

**International Agency for Research on Cancer**



**World Health  
Organization**

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# IARC WELCOME PACK

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# Welcome Letter

Welcome to the International Agency for Research on Cancer (IARC)!

If you are reading this Welcome Pack, it is likely that you are considering applying for a position at IARC as a staff member or as an Early Career Scientist or Visiting Scientist within the framework of our Research Training and Fellowship Programme. Whether you are about to join us from abroad or have recently joined us, we extend our warmest greetings to you.

We understand that making decisions about your career and relocating, particularly to a new country, can be a significant step. That's why we have put together this comprehensive Welcome Pack based on the insights and experiences shared by IARC staff members and Early Career and Visiting Scientists. Our aim is to provide you with the necessary information to make informed decisions about your future at IARC and your upcoming stay in Lyon.

This Welcome Pack offers a brief overview of the key aspects you'll need to consider as you transition into your new position at IARC. Further details will be provided promptly when you become an IARC personnel member and have full access to the IARC intranet.

Should you require any further information related to some IARC intranet links found in this document, please do not hesitate to reach out to your designated contact at IARC.

IARC has taken all reasonable precautions to verify that the information contained in this Welcome Pack is correct and up to date. However, the contents are made available as is and without warranty of any kind, either express or implied. Please understand that IARC cannot be held responsible or liable for any errors or misrepresentations in the information presented.



# International Agency for Research on Cancer (IARC)

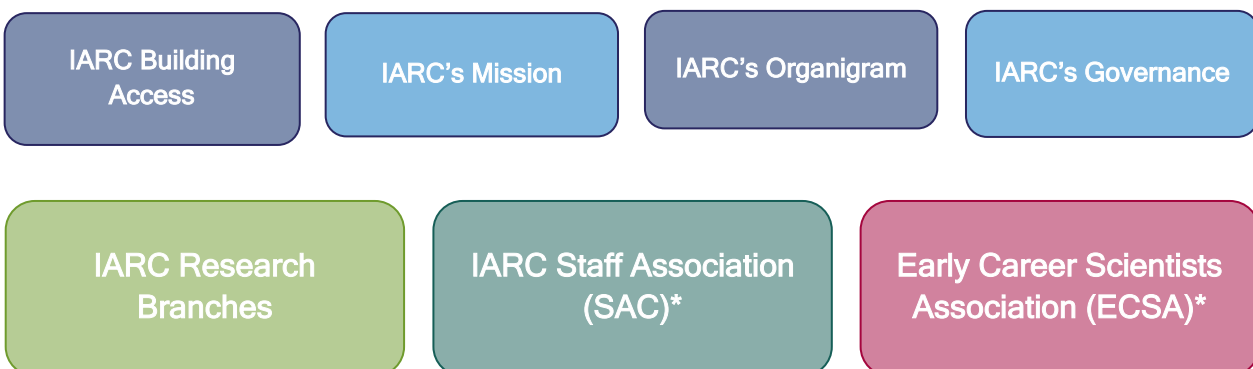
The International Agency for Research on Cancer (IARC) is the specialized cancer agency of the World Health Organization (WHO). IARC was established as an autonomous body within WHO by the 18th World Health Assembly (Resolution WHA18.44) and came into legal existence on 15 September 1965.

IARC's founding members were the Federal Republic of Germany, France, Italy, the United Kingdom, and the United States of America. The Agency's headquarters building was provided by its host country and is located in Lyon, France. Today, [IARC's membership](#) has grown to 29 countries.

IARC knows that diversity is what makes the Agency stronger, more innovative, and more creative. Within its [Equity, Diversity, and Inclusion Strategy](#), IARC demonstrates the highest levels of commitment to equal treatment of every individual or group of individuals regardless of gender identity, race, geographical origin, disability, religion or belief, sexual orientation, or age. IARC currently has more than 340 personnel members of diverse geographical origin, with more than 60 nationalities represented. The **IARC personnel** includes: (i) short-term and long-term [staff members](#) with a WHO/IARC staff contract, and (ii) trainees, master's and doctoral students, and postdoctoral scientists and fellows, along with Visiting Scientists and Senior Visiting Scientists – collectively referred to as [Early Career and Visiting Scientists \(ECVs\)](#) – with a letter of agreement under the IARC Research Training and Fellowship Programme.

Over the past decades, IARC has conducted research worldwide and has helped thousands of cancer researchers from low- and middle-income countries to hone their skills through fellowships, courses, and collaborative projects.

## Click to learn more:



*\*Internal access is needed to open the links*

# Your Stay at IARC

## IARC Branches

IARC's scientific programme is implemented through the following Research Branches: Cancer Surveillance (CSU), Genomic Epidemiology (GEM), Nutrition and Metabolism (NME), Environment and Lifestyle Epidemiology (ENV), Epigenomics and Mechanisms (EGM), Early Detection, Prevention, and Infections (EPR), Evidence Synthesis and Classification (ESC), Learning and Capacity-Building (LCB), and Laboratory Support, Biobanking, and Services (LSB). IARC's administration is managed by the Director's Office (DIR) and the Services to Science and Research Branch (SSR), which is made up of the following operational units: Administrative Services Office (ASO), Office of the Director of Administration and Finance (DAFO), Budget and Finance Office (BFO), Information Technology Services (ITS), Human Resources Office (HRO), and Publishing, Library, and Web Services (PLW).

