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Prepared and updated by ILO Intern Board
October 2017

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# Welcome to your internship with the International Labour Organization (ILO)

This guide was created by your fellow interns in order to help you get started in Geneva and at the ILO. Throughout this guide, you will find helpful tips and suggestions - from providing critical information before you start your internship to the kinds of activities you can take part in once you have settled in Geneva.

We are all privileged to have the opportunity to be part of the internship programme at the ILO and play our part in contributing to the promotion of Decent Work globally. In addition to helpful 'life' tips, this guide also provides a short introduction to the work of the ILO, its mandate, and its basic structure.

You will want to take special note of the ways you can get involved with the ILO Intern Network activities and online communication channels, such as the Facebook Group. The Intern Board uses these tools frequently in order to keep all of us interns connected and updated with all relevant activities at the ILO.

Please read on and enjoy the wealth of information offered in this guide. It has been useful to interns in the past and we hope it will be helpful to you, too!

Welcome and enjoy!



## Introduction

Launched in September 2004, the ILO Intern Network aims to facilitate information sharing and interaction among interns at the ILO while contributing to the enhancement of their overall internship experience through a variety of organized activities.

As an intern at the ILO, you are automatically a member of the Intern's Association. The ILO Intern Board (IB) actively coordinates social events and arranges learning sessions, and facilitates the relationship between and among ILO staff contacts (e.g. HRD and Staff Union) and the interns, on behalf of the group. There is plenty of opportunity to get involved in the Board, as there is always a need for new officers throughout the year.

There are a number of ways to stay in touch with and to reach the ILO Intern Board:

- Facebook: Join the ILO interns' Facebook group and the Intern Board page:
  - ILO Interns 2015-2016 (and exinterns who hang out with interns)
  - ❖ ILO Intern Board
- Email: internboard@ilo.org
- Website: Visit the ILO Intern Network website <u>http://ilointernetwork.weebly.com</u>

#### The guide

The Intern Network developed this guide to help you through the process of getting organized in Geneva as well as provide tips and suggestions to make your time during your internship enjoyable.

## The International Labour Organization

The ILO is devoted to advancing opportunities for women and men to obtain decent and productive work in conditions of freedom, equity, security, and human dignity. Its main aims are to promote rights at work, encourage decent employment opportunities, enhance social protection, and strengthen dialogue in handling work-related issues.

In promoting social justice as internationally recognized human and labour rights, the organization continues to pursue its founding mission that labour peace is essential to prosperity. Today, the ILO helps advance the creation of decent jobs and the kinds of economic and working conditions that give working people and business people a stake in lasting peace, prosperity and progress.

The ILO has four strategic objectives:

- Promote and institute standards and fundamental principles and rights at work;
- Create greater opportunities for women and men to secure decent employment and income;
- Enhance the coverage and effectiveness of social protection for all: and
- Strengthen tripartism and social dialogue.

One of the most unique features of the ILO is its tripartite structure. Government, employer and worker representatives are brought together in the ILO executive body, and each year through the International Labour Conference.



# How does the ILO work?

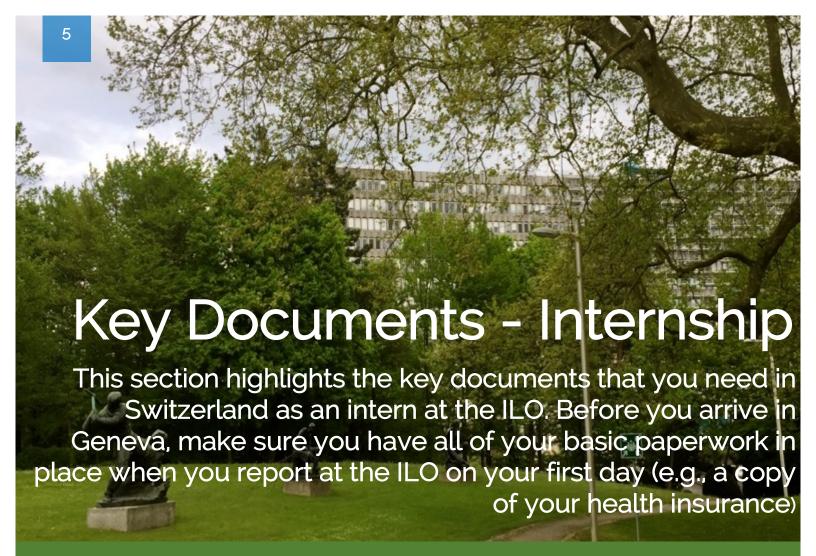
The ILO works through the three main bodies, all with government, employer, and worker representatives.

The three main bodies consist of the International Labour Conference, the Governing Body and the International Labour Office. The International Labour Conference, which takes place in June of each year in Geneva, serves a as a venue to establish and adopt standards, and as a forum for discussion of social and labour issues .The Governing Body is the executive council of the ILO which meets three times a year in Geneva. It is composed of 14 employer and 14 worker members as well as representatives of ten states of chief industrial importance. The Governing Body is responsible for electing the Director-General. The third body is the International Labour Office, which is the permanent secretariat of the International Labour Organization, carrying out the activities of the ILO from the Geneva headquarters and through 40 field offices globally.

There are various departments (sometimes referred to as "programme") that you will be working with while at the ILO. The following are the main departments and offices at the ILO:

- Policy (DDG/P)
- 2. Management and Reform (DDG/MR)
- 3. Field Operations and Partnerships (DDG/FOP)
- 4. Reporting to the Director-General (DGREPORTS)
- 5. Administrative Tribunal (TRIB)
- 6. Associations

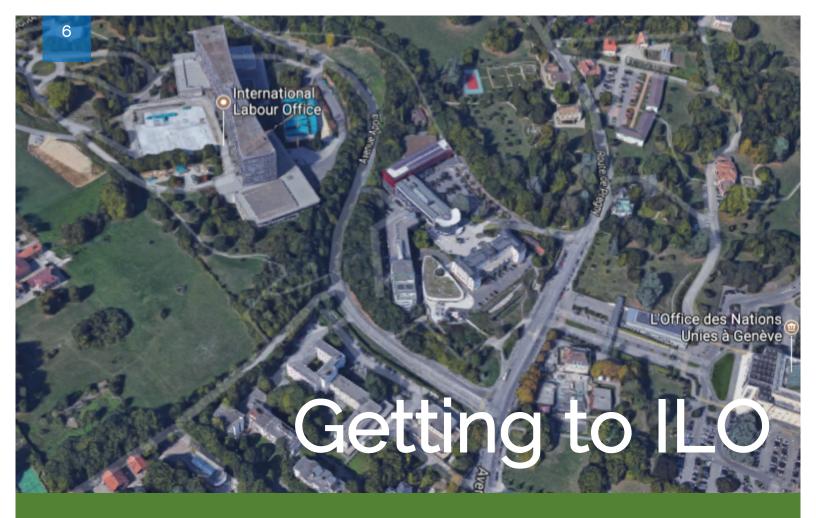




#### Basic paperwork at the ILO

The ILO always needs a copy of your passport and proof that you are covered by your own health insurance. Copies of your signed contract and of your passport are necessary to fill out an application for a *carte de légitimation* (legitimacy card or CDL in short). This card serves as a proof that you work at the ILO and are legally allowed to be in Switzerland (unless you are an EU citizen, in which case your passport and/or identity card should be sufficient). Make sure that you arrange your application for CDL with Human Resources Department during your first week at the ILO.

The CDL is issued by the Swiss government (not by the ILO), so please remember that you must return the card to the HRD when you finish your internship. Please note that in Switzerland, it is mandatory to always carry a form of ID with you, and some money (the minimum used to be CHF 5 but it may be slightly higher now). This is important not only for security purposes but also because the Police may do random checks at any time.

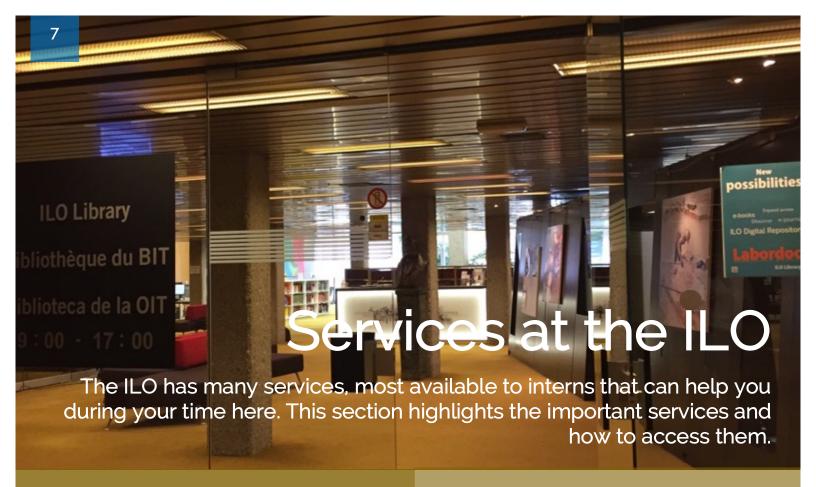


### How to get to the ILO?

It is really easy to get to the ILO by bus from anywhere in Geneva. Here are a few options, all from the Cornavin train station:

- Take the bus number 8 towards OMS, get off at the BIT bus stop that leaves you directly in front of the ILO.
- Take the tram numbers 13 or 15 towards NATIONS and get off at the last stop, called Nations. Then, you can take buses no. 8, 28, or F all will leave you in front of the ILO (bus stop BIT), or, you can walk from the Nations stop.

You need to get a security badge to come in and leave the ILO building. You can get your ILO badge from the security office across from Naville (the small convenience store in the ILO), on the R2 level, South side of the building. You need to bring a copy of your internship contract and fill out a request form when you go there. The ILO badge will also facilitate your access or entry to other UN buildings and facilities.

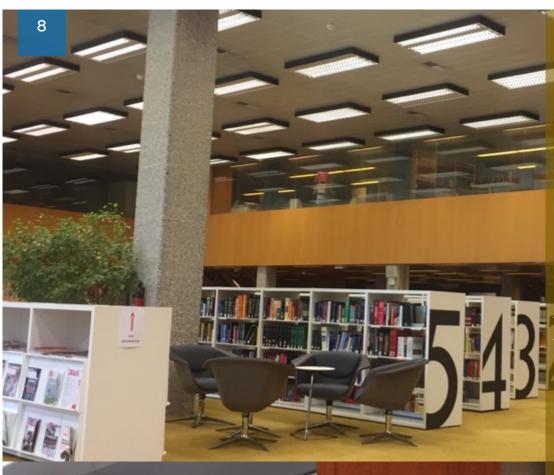


Inside the building, you will find various services that are very useful for your different everyday needs:

- ATMs
- UBS Bank
- Language training/classes
- Naville (newspaper stand/convenience store)
- Post Office
- Restaurant and cafeteria
- Sports and Leisure
   Association groups and schedules
- Prayer and napping room
- Travel agency (Carlson Wagonlit Travel)

#### Internet

The ILO main website is www.ilo.org. You will be provided with credentials on setting up your ILO email account including accessing the ILO's intranet (the internal web at the ILO). The intranet is helpful in accessing a number of internal announcements and information, including a vast amount of information resources and databases of the ILO. There is also a public Wi-Fi available throughout the entire building.



