

Soon  
in **Ispra**

**PEOPLE FIRST**  
*MODERNISING THE EUROPEAN COMMISSION*



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## WHO WE ARE

The Joint Research Centre (JRC) is one of the Directorate-Generals (DG) of the European Commission and its mission is to provide independent, evidence-based knowledge and science, supporting EU policies to positively impact society.

- The JRC is located in five countries in six different sites (Brussels, Geel, Ispra, Karlsruhe, Petten and Seville) and employs around 2600 staff for all sites and
- 1400 staff members for JRC Ispra;

## WHERE WE ARE

The JRC Ispra site is situated in the province of Varese in the Lombardy region. The area around the JRC Ispra consists of a number of small towns and villages located close to each other. JRC staff may choose to settle in any of the nearby towns and commute to work with the JRC bus service (see page 10).

The nearest village to the JRC site is Ispra. Beautifully set at the foot of the hills with a splendid view on Lake Maggiore, Lombardy region, Ispra has around 5.000 inhabitants and is spread across 10 km<sup>2</sup>.

The municipalities neighboring Ispra are Brebbia, Travedona Monate, Cadrezzate con Osmate, Angera and Ranco, all in the province of Varese. On the other side of Lake Maggiore, facing Ispra, are Stresa, Meina and Arona in the province of Novara, and Belgiate and Stresa in the province of Verbania, Piemonte region.

The main and biggest town in the province is Varese (of 20 km, population 82 000), while the nearest big city is Milano (60 km, population 1.3 million).

The climate in Italy varies considerably from the North to the South. Ispra is located in the mountainous part of the Varese province in north-western Italy, with its many lakes. The climate in this area is known for its cold, dry winters and hot, humid summers.

Temperatures vary from a winter minimum of -5°C to 29°C and above during the summer. Rainfall is heaviest in May and lowest during the winter months. This particular location of Ispra and the weather in the region offers various opportunities for leisure activities ranging from sunbathing at the lake in the summer to skiing in the Alps in the winter.



Lake Maggiore, (Image@kentauros)

## ARRIVING TO ITALY

### HR FOR JRC WELCOME OFFICE

The Human Resources' unit has a Welcome Office which is located at the JRC Ispra Site and can assist you with administrative procedures, if needed. Do not hesitate to contact the JRC Ispra Welcome Office for any question you might have regarding your upcoming relocation.

It is recommended to arrive in Italy with valid passports and/or identity cards and to have your documents (marriage certificate, birth certificate for children if applicable) in multilingual format or, if not possible, apostilled.

Upon your arrival to the JRC Ispra site you will be invited to a welcome induction programme which will give you the possibility to get to know better the European Commission, the JRC and the JRC Ispra site.

Contact details: +39 0332 78 6464  
E-mail: [HR-JRC-ISPRA-WELCOME@ec.europa.eu](mailto:HR-JRC-ISPRA-WELCOME@ec.europa.eu)

## ADMINISTRATIVE PROCEDURES

### ■ Codice fiscale

The *codice fiscale* is a tax identification number indispensable for all persons living in Italy. You need it for every contract you sign and almost every purchase you make (e.g. buying a SIM card for your mobile phone, opening a bank account, renting an apartment). Therefore, obtaining a *codice fiscale* will be one of the first things on your to-do list once you arrive to Italy.



### ■ How to obtain a codice fiscale?

We advise new staff members and their families to arrive in Italy with a *codice fiscale* already issued by the Italian embassy or consulate in their country of residence. Alternatively, it is possible to obtain the *codice fiscale* from the 'Agenzia delle Entrate' after arrival.

To apply, EU citizens must provide:

- A copy of their passport or national identity card, and
- An address in Italy.

For further details, visit: [Individuals – Tax Identification Number for Foreign Citizens – Agenzia delle Entrate](#).