## IARC Associations

The Agency has two associations, which IARC personnel are automatically members of: the IARC Staff Association (SAC) for staff members, and the Early Career Scientists Association (ECSA) for ECVSs. These associations are dedicated to fostering a conducive work environment by addressing the concerns of IARC personnel, acting as a liaison with upper management, and organizing diverse social, cultural, and educational activities.

## Initiatives

The Agency has various key initiatives: The IARC Equity and Diversity Advisory Group (EDAG) focuses on fostering fairness, inclusivity, and diversity within IARC. The Respectful Workplace Programme aims to cultivate and maintain a workplace culture that promotes trust, professionalism, integrity, collaboration, and caring. As part of this initiative, the IARC Reward and Recognition Programme is centred around the IARC/WHO Values Charter and aims to acknowledge colleagues who demonstrate outstanding behaviours aligned with these core values. Additionally, the IARC Workplace Well-being Initiative (WWIn) seeks to promote harmonious and respectful relationships within the workplace at various levels and to improve the overall quality of life for personnel. In line with the UN Strategy for Sustainability Management in the United Nations System 2020-2030, IARC's Sustainable Research Agency initiative aims to ensure a coordinated and integrated approach of sustainability in research and support activities.

## Services

- **Language programme:** IARC supports the development of its personnel by offering language learning opportunities, addressing the need to commit to and support an ongoing culture of learning and capacity-building across the Agency.
- **Medical services:** Medical services are provided by the IARC Staff Physician and include medical examinations and medical advice on travel.
- **Relocation services:** The IARC Relocation Assistant provides support with settling into Lyon, including accommodation, entry and exit inventory verification, connection and disconnection of utilities, insurance coverage, and other matters related to childcare, education, and domestic help.
- **WHO Employee Assistance Programme (EAP):** A free-of-charge service is offered to provide support with any work-related or personal issues, including short-term professional counselling and connecting to local resources to help individuals and families to manage emotional, practical, or physical needs.



