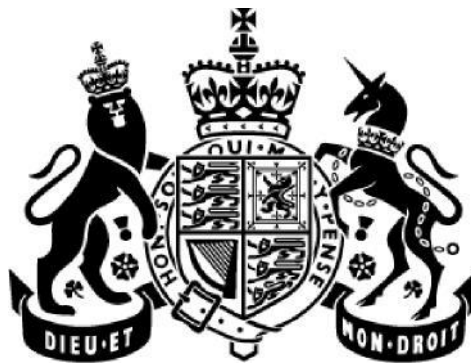




MINISTRY OF DEFENCE



inhmrc

BRITISH DEFENCE STAFF FRANCE
BRITISH EMBASSY PARIS

**A GUIDE FOR EXCHANGE OFFICERS, LIAISON
OFFICERS, AND STUDENTS ASSIGNED TO FRANCE**

UPDATED OCT 2022

INTRODUCTION BY THE DEFENCE ATTACHE.....	3
CONTACT DETAILS FOR BDS	4
INTRODUCTION BY ADMIN TEAM, MODNet LAPTOPS	5
ALLOWANCES AND PAY- EJSU	6
SECTION ONE: PREPARING FOR YOUR POSTING/TIMELINE	7
SECTION TWO: RECCE.....	10
SECTION THREE: HOUSING AND ORA.....	11
SECTION FOUR: BANKING	17
SECTION FIVE: HEALTHCARE	18
1. Carte Vitale	
2. Medical	
3. Dental	
SECTION SIX: CHILDCARE AND SCHOOLING	28
1. Private schooling	
2. Childcare and French State schools	
SECTION SEVEN: SECURITY.....	34
SECTION EIGHT: TELEPHONES, INTERNET	35
SECTION NINE: DRIVING AND TRANSPORT	36
SECTION TEN: CLUBS AND ASSOCIATIONS (VIVE LA DIFFERENCE)	41
SECTION ELEVEN: SPECIFIC TOULON GUIDANCE	43
SECTION TWELVE: OFPS	44
SECTION THIRTEEN: GUIDANCE FOR ECOLE DE GUERRE AND CHEM STUDENTS ...	45
SECTION FOURTEEN: DURING AND AT THE END OF YOUR POSTING	47
SECTION FIFTEEN: Q&A.....	48
ANNEX A ACCREDITATION RAF/RN/RM English and French forms	50
ANNEX B ACCREDITATION ARMY FORM	54
ANNEX C: ARRIVALS PROCESS CHECKLIST	57
ANNEX D: BLANK APPLICATION FOR ORA.....	58
ANNEX E: BLANK APPLICATION FOR OFPS.....	60
ANNEX F: SPECIFIC BRITISH ARMY GUIDANCE	62
1. House repairs	
2. Fleet Management	
3. Information - IT	
4. Management of annual appraisal reports	
5. Vive la difference	
ANNEX G: UNDERSTANDING FRANCE AND USEFUL WEBSITES	79
ANNEX H: CENTRAL EUROPEAN PRACTICE – Patient Registration Form	82

FOREWORD BY THE DEFENCE ATTACHE

Welcome to this year's freshly updated guide for officers considering or having been assigned to an Exchange, Liaison, or PME appointment in France. Serving overseas out of an operational theatre is an extraordinary experience which the UK Armed Forces offers to a very small proportion of our number, and it is one to relish if you embrace the opportunities that come with it.

The purpose of this guide is twofold: firstly, to share an insight into what living in France is all about for those contemplating an assignment here; and secondly for those who have already taken the plunge, to guide you the chosen and fortunate few in your preparation for your upcoming assignment. Whether your circumstances lead you to come alone, accompanied by your partner, or with family, you are in for an amazing time if you exploit all that is on offer in France with an open but informed mind, ready to revel in, not wrestle with, the peculiarities of living and working among and alongside our cross-Channel neighbors.

As the UK's leading global military ally after the USA, and a driving Defence force in Europe in its own right, France is a critical partner nation for the UK Armed Forces, and whether you are coming to Paris itself, or to a location further afield, your role will form a crucial part of the bilateral Anglo-French jigsaw. Roles in France are in the crucible of European Defence, both for the defence of Europe, and for the global projection of European Defence capability. The environment is fast-paced and rewarding for those who throw themselves into it. But do not imagine that because of our national proximity we share a common culture. Certainly, we share common values, but there is much to learn (and to share!) about our different cultures, and experience suggests that your time in France will be an un-ending voyage of discovery, steep at first, but still of discovery until the day you leave these continental shores.

It is not the role of the British Embassy in Paris to provide or ensure all your personnel management, logistical, or other administrative arrangements either for your move, or during your tour. Those responsibilities lie with your sponsoring Commands and with the tri-Service EJSU (European Joint Support Unit, based at SHAPE, with whom you will need to engage closely during your preparation to move and during your time here). But far from being a group of individuals assigned here in France, whichever posts we may each be assigned to in France, we are all working together towards the same HMG and Defence goals, all pulling in the same direction, and all looking out for and supporting each other. Moreover, the team in the Embassy are also the custodians of a significant quantity of corporate memory, and for all these reasons we in the Embassy in Paris do aim to support you wherever you are across France as best we are able, in a relationship which I expect to be reciprocal.

And so, without further ado, if you have the possibility of a tour in France but are not yet decided, then provided that your personal circumstances support it, I commend it to you as a rare and wonderful opportunity not to be dismissed lightly. And for those who are fortunate enough to already be in possession of an assignment order to come to France, I hope that the content of this guide, the product of much work by the team here in the British Embassy in Paris, will serve you well as you prepare for this next phase of your career. There is much to do, much to learn, much to share, and much to enjoy. But now it is up to you to prepare yourself, so strap in tight, and be ready to make the most of a unique and exciting ride.

Bienvenue, et bonne chance !

UK Defence Attaché to France

CONTACT DETAILS

The BDS-FR is situated on the third floor of the Embassy. Please find our [organigram](#) and details below:

Defence Attaché: Brigadier Al Veitch alastair.veitch@fcdo.gov.uk 01 44 51 32 35

Naval Attache: Captain PJ Wills Philip.wills@fcdo.gov.uk 01 44 51 32 44

Military Attaché: Colonel Howard Wilkinson howard.wilkinson@fcdo.gov.uk 01 44 51 33 47
06 76 02 71 27

Air Attaché: Group Captain Antony McCord antony.mccord@fcdo.gov.uk 01 44 51 34 01

Chief of Staff: Colonel David Hannah David.hannah@fcdo.gov.uk 01 44 51 32 50

SUPPORT STAFF

BDS Accountant/RAF & NAVY Admin: Sarah Schade sarah.schade1@fcdo.gov.uk 01 44 51 32 86

Army Chief Clerk, PVRP France, J6 Hardware: Staff Sergeant Claudia Topley
Claudia.Topley@fcdo.gov.uk Claudia.Topley606@mod.gov.uk 01 44 51 32 42

Clearances/Accreditation/Communications: Felix Mitchell Felix.Mitchell@fcdo.gov.uk

Please send all information to DefenceStaff.Paris@fcdo.gov.uk 01 44 51 33 99

Overflights, Classified Comms, Appraisal Admin: Sergeant (RAF) Laura Bennett
Laura.Bennett@fcdo.gov.uk 01 44 51 32 51

—

ATTACHÉS' OFFICE

PS to the DA: Lesley Reid lesley.reid@fcdo.gov.uk 01 44 51 32 61

EA to NA and Commemorations Officer: Diane Bernard diane.bernard@fcdo.gov.uk 01 44 51 32 52

EA to MA and AA: Eleanor Hickey eleanor.hickey@fcdo.gov.uk 01 44 51 34 39

DEFENCE EQUIPMENT ATTACHÉ'S OFFICE

DEA: Mr John Higgins john.higgins@fcdo.gov.uk 01 44 51 32 54

Deputy DEA: Bernard Geerlings Bernard.Geerlings@fcdo.gov.uk 01 44 51 32 04

Assistant to the DEA: Vacant

Defence duty mobile 00 33 (0)6 07 76 09 01. Please note this phone will not be answered during office hours as we do not have access to it, or to personal mobile phones during office hours.

INTRODUCTION BY THE ADMIN TEAM

This Newcomers' Booklet is produced by the British Defence Staff France (BDS-FR) for all **Exchange Officers, Liaison Officers, and Students assigned to France**, but should be read in conjunction with the relevant JSPs and DINs for policy. Separate instructions will be given to Attachés who follow different procedures.

We hope that you will find the following information useful, particularly during your first few weeks in France. We have tried to cover as many areas as possible, but if you do have any queries, or need help or advice please do not hesitate to consult the BDS-FR; we are always glad to help.

A lot of the information provided concerns Paris; if you can send us helpful information about the area where you are posted, we will include it in the next updated version, as we have done for the Toulon area. Please be aware that there are excellent websites such as www.Angloinfo.com and FrenchEntree which have extensive information about moving to and living in France.

This booklet quickly becomes out of date, although it is accurate at the time of writing. If you think it needs amending in any way, please contact the BDS Accountant without delay.

MODNET LAPTOPS

The MOD provides MODNet laptops to LOs and EO's to enable them to communicate at OFFICIAL SENSITIVE and below. Direction on the use of the MODNet Laptops is as follows:

It is recommended that you log on regularly to your MODNet account before coming to France. Many of the issues on arrival are because of a 3-month cut-off lapse time which can be difficult to resolve. There is currently no MODNet server at the Embassy or elsewhere in France.

PAY AND PERSONAL ADMINISTRATION - EJSU

Whilst you are assigned in France, most of you are administrated by the European Joint Support Unit (EJSU) at SHAPE, Mons, Belgium; however, should you require any general advice the Chief Clerk and the BDS Accountant are also available to provide assistance. You can find further information on the support available to service personnel assigned to EJSU Supported posts in Europe at [2018DIN01-104](#)

ALLOWANCES.

Whilst assigned in France you will be entitled to a few allowances. The aim of these allowances is to assist you during your assignment and subsidize the cost of living outside the UK. You will be entitled to the following allowances, dependant on your status in France, such as overseas rent allowance (ORA) and local overseas allowance (LOA)

Overseas Rent Allowance (ORA) – All serving personnel assigned in France will receive ORA on a monthly basis. This allowance is paid to you monthly at the same time as your pay to allow you to pay the rent of your accommodation.

- a. Local overseas allowance (LOA) – You will receive LOA for the duration of your assignment.
The rate you receive is based on your status here.

Please find under the following [link](#), a list of allowances in France for Service Personnel.

JPA

JPA can be accessed through the DEFNet and is to be used by all serving in France to conduct personal administration as you would in the UK.

TRAVEL

Always use HRG to book travel using your UIN – this is a requirement, and you can be refused refund if you don't use them. Please read the EJSU [Travel Policy](#) including [Travel Authorisation Request](#) (SCV info for CEA claimants)

**IF YOU ARE CONTACTED BY THE FRENCH TAX OFFICE DURING YOUR POSTING, PLEASE
CONTACT THE BDS TEAM BEFORE ENTERING INTO ANY DISCUSSIONS WITH THEM OR
PROVIDING THEM WITH ANY PAPERWORK.**

SECTION ONE: PREPARING FOR YOUR POSTING

Task	Detail/Requirement	Timescale	Notes
Tri Service Welcome Booklet	Read and make yourself aware of any actions required prior to your arrival. You can also discover more about France via the iHive Overseas Location Guide	At the earliest opportunity	Contact BDS Accountant/Chief Clerk with any questions
Pre-Arrival Self-Certification Record	Ensure you have completed the Pre-Arrivals Self-Certification Record	At the earliest opportunity	Please send to EJSU
Contact EJSU ISODET	Complete the EJSU ISODET Arrival Proforma including SLI Certification , HDT Application and JPA Form E16b	At the earliest opportunity	Please send to EJSU
Confirmation of Overseas pre-assignment	Complete the Annex C to form 2018DIN01-104 : confirmation of overseas pre-assignment process	At the earliest opportunity	Please send to EJSU
Contact your predecessor	Contact your predecessor for specific detail on your future role and local guidance to facilitate arrival processes.	Maximum 6 months prior to posting	
Carte Vitale (French Health Card)	Contact HMRC using a CA3822 form for a S1 form for you and a CA8454 all family members. Please ensure you include that you are a Civil Servant and require the S1 to last 3 years.	6 months prior to posting.	See below page 19 for full instructions
Security Clearance (Vetting)	Ensure you have the appropriate clearance for your future assignment. Contact your PVRO (or equivalent) to start any necessary vetting process. Once your vetting is complete, please send a copy to BDS – BDS Accountant, Chief Clerk, Sgt Bennett.	At the earliest opportunity	
Assignment Order	Please send a copy of your Assignment Order to BDS – BDS Accountant, Chief Clerk, Sgt Bennett.	At the earliest opportunity	Please also note the UIN of your gaining unit from your AO. Your expenses do not come under the BDS UIN.

Housing (Overseas Rental)	Research properties in your assignment area – keep in mind your requirements (access to work, access to schooling etc.). Liaise with your predecessor and organise Recce as necessary (see below). Contact BDS Accountant (RN/RM/RAF) or Chief Clerk (Army) for Attestation letter to facilitate liaising with estate agents. See below page 14	4-6 months prior to posting date Please note that you should have your building insurance for the day you sign your contract. This is mandatory for the tenant in France. ORA FORM AT ANNEX D	Insurance can be sourced through insurance companies (Macif, Maaf, AXA etc or through your bank). Start removals process with Agility (need JPA assignment number) Start Utilities process online
Recce	Should your predecessor's property not be suitable or available you may conduct a Recce to acquire accommodation. 2016DIN01-083 re Recce Visits Application form below page 12	Maximum 3 months prior to posting date. Please follow the procedures set out in the DIN see below page 9	France was added to the DIN in April 2016.
Role Accreditation	Provide the necessary paperwork and photos to DefenceStaff.Paris@fcdo.gov.uk for accreditation processes. Failing to do this will lead to delays in IT and building access from the French.	At least 4 months prior to posting date.	
Schooling	Identify the schools you want your children to attend and contact DCYP CEAS and BDS for forms and authorisations.	4-6 months prior to posting date	See below page 28
Letter of Introduction – joining letter	Send a letter of introduction to the DA as well as your Service Attaché and your French 1RO if applicable.	6 weeks/2 months prior to posting date	Send relevant documents for new workplace to your predecessor to start arrivals process (access badges, IntradeF/FROPS account)
Bank account	Either set up a bank account online or use your Recce time to set it up in France. Contact BDS if a letter is needed for the process.	As soon as possible	See below page 18
UK resident for financial purposes	Certain banks may ask for a letter from the Embassy to confirm status in France. Contact Chief Clerk or BDS Accountant for these letters	At the same time as setting up your bank account	
MODNet Laptop and account	It is recommended that you log on regularly to your MODNet account before coming to France. Many of the issues on arrival are because of a 3-month cut-off lapse time which can be difficult to resolve.	From 6 months prior to posting	On arrival you should either take possession of your predecessor's laptop – informing Chief Clerk – or contact them if this is not possible.

Appraisal dates and Reporting chain	Inform BDS – Sgt Bennett – of your appraisal dates and reporting chain.	As soon as the information is known.	JSP 757 – it remains the individual's responsibility to ensure reporting is completed
EJSU Arrival forms, move and track, allowances	Contact EJSU for arrival forms, move and track, allowances, and other changes due to Overseas posting. GSO-EJSU-FrEEurope-NSE-Mailbox@mod.gov.uk	Just before or immediately upon arrival in post.	FS Mark Worsencroft - Head of Location – CEA, SCV, PACCC Casework, Policy Queries Mil:9205 4232659 Civ: 0032 6544 2659 Mark.Worsencroft582@mod.gov.uk
			Cpl – Office manager
	Here you can find the Service Level Agreement Between the Joint Forces Command European Joint Support Unit and the British Defence Staff Paris for all Service Personnel Assigned to France		Jennifer Evans - HR Clerk Jennifer.evans389@mod.gov.uk
			Hannah Williams – HR Clerk Hannah.williams188@mod.gov.uk
			Sigita Morris – HR Clerk Sigita.morris182@mod.gov.uk
			Sylvia Lopomo – HNLO Lille Sylvia.lopomo100@mod.gov.uk

SECTION TWO

PRE-ASSIGNMENT RECCE

Although recces are not an automatic entitlement, we will support your case within the rules – time spent in recce is rarely wasted. It allows you to source accommodation (if you are taking over your predecessor's accommodation a recce may not be necessary unless for schooling reasons), schooling and banking. Please see below the DIN and application form for your Recce to France. The form should be filled in and sent to BDS Accountant (RAF, RN/RM) or Chief Clerk (Army). They will get the Recce authorised in principal by an Attaché and forward for final single Service authority. If you are in immersion language training in Tours, it is worthwhile trying to do the Recce while you are there.

<https://modgovuk.sharepoint.com/sites/defnet/Corp/DINSpersonnel/2016/2016DIN01-083.pdf#search=2016DIN01%2D083>

SECTION THREE: HOUSING AND OVERSEAS RENTAL ALLOWANCE (ORA)

- 1. MOD Policy.** Overseas Rental Allowance (ORA) policy can be found in JSP 752 Ch 2 Sect 2 and JSP 464 Part 2 Overseas SFA or under the following [link](#). There is no service accommodation available and thus you rent private accommodation. You are responsible for finding a suitable hiring (to appropriate ceiling) for which full costs are reimbursable and in return you pay normal SFA charges (grade 2), including Fuel and Light.
- 2. Local Policy and Advice.** It can be a challenge finding suitable accommodation within your rental ceiling in France and it is one of the key areas to discuss early with your predecessor. If your predecessor's house or flat is appropriate for your family circumstances, you are recommended and encouraged to take it over, provided the rent and service charges remain within your ORA ceiling and the landlord wishes to continue with the lease.
- 3.** If your predecessor's hiring does not meet the requirement, you will need to find alternative accommodation within the defined rental ceilings (see below). Please note that there is no flexibility with the ceilings and any amount over these ceilings will either need to be paid personally or authorised through a PACCC case. You must discuss your intentions with BDS and obtain Attaché approval prior to entering into any rental agreement. The Attachés must authorise any contract before signing.
- 1. You are to ensure that any property considered has suitable security in place.** If you are looking to rent an apartment as opposed to a house, you are advised to avoid a ground or 1st floor. Street entrance should be controlled by two doors (inner and outer), and finally windows should be securable and have shutters.
- 2.** Any accommodation occupied by you will be on a private rental agreement basis between you and the proprietor/agency. Care should be taken to understand the small print of any rental agreement before signing, since any misunderstanding will rebound on you. Letting agencies may ask various pay related questions to ensure that you can meet the monthly payments. In this case an attestation provided by BDS Accountant (RAF RN/RM), or Chief Clerk (Army) should prove enough.
- 3. Approval and Payments.** Once housing has been sourced you are to send both the ORA application at Annex B and the unsigned contract to BDS Accountant (RAF RN/RM) or Chief Clerk (Army) for Attaché authorisation. Once approved they will pay the agency fees and the first month's rent. The costs are charged to your UIN. The deposit needs to be paid by you. Following that JPA action will be completed, and you will receive your ORA directly within your salary for you to pay your ORA monthly to the landlord. Once this has been set up, please note that you are responsible for direct payment.
- 4. Deposit (dépôt de garantie/caution).** This is an amount paid to the landlord of one month's rent for an unfurnished property and two month's rent for furnished. As stated above, the deposit needs to be paid by you and you are liable for it. The MOD will not bear any responsibility for rent deposits attached to a lease (JSP 752, Chapter 9). At the end of your tenancy, you are also responsible for the deposit to be refunded and/or agree any deductions from the deposit - any difference between the original deposit and the refund falls on you to pay (for damages or losses etc.), hence good insurance is essential. The MA, through BLO CSS, is the authority for any discrepancies for the Army and the other Attachés for the other services. Make **sure that during your march out (*état des lieux*) any amount to be withheld is in writing and agreed.**
- 5. 'Huissier'.** When taking over your hiring or handing it back/over it is imperative that a 'Huissier' (Commissioner of Oaths) be present and carry out an '*état des lieux*'. This will record the state of the

hiring as you move in. The cost of this is often included in the Agency fees but if not, you are to pay the costs and be refunded by BDS Accountant (RAF RN/RM) or Chief Clerk (Army) once you have produced the supporting paperwork.

7. 'Multirisque Habitation / Assurance d'Habitation'. Under French law the tenant is responsible for insuring the structure of rented accommodation. Therefore, you will be required to take out an insurance policy before you can take over your hiring. The cost of this insurance is refunded as above. Most banks can arrange this for you upon opening an account but if not, you can take out the insurance through an insurance company (Macif, MAAF, AXA). You should note that contents insurance, even for public furniture, is your own responsibility and you should arrange your own policy for this purpose. It is important to note that rubber gas pipes for cookers are date stamped and have a shelf life; if these are not replaced on time, they can invalidate your insurance policy. If you have a working chimney this must be swept once a year and a certificate received, and your boiler should also be serviced yearly, and a certificate received, if not done insurance can be invalidated. It is recommended to add legal cover to this insurance in case of future disputes over damage to your property. Ensure you read the small print.

8. When looking for somewhere to live make a list of your requirements (location, schools, size etc). Do some research on Internet to see the type of properties that are available and discuss the best places to live with your predecessor? Make phone calls to agencies and if you don't feel comfortable speaking French ask if they speak English. There is often an English-speaking person there (especially in the Paris area). If you are coming for a recce, make sure there are no French public holidays during your visit. Make several appointments to visit apartments – the more you see the more likely you are to find one you like. When visiting apartments take the necessary documents with you (attestation from the Embassy, posting order, ID) so that if you find a place you can sort things out immediately as good accommodation can be snapped up and the estate agent or landlord will accept the first firm offer.

