Soon in Geel
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Preface

Dear (future) colleague,

The HR team of the JRC GEEL site knows 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 Belgium and Geel 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 HR for JRC Geel team
I. SOME GENERAL INFORMATION ABOUT THE JRC GEE SITE

Who are we?

As the European Commission’s science and knowledge service, the Joint Research Centre’s mission is to support EU policies with independent evidence throughout the whole policy cycle. Its work has a direct impact on the lives of citizens by contributing with its research outcomes to a healthy and safe environment, secure energy supplies, sustainable mobility and consumer health and safety.

The JRC is located in five countries in six different sites (Brussels, Geel, Ispra, Karlsruhe, Petten and Seville) and employs around 2600 staff for all sites and 230 staff members for JRC Geel.

Contact points before your arrival

For scientific matters always contact your superior.

For HR

Ms Stephanie Vanhove
✆ +32/(0)14/571838
✉ stephanie.vanhove@ec.europa.eu

Ms Michelle Theunissen
✆ +32/(0)14/571296
✉ michelle.theunissen@ec.europa.eu

Ms Noemi Vankrunkelsven
✆ +32/(0)14/571321
✉ noemi.vankrunkelsven@ec.europa.eu

For Social Assistance

The Social Service looks after the wellbeing of the staff member and his/her family so that integration and functioning, in the broad social context, can run smoothly.

Ms Nellie Notré
✆ +32/(0)14/571765
✉ JRC-GEEL-SOCIAL-ASSISTANCE@ec.europa.eu
How to reach JRC GEEL?

MapQuest

mapquest.com
a route planner

Once you get closer to the Institute, you will find sign post indicating: JRC GEEL European Commission.

If you arrive by plane (airport: Brussels Zaventem) or by train (surrounding stations: Geel, Mol or Herentals), we can, upon request, organise a pick-up service for you. Please communicate relevant details (i.e. arrival place, flight number, arrival time) to your administrative contact person. The Meeting Point at Zaventem is in front of the Java Coffee Bar when you exit the “Arrivals” terminal; our representative carries a JRC GEEL sign.

Working Language at JRC GEEL

The working language in the scientific environment is English. Language courses may be followed onsite by staff members. Please contact the person responsible for learning and development at Geel site (Ms Michelle Theunissen – michelle.theunissen@ec.europa.eu) for more details once you took up duties.

Days of Arrival

Newcomers to the JRC are received either on the 1st or 16th of the month or on the following working day.

These starting dates are in line with individual contracts and must be respected.

On your first working day at the JRC GEEL you will be welcomed at 09.00 h. at the entrance to the site and this will be followed by an information meeting with the HR Department (HR.E.4) and/or the social assistant. You will be invited to an introduction course during which you will receive general information about practical and social issues important for your stay and where you will meet the relevant services.

Payment of Salaries

Salaries are normally paid monthly by bank transfer (please feel free to ask your administrative contact person for more details).

Bank Account

For the payment of your salary/allowance, you may ask for your salary to be paid to an account in your name in one of the Member States. The choice of a bank is completely left to you.

JRC GEEL Cafeteria

There is an onsite cafeteria which is open every working day between 12:00 and 14:00 hrs and the last Wednesday of the month from 17:30 till 23:30 hrs (hot meals are available until 20:30 h). Family members are also welcome.
II. SOME INFORMATION ABOUT BELGIUM, THE CITY OF GEEL AND MOL AND ITS SURROUNDINGS

JRC GEEL is located between Geel and Mol in the tranquil surroundings of the Flanders countryside. Geel is a small city (40,000+ inhabitants), and so is Mol (+/- 37,000 inhabitants).

Geel and Mol are situated in the “Kempen” region and are close to Antwerp, some 55 kilometres east. The Dutch border is approximately 20 kilometres north.

Geel is known as the “Merciful City”, because of its unique home care facilities for psychiatric patients.