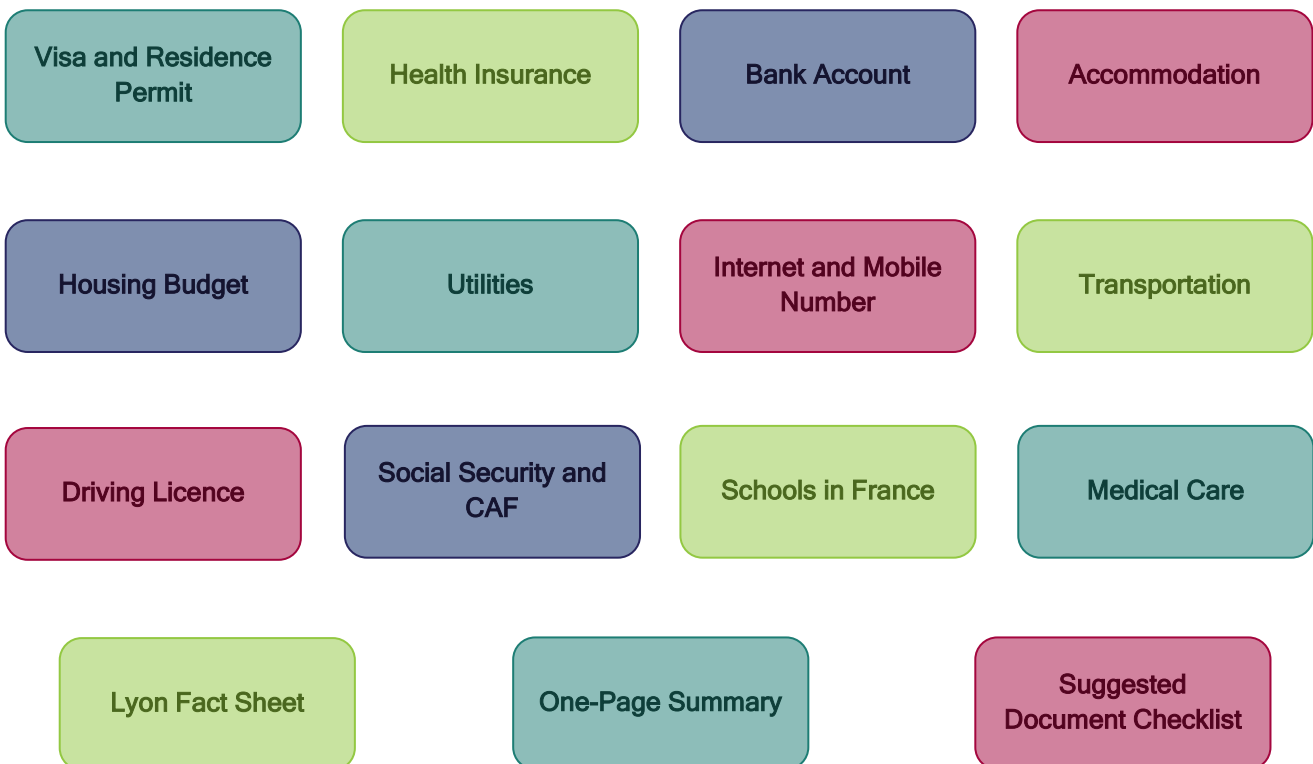
# Planning Your Stay in France

As France's second-largest urban area, Lyon offers a delightful journey through history with its mix of ancient ruins and modern architecture. Renowned as the gastronomic capital of France, Lyon boasts a diverse culinary scene, from cosy bistros to world-class restaurants. You'll find plenty to explore, including museums and festivals that showcase Lyon's vibrant arts scene, trendy boutiques and artisan workshops, and the city's luminous spirit, highlighted by the famous Festival of Lights.

To ensure a delightful stay in Lyon, particularly at IARC, it is crucial to address all aspects of your relocation well in advance. This proactive approach will help to ensure a smooth transition for you and your family. Key considerations include obtaining the necessary visa, setting up banking arrangements, securing suitable housing, obtaining insurance coverage, and compiling essential documents to bring with you.

Outlined below are the topics covered in this document. They are arranged in a sequence from left to right, reflecting their order within the document and following the proposed administrative process flow for your convenience. **Click on** any topic to explore further, or simply scroll through to review all included topics.

*Note: These are general guidelines. More specific and tailored guidelines will be provided by your focal point, if applicable.*



## Visa and Residence Permit (*Titre de Séjour*)

### Staff members

The Human Resources Office (HRO) will advise whether a visa or residence permit is required based on nationality (or nationalities) and duration of appointment.

- For Professional staff recruited from abroad and their family members, you will be guided through the process of obtaining the appropriate visa and residence permit, when applicable.
- For General Services staff, holding a valid French residence permit authorizing you to legally work in France is a prerequisite condition to work at IARC.

Registration at the national embassy or consulate may be compulsory in some cases, but this is a private and personal matter.

HRO email: [hro@iarc.who.int](mailto:hro@iarc.who.int)

### Early Career and Visiting Scientists (ECVs)

Your visa process will depend on your nationality and the duration of your stay. ECVs who require a visa will obtain a ***passport talent – chercheur VLS-TS*** visa type. The visa application process is the sole responsibility of the ECVs.

All information related to the **nationalities** requiring a visa, visa **application process**, **validation process**, and **residence permit** can be found here:

[The researcher-talent passport long-stay visa | Campus France](#)

and at the following link under Researcher (*Chercheur*):

[Passeport talent: carte de séjour pluriannuelle d'un étranger en France | Service-Public.fr](#)

The Fellowship Office only provides an IARC hosting agreement (*convention d'accueil*) as well as an IARC certificate for the visa request for stays of at least 3 months.

For further questions, please contact the Fellowship Office: [fel@iarc.who.int](mailto:fel@iarc.who.int)

### Accompanying dependents of ECVs

Approved accompanying dependents of holders of the *passport talent – chercheur VLS-TS* visa can benefit from the simplified procedure for accompanying family and get a *passport talent – famille* residence card.

All information related to the visa application process can be found here:

[Simplified procedure "accompanying family" | Service-Public.fr](#)

After the child(ren)'s visa has expired, you will need to obtain a *Document de circulation pour étranger mineur* (DCEM) to enable free travel within the Schengen Area. More information on how to request this document is provided here:

[Minor foreigner Movement Document \(MCD\) | Service-Public.fr](#)

# Health Insurance

## Staff members

IARC staff members have compulsory coverage with the WHO Staff Health Insurance (SHI). Under SHI rules, the family members of staff members (notably their spouse and children) may be covered on either a compulsory or a voluntary basis.

In addition to SHI, it is possible to subscribe to voluntary top-up coverage to increase the level of coverage/reimbursement.

More information on SHI and voluntary options for top-up coverage will be provided directly by the Human Resources Office (HRO) at IARC.

## ECVSs

In accordance with IARC/WHO procedures and as a French government requirement, ECVSs are required to take out an appropriate illness insurance policy **privately** to cover themselves and their accompanying dependents for the whole duration of their stay in Lyon, from the first day.

European Union (EU) nationals with a European Health Insurance Card (EHIC) are advised to refer to their health insurance providers to check the validity, duration, and coverage of their insurance for the duration of their stay at IARC.

Further details will be provided by the Fellowship Office in due course.

