Soon in Brussels

PEOPLE FIRST
MODERNISING THE EUROPEAN COMMISSION

Human Resources and Security
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Preface

Dear (future) colleague,

Would you like to work in an EU institution and share your values of freedom, democracy and equality? Is improving the day-to-day lives of EU citizens part of your dream job?

Make this dream possible and join more than 20,000 colleagues working for the European Commission and its agencies in Brussels!

The team at the Welcome Office in Brussels know how challenging it can be to start a new job in a new environment. You may have to move to a new country, decide if your family will move to Belgium with you, find a place to live and sort out difficult administrative tasks. But we are here to support you throughout all these steps and give you advice whenever you need it.

We have created this brochure to give you an overview of what you can expect when moving to Brussels and to give you tips and information to make your relocation as smooth as possible.

Inside, you can find the many services and activities available to you and your family to help you to integrate into your new workplace and/or city.

With this guide, you will have all the information to make your new start successful!

The Welcome Office team
I. YOU AND THE EU

1. First days in your institution

■ Newcomers Day for all staff

On your first day, you will attend the ‘Newcomers Day for all staff’ where you will receive useful and practical information. You will meet representatives from Commission services, such as the Welcome Office, the Paymaster Office (PMO), DG for Informatics (DIGIT) and the Security Directorate from DG HR. A detailed programme of the day will be sent to you in due time.

■ Security and Access Card (Badge)

To enter EU buildings, you will need an access card (badge). You will obtain this badge from the Security Office – Service Cards Office. To this end, you will need to provide an original and valid identity document (national ID card or Passport) to carry out the necessary checks. A photo of you will be taken directly on site.

If needed, you can request your parking access card (vignette) during this appointment. This parking card is mandatory to access the Commission’s car parks.

■ IT equipment

You will receive a laptop and credentials (login and password) from DIGIT. They will contact you in order to fix an appointment.

2. Administrative formalities

■ Your allowances (PMO.1)

Upon entry into service, PMO.1 – Rights and Salaries will determine the different allowances that you may be entitled to:

- Establishment of your place of recruitment and your place of origin (based on the place of recruitment or the centre of interests)
- The reimbursement of your removal
- The daily subsistence allowances and the installation allowance
- Travel expenses upon entry into service (for you and your dependents)
- The expatriation allowance or the foreign residence allowance

Shortly after entry into service, you will be contacted by a file handler from PMO to determine your allowances. You will be required to fill in a form of entry into service and provide relevant documents regarding your family composition and any allowances received from other sources. You will be invited to attend a training session on financial rights and your PMO file handler will be available for any questions you may have.

■ Travel and relocation expenses (PMO.1)

Upon your entry into service – and depending on the allowances fixed by PMO.1 (see chapter above), you may be entitled to compensation for your travel expenses. This is based on a flat-rate allowance per kilometre calculated by the geographical distance between your place of recruitment and your place of employment.

Your family’s travel expenses may also be covered, under certain conditions defined by PMO.1, if you are able to prove that they have moved and settled to your place of posting with you. Therefore, make sure to keep all your travel tickets, fuel and/or toll receipts or any other documents that might be useful.

In addition, you may be entitled to the reimbursement of your moving expenses up to a certain amount, based on a prior estimate approved by the unit PMO.1. Your move can be carried out by the removal company of your choice.
Health Insurance (PMO.3)

The officials and other statutory staff of the European Institutions (and, under certain conditions, their family members) automatically benefit from the Joint Sickness Insurance Scheme (JSIS or Régime Commun d'Assurance Maladie, RCAM, in French). They are also covered by accident insurance.

The health insurance scheme is financed by each staff member and the contribution is approximately 2% of the basic monthly salary. The refund of medical expenses is about 80% for most treatments (within certain ceilings).

Psychosocial support

The psychosocial sector is composed by a team of psychiatrists, psychologists, social workers and a budget counsellor. It offers free services to support active staff from the Commission, EU Delegations and some Agencies on a confidential basis.

If you are facing difficult situations in your professional or personal life, it will help you look for solutions adapted to your needs: these may be within our institution and/or in cooperation with external services.

The psychosocial sector also provides advice to managers to help them creating a safe and healthy working environment.

If needed, you can request an online or in-person appointment during working hours (09:00-13:00 and 14:00-17:00) by calling the +32 (0)2 29 88 000 or by sending an e-mail to HR-BXL-EMPLOYEE-ASSISTANCE@ec.europa.eu.

3. Welcome Office of the Commission in Brussels

The Welcome Office of DG HR offers services to newcomers, supporting them and their family to integrate smoothly into their institution and in Brussels. The Welcome Office can help you to:

- look for accommodation
- review rental contracts
- find the right department at the Commission
- find information and documentation about Brussels

In addition, the Welcome Office organises activities to facilitate the integration of newcomers and their family.

The following services are available to all staff (including from other institutions and agencies) throughout their career:

- Legal advice
- Legal brochures on Belgian law
- Legalisation of signatures
- Certified true copies

IF YOU NEED FURTHER SUPPORT

<table>
<thead>
<tr>
<th>WELCOME OFFICE BRUSSELS</th>
<th>BY PHONE</th>
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<tr>
<td>Rue Philippe Le Bon, 3 (PLB3)</td>
<td>+32 (0) 2-29 66600</td>
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<tr>
<td>1000 Brussels</td>
<td>Call centre open from Monday to Friday</td>
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HR-BXL-WELCOME-OFFICE@ec.europa.eu
II. ACCOMMODATION

1. General Information

■ How to find accommodation

The Welcome Office manages a housing list of properties available to rent in Brussels and can send it to you on request by e-mail.

You can also find accommodation through social media (e.g. Facebook groups: Bruxelles à louer, Bxl à Louer—de bouche à oreille (II)... ) or online through websites such as:

- www.immoweb.be
- www.vlan.be/

Another alternative is a real estate agency.

Regardless of the option you choose, always be careful of scammers.

2. Rental contracts

■ The lease

In Belgium, the law of renting is a regional matter, so the legislation is different depending on whether the accommodation is located in Flanders, Wallonia or the Brussels-Capital Region. For Brussels, the Brussels Housing Code (BHC) applies.

In Brussels, there are two types of contracts:

■ Long term contract – 9 years: this lease will expire at the end of nine years through notice given by either party six months before expiry.

■ Termination of the rental contract

If you wish to terminate the lease early, you must give three months’ notice and pay owner compensation.

For a 3-year lease, you must pay compensation equal to one month’s rent.

For a 9-year lease, you must pay compensation equal to three, two or one month’s rent, depending on whether the lease is terminated in the first, second or third year.