## Library

The ILO library is located at R2 South of the building across Les Gobelins. It is open from Monday to Friday at 9:00-17:00. You can access various materials and resources, such as digital collections, e-journals, reports, books, journal articles, legal information and statistics, and books.



## Banks and ATMs

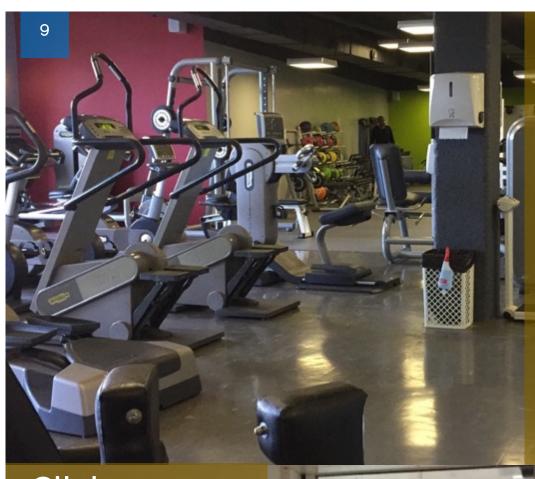
The UBS BIT Branch is located at R3 North. There are 2 ATM cash points at the entrance and a multimat machine which allows you to carry out various forms of transactions e.g. money transfer and payments. If you want to deposit cash, you can use the UBS ATM at R2 South.



## Post Office

At the very end of R2 North, you can send post mails and pay your bills through La Poste from Monday to Friday at 10:00-11:30 and 12:30-16:30.

Also note that the central Post Office near the train station on Rue du Mont Blanc is open until 20:00 and during weekends. You can also mail stamped letters. Just look for the Swiss Post sign on the street or the small yellow mailboxes. Visit the website for more information (English available): www.poste.ch. The post office also offers international calling cards, cell phone pay-as-you-go recharges, and financial services (bill payment, bank account, debit card, etc.).



## Gym

As an intern, you can also use the in-house gym located at R1 North. First, you only need to pay a very modest amount of 45 CHF for 3 months (or 15 CHF per month) through La Poste. You need to send the proof of payment to the Intern Board so that your name can be included in the list. If you wish to extend your membership, you just need to pay for the additional months before your membership expires.

### Clinic

If you have medical concerns and inquiries, you can also visit the ILO Clinic located at the very end of R3 North.

They can also provide information about the most affordable clinics and hospitals in Geneva.

For general inquiries and to schedule appointments with the physician, call extension 7134. For an appointment with the nurse, call 7133. For an appointment with the laboratory assistant, call 7135

It is open from Monday-Friday at 08:15-12:00 and 13:30-16:00.



Please take a seat in the waiting room.

The Medical Service is open Monday – Friday, 08:15-12:00 and 13:30-16:00.

Merci de prendre place dans la salle d'attente.

Le service médical est ouvert du lundi au vendredi de Sh15-125-00 et 133-30-36-00

Por favor tome asiento en la sala de espera.

El Servicio Médico está abierto de lunes a viernes, de las 08:15 a las 12:00 y de las 13:30 a las 16:00.

# Want to learn a new language?

The ILO language training programme offers courses in Arabic, Chinese, English, French, Portuguese, Russian and Spanish. The standard programme runs throughout the academic year from September to May. It is split into two terms: the first from September to December and the second from January to May.

For more information go to: <a href="http://www.ilo.org/dyn/hrd/intranet.h">http://www.ilo.org/dyn/hrd/intranet.h</a>
<a href="mailto:ome?p\_lang=en">ome?p\_lang=en</a>
then click Language
<a href="mailto:Courses in Geneva">Courses in Geneva</a> in the Quick Links section.

In addition, the ILO Intern Board is also organizing an informal "tandem language exchange" among interns for those who are interested to learn another language and share their experiences. If you are interested to be part of this, you can send an email to INTERNBOARD@ilo.org.

Voulez-vous apprendre le Français? (Quieres aprender Español?

## Key information about Geneva, Switzerland

As you will be staying in Geneva for 3-6 months, this section provides the key information and statistics about this lovely city that will be your home for the next few months.



The Geneva Tourism office is a great way to get maps and to get acquainted with the city once you arrive:

Bureaux d'information Genève Tourisme 18, rue du Mont-Blanc 1201 Genève Tel.: +4122 909 70 00 Fax: +4122 909 70 11

Other useful websites for getting acquainted with Geneva:

- www.geneva.ch
- www.cagi.ch (Geneva Welcome Centre)

www.geneve-tourisme.ch

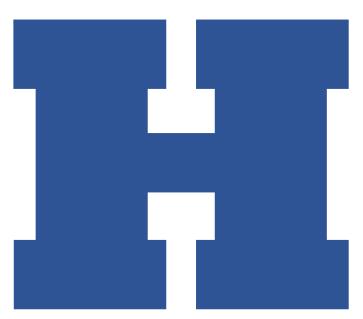
• www.geneve-ville.ch (all about Geneva)

The Geneva Welcome Center (CAGI) also provides practical assistance to International civil servants, members of permanent missions, consulates, NGOs, multinational corporations including their families as they settle into Geneva. CAGI also organises and supports various activities promoting cultural and social exchanges between the international and local communities.

#### **QUICK FACTS**

- Official languages of Switzerland: French, German, Italian and Romansh.
- Population: Switzerland, 8 million;
   Geneva Canton, 470 512; City of Geneva, 197,376.
- Area of the Canton, 282 km2;
   Altitude, 375 m (1,227 ft) above sea level
- Average temperatures: winter 10°C (50°F); summer 23°C (73°F).
   www.meteoswiss.ch.
- Central European time zone:
   Greenwich G.M.T + 1 (summer time +
   1 hr. From the last weekend of
   March to last weekend of October).
- Electricity: 220 volts.
- Currency: Swiss franc (CHF): 1 CHF divided into 100 centimes.
- 60 % of Geneva's population is foreign, only 40% are local.

Also see <u>www.myswitzerland.com</u> for some great information on the country.



## **Hospital Services**

If you are in need of urgent medical care while at the ILO, you can call ILO's own medical centre (7134).

If you are not at the ILO, you can go to the Hôpital Cantonal (Bus 5 or a taxi) or call SOS Doctors at 022 748 49 50 (<a href="www.sos-medecins.ch">www.sos-medecins.ch</a>). If you have a medical insurance card, some hospitals and clinics ask for your insurance card or number. You might also want to call your insurance providers to clarify the reimbursement procedures for your medical expenses. For Swiss Care insurance holders, you will be required to pay for the medical expenses first and they will reimburse you upon submitting the copy of your policy and passport, ,medical report, prescriptions, student ID or proof that you are a student, medical report and prescriptions from your physician, and invoices.

#### **Emergency Hotlines**

- Emergency/Ambulance 144
- Police: 117
- Fire: 118

#### Hospital information

Should you require vaccinations before travelling overseas, you can go to the Tropical and Humanitarian Medecine Division of the HUG. It is located on the 3<sup>rd</sup> floor of building A. There are no appointments needed.

University Hospital of Geneva Rue Gabrielle-Perret-Gentil 4 (ex-rue Micheli-du-Crest 24) 1211 Genève 14 Tel.: 022 372 33 11 www.hug-ge.ch

Hôpital Cantonal de Genève 24 rue Micheli-du-Crest 1205 Geneva Tel: 022 372 3311

#### 24-hr service medical centers

There should be a "permanence médicale" in each area of Geneva. For more information, go to: www.permanence-medicale.ch

Permanence de Cornavin 1-3 rue du Jura Tel: 022 734 51 50

Permanence Vermont - Grand-Pré 9a, rue de Vermont Tel: 022 345 45 50

#### **Emergency dental clinics**

60 avenue Wendt Tel: 022 733 98 00

5 chemin de Malombré Tel: 022 346 64 44



To check map, timetables and prices of the buses and trams in Geneva, go to the official website of the Transport Public Genevois (TPG), at <a href="www.tpg.ch">www.tpg.ch</a>. The TPG office is located at Gare Cornavin. You can also download the TPG app to check the timetables from your mobile phone,

#### Monthly TPG Passes

If you are 25 years old or below, you are entitled to a significant discount off the monthly bus pass. If you are over 25, you can calculate how often you expect to use the public transportation before deciding to purchase a bus pass, but if you are going to be a regular commuter, it is probably worth buying the monthly pass. The monthly TPG pass costs 70 CHF for adults while it costs 45 CHF for those under 25 years old

#### Regular TPG Tickets

You can buy tickets directly at nearly every bus/tram stop. You will find machines that accept change and prepaid cards that you can buy at the TPG office. Most, but not all, machines give back coins if you overpay. If you don't have a bus pass, be careful with the zones you will be travelling, as the prices of the tickets vary, depending on where you are travelling to. Do not forget to buy your tickets as there are frequent checks and inspection. If you are unable to show any ticket to TPG inspectors, the fine could cost CHF 70 or more. You can also buy a ticket using your Swiss mobile number but be sure that you receive the ticket first before boarding.

#### **Noctambus (Night Bus)**

Friday and Saturday nights, after midnight, a late night bus service gives you the option of staying out later than the last bus/tram (which runs until around midnight, for the most part). These Noctambus follow special routes, and are a great alternative to expensive cabs. For information on schedules, routes and price, go to www.noctambus.ch.

Here are a few other useful websites related to public transportation, in and around Geneva:

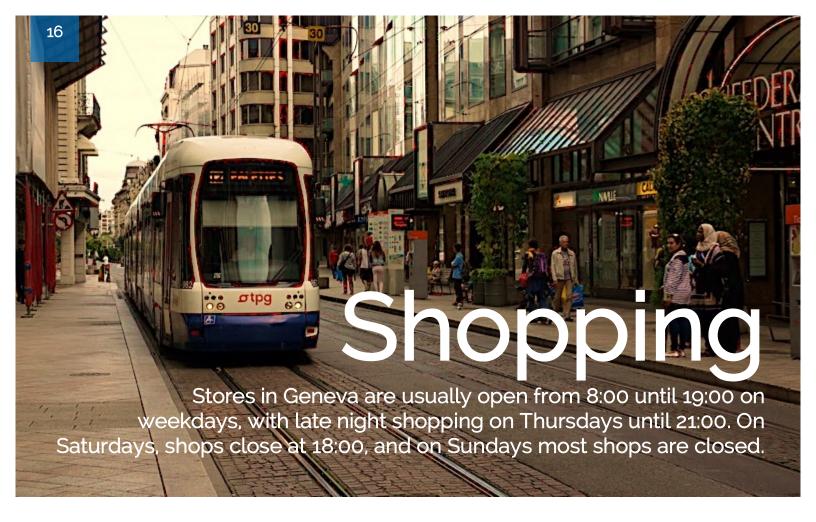
- Railway network, departing from Geneva: www.sbb.ch/en/index.htm
- Railway network for France, departing from Geneva: www.sncf.com
- Information about the Demi Tarif (half-price rail tickets): www.cff.ch/pv/halbtax2\_f.htm
- Geneva airport: www.gva.ch/fr/default.htm
- Network facilitating the use of various forms of transportation in the Geneva area (including neighbouring France and the canton de Vaud): www.unireso.ch



Exchanging money is easy as there are several exchange houses on rue du Mont-Blanc. It's worth comparing the rate your ATM card/bank charges you to the exchange houses' rate, as there could be a significant value difference. Migros exchange is reputed to be quite good.

