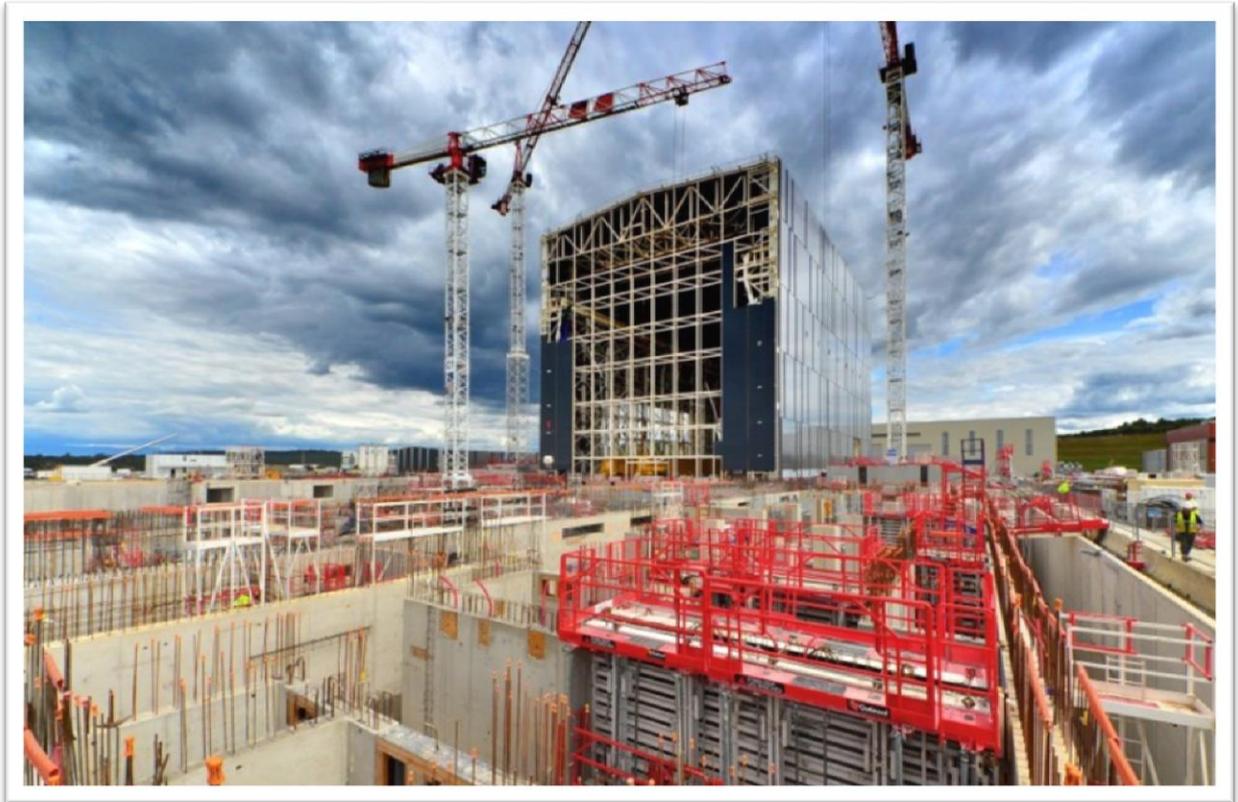


ITER

Practical Information Guide



Version 01 June 2016

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Welcome to ITER!

As you are a newly hired staff member, we strive to make your time at ITER as enjoyable as possible.

This Practical Information Guide will provide you with useful tips concerning your stay and early settlement in the local areas and the IO. In addition to general hints to help prepare your arrival, this guide contains essential information about everyday life on-site with details about different services available to ITER staff.

We hope this guide assists you throughout your stay and we wish you an excellent experience at ITER.

I. Introduction of ITER Organisation

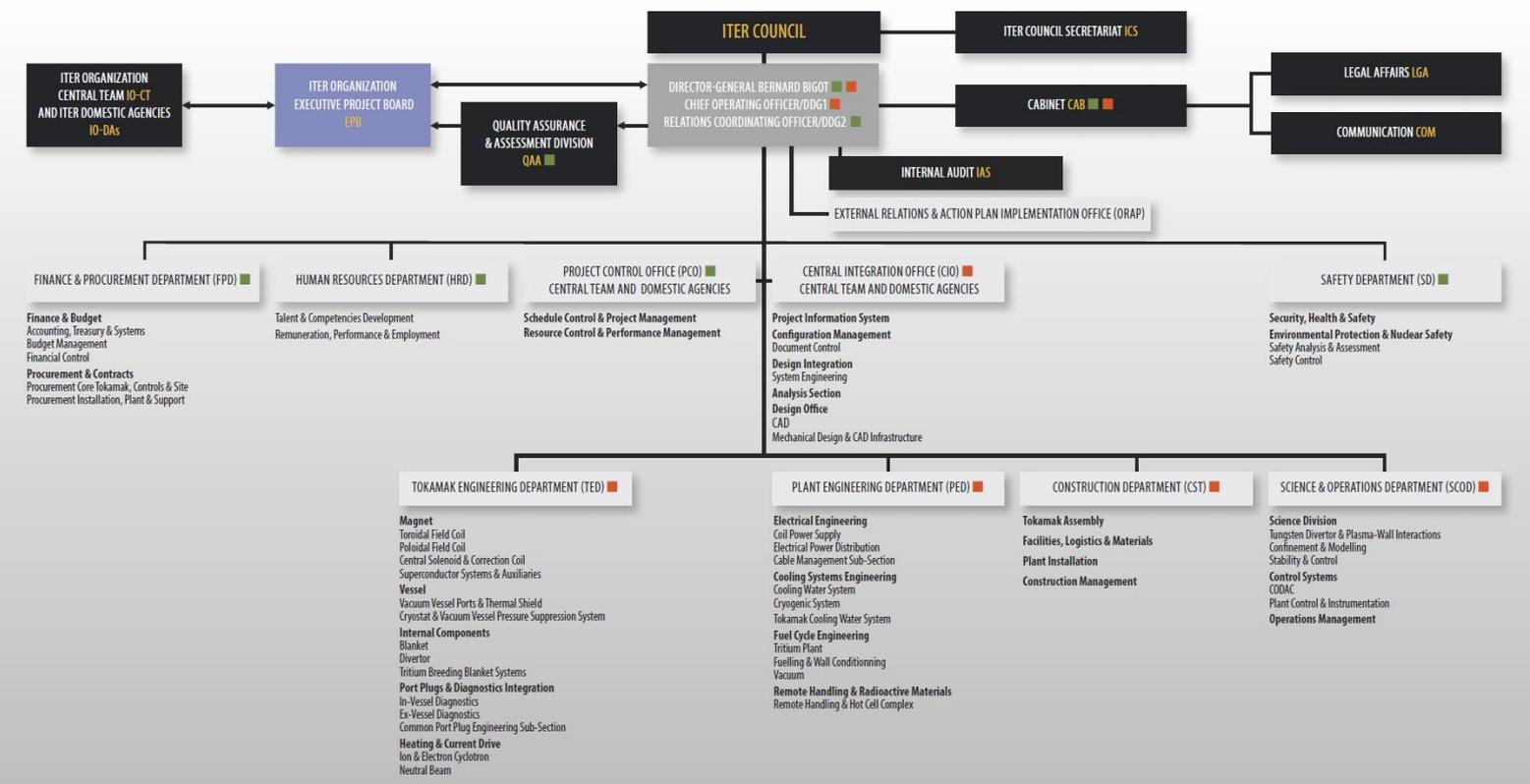
ITER is a large-scale scientific experiment that aims to provide for and to promote cooperation among the Members of the ITER Organization on the ITER Project, an international project that aims to demonstrate the scientific and technological feasibility of fusion energy for peaceful purposes, an essential feature of which would be achieving sustained fusion power generation.

ITER Organization is an Intergovernmental Organization. This public International Organization was established by an international Agreement signed by 7 parties who are the Members of the Organization; and is subject to International Law.