■ Guarantee

In the Brussels-Capital Region, a sum of money pledged as a guarantee or deposit has to be paid to your landlord as insurance against you failing to meet your obligations as a tenant.

In Belgium, the most common way to pay the guarantee is by placing the money in a blocked bank account opened in a Belgian bank in the tenant’s name (2 months’ rent maximum).

You should never pay cash to the owner. Landlords are forbidden by law to take possession of a guarantee in cash.

The guarantee shall be released to either of the parties upon production of an agreement between the parties after the inspection/inventory of the fixtures (état des lieux).

■ Inventory of the property and fixtures (état des lieux)

The “état des lieux” is an inspection of the rented accommodation with a detailed description of the fittings and fixtures. By law, the inventory inspection must be detailed and both parties...
(the tenant and the owner) must be present or represented when it is drawn up. It will also be added to the rental contract.

The inventory inspection can be carried out either by you and the owner together, or with a surveyor (expert). If the inventory is carried out by an expert, the tenant and the owner pay each half of the expenses. Be careful if the expert is proposed by the landlord as this can't always guarantee objectivity. Ask the expert beforehand for a written estimate to know the cost of his intervention. Do not trust verbal promises. Check the report and do not hesitate to dispute and correct any inaccuracy, always in writing, and as soon as possible after getting the report.

It is best to draw up the inventory of the property before the house is occupied or within one month after moving in.

At the end of the lease, the property is examined and compared to its state at the start of the lease to determine whether the owner can demand payment for any rental damages.

- Rental costs

The average monthly costs to rent an unfurnished accommodation depends on the location, the property type and its size. Here is an indication of the rent per month in the Brussels-Capital Region:

- €500–800/month for a studio apartment
- €800–1,400/month for a one-bedroom apartment
- €1,000–1,800/month for a two- or three-bedroom apartment
- €1,500–2,500/month for a three-bedroom house

Once you have found accommodation, you can check how much you should be paying for rent through the rent calculator of the Brussels-Capital Region (available in Dutch and in French).

As well as your rent, you will also pay rental charges. They consist of costs incurred by the maintenance of the building as well as utilities for occupants (gas, electricity, water). In some cases, these utilities are included in the rental charges to be paid to the landlord. However, most of the time, especially for electricity, you will have to contact the energy provider directly.

These charges are paid in advance by occupants in the form of monthly down payments on charges (“provisions mensuelles pour charges”). Once a year the actual charges (the décompte) are calculated. If you have paid too much, you will be reimbursed and if you have not paid enough, you will be asked to pay the balance due.

In Belgium, the landlord can increase the price of the rent according to the increase in the cost of living and inflation. This can be done just once per year.

If you need support, do not hesitate to contact the Welcome Office.
III. YOUR FAMILY

1. Living in Belgium

The Brussels Commissioner for Europe and International Organisations – The Expat Welcome Desk

For administrative and practical questions concerning your life in Brussels, you can contact the Expat Welcome Desk from the Brussels Commissioner for Europe and International Organisations. This office was created by the Brussels-Capital Region to support expats to integrate successfully in Brussels.

It is a free, independent and public service that helps with any administrative issue with the local authorities that may arise during your stay in Brussels.

CONTACT DETAILS

EXPAT WELCOME DESK

Avenue d’Auderghem, 63
1040 Etterbeek
Tel.: +32 (0) 2-430 66 14
+32 (0) 2-430 66 00
info@commissioner.brussels

Residence card

If you are an EU citizen or a citizen of Switzerland, Norway, Iceland or Liechtenstein and are going to stay more than three months in Belgium, you are considered a resident. You will therefore have to go through a range of formalities to obtain a residence permit or “long-term stay”. This means that you will have to register within a period of 3 months from the date of your arrival in Belgium.

You and your family will have to go in person to the municipality (commune) where your place of residence is located.

Depending on the commune, the waiting time to get an appointment can be several weeks. Therefore, we recommend that you make the appointment as soon as you find your permanent residence.

You will have to provide a certificate after you have started working, along with other documents such as a passport or national identity card and recent passport pictures – this can vary from one commune to another, so it is advisable to check their website beforehand.

As an EU statutory staff (official, temporary or contract agent), you can also opt for a Special Identity Card (SIC) for you and your dependent family members. This residence permit is issued by the Ministry of Foreign Affairs and dispenses with registering with the municipal authorities.

You can request a special identity card as soon as you have a fixed address in Belgium and as of the start of your employment contract. To do so, you will have to send all the required documents to the Expat Administrative Support by post or internal mail. More information about this procedure will be provided to you after the beginning of your contract.

Note that a family member who is intending to work in Belgium is not eligible to hold a special identity card. In this case, they will have to register directly with the municipality.
Opening a bank account

The process of opening a bank account for foreigners in Belgium is simple and straightforward. The specifics vary from bank to bank but in general, you will need a valid national passport or identity card and proof of residence in Belgium. Most of the time you will have to open your bank account in person, but some banks offer the possibility to start the procedure online. You will be asked to provide a Belgian residence card at a later stage. Due to the large expat presence in Belgium, some of the large banks even offer an expat service providing international capabilities and English-speaking services. The largest banks in Belgium are Belfius, BNP Paribas Fortis, ING Bank and KBC Bank. There are also some smaller banks to be considered like Triodos, Bpost, Crelan, Argenta, etc.

You will need to open a bank account in Belgium if you are going to rent accommodation i.e. for the guarantee (see chapter about Accommodation). It will also be much handier to pay bills with a Belgian account. Having a bank account in Belgium is rather cheap and the services you receive in exchange are good.

To open a bank account, we recommend choosing a bank close to the European quarter, as they are used to dealing with expats. A Belgian bank account will make your life in Brussels easier.

Service providers

Internet, Telecommunication and Television Providers

In Brussels, different companies provide internet service and cable television, but each provider has an exclusive agreement with different municipalities. Therefore, you will have to subscribe with your municipality’s exclusive provider. We recommend you compare the different offers in order to find the best value.

Most providers offer a basic package that comes as standard with their internet service, including expat-friendly channels like BBC One, BBC Two, CNN, and MTV alongside a wide range of local and Dutch/French/German channels.

To make sure that you have internet at home as soon as possible after moving in, it is best to start the process as quickly as you can once you have found a place to live.

Electricity and gas

Regarding gas and electricity, several companies are active in Brussels, and you can choose a different provider for each.

Sibelga is responsible for installing, repairing, moving, opening and closing metres. It carries out annual metre readings automatically and the bill is then readjusted in line with the consumption.

