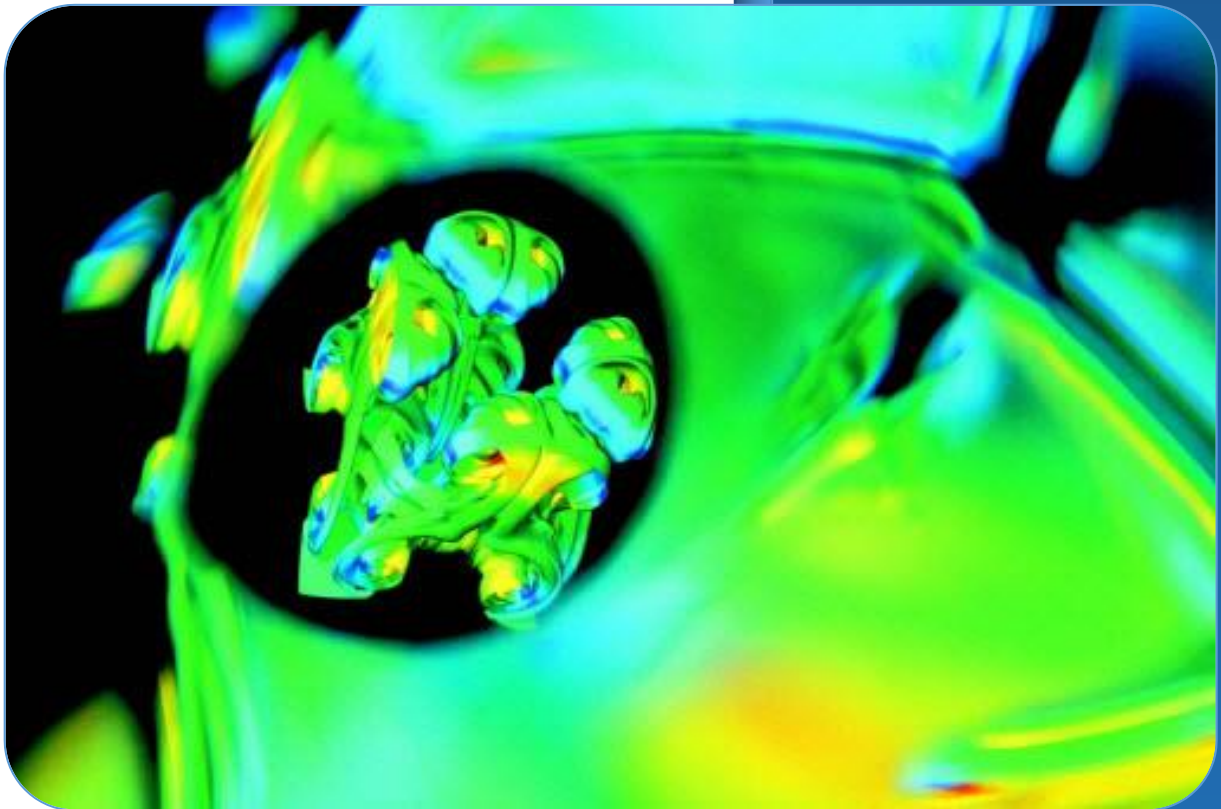


WELCOME GUIDE



All you need to know before undertaking this program and work at CEA.

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I. Welcome to CEA



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

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

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

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

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

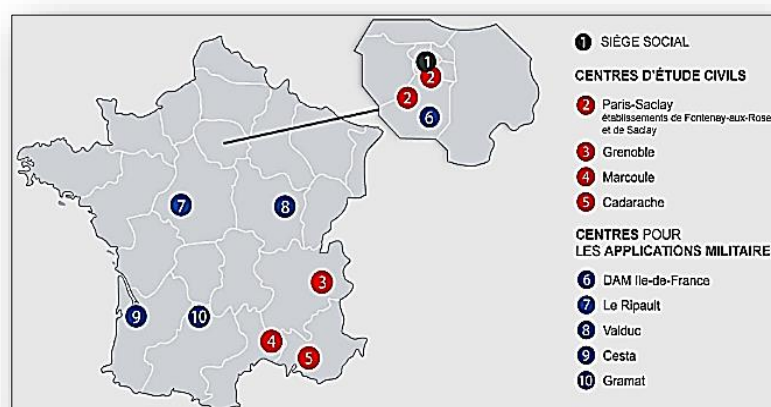
On behalf of INSTN, we welcome you to CEA and wish you the best for your personal and professional career.