The IO status is applicable only to Staff Members having an employment contract with the IO.

The ITER Organization is staffed by men and women from all over the world working together for the success of the ITER project. More than six hundred directly employed staff and 500 external contractors currently work for the project in Saint Paul-lez-Durance, France. The Organizational Chart below shows the management structure of the ITER Organization.

You can find more information on our website: <http://www.iter.org/org/io>



II. Human Resource Department of ITER Organization and Welcome Office of Agence ITER France

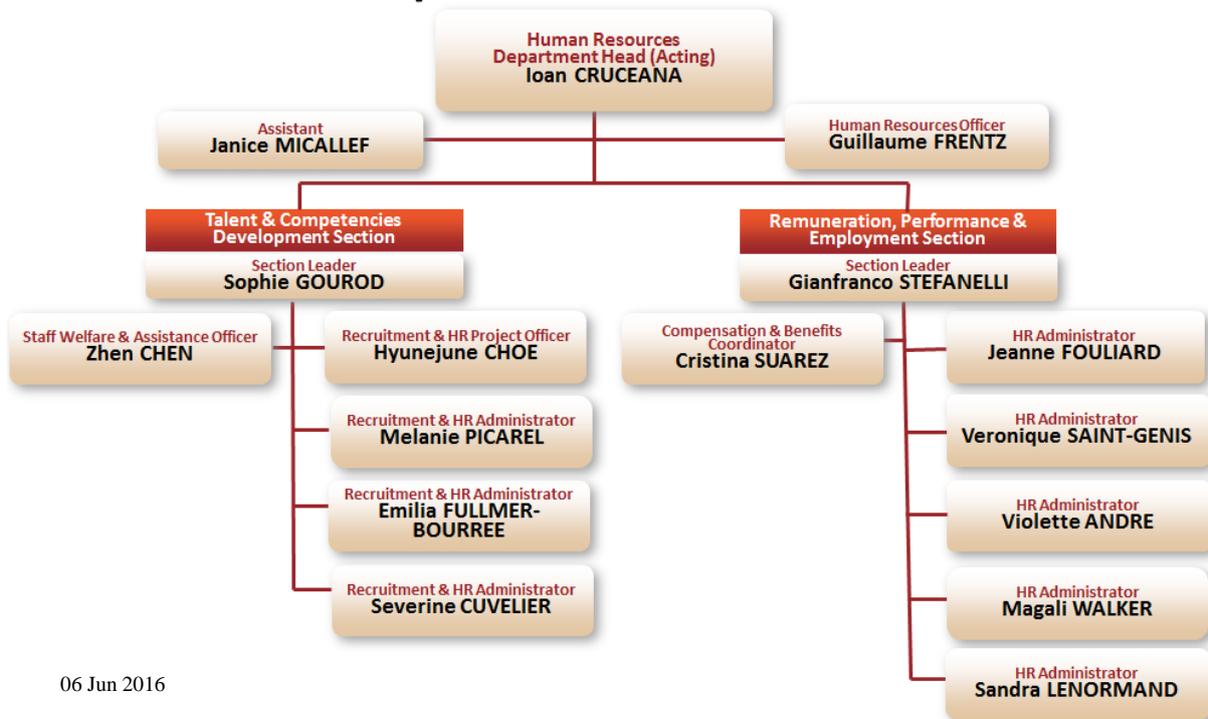
1. Human Resource Department (HRD) of ITER Organization

The Human Resources Department (HRD) provides integrated services to the ITER Organization (IO) enforcing critical competencies for the project throughout areas of staffing, employee development and training, labour relations, employee relations, valuing diversity, and offers additional assistance to the IO's employees when appropriate.

The HRD staffs seek to provide benefits to employees that promote health, wellness, and a sound work/life balance. Through employee orientation and professional development, we foster the values of inclusiveness, team spirit, employee engagement, and continuous learning. In all areas of work, the HRD firmly upholds the tenets of confidentiality, accountability, and trust.

ITER_D_2W3ZC9

HR Department – Who's Who



06 Jun 2016

2. Welcome office of Agence ITER France (WO/AIF)

The Agence ITER France was created in 2006 within the CEA (Commissariat à l'Énergie Atomique et aux Énergies Alternatives) in Cadarache. Its role is to implement the French commitments for the development of the ITER project on French territory.

The Welcome Office is part of the Agence ITER France. It is located in building B03, next to the ITER 72 HQ Building. Its specific mission is to offer a wide range of dedicated and tailor-made services to the different types of staff involved in the ITER project (ITER Organization directly employed staff, staff from Domestic Agencies, Visiting Researchers and Contractors).

With its nine years of experience, the Welcome Office has gained recognized expertise and has designed specific tools to help the ITER staff. More than 1,600 people have already benefitted from its services since 2006.

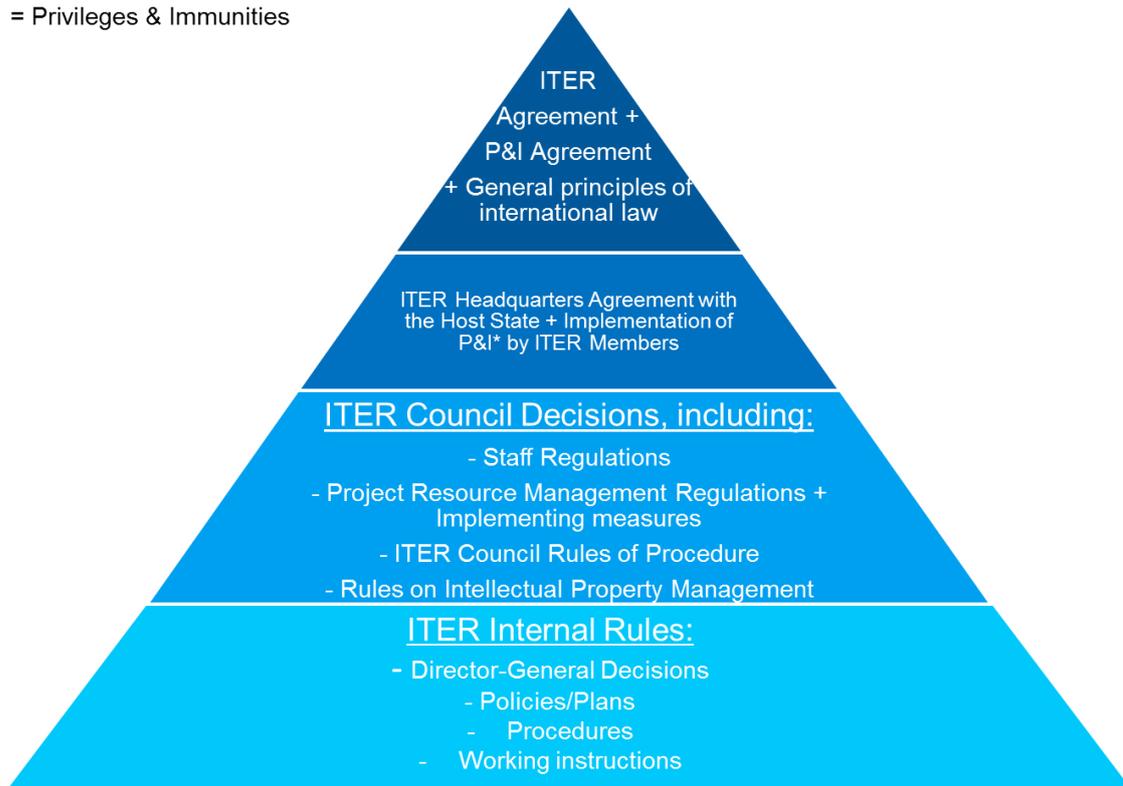
The Welcome Office is the interface with the French authorities for all the administrative procedures: visa, driver's licenses, residence permits, customs duties... Specific procedures have been set up with the French administration such as the Ministry of Foreign Affairs, the Customs Office or the Local Administrations in order to help the ITER staff and their families. It has also gained extensive experience in intercultural exchanges.