Once a (new) provider has been selected and the meters are open, transfer documents should be filled in by the new occupant AND the owner or outgoing occupant. These documents (the IN form and the OUT form) can be downloaded from Sibelga’s website or, depending on the supplier, filled in online.
IF YOU NEED FURTHER SUPPORT

More information can be found on Brugel’s website, the regulator for the gas and electricity market in the Brussels-Capital Region and on Sibelga’s website.

Water

Only one water company supplies the Brussels-Capital Region: VIVAQUA.

The most important thing is to make sure to record the meter reading on the date you move in. After that, you will need to complete a form along with the previous tenant or the landlord (relevé contradictoire).

If you live in the Brussels-Capital Region and you do your groceries in a supermarket located in another region, you might not find the bags that you need. In fact, the type of bag used to recycle may vary from one region to another.

You will find a (free) orange container to keep the orange bag either in a Recypark either through your commune. This container prevents animal (foxes, martens…) from scattering the waste from the bag in the street.

You should put glass into proper containers, although some supermarkets offer a take-back service by charging you a deposit (vidange) on certain bottles. Used batteries can be disposed of in specific containers in several shops and/or at Commission buildings.

Usually, waste is collected twice a week on specific days, depending on your neighbourhood.

Waste management and recycling

In Brussels, recycling is mandatory: there are blue bags for plastic, yellow bags for paper, green bags for garden waste, orange bags for organic waste and white bags for everything you cannot recycle. Bags can be bought in the supermarket in different sizes.

If you live in the Brussels-Capital Region and you do your groceries in a supermarket located in another region, you might not find the bags that you need. In fact, the type of bag used to recycle may vary from one region to another.

Your pet

With a few exceptions, your pet can travel with you to another EU country or from a non-EU country to an EU country if it has:

- been micro-chipped
- been vaccinated against rabies
- had treatment against the tapeworm Echinococcus multilocularis, if your destination area is free from this tapeworm (Finland, Ireland, Malta, Norway and Northern Ireland)
- a valid European pet passport or an EU animal health certificate, when travelling from a non-EU country.

Several websites explain the documents needed to travel with your pet. We recommend you read the pages from the Ministry of Public Health or the Federal Agency for the Safety of the Food Chain. The Ministry of Foreign Affairs also provides information in French, Dutch and German.

More information about the EU regulations is available on the website europa.eu.
Languages in Belgium

Belgium has three official languages: French, Dutch and German. Dutch is spoken in Flanders, French in Wallonia and German in the border area with Germany.

The Brussels-Capital Region is officially bilingual (French/Dutch), but the city is multicultural and English and other languages are widely spoken. Nevertheless, it is important to know that any dealings with the public administration (commune, police, post office, etc.) are done in French and/or Dutch. Even if, communes are increasingly giving the possibility to carry out these administrative procedures in English, knowledge of one of these two official languages is particularly useful.

Belgium also has some communes à facilités that are municipalities located at a linguistic border which offer their services in two languages instead of the only official language of their region. Six of them are located close to Brussels and allow administrative procedure to be done in Dutch and in French: Drogenbos, Kraainem, Linkebeek, Rhode St. Genesis, Wemmel, and Wezembeek-Oppem.

2. Your spouse/partner

Language Courses

The integration of partners into Brussels life is as important as for staff themselves.

Brussels is home to many international companies and organisations that work in English. However, depending on the sector in which your partner will work, the working language might be French and/or Dutch.

You can refer to the Huis van het Nederlands to learn Dutch and to Maison de la Francité for French. If you wish to learn other languages, you will find an overview here (only available in French).

Another possibility is offered by the Library of the Learning Centre where colleagues and their partners can borrow books and learning materials.

CONTACT DETAILS OF THE LIBRARY

Library of the Learning Centre
Opening hours:
Monday: 13.00-16.30
Tuesday & Thursday: 9.00-12.00 & 13.00-16.30
Rue Philippe Le Bon, 3 – (PLB3) Office: 00/02 1000 Brussels

Working in Belgium

Citizens of the Member States of the European Economic Area (EU + Norway, Iceland and Liechtenstein) do not require a work permit to find employment in Belgium. The following family members living under the same roof are also exempt:

a) Their spouse/partner
b) Their descendants or those of the spouse/partner who are less than 21 years of age and dependent
c) Their ascendants or those of the spouse/partner who are dependent, except for the ascendants of students or of their spouses/partners

IF YOU NEED FURTHER SUPPORT

For more details about working in Belgium, we recommend you to read the information available on the Brussels Commissioner for Europe website, under working and family members. They also provide information about finding a job in Brussels.

In addition, we invite you to read the website of the Brussels-Capital Region.

Job search

Access to employment may require certain qualifications or diplomas, professional experience or the knowledge of another language.
Public employment agencies

The National Employment Office (ONEM) manages requests for work permits and deals with questions related to unemployment and unemployment benefits.

The public employment agencies organise training courses intended for graduates without employment, to enable them to acquire the necessary work experience. Those holding foreign degrees or diplomas can also make use of this service. Work placements are a matter for the regional and Community administrations.

Media/ads

Employers, recruitment agencies and consultants often use the press to publish job offers at all levels.

The daily newspapers, which are most useful, when searching for employment, are the Saturday edition of Le Soir and De Standaard. These two daily newspapers have specific European and international sections. Most jobs advertised in these sections require professional experience. It can also be useful to consult local newspapers, including the free newspapers, where you can find a whole range of job offers, including management posts.

The large recruiters often place ads in reviews like Knack (NL), Vif/L’express (FR) and Trends/Tendances.

Some sites for job advertisements are StepStone, Jobs Career and Monster.

Unemployment benefit

Rights acquired in another country of the European Union can, under certain conditions, be transferred to another country. It is useful to find out, before you leave, the details of the competent authority in your country.

For more information on the rights of workers in Europe, you can contact Europe-direct on: +800 6 7 8 9 10 11.

Temporary work agencies

Belgium widely uses private temporary work agencies. On this site, you can find an overview of the public agency for temporary work called Agences d’intérim.

Private Recruitment firms

Private recruitment agencies are well established and there are many in all areas of the country. Their activities are subjected to very few restrictions. Sometimes, they are limited to the search for candidates only. In other cases, they deal with the whole procedure of research and selection, including the ads in the press and the preliminary testing.

These agencies are especially used for the recruitment of employees and management staff. Recruitment agencies that are specifically devoted to those who hold university degrees and looking for top management jobs are at the top of this scale.

IF YOU NEED FURTHER SUPPORT

If you live in the Brussels-Capital Region, you can contact Actiris or Bruxelles Formation. In the Walloon Region, Le Forem is the one in charge of employment and professional training whether the VDAB is the one in charge in the Flemish Region.

