



International
visitor
**WELCOME
PACK**

l'Observatoire
de Paris

PARIS
SCIENCES
ET LETTRES
PSL QUARTIER LATIN

61 av. de l'Observatoire,
Paris 14^e

www.obspm.fr



> A MESSAGE FROM THE PRESIDENT

The Paris Observatory, founded in 1667, has been the witness of many milestones in the history of science. All across the centuries, today solidly anchored to its three sites, Paris, Meudon and Nançay, the Paris Observatory has remained the showcase and the spearhead of French astronomy.

With a staff of nearly 900, the multi-disciplinarity of its activities, the enthusiasm of its teams, and its high publication and citation record, it is one of the most active research institutions devoted to astronomy and astrophysics in the world.

The Paris Observatory also offers teaching and training at all levels, mostly focused on astronomy and astrophysics. The variety of knowledge and know-how present at the Observatory is echoed by the large diversity of the proposed teaching activities.

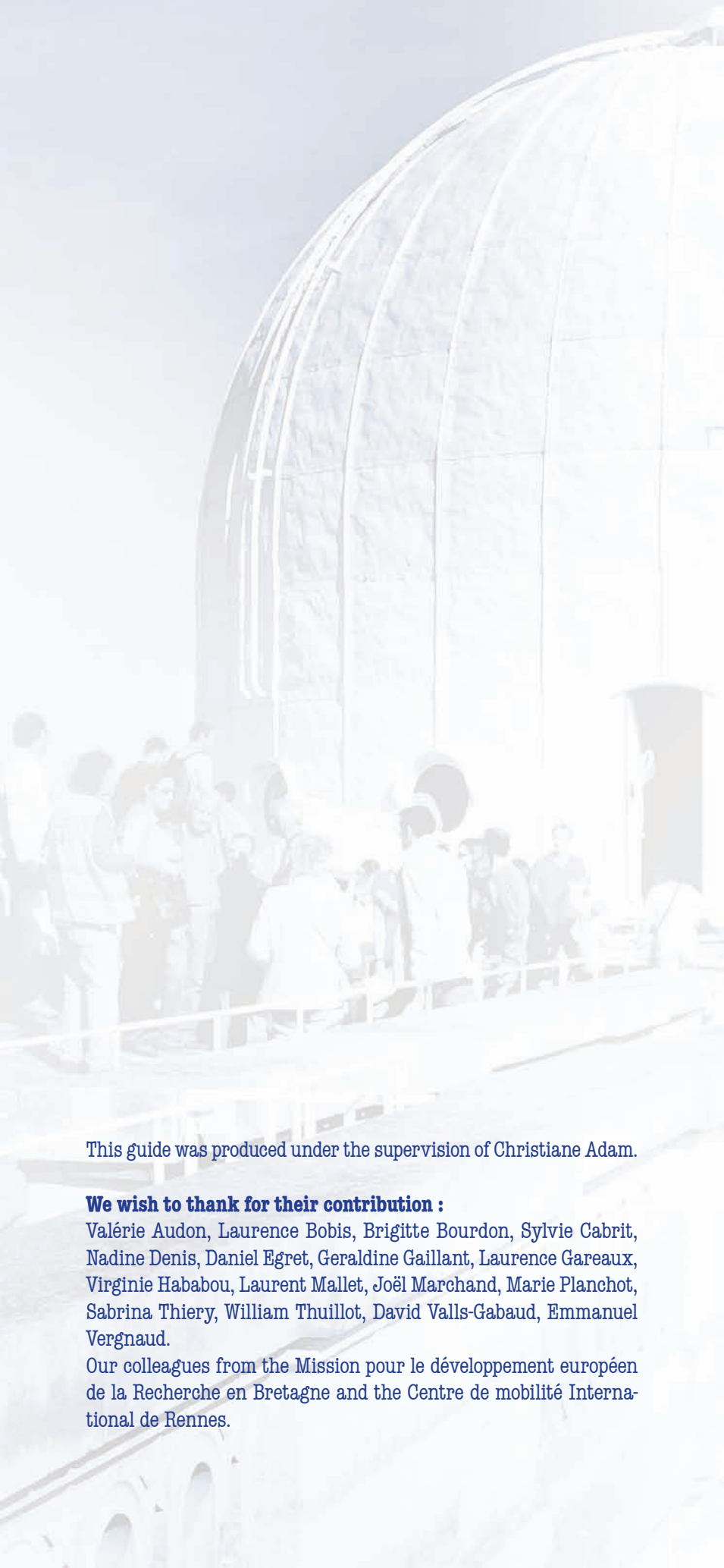
The Paris Observatory is also very active in public outreach.

The research teams of the Observatory are very much involved in many international collaborations, and openly welcome foreign scientists and students. The purpose of this guide is to facilitate their arrival in France and in the institution, and make them feel most welcome right from the start.

We hope you will find this guide helpful, and wish you a pleasant and fruitful stay at our institution.

Claude Catala

President of the Paris Observatory



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We wish to thank for their contribution :

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Our colleagues from the Mission pour le développement européen de la Recherche en Bretagne and the Centre de mobilité International de Rennes.



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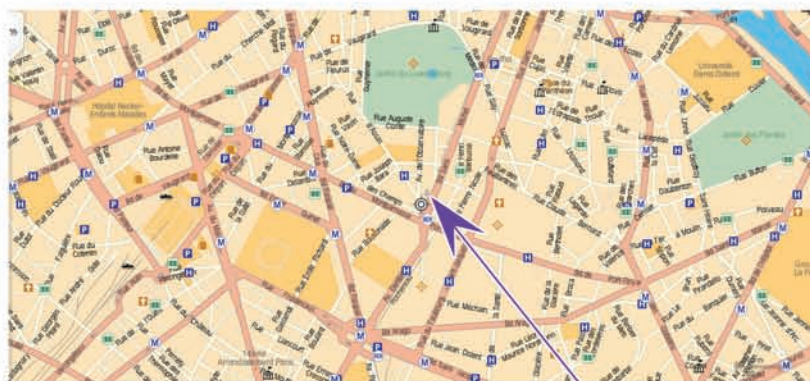
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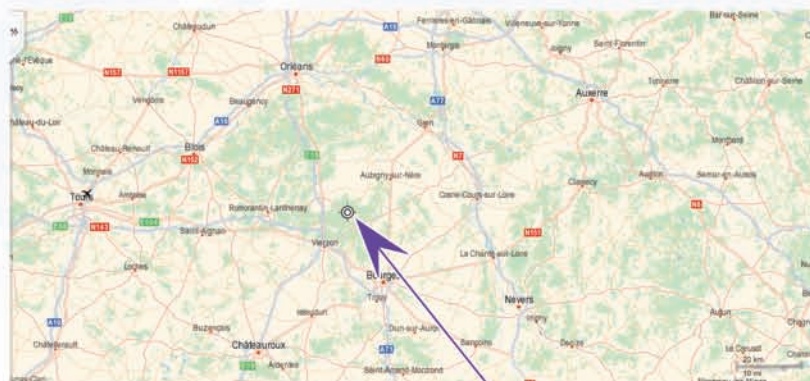
Accès aux sites avec 



L'Observatoire de Paris, SITE DE PARIS
61, avenue de l'Observatoire 75014 Paris



L'Observatoire de Paris, SITE DE MEUDON
5 place Jules Janssen 92190 Meudon



L'Observatoire de Paris, SITE DE NANÇAY
Station de radioastronomie 18330 Nançay

Founded in 1667, the Observatoire de Paris is the largest research centre in astronomy and astrophysics in France. It is located on three sites: Paris, Meudon, and Nançay. With its 700 or so permanent staff, it accounts for almost one third of the scientists in those fields and occupies a unique place in the French higher education and research landscape.

Its research activities span the entire spectrum of astrophysics, from planetology to cosmology, and it is considered one of the world's most active research centres in its field.

L'Observatoire de Paris
Site de **Paris**
61 avenue de l'Observatoire
75014 Paris



L'Observatoire de Paris
Site de **Meudon**
5 place Jules Janssen
92190 Meudon



L'Observatoire de Paris
Site de **Nançay**
Station de radioastronomie
18330 Nançay



STATUS AND MISSION :

A major scientific, cultural, and professional institution, the Observatoire de Paris operates under the supervision of the Ministry of Higher Education and Research.

According to its founding decree, the Observatoire's mission comprises of :

- ▶ contributing to the advancement of our knowledge of the Universe,
- ▶ providing the national and international communities with services related to their research activities,
- ▶ contributing to initial and continuing education,
- ▶ participating in knowledge outreach,
- ▶ developing international cooperation activities.

The Observatoire is headed by a president, elected for a period of four years, and administe-

red by a Board of Governors. A Scientific Council assists the president and the Board of Governors. A High Scientific Committee (HCS), comprised of independent and eminent figures, periodically evaluates the institution's activities.

Research at the Observatoire de Paris

Research in astronomy remains the institution's primary goal. Nowadays, this includes nearly all fields of astronomy and astrophysics: planetology, solar physics and Earth-Sun relations, interstellar medium, star formation, planetary systems and exoplanets, stellar and galactic physics, compact object physics, high energy physics, large-scale structures and cosmology, space and time metrology, and also the history of astronomy and astronomy

interactions with other disciplines (physics, mathematics, chemistry, and so forth). Teams at the Observatoire use most of the available observation tools, both ground- and space-based, from high energy to radio domain, and they occupy a leading place in the study, development, and implementation of astronomical instrumentation. They are also internationally renowned for their work with computer models.


THE LABORATORIES OF THE OBSERVATOIRE DE PARIS

The laboratories of the Observatoire de Paris are “unités mixtes de recherche” (joint research units) of the Centre National de la Recherche Scientifique (CNRS) (National Centre for Scientific Research), and are also affiliated with major scientific universities. Administratively, they are five Departments, one Institute, and one Scientific Unit.

GEPI

**Laboratoire Galaxies,
Étoiles, Physique,
Instrumentation
(Galaxies, Stars,
Physics, and Instru-
mentation Laboratory)**

Located on the Paris
and Meudon sites

 The laboratory's main research topics are the study of star and galaxy formation and evolution. Its two research teams are “Galactic Physics and Cosmology” and “Stellar

and Galactic Physics”.

The laboratory is in charge of the Instrumentation Centre of the Observatoire.



Head of Laboratory :

Directorot : **Piercarlo Bonifacio**

Assistant Director :

Pascal Jagourel

Administration :

Laurence Gareaux

*GEPI : UMR 8111 (Observatoire de Paris,
CNRS, Université Paris Diderot – Paris 7)*



<http://www.gepi.obspm.fr/>

LESIA

**Laboratoire d'Études
Spatiales et
d'Instrumentation en
Astrophysique
(Laboratory for Space
Studies and Astrophysics
Instrumentation)**

Located on the Meudon site



It has as its main goal the design and construction of ground-based and space instrumentation, and the collection and interpretation of the resulting observations. The laboratory also develops advanced techniques for ground-based and space instruments. Its research activities revolve around planetology, astronomy, plasma physics, and solar physics.



Head of Laboratory :

Director : **Pierre Drossart**

Assistant Director :

Didier Tiphène, Carine Briand

Administration :

Claudine Colon

*LESIA : UMR 8109 (Observatoire de Paris,
CNRS, Université Pierre et Marie Curie,
Université Paris Diderot – Paris 7)*




<http://www.lesia.obspm.fr/>

LERMA

Laboratoire d'Étude du Rayonnement et de la Matière en Astrophysique. (Laboratory for the Study of Radiation and Matter in Astrophysics)

It is scattered through several locations, mainly on the Paris and Meudon sites, but also at the Ecole Normale Supérieure, Pierre and Marie Curie University (Ivry), and Cergy Pontoise University.

