

# SPOUSE WELCOME

## YOUR NEW LIFE IN THE AREA & AT CERN



HR-DHO-SAS

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Human Resources  
Social Affairs Service



**The Social Affairs Service is a drop-in service open to all categories of members of CERN personnel and their families.**

**It offers advice and support in a wide variety of circumstances. In particular, it provides help to facilitate your integration in the Host-States at your arrival and during your stay.**

**The Service guarantees confidentiality.**

**Further information can be found on the Social Affairs Service website:**

**<https://hr.web.cern.ch/social-affairs-service-0>**



**This brochure, prepared by the Social Affairs Service, includes information for spouses and partners on various support structures. The aim is to help newcomers and their families settle in the local area.**

**This brochure gives details on:**

- **Daily administrative tasks**
- **Housing in France and in the Canton of Geneva**
- **Family-friendly social, cultural life at CERN**
- **Finding employment and languages courses**
- **Childcare and education**

**Please note that information included hereafter may be subject to changes.**

**For detailed information on the provisions pertaining to all individual cases the official texts must be consulted (e.g. the Staff Rules and Regulations, the Rules of the CERN Health Insurance Scheme, the Administrative, Operational Circulars and individual employment contracts).**



# DAILY ADMINISTRATIVE TASKS

CERN acknowledges the importance of your new life and the daily administrative tasks you may need to complete during settling. Therefore, you will find on the next page information on the CERN Health Insurance Scheme (CHIS), CERN access cards, vehicle registration, green plates, French and Swiss cards and the banks on-site.



## CERN Health Insurance Scheme (CHIS)

UNIQA Meyrin site - Main building ([63/R-001](#))

Tel: +41 (0)22 767 27 30

E-mail: [uniqa@cern.ch](mailto:uniqa@cern.ch)

Website: <https://chis.web.cern.ch/>

Member portal: <https://www.myuniqa.ch>

As an international organisation CERN has its own mutual health insurance; the CERN Health Insurance Scheme (CHIS).

The main purpose of the CHIS is to safeguard its Members against the financial consequences of illness, accidents and maternity by providing reimbursement of expenses arising from medical treatment.

The benefits, conditions, procedures and the contribution levels are defined in the Rules of the CHIS. The CHIS is administrated by UNIQA, whom you may contact for further information and advice or with queries concerning membership, your coverage or the calculation of your reimbursements.

## Association Collectif INTERFON Complementary health insurance

E-mail: [interfon@aesio.fr](mailto:interfon@aesio.fr)

Tel: +33 (0)3 81 65 82 54

Website: <https://www.aesio.fr/particulier/mutuelle-sante/fonctionnaire-international>

## CERN access card for family members

A valid CERN card is needed to enter the CERN site. The Registration Service issues this card. Access can be occasional or regular depending on the frequency of visits at CERN.

More information:

<http://admin-eguide.web.cern.ch/en/procedure/cern-access-card>

## Vehicle registration

All drivers must take care of the proper registration of their vehicle while driving or parking on CERN sites by using the tool

[vehicles.cern.ch/vehicles](http://vehicles.cern.ch/vehicles).

More information:

<https://admin-eguide.web.cern.ch/node/574>

## Green plates

Members of the personnel taking up residence in France must complete the formalities for the registration of their vehicle in France as soon as they receive their "special French card" (carte spéciale française).

Green plate registration is limited to vehicles belonging to members of the personnel, who hold a "special card" (AT or FI-series) or diplomatic card (CD-series) issued by the Ministry for Europe and Foreign Affairs (hereinafter MEAE). The request has to be done through the Installation Service.

More information: <https://admin-eguide.web.cern.ch/en/procedure/green-plates>

## French and Swiss cards

For people who choose to live in France and under certain conditions, family members will have a special French Card ("carte spéciale française") issued by the MEAE. This card allows spouse/partner to drive the car with green plates. More information:

<http://admin-eguide.web.cern.ch/en/procedure/french-cards>

For those who live in Switzerland, the Swiss Federal Department of Foreign Affairs (DFAE) issues a carte de légitimation to members of the CERN personnel and their family members under certain conditions.

More information:

<http://admin-eguide.web.cern.ch/en/procedure/swiss-cards>

## Banks

UBS, Meyrin site - Main building ([500](#))

Tel: +41 (0)22 783 21 88

Website: <https://www.ubs.com/locations/switzerland/meyrin/route-de-meyrin-385/ubs-branch-259.html>

Crédit agricole, Prévessin site Building ([866](#))

Tel: +41 (0)22 767 70 72

Website: <https://www.ca-centrest.fr/english-speaking-customer.html>

## Post Office

La Poste, Meyrin site - Main building ([63](#))

Tel: 0848 888 888

E-mail: [custcare@post.ch](mailto:custcare@post.ch)

La Poste, Prévessin site - Building [866](#)



# HOUSING

Finding a house or an apartment in the area might be an initial challenge. The main question to take into account is where you would like to live, while you are at CERN. To help you find the best option for you and your family, a variety of information on this subject is available.