Jean-Luc Zimmermann
Numerics PhD Program Master

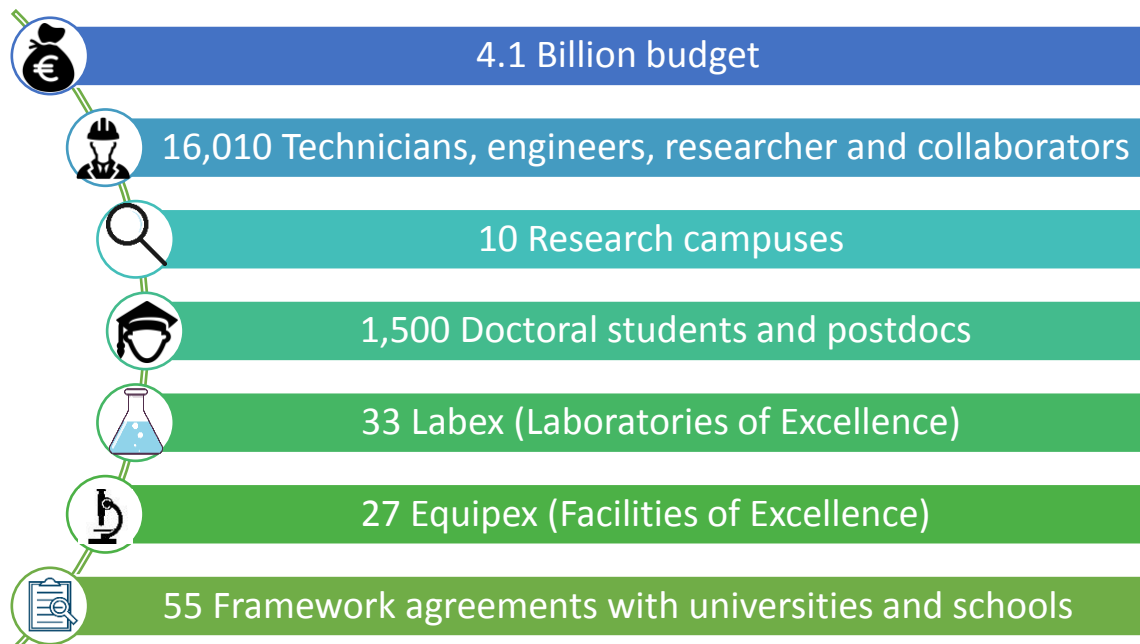
A. Facts at glance

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

CEA CAMPUSES IN FRANCE



CEA MAIN FIGURES



B. Scientific activities at CEA



NUCLEAR ENERGY

- Nuclear materials and mechanics
- Studies for nuclear power plants



PHYSICAL SCIENCE

- Climate and environment
- Fundamental laws of Universe
- Nuclear Fusion



TECHNOLOGICAL RESEARCH

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



LIFE SCIENCES

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



MILITARY APPLICATIONS

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

C. Do not get lost with the CEA acronyms

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

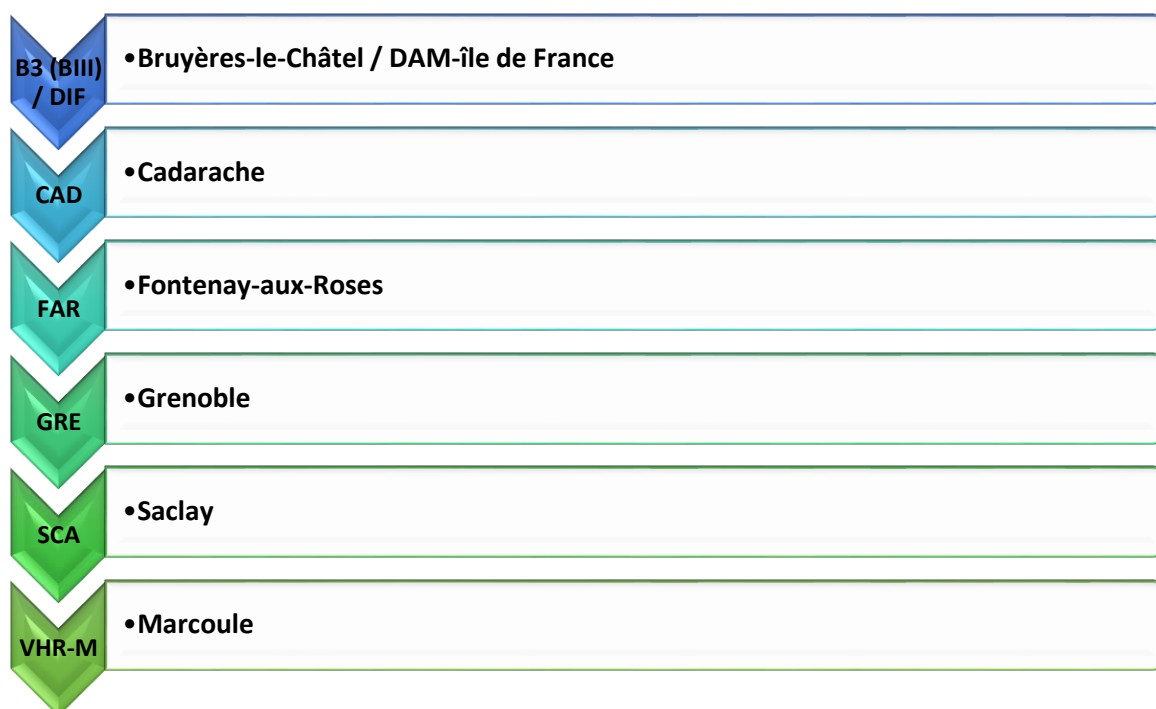
Divisions

DEN	•NUCLEAR ENERGY DIVISION •(Direction de l'Energie Nucléaire)
DANS	•DIVISION FOR NUCLEAR ACITIVITIES ON THE SACLAY CAMPUS •(Direction des Activités Nucléaires de Saclay)
DRF	•DIRECTION OF BASIC RESEARCH •(Direction de la recherche fondamentale)
DRT	•TECHNOLOGICAL RESEARCH DIVISION •(Direction de la Recherche Technologique)
DAM	•MILITARY APPLICATIONS DIVISION •(Direction des Applications Militaires)

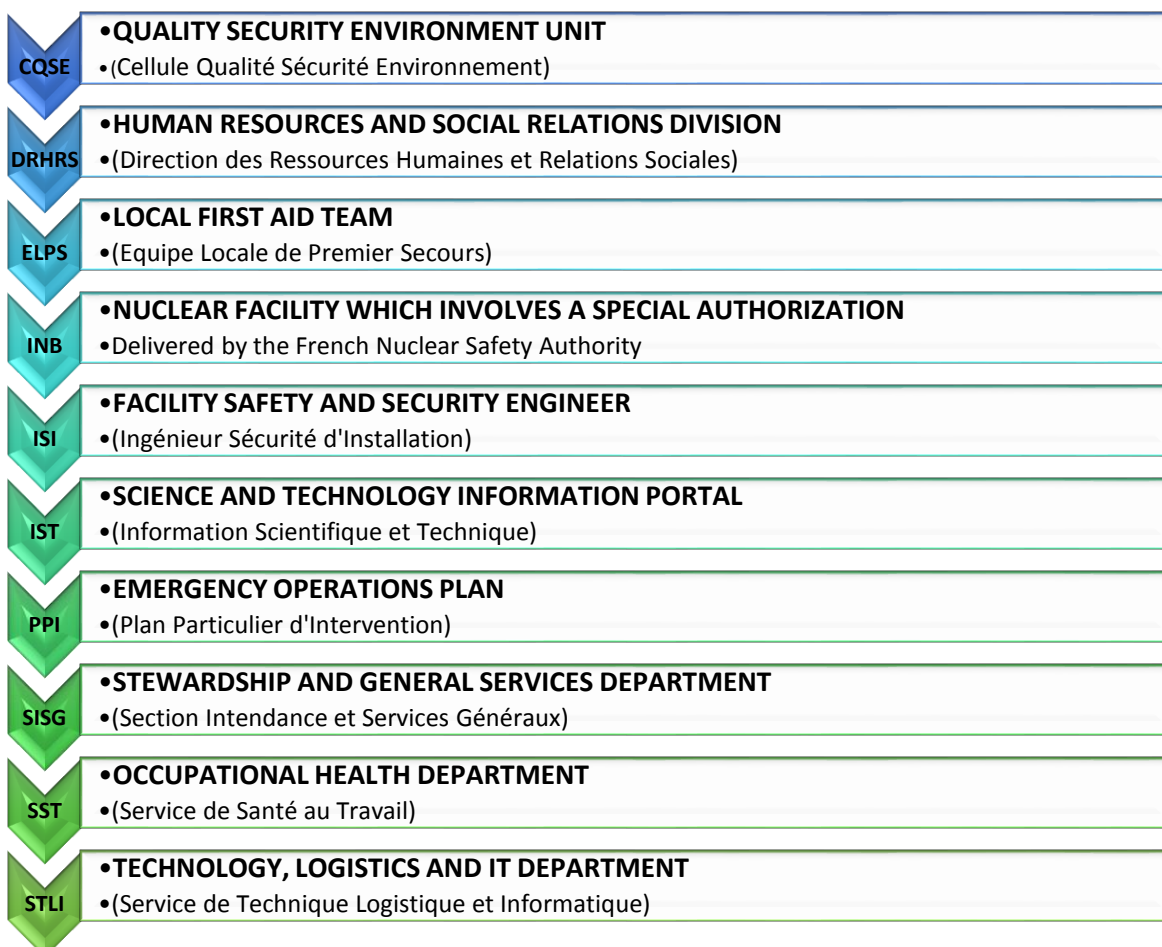
Daily Life at the Office

CI	•IT MANAGER •(Correspondant Informatique)
FLS	•LOCAL SAFETY & SECURITY FORCE •(Formation Locale de Sécurité)
INSTN	•NATIONAL INSTITUTE FOR NUCLEAR SCIENCE AND TECHNOLOGY •(Institut National des Sciences et Techniques Nucléaires)
RDO	•ORDER BROADCAST SYSTEM •(Réseau de Diffusion d'Ordres)
SPAS	•HUMAN RESOURCES AND SOCIAL AFFAIRES DEPARTMENT •(Service du Personel et des Affaires Sociales)
SPR	•DEPARTMENT OF RADIATION PROTECTION •(Service de Protection contre les Rayonnements)
SVDC	•DEPARTMENT OF FACILITIES •(Section Vie du Centre)

CEA Campuses



Useful to know



D. Social Organizations and libraries

• SOCIAL ORGANIZATION

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

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

Saclay & Fontenay-aux-Roses: CEA Organization of Ile-de-France PhD Students, www.actif-cea.fr



Grenoble: Young Researchers' Organization of CEA-Grenoble, www.aitap.com.



Marcoule: Association of Rhône PhD Students, www.aisther.fr.



Cadarache: Association of Cadarache PhD Students, www.asthec.org.



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

• LIBRAIRIES



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

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

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

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

II. NUMERICS PHD PROGRAM

A. NUMERICS, an innovative training program

This new training frame designed and set up by CEA and using a COFUND, aims at:

- Supporting the training of talented researchers whose are creative, performant and can run into an international quality level with interdisciplinary.
- Supporting the production of outstanding research outputs contributing to the development of CEA in recognized problematics world research and innovation at a global scale.

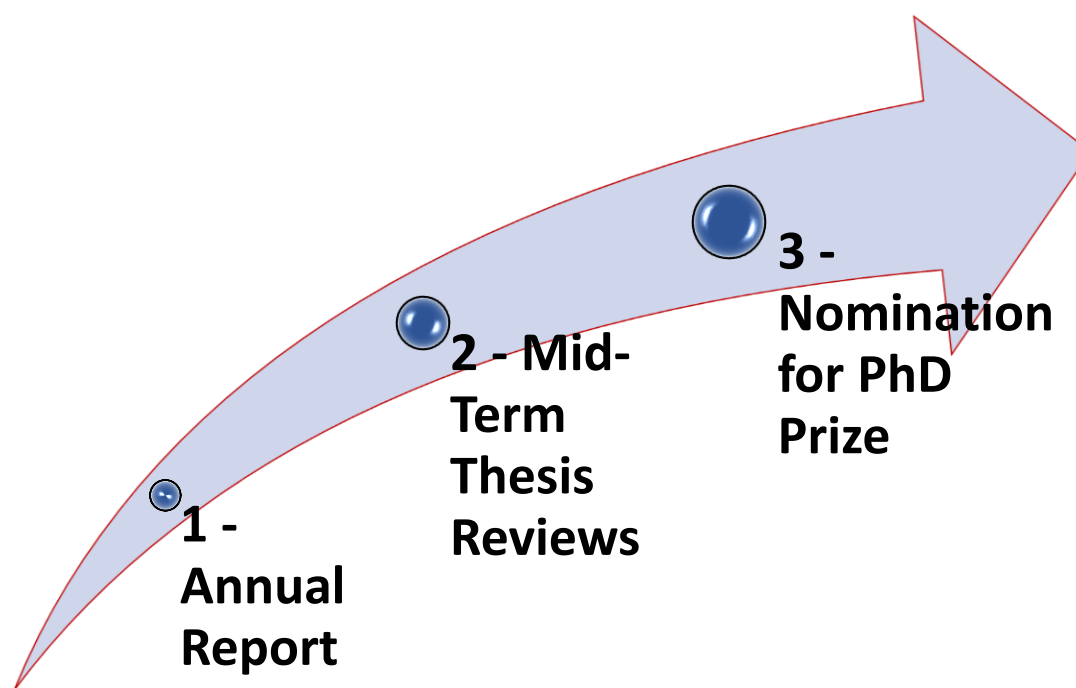
All the PhD fellows will be jointly supervised and/or mentored by an international expert associated either to the “Maison de la Simulation” (MdS), the “Très Grand Centre de Calcul” (TGCC) or the “Centre for Predictive Simulation” (CPS) in relation with their laboratory supervisor.