Interesting websites:

- geel.be official website of Geel (in Dutch)
- visit-geel.be all kinds of information about Geel (in Dutch)
- geel.be/geschiedenis-van-geel website about the history of Geel (in Dutch)
- gemeentemol.be official website of Mol (in Dutch, partly in French, German and English)
- toerisme.gemeentemol.be all kinds of information about Mol (in Dutch)
- belgium.be official website of the Belgian Federal Government
- vlaanderenvakantieland.be tourist information about Flanders (in Dutch)
- visitflanders.com tourist information about Flanders (in English, French, German, Italian, Spanish, Catalan)

■ Climate

Under the influence of the sea, Flanders has a temperate climate with four seasons. Warm weather from May to September and snow likely during winter months. A raincoat and umbrella are advisable at all times of the year.

■ Sports, Culture and Leisure

Exploring Geel and Mol is synonymous with checking out dozens of sights, relaxed strolling through the city’s shopping streets and staying in tiptop shape in one of their many sports facilities, e.g. fitness, tennis, aerobic, swimming, squash, gymnastics, horse riding, volleyball, cycling, football, etc.

Mol’s numerous lakes (a total area of 700 ha) are the place-to-be for water sport activities, e.g. Zilvermeer, Zilverstrand and Rauwse Meren.

The area offers opportunities for walks and cycling is also popular. Many roads have separate lanes for bikes and there are kilometres of bicycle paths along canals, from town to town, or from cafés to restaurants.

Bibliophiles can visit the libraries, e.g. the library in the Abbey of Postel, which houses a collection of over 30,000 volumes.

Belgium hosts a large number of attractions for those special family outings. There are amusement parks for all ages: Bobbejaanland, Plopsaland, Walibi and Aqualibi, etc.

You can find a cinema in Geel. All movies are shown in the original language with subtitles in Dutch and/or French.

Almost every town/city has a Cultural Centre.

■ COPAS Clubs:

The JRC GEEL also offers a wide range of facilities for individuals and families. The atmosphere of the Clubs is always relaxed and friendly.

The **NUCLEA Clubs**, from the Belgian Nuclear Centre SCK/CEN, offer additional facilities, e.g. sailing, fishing, table tennis, diving, yoga etc.

### Shopping Hours

In cities, shops generally open around 9:00 hrs and close between 18:00 and 18:30 hrs, and supermarkets at 20:00 hrs; very few close over lunchtime nowadays. In the countryside, however, it is usual to close between noon and 13:00 hrs or 14:00 hrs, but they may open as early as 7:30 hrs and close as late as 19:00 hrs depending on the demands of the clientele. All shops are open on Saturdays; bakeries and some small food outlets open on Sunday and public holidays (although not on Christmas Day) for your fresh bread, vegetables and last minute items. There are also a few large retails parks and these are also open on a Sunday.

It is increasingly possible to find night shops. Some will carry wine, spirits and tobacco only but there are also some stores which carry fresh fruit and vegetables, frozen meals, fresh bread and household items.

### Public Working Hours

Most banks are open Monday to Friday, usually by appointment only, and closed on Saturdays, Sundays and Public Holidays. Some banks close during lunch hour.

**Post offices** are generally open Monday to Friday between 9.00 and 18.00 hrs. and are also open Saturday mornings. Opening hours may differ from place to place. You should check the website first.

The main supermarkets like Carrefour and Delhaize have postage points where customers can buy stamps and send packages. Also, many gas stations and convenience stores sell minimal postage needs.

Public offices (government, etc.) are more restricted but offer a lot of services online (once you have an eID-card). Please contact them/consult their website to ask for the working hours. Often, you have to make an appointment.

### Cash withdrawal

Cash withdrawal points in bank offices are in the process of being replaced by a **network of neutral withdrawal points**.

### Telecommunications

Fully automatic International Direct Dialling
Country code: 32. Outgoing international code: 00. Mobile telephone networks provide coverage all over Belgium.

### Language

Apart from their Dutch mother tongue, most Flemish people speak several languages. In many cases, they can help you in English.

### Language classes for spouses

The integration of partners into Belgian life is as important as for staff members.

### Local Transport

Belgium has the densest rail network in the world. This means that nearly all tourist centres can be reached by train. As a complement to the rail network, bus and tram services are available to the farthest corners of the town or countryside.

The JRC GEEL, however, is not well served by local public transport and shops are quite dislocated. Therefore own transport is a must.

Bike or car rental could be a solution. However, the cost of hiring a car is quite high. Some car hire companies require the driver to be over 21 years of age (some insist on 25), to hold a valid driving license for at least one year, and to produce an identity card or passport.