### ■ Bank account

If you wish to open a bank account (*conto corrente*) the bank will require your *codice fiscale* and a valid identification document (usually passport). It is advisable to contact

the bank beforehand and arrange for an appointment. Various online banks also allow customers to open accounts via Internet without being physically present at the bank's office.

One of the Italian banks has an office on the JRC Ispra site and there are other banks in the nearby surroundings.

The Italian post office also offers the possibility to open a bank account with their banking division, BancoPosta. There is a post office inside the JRC Ispra site.

### ■ Registering as a resident

Statutory staff members (and their family members if applicable) are obliged to register in Italy, in the local town (Anagrafe) or via the Italian special identity cards issued by the Italian Ministry of Foreign Affairs in Rome (see below).

EU citizens are allowed to stay in an EU Member State for a period of up to 90 days without the need to register with the national authorities.

The JRC Ispra Welcome Office can assist you with the registration at the local town hall. Some of the documents required (marriage certificate, birth certificates for children) need to be in multilingual format or apostilled in the country of issue.

When the local town hall has processed your registration application, you can apply for the standard Italian identity card.

### ■ Italian special identity card

The Italian special identity card is an entitlement for statutory staff members and permits the holder to reside in Italy without registering at the local town hall population register. This card is issued by the Italian Ministry of Foreign Affairs and has to be requested within 30 days of the entry into service in Italy. The JRC Ispra Welcome Office is in charge of the procedure upon request from the staff member.

A passport with validity of at least six months is required in order to apply.

Dependent family members can also be entitled to the Italian special identity card if they effectively live in Italy and under certain conditions. Please contact the JRC Ispra Welcome Office upon your arrival for more information.

Staff members of non-EU nationality must request the Italian special identity card for themselves and their family members and need to arrive to Italy with a Visa D issued by an Italian Embassy/Consulate in their country of origin. If this is your case, please contact the JRC Ispra Welcome Office at least two months before your arrival for assistance with the Visa D procedure. Passports with the validity of at least 2 years are required.

Grantholders, trainees and seconded national experts cannot request the Italian special identity card.

### ■ Non-statutory staff

Non-statutory non-Italian staff (grantholders, seconded national experts) have to register as a resident at their local town hall (Anagrafe) to reside in Italy, providing an ID document, work contract, *codice fiscale* and any other documents which may be required (e.g. birth certificate, apartment rental contract).

The JRC Ispra Welcome Office can assist you with the procedure.

### ■ Family members–non-EU citizens

Family members of non-EU nationality with a staff member who has an EU-nationality need to obtain an Italian stay permit or an Italian special identity card.

A number of documents (in some cases apostilled and translated) and/or Visa C or D are needed.

The JRC Ispra Welcome Office can offer more

information about the procedure; please contact them at least two months before your arrival.

### ■ JRC Ispra Medical Service

The JRC Ispra site Medical Service offers assistance to the staff during working hours and do various medical examinations, including an annual medical check-up.

Upon request, the JRC Ispra Medical Service can provide staff with an updated list of general practitioners and specialists in the area.

### ■ Health Insurance

JRC statutory staff members (and under certain conditions their family members) are covered by the Joint Sickness and Insurance Scheme (JSIS). The JSIS monthly contribution is paid directly from the statutory staff member's salary.

Family members arriving to Italy are required to have health coverage either via their national health system (for example the S1 form) or a private health insurance until JSIS membership assessment has been finalised.

Non-statutory staff members are not covered by JSIS and will receive information in this regard by the competent HR service.



JRC Foresteria buildings image@European Commission

### ■ Temporary JRC accommodation

Upon availability, newcomers have the possibility to rent a furnished apartment near the JRC Ispra site for a limited period.

The JRC Ispra apartments, referred to as the 'Foresteria', are located in a park within five minutes' walk from the Ispra site main entrance. The number of occupants determines the type of apartment and the rent is calculated on the basis of the employee's salary.