If you need to set up a new bank account in Switzerland, the UBS BIT Branch at the ILO building requires a copy of your internship contract (signed by HRD), passport, and carte de légitimation (CDL). If you do not have your CDL yet, you can provide a copy of this when you receive your CDL. In some cases, you might also be required to submit an attestation de domicile as a proof of your residence. The attestation de domicile can be requested from L'office cantonal de la population et des migrations (Cantonal Office for Population and Migration) at Route de Chancy 88, 1213 Onex. As you can only request this during weekdays, you can go there as early as 7:30AM until 1:30PM except Wednesday as it opens from 9:00 to 4:30. You can receive the document on the same day and you only need to pay 25 CHF. You can also download the form online. For more information, you can also visit their website:

http://ge.ch/e-demarches/demander-attestation-domicile.



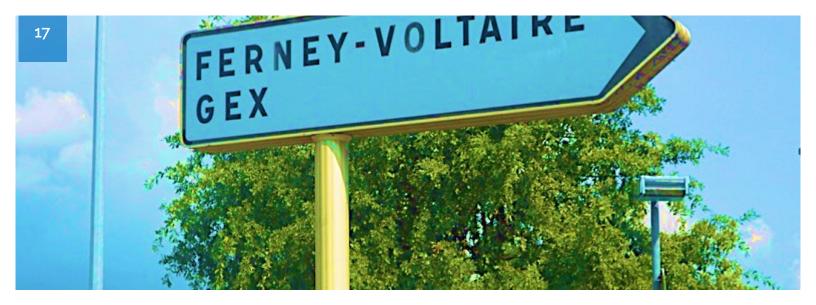
#### **Grocery shopping**

In Switzerland, the two main grocery stores are Migros (good prices) and Coop (slightly more expensive than Migros). Denner and Lidl are other options and are slightly less expensive than Migros and Coop, though they do not sell many fresh food items (such as fruit and vegetables, meat, etc.). Grocery stores usually close around 19:00, but that may vary so you should check the schedule of whichever supermarket is most convenient to you. On Sundays, only the train station and airport (bus 10) have open grocery stores (Migros opens 8:00-20:00), as well as a few gas stations. Also on Thursdays and Fridays, the shops in the city are open until late in the evening.

24H (24 hour) stores are not, as their name might suggest, open 24 hours a day. But they are open until quite late in the evening. These are located in the Rive area (one is at the Rive 12/16 tram stop, another is at the 12/16 Terrassière tram stop) and around the train station. Prices in these stores can be higher than usual because they are open at unusual hours.

#### Shopping centres

- Manor (previously called Placette, which is near Gare Cornavin) (Bus 3, 10 or 5)
- Centre commercial des Eaux-Vives
- Centre commercial de Balexert (Bus 9 and 10 or trams 14 and 16)
- Centre commercial de Meyrin (Bus 9)
- Centre commercial Les Cygnes (diagonally across from Cornavin)
- Centre commercial la Praille (bus 4)
- Centre commercial des Charmilles (bus 11)



#### **Shopping in France**

It is cheaper to do your grocery shopping in France, but you have to remember that France uses Euro. If you pay using your card, there is also an option of paying either in Euros or Swiss Francs. You should always bring your passport and extra money as the bus will charge you a fee to go to France (this trip isn't covered by your monthly pass). You can shop in Ferney-Voltaire, which you can get to on the F bus. There is a small supermarket called Lidl just after you cross the border. After the first roundabout, you can go straight and then turn left to find a store called Ed. After the second roundabout (Brunette bus stop), you'll find Carrefour, which is a bigger supermarket, on your right. Ferney is probably the most well-known destination for cheap grocery shopping, but you can also find supermarkets in the French towns of Thoiry and Saint-Genis-Pouilly. There's a Migros-Val Thoiry in Thoiry, which you can get to by taking Bus 9, getting off at Blandonnet and then taking bus Y to Migros-Val Thoiry (it's the last stop). There's a Carrefour in Saint-Genis, which you can also get to by taking Bus 9, getting off at Blandonnet, and then taking Bus Y. You should keep your receipts because you may be questioned by Swiss customs officers when you cross the border back into Switzerland. Buses F and Y don't run very often, so make sure you check the round trip schedules before you go.



#### Internet and Mobile Phone Services

There are a couple of places around Geneva with access to public wifi. Ville-Genève has wireless spots all around town. See link for locations.

#### Cell phones

Switzerland's country code is 41. You can buy pay-as-you-go cell phones, or sign up just for the pay-as-you-go if you already have a cell phone that works in Switzerland. The main providers are:

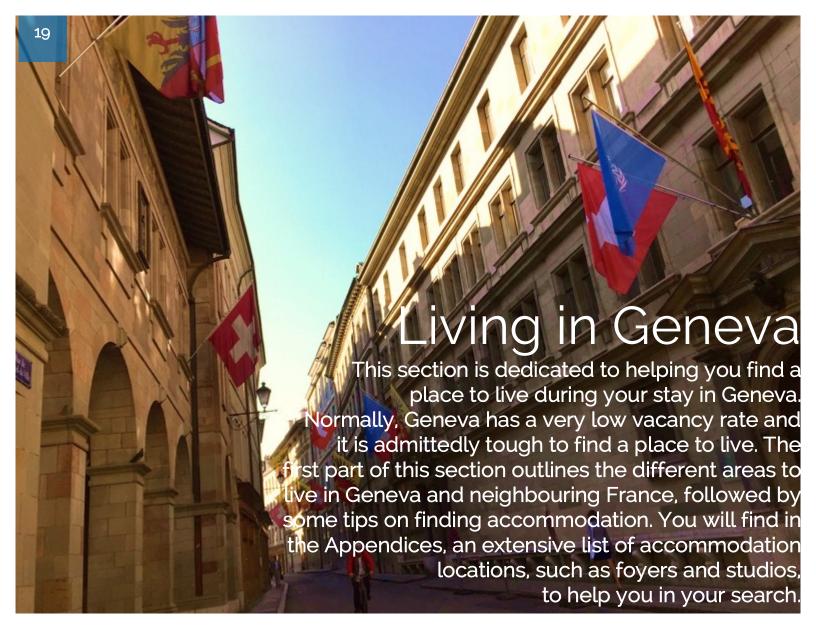
- Swisscom (slightly more expensive but with great coverage)
- Orange (good deals but sometimes unreliable coverage)
- Sunrise (sometimes cheapest provider, but with the worst service, which remains good, but it's the least reliable of the 3)
- Lycamobil
- Lebara Mobile
- Migros and Coop also sell pay-as-you-go phones

There are provider stores all around town or you can find out about your options by asking at any post office, as they sell pay-as-you-go recharges. To buy a cell phone or a SIM card, you will need your passport.

Tip: Data plans can be much cheaper than a phone plan or even pay-as-you go. Depending on your needs, messaging and calling apps like WhatsApp or Facebook Messenger can be better options instead of paying for minutes and text messages. Lycamobile is quite popular among interns as its prepaid data package is quite good.

#### **Phone Cards**

Most public pay phones accept only phone cards, which are not the same as international calling cards. Pay phones can be found all around Geneva and at the ILO. From 17:00 to 08:00 (am), cheap rates apply to all local and most international calls. You can find phone cards at the post office, at all kiosks (or small shops, like Naville in the ILO), at train and gas stations, and most hotels. There are telecards shops that specialize in selling the cheapest cards to call your specific country. You can find specialized telecards shops around Cornavin, at Place Montbrillant, 4 Passage du cinemas Rialto; near the Plainpalais stop at 7 Rue de Carouge; and at Place des Eaux-Vives, at 12 Terrassière, Carrefour de Rive.It is also worthwhile considering the internet phone services that allow you to make calls for free or for extremely cheap, such as Skype.



#### Eaux-Vives and Old Town

Eaux-Vives and the Old Town are home to the touristiest spots in Geneva, such as the Jet d'Eau, the Flower Clock and the Cathedral. These areas also host shopping streets, fine watch and jewellery shops and many luxury boutiques. These areas are also not too far from Geneva city centre and have fairly good bus and tram connections i.e. about 30-40 minutes from the ILO on the bus or tram.

#### Chamilles and St. Jean

These areas are close to Gare Cornavin and close enough to the ILO (about 30 minutes) and Pâquis and they are quite peaceful areas. In this neighbourhoods, there are lots of shops, mainly the best supermarket/department/electronics store (Manor – it has everything, including a café!).



#### Champel and Malagnou

Champel is one of the more chic areas in Geneva. It is generally a family neighbourhood and is therefore a relatively calm and pleasant place to live, with many shops and restaurants. It has a lovely park, Parc Betrand, which is one of the biggest parks in the city. This area is walking distance from the old town (10 minutes), but the main way to get there is Bus 3.

#### Carouge

People talk about the history of this little town, but it is in fact separated from Geneva by the Arve River. Carouge has a different atmosphere from the centre of Geneva, especially when you go to Vieux-Carouge where you can find the old houses, market square, little (and expensive) boutiques, small parks, craft shops and the church. You can get there by tram and bus, though you may want to note that it is not very far from the centre of Geneva. For more information on Carouge, visit www.carouge.ch.

#### **Jonction**

Jonction is located close to Plainpalais and Eaux-Vives/Old Town and is another good option as it is close to the center and well-connected with public transport. Jonction has a number of apartments, supermarkets, restaurants and more. From Jonction, it takes approximately 30 minutes to get to the ILO.

#### Pâquis and Gare Cornavin area

Pâquis is known as Geneva's red light district. It is the city's international/multicultural area, and is extremely lively but it is also one of the least expensive places to live. There are a lot of nightclubs, bars, boutiques and restaurants. If you are to visit Geneva by train, Pâquis is one of the first areas you will visit, as Gare Cornavin is located right next door. In Pâquis, you are not far from Lac Léman as this district faces the harbour of the Right Bank. There are two beautiful parks in this area, both behind Gare Cornavin, Parc des Cropettes and Parc Beaulieu. One of the best hang out places, if the weather is good, is the Bains des Pâquis where you can swim, hang out by the water of Lac Léman, and eat at reasonable prices. In fact, Bains des Pâquis is reputed to have one of the best fondues in town! If you like ethnic food, ethnic grocery stores, second-hand stores and generally a lively place to live, Pâquis might be a good option for you.

#### Petit-Saconnex and UN Area

This area is located closer to France than to the centre of Geneva. It is essentially a suburb, a residential and consular zone. The area's main attractions include the Palais des Nations (the United Nations) and Musee Ariana, which houses an impressive collection of ceramics and glass. A favourite restaurant among locals is Café du Soleil, famous for its cheese fondue. This is a great area to live in if you want to be very close to the ILO, but be careful because there are limited buses and trams at night.

#### **Plainpalais**

This great neighbourhood is located along Rive Gauche, southwest of the Old Town and near Jonction. It is relatively easy to get to the ILO from Plainpalais (approximately 30 minutes) as it is well connected with buses and trams. This area is also close to the banking quarter, Carouge and Champel and is a hot spot for students. There are many cafés, pubs and clubs, given the proximity to the university. Around or close to Plainpalais, you will find everything you need in terms of supermarkets, theatres, cinemas, museums, bookstores, and small boutiques.