 It explores the dynamic and chemical evolution of astrophysical systems in the interstellar medium, protoplanetary disks, stars, galaxies, and the primordial Universe. Its domains of expertise include: submillimetric observation, instrumentation, and teledetection; numerical modelling (coupling between dynamics and radiation, magnetic field and turbulence, non-stationary chemistry); laboratory astrophysics (radiative plasmas, molecule formation on grains) and atomic and molecular data calculation. The laboratory is particularly involved in the exploitation of the IRAM and the Herschel satellite, and in the ALMA and SKA projects.



Head of Laboratory :

Director : **Michel Pérault**

Assistant Director: **Laurent Pagani**

Technical Director :

Jean-Michel Krieg

Administration : Valérie Audon

Finance : Laurent Girot

*LERMA : UMR 8112 (Observatoire de Paris,
CNRS, Université de Cergy - Pontoise,
Université Pierre et Marie Curie, Ecole
Normale Supérieure)*



<http://www.luth.obspm.fr/>

LUTH

Laboratoire Univers et Théories (Laboratory Universe and Theories)

Located on the Meudon site.



The laboratory's principal activity is the analytic and numerical modelling of astrophysical systems. Its research fields include cosmology, exoplanet detection, and the study of black holes, interstellar medium, and high-energy particles.



Head of Laboratory :

Director : **Stéphane Mazevet**

Assistant Director: **Franck Le Petit**

Administration :

Nathalie Ollivier

*LUTH : UMR 8102 (Observatoire de Paris,
CNRS, Université Paris Diderot – Paris 7)*



<http://www.luth.obspm.fr/>

SYRTE


Laboratoire Systèmes de Référence Temps-Espace (Time-Space Reference Systems Laboratory)

Located on the Paris site.



The laboratory carries out research in a variety of fields: time and frequency metrology, celestial reference systems,

Earth rotation, history of science, instrumentation, and data analysis and processing. One of the objectives of the laboratory is technology transfer. In addition to its research activities, SYRTE provides national and international services, such as determining French legal time.

 **Head of Laboratory :**

Director : Noël Dimarcq
Assistant Directors : Jean
Souchay, Philip Tuckey

Administration : Marine Pailler


SYRTE : UMR 8630 (Observatoire de Paris, CNRS, Université Pierre et Marie Curie). SYRTE is part of the Institut Francilien de Recherche sur les Atomes Froids (IFRAF) (Île de France Institute for Cold Atom Research) and it includes LNE-SYRTE, which has been given the responsibility by the Laboratoire National de Métrologie et d'Essais (LNE) for national time and frequency references.


 <http://www.syrte.obspm.fr/>

IMCCE

Institut de Mécanique Céleste et de Calcul des Éphémérides (Institute for Celestial Mechanics and Computation of Ephemerides)

Located on the Paris site

 The Institute conducts research in celestial mechanics, planetology, and mathematics. It initiates and coordinates observation campaigns during major celestial phenomena. In addition, it provides a specific service: computing, making available, and publishing ephemerides of the celestial bodies in the solar system.

 **Head of Institute :**

Director : Daniel Hestroffer

Assistant Director :

Valéry Lainey

Chargée de mission :

Sylvie Lemaître-Pottier

Administration :

Isabelle Nicolas

IMCCE : UMR 8028 (Observatoire de Paris, CNRS, Université des Sciences et Technologies de Lille – Lille 1, Université Pierre et Marie Curie)

 <http://imcce.fr/>

USN

Unité scientifique de Nançay (Nançay Scientific Unit)

Located in Nançay (Radioastronomy Station) in the Cher department.

 The Nançay Station, which is both an observation site and an instrumentation laboratory, specializes in low frequency (30 MHz to 10 GHz) radioastronomy. It is the place in France where new generation instruments for that field are developed, particularly in connection with European and international programs.

 **Station Head :**

Director : Gilles Theureau

Assistant Directors : Steve

Torchinsky, Ismael Cognard


Administration : C. Rozière

USN : USR 704 (Observatoire de Paris, CNRS). Associated to Université d'Orléans, USN is a component of the Observatoire des Sciences de l'Univers in the Centre region (OSUC).

 <http://www.obs-nancy.fr/>

APC

Laboratoire Astroparticule et Cosmologie (Astroparticle and Cos- mology Laboratory)

 Located at the Université de Paris (Denis Diderot), the APC laboratory operates under supervision from the Observatoire de Paris. Its research fields include cosmology and gravitation, high energy astrophysics, and the study of neutrinos.

Head of Laboratory :

Director : **Pierre Binétruy**
Assistant Director : **François
Lebrun**

Technical Director :
Christian Olivetto

Administration :
Emmanuelle Foissac

APC : UMR 7164 (CNRS, Université Paris
Diderot - Paris 7, CEA, Observatoire de Paris).

<http://www.apc.univ-paris7.fr/>

Teaching

The Observatoire de Paris is the host institution for the Ile de France Astronomy and Astrophysics Doctoral School. Some fifty students from the School present their doctoral



dissertations at the Observatoire every year.

The programs, offered jointly with other universities in the Paris region, begin with Master 1, and some of them are unique in France. Three Master 2 streams are offered, two of which are research-oriented, and the other is a professional Master.

There are four University Diplomas in astronomy and astrophysics, two of which are offered as distant learning courses and tutored by researchers from the Observatoire.



Some of the teaching activities are addressed to a larger audience, such as school, college and lycée teachers, notably by providing support for pedagogical projects "Astronomy in the Classroom."

The Observatoire also participates in the Made-to-Measure Astrophysics project, offering online distant training at various levels in astronomy, astrophysics, and related techniques.

Teaching is provided by the Observatoire's Unité Formation et Enseignement (UFE) (Teaching and Training Unit).

Unit Head :

Director : **Jean-Marie Malherbe**
Assistant Director :
Chantal Balkowsky

Administration : **Jacqueline Plancy**

 <http://ufe.obspm.fr/>

SCIENTIFIC OUTREACH

The Observatoire de Paris is committed to sharing its scientific knowledge with a large audience. As a major contributor to scientific culture, our institution wishes the general public to take an interest in the evolution of the ideas and techniques that led to the present astronomical knowledge. It also seeks to offer to the largest number a lively approach to astronomy and the possibility of direct contact with researchers at open door events.

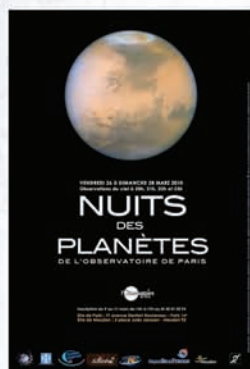


De haut en bas :
100 heures
d'astronomie
sur le site de Meudon,
R.Vergnaud.



Fête de la Science
sur le site de Paris,
F.Blondet.

Les journées
du patrimoine
visite de la coupole
Arago,
G.Servajean.



► Planet Observation Night: In the spring, the Observatoire de Paris opens its doors to the public at night at both the Paris and Meudon sites. Observation instruments are available to take a look at some planets in the solar system.

► La Fête du Soleil (Celebration of the Sun): An open door event at the Meudon site during the summer solstice to learn everything about the Sun: how to observe it, its activity, and its environment.

MONTHLY TOURS :

One Saturday per month, each of the three sites opens its doors to the public by appointment. Group and student tours are offered each week on demand.

The scientific and technical outreach activities are organized by the Direction de la communication of the Observatoire, in cooperation with researchers, engineers, technicians, and administrative staff.



service.communication@obspm.fr



<http://www.grandpublic.obspm.fr>

MAINS EVENTS

At the national level :

► European Heritage Days: On the third weekend in September, the Paris site opens its doors to the public Saturday and Sunday afternoon.

► La Fête de la Science: Each fall, at the Meudon site. Students and the general public welcome.

A BRIEF HISTORY OF THE OBSERVATOIRE

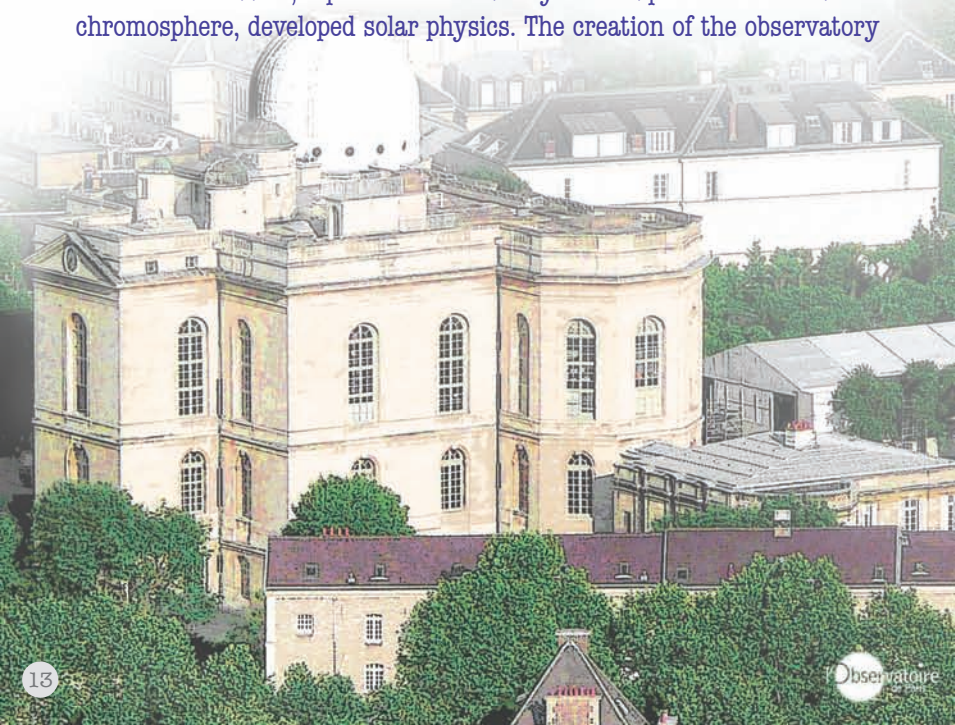
In 1665, a group of members of the French scientific community approached Louis XIV to request the creation of a Royal Academy of Sciences and an astronomical observatory. In 1667, on the outskirts of Paris at the time, the Royal Observatory was born. Its architecture was designed by Claude Perrault, brother of the famous writer.

Colbert's intention was for the new institution to become a national centre of multidisciplinary research, but from the beginning it was devoted exclusively to astronomy. Over time, the Observatory was headed by a number of famous astronomers, such as four generations of Cassinis, Joseph de Lalande, François Arago, Urban J. J. Le Verrier, Admiral Mouchez, and, in the 20th century, André Danjon. The meridian line on the floor of the Observatoire serves to determine the Paris meridian, which crosses France from Dunkirk to Perpignan and was used to draw the first map of the country.

Two wings were added to the initial construction and two other buildings built after 1970.

The Paris site houses the administration offices.

Up until the beginning of the 20th century, the Observatoire de Paris specialized in geodesy, position astronomy, meridian astronomy, and celestial mechanics. In 1927, its research fields were expanded following its merging with the Meudon Observatory. The latter was created in 1875 on an ancient royal domain through the initiative of Jules Janssen, in response to the emergence of "physical astronomy". It is there that Janssen, a pioneer in the study of the spectrum of the solar chromosphere, developed solar physics. The creation of the observatory





Le cour d'entrée du Château.
© Centre de documentation du Musée
d'Art et d'histoire de Meudon



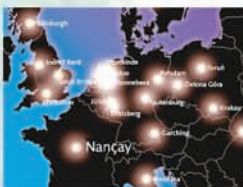
Démolition du Château,
par Hubert Robert
© Getty Muséum, USA



Le Château et sa coupole,
de nos jours
© Observatoire de Paris

helped preserve the 18th-century castle (built by Mansart) from demolition. At the beginning of the 1890s, the large telescope (then the world's second largest) and the 1-metre telescope were put in operation, followed later by the 60-cm telescope and the solar tower, among others. Still today the Meudon site carries out daily observations of the Sun, thanks to which it possesses the world's largest collection of solar images. Space techniques were developed there. New buildings were constructed, among these one devoted to theoretical astrophysics. Most of the Observatoire's scientific teams are located at the Meudon site. Meanwhile, under the direction of Danjon, the Nançay station joined the Observatoire de Paris.

