Institute of Cellular and Molecular Radiobiology  
*Institut de Radiobiologie Cellulaire et Moléculaire (iRCM)*



Molecular Imaging Research Center (MIRCent)

## Institutes & Laboratories attached to the Fontenay-aux-Roses Campus



Genomic Institute - *Institut de Génomique (IG)* in Evry

- French National Genotyping Center - *Centre National de Génotypage (CNG)*
- French National Sequencing Center - *Centre National de Séquençage (CNS)*



Laboratory of Genomics and Radiobiology of Keratinopoesis in Evry  
*Laboratoire de Génomique et Radiobiologie du Kératinocyte (LGRK)*



Laboratory for Functional Exploration of Genomes in Evry  
*Laboratoire d'Exploration Fonctionnelle des Génomes (LEFG)*



Blood immunology Research Department at Saint-Louis in Paris  
*Service de recherche en hémato-immunologie à l'hôpital-Saint-Louis (SRHI)*

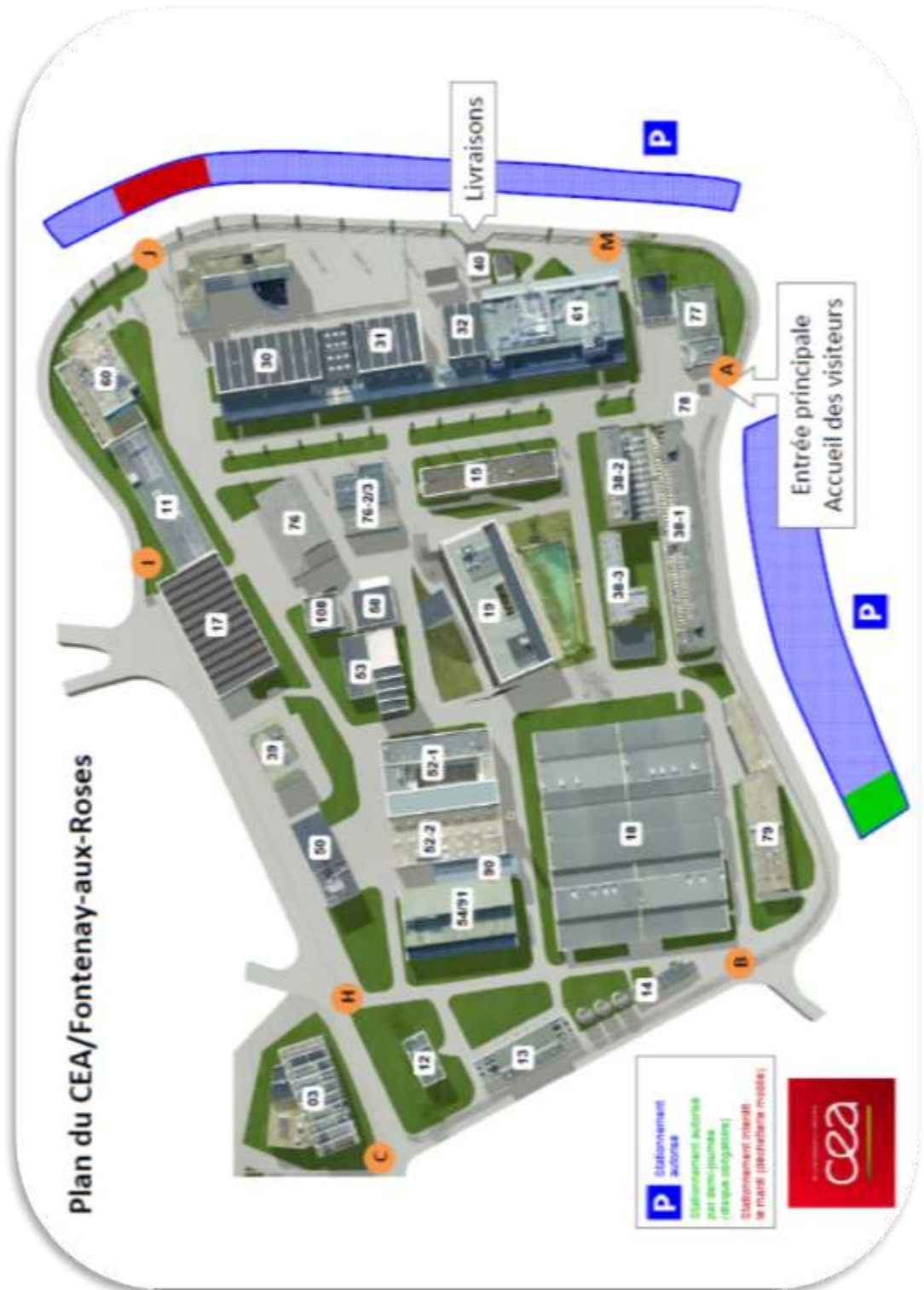


Open Laboratory for research with accelerated ions in Caen  
*Laboratoire accueil et de recherche avec les ions accélérés (LARIA)*



Laboratory for Radiology and Genomics Studies in Jouy-en-Josas  
*Laboratoire de radiologie et d'étude du génome (LREG)*

## 2. CEA-Fontenay-aux-Roses Campus Map



### 3. Transportation



**CEA Fontenay-aux-Roses  
18, route du Panorama –  
BP6  
92265 Fontenay-aux-  
Roses Cedex**

→ Useful websites for schedules, stops and itineraries:

<http://www.vianavigo.com>

<http://www.transilien.com>

Please see information about transportation in the CEA-Saclay part for further information about public transportation and transportation card.