The scope of activities of the Welcome Office includes assistance for immigration, moving, accommodation, administrative formalities, our intercultural language program, driver's licence translation, registration for car purchasing, etc.

Website of the Agence ITER France Welcome Office is
<http://www.welcomeoffice-agenceiterfrancecea.com/?lang=en>

III. Document of Reference

*P&I = Privileges & Immunities



1. Working conditions

Working Conditions on the IO site are defined and regulated by **Staff Regulations** (<https://www.iter.org/media/www/sites/jobs/hiring/docs/2EFKUE.pdf>) aiming to define the status, rights, duties and responsibilities of the ITER Organization staff members and the Internal Regulations (<https://www.iter.org/media/www/sites/jobs/hiring/docs/27WDZW.pdf>) providing the rules concerning work, health, and safety and security regulations for persons undertaking activities on the ITER site.

Opening hours of ITER premises are from 7.30 am to 7.30 pm.

2. The Code of Conduct

The Code of Conduct gives guidance in matters of professional ethics to all persons employed by the ITER Organization and serves as a reference for the public with regard to the standard of conduct that third parties are entitled to expect in their dealings with the ITER Organization.

It describes the basic standards of behaviour and ethical standards that we must all set for ourselves and that we are entitled to expect from our colleagues in the work place: it is a guide in understanding how to conduct ourselves, treat others and how we should expect to be treated. You may find the current version of the Code of Conduct on our website: <https://user.iter.org/?uid=4FDYTY> (This link can be opened only when you have our intranet access.)

IV. Access to the ITER Site and Surrounding Region

Additional information: <http://www.iter.org/visit>



The ITER Organization (IO) is located in the commune of Saint-Paul-lez-Durance, Provence-Alpes-Côte-d'Azur region, southern France. The ITER site is adjacent to the *Commissariat à l'Energie Atomique et aux Energies Alternatives*¹ (CEA) Cadarache Research Centre where an outstanding scientific environment and technical infrastructure is already in place, including the Tore Supra Tokamak and centre for fusion research.

Access to the ITER site is restricted. All ITER staff that carryout activities on the ITER site shall be provided with a badge containing nominative data adapted to the automated access control card reader. Visitors to either site must make arrangements in advance in order to apply for the appropriate security clearance.

Please note that the ITER site is open Monday to Friday from 7:30 a.m. to 7:30 p.m. Prior authorization is needed to access the site outside these hours. Please see your Department/Office/Cabinet's Assistant to make arrangements.

Mailing address:
ITER Organization Headquarters
Route de Vinon sur Verdon
CS 90 046
13067 Saint Paul Lez Durance
FRANCE

¹ French Alternative Energies and Atomic Energy Commission.

Access to the ITER site and surrounding Region

1. *By Taxi*

The Welcome office offers taxi services for the day of arrival in France and/or for the first working day according to the needs of the newcomers (for IO Directly-Employed Staff and Visiting Researcher only). This service is free of charge. You can contact the Welcome Office directly about this service.

After receiving your access badge, you can enjoy the ITER Commuter bus services.

2. *By Commuter Buses*

IO provides 5 Commuter Bus lines that cater to staff who reside in the most popular regions that surround the ITER site in the morning and evening of each working day.

A bus fare of 2€ per passenger per trip is in place for the use of the Commuter Buses. The fares are paid directly to the bus driver, either in the form of a one-way 2 € ticket, or in the form of a 11-trip 20€ bus pass which will be stamped by the bus driver for each trip. The fare can only be paid in cash. Multi-trip tickets (11-trip ticket for 20€) are available to purchase from the Conciergerie.

➤ Bus Lines

The Commuter Bus lines are given below:

- Line A – Aix West (Ouest) #1
- Line B – Aix West (Ouest) #2
- Line C – Aix East (Est)
- Line D – Sainte Tulle (via Manosque)
- Line E – Villeneuve (via Manosque)

Note that the buses used will physically display their respective line designation (letter given above) followed by the line name. Please refer to Appendix 2&3 for more information about the Commuter bus time table and route map.

○ Arrival at the ITER site

Commuter Buses are scheduled to arrive at the ITER Headquarters (outside of Building 03) at approximately 08h25 each day.

For staff who are located in Building 72, access is gained by passing the Access Control of Building 03.

For those who are located in Buildings 81 and 82 a “Dispatch” bus is in place to transport staff to this area from the HQ site. This bus will be stationed in the parking area in front of Building 03 (the same location for Commuter Bus drop-off) and display “Dispatching”.

○ Departure from the ITER site

The Commuter Buses are scheduled to leave the ITER site at 17h45 opposite Building 03.

For staff located in Buildings 81 and 82 a “Dispatch” bus is in place to transport staff to the HQ site and access to their relevant Commuter Buses. This bus shall depart at 17h35 every evening from outside Building 81.

Note that the Commuter Buses shall, for the evening return journeys, follow the same routes (reversed) as per the morning journeys detailed in the timetables referenced in Appendix 2.

3. By Car

The ITER Organization is located close to the A51 motorway linking Aix-en-Provence with the Alps. It is approximately 35 km from Aix-en-Provence and 20 km from Manosque. Heading north from Aix in the direction of Sisteron, take exit 17 (Vinon/Saint-Paul-lez-Durance).

At the first roundabout after the toll, go left onto the D952 towards Vinon. Continue along this road keeping the Cadarache fence to your right. After 2.2 km, a tall yellow sign on your right indicates the entrance to the former ITER Headquarters (now the site of Buildings 81 and 82). For the permanent ITER Headquarters building, continue another kilometre along the D952 until you reach a large roundabout. Take the second right (ITER Accès Est) through the light grey gates and continue up the hill to the ITER Welcome Building.

The approximate cost of the A51 motorway from Manosque to Cadarache is 1.30€, and from Aix-en-Provence to Cadarache is 2.90€. To save time and money a motorway pass is available through the various motorway companies (Escota, ASF, etc.). A special motorway rate is also available for ITER staff members living in the “Communauté du Pays d’Aix” (designated Aix-en-Provence County limits) through the Escota motorway company. To request your pass and get more information about the various toll rates, please contact the motorway company nearest you.

4. By Public Buses

There are two public buses that stop at the front gate of CEA Cadarache, three kilometres from ITER Headquarters. CPA line 150 (Aix-en-Provence—St Paul lez Durance) and CPA line 151 (Pertuis—St Paul lez Durance). CPA line 150 also stops in front of B03 bldg.

The LER line 26A from the Marseille-Provence Airport to Digne-les-Bains stops in front of the neighbouring CEA facility. It also serves the Aix TGV train station.

Please refer to Appendix 5 for more information regarding Regional Travel, such as airport and train services.

V. On-site Services

I. ITER Restaurant

A dedicated self-service Restaurant seating approximately 400 people is in place providing hot meals for staff at lunch times. The opening hours for lunch are 11:30am to 2:00pm.

The Restaurant is located on the ground floor of Building 72, with the main entrance to the restaurant found at the western end of the building.

➤ Payment

The purchase of, and payment for, food within the Restaurant can be done either by the use of a pre-paid account or by cash/credit card directly at the restaurant.

Pre-Paid Restaurant Account

It is possible to create a “Pre-Paid Account” to use for your meal purchases at the Restaurant, whereby you credit an amount of money to your account that can then be used at the Payment Counter eliminating the need to pay with cash/credit card. This account is applied to your ITER access badge.

To create and use a Pre-Paid account use the following steps:

1. Registration of Account:
 - a. Visit the Restaurant outside of the main operating hours, i.e. not between 12:00– 13:00
 - b. Present your access badge to a member of the catering staff, informing them that you wish to register your account
 - c. Register your account (this is mandatory to benefit from the preferential rate for ITER staff, Interns and Interim staff)
 - d. You will be given a receipt by the catering staff with username and password (ensure you do not lose this receipt)
2. You can then set-up and credit your account online at <http://sodexo-iter.moneweb.fr/> using the username and password given on your receipt. Crediting your account can be done with all major credit cards.
3. On your next visit to the Restaurant simply pass your access badge over the card reader and your account will be debited. Note that it is essential to activate your account online (as per Step 2 above) in order to use your access badge to make purchases.
4. In the event that you do not have enough credit on your account when purchasing at the counter the amount will come off of your account and put you into debit by the appropriate amount. You should then access your account online as soon as possible and top off your balance (paying back the monies owed to the contractor in the process). This feature is available to those holding a permanent ITER access badge (not to visitors).

