

Guide for Trainees

*" The aim of the Council of Europe is to achieve a greater unity
between its members.. "*

Article 1 - Statute of the Council of Europe

Council of Europe
Conseil de l'Europe





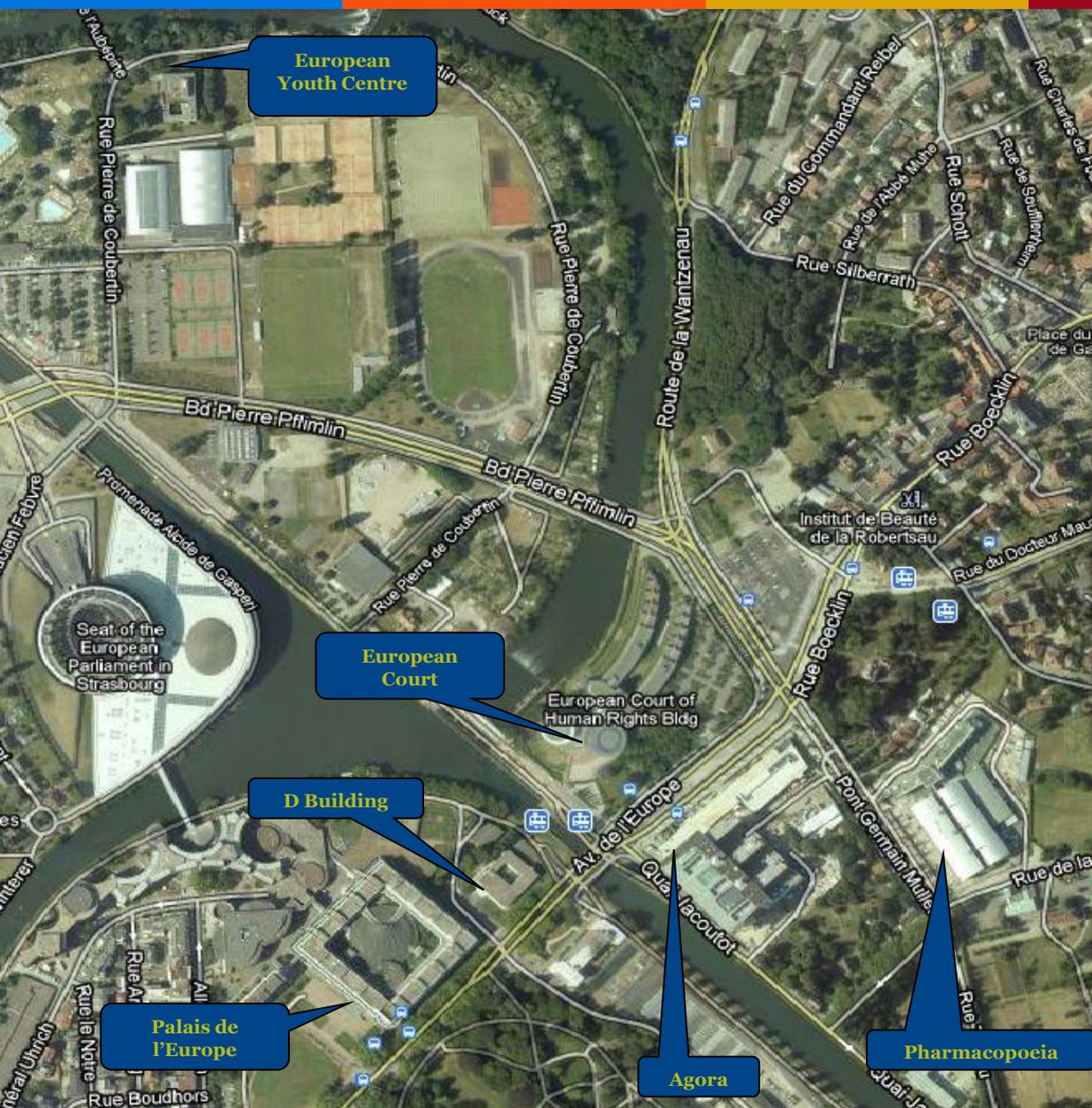


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WELCOME

The Traineeship office at the Council of Europe considers many applicants with great care. Trainees are chosen to have the opportunity to learn and be part of a truly International organization that represents and seeks to advocate for the citizens and individuals of member states. During the first week, an induction course is organised, whereby principles, values, and functions of the Organisation will be presented.



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Cour Européenne des Droits de l'Homme - © copyright CoE

WHO WE ARE

Council of Europe

An international organisation in Strasbourg which comprises 47 countries of Europe. It was set up to promote democracy and protect human rights and the rule of law in Europe.

