Welcome to Geneva!
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A Practical Guide to Everyday Life in Geneva

Human Resources - Division of Programme Support

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Foreword

Welcome to Geneva!

Just joined ITC? New to Geneva? Trying to settle in? Trying to settle others in too?

As with any relocation, there are a million things to do and you are probably wondering where to start!

The Welcome to Geneva guide is designed to help you and your family settle into the Geneva duty station as quickly and smoothly as possible. The guide is brief, with numerous links that lead to more detailed sources of information.

For information about settling into your job, please consult our separate ITC Insider’s Guide and the many documents already available on the page “info for newcomers” on the intranet, including links to similar resource documents.

We hope that you find the information in this guide useful. If it does not address your immediate questions, please contact Human Resources (HR) (see page 5) who will directly respond to your questions or refer you to more detailed sources of information. Your questions will help improve the relevance of the guide for future users. For any additional items you would like to see included - please forward your suggestions to HR.

This guide aims at becoming a tool maintained by the ITC community to be used both by newcomers and staff already on board. None of us individually can pretend to know everything but all of us individually know some secrets and/or come across new things (laws, regulations, resources, etc.) that can be of interest and support to colleagues and their families. Please share this information with us and we will be pleased to integrate it in the guide with indications that it is your contribution. The guide may then become a useful tool for the entire ITC community not only for newcomers.

The good news is that settling into this duty station is relatively easy. Geneva is a very well organized city and so are the towns and villages in the surrounding area. The Swiss Authorities are helpful and inclined to resolve requests and problems quickly and competently.

So now - over to you!

Division of Programme Support

This guide was prepared as a tool to help new staff members. While every effort will be made to ensure that the information contained in the guide is accurate and up to date, ITC will not be held liable for any loss, expense or damage arising directly or indirectly from reliance on the information provided. The guide will be updated on a regular basis and we advise you to regularly consult the intranet to access the latest version.
For additional information please contact Human Resources

The HR Team
Introduction: General Information

A. General Information About The Region

The ITC premises are located in Geneva, Switzerland. Switzerland is a federal state in Central Europe, its capital is Berne. With a population of more than 7.3 million inhabitants of which 1.4 million are foreign nationals (20%), Switzerland is surrounded by Austria, France, Germany, Italy and Liechtenstein and lies along the Alps, which occupy three-fifths of its territory, and the Jura Mountains.

Switzerland (official name: Swiss Confederation) comprises 23 cantons, each with its own constitution. Laws and executive and legislative powers.

Berne, the capital of the Confederation and seat of the Federal Assembly and Federal Council, is 181 kilometres from Geneva.

Switzerland has four official languages. About 70% of the population speak German, 20% French and 9% Italian. The fourth language, Romansh, is spoken by pockets of the population in the eastern part of the country.

The city and Canton of Geneva (Canton de Genève) are located in Suisse romande, the French-speaking part of Switzerland, at the eastern tip of Lake Geneva (Lac Léman), some 375 metres above sea level.

Geneva has more foreigners than any other Swiss city and in addition to its charm, Geneva has the advantage of being so compact that the surrounding countryside is easily and rapidly accessible. The Canton, but for a small slice of land bordering on the Canton of Vaud (Canton de Vaud), is virtually surrounded by France, with the border never further than a few kilometres away. Part of the Geneva International Airport is actually within French territory.

Historically a place of welcome, Geneva is the epitome of an international city. As witnessed by the presence of international organizations, non-governmental organizations, diplomatic missions and numerous multinational corporations.

Members of the international community working in Geneva generally live in the Cantons of Geneva or Vaud or in neighbouring France.

1 Source Confoederatio Helvetica, The Federal Authorities of the Swiss Confederation
http://www.admin.ch/ch/index.en.html
Villages in the Canton de Vaud are easily accessible from ITC and the other international organizations by highways and a lakeshore road. Lausanne, capital of the Canton de Vaud is situated on the shores of Lac Léman some 60 kilometres east of Geneva. Nyon, approximately 25 kilometres east of Geneva is a bustling commercial centre linked to Geneva by a regular train service.

Geneva is surrounded by French territory. A growing number of international families have settled in the border zone (zone frontalière). The border zone lies in two French departments (départements): Ain (01) and Haute-Savoie (74). Each department exercises administrative control over the part of the border zone located within it.

Most international civil servants (fonctionnaires internationaux) in Ain live in the area closest to the Swiss border, known as the Pays de Gex. This area consists of the towns and villages between Thoiry and Divonne. Ferney-Voltaire, adjacent to the Swiss border, and the neighbouring communities of Ornex and Prévessin, are home to a large international community. In Haute-Savoie, nearly all rented housing is located in the narrow strip of territory stretching from the southeastern edge of Geneva to the Mont Salève. The main towns in the area are Saint-Julien-en-Genevois and Annemasse.
B. Climate

Generally speaking, the climate is temperate, although extreme weather conditions do occur from time to time. Temperatures rarely exceed 30°C (85°F) in July and August, or drop below -10°C (15°F) from December to February. Snowfall varies from year to year but unless the winter is particularly harsh, snow in town rarely lies for more than two or three days at a time. There is however, a fair amount of rain.

C. Religion

There is a great variety of religious services available for many faiths and religions in Geneva and the surrounding Swiss and French areas. Times of services are published in local newspapers usually in the week-end editions.

1. Accommodation

1.1 Where to live

To find a suitable apartment in the area of Geneva or neighbouring France is challenging because of the limited number of rental apartments available on the market. Our experience is that newcomers take several weeks, sometimes months, until they find a suitable apartment. Please refer to page 9 (§1.4 Finding short-term accommodation).

In your search for somewhere to live you may need to find a town, village, or other geographic location. Below are a few very good websites that can assist:

Mappy
Maporama
SwissGeo
ViaMichelin

1.2 Living in Switzerland

International officials who are holders of a “carte de légitimation” are not required to register with the local authorities (l’Office cantonal de la population - OCP). Members of household or long-term visitors who are not eligible to obtain a “carte de légitimation” must be registered in accordance with local law and must hold the appropriate residence permit.

ITC registers new staff members and their families with the Swiss authorities and obtains Legitimation-cards (carte de légitimation or CDL) for staff members and eligible family members.

There is a wide variety of apartments in Geneva. However, about 20 per cent of these are subsidized by the city of Geneva (HZBN, HCM, HLM, HM) and are not available to international civil servants.

In Geneva, the kitchen is counted as a room, therefore a four-room apartment has only two bedrooms, a salon/dining room and a kitchen. This is not the case in the Canton of Vaud, where a four-room apartment is understood to be a three-bedroom apartment. Third-party liability insurance is a legal requirement in Switzerland. In the Canton of Vaud tenants must also take out insurance against fire and natural disasters.
1.3 Living in neighbouring France

In France, apartments are advertised as F1, F2, etc. or T1, T2, etc. An apartment F4 has 4 rooms (3 bedrooms and a living room). There is no difference between the designations F and T.

International civil servants who are holders of a Swiss “carte de légitimation” can live in the French border zone. To take up residence in France, staff members holding a Swiss carte de légitimation need to obtain the permission of the French authorities. We recommend contacting your local town administrator “Mairie”. Once permission is granted the French authorities will issue a residence permit (“carte de séjour”) to international civil servants who are not citizens of the European Economic Area (see IC/2004/24) Citizens of the EEA no longer need a residence permit.

Dependent spouses and children of staff members living in the French border zone are not entitled to work in Switzerland under a “Ci” permit.

International staff members living in France receiving a request to complete income tax forms from the French authorities are requested to approach the Human Resources where an attestation confirming their tax status will be issued.

1.4 Finding short-term accommodation

Many newcomers require short-term accommodation during the first weeks.

Two good sources for finding short-term (and long term) accommodation are the bulletin boards in the Palais des Nations (corridor between the bank and the cafeteria) as well as the UNOG’s intranet bulletin board access accessible from the ITC intranet (under Staff Services and then Classified Ads). Occasionally you might find an offer for vacant accommodation on the ITC Board (outside the Library).

Check them regularly for “to let” or “for rent” (à louer) notices, or put up your own “rental wanted” (cherche à louer) sign.

Word of mouth - tell everyone you meet what you need!

Prices are high as compared with many countries.

The rental subsidies applicable to qualifying staff members can help during the first years of rent (please refer to the Administrative Instruction (AI), Rental subsidies and deduction).

Below is a list of contacts for furnished accommodation, which can be rented for short periods. This list is not complete; it only offers you some guidance. Ask for UN rates.

Hôtel Montbrillant
Offers Studios on a monthly basis, cost CHF 3450.- per month (CHF 115.- / night). Location within walking distance to ITC and very close to main train station.
Tel. 022 733 77 84

Manotel
Hotel chain (3 or 4 stars) with different locations in the Pâquis area of Geneva.
Central reservation office: info@manotel.com
Fax: 022 909 81 99 (Office Hours)

Hôtel-Résidences les Nations
Offers short and long-term accommodation. Location within walking distance of ITC.
Tel. 022 734 30 03
Résidence Moléson
Offers furnished studios on monthly basis, cost CHF 800.- per month plus refundable deposit of CHF 1000.- (minimum stay 2 months). Accommodation is basic, but adequate. Location: within walking distance of ITC.
Tel. 022 339 80 00
Fax. 022 339 80 01
Email: gerpar@bluewin.ch

Les Citadines
Offers furnished apartments and studios in two locations in France within a short distance from the Swiss border. The Ferney-Voltaire location is nearest to ITC, approximately 20 minutes by bus. The bus stops just in front of the ITC office building. Another hotel of this chain is in Gaillard (direction Annemasse), just behind the Swiss border.

The International Geneva Welcome Centre can provide you with a list of furnished accommodation. Welcome Centre services are usually not provided on line. Therefore, you may need to make an appointment and visit them.

Address:
International Geneva Welcome Centre
Villa “La Pastorale”
106, Route de Ferney
p.o. box 103, 1211 Geneva 20
bus 5, stop at “Intercontinental”
Tel.: 022 918 02 70
Fax.: 022 918 02 79
E-mail: welcome@etat.ge.ch

Opening hours:
Monday to Thursday: from 10 a.m. to 12.30 p.m. and from 4 to 5.30 p.m.
Friday: from 10 a.m. to 12.30 p.m.

The City Of Geneva Tourism website has a comprehensive list of hotels and residences which offer short and long-term accommodation in various locations and price categories.

The free weekly magazine GHI (issued on Thursdays) contains many offers. It can be consulted on line.

Also on romandie.com website you can find offers of accommodation as well as a lot of other local information.

Finally, The Tourist Offices of the villages in the Gex area have a publication with a long list of short-term accommodation.

1.5 Housing

The majority of dwellings in Switzerland are rented or sold through agents, so-called “Régies”. The régies advertise available accommodation in the press or on the web. Prospective tenants make arrangements with the régie to visit the accommodation. In case of interest, a request is filed with the régie. Usually there are several interested parties for each flat/house, and the decision as to who gets it is made by the owner and the régie. The régie also handles the lease and related formalities. Most régies do not charge the tenants for their service, apart from an administrative fee. However, you should obtain confirmation in advance that the service is not subject to a fee.
Listed below are some of the larger régies in the Geneva/Vaud area:

Regie Schmid
CGI Immobilier
Agence Immobilière Dunand
Bory Immobilier
Naef
Agence Immobilière Grange
Agence Immobilière Rosset
Pilet & Renaud
Moser Vernet
Brolliet
Agence Immobilière Burger
Wincasa
Livit Real Estate
Rytz & Cie
Bernard Nicod

For a search by location try:
Immoclick
Homegate
Swisslimmo

Most newspapers include advertisements for rental accommodation. For example:

La Tribune de Genève (daily paper; real estate section every Tuesday).