9. Taxe d'Habitation. An annual "Taxe d'Habitation" is levied and it is the responsibility of the tenant present in the property on 01 January of that year to pay this tax. Its payment may already be included in the rental agreement. If not, pay it and claim back through JPA. Even if you depart in February, you will still be liable for the tax, bills are not produced until circa November of that year. Please note that the British Embassy will not pay it for you.

10. Tax foncière (property tax). Tax foncière is property/community tax which is payable in Oct for that year, not in advance. Very often rubbish collection is included in this bill. Tax foncière is paid by your landlord/landlady. Some of you will find this refuse tax is already included in your Service charges in your rental agreement. Different rules apply according to the type of accommodation occupied.

11. Charge In Lieu Of Council Tax (CILOCT). Under the Future Accommodation Model (FAM) that came into operation on 01 Apr 16, all SP serving in France are exempt CILOCT.

ORA (Overseas Rental Allowance) CEILINGS FRANCE

EFFECTIVE DATE: 01 July 2021

Euros per month

1. Single or Unaccompanied Personnel in Private Accommodation

RANK	UNFURNISHED			FURNISHED		
	Paris	Marseilles and environs *	Elsewhere	Paris	Marseilles and environs *	Elsewhere
Major and above	2400	1400	1300	2700	1600	1500
Below Major	2100	1300	1250	2300	1450	1400
Other Ranks	1800	-	1100	2050	-	1200

0. Accompanied Personnel in Private Accommodation

RANK	UNFURNISHED			FURNISHED		
	Paris	Marseilles and environs*	Elsewhere	Paris	Marseilles and environs *	Elsewhere
Type III (Cdr/Lt Col/ Wg Cdr and above)	4350	3200	2300	4800	4000	2400
Type IV (Lt Cdr/ Maj/Sqn Ldr)	4100	2500	1850	4500	3000	2200
Type V (Lt/Maj/Flt Lt)	3450	2200	1600	3800	2500	1900
Type C	3000	-	-	3300	-	-

NOTES

1. The above rental ceilings refer to basic rent inclusive of **garaging costs** and tax.
2. Where Service Charges are not combined with the rent or are communal. i.e., electricity in public area, concierge etc., they may be claimed in the same way as miscellaneous utilities expenditure as outlined in the ORA regulations (JSP 752, Chapter 9, Section 1).
3. Utility charges i.e., electricity, water, gas etc. within the living accommodation can also be claimed in accordance with the ORA regulations (JSP 752, Chapter 9, Section 1).
4. When a furniture pack is issued, the unfurnished rental ceiling is to be used.
5. These rental ceilings must be regarded as **a maximum**, rather than as a figure at which to start negotiations with agents and landlords. No payment is to be made in excess of these ceilings without prior authority of the PACCC/DBS LOA.
6. Public money is not to be spent on decorating or repair to rented property without the prior authority of the PACCC/DBS LOA.

* Marseille and Environs include Draguignan, Toulon, Hyères, Montpellier, Orange, Istres and Toulouse.

LES CONCIERGES/GARDIEN/NES

Many apartment blocks have a *gardien* or *gardienne* (conciERGE), and it is important to remember that they expect to be tipped annually at Christmas or the New Year or on departure. It is a good idea to keep them on side. It is advisable to ask other occupants in your block what is the usual practice with your concierge, as it is vital to keep in line with everyone else. Even when one does not receive all the services, i.e., mail delivered, the tip should not be reduced.

If you have had your mail redirected to your new address, find out on arrival how the mail is delivered. It is sometimes pushed under your door by the concierge, but mostly put in your letterbox in the entrance of the building. Some letterboxes require your name on both sides to make it easier for the postman.

RENTING IN SOUTHERN FRANCE

seloger.fr – set up an alert! All properties I saw were advertised here. Most effective way to search I think is using postcodes: <https://atlas.cosmosia.com/imgs/cartes/codepostaux-83.png> so Draguignan is 83000, Fayence 83440, St Maxime 83120 etc. ...

It is not especially easy to find long-term rentals in this part of France; a lot of properties are let by the week over the summer months and left empty over the winter.

Avoid agents that offer a guarantee to landlords that rent will be paid (garantie loyer impayé). The companies that underwrite the guarantee will not do so for us - we are classed as employed abroad in spite of the attest from the Embassy.

Check what the regular charges are for the property – they need to fit in the rent allowance. Some contracts will put the rent up by a fixed amount each year. Worth being aware before you sign and checking OK with embassy. Rental ceilings do not get increased annually.

Rent through an agent, it makes issues of repairs and maintenance much easier.

As a tenant you are expected to **pay for some small repairs yourself** – ones that we are not used to paying for in military accommodation.

Furnished / unfurnished: do not be deterred if you want an unfurnished house and the property is advertised as furnished. You may be able to negotiate removal of furniture. Landlords may prefer to let furnished as they pay less tax on the income, again this can be discussed with agent.

Try and get a house with central heating. It can get very cold in the winter and electric wall heaters are ineffectual and expensive to run. Aircon is useful in the summer. Some are “rEversible” so heat as well but aren’t really an alternative to central heating in the winter either.

A property advertised as being in a town/village will not necessarily be in the centre; it could be quite some distance away. Google maps will show you the whole area covered by a town/village.

You need to decide whether you want to be in a reasonably sized town, e.g., Draguignan, St Maxime, or even Frejus; or in a village, and how close to the motorway or main roads you want to be, as well as how far you are prepared to drive to work! Not too far from Draguignan has the advantage that you can join the ANFEM (spouses) activities. South of the motorway means you’re closer to the sea (which is about an hour from Draguignan, more in traffic in the summer), north makes the Gorge du Verdon more

accessible. There is a good-sized British community in Fayence, which is not too far from work, and very pretty, has a lovely provençal market etc.

It is also worth googling agents in the place you decide you might like to live and phoning them all, explaining your situation and following up with an email. Letting them know that you will be posted out is also worth mentioning, as landlords can be nervous about getting their properties back.

ESTATE AGENTS

Please note that all these estate agents have been used by personnel arriving in France, but we cannot guarantee their service. If you have any feedback on any of the agencies or would like to recommend other ones, please let us know.

PARIS AND SUBURBS

DE CIR COURT ASSOCIATES – PARIS RENTAL

English speaking agent – Tara Bushe – tara.bushe@parisrental.com

Locations meublées et Ventes – Furnished rentals & Sales

11 rue Royale – 75008 Paris – France

Tél : 33 (0)1 43 12 98 00

Fax : 33 (0)1 43 12 98 08

PARIS ATTITUDE

Phone : +33 (0)1 42 96 66 55

Fax : +33 (0)1 42 21 47 81

6 rue du sentier 75002 Paris

97 <http://www.parisattitude.com>

GESTIVA

3 rue Isabey

75016 Paris

Tel : 00 33 (0)1 40 50 95

PARIS HOUSING SERVICES - DENICOURT & ASSOCIES

2, rue de l'Exposition – 75007 Paris (France)

clients@capitale-partners.com / www.capitale-partners.com

23, rue La Boetie - F 75008 Paris

Tel +33 1 42 68 35 60 – Fax +33 1 42 68 35 61

Agence de Havilland

18 rue Gounod

92210 Saint Cloud

Tél : 01 46 02 60 60

ST Immobilier secteur Orgeval

78 rue de la Chapelle

78630 Orgeval

Tel: 01 39 08 09 13

Fax: 01 39 75 31 96

Note for Service Personnel posted to Paris

Those with younger children may like to consider looking outside Paris but within commuting distance, where more space, including gardens, is generally available. In particular, the area to the West of Paris, around St Germain-en-Laye, is where many ex-pats choose to live. It has good rail links and a wide choice of schools, including the British School of Paris (BSP) which is in Croissy-sur-Seine. Those who prefer the experience of living in more central Paris or who feel that the post demands being more readily available for work might consider the 6th, 7th, 8th, 15th, 16th, and 17th arrondissements. Neuilly-sur-Seine is where some of the best French schools (generally private) in the country are to be found. It is recognized that parking can be a problem and so a garage can be rented subject to approval. The costs, however, must be within the rental ceiling.

OUTSIDE OF PARIS

FINISTERE (Brest)

HABASQUE ORPI

40 quai du Léon
29800 Landerneau
Tel : 02 98 21 31 86
Fax: 02 98 21 86 85
06 03 48 40 63

VAR (Toulon, Marseille)

COTE MER IMMOBILIER

854 Promenade Gal Charles de Gaulle
LA FARANDOLE
83140 SIX FOURS
Tel: 04 94 41 41 41

WEBSITES

www.seloger.com

www.explorimmo.com

www.pap.fr

<https://www.jinka.fr/>

Whilst 'housing associations' may have a negative connotation in the UK, this is much less so in France. Some of the advantages of going through a housing association rather than through an estate agent are the following:

- **Cheaper** – a housing association is not in it for the money in the same way as private landlords or estate agents are. Housing associations often provide cheaper housing for professionals (nurses, police, military, teachers, etc.) in areas where they may otherwise not be able to find or afford it. Only one month's deposit required on occupancy. French banks (e.g., Credit Agricole) are used to dealing with housing associations in terms of insurance, etc.
- **More choice** – housing associations are likely to have access to a greater number of properties than estate agents as they are providing housing for people that local authorities actually need to attract to **work** in the area
- **Efficient** – repairs are rapid with no expensive shortcuts taken; again because they are not trying to make (so much) money. In Plurial Novilia's case you can log into their website and track the progress of repairs
- **Personal** – a personal agent is usually assigned to you, who you can call at any time to discuss housing issues, although repairs are usually booked through the website. They will also walk you through all of the paperwork at the start – note, no requirement for legal representation when taking over the house...
- **'March in/march out'** – more accepting of normal wear and tear on the property than a private landlord might be happy for you to make minor alterations
- **Convenience** – only one month's notice required when you want to leave the property. Covered by all the usual French regulations protecting you from being thrown out, etc...

Plurial Novilia

<https://www.plurial-novilia.fr/>

SECTION FOUR: BANK ACCOUNTS

PERSONAL BANK ACCOUNTS IN FRANCE

If you come on a recce, it is a good opportunity to open a bank account. You can usually initially open an account using a UK address which must be changed to your French one as soon as you find accommodation. You are free to open an account with any bank of your choice. There are two main kinds of bank account in France - a foreign account and a resident account. Most personnel will have a foreign account. Once your account is functional you will be given a RIB (Relevé d'identité bancaire) specifying your bank details. A spouse who is French cannot have a foreign account. There is a monthly charge in France for having a bank account unlike in the UK and this can vary between banks.

A new banking option that is recommended by many of the Officers posted to France is BRITLINE, an English-speaking French banking service which is part of **Credit Agricole** Normandy. <https://www.britline.com/banking.html> With them it is possible to set up an account from the UK, using a UK address and is relatively straightforward. They are extremely helpful, can sort most things by email, and can talk through everything in English, explaining pitfalls and recommending ways to go about things with a knowledge of the difference between UK and French banking. They also provide insurance policies.

French bank accounts do not operate along the same lines as UK banks. The major differences are:

1. Most French banks work on a franchise system – you deal with the branch where you open your account. **You are advised to open an account either close to work or home.**
2. A weekly/monthly withdrawal limit may be imposed. Check what these limits are.
3. French banks do not issue cheque cards with cheque books, and you will need ID to be able to pay by cheque.
4. It takes time for the account to be fully functional. The French systematically do a check with the *Banque de France* where all details of blacklisted people are held to ensure you are not one of them. This means that it can take several weeks for your account to be up and running.
5. Foreign accounts may not normally be credited with Euros in cash, but can receive credits by bank transfer or by cheque from resident accounts
6. Holders of foreign accounts may, with the agreement of their bank, arrange for overdraft facilities. A French bank account debit card is called a *Carte Bancaire* (known generally as a *Carte Bleue*). It is an International Visa debit card and is the most commonly accepted payment card in shops, restaurants etc. The Limit for contactless payments is currently 50 Euros.

ON DEPARTURE: PROCEDURE FOR CLOSING MY ACCOUNT

Write to your bank saying that you wish to close your account and that you certify that you have no outstanding direct debits or cheques. You will need to specify the number of the last cheque used. The bank will then wait a couple of weeks for confirmation that there is no movement on the account before closing it. You should check that the procedure has been completed. Please also remember to terminate your split pay through EJSU.

SECTION FIVE: MEDICAL

There is a reciprocal agreement with France that allows you to claim back part of your medical expenses from the French with a French *Securité Sociale* number and a *Carte Vitale*. This process should be started as soon as you receive your assignment order as it can be very slow. All officers and UK personnel should follow this process. Often if there is a French civil servant who deals with the Social Security based where you are posted, they can be helpful with advice and guidance.

ACTION IN THE UK PRIOR TO ASSIGNMENT

You first need to fill out a **CA3822** form to get the S1 for yourself and a **CA8454** for all other members of the family from HM Revenue and Customs.

Carte Vitale – Completing Form CA3822

1. Sign up to a government gateway account on the HMRC website. Click on 'Don't have a government account'.
2. Once you have an account, log in, complete the form, and print the form. Post form to them or send online to them if possible.
3. Inform HMRC that you are using the online service/postal service
4. Save copy as PDF.

Website: www.hmrc.gov.uk

Postal address: HM Revenue & Customs, NIC&EO, International Caseworker, Bamburgh House (BP1 301), Benton park View, Longbenton, Newcastle-Upon-Tyne NE98 1ZZ, UK.

Tel: UK 03002003500 or if outside the UK +44 1912037010 Fax: 00 44 (0)191 2253708.

Please note that if your posting is for more than one year you will also need an A1. Please state that you are a civil servant and that you require the S1 to last for 3 years.

Everyone, irrespective of tour length, must have an S1. The European Health Insurance Card (EHIC), which can be obtained through www.nhs.uk only covers those who intend to go abroad for a short holiday or business trip and not when you are working in France.

Children in Boarding School should travel to France with the EHIC card which should be used for any necessary treatment – they are not entitled to a Carte Vitale.

CARTE VITALE

The Carte Vitale can only be applied for once you are in country as you will need a French home address

To apply for your carte vitale you will need the following documents:

1. S1 from form **CA3822 & CA8454**. **The French are now requesting that all dependants have individual forms, or they will not cover them.**
2. Your RIB (*Relevé d'identité bancaire* – standard format bank-issued bank account details)
3. Photocopies of passports
4. Copies of birth and marriage certificates. A letter from the Embassy with the translated information contained on these certificates is also needed for each family member who is permanently in post with you. Please send this information to BDS Accountant using the templates below. She will supply the certified letters. Could you also provide a postal address to send the letters back to as the French like the originals?
5. If possible, a paper from a general practitioner of your choice, registering with him/her. You will be refunded at a higher level for secondary treatment if you are referred by your registered general practitioner. **TO NOTE: This is now mandatory for children between 0 and 16 years old.**

You should, where possible, post all the documents and not deal directly with French administration which can be somewhat daunting.

If you live in Paris (75) – CPAM – Relations Internationales, 173 rue de Bercy, 75012 Paris.

If you live in the Yvelines (78) – CPAM – Relations Internationales, 78085 Yvelines Cedex 09.

You can also check out the on-line website - <https://www.ameli.fr/assure/english-pages>

If you are in a more isolated posting it is better to deal with the office of the largest nearest town (i.e., Marseille or Toulon if you are posted to Istres)

To note: French administration uses spouse's maiden names. Sometimes both maiden and married names are included but it can be only the maiden name. This is normal procedure.

TEMPLATE FOR BIRTH CERTIFICATES to be sent to BDS Accountant:

Prénom, Nom de naissance :

Date de naissance :

Lieu de naissance :

Sexe :

Prénom du père, Nom de naissance :

Né à,

Prénom de la mère, Nom de naissance : XXXXXX née XXXXXX épouse XXXXXX

Née à,

TEMPLATE FOR MARIAGE CERTIFICATE :

Date du mariage :

Prénom, Nom de naissance du marié :

Prénom, Nom de naissance de la mariée :

Prénom, Nom de naissance du père du marié :

Prénom du père, Nom de naissance du père de la mariée :

Lieu du mariage:

HEALTHCARE - MEDICAL

Medical and dental treatment in France will be either through military sources or more likely civilian practitioners. Healthcare in France is generally excellent and pharmacists as well as doctors are very highly trained. General healthcare should be to NHS level and can be refunded at MOD expense. Authorisation for any secondary treatment should be obtained before any secondary or expensive treatment is carried out (see contact details authorisations below).

When making an appointment with a doctor, try to make sure that they are *conventionnée* (working within the French social security system). You will be required to pay for each visit before leaving and the social security rate for a general practitioner's visit is 25€. Please be aware that some doctors do not have the possibility to take card payments and you will need to pay by cheque or cash. If you already have your *Carte Vitale*, you do not need to ask for a refund as it is automatically sent with the card. If, however you have not yet received it you will be given a *feuille de soins* by the doctor which you will then fill out, sign, and send to your CPAM centre. The same goes for the payment of prescriptions. CPAM (Caisse Primaire d'Assurances Maladies) calculates the refund and sends it directly to your bank account and informs you by letter. The outstanding balance can then be claimed. The current NHS contribution for prescription items (UKBC and spouses) is £9.35 per item (September 2022).

When seeing a doctor or medical professional, attending a hospital, paying for medical services, buying medication, or collecting prescriptions, you should always show your *Carte Vitale*. In many cases you don't pay for prescriptions, and if you can use it, you are eligible for a CPAM direct refund (no paperwork to send off). You may not always be able to use it, but you should always try.

Please note that it is against French regulations to provide more than one month's prescription at one time. If you have a repeat prescription you will need to return to the pharmacy each month for a renewal.

You can obtain a *Carte Clientèle* from your nearest French military hospital which will enable you to have outpatient treatment.

WARNING/ USEFUL TIPS ON MEDICAL PROCESS

- 1) Prior to applying for S1 you need to have confirmed your address in France – this can be difficult as normally finding accommodation comes later in the process.
- 2) The time from submitting forms CA3822/CA8454 to receiving S1 is about eight weeks.
- 3) Once you receive your S1, make sure to check that the end date of the form matches the end date of your posting (HMRC often only indicates a validity of one year)
- 4) Check that the address indicated on the S1 forms is in France and the same for all your family members. Unfortunately, HMRC sometimes mixes the address up.
- 5) After you have received Carte Vitale, the admin begins with [AMELI](#). You can set up your account and use this system to get online access into the French health care system.
- 6) [DoctoLib](#) – an online app, useful to find doctors in your area and book medical appointments.

REGISTRATION WITH THE CENTRAL EUROPEAN PRACTICE (CEP)

In the context of both COVID and EU transition, the EO/LO network in France will benefit from a sustainable approach to healthcare which is guaranteed regardless of reciprocal healthcare agreements. In a vast majority of European Joint Support Unit – supported areas they register personnel with the Central European Practice (CEP). This ensures that you have MoD clinical personnel to reach out to and that your NHS or Defence medical record is maintained. They also provide occupational health support to military personnel. This is linked to the Healix registration which ensures that hospital care can be facilitated regardless of residence status. The CEP is a Defence Primary Healthcare practice. This is the central hub and 'virtual' medical practice for those living in Europe and Turkey, where no MoD medical facilities exist. The small team includes a practice manager, healthcare coordinators, a finance administrator and a military medic, nurse, and GP. The CEP are on GPlinks so when you register, your NHS record will be pulled from archive and stored with them. They will then transfer it to your GP when you return to UK residence. CEP are integrated with the Healix OneHMG health line who provide healthcare management for those under French medical care and ensures funding readily available to hospitals. Under this arrangement there is no difference in how you access primary care (your GP or equivalent). The main difference is that if you are referred to hospital you can phone the health line to ensure that there is some oversight of your care, a UK clinical view on its suitability and a link to the MoD network of support.

Please find the CEP registration form at Annex G Page 76 - Once returned completed for you and your entitled dependants – CEP will issue the Medical Clearance Code for you to register with HEALIX. If you have any queries, please contact the CEP at - SGDPHC-O-EJSU-Med@mod.gov.uk

Further details about healthcare in Europe are covered by [2020DIN01-137](#)

HEALIX HEALTHCARE

The Healix Group of Companies has provided healthcare and risk management solutions to clients around the world since 1992 and offers bespoke services to clients wanting control over their health, travel, and risk provision. With a medical team of over 90 fully qualified doctors and nurses in the UK alone, they have the highest ratio of clinically trained staff in the managed health services industry.

Their combined medical and risk management expertise places them in a position to deliver efficient solutions without compromising on high quality support for the end-user. While on posting, Healix will manage your healthcare needs to support you overseas. Your healthcare is ultimately paid for by the MOD.

The Healthline (Healix) arrangements do **NOT** replace the requirement for travel insurance should you travel on holiday outside the country in which you are living. You should therefore ensure you have appropriate travel insurance in place for such journeys. In addition, for all travel within the European Union you should carry your Global Health Insurance Card (GHIC), you can apply for your card [here](#). Dental care is **NOT** included under the Healix arrangements at present.

Warning

Healix will ensure, where practical, that your healthcare is safe and effective. Secondary Healthcare will be benchmarked to NHS England standards and NICE guidelines. Obviously, this may not be achievable in some overseas locations and so return to UK may be required in some circumstances. Where required, Healix will liaise with the military medical authority regarding an individual's situation. If necessary, the chain of command will also be involved as it may require authorisation for any travel and subsistence costs.