If you need further support

Europe Direct (in any EU official language)
Monday to Friday
09:00-18:00 CET
Tel: +800 6789 10 11

3. Your children

Pregnancy and maternity leave

If you are expecting a baby, you can request a free copy of the booklet (with DVD) “Having your baby in Belgium” from the Welcome Office.
The booklet “Children in Belgium” (available in French and English) is at your disposal on request at the Welcome Office.

- Nurseries (crèches)

The nurseries of the European Institutions give parents from the various Member States of the Union, far from their own country and family, the facilities they need for the care of their young children.

The number of places is limited in all the nurseries. Candidates should register as soon as possible, and it is recommended to have a plan B.

### Commission

The Childcare Services (C.S.) are available to statutory staff working in Brussels. They offer approximately 800 places, distributed over two sites: Grand Clovis and Cole. They also have a partnership with external nurseries to cover the needs of the staff.

**Opening hours:**
- Monday to Thursday: 08:00-18:15
- Friday: 08:00-17:30

**Contact details:**
- Secretariat of the nurseries
- COLE 00/118
- Tel: +32 (0) 2-29 65100
- E-mail: OIB-KIDDYWEB-CRECHES@ec.europa.eu

**Registration:** online via the application KiddyWeb (available on the Intranet of the Commission) and can be introduced all year long.

### Council

The nursery of the Council is located at Avenue de la Brabançonne 100 – 1030 Schaerbeek. It accommodates mainly the children of the Council staff, with a maximum of 177 children divided into 9 nursery and 2 kindergartens sections. It takes children between 0 and 4 years.

**Contact details:**
- Healthcare and Social Services Unit – Crèche and childcare service
- Office 00/70, LM-38
- Tel: +32 (0) 2-281 30 14
- E-mail: Creche.Childcare@consilium.europa.eu

### European Economic and Social Committee

**Registration:** online via the application KiddyWeb (available on the Intranet) and can be introduced all year long.

**Contact details:**
- Tel: +32 (0) 2-546 93 14
- E-mail: actions-sociales@eesc.europa.eu
Committee of the Regions

Registration: online via the application KiddyWeb (available on the Intranet) and can be introduced all year long.

Contact details:
Tel: +32 (0) 2-282 20 93
E-mail: Actions-sociales-CdR@Cor.europa.eu

External nurseries

The organisation of childcare facilities for children (from 0 to 12 years) in Belgium is a community matter. Nursery and child-minding facilities will therefore be either Dutch-speaking or French-speaking. This does not exclude the fact that staff can be bilingual or multilingual.

Contact details

Dutch-speaking services (Brussels and Flemish Brabant):
KIND EN GEZIN
Tel.: +32 (0) 78-150 100

French-speaking services (Brussels):
Office de la Naissance et de l’Enfance (ONE)
Rue Saint-Bernard, 28-32
1060 Saint-Gilles
Tel.: +32 (0) 2-542 12 11

European schools

There are currently four European Schools distributed on six sites in Brussels. They are located at:

- Uccle and Berkendael
- Woluwé-Saint-Lambert and Evere
- Ixelles and Laeken

These schools offer general academic teaching, which allows the pupils, divided into linguistic sections, to follow a curriculum in their mother tongue or dominant language.

For certain languages, there is not yet a language section and these Students Without A Language Section (“SWALS”) are divided between the French, English or German sections of the four schools.

Contact details of the European Schools

**BRUSSELS I**

**Uccle site:**
Avenue du Vert Chasseur, 46
1180 Uccle
Tel.: +32 (0) 2-373 86 11
+32 (0) 2-75 47 16

**Berkendael site:**
Rue de Berkendael, 70
1190 Forest
Tel.: +32 (0) 2-340 14 80
Brussels II

Woluwé site:
Avenue Oscar Jespers, 75
1200 Woluwé-Saint-Lambert
Tel.: +32 (0) 2-774 22 11
+32 (0) 2-774 22 43

Evere site:
Avenue du Bourget, 30
1130 Brussels

Brussels III

Ixelles Site:
Boulevard du Triomphe, 135
1050 Ixelles
Tel.: +32 (0)2-629 47 00
+32 (0)2-629 47 92

Brussels IV

Laeken site:
Drève Sainte-Anne, 86
1020 Brussels
Tel.: +32 (0) 2-340 13 90
+32 (0) 2-340 14 98

Distribution of the linguistic sections

Brussels I in Uccle includes the following linguistic sections: Danish, English, French, German, Hungarian, Italian, Polish and Spanish. The Maltese pupils are enrolled in the English section in Brussels I. The SWALS in this school are: Slovenian, Lithuanian (secondary cycle) and Slovak (secondary cycle).

In Berkendael, the available linguistic sections are English, French, Italian, Latvian, German, Greek, Slovak and Spanish. The SWALS are Slovenian.

Brussels II in Woluwé offers as linguistic sections: Dutch, English, Finnish, French, German, Italian, Lithuanian (nursery and primary cycle), Portuguese and Swedish. The SWALS for this school are: Estonian and Latvian (secondary cycle). The linguistic sections in Evere are English, French, German and Italian.

Brussels III has the following linguistic sections: Czech, Dutch, English, French, German, Greek and Spanish. The SWALS in this school are: Slovak (secondary cycle).

Brussels IV offers the following linguistic sections: Bulgarian, Dutch, English, French, German, Italian, Romanian and Estonian. The SWALS here are Croatian.

Enrolment

The enrolment policy is adopted each school year by the Board of Governors of the European Schools and considers the constraints of the school population. The enrolment policies, including the registration forms are available on the official website of the Office of the Secretary-General of the European Schools.

School Fees

Officials of the European institutions do not have to pay any school fees. Seconded national experts, temporary and contractual agents benefit from the same advantage for the duration of their contract, as long as its duration is of at least 12 months.
Admission into the nursery school takes place at the beginning of the school year (September) of the civil year in which the child reaches 4 years of age.

For primary section, it takes place at the beginning of the school year of the civil year in which the child reaches 6 years of age.

For higher classes, admission is subject to the same conditions of age increased by the number of years corresponding to the class.

Transport is organised by the Parents’ Associations of each European school.

The institution covers the cost of this service for officials, temporary and contractual staff who do not pay school fees. It does not apply to seconded national experts.

Transport is free for children in the primary or secondary sections but not for the nursery classes.

Special Needs

To ensure appropriate help for pupils experiencing difficulties and having special educational needs, the European schools have adopted the Educational Support Policy. It offers different forms and levels of support. For more information, contact the Office of the Secretary General of the European Schools.