Individual Payments

Purchase of food items can also be made at each separate visit to the Restaurant either by cash or credit card at the counter.

2. ITER Coffee Bar

A dedicated Coffee Bar is available serving fresh hot drinks, soft drinks, sandwiches and other light foods for those who do not wish to eat a larger meal like those served in the self-service Restaurant. The following details the functions of this Coffee Bar.

The Coffee Bar is located on the ground floor of Building 72, next to the Restaurant. There are two main entrances: one next to the Reception area of the building, and a second adjacent to the bank.

The opening hours are 8:00am to 3:30pm.

Purchases can be made from the Coffee Bar either by using your registered and activated access badge or by credit card only. Payments cannot be made by cash.

Staffs are welcome to bring their own food prepared at home to eat in the Coffee Bar area. Microwaves are provided for this purpose. Cutlery etc. should be brought from home; use of utensils and plates etc. is reserved for paying restaurant guests only.

3. ITER Library

ITER Library has been established to cater the scientific and technical information needs of IO staff working at Cadarache. It acts as an Information Intermediary.

The ITER Library, located in building 72/317, offers a full range of services including access to a collection of books, standards, popular science and engineering magazines and fusion journals. A large collection of electronic resources including e-books and e-journals can be found on the library website (<https://portal.iter.org/information/library/Pages/libhome.aspx>), which is linked in Buzz under “Working at ITER.”

- Library Hours : Monday-Friday, 09:00am – 5:00pm
- Membership
 - All IO staff upon joining the Organization
 - Non-IO staff working on-site for longer duration (more than 3 months) including Contractors, DA staff, Visiting Researchers, Postdoctoral Researchers, with approval from the concerned IO Responsible Officer and the DOC Section Leader.Membership to the organizations/institutions which are working in the similar subject areas could also be extended, if requested, with approval of the management.

4. ITER Restaurant Buses

Due to the split nature of the ITER site internal Restaurant Buses are provided for the lunch period to escort staff from Buildings 81 and 82 to the ITER Restaurant located in Building 72. There is no charge for the use of the Restaurant buses.

Staffs are encouraged to use these Restaurant Buses when traveling to and from the ITER Restaurant as this is the most efficient and safest method to do so.

Please refer to Appendix 4 for more information about Restaurant bus time table and route map.

5. ITER Infirmary

The ITER Infirmary is located in Building 06 (the white building adjacent to ITER Headquarters) on the ground floor.

The Infirmary is equipped to handle first responder duties as well as visits from staff and also provide advice on the French Health Care system.

The medical services are available to IO personnel and contractors located in Buildings 72, 03, 06, 81 and 82. (The construction site personnel have a separate, dedicated infirmary.)

- Service Hours : Monday-Friday, 08:00 am – 5:00 pm
- Contact numbers : 04.42.17.68.46 or 06.42.41.58.73

6. Banking

BNP PARIBAS

All banking services can be done at the BNP PARIBAS Branch located on the ground level of the HQs building during 09:00 -11:30, 12:30-17:30 from Monday to Friday.

To schedule an appointment, please contact: +33 4 42 17 22 00

HSBC

There is also an HSBC operating point, located at B72/2103. Opening hours are Thursdays from 11:00 to 14:00.

To schedule an appointment, please contact HSBC directly (Tel: +33 4 42 16 08 25; or by e-mail corinne.durandean@hsbc.fr)

7. Concierge Service

The Concierge Service offers a full set of personal on-site services to IO staff. Services include dry cleaning, travel agency, car servicing, post office, housekeeping, babysitting, and contact with plumbers, electricians, etc. The ordering, pickup and delivery can be done on-site.

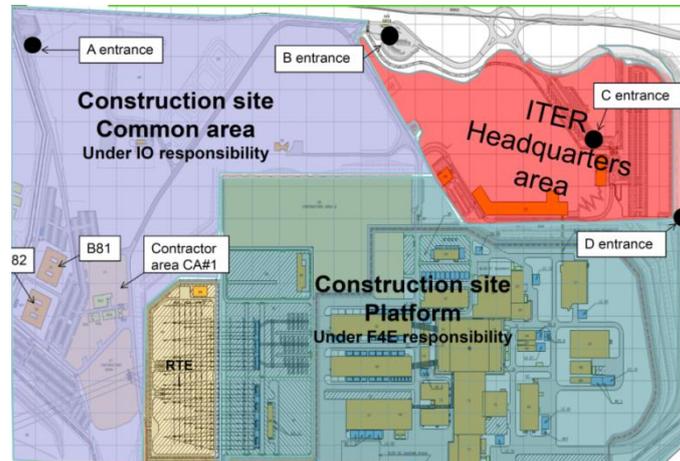
IO Staff members and their spouse have 3 ways to access the service and place their request: a counter at the IO HQ lobby, a concierge website and a concierge call center.

- Concierge counter: HQ lobby, Tuesday, Wednesday, Friday, 08:30am – 09:30am, and 11:30am - 3:00 pm; Thursday 12:00am – 2:00pm
- Concierge website: www.iter.concierge.circles.com
- Concierge call center: +33(0) 4 42 17 89 92, Monday to Friday, 08:00am -08:00pm

VI. Safety and Security

The ITER site is globally under IO responsibility; it comprises 2 main zones ruled by different safety regulations:

- ITER Headquarters area (in red)
- ITER construction site (in green and pink)



Access to the worksite is subject to specific training.

1. Safety in the working places

➤ Work Conditions

You must never start a hazardous task (e.g. maintenance) without having first received safety instructions which should be specific to the risks of the work you will be performing.

- Avoid combustible build up (paper in office, cardboards, etc.).
- Hot work to be ruled by a Fire Permit (ask SQS for guidance).
- Avoid overloading power sockets.

➤ Incident / Accident reporting

Immediate reporting to security command post (phone : 04.42.17.20.00) is requested in case of:

- accident / injury
- unsafe situation
- near misses
- unsafe behaviour
- potential risk that might impair others' safety.

➤ Worksite Waste

Two bins inside each office are to be used separately: Blue bin (Paper), Black bin (used tissues, cans, beakers, etc.)

Batteries are disposed of in a dedicated container on each floor of the buildings.

Printer cartridges are disposed of in dedicated containers located next to printers on each floor of the buildings.

➤ Fire Safety

Evacuation plans are displayed on the walls.

Become aware of emergency exits / routes and fire extinguishers closest to your working area.

Assembly points are on the parking lots.

First-Aid trained personnel are available: Their names are displayed on the safety boards.

Smoking is prohibited throughout the ITER building including your office. If you wish to smoke please respect non-smokers and smoke outside in the designated areas. Please keep these areas tidy.

➤ CEA Related Alert for ITER buildings

When hearing sirens coming from outside the buildings:

- Immediately take shelter in the closest enclosed building.
- Stop all work in progress. Place all equipment and tools in a safe place.
- Close all doors and windows then wait for instructions to be announced over the Public Address System.

If an evacuation is determined to be necessary:

- You will be notified what to do and where to go;
- Evacuation will be made by buses.

➤ Siren testing

- PUI (Internal Emergency Plan) every Thursday at 1 pm.
- PPI (Particular Intervention Plan) every first Wednesday of each month at noon. This alarm will be activated in real-time by the Préfet of the region if the consequences of an accident are likely to spread beyond the boundaries of the center.
- Construction site sirens every first Wednesday of each month at noon.

NO RESPONSE REQUIRED IN THESE INSTANCES UNLESS OTHERWISE INSTRUCTED.