Parliamentary Assembly

The deliberative body of the Council of Europe, composed of 318 representatives (and the same number of substitutes) appointed by the 47 member states' national parliaments.

European Directorate for the Quality of Medicines and Healthcare (EDQM)

A leading organisation that protects public health by:

- enabling the development,
- supporting the implementation, and
- monitoring the application of quality standards for safe medicines and their safe use.

Standards are recognised as a scientific benchmark world-wide. The European Pharmacopoeia is legally binding in European member states.

European Court of Human Rights

Based in Strasbourg, this is the only truly judicial organ established by the European Convention on Human Rights. It is composed of one Judge for each State party to the Convention and ensures, in the last instance, that contracting states observe their obligations under the Convention. Since November 1998, the Court has operated on a full-time basis.

WORKING CONDITIONS

Duties

A description of duties will be provided after being offered a placement or at the beginning of the traineeship.

During the first days of work, a trainee must agree to all the details of training with their supervisor. Most staff is permitted to work flexible hours, which enables them to manage part of their working time to suit their preferences.

Holidays

Trainees are entitled to a certain amount of days leave per month worked. These days off are calculated in proportion to time for any period lower than a month. Additionally, there are non-working days by virtue of a decision by the Secretary General (for instance 24 December or 31 December).



MEDICAL SERVICES

Insurance

The Council of Europe takes out a basic insurance to cover trainee medical expenses during the time of their stay.

This is a reimbursement programme. We ask trainees to bear in mind that the rates of doctors in similar specialisations may vary but the reimbursement is always calculated on the same standard basis. Please note that not all medicines are reimbursed by the insurance. As such, trainees should arrange to have specific medications on hand from their proper physician at home.

Trainees will be given more information on the procedure upon arrival to the Council of Europe.

Medical Care at the Council of Europe

A nurse is present in the Palais de l'Europe infirmary from 8.00 to 18.30, Monday to Friday (17.30 on Fridays), and the Human Rights Building infirmary from 9.30 to 11.30 on Mondays, Wednesdays and Thursdays. The nurse provides routine care – injections (prescribed by a doctor), dressings, etc. The Doctor is present in the Palais de l'Europe on Tuesday, Wednesday and Thursday afternoons. The physician does not provide medical care, except in cases of emergency. During sessions of the Committee of Ministers, the Parliamentary Assembly, and the Congress of Local and Regional Authorities of the Council of Europe a doctor will be present.

COUNCIL OF EUROPE. PRACTICAL INFORMATION

Badges

Trainees will be given badges upon arrival at the Council by the reception staff, who will also inform them of the building access rules and rights. It is compulsory to wear badges in a visible manner when entering the various Council of Europe buildings. With this badge access is given to all the Council of Europe institutions situated around the Palais de l'Europe.



Marronnier trees in Strasbourg

Building opening hours:
The main entrance to the building is open from 8.00 – 20.00 form Monday to Friday

PRACTICAL INFORMATION

The following services are located in the entrance hall of the “Palais”:

- a bank
- a newspaper shop
- a cash machine (opposite the newspaper shop)
- a post office
- a book shop
- a health centre (infirmary)

Point I

It is an information point situated on your left when you enter the “Palais”. You will find several interesting leaflets and brochures about the Council of Europe.

Visitor's service and libraries

Trainees are welcome to invite visitors to the Council of Europe. They should bring with them an identity card, which they will leave at the entrance (“Accueil Sécurité”) in order to receive a visitor's badge for the whole day. The Palais de l'Europe is open to visitors from Monday to Friday, except during the French school holidays and Parliamentary Assembly sessions. Guided tours are arranged for groups of 15 or more people. An individual may enroll for a group visit. The visit lasts one hour and includes a film show, a visit to the chamber used by the Council of Europe Parliamentary Assembly and a discussion on the Council of Europe's role and how the Council works. Guided tours are available in English, French and German. Visitors must book in advance.

Visitors' Service,
Unit for Contacts with the Public,
Council of Europe
67075 Strasbourg Cedex
(☎ 03 88 41 20 29 - visites@coe.int - fax 03 88 41 27 54)

HOUSING

The Council of Europe does not provide any accommodation. The costs of accommodation in Strasbourg vary considerably and depend on what type of accommodation you choose. Nevertheless, you need to be prepared to pay between €300 and €600 per month. It is also very likely that you will be asked to pay a deposit, usually in the amount of a monthly rent. You are also advised to take out a property damage insurance.