The region is flat and well equipped with cycling paths. It thus lends itself perfectly to cycling.
The Centrum Express transports passengers from the hamlets straight to the centre of Mol and back. Busline 2 connects the centre of Mol with the JRC Geel site (busstop “Mol VITO-IRMM”). From Mon – Fri, the bus rides every hour between approx. 7:00 and 19:30.

A taxibus service (“Flexbus”), operating in the surrounding area, also exists. Choose busstop “Geel SCK Europawijk” on Retieseweg and walk 650m to the JRC Geel site.

Timetables of public transport in the area can be found on the following websites:

- belgianrail.be - Official NMBS/SNCB website (trains)
- delijn.be - bus

If you do not have your own car, but would like to use a car occasionally for, for example, a Sunday visit or a special shopping trip, you can use Cambio carsharing. You can pick up cars in Geel, Mol, Meerhout and Balen and pay a fix cost per km and per hour.

International Transport

Belgium is centrally located within Europe and it 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 Zaventem
This airport is the Belgian national airport and is easily accessible by road, rail and bus.

The best way to travel from Brussels airport to Geel (which is one stop before Mol) is to take the train either via Antwerpen to Geel or via Herentals (when coming from Brussels, you have to take the train to Turnhout and then change in Herentals) to Geel.

Brussels South Charleroi Airport
This airport is located about 165 km from the JRC Geel and serves around 190 destinations.

To come to Geel, you can take the bus to Brussels South Midi railway station (every 20 minutes, duration approx 1 hour) and then the train to Geel or Mol (Duration approx. 1h 30 min – usually 1 change). In most cases, you will have to change trains in Antwerp, Lier or Herentals, and from there take a train with end destination Hasselt, Hamont or Pelt.

Eindhoven airport (in the Netherlands)
This airport is also a good alternative since it is the closest airport from the JRC Geel. It is not easy to reach Geel from Eindhoven by public transport but we can send a taxi to the airport to pick you up for work related travels.
School and Crèche Facilities

Crèche

JRC GEEL has some places reserved for children of staff members in a local crèche close to the site.

Care facilities for children, supervised by the Belgian authorities, are also available in the area. You can choose between a day nursery or the 'onthaalmoeder' system (= a person looking after a few children in his/her own house). The fee depends on your salary. Unfortunately, there is very often a waiting list.

School

Depending on the duration and type of your contract with the JRC, pupils can be entitled to free enrolment at the European Schools (European Union).

The European school in Mol provides a multilingual and multicultural education, which leads to the prestigious European Baccalaureate Diploma, recognized worldwide. The school is immediate neighbour to the JRC GEEL and houses excellent modern teaching as well as sports facilities. The education is divided into three sections: kindergarten, primary and secondary and caters for children between the ages of 3 – 18 years old. Teaching is offered in English, French and Dutch.

The school offers a personal information tour in the school for every interested parent working for the JRC GEEL.

Contact:

esmol.net
European school in Mol
eursc.eu
general homepage
of the European schools

After School Care

Almost every school, including the European School, has a reasonably organised after school care.

Photo by Element5 Digital on Unsplash
I. ADMINISTRATIVE FORMALITIES

■ Entrance Formalities in Belgium

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 (gemeente) where your place of residence is located.

Depending on the gemeente, 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 municipality 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 can be provided to you after the beginning of your contract. We however strongly recommend you to opt for the residence card from the commune instead of the special identity card as the residence card from the municipality has an electronic chip and is required in an increasing number of areas related to your daily life in Belgium (Covid Safe Ticket, doctor and hospital consultations, access to federal digital platforms, etc.).

Also 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.

The Geel HR Team and the Social Service will give you all the assistance they can, but your active involvement in accomplishing all the necessary steps will be required.

■ Health Insurance

Health insurance largely depends on type of your contract. You can always contact the Social Service for more detailed information. However, some general points are given below.

Statutory staff: Officials, temporary agents and contractual agents are automatically covered from day 1 of contract by the Joint Sickness Insurance Scheme (JSIS) of the European Commission (see Staff Regulations for more details). As health insurance does not cover the full cost of treatment, and in some cases these costs can be prohibitively high (e.g. hospitalization), it is advised to take out an additional hospital insurance.