2. Security in the working places

➤ Opening hours

The different areas are accessible after opening hours:

- Office areas: from 7:30 am to 7:30 pm
- Worksite: from 5:30 am to 10:30 pm

➤ Rules applied on all areas of the site

- The taking of photos and videos is discouraged.
- No animals are allowed on the site.
- Traffic regulations apply on site, please respect the signs.

➤ Rules governing the use of badges

- The badge is granted on a personal basis. The holder is responsible for the use made of it. The loan of badge is strictly forbidden as well as forgery or reproduction.
- The badge should be worn visibly inside the ITER Site at any time. It should be hidden away out-side the ITER site.
- Any breach of the provision relating to the conditions of use of a badge can incur temporary or permanent withdrawal of the badge and/or legal proceedings.
- Walking is prohibited outside of dedicated pedestrian footpaths.

3. Key Emergency Phrases in French

English	French	Pronunciation Help
Help	Au secours	O Seukoor
Fire	Au feu	O Feu
Call in the emergency	Appeler les secours	Apellé lé seukoor
It is an accident	C'est un accident	Sé teung aksidan
Help me	Aidez moi	Edé moa
I am on the road to ... at this address...	Je suis sur la route de ... à l'adresse suivante...	Jeu sui sur la root deu... a ladresse suivant
There are ... people injured	Il y a ... personnes blessées	Iliya... person bléssé
He/She is choking	Il/elle s'étouffe	Il/el sétoofeu
He/She is unconscious	Il/elle est inconsciente	Il'el é inkonssien
Heart attack	Crise cardiaque	Creez caredak

VII. Relocation to France

1. *Visa and residence permit for ITER staff*

- If you are a non-EU national (and if you are not considered as a French resident):

The Welcome Office (WO) is your interface for the French visa procedure.

This procedure is specific to International Organization employees since you (and your spouse) are exempted from any employment authorization.

The Welcome Office will help you obtain a D-visa, valid for 3 months and enabling you to apply for a French Special Residence Permit upon your arrival in France (still with the help of the WO).

First make sure that you and your family have valid passports. A copy of these will be needed by the Welcome Office to issue an official document, called “Note Verbale”, which will be sent to the French Ministry of Foreign Affairs and which will enable a free and accelerated visa delivery by the French Consulate in your country.

We recommend that you wait until you obtain your visa before confirming any travel tickets.

Upon your arrival, the Welcome Office will assist you in the process of your residence permit application.

For any information on the French consulate of your home country you may consult:

<http://www.expatries.diplomatie.gouv.fr/index.php/Annuaire/Ambassades-et-consulats-francais-a-l-etranger/>

Embassies and consulates in France: <http://www.mfe.org/index.php/Annuaire/Ambassades-et-consulats-etrangers-en-France>

- If you are an EU national (and if you are not considered as a French resident):: free entrance to France.

As soon as you arrive in France, the Welcome Office will assist you in the formalities to obtain a French Special Residence Permit.

- If you are a French national:

You will obtain a card called *Attestation de fonctions* issued by the French Ministry of Foreign Affairs (you will not be entitled to the tax free purchase of a car in France with this card).

The Welcome Office will be your interface for this process.

- If you are a foreign citizen and if you are considered as a French resident:

You will obtain a card called *Attestation de fonctions* issued by the French Ministry of Foreign Affairs (you will not be entitled to the tax free purchase of a car in France with this card).

The Welcome Office will be your interface for this process.

Note that only non-resident EU (non-French) and non-EU citizens (and their family members) are entitled to a French Special Residence Permit from the French Ministry of Foreign Affairs.

To check your residency status and your entitlement for the MFA card, please contact the Welcome Office.

2. Customs

Personal belongings:

ITER staff members are entitled to import their furniture and personal effects (including their car) tax- and duty-free when moving to France for the first time and within 12 months of their arrival. A specific procedure has to be followed in that case for import from non-EU nationals with the French Customs Offices. Please contact the Welcome Office before planning your removal.

Pets:

If you are entering the EU with a pet, you must travel with an official document that has been completed and signed by a veterinarian in your country. You will have to present this document for customs clearance. If you do not clear your pet, you may have to pay a fine or your pet may be confiscated by Customs authorities.

Medication:

Medication for personal use, i.e. in an amount corresponding to 3 months of treatment or less, may be brought into France, without a prescription provided they are carried in your baggage. If you carry medicine containing narcotics or psychotropic drugs, you must keep the prescription with you at all times.

To find more information in English, refer to the French Customs website: www.douane.gouv.fr

3. Required documents for your stay in France

During your stay in France, you will need certain documents for administrative procedures (for example to register your car, to enrol your **natural child or legally adopted child** at school or to find accommodation...). Make sure that you have all the required documents prior to your arrival.

We strongly recommend that you prepare the following documents, which could be useful for your daily life in France:

Family

- Marriage certificate
- If you are living with someone (as a common-law spouse), bring proof that you have been doing so for an extended period (e.g. rental agreement)
- Child birth certificates (**natural child or legally adopted child only**)
- Children's school reports and statements of full-time attendance at an educational establishment (**natural child or legally adopted child only**)

- Immunisation records (for all members of your immediate family)
- Health insurance documents
- 4 pictures (passport standard size) for each member of your family

Cars

- Valid driver's license and/or international driver's license
- All official and technical car documents
- Car insurance certificates
- Invoice and/or certificate of sale

Cars imported from Germany: we advise you to obtain an export certificate and export plates before leaving. The process to register your car in France will be made much easier.

Note that the Welcome office will be your interface for:

- **the customs formalities to import your car from a non-EU country**
- **the registration of your car in France**

If you intend to import your car in France, please inform the Welcome Office.

Pets

- If you have pets, we recommend that you provide anti-rabies immunization cards.

4. Housing

- Temporary accommodation

Prior to your arrival in France, the Welcome Office can provide you with a list of hotels and residences that you can contact to book a room for your first days here.

- Permanent accommodation

A dedicated Relocation Company called "CSE-Executive relocations" was chosen to help ITER staff members find housing and assist you with your lease agreement, your deposit and all moving-in contracts. CSE can help you with electricity, telephone, internet, etc. (even if you find your home on your own).

The Welcome Office will refer you to this company on a case-by-case basis. You will just have to specify your needs on the WO "Welcome questionnaire".

Note that some documents may be required when renting a house or for the utilities contracts, such as house insurance certificate, salary slip or employment certificate.

5. International Moving

- Moving from a non-EU country:

If you plan to import your personal belongings to France (including car) note that there is a specific procedure to follow which will allow you to be tax exempt at the border.

Before planning your move, please contact the Welcome Office.

➤ Moving from an EU country:

Thanks to the free circulation of goods in the European Union, there is no special procedure to follow.

Whatever your country of origin, for the choice of your moving company and the reimbursement of your moving fees, please contact the Human Resources team at ITER.

6. Driving Licenses

The French law regarding driving licenses has recently changed and the exchange of your national driving licence to the French one is no longer possible.

Now, your national driving license is recognized on the whole territory of France with its official translation, as long as you hold a French special resident permit. So you can simply drive with your national driving license, its official translation and your special resident permit during your stay in France as ITER staff. The Welcome office can help to apply the official translation for your national driving license.

For the rest of Europe, an international driving license is required, issued in your home country. Please note that you should always hold a valid driving license. If the license expires during your mission in France, you must deal with the competent authorities in your own country in order to extend its validity date.

7. Intercultural Language Program

Designed specifically for ITER staff and spouses, the Intercultural Language Program (ILP) of the Agence ITER France was awarded the European Label for Innovation and Quality in Language Learning:

http://ec.europa.eu/languages/policy/strategic-framework/language-label_en.htm

Group classes, individual tutoring, workshops, breakfasts and seminars are organized throughout the year and offer a wide range of learning experiences.

The teachers involved come from Aix Marseille University, internationally renowned for its expertise in teaching languages to foreigners: <http://www.iefec.com/>

The ILP is supported by French and European university research programs focusing on the development of innovative tools in the acquisition of language and intercultural skills. Shawn Simpson, the Training Project Manager for the Agence ITER France is a European expert in Adult Education and Training, specialized in intercultural issues

http://ec.europa.eu/dgs/education_culture/index_en.htm

The ILP is open to all ITER personnel and spouses, on site, in Manosque and in Aix en Provence.