During World War II, the development of techniques for military purposes, notably in electronics, had a profound impact on astronomy: the accidental detection by English radars of solar radio emissions led to the birth of radioastronomy. In 1953, scientists at the Paris École Normale Supérieure founded the Nançay Radioastronomy Station (Cher). In 1956, the Observatoire de Paris was put in charge of its administration and development. Initially, three instruments were installed: a decimetric radiotelescope for the study of comets, galactic physics, large-scale structures in the Universe, and chronometry of millisecond pulsars; a radioheliograph, which regularly provides images of the solar corona; and a network of decametric antennas. Techniques and instrumentation have continued to advance, and presently the station actively participates in the major radioastronomy projects of the 21st century, such as SKA and LOFAR.



Carte du réseau européen LOFAR

THE OBSERVATOIRE DE PARIS IN A FEW FIGURES :

- ▶ **3** sites : Paris, Meudon et Nançay
- ▶ **612** permanent staff in 2009
(**212** researchers and teacher-researchers, **404** ITA/IATOS)
- ▶ **245** registered students
- ▶ Annual budget
excluding salaries : **20 M€**
- ▶ Wage bill (estimated) : **40 M€**

> ADMINISTRATIVE FORMALITIES

The following information is addressed to researchers and doctoral candidates who qualify as “**scientifique-chercheur**” (scientist-researcher). The administrative formalities for foreign scientists wishing to come to France have been simplified.

The scientist coming to France to work on a temporary basis at a public institution of higher education or a French research facility within the context of a collaboration between the scientist and the receiving institution, must comply with certain administrative requirements before and during his/her stay.

Note: According to the principle of free circulation of persons, citizens of countries members of the European Union, European Economic Area, Principality of Andorra, and Principality of Monaco, need only a passport or a valid identity document in order to work and live in France (with the exception of Romanian and Bulgarian nationals, who are still subject to some “transitional” measures). The passport should be valid until at least the end of the stay.

FORMALITIES BEFORE ARRIVAL IN FRANCE

A number of documents need to be obtained before the scientist’s arrival in France, depending on the scientist’s nationality, the length of stay in France, and the type of receiving institution. There is a difference between the right to enter the territory and the right to reside in the territory.



👉 THE CONVENTION D’ACCUEIL

(Letter of agreement from the receiving institution)

There is a particular procedure, involving a single document (the convention d’accueil), intended to shorten the delays for foreign scientists that are citizens of a non-EU member country and their family wishing to come to a French public institution, or authorized private institution, to carry out research or university teaching activities: the convention d’accueil, issued by the receiving institution. It bears the stamp of the Prefecture, the official stamp of the receiving institution, and the signature of the person representing the receiving organization; it specifies the status of researcher or professor, the purpose and the period of the stay; it certifies

the existence of sufficient funds to cover living and health insurance expenses, and those which might arise as a result of an accident during the course of the research activity; and it provides guarantees as to the means of repatriation.

You absolutely need this document to obtain the visa and then the carte de séjour marked “scientifique-chercheur”.

The Human Resources Service of the Observatoire will send you the document, duly completed and signed by the president. You must then sign it and present it to the French Consulate in your country of residence for the visa to be issued.



VISA APPLICATION

The citizens of countries members of the European Union and the European Economic Area do not need a visa. Therefore, the following procedure does not apply to them.

For other foreign scientists there are various types of visa, depending on the length of stay :

> The short stay visa , called “Visa Schengen, mention scientifique-chercheur” is issued for a maximum of three months. It cannot be extended, and it will be marked “scientifique-chercheur” upon presen-

tation of the convention d'accueil. In that case, a titre de séjour is not required. You are strongly advised to apply for multiple entries (visa marked “MULT”), so as to facilitate travelling outside the Schengen area (conferences, working with a foreign team, tourism, etc.). The visa shows the number of days you are authorized to stay in the Schengen area, according to the request made in the convention d'accueil.

> The extended stay visa, called VLS-TS (Extended Stay Visa exempting from a “Titre de Séjour”- resident permit-), compulsory if the foreign national wishes to stay in France more than three months. It includes the CESEDA article on the basis of which the visa was issued: CESEDA L 313-3 9° (« SCIENTIFIQUE-CHEUR »).

1 Schengen area: a territory including the European states where border controls have been eliminated and the free movement of persons guaranteed, while cooperation between police services and judicial authorities has been stepped up. These states have agreed to common rules and procedures with regard to short stay visas (Community Visa Code), and to a common set of rules applying to people crossing the external borders. As of the summer of 2012, there were 22 member states and 4 associated states.




The scientist must apply for the visa at the Consulate of France in his country of origin or residence, before coming to France.

NECESSARY DOCUMENTS :

The following is a list of the most important documents you will need when you apply for a visa, if you are not a citizen of the European Union or the European Economic Area, and you are coming to work in a public institution or authorized private institution. You must apply at the Embassy of France or the Consulate of France in your country of residence (the list may differ depending on the country) :

- > a passport valid for the duration of your stay (with a sufficient number of blank pages), together with a photocopy of it,
- > a document stating the purpose of your stay: the original and a copy of the convention d'accueil with the signature of the person representing the receiving organization and the stamp of the Prefecture,
- > a sufficient number of identical identity photographs,
- > the required forms duly completed,
- > an application for a OFII certificate (Office français de l'Intégration et de l'immigration)

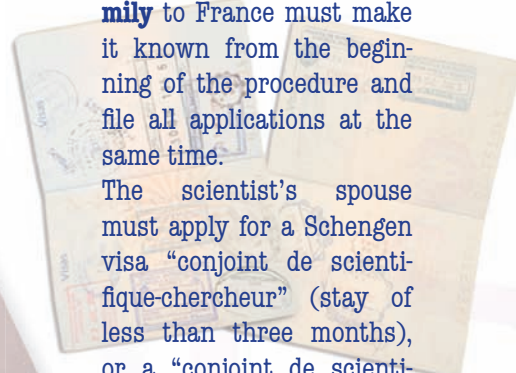
 [http://www.ofii.fr/
tests_197/formulaires_
et_liens_utiles_1167.html](http://www.ofii.fr/tests_197/formulaires_et_liens_utiles_1167.html)

Short stay visas are free of tax. Application fees amount to 99 euros for an extended stay visa. The tax for the OFII validation of your Visa VLT-TS is 349 €.

The foreign scientist who intends to bring his/her **family** to France must make it known from the beginning of the procedure and file all applications at the same time.

The scientist's spouse must apply for a Schengen visa "conjoint de scientifique-chercheur" (stay of less than three months), or a "conjoint de scientifique-chercheur" extended stay visa marked "carte de séjour à solliciter dans les deux mois suivant l'arrivée" (resident permit to be requested within two months after the arrival), if the stay is to exceed three months.

Children listed on the passport of one of the parents will be included in the parent's visa application. Their names and date of birth must appear on the application form.



ARRIVAL IN FRANCE

1) Notifying your arrival
You should inform your host and your consulate or embassy of your arrival in France without delay. It is the fastest and most efficient way for a member of your family to get in touch with you on an emergency.

2) Get in touch with the Direction territoriale de l'OFII

(Regional direction of the French Office for immigration and integration)

http://www.ofii.fr/qui_sommes-nous_46/ou_nous_trouver_mieux_-_flash_933.html?recalcul=oui

You must provide :

- > the application form for the OFII validation (given by the consulate), stamped by the diplomatic authority, mentioning your visa number, the date of your entry in France or in The Schengen area, your address in France,
- > your passport or the copy of the pages showing your identity, the passport validities, the visa and the entry stamp,
- > an identity photograph, front view, bare head,
- > an accommodation confirmation letter (could be issued by the receiving institution.)

The OFII registers your file, gives you a certifi-

cate, and calls you to a physical examination.

On the examination day, the OFII will validate your visa, confirming that you are in France legally.

The scientist's spouse is legitimately entitled to get a temporary resident permit ("carte de séjour temporaire") marked "vie privée et familiale", which will grant her/him the right to work in France. This "carte de séjour" must be claimed at your local prefecture within two months of your arrival. The scientist's adult children are granted the same rights.

The following documents are required :

- > passport and a photocopy of it (including the visa and the entry stamp),
- > the original of the convention d'accueil, stamped by the consulate or embassy,
- > copy of the birth certificate or fiche individuelle d'état civil, or a copy of the livret de famille, accompanied by a certified translation,
- > accommodation confirmation letter (could be issued by the receiving institution),
- > three 3.5-by-4.5-cm recent and identical identity photographs, front view, bare head, in colour, of

good quality,
> the medical certificate given by OFII,
> the application form (demande de titre de séjour).

 <http://vosdroits.service-public.fr/F15914.xhtml#N10002>.

The French law requires that you carry your resident permit with you at all times, to prove the legality of your stay.

 RENEWAL OF THE
TITRE DE SÉJOUR

The VLS-TS, as well as the temporary resident permit marked “vie privée et familiale” (when first delivered), are valid for a maximum of one year. Two months before the expiration date of the VLS-TS, or the temporary resident permit, an application for a renewal must be made at the local prefecture. You must provide :

- > the valid passport(s)
- > the convention d'accueil
- > a certificate from the host institution asserting that the scientist keeps on working on the same subject.

The foreign scientist is then issued a multiannual “carte de séjour”, marked “scientifique-chercheur”, valid for the period indicated in the convention (up to four years). The spouse will be given a multiannual “carte de séjour vie privée et familiale” for the same period.

Note: If you are going to live in Paris, get in touch with the service des Ressources humaines (Human Resources Service) of the Observatoire. They will take care of the paperwork and forward the required documents on your behalf.

In Meudon :

Sous-Préfecture de Boulogne-Billancourt, 82, rue de Sèvres
92100 BOULOGNE-BILLANCOURT (access for disabled people : quai Le Gallo)

Monday through Thursday
9 :00 am – 4:30 pm.

Friday 9:00 am – 4:00 pm

Phone: 01 41 86 37 00

Fax : 01 46 03 12 08

 <http://www.hauts-de-seine.pref.gouv.fr/>
<mailto:sous-prefecture-de-boulogne@hauts-de-seine.pref.gouv.fr>







euraxess
RESEARCHERS IN MOTION



TO HELP YOU WITH YOUR ARRIVAL AND STAY IN FRANCE, EURAXESS SERVICE CENTRES

«EURAXESS services» is a European network of some 200 centres located in 32 countries. These centres help researchers moving to another country, and their family, with a variety of issues related to their professional or personal life, including legal, health, taxation, and day-to-day life questions.. There are 23 Euraxess centres in France. Each of them carries out its mission either by directly addressing the needs of researchers and their family, or by directing them to the appropriate organization or service (préfecture, consulate, CPAM, lycée or college for the children, etc.).

IN PARIS AND MEUDON :

Bureau d'Accueil des Chercheurs Etrangers (BACE) :

Cité internationale universitaire de Paris (CiuP)

Maison internationale - 17 boulevard Jourdan

F-75690 Paris Cedex 14

Tel. : +33 (0)1 70 08 76 34 - Fax : +33 (0)1 45 89 37 48

Site : http://www.ciup.fr/accueil_chercheurs.htm

Contact : bace@ciup.fr

IN THE CENTRE REGION :

Bureau d'Orléans :

Marie-Frédérique PELLERIN HELENE

Centre de services EURAXESS - Université d'Orléans

Direction des Relations Internationales 8 rue Léonard de Vinci

BP 67 49 - 45067 Orléans Cedex 2

Tel : 00 33 2 38 49 48 32 - Fax : 00 33 2 38 41 72 46

Site : <http://www.univ-orleans.fr/international>

Contact : marie-frederique.pellerin-helene@univ-orleans.fr

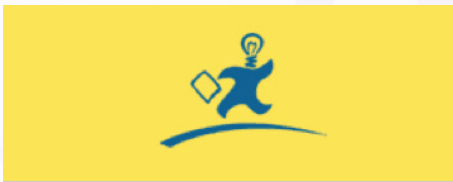
centredemobilite@univ-orleans.fr

The Kastler Foundation, part of the Cité internationale Universitaire de Paris (CiuP), has two main goals: facilitating the visit of foreign scientists to France, and maintaining contact after they return home.