#### Your transportation card



You might need or want a transportation card that will enable you to travel in Ile-de-France. One option is worth considering : the Annual Navigo Plan (*forfait Navigo Annuel*) is you are 26 or above. The pass is valid one year and give you access to all means of transportation (underground, RER, bus, streetcar and train with very few exceptions) in the zones you will have selected when subscribing. The price of your plan depends on the number of zones you choose. Subscription Forms are available at any RATP ticket counter and payment can be made either up-front or by monthly deductuions.

→ More information on subscription forms, prices, conditions and payments at: <http://www.ratp.fr>  
> *Me déplacer* > *Titres & Tarifs* > *tous les titres et tarifs* > *Pour 1 an* > *Forfait Navigo Annuel*.

#### Payment and Reimbursement of your transportation card



If it is necessary for you to use public transportation to reach your work place, your transportation card may be reimbursed up to 70%.

→ In order to have your card reimbursed, please fill in the form called “*Demande de prise en charge des frais de transport*” available at:  
<http://www-far.intra.cea.fr> > *RESS. HUMAINE/Fiches pratiques/Divers*.

## 4. Phone numbers



To make a phone call from outside the campus or from your cell phone, replace the 4 for 01.46.54 or 0033.1.46.54 from outside the country.

| Whom to call?   | Number  | Additional Information  |
|---|---------|---|
| Emergency Services / FLS                                      | 18      |  <b>Save this number in your contacts:</b> <br>+33 (0)1 46 54 90 00 |
| Reception / Welcome Office                                    | 4.93.48 | Building 77   |
| CEA FAR Card Office   | 4.95.89 | Building 77   |
| Restaurant Card Office  | 4.74.44 | If Building 17, Main Floor<br>9:00am - 1:00pm and 3:00pm - 4:30pm   |
| IT Help Desk aka aka "Infogérance" (IT Management) or "le 33" | 4.30.19 | <a href="http://www-far.intra.cea.fr">http://www-far.intra.cea.fr</a> > IFAR > Log in and click on "INADE"  |
| Telephone and Network Troubleshooting                         | 13      | <a href="http://www-far.intra.cea.fr">http://www-far.intra.cea.fr</a> > IFAR > Log in and click on "INFLUX"   |
| Radiation protection team                                     | 4.82.09 | To declare a radiological incident  |

## 5. Eating



The restaurant offers you a large choice of meals with many possibilities: take-away, self-service restaurant, and a club restaurant. Visit the Intranet <http://www-far.intra.cea.fr> > *Vie pratique* > *Menu du restaurant* to see the menus! The restaurant is located in Building 03, next to entrance C.

### Take-away area

The fast food area (*coin café*) is open from 11:15am to 2:30pm. You can buy salads, sandwiches, and wraps, anything you like and take it away with you!

### Self-service restaurant

The self-service restaurant is open from 11:15am to 2:00pm. It can host up to 660 people. It is also open at night, on weekends and holidays for on-call or duty teams from 7:00pm to 8:30pm. Reservations required for evening meals.

### Club restaurant – “Salle Club”

The Club restaurant offers a different menu each week with a variety of offers ranging from €8.74 to €13.11. It can host up to 70 people. It also hosts a breakfast after your doctor appointment with the Occupational Health Department from 8.30am to 10.30am.

### How much does it cost?

The price of the meal for a CEA employee in self-service restaurants is set according to his category. Categories are attributed on the basis of the salary. The price is based on a regular meal totaling 20 points and including a first course, a main course, cheese and desert. For a total of 20 points, you pay the base price indicated for your category: €2.28. Drink, coffee and additional piece of bread are not included. One piece of regular bread is included in the base price. When your meal amounts a total superior to 20 points, the price to pay is superior to the base price. Additional points are €0.13 each. Drinks (other than tap water) are not included in the base price and their price is calculated on the basis of €0.10/point.

### How can I pay?

You pay your meal using your access ID Card. Your badge must be encoded before the first use, badges Office (Building 17, Room 29). You load up your card with money and use it as a debit card to pay your lunches on the campus. There is one counter to reload your card in each restaurant. The hostess will credit your card with the amount of money you wish to add. Checks, credit cards and cash are accepted.

If you have a temporary ID card, go to the Dining Card Office. In exchange of a specified amount of money, you will be given a Dining Card until you get your permanent CEA ID Card. Then, you can go to one of the loading counters and pay with your Dining Card.

If you lose your CEA ID Card, inform SISG/CEA FAR Card Office by dialing 4.74.44 as soon as possible to block your card and prevent anyone else from using it.

## 6. Services, organizations & clubs



### CEA Art and Culture Club (Association Artistique et Culturelle du Centre de Fontenay-aux-Roses) : AAC-C-FAR, Building 03

The Fontenay-aux-Roses Art and Culture Club offers about twenty different activities for CEA and IRSN employees who are members of the organization. You have to be a member of the club in order to enjoy its offers and participate in its activities. The club is located in the basement of the restaurant (Building 03) and is open Monday-Friday 12:30pm to 1:30pm. Membership subscriptions are available Mondays and Thursdays at the CD-library. FAR Expo (tickets for museums) and FAR ART CULTURE (guided tours in museum) do not have an office, information are displayed on the notice boards.

- ➔ For more information, contact them at 4.70.10/4.82.74 or visit their website on the Intranet <http://www-far.intra.cea.fr> > *Vie pratique*.

### CEA Sports Club (Association Sportive): AS-CEA-IRSN, Building 03



AS-CEA-IRSN offers a wide variety of sports activities. Everyone is more than welcome to join us, whether younger or older, smaller or taller, for fun or for competition! The AS Office is open every day from 12:30pm to 1.30pm and is located in the basement of the restaurant.