Below is an **indicative**, not exhaustive, list of insurance companies: (click on the logo to access the webpage)



Via Kastler Foundation  
Focal point:  
[agence.corneille@axa.fr](mailto:agence.corneille@axa.fr)



## Bank Account

Opening a French bank account is more convenient for stays of **at least** 4 months. It is also advisable to verify whether your current bank operates in France, for a smoother process. Opening a temporary neobank account (e.g. Revolut) can be useful, especially for those without an operating bank account in France. This account can be used for 3 months without providing an address, allowing you time to settle in, find permanent accommodation, and open a French bank account if needed.

When setting up a French bank account, make sure to request your RIB (*Relevé d'Identité Bancaire*, or bank account details) and IBAN (International Bank Account Number), because these will be needed for various purposes, such as accommodation, service providers, and the IARC Finance Office. Having a chequebook can also prove handy at times.

### Note:

- IARC personnel can update their bank account information only once after joining the Agency.
- It can be challenging to find an exchange office or a bank that accepts foreign currency. It is advisable to bring euros with you.

All banks in Lyon offer a range of competitive services, and where you choose to open an account **is entirely up to you**. Remember to check the bank's opening hours to plan your visit accordingly.

### The documents required for opening a bank account include:

- proof of identity (e.g. passport)
- proof of address (e.g. French utility bill, rental contract for your home in France)
- proof of income (provided by IARC).

The Agency has relationships with LCL and Société Générale. You can ask for their English-speaking contact if you need assistance:



18 rue de la République, 69002 Lyon.



Espace Lyon International, 3–5 rue de la République, 69001 Lyon.

Below is an **indicative list** of other banks: (click on the logo to access the webpage)



**Note:** Alternative options include neobanks and online banks that offer French IBANs, which may be more convenient for some individuals.

# Accommodation

If you are considering moving to France, then finding suitable accommodation will be high on your priority list. However, it is not easy to secure a house in France, especially on an annual or monthly basis, and the procedure can sometimes be overwhelming and complicated.

## For Short Stays:

- For stays of a few days and up to a month: it is better to seek temporary accommodation: Airbnb, Aparthotels (check [Appart'City](#), Booking.com, Adagio, etc.), and Lyon hotels.
- For up to 8 months: It is very difficult to secure a short-term contract and carry out all the necessary formalities. The best options would be student residences or serviced apartments. The IARC Relocation Assistant will provide the needed assistance and accommodation advice in due course.

## For Long Stays:

- For stays of longer than 8 months, renting an apartment is advised. Furnished options are expensive but are suitable for stays of shorter than 18 months.
- In France, unfurnished apartments lack household equipment and may require a guarantor for the lease. Check with the agency whether a guarantor is needed.
  - o Guarantors can be friends, relatives, and colleagues residing in France.
  - o Online guarantor services include [Visale](#) (free, mostly for people younger than 30 years) and [Garantme](#) (fee-paying), which you must apply for before signing your lease.
- You will need to secure a temporary accommodation option for at least 3 weeks, to have enough time to find permanent accommodation. The IARC Relocation Assistant will send you the list of recommended hotels (and will give you advice about the most suitable, if necessary), so that you can rent temporary accommodation.
- The IARC Relocation Assistant also provides support with accommodation advice, setup of utility accounts, insurance, and inventory verification.

### Note:

- You should not pay anything before signing the contract. Apartment visits are always free.
- You may need to take some half days of leave from the Agency for administrative purposes (waiting for the electricity company, the gas company, etc.).
- To facilitate the search for accommodation, it is advisable to carry out your own online searches to get an idea of the available options and prices.



Most of Lyon is perfectly safe to live in. However, you may want to avoid living in the areas immediately surrounding the Guillotière, Saxe Gambetta, and Perrache metro stations, where there is a higher rate of petty theft. Despite this, these areas are not considered dangerous.

- For general safety tips: [Is Lyon Safe? The Ultimate Safety Guide \(2024\)](#)
- For general information about the cost of living in Lyon: [Quality of life: cost of living, culture, gastronomy and heritage of Lyon - ONLYLYON Business](#)

**Useful resources to search for accommodation:** (click on the logo to access the webpage)



Useful for students:



For flat-sharing options:



**Useful links for fee-paying relocation agencies:** (click on the logo to access the webpage)



# Housing Budget

Housing will constitute one of the most substantial elements of your budget. Rental rates in Lyon can be relatively high, especially in desirable neighbourhoods. Additional costs may include moving expenses, agency fees, a security deposit, utility connection fees, and home insurance. An additional link for cost of living and expenses is available in the [Lyon Fact Sheet](#).

## Rent

Please refer to the links provided above to search for accommodation and get an idea of the available options and corresponding prices. France has implemented a regulatory system for rent control (*encadrement des loyers*), to limit excessively high prices in densely populated areas. Before signing a lease, you can use a [simulation tool](#) to ensure that the proposed rental fees do not exceed the set cap.