Advertisements may be found on the Internet and in the local press such as the Dernières Nouvelles d'Alsace (<http://www.dna.fr/>), in particular the Sunday and Thursday issues, and the free newspapers publishing classified adverts (67, Mass, Immoscope, ParuVendu). Additionally, there are notice boards located near the public cloakroom in the entrance hall of the Palais de l'Europe.

It is also possible to consult with a local estate agent, however there may be additional costs.



HOUSING

French lease regulations

Owners, or their representatives, are entitled to ask for a guarantee deposit equivalent to one month's rent. Rent is payable at the start of each month. This means that you may have to pay two times the monthly rent to become the tenant of the rental property (the agency's fees, plus the first month's rent, plus two months' guarantee deposit). Individuals may try to negotiate an arrangement enabling them to pay this sum in several installments. A lease contains information about the rent, statutory rent increases, maintenance or service charges payable in advance or in totality, the duty payable on leases, notice required on terminating the lease, the amount of the guarantee deposit, and any other conditions that are especially notified by the owner.

An inventory of the property's fixtures, state of repair, and any other specifications must be performed during an inspection visit. Before you sign the lease and pay the guarantee deposit, agency fees, or rent the keys will be handed over to you. The lease is a very important document and its contents should be carefully verified. It is on the basis of a comparison of the inventories performed on a tenant's arrival and departure that an owner may possibly claim the cost of repair of any damage caused. Taking a full inventory is particularly important in the case of furnished properties. During the same visit ask to be shown where the electricity and water meters are located (if water is not included in the service charges) and to be provided with the meter readings so that you can subsequently check that you are only being charged for what you have actually used. For further information, consult the following French websites:

National Housing Information Agency

<http://www.anil.org/guide>

Housing Information Agency at Department level

<http://www.adil67.org/>

French governmental authorities' portal

<http://www.service-public.fr/index.html>

HOUSING

Electricity, water, gas and telephone

You will find, in the appended list of useful addresses, information on how to contact these utility companies in order to have access to electricity, water, gas, and telephone.



LIVING IN STRASBOURG

Strasbourg, the capital and principal city of the Alsace region is located in northeastern France, and is the ninth largest city in France. With a population of roughly 702,412 inhabitants, it is a metropolitan city located close to the border with Germany. Strasbourg is the seat to several European institutions:

- The Council of Europe and the European Court of Human Rights
- European Directorate for the Quality of Medicines
- European Audiovisual Observatory
- Eurocorps
- European Parliament
- European Ombudsman of the European Union

Additionally, Strasbourg is an important centre for manufacturing, engineering, as well as for road, rail, and river communications. The port of Strasbourg is the second largest on the Rhine after Duisburg, Germany. The city is the seat of the Central Commission for Navigation on the Rhine.



LIVING IN STRASBOURG

Strasbourg's historic city centre, the *Grande Île* ("Grand Island"), was classified a World Heritage site by UNESCO in 1988, the first time such an honor was placed on an entire city centre. You will find that there is a Franco-German culture in the city, as in history the city used to be German speaking. Due to the University and the co-existence of Catholic and Protestant culture throughout history, a bridge of unity was built between France and Germany and it has been used for centuries. The city is chiefly known for its sandstone Gothic Cathedral with its famous astronomical clock, and its medieval cityscape of Rhineland black and white timber-framed buildings. This type of architecture is particularly noticeable in the *Petite-France* district alongside the Ill and in the streets surrounding the cathedral, where the renowned *Maison Kammerzell* stands out. Strasbourg features a number of prominent parks, museums, and internationally renowned musical and theatrical institutions of which several are of cultural and historical interest.



LIVING IN STRASBOURG

Kehl, Germany

Strasbourg is situated on the Ill River, where it flows into the Rhine on the border with Germany, across from the German town Kehl. The city is situated in the Rhine valley, approximately 20 kilometers east of the Vosges Mountains and 25 kilometers west of the Black Forest. Winds coming from either direction being often deflected by these natural barriers, the average annual precipitation is low and the perceived summer temperatures can be inordinately high. This city is approximately 20 minutes by bicycle from Strasbourg.



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Renting a bicycle is recommended!!

TRANSPORT IN STRASBOURG

Tram and bus services

The most effective and convenient means of transport in Strasbourg is tram. There are four tram lines (A, B, C and D). Lines A, B and C operate from Monday to Sunday from 4.30 till 0.30 whereas the line D operates every day except Sunday, from 7.00 till 19.00.

Tickets can be bought in one of many self-service vending devices located at most tram stations. They need to be validated before boarding a tram and are valid for one-way ride during one hour.

There are also 27 bus lines in Strasbourg. Tickets may be purchased from vending machines or directly from a driver.