For further information, please contact shawn.simpson@iter.org

8. International School Provence-Alpes-Côte d'Azur (EIPACA)

The International School Provence-Alpes-Côte d'Azur (Hereafter EIPACA) is a public institution whose administrative and educational operation is based on the practices of the French National Education Department. Since its opening in September 2007, virtually all the children of ITER families and many local pupils of both European and non-European nationalities have attended the International School Provence-Alpes-Côte d'Azur, which provides a bilingual curriculum.

The education system, from kindergarten to Baccalaureate, currently comprises six section languages (Chinese, English, German, Italian, Japanese and Spanish), operating on the principle of parity (French language/section language), in which the courses are taught according to the principle of parity: 50% in French and 50% section of the language. Moreover, once the college level English students can follow a European education where English classes are held at 80% in English.

The introduction, in September 2009, of the International teaching responds to the needs of students for whom teaching 50 % French and 50 % English would be a handicap for the preparation of French national exams. This European curriculum must be considered as a diversifying element in the teaching possibilities as it is being developed alongside the bilingual education plan put into place since the creation of International School.

The curriculum is available on the Website of the EIPACA:

<http://www.ecole-internationale.ac-aix-marseille.fr>

Admission rules:

EIPACA formally undertakes to admit children of the ITER Organization staff.

In agreement with the Director of the School, the ITER Organization is responsible to decide upon the eligibility of ITER Right Holders to EIPACA, and the issuance of the required certificate. In case of eligibility, the child(ren) concerned are accepted by the School at any period of the year.

The curriculum must be taught in two working languages, French and the language of the chosen language section; the students must be able to follow the curriculum in the language section for which they have applied. These conditions will respect the educational needs for both the student as an individual and the group as a whole.

Children of ITER Organization personnel and domestic agencies should take a language test when they apply to enrol to EIPACA. If the student cannot be admitted in his/her mother tongue language section or for a language he/she masters at a level corresponding to the requirements set by the academic organization, and if he/she possesses the required abilities to follow a French education, he/she will be directed to the school establishment he/she comes under while taking into account the applicable division, following the terms of the common law. If he/she does not possess the abilities to follow a French education, he/she will be admitted to the International School, in principle, in the English section.

For more information or detail of ITER right holder certificate, please contact
zhen.chen@iter.org

9. Dining services available off-site

St. Paul-les-Durance	L'Accent Avenue de la Libération 13115 St Paul les Durance Phone: 04 42 28 82 25	Open for lunch Monday to Friday Open Friday and Saturday evenings
	La Boucherie Avenue de la Libération 13115 St Paul les Durance Phone : 04 42 57 42 22	Open for lunch Tuesday through Saturday Open Saturday evenings
	Relais de l'Abeou CD 61D 13115 St. Paul les Durance Phone : 04 42 57 41 63	Bar open from 6:30 a.m. to 8:00 p.m. Restaurant open for lunch only. Closed Saturdays and Sundays
Vinon-sur-Verdon	Le Palais de la Bière Le Cours 83560 Vinon-sur-Verdon Phone: 04 92 78 91 02	(closed Mondays) 15-35 euros
	Le Bistrot Du Cours 134 Esplanade Cours 83560 Vinon-sur-Verdon Phone : 04 92 79 73 12	Closed every afternoon from 3:00 pm to 6:00 pm in low season. Open all day from 10:00 to 23:00 in summer
	L'Olivier Route de l'Aérodrome 83560 Vinon-sur-Verdon Tel : 04 92 78 86 99	18-29 euros Open Monday to Friday Lunch in the low season. Open 7 days a week in the high season.
	La Table Ronde 877 Avenue de la République 83560 Vinon-sur-Verdon Phone: 04 92 78 92 58	Closed Friday evenings and all day Saturday. 15-30 euros
Manosque	Le Forum 341, avenue du Moulin Neuf 04100 Manosque Phone: 04 92 75 02 96	Monday to Thursday from 7am to 9pm and Friday and Saturday from 7am to 1am. 15-30 euros

VIII. Additional Information

1. Useful links

ITER Organization	http://www.iter.org/
Agency ITER France	http://www.itercad.org/
Welcome Office	http://www.welcomeoffice-agenceiterfrancecea.com/?lang=en
ITERCONNECTIONS, LOGIN : iterconnect / PASSWORD : iter	https://iterconnections.wordpress.com
International School Provence-Alpes-Côte d'Azur	http://www.ecole-internationale.ac-aix-marseille.fr
Académie d'Aix-Marseille	http://www.ac-aix-marseille.fr
French Ministry of Education	http://www.education.gouv.fr/ and http://eduscol.education.fr/
City of Aix en Provence	http://www.aixenprovence.fr/
Town of Manosque	http://www.ville-manosque.fr/
Conseil Général des Alpes-de-Haute-Provence ("Département")	http://www.cg04.fr/
Conseil Régional Provence-Alpes-Côte d'Azur ("Région"):	http://www.regionpaca.fr/
Logic Immo	http://www.logic-immo.com/
Le bon coin	http://www.leboncoin.fr/
Yellow page	http://www.pagesjaunes.fr/
AIX-en-provence restaurants	http://en.aixenprovencetourism.com/aix-restaurants.htm

2. Useful Contact points

Human Resources Contact points

Name	Contact	Phone Number	Email
Zhen CHEN	Staff Welfare & Assistance	+33 4 42 17 81 25	Zhen.Chen@iter.org
Hyunejune CHOE	Recruitment & Contact	+33 4 42 17 61 36	Hyunejune.Cho@iter.org
Emilia FULLMER-BOURREE		+33 4 42 17 61 66	Emilia.Fullmer-Bourree@iter.org
Melanie PICAREL		+33 4 42 17 62 70	Melanie.Picarel@iter.org
Cristina SUAREZ	Compensation & Benefits	+33 4 42 17 61 30	Cristina.Suarez@iter.org
Violette ANDRE	Training	+33 4 42 17 61 10	Violette.Andre@iter.org
Veronique SAINT-GENIS	Travel & Removal Contact	+33 4 42 17 61 29	Veronique.Saint-Genis@iter.org
Jeanne FOULIARD		+33 4 42 17 61 20	Jeanne.Fouliard@iter.org
Magali WALKER		+33 4 42 17 61 51	Magali.Walker@iter.org

Welcome Office (WO) Contact points

Name	Title	Phone Number	Email
Fabrice Carle	WO Manager	+33 4 42 25 34 53	Fabrice.carle@cea.fr
Audrey Duval	Personnel Relocation Manager	+33 4 42 17 61 11	Audrey.duval@iter.org
Laure Patte	Personnel Relocation Manager	+33 4 42 17 61 12	Laure.patte@iter.org
Shawn Simpson	Intercultural and Language Program (ILP) Manager	+33 4 42 17 61 14	Shawn.simpson@iter.org
Magali Chabrand	WO Assistant	+33 4 42 17 61 31	Magali.chabrand@iter.org

Department, Office & Directorate Secretaries and Assistants

Department, Office or Cabinet	Secretary or Assistant	Phone Number	Email
Cabinet of DG (CAB)	Carole Desailoud	+33 4 42 17 66 03	Carole.Desailoud@iter.org
Finance & Procurement Department (FPD)	Florence Bataille	+33 4 42 17 69 03	Florence.Bataille@iter.org
Human Resources Department (HRD)	Janice Micallef	+33 4 42 17 81 39	Janice.Micallef@iter.org
Project Control Office (PCO)	Catherine Moutte	+33 4 42 17 64 02	Catherine.Moutte@iter.org
Central Integration Office (CIO)	Nathalie Zeltner	+33 4 42 17 67 64	Nathalie.Zeltner@iter.org
Safety Department (SD)	Marie-Cecile Freymann	+33 4 42 17 68 02	Marie-Cecile.Freymann@iter.org
Tokamak Engineering Department (TED)	Aurelie Annicchiarico	+33 4 42 17 69 02	Aurelie.Annicchiarico@iter.org
Plant Engineering Department (PED)	Gaelle Breyse	+33 4 42 17 63 02	Gaelle.Breyse@iter.org
Construction Department (CST)	Christine Serres	+33 4 42 17 67 83	Christine.Serres@iter.org
Science & Operations Department (SCOD)	Celine Rossini	+33 4 42 17 65 02	Celine.Rossini@iter.org

