



European
Commission

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

WELCOME OFFICE BRUSSELS

Rue Philippe Le Bon, 3 (PLB3)
1000 Brussels

Desk open from Monday to Friday

9h00-12h30 and 13h30-16h00

BY PHONE

+32 (0) 2-29 66600

Call centre open from Monday to Friday

9h00-12h00 and 14h00-16h00

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**:

- **Short-term contracts:**
 - **Less than 6 months:** this lease will automatically expire at the termination date without notice being needed, unless extended by the parties in writing.
 - **Maximum 3 years:** this lease will expire only if notice is given at least three months before the end of the agreed period. If no notice is given, the lease shall be deemed to have been agreed for a period of nine years.

- **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**.

IF YOU NEED FURTHER SUPPORT

You can read the information provided by the [Brussels Commissioner for Europe](#).

The website of the Brussels-Capital Region provides detailed information about [its 19 communes](#) on its website.

IF YOU NEED FURTHER SUPPORT FOR THE SPECIAL IDENTITY CARD

Expat Administrative Support Brussels: Rue Philippe Le Bon, 3 (PLB3) Office : 01/P145 1000 Brussels
HR-CARTE-IDENTITE@ec.europa.eu

■ 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.

IF YOU NEED FURTHER SUPPORT

You can read the dedicated page of the [Brussels Commissioner for Europe](#).

■ 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*).

A visit from the representative of the water company is not required. However, if the accommodation is new or has been left empty (and the metre is stopped), a visit from an agent is necessary.

IF YOU NEED FURTHER SUPPORT

[Vivaqua](#) provides all the information you need on its website.

■ 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**.

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.

IF YOU NEED FURTHER SUPPORT

You can look at the website of [Bruxelles-Propreté](#), the Brussels-Capital Region waste management body.

■ 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.

IF YOU NEED FURTHER SUPPORT

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
- d) Spouses/partners of those mentioned under b) and c) above.

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**.

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.

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.

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.

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

Contact details

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**
- **Woluwe-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

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

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.brussel@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](https://europea.eu) 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 [Fietzersbond](#) 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.

IF YOU NEED FURTHER SUPPORT

For more detailed information, you can read the pages dedicated to [public bus transport](#) and [train](#) available on the Brussels Airport website.

[Brussels South Charleroi Airport](#)

This airport is located **about 60 km** from Brussels city centre and serves around 190 destinations.

From Brussels, you have several options to reach the airport. You can use the **shuttle bus** service connecting the airport with Brussels and other Belgian or neighbouring cities. Another alternative is to take the **train to Charleroi Sud** station and **take a bus** from there.

IF YOU NEED FURTHER SUPPORT

[Brussels Charleroi Airport](#) provided all the access information on its website.

■ 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)**.

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.

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*).

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**:

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


You can find an exhaustive list of all the existing numbers on this [page](#).

VII. YOU AND BELGIUM

1. Facts and figures

Head of State	King Philippe of Belgium
Prime Minister	Alexander De Croo
Population	11.8 million inhabitants (2022)
Capital city	Brussels – 1.251.026 million inhabitants (2022)
Surface area	30.689 km ²
Borders	Netherlands, France, Luxembourg, Germany and the North Sea
Regions	Walloon Region Flemish Region Brussels-Capital Region
Communities	Dutch-speaking French-speaking German-speaking
Provinces	Oost-Vlaanderen West-Vlaanderen Antwerpen Limburg Vlaams-Brabant Brabant Wallon Hainaut Namur Liège Luxembourg Bruxelles-Capitale
Municipalities	581 in the entire country 19 in the Brussels-Capital Region

Official Languages	Belgium: Dutch French German Brussels-Capital Region: Dutch French
Year of EU entry	1957 (founding member)
Currency	Euro (€)
National Day	21st July
Motto	Unity makes strength
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

Name of the day	EU holiday	BE holiday
New Year's Day	X	X
Day after New Year's Day	X	
Maundy Thursday	X	
Good Friday	X	
Easter Sunday	X	X
Easter Monday	X	X
Labour Day	X	X
Schuman Declaration Anniversary	X	
Ascension Day	X	X
Day after Ascension	X	
Whit Monday	X	X
Belgium National Day	X	X
Assumption Day	X	X
All Saints' Day	X	X
All Souls' Day	X	
Armistice Day		X
Christmas Day	X	X
End of Year Holiday	X	

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](https://www.visitbrussels.be). 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](https://www.visitbrussels.be/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](https://www.visitbrussels.be), the [City of Brussels](https://www.cityofbrussels.be) or even the [Brussels-Capital Region](https://www.brussels-capitalregion.be)**.