Please find the relevant images for the UK-issued Health Insurance Cards in circulation under the following [link](#)

Emergency Health Care -

Healix is NOT an alternative to emergency care and if you consider the situation to be an emergency or life threatening you should ring the local ambulance service, which will take you to the local emergency facility. You must contact Healix as soon as you are able should you or a member of your family be taken to hospital in an emergency. FCO Healthline Healix will be able to support and assist in such cases. If a situation occurs where the registered patient is incapacitated a third party should contact Healix as soon as possible in order to inform them of the situation.

Registering with HEALIX should be done for yourself and your dependants before coming to France. The advantage of registering with them is that they will authorise secondary care for you in line with NHS policy. To contact them for more information please see below:

Medical Staff, FCO Healthline
Email: FCOHealthline@healix.com
Tel: +44 (0) 20 8481 7800
Fax: +44 (0) 20 8481 7810

If your family are with you at post. Each individual will need to register, regardless of age. You will obviously need to do this on behalf of young children. The same Medical Clearance Code is used for the whole family, but each member of the family needs to register their own account.

Upon logging in, you should be directed to a "Pre-Posting Officer" clearance form. Forms are age-dependant and Officers complete a different set of questions to family members, which is why they ask that each individual have their own username and account. Your family will therefore complete "Pre-Posting Dependant" forms.

Ensure that your staff number is correct on all forms, as their system will link you as a family using this number. Complete and submit your forms, being sure to answer all questions fully and to tick the Declaration at the end of the form. You will receive an on-screen message, confirming that your form(s) have been successfully submitted. Their medical team will review the forms accordingly. A nurse may get in touch with you or one of your family members, if they require additional information about a medical condition declared on the form.

They will look to medically clear you and your dependants (as a family unit) for your full posting. A copy of confirmation of clearance will be sent to you (as the Officer, with your family listed as your dependants) and another will be sent directly to your Parent Department (MOD).

You can call them on +44 (0) 208 481 7800 for assistance.

They operate a 24-hour service, 7 days a week on the phone number above and at
FCOhealthline@healix.com

REGISTERING THE BIRTH OF A CHILD

Registering your child's birth with the local *Mairie* (Town Hall) must be done within 72 hours of the birth. Failure to do so can lead to long and costly legal proceedings. You should then register your new-born child in accordance with the FCO website. Any charges associated with the Registration with the British Consulate can be claimed back. Charges raised due to you not registering your child within 72 hours will be borne by the individual.

You should also consult the Admin cell in BDS for information about obtaining a British Birth Certificate through Military channels.

HEALTHCARE – DENTAL

Please use the link below for access to the DIN on dental care overseas.

https://modgovuk.sharepoint.com/sites/defnet/Corp/_layouts/15/Doc.aspx?sourcedoc=%7B5460C938-9F63-47E8-A557-FD62BB56D90B%7D&file=2019DIN01-161.docx&action=default&mobileredirect=true&DefaultItemOpen=1

1. The Defence Dental Agency (DDA), funds all dental treatment. 2017DIN01-081 provides full detail and the requirements to have treatment. As a serviceman you are entitled to treatment at public expense and claim any costs not reimbursed by CPAM. However, this is not automatically the case for your spouse for whom authority needs to be requested through DSS prior to having any non-routine work done; personal contributions depend on the treatment required.

Emergency treatment and treatment for routine conservations is authorised without prior approval. Any non-routine treatment i.e., orthodontic, prosthetic, and advanced restorative work (crowns, bridges, dentures, inlays, and fillings in precious metal, etc.) requires approval prior to start of treatment. **Please note that this can be a long process – one of our Officers took 6 weeks to get approval for a crown to replace temporary emergency work after he broke a tooth.**

3. In this case you must obtain a detailed treatment plan and an estimate of the cost as well as x-rays and, if appropriate, study models (you will probably have to ask for these to be made as most French dentists use computer models, but models will be required by DDA) from your dentist and submit a request for authority to the DDA using the format at Annex B. The treatment plan will then be assessed by DDA, and treatment can only commence once approval has been given.

CONTACT DETAILS OF SINGLE SERVICE MEDICAL CENTRES

Royal Navy

Name of Medical Centre: HMS NELSON

Address: Medical Centre, HMS NELSON, HM Naval Base, Portsmouth, Hampshire PO1 3HH

Nominated POC: Deputy/Principal Medical Officer

Civ Tel No: 02392 724848 (DPMO)

02392 720848 (PMO)

023 92 720850 (Practice Manager)

02392 724190 (Reception) Mil Tel No: 9380 24848/24101/24190

Civ Fax No: 02392 724291

Mil Fax No: 9380 24291

Email:

DPHC(S)-NEL-PMO

DPHCS-NEL-PMO@mod.uk

DPHC(S)-NEL-DPMO

DPHCS-NEL-DPMO@mod.uk

DPHC(S)-NEL-PracticeManager

DPHCS-NEL-PracticeManager@mod.uk

Army

Name of Medical Centre: Tidworth

Address: The Queen Elizabeth Memorial Medical Centre, St Michael's Avenue, Tidworth, Wilts, SP9 7AE

Nominated POC: Practice Manager

Civ Tel No: 01980 603330 (Practice Manager)

01980 602620 (Admin Office) Mil Tel No: 94342 3330

94342 2620

Civ Fax No: 01980 602780

Mil Fax No: 94342 2780

Email:

DPHC(WX)-TID-PracticeManager

DPHCWX-TID-PracticeManager@mod.uk

Royal Air Force

Name of Medical Centre: RAF Brize Norton

Address: The David Stone Medical Centre, RAF Brize Norton, Oxon, OX18 3LX

Nominated POC: DMSC Practice Manager Civ Tel No: 01993 896474

Mil Tel No: 95461 6474

Civ Fax No: 01993 896181

Mil Fax No: 95461 6181

Email:

DPHC(C)-BZN-Practice Manager 1

DPHCC-BZN-PracticeManager1@mod.uk

You speak English and you live in France, and need information about your French Health Insurance rights, call the special Advice Line on:

- **0 811 36 36 46**
from France (local call price from fixed-phone line)
- **0033 811 36 36 46**
from foreign countries (call rates vary between operators).

GENERAL PRACTITIONERS IN PARIS

Dr Francis Slattery – recommended by some but not by others 10 avenue d'Eylau 75116 Paris Tel: 01 47 42 02 34 English speaking	Dr Benedicte Trechot-Frezouls 46 avenue Mozart 75016 PARIS Tel: 01 42 88 06 26 English Spoken
Dr Richard Berrebi 4 rue Jacques Coeur 75004 PARIS Tel: 01 48 87 70 95 English Spoken	Dr Bruno Fourrier 14 rue des Sablons 75116 PARIS Tel: 01 47 04 32 43 Good English Spoken
Dr Jean-Louis Elbim 182 avenue de Versailles 75016 PARIS Tel: 01 45 25 40 84 English Spoken	Dr Jean Pierre Bugeaud 36 boulevard de La Tour-Maubourg 75007 PARIS Tel: 01 45 51 71 04 English Spoken
Dr Laurent Danguis 65, rue Faubourg Saint-Honoré (5 th floor on the left) 75008 PARIS Tel. 01 71 39 29 91 Some English spoken	The website of the US Embassy is also a great source for finding English speaking health professionals in Paris.

GENERAL PRACTITIONERS IN THE SUBURBS

Dr. Frédéric Bompard 20 rue de Saint Cloud 92410 VILLE D'AVRAY Tel: 01 47 09 50 40 English Spoken	Dr Patrick Bertrand 19 Grande Rue 92420 VAUCRESSON Tel: 01 47 41 64 56
Dr Genevieve Bertrand-Desvages Homoeopathe GP Dr Felicity Clarke British GP 2 rue Lechappe, 78290 Croissy sur Seine Tel. 01 39 76 57 80. Speaks fluent English	Dr. Pascale Molinié, Dr. Frédéric Bonfils & Dr. Jean Pierre Zagdoun Centre Medical Paul Doumer 63 avenue Paul Doumer 78360 MONTESSON Tel: 01 30 15 91 91 English Spoken
Dr. Claude Piriou and Dr. Michel Rigouin 22 rue Petit Montesson 78110 LE VESINET Tel: 01 30 71 25 94 English Spoken	Dr Olivier Auvray 23 rue Claude Monet 78380 BOUGIVAL Tel 01 30 82 01 00 / 01 39 23 65 77 English Spoken

Please note that prior authorisation should be requested before using the American Hospital as it is expensive and some treatment will not be covered by CPAM (caisse primaire d'assurance maladie), the French social security system. If a doctor refers you to this hospital, please contact your budget holder before making an appointment.

MEDICAL EMERGENCY SERVICES

Outside office hours you can call SOS Medecins on 3624. They are an on-call doctor service, and they will come to your home for a consultation 365 days a year. They are not present all over France so you may need to check that this service is available near you using the site below.

<https://sosmedecins-france.fr/>

FOR ALL MEDICAL EMERGENCIES CALL THE SAMU (AMBULANCE SERVICE) DIAL 15

In the event of a medical emergency requiring immediate intervention, such as:

- a presumed heart attack/stroke
- loss of consciousness
- severe burns, or haemorrhaging or
- a possible fracture

If you are unsure about the severity of the problem a wise course of action is to telephone the local SAMU Centre – ‘*Service d'Aide Médicale d'Urgence*’ dial 15.

The SAMU is a specialised public emergency service that works in close alliance with other emergency services and with the emergency and intensive care units of the public hospitals. Its ambulances are manned by teams of trained medical personnel, including a doctor, and equipped with small emergency rooms containing materials necessary to treat emergency situations, including cardiac or respiratory arrest. Calls are answered under the direction of a doctor on duty who decides, based on careful questioning of the caller, how to handle the call and, if appropriate, advise where the nearest appropriate A&E dept. is located. Each SAMU centre has a paediatric team trained to treat severely ill or injured children.

SAMU often has someone available who can speak English. Each SAMU centre has a list of bed availability and locations of specialised teams in all the public hospitals.

YOU MAY ALSO CALL THE SAPEURS POMPIERS FOR NON-LIFE-THREATENING EMERGENCIES

DIAL 18

The *Sapeurs Pompiers* (fire brigade) is an emergency service called for non-life-threatening emergencies. A doctor will sometimes be available to advise you. The *Sapeurs Pompiers* may send one of its own ambulances or it may alert the SAMU, or a doctor on-call.

The *Sapeurs Pompiers* have a reputation for speedy arrival, but they are not equipped to handle all life-threatening situations. In many cases they will transport the patient to the nearest emergency facility as quickly as possible. But the two services liaise with each other, so if you phone one that is not appropriate, they will put you in touch with the other service.

NB: The Police Department (*Police Secours* - dial **17**) is officially responsible for public safety. They will intervene in situations such as street accidents, but do not like to be called directly for emergencies that occur in the home unless no other help is available.

Please note that the Institut Hospitalier Franco-Britannique (Hertfordshire British Hospital) does have an Accident and Emergency Department, but only for gynaecological/pregnancy emergencies. Do not assume that you will see an English-speaking doctor or nurse - you may need to ask for somebody who speaks English.

There is an Accident and Emergency department at the British Hospital's sister hospital round the corner: Notre Dame du Perpétuel Secours at 4 Rue Kléber, 92300 Levallois-Perret, Tel. 01 47 59 59 59.

2. OTHER MEDICAL CONCERNS

TELEPHONE NUMBERS FOR *NON-LIFE-THREATENING* EMERGENCY CENTRES:

Burns	Hospital Cochin 27 rue Faubourg St Jacques (14 th)	01 42 34 12	12
Drug Overdose:	Centre Hospitalier St-Anne Hopital Trousseau (children) 26 rue Dr Arnold Netter (12 th)	01 45 65 80 01 44 73 74	00 75
Cardiac Emergencies	Urgences Cardiologiques de Paris	01 47 07 50	50
Paediatric Emergencies	Hopital Necker-Enfants Malades 149, rue de Sèvres, 75015 Paris www.necker.fr	01 44 49 40	00
Dental Emergencies		01 43 37 51	00
Dog Bites	Institut Pasteur 211 rue de Vaugirard (15 th)	01 40 61 38	00
Eye Emergencies:	SOS Optique, 78 rue de la Roquette, 75001 Paris	01 48 07 22	00
	Hopital des Quinze Vingt, 28 rue de Charenton, 75012 Paris	01 40 02 16	80
Listening Services	SOS Help (English –speaking)	01 47 23 80	80
Poison	Centre Anti-Poison Hopital Fernand Vidal or 200 rue de Faubourg St Denis (10 th)	01 40 37 04 01 40 05 48	04 48
Psychiatric Emergencies	Hopital Sainte-Anne	01 45 65 81	09
Veterinary		01 42 65 00	91

24-HOUR PHARMACIES

PHARMACIE DES CHAMPS
ELYSÉES 84 ave. Champs Elysées
- 75008 Paris Metro : George V Tel :
01 45 62 02 41

PHARMACIE EUROPEENE
Place de Clichy - 75009 Paris
Metro : Place de Clichy
Tel: 01 48 74 65 18

GRANDE PHARMACIE DAUMESNIL
6 Place Felix Eboue - 75012
Metro : Chatelet Les Halles
Tel : 01 43 43 19 03

Or Call the local Police Station to find out the local duty chemist. At night, you may have to go to the police station (commissariat) who themselves may call the duty chemist.

To find out if someone has been hospitalised call: 01 40 27 30 00

SECTION SIX: SCHOOLING AND CHILDCARE IN FRANCE

A. JSP 342

B. JSP 752

1. National Policy. The joint policy for all school children education for service families can be found in JSP 342 and JSP 752. It authorises service members to school their children at a boarding school through the CEA scheme in the normal manner (JSP 752 Chapter 3) or in a local school in isolated detachments such as in France (JSP 342 Chapter 13). Since there is no SCE provided school in France, the key paragraph is 1309, which states that:

“In non-English speaking countries where SCE schools are not provided, the full cost of fees and other admissible expenses in the independent sector will be met from public funds.”

School supplies including pens, pencils, and exercise books can be paid for and claimed back. This should be included in the DCYP application process (estimated at 200-300£ per child). The policy can be found in [JSP 342](#).

Advice can be obtained on all aspects concerning your children’s education from CEAS:

CEAS (Children’s Education Advisory Service) Tel: 01980 61 8244 [DCYP-CEAS-Mailbox@mod.uk](#) Fax: 01980 61 8245. Fees can only be claimed for children from the start of the term during which they turn five.

0. Local Policy. Individuals are responsible for seeking the prior authority required for their children to attend either a boarding school in the UK (via CEA system), the British School of Paris (BSP) or another school of their choice on ab initio, and/or annual basis. The school fees in France are paid for centrally through BDS and therefore all applications for school fees for those wishing to attend school in France must be sent through BDS Accountant (RAF, RN/RM for Attaché authorisation) or the Chief Clerk (for authorisation by the Military Attaché (MA) as the CO). They can also assist with the preparation and processing of these applications.

1. Nursery school fees are authorised through ISODET Tel: 0049 2161 472 3807 e-mail: [SCE-SupSvcs-ResFin-AsstBudMgr1@mod.uk](#)

12. The British School of Paris. In Croissy-Sur-Seine (West of Paris) the British School delivers a British school syllabus with Anglophone staff from Nursery and Reception through to A-levels. The school accommodates around 50 nationalities with British being the largest contingent. A Comprehensive website contains a wealth of useful information on admission, curriculum, and term dates. It can be found at [British Paris School](#).

13. The levels of education differ at the various stage between France and UK, advice can be sought through the School Children’s’ Education Advisory Service on how the two match and which level is right for your child.

14. School Children Visits (SCV) Policy. Defence policy for SCV can be found in JSP 752 Ch 4 Section 12.

15. Method of Travel. Each child at boarding school in the UK is entitled to six return journeys at public expense to visit you in France per academic year. Each journey for each child or parent must be applied for in advance in order to have a journey code. These journeys are normally used for the visits over the Christmas, Easter and Summer holidays as well as the respective half terms. The official method of travel is flying, and this therefore dictates the maximum reimbursement claim possible, though you are of course more than welcome to drive using the Eurotunnel or ferry. There are no MOD chartered/part-chartered flights to France. You may use civil flights or ‘Eurostar’, but you will need to book your tickets at the earliest opportunity to make the most of low-cost fares and you will only be able to claim MMA for a notional journey to and from airports of embarkation and disembarkation.

9 **SCV - Local Overseas Allowance (LOA).** You will receive the child element of LOA for the duration of all six SCVs. To ensure timely payment of LOA you should inform the Chief Clerk (Army) or EJSU (RAF, RN/RM) of the dates of all visits as soon as they are confirmed.

10. **University & Gap Year Students.** Dependent children who are over 18 and have completed A Levels are no longer entitled to LOA. However, students undertaking their first degree are entitled to three return SCVs per academic year.

11. **Children in French Schools.** Children in French schools can receive funding to reimburse the purchase of the annual book pack (French Schools demand that parents buy a defined list of books at the start of each year). Funding is available to pay for additional French lessons for children in French-speaking school. Application through the CEAS.

PRIVATE & BILINGUAL SCHOOLS

1) PARIS

BRITISH SCHOOL OF PARIS

Situated in the Yvelines, to the west of Paris, this school offers the British curriculum to children from pre-school to Upper School.

www.britishschool.fr

Nursery school	Junior School	Senior School
28 quai de Ecluse	2 rue Hans List	38 quai de l'Ecluse
78290 Croissy sur Seine	78290 Croissy sur Seine	78290 Croissy sur Seine
Tel 01 34 80 45 96	Tel: 01 30 15 88 30	Tel: 01 30 15 88 30

BILINGUAL INTERNATIONAL SCHOOL OF PARIS (<https://bilingualschoolparis.com/gb/>)

Based in the 15th arrondissement in Paris (close to the Ecole Militaire)

Tel: +33 (0) 1 44 18 94 83

KINGSWORTH (<https://www.kingsworth.fr/>)

Based in the 16th arrondissement in Paris

Tel: +33 1 42 88 67 38

Email: infosecondary@kingsworth.fr

INTERNATIONAL SCHOOL OF PARIS (www.isparis.edu)

Based in the 16th arrondissement in Paris

Tel : +33 1 42 24 09 54

Fax : +33 1 42 24 52 44

Email : admissions@isparis.edu

LYCEE INTERNATIONALE –British Section

Rue du Fer à Cheval

B.P. 70107

78101 Saint-Germain-en-Laye Cedex

www.lycee-international.net

admissions@britishsection.fr

LENNEN BILINGUAL SCHOOL

From ages 2 1/2 to 11 years of age the school offers a bilingual international education
<http://www.lennenbilingual.com>

<u>Preschool</u>	<u>Kindergarten</u>	<u>Primary School</u>
65 quai d'Orsay 75007 Paris Tel : +33 (0) 1 47 05 66 55	145 rue Saint Dominique 75007 Paris Tel : +33 (0) 1 53 59 66 55	176 rue de Grenelle 75007 Paris Tel : +33 (0) 1 44 42 99 00

ECOLE JEANNINE MANUEL

70, rue du Théâtre - 75015 Paris
Tel : **01 44 37 00 80** - Fax : 01 45 79 06 66
Primaire - Collège - Lycée
Email : info@ejm.net

ÉCOLE JEANNINE MANUEL - LILLE

418bis rue Albert Bailly - 59700 Marcq en Baroeul
Tel : **03 20 65 90 50** - Fax : 03 20 98 06 41
Primaire - Collège - Lycée - Internat
Email : secretariat-lille@ejm.net

BILINGUAL MONTESSORI SCHOOLS IN PARIS

Please consult their website for further details. <http://www.montessori-paris.com/>

2) LYON (AND SUBURBS)**INTERNATIONAL SCHOOL OF LYON**

80, Chemin du Grand Roule
69110 Sainte Foy-Lès-Lyon
Phone: +33 (0)4 78 86 61 90
Fax: +33 (0)4 78 86 61 98
<http://www.islyon.org/contact>

OMBROSA INTERNATIONAL SCHOOL

95 Quai Clemenceau
69300 Caluire-et-Cuire, Frankreich
Phone: +33 (0)4 78 23 22 63

0) TOULOUSE**INTERNATIONAL SCHOOL OF TOULOUSE**

2 allée de l'Herbaudière
31770 Colomiers
Tel: 05 62 74 26 74

ENROLING YOUR CHILDREN IN PUBLIC CHILDCARE AND STATE SCHOOLS

CHILDCARE

In order to enroll your child in a public crèche you will require:

1. Proof of residence (lease contract, utility bill)
2. Copies of your passports, marriage certificate and birth certificates.
3. Up-to-date vaccination certificate - Compulsory vaccines in France are diphtheria, tetanus, and polio

Please check with your local *Mairie* (town hall) for specific area requirements.

There are a number of childcare options open to children aged from 2 months to 3 years. The type of childcare that suits you will depend on your situation. The choices available are public and private crèches, childminders, nannies, and au pairs. There are both full-time and part-time options. Your local *Mairie* provides information on all childcare (public and private).

Public crèches '*crèches collectives*' are generally reserved for families where both parents work or are in full time study and you apply for these in the '*petite enfance*' (early childhood) section of your local *Mairie* (town hall). They are the cheapest form of childcare, but spaces are difficult to come by.