For more information, please contact [OIB-ISPRA-FLAT-REQUESTS@ec.europa.eu](mailto:OIB-ISPRA-FLAT-REQUESTS@ec.europa.eu)

### ■ Renting accommodation

In order to get an idea about the offer and prices on the market, you may want to visit some of the Italian real estate search engines.

### ■ Rental contracts

Please note that rental contracts have to be registered with the local revenue office. Please contact your landlord or estate agency to receive the registered document.

When signing a rental contract you might be required to leave a deposit of one to three months rent.

### ■ Childcare & Schooling

The European Commission on the Ispra site has a fee-based Crèche (nursery) and Garderie (after school service) located next to the Ispra Site.

The Crèche welcomes children from fourteen weeks to four years of age. It is known for its warmth, high standards of professionalism and sound early years' education.

The Garderie organises after-school childcare (from 4 to 12 years of age). The emphasis is on relaxation, pleasure, play, contact and well-being. It is open for holidays during the school year and during the summer holidays, when it evolves into 'Eurolandia Summer Activity Camp'.

Due to the limited number of places, you are advised to contact the Ispra OIB as soon as possible while noting that children might be placed on a waiting list before they can be admitted.

There are strict deadlines for applications, for more information contact: [OIB-ISPRA-CRECHE-GARDERIE@ec.europa.eu](mailto:OIB-ISPRA-CRECHE-GARDERIE@ec.europa.eu)

There are also a number of childcare facilities run by either public or private operators in the local area. To obtain a list, please contact [OIB-ISPRA-CRECHE-GARDERIE@ec.europa.eu](mailto:OIB-ISPRA-CRECHE-GARDERIE@ec.europa.eu)

### ■ European School of Varese

The European School of Varese is an official educational establishment jointly governed by the Member States of the European Union.

The mission of the European Schools is to provide a multilingual and multicultural education for nursery, primary and secondary level pupils.

The secondary school course in the European School of Varese is validated by the *European Baccalaureate* examinations at the end of the seventh class.

JRC staff members can enroll their children (> 4 years of age) at the European School in Varese in one of the language sections: Dutch, English, French, German and Italian. For children of other mother tongues, please



contact the school for more information on the options available. Pupils are entitled to free enrolment if one of the parents has a minimum contract duration of one year with the JRC.

For more information on the European School of Varese and the European Bacchalaureate: [www.eurscva.eu](http://www.eurscva.eu)

A Parents' Association ([www.agsev.it](http://www.agsev.it)) has been established and is actively involved in the daily functioning of the school.

A bus service and a canteen service is available upon payment, please see school's website for links.



## SOCIAL NETWORKS AND CLUBS

There is a variety of opportunities to help you and your family members to integrate and get to know your new home. You may be interested in joining some of the activities mentioned below.

### ■ The Clubhouse

The Clubhouse is a pleasant venue situated just outside the JRC Ispra site close to the OIB accommodation 'Foresteria' and is open to staff and their family members. It hosts a bar, a restaurant, a multi-sport hall, cultural activities, concerts, social events, language courses and recreational sports.

### ■ European Club Ispra

The club, based in the Club House near the JRC Ispra site, organises various recreational and cultural activities for JRC staff and family members, including language courses, sports classes and activities for kids.

For more information: [www.clubeuropeo.it](http://www.clubeuropeo.it)

### ■ Cultural Committee

Various cultural events and activities open to the JRC staff and their families are organised by the JRC Cultural Committee. It organizes events such as visits to concerts and performances at La Scala in Milan and other establishments in northern Italy. The Cultural Committee also runs a library with multi-lingual options.

For more information: [www.associazione-culturale-europea.eu](http://www.associazione-culturale-europea.eu)

### ■ Empower–Network for JRC staff partners & spouses

EMPOWER is a non-profit and volunteer-led initiative which aims to bring together JRC Ispra staff partners and spouses by creating a professional network that encourages their personal and professional growth and development.