Contact details – Social service of the Council:

Tel.: +32 (0) 2-281 76 25
E-mail: social.assistants@consilium.europa.eu

Belgian and international schools

In Belgium, schooling is obligatory until the age of 18 years and has 4 different cycles:

- Kindergarten (not obligatory)
- Primary school
- Secondary school
- Higher education

The schools are grouped into three different types:

- The official network is composed of public schools usually organised by public bodies: communes, towns, etc.;
- The free network includes semi-public schools that can sometimes be confessional;
- Private schools - usually international schools or schools offering an alternative education method.

In Brussels, all schooling is either in French or Dutch and the study of the second regional language is obligatory after third class of primary.

Most of the schools are mixed (boys and girls) and external (not boarding). Classes are from 8h00/8h30 to 15h30/16h00. Most of the children eat their lunch at school where they can have a hot lunch. However, this is not an obligation.

Many schools offer an after-school child-minding service between 16h and 18h where the children are helped with supervised study. There is normally a small contribution requested for this service.
## Contact details

| British School of Brussels  | Pater Dupierreuxlaan, 1  
3080 Tervueren  
Tel.: +32 (0) 2-766 04 30 |
|-----------------------------|-----------------------------|
| Deutsche Schule Brüssel    | Lange Eikstraat, 71  
1970 Wezembeek-Oppem  
Tel.: +32 (0) 2-785 01 30  
E-mail: ds.bruessel@dsb.skynet.be |
| International School of Brussels | Kattenberg, 19  
1170 Watermael-Boitsfort  
Tel.: +32 (0) 2-661 42 11  
E-mail: admissions@isb.be |
| Lycée français de Belgique | Avenue du Lycée français, 9  
1180 Uccle  
Tel.: +32 (0) 2-374 58 78  
E-mail: ljm-direction@biz.tiscali.be |

## IF YOU NEED FURTHER SUPPORT

If you need more information regarding childcare and schooling, do not hesitate to request the brochure *Children in Belgium* to the Welcome Office.

You can also contact *La Ligue des familles* (French-speaking), *Kind en Gezin* (Dutch-speaking) or *The Brussels Childbirth Trust* (English-speaking) for advices and services.
IV. DIVERSITY AND INCLUSION

Equality has been one of the core values of the European Union since its foundation. Throughout the years, the Commission has strengthened its commitment to inclusion and equality focusing on respect, dignity and rights for all, irrespective of their individual characteristics. This is currently one of the major priorities of the European Commission.

European Commission staff reflects the diversity of the broader European population with all their unique and diverse backgrounds. You will find more information about Diversity and Inclusion on the europa.eu website and on the intranet once you officially begin work.

V. MOBILITY IN BELGIUM

1. Public transport

Depending on the region where you live, you will see different public transport companies. The Flemish region is served by De Lijn. The Brussel-Capital region has the STIB (or MIVB in Dutch) while the Walloon region has the TEC. The national train company is called the SNCB (or NMBS in Dutch). You can find further information about their timetables and fares on each company’s website.

Independently of the ticket you buy or company you use, do not forget to ask for the partial reimbursement of your ticket through the Commission’s internal platform, mobility.net, once you have taken up duties and after you have registered to this internal platform.

2. Individual transport

Nowadays, a large number of alternatives to public transport have appeared. Many private firms offer scooters or car sharing. To use them, you just have to download their app, register and find a free scooter or car.

If you prefer to cycle, you also have many possibilities. Provelo and Fietsersbond are associations offering services such as bike hire, repair or lessons to feel more comfortable when cycling in the city. Villo! are yellow city bikes available all around Brussels, close to STIB public transport stations.

“The Association of the cyclists of the EU” (EU Cyclists Group) encourages daily biking among EU staff. It collaborates with other cyclists’ associations in Brussels and seeks to promote joint positions regarding cycling in general.

Last but not least, the Commission has 200 service bicycles and 85 electric service bikes available to staff for their work-related journeys. They are available in several Commission buildings and can be found in designated areas of the car parks.

3. International Transport

Brussels is centrally located within Europe and its means of transport to other countries are well developed.

- Airports

Belgium counts five airports but the two most popular are Brussels-Airport Zaventem and Brussels South Charleroi Airport.

Brussels Airport

This airport is the Belgian national airport and is easily accessible by road, rail and bus.

Several De Lijn buses arrive directly from the city centre to the airport’s bus station while the city bus 12 (STIB) connects the EU area with the airport. If you prefer to take the train, there is a direct line between the city centre, the EU area and the airport. Note that it is very important to keep your train ticket until you have passed the automatic doors and entered the airport.
4. Driving in Belgium

- Driving licence

Driving a car in Belgium is authorised for any person over 18 years old holding a valid driving licence issued by any Member State of the European Union or European Economic Area.

However, according to the EU Directive 2006/126, anyone living in a Member State for more than 185 days should have his or her driving license renewed in that Member State. More information can be found on the Brussels Commissioner for Europe website.

- Registration of your vehicle

Belgium requires residents to register the vehicle they will use on its territory, even when it is already registered abroad. You have to complete this procedure as soon as possible after receiving your Special ID card or residence card from your commune.

Once you register your car, you must pay an annual road tax, whose amount depends on the horsepower of the vehicle. For further information about this tax, please read the dedicated page from the Ministry of Finance.

If the papers are not in order, the vehicle can be confiscated, a fine will be imposed, and a complicated import procedure will have to start.

If you leave Belgium for an indefinite period, you must cancel your registration and return your plates to the D.I.V.

There is no value added tax (VAT) charged for the registration of a vehicle in Belgium if the following conditions are met:

- The car comes from another Member State,
- It is not new: its first registration was more than six months ago and the car has at least 6,000 kilometres on the clock,
- The car must pass a Belgian technical check.

International trains

Travelling internationally from anywhere in Belgium is now easy thanks to SNCB International. On their webpage, you can find all the information you need to visit many cities all around Europe, from Barcelona to Vienna.

If you prefer to stay closer to Belgium, you will find several international fast train companies leaving from Gare du Midi (or Zuidstation in Dutch) - such as Eurostar and Thalys, taking you to neighbouring countries.

International buses

If you prefer to travel by bus, you also have a large range of destinations from many companies. Most of the time, their departure and arrival point are Gare du Nord (Noordstation in Dutch).
IF YOU NEED FURTHER SUPPORT

D.I.V. - Service public fédéral Mobilité et Transports
Rue du Progrès, 56
1210 Brussels
Monday to Friday: 8:30-12:30 and 13:30-15:30
Tel.: +32 (0) 2-277 31 11

Parking Rules

There are several rules in Belgium if you need to park your car on the street. We advise you to enquire directly with the commune where you live, as you might need a parking permit. Most of the communes only grant a parking permit if your car has a Belgian number plate.