If you do not manage to get a spot in your local crèche the '*crèches familiales*' is the next option. These are qualified childminders who are employed directly by the *Mairie*. These childminders care for the children at home but are supervised by the crèche director and required to participate in weekly activities at the crèche collective. You sign a contract with the *Mairie* and the cost for both of these options is means tested. The *Mairie* will provide a list of people in your area who do this, and you contact them directly to get a place.

There are also private crèches, in Paris and some of the bigger cities, you will find private bilingual crèches, and these are obviously more costly.

For mothers/fathers who don't work there is the option of '*Haltes-Garderies*' (public and private). This offers occasional or part-time childcare for those children under 6 years of age (priority for those between 1 and 4 years of age).

FRENCH STATE SCHOOL SYSTEM

Maternelle is the equivalent of UK nursery or pre-school for children from 3 to 6 years. Usually, four days a week, with Wednesday off, from 8.30 – 4.30. It is not compulsory, but most French children attend. In the first year there is the option of mornings only.

Primaire is primary school. The children attend school four days a week also 8.30 – 4.30.

College is secondary school but is only middle school, for children aged 11 to 15.

Lycée is the last three years of high school.

You need to visit the Marie (town hall) to register your children for a place at school with the following documents:

- A 'justificatif de domicile' - i.e., your rental contract or a utility bill.
- Child's birth certificate.
- Your marriage certificates
- You and your children's passports.
- A record of their vaccinations - they may accept your child's health book, but it's worth asking your doctor in the UK for a print-out on headed notepaper/with a stamp on it before you go.

When you enroll your child at school, the Marie will ask you for your CAF (Caisse d'Allocations Familiales) number in order that they can work out how much to charge you for school dinners and out-of-hours care (prices are graded according to salary). The CAF is similar to our Child Benefit Office and works out how much a French family can receive in state-handouts for their kids (the more children you have the more you get). You need to work out whether it is worth your while to stop UK Child Benefit and get the French equivalent once you are settled here. If you choose to go French, you will need a letter from HMRC stating you do not get benefits in the UK, and you then need to prove your salaries to the CAF once you move in. I would recommend never to do anything in France that involves showing your earnings as once you are in the system it may prove more difficult to explain that you are not taxable in France.

Consequently, you can just tell the Mairie that you have no CAF number, and they charge the maximum which is still a lot cheaper than in the UK.

LANGUAGE TUITION FOR CHILDREN ATTENDING FRENCH SCHOOLS

You should be aware that financial assistance for language tuition is available for children entering French/non-English speaking schools. The entitlement is defined under JSP 342 Ch 13 para 1315 (c) – up to 5hrs per week for up to 6 months if the child is studying at a local school. Tuition may take place up to three months prior to the take up of the post overseas, but this must be paid initially by the claimant and claimed once in post. Contact CEAS – Tel: 01980918244, Mil: 943448244, e-mail: RC-DCS-HQ-OES@mod.gov.uk

Marie Dobbin | DCS Overseas Education Team Adviser
Overseas Education and Supportability Team
Defence Children Services
Bldg 183 | Trenchard Lines | Upavon | SN9 6BE
MODNET: Marie.Dobbin100@mod.gov.uk

A note from the embassy - There are also many French state and private schools which offer 'section internationale' as an option within the French curriculum, as opposed to the full-on Ecole Internationale and BSP. For families who wish for a greater language and cultural immersion for their children, the option's a great one because they retain their use of English as a native language for a good amount of the time too. It keeps them up to date with both systems. The embassy recommends state College Martin Luther King then Lycee Franco-Allemand in Buc, just outside Versailles. They are less sought after than Lycée Internationale or BSP, but both really highly regarded, with a very open approach to kids who have more travelled backgrounds than average. Ecole Sainte Marie, College du Sacré Coeur and Lycée Notre Dame de Grandchamp, central Versailles, all offer the same system but in a private yet very affordable setting.

SCHOOL INSURANCE

School insurance is required at French state schools, and you will need to provide the insurance certificate at the school. You will need at least third-party insurance in case of an accident at school causing damage to school property or injury to another student. Your child will also need medical insurance in case of personal injury and personal comprehensive insurance if your child eats at school or participates in extra school activities. Third party insurance is often covered by your household insurance policy.

If your child is attending a private school, you will be advised by the school on the requirements.

Please either contact BDS Accountant (RAF, RN/RM) or Chief Clerk (Army) for DCYP-CEAS application forms.

SECTION SEVEN: SECURITY

1. **National Policy.** JSP 440 version 3.8 Jul 09 (Defence Manual of Security) describes the national policy for security.

2. **Local Policy and Advice.** There remains a threat against service personnel and their families. Vigilance is always needed as is an awareness of the latest Intelligence readout. Your behavior should reflect the advice. As always, sensible precautions will help ensure you to have a trouble-free stay in France. Threat changes are usually well publicised in the French military system, and you will always wish to take local advice if unsure.

3. **Authority.** Whilst in France our point of contact in the first instance is the SHAPE MI detachment:

1521 (UK) MI Det
0032 477 317 562 (Duty Op)

4. **Reporting.** If you are involved in any of the following that affects national interest, then you should contact BDS and your Service Attaché without delay:

- Terrorist or suspected terrorist incident(s).
- Breaches of barrack or office security.
- Theft or loss of arms, ammunition, or explosives.
- Loss/compromise of classified information, equipment, or cryptographic material.
- Contact with nationals from countries to which special security regulations apply. The FCO website holds a wealth of advice on this aspect.
- Any incident that may have security implications.

You should take the same normal common-sense precautions to personal, family, office, and information security.

5. **Vetting.** The Chief Clerk is the PVRO/Unit Sponsor for the BAS France Network. All vetting related queries are to be directed to him in the first instance. He will also retain a register and ensure that future vetting requirements are raised without delay.

SECTION EIGHT: TELEPHONES AND INTERNET

As in the UK you are responsible for the payment of your telephones and Internet lines.

Most of the internet providers in France offer packages including broadband internet, unlimited and free local and international phone calls (to over 100 destinations world-wide) and television including access to many channels, more can be included as an extra option.

The package you are eligible for will depend on the location of your accommodation.

There are many providers in France, each offering a slightly different package for roughly the same price, two of the main ones are listed below but there are a great number of different providers you can choose from.

FREE

You can check availability for your location, and sign up online at www.free.fr

Offer includes internet, free telephone, HD Television, wireless access, digital recorder, integrated blu-ray player etc.

SFR

Check availability and sign up on line at http://adsl.sfr.fr/#sfrintid=V_nav_adsl_univ

Offer includes Internet, free telephone, HD television, digital recorder, and wireless access.

You sign up directly, send a form that you print out online to your bank authorizing the direct debit, and then the provider sets up the line, and sends you the equipment and you are good to go.

MOBILE TELEPHONES

There are numerous types of mobile telephone subscription. Subscriptions are taken out for a minimum duration, usually 12 or 24 months, depending on the offer. Subscriptions are automatically extended on expiry. Bills are paid monthly by direct debit.

There are also prepaid offers available, or pay as you go, which do not require a subscription. After buying the prepaid card, calls can be made immediately. Prepaid cards are sold in many shops, supermarkets, bar-tabac and newsstands (**presse**).

The main mobile telephone providers are

- [SFR](#)
- [Bouygues Telecom](#)
- [Orange](#)

SECTION NINE: DRIVING AND TRANSPORT

NOTE THAT IN THE ABSENCE OF PRIORITY MARKINGS ON THE ROAD (STOP, GIVE WAY) THE PRIORITY IS ALWAYS FOR THE VEHICLE COMING FROM YOUR RIGHT. This is the case all over France – Cities (including Paris), towns, and the countryside. Always be careful of this and when in doubt – give way.

The same rule is also valid if traffic lights are out – you always give way to the right.

The subject of Duty-free cars needs to be approached with care. A bilateral Technical Agreement between Ministries of Defence covering the status of Exchange Officers (EOs) was indeed signed in Nov 15. Immediately following signature, the FMOD confirmed to us that the NATO SOFA applied to British EOs and LOs. However, it transpired that the FMOD had not consulted (and has still not done so) the major French governmental departments involved in matters of privilege and tax, notably the Finance and Interior Ministries and Customs. There is therefore no formal French pan-government agreement on the status of ELOs, and as a result some members of our community have not been permitted to register tax-free cars. However, the further away from the centre of government one is the better these things work, and most of the members of the ELO fraternity who wish to do so have managed to register tax-free vehicles without difficulty by going through their regional Sous-Préfectures (note: not the Mairie). The level of uncertainty is such that we here in BDS do not give positive advice as it could result in an officer ending up deeply out of pocket. We will, however, let you have a letter stating that the NATO SOFA applies to you; we do not guarantee that it will work, and we recommend extreme caution if you decide to go ahead.

Another option is to take out a long-term lease on a car in France. Some of our Officers have done this and the benefit is you can hand it back at the end without any worries. It is not too expensive, and you circumvent all the registration etc.

PERSONAL VEHICLE REGISTRATION

Please note that a new ECO tax has been introduced in France and can potentially cost several thousand euros when registering your UK car in France. You can calculate the cost of your car on the website [Car Labelling](#)

The guide on French Entrée provides an excellent [guide](#) for importing a UK vehicle and registering it in France.

The *immatriculation* is a vehicle's registration. The details of a vehicle are in the *Carte Grise*. The process is now done [online](#), and you upload the documents as necessary.

Please note that if you want to circulate during pollution peaks you have to have a sticker on your windscreen with an A-D category. Only A and B cars can circulate on these days. It only costs 3.62 euros and you should have one. You can find more information [here](#)

GUIDANCE FROM ONE OF OUR EOs ON REGISTERING HIS TAX-FREE CAR

I just wanted to drop you a line to let you know about my experiences of going through the Tax-Free Car Process.

I used **Forces Cars Direct** who was very helpful with the process of obtaining the car as well as reregistering a part exchange. I recommend using them.

In France I obtained a Quitus Fiscal from the local Centre des Finances Publiques (With all the paperwork listed below less Quitus Fiscal). I went prepared with copies of the NATO SOFA, letter from the Embassy and my Technical Agreement, however, did not need them.

To register a car in France you now have to use the New ANTS website (www.ants.gouv.fr) **Préfectures no longer have a carte grise section.**

To log in you need an account and then are required to sign in again using France Connect (Ameli, Impots or La Poste Account). I created a La Poste account and had my Passport verified; however, this account did not let me use the ANTS website in order to start a request.

The easiest way to start the process is to get someone to start the process for you (who has an 'impots' account) and in effect sponsors your application. My French Boss helped me through the process after logging on using his 'Impots' account details. When making an application there is a selection at the bottom to choose if the request is for someone else. The following documents were required to be up-loaded:

1. Previous registration certificate, 2. Certificate of Conformity, 3. Quitus Fiscal or Customs Certificate, 4. Passport (Proof of Identity), 5. EDF Bill (Proof of address), 6. CERFA 13757 (signed application for carte grise), 7. Invoice (Proof of ownership)

The process was very easy to complete

It then took 1 month to get a response and when I paid the registration fee and I received an electronic Carte Grise Provisoire, and the real Carte Grise within another week.

BE AWARE

As I declared I was registering a new vehicle I was charged ECOTAX, and this has increased significantly since last year. This is a payment depending on the CO2 emissions of the Car and as benchmark I have a Skoda Kodiaq SEL, 7 Seat 4x4, CO2 144 and Puissance Fiscale of 8. I was charged as follows:

Regional Tax	€410 (8 Puissance Fiscale in 84 Region)
ECO Tax	€1490
Management	€4
Admin Fee	€2.76
Total	€1906.76

Before buying a tax-free car check on the eco tax: www.carte-grise.org

Also, my insurer was content with a UK Registration up to 6 months, so it is good to check with your insurer to confirm cover whilst waiting for the carte grise process. It is also worth pointing out that the [NATO SOFA](#) makes no provision for buying a tax free car within France. The car must be bought tax free from another country and then imported.

VEHICLE INSURANCE

In France, vehicle insurance is compulsory and must cover the cost of the damage you might cause. Once you have found suitable insurance, the company will send you the policy, a cover note, a green card (*attestation d'assurance*) and the insurance certificate (*vignette d'assurance*) which must be stuck to the inside of your windshield at the bottom right-hand side. Payment is usually made monthly and runs on a 12-month contract. Refunds can be obtained for unused portions of the year but check with the insurer before. Motorcycle insurance can be surprisingly expensive compared to in the UK, and the process for registering and insuring motorcycles imported from the UK is tortuous and can be painful.

Here are some of the companies that Embassy UK based members of staff use, prices can vary so it's worth shopping around:

- Philippe Consoli – consoli@groupe-satec.com
tel. 01 42 85 67 19 / 01 42 80 15 03
- Asttral Insurance Brokers
Tel: 00 33 (4) 68 32 41 20
Fax: 00 33 (4) 68 32 58 80
www.asttral.com

Generali "Very easy to deal with and English spoken". One tip that new arrivals might find useful is that insurance can come with a breakdown package included. And, unlike in the UK, both insurance and

breakdown packages are valid throughout Europe (including the UK), something which is not the case with UK insurance and breakdown cover”

- Direct Assurance - <http://www.direct-assurance.fr/>
- Tip: “If you’ve brought your UK car with you, remember to check up front whether the company you’re thinking of doing business with will insure a RHD car. I got as far as paying the deposit before they informed me, they didn’t (despite my having explained it was a UK car...)”
One of our Officers has recommended the company below which insures UK plated cars abroad.
- Stuart Collins & Co, 114 Walter Road, Swansea, SA1 5QQ
Tel : +44 (0)1792 655562
mail@stuartcollins.com

Tip : This company allows you to keep UK plates in France as long as the car holds a UK MOT. However, this entails a yearly trip back to the UK unless the car is new.

VEHICLE MOT

Contrôle technique – All cars registered in France must have a MOT before the 4th anniversary of the date they were first put on the road and subsequent visits every 2 years. You won’t be reminded about this – it is your responsibility to make sure it is done and avoid fines.

<https://www.service-public.fr/particuliers/vosdroits/F2878>

VEHICLE DOCUMENTS

Car drivers: motorcycle riders are obliged to carry their vehicle documents and driving licence when driving and are liable to fines if they are unable to present their papers on request. Failure to produce them within five days will result in a further fine. Drivers without proper insurance cover will be liable to a fine and/or a prison sentence.

WARNING TRIANGLE AND SAFETY JACKET

By law, one red warning triangle and one high-visibility waistcoat/vest must be carried in all vehicles. In the event of breakdown, the driver must put on the safety jacket before leaving the vehicle, and then place the warning triangle 30 metres from the breakdown to warn approaching traffic. Failure to carry these items in the vehicle is punishable by a fine incurred per item not carried.

SEAT BELTS AND MOBILE PHONES

It is a legal requirement in France for front and rear seat passengers as well as drivers to wear seat belts. Failure by a driver to ‘belt-up’ can result in a fine. Moreover, responsibility rests with the driver for ensuring that his front seat passenger is wearing a seat belt. Failure to do this will result in the fine being doubled and a further amount payable if the fine is not paid within one month. It is illegal for children under ten years of age to ride in the front seat of a car. It is also illegal to talk on a mobile phone whilst driving.

BUS LANES

Bus lanes in Paris are reserved for the sole use of public transport, taxis and bicycles.

ACCIDENT PROCEDURE

Should you be unfortunate enough to have an accident it is compulsory to complete an accident report form (*Constat Amiable d’Accident automobile*). This does not constitute recognition of responsibility but serves to list the persons involved and the events and helps accelerate the reimbursement procedure from your insurance company. The accident report form is provided by your Insurance Company and should be kept in your car along with your other documents.

In case of serious damage to your car or to people, do not hesitate to call the Police. The Police must come when requested and the report they will make (called *procès verbal*) is a legal document (you will be provided with a copy).

PUBLIC TRANSPORT in PARIS

At first sight the Paris transport systems can seem rather bewildering, but they are not too complicated once you get used to them.

PARIS METRO

Metro tickets can be bought at any métro station which display the RATP sign or via Internet (www.ratp.fr) RATP includes the métro, RER, trains and buses. The website is available in French and English and includes an interactive map where you can get help with planning a route.

Mobilis ticket – equivalent to a Travel card in London or Single Day Pass

'Un carnet de 10' – a book of 10 tickets, each worth one single journey on the metro or bus. It is cheaper to buy a carnet rather than individual tickets.

Children can get a 50% reduction on a carnet (10 tickets), but not on tickets bought singly.

Children under 4 years of age travel free.

Passe Navigo – The *Passe Navigo* works like the Oyster card in London and can be 'charged' for a week, month or year. THERE IS NO PAY AS YOU GO OPTION. Cards need to be swiped on the purple *Navigo* sensor when entering the metro or the train station.

Weekly *Navigo* passes run from Monday to Sunday inclusive. If you re-charge on a Wednesday, you will be charged for the full week.

Monthly *Navigo* runs from the 1st to last day of the month. Be warned queues on the 1st of the month are long but you can charge the pass up to a week before the end of the month to avoid this.

The annual pass, *Navigo Intégrale*, is payable by monthly direct debit and is cheaper. Great value for annual passes for kids (4-11 years of age) for only 24 Euros.

The *Passe Navigo* can be obtained directly in many stations – these stations are marked with an asterisk on the map below. You will need a passport photograph, proof of address, and your *relevé d'identité bancaire* (RIB) if you want to set up an annual pass. Please note that if you purchase a yearly pass, you can request a MOD refund even if you live less than 3 miles from your work. The full 3-mile contribution will be taken directly from your salary each month.

<https://www.ratp.fr/plan-metro>

For secondary school children and students under 26, the *Carte Imagine "R"* (equivalent to the *Passe Navigo*) provides around 45% discount but is only available as an annual pass and the application form needs to be stamped by the school they are attending. (Although you can pay by direct debit in 9 instalments).

Monthly or annual passes cover the métro, the RER, the buses, and the SNCF (main line suburban) trains in the whole of the Ile de France. It is a fixed cost for the five Ile de France Zones no matter where you live within those zones.

Please note: When using your Navigo card, you can only travel in the five-zone area. If you travel outside these zones you need to purchase extra tickets.

You must keep your ticket until you leave the station as there are frequent checks and 'on the spot' fines are then demanded if you do not have a ticket. You also need to validate your tickets or passes before travelling. The doors of most trains do NOT open automatically so be prepared to lift the latch yourself or press a button when getting into or out of the car. A warning bell is sounded about five seconds before the doors close. In order to follow the maps in the stations it is essential to know the name of the terminal station (i.e., end of line) and when changing lines, you will need to look for the sign *Correspondance* where you will find directions for the line you want. The sign '*Sortie*' means exit.

There are very few escalators in the *métro* and plenty of stairs. The distance between two different lines at the same station can sometimes be a very long walk and if you are only planning to go one stop it sometimes makes more sense to walk above ground.

RER

The RER is like a rapid *métro* with far fewer stops, which travels under and over ground and covers a much wider area than the metro. The RER has the advantage of being able to get you across Paris and out into the suburbs (*banlieue*) quickly. It can also be picked up in Paris at the combined metro/RER station and if you use it to travel in Paris only, a metro ticket / Navigo pass can be used. There are five lines (A-E).

SNCF

The SNCF goes from the main line stations to the suburbs (*banlieue*), and again, like the metro and RER, is quick, clean, and punctual. SNCF tickets must be 'composted' i.e., self-stamped at one of the machines usually situated just at the beginning of the platform BEFORE you get on the train. Ticket inspectors make frequent checks and 'on the spot' fines are levied (50€).

For mainline SNCF trains, going outside the Ile de France, if you have not stamped your ticket before getting on the train, you can do so the first time the inspector comes through to check the tickets, but you will be fined thereafter.

BUSES

The buses run from 0630 to 2100 and you can use the same tickets on the bus as you do on the metro. If you get on a bus without a ticket, you can buy an individual ticket from the driver. Remember to punch the ticket in the machine situated near the driver when entering the bus. If you have a *Passe Navigo* swipe your card on the machines situated on the bus. Passengers enter at the front of the bus and descend from the middle. When you are nearing the stop at which you wish to descend, press the button near the exit to indicate to the driver that you wish to get out. The bus routes are divided into sections, which are shown on a map in the bus itself. There should be a map of the bus route at the stop. Stops are either known by the same name as the nearest metro station, or by the nearest monument. Destinations are written on the side of the bus, and the end stop is written at the front. You may also encounter inspectors on the bus who can levy an 'on the spot' fine.

CONCESSIONS

FAMILLE NOMBREUSE

Families with three or more children can obtain a certificate from the main line stations, which entitles them to cheaper travel (and sometimes to cheaper entry to zoos, parks, museums, cinemas, swimming pools etc.). It is necessary to obtain one form per member of your family (including those at school in the UK). This form is returned, completed with two photographs of each child, copies of birth certificates, an *état civil* which is available from Consular Section, and the fee of €15.60. It will also be necessary to produce your identity card/passport.

CARTE ENFANT +

This SNCF pass is valid for one year, and costs €75. It guarantees a least 25% off on any tickets (including TGV, sleepers, etc.) to the cardholder and up to 4 people accompanying. The cardholder is a child under 12 years old. You must provide a photo if your child is over four years old. If you have a child under four and a card in their name, they will be allocated a seat (instead of sitting on your lap) and you can be accompanied by 4 other people with discounts. It is available at any SNCF tickets desk, by phone on 08 36 35 35 35 or via Internet.

CARTE 12-25

This card for young people between the ages of 12 and 25 offers a reduction of at least 25% on tickets purchased with it.