Ain (North of Geneva)	Ferney- Voltaire Gex	Bus F to BIT	25-40 minutes
Haute- Savoie (South of Geneva)	Annemasse Ambilly Gaillard Ville-La- Grand	<ul> <li>Bus 61 to Cornavin (Geneva)</li> <li>Bus 5 to Crêts-Morillons</li> <li>or 8 / F to BIT</li> <li>Tram 12 (from the Moillesullaz border)</li> <li>to Rive (Geneva)</li> <li>Bus 8 to BIT</li> </ul>	50-70 minutes
	Veyrier	Bus 8 to BIT	50-60 minutes
	Saint-Julien en Genevois	Bus D to Bel-Air + Bus 5 to Crêts-Morillons or 8 to BIT	50-70 minutes

Note that although buses run fairly frequently at rush hour, they are not very frequent in the evenings or during the weekends. There is a night bus running twice a night on Friday and Saturday nights (Noctambus).

Housing and shopping is usually cheaper in France than in Geneva. The Annemasse communes and Ferney have outdoor markets on Saturdays where you can buy homemade cheese, fresh vegetables, fruit, fish, meat, bread, pasta, flowers, etc. There are small and large supermarkets such as Lidl, Ed, Champion, E.Leclerc, Monoprix, etc.

If you are French, or already affiliated to the French social security regime, and decide to live in France, you may affiliate yourself to the "régime frontalier" for the duration of your internship. This regime would allow you to access healthcare in both France and Switzerland. Processing times take about 4-6 weeks. For more information, go to: <a href="https://www.ameli.fr/assure/droits-demarches/europe-international/travailleur-frontalier-suisse">https://www.ameli.fr/assure/droits-demarches/europe-international/travailleur-frontalier-suisse</a>



The process for finding apartments or shared apartments can be difficult and time consuming. Please note that it is very important to watch out for scams especially if the place looks too good to be true. It is not normal or safe to give deposits before seeing a place. Be careful with people requesting deposits through money transfer!

#### Foyers and Residences

Foyers and residences house a lot of interns and students from the University of Geneva. They are relatively inexpensive and offer the chance to meet and interact with young people from all over the world. Some foyers provide different services, such as bedding, laundry and internet connection, sometimes even meals – be sure to check this out with each location. Some foyers also have rules, which you should also check out when researching where to live. For example, some foyers are for girls only or have curfews. Also keep in mind the location of the foyers; some are close to town, while others are not close to the centre of Geneva.

As a part of this intern guide we have assembled an extensive lists of different foyers and residences, as well as some other options, such as studios and apartments – you can find this list in Appendix. We hope this is helpful in your search for accommodation!

#### **Shared Apartments**

Living in shared apartments is one of the more popular ways to find accommodation for interns, in Geneva. It is also one of the best ways to find housing at an average price. There are a couple of ways to search for shared apartments in Geneva, and some of those options are listed below to help you start. Again, it is always important to be vigilant and watch out for scams.

• Easy Roommate: <u>www.easyroommate.com</u>.

#### Geneva Home Information

This is a good source for apartment hunting as all the real estate agents post their ads here. It is only available in French. When searching, some key words are "voir les petites announces" (look for advertisements), "immobilier a louer" (to rent), and "sous-louer" (sublet). You will also find the classified section where people are looking to find someone to share an apartment with, or to sublet at "Tribune de Geneve," the "GHI" or "Le Temps, " among others. Check the website for more information: www.ghi.ch

## Geneva University Housing Website (Student Advertisements):

This is one of the best places to look for reasonably priced apartments, studios and rooms. You can also find ads for sublets at Uni Mail (the large university building in Plainpalais). To get there, take the Tram 15 from Gare Cornavin and get off at Uni Mail. Visit the website to see housing advertisements:

www.unige.ch/dase/bulog/form/bourse.php. Tip: Look under "Loue" for places available and under "Cherche" if you would like to advertise that you are searching for a place

- Geneva Welcome Centre: This is a secure institution that provides all sorts of information and assistance, free of charge, for newcomers to Geneva. The intention is to help provide a smooth transition for international people moving to Geneva. Visit their website at www.cagi.ch.
- Glocals: Glocals is a social networking website intended for expatriates moving to Geneva. They have a great housing and classified section. Many interns and other newcomers to Geneva find apartments via glocals, though the prices tend to be a little on the expensive side. Visit www.glocals.com for more information.
- World Radio Geneva: This is an English language radio station in Geneva (88.4) that has classifieds on its website. You need to register to view them. Check the link for more information: www.worldradio.ch.

#### Finding apartments/flats via agencies

Many apartments are controlled by real estate agencies called Régies. A studio usually means everything is in one room. Be sure to look at the number of pièces. A pièce is a room, and in Geneva, the kitchen counts as one. Therefore, a 3-pièces = kitchen + living room + bedroom (note: in Vaud, the kitchen is not counted as a pièce). Half pièces are rooms of combined functions, i.e. a living / dining room combo counts as a 1.5 pièces. If you find an apartment you like, you will normally need to go through the application process where you will need to apply to the Régie for that apartment, and the agency will decide to whom they want to rent it. To apply, normally you will need a document stating your salary and your position at the ILO. In addition, you normally have to prove you are not heavily in debt and may be asked to pay three months rent in advance as a deposit ("caution" in French). In exchange for CHF 231 (for the year 2009), the website www.swisscaution.ch will provide you with a year long deposit. You will be required to submit a document or attestation of a criminal record check, which you can get from the Office des Poursuites, located at 46 rue du Stand, tel. 022 388 90 90.

Here are several websites to help in your search:

- Tout l'immobilier: www.toutimmo.ch
- Immostreet: www.immostreet.ch
- Geneva Immobilier: www.geneveimmobilier.ch
- Home Sweet Home: www.homesweethome.ch



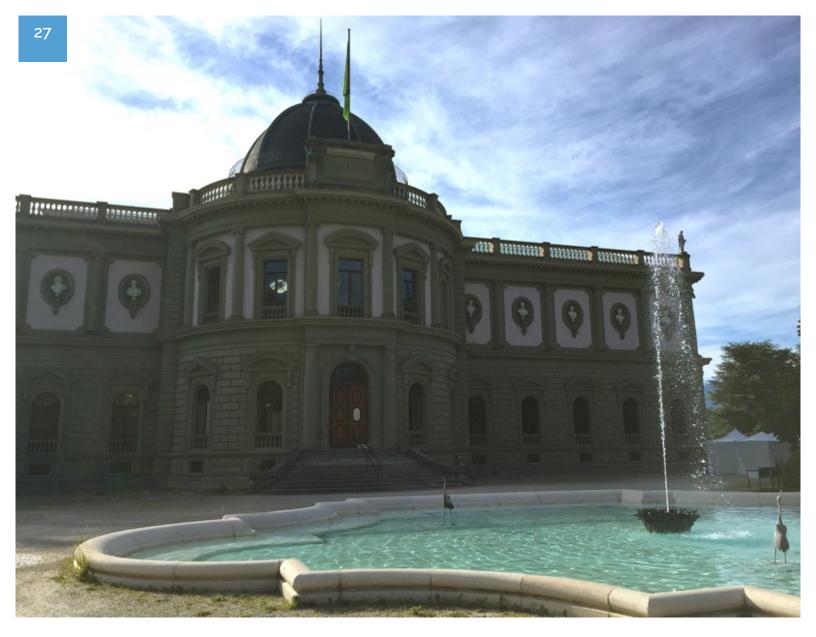
#### Cultural and academic activities

There are many cultural events and activities to enjoy in Geneva. The main cultural website is http://www.villege.ch/culture/.

#### Museums

The Geneva Tourism office has a handy book listing all museums, their details and locations. It's great for a day of museum-hopping! Check online as well for a wide and detailed list of Geneva's museums:

www.ville-ge.ch/culture/offre\_culturelle/musees.html.



The entry to the museums of the City of Geneva is free for permanent collections. Every first Sunday of the month, the entry to temporary exhibitions in these museums is free of charge. Museums in Geneva include:

- Ariana Museum, Swiss Museum of Ceramics and Glass: Avenue de la Paix 10, 1202
   Geneva, Tel. 022 418 54 50, www.mah.ville-ge.ch
- Art and History Museum: Rue Charles-Galland 2, 1206 Geneva, Tel. 022 418 26 00, www.mah.ville-ge.ch
- Baur Collection: Rue Munier-Romilly 8, 1206 Geneva, Tel. 022 704 32 82, www.collections-baur.ch
- Ethnography Museum: Boulevard Carl-Vogt 65, 1205 Geneva, Tel. 022 418 45 50, www.ville-ge.ch/eth
- House of Rousseau and Literature (MRL): Grand-Rue 40, 1204 Genève, Tel. 022 310 10 28, http://www.m-r-l.ch
- Maison des arts du Grütli: Magnificent photographs exhibitions are frequently organized. Information on http://www.ville-ge.ch/culture/grutli/
- Natural History Museum: Route de Malagnou 1, 1208 Geneva, Tel. 022 418 63 00, www.ville-ge.ch/musinfo/mhng/
- Rath Museum: Place Neuve 2, 1204 Geneva, Tel. 022 418 33 40, www.mah.ville-ge.ch
- Tavel House: Rue du Puits-Saint-Pierre 6, 1204 Geneva, Tel. 022 418 37 00, www.mah.ville-ge.ch



#### Libraries in Geneva

Geneva has many libraries that you can access during your time here:

- United Nations Library (www.unog.ch): Get there via the CICR entrance.
- Bibliothèque Municipale: Next to Confederation Center Trams 12 or 16 (stop: Bel Air). This website has a wide list of the Geneva's libraries (universities and other specialized libraries) http://www.unige.ch/biblio/index.html.
- Institut Universitaire d'Etudes du Développement: Tram 13 (stop: Butini), 20 rue Rothschild.

#### Second-hand bookshops

- Librairie-café Les Recyclables (http://www.recyclables.ch/): Here there are more than 15,000 books written in German, English, French, Spanish and Italian. You can give your old books in exchange for a voucher which allows you to acquire new books. Open Monday to Friday: from 09:00 until 18:30, Saturday: from 09:00 until 17:00 53, rue de Carouge, 1205 Genève Tram 12 or13 (stop: Augustins) Tel. (Library) 022 328 60 44 Tel. (Café) 022 328 23 73
- Bookworm bookshop: this store has second-hand English books and friendly staff.
   Rue de Zurich in Pâquis.
- Flea Market: every Wednesday and Saturday in Plainpalais (Trams 13, 14, 15 or 17)
  you will find an open market were they sell almost anything, from old CD's or
  DVD's to 80s furniture.

If you need more information about the libraries or German/American/other bookshops in Geneva, go to www.cagi.ch/en/Bibliotheques.htm.

- Geneva university catalogue: http://sarasvati.rero.ch/gateway?lng=fr-ch.
- You can find second hand or new English books at: www.chapitre.com.

Another interesting source of information is the STEP Program publication: http://www.ilo.org/public/english/protection/secsoc/step/index.htm-. Here you will find books, methodological and didactical tools, case studies and summaries, articles relating to social protection and social exclusion. Publications are available in several languages free of charge and can be downloaded.