VI. YOUR HEALTH

1. Finding a medical service provider

Belgium is well known for the quality of its healthcare.

Contrary to some other countries, the choice of a doctor in Belgium is completely free and you can make an appointment with a specialist yourself, without having to go through your family doctor.

You must pay for the consultation and medication yourself and then request reimbursement afterwards through the JSIS internal platform (or RCAM, in French).

General practitioners (GPs) usually have appointment hours and walk-in hours. Stronger medicines will only be sold after showing a prescription from your GP or another medical professional.

IF YOU NEED FURTHER SUPPORT

You can find a doctor or any other medical professional in Brussels through this website.

If you live in the Brussels-Capital Region and you need a doctor to visit you for a non-emergency during the weekend or a bank holiday, there are a few numbers that you can call:

- **Garde Bruxelloise-Brusselse Wachtdients** (GBBW)
  Tel.: +32 (0) 2-201 22 22

- **SOS Médecins** (service only available in French)
  Tel.: +32 (0) 2-513 02 02

- **Brusselse Huisartsen Kring** (service only available in Dutch)
  Tel.: +32 (0) 2-242 43 44

The free number 1733 also exists and covers most Belgian areas. You can verify if your address is covered by this service by reading this article.

Many embassies have a list of doctors speaking your language.
2. Belgian Healthcare

The Belgian healthcare system is divided into state and private sectors.

The state system is funded by a combination of mandatory health insurance and social security contributions. In order to access the state system, all employees and self-employed must join a health insurance association (called mutuelle in French and ziekenfonds in Dutch). You are free to choose which association to join. The health insurance fund will refund a percentage of the cost of medical services such as doctors, hospital care, dental care, maternity costs, and prescriptions.

Please note that EU staff are automatically covered by the JSIS-RCAM sickness insurance, so they do not have to register with a Belgian mutuelle (which is not forcefully the case for family members).

As health insurance does not cover the full cost of treatment, and in some cases these costs can be prohibitively high (e.g. hospitalisation), it is advised to take out an additional hospital insurance (assurance complémentaire).

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IF YOU NEED FURTHER SUPPORT

We recommend you to read the dedicated pages of the Brussels Commissioner for Europe, the Belgium portal and the Belgian social security. This last one also provides a brochure with everything you need to know about this topic.

---

3. Emergency services

Find hereafter a list of emergency numbers that are applicable in Belgium:

<table>
<thead>
<tr>
<th>Service</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire brigade / Ambulance</td>
<td>100</td>
</tr>
<tr>
<td>Police (Belgium)</td>
<td>101</td>
</tr>
<tr>
<td>European emergency number</td>
<td>112</td>
</tr>
<tr>
<td>Poisons advice centre</td>
<td>070 245 245</td>
</tr>
<tr>
<td>Bank card stop</td>
<td>078 170 170</td>
</tr>
<tr>
<td>Electricity (Sibelga)</td>
<td>02 274 40 66</td>
</tr>
<tr>
<td>Gas (Sibelga)</td>
<td>0800 19 400</td>
</tr>
<tr>
<td>Child Focus</td>
<td>116 000</td>
</tr>
<tr>
<td>Suicide prevention</td>
<td>0800 32 123</td>
</tr>
<tr>
<td>Domestic violence</td>
<td>0800 30 030</td>
</tr>
</tbody>
</table>

You can find an exhaustive list of all the existing numbers on this page.
VII. YOU AND BELGIUM

1. Facts and figures

<table>
<thead>
<tr>
<th>Head of State</th>
<th>King Philippe of Belgium</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prime Minister</td>
<td>Alexander De Croo</td>
</tr>
<tr>
<td>Population</td>
<td>11.8 million inhabitants (2022)</td>
</tr>
<tr>
<td>Capital city</td>
<td>Brussels –1,251,026 million inhabitants (2022)</td>
</tr>
<tr>
<td>Surface area</td>
<td>30,689 km²</td>
</tr>
<tr>
<td>Borders</td>
<td>Netherlands, France, Luxembourg, Germany and the North Sea</td>
</tr>
<tr>
<td>Regions</td>
<td>Walloon Region</td>
</tr>
<tr>
<td></td>
<td>Flemish Region</td>
</tr>
<tr>
<td></td>
<td>Brussels-Capital Region</td>
</tr>
<tr>
<td>Communities</td>
<td>Dutch-speaking</td>
</tr>
<tr>
<td></td>
<td>French-speaking</td>
</tr>
<tr>
<td></td>
<td>German-speaking</td>
</tr>
<tr>
<td>Provinces</td>
<td>Oost-Vlaanderen</td>
</tr>
<tr>
<td></td>
<td>West-Vlaanderen</td>
</tr>
<tr>
<td></td>
<td>Antwerpen</td>
</tr>
<tr>
<td></td>
<td>Limburg</td>
</tr>
<tr>
<td></td>
<td>Vlaams-Brabant</td>
</tr>
<tr>
<td></td>
<td>Brabant Wallon</td>
</tr>
<tr>
<td></td>
<td>Hainaut</td>
</tr>
<tr>
<td></td>
<td>Namur</td>
</tr>
<tr>
<td></td>
<td>Liège</td>
</tr>
<tr>
<td></td>
<td>Luxembourg</td>
</tr>
<tr>
<td></td>
<td>Bruxelles-Capitale</td>
</tr>
<tr>
<td>Municipalities</td>
<td>581 in the entire country</td>
</tr>
<tr>
<td></td>
<td>19 in the Brussels-Capital Region</td>
</tr>
</tbody>
</table>
| **Official Languages** | Belgium:  
Dutch  
French  
German  
Brussels-Capital Region:  
Dutch  
French |
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Year of EU entry</strong></td>
<td>1957 (founding member)</td>
</tr>
<tr>
<td><strong>Currency</strong></td>
<td>Euro (€)</td>
</tr>
<tr>
<td><strong>National Day</strong></td>
<td>21st July</td>
</tr>
<tr>
<td><strong>Motto</strong></td>
<td>Unity makes strength</td>
</tr>
</tbody>
</table>
| **Anthem**             | In French: La Brabançonne  
In Dutch: De Brabançonne  
In German: Das Lied von Brabant  
In English: The Brabantian |
| **National Flag**      | Black, yellow and red |
| **Symbols**            | Golden rampant lion |
## 2. Holidays

<table>
<thead>
<tr>
<th>Name of the day</th>
<th>EU holiday</th>
<th>BE holiday</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Year's Day</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Day after New Year's Day</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Maundy Thursday</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Good Friday</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Easter Sunday</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Easter Monday</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Labour Day</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Schuman Declaration Anniversary</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Ascension Day</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Day after Ascension</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Whit Monday</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Belgium National Day</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Assumption Day</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>All Saints’ Day</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>All Souls’ Day</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Armistice Day</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Christmas Day</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>End of Year Holiday</td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>
3. Cultural life in Brussels

Brussels is well known for its varied cultural life. There are many museums, theatres and markets, with concerts and festivals taking place throughout the year. Lots of information is available on visit.brussels. There, you can also find Arsène 50, which is an online and over the counter ticketing service where you can buy last minute half-price tickets for events in Brussels.