REIMBURSEMENTS

You can be reimbursed for a ticket you do not use. The amount will depend on whether you have reserved a seat and when you seek reimbursement-i.e., before or after the day on which you should travel. For precise information on the SNCF consult *Le Guide du Voyageur* available at stations and SNCF *boutiques*.

SECTION TEN: CLUBS AND ASSOCIATIONS

Message is a voluntary organisation for Anglophone parents. Its aim is to provide support and a point of contact for Anglophone parents in Paris and the suburbs. It is an excellent way of meeting other people with babies and children and provides an invaluable network and information for parents with children of all ages. www.messageparis.org

SPRINT (Sharing Professional Resources, Ideas and New Techniques) is a non-profit organisation founded in Paris in 1986. It is a group of English speaking or bilingual professionals who work with children of all ages with special needs.

This group includes Clinical Psychologists, Educational Psychologists, Family Therapists, Speech and Language Pathologists, Learning Disability Specialists, Special Educators and Tutors, Psychomotor Re-educators, Occupational Therapists, Social Workers, Art Therapists, Music Therapists, Osteopaths and Alternative therapists.

SPRINT offers the Anglophone community information and referral services and presents specialists with an opportunity to network.

SPRINT is linked to a Parent Support Group, called SPAN.

If you have a child with special needs, you may wish to contact SPRINT and SPAN prior to your arrival in Paris.

Tel. 01 34 86 93 41/ 01 24 79 90 97 (president: Deanna Canonge)

Sprint.france@free.fr <http://sprint.france.free.fr>

GIFTED IN FRANCE

Gifted in France is a non-profit association created to help parents, caretakers, professionals, and community leaders understand the educational, emotional, and social needs of gifted children and twice-exceptional children living in France. Their objectives are: To work with like-minded organizations, at home and abroad, in order to improve and exchange information; to dispel common myths about the gifted population; organize conferences and workshops; and to participate in community outreach activities to attract gifted and talented children from different cultural, racial, and socioeconomic backgrounds. In 2010 GiF will be hosting its third annual Paris Spelling Bee in collaboration with the American Library in Paris. For more information, please visit Gifted in France or email giftedinfrance@blogspot.com

BCWA (BRITISH AND COMMONWEALTH WOMEN'S ASSOCIATION)

Organises all sorts of cultural events both in and outside Paris. A very friendly organisation with a clubroom in the 16th arrondissement opens daily 10:30-15:30. They also have one of the best English libraries in Paris. There is a Boarding School Group which organises events for children at boarding school when they are in Paris during the holidays. Penny Girinsky, the Clubroom Secretary can be contacted on 01 43 49 45 29 [or pennygirinsky@yahoo.com](mailto:pennygirinsky@yahoo.com)

WICE offers quality educational programmes for the international English-speaking community in Paris and the suburbs including TEFL courses.

BLOOM is the name given to a series of orientation talks for newcomers to Paris. It is organised by the WOAC (Women of American Church in Paris) and usually takes place on the first three Thursdays in October at the American Church, and in March. It is highly organised, includes talks on a variety of subjects including language problems, shopping for clothes and goods etc., schools, cooking, and touches on many other topics to help newcomers settle in. Even if you have been in Paris for some time, it is still worth going along because it is interesting and informative. It also gives you a chance to meet other newcomers from a wide variety of backgrounds and organisations. If you would like further information, please contact the CLO. BLOOM has produced an extremely informative newcomer's booklet 'Bloom where you're Planted'. You can buy a copy from the CLO.

British Community Committee: for a comprehensive list of **British Associations** in France flick through your copy of the British in France "Official Directory of Member Organisations" produced by the British Community Committee, or consult their website: www.britishinfrance.com.

LOCAL INFORMATION

Local Government is very strong in France, and it is well worth paying an early visit to your local *Mairie* (Town Hall), which will provide information on all local services including:

Police Stations	Fire Brigades
Schools	Libraries
Medical Services	Social Services
Post Offices	Maison des Jeunes et de la Culture
Child Care Facilities	Sports Facilities

MAISON DES ASSOCIATIONS

The *Maison des Associations* for each *Mairie* produces a booklet outlining the activities, clubs and associations available in your area. It is published at the beginning of September (*la rentrée*).

All local *Mairies* organise classes on a wide range of subjects at a reasonable price. You can pick up this guide in your local *mairie* from the 1st of September.

Start by going to the *Accueil* (Reception) where you can browse through brochures and be directed to more detailed information. Also keep an eye on the municipal notice boards for details of local current events. Most towns in the *banlieue* (suburbs) have very active committees, with community events on a regular basis. The local *MJC*s (*Maison de la Jeunesse et Culture*) or *Maison de Citoyen* (you can find information at your local *Mairie* or on their website) and *Conservatoires* (for music and ballet classes) offer many daytime and evening courses for adults, and these can be a good way of meeting the French and improving your language skills.

Information regarding swimming pools can be found in Appendix 1 at the end of this section. The *Mairies* also manage the municipal tennis courts and will provide you with an application form for a '*Carte de Tennis*' on request.

Tip: The French tend to sign up well in advance for courses and activities so to avoid disappointment sign up as early as you can whenever possible, i.e., near the beginning of the year for classes in September. If you cannot sign up well in advance do, try anyway to see if there are places still available in your chosen activity.

SECTION ELEVEN

SPECIFIC GUIDANCE FROM ONE OF OUR EOs FOR THE TOULON AREA

French schools

- Crèche Daphné (ages 0 – 2) is a preschool for military families and so is accustomed to expat families. Boulevard Grignan, Toulon 83000
- Ecole maternelle Le Mourillon (ages 2-5) is highly recommended.

Free French lessons

- One of the local churches in Mourillon does free French lessons Tue and Thu 0915-1115 for expats. The church hall is on Rue Jean Bart, Le Mourillon, 83000, with onsite parking. No booking needed.

Doctor

- Dr Emmanuelle Faucon. An excellent English speaker who spent several years in the USA. Very popular with the military community in Toulon. The receptionist doesn't speak English but don't let that put you off.

emmafaucon@gmail.com ; +33 4 94 41 22 40 ; 252 Boulevard Grignan, Toulon 83000.

- Dr Aline Ferret-Leroy. A paediatrician specialising in neo-natal care.
[+33 4 94 03 08 26](tel:+33494030826) ; 2 Rue Castel, Toulon 83000.

Pre / post-natal care

Ste Musse has a brand-new maternity ward with single rooms and new dads can stay over in a reclining chair if desired. Also has a Helo Pad for emergencies if required.

Clinic St Jean has a full maternity suite and has a very good gynaecology department

Gynaecologist

Clinic St Jean, Rue St Jean, Toulon

Dentist

Dr Frédéric Thouvenin. Competent English speaker

[+33 4 94 90 95 76](tel:+33494909576). 2064 Ave de La Résistance, Toulon 83000

SECTION TWELVE - OFPS

OVERSEAS FURNITURE PROVISION SCHEME

All OFPS documents are integral to the JSP can be found at Chap 9 Section 6 under this [link](#).

The aim of the Overseas Furniture Provision Scheme (OFPS) is to provide furniture and furnishings for Service personnel, irrespective of Personal Status Category (PStat Cat), who are necessarily living overseas in unfurnished publicly rented accommodation or foreign government quarters. Funds provided under the Scheme allow for the provision of furniture to broadly the quality expected from official sources in appropriate Service Families Accommodation (SFA), Single Living Accommodation (SLA), Substitute Service Families Accommodation (SSFA) or Substitute Service Accommodation (SSA)

INSTRUCTIONS

Procedures

- 1. Setting up a New OFPS.** Where authority is sought to set up a new OFPS, Service personnel must complete the forms shown at [Appendix 1](#) and [Appendix 2](#) to the **Annex E**, and pass both to unit HR Admin staff for consideration and approval of funds. Unit HR Admin staff are to follow the requirements indicated at paragraph [09.0624](#) concerning OFPS rates and financial ceilings prior to giving approval.
- 2. Taking over an Existing OFPS.** Where authority to take over an existing OFPS is sought, Service personnel must complete the form shown at [Appendix 1](#) to the **Annex E**. When authority is required to purchase additional items, requests are to be submitted on [Appendix 2](#) to the **Annex 2**. Completed forms are to be passed to unit HR Admin staff for consideration and where required approval of funds. Unit HR Admin staff are to follow the requirements indicated at paragraph [09.0624](#) concerning OFPS rates and financial ceilings prior to giving approval.
- 3. Additional Claims.** Service personnel wishing to claim advertising costs for sale of stock (see paragraph [09.0620](#)), should seek prior authority from unit HR admin staff. Subsequent authorised costs shall then be reclaimed from the unit Public/Imprest account on production of the receipted invoices.

SECTION THIRTEEN

INFORMATION FOR ECOLE MILITAIRE STUDENTS

Aim: To provide information and guidance to British military personnel attending staff training courses at the Ecole Militaire.

1. **General.** British military personnel can attend the following staff training courses at the Ecole Militaire:
 - a. **Centre des Hautes Etudes Militaires (CHEM).** The French higher-level military education course, which is a mix between RCDS and HCSC, and runs from the end of August until the end of June. The UK receives one place a year on the course, normally rotated between RN, Army and RAF. Minimum rank is OF5.
 - b. **Ecole de Guerre (EdG).** The EdG is a 10-month Joint course broadly equivalent to ACSC that runs between the third week of August and the end of June annually. There are five British students each year (2 per service, with one service having only one place on a rotational basis), which is the strongest representation of overseas students. UK student's selection is based on single service arrangements but aligned to that for ACSC.
2. **Language training.** All UK CHEM and EdG students are required to undertake French language training at the Defence Centre for Language and Culture (DCLC), Shrivenham, although CHEM students who have served previously in France are exempt. Language training is conducted over the seven months (January – July) prior to the staff training course, with the MOD Language Examination Board (MODLEB) being sat before departing from Shrivenham. The minimum Standard Language Proficiencies (SLP) are 3333 in speaking, reading, listening and writing. As soon as officers have been nominated for CHEM and the EdG they should be advised by their appointments chain of command to establish communications with the Head of French at DCLC.
3. **Administrative responsibility.** BLO Doc is accredited to the EdG and provides the administrative responsibility for all UK EdG students and acts as direct link to single service attachés in the British Embassy as well as to ACSC staff. He can also provide admin support as requested by the CHEM student and is responsible for the hosting arrangements on visits by JSCSC staff. As soon as BLO Doc is made aware of course nominations, he will establish communications with the officers concerned to offer advice with language training, moving to France and the course itself.
4. **Pre-assignment admin.** All CHEM and EdG students should complete the same pre-assignment admin as all other UK military personnel serving in France as outlined in SOIs 1-5. Whilst on course, they are subject to the same UK admin requirements. They will also receive pre-course administrative requirements which should be completed and sent to respective course authorities.
5. **Reporting for duty letters.** On receipt of assignment orders, reporting for duty letters should be sent as follows:
 - a. **CHEM Student.** DA.
 - b. **EdG Students.** Respective service attaché.

6. **Pre-course Embassy visit.** Prior to beginning their course UK students will visit the Embassy for a half-day briefing programme that will include the following:
- a. Political and economic context.
 - b. Defence strategic context and the role of the UK student at CHEM and EdG.
 - c. Single Service (sS) specific issues.
 - d. Security issues.
 - e. BDS admin support and issue of laptops.
7. **Course administration.** Whilst on their courses, routine course administration matters are handled for the CHEM student by the CHEM admin staff and for EdG students by the EdG Bureau des Affaires Internationales (BAI). BLO Doc is the POC for all other admin issues.
8. **Leave.** Before staff training begins, all CHEM and EdG students must have completed embarkation and annual summer leave. Once the courses have begun, leave is programmed into the course roughly as follows:
- a. **All Saints.** Usually the last week in October.
 - b. **Christmas.** Normally about two weeks.
 - c. **Winter Half-Term.** Usually one week in mid-February.
 - d. **Easter.** A maximum of one week.
 - e. **French Bank Holidays.** 01 Nov, 11 Nov, 01 May, 08 May, Ascension Day and Pentecost.
9. **Absence during courses.** Any request for an absence during the course must be sought from the course authorities. EdG students are to inform BLO Doc if they have been authorised an absence for more than five working days (for reasons such as ongoing medical problems or paternity leave).
10. **End of course reports.** End of course reports are completed as follows:
- a. **CHEM.** Course report produced in French by Directeur CHEM and CHEM student then submits to the DA for him to write a covering letter and submission to service appointer.
 - b. **EdG.** Course reports are written in French by EdG then passed to BLO Doc for translation into English and passed to respective service attachés. OJAR produced on an NSAR MOD 2020E with respective attachés as 1 RO and DA as 2 RO.

SECTION FOURTEEN: DURING POSTING AND AT END OF YOUR POSTING

Task	Detail/Requirement	Timescale	Notes
Attend ELO conference/ single service conference	Annually generally at the end of September Bi-annually for Army – October and May	During posting	
Provide regular updates to single service Attachés		During posting as required	
Provide updates for this booklet	When you have updates or new information to be shared with the network.	During posting	
Possibility of press article	Explain/promote the exchange/liaison network	6 months prior to departure	
Visit Embassy for EO/LO debrief		Maximum 6 months prior to departure	
Start school admin process for return to UK		6 months prior to departure	
Send joining letter to new posting		4 months prior to departure	
Start removals process		4 months prior to departure	Summer is the high period, and more time may need to be factored in during this period
Spouses to apply for reclaiming NI credits	Application must be made within the tax year and not more than 4 months before departure	2 months prior to departure	https://www.gov.uk/national-insurance-credits/eligibility
Write letters to utility companies to cancel contracts	https://www.resilier.fr/modeles-lettre-de-resiliation.php	Up to 3 months prior to departure depending on conditions of contract	
Organise the return of your deposit		Just before departure	
Taxe d'habitation	Make sure there is a forwarding process set up for the Taxe d'habitation invoice for your accommodation which will come through in the November following your departure	Just before departure	You are liable for the full year if you are in the property on 01 January.

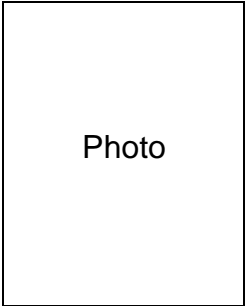
SECTION FIFTEEN: Q&A

1. **Can I apply for a greater budget than that permitted under ORA ceilings?** Please note that the British Embassy does not own ORA levels. The Service attaché signs off the agreement of your entitlement in country, but where you find it necessary to reach beyond your rank/location ceiling and/or when you wish to explore issues such as OFPS, this falls back to EJSU as the enabled J1 lead for all service personnel in country. In this case, you will need to apply through EJSU to PACC for an uplift. This may take a long time, between several weeks to even a few months.
2. **Can I sign a rental contract before the ORA approval?** No. Nothing must be signed until the rental contract has been checked and your Service Attache has signed the ORA approval. Please send me the completed ORA application, copy of the **unsigned** rental contract and energy certificate.
3. **How can I get reimbursed for my children's school fees?** In order to be reimbursed for school fees, you need to complete a DCYP 001 form detailing what you are requesting to be reimbursed for. The form first needs to be sent back to the BDS Accountant (RAF/Navy) or Chief Clerk (Army) who will request approval/signature from your current Service Attache. Once this is done, the form should be sent to CEAS who will then confirm if the claims are within policy and issue a claims reference numbers accordingly so that the fees can be paid. For your reference the details on the claims process and what claims can be made are detailed in JSP 342 Chapter 7 Paragraphs 12-20. Please note that school fees cannot be paid until the process is complete. If your posting has been extended, you will need to go through the whole process again.
4. **The estate agent is requesting a proof that my salary covers three times the rent. Can the British Embassy issue such a letter? Yes**
5. **As from when can I source a flat/house and receive ORA payment?** You can source a flat/house one month prior to your assignment order. This allows you time to move in and receive your furniture etc. before you are due to start in your new role.
6. **I have been looking at the process of registering my cars. Does my SOFA exempt me from paying vehicle taxes or can I claim back costs through JPA?** Unfortunately not. If you wish to bring a UK registered car over to France, you will need to pay the fees. Many officers have decided to sell their car in the UK and buy locally or lease a car for the period of their stay.
7. **Is the Local Overseas Allowance taxed?** No
8. **Are my children entitled to language tuition?** Yes. As per JSP 342 chapter 5, financial assistance for children who attend non-English speaking schools overseas is available. Such assistance will be given only if the tuition is considered essential and must not exceed 130 hours in total. It will normally be limited to a maximum of five hours' tuition per week, and for a maximum period of six months. Tuition may take place up to three months prior to the take up of the post overseas, but this must be paid initially by the claimant and claimed once in post. Applications for the refund of fees, accompanied by a statement of the circumstances, should be forwarded to CEAS for approval.
9. **I am planning on sending my children to a bilingual school, can I still claim the extra 6 months language tuition support for each child?** You will need to liaise with your receiving Command to see if he is content that the tuition is considered essential based upon the bilingual nature of the school, as the application for the refund of fees will be submitted through the Commanding Officer or head of establishment

ANNEX A IN ENGLISH
RAF/RN

CURRICULUM VITAE

NAME



<i>Post:</i>		Date to Post:	
<i>Surname:</i>		Forename:	
<i>Rank:</i>		Service N°:	
<i>Branch /Specialisation:</i>		Seniority:	
Total flying hours:		Operational aircraft types:	
Length of Tour:		DV Certificate Expiry:	
Date of Birth:		Place of birth:	
Marital Status:		Children/Age:	
Wife/Nationality:			
Home Address:		Tel No:	
Academic/Professional Qualifications:			
Principal Appointments			
<i>Dates</i>	Rank	Unit	Brief

Pen Picture:

ANNEX A IN FRENCH
RAF/RN

CURRICULUM VITAE

NOM

Photo

Poste:		Date:	
Nom:		Prénoms:	
Rang:		N° Matricule:	
Branche /Spécialisation:		Ancienneté:	
Heures de vol:		Types d'appareils opérationnels:	
Durée d'affectation:		Autorisation sécurité / expiration:	
Date de naissance:		Lieu de naissance:	
Situation familiale:		Enfants/Age:	
Epouse/Nationalité:			
Adresse du domicile:		Tél:	
Diplômes / qualifications professionnelles:			
Principales affectations:			
Dates	Rang	Unité	Fonctions

Biographie:

Annex B for ARMY PERSONNEL

INFORMATIONS PERSONNELLES NECESSAIRE A UNE HABILITATION

Personal information necessary for accreditation

(A remettre dactylographiées au moins 90 jours avant la date de prise de fonction)

To be submitted typed at least 90 days before posting start date.

1.	Nom complet: Full name	
2.	Couramment appelé: Known as	
3.	Grade actuel et date de prise de rang : Current rank and seniority	
4.	Régiment / arme d'appartenance : Regiment / Service	
5.	Numéro matricule: Service Number	
6.	Date et lieu de naissance : Date and place of birth	
7.	Date d'entrée en service / d'engagement : Joining date	
8.	Date de fin de service actif : Retirement date	
9.	Niveau d'habilitation (très secret / secret) : Security Clearance (Top Secret /secret)	
1.	Date d'émission de la carte d'identité militaire : Military ID card issue date	
2.	Numéro et date de la visite médicale d'aptitude (doit être valable pendant toute la durée de l'affectation): Number and date for medical visit (must be valid for the duration of the posting)	
3.	Situation familiale: Marital Status	
4.	Nom complet de l'épouse: Full name of Spouse	
5.	Couramment appelé: known as	
6.	Nationalité: Nationality	
7.	Date de naissance : Date of birth	
8.	Profession actuellement exercé : Current profession	

6. Enfants:
Children

NOM	DATE DE NAISSANCE	ECOLE FREQUENTEE (pensionnat britannique)

19. Coordonnées – adresse professionnelle (y compris numéro de téléphone) : *Contact details – professional address (including phone number)* coordonnées – adresse personnelle (y compris numéro de téléphone) : *Contact details – home address (including phone number)*

20. Formation civile:
Civilian qualifications

ECOLE / ECOLE SUPERIEURE	QUALIFICATIONS	DATE
--------------------------	----------------	------

22. Enseignements et formation militaires:
Military training and qualifications

FORMATION	MENTION	QUALIF	DATE

23. Précédents théâtres et poste avec dates:
Previous postings with position and dates

THEATRE	UNITE & POSTE	GRADE	DATE

24. Envisagez-vous venir avec une bonne d'enfants (donner toutes les indications nécessaires, y compris la nationalité et le moyen choisi pour voyager) :
will you be bringing a Nanny with you (please give all the necessary details including nationality, and travel arrangements)

25. Permis de conduire:
Driver's licence

- a) Etes- vous détenteur d'un permis de conduire en cours de validité :
Do you hold a valid driver's licence
- b) Votre épouse est-elle détentrice d'un permis de conduire en course de validité: *Does your spouse hold a valid driver's licence*

26. Véhicule:

- a) Envisagez-vous venir avec votre véhicule :
Do you intend to bring your vehicle
- b) Données sur le véhicule:
Vehicle details (make, model, registration)

- c) Moyen de transport choisi:
Means of shipping

27. Problèmes familiaux dont nous devrions être avertis:
Family problems we should be aware of

- a) Epoux / enfants pouvant /ne pouvant pas voyager par air
Spouse / children able / unable to travel by air.
- b) Un membre de votre famille a-t-il une maladie chronique impliquant un traitement et une médication de longue durée:
A member of your family with a chronic illness involving long term treatment and or medication.
- c) Membres de la famille, vivant au Royaume Uni dont l'âge ou l'état de santé peut causer des Inquiétudes:
Members of your family, living in the UK whose age or health are cause for concern
- d) Autres:
other

Date:

Nom en majuscules:

Signature:

Photographie (de type passeport) à joindre :

ARRIVALS PROCESS – SELF SERVICE CHECK SHEET

The check sheet accessible through the link below has been designed to provide you with guidance as to your responsibilities as a consequence of your Permanent Assignment.