If you cannot find your favorite sport among the 14 different sport activities we offer, do not be disappointed! Agreements can be made with other sport clubs in the Paris area. If you are highly motivated, you and your friends can even set up your own club!

- ➔ For more information, call +33 (0)1 46 54 73 69 or visit the website on the Intranet: <http://www-far.intra.cea.fr> > *Vie pratique* > *Sports*.

### CEA Social Activities Organizations (Associations des Activités Sociales) : ACAS & ALAS

CEA has two organizations in charge of social activities: ACAS – Central Organization for Social Activities and ALAS – Local Organization for Social Activities.



**ACAS** is in charge of promoting, organizing, and managing vacation for CEA employees and their families.

Booking your vacation with ACAS enables you to benefit from:

- A wide variety of offers in France and abroad: B&Bs, full-board stays, camping, mobile homes, chalets, summer or winter camps for your children...
- Financial contributions from 15% up to 67% of the total cost of your vacation (depending on your salary) if you are staying in an ACAS vacation resort,
- Installment payments,
- Trip cancellation insurance (paid for by ACAS),
- Financial contributions to plane, boat, or train tickets,

- ➔ For more information, contact Christine Magimel-Hourmant ([christine.magimel@cea.fr](mailto:christine.magimel@cea.fr)) or visit the ACAS' website: <http://2012.acasducea.org/index.php>.





**ALAS** is in charge of promoting, organising and managing social, sports and cultural activities at a local scale. Here are a few examples of what ALAS can offer you:

- Financial contributions for school supplies at the beginning of the school year,
- Recreational Community Centre for Children,
- Negotiated prices on a selection of Christmas presents,
- Negotiated prices on baby shower gifts,
- Student loans,
- A library,
- And much more!

➔ For more information, visit the website: [http://www-alasfar.intra.cea.fr/login\\_site.php](http://www-alasfar.intra.cea.fr/login_site.php).

## Bank Services

### **Société de Banque et d'Expansion SBE – Banque Populaire**

The CEA Fontenay SBE branch is at your disposal for any type of banking operations (opening a bank account, day-to-day operations, loans, investments...). This branch also provides you with an ATM and a Moneo self-service terminal.

#### ➔ **Opening hours & Contact**



**SBE**

The branch generally opens on working days at CEA-FAR, Monday to Friday:

9.00am - 4.30pm

Tel: +33 (0)1 46 54 93 82; E-mail: [fontenay.cea@banque-sbe.fr](mailto:fontenay.cea@banque-sbe.fr)

## Company Savings Plan (Plan d'épargne entreprise, or PEE)



The CEA company Savings Plan is available for all PhD students employed by CEA. This plan enables you to write money onto a tax-preferred savings account and benefit from CEA contributions to your savings. You can choose from several mutual funds with different investments risk levels (and hence different profit rates). CEA contribution amounts to 40% for the first €1,000 wired to your account and 20% for the following deposits. CEA contributions are limited to €700 per year. You can open your PEE three months after starting at CEA. You will retrieve the money invested on your plan at the end of your three years of thesis.

➔ More information at: <http://www-drhrs.cea.fr> > *Infos pratiques* > *Epargne salariale*.

## French Classes

Learning French will facilitate your professional and social integration and enable you to really enjoy your stay here. You'll find below information on how to register for French-as-a-second-language classes at CEA-Fontenay-aux-Roses. CEA-Fontenay-aux-Roses organizes French classes for its international PhD students and researchers. These classes aim at helping you to integrate your new work environment and write scientific documents in French when necessary. You can start the classes whenever you want in the course of the year, although it is recommended that you start them as soon as you arrive on the campus.