<http://www.fnak.fr>

You are advised to register before your departure (at <http://www.fnak.fr/cci/register/?action=inscript&lang=fr>) in order to obtain a visiting scientist card, which will entitle you to receive free and personalized assistance throughout your stay in France.

You will find all relevant information on the above sites. Advice is also available if you wish to improve your French.



Fondation
CITÉ INTERNATIONALE
UNIVERSITAIRE DE PARIS
kastler

l'Observatoire
de Paris

> SOCIAL SECURITY, INSURANCE, HEALTH, AND MATERNITY


One of the key issues you need to address as early as possible, and preferably before your arrival in France, is that of your social coverage, or health and accident insurance.

Besides compulsory health insurance, receiving institutions generally require that you and your family be covered for damages caused to third parties, the so-called civil liability.

SOCIAL SECURITY AND INSURANCE

THE SOCIAL SECURITY SYSTEM

The French social protection system (Sécurité sociale) covers health care, maternity, and accident costs for all employees. The program is financed by contributions from the employee and his/her employer.

 Site CPAM ; www.ameli.fr

> If you are an employee, you are necessarily a member of your local Caisse Primaire d'Assurance Maladie (CPAM) (Health Insurance Fund) and you contribute automatically through direct deductions from your pay (payroll charges). You are therefore covered for medical and maternity expenses, occupational accidents, death, disability, and old age. All you need to do is contact your local Caisse Primaire d'Assurance



Maladie to assert your right to Social Security, one month after the beginning of your contract. You must provide proof of having worked at least 60 hours during the month (e.g. your pay slip), a bank identity statement (RIB), a photocopy of your identity card or passport, and a copy of your birth certificate and/or civil status card. You will then receive a Social Security number and the “Carte Vitale” (Social Security card), a smart card containing all relevant administrative information about you and your dependents, that is, your spouse or partner, and your children under 16 (under 20 if they are students). This card will permit you to receive all due benefits and reimbursements. Keep it in a safe place. You will also be given a paper copy of the information contained in the card.

Note : Scientists holding European citizenship and foreign scientists having already participated in another country of the European Union and their family members must complete a special form (E 1104 and/or E 104).

> If you are not considered an employee (you are a grant-holder, or receive certain allowances), your medical expenses in France may be reimbursed if you can prove that you are covered in your country of residence and the latter has entered into a bilateral social security treaty with France. Before your departure, find out from your social protection agency whether the agreement includes health and accident insurance. If such is the case, you must provide the International Relations Department of the Caisse Primaire d'Assurance Maladie with a statement of participation in your country's health insurance plan accompanied by receipts of the expenses incurred. Otherwise, you must subscribe to a private insurance plan.

N.B. : Before doing so, you are advised to carefully study the premiums and reimbursement rates offered by the various insurance companies. The service de Ressources humaines (Human Resources Department) and Euraxess centres can help you choose the best option for you.

You can also request to join the French Social Security system on a voluntary basis by applying for Couverture Maladie Universelle (CMU) (Universal Health Coverage).

(See below)

Note : If a scientist citizen of a country member of the European Union does not have employee status in France, and he/she is covered by the social security system in his/her country, he/she may be entitled to the reimbursement of medical expenses in France, provided he/she stays in the country only for a short period (that is, the scientist is not a resident of France). Before your departure for France, you must obtain the European Health Insurance Card, which will cover the cost of medical care during your stay. This card is only valid for short stays of persons who do not have employee status. It is individual, non-transferable, free, and valid for one year.



➔ **COUVERTURE
MALADIE UNIVERSELLE
(CMU)**

The basic CMU provides those persons not protected by insurance because they are not employed, with the same health and maternity insurance benefits that are

included in the general Social Security Plan for employees, such as the reimbursement of medical care, drug expenses, and so forth.

Basic CMU coverage is free and available to any foreign national on demand, provided the applicant can prove that he/she has been living in France for at least three months without interruption, and his/her annual revenue does not exceed 8,644 euros (beyond this amount, the card is not free).

A carte de séjour (resident card) or a receipt for the application for the card must be presented. In addition, the applicant, and his/her dependents, must not be covered



red by another social protection system, in their country of origin or elsewhere. The application for a CMU, which includes the scientist and his/her dependents, must be made at the Caisse Primaire d'Assurance Maladie. Coverage is effective upon receipt of the application by the Caisse.

COMPLEMENTARY INSURANCE ("MUTUELLE")

Social Security does not generally reimburse the full amount of your medical expenses (but only about 70 percent).

For this reason you are advised—but not obliged—to subscribe to a complementary health insurance plan which will cover in full or in part the rest of your expenses, as well as some other services that are poorly or not at all reimbursed by Social Security (vaccines, glasses, dental prosthesis, etc.). You should carefully study the various options proposed. If your financial means are limited, you may be eligible for the "Chèque Santé", offered by Social Security to help you pay for your complementary insurance

(see www.ameli.fr).

CIVIL LIABILITY

Besides compulsory health insurance, receiving institutions generally require that you and your family be covered for damages caused to third parties, the so called civil liability ("responsabilité civile").

Civil liability legislation obliges you to compensate another party because of an unlawful injury to his/her person or property. You may also be liable for damages caused by per-

sons, animals, or objects under your care. To protect yourself against such situations, you must have bought a “garantie responsabilité civile” (civil liability coverage) from an insurance company or mutuelle.

Some insurance policies (automobile, home, etc.) include civil liability coverage, but this is generally limited. If you are already insured, ask your insurance company about the extent of your civil liability protection. In any case, you will need to be insured for civil liability. Make sure the type and limitations of the coverage offered meet your needs.

Finally, regarding your professional activity, you will be normally covered by your receiving institution.

 **COVERAGE AT
WORK**

> **Employees :**

A scientist in France on a work contract (an employee), is covered against occupational accidents, whatever his/her salary, and benefits automatically from the “Accident du Travail/Maladie Professionnelle” (ATMP) (Occupational Accidents/Professional Diseases) protection.

> **Others :**

If the scientist is not on a contract, and therefore not

officially an employee, for example if his/her research stay is paid with personal funds, or out of an European or French grant from his/her country of origin (awarded by a public institution, ministry, community, or even a private foundation), the scientist is only covered by ATMP if his/her country of origin has entered into a bilateral social security treaty with France, and to the extent specified in the treaty.

To find out if your country has entered into such a treaty:



www.cleiss.fr/docs/textes/index.html

In the absence of such a treaty, the scientist must present to his/her local CPAM, 48 hours before the beginning of his/her research activity in the laboratory, the “assurance volontaire ATMP”(Accident du Travail/Maladie Professionnelle) form (Occupational accident/Professional Disease). The scientist has the right to this voluntary insurance, and the premiums are paid by him/her.

 **ACCESS TO CARE**

 **PHYSICIANS AND
PHARMACIES**

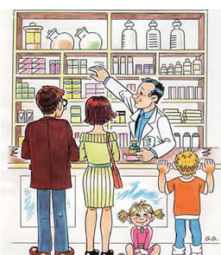
In France, you have the right to choose your doctor. The recent health insurance reform requires you to choose a “médecin traitant” (primary care, or family

physician), whose role is to coordinate the various examinations and tests necessary to your medical condition. He/she could be a general practitioner (who provides comprehensive health care) or a specialist. If you have a health problem, it is your *médecin traitant* you should consult first. He/she could direct you to the health professional best suited to treat your condition.

In France, prescription drugs and other medicines can only be purchased at pharmacies, and the pharmacist is trained to provide expert advice about your medication.

Social Security reimburses only a small part of the cost of drugs, but a good complementary insurance may take care of the rest. Further information: CPAM d'Ile de France and

www.ameli.fr



days. For each medical act, the patient pays a 1-euro flat fee that is not reimbursed. In order to be reimbursed, you must forward the forms you obtained from your doctor, dentist, etc. An increasing number of health professionals, notably pharmacists, can now scan your *Carte Vitale* and transmit this information directly to your health insurance *Caisse*, resulting in a speedier reimbursement.

Those persons covered by the CMU (see section A 2, above) are exempted from paying for services up front. Patients will pay 23 euros for a visit to a general practitioner (28 euros for children up to 24 months old) if the doctor has an agreement with the social security system (so-called Sector I). Rates are higher for house

and night calls, Sundays, and holidays. Physicians outside the social security system can fix their

own (higher) rates. When making an appointment, it is your right to ask for the physician's rates. Only the cost of drugs prescribed by a doctor (the prescription must be presented to the pharma-



REIMBURSEMENT OF HEALTH COSTS

The patient is often required to pay for the medical service received. He/she is subsequently reimbursed by the health insurance. This may take from 15 to 30





cist) can be reimbursed. Reimbursement rates vary according to the drug. The employee is covered by the insurance from the first day of employment.

↪ HOSPITALIZATION

In the French hospital system there are both public and private health institutions. These can be public hospitals serving a local community, private hospitals run as commercial companies for profit, and private, not-for-profit hospitals with association status. The public hospital system guarantees equal access to care for everyone, including emergency, 24-hour-per-day care. If you go to a public hospital or a participating private clinic, Social Security will reimburse a portion of the hospitalization expenses (from 80 to 100 percent, depending on the seriousness of the patient's condition). Accommodation costs will also be reimbursed if the patient is covered by complementary health insurance. You will only have to pay for the portion of the cost not



reimbursed by Social Security (the so-called "ticket modérateur"). This amount may later be reimbursed to you by the complementary insurance, depending on the extent of your coverage.

↪ CASH PAYMENTS IN CASE OF DISABILITY

The employee who cannot work due to illness or following an accident is entitled to a daily allowance. Conditions vary according to time worked and amount of contributions paid.

☞ MATERNITY COVERAGE

↪ EMPLOYEES :

Female employees are entitled to maternity benefits. But some precise criteria must be met in terms of time worked and contributions made in order to qualify for either the reimbursement of medical costs or cash payments for maternity leave. The same applies to daily allowances for adoption and paternity leave.

↪ OTHERS :

(scientists' wives)

> If the husband is an employee or is covered by the CMU, his wife will receive the Social Security maternity benefits, provided she has a valid carte de séjour (after a three-month waiting period of residence in France).

If these conditions are not met, expenses will be reimbursed

at the “maladie” (health care) rate of 70 percent (instead of 80 percent for hospitalization and 100 percent for maternity). The spouse that is not eligible for maternity coverage, will therefore have to bear the cost of the remaining 30 percent (20 percent for hospitalization) and will only be reimbursed 70 percent of the expenses incurred during her pregnancy.

> Applying for CMU: wives of scientists on a grant and covered by a private insurance cannot be considered dependents for insurance purposes, because their husband is not covered by the Government health insurance. They could apply for individual CMU coverage (see A 2 above) and be entitled to maternity benefits after the three-month waiting period of residence in France and the presentation of the carte de séjour.



> TAXATION AND SOCIAL RIGHTS

👉 TAXES

Regardless of the length of your stay in France and the source of your revenue (salary, bursary, fellowship, etc.), you may have to pay taxes.

You should first find out whether there is a tax treaty between France and your country of residence. Some of these treaties include specific clauses exempting the foreign national from the payment of taxes in France while still continuing to pay taxes in his country or residence, or even exempting him from tax payments altogether.