<https://modgovuk.sharepoint.com/:w:/r/teams/8195/AP3392Vol2/Appendix%201%20to%20Annex%20B%20-%20Arrivals%20Process%20-%20Self%20Service%20Check%20Sheet.doc?d=w2752818326424d5590bc0a53be5baf6b&csf=1&web=1&e=32UIQ6>

APPENDIX 1 TO ANNEX D TO SECTION 2 TO CHAPTER 2

Application for Payment of Overseas Rent Allowance

Part A - (To be completed by the applicant)
Originating Unit

		
Number	Rank	Initials
Surname (in block letters)		

2.	Date of Occupation:	/	/
0.	Date of entering into tenancy agreement:	/	/
0.	Date of arrival of the immediate family at the overseas location:	/	/
<u>20.</u> With effect from:		/	/

1. Address of Rented Accommodation:
I am paying the amount stated below for Monthly Rental (local currency) of the property detailed at paragraph 1.

Claimant’s Declaration

6. I am not the owner of this property, neither is it owned by my spouse/civil partner, or dependent child in accordance with paragraph 02.0203, and no part of the accommodation for which Overseas Rent Allowance is claimed has been sub-let.

7.The amount of rent stated at paragraph 5 will be paid on the due date to the landlord or his agent, in accordance with the tenancy agreement, or as indicated in the rent book or certificate provided by the landlord or his bona-fide agent.

8. The tenancy agreement and other supporting documentation is attached.

9.I claim refund of rent within the appropriate rental ceiling. In the event of any change in me circumstances affecting my entitlement to Overseas Rent Allowance I will immediately inform my unit HR admin staff.

Date	<div>/ /</div>	<div>Signature</div>
------	----------------	----------------------

Part B - (To be completed by the Commanding Officer (or designated Officer))

10. The information given above is correct. The accommodation detailed at paragraph 1 is considered suitable and the rent fair having regard to the applicant's accommodation entitlement and local conditions.

11.I certify that no suitable SFA, SLA, SSFA or SSSA is available and that the eligibility conditions of JSP 752 Chapter 2 Section 2 have been met.

12. Where a Personal Rental Ceiling is authorised, the authority is JPAC letter dated //

0. The monthly rate of Overseas Rent Allowance is authorised for payment from

Date // Signature and Rank

Part C - (To be completed by the unit HR admin _____ staff) 14.
 Details of the amount and effective date shown at Part B, paragraph 13 have been entered onto JPA.
 15. The appropriate Grade accommodation charges as outlined in paragraph 02.0204 for the
 equivalent SFA or SLA Type have been commenced.

Date:

<div style="text-align: right;">Signature and Rank</div> <div style="text-align: center; height: 50px;">/ /</div>	
-------------------------------------------------------------------------------------------------------------------	--

APPENDIX 1 TO ANNEX E

Application to Set Up/Take over an Overseas Furniture Provision Scheme Inventory

Service Number	Rank	Name	Service
Tel Number	Dept	Unit	UIN
Address of Property			

1. I request authority to:
- a.* Set up a new Overseas Furniture Provision Scheme (OFPS) inventory.

b.* Take over the OFPS inventory held by _____
2. I certify that I understand and agree to be bound by the OFPS regulations as published in JSP 752 and Joint Service Scales of Accommodation Stores regarding the purchasing of furniture, maintenance of records, handing over of the inventory and disposal of stock. I have been provided with a copy of the Regulations.
3. I wish to apply for funds to purchase furniture and/or furnishings detailed on the completed [Appendix 2](#) to **Annex A** attached*.

Date

Signed

For completion by unit HR admin Staff

- *Application to set up a new OFPS inventory
- *Application to take over the OFPS inventory held by _____

Approved*/ Not Approved*

Date

Appointment

Rank & Name (Block capitals)

Signed

*Delete as applicable

APPENDIX 2 TO ANNEX E TO

OVERSEAS FURNITURE PROVISION SCHEME - APPLICATION TO PURCHASE ITEMS

Service Number	Rank	Name	Service
Tel Number	Dept	Unit	UIN
Address of Property			

Full Description ¹ of Furniture Item and Intended Location Within the Property	Cost of Item	Name and Address of the Outlet From Which Purchased	Approved (Yes or No)

The items annotated YES in the above right-hand column have been approved for purchase.

Authorised by: Signature:

Appointment: Name: Date:

¹ Description is to include colour, defining features (e.g., 6 beech dining chairs with green leather upholstery), serial number and, where required by the Admin Unit, a photograph of the item.

ANNEX F – SPECIFIC BRITISH ARMY GUIDANCE

BRITISH ARMY STAFF FRANCE - HOUSE REPAIRS

1. French Law dictates that the tenant of a property is responsible for the majority of the repairs within the property. The tenant is NOT the bill payer, rather the signatory on the initial contract. You are therefore responsible for the majority of repairs in the property. Further, BAS(FR) does not enjoy the support open to other parts of the army (for example there is no Defence Infrastructure Organisation (DIO)) nor are the current arrangements in SHAPE able to sweep up BAS(FR). This SOI therefore outlines the principles and procedures.

2. **Financial Threshold.** The financial threshold is €3,000.00² with repairs above that sum requiring a full Business Case to AIB³ and consultation and agreement with the property owner. The owner would routinely be expected to carry out major work (above threshold) or significantly contribute.

Below the threshold the MA will be the arbiter and in turn all applications for repairs are to be passed through SO1 Logs.

3. **Process.** The following procedure is to be followed:

- a. Work identified.
- b. Obtain 2 quotes to have the problem repaired. These quotes should not attract a cost.
- c. Make the case for repair to BLO CSS copying in the CC to allow tracking. Include reasons costs and timeframe as well as an assessment of impact of non-completion.
- d. BLO CSS will, after consultation with the MA, reply with authority as needed.
- e. You have the work carried out, pay for it, and claim the money back in the normal manner. For large bills the CC can pay the bill direct (with notice).

4. **Emergency Repairs.** Emergency repairs can be carried out independently. Where the bill is likely to exceed €1,000.00 BLO CSS or the MA is to be informed (by phone if needed). Emergency repairs include all activity where safety is compromised, or inactivity would exacerbate the problem. If in doubt BLO CSS should be consulted.

5. **Self-Repair.** Self-repairs are allowable, but this should still follow the process above (less quotes). Please note that should self-repair be carried out and this led to further repair work by outside agencies you may be liable. *Only carry out self-repair if you are confident in your abilities!* Any tools purchased as part of self-repair must be declared and will be added to the BAS(FR) equipment table and to that end **before** purchasing you should consult the CC to ascertain the Network does not already hold the equipment.

6. **Audit.** The CC will record all house repair activity and provide feedback quarterly to the MA.

² This is the threshold used in SHAPE by the DIO representative including activity for UK staff at CRR Lille.

³ Noting that this would be passed through SO1 Logs and MA.

BRITISH ARMY STAFF FRANCE – FLEET MANAGEMENT

Aim: To provide direction and guidance on use of the BAS vehicle fleet.

GENERAL

1. **Overall, Policy.** JSP 800 provides the MoD policy for the use of military vehicles. This includes the general principles and authority to operate military vehicles. Items of note:

- DCoP1 – Drivers Hours. Head of Establishment (HoE) has directed that BAS will operate under Scheme A (no routine recording of Drivers Hours).
- DCoP3 – Vehicle Accident & Incident Reporting. Templates and guidance for accident reporting.
- MOD Road Transport Policy Sect 1 – Authority to Use MOD Vehicles.
- Policy Leaflet 41: Driver Responsibilities and Conduct.
- Policy Leaflet 42: Driver's Standing Orders.
- MOD Road Transport Policy Sect 6: FMT 100 Series. Templates and guidance for completion.

This information provides supplementary policy for BAS. The BAS vehicles should be considered civilianised military vehicles for all matters (less insurance).

2. **Roles**

- Head of Establishment.** The Military Attaché has the responsibility as HoE for all things related to the BAS Fleet Management.
- Road Transport Manager.** BLO CSS is designated as the BAS Road Transport Manager (RTM).
- MT SNCO.** Chief Clerk BAS is designated as the BAS MT SNCO.
- Vehicle Manager.** Each BAS individual who has been individually allocated a vehicle is designated as the Manager of that vehicle. The pool vehicle in Paris is the responsibility of the BLO CSS.
- Vehicle User.** Service Personnel (including Vehicle Managers) or authorised civilians, who drive a BAS vehicle for duty purposes, are designated Vehicle User

MANAGEMENT

3. **Allocation.** The Fleet is allocated to individual Managers as detailed at Annex A. Exchanges of vehicles between Managers are only permitted when authorised by the HoE. Rotation of vehicles between personnel is only to be done with HoE authority. The BASCON RTM is to recommend rotation or replacement NLT 31 Jan and 31 Jul each year. The MT SNCO is to record monthly mileage for each vehicle using the template at Annex B.

4. **Authority to Use.** As military vehicles all journeys are to be authorised using the FMT1001/A (ATUD, colloquially known as 'Works Ticket'). All BASCON personnel (EOs, LOs & Chief Clerk) are authorised to sign ATUDs for usage of vehicles in the fleet.

5. **Licences.** All Users must have the correct licence to operate a BAS vehicle. This includes a European Driving Licence (all UK licences are considered equivalent). From 30 Sep 2015 an in-date FMT 600, annotated with UK and Mainland Europe matrix tests will be required. The MT SNCO is to coordinate Matrix Testing and is authorised by the HoE to sign and issue FMT 600s. The MT SNCO is to hold a copy of all licences for BAS personnel and an FMT 600 register using the template at Annex D. The HoE has authorised Matrix Tests to be valid for the entire tour length or 5 years, whichever is shorter.

ROUTINE USAGE

6. **Insurance.** Currently the vehicles are insured through SATEC Groupe. The small square tear-off *Certificat d'assurance* is to be placed on the bottom right of the vehicle windscreen; the remainder of the certificate should stay with the vehicle documents in the glove compartment of the vehicle.

7. **Incidents.** The MT SNCO is to be informed by email and telephone within 24 hours of any incident likely to result in a claim. Both an FMT3 (Accident Form) and the insurance claim form should be submitted to the MT SNCO who will submit the forms on behalf of the HoE. Vehicle Users at the time of the incident are responsible for the timely submission of these documents.

8. Breakdown Cover.

a. Breakdown and accident assistance cover is provided through the civilian insurance for each vehicle. Should you need assistance or recovery, you are to contact the insurer on:

Within France:	0800 100 962
Outwith France:	+33 1 41 85 85 71

The first number can also be found on the insurance certificate. In the event of a breakdown or accident, the vehicle will be towed to the nearest garage for repair.

b. Should the windscreen require chip repairs or a replacement you are to contact the insurer on the numbers provide above who will source a company to come repair the damage.

b. The assistance includes providing a replacement vehicle under the following circumstances:

- (1) Up to 8 days in case of a breakdown.
- (2) Up to 15 days in case of an accident or fire.
- (3) Up to 35 days in case of a theft.

9. **Equipment.** The Vehicle Manager is responsible for ensuring that the vehicle's equipment is complete and serviceable. The User of the vehicle is responsible for checking this equipment before using the Vehicle. The following equipment should be in each vehicle:

Replaceable

- Warning Triangle (legal requirement in France)
- First Aid Kit
- Snow Chains (for vehicles likely to be used in snow-covered roads)
- Reflective Jacket (legal requirement in France; must be kept within reach of the driver; must be worn before exiting the vehicle in the event of an emergency or breakdown.

- Vehicle handbook
- Spare Bulb Set
- Insurance Cert

Printable

- RTA Reporting Form (FMT 3-2 & 3-3)
- European Accident Form
- FMT 1001/A (authorised for current journey and driver)
- Drivers Standing Orders

Accountable

- Carte Gris
- Electronic Navigation System (ie Garmin)
- Fuel Card

Vehicle Managers can purchase missing or damaged Replaceable equipment via Local Purchase once authority to buy is given by the Chief Clerk. A statement by the Vehicle Manager as to the reason for replacement is to accompany the claim (missing on HO/TO, damaged, stolen, etc.). Printable equipment can be found online and can be replaced by Vehicle Managers. The Chief Clerk can only replace accountable equipment after the HoE is satisfied with the justification.

10. Keys. Each vehicle has two keys (one may be an electronic fob, the other only a key). These are accountable items; replacements are to be sought from the Chief Clerk. Vehicle Managers are to ensure that the spare key is kept secure and separate from the main key.

11. Fuel Cards. Each Vehicle is issued with a single Shell Fuel Card. The Shell card should work in Esso stations too. However, for all Fuel Card usage, it is the responsibility of the User to ensure with the individual station that they have a confirmed means of payment before fuelling the vehicle. The Fuel Cards require PIN codes. A master register of card numbers and PIN codes is to be kept by the MT SNCO using the template at Annex C. In the event of a problem with a Fuel Card, personally made payments for fuel can be claimed from the Chief Clerk using the Local Purchase procedure*. All fuel drawn is to be recorded on the FMT 1001/A and receipts attached.

12. Tolls. All BAS-FR vehicles have now been issued with Bip and Go for use on French toll roads. Billing for each vehicle goes straight to the Chief Clerk.

13. Speeding. Users are responsible for driving safely and within the law. All speeding tickets generated by vehicles in our fleet are sent to the Ecole Militaire where the vehicles are registered. French law now requires fleet managers to formally identify the driver of a speeding vehicle to the State on receipt of the speeding offence notice. BLO CSS in conjunction with the Chief Clerk and once having ascertained the driver, will forward the individual's details to the French authorities who will then issue a speeding fine direct to the driver; it is incumbent upon the individual to pay the fine (or challenge the offence) thereafter. Vehicle Managers are responsible for checking the ATUD, confirming who was using the vehicle at the time of the incident and passing the information to BLO CSS and Chief Clerk. Drivers are to inform the Chief Clerk once a fine has been paid. Speeding fines in France increase unless paid within a set period.

14. Parking of MOD Vehicles. Wherever possible, BAS vehicles, not in use, should be parked on a French military establishment in designated parking areas. Where this is not possible, or when vehicles are parked off-site, an assessment should be made of the safety and security of the proposed parking location. If during the course of a duty paid parking is required, costs can be recovered via JPA.

MAINTENANCE

15. Serviceability. It is the Vehicle Manager's responsibility to ensure the vehicle is kept in a clean, safe, and serviceable condition. Before Use Checks should be carried out by the User each time the vehicle is to be driven to ensure that it is safe to operate. The User is to sign in the relevant space in the Works Ticket to confirm that they have carried out these checks.

16. Cleaning. Managers are authorised to have their vehicle cleaned up to once per month. A suitable self-service wash is to be used. The cost is to be claimed using the Local Purchase procedure.

4. Servicing. The current vehicle fleet indicates on its dashboard computer when a Service is due. Managers are responsible for booking this service at an authorised Citroën dealer and ensuring the Service Book is stamped. Minor servicing (topping up oil, screen wash and other lubricants, changing user-replaceable parts such as wiper blades) is to be carried out by Vehicle Managers as required. All costs are to be claimed via the Chief Clerk using the Local Purchase procedure*.

5. Repair costs. All accidental repairs are to be carried out in accordance with the current insurance policy. Vehicle Managers are authorised to have minor repairs not covered by insurance (e.g., tyre punctures, oil leaks, electronics failures, etc.) costing less than €300 carried out immediately. For more expensive repairs, authority for spend is to be sought from RTM via the Chief Clerk. All costs are to be claimed via the Chief Clerk using the Local Purchase procedure*.

6. Windscreen Damage. The telephone number for reporting damage can be found on the green insurance document. They will provide reference details that need to be quoted when taking the vehicle to an authorised windscreen replacement company. If chips are addressed immediately, they can be quickly repaired and no cost, removing the necessity for the complete windscreen to be replaced.

ELIGIBILITY

7. Eligible Passengers. All MoD personnel are entitled to travel in BAS Vehicles for duty journeys. Unless the HoE grants exceptional authority in writing, Immediate Family (Spouse and Dependent Children) may only travel in BAS Vehicles to be conveyed to an official function as part of the Service Person's duties or to an officially designated welfare activity. In connection with BAS authorised duties, foreign military personnel may be carried in BAS Vehicles.

8. Eligible Journeys. In line with JSP 800, the HoE pre-authorises BAS personnel to use BAS vehicles for:

- BAS Formal Events
- Ceremonial Events
- Duty journeys in connection with role.
- Medical & Dental Appointments (including Spouse and Dependent Children)
- Team Training Events

Where authorisation by the HoE is sought and given, BAS Vehicles may be used for:

- Official sport and adventurous training activities.
- Education and Resettlement Training
- Welfare Cases

22. Residence to Place of Duty. Under normal circumstances Service Personnel are not to use MOD vehicles for residence to place of duty travel. However, to facilitate a more time/distance/cost effective journey than would otherwise occur when a Detached Duty is being undertaken (i.e., to visit a location other than the permanent duty station), BAS personnel are authorised by the HoE to travel directly to/from the Detached Duty location from their residence. Any journey to/from the home location is to be entered the FMT 1001/A as a separate line.

ANNEXES – ANNEXES A-F Excel spreadsheets on SharePoint or contact Chief Clerk

- A. Vehicle Details and Allocation Register.
- B. Vehicle Rotation/Replacement Recommendation Template.
- C. Fuel Card Register.
- D. BAS Licence Register.
- E. Before Use Check Aide Memoire.

BEFORE USE CHECK AIDE MEMOIRE

To ensure the safety and serviceability of the vehicle the following before use checks shall be carried out:

1. **Vehicle Cleanliness.** You shall ensure that your vehicle has:
 - a. Clean and serviceable windows, mirrors, lights, reflectors, and number plates.
 - b. A clean and tidy interior. Every article, including the personal property and equipment of the driver or passengers, is to be securely stowed so that it cannot move or interfere with the operation of the vehicle nor cause a hazard to passengers in the event of an accident.
 - c. A standard of exterior cleanliness appropriate to the type and usage of the vehicle.
2. **Engine Oil, Radiator, Windscreen Washer Reservoir, and Batteries.** Check for any leaks and replenish levels if necessary.
3. **Brake Fluids, Clutch Fluid and Power Steering Reservoir.** Check levels and report if found to be below minimum levels.
4. **Tyre Pressures and Wear.** Check tyres for damage, road legal tread depth, irregular or excessive wear and correct pressures; adjust or replace as necessary.
5. **Road Wheel Nuts.** Check for security.
6. **Exhaust Emission.** Check that the exhaust emission is not excessive i.e., that there is no dark blue or clearly visible black smoke that may obscure the vision of any other road user.
7. **Equipment.** Check that the vehicle is carrying the emergency and wheel changing equipment required for the country in which the vehicle is driven. See SOI 07 para 9 for a comprehensive list.
8. **Lights, Horn, Traffic Indicators, Windscreen Wipers, and Washers.** Check that all components are working correctly. Resolve defects and do not proceed until the fault is rectified.
9. **Brakes.** Ensure that there is an effective resistance to the application of the brakes. Drive off and when it is safe to do so, gently apply the brakes. Do not proceed if a fault is noted.
10. **Fuel.** Check that the quantity of fuel in the tank is enough to commence your journey.
11. **Odometer/Speedometer.** Check that the odometer reading corresponds with that recorded on the ATUD. Check that the speedometer is working on first moving off. If it is not working, then it is illegal to proceed with your journey.
12. **Mirrors and Windows.** Check mirrors are correctly adjusted so that you have a good view to the rear of the vehicle.
13. **Damage.** Check the body panels and glass for damage, chips or scrapes this is particularly important when taking over or handing back a hire vehicle.

BRITISH ARMY STAFF FRANCE – INFORMATION

Aim: To define information policy and provide guidance on use of IT

References:

A. JSP 441 Managing Information in Defence.

B. Army Command Standing Order No 1810 Army Information Management Ways of Working, Apr 2016.

1. **Defence Policy.** This SOI is in line with Defence policy on Information and Services⁴.
2. **Local Policy.** Our core resource and output are information. Since our focus is how to assist the delivery of UK defence outputs in support of developing the strategic partnership and advancing interoperability, we should each be identifying how we obtain, analyse, report and file that information so that it adds value.
3. **Responsibilities.** The following responsibilities are assigned in the network.
 - a. **Senior Information Officer (SIO).** Directs policy and is responsible for its local implementation. Military Attaché (MA).
 - b. **Information Manager (IM).** Delivers informed support on technical solutions to the network; delivers Collaborative Working Environment (CWE) to MA. SO1 BLO CIS.
 - c. **Information Support Officer (ISO).** Manages information on CWE in support of SO1 BLO CIS. Chief Clerk.
 - d. **User.** All Liaison Officer (LO) and Exchange Officer (EO) DII users are required to implement system updates as directed by ATLAS⁵ and to comply with this directive. All Users.
4. MOD Information Management (IM) Policy and Tools.
 - a. SharePoint has replaced the traditional folder structure of storing documents. It provides an environment where documents, in either their draft or completed form, can be accessed by colleagues. This practice supports collaborative working, enables links to documents to be shared, rather than consuming bandwidth by sending documents across the network, reduces the likelihood of multiple versions of the same document being stored, supports rapid dissemination of updates, and enables documents to be found easily when the author is unavailable or unable to access their private storage area.
 - b. **Meridio.** Meridio is the MOD's Record Management system. It is used where a published document needs to be stored for legal or historical reasons. SharePoint documents can be automatically stored as a record on Meridio. They are still accessible from SharePoint, but an additional icon shows that it is now a record and cannot be amended. If it requires amendment, a new document must be created.
 - c. **Document Libraries.** Documents are stored within Document Libraries, these are available at each of the 3 SharePoint tiers: Site Collection, Team Site and Activity Workspace. This tiered structure of document libraries is mirrored in Meridio.
 - d. **Army Knowledge eXchange (AKX).** BAS-FR has a [presence on the AKX](#), it is used as a site to which MODNet and Defence Gateway users can come to find information related to the French Army, BAS-FR and training or exercise opportunities in France.