The PhD diploma delivered by the Doctoral schools will mention the names of the laboratories where the laureates prepared their PhD work.

Training Program



NUMERICS Program includes training through research and on transferrable skills. To maximize the impact on the program results, a high level of knowledge transfer is planned.



- 1: This report will be followed by an interview with their supervisors who will be asked to assess the work progress and whether the project could be led to a successful end within the 3-year limit. An assessment on the specific actions taken or envisaged to follow the 3i exposure will be made during the interview, with recommendations made to the fellow in return. The report will be included in the fellow Career Development Plan (CDP).
- 2: Mid-term Thesis reviews: The PhD fellow will have to perform a 5-to-6 slide presentation to the Scientific and training supervisory Committee. This presentation should show the

advancement of the PhD work; show its specific interdisciplinary and inter-sectoral aspects, and how it is set in the international context. The objective is to ensure the advancement made, to discuss about possible encountered difficulties and work orientations. To get detailed advices on his/her work in a constructive environment. This meeting will end with an evaluation report consolidated in the fellow CDP.

- 3: Nomination for the PhD prize: a PhD prize supported by the NSSC CEA Division will be organized, in order to disseminate results and noteworthy achievements. This action will have a major impact on the nominated students.

MdS (in coordination with CPS and TGCC) will also organize specific training programs through its participation to the PRACE / PACT program. These programs consist in 1-to-3-day training sessions (about 10 per year) oriented towards hard skills such as software, development tools, debugging and optimization, programming on GPU, advanced usage on CURIE, uncertainty quantification, etc. Students can benefit from the hands-on sessions and conferences with internationally renowned instructors. PACT courses are attended by specialists from across Europe. Lectures and materials are in English spoken that is why allowing PhD Students to be immersed in an international and inter-sectoral environment.

Transversal training will be organized by CEA-INSTN for all PhD fellows. Year 1 will be devoted to the thesis launch, Year 2 to the valorization research, and Year 3 to the preparation of the PhD student to his/her occupational integration.

CEA-INSTN has implemented and optimized a dozen of short training courses proposed to all NUMERICS PhD students.

Course Titles	Year of your program	Fields / What you are going to develop
1 – Ethics in research and academic integrity	1	It will provide the highest standards of ethics in ethics and integrity in the conduct of their research (partnership with Doctoral School)
2 – Conducting your PhD and determining your career project	1	Will help to conduct your thesis work as a scientific and professional project. It aims at showing the asset of research training to facilitate their professional integration in the long term.
3 – Efficient use of scientific and technical information (STI) tools to optimize your PhD work	1	Help PhD students to start their work efficiently, by making them acquire the methods and tools for accessing scientific information quickly.
4 – Managing a scientific project	2	It will help optimizing your research and strengthen skills that will be needed and appreciated in the industry.
5 – Introduction to the business world	2	Help to know more about the business world, to better understand business strategies, organizational structures, norms and rules. This course will facilitate you to exchange and collaborate in the near future with the business world

6 – Technology transfer and innovation in the industry	2	Two goals in this course: (1) acquire the methods and tools necessary for technical and economical diagnosis of innovative projects (2) let you experiment with technology transfer and business development tools.
7 – Include IP processes in the research activity	1	Will give you practical clues to understand patents, their role, and how they are included in the R&D activity (partnership with CEA/Valo Division)
8 – Prepare for successful jobs interview	3	Clarify their career project and giving advices and clues for an interview.
9 – Write your dissertation efficiently	3	Get the methodology for writing their dissertation to be compliant with the standard.
10 – Prepare your PhD oral presentation efficiently	3	Helping prepare for final dissertation oral presentation. (Advices, tips, verbal and body communication).
11 – Set up H2020 project – collaborative or ERC-	3	How to successfully exploit H2020 Research and Innovation Program with winning proposals.

B. Career Development

The Numerics PhD Program benefit from a specific CEA training program organized by INSTN.

Career Development Plan (CDP)

The Steering committee will provide guidance and written guidelines to establish a personal CDP by supervisors and PhD fellow at the beginning of each PhD Project. In partnership with the Doctoral Schools, the CDP will set goals, record and assess the progress during the PhD; it will contain the research plan but also specific training and a secondment program (scientific, transferrable skills etc.) for the fellow. The plan will be reviewed on an annual basis; also taking into account the annual reports. Some relevant figures: 93.2% of the CEA PhD Students who were graduated in 2015 were professionally active: 46.1% in long-term contracts with more than 2/3 in the industrial sector, and 53.9% in short-term contracts mostly for postdoctoral positions in international institutions.

It should emphasized that the PhD students' gender is not predictive to this proportion.

Specific mentoring sessions



The MdS, CPS and TGCC will inform PhD students about their specific resources and associated training programs, which are published on their websites. PhD will be invited to seminars regularly organized by these institutes and in turn will be asked to put in a nutshell the problematics of their work and their results/orientations in a max 10-minute presentation for all young scientists and supervisors, also including interns and postdoctoral fellows.

CEA experienced that by mixing 1st, 2nd and 3rd year PhD students has many advantages for the fruitful advance of the PhD projects. All this to let PhD Students to collect a lot of suggestions and feedbacks.

III. Your Stay in France and CEA

A. Id card and security at CEA



CEA ID CARD

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

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

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

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

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

SAFETY & SECURITY TRAINING

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

B. Visas & Immigration



As a Numerics PhD Program fellow coming to France, you may need a Visa and a Residence permit. Here is what you need to know about immigration procedures to come in France.

❖ *If you are not an European Union National*

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

Once you receive an e-mail from CEA saying that host agreement (“convention d’accueil”) was sent by e-mail:

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

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

❖ *If you hold a passport exempt from Visa requirements*

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

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



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

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

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

C. Health

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

HEALTH INSURANCE



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

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

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

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

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

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

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

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

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

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

➤ **What you need to know**

The French refer to their health insurance as “Assurance maladie”, “Sécurité Sociale” or “CPAM”. All these terms are generally used to describe the National Health Insurance program. More information about the French Social Security System in several languages at: <http://www.cleiss.fr/docs/regime france/an index.html>.

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

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

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

For further information:

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

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

MEDICAL EMERGENCIES



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

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

D. Introduction to French and CEA labor laws

1. Hours



Hours	Center
8:30 am to 5:10 pm, with a 45-minute break for lunch, unless otherwise indicated	Saclay and Fontenay-aux-Roses
7:55 am to 4:35 pm, with a 45-minute break for lunch, unless otherwise indicated	Grenoble

Access to the center out of the usual working hours

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

SAC: <http://www-saclay.cea.fr> > Pratiques > Accès sur le centre > Scroll down to Formulaire d’Accès Centre Hors Heures Ouvrables (HNO).

FAR : <http://www-far.intra.cea.fr> > Santé-sécurité > Officier de sécurité du centre (OSC ex-CACS) > Formulaire pratiques > scroll down to HNO pour le CEA.

GRE : <http://dirgre.cea.fr:8000> > Liens rapides (on the right hand side of the screen) > Formulaire > Formulaire Sécurité > Demande de HNO.

2. Vacation Leave



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

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

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

3. Sigma



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

- Personal and professional data
- RTTs, days-off (paid vacation days), leaves
- Missions

- List and detail of the training courses you have attended since your arrival at CEA.

To set up your Sigma account and password, please visit <https://easpace sigma cea.fr>, scroll down to Inscription and follow the instructions on the screen.