The list may be found at :

http://www2.impots.gouv.fr/conventions_fiscales/index.html

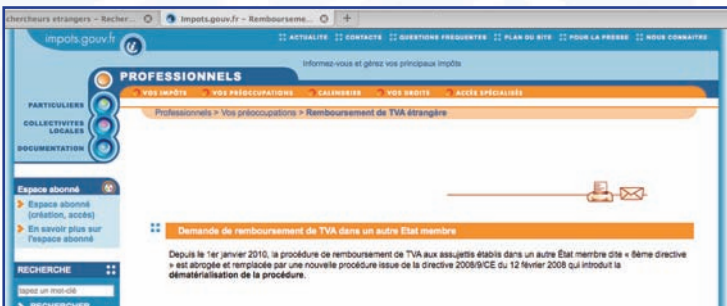
If there is no such treaty, you will have to declare your income every year, as all French citizens do, by filling out a tax form (this can also be done online). In general, the sum to be declared for the year will appear on your December pay slip. For non-regular income, your employer will instruct you



on the amount to declare. For your first tax return, you must obtain an income tax form from the centre des impôts (tax office) or your local city council. You can also download the form from the site :

<http://www.impots.gouv.fr/portal/dgi/public/particuliers>

The above applies to most salaried scientists (those with titre de séjour mention “scientifique-chercheur”, “travailleur salarié” or “travailleur temporaire”). However, non-residents (persons who do not live - officially - in France and have maintained their official residence status in another country) may be subject to the so-called “prélèvement à la source” (deduction at source), whereby the employer deducts every month the amount corresponding to income tax directly from the scientist’s salary. Ask your employer about this possibility.



Fellowship holders (such as post-docs) are also subject to income tax; only those students on a social bursary or grant are exempt from income tax under certain conditions.

 **PENSIONS**

Salaried scientists in France must contribute to an old-age insurance plan.

Note: Within the European Union, contribution periods in different countries add up, so that citizens of the Union may benefit from a full rate. Each country will pay its part of the old-age pension amount based on the number of years the citizen has contributed in that country.

The situation is more complex for countries outside the European Union. Few bilateral treaties entered into by France contain specific provisions for pensioners. Contribution periods are therefore not cumulative, and a scientist may receive (partial) pension benefits from two or more different countries, and the total number of contribution years will not be used in the calculation. The caisses primaires d'assurance maladie (CPAM) can help in dealing with the various cases.

For further information: **CPAM**
and www.ameli.fr

 **UNEMPLOYMENT
AND FOREIGNERS'
RIGHTS**

The Labour Code has been very recently modified in order to allow foreigners on a carte de séjour mention "scientifique-chercheur" to receive unemployment benefits for as long as the visa or the carte is valid.

Note: Citizens of countries members of the European Union with free access to the French labour market can normally register for employment and be eligible to unemployment benefits.



To receive unemployment benefits you must register (or register again). The first step is to contact an employment counsellor (conseiller de Pôle Emploi). This is done through a pre-registration, either by phone (dial 3949) or online :



<http://www.pole-emploi.fr>

A counsellor will provide you with information, pre-register you, give you an appointment, and mail you your file and a letter confirming the appointment. If your last registration with the Pôle Emploi dates back less than six months, the counsellor will register you again and you will not have to go in person.

At the registration appointment and for the opening of your file, you must produce the following document :

- > the completed file, dated and signed,
- > passport or valid identity card,
- > an up-to-date livret de famille (if you have one),
- > a copy of your birth certificate,
- > carte de séjour, for scientists coming from countries outside the European Union,
- > a copy of the social security certificate (attestation d'immatriculation à la sécurité sociale),

- > a "Pôle Emploi" certificate (attestation) from your employer,
- > a bank or postal identity statement.

The length of the salaried activity determines the length of the benefits period.

Whatever your situation (unemployed, receiving benefits or not), you have at the very least right to the reimbursement of medical, pharmaceutical, and hospitalization expenses at the social security rates in effect.

Regarding complementary mutual insurance, since it is very often a private insurance, it is not affected by unemployment.





> BANKS AND MONEY

OPENING AN ACCOUNT

During your stay in France, it is strongly recommended that you open a bank account in France, and the sooner the better.

Your salary or bursary could then be deposited into this account, and you could also transfer money to it from abroad. You will also need it to receive reimbursements of medical expenses and the allocation logement (housing benefit). All foreign nationals staying in France for at least three months may open a resident bank account with chequing privileges (which may be subject to a fee) and obtain a bank card (a debit card or simply one to make withdrawals, generally for a fee). There are plenty of banks to choose from. Your own bank may have contacts in France and help you in your choice.

To open a bank account you will need :

- > proof of identity (passport, visa, carte de séjour (resident card)),
- > proof of residence (utility bill - telephone, electricity -, or rent receipt),
- > a letter from your employer confirming your employment status.

You will be required to deposit a minimum sum (about 15 euros) into your newly



opened account.

Some useful banking terms :

- > **Compte-chèques (chequing account)** : to deposit sums you receive (salary, bursaries, etc.) and that are used to pay for everyday expenses: purchases of various kinds, rent, entertainment, books, etc. In France, it may be called compte, compte de dépôt, compte courant, or compte bancaire.
- > **Agios (bank charges)**: overdraft fees, when withdrawals exceed the balance in your account.
- > **Carte de paiement (debit card)** : card to make payments and withdrawals.
- > **Carte de retrait (withdrawal card)**: card allowing only cash withdrawals at ATMs (automated teller machines).
- > **DAB (Distributeur Automatique de Billets)**: automatic cash dispenser.
- > **Endosser (to endorse)** : to sign and write down your account number on the back of a cheque.
- > **GAB (Guichet Automatique de Banque)** : bank automated teller, which you can use for all your banking transactions.

> **Interdit bancaire** : all your banking privileges are suspended and all banks are informed of the situation.

> **Prélèvement automatique (automatic withdrawal)** : used to make automatic (usually monthly) bill payments.

> **RIB (Relevé d'Identité Bancaire)** : bank identity statement, with all your banking coordinates. It can be easily obtained from your branch. Your employer will need your RIB to deposit your salary.

> **Solde (balance)** : amount of money left in your account.

> **Virement (transfer)** : a transfer of money to another account.

BANKS AND PAYMENT OPTIONS

Banks are generally open from 9:00 am to 5:00, or even 6:00 pm, from Monday to Friday, and sometimes from Tuesday to Saturday. Some branches may close for lunch, between 12:30 and 2:00 pm. While some banks may accept to exchange other currencies into euros, you will find it more convenient to do it at exchange counters specialized in this type of operation. Don't forget to carry identification.

How to pay for your expenses :

Besides cash, other conve-

nient payment options are available :

Debit cards : they are accepted by most merchants. In France, you must enter your PIN at an electronic terminal, protecting it from undesirable eyes. This confidential four-digit number should be memorized and never disclosed to anyone or kept with the card.

Cheques : when paying by cheque, don't forget to date it and sign it, to write the name of the payee and to make sure that the amount in figures and in words is the same.

In the event of loss or theft of your card or cheque book, you must immediately "faire opposition"(block it) by calling the number provided by your bank.

Automatic withdrawal: a convenient way to make payments easily and avoid inadvertently missing one. You can pay your rent, water, gas, France Telecom, etc. by authorizing withdrawals directly from your bank account.

Moneo : allows you to pay, using either your bank card or another one that may be independent of your account, small purchases in various shops for an amount of up 100 euros. The Moneo card may be recharged at bank branches and self-service areas.

 **CLOSING YOUR
ACCOUNT**

Closing your bank account is free. You should be aware that this operation must comply with some precise banking rules. The bank cannot proceed without your written agreement, your new address, and your new banking coordinates. If you wish to close your account before leaving France, you must notify your bank at least 15 days before your departure date.

To recover the balance of your account, you must request an international transfer and pay for the service.



> COMING TO LIVE IN FRANCE WITH A FAMILY



ADMINISTRATIVE FORMALITIES

If the scientist's spouse wishes to stay in France for a period not exceeding three months, upon presentation of the convention d'accueil, she or he must apply for a Schengen visa marked "conjoint de scientifique-chercheur". If the stay is to exceed three months, she or he must apply for a visa de long séjour (extended stay visa) "conjoint de scientifique-chercheur" marked "carte de séjour à solliciter dans les 2 mois suivant l'arrivée" (resident permit to be requested within two months after the arrival). If the children's names are listed on the scientist's passport, they must be mentioned on the visa application form.

After his arrival in France, the spouse applies to the préfecture for a carte de séjour "vie privée et familiale". This card will authorize the spouse to work in France without having to apply for a work permit. Its period of validity and eventual renewal will depend on the

scientist's carte de séjour. For the children, the carte de séjour temporaire is only compulsory from age 18.

IF THE SPOUSE WISHES TO WORK

The carte de séjour "vie privée et familiale" authorizes the bearer to work in France. A scientist's spouse has therefore complete access to the French labour market.

The legal working week in France is 35 hours (39 hours in companies with less than 20 employees). There is an obligatory minimum wage, the SMIC (Salaire Minimum Interprofessionnel de Croissance) statutory national minimum wage, an hourly wage below which employers cannot legally pay workers, regardless of the kind of pay. It is revised by decree every year on 1st January.



<http://www.travail-solidarite.gouv.fr/informations-pratiques,89/fiches-pratiques,91/remuneration,113/le-smic,1027.html>

FAMILY ALLOWANCES

« Foreigners living in France with young children have the right to receive family allowances ». Foreign scientists can therefore register their children with the Caisse d'Allocations Familiales (CAF) and receive family allowances (financial aid paid to families in order to offset child expenses). : <https://www.caf.fr/wps/portal/>

Family allowances are payable provided a foreigner admitted to the country as a "scientifique-chercheur" has obtained a visa for the child on his/her name.



CHILDREN

There are numerous possibilities for having your young children looked after.

> Collective nurseries take children 3 months to 4 years old in registered centres, every day of the week. They are staffed by qualified, specialized personnel.

> Assistantes maternelles (nursery assistants) look after, in their homes, small groups of very young children. These assistants are registered, and are supervised by the city or the conseil général.

> Crèche parentales (parent-run nurseries) are run by a parent association that hires a team of early-childhood professionals. They offer a personalized setting suitable for 3-month to 3-year-old children.

> Drop-in nurseries provide occasional child-minding services.

> At-home child minding is the most expensive solution. The person (assistante parentale) is hired and paid by the parents.

> Jardins d'enfants municipaux (city kindergartens) take children 2 to 4 years old and prepare them to enter nursery school.

More information can be obtained from the social services office of your local municipality.

There should be no shortage of students willing to babysit for the evening (see classified ads).

In France, schooling is compulsory for children from 6 to 16 years old. It is free in public schools, but private institutions require students to pay a tuition fee. The curriculum is the same for all French students in any given grade, for it is established at the national level. Most schools have a canteen where students can buy lunch. Nursery and elementary schools also offer child minding services be-

fore and after school hours.

> Nursery school (starting at age 3) is not compulsory.

> Elementary school (from age 6) comprises: CP (cours préparatoire), CE1 and CE2 (cours élémentaires 1st and 2nd year), and CM1 and CM2 (cours moyens 1st and 2nd year).

> Collège, from the 6th class to the 3rd class.

> Lycée comprises three classes: 2nd class, 1st class, and Terminale. The final diploma is the baccalaureat (Baccalaureate). It may be general, professional, or technical, depending on the type of lycée. There are also BEP (Brevet d'Études Professionnelles) that correspond to another curriculum. There are primary and secondary international schools, in both the public and private sectors.

As a general rule, students up to lycée have no classes on Wednesday afternoon or no classes at all on Wednesday. There are short school holidays at Toussaint,

Christmas, mid-winter, and around Easter time, and long holidays from the beginning of July through the beginning of September.

It is possible for children to take part in some public or private organized activities on Wednesdays and during school holidays.

CLE (Centre de Loisirs éducatif de l'Observatoire), run together with CNRS, welcomes children from 3 to 14 years old at the Meudon campus château, every Wednesday and during most school holidays.



<http://www.cle.obspm.fr/>.



> ACCOMMODATION



FINDING ACCOMMODATION

Finding accommodation in Paris, Meudon, and surroundings is not easy, and it is often expensive. It is recommended to begin searching several months in advance. The Observatoire de Paris has preferential access to three types of accommodation.