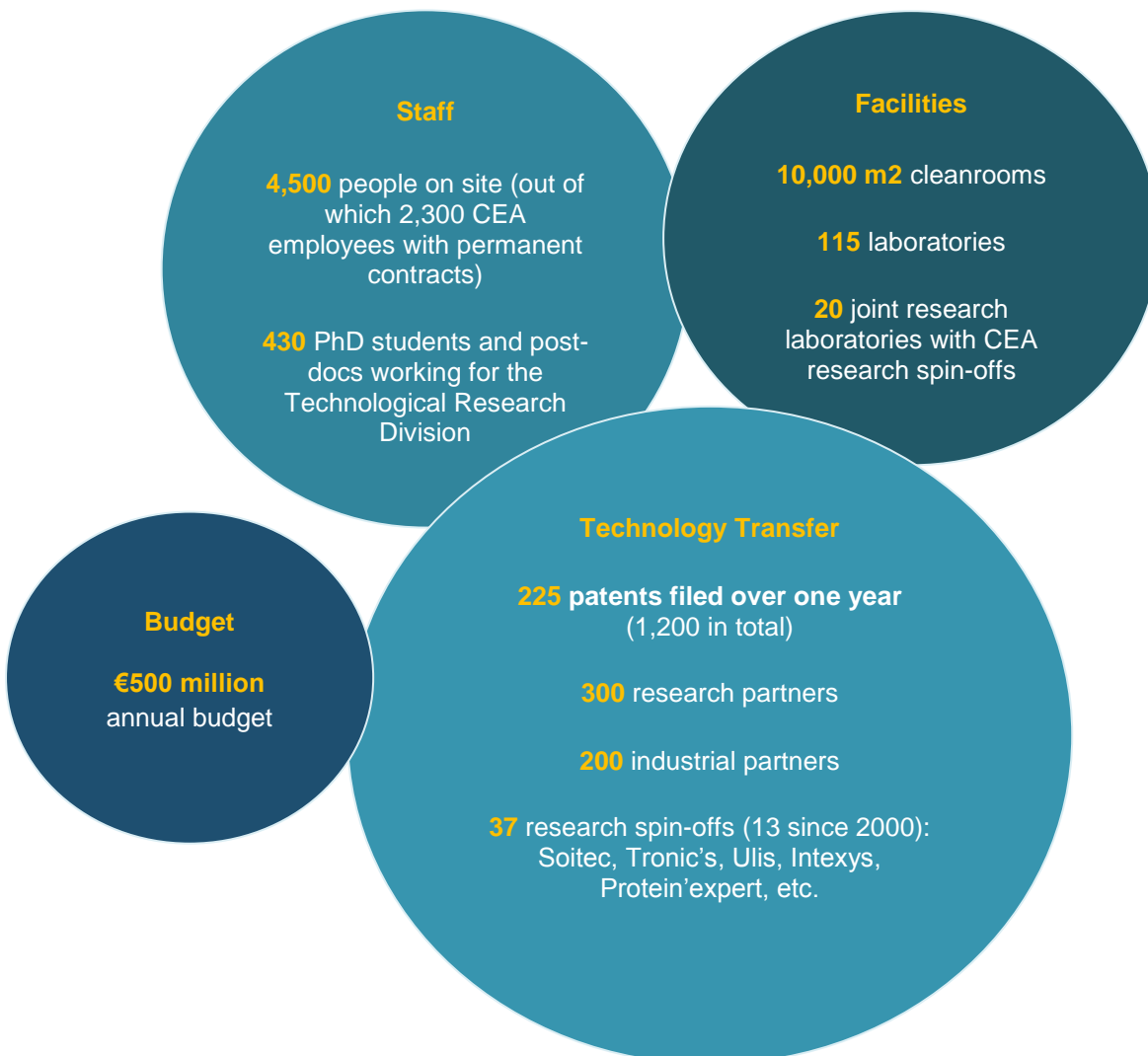
➔ To register for French classes, contact your Training Officer (Correspondant Formations or CF). Find more information and the list of training officers at <http://www-far.intra.cea.fr> > RESS. HUMAINES > Formation > then scroll down to "Les correspondants formation" on the right-hand side.

## C. CEA-Grenoble

### 1. Presentation

Founded in 1956 by Louis Néel, who was awarded the Physics Nobel Prize in 1970, CEA-Grenoble is the first technology research center in the French region of Rhône-Alpes. Located at the heart of an extremely rich scientific, industrial, and scholarly environment, CEA-Grenoble dedicates most of its research to the development of new technologies in fields such as energy, health, information and communication. From rechargeable batteries to nanotechnologies through biotechnologies, CEA-Grenoble is at the top of technology research (80% of its activities) and participates actively in technology transfer.

CEA-Grenoble hosts the Headquarters of DRT, the Technological Research Division. It is a major partner of the Institute for Structural Biology (*Institut de Biologie Structurale — IBS*), of the French National Scientific Research Center (*Centre National de la Recherche Scientifique — CNRS*) and of Grenoble City University (*Université Joseph Fourier — UJF*). CEA-Grenoble is a member of GIANT, the Grenoble Innovation for Advanced New Technologies campus. GIANT gathers eight highly innovative institutions such as universities, research institutions, and leading European laboratories: <http://www.giant-grenoble.org>.



## CEA-Grenoble Institutes



Laboratory for Electronics and Information Technologies - Leti  
(*Laboratoire d'électronique et des technologies de l'information - DRT*)



Laboratory for Innovation of New Energy Technologies and Nanomaterials - Liten  
(*Laboratoire d'Innovation pour les Technologies des Energies Nouvelles et des Nanomatériaux - DRT*)



Institute for Research in Technologies and Life Sciences - IRTSV  
(*Institut de Recherches en Technologies et Sciences pour le Vivant - DSV*)



Institute of Structural Biology - IBS  
(*Institut de Biologie Structurale - DSV*)



Institute for Nanoscience and Cryogenics - Inac  
(*Institut Nanosciences et Cryogénie - DSM*)



Grenoble Nuclear Facilities Unit - SIG  
(*Service des Installations de Grenoble - DEN*)



Unit for Simulation in Thermal Hydraulics - SSTH  
(*Service de Simulation en Thermohydraulique - DEN*)



Unit for Studies on Thermal Hydraulics and Technologies - SE2T  
(*Service d'Etudes Thermohydrauliques et Technologiques - DEN*)

## CEA-Grenoble Great Projects



Minatéc  
Micro- and Nanotechnologies Innovation Campus



Nanobio  
Micro- and nanotechnologies applied to life sciences innovation cluster