GHI (weekly paper; distributed free to all households on Thursdays).
If you are still in temporary accommodation and not receiving the weekly GHI to your mailbox, look out for green GHI newspaper boxes available throughout Geneva. Copies are also delivered to ITC (Lobby). Alternatively, (since the boxes are usually empty very quickly) you can get it at:

GHI (Genève Home Informations)
22, avenue du Mail
C.P. 167 1211 Genève 4
Tel. 022 807 22 11 / Fax 022 807 22 33
E-mail: info@ghi.ch.
They are open Monday through Friday from 8am to 6pm.

La Côte (weekly; covering region of Nyon, Rolle, Morges)
Tout L’Immobilier (weekly; distributed to all households)
Le Matin (daily)
Le Temps (daily)
24 Heures (daily)

Genève Immobilier This specifically Geneva and Nyon real estate portal, covers a wide range of offers among the different “régies”.

A small number of apartments/houses are rented directly by the owner. Advertisements can be found in the local newspapers or their websites listed above.

A good number of UN staff live in neighbouring France. There are many real estate agents in the towns and villages across the border. You can pick up some of their free monthly catalogues at supermarkets and in shops in France listing all accommodation on offer.
Listed below are some examples:

AlpesWeb
Groupe 4807
Bochaton immobilier
Evian-Properties immobilier
ImmoFrance Ain
Immobilière Domaine de Coudrée
ABI Immobilière
Reference Immobilier
Immobiliar Arve

On Bonjour you can place an advertisement.

CERN, the European Organisation for Nuclear Research, has a useful website on housing covering both, France and Switzerland. There is a list of accommodation for rent but please note that the CERN Housing Service does not provide assistance to UN staff. However, sometimes contact details for vacant accommodation are available on their list of accommodation for rent.

2. Every day living

2.1 Electricity, gas water

In Geneva contact the SIG energy company to be connected for water, gas and electricity.

In France, contact the EDF / GDF centre in your area.

The household electrical current in Switzerland and France is 220v.

Buying electrical appliances in the Geneva and France area may get a little confusing. Swiss appliances and electrical plugs use a three-pin system, resembling the standard European two-pin, with an extra “earth” pin in between and slightly below the other two. Swiss electrical sockets are also compatible with standard European ones, so that you may use normal European appliances in Switzerland. However, for some items bought in France (such as kettles), you may need an adaptor, as these items do not have standard two-pin plugs (their pins are slightly “fatter” than normal ones).

If you buy electronic items in Switzerland, you will probably need to get adaptors for them, as French (or European) sockets are not compatible with the Swiss three-pin plugs. Adaptors can be found at main supermarkets (COOP, MIGROS, MANOR, Jumbo, Carrefour, etc.).

2.2 Telephone

a. Fixed-Network Telephone Service Providers

There are various fixed-network telephone service providers in Switzerland and in France. In Switzerland, the largest by far is Swisscom followed by Sunrise and Tele2.

In France, the largest provider is France Telecom and then Tele2, Cegetel, and Neuf Telecom.

Prices vary according to the plan you choose, so it is worth visiting the provider’s WebPages and seeing their different plans.
b. **Mobile Telephone Service Providers**

**Switzerland** has three main mobile telephone service providers. These are:

- **Swisscom**
- **Orange**, and
- **Sunrise**.

To request a contract (*abonnement*), one must have a valid proof of residence permit (in staff members’ case, the Carte de Légitimation). For a pre-pay or “pay-as-you-go” line, a form of ID such as passport or Carte de Légitimation is required.

**France** has three main mobile telephone service providers. These are:

- **SFR**
- **Orange**, and
- **Bouygues**.

To obtain a contract (*abonnement*) in France, you are required to show proof of residence in France e.g. a bill showing your address in France as well as proof of identity.

You should also be aware that, if you are very near the border or you cross it, you may be charged the international roaming rate on your phone anytime you make a call. You may therefore wish to deactivate your phone’s automatic network selection function if you are near the border.

Prices vary according to the plan you choose, so again it is worth visiting the provider’s WebPages and seeing their different plans.

2.3 **Broadband Internet**

There are various ADSL and Cable Internet providers in Geneva and Vaud, the most prominent one being **Bluewin**, which is partnered with Swisscom. Most ADSL options are only available through your telephone provider, such that Sunrise ADSL will only be available to those with a **Sunrise** phone line, **Tele2 ADSL** to those with a Tele2 phone line, and Bluewin to those with a **Swisscom** phone line.

There are various ADSL and Cable Internet providers in France. **Wanadoo** (**France Telecom**), **Club internet**, **Tiscali**, **Tele2** and **Neuf**.

2.4 **Comparing Services**

A very useful webpage which should be considered when thinking about getting either a mobile or fixed-line telephone, or internet is **Allo**. This webpage has an enormous wealth of information on telecommunications in Switzerland, and even allows price comparisons between providers so that you can find what is best for you.

**Comparis** enables you to compare different offers from various providers instantaneously for example, **insurance**, **bank services**, **Telecom & ADSL** and Real Estate.
2.5 Radio & TV

**English:**

World Radio Geneva (WRG), with BBC News 88.4 FM

**French:**

Europe 2 90.1FM  
Espace 2 91.2FM  
Radio Lac 91.8FM  
Radio Suisse Romande (RSR) 1 94.9FM  
One FM 107.0FM  
France Info 101.1FM  
Radio Haute Savoie 88.8FM  
Orient (in Arabic) 92.7FM  
Radio Thollon 98.9FM

Cable radio is also available in many buildings and offer a large selection of radio stations. Normally, frequencies can be found on the special information pages of the TV cable provider.

In Switzerland, licences must be obtained for all radios and TVs operated in your home unless it is included in the rental costs. To obtain licences contact Billag SA.

International officials of whatever rank are not exempt from payment of radio and TV licence fees. Bear in mind that there are different television systems throughout the world, and they are not necessarily compatible. Switzerland currently uses a PAL/FM-FM system, and France uses a SECAM system.

The following website is useful to find out whether your current set will work: http://www.ee.surrey.ac.uk/Contrib/WorldTV/broadcast.html.

If you have access to cable TV (Téléréseau) about 40 stations are available in French, English, German, Italian, Portuguese and Spanish.

NTSC tapes can be played on PAL television. Most TV sets sold in Geneva and neighbouring France are multi-system PAL/SECAM- DVDs format is normally Zone 2. To play Zone 1 DVDs (USA) you need multi-system DVD players.

Weekly TV programs can be found in the weekend editions of local newspapers or on the Edicom website.

Radio and TV licences must also be obtained in France. For more information, contact the

Centre Régional de la Redevance  
12 rue des Cuirassiers  
69439 Lyon Cedex 03  
FRANCE  
Tel. +33 (0)4 78 95 73 00  
Fax. +33 (0)4 78 60 13 65
3. Transport

3.1 Private cars

Internationally recruited staff of UN organizations up to the P-4 level who reside in Switzerland may import or purchase free of duty, one private motor car or a motor boat intended for their personal use during their stay in Switzerland/employment with the UN. The import or purchase should take place within five years of the date of taking up office. These vehicles may not be transferred (sold or assigned) in Switzerland for a period of three years without payment of duty in full. In addition, a private motor car which the staff member has used abroad for a period of at least six months prior to his taking up office in Switzerland may also be imported free of duty as a household effect. Such vehicles may not be subsequently sold in Switzerland except to persons having the same privileges.

Staff members at the level P-5 and above who reside in Switzerland are entitled to import or purchase free of import duty, two vehicles for their personal use. One of these vehicles can be sold tax free after three years. For details please consult the Human Resources.

Staff members holding a Carte de Légitimation B, C or D are exempt from the annual tax on motor vehicles. However, they are still liable to pay taxes and fees related to obtaining licence plates and registration of the vehicle.

Also, Staff members holding a Carte de Légitimation B, C, D, or E are exempt from the obligation to exchange their foreign driving licence for a Swiss one. However, staff members with a driving licence in a language other than French, German, Italian or English are advised to obtain an international driving licence, available upon request and the payment of a fee, from the cantonal authority in their place of domicile (see details below).

Drivers from abroad require a valid national or international driving licence in Switzerland. If you are resident in Switzerland for longer than 12 months, you are required to obtain a Swiss driving licence. A test drive may be required for this purpose. Your foreign driving licence is valid for the first 12 months in Switzerland. After this deadline a Swiss driving licence is mandatory. During this first year you can exchange your foreign driving licence for a Swiss licence at the vehicle and driver registration office in your canton. If you miss this deadline, you will have to take the Swiss driving test.

Necessary documents:
- Application for a driving licence (available from the vehicle and driver registration office)
- Residence permit
- Identification card
- 2 recent passport photos
- Optician's certificate
- Foreign driving licence (original)

If you have any questions, please enquire at the vehicle and driver registration office in your canton at the Association des Services des Automobiles website.

Staff Members wishing to obtain a Swiss driving licence in exchange for a foreign licence must pass a driving test. However, staff members with driving licences from countries with which Switzerland has concluded an agreement on this matter (member states of the European Union, the United States, Japan, etc.) will be issued a driving licence without having to do a test. Those required to take a test should contact the cantonal authority in their place of domicile (see details below) with regard to the procedure.
Staff members at the level P-5 and above are entitled to purchase duty-free fuel. Some Shell stations in Switzerland are authorized to distribute duty-free fuel to members of international organizations. Duty-free fuel is reserved for the principal office-holder only and does not extend to members of his/her family. A special fuel card is distributed by the Purchasing and Transport Department of UNOG. Application forms are available in the Human Resources.

3.2 Driving in Switzerland

To use Swiss motorways, an annual fee is payable in the form of a “vignette” which can be obtained at the Service des Automobiles et de la Navigation or at Post Offices, banks, newsagents and Petrol Stations. The “vignette” has to be fixed on the inside of the car windscreen. It costs CHF 40.- per year and needs to be renewed at the beginning of each year. Vignettes are valid from 1st January of the current year to 31st January of the following year.

The volume of traffic in Geneva is heavy and steadily increasing. It is particularly dense in the centre of town especially at peak periods when major traffic jams are a daily occurrence.

All cars registered in Switzerland must also pass an anti-pollution test every two years (every year for older cars - more than 10 years).

Driving is on the right-hand side of the road and, unless otherwise indicated, vehicles approaching from the right have right of way. The speed limit in built-up areas is normally 50 Km/h unless otherwise indicated. The speed limit on roads outside towns is 80 Km/h and 120 Km/h on Motorways.

It is recommended that all cars carry a first-aid kit and a red reflecting triangle in the car (not in the boot).

Trams always have priority and buses have priority when leaving a bus stop.

There is residents’ parking for those living in the city centre. A sticker (marcaron) valid for 12-month period can be bought which allows for unlimited parking in the “blue zone” in the neighbourhood of residence. Each resident is allowed to buy one sticker for each car registered under his or her name and address in the neighbourhood in question. Stickers can be obtained from the Fondation des Parkings; Carrefour de l'Etoile 1, Case Postale 1775, 1211 Genève 26.