## CERN Housing Service

The CERN Housing Service publishes on its site a variety of temporary accommodation alternatives on the CERN site and in the surrounding areas:

More information:

<https://sce-dep.web.cern.ch/campus-life/housing>

## CERN Marketplace

Ads regarding the housing market are published at <https://marketplace.web.cern.ch/login>

## International Geneva Welcome Centre (CAGI)

The mission of the International Geneva Welcome Centre is to offer:

- practical assistance to newcomers - particularly with housing, schooling and other issues
- and answer questions Internationals may have throughout their stay in the region.
- the « Bourse du logement du CAGI », for the international civil servants in Geneva

CAGI

106, route de Ferney - 1202 Geneva

Website: <http://www.cagi.ch/en/home.php>

E-mail: [network.cagi@etat.ge.ch](mailto:network.cagi@etat.ge.ch)

Tel: + 41 (0)22 546 14 26

## Housing Brochure

The Social Affairs Service publishes on its website a brochure to point out what you should know before signing a rental contract.

More information:

- Brochure on finding accommodation in France:

[https://cds.cern.ch/record/2233184/files/Housing\\_En%20-%20FRANCE.pdf](https://cds.cern.ch/record/2233184/files/Housing_En%20-%20FRANCE.pdf)

- Brochure on finding accommodation in the Canton of Geneva:

[http://cds.cern.ch/record/2233191/files/Housing\\_En%20-%20CANTON%20GENEVE.pdf](http://cds.cern.ch/record/2233191/files/Housing_En%20-%20CANTON%20GENEVE.pdf)

## Cost of living brochure

The Social Affairs Service publishes on its website a brochure on the cost of living in France (Pays de Gex) and in the canton of Geneva.

More information:

[https://cds.cern.ch/record/1995622/files/Cost\\_of\\_living.pdf](https://cds.cern.ch/record/1995622/files/Cost_of_living.pdf)



# FAMILY-FRIENDLY SOCIAL AND CULTURAL LIFE AT CERN & IN GENEVA

CERN clubs are subsidised by the Staff Association and CERN administration. Clubs offer sports, leisure and cultural activities, enhancing non-professional relations among CERN staff members and facilitating their own and their families' integration into the local area. Clubs are run under the supervision of the Staff Association through the Clubs Coordinating Committee (CCC). The Committee is elected by the presidents of CERN clubs.

« La Ville de Genève » devotes a large part of its budget to cultural activities, which can be enjoyed by English-speakers without any knowledge of French.

Interfon cooperative is a grouping of national and international civil servants of the Franco-Genevoise area with over 6000 members.





## Clubs at CERN

Astronomy Club	CERN Frisbee Club	CERN Table Tennis Club
Basketball Club	CERN Golf Club	CERN Velo Club
Canoe-Kayak Club	CERN Ice Hockey Club	CERN Volleyball club
Car Club	Learning Classical Music Club	Yachting Club CERN
CERN CineClub	CERN Martial Arts Club	CERN Yoga Club
CERN Climbing Club	CERN Musi Club	
CERN Cricket Club	Club Nature et Abeilles	
CERN Croquet Club	CERN Photo club	
Eco-Actions Club	CERN Record Club	
Dancing Club	CERN Running Club	
English Books@CERN	CERN Ski Club	
CERN Finance Club	CERN Solar Club	
CERN Fitness Club	CERN Squash League	
CERN Football Club	CERN Table Football Club	

More information under these links:  
<http://staff-association.web.cern.ch/clubs>  
<http://staff-association.web.cern.ch/>

### **Arts & Culture in Geneva in English**

A dynamic, international city like Geneva devotes a large part of its budget to cultural affairs. Supporting creativity in the arts and facilitating public access to culture in all its forms are the principal policy objectives of the Department of Culture and Sport.

More information:  
<https://www.geneve.ch/fr/themes/culture>



# FINDING AN EMPLOYMENT

To settle in a new country might be the start of a new job search. That is why CERN gives you the opportunity to meet with networks, who can give you advice and help on jobseeking.

## France or Switzerland?

### Residing in Switzerland

The choice to live in Switzerland can have an impact on your spouse's chances to find a job. Family members of CERN members of the personnel, can indeed obtain a Swiss working permit (Ci permit) upon the presentation of a work contract.