NTE  
New Energy Technologies Program

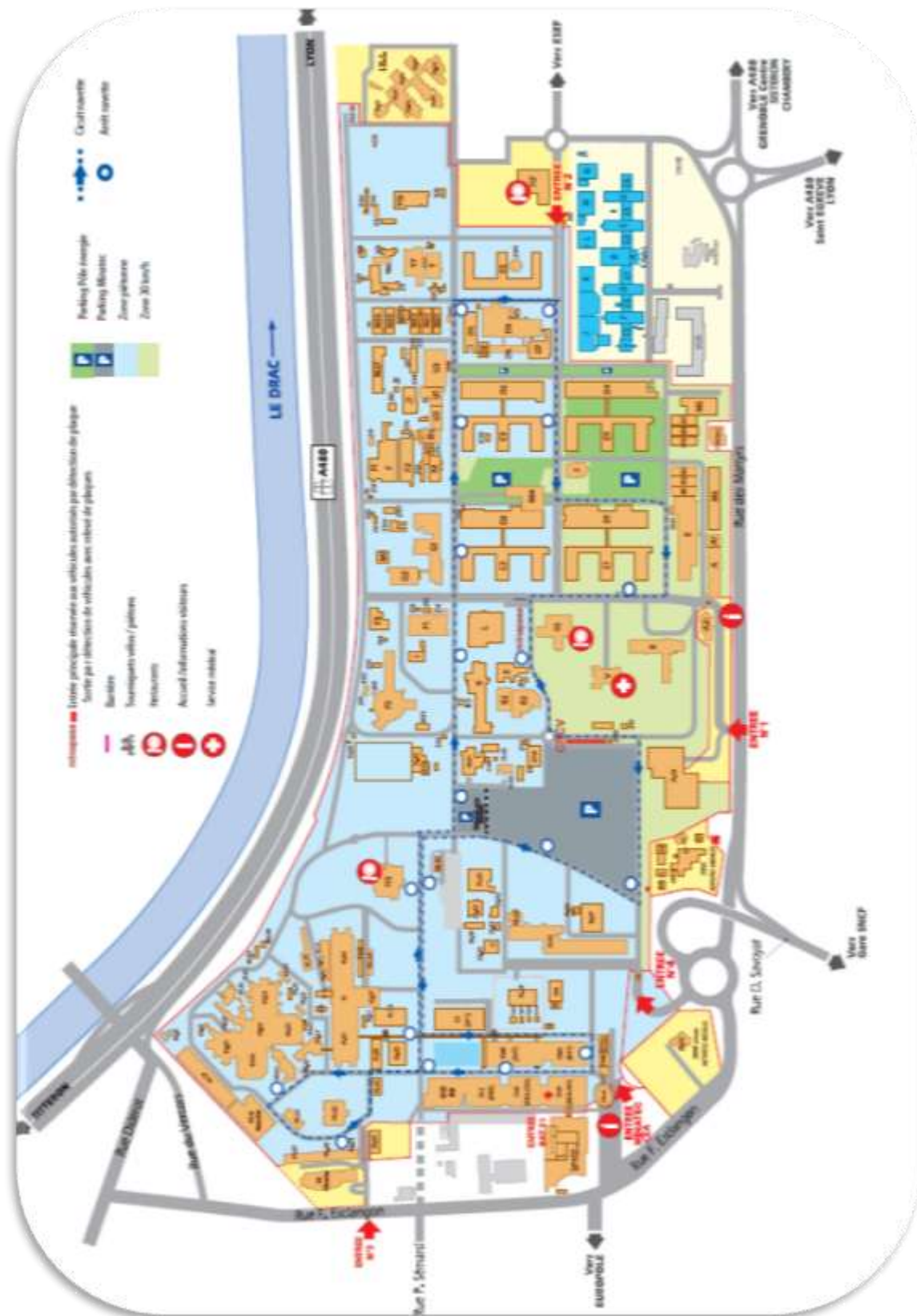


INES  
National Institute for Solar Energy



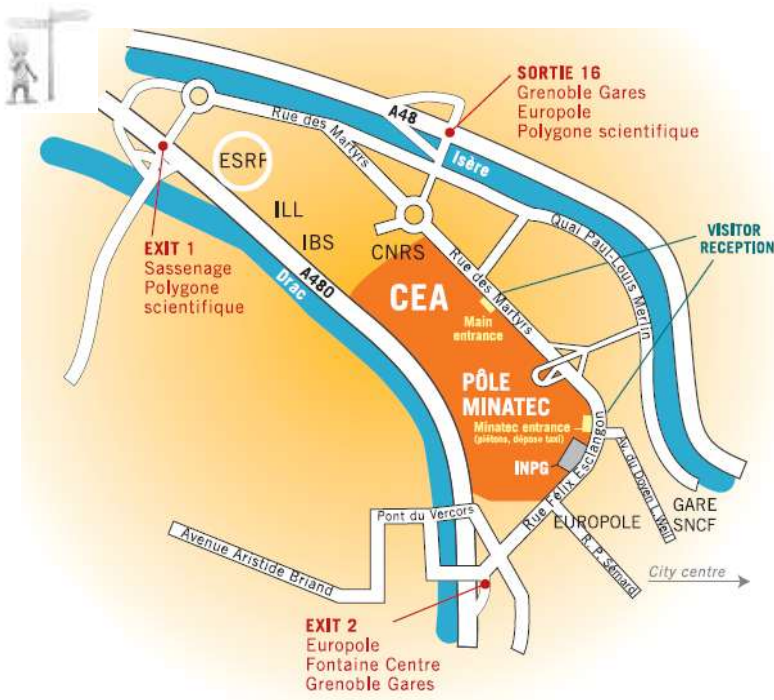
Passage  
Program for the Decommissioning of Grenoble Region Nuclear Facilities

## 2. CEA-Grenoble Campus Map



### 3. Transportation

The CEA-Grenoble Campus is located on the science park to the northwest of the city, between the Drac and Isère rivers.