A list of public car parks in Geneva is available from the Fondation des Parkings.

Any privileges and immunities granted to the Organization and extended to staff members and their families do not exempt them from traffic rules and parking regulations.

3.3 Driving in France

The speed limits in France differ from those in Switzerland (see table below); Also, the red emergency triangle may be kept in the car’s boot as well as a full set of spare bulbs for the headlights. A toll (péage) is charged for travelling on French Motorways (Autoroutes);

<table>
<thead>
<tr>
<th>Country</th>
<th>Motorway</th>
<th>Open Road</th>
<th>Town</th>
<th>Maximum authorised alcohol level in the blood</th>
</tr>
</thead>
<tbody>
<tr>
<td>France</td>
<td>130 km/h (110 when wet)</td>
<td>90 km/h</td>
<td>50 km/h</td>
<td>0.05</td>
</tr>
<tr>
<td>Switzerland</td>
<td>120 km/h*</td>
<td>80 km/h</td>
<td>50 km/h</td>
<td>0.05 soon</td>
</tr>
</tbody>
</table>

* unless otherwise indicated.
3.4 Car insurance

Car insurance companies are listed in local telephone books. Also the Association Coopérative des Automobilistes et des Motocyclistes des Secrétariats et Bureaux des organizations internationales et des Institutions Accréditées (CASBIA) has a list of car insurance companies who are accustomed to dealing with UN staff. If you become a member of CASBIA and pay an annual membership fee of CHF 25.- per calendar year (1st January-31st December), you can get discount on your insurance premium and on some other services. For more information:

Secrétariat CASBIA, bureau A 840
Palais des Nations 1211 Genève 20
Tel. 022 917 16 20
Fax 022 917 05 26
casbia@unog.ch

The Swiss Touring Club (TCS) provides assistance to its members in case of car breakdown and related emergencies both in Switzerland and Worldwide. Membership is suggested. For details please visit the TCS Website.

CERN also has a very useful guide on driving in Geneva and surrounding France.

3.5 Registration of vehicles

In Switzerland:

To register a vehicle, the following are required:

- Proof of ownership (cancelled Permis de Circulation in case of second-hand cars or temporary registration papers in case of new cars)
- Insurance certificate
- Carte de Légitimation
- CHF 135.-

Any vehicle imported by a staff member may be driven in Switzerland with its foreign number plates for one year from the date the staff member first takes up his /her duties. During this period, the vehicle will not be required to undergo a technical inspection. When the car is registered in Switzerland, however, a technical inspection by the cantonal traffic department will be required except in the case of cars with CD plates. Vehicles must normally comply with Swiss technical standards, with certain exceptions applicable to international civil servants. The Swiss Customs Office (Bureaux de Douane) and the Service des Automobiles et de la Navigation will advise on requirements in individual cases.

Bureaux de Douane
Geneva: Tel. 022 747 72 72

Geneva:
Service des Automobiles et de la Navigation
Route de Veyrier 86
1227 Carouge
Tel. 022 388 30 30 (open from 07.30 to 16.00)
Bus Number 21, Val d’Arve Stop

Contrôle Technique
Tel. 022 388 31 10

2 Check directly with your car insurance, as some car insurance companies will not provide coverage in Switzerland if vehicle has foreign plates.
Vaud:

**Service des Automobiles et de la Navigation**

Chemin du Bochet 8,
1260 Nyon
Tel. 022 557 52 90

or in the case of CD plates:

Avenue du Grey 110 - 112,
1014 Lausanne
Tel. 021 316 82 10

In France:

For France, any car more than four years old will have to pass a mechanical and safety check-up called a "contrôle technique" before it can be re-registered. The contrôle technique is mandatory on all vehicles in France over four years old, and you must submit your vehicle for the test every two years.

Registration is called "immatriculation", and you'll need to go to your local préfecture or sous-préfecture (chief, or sub-regional administration center) whichever's nearest to your home to collect a "demande de certificat d'immatriculation" to complete.

You will also need an official document showing the vehicle conforms with French standards and this is obtained from the Direction Régionale de l'Industrie et de la Recherche, the DRIRE. This organisation handles all the technical aspects of re-registration and a successful application will give you the necessary attestation d'identification du véhicule (vehicle identification certificate).

When you have all your re-registration documents assembled you take them to the "carte grise" (literally "grey card," but meaning vehicle registration documents) offices at the préfecture or sous-préfecture.

For car registration in France please contact:

**Sous-Préfecture de Gex**

26, rue Charles Harent
01170 Gex
Tel. 00 33 4 50 41 51 51
Fax. 00 33 4 50 41 42 87

**Sous Préfecture de St Julien-en-Genevois**

4, av. Genève
74160 Saint Julien-en-Genevois
France
Tel. 00 33 450 35 13 13
Carte grise: 00 33 450 35 37 03

3.6 Bicycles and Scooters

To use a bicycle in Switzerland you must obtain a “vignette”, i.e. a license, which also provides the obligatory third-party liability insurance. The “vignette” is valid from 1st June through 31st May. It can be purchased at post offices, town halls, at MIGROS and at TCS (Swiss Touring Club). The cost is currently CHF 5.-. The Vignette with your name and address is to be posted on the bicycle. The receipt is to be kept at home. Please refer to the Association des Services des Automobiles (ASA) website to see an example of the vignette.
Due to traffic congestion in Geneva, motorbikes, scooters and motorcycles are very popular. The licence required depends on the engine type (see table below). For more information check Zurich Insurance Group’s ScooterPoint, the TCS website or the Service des Automobiles et de la Navigation (SAN) of Geneva.

<table>
<thead>
<tr>
<th>Licence Categories 3</th>
<th>Type</th>
<th>Characteristics</th>
<th>Minimum age</th>
<th>Medical Examination needed?</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>🜧</td>
<td>Power ≤ 25 kW</td>
<td>18</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Power/weight ≤ 0.16 kW/kg</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A</td>
<td>🜧</td>
<td>Power ≥ 25 kW</td>
<td>25 or</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Power/weight ≥ 0.16 kW/kg</td>
<td>2 years practice</td>
<td></td>
</tr>
<tr>
<td>A1</td>
<td>🜧</td>
<td>≤125 cm³</td>
<td>16 ≤ 50 cm³</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Power maxi. 11 kW</td>
<td>18 ≤125 cm³</td>
<td></td>
</tr>
<tr>
<td>M</td>
<td>🜧</td>
<td>Cyclomoteurs</td>
<td>14</td>
<td>No</td>
</tr>
</tbody>
</table>

### 3.7 Public Transport

Geneva has a well-functioning bus and rail system. For details of bus routes consult the TPG Website. TPG has an office at Gare Cornavin where weekly, monthly, or yearly tickets can be purchased (open until 7 p.m. on weekdays). For railway information consult the CFF Website or visit the CFF information office at Gare Cornavin (expect a waiting period of at least 15 minutes most of the time, and remember to take a number from the machine near the entrance as soon as you enter the CFF information office!).

For train trips in France, you can also go to the French Railways shop, which is sometimes cheaper:

**MDLF Suisse – Genève**

c/o SNCF-RailEurope  
Rue de Lausanne 11  
1201 Geneva  
Tel.: 0900 900 699 (CHF 1.20/call + 0.30/min)  
Mail: info.ch@franceguide.com

France has an excellent internal rail system, especially the TGV intercity service. You must pay a supplement to travel on the faster TGV trains. Remember to validate (compostez) your ticket before boarding the train or risk a large fine. You do not need to go to the ticket office to validate your ticket - the validation machines are usually located at the entrance to platforms.

**UNIRESEO** is a tariff community covering the area of the Geneva Canton. Tickets are valid on all buses, local trains (up to Celigny in Vaud), and some lake boats. Tickets can be purchased at vending machines at bus stops and in the railway stations. There are single-ride, half-day or full-day tickets available at vending machines. For monthly or yearly tickets, visit the TPG Office at Gare Cornavin. You need to bring a passport picture. Information on fares is available on the TPG website.

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3 Source: Site officiel de l'Etat de Genève
Youths/students under 25 years of age and senior citizens of legal retirement age travel at reduced rates. The reduced rate is also available to holders of the CFF Half Fare pass. There are no tickets sold on buses and in regional trains, it is therefore recommended that you buy tickets before getting on the bus (in some cases where there is no ticket machine or the machine is out of service, you may ask the driver to wait for you at the next stop with a machine available so that you may buy a ticket.) Passengers who are on buses without a valid ticket risk an on-the-spot fine of CHF 80, or CHF 100 if payment is deferred.

Members of the MEC also get a discount on their monthly or annual TPG passes (see § 10.1 MEC).

4. Schools

In Switzerland, education is compulsory from the ages of 6 to 15, in France from ages 6 to 16. If you have children of school age, you may consider the following options: Swiss or French public schools, Swiss or French private schools. We understand that the French primary school system is generally not well equipped to deal with non-French speaking students. The Geneva-based Swiss public school system at Primary school level on the other hand has a well-established scheme to rapidly integrate non-French speakers into the normal curriculum.

The schools most frequently used by children of international UN staff include the International School of Geneva with two campuses in the city (one of these is the one just beside the Palais de Nations and a new one is under construction at Grand Saconnex, and is for children aged 3-11) and one in Founex, between Geneva and Nyon, the College du Leman in Versoix and in neighbouring France the Lycée International in Ferney. In addition to French curricula it offers also high school diploma of a number of other European countries. The contact information of these and other schools are listed below. We consider it highly advisable that you conduct your own research as early as possible to meet the specific needs of your children. We have also experienced that some schools have waiting lists for certain grades.

Swiss Public Schools in Geneva and Vaud:
- Public Education Department, Canton of Geneva
- Department of Youth and Formation, Canton of Vaud
- University of Geneva
- University of Lausanne

French Schools:
- French Ministry of Education, Higher Learning and Research

Agence EduFrance

International Collège/Lycée de Ferney-Voltaire
Tel. 0033 4 50 40 00 00

UNIVERSITÉ DE SAVOIE : CHAMBÉRY
27, rue Marcoz - BP 1104
73011 CHAMBÉRY CEDEX

Conservatoire National des Arts et Métiers (CNAM)
Technoparc Pays de Gex
F-01630 St Genis-Pouilly
Tel : + 33 4 50 20 60 45

Université Claude Bernard LYON I
43, boulevard du 11 novembre 1918
69622 Villeurbanne Cedex
Université Lumière **LYON II**
86, rue Pasteur
69365 Lyon Cedex 07

Université Jean Moulin **LYON III**
1, rue de l'Université - BP 0638
69239 Lyon Cedex 02

Clic [here](#) to get the list of all the French Universities names by area ("Département").

**Private Schools in Geneva:**

- **International School of Geneva**
  Tel. 022 787 2400

- **Collège du Leman**
  Tel. 022 775 55 55

- **Geneva English School**
  Tel. 022 755 18 55

- **Deutsche Schule Genf**
  Tel. 022 796 74 03

- **Institut International de Lancy**
  Tel. 022 794 26 20

- **The Bell One World Nursery**
  Tel. 022 740 21 93

- **Féderation Suisse des Ecoles Privées (FSEP)**
  Tel. 031 328 40 50

- **Association Genevoise des Ecoles Privées (AGEP)**
  Tel. 022 715 32 30

- **European University**
  Tel. 022 779 26 71

- **International University in Geneva**
  Tel. 022 710 71 10

- **The Open University**

- **The Webster University**

A very useful map showing schools in Geneva, Vaud and neighbouring France, together with details on each school can be found [here](#).