If you are planning to use public transport on regular basis you can purchase a monthly ticket that will allow you for unlimited use of tram and bus services. If you are under the age of 26 please inquire about the price of a monthly pass as it differs from that of an adult (over age 26).

For any additional information, visit the official site of *Compagnie des Transports Strasbourgeois* ([CTS](#)).

Airports and Trains

Strasbourg has its own airport, serving a limited number of destinations. Train services operate eastward to Offenburg and Karlsruhe in Germany, westward to Metz and Paris, and southward to Basel. Since June 10, 2007, Strasbourg is linked to the European high-speed train network by the TGV *Est* (Paris-Strasbourg). The TGV *Rhin-Rhône* (Strasbourg-Lyon) has also been added.



TRANSPORT IN STRASBOURG

Getting to the Council of Europe

If you want to take a bus from town to go the Council of Europe, you should take the number 6 bus or the number 30 bus and get off at the “Palais de l’Europe” stop.

If you want to go to the city centre you have to take the number 6 bus to the “République Station”. This bus takes you directly into the town. But you can take the number 30 and get off at “Gallia” stop and then catch a tram going towards the “Homme de Fer”

And if you want to see a little of the town before going directly into the town centre, you can take the number 30 to “Gallia” and then walk a few minutes to “Homme de fer”.

Getting around by bicycle

With more than 400 km of cycle track, a perfect way to discover Strasbourg is to rent a bike. It is worth considering especially if the costs of commuting are taken into consideration. For example you can rent a bicycle at Vélocation

(<http://www.velocation.net>) Please note: a deposit is usually required.

There are few [bicycle rentals in Strasbourg](#) where you could also be provided with detailed bike maps for tours.



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USEFUL INFORMATION

Emergency

Fire Service 18

Police assistance 17

EMS (Emergency medical service) 15

SOS Doctor ☎ 03 88 75 75 75

Antipoison Center ☎ 03 88 37 37 37

Hospital Civil

1 Place de l'Hôpital

STRASBOURG

☎ 03 88 11 67 68

Hospital of Hautepierre

Avenue Molière

STRASBOURG

☎ 03 88 12 80 00

N.B. : You will be able to find addresses and phone number of doctors and pharmacies on duty displayed on the pharmacy windows.

Commissariat de Police

34 Route de l'Hôpital

STRASBOURG

☎ 03 90 23 17 17

Bibliothèque de la Robertsau

2 rue Mélanie

☎ 03 88 41 98 62

Bibliothèque Nationale Universitaire

6 place de la République

☎ 03 88 25 28 00

Housing Options

<http://www.amicale-coe.eu/en/>

Strasbourg-Entzheim Airport

☎ 03 88 64 67 67

**Compagnie des transports
strasbourgeois - CTS (Public
Transport Company)**

31 Place Kléber and

Galerie à l'En-verre de la gare

67000 Strasbourg

☎ 03 88 77 70 70

Taxis

☎ 03 88 22 11 11

☎ 03 88 36 13 13

☎ 03 88 22 19 19

☎ 03 88 22 99 99

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

18 rue de Berne

☎ 0821 01 99 67

<http://www.caf.fr>

Office du tourisme de Strasbourg

(Tourist Office)

17 Place de la Cathédrale

67000 Strasbourg

☎ 03 88 52 28 22

Libraries:

Bibliothèque municipale

3 rue Kuhn

☎ 03 88 43 64 64

USEFUL INFORMATION

Tourist information

17 place de la Cathédrale
BP. 70020

67082 STRASBOURG CEDEX

☎ 03 88 52 28 28 - Fax : 03 88 52 28 29

E-mail: info@otstrasbourg.fr

There is also an information desk at Gare de Strasbourg.

To find out more about Strasbourg and surrounding areas you can visit one of the following websites:

www.strasbourg.fr – the Communauté Urbaine de Strasbourg's website

www.ot-strasbourg.com/ - Strasbourg's tourist information office's website

www.parc-vosges-nord.fr - The Northern Vosges Regional Nature Park

www.vinsalsace.com – CIVA – official website of the Conseil Interprofessionnel des Vins d'Alsace

www.ot-colmar.fr – Colmar – capital of the Alsatian wines, fine architecture and large pedestrian areas

www.ville-mulhouse.fr – a town of Mulhouse (the largest grouping of technical museums in Europe)

www.tourisme-alsace.com – Alsace region

www.tourisme67.com - the Lower Alsace

www.tourisme68.asso.fr - the Upper Alsace

Household allowance

For a possible allowance try to contact the “Caisse d'Allocations Familiales du Bas-Rhin”, 18 rue de Berne, Strasbourg.