Grant holders: Health care insurance is a part of the Belgian Social Security system and to benefit you must join a health insurance fund (ziekenfonds/mutualité) as part of the normal social security enrolment process. The JRC GEEL social assistant is able to provide you with information about available funds. When
you enroll in a Belgian health fund, there’s a six-month waiting period before you can claim sickness allowance. This waiting period can be waived if you were previously covered by a state health care plan (or the equivalent) in another EU country for at least six months before your arrival in Belgium.

National detached experts, trainees and invited persons: proof of health insurance before issuing the residence permit must be provided to the Belgian Authorities. Health insurance cover is also compulsory for your contract period with the JRC. There are several options:

- The Commission has subscribed a group insurance policy with Allianz Care. In the frame of this group insurance you can contract your individual insurance with Allianz Care. Insurance cover for accompanying family members is also obligatory. This insurance will cover you worldwide but can exclude persons with already existing medical.

- In some cases, it is better to choose to enrol as a “resident” in our Belgian national scheme. Since the procedure to obtain the residence permit varies from 1 to 3 months, you need to cover yourself over this period. Therefore, you will need travel insurance if you are a non-EU citizen, a European Health Insurance card if you are an EU citizen, or a specific document if you are a citizen of a country having a bilateral agreement with Belgium.

Every person living in Flanders and aged 25 years or older, must register with a recognised care insurance fund and pay an annual fee. The care insurance provides a support measure for the costs for non-medical care to people who are very dependent on care and is organised by a number of care insurance funds. People who do not voluntarily affiliate with one of the private care funds are automatically insured by the Flemish care insurance system: Vlaamse Zorgkas.

All persons who benefit from primary cover with the Joint Sickness Insurance Scheme (JSIS) are however entitled to be exempt from paying this contribution.

### Accommodation

The JRC GEEL’s social assistant has information on furnished/fully equipped studios and apartments. This is usually a good option to start your stay. The rent ranges from € 600 to € 1500 per month. Depending on the type and location of the accommodation, you may have additional costs, e.g. cleaning, electricity, laundry, heating, etc.

You can also have a look at the following immo-websites that offer long-term rentals, usually unfurnished and from a private owner:

- [immovlan.be](http://immovlan.be)
- [immoweb.be](http://immoweb.be)
- [zimmo.be](http://zimmo.be)
- [immoscoop.be](http://immoscoop.be)

Please keep in mind that private owners are usually not very keen to let their property for a short period. In general, the apartments are not furnished/equipped and most of these rentals do not include utilities like electricity, gas and water (see page 14 for more information about utilities).

The Social Service can help you with this matter.
Renting a house or apartment

Leasing a house or apartment as a main residence is subject to ‘the Rented Housing Act’, which contains provisions, which cannot be derogated from by agreement. These include requirements concerning the condition of the property, the duration of the lease, indexation and revision of the rent and the rent guarantee.

Almost all accommodation is rented out based on a written lease. Rents are index-linked and normally increase every year in line with a fixed index.

**Lease terms**

Before signing a lease on a property in Belgium, you need to know what the rights and obligations are of both the landlord and the tenant. Remember that your signature on a lease means that you accept all the clauses it contains.

Ask someone with relevant experience to read the lease and remember that, if mutually agreed, it can be amended. If you are in any doubt, you can send a pdf copy of your lease contract to hr-bxl-welcome-office@ec.europa.eu for review by the legal service or consult the Social Service.

**Duration**

Short-term leases of up to three years are available. These cannot be terminated before the end of the chosen period, unless the lease contains a clause allowing the tenant to terminate the lease.

Nine-year leases are most common. In that case, the tenant can cancel the lease at any time, subject to a three-month notice period. However, penalties will apply if the lease is terminated within the first three years: three months’ rent in the first year, two months’ rent in the second year, and one month’s rent in the third year. As of the fourth year of rental, three months’ notice is still required, but no penalty has to be paid.