**NB:** if you are taking a cab to get to the campus, there is a taxi drop-off point at the Minatec entrance.

#### From Lyon or Valence

Take the A48 highway (from Lyon) or A49 (from Valence) in direction of Grenoble

Stay on/take the A48 highway in direction of Grenoble/Bastille/Gare

Take the exit number 16 called “Grenoble/Gares/Europole/Polygone scientifique”

#### From Nice/Gap

Take the highway N°85 or N°75

Follow the “Grenoble” direction

Take the A480 highway in direction of Lyon/Grenoble-centre

Take the exit N°2 called “Europole/Fontaine centre/Grenoble Gare”

Take the Street *Rue des Martyrs*

#### From Chambéry

Take the A41 highway in direction of Grenoble

Take the exit called “Rocade Sud/Gières/All directions”

Follow the Lyon direction, you will be



You can also:

- Take the bus n°34 (opposite the railway station) and get off at “*Polygone scientifique/CEA*”.
- Take the bus n°30 (on the Europole side) and get off at “*Cité Internationale*” (for access to CEA and Minatec).
- Take line B. The last stop is in front of the Minatec entrance.



The on foot Minatec entrance is located only 5 minutes away from the Grenoble train station (Exit: “*Europole*”)

### Useful websites for schedules, stops and itineraries:

- Grenoble Public transportation system/network: <http://www.tag.fr/>
- Isère Region Public transportation network: <http://www.transisere.fr/>
- SNCF – TER – Express Regional Train Network in Rhône-Alpes: [http://www.ter-sncf.com/rhone\\_alpes/index.asp](http://www.ter-sncf.com/rhone_alpes/index.asp)

### On-campus transportation

To strengthen its policy in favor of sustainable transportation, CEA-Grenoble has set up an on-campus shuttle service. Shuttles make the connection between the Minatec parking lot and the pedestrian zone of Leti-Minatec, and between the Leti-Minatec area and other areas of the campus.

- ➔ Routes and schedules are available at: <http://dirgre.cea.fr:8000/> > *Acces Cibe* > *Navette interne*.

Bicycles are also available for CEA employees in order to facilitate their transportation on campus: <http://dirgre.cea.fr:8000/> > *Acces Cibe* > *Vélos de service*.

### Reimbursement of your transportation card

Using a public transportation is strongly encouraged by CEA-Grenoble. In this perspective, CEA-Grenoble's policy is to reimburse public transportation cards up to 85% of the cost paid by the employee. This reimbursement is also valid for bicycle rentals from public transportation services.

In order to fully benefit from this reimbursement, make sure to subscribe to the plans recommended by SPAS: either the "work plan" (*formule travail*), the "double take plan" (*formule coup double*), or the "student plan" (*formule étudiante*). In return of the reimbursement, you must commit not to use your car to travel from your place to your work place, except in exceptional circumstances.

- ➔ More information on reimbursed plans, the reimbursement form, and the commitment letter are available at: <http://dirgre.cea.fr:8000/> > *Acces Cibe* > *Abonnement: Remboursement Transports en Commun*.

## 4. Housing



CEA-Grenoble has signed a partnership agreement with *RESIDHOME* long-stay hotels to make sure you can have an affordable stay. It offers furnished studios at negotiated price. They are located next to the Grenoble Campus. Find out more at: <http://www.residhome.com/>.

### Student Residence Halls:

The following student residences provide housing services for students in Grenoble:

- <http://www.citadines.com/> > On the left-hand side, select France, Grenoble and Citadines City Centre Grenoble
- [http://www.estudines.com](http://www.estudines.com/) > On the right-hand side, select Grenoble and make your choice
- <http://www.cardinalcampus.fr> > Résidences étudiantes > Select Grenoble

If you'd rather have your own apartment or studio, here are a few options to find permanent housing in the area of your choice:

- Classified ads in shops and local newspapers, such as “*De particulier à particulier*”
- Real estate agencies such as the FNAIM (in French): <http://www.fnaim.fr/>
- Websites providing real estate agencies ads, such as <http://www.locservice.fr>. Please note that you may have to pay to have access to the list of ads
- Websites gathering rental by owner ads, such as <http://www.pap.fr/?lang=en> or <http://www.seloger.com/>



Unless you contact a rental by owner agency, you do not have to pay before visiting the apartment and signing the lease.

### Temporary housing

You may need a short-term place when you arrive in Grenoble before you settle down in a permanent accommodation. There are several options:

- Long-stay hotels, such as RESIDHOME
- Youth hostels are the cheapest short-term accommodation you can find. The price for a night varies between €10 and €40 a night. More information at: <http://www.fuaj.org/en/>
- Hotels around Grenoble: CEA-Grenoble has agreements with a few hotels in Grenoble: Hôtel Suisse and Bordeaux ([www.hotel-sb-grenoble.com](http://www.hotel-sb-grenoble.com)), Hotel Gloria ([www.hotel-gloria-grenoble.com](http://www.hotel-gloria-grenoble.com)), and Hotel Bastille.

## 5. Phone numbers



To make a phone call from outside the center or from your cell phone, add 04.38.7. or 0033.4.38.7 from outside the country.

| Whom to call?  | Phone Number       | Additional Information  |
|--|--------------------|---|
| ALAS: Local Management Bureau, Local Organization for Social Activities) | 835.29             |   |
| Booking and renting a room at INSTN                                      | 2.47.25            | Jean-Pierre Adolphe<br><a href="mailto:jean-pierre.adolphe@cea.fr">jean-pierre.adolphe@cea.fr</a> |
| CEA Bus Service  | 833.00             |   |
| CEA Card Office  | 832.42             | (in case you lose your CEA ID card)   |
| Troubleshooting (security facilities)                                    | 113/04.38.78.50.13 |   |
| Dining Card Office   | 831.15             | Building P1: 1 <sup>st</sup> floor – room 35<br>Open Monday-Friday<br>9:00am-11:00am              |
| FLS — Emergency Service  | 12                 |   |
| First Aid Room / Sickbay (Building V)                                    | 834.40             |   |
| IT Help Desk aka “Infogérance” (ITManagement)                            | 04.38.78.11.11     |   |
| General Warehouse  | 841.73             |   |
| Chemistry Store  | 856.71             |   |
| Gas Cylinder Warehouse   | 835.95 / 859.68    |   |
| Mail Unit  | 836.10             |   |
| Occupational Health Department - Medical                                 | 834.55             |   |
| Printing and Copying Services  | 847.30             |   |
| Reception – Entrance 4   | 815.00             |   |
| Reception – Main Entrance  | 832.60             |   |
| Reception - Minatec  | 819.19             |   |
| SMAPRI   | 02.54.57.44.33     |   |
| Social workers   | 832.75             |   |
| SPR Emergency Service — Protection against Radiations                    | 14                 |   |
| Travel Agency (Havas)  | 859.76             |   |
| Troubleshooting (heating, air conditioning, plumbing)                    | 33                 |   |
| Troubleshooting (Telephone / Fax and Network)                            | 13                 |   |