Useful phone numbers

Office	Phone Number
Emergencies on the IO site	+33(0)4 42 17 20 00
ITER Infirmary	+33(0)4 42 17 68 46
BNP PARIBAS	+33(0)4 42 17 22 00
Guest accommodation "Le Château"	+33(0)4 42 25 25 69
Library	+33(0)4 42 25 65 61

Associations in Aix-en-Provence and Manosque

- **Accueil des Villes Françaises (AVF)**
+33 (0)4 42 38 49 83
Cité du Livre - 8/10 Rue des Allumettes - 13100 Aix-en-Provence
Email: avf.aixenprovence.j@free.fr
Web: <http://reseau.avf.asso.fr/space/avfaixenprovence>
- **French-Japanese Cultural Association of Aix en Provence**
4 Traverse Notre Dame - 13100 Aix-en-Provence
Contact : Monique FAILLARD (President of the association)
Phone : +33 (0) 4.42.23.09.04
Email : francojaponaix@free.fr
Web : www.japonaix.com
- **Anglo-American Group of Provence**
Maison des Associations, Mairie Aix-Sud, CD9
75 Route des Milles, Pont de l'Arc
13090 Aix-en-Provence
Phone: +33 (0)4 42 26 91 84
Email: info@AAGP-Provence.com
Web: <http://www.aagp-provence.com/index.php>
- **Echanges Pays d'Aix-Europe de l'Est (Exchanges Aix/Easter Europe)**
2 Square du Bâton Rouge - 13100 Aix-en-Provence
Contact: Anna LOEGEL (President of the Association)
Phone: +33 (0)622 707 007
Email: anna.loegel@epaee.org
Web: www.epaee.org
- **Maison de Tübingen - Centre Franco-Allemand à Aix-en Provence**
19, rue Cancel - 13100 Aix-en-Provence
Phone: +33 (0)4 42 21 29 12
Email: cfapedagogie@wanadoo.fr
Web: www.cfaprovence.com
- **France-Korea Association**
Avenue Jean Paul Coste - Résidence le Bel Ormond Bâtiment J2
13100 Aix-en-Provence
Phone: +33 (0)4 42 93 00 27
Email : jingfamily2001@yahoo.fr
- **Russian Association**
Contact: Mme Marina Lisenko Gras
Phone: +33 (0)6 61 96 45 82/ 04 92 74 52 49
Email: marina.gras@wanadoo.fr
- **Accueil des Villes Françaises (AVF)**
31, rue Grande - 04100 MANOSQUE
Phone: +33 (0)4 92 72 16 41
Email: avfmanosque@wanadoo.fr
Web: <http://reseau.avf.asso.fr/space/avfmanosque>

Appendix 1: Public Holidays & Site closure dates, Year 2016

Month	Public Holidays & Site closure dates		
January	1	Friday	New Year's Day
February			
March	28	Monday	Easter Monday
April			
May	1	Sunday	Labour Day
	5	Thursday	Ascension Day
	6	Friday	Site closed = Recuperation of Labour Day falling on Sunday
	8	Sunday	Remembrance Day
	16	Monday	Whit Monday (Pentecost)
June			
July	14	Thursday	National Holiday
	15	Friday	Site closed = Recuperation of Remembrance Day falling on Sunday
August	15	Monday	Assumption Day
September			
October			
November	1	Tuesday	All Saints' Day
	11	Friday	Remembrance Day
December	23	Friday	Site closed = Recuperation of Christmas Day falling on Sunday
	25	Sunday	Christmas Day
	26	Monday	Site closed
	27	Tuesday	Site closed
	28	Wednesday	Site closed
	29	Thursday	Site closed
	30	Friday	Site closed

Legend:

In blue - Official public holidays of Host State

In dark red - Site closure days (with no deduction of annual leave, granted by DG)

Appendix 2: Commuter bus timetable

TIMETABLE

COMMUTER BUS

LINE A : AIX-EN-PROVENCE WEST # 1

N°	STATION	DESCRIPTION	TIMING
0	Gare Routiere	"Belges" Bus stop on Avenue des Belges	07H33
1	Rotonde	Park Eurodif between Rotonde-Poste and Belges bus stops	07H35
2	République	Bd. de la Republique	07H37
3	Pontier	Av. Marechal de Lattre de Tassigny, in front of "Total Station"	07H39
4	Colline verte	Av. Marechal de Lattre de Tassigny, Bus stop near the drugstore	07H41
VIA HIGHWAY			
	ITER	Bus arrives @ ITER HQ, Building 03	08H25

EVENING RETURN
17H45 from Building 03 (dispatch bus from building 81 at 17h35)

Timetable starting August 18th 2014



TIMETABLE

COMMUTER BUS

LINE B : AIX-EN-PROVENCE WEST # 2

N°	STATION	DESCRIPTION	TIMING
1	Rotonde	Park Eurodif between Rotonde-Poste and Belges bus stops	07H35
2	République	Bd. de la Republique	07H37
3	Pontier	Av. Marechal de Lattre de Tassigny, in front of "Total Station"	07h39
4	Colline verte	Av. Marechal de Lattre de Tassigny, Bus stop near the drugstore	07H41
VIA HIGHWAY			
	ITER	Bus arrives @ ITER HQ, Building 03	08H25

EVENING RETURN
17H45 from Building 03 (dispatch bus from building 81 at 17h35)

Timetable starting January 19th 2014



TIMETABLE

COMMUTER BUS

LINE C : AIX-EN-PROVENCE EAST

N°	STATION	DESCRIPTION	TIMING	GPS coordinates
1	Krypton	Krypton Park & Ride	07H15	43.511468,5.44873
2	Beausoleil	Bus stop "Beausoleil", Avenue Henri Mauriat	07H18	43.51436,5.464254
3	Mauriat	Bus stop "Mauriat", Av Mauriat, close to Malacrida Park & Ride	07H19	43.5161401,5.4667533
4	La Torse	Bus stop "La Torse"	07H22	43.526223,5.464952
5	Piscine Yves Blanc	Av. Des Ecoles Militaires, in front of Grocers	07H25	43.526893,5.459982
6	Bellegarde	Bus stops in front of No. 2 Cours St. Louis	07H30	43.531613,5.451595
7	Zola	Junction of Traverse Malakoff & Bd. Francois et Emile Zola	07H33	43.532898,5.455167
8	Park & Ride	Bus stops by new Park & Ride facility on Route de Sisteron	07H37	43.540447,5.457348
9	Arcades	Esso Station, RN 96	07H41	43.559636,5.461618
10	Venelles	Les Logissons	07H45	43.580472,5.471158
11	Venelles	Rond point de la Gare	07H47	43.5873394,5.4760763
12	Venelles	Les Cabassols	07H50	43.593134,5.481775
VIA HIGHWAY				
ITER	Bus arrives @ ITER HQ, Building 03	08H25		

EVENING RETURN
17H45 from Building 03 (dispatch bus from building 81 at 17h35)