Find the procedure: <https://admin-eguide.web.cern.ch/en/procedure/swiss-cards> (See: 3. application for a « permis Ci » certificate).

### Residing in France

*Employment in Switzerland:* EU citizens are considered as « Frontaliers » (cross-border commuters) with a G permit requested by the employer.

*Employment in France:* EU citizens can take up any gainful employment, including temporary jobs.

### French classes

CERN being located in a French-speaking area, learning the local language is important in order to be able to communicate in everyday life situations and also to get a job. French classes at CERN are open to spouses and partners.



### Welcome Center in Geneva

The Welcome Center is a service provided by the University of Geneva (UNIGE) and the Geneva University Hospitals (HUG).

The Welcome Center of the University of Geneva and Carriere2 kindly accept spouses/partners of CERN members of the personnel to their monthly workshops on professional transition to Switzerland (registration fee applies).

Welcome Center  
Boulevard de la Cluse 55  
CH-1205 Geneva  
Tel: +41 (0)22 379 49 84  
E-mail: [info@welc.ch](mailto:info@welc.ch)  
Website: <https://www.welc.ch/en>

### International Dual Career Network (IDCN)

Spouses/partners of CERN Staff, Fellows and Students have access to IDCN, a network in the Lake Geneva region, aimed at facilitating job search for their recently relocated mobile employees' spouses/partners. Events are organised throughout the year in different locations to give members an opportunity to collect information on the regional job market, receive advice from Human Resources professionals, meet recruiters of the corporate members and network with other spouses/partners in the region.

To sign your spouse/partner up:  
<https://registration.idcn.info/user/register>

### International Geneva Welcome Centre (CAGI)

The mission of the International Geneva Welcome Centre is to offer practical assistance to newcomers - particularly with housing, schooling, job hunting with a Ci permit... and to answer questions Internationals may have throughout their stay in the region.

CAGI  
106, route de Ferney - 1202 Geneva  
Website: <https://www.cagi.ch/en/>  
E-mail: [network.cagi@etat.ge.ch](mailto:network.cagi@etat.ge.ch)  
Tel: + 41 (0)22 546 14 26

### Groupement transfrontalier Européen (GTE)

The most informative resource, where cross-border commuters get help concerning all kinds of questions linked to their status (job search, social security coverage, unemployment rights, tax questions...).

GTE  
62, rue de Genève - 01630 Saint-Genis-Pouilly  
Website: <http://www.frontalier.org/>  
Tel: +33 892 70 10 74 (0,60 euro/min)

### Languages courses

Please consult the [table](#) available on the Social Affairs Service website: <https://hr.web.cern.ch/social-affairs-service-0>



# CHILD CARE AND EDUCATION

CERN offers access to different child care facilities to meet family needs.

CERN has an on-site child care centre:

- Creche and School of the CERN Staff Association « Le Jardin des Particules »

CERN signed an agreement with this child care facility:

EVE Champs-Fréchets in Meyrin (Switzerland)

Switzerland offers many International private schools with programs in English, German and Swedish.

In France, the « Cité Scolaire Internationale - Sites de Ferney-Voltaire et Saint-Genis-Pouilly » offers international sections in English, German, Italian, Spanish and Dutch.

The Social Affairs Service webpages give an overview on educational systems and on the child care facilities in both countries.



## Child care facilities

### Creche and School of the CERN Staff Association

#### « Le Jardin des Particules »

On-site care for children between 4 months and 8 years old.

More information:

<http://nurseryschool.web.cern.ch/en>

### Espace de Vie Infantine in Meyrin (CH)

In 1997, CERN signed an agreement with the commune of Meyrin for the assignment of 20 places to members of the CERN personnel in the « Espace de Vie Infantine » (EVE) at Champs-Fr chets. Children are accepted from 4 months to 4 years old.

More information:

[Petite enfance | Commune de Meyrin](#)

### « Jardin de Capucine » in Saint-Genis-Pouilly (FR)

The private nursery/day care centre welcomes children from 4 months to 4 years old.

More information:

<https://www.jardindecapucine.com>

For an overview on child care facilities in [France](#) and [Switzerland](#).

For an overview on educational systems in [France](#) and [Switzerland](#).

## Child care - Mattermost channel

When arriving in a new area, it can be difficult to find out all the activities available for children.

A CERN Mattermost channel called « Team Parents » is dedicated to this topic.

To register, please feel free to set up a free [Mattermost account](#). Then, join the « [Team Parents](#) » to share tips and current events in the area.