## Security deposit

The landlord will require the payment of a security deposit to cover possible future breaches of the tenant's obligations (unpaid rent or charges, absence of rental repairs, etc.). The security deposit will be equivalent to either 1 month's or 2 months' rent (excluding charges), depending on whether the apartment is furnished. This information must be clearly stated in the lease agreement. For more information: [Security deposit in a residential lease | Service-Public.fr](#)

**Note:** The Relocation Assistant can assist in entry and exit inventory verification (*état des lieux*) for rented accommodation. Please note that money can be taken from your security deposit if things appear to have been damaged.

## Multirisk home insurance

In France, it is compulsory to take out personal liability insurance (*responsabilité civile vie privée*). This insurance can be taken out separately, but it is often included in multirisk home insurance (*assurance multirisques habitation*) taken out on your main residence, which is also compulsory. For more information: [Home insurance: what is the civil liability guarantee? | Service-Public.fr](#)

Some insurance contracts are established on an annual basis and must therefore **be renewed** upon request. Others are automatically renewed from one year to the next; therefore, it is advisable to **cancel the contract** before leaving your residence, and include a copy of the departure inventory.

You can contact the IARC Relocation Assistant in due time to benefit from negotiated rates from insurance companies, or you can make enquiries with your bank on arrival, because banks can also provide multirisk home insurance.

# Utilities

The utilities expenses can either be included or excluded from your monthly rent, depending on the contract. For a smoother process, make sure to have a valid French phone number.

## Water

**Eau Publique du Grand Lyon** is the main water provider in Lyon.

However, you do not necessarily need to set up your own water contract when moving to a rental property. Make sure to ask for details during your visit.

Your water consumption may sometimes be included in the rental charges.

Water bills are typically sent out once a year and are based on the historical usage of the property, and meter readings are usually made twice a year.

Information related to subscribing to water service, paying bills, and reporting issues is available on [the Eau Publique de Grand Lyon website](#).

## Electricity and Gas

**EDF** and **ENGIE** are the national energy providers.

It is not always necessary to subscribe to gas services, because you may rent a property with no gas connection.

If you choose to subscribe to both services from the same provider, you can benefit from Electricity and Gas offers and packages, if applicable.

You can also choose to subscribe with other electricity providers, such as TotalEnergies.

Energy bills are typically sent every 1–2 months and are based on the historical consumption of the property.

Information related to subscribing to electricity service, fees, packages, and payment options is available on the [EDF website](#) and the [ENGIE website](#).



**GAS**



**ELECTRICITY**



**WATER**

# Internet and Mobile Number



## Mobile Internet and Phone Number

Depending on how long you stay in France, you can get a pre-paid (pay as you go) option or a phone plan.

For long stays, it is advisable to start with a temporary SIM or eSIM card for your mobile Internet needs, especially if you are new to the area or unsure about the coverage and quality of service (e.g. the eSIM "Holiday Europe" plans by [Orange](#)). After you have settled in, you can consider subscribing to a long-term contract. Phone plans are cheaper and more convenient for stays of longer than 12 months.

If you buy a SIM card before your arrival, ensure that the SIM card starts with a 06 or 07 number; otherwise, international rates may be charged. Also note that calls to non-French numbers are extremely expensive.

## Home Internet:

Checking which service provider has equipped your building for home Internet can streamline the setup process and ensure a smoother installation. At this stage, you can opt for the same service provider for both home and mobile Internet, because this can offer convenience and potential cost savings. Bundling services often come with perks, such as discounts and additional services to your package, such as a TV box.

**Note:** Some packages are particularly attractive because they are based on the length of the contract (usually 2 years). However, be warned that early cancellation of this type of contract can then be very expensive.

**France has four main mobile operators:** (click on the logo to access the webpage)



*free*



# Transportation

## Public Transportation

Lyon's public transportation network, which is run by TCL, consists of metro lines, tram lines, funicular railways, and more than 100 bus routes.

You can purchase single tickets that are valid for 1 hour from the machines found at all metro/tram stations and major bus stops. You can also use your credit and debit cards directly in the metro and tram.

To subscribe for a TCL card, which is charged on a monthly basis, you have to go into a TCL agency with your identity card or your passport, an identity photo, and your banking information if you choose a monthly deduction. You can also subscribe for an [e-TCL card](#) if you are an Android user.

You can download the **TCL application** to check timetables and plan your trip within Lyon, and the **TCL Live application** to get the real-time location of buses and trams around you.

More information can be found on the [TCL website](#).

## Other Modes of Transport

**Train:** [SNCF](#) (*Société Nationale des Chemins de Fer*) operates the French rail network.

**Car:** Carpooling ([BlaBlaCar](#)) and car sharing ([Leo&Go](#), [Citiz](#)), for short and occasional trips, are very common in Lyon.

**Bicycle:** The use of bicycles is encouraged in Lyon. Greater Lyon, as part of its policy for eco-friendly transportation, is developing cycle paths and promoting use of bicycles in the city centre.