For accommodation in Paris, the Observatoire has signed agreements with the Centre International d'Accueil et d'Echanges des Récollets, located in the Xe arrondissement, for furnished rental studios (www.centre-les-recollets.com), and with the Cité Internationale Universitaire de Paris (CIUP), which offers various types of accommodation and also helps with the search. (admissions.chercheurs@ciup.fr).

In close proximity to the Meudon site, the Marcelin Berthelot residence offers accommodation to visitors staying over one week.

 http://www.univercity.fr/index.php?do=residence/residence_detail.do&residence_id=1605.

Requests are processed according to availability, and a response is given two months before the beginning of the stay at the earliest.

For problems with accommodation, contact :

Martine Blesson


01 40 51 21 59,

 hebergement.chercheurs@obspm.fr

The Nançay Station may post available accommodation directly on their site. Contact the station administration :

 secretariat@obs-nancay.fr.

There are many other possibilities, often more expensive. You are advised to log into the site of the Agence Nationale pour l'Information sur le logement :

 <http://www.anil.org/fr/index.html>,

and its departmental branches :

<http://www.adil75.org/>,

<http://www.adil92.org/>

We also recommend checking the classified ads of local and specialized newspapers for ads from individuals and real estate agencies, as well as neighbourhood stores, such as grocery stores, bakery shops, and so forth.

You can also post a classified ad yourself, but results are often disappointing.

Finally, you can resort to an agency. In France, there are two types of agencies :

> The so-called « de particulier à particulier » PAP (individual to individual) agencies, which, for a flat rate generally ranging from 76 to 137 euros, will put you in contact with a landlord, the rules of the transaction and the probability of success varying greatly. From that point on, it is up to you and the landlord.

> The traditional real estate agencies, which act on behalf of the landlord. They will show you the flats that match your criteria, and you will only pay if you decide to rent one of them. Please note that no payment to the agency is due before the signature of the lease. Fees are equivalent to one month rent and must be paid in the first month.

Some associations also offer accommodation.

You will find names and addresses at :



www.pagesjaunes.fr

PRATICAL INFORMATION

Real estate agencies and individuals offer various types of accommodation: Rooms (usually in a private house); studios (20- to 30-square meter apartments with kitchenette and bathroom); T1, T2, T3, etc., or F1, F2, F3,

etc. (one, two, three, or more bedroom flats) depending on the number of rooms in addition to the kitchen (or kitchenette) and the bathroom. The most common abbreviations used in classified ads : **2 PCB** : 2 rooms, kitchen, bathroom ; **6 Pe** : 6 rooms; **rde**: rez-de-chaussée (ground floor) ; **sdb** : salle de bains (bathroom); **kitch**: kitchenette ; **balc** : balcon (balcony) ; **ascen** : ascenseur (lift) ; **chauf cent**: chauffage central (central heating) ; **chauf elec** : chauffage électrique (electric heating) ; **part** : particulier (private individual); **chges ou ch** : charges (expenses) ; **CC** : charges comprises (expenses included) ; **TTC** : toutes taxes comprises (all taxes included).

RENTAL RULES

In order to rent accommodation, you will need to be familiar with a certain number of French expressions, such as charges, caution, garant, contrat de bail, état des lieux, délai de préavis.

When renting a flat, you must produce proof of identity and revenue. You may also be asked to name a garant (guarantor), together with proof of identity and revenue of the latter. This is a person that will take responsibility for the rent in case you are unable to meet

a payment. Many landlords require that your revenue (and that of your guarantor) be equivalent to at least three times the amount of the rent.

Besides the rent, you have to pay certain charges (expenses). This money goes to pay for the maintenance of the building and rubbish collection. The charges may include water and heating. The rent and the charges are generally paid monthly by cheque to the landlord or the real estate agency. On request, the landlord will issue you a receipt.

Before moving into your new quarters, you will have to sign a *contrat de bail* (rental lease) indicating the amount of the rent, the duration of the lease (*durée de la location*), the terms of rental payments, and so forth. Make sure you read it carefully before signing.

After the signature of the contract and before giving you the keys, the landlord will ask you to pay a caution, that is, a safety deposit, equivalent to one month rent. You will get your full deposit back when you leave, provided the landlord is satisfied that the flat is undamaged and clean.

When you move in, the landlord will proceed in your presence to establish an *état des lieux* indicating the condition of the premises. This document will serve to

determine whether you get your full deposit back when you leave. For this reason, you should make sure the document is complete and accurate.

You are expected to have insurance to cover damages to the property (due to fire, flooding, etc.), and you may be required to provide yearly proof of insurance. You may wish to contact insurance companies about different types of coverage. Some of them combine household insurance with third party liability insurance.

When you move into your new place, electricity and a telephone line are not immediately available. You will need to contact an electricity company and a telephone provider to receive these services.

There are now several electricity and gas companies. The traditional ones are: EDF (electricity), phone 3929 (new connection) and 0810 020 333 ;



www.edf-bleuciel.fr



GDF (gas), phone 0810 800 801 ; www.dolcevita.gazdefrance.fr.

For a fixed telephone line and Internet access there are many providers, offering a wide range of plans. Shop around, compare prices and, most important, be wary of additional or hidden fees.


If you are planning to move out, remember that you

have to give a three-month advance notice by registered letter with proof of delivery. This is called the *préavis de départ* (advance notice of departure).


In the case of a furnished flat, only a one-month advance notice is required.

ASSISTANCE WITH ACCOMMODATION COSTS

The French government pays two types of allowances to help low-income people with their accommodation needs: the *Aide Personnalisée au Logement* and the *Allocation Logement* (Social or Familial). You can only receive one of the two, and they depend on your income level. For more information, contact the nearest branch of *Caisse des Allocations Familiales* (CAF : www.caf.fr) and *Agence Départementale pour l'Information sur*

 le Logement (ADIL : <http://www.anil.org/fr/votre-adil/index.html>) to find out about your eligibility, which will be re-evaluated every year.

You may also be eligible under certain conditions to receive free help with the payment of your caution (safety deposit).

 (<http://www.aidologement.com/1-logement/locapass-caution-la-garantie-locative.asp>)



> GENERAL INFORMATION

SHOPS

Most shops are open from 9:00 am to 7:00 pm, from Monday to Saturday. Some small shops may close for lunch from noon to 2:00 pm, or all day Monday. Shops are generally closed on Sunday and holidays, but there are exceptions. Department stores may close at 9:00 pm one day of the week. Supermarkets are open every day except Sunday until 8:00, 9:00, or 10:00 pm, depending on their location.

During the soldes (sales) and in December before the holidays, shops big and small may also open on Sunday. In certain Paris neighbourhoods, such as Champs-Élysées et Marais, shopping takes place 365 days per year.

POST, BANKS, BUSINESS AND ADMINISTRATIVE OFFICES

Most post offices are open from 8:00 am to 7:00 pm from Monday to Friday, and from 8:00 to noon on Saturday. They are closed on legal holidays.

Banks are generally open from 9:00 am to 5:00 pm from Monday to Friday or from Tuesday to Saturday, except on legal holidays. Some may close for lunch, typically between 12:30 and 2:00 pm. Bank cash machines (ATMs) are in opera-

tion 24 hours a day 7 days a week.

The usual office opening hours are 9:00 am to 6:00 pm. Administrative offices generally close at 5:00 pm, for lunch, and on legal holidays.

RESTAURANTS

The French usually have lunch between noon and 2:00 pm, and dinner between 7:30 pm and 9:30 pm. Outside these hours, you can have a (cold) snack at most cafés and brasseries. "Service continu" indicates that you may have lunch or dinner at any hour. Most cafés and bars in Paris open around 6:30 am and close around 10:00 pm, or later, if they have a special permit. Prices in France include taxes and service charges (15%). You can of course leave an extra tip.

TELEPHONE CALLS INSIDE FRANCE

All phone numbers have 10 digits and begin with 0. The prefix for Paris and Ile-de-France is 01. Mobile phone numbers begin with 06 and 07. Numbers charging a special rate begin with 08.

0 800 and 0 804, 0 805, 30 00, 31 44, and 36 55 indicate a toll free number (also called "numéro vert").

There are other special toll phone numbers from fixed telephones. Rates (per minute) must be indicated

(0,12 € TTC/mn; 0,15 € TTC/mn or 0,30 € TTC/mn). There are also some short, 4-digit numbers for emergencies or the talking clock (3699), but they are generally commercial (toll) numbers.

> **Calling France from abroad**

Dial 00 (international prefix) followed by 33 (France) and the regional code without the 0.

> **Calling abroad from France**

Dial the international prefix 00, followed by the country code and the area code without the 0.

Calling cards (télécartes)

There are numerous phone booths located on the street, in metro and railway stations, and other public places. You can also buy calling cards from FranceTélécom, post offices, the main Tourist Office, bureaux de tabac (tobacco shops), and newspaper stands. Prices range from 8 € to 15 €, depending on the number of units. You can also use your credit card (carte bancaire) to pay for a call.

Two kinds of calling cards are available: chip-based calling cards that you insert into the slot, and PIN-code calling cards that are not inserted (simply follow the instructions on the back of the card). To call abroad,



international PIN-code télécartes offer very competitive rates, and they can also be used for calls inside France.

Mobile phones

Check with your service provider about compatibility with the French networks and rates for incoming and outgoing calls (local and international).

Foreign mobiles do not automatically connect to the French networks. You must use the “network selection” function and do it manually. Your mobile must use the GSM-900 or GSM-1800 standard. If that is not the case, you may be able to purchase a mobile with a variety of plans and rates in one of the numerous specialized shops.

Emergency numbers :

- > Samu (medical assistance) 15
 - > Police 17
 - > Fire 18
 - > European emergency calls 112
- (a single number for fire, po-

> GENERAL INFORMATION

Practical aspects of life in France

lice, and medical assistance, in principle a multilingual service)

> Drogues Info Service (drugs)

0 800 23 13 13

> Sida Info Service (AIDS)

0 800 840 800

> Centre antipoison (Poison Centre)

01 40 05 48 48

> Centre de soins MST (Sexually Transmitted Diseases)

01 40 78 26 00

> SOS médecin (physician)

01 47 07 77 77

> SOS pédiatrie (paediatrician)

01 44 09 84 85

> SOS dentaire (dentist)

01 43 37 51 00

> SOS brûlures (Hôpital Cochin) (burns)

01 58 41 41 41

Please note: When calling from the Observatoire, you must dial 0 before the number, except for 15, 17, 18.

INTERNET

There are numerous cybercafés and wireless areas, most of them rather inexpensive.

WEIGHTS AND MEASURES

Like most European countries, France uses the metric system, and temperatures are given in degrees Celsius.

$1. ^\circ\text{C} = ((^\circ\text{F} - 32) \times 5) / 9$

$^\circ\text{F} = ((9 \times ^\circ\text{C}) / 5) + 32$

PHARMACIES

They are open from 8:00 am to 8:00 pm without interruption and close on a rotational basis on Sunday and Monday morning. The addresses of those that are open in the neighbourhood are posted on the door. Some pharmacies remain open late or even all night long. Certain drugs can be bought over the counter while others require a prescription.

HOSPITAL EMERGENCIES

In France, public hospitals and participating private hospitals and clinics offer a 24/7 emergency service for serious medical problems. In addition, hospitals have developed a very efficient network: Samu (Services d'aide médicale urgente).

 <http://www.hopital.fr/>

CULTURE AND TOURISM

Paris and its surroundings offer a variety of cultural and entertainment possibilities: movie theatres, theatres, festive events, museums, historical monuments, and so forth. For information, contact a tourist office in your neighbourhood or :

Office du tourisme de Paris
25 rue des Pyramides

75001 Paris

Tél : 0892 683 000

 <http://www.Parisinfo.com>

> GENERAL INFORMATION

Practical aspects of life in France

You can find information on current events, times, and rates on specialized weeklies and newspapers.

Museums generally open at 9:00 am and close at between 5:00 pm and 6:00 pm. National



museums are closed on Tuesday. Some are open seven days a week, such as certain grand monuments, which can be visited until 11:00 pm or midnight. Many museums are also open one day a week until 9:00 pm or 10:00 pm. On legal holidays, especially January 1st, May 1st, and December 25th, some museums and monuments are closed.