## Cinema

All movies in Geneva can be found at Cineman website which is available in German, French, and English: http://geneve.cine.ch/home.php

The usual price for movie ticket for adults is 18-18.50 CHF and 15-15.50 CHF for students. There are various cinema options that you can find here in Geneva.

- Association of independent cinemas: www.fonctioncinema.ch
- Bio 72: 'Second run' movies. Place du Marché, Carouge.
   This is the oldest cinema in Geneva.
- Cinélux (8, bd de Saint-George): very small, shows films that are not shown anywhere else.
- Grütli: Student price of CHF 10, a good selection of old films and a continuous stream of film festivals such as the "Black Movie Festival" (http://www.blackmovie.ch/) in February, the "Festival des films de l' Amérique du sud" in November, and the "Touts Écrans Festival" in October/November. 16, rue du Général-Dufour: http://www.grutli.ch/gru2008/gru2008.html.
- Les Scala (23, rue des Eaux-Vives): This is a good independent movie theatre in nice area with little stores and cafés. http://www.les-scala.ch/.
- Spoutnik: students pay CHF 10, cool atmosphere, films are sometimes somewhat experimental. In Usine. http://www.usine.ch/.

#### Cinema Festivals

- Black Movie Festival in February: www.blackmovie.ch
- Cinetransat is a free open air cinema every weekend in the summer: http://www.cinetransat.ch/2009/
- Festival Tous Écran is a festival of film and TV, i.e. in Alhambra (old cinema for special events) end of October: www.cinema-tout-ecran.ch/
- Festival des films de l'Amérique du sud in November



#### Listening to music

There are lots of places to find music around Geneva. To find a concert for the night, try the following websites:

- www.ladecadanse.ch (agenda)
- www.hexadance.ch (electronic music)
- www.nuit.ch (agenda and magazine)

#### Cafés-concert

- L' Alhambra: various kinds of music, great musical lunch on Sundays. 19 rue de la Rôtisserie -022.418.36.00. Further information on the cultural website of Geneva
- L' AMR: rue des Alpes, 022.716.56.30, jazz. Further information on the cultural site of Geneva.
- Le Chat noir: 13, rue Vautier Carouge, 022.343.49.98, Rock, jazz, ethno music and other. Further information on the cultural website of Geneva
- L' Usine: the place to be for alternative culture (concerts) in Geneva.



#### Concert halls

- Le Victoria Hall: 14 rue Général-Dufour, 022.418.35.00: classical concerts, and on Sunday nights the concerts can be very interesting. Further information on the cultural website of Geneva.
- L'OSR (Orchestre de la Suisse Romande): classical music: www.osr.ch.
- Les "concerts du dimanche soir": the city of Geneva organizes concerts (mostly classical) every Sunday: http://www.ville-ge.ch/culture/victoria\_hall/cdi.html.

#### **Outdoor music**

Every Wednesday and Friday there are free concerts during summer at the Red Cross Museum and at Parc des Eaux-Vives. Programs available at: <a href="http://www.geneve-tourisme.ch">http://www.geneve-tourisme.ch</a>.

"Musiques en été Festival": in the summer, the city of Geneva organizes concerts in various places, among others in the Parc La Grange (alongside the lake): <a href="http://www.ville-ge.ch/culture/musiques/">http://www.ville-ge.ch/culture/musiques/</a>

#### Festivals and events

For full information on festivals and events in Geneva, visit the following link: http://www.ville-ge.ch/geneve/culture/offre\_culturelle/festivals/festivals.html.

- Fête de la Musique (June): free concerts are organized in the city in June: www.fetedelamusique.ch.
- Festival de la Bâtie (end of August, beginning of September - two weeks): traditionalfestival of modern music, theatre and dance: www.batie.ch.
- Paleo Festival (August): Rock festival in Nyon: www.paleo.ch.



#### Banks/Parc des Bastions

- Le Bistro' K: casual, cheap lunch, bar with small concerts or jam sessions in the night, Wednesday is free movie night. 24 bd des Philosophes: www.bistrok.ch.
- L' Ethno: cozy with sofas. 1 rue Bovy-lysberg.
- Le Grütli: on two floors, artsy cinema next door. 16 rue Géneral-Dufour.

#### Carouge

 CALM: "Comme A La Maison" offers good breakfast on Sundays, looks a bit like a living room, idyllic garden, open only during the day. 36 rue Ancienne.

#### City centre

• L'Alhambar: at the bottom of the old town, trendy, cool red interior, Sunday brunches with live jazz. 10 rue de la Rôtisserie, www.alhambar.com

#### Cornavin

- Les Brasseurs: serves home brewed beer or regular beer, in glasses or towers (3L or 5L!). Rue de Lausanne, across from Cornavin.
- Duplex: a newly renovated bar with a gallery. 9 rue des amis.
- Madonbar: a bar, open only on Thursdays, in a basement, cozy environment, and very cheap beer. Rue Lissignol.
- Le Phare: this is a gay bar, but everybody is welcome. Good guacamole and cheap beer. 3 rue Lissignol.
- Pachinko: behind the red bus behind Gare Cornavin. It is Asianthemed, cozy, cheap beer and has a cinema in the back room. 9 rue des amis.

#### **Pâquis**

- Les 5 Portes: very good food, cozy place. 8 rue de Zurich.
- Café Art's: Small, cozy place. 17 rue des Pâquis.
- Magneto: trendy bar, dance floor in basement. 25 rue de Monthoux.
- Okajibi: mini bar in a side room of Restaurant le Comptoir, electronic music. 9 rue de Richemont.
- Scandale: trendy interior, downstairs dance floor, good atmosphere. Rue de Lausanne.

#### Plainpalais/Hospital

- Café Central Perk: Just like in the show Friends! Located on 6 Avenue du Mail.
- Café Cuba: at the tip of Plainpalais, Cuban atmosphere, and sofas. 1 place du Cirque.
- Café la Fleur de Lys: hang-out place for students, nice atmosphere and known for its wide selection of syrups. 7 rue Ecole-de-médecine.
- La Ferblanterie: across the street frm Fleur de Lys, without syrups. 8, rue Ecole-de-médecine.

#### Saint Gervais

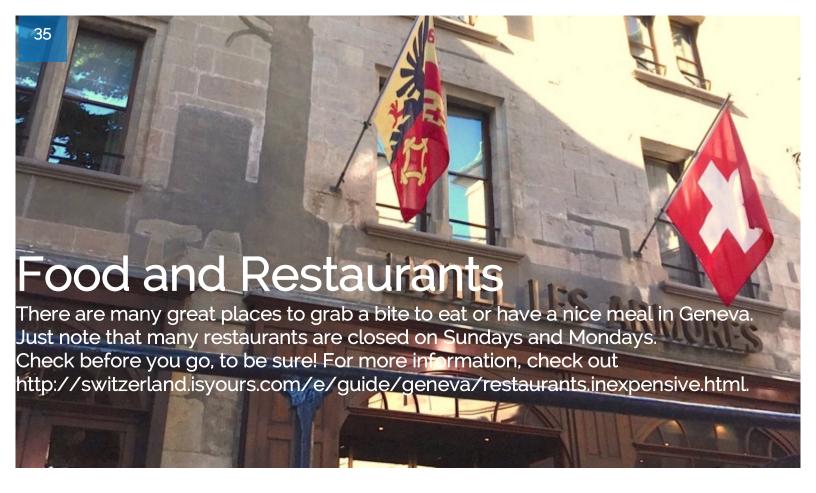
- Café Bizarre: 5 rue du Temple.
- Terrasse du Paradis: outdoor terrasse/patio with beach chairs directly on the Rhône, open in the summer only. Quai Turettini at the corner of Pont de l'Ile.

#### Vieille Ville

- Demi Lune Café: in the Old Town, delicious finger food/burgers. 3 rue Etienne-Dumont.
- La Clémence: in the Old Town, one of the most famous goodweather terraces of Geneva! Place du Bourg de Four.



- Bout du Monde: CHF 10 cover, open late, good mix of music (r&b/latino/etc.). A big student hang-out, located at 6 rte du Bout-du-Monde, www.boutdumonde.ch.
- L'Usine: concerts downstairs, upstairs to the right is an electronic club, upstairs to the left is a bar and cinema. 4 place des Volontaires, http://www.usine.ch.
- Le Baroque: bar upstairs and club downstairs, one of the chic clubs of Geneva note the very expensive drinks! Place de la Fusterie, off rue du Marché by the church.
- SYP: trendy place, downstairs lounge and upstairs dance floor, can be hard to get into (dress nicely and go early to be sure!).
   Close to Uni Mail, next to the Museum of Modern Art (MAMCO) off the Plaine de Plainpalais.
- Undertown: in Meyrin, stages little known bands. 1 place des 5 Continents.



#### Swiss cuisine

- Restaurant Les Armures: President Clinton's favourite restaurant, reputed to serve one of the top fondues in town! They also serve fries and delicious desserts (recommended for chocolate lovers: gateaux du relais). Located in the Old Town, 1 rue Puits-St-Pierre.
- Café de la Coulouvrenière: This small café serves very good fondue. 29, rue de la Coulouvrenière.
- Café du Soleil: The most famous fondue place in Geneva, where Geneva's locals and expatriates meet. Close to the ILO. Place du Petit-Saconnex.

## European cuisine

- Les Bains des Pâquis: By the lake, completely outside. The food is tasty and not too expensive. 30, quai du Mont-Blanc.
- Café de Paris: Here you can get two helpings of beef filet in delicious herb-butter sauce. 26, rue du Mont-Blanc.
- Chez ma cousine: A nice place for roasted chicken or chicken salad. Fairly decent prices. 6 pl du Bourg-de-four in Pâquis on the same street as Hotel Intercontinental, or in the Old Town
- La Citadella: This is a tiny Italian restaurant in the Old Town. 12, rue du Perron.
- Espresso Club: The original Italian restaurant where everyone eats at the bar! 25, rue des Pâquis.
- Manor: The food is fresh and fairly inexpensive. 4 Rue de Cornavin.
- Pasta d'Oro: The biggest pizzas in town sometimes called truck wheels! 16, rue Micheli-du-Crest.

- Le Portugais: Fabulous fish cooked Portugese-style. 59, boulevard du Pont d'Arve.
- Spaghetti factory: Italian restaurant in rue de la Fontaine 13.

#### African cuisine

- Awash: Ethiopian speciality, rue du Valis 9.
- Le Figuier: Nice terrace to enjoy falafels, keftas and harissa. 32, avenue De-Luserna.
- La Gazelle d'Or: Rue de Lyon 55. Ethiopian and Eritrean food, to be eaten with your hands.
- La Caravane qui passé: a restaurant with a nice environment were you will eat delicious Lebanese, Egyptian, middleeastern food, 11 rue du Dr Alfred Vincent.

#### American cuisine

- Chat rouge: This restaurant serves Mexican food. 25 rue Voltaire.
- Le Calamar: Burgers after 9 p.m. for 10 CHF, blvd Carl Vodt 92.

#### Asian cuisine

- Feuille de Banane: Chinese and Thai food, from CHF 12 for main course, opens 7/7. 29, rue de Carouge.
- Le Comptoir: Asian food, retro design and stylish atmosphere. A very nice place to start the night. 9 rue de Richemont.
- Little India: Small and cozy Indian restaurant, serving good and inexpensive food. 20 rue du Prieuré.
- Miyako: very traditional Japanese restaurant. 11 Rue Chantepoulet.
- Yinde: delicious Thai cuisine, recommended by the Thai community of Geneva! 31, rue de Lausanne.
- Zum Zum: good Sushi, take-away or eat-in, and it's not too expensive. In the passage under Gare Cornavin
- Mike Wong: a fast-food restaurant of Asiatic food. 11
   Boulevard James-Fazy or 20 Rue du Conseil-Géneral.