Some popular venues in Brussels include:

- [Ancienne Belgique](#)
- [Beursschouwburg](#)
- [Bozar](#)
- [Le Botanique](#)
- [Cirque Royal](#)
- [Flagey](#)
- [Forest National](#)
- [Halles de Schaerbeek](#)
- [Kaaithheater](#)
- [Koninklijke Vlaamse Schouwburg](#)
- [La Monnaie](#)
- [Recyclart](#)
- [Les Riches-Clares](#)
- [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](#)
- [Kinopolis](#)
- [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](https://www.cinebel.be).

■ Sport facilities

For leisure and sport activities in Brussels, you can see the dedicated pages of the [City of Brussels](https://www.cityofbrussels.be) and the [Brussels-Capital Region](https://www.brussels-capitalregion.be).

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](https://www.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

Code	Usual Name and main address	Useful phone numbers
B-28	Belliard 28 Rue Belliard, 28 1000 Bruxelles	Garage: +32 (0) 2 29-96059 Reception: +32 (0) 2 29-96097
B100	Belliard 100 Rue Belliard, 100 1040 Etterbeek	Garage: +32 (0) 2 584-6020 Reception: +32 (0) 2 584-4799
B232	Belliard 232 (White Park) Rue Breydel, 2-10 1040 Etterbeek	Garage: +32 (0) 2 29-57404 Reception: +32 (0) 2 29-57403
BERL	Berlaymont Rue de la Loi, 200 1000 Bruxelles	Garage: +32 (0) 2 29-96281 Reception: +32 (0) 2 29-52426
BLMT	Belmont Rue d'Arlon, 62 1040 Etterbeek	Garage: +32 (0) 2 29- 4999 Reception: +32 (0) 2 29-6021
BRE2	Breydel 2 Avenue d'Auderghem, 19 1040 Etterbeek	Garage: +32 (0) 2 29- 51615 Reception: +32 (0) 2 29-90493
BREY	Breydel Avenue d'Auderghem, 45 1000 Bruxelles	Garage: +32 (0) 2 29- 60584 Reception: +32 (0) 2 29-53097
C-25	Capital Immeuble Paris Avenue de Cortenbergh, 25 1000 Bruxelles	Garage: +32 (0) 2 29- 74196 Reception: +32 (0) 2 29-74188
C150	Cortenbergh 150 Avenue de Cortenbergh, 150 1046 Bruxelles	Reception: +32 (0) 2 584-5017
C158	Cortenbergh 158 Avenue de Cortenbergh, 158 1046 Bruxelles	Reception: +32 (0) 2-584-5017
CCAB	Centre de Conférences Albert Borschette Rue Froissart, 36 1040 Etterbeek	Garage: +32 (0) 2 29- 58751 Reception: +32 (0) 2 29-58700
CDMA	Mondrian (Champ de Mars) Rue du Champ de Mars, 21 1050 Ixelles	Garage: +32 (0) 2 29-87189 Reception: +32 (0) 2 29-87187

Code	Usual Name and main address	Useful phone numbers
CHAR	Charlemagne Rue de la Loi, 170 1040 Etterbeek	Garage: +32 (0) 2 29-61785 Reception: +32 (0) 2 29-90600
CLOV	Crèche Clovis Boulevard Clovis, 75-79 1000 Bruxelles	Garage: +32 (0) 2 29-91461 Reception: +32 (0) 2 29-91407
COLE	Crèche Cornet-Leman Rue Général Leman, 46 1040 Etterbeek	Garage: +32 (0) 2 29-75739 Reception: +32 (0) 2 29-75739
COV2	Covent Garden 2 Place Rogier, 16 1210 Saint-Josse-Ten-Noode	Garage: +32 (0) 2 29-75116 Reception: +32 (0) 2 29-95595
COVE	Covent Garden Place Rogier, 16 1210 Saint-Josse-Ten-Noode	Garage: +32 (0) 2 29-75116 Reception: +32 (0) 2 29-95595
CSM1	Cours Saint Michel 1 Cours Saint-Michel, 23 1040 Etterbeek	Garage: +32 (0) 2 29-62503 Reception: +32 (0) 2 29-63385
DAV1	Bâtiment logistique Avenue du Bourget, 1-3 1140 Evere	Garage: +32 (0) 2 29-92681 Reception: +32 (0) 2 29-92681
DM24	Demot 24 Rue Demot, 24-26 1040 Etterbeek	Garage: +32 (0) 2 29-69898 Reception: +32 (0) 2 29-51185
DM28	Demot 28 Rue Demot, 28 1040 Etterbeek	Garage: +32 (0) 2 29-76869 Reception: +32 (0) 2 29-68682
EEAS	The Capital Rondpoint Schuman, 9A 1046 Bruxelles	Reception: +32 (0) 2 584-2016
F101	B232 Extension (Brey-Froi) Rue Froissart, 101-107 1040 Etterbeek	Garage: +32 (0) 2 29-55836 Reception: +32 (0) 2 29-52101
G-6	Genève 6 Rue de Genève, 6 1140 Evere	Garage: +32 (0) 2 29-68746 Reception: +32 (0) 2 29-59699
G-12	Genève 12 – Evere Green Rue de Genève, 12 1140 Evere	Garage: +32 (0) 2 29-93015 Reception: +32 (0) 2 29-92941