The Institut pour la Formation des Adultes de Genève **IFAGE** also offers well-valued courses leading to diploma in many areas.

The **Ecole-club Migros** provides similar courses.
5. Employment

5.1 Employment of spouses and family members in Switzerland

Spouses and unmarried children of international civil servants who entered Switzerland before the age of 21 years, have access to the Swiss job market provided they are resident in Switzerland and live as part of the household of the staff member. A special permit, “Ci” is issued for this purpose by the relevant authority on production of a service contract or a job offer or a declaration stating the intention to work as a self-employed person. A certificate is required before the “Ci” permit can be issued and is obtained from the Swiss Mission through the Human Resources.

5.2 Domestic Aid and Au Pairs

Good sources of information for domestic aid are word of mouth, notice boards in UN organizations and the petites annonces (small ads) section of local newspapers. Hourly wages for domestic aid will be in the range of CHF 20 to 25 in Switzerland and Euros 11 to 15 in France.

You need to ensure that any domestic aid you employ in your household has a work permit and an insurance against accidents at work. For details on legal requirements in Switzerland please contact one of the “Caisse de Compensation” or one of the local insurance companies.

In France information can be obtained from U.R.S.S.A.F.

**URSSAF de Haute Savoie, Annecy**
2, rue Honoré de Balzac – Seynod
74995 Annecy Cedex 9
France

From Tuesday to Friday from 8h30 to 16h30,
Saturday from 8h30 to 12h00.

Tel.: +33 (0)4 50 88 46 46
Switchboard Monday to Friday from 8h30 to 18h00 non-stop, Saturday from 8h30 to 11h30
Fax: +33 (0)4 50 67 87 82

**URSSAF de l’Ain, Bourg-en-Bresse**
14, rue Pavé-d’Amour
01016 Bourg-en-Bresse Cedex

From Monday to Thursday from 8h00 to 16h15
Friday from de 8h00 to 16h00, (closes at 15h00 on days before bank holidays).

Tel. (general number) :+33 (0)4 74 45 66 99
Fax: +33 (0)4 74 45 66 96
Email: urssaf.ain@urssaf.fr (send emails in French only)
If you would like to hire an Au Pair, the following contacts might assist you:

**Compagna**  
Fit For Future  
Gafner Christine  
Place de la Synagogue 2  
1204 Genf  
Tel. 022/310 08 71  
Fax. 022/310 08 71  
Email: compagna.ge@bluewin.ch

**Pro-Filia**  
Tel. 022 730 00 90

**Ecole Didac**  
37 A, rue de Lausanne  
1201 Genève  
Téléphone: 022/715.48.50  
Zax: 022/715.48.55  
E-mail: info@ecole-didac.ch

**Sunshine Au Pair Agency**  
Rte du Moulin-de-la-Ratte 128  
1236 Cartigny/GE  
Tel. 022 756 82 03  
Fax 022 756 82 00

For Baby-sitter service in Switzerland contact:

**Université de Genève, Bureau de placement**  
Tel. 022 329 39 70, answering service Monday to Friday: 10h00-13h00 / 14h00-16h00  
Tel. 022 379 77 02, answering service Monday to Friday: 08h30-13h00 / 14h00-16h30  
Email: placement@unige.ch

**Chaperon Rouge** Child Care Service of the Geneva Red Cross  
route des Acacias 9 - 1211  
Genève 4, Switzerland  
Tel. +41 22 304 04 86 (Answering service from 8.30 to 13.00)  
Fax +41 22 304 04 83  
Email: chaperon.rouge@croix-rouge-ge.ch

For Au-Pair information in France, contact:

**DDTEFP** Direction Départementale du Travail, de l’Emploi et de la Formation ProfessionnelleService main d’œuvre étrangère

**DDTEFP de l’Ain**  
34, avenue des Belges  
Quartier Bourg Centre  
BP 70417  
01012 Bourg en Bresse Cédex, France  
Tél: +33 (0)4 74 45 91 02  
Opening hours : 8h45-12h - 13h30-16h15
DTEFP de la Haute-Savoie  
48, avenue de la République  
CRAN GEVRIER - BP 9001  
74990 ANNECY Cédex 9, France  
Tel: +33 (0)4 50 88 28 78  
Opening hours: 8h30-11h45 - 13h30-16h15

**Butterfly and Papillon**, Annecy  
8, avenue de Genève - 74000 Annecy – France  
Tel: +33(0)4 50 67 01 33  
Fax: +33(0)450 67 03 51  
Email: aupair.france@wanadoo.fr

**Les Enfants d'Abord**, Divonne les Bains  
Tel. +33 (0)450 20 49 47  
Email: info@lesenfantsdabord.fr

This agency can also assist with your baby-sitting needs (Pays de Gex).

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### 6. Emergencies

Below are some useful numbers/contacts in case of emergency or need for medical services during nights/weekends:

- **Emergency Telephone numbers in Switzerland:**
  - Medical: 144  
  - Police: 117  
  - Fire: 118

- **Emergency Telephone numbers in France:**
  - Medical: 15  
  - Police: 17  
  - Fire: 18  
  - To call from a mobile phone: 112

Emergency Telephone numbers are also available in most daily newspapers.

Staff must also keep their personal emergency contact information up-to-date under the ITC intranet Personal Portal. For more information see Information Circular ITC/IC/2004/50.

- **Medical Emergency contacts in Geneva:**
  - **The Permanence médicales** opened 24H/24. (They speak: Arabic, Chinese, English, French, German, Greek, Hungarian, Italian, Portuguese, Romanian, Russian, Spanish, Turkish and Vietnamese).
  - **SOS Médecins** is the only private medical service, which goes directly to your home 24H/24 for Geneva and its surroundings.  
  - Tel. 022 748 49 50
  - **SOS Association des Sages-Femmes à Domicile, Arcade Sages-femmes**: provide advice service related to pregnancy.  
  - Tel. 022 329 05 55
  - **SOS Infirmières 24h/24**
Tel. 022 420 24 64

**HUG Pediatric Emergencies** Hôpital d’enfants & Clinique de Pédiatrie
Tel. 022 382 47 00 or 022 372 33 11

**Centre Médical du Léman**
Tel. 022 716 06 60

**Hôpital de la Tour**
Tel. 022 719 60 00 or 022 719 61 11

**Clinique des Grangettes /Garde de pédiatrie**
Tel. 022 305 11 11 / 022 305 04 58

**Emergency HUG** (Hôpitaux Universitaires de Genève)
Urgency and Reception centre: 022/372 81 20

- **Eye Emergencies in Geneva:**
  
  **Eye Emergency HUG**
  022 382 84 00

- **Dental Emergencies in Geneva:**
  
  **HUG-Hôpitaux Universitaires Genevois**
  Tel. 022 372 33 11 or 022 382 33 11

  **Clinique Dentaire de la Servette SA**
  Tel. 022 733 98 00

  **Clinique Dentaire de Malombré SA**
  Tel. 022 346 64 44

- **Ambulances Services in Geneva**
  
  **Geneva Ambulances Odier & fils**

  **Geneva Ambulances Rive-Droite, Dupont SA**

  **Geneva Ambulances Service S.A.**

- **Medical Emergency contacts in Vaud:**
  
  **Nyon Urgences-transferts**
  Tel. 022 994 24 44

  **Nyon Département central**
  Tel. 022 994 24 34

- **Ambulances Services in Vaud**
  
  **Ambulances Nyon**
  Tel. 022 994 24 44
**Pharmacy “de garde”**

All pharmacies in Geneva and Vaud must post after-hours duty lists on or beside doors, giving names and addresses. This information is also available in the Tribune de Genève or Le Temps. The pharmacy at Geneva Airport is open daily until 20.00 hrs.

**Association des pharmacies de Genève**

**SOS Pharmaciens**

24h/24 & 7/7
Rue des Cordiers 4
1207 Genève
Tel: 022 420 64 80
Email: sospharmaciens@sospharm.int.ch

SOS Pharmacie list of pharmacies for Vaud, Geneva and all of Switzerland.

Clinics, medical centers or hospitals in Switzerland are listed in the telephone directory under Cliniques, Centres Médicaux or Hôpital and Médecin-dentistes. You can also search the Swiss Yellow Pages or the French Yellow Pages.

You may find a list of the Network of preferred providers in the UNOG Intranet, under the “Staff and Services”, “Mutual Insurance” section accessible from ITC’s intranet.

### 7. UN Medical Insurance

#### 7.1 UN Medical Insurance (United Nations Staff Mutual Insurance Society Against Sickness and Accident)

Staff members of ITC must be covered by medical insurance. Most staff choose to insure with the UN-provided medical insurance plan. Otherwise, staff members must provide evidence of comprehensive insurance coverage.

**United Nations Staff Mutual Insurance Society Against Sickness and Accident**

For Geneva-based staff and their dependents medical insurance coverage with the United Nations Staff Mutual Insurance Society Against Sickness and Accident is available; medical insurance coverage is also provided to retirees.

Details of the above insurance plan is contained in a booklet “Statutes and Internal Rules” (the blue booklet). The latest edition is that of January 2002. Copies are available in the Human Resources. The booklet can also be accessed from the ITC intranet via the UNOG intranet under Staff Services. The Society from time to time issues circulars with information on medical service providers or amendments to their rules. These circulars will be on the ITC intranet as well as on the Society’s site.

The Secretariat is located in Room 26-1 (Door 1), Palais des Nations
Tel. 022 917 31 39
Opening hours: 9.00 – 12.00.
Below is a very brief overview of the insurance plan.

For staff employed under the 100 and 200 series of staff rules, and for staff employed under 300 series of staff rules for periods exceeding 6 months, insurance coverage can be obtained for the staff member, his/her dependent spouse and dependent children in accordance with the rules of the Society. Premiums are calculated on the basis of “net salary”, i.e. gross salary less staff assessment, plus post adjustment, non-resident’s allowance and language allowance where applicable. The staff member pays part of the contribution. The plan is subsidized by ITC. Family members who are not considered “dependent” under UN rules may be covered at extra cost, provided they can be classified as “specially protected persons”.

The plan foresees normally the reimbursement of 80% of doctors’ fees and pharmaceuticals, 90% of surgical operations and between 75% and 100% of hospitalization costs. The cost of eyeglasses and dental treatment is also reimbursed up to 80%, subject to certain ceilings; some treatments require prior approval. For details of medical benefits please refer to Annex III of the blue booklet.

Insured persons have to pay their doctors’ and hospital bills and claim reimbursement within 12 months of incurring the medical expenditure. A claim form per beneficiary has to be completed for each claim but it can cover multiple treatments. Forms are available with Senior Secretaries at ITC or with the Human Resources. Claims are sent to the Society directly by the staff member. Reimbursements are made directly into the staff member’s bank account.

The Society issues insurance cards to each person insured under the plan. This card can be used as proof of medical coverage. It is not a payment card. Medical services providers can also check individual coverage on a website CoverCheck or on CoverCard.

The Society has a “Preferred Providers’ Network” where standard rates are charged and often a discount is granted under certain conditions. Information on preferred providers can be obtained from their website. The Society can also provide a list of doctors, taking into account their specialization, location and language ability. The Joint Medical Service (JMS) located at the Palais des Nations. Tel. 022 917 28 07 will also provide a list of doctors.