E. Customs : What you need to know

❖ *If you are travelling within the EU*

Customs and tax procedures between Member States of the European Community have been abolished since 1993. You may bring back goods for your personal needs that have been purchased

❖ *If you are entering the EU*


If you are entering the EU from a non-EU country, goods having no commercial character can be imported free of customs duties and taxes. However, some products are subject to restrictions, such as tobacco and alcohol. For more information, please visit the European Community Taxation and Customs Union website.

If you are coming with a vehicle, visit the French customs authorities website to learn about the specific requirements.

4. Understand your Pay slip



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



**COMMISSARIAT A
L'ENERGIE ATOMIQUE
ET AUX ENERGIES ALTERNATIVES**
Bâtiment Le Ponant D
25, rue Lablanc
75016 Paris

BULLETIN DE SALAIRE

Période du 01.05.2018 au 31.05.2018
Date de paiement 31.05.2018

1/1

SIRET 775885019 00488
APE 7218Z Convention d'entreprise CEA
Matricule ① 00256253 SAC SAC
N° Sécurité Sociale [REDACTED]
Qualification STAGIAIRE CAT 3 + 4 Mois ③
Niveau Valeur du point 5,5531 ④
Coefficient Coeff Ind. Compt
Salaire de Référence
N. Mens. Etat 151,66 ② N. Mens. Contrat [REDACTED]
Plan de roulement BOHN-SAC ⑤
Temps de présence 23 / 23

SAC SAC 3-8008-0-R 00256253
NAUD Jerome

Libellé	Quantité ou Base	Part Salarié		Part Employeur		Calendrier
		Taux	Montant	Taux	Montant	
Gratification						
TOTAL BRUT ⑧						
SANTE						
Sécurité Sociale-Maladie Maternité						
Invalidité-Décès						
ACCIDENT DU TRAVAIL-MALADIE PROFESSIONNELLE						
RETRAITE						
Sécurité Sociale plafonnée						
Sécurité Sociale déplafonnée						
FAMILLE-SECURITE SOCIALE						
AUTRES CONTRIBUTIONS DUES PAR L'EMPLOYEUR ⑦						
CSG non imposable à l'impôt sur le revenu						
CSG/CRDS imposable à l'impôt sur le revenu						
TOTAL DES COTISATIONS ET CONTRIBUTIONS						

Légende calendrier : J=Jour Férié, C=Cpé Payé, R=RTT, M=Maladie, P=Paternité, Maternité, Adoption, T=Acc. Inv./Mal.

Mensuel		Annuel		Congés payés	Total versé par l'employeur	Allègement de cotisations	Net à Payer en euro
Brut ⑧ €	[REDACTED]	Brut €	[REDACTED]	Acquis 0,00	[REDACTED]	0,00	⑩
Net imposable ⑨ €	[REDACTED]	Net imposable €	[REDACTED]	Pris 0,00			
Avantage Nature €	[REDACTED]	Avantage Nature €	[REDACTED]				

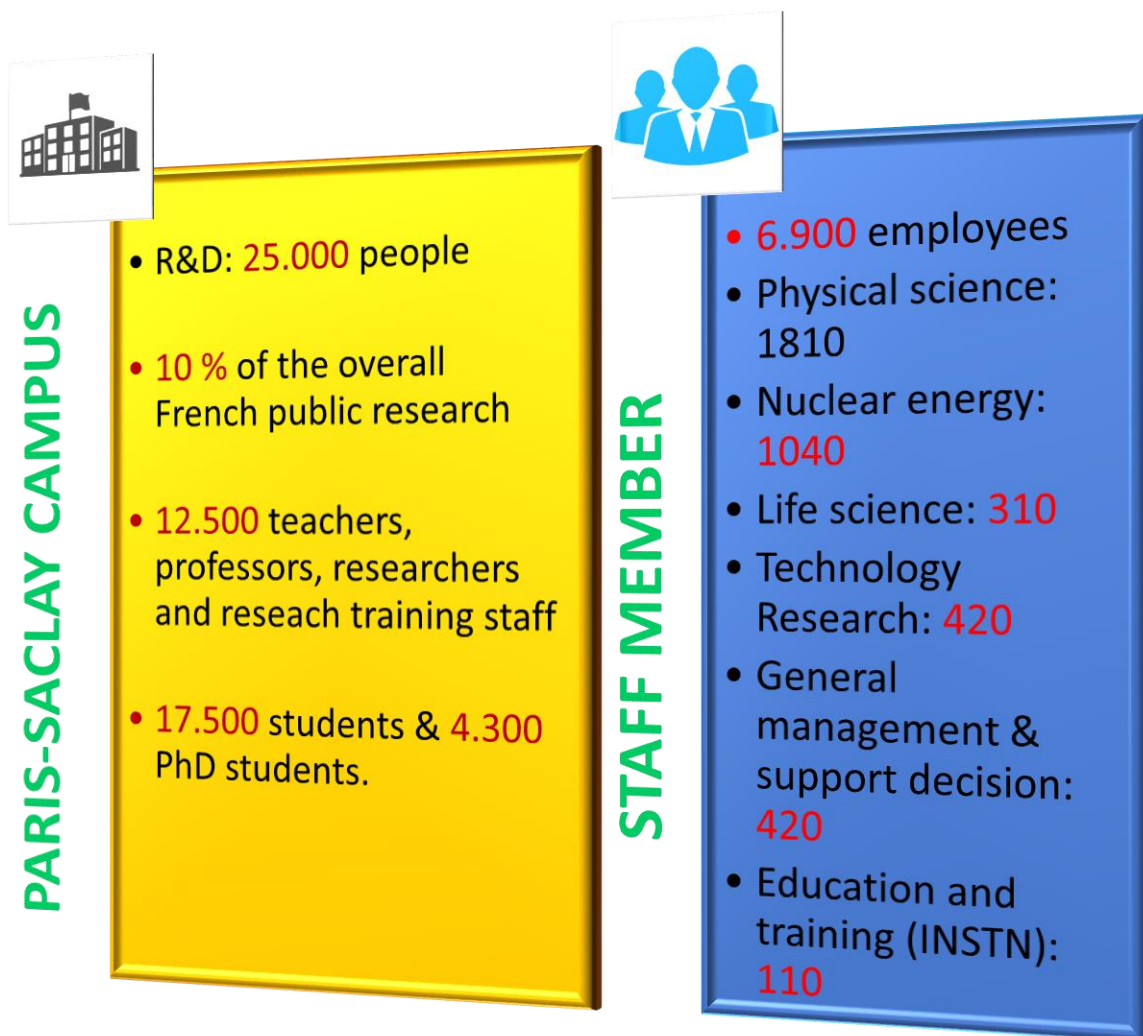
1. Employee ID (MATRICULE) refers to the ID number on your CEA ID Card.
2. Hours (TEMPS PRESENCE) indicate the number of business days you worked out of the number of business days in the current month. This data depends on your work schedule (full-time, 4 days a week, part-time, etc.)
3. Category (CAT) refers to your type of work contract (permanent one, fixed-term one, inter, etc.). Status (STAT) refers to your sub-category (CEA job classification system): Annexe 1 or Annexe 2.
4. Points (POINTS) refer to your number of payroll points. Multiply your number of payroll points by the value of the point (€5.531 in 2012) to calculate your reference wage.
5. Work schedule (PLAN ROULEMENT°: full-time, part-time or 4 days a week.
6. Vacation Days (CONGES ACQUIS, CONGES PRIS) indicate the number of vacation days provided by CEA and the number of vacation days you used.
7. Employee contributions and CEA contributions (COTISATIONS)
8. Gross pay (BRUT IMPOS.): Salary before deduction of contributions
9. Net pay (NET IMPOS.): Salary after deduction of tax-deductible contributions. The net pay is the amount declared to the budget administration in order to set your income tax rate.
10. Net disposable income (NET BULLETIN) = (net pay + payroll elements not subject to income tax) – (tax-deductible “RDS” [social debt payment contribution] + “CSG” [general social contribution]).