⁴ This includes Data Management, Information Access, Information Governance, Information Infrastructure, Information Management, Information Strategy, Knowledge Management and Records and Archive Management.

⁵ Direction will arrive either by letter or E-Mail and assistance can be sought through the Single Point of Contact (SPOC).

Whereas the sub-paras above can be seen as the working area for BAS-FR, the AKX site is the “shop window”. It provides access to products produced by BAS-FR and French produced documentation which are believed to be useful to wider the Defence.

5. **MODNet Laptops.** The MOD provides MODNet laptops to LOs and EOs to enable them to communicate at OFFICIAL and below. Direction on the use of the MODNet Laptops is as follows:

a. Storage. When not in use Laptops must be stored in a secure cabinet⁶ within the LO/EO's office.

b. Transit. Whenever laptops are removed from their office environment they are deemed to be in transit and therefore all officers must be in possession of a “Carriage of IT” certificate. This will be issued and signed by SO2 Liaison Support, Army International Branch (AIB), currently Mrs Lainey Helliwell, and carried on the officer's person whilst the laptop is in transit. Officers preparing to hand over their posts will be issued a new Certificate by SO2 Liaison Support.

c. Physical Access to the Defence Intranet. The MODNet laptop will provide access to the Defence Intranet through any broadband router. It is the responsibility of the BLO/EO to negotiate with the French CIS provider (Officier Management Systeme d'Information (OMSI)) within his/her location to seek the provision of a Broadband router and a Digital Subscriber Line (DSL). Historically the costs for this installation have been met by the French MoD. If this isn't possible a Business Case should be raised for the capability through SO2 Liaison Sp, AIB. Assistance with local infrastructure bids can be requested from SO1 BLO CIS if necessary.

d. Internet Access. Internet access through MODNet laptops can be provided via an External Gateway Service (EGS) available through bids to Corsham. Users are to phone the SPOC to activate the EGS.

e. Administrative Issues. LOs and EOs will be periodically contacted directly by ATLAS informing them of actions they need to take to ensure continued access to the Defence Intranet through their MODNet laptop. It is the LO's and EO's responsibility to action these requests. Any questions should be directed to the SPOC.

f. Support. First line support for any MODNet related problems or faults is the SPOC (0044 870 600 8910). Should the Helpdesk be unable to resolve a problem, SO1 CIS or the Chief Clerk should be consulted

6. **Collaborative Working Environment (CWE) – BAS-FR Team Site.** Through the MODNet laptops, all LOs and EOs will have access to a Sharepoint CWE which is administered by SO1 BLO CIS. It is the preferred method of information sharing and storage.

a. Location. The CWE is located on Defence Intranet servers in the UK and provides a space in which all officers can share and edit information up to OFFICIAL UK Eyes.

b. Access. All MODNet users are able to view the workspace with the exception of those workspaces and directories which are annotated limited (LTD). Access to these areas is controlled on a case-by-case basis, but by default that visibility is limited to members of the LO Network. Prior to a post-handover, and in good time, LO/EO should direct their replacement to make contact or visit SO2 Liaison Support or the iHub at the AIB. They will ensure that the MODNet laptop is set up ready for their arrival (with a multiuser role folder to begin with).

e. Training. Staff with MODNet laptops are classified as MODNet Standard users and should therefore have completed the Mandatory and Stage 1 User training detailed below. In addition, those working within BAS-FR must complete SharePoint training. Courses are available on the Defence Learning Environment (DLE), which is located on the Defence Gateway. To use the DLE users must first register for an account, which can be done through this [link](#). The DLE can then be accessed through MODNet or on a home computer through this [link](#). Further information on training can be gained from SO2 Liaison Support at AIB or the I Hub.

f. Support. Any questions, faults, or requests with regard to the CWE should be addressed to SO1 BLO CIS, or the Chief Clerk.

7. [AKX BAS-FR Site](#).

a. The BAS-FR AKX site has been broken down to a number of topic areas with appropriate members of the network tasked to take on the responsibility as the “Point of Contact” for the different pages. Whilst all members of the network can add document content to the page, it is the POC who is responsible for managing the content of the page.

b. Appropriate documents can be added to the pages by placing them in the Vault. Attachment 3 provides instructions on how this can be done.

c. The AKX is not backed up, so documents added to the vault should also be stored on the BAS-FR Team Site. This can be done on the French Army (New) Site Collection Page in the appropriate Document Library.

8. BAS-FR Information Management Policy.

a. Saving Documents. In line with MOD policy, a document which is created with the intention of sharing it with others (because others will review it, need to read the content, or it would assist them) should be saved to a SharePoint document library. This does not mean that it will eventually become a record, it may remain in SharePoint until no longer required and then deleted. It should be saved to the appropriate document library within the BAS-FR library structure, shown in Attachment 1. LOs should familiarise themselves with this structure; a brief explanation of the subjects that should be stored in particular document libraries is included, where required in the attachment. Those documents that remain tools for individual LOs and will never become a record should be saved within the LO’s own document libraries located within the LO’s Workspace in the CWE.

b. Naming Documents. The network follows the Army HQ norm of filing individual documents under:

YYYYMMDD-Title-Class (If required)

(With underscores and not spaces between words within the title). Under this system this SOI, if it were official sensitive (for illustrative purposes only) becomes 20120402-SOI08_Information-OS.

c. Metadata. When documents are stored in SharePoint, authors are prompted to confirm the documents metadata. If used correctly, metadata supports rapid retrieval of documents. The current convention is to use metadata to filter documents within a document library rather than the pre-SharePoint practice of using nested folders, which only permits one type of filter (by folder name). Subject Category, Subject Keywords and Local Keywords are particularly useful for filtering documents. The first 2 have to be taken from the Defence taxonomy, the later allows free text to be added to cover those requirements not included in the former. Attachment 2 lists the Subject Category, Subject Keywords and Local Keywords that are being used by BAS-FR. Staff are encouraged to use this list when adding metadata to a new document or searching for a BAS-FR

document. This is a live document so staff can add to the list if they believe a further descriptor is required.

9. **BAS-FR Team Site.** The BAS-FR Team Site is the primary document CWE. It provides an environment within which:
 - a. Documents can be stored within an intuitive structure for collaborative working or reference.
 - b. A focal point for obtaining information related to BAS-FR and their mission, whether that be information about the French Army, Interoperability with the French Army, Visits to/from France, French training facilities, events in France or BAS-FR life support/administration.
 - c. To that end, staff are responsible for ensuring created documents are stored on the site in the appropriate place and with the appropriate metadata to support search. Links are included to additional sites or documents that are related to the BAS-FR mission. Where information exists on another site or location, the default action should be to include a link to that information, rather than storing copies of documents on the BAS-FR site. SharePoint offers a range of functionality to support this approach and provide a “user friendly” experience to those using the site.
10. **Freedom of Information.** Whichever system is used, all officers should be clear that they are subject to the Freedom of Information Act and could in certain circumstances be asked to provide an audit trail of activity or information provided. A simple logical and well-managed filing system will reap dividends in information retrieval.
11. **Summary of Actions on Handover.** To prevent the loss of data or a break in communication, the following procedures are to be followed by officers handing over or taking over a post in France.
 - a. **Incumbent.** It is the duty of the outgoing incumbent to deliver a seamless transition of information and communications to their successor. They do this by:
 - (1) Ensuring that all data is stored in a logical filing system.
 - (2) Ensure an updated “Carriage of IT” certificate is available for their successor during the handover week.
 - (3) Explaining the procedures for logging in and connecting to MODNet.
 - (4) Handing over and signing for all laptops, docking stations, screens, printers, ancillaries, and laptop bags. Updated 1033s need to be sent to SO2 Liaison Support, via Chief Clerk.
 - (5) Ensure that the Chief Clerk is informed when you have handed over any IT equipment to your successor, as they keep a record of who holds what equipment, laptops etc. Ensure any unused/unwanted laptops, power cables etc. are returned and signed back in by the chief clerk.
 - b. **Successor.** The successor will wish to have full connectivity from the first day in the job. They ensure this by:
 - (1) During the lead up to the start date in France, making contact or visiting SO2 Liaison Support or the iHub at the AIB. They will ensure that the MODNet laptop is set up ready for their arrival. There is no MODNet server in France.
 - (2) Providing the requisite full personal information to their predecessor to enable a MODNet account to be created.

- (3) Submitting completed Land Forces Army HQ Account application form to Chief Clerk in the month preceding arrival in post.
- (4) Being IT literate before arriving and completing the recommended DLE Training. The theatre entry standard is a good working knowledge of Word, Excel, PowerPoint, Outlook and SharePoint, completion of courses.
- (5) Actively pursuing connectivity issues by initiating corrective action through the EMS Helpdesk (0044 870 600 8910) and ruthlessly pursuing technical solutions if they arise.
- (6) Adopting a logical system (electronic or hard copy) for the storage and retrieval of contact information for UK and French contacts.

12. **External Contact.** Officers should be aware of the importance attached to ensuring that our external contacts are able to get in touch with us. A few small steps will help ensure that you set a professional image. To this end:

- a. Your contact details on the intranet Enterprise Directory should always be up to date. This can be accessed through the front page of the Defence Intranet.
- b. Telephone answering machines should always be up to date with an appropriate up to date 'outgoing message' in French and English that offers a means of communication with you if urgent
- c. Outlook 'Out of Office Assistant' should be used to indicate absence with a mobile number in case of urgency.
- d. Emails should include a signature block with your full contact details.
- e. A presence should be maintained on Office Communicator, and it should be used for short messages and quick response in lieu of Outlook messages.

13. Useful Links/Further Assistance:

[Army IM Handbook](#) – Web page with links to MODNet reference material, include MODNet for Dummies and how toguides.

Attachments:

- 1. [BAS-FR Document Library.](#)
- 2. [BAS-FR Metadata \(Tab within the Document Library excel spreadsheet\).](#)
- 3. [BAS-FR AKX Vault User Guide.](#)

Aim: To define the system for management of annual appraisal reports.

1. **National Policy.** The MS policy for management of OJARs, SJARs AND MPARs is JSP 757. It remains the individual's responsibility to ensure reporting is completed. Where there are unreported periods, these should be discussed and agreed with the individual's career manager in the APC. Sgt Laura Bennett should be informed as appropriate.
2. **Local Policy.** There are four key areas on which focus is required:
 - a. The individual officer must take a degree of ownership for the reporting process and timings. There is no significant MS support in France, so please ensure that you are clear on your reporting chain and the associated timeline. Make sure that Sgt Laura Bennett has the correct detail so that she can ensure the report is raised by EJSU. The generic post MS template is at Annex A for guidance.
 - b. Beginning of MS Year. Subject Officer (SO) completes Preferences and Responsibilities template, obtains their 1RO's endorsement and returns the completed soft copy to EJSU, via the MS SNCO. EJSU sends soft copy to APC for entry onto JPA Appraisals system.
 - c. Mid-Year Review. The 1RO completes the MYA, discusses with SO and retains own copy until the OJAR is completed. The 1RO discusses the report with the 2RO and clears gradings. The MYA should be completed at least 3 months in advance of the OJAR due date.
 - d. End of MS Year. The Chief Clerk forwards the completed MS template to APC, who will raise the report on JPA. The report is then completed on JPA within the correct timeframe.
3. **Key Dates.** The normal reporting years are listed below.
 - SSgts: 1 Oct to 30 Sep; reports are due at APC by 30 Nov.
 - Majs: 1 Jul to 30 Jun; reports are due at APC by 1 Sep.
 - Lt Cols: 1 Nov to 31 Oct; reports are due at APC by 15 Dec.
 - Cols: 1 Dec to 30 Nov; reports are due at APC by 15 Jan.
4. **Reports.** For those with a UK chain of command, the traditional JPA process will be used. For those outwith, an NSAR should be raised through EJSU and forwarded to the subject for manual completion.
5. **Army Stagiares/Auditeurs.** The CHEM student receives his report from Dir CHEM. It is then top and tailed by the DA and injected into the system as a course report. The Ecole de Guerre student will receive an NSAR drafted by BLO Doc then passed to the appropriate attaché for action.

BRITISH ARMY STAFF FRANCE – VIVE LA DIFFERENCE

A comparison of French and British military and social customs.

This short Guide, originally drafted by Col Nick Meyrick, has been updated in Feb 11 with a view to providing some informal advice on French customs by way of orientation to officers newly posted to France.

INTRODUCTION

Advice to the newly arrived in France: don't give chrysanthemums (they smack of funerals); keep your hands on the table (otherwise they are assumed to be on someone else's knee); and port is a woman's drink before dinner (not a man's drink after). These are just a few trivial differences between French habits and ours which add colour to life in France, but which can also be pitfalls for the unwary. A newcomer would do well to observe, note and tread carefully at first. He need not give up his ways totally but will discover that a few simple concessions not only avoid a conflict of customs, but also make good sense in themselves.

The French are polite to the point of over formality. Daily salutations are something of a ritual; forms of address are meticulously observed; and the ending of a letter is itself a work of prose. Yet these are only the outward signs of an essentially considerate and hospitable nature, which is the universal basis of good manners.

The French army does not take it for granted (nor should we these days) that an officer is necessarily a gentleman, and the schools of *Coëtquidan* issue a booklet called the *Manuel de Tenue, Savoir-vivre et Correspondence*. Though now a little anachronistic in parts, it nevertheless also contains some useful pointers for a new BLO. There appears to be no other collection of social tips for Brits and the following pages are an attempt to throw a few ideas into the gap rather than to create an exhaustive tome on etiquette. A more complete guide might include seasonal and regional customs, linguistic niceties, or tips for entertaining.

TERMS OF ADDRESS AND INTRODUCTIONS

General Greetings

When greeting senior officers, one says: *Mes respects, Mon Colonel*. It is quite in order to use this formula to seniors who have asked you to call them by their first name, e.g., *mes respects, Jean*. The Mon is short for Monsieur, not 'my'. A woman soldier or officer is therefore not addressed as Mon but simply by her rank.

People call each other Monsieur, Madame when introduced or when addressing strangers, even shop assistants. The surname is not usually added except when specifying the person addressed. One would normally say "*Merci, Monsieur*" rather than "*Merci, Monsieur Dupont*". On entering a room at a party one goes round to everyone before getting a drink and greets them or introduces oneself. Leave is taken in the same way. A civilian with an appointment is addressed as *Monsieur or Madame le Maire*.

The terms *époux/épouse* are quite acceptable when referring to the spouse of the person addressed or someone else but may sound a little pretentious when referring to one's own although it is used sometimes. When talking about one's own spouse one should say *ma femme or mon mari*.

Use of First Names

Officers in a British regiment were amazed when two visiting French subalterns did not know one another's first name, despite having been well acquainted for many months. The French were equally astonished when British subalterns addressed majors by their first names. French officers use first names only when they are very good friends; surnames when well acquainted; and *Mon Capitaine* to higher, lower, or even the same rank if less well acquainted or of different promotions.

The natural British tendency, when confronted by a less grizzled Frenchman of the same rank with a "*Mes respects, Mon ...*", is to say something like: "I say, old chap, do call me Freddy." However, one should be tactful about forcing the issue: it can lead to awkwardness in unforeseen ways. It is best to play it fairly low key and pick up the first names gradually. Often a gregarious personality will make life easier with a: "*Moi, je suis Eric, hein*".

By the same token, Brits should not feel insulted if French officers call them simply by their surnames. This is perfectly normal, even polite. They do, however, often make concessions to the Anglo-Saxons by

use of first names. It is usually a safe bet to use surnames at work, even with close colleague, and reserve first names for informal occasions outside work.

Introductions

As in Britain, the general rule is to 'present' a man to a woman, a junior to a senior, a single woman to a married woman. The full blurb is: "*Madame, puis-je vous présenter ma femme, X.*" If one is not introduced by someone, then one should introduce oneself: "*Permettez-moi de me présenter....*," followed by rank, name and appointment. Do not use *introduire* as this is a real faux ami. In a working military environment, a simple Bonjour followed by the rest is sufficient. Contrary to popular education, *enchanté* is considered a bit naff. A more useful expression is: *Très heureux (-euse) de faire votre connaissance/de vous connaître* or the more laconic *bonjour*. It is for the junior person to approach the senior, but for the woman or the senior to extend the hand first. Finally, introducing one's spouse to one's boss is got round by the cunning stratagem: *Mon colonel, permettez-moi de vous présenter à ma femme/mon mari.*

Saluting

Both officers and NCOs are saluted by lower ranks and by juniors of the same rank. Saluting is often done without a hat, and sometimes with a slap of the thigh. One should know its meaning in order to return the salute. However, the French are not as rigorous at saluting as we are, and one should not take offence if you are passed by with no more than a 'bonjour'.

Otherwise rules for saluting are similar to ours. Colours/standards and the national anthem are saluted by everyone, including all officers on parade.

Shaking Hands

The French shake hands with everyone they know on first meeting of the day. The glove is removed if the person is not wearing one. If getting the glove off is going to be an unseemly struggle it should be left on.

On occasions such as coffee in the mess, or any other gathering, it is obligatory to go round everyone and shake hands. It is particularly important that you remember whom you have met that day and whom you have not. It does not do to get it wrong, and you will be ribbed for forgetting.

Kissing

While on the subject, kissing is as common a form of daily greeting between friends as the handshake. It is done between men and women, between women and between men who know each other well.

Whereas the British often kiss only once (though usually twice nowadays), the French" always kiss at least twice, starting right cheek to right cheek, not left-to-left as we do. (It's like getting used to changing sides of the road). Just when you think you are getting the hang of it someone gives you three or even four kisses, depending on their regional or family habits.

On a linguistic point, it is worth noting that the word *baiser* means 'to kiss ... but also 'to go to bed with' so it is very important to get it right. To avoid the minefield, use terms like: *embrasser, baiser, donner une bise/un bisou.*

Vous and Tu

Tutoyer/Vousvoyer is a subject that can be discussed ad nauseam without bringing any further enlightenment to the foreigner. For what they are worth, here are a few observations on the matter. We all know the theory, but the practice is full of surprises. A junior officer might sometimes use *tu*, to a senior whom he knows well but will still call him *mon colonel*. Some very close friends and even husbands/wives and parents/children still use *vous* to each other, and yet others use *tu* on first meeting. *Tu* is always used to animals. Usually to children, too; but play a safe *vous* with an awkward teenager.

Vous is normally used by a junior to a senior even if it is *tu* in the reverse sense. Some people *tutoie* easily; others have a genuine revulsion for the intimacy it represents, being similarly phobic to the use of first names for the same reason. *Tu* is usual within a sports team, or, for instance, in a civilian parachute club. Even if one's wife *tutoies* women friends or senior officers, it would not necessarily be appropriate to do so oneself ... or vice versa. The start of *tutoie-ing* is sometimes 'formalised' with a "*On se tutoie, non*", or else the *tu* will just be slipped in subtly. It should be picked up and reciprocated promptly, for it may not be 'offered' again. But who starts? In theory the senior or the woman, in practice it is the one with the most 'standing' in the pecking order, socially, militarily, by age or by dint of sheer personality. Foreigners are usually given a lot of leeway. The whole thing is done on 'feel' as much as anything, and it is best to leave it to the locals to make the running until one feels sufficiently at home to initiate a closer familiarity.

FOOD, DRINK AND ENTERTAINING

Timing

Dinner invitations are usually for about 2015, almost never before 2000 or after 2030. Although punctuality is not a strong suit in some French institutions, the standard ten minutes is still the correct delay for dinner parties. Drinks are often not served until all, or at least the principal guests have arrived, so it does not do to keep people waiting for their aperitif. Punctuality is essential for *pots* and *vins d'honneur*, as no one drinks until the speeches are over; and the speeches cannot start until the principal players are present.

When pouring wine, the host or the person delegated by him at the other end of the table, usually pours a little in his glass - to ensure that he has the wine that has been nearest the cork - before pouring wine into the other peoples' glasses, starting with the women in order of seniority. Glasses are never filled more than two thirds. Women are not supposed to pour wine.

You are expected to kiss all the children present (male and female) on arrival.

Presents

Small tokens are sometimes brought and usually appreciated. Something typically 'English' or a pot of homemade jam generally goes down well. It is best not to take wine as the French usually take it as an insult. If you do your host might feel obliged to serve it although he will have prepared his own. When staying with someone a bottle of whisky is a sure hit. Presents are supposed to be wrapped, even with just a token ribbon.

Flowers

Flowers have a litany of symbolic significance and should be carefully chosen. Never give Chrysanthemums, Sweet Williams or Heather for various superstitious reasons. Gladioli, Hydrangeas and Water Lilies show indifference. White flowers and Roses are suitable for young women, but red Roses are for violent passion, yellow ones for friendship and joy, Forget-me-nots for fidelity. So, don't give these out unless you mean it!