Note: You can also find on the [lyon.fr](#) website, under the "Mobility" tab, additional information related to **transportation by bicycle** (active mobility), **public transportation**, **carpooling**, **taxis**, **parking**, and **trains** for your journeys outside Lyon. (If you need translation for French websites, you can open Google Translate on your browser, click on "website", and copy the website link to access a translated page.)

### **How to get to the city centre from Lyon Saint-Exupéry Airport:**

- The **Rhôneexpress shuttle tram** leaves from the airport every 30 minutes, starting at 5 am, and goes to Lyon Part-Dieu station. A one-way ticket costs from €10 (for ages 12–25 years) to €15.20 (older than 25 years) and does not allow you to use the Lyon public transportation network (TCL).
- **Bus line 47** runs from the airport bus station, starting at about 6:30 am, towards Meyzieu Z.I. From there, you can get to Part-Dieu station by Tramway 3. A one-way ticket costs €2 and is valid for 1 hour.
- **BlaBlaCar** and **taxis**.

**How to get to the IARC building:** Please refer to the [IARC Building Access](#) link.



# Driving Licence

## For Visitors:

If you come to France for a short visit (less than 3 months), you can drive using your foreign licence, which must be valid and either written in French or accompanied by an official translation into French. [Click here for more information.](#)

## For Residents:

### - Holders of a driving licence issued outside the European Economic Area (EEA):

If you live in France with a residence permit or long-term visa, it is important to confirm whether your foreign driving licence can be exchanged for a French one. Note that your foreign licence is **only valid for 1 year** from your date of arrival. Therefore, you will need to initiate the process of exchanging it for a French licence before the end of the first year, if applicable. Otherwise, you will need to pass the French driving exam. [Click here for more information.](#)

**Note:** After the application to exchange a licence is submitted, it typically takes about 2–4 months to be reviewed and processed, and a few weeks to receive the licence after approval. The time frame can vary, especially if additional information or documentation is required.

### - Holders of a driving licence issued by a country in the EEA:

If your driving licence was issued by a country in the EEA, you may legally drive in France without having to carry out any administrative procedures. Your driving licence suffices. Please note that any renewal of your driving licence will then need to be obtained in your country of origin (where the driving licence was originally issued).

### - Holders of a *titre de séjour spécial* from the Ministry for Europe and Foreign Affairs:

Professional staff members holding a *titre de séjour spécial* issued by the Ministry for Europe and Foreign Affairs are allowed to drive in France with their foreign driving licence, as long as the driving licence is valid.

Queries about driving licences can be addressed to the Administrative Services Office (ASO).



Remember to familiarize yourself with the rules of the road in France, because they may differ from those in other countries. Below are some tips:

- In France, turning right is not permitted on a red light; you must wait for the signal to turn green.
- Watch out for pedestrians, especially when you are turning. They usually have the right to cross the road at the same time as vehicles are turning.
- When navigating traffic circles, be aware that vehicles already in the circle have the right of way. Because traffic circles are common in France, it is important to understand this rule.

## Social Security (*Sécurité Sociale*) and *Caisse d'Allocations Familiales (CAF)*

The French social security system, known as *Sécurité Sociale*, is a comprehensive welfare programme that provides health care, retirement pensions, unemployment benefits, and family support to residents of France. However, because of the legal status of WHO/IARC as an international organization, IARC personnel do not contribute to and do not accrue benefits in French mandatory schemes for health insurance (CPAM or *assurance maladie*), pensions (*assurance vieillesse/retraite*), or unemployment (*France Travail*) during their period of contract with IARC.

The *Caisse d'Allocations Familiales (CAF)* offers financial assistance to people living in France, including housing assistance, family allowances, and subsidies for low-income households. Eligibility for CAF benefits is determined by your total household income, not by the amount of taxes you have paid. All sources of income are considered to assess your financial situation and determine the level of support you may receive.

Hence, when information on the level of income of the household is requested by other French public services (e.g. when required for the calculation of childcare or school fees, canteen fees, family allowances, or other types of social benefits), IARC personnel must provide the correct and complete information on their income received from IARC/WHO, including the amounts.

For IARC staff members, the child allowance paid by IARC takes priority over the French family allowance paid by CAF under decree 78-378 du 17 mars 1978.

The Agency is not in a position to provide advice about the social security system or CAF. IARC personnel are personally responsible for handling their personal situation in relation to CAF benefits. For IARC personnel with dependents, obtaining a CAF registration number for your child may be necessary. More information can be found on the [CAF website](#).

## Schools in France

In France, education is compulsory from the age of 3 years to the age of 16 years; it includes 3 years of pre-primary education, 5 years of primary education, and 5 years of secondary education: 4 years of lower secondary education (*college*) and 1 year of upper secondary education (*lycée*).

Parents have the freedom to enrol their child in either a public or a private (national or international) school, depending on their preferences and circumstances.