- Museums in Brussels

Most museums in Belgium close on Mondays and have free entry on the first Wednesday or Sunday of the month.

If you are planning to visit several museums, you might consider investing in the MuseumPass that gives you access to over 200 museums all over Belgium.

All the museums located in and around Brussels are listed in Brussels Museums.

- Concert venues and events

To be informed about the upcoming events taking place in Brussels, we recommend you to regularly check the dedicated pages of visit.brussels, the City of Brussels or even the Brussels-Capital Region.

Some popular venues in Brussels include:
- Ancienne Belgique
- Beursschouwburg
- Bozar
- Le Botanique
- Cirque Royal
- Flagey
- Forest National
- Halles de Schaerbeek
- Kaaitheater
- Koninklijke Vlaamse Schouwburg
- La Monnaie
- Recyclart
- Les Riches-Claires
- Théâtre national de la Communauté française
- Théâtre royal de Toone

- Cinemas

There are over 30 cinemas in Brussels-Capital Region. Some well-known cinemas are:
- Aventure
- Cinema Galeries
- Cinema Nova
- Cinema Palace
- Cinematek
- Kinepolis
- UGC Cinema
- Vendôme

Original versions with subtitles are labelled with “VO” (original version) and dubbed movies are labelled with a “V” followed by the language.

For the latest cinema news, you can visit Cinebel.be.

- Sport facilities

For leisure and sport activities in Brussels, you can see the dedicated pages of the City of Brussels and the Brussels-Capital Region.

Within the Commission, there are several recognised self-help groups, sports and leisure clubs and staff charity associations. They are run entirely by staff volunteers and organise cultural and sports activities outside working hours. A small contribution is requested to participate.

- European Interinstitutional Centre

The European Interinstitutional Centre (CIE) in Overijse is a sports and recreational centre, and home base for sports and leisure clubs. It hosts corporate and private events for staff from across all the institutions and is perfect for organising tournaments. Renting the facilities is possible for all staff of the European institutions and agencies.
4. Visit Brussels – Tourism Information Office

Visit.brussels is the regional entity responsible for promoting tourism in Brussels.

They provide an overview of the tourist and business tourism offer in the Brussels-Capital Region. Accordingly, they provide a lot of information on cultural activities, hotels and restaurants in Brussels, but also documentation, books, souvenirs, maps and guides, etc.

Tickets for city bus tours, shows and events can also be purchased via their website or at one of their Tourist Information desks.

IF YOU NEED FURTHER SUPPORT

visit.brussels

**Brussels Info Place (BIP)**
Rue Royale, 2
1000 Brussels
Monday to Sunday: 9h30-17h30
On 21/7, 24/12 and 31/12 from 9:30 to 15:00
Closed on 1/1 and 25/12

**City Hall of Brussels**
Grand-Place
1000 Brussels
Monday to Sunday: 9h00-18h00
On 24/12 and 31/12 from 9:00 to 15:00
Closed on 1/1 and 25/12

**Station Europe**
Place du Luxembourg
1050 Ixelles
Monday to Friday: 9h00-17h00
Saturday and Sunday: 10h00-18h00
Closed on 1/1, 1/5, 1/11, 24/12, 25/12 and 31/12
# Annex I: EU Buildings in Brussels