Swiss Pharmacies will charge a pharmacist surcharge of CHF 4.20 each time you purchase a prescribed medicament. This surcharge is not reimbursed by the insurance. They also charge every 3 months a supplement for the “file caution” of CHF 7.-. This is equally not reimbursed. Several Swiss Pharmacies including the SunStore chain offer special terms to members of the Mutual Society including a 10% discount on medicines and no pharmacist surcharge. For details see the Mutual Society website under the heading “Preferred Providers”.

We found that the cost of medicines is considerably lower in France. Pharmacies in France will also not charge a pharmacist surcharge.

A couple of pharmacies are opened at night and during week-ends and charge additional supplement. The addresses of the “Pharmacies de garde” is posted on the windows of all pharmacies. A similar system exists in France.

Pharmacies at the gare Cornavin and at the airport railway station are open 7 days a week.

Staff on short-term contracts can enrol in the plan. However, the claims procedure is slightly different. Details can be obtained in the Human Resources. For short-term contracts covering partial months, the full month premium is payable.

7.2 GPAFI

Coverage with other group medical insurance plans available to UN staff elsewhere (such as VAN BREDA, or AETNA in New York) is not available to ITC staff based in Geneva.
Staff members (up to the age of 55) may take out supplementary insurance with the Provident and Insurance Group of International Officials (GPAFI) to cover the following:

- Additional coverage by the United Nations Staff Mutual Insurance Society,
- Loss of earnings resulting from sickness and/or accident,
- Death or disability resulting from accidents not related to professional activities,
- Medical costs resulting from accidents not related to professional activities,
- Life insurance
- Daily hospitalization costs
- Dental insurance
- Health insurance for family members not eligible for coverage by the United Nations Staff Mutual Insurance Society.

For details please contact GPAFI directly at the Palais des Nations, Room C-419, Tel. 022 917 39 46 or E-mail GPAFI (GPAFI@unog.ch).

7.3 Other Insurance Sites in Geneva

Philos Caisse Maladie
Concordia
Intras Assurances

A more comprehensive list of insurance companies in Geneva may be found here.

8. Life Insurance

8.1 AETNA

Staff members can enrol with the AETNA Group Life Insurance. Details are available in the Human Resources and on the ITC Intranet under HR/Insurance. Monthly premium deductions are made through the payroll.

8.2 24-Hour Personal Accident Insurance

ITC has a taken out a group insurance policy to which staff can subscribe on a voluntary basis. This policy, with WILLIS Ltd. UK, covers death, permanent total, permanent partial and temporary total incapacity not attributable to the performance of official duties. Certain hazards incl. flying, driving or riding or taking part in any kind of race are excluded. Benefits received under the UN Joint Staff Pension Fund are deducted from any payments due under this insurance. Premiums are payable annually in advance. Details are available in the Human Resources and on the ITC Intranet under HR/Insurance.

8.3 Service-Incurred Illness, Injury or Death

Articles 11.1(a) and 11.2(a) of Appendix D to the Staff Rules require that, in the case of service-attributable death, injury or illness, the United Nations shall pay "all reasonable medical, hospital and directly related costs..." This coverage under Appendix D is available to all categories of staff. No premiums are charged to the staff member. Details of Appendix D are available in the Human Resources and in the ITC Intranet under HR/Insurance.
8.4 Preparing a Will in Geneva

Swiss law applies in case of death of a UN staff member in Geneva. To comply with Swiss law, wills must be handwritten and contain a date and a signature. If the staff member lives in neighbouring France, then French law may be applicable. Staff members may wish the national law of their home country to apply in case of death – in this case a statement must be made to this effect and it can be kept at the Will Register (Le Registre Central des Testaments) in Geneva free of charge.

The Will Register was created by the notaries in Geneva and anyone living in Geneva may request a notary to look after their will or for their will to be kept with the central Will Register. Solicitors will charge a fee for the meeting but the will can be kept as long as needed free of charge. Solicitors in Switzerland (Notaries) are appointed by Cantonal Authorities, which, in the case of Geneva is the “conseil d’Etat. To search for notaries, you may go to the Chambres des Notaires de Genève.

To search for notaries in France you may go to the Notaires de France website.

Staff must also keep their designation of beneficiary up-to-date with regard to their pension benefits, AETNA life insurance coverage and any payments due from ITC. Forms are available from HR. More information can be found here.

9. Money and Banking

9.1 Currency

Your ITC salary will be paid in Swiss Francs. This means that you must have a bank account in Switzerland.

9.2 Banks

The largest banks in Switzerland with the largest number of branches are:

- **Banque COOP**
  Tel. 022 818 44 44

- **Crédit Suisse (CS)**
  Tel. 022 391 21 11

- **Banque MIGROS**
  Tel. 0848 845 400

- **La Poste**. For Geneva post offices click here.
  Tel. 0800 88 87 77

- **Union of Swiss Banks (UBS)**
  Tel. 022 388 11 11

**UBS** has two branch offices at the Palais des Nations:
Near Door 6, Tel. 022 917 2170 or 022 919 22 11
E Building, Door 41, Tel. 022 917 4916.
As ITC (as well as the rest of the UN) holds bank accounts with UBS, more emphasis has been put on their services, as it makes the transfer of payments a bit faster. However, staff members are reminded that they are free to choose whichever bank they prefer. The banks impose a service charge for all transactions and for providing bancomat (cash machine/ATM) and credit cards. Please check details directly with the bank.

In addition there are cantonal banks:  
**Banque Cantonale de Genève (BCG)**  
Tel. 022 317 27 27  
**Banque Cantonale Vaudoise (BCV)**  
Tel. 0848 808 880

### 9.3 Bancomat charges

For cash withdrawals from bancomats of your own bank, there is usually no fee. For paying with your bancomat card in shops in Switzerland, there is also usually no fee. You have two card with UBS: Bancomat and Eurocard however, you cannot make withdrawals from other banks with the Bancomat card. When using your Eurocard card abroad, either to make a withdrawal from a bancomat or when paying in a shop, the Swiss bank charges a fee. For example, UBS charges CHF 5.- for each cash withdrawal from a bancomat outside Switzerland.

Location of bancomats near ITC: Palais des Nations, Vermont Nations, WHO, ILO, WIPO and UBS Place de Cornavin and la Poste (rue de Vermont and Montbrillant).

### 9.4 Tax

United Nations staff members are exempted from Swiss/French income tax on their United Nations salaries. However, they are not exempt from tax on assets including savings and real estate.

In Switzerland, there is a withholding tax of 35% on interest earned on Swiss bank accounts. Staff members residing in Switzerland may request reimbursement of these taxes under certain conditions. Information can be obtained from your bank.

### 10. Financial Services Available to International Civil Servants

#### 10.1 MEC

Staff members with contracts of employment valid for at least six months may apply for membership in the *International Civil Servants Mutual Association* (Association Mutuelle des Fonctionnaires Internationaux), also known as the MEC. This is a nonprofit association whose objective is to promote mutual assistance among staff members and to facilitate the settlement of staff and families.

Under the Association’s rules, staff can make a monthly deposit of maximum CHF 2000, which can be deducted directly from the payroll. The interest rate for these savings is determined by the General Assembly of the Association in June of every year and is applied retroactively. In 2003 the interest rate was 3.05% and in 2004 the interest rate was 3.0%. Withdrawals are subject to certain limits. No withholding tax is charged on interest earned, nor is there any other Swiss tax payable on deposits.

The Association also grants loans to its members, subject to certain limitations. Interest rates are fixed for the duration of the loan. The rates are usually more advantageous than commercial rates.
For details please contact the Association as follows:

International Civil Servant’s Mutual Association (the MEC, as it is know) is located in the Palais des Nations, Room B-214, Library building, second floor, door 20, elevator 19
Tel. +41 (0)22 917 35 10 (answering from 09h00 to 12h00 and from 13h00 to 16h00)
Fax. +41 (0)22 917 35 10
Email: mec.amfi@unog.ch
From 10h00 à 15h30 non stop

Accounts are in Swiss francs only and are restricted to staff members.

10.2 UNFCU

The United Nations Federal Credit Union: The UNFCU has two offices in Geneva, one at the International telecommunication Union (ITU), 6 rue de Varembé, 5th floor Tel 022 730 62 70) the other at the International Labour Organization (ILO) room 3-78, 4 route de Morillons (Tel. 022 799 69 74). Accounts are in US dollars and all staff including family members are eligible for membership.

- **ITU Office**
  6 rue de Varembé,
  5th floor
  Room V558
  1211 Geneva
  Tel. 022 730 62 70

- **ILO Office**
  4 Route des Morillons
  Room 3-78
  1211 Geneva
  Tel. 022 799 69 72

  Office hours:
  Mo, Tue, Wed, Fri: 8.30-16.00 hrs / Thu: 8.30-17.00 hrs

At present, the UNFCU in Geneva does not handle cash, and accounts are only in US $.

Changing Swiss Francs into other currencies can be costly. The banks and many money changers charge a commission. We found some money changers in the city that give good rates and do not charge commission. There are at least two in Rue du Mont Blanc, near the entrance to the Gare Cornavin Shopping Mall (next to and opposite McDonalds).

Some bancomats in Geneva, particularly at the Airport and at the UBS Cornavin (rue du Mont Blanc), permit the withdrawal of Dollars and Euros.

If you want to transfer Swiss Francs into US Dollars and if you have a UNFCU account, such transfer can be effected via UNFCU’s Swiss Franc account with UBS. You can make an electronic transfer from your Swiss Franc account to UNFCU’s UBS account, indicating as purpose of transaction: For transfer to UNFCU account no. xxxx. There is no fee for this transaction, and it takes approximately 5 working days until the money arrives in your UNFCU account. For details, contact UNFCU at one of their Geneva branches. Alternatively, there is also a possibility of making a regular monthly transfer to your UNFCU account directly from the payroll. To arrange this you need to visit one of the UNFCU offices in Geneva and bring a copy of your Letter of Appointment. UNFCU will ask you to complete a form, which will go directly to UNOG Payroll.

With regard to banking hours across the border in France, several banks are open on Saturday mornings but are closed on Mondays.
11. Shopping in Geneva and Surrounding

11.1 Shopping in Switzerland

Shopping Hours:
Generally Monday to Friday 9.00 – 19.00
Saturday: 9.00 – 18.00

Smaller shops may open earlier and/or close during lunch hours. Many shops are open longer on Thursday evening (Geneva) or Friday evening (Vaud). Some local shops especially in the Pâquis and Grand Pré areas are also open late at night and on Sundays.

The main shopping malls in the Geneva area include:

**Balexert** Avenue Louis-Casai (near Airport) Tel. 022 796 96 41

**Centre Commercial Meyrin:** Avenue de Feuillasse, Tel. 022 785 18 88

**Planète Charmilles:** Promenade de l’Europe, Tel. 022 949 77 90

**Les Cygnes:** Rue de Lausanne (near Gare Cornavin) Tel. 022 738 59 08,

**Carrefour Hypermarché:** Route de Meyrin (near Airport) Tel. 022 306 08 38

**MANOR (La Placette):** Rue Cornavin (near Gare Cornavin) Tel. 022 731 74 00

**Eaux Vives 2000:** rue de la Terrassière, Tel. 022 735 17 25

**La Praille:** Route des Jeunes 10, Tel. 022 208 1700

**Confédération Centre** rue de la Croix-d’Or, Tel. 022 311 52 92

**Globus, Au Grand Passage** rue du Rhone, Tel. 022 319 50 50

**Centre Chavannes de Bogis** off the autoroute between Geneva and Nyon. Exit at Coppet/Divonne and follow signs to Chavannes Centre.