**Property survey (plaatsbeschrijving/état des lieux)**

Before taking possession of the rented property, you are required to carry out a survey of the property (plaatsbeschrijving/état des lieux) together with the landlord or a property surveyor (expert). This involves carrying out a thorough inspection and making a detailed description of the condition of the premises, fittings and equipment. An inventory of fixtures must be attached to, and registered with the lease. When you leave the premises, a new survey is carried out and compared with the original. If both parties agree on the findings and no damage has been caused to the property, the guarantee is returned to the tenant. Normal wear and tear is acceptable, though this depends on the length of occupation. In the event of a dispute, the matter can be referred to the court.

**Charges**

As well as paying rent, you may also have to pay other costs, like a deposit, insurance, utilities (gas, electricity, water and telephone), installation of cable/satellite, professional cleaning of the property at the end of the tenancy, chimney sweeping, maintenance of heating installation (and water softener if fitted), gardening and charges concerning the common parts of the building, ...

However, the property tax has to be paid by the landlord.

**Rent guarantee**

The main purpose of this guarantee is to cover any damage a tenant may cause to the property rented, or any non-fulfilment of obligations on the part of the tenant, such as paying the rent and/or the charges (water, electricity, etc.).

You are advised to transfer the amount to a ‘blocked bank account’ in your name. Under this arrangement, money can only be removed with the consent of both landlord and tenant (both must sign) or following a judicial decision concerning the settlement of the rent guarantee. In that case, the amount of the guarantee may
not exceed three months’ rent. The guarantee remains yours and the interest is paid to you on leaving the property.

**Home insurance**

It is obvious that a property owner will take out insurance cover to protect his asset.

However, when you rent a property, you are responsible for damage caused by fire, water or explosion, except in circumstances beyond one’s control. You should therefore also take out insurance to cover these risks.

Your bank or insurance company will be happy to arrange the necessary formalities, if you bring in your lease.

**Utilities**

The tenant has to make sure that he/she is connected to the various utilities and telephone and cable TV services.

Requests for **gas and electricity** connections should be made to the company concerned in due time – not later than one week before the connection is required. A transfer form should be filled out by both the old and new tenants as connection to an existing system usually only requires a change of details. It will be necessary to provide a meter reading. If the meter is not accessible, contact the company, who will send out an agent to take a reading.

Each region has its own **water** company:

![AquaFlanders](https://aquaflanders.be)

For water, you should write to the company concerned, mentioning the address of the premises, your name and the date the tenancy took effect, as well as the meter reading at that time. The letter should be signed by you and the landlord. A visit by a company agent is necessary only if the meter has been shut off.

There are several **telecommunication** companies in Belgium. The main ones are Proximus, Telenet, Orange and Scarlet. The customer is free to choose services from any provider. Many providers offer Internet, television and mobile phone services as well as landline services, and packages incorporating all of them. You can find more information, including an online tool enabling you to compare tariffs on the website of BIPT (The Belgian Institute for Postal Services and Telecommunications).

Your colleagues at JRC GEEL may also provide you with information on service providers.

There are, of course, regularly recurring charges for all these services. It will often happen that the payee (the water company, etc.) will send you a transfer form virtually fully completed in advance, which you only have to complete and send to your bank for execution.

In Belgium each region and commune has a different system of sorting waste.
Most municipalities in the region Turnhout apply the Diftar principle, a unit-based pricing program so that the household is rewarded financially for waste reduction.

- Driving Licences and Highway Code
  You should always carry with you your identity card and driver’s licence when driving in Belgium. (NB you must carry your identity card or passport with you at all times!)
  Non-residents in Belgium (people staying less than 3 months and, therefore, are considered as tourists) can drive using their national valid licence or an international licence.

  The wearing of seat belts is compulsory, both in the front and rear seats.

  The speed limit on motorways is 120 km per hour, and in general 70 km per hour on ordinary roads in the Dutch-speaking Flanders region of Belgium that lie outside built-up areas. Within built-up areas, the speed limit is 30 (vicinity of schools) or 50 km per hour. Radar traps are frequent. In Belgium heavy on-the-spot fines can be levied.

  Drinking and driving is prohibited. Currently, in Belgium, the legally permitted blood alcohol level is 0,5 promille.

  Charges are made for car parking almost everywhere.

- Vehicle Registration and Insurance
  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 municipality.

  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.

  Third party liability insurance is compulsory in Belgium. Be sure to check the validity in Belgium of your existing car insurance cover.

- 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.