IV. SPECIFIC PRACTICAL INFORMATION

A. CEA-Paris-Saclay

1. Presentation Saclay Site

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



2. CEA-Saclay Institutes

Department for Nuclear Activities in Saclay

Direction déléguée aux activités nucléaires de Saclay (DANS)

French National large heavy-ion Accelerator/Grand

Accélérateur National d'ions Lourds (GANIL), The GANIL is located in Caen but attached to CEA-Saclay



Biomedical Imaging Institute

Institut d'imagerie biomédicale (I²BM)



Saclay Biology and Technologies Institute

Institut de biologie et de technologies de Saclay (iBiTec-S)



Theoretical Physics Institute

Institut de physique théorique (IPhT)



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



National Institute for Nuclear Science and Technology

Institut national des sciences et techniques nucléaires (INSTN)



Saclay Institute of Matter and Radiation

Institut de Rayonnement Matière de Saclay (IRaMIS)



Laboratory for Embedded Systems and Technologies

Laboratoire d'intégration de systèmes et de technologies (LIST)

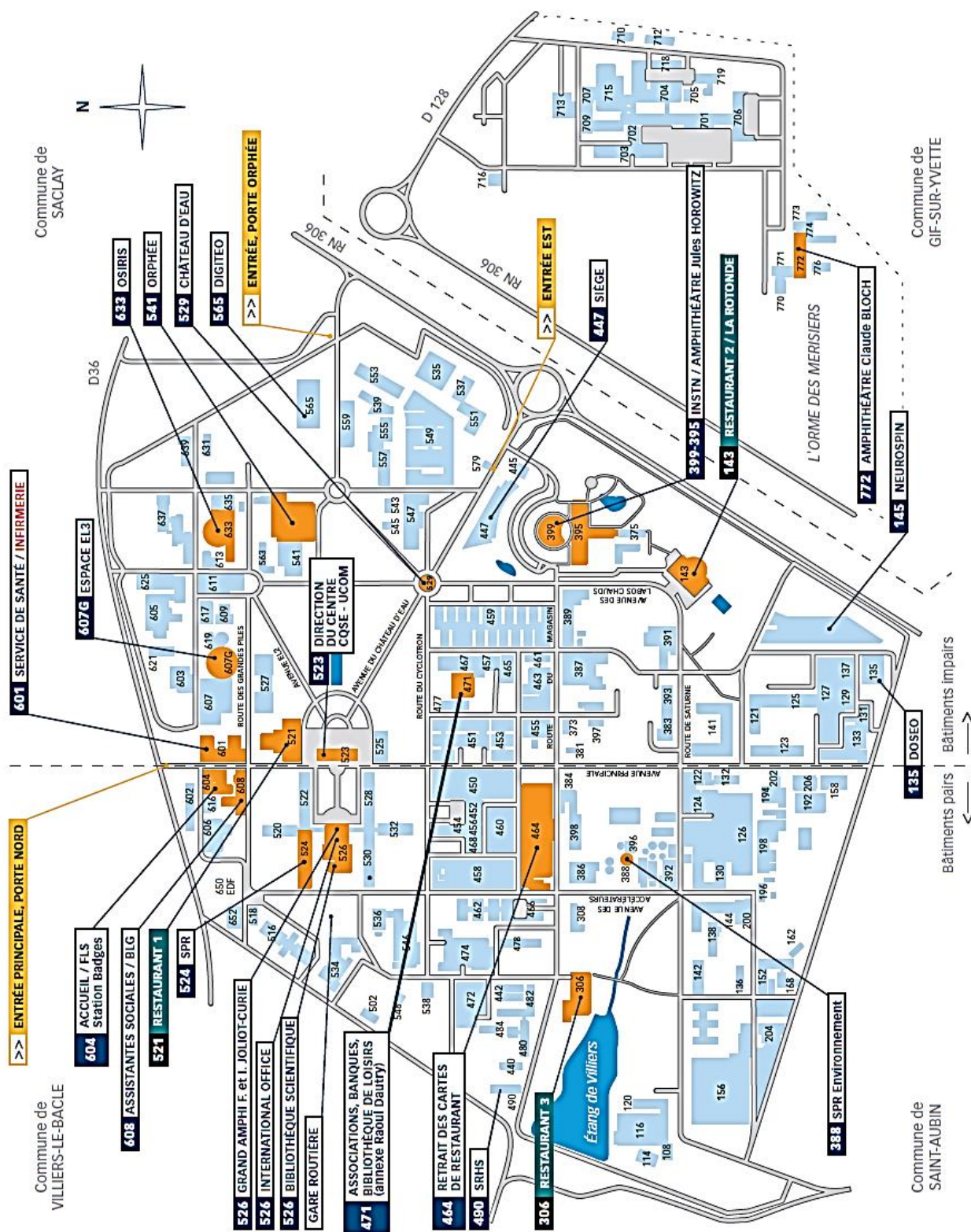


Laboratory for Climate and Environment Sciences

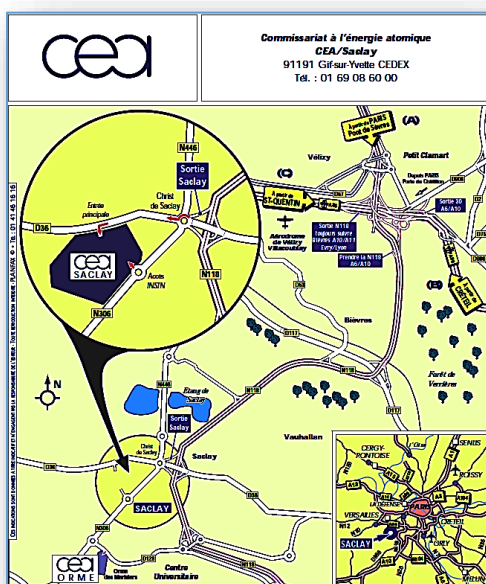
Laboratoire des Sciences du Climat et de l'Environnement (LSCE)



3. CEA-Saclay Site Campus Map



4. Transportation



CEA Saclay

91191 Gif-sur-Yvette Cedex

CEA-Saclay is located about 25 km (30 min.) away from Paris and less than 11 km (15 min.) away from Versailles. It is easily accessible by car but also by the Paris-based suburban train système (Réseau Express Régional, or RER) and the extensive bus network.

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

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



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

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

- Take RER B or C and get off at Massy. Take the "TransEssonne" bus number 91-06 heading to Saint-Quentin-en-Yvelines. Get off at "CEA Porte 306" if you are going to INSTN, or if you already have an ID card. Do not forget that you won't be able to access the campus for the first time from this entrance. The full timetable is available at: <https://www.vianavigo.com/fiches-horaires/bus/> (Nom de l'arrêt: Gare de Massy Palaiseau, Massy then scroll down to Ligne EXPRESS 91-06).
- Take RER B and get off at Le Guichet Statio. Take CEA shuttle to Saclay. The timetable is available on the Excel table aforementioned, tab "NAV RER".

To go to DSV/I²BM/SHFJ in Orsay, take RER B and get off at Orsay. It is then a 5-minute walk from the train station to your work place.

- Useful websites for schedule, stops and itineraries:
- www.ratp.fr
- <http://www.vianavigo.com>
- <http://www.transilien.com>

Your Transportation card



You might need or want a transportation card will enable you to travel in Ile-de-France. One option is worth considering: the Annual Navigo Plan (Forfait Navigo Annuel) can be yours if you are 26 or above. The pass is valid one year and give you access to all means of transportations (Underground, RER, Bus, Streetcar and train with very few exceptions) in the zones you will have selected when suscribing. The prices of your plan depends on the number of zones you choose. Subscription Forms are available at any RATP ticket counter and payment can be made either up-front or by minthly deductions.

- More information on subscriptions forms, conditions and payments at:
<http://www.ratp.fr> > Se déplacer > Titres & Tarifs > Scroll down until you find
« Forfait Navigo Annuel ».

Payment and Reimbursement of your transportation card

It is absolutely necessary for you to use public transportation to reach your work place (wheter the site you choose to work there), your transportation card may be reimbursed by CEA up to 50%. In order to have your card reimbursed, please fill in the form called “Demande de prise en charges des frais de transport”.

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

5.Housing

Permanent housing



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

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

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

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

The SPAS and SRHRS also can help you to find housing

More info on DRHRS: <http://www.drhrs.cea.fr/> > Restauration, Missions, Logement > L'aide au logement.

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

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



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

Temporary housing

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

- Long-stay hotels: see the Science Accueil page dedicated to housing and accommodation

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

6. Phone numbers



To make a phone call outside the campus or from your cell phone, replace the 2 by 01.69.08 or 0033.1.69 from outside the country.

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

7. Eating



How much does it cost?



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

How can I pay?