Code	Usual Name and main address	Useful phone numbers
J-27	Joseph II 27 Rue Joseph II, 27 1000 Bruxelles	Garage: +32 (0) 2 29-94286 Reception: +32 (0) 2 29-94434
J-30	Brittania Rue Joseph II, 30 1000 Bruxelles	Garage: +32 (0) 2 29-96266 Reception: +32 (0) 2 29-95944
J-54	Joseph II 54 Rue Joseph II, 54 1000 Bruxelles	Garage: +32 (0) 2 29-95170 Reception: +32 (0) 2 29-98868
J-59	City Garden Rue Joseph II, 59 1000 Bruxelles	Garage: +32 (0) 2 29-77510 Reception: +32 (0) 2 29-74091
J-70	Emerald Court Rue Joseph II, 70 1000 Bruxelles	Garage: +32 (0) 2 29-69432 Reception: +32 (0) 2 29-98824
J-79	Eudip-Three Rue Joseph II, 79 1000 Bruxelles	Garage: +32 (0) 2 29-57486 Reception: +32 (0) 2 29-57480
J-99	Joseph II 99 Rue Joseph II, 99 1000 - Bruxelles	Garage: +32 (0) 2 29-64609 Reception: +32 (0) 2 29-64957
L-15	Loi 15 Rue de la Loi, 15 1040 Etterbeek	Garage: +32 (0) 2 29-77341 Reception: +32 (0) 2 29-77342
L-41	Eurosquare Rue de la Loi, 41 1040 Etterbeek	Garage: +32 (0) 2 29-93459 Reception: +32 (0) 2 29-93520
L-51	Copernicus Rue de la Loi, 51 1000 Bruxelles	Garage: +32 (0) 2 29-14016 Reception: +32 (0) 2 29-14099
L-56	Loi 56 Rue de la Loi, 56 1040 Etterbeek	Garage: +32 (0) 2 29-68856 Reception: +32 (0) 2 29-58099
L-86	Loi 86 Rue de la Loi, 86 1040 Etterbeek	Garage: +32 (0) 2 29-55958 Reception: +32 (0) 2 29-56463
L102	Loi 102 Rue de la Loi, 102 1040 Etterbeek	Garage: +32 (0) 2 29-61776 Reception: +32 (0) 2 29-61776

Code	Usual Name and main address	Useful phone numbers
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
MADO	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
M015	Black Pearl Rue Montoyer, 15 1000 Bruxelles	Garage: +32 (0) 2 29-77120 Reception: +32 (0) 2 29-77103
M059	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

Code	Usual Name and main address	Useful phone numbers
PLB3	Philippe Le Bon 3 Rue Philippe Le Bon, 1-3 1000 Bruxelles	Garage: +32 (0) 2 29-73583 Reception: +32 (0) 2 29-73569
RP14	Experience Europe Rue Archimède, 1 1000 Bruxelles	Reception: +32 (0) 2 29-65555
SC11	Millenium Rue de la Science, 11 1040 Etterbeek	Garage: +32 (0) 2 29-95561 Reception: +32 (0) 2 29-96412
SPA2	The Pavilion Rue de Spa, 2 1000 Bruxelles	Garage: +32 (0) 2 29-85842 Reception: +32 (0) 2 29-97689
SPA3	Parc Avenue Rue de Spa, 3 1000 Bruxelles	Garage: +32 (0) 2 29-96507 Reception: +32 (0) 2 29-96474
VM-2	Van Maerlant 2 Rue Van Maerlant, 2 1040 Etterbeek	Garage: +32 (0) 2 29-54970 Reception: +32 (0) 2 29-63979
VM18	Ex-Couvent Van Maerlant Rue Van Maerlant, 18 1040 Etterbeek	Garage: +32 (0) 2 29-62025 Reception: +32 (0) 2 29-65222
W910	Rolin Chaussée de Wavre, 910 1040 Etterbeek	Garage: +32 (0) 2 29-72289 Reception: +32 (0) 2 29-72289
WALI	Wagon-Lits Boulevard Clovis, 53 1000 Bruxelles	Reception: +32 (0) 2 29-91407
WILS	Garderie Wilson Rue Wilson, 16-24 1000 Bruxelles	Reception: +32 (0) 2 29-56418

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