Becoming a member of a museum has many advantages, financial and otherwise.

PUBLIC HOLIDAYS

Public holidays in France mark the commemoration of key national events or religious feasts (Roman Catholic).

1st January : New Year's Day.

Between 22 March and 25 April : Easter Monday.

1st May : Labour Day.

8 May : 1945 Victory Day.

20 May : Ascension Day.

30 May : Pentecost Monday (if it is a holiday, it is replaced by an extra working day).

14 July : French National Holiday.

15 August : Assumption of Mary.

1st November : All Saints Day.

11 November : 1918 Armistice Day.

25 December : Christmas.

> GETTING AROUND IN ILE DE FRANCE

CITY MAPS

Most cities have a website on which you can find a map of the city and plenty of useful information.

In Paris, a great number of maps are posted throughout the city, on the main avenues, outside and inside metro stations, and at bus stops. These can be detailed neighbourhood maps, maps of arrondissements, or general maps showing the transportation network. Often, a “You are here” dot indicates your position. Free maps are also available at metro station counters, major department stores, and Paris Tourist Office branches.



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

PUBLIC TRANSPORTATION

In Paris and Ile de France, public transportation is plentiful: metro, bus, RER, and train.

In Paris and nearby suburbs, public transportation services are operated by RATP and trains by SNCF, and in some cases in the suburbs by private companies.



[http://www.transilien.com/
web/site](http://www.transilien.com/web/site)

<http://www.ratp.fr>

<http://sncf.fr>

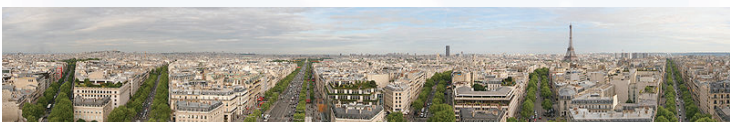
PARIS METRO

It is the easiest and fastest way to move around in the capital, and one of the most economical. It operates every day from 6:00 am to 12:30 am, and until 2:15 am on Friday and Saturday evenings. Paris metro network has some 300 stations, access to which is indicated by a big yellow “M”, and 16 lines, numbered 1 to 14, 3 bis and 7 bis. Each line has its own colour, indicated on station identification signs and all RATP maps. Connections between lines offer a lot of flexibility to the user. To estimate the trip time, allow an average of 2 minutes per station plus 5 minutes if you have to make a connection.

The name of the last station tells you which way the train is going. This information and the connections appear on blue and white signs on station platforms and in corridors, where the stops are also indicated.

Inside the metro cars you will find network maps and all the information about the line, including connection points. There are large maps on the platforms and in station lobbies.

The metro covers all of Paris and some cities in the suburbs.



 **BUSES**

The numerous RATP bus lines cover all of Paris and a large part of Ile de France. You can find maps of the Paris and Ile de France bus systems on www.ratp.fr, and also at metro stations, bus terminals, and tourist offices. Outside Paris, there is an increasing number



of municipal and private lines, often offering a restricted service



(<http://www.optile.com/>).

RATP buses operate Monday to Saturday from around 6:00 am to midnight, and offer a more limited service on Sunday and holidays. Some lines operate in the evening between 8:30 pm and 12:30 am, in particular those departing from train stations or serving the main metro/REER interchange points, as well as the three ring-road lines. The Noctilien (42 bus lines throughout Ile de France) operates between Paris and the suburbs from 12:30 to 5:30 am.

Bus stops may have glass shelters or be simply marked with a pole. They show the lines serving the stop and their routes, the times of the

first and last bus, and the buses average frequency. At some bus shelters, an electronic sign shows the waiting time for the next bus.

The bus line number and final destination are displayed on the front, above the driver's seat, and on the sides of the bus.

Once you get on the bus, you must validate ("composter") your ticket or show your "pass" to the driver. To request a stop, press one of the "arrêt demandé" (stop requested) buttons.

 **RER**

It is a vast railway network serving a large part of Ile de France. There are five lines: A and B (run by RATP), C, D and E (SNCF). In Paris, RER operates much like the metro, except that you have to scan your ticket again as you go through the exit gate. If the RER station is connected to the metro, you can board another train with the same ticket.

RER is faster than the metro. It operates daily, including holidays, from around 6:00 am to 12:30 am. Train frequency depends on the destination. On the platforms, screens show the departure time of the next train, and you will also find timetable information boards. Network maps and details about the line are posted on platforms and inside cars.

 **SUBURBAN TRAINS
(TRANSILIENS)**

They depart from Paris main train stations (Nord, Est, Lyon, Austerlitz, Montparnasse, and St-Lazare). Free timetables are available from station ticket offices. Suburban lines complement the RER network and share with it a number of connection points.

 **FARES, TRAVEL
PASSES AND REDUC-
TIONS**

For information on fares, see the RATP and SNCF sites.

The metro and most buses operate on a flat fare system, irrespective of distance travelled, which includes all metro connections.

Single tickets and 10-ticket booklets can be purchased on the bus (single tickets), at "Ile de France" ticket windows, and from automatic ticket machines in railway, metro, and RER stations.

Make sure you keep your ticket for the duration of the trip, for you may have to show it to a ticket controller and will pay a fine if you don't have one.

In all other cases, fares depend on the zones you are travelling in (from 1 to 6). Tickets may be purchased for single or multiple trips.

There are special fares and reductions for frequent users

of the Ile de France transportation network, depending on the length and frequency of the trips. For this option, you must purchase a "Pass Navigo". This magnetic card with the bearer's photograph may be easily obtained for free from RATP and SNCF Transilien local branches, the site : <https://www.navigo.fr/pages/accueil.html>, or by mail. It replaces tickets, and can be recharged at all automatic ticket machines in railway and metro stations and at authorized dealers.



 **TAXIS**

There are plenty of taxis in Paris, not so many in the suburbs. They have a neon sign on the roof. You can get a taxi by flagging one down in the street (except on an avenue or lane where stopping is forbidden, or less than 50 meters from a station), outside a station, by phone, and even book one on the taxi company's web site.

All vehicles are equipped with a taxi meter that shows the price of the fare.

 **LE VELIB**

In Paris and some suburban areas, there is a network of bicycles that are available for short-term use, for an hourly fee (the first 30 minutes are free):

<http://www.velib.paris.fr/>.



 **TRAFFIC RULES**

In France, driving is on the right side of the road, front and rear safety belts are compulsory, and the use of the horn is prohibited. Helmets are compulsory for the driver and passengers of motorcycles and scooters. In the city, driving in bus lanes is prohibited. Speed limits: 50 km/h in the city, 80 km/h on ring roads; roads, 90 km/h; motorways, 130 km/h and 110 km/h in the rain. There are some service stations in Paris, and many more in the outskirts of the city.



 **CARS AND CAMPERS**

You can hire a car or camper for one or several days, one month, or even longer. There are numerous car hire companies, with branches throughout France. They are open from Monday to Saturday, and often also on Sunday and holidays, near Paris train stations and at airports. French regulations require that :

- The driver be at least 21 years old and must have possessed a driver's license for a minimum of one year,
- The presentation of a driver's license,
- The presentation of a credit

(bank) card.

Certain types of insurance are compulsory. They are specified in the contract and included in the rental charge. Other types of insurance are optional.

 **AIRPLANES**

The two major Paris airports are Paris-Charles de Gaulle and Paris-Orly.

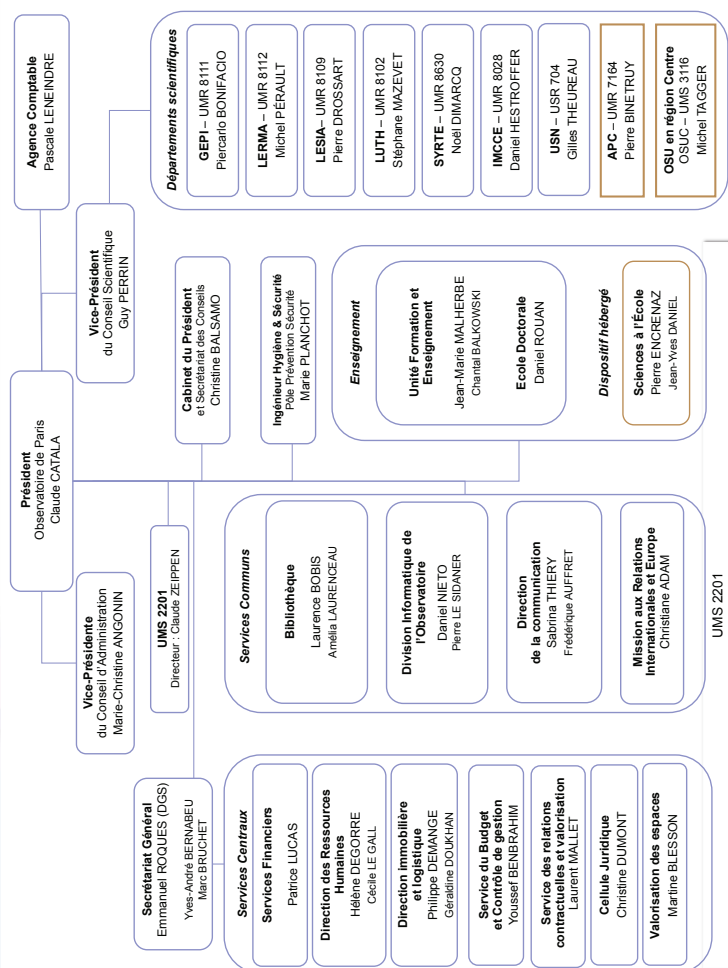
You will find complete information on :



<http://www.aeroportsdeparis.fr/ADP/fr-FR/Passagers/Accueil/>

> WELCOME TO THE OBSERVATOIRE DE PARIS

👉 ORGANIZATION CHART OF THE OBSERVATOIRE DE PARIS.




FORMALITIES

On your arrival at the Observatoire, you will be introduced to the director of your department and the responsible administratif (administrative staff), who will brief you on all the procedures necessary to your day-to-day life at the Observatoire. You will have to fill out an information form and provide certain administrative data.

You will have to report to the service de Ressources Humaines (Human Resources) which will inform you of all the necessary formalities for your integration into the institution, and, if that is your case, for receiving your pay.

You will be listed in the Observatoire's

 <http://annuaire.obspm.fr/>, and your department's directories.

You will be also given a badge to enter the Observatoire that will allow you to have lunch at the canteen, where the price of a meal depends on your status and revenue.

If you have a car, you will need a sticker to display on your windshield so you can enter the sites without being checked at the gate.


COMPUTING RESOURCES

There are a number of advanced computing facilities at the Observatoire (<http://dio.obspm.fr>). Depending on

the length of your stay, a temporary or OBSPM account will be opened in your name. Before its activation, you must agree to the terms and conditions of the Observatoire's "Charter for the Use of Computing Resources and Internet Services". A person in your department will help you with the paperwork.

SERVICES

The aim of the various common and central services (administrative units within the Observatoire) is to support the activities and operation of the Observatoire, and to assist the staff in their work. For information on the mandate of each service log on to the intranet site :

 <https://administration.obspm.fr/article484.html>

WORKING AT THE OBSERVATOIRE

The internal site

 <https://administration.obspm.fr/article150.html>

provides complete information on working hours and legal holidays.

For instructions on how to use the telephone, see the internal site

 <https://administration.obspm.fr/article433.html>

To call someone at the Paris or Meudon site, dial only the last four digits of the number. To make an outside call, you must first dial 0.

This does not apply to emergency numbers: 15, 17, 18. Calls will be charged to your department. Ask about the various possibilities available.

 **SCIENTIFIC EVENTS**

Talks and seminars are organized on a regular basis by the departments, or jointly with the IAP at the Paris site.



Mail is picked up twice a day, and posted once a day.

To order supplies or equipment, see your department manager.