Timetable starting May 26th 2015

TIMETABLE

COMMUTER BUS

LINE D : SAINTE-TULLE

N°	STATION	DESCRIPTION	TIMING	GPS coordinates
1	Sainte Tulle	Bus stops on RN 96 "les routiers"	07H36	43.786095,5.770163
2	La Mautanne	Bus stops between the poles of EDF	07H39	43.796295,5.761554
3	Chemin St Patrice	Intersection with Chemin St Patrice	07H40	43.805076, 5.752098
4	La Croix	Crossing of Av. A. Bastide & RD 105	07H42	43.809562, 5.750846
5	Pierrevert	"Le Cercle", Cours de la Liberation	07H43	43.811544,5.749682
6	Le Parrin	Bus stops after the D6 roundabout	07H47	43.817732, 5.746124
7	Manosque Camping Municipal	Camping municipal – Chemin des Bas Hubacs/Av. De la Repasse	07H50	43.829914,5.763712
8	Caire	Bus stops on Av. de la Repasse	07H51	43.830649,5.777134
9	CCAS	Bus stops on Av. Majoral Raoul Araud	07H52	43.830547,5.781697
10	La Colette	Bus stops in front of Radiologie de Haute Provence on Av. Georges Pompidou	07H53	43.826981,5.781468
11	Rene Cassin	Bus stops on Av. Rene Cassin	07H58	43.822272,5.790382
12	Canal	Park & Ride facility near Av. Joseph Cugnot (Manosque)	08H03	43.817089,5.798009
VIA HIGHWAY				
	ITER	Bus arrives @ ITER HQ, Building 03	08H25	

EVENING RETURN
17H45 from Building 03 (dispatch bus from building 81 at 17h35)

Timetable starting September 22th 2014

TIMETABLE

COMMUTER BUS

LINE E : VILLENEUVE

N°	STATION	DESCRIPTION	TIMING	GPS coordinates
1	Villeneuve – RN 96	Bus Shelter	07H35	43.888124,5.868858
2	Volx	RN 96, after the roundabout in the middle of the village	07H40	43.874819,5.843169
3	Manosque Ryckebusch	Av Régis Ryckebusch	07H50	43.832936,5.800303
4	Manosque Le Forum	Av. Du Moulin Neuf, near BNP Paribas	07H52	43.829342,5.795135
5	Ecole Internationale	Bus stops on the road in front of International School	07H55	43.827858,5.804143
6	Vinon-Sur-Verdon	Av. De la Republique, opposite market square	08H19	43.726493,5.811542
	ITER	Bus arrives @ ITER HQ, Building 03	08H25	

EVENING RETURN
17H45 from Building 03 (dispatch bus from building 81 at 17h35)

Timetable starting 17th May 2016

Appendix 4: Restaurant bus timetable & Route map

TIMETABLE

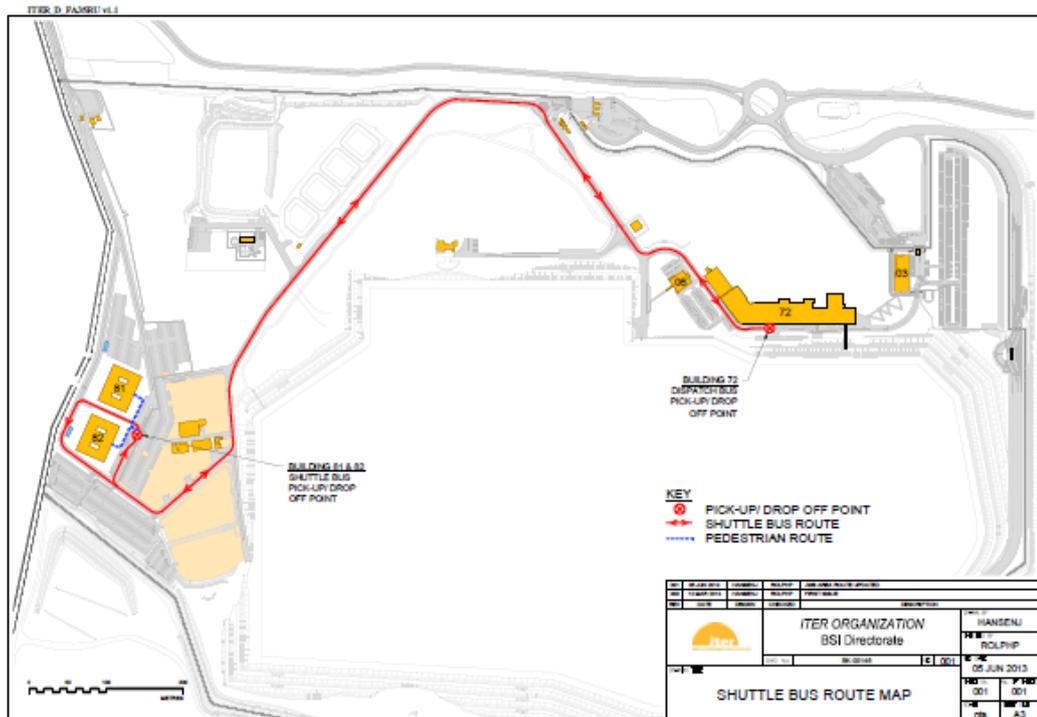
RESTAURANT BUS

Building 81 towards Building 72	Building 72 towards Building 81
11H45	-
-	11H57
12H09	-
-	12H21
12H33	-
-	12H45
12H57	-
-	13H09
13H21	-
-	13H33

CANCELLATION OF THE SHUTTLE BUS STARTING 14 SEPTEMBER 2015

Timetable starting 14 September 2015

**REMINDER : ALL PASSENGERS MUST BE SEATED
NO STANDING UP ALLOWED**



Appendix 5: Regional Travel Information

Airports

The closest international airport is Marseille-Provence located in Marignane, approximately 1 hour by car from Cadarache. The airport has direct connections with many large international hubs: Paris, London, Frankfurt, and Amsterdam. Information can be found on www.marseille.aeroport.fr.

A second international airport is located in Nice, approximately 2 hours by car from Cadarache. Information can be found at www.nice.aeroport.fr.

Train Stations

Major train stations are located in Aix-en-Provence and Marseille:

- ‘Aix-en-Provence centre’ is located 40 minutes by car from Cadarache.
- ‘Aix-en-Provence/Arbois TGV’ is 55 minutes by car from Cadarache. This is the ‘train à grande vitesse’, or high-speed, train station.
- ‘Marseille St. Charles’ is approximately 1 hour by car from Cadarache.

Smaller train stations are located in Manosque, Meyrargues and Pertuis. For further information please consult <http://en.voyages-sncf.com/en/> for international information, and www.sncf.fr for regional information.

Airport and TGV Train Station Transfer Options

- Shuttle buses

MARSEILLE-PROVENCE AIRPORT > AIX-TGV RAIL STATION > AIX-EN-PROVENCE BUS STATION

Buses leave the airport for Aix-en-Provence every half hour from Monday to Sunday leaving on the hour and on the half-hour between 5:30 a.m. and 11:30 p.m. An additional bus leaves at 12:15 a.m. Fare: around 7.00 € one way. Tickets may be purchased on the bus from the driver. Time to centre of Aix-en-Provence: approximately 30 minutes.

For information concerning bus transfers from the airport to other neighbouring cities, please visit the airport’s website: <http://www.mrsairport.com/eng/index.jsp>

This bus also stops at the Aix TGV train station every half hour and leaves at 10 minutes and 40 minutes past the hour. Additional buses run from the train station between 8:55 a.m. and 9:55 p.m. Fare: around 3.50€ one way. Tickets may be purchased on the bus from the driver. Time to the centre of Aix-en-Provence: approximately 20 minutes.

For a detailed time schedule, please click <http://transports.agglo-paysdaix.fr/images-divers/ligne-tgv-aeroport-popup.gif>. Phone: +33 (0)4 42 14 31 27

- Airport Taxi

Taxis available 24/7. Drivers speak English. All means of payment are accepted.

Typical cost to Aix: by day: around 45-50 Euros, by night: 50-60 euros

You can book your Taxi by telephone: +33 (0) 6 25 23 13 19

Taxi Office Marseille-Provence Airport : +33 (0)4 42 14 24 44 Fax : +33 (0)4 42 88 04 77

Email : taxis@taxis-aeroport.com

Website: www.taxis-aeroport.com

The taxi and shuttle bus stop is located on the right when you exit the airport Hall 1.

Car Hire

All major rental car companies are available at the Marseille-Provence Airport and Aix-TGV train station.