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

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

- Find out more at: <http://www-saclay.cea.fr/Phoceia/Page/index.php?id=856>

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

8. Services, shopping, organizations & clubs

Souk, Building 471



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

Building 471 "Exhibitions and Permanent Services"					
	Monday	Tuesday	Wednesday	Thursday	Friday
Le colis du primeur (Groceries)					12 :45pm-1 :30pm
La ferme Trubuil (Groceries)				1 :00pm-2 :00pm	
Agence de Voyages (Travel agency)	12 :00pm-2 :00pm				
Librairie « Livres à vous » (Bookstore)				12 :00pm-2 :00pm	
Librairie « Pop » (Bookstore)					12 :00pm-2 :00pm
Travaux photos (Photography)		12 :00pm-2 :00pm			
Vente de timbres (Stamp sale)	12 :30pm-1 :30pm				
Station gonflage pneus (The inflation Service)	CEA-Saclay Campus Opening Hours				
Réparation de vélos (Bicycle repairs)	Agreement with the CAT LA CARDON Contact: entretien_velos_saclay@cea.fr 01.69.08.82.14				
Blanchisserie / Pressing (Dry Cleaner)					12:15pm-2:00pm

*Except during school breaks

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

Lending Library, Building 471

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

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

CEA Art and Culture Club: AACCEA, Building 471



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

- For further information, contact Eric Hezode – Tel: +33 (0)1 69 08 41 98
- E-mail: eric.hezode@cea.fr or visit their websites at <http://aaccea.org/WP3/>

CEA sports Club: ASCEA, Building 471



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

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

CEA Social Activities Organizations: ACAS & ALAS



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

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

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

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

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

- For further information, contact ALAS Saclay at alasblgsac@cea.fr, visit them any day of the week (From Monday to Friday) from 9:00am up to 12:00pm at Building 608, or visit their website at <https://oaasis.cea.fr>

Conference and Lab Tours



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

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

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

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

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

- More information on the Intranet: <http://www-saclay.cea.fr:8000/> > "Vos rendez-vous".

Banks



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

Banque Populaire Val de France – Casden



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

- Opening Hours & contact

Monday to Thursday: 8:45am – 10:35 am and 11:30 am – 5:00pm

Friday: 9:00am – 2:00pm

Tel: +33 (0)1 69 08 25 06 / +33 (0)1 69 08 35 91

BNP Paribas



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

➤ Opening Hours & Contact

Monday to Thursday: 8:45am – 10:40am and 11:30am – 5:00pm

Friday: 9:00am – 2:00pm

Tel: +33 (0)1 69 08 25 06 / +33 (0)1 69 08 35 91

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

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

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

French classes

You have just arrived in France and would like to learn one of the more beautiful language of the world? Of course you would dare. Learning French will facilitate your professional and social integration and enable you to really enjoy your stay here. You will find below short descriptions of what Science Accueil, ALFAP and CEA-Saclay can offer you.

Science Accueil and ALFAP

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

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

- More information at: <http://www.science-accueil.org> > Préparer votre venue > Parcours de mobilité > Apprendre le Français, or directly on the ALFAP website : <http://www.alfap.net>.

CEA Saclay

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

B. CEA-Fontenay-aux-Roses Site

1. Présentation

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

BIOMEDICAL RESEARCH AND INNOVATION

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

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

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

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

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

OTHER ACTIVITIES



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

CLEANING UP AND DECOMMISSIONING

As CEA's original founding site in 1946, Fontenay-aux-Roses instantly played a significant role in developing the nation's nuclear electricity sector. ZOE, France's first atomic reactor, was built there in 1948 and ran until 19736 before being replace by a new-generation nuclear facilities. These ones were progressively phased out between 1982 and 1995. Since January 2008, the Fontenay-aux-Roses nuclear facilities cleanup program is part of the Aladin project. Aladin targets four core objectives: full process control over safety-security, full process control over the human resources mobilized, full process control over costs and deadlines and development of internal and external communication.

CEA-FONTENAY-AUX-ROSES INSTITUTES

Institutes of Emerging Diseases and Innovative Therapies (IDMIT)

Institut des Maladies Emergentes et des Thérapies Innovantes (iMETI)



Institute of Cellular and Molecular Radiobiology

Institut de Radiobiologie Cellulaire et Moléculaire (IRCM)



Molecular Imaging Research Center (MIRcen)

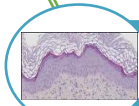


INSTITUTES & LABORATORIES ATTACHED TO THE FONTENAY-AUX-ROSES CAMPUS



Geonomic Institute- Institut de Génomique (IG) in Evry.

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



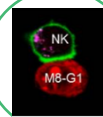
Laboratory of Genomics and Radiobiology of Keratinopoesis in Evry

Laboratoire de Génomique et Radiobiologie du Kératinocyte (LGRK)



Laboratory for Functional Exploration of Genomes in Evry

- Laboratoire d'Exploration Fonctionnelle des Génomes (LEFG)



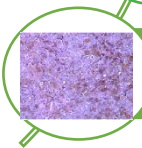
Blood Immunology Research Department at Saint-Louis in Paris

- Service de Recherche en hématologie-immunologie à l'hôpital Saint-Louis (SRHI)



Open Laboratory for research with accelerated ions in Caen

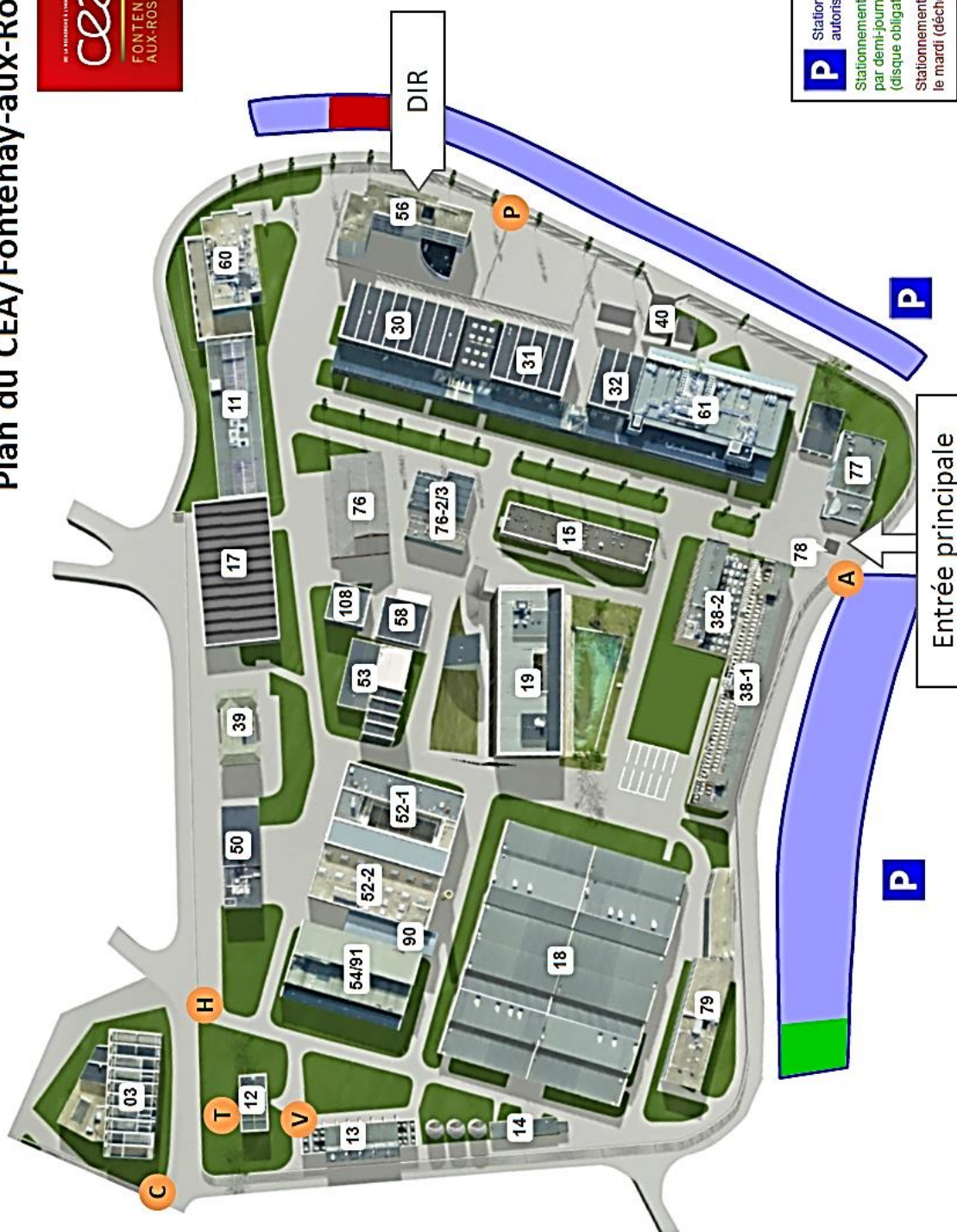
- Laboratoire accueil et de recherche avec les ions accélérés (LARIA)



Laboratory for Radiology and Genomics Studies in Jouy-en-Josas

- Laboratoire de radiologie et d'étude du génome (LREG)

Plan du CEA/Fontenay-aux-Roses



3. Transportation

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

- Useful websites for schedules, stops and itineraries : <http://www.vianavigo.com> and <http://www.transilien.com>

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

YOUR TRANSPORTATION CARD

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

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

PAYMENT AND REIMBURSEMENT OF YOUR TRANSPORTATION CARD

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

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

4. Phone numbers



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

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

5. Eating



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

Take-away area

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

Self-service restaurant

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

Club restaurant – “Salle Club”

The Club restaurant offers a different menu each week with a variety of offers ranging from €8.74 to €13.11. It can host up to 70 people. It also hosts a breakfast after your doctor appointment with the Occupational Health Department from 8:30am to 10:30 am.