## 6. Eating



<http://dirgre.cea.fr:8000/> > Vie pratique > La restauration

CEA-Grenoble has 3 on-campus Dining Halls for its employees: H1, H2 and H3, and the H5 snack bar.



**H1 Dining Hall** is a self-service restaurant open Monday-Friday from 11:15am to 1:30pm. It also has a special guest room, open from 12:00pm to 2:00pm and a cafeteria open from 11:30am to 2:00pm. The post-medical breakfast is served there from 8:00am to 10:00am in exchange for the voucher given by the Occupational Health Service. Another room remains at your disposal with tables, chairs, a sink and a microwave.

**H2 Dining Hall** is located off-campus. The self-service area is open Monday through Friday from 11:15am to 1:45am, the cafeteria from 11:15am to 2:15pm and the Guest Room from 12:00pm to 2:30pm.

**H3 Dining Hall** is the only dining hall open in the evening and on weekends. Its self-service restaurant is open Monday through Friday from 11:00am to 1:45pm. It is open from 11:00am to 1:00pm on weekends and public holidays and from 6.30pm to 7.45pm every day of the year. The cafeteria is open Monday through Friday 11.30am to 2.15pm and the guest room is open Monday through Friday from 12:00pm to 2.30pm.

The **H5 snack-bar** is open from 10:00am to 2:30pm, Monday through Friday for ready-to-eat meals and 24/24 for automatic food dispensers with pasta boxes, sandwiches, ready-made meals, chocolate bars and drinks.

### Take-away area

The fast food area (*coin café*) is open from 11:15am to 2:30pm. You can buy salads, sandwiches, and wraps, anything you like and take it away with you!

### Self-service restaurant

The self-service restaurant is open from 11:15am to 2:00pm. It can host up to 660 people. It is also open at night, on weekends and holidays for on-call or duty teams from 7:00pm to 8:30pm. Reservations required for evening meals.

### Club restaurant – “Salle Club”

The Club restaurant offers a different menu each week with a variety of offers ranging from €8.74 to €13.11. It can host up to 70 people. It also hosts a breakfast after your doctor appointment with the Occupational Health Department from 8.30am to 10.30am.

## 7. Services, organizations & clubs

### Lending Library, Building 60



CEA-Grenoble Lending Library offers a wide variety of novels, comics, CDs, games, DVDs and newspapers. Browse their website to book items in advance at: <http://www.mediatheque-alas-cea-grenoble.net> or contact them directly:

- For books and comics, contact Pascale Barbe: [pascale.barbe@cea.fr](mailto:pascale.barbe@cea.fr) or Sylvie Richard: [sylvie.richard@cea.fr](mailto:sylvie.richard@cea.fr); +33 (0)4 38 78 32 94
- For CDs and DVDs, contact Claire Desmaris: [claire.desmaris@cea.fr](mailto:claire.desmaris@cea.fr); +33 (0)4 38 78 57 30
- For video game consoles and board games, contact Marie-Agnes Delisle: [marie-agnes.delisle@cea.fr](mailto:marie-agnes.delisle@cea.fr); +33 (0)4 38 78 98 88

#### ➔ **Opening Hours**

Tuesday through Friday, from 12:30pm to 3:00pm  
Wednesday: from 12:30pm to 4:00pm

### **Membership**

Membership costs €8/year + €250 security deposit. The registration form is available on the library's website (> *Infos pratiques* > *Inscriptions* > *Stagiaire, CDD ou thésard*). Fill it in and bring it to the library along with the two checks for registration.

### CEA Art and Culture Club (Association Artistique et Culturelle): AAC Grenoble, Building 64



AAC Grenoble offers 13 different kinds of activities as well as discount prices on movie tickets, amusement parks, theater plays, or exhibitions. Membership costs €10 plus €2 per activity. All activities take place in the Social Activities Areas (*Zones d'Activités Sociales*) in building 20.62 and 60 to 66.

- ➔ For more information, contact Monique Molliere: [monique.molliere@cea.fr](mailto:monique.molliere@cea.fr); +33 (0)4 38 78 47 47 or come and meet AAC Grenoble staff Tuesday through Friday from 12:30pm to 3:30pm.

### CEA Sports Club (Association Sportive): ASCEA, Building 62



ASCEA staff is here to welcome you every day from 8:00am to 4:30pm (registrations on Tuesdays, Thursdays and Fridays from 12:30pm to 1:30pm only). With them, practice any sport you like from aikido to yoga! ASCEA offers more than 30 different kinds of activities. Membership is only €18 for a CEA employee.