<table>
<thead>
<tr>
<th>Code</th>
<th>Usual Name and main address</th>
<th>Useful phone numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>B-28</strong></td>
<td>Belliard 28&lt;br&gt;Rue Belliard, 28&lt;br&gt;1000 Bruxelles</td>
<td><strong>Garage:</strong> +32 (0) 2 29-96059&lt;br&gt;<strong>Reception:</strong> +32 (0) 2 29-96097</td>
</tr>
<tr>
<td><strong>B100</strong></td>
<td>Belliard 100&lt;br&gt;Rue Belliard, 100&lt;br&gt;1040 Etterbeek</td>
<td><strong>Garage:</strong> +32 (0) 2 584-6020&lt;br&gt;<strong>Reception:</strong> +32 (0) 2 584-4799</td>
</tr>
<tr>
<td><strong>B232</strong></td>
<td>Belliard 232 (White Park)&lt;br&gt;Rue Breydel, 2-10&lt;br&gt;1040 Etterbeek</td>
<td><strong>Garage:</strong> +32 (0) 2 29-57404&lt;br&gt;<strong>Reception:</strong> +32 (0) 2 29-57403</td>
</tr>
<tr>
<td><strong>BERL</strong></td>
<td>Berlaymont&lt;br&gt;Rue de la Loi, 200&lt;br&gt;1000 Bruxelles</td>
<td><strong>Garage:</strong> +32 (0) 2 29-96281&lt;br&gt;<strong>Reception:</strong> +32 (0) 2 29-52426</td>
</tr>
<tr>
<td><strong>BLMT</strong></td>
<td>Belmont&lt;br&gt;Rue d’Arlon, 62&lt;br&gt;1040 Etterbeek</td>
<td><strong>Garage:</strong> +32 (0) 2 29-4999&lt;br&gt;<strong>Reception:</strong> +32 (0) 2 29-6021</td>
</tr>
<tr>
<td><strong>BRE2</strong></td>
<td>Breydel 2&lt;br&gt;Avenue d’Auderghem, 19&lt;br&gt;1040 Etterbeek</td>
<td><strong>Garage:</strong> +32 (0) 2 29-51615&lt;br&gt;<strong>Reception:</strong> +32 (0) 2 29-90493</td>
</tr>
<tr>
<td><strong>BREY</strong></td>
<td>Breydel&lt;br&gt;Avenue d’Auderghem, 45&lt;br&gt;1000 Bruxelles</td>
<td><strong>Garage:</strong> +32 (0) 2 29-60584&lt;br&gt;<strong>Reception:</strong> +32 (0) 2 29-53097</td>
</tr>
<tr>
<td><strong>C-25</strong></td>
<td>Capital Immeuble Paris&lt;br&gt;Avenue de Cortenbergh, 25&lt;br&gt;1000 Bruxelles</td>
<td><strong>Garage:</strong> +32 (0) 2 29-74196&lt;br&gt;<strong>Reception:</strong> +32 (0) 2 29-74188</td>
</tr>
<tr>
<td><strong>C150</strong></td>
<td>Cortenbergh 150&lt;br&gt;Avenue de Cortenbergh, 150&lt;br&gt;1046 Bruxelles</td>
<td><strong>Reception:</strong> +32 (0) 2 584-5017</td>
</tr>
<tr>
<td><strong>C158</strong></td>
<td>Cortenberg 158&lt;br&gt;Avenue de Cortenbergh, 158&lt;br&gt;1046 Bruxelles</td>
<td><strong>Reception:</strong> +32 (0) 2-584-5017</td>
</tr>
<tr>
<td><strong>CCAB</strong></td>
<td>Centre de Conférences Albert Borschette&lt;br&gt;Rue Froissart, 36&lt;br&gt;1040 Etterbeek</td>
<td><strong>Garage:</strong> +32 (0) 2 29-58751&lt;br&gt;<strong>Reception:</strong> +32 (0) 2 29-58700</td>
</tr>
<tr>
<td><strong>CDMA</strong></td>
<td>Mondrian (Champ de Mars)&lt;br&gt;Rue du Champ de Mars, 21&lt;br&gt;1050 Ixelles</td>
<td><strong>Garage:</strong> +32 (0) 2 29-87189&lt;br&gt;<strong>Reception:</strong> +32 (0) 2 29-87187</td>
</tr>
<tr>
<td>Code</td>
<td>Usual Name and main address</td>
<td>Useful phone numbers</td>
</tr>
<tr>
<td>-------</td>
<td>----------------------------</td>
<td>------------------------------</td>
</tr>
<tr>
<td>CHAR</td>
<td>Charlemagne</td>
<td>Garage: +32 (0) 2 29-61785</td>
</tr>
<tr>
<td></td>
<td>Rue de la Loi, 170</td>
<td>Reception: +32 (0) 2 29-90600</td>
</tr>
<tr>
<td></td>
<td>1040 Etterbeek</td>
<td></td>
</tr>
<tr>
<td>CLOV</td>
<td>Crèche Clovis</td>
<td>Garage: +32 (0) 2 29-91461</td>
</tr>
<tr>
<td></td>
<td>Boulevard Clovis, 75-79</td>
<td>Reception: +32 (0) 2 29-91407</td>
</tr>
<tr>
<td></td>
<td>1000 Bruxelles</td>
<td></td>
</tr>
<tr>
<td>COLE</td>
<td>Crèche Cornet-Leman</td>
<td>Garage: +32 (0) 2 29-75739</td>
</tr>
<tr>
<td></td>
<td>Rue Général Leman, 46</td>
<td>Reception: +32 (0) 2 29-75739</td>
</tr>
<tr>
<td></td>
<td>1040 Etterbeek</td>
<td></td>
</tr>
<tr>
<td>COV2</td>
<td>Covent Garden 2</td>
<td>Garage: +32 (0) 2 29-75116</td>
</tr>
<tr>
<td></td>
<td>Place Rogier, 16</td>
<td>Reception: +32 (0) 2 29-95595</td>
</tr>
<tr>
<td></td>
<td>1210 Saint-Josse-Ten-Noode</td>
<td></td>
</tr>
<tr>
<td>COVE</td>
<td>Covent Garden</td>
<td>Garage: +32 (0) 2 29-75116</td>
</tr>
<tr>
<td></td>
<td>Place Rogier, 16</td>
<td>Reception: +32 (0) 2 29-95595</td>
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<tr>
<td></td>
<td>1210 Saint-Josse-Ten-Noode</td>
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</tr>
<tr>
<td>CSM1</td>
<td>Cours Saint Michel 1</td>
<td>Garage: +32 (0) 2 29-62503</td>
</tr>
<tr>
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<td>Cours Saint-Michel, 23</td>
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| L107 | The One
Rue de la Loi, 107
1000 Bruxelles | Garage: +32 (0) 2 29-14558
Reception: +32 (0) 2 29-72218 |
| L130 | Loi 130
Rue de la Loi, 130
1040 Etterbeek | Garage: +32 (0) 2 29-76919
Reception: +32 (0) 2 29-50290 |
| LX40 | Luxembourg 40
Rue du Luxembourg, 40
1000 Bruxelles | Garage: +32 (0) 2 29-73487
Reception: +32 (0) 2 29-50921 |
| LX46 | Luxembourg 46
Rue du Luxembourg, 46
1040 Etterbeek | Garage: +32 (0) 2 29-74739
Reception: +32 (0) 2 29-55529 |
| MAD0 | Tour Madou
Place Madou, 1
1210 Saint-Josse-Ten-Noode | Garage: +32 (0) 2 29-90835
Reception: +32 (0) 2 29-56004 |
| MERO | Merode
Avenue de Tervueren, 41
1040 Etterbeek | Garage: +32 (0) 2 29-72694
Reception: +32 (0) 2 29-77130 |
| MO15 | Black Pearl
Rue Montoyer, 15
1000 Bruxelles | Garage: +32 (0) 2 29-77120
Reception: +32 (0) 2 29-77103 |
| MO59 | Montoyer 59
Rue Montoyer, 59
1000 Bruxelles | Garage: +32 (0) 2 29-91213
Reception: +32 (0) 2 29-58802 |
| N105 | Nerviens 105
Avenue des Nerviens, 105
1040 Etterbeek | Garage: +32 (0) 2 29-71625
Reception: +32 (0) 2 29-72109 |
| NOHE | Canal Logistics fase II
Chaussée de Vilvorde, 142
1120 Neder-Over-Hembeek | Reception: +32 (0) 2 29-77303 |
| ORBN | Espace Orban
Square Frère-Orban, 8
1040 Etterbeek | Garage: +32 (0) 2 29-74820
Reception: +32 (0) 2 29-85510 |
| OVER | Overijse
Dennenboslaan, 54
3090 Overijse | Reception: +32 (0) 2 29-80030 |
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DG HR. D2
Welcome Office
Rue Philippe Le Bon, 3
1000 Brussels
Tél. : +32 (0) 2 29 66600
Email : HR-BXL-WELCOME-OFFICE@ec.europa.eu

Metro Station « Maelbeek » - Metro Station « Schuman » - Train Station « Schuman »