The main supermarket chains are **MIGROS, COOP, DENNER** and **PICK PAY**.

**MIGROS** has its own product line and a small number of brand name products, but does not sell alcohol or tobacco. The other supermarkets sell largely brand name goods and also alcohol and tobacco.

**Aligro**
Av. de la Concorde 6 - 1022 Chavannes-Renens
Tel. 021 633 36 00
Monday to Thursday 08h-18h30/ Friday 08h-21h / Saturday 08h- 17h

You might have wondered why the cashier at COOP and MIGROS always asks you whether you have a “card”. Some of the supermarket chains operate refund systems and depending on the quantity you shop, you get refunds in the form of coupons or points. If you want to participate in these refund schemes you need to apply for membership. Application forms are available in the shops.
The United Nations Staff Association runs a medium-size cooperative store, the *Service d'Achats des Fonctionnaires Internationaux (SAFI)* in the Palais des Nations, where goods are available at reduced prices. SAFI stocks a wide range of food (including items from abroad that are difficult to obtain elsewhere in Geneva), spirits, perfume, cigarettes, some clothing and household articles, and small electrical appliances. Large electrical appliances such as stoves and refrigerators can be ordered through SAFI and delivered to the staff member’s home. SAFI membership can be obtained at the store by presenting a Swiss *carte de légitimation* and a photograph. (There are also several discount stores in town where prices may be lower that at SAFI).

The shopping mall at Geneva Airport, LES GALERIES DE L’AEROPORT, is open seven days a week from 8.00 until 20.00 hrs. It has a drugstore, a tobacco and newspaper shop, a flower shop, a gift shop and a MIGROS. The supermarket in Cornavin station is also open seven days a week.

Many bakeries in Geneva and Vaud are open on Sunday mornings but closed on Saturdays.

There are many outdoor markets throughout Geneva selling fresh fruits, vegetables, meat, poultry, fish, dairy products and bread. They are usually held on two days of the week at each location. Most of these markets open very early, around 7.00hrs, and close around 13.00 hrs. Details are available on the [Geneva Tourism Website](#) under the heading “Commerces - Liste des marchés de Genève”.

There is a large IKEA in Aubonne (between Nyon and Lausanne, directly on the motorway A1).

Address: Pré-Neuf, 1170 Aubonne,
Tel. 0848 801 100.
Opening hours:
Monday to Friday 10.00 – 19.00
Thursday 10.00 – 21.00
Saturday 9.00 – 18.00
To reach IKEA by public transport you can take the train from Geneva and get off at Allaman. For more information refer to IKEA website.

The main shop for household appliances and electronics is Media Markt at Meyrin. Carrefour offers also a good choice. You are recommended to shop around before making a purchase. A recycling tax is also levied on all electronics purchases. All electronic shops have the obligation to accept old household and electronic appliances for recycling.

For “do-it-yourself” home repair and improvement enthusiasts can find a good supply at Jumbo Brico in Meyrin (near Conforama).

Many shops in Geneva and Vaud accept payment in Euros. Change is usually given in Swiss Francs.

### 11.2 Shopping in France

There are several weekend markets across the border in neighbouring France. For example the market in Ferney is open on Saturday mornings and in Divonne and Douvaine on Sunday mornings until about 13.30. You can find fresh fruits, vegetables, meat, poultry, fish, clothing items, etc. Some of the bakeries, cafes, supermarkets and other shops in the market area are also open.

Large supermarkets in France are usually open late:

**Champion** (in Ferney)
Monday through Saturday 9.00 – 21.00

**Leclerc**
Monday to Friday 8.30 – 20.30
Saturdays 8.30 – 20.00
Carrefour
Route nationale 5
01700 – Segny
Monday to Thursday 9h00-21h00 / Friday 9h00-21h30 / Saturday 8h30-21h00

In addition, some supermarkets are open on Sunday mornings, e.g. Champion in Ferney village, Douvaine, and Thonon.

A large “do-it-yourself” shop, Bricorama is in Segny (France).

There is a nice shopping mall with large supermarket at Thoiry:
Centre Commercial Val Thoiry
01710 Thoiry
Tel. 00 33 4 50 41 20 20

In most places you can also pay with Swiss Francs (but you may get your change in Euros).

11.3 Refund of French VAT

Persons who have been resident in Switzerland for at least 6 months can obtain refund of VAT on items purchased in France. Such purchases must be strictly for personal use and not for sale. Export must take place within 3 months of purchase. The VAT in France on non-grocery items is generally 19%. The value of the purchase must be at least 175 Euros. You need to obtain a VAT refund form in the shop where you buy the items. The form is in triplicate. On leaving France, you must present the goods, the invoice and the form at the French customs. The customs authorities will stamp the form, retain one and send one back to the shop where you made your purchase. You will also get a copy of the form. The shop will make the refund on receipt of the stamped form. The manner in which the refund is paid depends on the shop. Please ask in advance. Please note that border crossing points at Meyrin, Bardonnex, Moillesulaz and Thonex-Vallard are the only posts open 24 hours.

11.4 Limits on Duty and Tax-Free Imports Into Switzerland

There are limits on the type and quantity of goods that can be imported into Switzerland free of duty and tax. These limits are subject to change from time to time and you are advised to check at the border before you do your shopping in France. You can also obtain information at the Administration Fédérale des douanes. At the time of writing this guide, the following limits applied:

There is an overall value limit of CHF 300 per person and day, including on foodstuff. Imports must be for private use. Please note that there are quantitative limits for several categories of agricultural products as listed below. Quantities in excess of those listed below and subject to a maximum of 20 kg are subject to fees and taxes. For example for most meats there is a charge of CHF 20.- per kg.
<table>
<thead>
<tr>
<th>Product</th>
<th>Maximum Amount per person and day</th>
<th>Taxes paid on exceeding allotted quantities (per Kg/l, in CHF)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beef, veal, pork, lamb, mutton, goat, horse, donkey, mule; fresh, cooled or frozen</td>
<td>0.5 Kg</td>
<td>20 CHF</td>
</tr>
<tr>
<td>All other meat and meat products (such as Ham, Sausages, chicken, etc.)</td>
<td>3.5 Kg</td>
<td>13 CHF</td>
</tr>
<tr>
<td>Rabbit or Ostrich meat, fish, Seafood</td>
<td>20 Kg</td>
<td>Exempt</td>
</tr>
<tr>
<td>Butter and Cream</td>
<td>1 Kg</td>
<td>16 CHF</td>
</tr>
<tr>
<td>Milk, Cheese, Curds and other milk products</td>
<td>5 Kg</td>
<td>3 CHF</td>
</tr>
<tr>
<td>Eggs</td>
<td>2.5 Kg</td>
<td>3.70 CHF</td>
</tr>
<tr>
<td>Vegetables</td>
<td>20 Kg (Of each kind)</td>
<td>3.70 CHF</td>
</tr>
<tr>
<td>Fruit</td>
<td>20 Kg (Of each kind)</td>
<td>3.50 CHF</td>
</tr>
<tr>
<td>Wheat and Mill products</td>
<td>20 Kg (Of each kind)</td>
<td>1.50 CHF</td>
</tr>
<tr>
<td>Potato products (e.g Chips/Crisps)</td>
<td>2.5 Kg</td>
<td>7.50 CHF</td>
</tr>
<tr>
<td>Oil, Fat, Margerine</td>
<td>4 Kg</td>
<td>2.10 CHF</td>
</tr>
<tr>
<td>Fruit Juices</td>
<td>3 Litres</td>
<td>0.90 CHF</td>
</tr>
<tr>
<td>Alcoholic Beverages &lt; 15%vol</td>
<td>2 Litres</td>
<td>Up to 6 CHF</td>
</tr>
<tr>
<td>Alcoholic Beverages &gt; 15%vol</td>
<td>1 Litre</td>
<td>Up to 23 CHF</td>
</tr>
</tbody>
</table>

- Import of the following goods is prohibited:

  Meat and meat products containing meat from solipeds and ruminants (among others horses, cattle, sheep, goats, deer of all types, chamois) from all countries on the African continent, Asia (with the exception of Japan) and from Moldavia, Russia, Turkey, Ukraine and Belarus;

  Meat and meat products containing meat from pigs and boars from all countries on the African continent, Asia (with the exception of Japan), South America (with the exception of Chile), and from Moldavia, Russia, Turkey, Ukraine, Belarus and Sardinia; Meat and meat products of turtles;

  Caviar and meat of sturgeon.

### 11.5 Rapid Border Crossing

You can contribute to a smooth crossing at the border by having your valid travel documents and any invoices of goods purchased ready. If the goods you carry with you are within the limits allowed for tax and duty free import you can display a green “Nothing to Declare” sign on the dashboard of your car. Green signs are available at the customs.
12. Pets

Dogs and cats from rabies free countries may be imported into Switzerland without permit. If animals are unaccompanied or if more than 3 are imported simultaneously an inspection will be carried out by a border veterinary officer. A veterinary certificate confirming that animals have been vaccinated against rabies must be submitted. The rabies vaccination confirmed in the veterinarian’s certificate must have taken place at least 30 days before crossing the border and must not have been more than 12 months previously. For animals that can be proved to have been re-vaccinated, the waiting period is not necessary. For details please consult the Office Vétérinaire Fédéral (OVF) website.

For France and European Union countries, a rabies vaccination must be given more then 30 days before travel and less than 11 months before travel. The certificate should be issued as close to the travel date as possible (never more than 14 days prior to travel) even though the vaccination was given earlier. European Union countries require pet passports and require that your pet have either a microchip or tattoo for identification purposes. Your vet will be able to install the chip or refer you to a local veterinarian who can. Residents of the European Union who want to take their cat, dog or ferret to another EU nation will need special pet passports starting 1st October 2004. The wallet-sized passports will verify that the pet has been vaccinated against rabies. It may also contain an animal’s medical history or photo, though that is not mandatory. Veterinarians will issue the documents, which will be valid in every EU country except Ireland, Malta, Sweden and the United Kingdom, which require additional rabies testing.

International officials of UN organizations in Switzerland are exempt from dog licence fees. However, a fee is charged to cover the cost of the dog’s identity disc where this is applicable (Geneva).

If you need to travel and cannot take your pet with you, here are some addresses for temporary homes:

- **For dogs:**
  Mr. Robinato,
  La Plaine, Geneva
  Tel. 022 756 17 39

  Au Bois Clair,
  3 chemin Cusimand,
  1285 Athenaz,
  Tel. 022 756 11 32.

- **For cats:**
  SOS Chats
  2 chemin du Plantin,
  1217 Meyrin
  Tel. 022 785 32 84

  Les Gaiminous,
  1 chemin des Iris,
  1216 Cointrin,
  Tel. 022 788 23 39
For both: La Société Genevoise pour la Protection des Animaux and La Société Vaudoise Protectrice des Animaux or The Société Protectrice des Animaux (SPA) in France.