- ➔ For more information visit their website at <http://www.asceast38.fr> or e-mail them at [ascea.grenoble@free.fr](mailto:ascea.grenoble@free.fr)

### CEA Social Activities Organizations: ACAS & ALAS, Building 64



**ACAS** (Central Organization for Social Activities) is in charge of promoting, organizing, and managing vacation for CEA employees and their families. Booking your vacation with ACAS enables you to benefit from:

A wide variety of offers in France and abroad, financial contributions from 15% up to 67% of the total cost of your vacation (depending on your salary) if you are staying in an ACAS vacation resort, installment payments, trip cancellation insurance (paid for by ACAS), great booking services, financial contributions to plane, boat, or train tickets, and much more!



**ALAS** (Local Organization for Social Activities) is in charge of promoting, organizing and managing social, sports and cultural activities on a local scale. Here are a few examples of what ALAS has to offer you:

Financial contributions for school supplies at the beginning of the school year, Recreational Community Centre for Children, negotiated prices on a selection of Christmas presents and on baby shower gifts, student loans, etc.

- For more information about ACAS and ALAS, visit building 64 from Tuesday through Friday from 12:30PM to 3:30PM or in the morning by appointment, contact Stéphane Fiat: [stephane.fiat@cea.fr](mailto:stephane.fiat@cea.fr), or visit the websites at <http://2012.acasducea.org/index.php> and <http://alas-cea-grenoble.fr/>.

### Bank Services



During your stay at CEA-Grenoble, you can find one on-campus bank.

#### **BNP Paribas**

The CEA-Grenoble BNP branch provides classic banking services such as day-to-day operations, an ATM and customer advice. The agency provides services for personal or professional purposes (such as currency purchase for assignments abroad). The ATM is located in front of Restaurant H2.



#### → **Opening Hours**

**Restaurants H1 & H2:** Mondays and Fridays from 09:00am to 11:15am and from 12:00pm to 4:30pm. Tel: 83774 (for H1) and 84649 (for H2)

**Restaurant H3:** Tuesdays and Thursdays from 12:00pm to 3:00pm and Wednesdays by appointment only. Tel: 84346

#### → **Contacts:**

Branch manager: Sophie Peter; +33 (0)6 64 01 32 93

Wealth Management Advisor: Perrine Rame; +33 (0)6 64 01 32 94

Customer Financial Advisor: Claire Lisenborg; +33 (0)4 38 78 25 76 (H1); +33 (0)4 38 78 25 78 (H2)

### Company Savings Plan (*Plan d'épargne entreprise, or PEE*)

The CEA Company Savings Plan (*PEE*) is available for all CEA employees. This plan enables you to wire money onto a tax-preferred savings account and to benefit from CEA contributions to your savings. You can choose from several mutual funds with different investment risk levels (and hence different profit rates). CEA contribution amounts to 40% for the first €1,000 wired to your account and 20% for the following deposits. CEA contributions are limited to €700 per year. You can open your PEE three months after starting at CEA. You will retrieve the money invested on your plan at the end of your three years of thesis.

- More information on the DRHRS Intranet at <http://www-drhrs.cea.fr> > *Infos pratiques* > *Epargne salariale*.

### French classes



You've just arrived in France and you want to learn our beautiful language? Great idea! Learning French will facilitate your professional and social integration and enable you to really enjoy your stay here. You will find below short descriptions of what the French Institute (*Alliance Française*) and the Center for French as a Second Language (*Centre Universitaire d'Études Françaises*) can offer you.

### The French Institute (*Alliance Française*)

The Grenoble French Institute offers classes for all levels. Whether you want to learn, discover or improve your French, you can choose between group classes of 5 to 15 people or private classes for 1 to 4 people. *Alliance Française de Grenoble* offers a wide variety of classes from General French to Business French through Scientific French. Language tests are free, call +33 (0)4 76 56 25 84 to make an appointment and take the test! Last but not least, AF Grenoble offers many cultural activities such as cooking classes, walks in the Grenoble region or concerts. Do not hesitate to join them to learn French the fast and fun way!

#### → **Contact**

E-mail: [contact@afgrenoble.org](mailto:contact@afgrenoble.org);

Website: <http://www.afgrenoble.org>;

Tel: +33 (0)4 76 56 25 84

- **Opening hours:** Monday through Friday from 8:30am to 12:30pm and from 1:30pm to 5:30pm

### CUEF – Center for French as a Second Language at *Université Stendhal Grenoble 3*

The Center for French as a Second Language offers classes in General French and Business French.

- **General French:** you can take General French classes for a month, a semester, or a specific amount of time depending on your needs. These classes are intended for all international students. The goal is to develop your oral and written skills as well as your knowledge of French culture.
- **Business French:** Business French classes are a 24-hour-per-semester training. They are intended for students or people already working in a French-speaking professional environment and wanting to improve their professional communication. CUEF offers specific classes for Medical French and Scientific & Technical French.

#### → **Contacts**

E-mail: [cuef@u-grenoble3.fr](mailto:cuef@u-grenoble3.fr)

Website: <http://cuef.u-grenoble3.fr/>

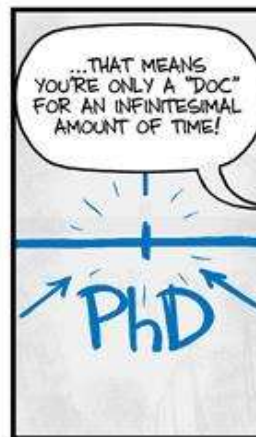
Tel: +33 (0)4 76 82 43 70



WWW.PHDCOMICS.COM



WWW.PHDCOMICS.COM



WWW.PHDCOMICS.COM



Pictures: CEA photo library



commissariat  
énergie atomique  
énergies alternatives