#### Aquatic activities

Cruise on the Lac Léman.

With a trip lasting between 40 minutes to 2 hours and 45 minutes, Swiss Boats cruises, commented on in 5 languages (French, English, Dutch, Spanish, and Italian) will let you enjoy the most beautiful landscapes, houses and castles of the lemanic region. For further information about the departure place, price and opening hours, go to: <a href="https://www.swissboat.com">www.swissboat.com</a>.

The Geneva public transportation provides several small boats called "les Mouettes" crossing the lake. Bus tickets and monthly passes give you access to these boats. The best way to get some fresh air and exercise in Geneva is to rent a paddleboat. Boat rentals are available on the south shore of Lac Leman (near Quai Gustave Ador and Jet d'eau).

#### **Beaches**

Bains des Pâquis: Right by the lake, a swimming area with an outdoor cafeteria/restaurant. In winter, you can go to the sauna. There is also a small restaurant/bar that serves breakfast, sandwiches and delicious chocolate cake.

Others Geneva beaches include Genève Plage, Baby Plage and le Reposoir. A UN beach is also open to UN employees: do not forget your security badge! A 45 min in bike or by bus you find also the beach of l'Hermance.

## Outdoor swimming pools (spring and summer)

For an exhaustive list of Geneva swimming pools, visit www.geneve-tourisme.ch section sports/piscines.

- Les Vernets: There are several open air swimming pools, several small parks where you can suntan, and a small cafeteria. Take Bus 11 (stop: Vernet or Queue d' Arve).
- Varembé: Indoor and open air swimming pools and free "transat." Take Buses 8, 18, or 11 (stop: Motta).

## Enjoying the surrounding mountains

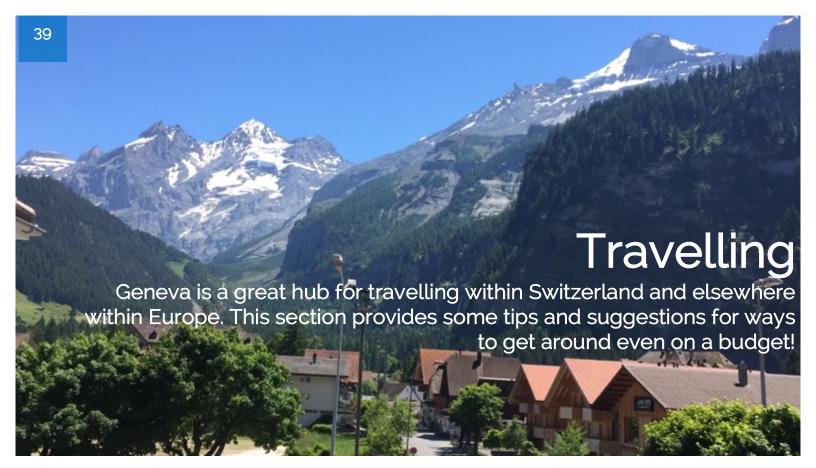
Trekking and snowshoe-walling are possible in the Swiss mountains and in Northern Italy. Go to: www.destination-montagne.ch for more information.



- Le parcours Patrimoine de Chêne-Bougeries: Educational walk in Chêne-Bougeries village. You can download the map on http://www.chene-bougeries.ch/index.php?rubrique=0000000798. For more information Tel. 022 348 66 77 or Email: info@chene-bougeries.ch
- Parc des Bastions: This is a beautiful and very quiet park with a few permanent activities, such as giant chess boards. Take tram 12 or Buses 5, 3 or 29 (stop Place Neuve).
- Parc des Eaux-Vives/Parc de la Grange: These are huge parks with marvellous views of the lake. To get there, take the boat from the Quai du Mont Blanc, or take buses 6, 2, G and E.
- Jardin Anglais: Here you can sit down on a bench and have a look at the lake, boats and the Jet d'eau. Take tram 12/16 to Molard, Rive, or Bel-Air and then walk toward the lake.
- Conservatoire et Jardin botanique: very nice place to visit, especially during the summer. During the winter you can also visit the Wildlife Park and greenhouses with diverse exotic plants. Located near Place des Nations, 1 chemin de l'Impératrice. Take bus 11 or 28 and enter through one of three gateways: Avenue de la Paix, Chemin de l'Impératrice and Place Albert Thomas. For further information, visit: http://www.ville-ge.ch/cjb/.
- La Perl du Lác: Located on the edge of the lake, La Perle du Lác is one of the most richly wooded parks of Geneva. The views of this park are idyllic.

## Biking

You can rent a bike for the day for free! Biking in Geneva is very pleasant and safe. A deposit of CHF 50 and an ID card are required. Locations include: 17, Place de Montbrillant, Bain des Pâquis, Place du Rhône, Plaine de Plainpalais or Genève Plage. For further information: www.geneveroule.ch.



#### **Around Geneva**

#### Chamonix

In Chamonix, take the cable car to the Aiguille du Midi, 3842m above sea level. If the weather is clear you have a wonderful view over the French, Suisse and Italian Alps and Mont Blanc. You can even see Geneva from up there! Don't forget to bring along warm clothes, and be warned because the round trip ticket to the top of the mountain can be expensive. For more information, visit www.compagniedumontblanc.fr.

#### Evian-les-Bains

This is the town where the very popular Evian water comes from. It is situated in France on the south shore of Lac Léman. It is a nice little place with a promenade, a Casino and shopping areas. The water bottling actually takes place 5 km west of Evian in a town called Amphion (tours are available). Evian-les-Bains can be reached by boat from the Geneva harbour. Remember to bring your student card for discounts on fares, and your passport as it is in France.

For more information, visit www.eviantourism.com.

#### Salève

The Salève is the small mountain (1380m) about 20 km south of Geneva. At the top of the Salève there is a restaurant, food/drink stand and an observation deck with fantastic views of Geneva and Lac Léman. You can either hike up by foot (2-3 hours), or go up by cable car (téléphérique). To get there, take the 8 Bus to Veyrier/Douane (the last stop). The Salève is actually located in France, just across the border from Switzerland. Once you get off the bus, you can walk across the border – remember to bring your passport! You can benefit from a reduced fee with your TPG/Unireso transport card (4.3€ one way instead of 5.30€ if you are under 26 years-old and 7.30€ otherwise). https://www.telepherique-du-saleve.com/

For more information, opening times and costs, visit <a href="https://www.telepheriquedusaleve.com">www.telepheriquedusaleve.com</a>

#### Montreux

Montreux is famous for its annual Jazz Festival (early July). It is a lovely town, considered part of the Swiss "Riviera" and accessible by boat or train from Geneva. There is plenty to do here on a day trip. The famous Chateau de Chillon, a medieval castle, is definitely worth a visit. For more information, visit www.montreux.ch.

#### Yverdon les bains

This small town, next to the Lake Neuenburg, is the most important spa resorts of in western Switzerland. In summer the town and the area surrounding it are water sports and natural paradise. For more information visit:

http://www.yverdonlesbainsregion.ch/en/yverdonlesbains.

#### **Yvoire**

Yvoire is a tiny medieval town on the south side of Lac Léman, approximately half-way between Geneva and Evian-les-Bains. A wall and two towers surround the main area of town. There are lots of souvenir and handicraft stores to explore, and plenty of locations for ice cream and picnics. There are a few places to visit in Yvoire, such as the Vivarium d'Yvoire, however you can likely make this trip in a half day. To get there you can take a boat from Geneva harbour. Remember to bring your student card for discounts on fares, and your passport as it is in France. For more information, visit www.yvoiretourism.com.

#### And more ...

There are many towns and cities close by Geneva that are worth a half day or a day trip. Some suggestions are below.



## **Annecy**

Annecy is a lovely French town located about an hour south of Geneva. Perfect for a day trip, Annecy can be reached by bus or by train from Geneva (www.annecy.eu).

## Gruyère

The town of chocolate and cheese tours, this is a great spot for a day trip. It is accessible by train, slightly north-east of Montreux (www.la-gruyere.ch).

#### Lausanne

Lausanne is a town east of Geneva and is accessible by train. It is an interesting city to visit for a day trip, to visit the Old Town and to check out the International Olympic Capital and Museum (www.lausanne-tourisme.ch) and the photography museum (Musée de l'Elysée).

## Lyon

It is the second largest French city and is well worth a night over visit. Around early-mid <u>December</u>, the Festival of Lights (Fête des Lumières) is a must-see with activities and shows throughout the city for about 3 days. You may go by bus (from 7€ one-way with Ouibus, 2h15) or by train (from 28€ one-way on voyage-sncf.fr if you book early, 1h50).

http://www.ouibus.com/and https://en.voyages-sncf.com/

#### Nyon

Nyon is a small town between Lausanne and Geneva. Great for a half day trip, there are many sites worth seeing, such as the Swiss National Museum or various local vineyards. A short trip on the train from Geneva will take you to Nyon (www.nyontourisme.ch).

## Outside of Switzerland Travelling by Train

Depending on where you want to go you start your trip at the main Geneva train station, Gare Cornavin (to travel to Italy, Germany, France, etc.), or at the Gare Eaux-Vives (Haute-Savoie: Evian, Chamonix, Annecy, etc.). Here are a couple of links to help you get started with looking for train travel:

- Suisse Federal Railways: in addition to regular priced tickets, there is an option to book online and get Super Saver tickets, which save a substantial portion of the ticket fare. There is also a demi-tariff card for 150 CHF which entitles holders to buy half price train (and boat) tickets within Switzerland for the following year (www.sbb.ch).
- French Railway: here you can get tickets, if you are travelling into France (www.sncf.com).

## Travelling by Plane

Low-cost airfare providers make it relatively easy to travel outside Switzerland for reasonable prices. The most popular airline for low-cost fares is EasyJet. The really excellent prices are available during off peak periods, but overall, EasyJet does have very competitive prices. Visit EasyJet's website (www.easyjet.com) for more details. The easiest way to book with EasyJet is online. Note that EasyJet is a ticket-less airline, but you will need to bring appropriate identification, such as your passport and any other relevant documents you may require. Another possibility is Flybaboo (www.flybaboo.com), but you can also keep an eye on the regular airlines (Swiss, British Airways, Lufthansa, etc.) as they often have deals on airfare.

## Travelling by Car

Renting a car is often less expensive than other forms of travel, when there are more than two people travelling, and depending on the distance you wish to travel. Compared to taking a train it might be faster, more convenient and you can divide the costs for the rental, gas (petrol) and tolls (which unfortunately have to be paid in Italy and France).

Note that there might be an extra charge for multiple drivers and an extra insurance fee for drivers less than 25 years of age.

Check out www.viamichelin.com as a useful guide to planning trips by car, including driving distances and fuel estimations. Below are links to specific car rental agencies and their Geneva locations that you might want to consider.