Phone number: 0820 25 67 10

Website address: www.caf.fr

Electricity (EDF)

☎ 0810 060 333 / 09 69 39 44 16 / 39 29

Gas (GDF)

☎ 09 69 32 43 24

Gas (GDF) Emergency

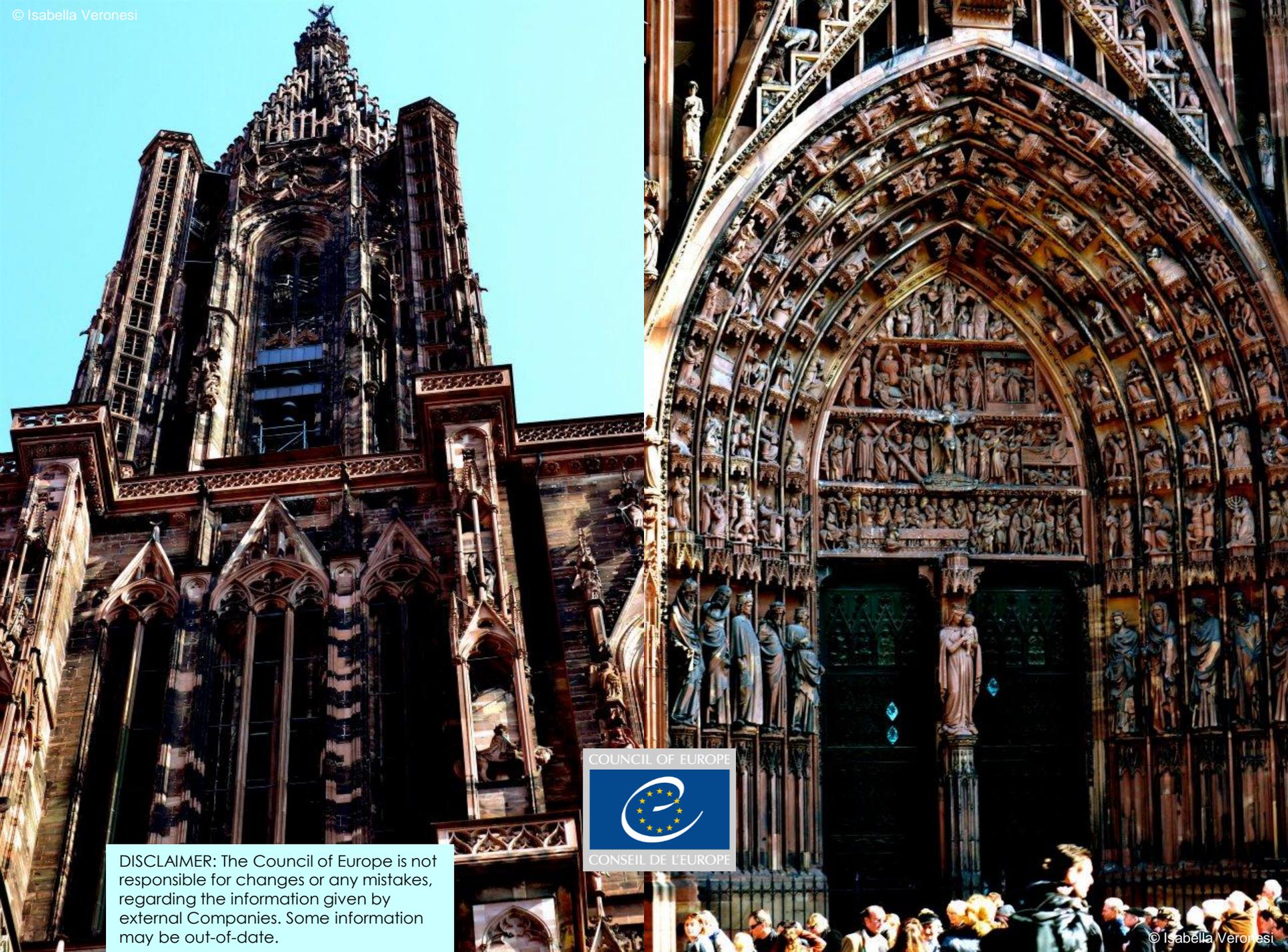
☎ 0800 473 333

Water:

Veolia

Lyonnaise Des Eaux

<http://strasbourg.angloinfo.com/countries/france/services.asp> - Utility Information



DISCLAIMER: The Council of Europe is not responsible for changes or any mistakes, regarding the information given by external Companies. Some information may be out-of-date.