For more information: [www.empowerjrc.eu](http://www.empowerjrc.eu)

### ■ JRC Sports Clubs

There are a number of sports, culture and leisure clubs offered, such as badminton, basketball, volleyball, martial arts and yoga. This is a good way to get to know your colleagues and make new friends.

### ■ Sports activities in the area

There are many other sport clubs and sport centers in Ispra and the surroundings. The geographical location of the site, the proximity of the Alps and the lakes offer various possibilities for mountain hiking, sailing, skiing and cycling.

### ■ Job opportunities for family members

As an alternative to working in the province of Varese, job seekers may consider bigger cities such as Milan or Lugano, the latter in Switzerland, where several international companies are based.

Living and working in the area often requires a good command of Italian and it is recommended to consider taking Italian classes (see the dedicated session “The Italian Language” below). However, being a native speaker of another language is of course an advantage when applying for positions targeted at foreign customers/markets.

### ■ JRC bus service

The JRC Ispra provides for its staff a free daily bus service from most of the towns and villages in the area. Buses arrive at the JRC Ispra site by 8.30 a.m. and leave the site at 17:30.

### ■ Trains

The main train stations in the area are situated in Varese, Gallarate, Arona and Sesto Calende but there are also other local stops. The trains do not stop in Ispra.

Timetables and fares of trains in the local area are accessible at the websites

- Trenitalia, [www.trenitalia.com](http://www.trenitalia.com)
- FerrovieNord, [www.ferrovienord.it](http://www.ferrovienord.it)

### ■ Airports

The closest airports to the JRC Ispra are Milan Malpensa, 25 km away, Milan Linate, 80 km away and Milan Bergamo Orio al Serio, 100 km away.

### ■ Public buses

Buses in the province of Varese are operated by the Consorzio Trasporti Pubblici Insubria company (CTPI). For information on timetables and fares visit: [www.ctpi.it](http://www.ctpi.it)

### ■ Ferries

If you would like to cross the Lake Maggiore either to live there or to admire the picturesque surroundings, ferries offer just what you need. Ispra, Ranco, Borromean Islands and Angera are connected with ferries that even go all the way to Switzerland.

For more information on the timetables and fares visit: [www.navigazioneelaghi.it](http://www.navigazioneelaghi.it)

### ■ Bicycles

Bicycles offer an environmentally friendly option. Since the JRC Ispra site covers a large area, many people choose bicycles to get to and around the site.

However, be informed that there are not many bicycle lanes with the exception of the two very panoramic lanes around lake Varese and lake Comabbio.

### ■ Private car

According to the Italian law, you can drive a car with a foreign number plate only for a limited period of time after which you must register your car with the Italian competent authorities and change your number plates. Failing to do so can incur high fines.

### ■ Car insurance

All motor vehicles in Italy must have insurance (*assicurazione*). Once you have registered your car in Italy, any foreign car insurance becomes invalid and you must obtain an Italian insurance policy.

## ■ Driving license

Holders of a driving license issued by an EU Member State with an indefinite validity period will be required to convert it within a set period.

For more information about the validity of your driving license consult : Driving license - Your Europe (europa.eu) [europa.eu/youreurope/citizens/vehicles/driving-licence/index\\_en.htm](https://europa.eu/youreurope/citizens/vehicles/driving-licence/index_en.htm)

## ■ The Italian language

The JRC Ispra site offers various options for studying Italian:

- language courses at work (staff members)
- language courses organised by the local authorities
- private language schools in the area
- classes organised by the Club Europeo in the Clubhouse

[www.clubeuropeo.it](http://www.clubeuropeo.it)



Duomo, Milan Image@Lsantilli)

## SIGHTSEEING

Information about the province of Varese may be found at the Tourist Information and Assistance Office in Varese  
[www.vareselandoftourism.com/english](http://www.vareselandoftourism.com/english)

Lombardy. In the north of Italy, in the heart of Europe ([regione.lombardia.it](http://regione.lombardia.it))