For list of pension click here.
Coup de Main,
Mr. Pierre Baumann in collaboration with the SPA
Tel. 079 789 34 94;
e-mail: coupdemain@bluemail.ch

If you would like someone to come to your house to feed your pet during your absence:
Absences Services,
10 rue du vieux Moulin,
1213 Onex
Tel. 022 792 42 76

For more information, go to Geneva Welcome Centre and then select Pets and then Refuge for animals.

13. Entertainment

13.1 Cinemas

Information on movies can be found in the daily newspapers, in the weekly GHI, on Edicom, on Europlex cinemas, from where you can also order tickets, Pathe Balexert and on Gaumont Archamps.

You can also call Cinéphone (Tel. 0900 900 123) for Switzerland or 0 836 68 00 39 for France.

13.2 Theatres, Concert Halls, Exhibitions

Check the daily press or Edicom for information on concerts and theaters. Each month the “Office du Tourisme” of Geneva publishes a pamphlet: Manifestations de Genève with details on major events. You can get a copy at:

18 rue du Mont-Blanc,
1211 Geneva

or

Pont de la machine,
1211 Geneva.
Tel. 909 7000.

Details are also available on The Geneva Tourism website.

Other publications with details on events in the region:

Genève Agenda (weekly) and Regart (appears twice a month) can be obtained at the local kiosks.

There is a stand in UNOG (in front of the news stand) where information material on cultural events can be obtained. Booking of selected events can also be done there.
In addition to the stand in UNOG, tickets for events can be obtained from TicketCorner or from Tel. 0848 800 800 or from Billetel.

TicketCorner sales points in Geneva can be located at: City Disc, Cornavin Train Station, Manor (La Placette) on Rue Cornavin, Globus on Rue du Rhone.

Billetel sales points in Geneva can be found at: Service Culturel Migros on the rue du Prince, Manor (La Placette), Globus, Centre Balexert Forum Meyrin, FNAC Rive and FNAC Balexert.
13.3 Sports

The UN Geneva Telephone Directory in its Services section has a long list of UN sports clubs.

Information on sports clubs and associations is also available from Le service des Sports de la Ville de Genève, Tel. 022 418 40 00 and from l'association Genevoise des Sports, Tel. 022 735 61 60.

Outside Geneva, information on local sports clubs is usually available from the Mairie and in the local telephone book under Associations or Fédérations.

Within one hour drive from Geneva you have excellent skiing resorts in France [clic here] for more details.

14. Welcoming Associations and Expatriate Sites

Centre d'Accueil Genève Internationale (The Geneva Welcome Centre)
Tel. 022 918 02 70

Genève Accueil
Tel. 022 776 09 38

The American International Women’s Club of Geneva
Tel. 022 736 01 20

United Nations Women's Guild – Geneva (UNWG)
Cercle féminin des Nations Unies – Genève
Villa Les Feuillantines
Avenue de la Paix 13
1211 Genève 10
Tel. 022 917 33 86

City of Geneva Website for Expatriates (CityExpat)

World Radio Geneva website

Horizons Léman

Permanent Mission of Switzerland to the United Nations Office in Geneva
15. Further Reading and Sources of Information

- **Information Guide for New Staff – World Meteorological Organisation** provided by courtesy of WMO and available on ITC’s intranet site under “Info For Newcomers”

- **Living in Geneva** – American Women’s Club – available in ITC’s HR/Training Library 30

- **Moving to France** – by Marion Burkimsher – available in ITC’s HR/Training Library

- **Know-it-All Parents (The ultimate guide for English speaking parents in the Geneva and Nyon areas)** – by Lisa Cirieco – available in ITC’s HR/Training Library

- **BROCHURE HOBBY (A hobby pamphlet offering more than 1500 free activities)**
  
  Service des Loisirs de la Jeunesse de Genève
  
  Tel. 022 338 21 60
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<td>romandie.com</td>
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<td>Agence Immobilière Dunand</td>
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<td>Company</td>
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<td>Agence Immobilière Rosset</td>
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<td>Pilet &amp; Renaud</td>
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<td>Agence Immobilière Burger</td>
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<td>Livit Real Estate</td>
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<td>La Tribune de Genève</td>
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<td>GHI</td>
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<td>La Côte</td>
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<td>Tout L’Immobilier</td>
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<td>Le Temps</td>
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<td>Genève Immobilier</td>
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<td>AlpesWeb</td>
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<td>Groupe 4807</td>
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<td>Bochaton Immobilier</td>
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<td>Evian-Properties Immobilier</td>
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<td>ImmoFrance Ain</td>
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<td>Immobilière Domaine de Coudrée</td>
</tr>
<tr>
<td>ABI Immobilière</td>
</tr>
<tr>
<td>Reference Immobilier</td>
</tr>
<tr>
<td>Immobilier Arve</td>
</tr>
<tr>
<td>Bonjour</td>
</tr>
<tr>
<td>CERN Housing Service</td>
</tr>
</tbody>
</table>

2. EVERY DAY LIVING

2.1 Electricity, gas water

<table>
<thead>
<tr>
<th>Company</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>SIG energy company</td>
<td><a href="http://www.sig-ge.ch/index.lbl/?lang=fr">http://www.sig-ge.ch/index.lbl/?lang=fr</a></td>
</tr>
<tr>
<td>EDF</td>
<td><a href="http://www.edf.fr/">http://www.edf.fr/</a></td>
</tr>
<tr>
<td>GDF</td>
<td><a href="http://www.gdf.fr/">http://www.gdf.fr/</a></td>
</tr>
<tr>
<td>COOP</td>
<td><a href="http://www.coop.ch/">http://www.coop.ch/</a></td>
</tr>
<tr>
<td>MIGROS</td>
<td><a href="http://www.migros.ch/">http://www.migros.ch/</a></td>
</tr>
<tr>
<td>MANOR</td>
<td><a href="http://www.manor.ch/">http://www.manor.ch/</a></td>
</tr>
<tr>
<td>Jumbo</td>
<td><a href="http://www.jumbo.ch/fr/index.cfm">http://www.jumbo.ch/fr/index.cfm</a></td>
</tr>
<tr>
<td>Carrefour</td>
<td><a href="http://www.carrefour.ch/fr/">http://www.carrefour.ch/fr/</a></td>
</tr>
</tbody>
</table>

2.2 Telephone

a. Fixed-Network Telephone Service Providers
Swisscom http://www.swisscom.com/
Sunrise http://www.sunrise.ch/
Tele2 http://www.tele2.ch
France Telecom http://www.francetelecom.com
Tele2 http://www.tele2.fr/
Cegetel http://www.cegetel.fr/accueil.php

b. Mobile Telephone Service Providers
Swisscom http://www.swisscom.com
Orange http://www.orange.ch
Sunrise http://www.sunrise.ch
SFR http://www.sfr.fr/do/Home
Orange http://www.orange.fr
Bouygues http://www.bouyguestelecom.fr/home.htm

2.3 Broadband Internet Switzerland
Bluewin http://www.bluewin.ch
Sunrise http://www.sunrise.ch
Tele2 ADSL http://www.tele2.ch/fre/
Swisscom http://www.swisscom.com
Wanadoo http://www.wanadoo.fr/
France Telecom http://www.francetelecom.com
Club internet http://www.club-internet.fr/
Tiscali http://www.tiscali.fr/
Tele2 http://www.tele2.fr/
Neuf http://www.neuf.fr

2.4 Comparing Services
Allo http://www.allo.ch/
Comparis http://www.comparis.ch

2.5 Radio & TV
World Radio Geneva (WRG) www.wrgfm.com/
Europe 2 www.europe2.fr
Espace 2 www.rsr.ch
Radio Lac www.radiolac.ch
Radio Suisse Romande (RSR) 1 www.rsr.ch
One FM www.onefm.ch
France Info www.radiofrance.fr/
Orient www.radioorient.com
Radio Thollon http://www.thollon.fm/
Billag SA http://www.billag.ch/
Broadcasting System Details http://www.ee.surrey.ac.uk/Contrib/WorldTV/broadcast.html
Edicom http://www.edicom.ch/agenda/webculture.cfm

3. TRANSPORT
Association des Services des Automobiles www.asa.ch
Shell http://www.shell.ch/
3.2 Driving in Switzerland

Fondation des Parkings (stickers)  http://www.geneve.ch/parkings/macaron/welcome.html
Fondation des Parkings (car park)  http://www.geneve.ch/parkings/parkings.html

3.4 Car insurance

Swiss Touring Club (TCS)  http://www.tcs.ch/
CERN  http://public.web.cern.ch/Public/Welcome.html

3.5 Registration of vehicles in Switzerland

Bureaux de Douane  http://www.douane.admin.ch/
Service des Automobiles et de la Navigation (Geneva)  http://www.geneve.ch/san/
Service des Automobiles et de la Navigation (Vaud)  http://www.san.vd.ch/

3.6 Bicycles and Scooters

MIGROS  http://www.migros.ch/
TCS  http://www.tcs.ch/
ScooterPoint  http://www.scooterpoint.ch/
TCS  http://www.tcs.ch/
Service des Automobiles et de la Navigation (SAN) of Geneva, Site officiel de l'Etat de Genève  http://www.ge.ch/san/permis-de-conduire-et-permis-de-eleve/welcome.asp?rubrique=nouvelles-categories-de-permis-de-conduire&titre=Nouvelles_catégories_de_permis_de_conduire

3.7 Public Transport

TPG Website  http://www.tpg.ch
CFF Website  http://www.cff.ch
TPG (fares)  http://www.tpg.ch/Internet+TPG/Francais/Services/Billetterie/TarifToutGe.htm
MEC  http://157.150.64.200/mec/Mobility.htm

4. SCHOOLS

Public Education Department, Canton of Geneva  http://www.ge.ch/dip
Department of Youth and Formation, Canton of Vaud  http://www.dj.vd.ch/
University of Geneva  http://www.unige.ch
University of Lausanne  http://www.unil.ch/
International Collège/Lycée de Ferney-Voltaire  http://www.lyferney.net/
UNIVERSITÉ DE SAVOIE : CHAMBERY  http://www.univ-savoie.fr/
Conservatoire National des Arts et Métiers (CNAM)
Université Claude Bernard LYON I
Université Lumière LYON II
Université Jean Moulin LYON III (http://www.univ-lyon3.fr/)

5. EMPLOYMENT

5.2 Domestic Aid and Au Pairs

U.R.S.S.A.F in France
URSSAF de Haute Savoie, Annecy
URSSAF de l’Ain.
Compagna
Pro-Filia
Ecole Didac
Sunshine Au Pair Agency
Université de Genève, Bureau de placement

Chaperon Rouge
DDTEFP
Butterfly and Papillon
Les Enfants d’Abord.