How much does it cost?

The price of the meal for a CEA employee in self-service restaurants is set according to his category. Categories are attributed on the basis of the salary. The price is based on a regular meal totaling 20 points and including a first course, a main one, cheese and desert. For a total of 20 points, you pay the base price indicated for your category: €2.28. Drink, coffee and additional piece of bread are not included. One piece of regular bread is included in the base price. When your meal amounts more than 20 points, the price to pay is superior to the base price. Additional points are €13 each. Drinks (other than tap water) are not included in the base price and their price is calculated on the basis of €10/point.

How can I pay?

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

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

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

5. Organizations & clubs

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

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

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

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

AS-CEA-IRSN offers a wide variety of sports and activities. Everyone is more than welcome to join them, whether younger or older, smaller or taller, for fun or for competition! The AS Office is open everyday from 12:30pm to 1:30pm and is located in the basement of the restaurant.

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

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

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

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

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

Booking your vacation with ACAS enables you to benefit from:

- A wide variety of offers in France and abroad: B&Bs, full-board stays, camping, mobile homes, chalets, summer or winter camps for your children and so on.
 - Financial contributions from 15% up to 67% of the total cost of your vacation (depending on your salary) if you are staying in an ACAS vacation resort.
 - Installment payments
 - Trip cancellation insurance (paid by ACAS)
 - Financial contributions to plane, boat or train tickets.
- For more information, contact Christine Magimel-Hourmant (christine.magimel@cea.fr) or visit the ACAS' website: <http://2012.acasducea.org/index.php>.

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

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

➤ For further information, visit : http://www-alasfar.intra.cea.fr/login_

C. CEA-Grenoble

1. Presentation

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

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



BUDGET

- €500 million annual budget

STAFF

- 54,500 people on site (out of which 2,300 CEA employees with permanent contract)
- 430 PhD students and postdocs working for the Technological Research Division



FACILITIES

- 10,000 m² cleanrooms
- 115 laboratories
- 20 joint research laboratories with CEA research spin-offs

TECHNOLOGY TRANSFER

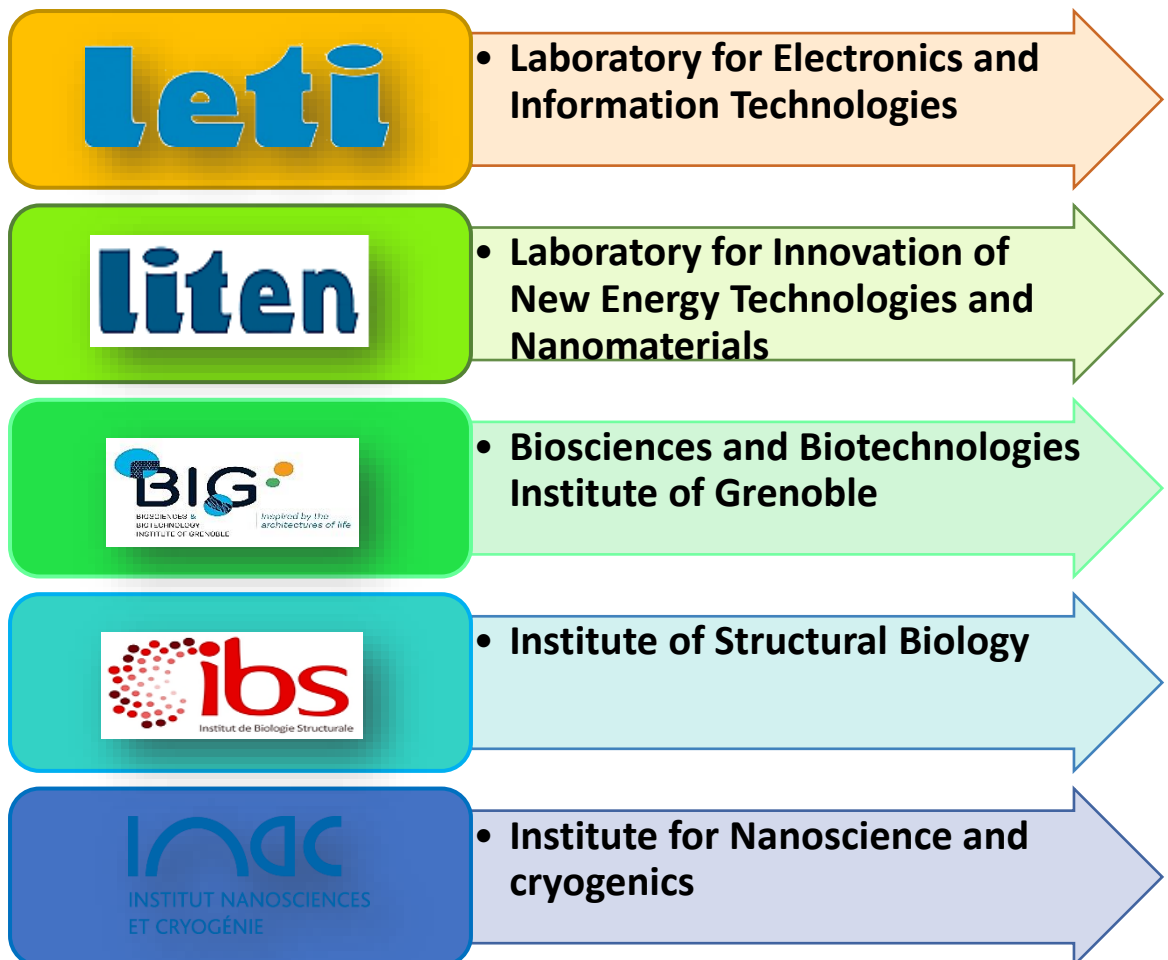
- 225 patents filed over one year (1,200 in total)
- 300 research partners and 200 industrial partners
- 37 research spin-offs (13 since 2000): Soitec, Tronic's, Ulis, Interyx, Protein' expert, etc.