- AVIS (www.avis.ch) Rue de Lausanne 42-44
- Budget (www.drivebudget.ch) Aéroport Genève 15
- Elite (www.eliterent.com) Rue des Pâquis 51
- Europcar (www.europcar.ch) Rue de Lausanne 37, or, Aéroport, Genève 1
- Hertz (www.hertz.ch) Rue de Berne 60
- Sixt (www.sixt.com) Aéroport, or, in Pâquis

If you take a Friday or a Monday off, then you can actually travel by car to some major cities. It is not too exhausting to travel to places such as Turin, Milan or Genoa in Italy, or Lyon, Strasbourg and Grenoble in France. Plans get more ambitious as you think about driving to Verona, Venice or Florence in Italy; Nice, Montpellier, Paris, Reims or Marseille in France; Stuttgart, Munich or Frankfurt in Germany; Innsbruck in Austria or Luxembourg. If you feel extra adventurous, you can go for an 8 hour road trip to Brussels, Cologne, Toulouse or Salzburg!

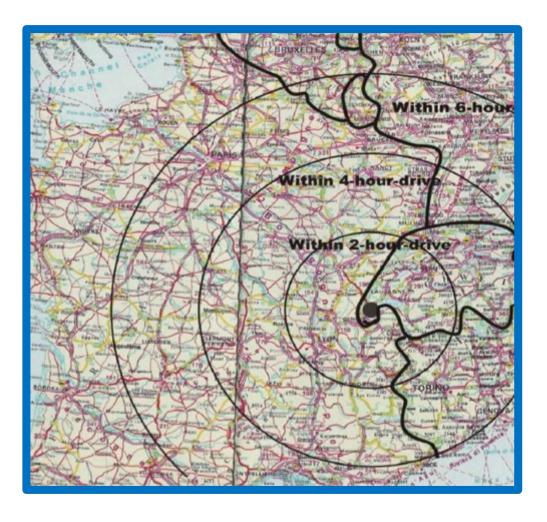
Just remember that it might be necessary for you to obtain a visa for travelling into these countries. Check the website of your embassy.

Check out the following map to get a general sense of which European cities you can travel to in various driving times. Please note, these are very general guidelines and driving times may not correspond to this map exactly.

Please note that these timelines are approximations only.

## Travelling by Bus

- From the bus station (Gare routière) in Geneva (near Cornavin), buses leave for France, Italy, Spain, Morocco, Poland, Portugal, Romania, Slovakia, and Czech Republic. Check the website of the Gare routière for more details and schedules (Google: Gare routiere Geneva).
- During the winter, there are buses running daily to the different ski resorts. There are normally offers that include the transport to the ski area as well as the skiing pass for the day. You can find timetables, prices and other useful information on the Gare routière's website.
- Note that at the Geneva airport, the coach station desk is situated at the arrivals level. It will provide you with all the information you need to know about connections.



## Skiing

The ski resorts in the French Alps offer all sorts of winter sporting activities including snow parks and cross-country ski tracks. Beginners and experts can both enjoy this experience! The season starts around the end of November and, depending on the altitude, lasts until March or even April. Of course, you can ski on glaciers throughout the year, and most of these are to be found on the Swiss or Italian side. For information, check out the following link: www.hiver.ch.

#### Les Portes du Soleil

Les Portes du Soleil refers to a skiing area surrounded by Lac Léman in the north, the river Rhone in the east and the Dents Blanches in the south. This area comprises 12 French and Swiss ski resorts. The idea is that you can buy one ticket and ski the whole area of Les Portes du Soleil.

Visit www.portesdusoleil.com for more information and to find links to each of the 12 resorts.

In case there is no English version of a ski resort website, here are some important words to understand: hiver = winter, forfaits = prices, hébergements = places to stay, plan des circuits = ski area map, météo = weather/forecast.

There are more skiing areas further south towards the Massif du Mont Blanc. See the following links for more information on each resort: Flaine (www.flaine.fr), La Clusaz (www.laclusaz.com), Les Houches (www.leshouches.com), and Megève (www.megeve.com).

#### Geneva Hotels and Residences

In the event that you require a hotel and/or residence in Geneva, or need to suggest a hotel/residence to visiting guests, the following links may help in your search: www.hotels-suisse.ch and www.geneva-tourism.ch.

## Appendix 1

## Departmental Structure of the ILO

#### 1/ Standards and Fundamental Principles and Rights at Work (STANDARDS)

- Fundamental Principles and Rights at Work Department (FPRW)
  - o International Programme on the Elimination of Child Labour (IPEC)
  - o Programme for the Promotion of the Declaration (DECLARATION)
- International Labour Standards (NORMES)
  - Indigenous and Tribal Peoples
  - Project to Promote ILO Convention No. 169
- Relations, Meetings and Document Services (RELCONF)

#### 2/ Employment (EMPLOYMENT)

- Crisis Response and Reconstruction (CRISIS)
- Economic and Labour Market Analysis Department (EMP/ELM)
  - Employment Analysis and Research (EMP/ANALYSIS)
  - Employment Trends (EMP/TRENDS)
- Employment Policy Department (EMP/POLICY)
  - Country Employment Policy (CEPOL)
  - Employment Intensive Investment (EMP/INVEST)
  - Social Finance
- Employment Sector Information and Documentation Centre
- Job Creation and Enterprise Development Department (EMP/ENTERPRISE)
  - Boosting Employment through Small Enterprise Development (EMP/ SEED)
  - Cooperatives (EMP/COOP)
  - Multinational Enterprises (EMP/MULTI)
- Skills and Employability Department (EMP/SKILLS)

#### 3/ Social Protection (PROTECTION)

- HIV/AIDS (ILO/AIDS)
- International Migration (MIGRANT)
- Labour Protection Department (PROTRAV)
  - o Conditions of Work and Employment Programme (TRAVAIL)
  - Programme on Safety and Health at Work and the Environment (SafeWork)
- Social Security Department (SEC/SOC)
  - Strategies and Tools Against Social Exclusion and Poverty (STEP)

#### 3/ Social Dialogue (DIALOGUE)

- Employers' Activities (ACT/EMP)
- Industrial and Employment Relations Department (DIALOGUE)
- Labour Administration and Labour Inspection Programme (LAB/ADMIN)
- Sectoral Activities (SECTOR)
- Workers' Activities (ACTRAV)

#### 4/ Management and Administration (EDMAS)

- Bureau of Internal Administration (INTER)
- Bureau of Programming and Management (PROGRAM)
- Evaluation Unit (EVAL)
- Financial Services (FINANCE)
- Human Resources Department (HRD)
- Information Technology and Communications (ITCOM)

#### 5/ Reporting to the Director-General (DGREPORTS)

- Department of Communication and Public Information (DCOMM)
- Department of Statistics (STATISTICS)
- Director-General's Office (CABINET)
- Gender Equality (GENDER)
- ILO Office for the United Nations (ILO-New York)
- ILO Office in the United States (ILO-Washington)
- ILO Tokyo Office (ILO-Tokyo)
- International Institute for Labour Studies (INST)
- International Training Centre of the ILO (TURIN)
- Office of Internal Audit and Oversight (IAO)
- Office of the Legal Advisor (JUR)
- Partnerships and Development Cooperation Department (PARDEV)
- Policy Integration Department (INTEGRATION)
- World Commission on the Social Dimension of Globalization: Follow up (WCSDG)

# Appendix 2 List of Residential Options in Geneva

Name	City Area	Address	Directions from Gare Cornavin	Directions to the ILO	Journey time to ILO (avg)	Price	Hours	Contacts
Cité Universitaire de Genève	Champel	Avenue de Miremont 46 1206 Genéve	Bus: 3 Direction: Crêts-de- Champel Stop; Cité Universitaire	Bus 3 direction Gardiol Stope Cornavin Bus 8 direction: OMS Stope BIT	40 minutes	Single Room: CHF 980 Studio (2 ppl): CHF 2020	Monday-Saturday: 8h-12h;18h-22h Sunday: 18h-22h	Tel: +41 22 839 22 22 cite-uni@unige.ch www.asso- etud.unige.ch/cite-uni/
Foyer Champel (6 months minimum)	Champel	Avenue de Champel 47 1206 Genève	Bus: 3 Direction: Crêts-de- Champel Stop: Cité Universitaire	Bus 3 direction Gardiol Stope Cornavin Bus 8 direction: OMS Stope BIT	35 minutes	Single Room; CHF 410-575	Monday-Saturday: 8h-12h;13h-17h	Tel: +41 22 388 56 37
Foyer Dumas	Champel	Avenue Dumas 15 1206 Genève	Bus: 3 Direction: Crêts-de- Champel Stop: Cité Universitaire	Bus 3 direction Gardiol Stope Cornavin Bus 8 direction: OMS Stope BIT	40 minutes	Single Room; CHF 400-535		
Residence Universitaire de Champel (6 months minimum)	Champel	Av. De Beau-Séjour 18 1206 Geneve	Bus: 3 Direction: Crêts-de- Champel Stop: Cité Universitaire	Bus 3 direction Gardiol Stop: Cornavin Bus 8 direction: OMS Stop: BIT	38 minutes	Full-Pension; CHF 1100 Half-Pension; CHF 960	8h30-12h30; 14h-18h	Tel:+41 22 347 21 14 info@champel.ch www.champel.ch
Foyer «Caritas»: Le Carilan (per men)	Grand Lancy	Av. Communes- Reúnies 16 1212 Grand-Lancy	Tran: 15 Direction: Palettes Stop: Piscine de Laney	Tram 15 direction Nations Stop: Nations Bus 8 direction OMS Stop: BIT	38 minutes	Small room: CHF 400 Medium Room: CHF 420 Big Room: CHF 450 (Jaternet: extra CHF 10)	Monday Friday: 18h30-19h30	Tel: +41 22 794 61 50 carilan@caritas-ge.ch www.caritas- geneve.ch/foyers.php
Foyer «Caritas»: Levron (per women)	Grand Lancy	Av. Communes- Reúnies 20 1212 Grand-Lancy	Tram: 15 Direction: Palettes Stop: Piscine de Lancy	Tram 15 direction Nations Stop: Nations Bus 8 direction OMS Stop: BIT	38 minutes	Room: CHF 400 (internet: extra CHF 10)		
Foyer «Caritas»: Myrjana (per women)	Grand Lancy	Av. Communes- Reúnies 16 1212 Grand-Lancy	Tram: 15 Direction: Palettes Stop: Piscine de Lancy	Tram 15 direction Nations Stop: Nations Bus 8 direction OMS Stop: BIT	38 minutes	Small room: CHF 300 Standard room: CHF 400 Stand, room without WC: CHF 570 (internet: extra CHF 10)		
Centre Universitaire Protestant 1	Plainpalais	Avenue du Mail 2 1205 Geneve	Tram: 15 Direction: Palettes Stop: Cirque	Tram 15 direction Nations Stop: Nations Bus 8 direction OMS Stop: BIT	25 minutes	Room; CHF 540-560 Studio (2 persons); CHF 940-1000	Monday-Friday: 8h-12h;13h-17h	Tel: +41 22 322 90 00 welcome@cup.dpn.ch
Centre Universitaire Protestant 2 (6 months minimum)	Plainpalais	Rue du Petit-Salève 10 1205 Genève	Bus: 1 Direction: Rive Stop: Lombard	Tram 13 direction Nations Stop: Nations Bus 8 direction OMS Stop: BIT	35 minutes	Room; CHF 530 Studio (couple): CHF 1060 (Internet: extra CHF 25)	Monday-Friday: 8h-12h;14h30-17h	Tel: +41 22 708 10 10 cup2@span.ch