- Only two schools in Lyon offer the International Baccalaureate: the [International School of Lyon \(ISL\)](#) and [Ombrosa](#).
- [Cité Scolaire Internationale \(CSI\)](#) offers an International Option of the French Baccalaureate, which combines the French Baccalaureate with extra subjects taught and examined in another language.

For infants (younger than 2–3 years), various forms of care are offered, including childminders and collective and parental nurseries (*crèches*). However, securing a spot at a nursery can be challenging, and hiring a childminder may entail significant expenses because of the cost for their social security charges.

You can find all the necessary information in [The Lyon Area Guide to International Schools](#), published in 2023. A new guide is published every few years to include updates and minor changes if applicable. Future publications of schooling guides can be access through the [Aderly.fr](#) website under Publications.

# Medical Care

## Treating Physician/Doctor

Everyone in France is free to choose their own doctor (including general physician), regardless of where they practise. Finding a doctor in France usually begins online, by either website or mobile phone app. Two of the most popular directories are [Ameli](#) and [Doctolib](#).

Please refer to your health insurance policy (SHI for staff members or private health insurance for ECVSs) for more information about coverage conditions.

## On-Call Medical Services (*Maisons médicales de garde*)

This service ensures access to medical care outside of regular office hours, including evenings, weekends, and holidays. It is important to note that before seeking direct assistance, you should contact **116 117** or **04 72 33 00 33**. When you call, a doctor will assess the symptoms you describe, and based on their severity, they will either direct you to the nearest MMG (*Maison médicale de garde*) for an immediate appointment or suggest a more suitable health-care service.

## SOS Médecins

They can provide home visit services in case of emergency. You can contact the call centre on **04 78 83 51 51** or **36 24** (€0.118 per minute).

## Pharmacies

- Open beyond regular hours:**
- Grande Pharmacie Lyonnaise, 22 rue de la République, 69002 Lyon, Tel.: 04.72.56.44.00 (closed on Sundays and bank holidays)
  - Pharmacie des Gratte-Ciel, 28 avenue Henri Barbusse, 69100 Villeurbanne, Tel.: 04.78.84.71.63

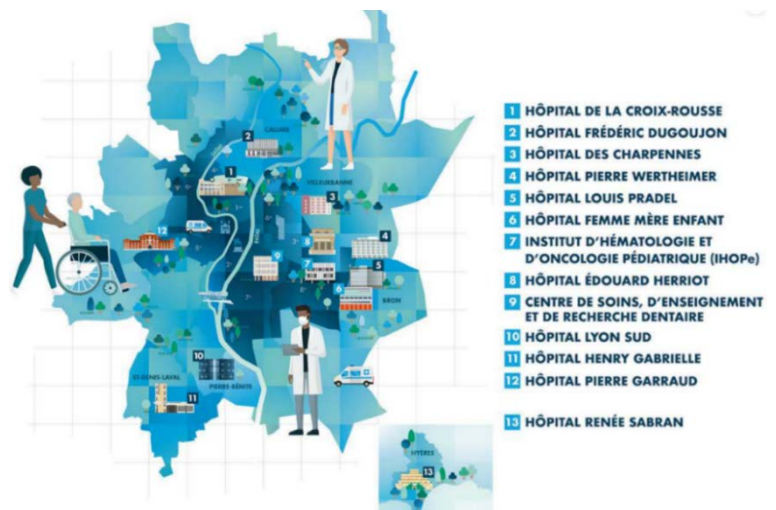
**Pharmacies de garde:** They provide services outside of regular office hours, including evenings, weekends, and holidays. You can find the information indicated on the door of the pharmacies located nearest you.

For more information: [On-call pharmacies | City of Lyon](#)

## Hospitals

Hospitals consist of a fully integrated network of state-run public hospitals, private hospitals (*cliniques privées*), doctors, and other medical service providers.

All information related to hospitalization and the list of public hospitals can be found on [Hospices Civils de Lyon - CHU de Lyon \(chu-lyon.fr\)](#).



# Lyon Fact Sheet

[Lyon's official website](#) has information related to child education, activities in the city, medical services, transportation, leisure activities, and much more. You can click on your district (*arrondissement*) to access more specific information.

Under "Equipment" (at the bottom of the webpage), you can find a directory of all medical, health, administrative, leisure, cultural, and religious facilities and much more in Lyon.

**If you need translation for French websites, you can open Google Translate on your browser, click on "website", and copy the website link to access a translated page.**

## Emergency Numbers

- **112:** European emergency number for any kind of emergency. Operators can speak English and French and will redirect your call to the appropriate service.
- **15:** Medical emergency/SAMU
- **17:** Police and gendarmerie
- **18:** Fire brigade and accident (*pompier*)
- **114:** Hearing-assisted for all services, via SMS and fax only

## Opening Hours and Lunch Break

- Many shops and services (including the post office, Préfecture, TCL, banks, etc.) take 1–2 hours' break during weekdays (lunch break from 12 noon to 2 pm).
- Almost all shops are also closed on Sundays, including supermarkets and stores in shopping centres. Most French restaurants only serve during lunchtime (12 pm to 2 pm) and stop serving after 2 pm. They re-open in the evening at about 6 pm.