If you travel on official business, you must contact your department manager and fill out all the necessary forms well in advance for your request to be received and approved. The reimbursement of your expenses may take some time. Make sure to keep all original receipts (hotel bills, boarding passes, tickets, etc.) or else you might not recover the entire sum, and even see your request for reimbursement refused.



The complete list appears on <http://www.obspm.fr/savoirs/seminaire/seminaire.fr.shtml>

For your meetings, it is possible to book a room, either through your department (see the administrative staff) or at the site:



<http://reservations.obspm.fr>

 **RELAXING AND
SOCIALIZING**

On each of the Observatoire sites, there are a number of places where you can have a refreshment or relax with your colleagues. There are vending machines for drinks and light snacks in Building B in Paris, and Building 18 (LAM) at Meudon.

The institution organizes some festive events, such as the Christmas dinner and the Fête du solstice.

PROFESSIONAL DEVELOPMENT

The staff of the Observatoire can be eligible, under certain conditions, to participate in a number of professional development activities. There is a Professional Development representative in each department or service who will give you the necessary information.

SOCIAL SERVICES

A doctor is available half a day per week, alternating between Paris (Building B, ground floor, in front of the restaurant) and Meudon (Building 1, 3th cour, 1st floor). His role is to prevent any deterioration in the health of the staff as a consequence of their professional activities. He conducts the periodic medical surveillance of the members of the institution. A social worker, who can help you with your professional and personal problems, is available one afternoon every three months, or by appointment.

Contacts :

- sg.meudon@obsppm.fr
- Secrétaire médicale et sociale : Annick Guidal, 01.45.07.74.63

CULTURAL AND SOCIAL ACTIVITIES

CESOP is an association of the Observatoire de Paris that provides a number of services to the Observatoire's staff: for leisure (vacations, trips), as well as for emergency financial assistance. Together with CAES, its counterpart at the CNRS, it is responsible at all three sites for the CLAS (Comité Local d'Action Sociale) Local Committee for Social Action, which offers social, sport, and cultural activities to the staff, and for the Centre de Loisirs éducatifs (CLE).



<http://www.cesop.obsppm.fr/>

Enjoy your stay among us!

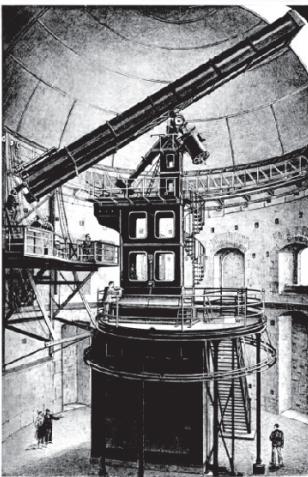
> THE LIBRARY OF THE OBSERVATOIRE

The Library of the Observatoire de Paris is a library of excellence in astronomy and astrophysics, and the history of these fields. It has two reading rooms, one in Paris (Perrault Building, south wing), and another in Meudon (LAM).

COLLECTIONS

 The document collections feature over 45,000 monographs and 4,500 periodicals. They are listed on the library catalog (<http://sigb.obspm.fr/>).

The fields covered include astronomy and astrophysics, some related disciplines (physics, mathematics, chemistry), and the history of science.



In addition to the paper collections available in the reading rooms, books and journals are accessible online from each of the Observatoire's sites :

- 1,000 books and journals published by Springer.
- the major series in the field:

Proceedings of the IAU, AIP Conference Proceedings: Astronomy and Astrophysics, SPIE Digital Library: AAO segment, ASP Conference Series and EAS Publications Series.

- 154 subscriptions to current periodicals
- 130 periodicals in archival packages (IOP, AIP, AGU, OSA...)

 All electronic resources are listed on the library's website: <http://www.bibli.obspm.fr/>

The preservation of the institution's rich heritage collections (instruments, archives, photographs, paintings, medals, and so forth) is under the care of the library.

SERVICES

To obtain a library card, you need evidence of your status as a researcher/student attached to a department of the Observatoire.

You may consult the documents in the library or borrow them, depending on their condition, for a period of one month.

Opening Hours :

Paris: 9:00 am to 1:00 pm, and 2:00 to 6:00 pm.

Meudon: Monday to Friday 9:00am to 12:30 pm, and 2:00 to 6:00 pm.

Contacts :

direction.bibliotheque@obspm.fr.

For questions regarding
periodicals :

bibli.revues@obspm.fr.

Question-and-answer service:

la.bibliotheque@obspm.fr

> HEALTH AND SAFETY

Every institution of higher education and research has an obligation to see to the safety and to protect the health of its staff and students as they go about their activities.

In order to carry out this obligation, the Observatoire de Paris has set up a Prevention and Safety Unit (Pôle Prévention et Sécurité (PPS)) in January 2010. Your contact is Marie Planchot, Health and Safety engineer at the Observatoire de Paris: Marie.Planchot@obspm.fr, extension 7968.

This unit oversees the observance of the rules regarding health, safety, and the environment, and implements the institution's appropriate policies.

The team coordinates the measures for protecting people and property from the risk of incidents and accidents, the management of the provision of security services, and the evaluation of potential environmental risks resulting from day-to-day activities.

This unit also acts as the Observatoire's representative in dealing with the various services and organizations in matters of health, safety, and the environment (CRAM, DRIRE, ADEME, DSV, and so forth).

The health and safety charter of the Observatoire de Paris

that has been distributed to the staff reminds everyone that "depending on their training and abilities, it is the duty of every agent or user to look after their own safety and health, as well as those of other persons involved as a result of their acts or omissions, and of the healthy conditions of their working and living quarters."

« Safety is everyone's concern »

In the "Newcomers' Guide", accessible through the Observatoire de Paris Intranet, you will find answers to your questions regarding :

- people to contact on safety matters,
- safety organization and safety procedures,
- moving around on the sites,
- preventive medicine,
- fire risks,
- electrical risks,
- ergonomics of computer use,
- chemical risks,
- noise,
- waste management,
- laser risk.



(http://chs.obspm.fr/IMG/pdf/memento_du_nouvel_arrivant_format_livre_Mode_de_compatibilite_-2.pdf)

Everyone must be familiar with good working practices and the measures to take in case of an accident or disaster, and be aware of the responsibilities involved.



> SUSTAINABLE DEVELOPMENT

Our institution is committed to a permanent approach to sustainable development, starting with a better control of energy costs: electricity (lighting, running and cooling computer equipment) and heating. Staff and guests are invited to comply with this policy.

The preservation of the fauna and flora on the Observatoire's three sites is also our constant preoccupation. We also pursue pedagogical and educational objectives (creation of a wildlife trail at the Meudon site to discover the well-preserved flora and fauna of that 55-hectare campus).

The Observatoire seeks to have the Meudon site declared as a protected area, and the Nançay site, which is a clean sky reserve at the European level, as a zone protected against radio electrical interference.

The Observatoire has adopted a selective sorting and waste management policy aimed at its recycling. Below is a list



Ordinary Industrial Waste		
Ordinary mixed waste (similar to household rubbish)	Carton paper	Comestible oils and fats
Printer and ink cartridges	Green waste	Metals

Special Industrial Waste				
Aerosols	Asbestos	Gas bottles	Cutting oils	Computer and office materials
Batteries , accumulators	Phytosanitary products	Used solvents, paints	Fluorescent tubes	

of the types of waste present at our sites.

At our institution, waste is disposed of in conditions that prevent harmful effects on the soil, flora or fauna, and do not negatively affect the health of individuals or the environment.

Waste is a daily preoccupation involving every individual on both the professional and

family levels. Some simple acts have a beneficial effect on the quality of life and everyone's welfare.



> INTELLECTUAL PROPERTY AND TECHNOLOGY TRANSFER

One of the aims of the Observatoire de Paris is to contribute to the technology transfer of knowledge. Research and development carried out at the Observatoire de Paris may lead to high-level instrumental developments in science and innovative technology, and may also give rise to technology research programs.

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ADEME : Agence de l'Environnement et de la Maîtrise de l'Energie (Environmental and Energy Control Agency)

ADIL : Agence Départementale d'Information sur le Logement (Departmental Housing Information Agency)

APC : Laboratoire Astroparticule et Cosmologie (Astroparticle and Cosmology Laboratory)

APL : Aide personnalisée au Logement (Assistance with accomodation costs)

ATMP : Accident du Travail / Maladie Professionnelle (Occupational Accidents/ Professional Diseases)

BACE : Bureau d'Accueil des Chercheurs Etrangers (Foreign Scientists Reception Office)

CAF : Caisse d'Allocations Familiales (Family Allowances Fund)

CESEDA : Code de l'entrée et du séjour des étrangers et du droit d'asile (Foreigners entry and stay and right of asylum code)

CESOP : Comité d'Entraide Sociale de l'Observatoire de Paris (Social Mutual Aid Committee of the Observatoire de Paris)

CLAS : Comité Local d'Action Sociale (Local Social Action Committee)

CLE : Centre de Loisirs éducatifs (Educational Leisure Activities Centre)

CMU : Couverture Maladie Universelle (Universal Health Coverage)

CPAM : Caisse Primaire d'Assurances Maladie (Health Insurance Fund)

CNRS : Centre National de la recherche Scientifique (National Scientific Research Centre)

GRAM : Caisse Régionale d'Assurance Maladie (Regional Health Insurance Fund)

DAB : Distributeur Automatique de Billets (automatic cash dispenser)

DIL : Division Immobilière et Logistique (Real Estate and Logistics Division)

DIO : Division Informatique de l'Observatoire (Computing Division of the Observatoire)

DRIRE : Direction Régionale de l'Industrie de la Recherche et de l'Environnement (Industry, Research, and Environment Regional Direction)

DSV : Direction des Services Vétérinaires (Veterinary Services Direction)

EDF : Electricité de France (French electricity company)

GAB : Guichet automatique de banque (bank automatic teller machine)

GDF : Gaz de France (French gas company)

GEPI : Laboratoire Galaxies, Étoiles, Physique,

Instrumentation (Galaxies, Stars, Physics, and Instrumentation Laboratory).

IAP : Institut d'Astrophysique de Paris

IMCCE : Institut de Mécanique Céleste et de Calcul des Éphémérides (Institute for Celestial Mechanics and Computation of Ephemerides).

LNE : Laboratoire National de Métrologie et d'Essais (National Metrology and Tests Laboratory).

LESIA : Laboratoire d'Études Spatiales et d'Instrumentation en Astrophysique (Laboratory for Space Studies and Astrophysics Instrumentation).

LERMA : Laboratoire d'Étude du Rayonnement et de la Matière en Astrophysique (Laboratory for the Study of Radiation and Matter in Astrophysics).

LUTH : Laboratoire Univers et Théories (Laboratory Universe and Theories)

OFII : Office Français de l'Immigration et de l'Intégration (French Immigration and Integration Office)

PPS : Pôle Prévention et Sécurité (Prevention and Security Centre).

RIB : relevé d'identité bancaire (bank identity statement).

RATP : Régie Autonome des Transports Parisiens

(Paris Public Transport Corporation).

RER : Réseau Express Régional (Regional Express Network)

SAMU : Service d'Aide Médicale Urgente (Emergency Medical Assistance Services)

SMIC : Salaire Minimum Interprofessionnel de Croissance (obligatory minimum wage)

Schengen (espace, convention, accords): a territory including the European states where border controls have been eliminated and the free movement of persons guaranteed, while cooperation between police services and judicial authorities has been stepped up. These states have agreed to common rules and procedures with regard to short stay visas and to a common set of rules applying to people crossing the external borders.

SNCF : Société Nationale des Chemins de Fer Français (French National Railway Society)

SYRTE : Laboratoire Systèmes de Référence Temps-Espace (Time-Space Reference Systems Laboratory)

TTC : Toutes taxes comprises (all taxes included)

UFE : Unité Formation et Enseignement (Training

and Teaching Unit)

UMR : Unité mixte de
recherche (Joint Research
Unit)

USN : Unité scientifique de
Nançay (Nançay Scientific
Unit)