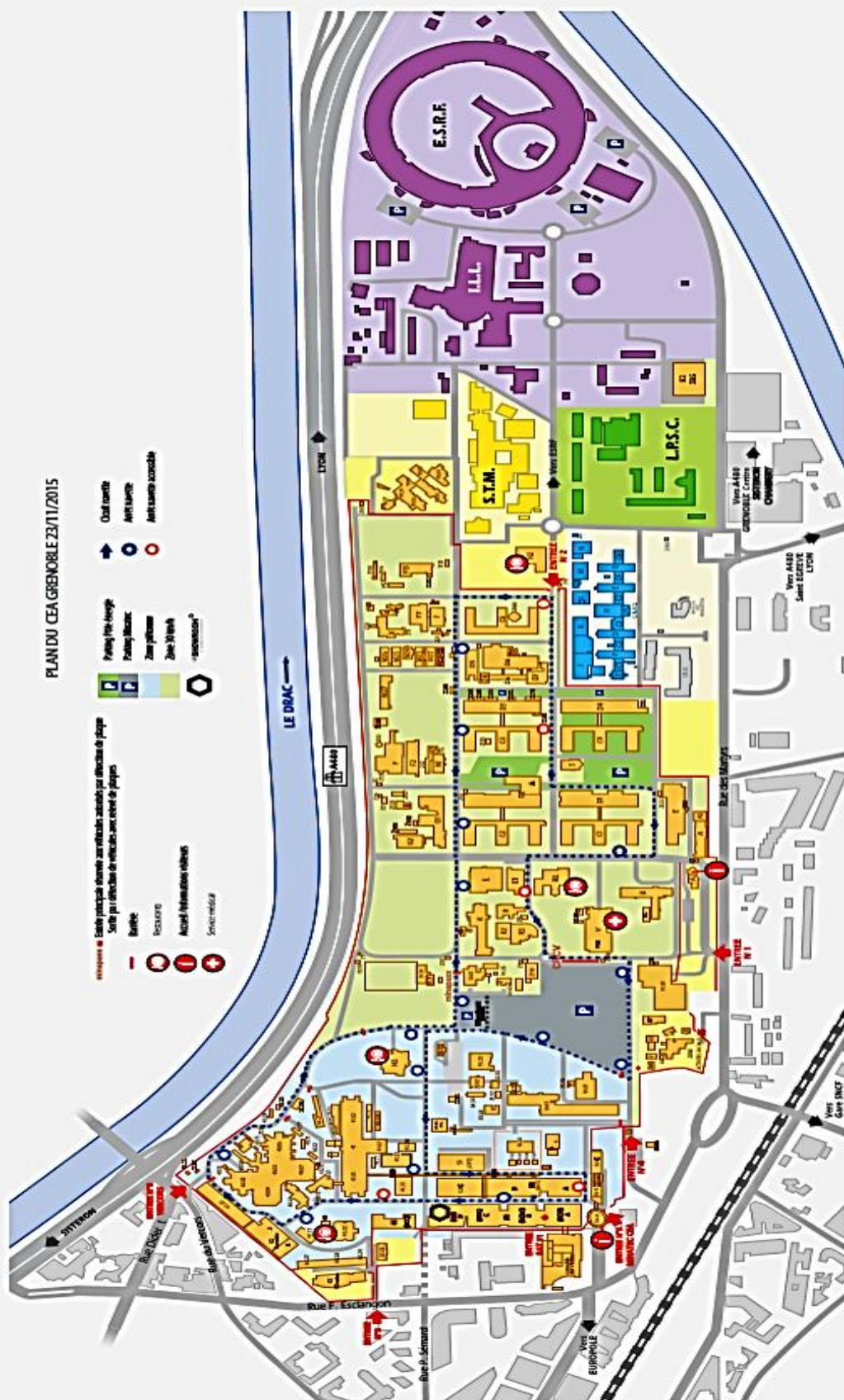
CEA-Grenoble Great Projects



CEA-Grenoble Institutes



2. CEA-Grenoble Campus Map



3. Transportation

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

From Lyon or Valence

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

Stay on/take the A48 highway in direction of Grenoble/Bastille/Gare. Take the exit number 16 called “Grenoble/Gares/Europole/Polygone scientifique”.

From Nice/Gap

Take the highway N°85 or N°75, Follow the “Grenoble” direction and Take the A480 highway in direction of Lyon/Grenoble-center. Take the exit N°2 called “Europole/Fontaine centre/Grenoble Gare” and take the Street “Rue des Martyrs”.

From Chambéry

Take the A41 highway in direction of Grenoble. Take the exit Called “Rocade Sude/Gières/All directions” and follow the Lyon direction, you will be.

You can also:

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

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

Useful websites for schedules, stops and itineraries:

- Grenoble Public transportation system/network: <http://www.tag.fr/>
- Isère Region Public transportation network: <http://www.transisere.fr/>
- SNCF – TER – Express Regional Train Network in Rhône-Alpes: <http://www.ter-sncf.com/rhonealpes/index.asp>

On-campus transportation

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

- Routes and schedules are available at: <http://portail.intra.cea.fr/grenoble/> > Vie Pratique > Déplacements > Au quotidien.

Bicycles are also available for CEA employees in order to facilitate their transportation on campus: <http://portail.intra.cea.fr/grenoble/> > Accès Rapide > Formulaire > Vie du centre.

Reimbursement of your transportation card

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

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

- More information on reimbursed plans, the reimbursement form, and the commitment letter are available at: <http://portail.intra.cea.fr/grenoble/> > Accès Rapide > Formulaire > Services financiers > Etat des lieux de déplacements.

4. Housing

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

Student Residence Halls

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

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

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

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

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

Temporary housing

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

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

5. Phone numbers



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

Whom to call?	Phone Number	Additional Information
ALAS: Local Management Bureau, Local Organization for Social Activities	835.29	
Booking and renting a room at INSTN	2.47.25	Jean-Pierre Adolphe Jean-pierre.adolphe@cea.fr
CEA Bus Service	833.00	
CEA Card Office	832.42	In case of losing a CEA Id card
Troubleshooting (security facilities)	1113/04.38.78.50.13	
Dining Card Office	831.15	Building P1: 1 st floor – room 35 Open Monday-Friday 9:00am – 11:00am
FLS – Emergency Service	12	
First Aid Room / Sickbay (Building V)	834/40	
IT Help Desk aka “infogérance” (IT Management)	04.38.78.11.11	
General Warehouse	841.73	
Chemistry Store	856.71	
Gas Cylinder Warehouse	835.95/859.68	
Mail Unit	836.10	
Occupational Health Department – Medical	834.55	
Printing and Copying Services	847.30	
Reception – Entrance 4	815.00	
Reception – Main entrance	832.60	
Reception – Minattec	819.19	
SMAPRI	02.54.57.44.33	
Social workers	832.75	
SPR Emergency Service – Protection against Radiations	14	
Travel agencies (Havas)	859.76	
Troubleshooting (heating, air conditioning, plumbing)	33	
Troubleshooting (Telephone / Fax and Network)	13	

6. Eating

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

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

Restaurant Hours Snacks Hours Badge Management Office

Horaires des restaurants	Horaires des snackings	Bureau de gestion des badges
H1 : 11h15 - 13h45	H1 : 10h00 - 14h30	Permanence : 8h30 - 11h00
H2 : 11h15 - 13h45	H2 : 11h15 - 14h15	Bât L1 bureau 401
H3 : 11h00 - 13h45	H5 : 10h00 - 14h30	Tel : 831 15

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

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

H3 Dining Hall is the only dining hall open in the evening and on weekends. Its self-service restaurant is open Monday through Friday from 11:00am up to 1:45pm. It is open from 11:00am to 1:00pm on weekends and public holidays. From 6:30pm to 7:45pm every day of the year. The cafeteria is open Monday through Friday 11:30am to 2:15pm and the guest room is open Monday through Friday from 12:00pm up to 2:30pm.

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

Take-away area

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

Self-service restaurant

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

Club restaurant – “Salle Club”

The Club restaurant offers a different menu each week with a variety of offers ranging from €8.74 to €13.11. It can host up to 70 people. It also hosts breakfast after your doctor appointment with the Occupational Health Department from 8:30am to 10:30am.

7. Services, organizations & clubs

Lending Library, Building 60

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

- For books and comics, contact Ludivine Jorcin : Ludivine.Jorcin@cea.fr; 04 38 78 02 07 or Sylvie Richard: Sylvie.richard@cea.fr; +33 (0)4 38 78 92 94
- For CDs and DVDs, contact Isabelle Allemand: Isabelle-a.allemand@cea.fr ; +33 (0)4 38 78 57 30
- For Video game consoles and board games, contact Marie-Agnès Deslisle: marie-agnes.delisle@cea.fr; +33 (0)4 38 78 98 88
- **Opening hours**

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

Wednesday: from 12:30pm to 4:00pm

Membership

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

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

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

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

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

ASCEA staff is here to welcome you every day from 8:00am up to 4:30pm (registrations on Tuesdays, Thursdays and Fridays from 12:30pm to 1:30pm only). With them, practice any sport you like from

aikido to yoga! ASCEA offers more than 30 different kinds of activities. Membership is only €18 for a CEA employee.

- For further information visit their website at <http://www.ascea38.fr> or e-mail them at ascea.grenoble@free.fr

CEA Social Activities Organizations: ACAS & ALAS, Building 64

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

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

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

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

- Further information about ACAS and ALAS, visit building 64 from Tuesday to Friday from 12:30pm up to 3:30pm or in the morning by appointment, contact Stéphane Fiat: stephane.fiat@cea.fr, or visit the websites at <http://2012.acasducea.org/index.php> and <http://alas-cea-grenoble.fr/>.

Bank services

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



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

- Opening Hours

Restaurants H1 & H2: Mondays and Fridays from 9:00am to 11:15am and from 12:00pm to 4:30pm.
Tel: 83774 (for H1) and 84649 (for H2).

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

➤ Contacts:

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

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

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

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

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

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

French classes

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

The French Institute (Alliance Française)

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

- Contact
E-mail: contact@afgrenoble.org
Website: <http://www.afgrenoble.org>
Tel: +33 (0)4 76 56 25 84
- Opening Hours: Monday to Friday from 8:30am to 12:30pm and 1:30pm to 5:30pm.

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

This center offers classes in General French classes for a month and Business French.

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

➤ Contacts

E-mail: cuef@univ-grenoble-alpes.fr

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

Have a look on their Facebook page: www.facebook.com/cuef.grenoble.

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