Most other flowers are OK as they generally have positive meanings, though in truth most people are ignorant or insouciant of these. Above all never give an even number of flowers (but not 13). A dozen red roses to the general's wife could provoke a replay of the *Guerre de Cent Ans*. Usually if you go to a florist and ask for some of flowers for a dinner, the florist will pick an appropriate bouquet.

Table Customs

Seating protocol tends to go according to rank. A clear-cut order of precedence therefore avoids a clash. All things being equal, the person who has not been to the house before sits on your right. There are some minor differences between British and French table layout. The French tend to put out the minimum of cutlery, often keeping the same *couverts* for the plat principal as for the *entrée*. These will be placed on a knife rest. The French get confused rather than impressed by a whole armory of eating irons.

The rulebook says that only soup plates should be *superposés*, although others often are. If soup is served it should already be in the plates when people sit down. In a formal dinner with servants, as soon as an empty plate is removed with one hand, it should be replaced with the other. Serving dishes are normally passed in strict rotation around the women first in order of precedence.

The enthusiastic nosher may mop up his gravy with a piece of bread provided he uses his fork. Forks are not normally used for cheese, nor a knife for cutting salad - just bundle it into your mouth. He is expressly

forbidden from making balls with his bread. Fruit should be peeled and cut with a knife and fork, except for mandarins, which are easily peeled by hand. Keep hands on the table.

Whereas it is quite proper to do one's own thing at home, anything too bizarre fazes the French. They cannot cope, for instance, with cheese after pudding (salted always before sweet). It really isn't even worth trying. In fact, many a Brit soon becomes converted to the logic of the French system in this regard. Cheese should not be passed round more than once except at the most informal family table.

Some BLOs stick to British table customs and their guests seem to enjoy the difference. If you decide to do so, the host and hostess have to pick up their cutlery first so that the other guests can follow suit.

Table Talk

The French are justly proud of their culture, and like it to be appreciated. They are sensitive about certain chapters of their history (the Revolution, the Vendee Wars, Waterloo, the Collaboration, May 1940, Indochina, Algeria), and opinion is bitterly divided on some personages (Napoleon, de Gaulle). Allowances should be made, and taboo subjects avoided. A little difference is more becoming than being too clever or heavy-footed. They have polite but subtle ways of taking people down a peg or two.

That is not to say one should not fight one's corner when the inevitable brickbats fly (everything from *Jeanne d'Arc* to mad cow disease). Tact, firmness, coolness under provocation, knowledge of the facts and a sense of humour usually win the day and the respect of the audience. Dinner conversations are often central affairs, as no one likes to miss out on the main theme. It is said that a Frenchman never talks about money, politics, or religion. In real life there are no socialist cavalrymen, few protestants, and not many wives who do not complain about a lack of cash. Nevertheless, these are subjects to tread lightly upon. The British Royal Family is a subject that fascinates the French.

The French have jokes about Belgians, Corsicans, and gendarmes. One has to know one's grounds before indulging in pleasantries. Contrary to popular myth and disappointingly for some, the French are not sexually promiscuous. Many of the military are conservative, traditional and religious, and are easily shocked by crude or irreverent jokes. That is not to say they do not enjoy an amusingly risqué conversation; they just prefer it to remain within the bounds of good taste.

Money

Overall, the French are less well paid than we are. They are also liable for a gamut of local and national taxes. Most garrisons do not have married quarters, and some people have to find their own accommodation. This is sometimes rare and expensive. On the other hand, they take advantage of numerous welfare benefits. The French military (especially cavalry and foreign legion) go in for big families, 4-6 ankle-biters being quite normal. This tradition is part of culture, part status symbol and part tax dodge (a Captain with 3 kids pays no tax, a Major with 4, a Lieutenant Colonel with 5, etc.). They also get paid for going on exercise, and almost double their salary abroad. They make a (financial) killing on active service. Furthermore, they are sometimes promoted to the next rank up just before retiring, and receive the pension of that rank, which is about 75% of their basic salary.

Mess Customs

Mess life as we know it does not exist, and many of the '*Cercle*' are '*mixte*' i.e., all ranks, where the General queues up with a tray alongside his driver. In large garrisons there may be a '*Club des Officiers*'-a dining club which organises social events such as dinners, balls, or outings. French visitors to the UK are very envious of what we have preserved. Mess life is less cohesive than ours and customs less pernicious. The mess is seldom broken up, and after-dinner activities more often than not consist of singing regimental chants, usually quite seriously.

It is not all dull. Cruel japes are played on new subalterns, mess games take place, and champagne bottles are opened with sabres. Dances are less wild than ours. French officers do not get drunk, throw food, vomit, take off their clothes or frighten women.

The basic dance is fifties-style rock, which everyone learns at Coëtquidan or before at Ecoles Préparatoires, with a couple of waltzes to start the ball rolling. If you are bad at the latter and/or hopelessly inept at the former, then you should either take secret lessons or plead incapacity due to gout. Sooner or later, though, you are going to have to jive.

Weddings.

As an outsider, it is something of a privilege to be invited to a wedding. Military, even retired officers normally wear uniform. The dark blue uniform used to be the normal dress, but is now abolished, so Tenue 21 (see paragraph on dress) is now worn. However, the British should wear their blues as it is always admired. If invited to the dinner afterwards it is usually in Mess Kit. Morning dress, if worn is generally confined to family, and should not be worn by others. Presents often take the form of an arrangement of flowers. Wedding lists are also used. As a foreigner, something typical from the country is perhaps more interesting (English crystal or China or Irish linen are well received, being difficult to find and expensive in France).

CORRESPONDENCE AND MILITARY DRESS

Correspondence

The Visiting Card. This is a useful, multi-purpose device for a wide range of communications such as invitations, thank-yous and attachments to presents.

Business Card. This internationally accepted card is now used frequently in France and exchanged often at meeting, conferences.

Invitations. Invitations are usually sent in good time and replied to promptly. Once accepted they must be met, or a very good and timely excuse made.

Military Dress or *Tenue*

It is necessary to know the orders of dress so that the right British equivalent can be worn for parades and other functions. Uniform is extensively worn for many semi-official and civic functions at which BLOs might be invited in a representational capacity. Turnout is important. The French press their uniforms but neglect their boots. Shiny British boots are appreciated.

Frenchmen do not attach great importance to civilian dress, and few own suits. Hardly anyone has a dinner jacket, much less tails. Jacket and dark trousers are often considered ‘dressed’ for dinner. Women are well dressed when out-and-about, and children well behaved.

Below is a list of the most common *tenue* numbers and their British Army equivalents.

Tenue	Order of Dress
11 (Spencer)	Mess Kit
21	Service Dress with leather
22	Barrack Dress
41-42	Combats
45	Sports kit
Tenue de Ville	Dark suit or jacket and tie

ANNEX G - UNDERSTANDING FRANCE

Books			
General	1000 Years of Annoying the French	Stephen Clarke	History with humour. 1000 years of traded insults, battles, and love. An insightful perspective of a relationship between bitter rivals and fast friends.
	60 million Frenchmen can't be wrong	Jean-Benoît Nadeau/Julie Barlow	A comparative study of French culture. Tries to explain, to a North American audience, why the French act the way they do.
	The History of Modern France	Jonathan Fenby	Traces the history of modern France from the end of Napoleon's reign to Francois Hollande in 2015. The history is an interesting mixture of French politics, surrounding world events, and French culture.
	L'Histoire de France pour les nuls		Very easy read, all be it in French. It covers the history of France from 2 million years ago to the present day.
	Paris: Journey into the City of Light	David Downie	A well-written tour through the evolution of Paris from a small island in the Seine to the metropolis of today.
	That Sweet Enemy	Robert and Isabelle Tombs	Well received story of the love-hate relationship between the two countries, this book details this rich and complex relationship over three centuries, from the reign of Louis XIV to the second Iraq War and the founding of the EU.
Films			
Drama	Les 400 coups (Francois Truffaut)	1959	François Truffaut's debut is one of the French new wave's most accessible and best-loved films. It is the moving story of a young boy who, left to his own devices, delves into a life of petty crime. All shot on location in Paris and Honfleur.
	La 317 Section (Pierre Schoendoerffer)	1965	Set in French Indochina at the Battle of Dien Bien Phu in 1954, 317th Section receives the order to retreat and is left isolated behind enemy lines.
	La Bataille d'Algers (Giles de Pontecorvo)	1966	Hard-hitting film which has the atmosphere of a documentary, painting the picture of the French Algerian counter-insurgency.
	Le Vieux Fusil (Robert Enrico)	1975	Inspired by the massacre at Oradour-sur-Glane on 10 June 1944, this film tells the story of a doctor in Northern France who avenges the violent deaths of his wife and daughter who were murdered by SS soldiers.
	Le Crabe Tambour (Pierre Schoendoerffer)	1977	A dying French naval frigate captain tries to make a last rendezvous at sea with a French war hero (aka Le Crabe Tambour) who he had betrayed twenty years earlier following the "Generals' Revolt" in Algeria.
	Cyrano de Bergerac (Jean-Paul Rappeneau)	1990	Adaption of the classic play with Gerard Depardieu as de Bergerac. Set in 1640, Cyrano is a poet and fine talker with a big nose.
	La Haine (Matthieu Kassovitz)	1995	The first time the <i>banlieue</i> had ever been represented to a mainstream French audience, the controversial 1995 drama held up a mirror to the social ills of modern France.
	Jean de Florette and Manon des Sources (Claude Berri)	1986	Claude Berri's four-hour, two-part screen adaptation of Marcel Pagnol's epic, two-part Provencal novel.
Comedy	Les Tontons Flingueurs (Georges Lautner)	1963	A cult film, former criminal Fernand Naudin must leave his peaceful existence behind after being contacted by a dying friend, a renowned gangster.
	La Grande Vadrouille (Gerard Oury)	1966	Set in occupied France, two very different Frenchmen are forced to work together to help two British airman escape France.
	Le Diner des Cons (François Veber)	1998	Every Wednesday, Pierre Brochant and his friends organize a dinner where everyone must bring an idiot. Whoever has found the most spectacular idiot is declared winner.
	Le fabuleux destin d'Amélie Poulain (Jean-Paul Jeunet)	2001	Romantic comedy about Amélie, a young waitress in a Montmartre bar, who spends her time observing things and letting her imagination wander.
	Les femmes du 6e étage (Philippe Le Guay)	2012	In 1960s Paris, a conservative couple's lives are turned upside down by two Spanish maids.
	Qu'est-ce qu'on a fait au Bon Dieu ? (Philippe de Chauveron)	2014	Film which deals with racism and marriage in the tone of comedy.

Mini series	The Hunter - More 4	Crime	The Hunter (Le Chasseur) is a slick French crime thriller that follows the works of Samuel, an assassin working in Paris, and his overpowering mother.
	Baron Noir - Amazon	Political drama	French 'House of Cards'. Political drama set in France. Season 1 starts with the presidential campaign in full swing.
	Kaboul Kitchen - Channel 4 on demand	Comedy Drama	Hilarious comedy drama which follows the daily life of Jacky, the French owner of a restaurant in Kabul in 2005. Inspired by the true story of Marc Victor, a French journalist who moved to Kabul in 2002 and opened a bar, the Atmosphère for the foreign community to meet.
	Spin - Channel 4 on demand	Comedy Drama	French 'West Wing'. Politicians play second fiddle to the spin doctors and speechwriters. Centres on complex machinations inside the Elysée Palace, with presidential assassinations and a fast plot.
	Resistance - Channel 4 on demand	WW2 drama	A six-part dramatisation set in wartime Paris which follows the life of Lili, a teenage girl who becomes involved with the resistance. Compelling and interesting insight into life in occupied France.
	Un village français	WW2 drama	An immaculate series following the lot of a fictional village during the occupation of France and its aftermath. Strong characters, credible stories, it allows one to understand how ordinary people stood up to the occupying powers and how others did not.
	Loin de Chez Nous - Netflix	Afghanistan drama	This series depicts the daily life of a French Company in Afghanistan in late 2012. Strange mixture of war thriller, comedy, and contemplative drama.
	Marseille - Netflix	Political drama	Mayor of Marseille for 25 years, Robert Taro, is preparing to hand over the reins to his young protégé, which triggers a veritable war of power at the head of the city. A tale of power and corruption in the French port city of Marseille.
	Le Bureau des Légendes - Amazon Prime	Intelligence Officer Drama	Excellent espionage drama following a DGSE agent returning from Syria with too many loose ends. More John le Carré than Spooks. Russians, Americans, Algerians, Syrians, Iranians all get involved.
	Engrenages (Spiral)- Amazon or BBC 4	Police drama	Acclaimed police drama which gives a glimpse into the seedy side of Paris and its <i>banlieues</i> . The series flits between the standard police procedural format and the Machiavellian legal world of the Palais de Justice.

Online	Se loger http://www.seloger.com/	Finding housing	A system with good alerts for helping track what is available on the rental market. Paris focused but has national coverage.
	France 24 http://www.france24.com/en/	News	Excellent for national and international news.
	Reverso http://www.reverso.net/text_translation.aspx?lang=EN	Online dictionary	Invaluable for checking verb conjugations and vocabulary in context, thus avoiding embarrassing mistranslations.
	Chegg https://www.chegg.com/	Language resource	Make your own pack of flashcards for learning vocab. Test yourself whenever you have a spare moment with your phone.
	RATP https://www.ratp.fr/en	Transport	Transport in Paris and Ile-de-France. Includes routes, metro, bus, and RER plans. Provides information on traffic, fares, and timetables.
	Train line EU https://www.trainline.eu/	Booking website	For researching and booking train travel within Europe this is the app to use. Tickets normally become available about 3 months in advance.
	Citymapper https://citymapper.com/	Online maps	If you want to get from A to B in Paris, Lyon, Brussels, or dozens of other European cities then this is the App to use. Gives you all the options in seconds - bus, walking, Vélib or metro.
	Le Bon Coin https://www.leboncoin.fr/	Buying/selling	Useful, France wide website. Easy to use. Buy or sell literally anything from furniture to houses.
	http://www.defense.gouv.fr/		Main website for French military. Excellent source for following events and recent news.
	http://www.bbc.co.uk/languages/french/		A series of French learning tools including links to a series of French audio news with transcripts.
	https://www.newsinslowfrench.com/		A useful language-learning tool, which allows you to learn whilst following the news.
	http://www.lepointdufle.net		Access to a variety of resources to learn French
	http://www.thoughtco.com/french		Comprehensive French language guides to improve reading, writing and comprehension skills for beginner, intermediate and advanced levels.
	http://apprendre.tv5monde.com/		French website which provides constantly updated exercises to improve your level of French. Current, topical, and well resourced.
	https://savoirs.rfi.fr/		Daily 10-minute news package read in clear French with a script available online.

Podcasts	France Inter - Géopolitique par Bernard Guetta	The news of the day in Cartesian French and full of polemics but fun to listen to. Short and punchy (3 mins). You must concentrate but the French transcripts are available online to follow while you listen.
	France Culture - Les Enjeux Internationales	10 min daily audio download by Xavier Martinet. Tackles global issues with interesting interviews and analysis.
	RFI - Grand Reportage	20 min daily audio download. In depth report on specific international issues behind the news. Reports are put together by special correspondents. You can cherry pick some fascinating episodes.

Annex H – CENTRAL EUROPEAN PRACTICE – Patient Registration form

In order to better manage and inform you regarding your health needs, it is essential that we have up to date information, including contact details.

Please complete this registration form and return it to the Central European Practice as soon as possible.

Forms can be sent back via email as an attachment to:

SGDPHC-O-EJSU-CEP@mod.gov.uk

In order to provide information to clinicians to make sure the care provided to you is safe and effective, DPHC keep records about your health and any treatment and care you receive from DPHC. The Defence Primary Healthcare [patient privacy notice](#) lets you know what happens to any personal data that you give to us, or any that we may collect from or about you and explains how we collect and process this to meet our obligations to you. The personal data we collect about you may also be provided to other approved organisations, where there is a legal basis, to help with improving the care provided, research into new treatments and preventing illness. These help to provide better health and care for you, your family and future generations. Personal data about your health and care is only used in this way where allowed by law and would never be used for insurance or marketing purposes without your explicit consent. You have a choice about whether you want your personal data to be used in this way, [visit www.nhs.uk/your-nhs-data-matters](http://www.nhs.uk/your-nhs-data-matters). If you do choose to opt out, you can still consent to your personal data being used for specific purposes

1. PERSONAL DETAILS (*delete as appropriate)									
Title	Surname		First Name(s)		Preferred Calling Name (if different)		Date of Birth		
Age		Gender		Place of		NHS Number (and/or CHI Number)			
Head of Household Details:									
Relationship		Surname		First Name		Service Number		Unit / Place of Work	
RN	RM	Army	RAF	MOD Employed Civilian			Other		
Your home Address		Your work Address				Date Joined Unit			
						Previous Unit			
						Preferred Email address:			
Your Previous GP and Practice Address		Work No:							
		Home No:				Preferred			
		Mobile No:				Method of Contact			

2. HEALTH STATUS **(circle as appropriate)*

Do you have any known allergies or intolerances?	Yes No Details:	
Have you had a reaction to any vaccine in the past?	Yes No Details:	
Are you taking medication?	Yes No Details:	
Do you take any 'over-the-counter' medications, including any herbal remedies, supplements, or multi-vitamins?	Yes No Details:	
Are you under the care of, or have been referred and are waiting to be seen by any medical consultants or specialist services?	Yes No Details:	

0. LIFESTYLE

Are you currently a smoker?	Yes No Details:	
Have you ever smoked?	Yes No Details:	If you are an ex-smoker – how many did you used to smoke and when did you quit?
Do you vape or use other Nicotine products?	Yes No Details:	

Height (cms): _____ Weight (kgs): _____ Waist Circumference (cms) if known: _____

0. CHRONIC DISEASE / LONG TERM CONDITIONS

Do you have, or have you ever had any of the following:	(if answer Yes, please provide further details below)	
Hypertension / High Blood Pressure	Yes	No
Hypotension / Low Blood Pressure, Dizziness or Fainting	Yes	No
Hyperlipidaemia / High Cholesterol	Yes	No
Heart Disease (MI, heart attack, angina, chest pain)	Yes	No
Heart Failure	Yes	No
Irregular Heart Rate / Arrhythmia / Palpitations	Yes	No
Vascular Disease (stroke, TIA, peripheral vascular disease)	Yes	No
Bleeding or Clotting Disorder (including Deep Vein Thrombosis)	Yes	No
Cancer (whether under treatment now or in the past)	Yes	No
Reduced Immune System (HIV, splenectomy, regular prednisolone, methotrexate or other immune modulating medication or illness, chemotherapy, radiotherapy, or organ transplant)	Yes	No
Anaemia	Yes	No
Chronic Kidney Disease / Kidney problem	Yes	No
Liver Disease / Liver problem	Yes	No

Thyroid Disorder	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	<input type="text"/>
Diabetes <i>(includes diabetes in pregnancy)</i>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	<input type="text"/>

Inflammatory Arthritis <i>(rheumatoid, psoriatic)</i>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	<input type="text"/>
Gout	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	<input type="text"/>
Inflammatory Bowel Disease <i>(Ulcerative Colitis, Crohns or Coeliac Disease)</i>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	<input type="text"/>
Gastrointestinal problems	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	<input type="text"/>
Mental Health Issue <i>(includes anxiety, depression, trouble sleeping, fear of small spaces or panic attacks)</i>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	<input type="text"/>
Epilepsy / Seizure Disorder / Brain Injury or Disease <i>(including multiple sclerosis)</i>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	<input type="text"/>
Persistent Headaches	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	<input type="text"/>
Hearing or Ear problems	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	<input type="text"/>
Asthma / COPD / Respiratory Conditions	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	<input type="text"/>
Musculoskeletal / Joint Problems <i>(inc back, hips, knees & feet)</i>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	<input type="text"/>
Recent Surgery	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	<input type="text"/>
Other Information: <i>(continue on para 11 if required)</i>	<input type="text"/>				

Illnesses / Infectious disease: Have you suffered from any of the following: *(tick any that apply)*

Measles	<input type="checkbox"/>	Mumps	<input type="checkbox"/>	German Measles (Rubella)	<input type="checkbox"/>	Malaria	<input type="checkbox"/>
Chickenpox	<input type="checkbox"/>	Diphtheria	<input type="checkbox"/>	Glandular fever	<input type="checkbox"/>	Whooping Cough (Pertussis)	<input type="checkbox"/>
Tuberculosis (TB)	<input type="checkbox"/>	HIV	<input type="checkbox"/>	Hepatitis*	<input type="checkbox"/>	*state which: A / B / C / D / E	

Family History: Are there any serious illnesses (e.g., heart disease, diabetes, cancers etc.) that affect members of your immediate family (1st degree relatives: Mother / Father / Brothers / Sisters, or Grandparents)

Please provide detail below and include if these occurred when the family member was under 60 years of age.

5. ADDITIONAL INFORMATION

Additional Information

6. DECLARATION

I hereby declare that, to the best of my knowledge there is nothing on grounds of health which would preclude me from meeting the conditions of employment and performing my duties in a consistent and satisfactory manner.

I am aware the Central European Practice (CEP) may contact me for any further information required and I consent to the them accessing my electronic health record (DMICP).

I consent for medical communications with the CEP via email and for my medical records to be discussed with MOD healthcare partner One HMG (HEALIX)

Signed: _____ Date: _____

Please email your suggestions or ideas to Sarah Schade sarah.schade1@fcdo.gov.uk