## Transportation Timetable Changes

The transportation timetable changes during children's school holidays, public holidays (*jours fériés*), and strikes (*grèves*). Keep up with the dates and news to have a plan B ready if needed. You can download the **TCL application** to stay updated on any changes to schedules, timetables, or routes.

*Note: IARC and French public holidays are not always the same.*

## Utilities

- The electrical outlets are type C and E and operate on 230 V and 50 Hz.
- France's tap-water is considered as drinking-water (*eau potable*); thus, it is fine to drink it. You can also ask for a *carafe d'eau* (jug of tap-water), which is offered for free in restaurants.

## Official Websites

If you ever need to verify administrative information regarding laws, rules, and regulations, it is essential to access the main [official website](#). All other French official websites prominently display the logo of the French Republic, making it easier for you to ensure that you are on an authentic and official platform.

## Market Days

Lyon has weekly or more frequent *marchés* (markets) around the city, where you can shop for local produce (fruits and vegetables, cheeses, breads, charcuterie, etc.). Markets begin at about 8 am, with setup starting in the pre-dawn hours. They usually end by 1 pm, in time for lunch.

## Other Useful Links

[La Poste](#) is the French post office, where you can buy stamps, send parcels, and pay customs duty

[Only Lyon](#) and [Visiter Lyon](#) for more information about living in Lyon and important events

[BlaBlaCar](#) for carpooling

[FlixBus](#) for cheap trips by bus outside Lyon

[France 24](#) for French news in English

[Lyon: Cost of Living, Salaries, Prices for Rent and Food \(livingcost.org\)](#) for updated cost-of-living information

[Annuaire des traducteurs assermentés de France](#) for certified translators

[Interprètes et traducteurs | Cour d'appel de Lyon](#) for the official list of certified translators issued by the *cour d'appel*



# One-Page Summary

## Before Arrival:

- Make sure you complete all the required administrative formalities. These will vary according to your nationality, the category of personnel, and the duration of your stay.
- Make a checklist of tasks to accomplish before departure, such as arranging housing and banking and familiarizing yourself with France's culture, customs, regulations, and available services if needed.
- Ensure that all essential documents, including passports, visas, medical records, and educational certificates, are up to date and easily accessible.

## Upon Arrival:

- ⌚ Take time to acclimate to your new surroundings and adjust to the local culture. Familiarize yourself with basic amenities such as grocery stores, transportation options, and health-care facilities.
- ⌚ Finalize any remaining visa or residence permit formalities, if applicable.
- ⌚ Don't hesitate to seek support from the IARC Relocation Assistant, Human Resources Office (for staff members), Fellowship Office (for ECVSs), colleagues, or professional services if needed.

## During Your Stay:

- ☑ Follow the guidelines and regulations set forth by IARC to maintain a harmonious and efficient work environment.
- ☑ Take advantage of the services and resources provided by IARC to support your work and personal needs.
- ☑ Address your concerns promptly with the appropriate IARC focal point to ensure timely resolution.
- ☑ Stay proactive in following up on any necessary administrative formalities, to prevent any inconvenience.

# Suggested Document Checklist

## Staff members\*:

- A valid passport (with at least 6 months validity), or your identity card if you are a European national
- Visa (if required)
- Original birth certificate
- Originals of educational diplomas (validated)
- Valid driving licence if you want to drive in France

*HRO will advise you about which documents will require French translations.*

## ECVSs\*:

- A valid passport (with at least 6 months validity), or your identity card if you are a European national
- Visa (if required)
- The hosting agreement (*convention d'accueil*), stamped and signed by the French consulate
- A certificate that proves you have health insurance coverage valid for France for the duration of your stay
- Originals of educational diplomas (validated)
- Vaccination certificates
- Valid driving licence if you want to drive in France

*You need certified French translations of these documents, translated by an accredited translator (links available under "Other Useful Links" in the [Lyon Fact Sheet](#)).*

*Note: For Préfecture formalities, documents requiring translation will need to be translated by a certified translator (traducteur assermenté).*

***\*If you are married or bringing dependent children, please refer to the final section below.***

## Married and/or with dependent child(ren)\*\* (for staff members and ECVSs):

- A valid passport (with at least 6 months validity) for spouse and child(ren), or identity cards if they are European nationals
- Marriage certificate or civil partnership certificate
- Family record book
- Birth certificate(s) of spouse and child(ren)
- Health and vaccination records for each child (compulsory for doctors and schools)
- Child(ren)'s school records

*In case of special family circumstances (e.g. divorced with accompanying children), please check the requirements with your local French embassy or consulate and/or the Human Resources Office (HRO) or the Fellowship Office (FEL).*

**\*\***PACSeD partners may require a different set of documents. If necessary, your relevant administrative focal point (HRO or FEL) can provide you with further information.