6. EMERGENCIES

ITC/IC/2004/50
The Permanence médicales
SOS Médecins
SOS Infirmières 24h/24
HUG Pediatric Emergencies

The Permanence médicales http://permanence-medicale.ch/
SOS Médecins http://www.sos-medecins.ch/
SOS Infirmières 24h/24 http://www.csi-ge.ch/
HUG Pediatric Emergencies http://www.hug-ge.ch/Internet/Hdeserv.nsf/Pages/81AF9E1C1B095561C1256E7700500685?OpenDocume

URSSAF de Haute Savoie, Annecy http://www.annecy.urssaf.fr/1024/index.html
Compagna http://www.compagna.ch
Pro-Filia http://www.profilia.ch
Ecole Didac http://www.ecole-didac.ch
Sunshine Au Pair Agency http://www.au-pair-sunshine.ch
Chaperon Rouge http://www.croixrougegenevoise.ch/services/rouge.html
DDTEFP http://www.sdtefp-rhone-alpes.travail.gouv.fr/
Butterfly and Papillon http://www.butterfly-papillon.com
Centre Médical du Léman  
http://www.cmleman.ch/  
Hôpital de la Tour  
www.latour.ch/  
Clinique des Grangettes  
http://www.grangettes.ch/  
Emergency HUG  
http://www.hug-ge.ch  
Eye Emergency HUG  
http://www.hug-ge.ch/  
Geneva Ambulances Odier & fils  
http://www.swissrescue.ch/services/page_services.php?id=14&lang=f  
Geneva Ambulances Rive-Droite, Dupont SA  
http://www.swissrescue.ch/services/page_services.php?id=11&lang=f  
Geneva Ambulances Service S.A.  
http://www.swissrescue.ch/services/page_services.php?id=9&lang=f  
Association des pharmacies de Genève  
http://www.pharmacies-geneve.ch/cad_gardes.html  
Ambulances Nyon  
http://www.ambulancesnyon.com/  
SOS Pharmacie  
Swiss Yellow Pages  
http://www.theyellowpages.ch  
French Yellow Pages  
http://www.pagesjaunes.fr/  
UNOG Intranet  
http://157.150.64.200/home/  

7. UN MEDICAL INSURANCE

7.1 UN Medical Insurance (United Nations Staff Mutual Insurance Society Against Sickness and Accident)
ITC intranet  
http://itcnet.intracen.org/  
UNOG intranet  
http://157.150.64.200/home/  
CoverCheck  
http://www.covercheck.com  
CoverCard  
http://www.covercard.ch/  

7.3 Other Insurance Sites in Geneva
Philos Caisse Maladie  
http://www.philos.ch  
Concordia  
http://www.concordia.ch  
Intras Assurances  
http://www.intras.ch  
List of insurance companies in Geneva  
http://www.geneve.ch/social/assurance/liste/welcome.asp  

8. LIFE INSURANCE

8.1 AETNA
HR/Insurance  
http://157.150.196.1/insurance/lifeinsurance/lifeic.html  

8.2 24-Hour Personal Accident Insurance
HR/Insurance  
file:///H:/ITCUTIL/ADMIN/PERSON/24hour.pdf  

8.3 Service-Incurred Illness, Injury or Death
HR/Insurance  

8.4 Preparing a Will in Geneva
9. MONEY AND BANKING

Swiss Francs

<table>
<thead>
<tr>
<th>Bank</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>Banque COOP</td>
<td><a href="http://www.bankcoop.ch">http://www.bankcoop.ch</a></td>
</tr>
<tr>
<td>Crédit Suisse (CS)</td>
<td><a href="http://www.credit-suisse.com/en/home.html">http://www.credit-suisse.com/en/home.html</a></td>
</tr>
<tr>
<td>Banque MIGROS</td>
<td><a href="http://www.migrosbank.ch/fr/">http://www.migrosbank.ch/fr/</a></td>
</tr>
<tr>
<td>La Poste</td>
<td><a href="http://www.postfinance.ch/">http://www.postfinance.ch/</a></td>
</tr>
<tr>
<td>List of Geneva post</td>
<td><a href="http://www.post.ch/db/owa/pv_poststellen_pac">http://www.post.ch/db/owa/pv_poststellen_pac</a></td>
</tr>
<tr>
<td>Union of Swiss Banks (UBS)</td>
<td><a href="http://www.ubs.com/e/index.html">http://www.ubs.com/e/index.html</a></td>
</tr>
<tr>
<td>Banque Cantonale Genève (BCG)</td>
<td><a href="http://www.bcge.ch/">http://www.bcge.ch/</a></td>
</tr>
<tr>
<td>Banque Cantonale Vaudoise (BCV)</td>
<td><a href="http://www.bcv.ch/">http://www.bcv.ch/</a></td>
</tr>
</tbody>
</table>

9.2 Banks

<table>
<thead>
<tr>
<th>Bank</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>Banque Cantonale Genève (BCG)</td>
<td><a href="http://www.bcge.ch/">http://www.bcge.ch/</a></td>
</tr>
<tr>
<td>Banque Cantonale Vaudoise (BCV)</td>
<td><a href="http://www.bcv.ch/">http://www.bcv.ch/</a></td>
</tr>
</tbody>
</table>

10. FINANCIAL SERVICES AVAILABLE TO INTERNATIONAL CIVIL SERVANTS

10.1 MEC

International Civil Servants Mutual Association http://intranet.unog.un.org/MEC/Index anglais.htm

10.2 UNFCU

The UNFCU http://www.unfcu.org/
ITU http://www.itu.int/home/
ILO http://www.ilo.org/
UBS http://www.ubs.com/e/index.html

11. SHOPPING IN GENEVA AND SURROUNDING

11.1 Shopping in Switzerland

<table>
<thead>
<tr>
<th>Shop</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balexert</td>
<td><a href="http://www.balexert.ch/">http://www.balexert.ch/</a></td>
</tr>
<tr>
<td>Les Cygnes</td>
<td><a href="http://www.lescygnes.ch/">http://www.lescygnes.ch/</a></td>
</tr>
<tr>
<td>Carrefour Hypermarché</td>
<td><a href="http://www.carrefour.ch/fr/">http://www.carrefour.ch/fr/</a></td>
</tr>
<tr>
<td>MANOR (La Placette):</td>
<td><a href="http://www.manoir.ch/">http://www.manoir.ch/</a></td>
</tr>
<tr>
<td>La Praille</td>
<td><a href="http://www.la-praille.ch/">http://www.la-praille.ch/</a></td>
</tr>
<tr>
<td>Confédération Centre</td>
<td><a href="http://www.confederation-centre.ch/">http://www.confederation-centre.ch/</a></td>
</tr>
<tr>
<td>Centre Chavannes de Bogis</td>
<td><a href="http://www.chavannescentre.ch/">http://www.chavannescentre.ch/</a></td>
</tr>
<tr>
<td>MIGROS</td>
<td><a href="http://www.migros.ch">http://www.migros.ch</a></td>
</tr>
<tr>
<td>COOP</td>
<td><a href="http://www.cooop.ch">http://www.cooop.ch</a></td>
</tr>
<tr>
<td>DENNER</td>
<td><a href="http://www.denner.ch/fr/">http://www.denner.ch/fr/</a></td>
</tr>
<tr>
<td>PICK PAY</td>
<td><a href="http://www.pickpay.ch/">http://www.pickpay.ch/</a></td>
</tr>
<tr>
<td>Aligro</td>
<td><a href="http://www.aligro.ch/aligro/visite/chavannes/chavannes.cfm">http://www.aligro.ch/aligro/visite/chavannes/chavannes.cfm</a></td>
</tr>
</tbody>
</table>
11.2 Shopping in France

- IKEA in Aubonne
  - [IKEA](http://www.ikea.com/webapp/wcs/stores/servlet/IkeaNearYouView?storeId=6&langId=-18&catalogId=10101&StoreName=iny_078)
- IKEA
  - [IKEA](http://www.ikea.ch)
- Media Markt
  - [Media Markt](http://www.mediamarkt.ch)
- Carrefour
  - [Carrefour](http://www.carrefour.ch/fr)
- Jumbo Brico
  - [Jumbo Brico](http://www.jumbo.ch/fr/index.cfm)
- Champion
  - [Champion](http://www.champion.fr/)
- Leclerc
  - [Leclerc](http://www.e-leclerc.com)
- Carrefour
  - [Carrefour](http://www.carrefour.fr/ccm/content/categories/votre-magasin?show=true)
- Bricorama
  - [Bricorama](http://www.bricorama.fr/)

11.4 Limits on Duty and Tax-Free Imports Into Switzerland

- Administration Fédérale des douanes
  - [Administration Fédérale des douanes](http://www.douane.admin.ch/)

12. PETS

- Office Vétérinaire Fédéral
  - [Office Vétérinaire Fédéral](http://www.bvet.admin.ch)
- SOS Chats
  - [SOS Chats](http://www.sos-chats.ch/)
- La Société Genevoise pour la Protection des Animaux
  - [La Société Genevoise pour la Protection des Animaux](http://www.sgpa.ch/)
- La Société Vaudoise Protectrice des Animaux
  - [La Société Vaudoise Protectrice des Animaux](http://www.svpa.ch/)
- List of pension for cats and dogs
  - [List of pension for cats and dogs](http://www.svpa.ch/visualisation_article.html?ID_ARTICLE=104)
- Geneva Welcome Centre
  - [Geneva Welcome Centre](http://www.cagi.ch/en/Refuges_pour_animaux.htm)
- Société Protectrice des Animaux
  - [Société Protectrice des Animaux](http://www.spa.asso.fr/)

13. ENTERTAINMENT

13.1 Cinemas

- GHI
  - [GHI](http://www.ghi.ch/)
- Edicom
  - [Edicom](http://www.edicom.ch/cinema/f_eventshow.cfm?L_What=Premiere)
- Europlex cinemas
  - [Europlex cinemas](http://www.europlex.ch/web/main.jsp)
- Pathe Balexert
  - [Pathe Balexert](http://www.pathe.fr/cinema/gaumont/salles/archyamps/index.php4)
- Gaumont Archamps

13.2 Theatres, Concert Halls, Exhibitions

- Edicom
  - [Edicom](http://www.edicom.ch/agency/webculture.cfm)
- The Geneva Tourism website
  - [The Geneva Tourism website](http://www.geneve-tourisme.ch)
- Regart
  - [Regart](http://www.regart.ch)
- TicketCorner
  - [TicketCorner](http://www.ticketcorner.ch)
- City Disc
  - [City Disc](http://www.citydisc.ch/)
- Manor (La Placette)
  - [Manor (La Placette)](http://www.manor.ch/)
- Globus
  - [Globus](http://travel.yahoo.com/p-travelguide-2792914-globus_grand_passage_geneva-i)
- Service Culturel Migros
  - [Service Culturel Migros](http://www.culturel-migros-geneve.ch/)
- Manor
  - [Manor](http://www.manor.ch)
13.3 Sport
La Ville de Genève
L’association Genevoise des Sports
Information about skiing resorts in France

14. WELCOMING ASSOCIATIONS AND EXPATRIATE SITES
Centre d’Accueil Genève Internationale
Genève Accueil
The American International Women’s Club of Geneva
City of Geneva Website for Expatriates (CityExpat)
World Radio Geneva website
Horizons Léman
Permanent Mission of Switzerland to the United Nations Office in Geneva

15. FURTHER READING AND SOURCES OF INFORMATION
Information Guide for New Staff – World Meteorological Organisation
Service des Loisirs de la Jeunesse de Genève

Centre Balexert  http://www.balexert.ch/

La Ville de Genève  http://www.ville-ge.ch/
L’association Genevoise des Sports  http://www.sports-geneve.ch/
Information about skiing resorts in France  http://www.ski-ride-france.com/

Centre d’Accueil Genève Internationale  http://www.cagi.ch
Genève Accueil  http://www.geneve-accueil.org
City of Geneva Website for Expatriates  http://www.cityexpat.com
World Radio Geneva website  http://www.wrgfm.com
Horizons Léman  http://www.horizons-leman.com

Service des Loisirs de la Jeunesse de Genève  http://www.ge.ch/slj