Name	City Area	Address	Directions from Gare Cornavin	Directions to the ILO	Journey time to ILO (avg)	Price	Hours	Contacts
Foyer L'Accueil (per women)	Plainpalais	Rue Alcide-Jentzer 8 1205 Geneve	Tram: 13 Direction: Palettes Stop: Augustins	Tram 13 direction Nations Stop: Nations Bus 8 direction OMS Stop: BIT	35 minutes	Single Room: CHF 505-545 Double Room; CHF 420 (per person) (Breakfast is included)	Monday-Saturday: 8h-12h;18h-22h Sunday: 18h-22h	Tel: +41 22 320 92 77 accueil@infomaniak.ch
Centre Saint- Boniface	Plainpalais	Avenue du Mail 14 1205 Geneve	Tram: 15 Direction: Palettex Stop: Cirque	Tram 15 direction Nations Stop: Nations Bus 8 direction OMS Stop: BIT	28 minutes	Small Room: CHF 410-775 Standard Room; CHF 540-930 Big Room: CHF 605-1240 Room with shower: CHF 740-1240 Room with Shower and WC: CHF 770-1550 Studies CHF 970-2170	Monday-Friday: 9h-12h:16h-18h30	Tel: +41 22 3 222 600 accueil@colb.ch www.colb.ch
Résidence "Les Epinettes"	Plainpalais	Av. Industrielle 5 1227 Acacias 1205 Genève	Tram: 15 Direction: Palette Stop: Industrielle	Tram 15 direction Nations Stope Nations Bus 8 direction OMS Stope BIT	32 minutes	Room; CHF 445	Monday-Friday: 10h-13h;14h-16h	Tel: +41 22 379 77 20 logements@unige.ch www.unige.ch/dase/bulo g
Résidence Hugo- de-Senger	Plainpalais	Rue Hugo-De-Senger 2 1205 Genève	Tram: 15 Direction: Palette Stop: Uni-Mail	Bus 3 or 5 Stope Cornavin Bus 8 direction OMS Stope BIT	30 minutes	Room: CHF 415-445 Studio: CHF 595-735		
Maison Internationale des Etudiants	Eaux- Vives	Rue René Louis- Piachaud 2 1204 Genève	Bus: 3 or 5 Direction: Crêts-de- Champel/Hopital Stop: Uni-Mail	Bus 1 Stope Jardin Botanique Bus 28 to Meyrin-Village Stope BIT	30 minutes	Room; CHF 335-420		
Résidence Glacis- de-Rive	Eaux- Vives	Rue des Glacis-de- Rive 15 1207 Genève	Bus 8 direction Veyrier-Douane Stop: Rive	Bus 8 direction OMS Stop: BIT	20 minutes	Studio: CHF 500-600		
Résidence Université 3	Plainpalais	Rue de l'Université 3 1205 Genève	Tram: 13 or 15 Direction: Palette Stop: Plainpalais	Tram 15 direction Nations Stop: Nations Bus 8 direction OMS Stop: BIT	24 minutes	Studio: CHF 455-515		
Résidence chemin Vert	Carouge	Rue de la Tambourine 62-72 1227 Carouge	Tram: 13 Direction: Palette Stop: Carouge	Tram 13 direction Nations Stop: Nations Bus 8 direction OMS Stop: BIT	50 minutes	Room: CHF 415-515		
Résidence de Candolle	Plainpalais	Rue de Candolle 12 1205 Genève	Tram: 13 or 15 Direction: Palette Stop: Plainpalais	Tram 13 direction Nations Stop: Nations Bus 8 direction OMS Stop: BIT	25 minutes	Single Room: CHF 425-515 Double Room: CHF 565		

Name	City Area	Address	Directions from Gare Cornavin	Directions to the ILO	Journey time to ILO (avg)	Price	Hours	Contacts
Centre évangélique Stadtmission (minimum 6 months)	Plainpalais	Rue Bergalonne 7 1205 Geneve	Tram: 13 or 15 Direction: Palette Stop: Cirque	Tram 15 direction Nations Stop: Nations Bus 8 direction OMS Stop: BIT	32 minutes	Reom: CHF 550-600	Monday: 10h-13h Tuesday: 11h-13h Thurday: 17h-20h	Tel: +41 22 321 26 11 christian.tischhauser@fre esurf.ch
La Villa Clotilde (only girls)	Eaux- Vives	rue du Mont-de-Sion 14 1206 Geneve	Bus:8 Direction: Veyrier- Douane Stop: Florissant	Bus:8 Direction: OMS Stop: BIT	31 minutes	Full-Pension: CHF 1370 Half-Pension: CHF 1170	Monday-Friday: 8h-12h;14h-20h Saturday: 8h-12h	Tel: +41 22 703 51 70 info@villaclotilde.ch www.villaclotilde.ch
Centre International Réformé John Knox	ONU	Chemin Crèts-de- Progny 27 1218 Grand Saconnex	Bus:8 Direction: OMS Stop: OMS	Bus:8 Direction: Veyrier-Douane Stop: OMS	10 minutes	Room with Shower: CHF 1230-1400 Room with WC: CHF 845-1280 Room without WC: CHF 550-990 Studie: CHF 1620	Monday-Friday: 7h30-20h Saturday e Sunday: 8h-11h	Tel: +41 22 747 00 00 welcome@johnknox.ch www.johnknox.ch
Residence Universitaire Internationale	Păquis	Rue Rothschild 22 1202 Geneve	Bus: 5 Direction: Höpital Stop: Butini	Tram 15 direction Nations Stop: Nations Bus 8 direction OMS Stop: BIT	20 minutes	Room; CHF 560 Studio; CHF 630 Room (summer); CHF 38 (day) Studio(summer); CHF 43(day)	Monday: Friday: 8h-12h;14h-18h Saturday: 10h-12h	Tel: +41 22 716 02 02 rui@frui.ch ruige.bizland.com/rui.ht m
Foyer International St- Justin	Păquis	Rue du Prieuré 15-17 1202 Geneve	Tram: 13 or 15 Direction: Nations Stop: Môle	Tram 15 direction Nations Stop: Nations Bus 8 direction OMS Stop: BIT	25 minutes	Single Room; CHF 570 Studio (1penon); CHF 840 Studio (2 persons); CHF 1200	Monday-Saturday: 8h-12h and 15h- 19h	Tel: +41 22 731 11 35 justinge@justinus.ch www.justinus.ch
Residence Le Voltaire (minimum 6 months)	Păquis	Rue Voltaire 9 1201 Genève	Trame 13 Direction: Palette Stop: Isaac-Mercier	Bus 8 direction OMS Stope BIT	20 minutes	Double Room with bath: CHF 250 Single Room with Shower; CHF 320-340 Single room with bath: CHF 360-450	Wednesday: 18h-20h30 Tuesday, thurday and Friday: 10h-12h	Tel: +41 22 344 24 60 residence.voltaire@foj.ch www.foj.ch
Home Saint- Pierre (only women)	Jonction	Cour St Pierre 4 1204 Geneve	Tram: 13 or 15 Direction: Nations Stop: Croix-Rouge	Bus 8 direction OMS Stope BIT	30 minutes	Single Room; CHF 618-756 Double Room; CHF 516-528 (breakfast is included)	Monday-Saturday: 9h-12h and 16h- 18h	Tel: +41 22 310 37 07 info@homestpierre.ch www.homestpierre.ch
Foyer George Williams	Jonction	Av. Sainte Clotilde 9 1205 Geneve	Tram: 13 or 15 Direction: Palette Scop: Plainpalais	Tram 15 direction Nations Stope Nations Bus 8 direction OMS Stope BIT	28 minutes	Single Room:  ≤ 3 meaths:  CHF 29 per day  ≥ 3 meaths: CHF 555	Monday-Friday: 9,30h-11,30h Exery day; 18h-20h	Tel: +41 22 328 12 03 admin@foyerueg.ch www.foyerueg.ch
Foyer Universitaire de Carouge	Carouge	Rue Joseph-Girard 12 1227 Caronge	Tranc 13 Direction: Palette Stop: Ancienne	Tram 15 direction Nations Stope Nations Bus 8 direction OMS	36 minutes	Full-Pension; CHF 1250 Half-Pension; CHF 1150	Every day: 8h30-12h30 and 14h-18h	Tel: +41 22 301 54 34 carouge@arbor.ch www.foyerdecarouge.ch

Name	City Area	Address	Directions from Gare Cornavin	Directions to the ILO	Journey time to ILO (avg)	Price	Hours	Contacts
				Stop: BIT				
Residence Régie Foncière (minimum 1 year)	Plainpalais	Avenue Vignier 8 1211 Geneva	Tram: 16 Direction: Moillesulaz Stop: Place Favre	Tram 17 to Lancy-Pont-Rouge Stop: Rive Bus 8 direction OMS Stop: BIT	44 minutes	Room: CHF 900 Studio (2 people): CHF 1500	Monday-Friday: 9h-17h	Tel: +41 22 817 08 51 info@regiefonciere.ch www.regiefonciere.ch
Môle Meubles (minimum 4 months)	Pāquis	Rue du Môle 34 1201 Geneve	Tram: 13 or 15 Direction: Nations Stop: Môle	Tram 15 direction Nations Stop: Nations Bus 8 direction OMS Stop: BIT	25 minutes	Studio: from CHF 905	Monday-Friday: 9h-16h	Tel: +41 22 738 27 35 mole34@bluewin.ch www.residence- meubles.ch
Residence du Môle (minimum 6 months)	Pâquis	Rue du Môle 342 1201 Geneve	Tram: 13 or 15 Direction: Nations Stop: Môle	Tram 15 direction Nations Stop: Nations Bus 8 direction OMS Stop: BIT	26 minutes	Studio: from CHF 900		
A.B. JAKIR	Păquis	Rue Gautier 16 1211 Genève	Tram: 13 or 15 Direction: Nations Stop: Môle	Tram 15 direction Nations Stop: Nations Bus 8 direction OMS Stop: BIT	20 minutes	Studio: from CHF 1700	Monday-Friday: 9h-12h and 13h- 17h	Tel: +41 22 731 49 46 jakir@bluewin.ch
Residence Rossi	Păquis	Rue Pellegrino-Rossi 3 1201 Geneve	Tram: 13 or 15 Direction: Nations Stop: Môle	Tram 15 direction Nations Stop: Nations Bus 8 direction OMS Stop: BIT	20 minutes	Studio: CHF 945 Studio duplex: CHF 1200		
Residence Moléson	Gare	Rue du Moleson 4 1202 Genève	Tram: 16 Direction: Avanchet Stop: Poterie	Bus:8 Direction: OMS Stop: BIT	20 minutes	Small studios: CHF 840 Standard Studio: CHF 1050 Big studios: CHF 1470 Villa: CHF 2400		
Residence de France	Paquis	Avenue de France 4 1202 Geneve	Tram: 13 or 15 Direction: Nations Stop: France	Tram 15 direction Nations Stop: Nations Bus 8 direction OMS Stop: BIT	18 minutes	Small studio: CHF 1415-1435 Large studio: CHF 2125 Small apartment: CHF 2785 Large apartment: CHF 3250-3300 Penthouse: CHF 7350		