

# WELCOME BOOKLET



LABORATOIRE D'Océanographie DE VILLEFRANCHE  
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# WELCOME BOOKLET

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# PREAMBLE

This document is prepared to help you organize your arrival to LOV. However, all information cannot be included and/or fully detailed. As such, it is of the utmost importance to discuss with your supervisor who has of course all the answers!

## 1. INTRODUCTION

### THE INSTITUT DE LA MER DE VILLEFRANCHE

In January 2019, the Observatoire Océanologique de Villefranche (OOV) changed its name to Institut de la Mer de Villefranche (IMEV). IMEV is one of the three marine stations affiliated with Sorbonne University (SU) and the National Center for Scientific Research (CNRS). Its core mission encompasses five key areas: research, training, outreach, and scientific or training visits.

Since the beginning of the 19th century, many scientists have contributed to the creation and the development of research laboratories in Villefranche-sur-Mer. The exceptional location on the edge of a harbor with rapid and easy access to the deep sea has ensured the longevity

of these laboratories until today ([more details on the rich history of the site here](#)).

Nowadays, IMEV is organized into two infrastructures: General Services, and the Research Federation (FR3761). [The organizational chart of IMEV can be found here](#). The station hosts two research departments (UMRs): Laboratoire de Biologie du Développement de Villefranche-sur-Mer (LBDV) and Laboratoire d'Océanographie de Villefranche (LOV). Together, these laboratories host more than 200 persons on site.

### THE LABORATOIRE D'OCÉANOGRAPHIE DE VILLEFRANCHE

The Laboratoire d'Océanographie de Villefranche (LOV) was created in January 2001 by the merger of the Laboratory of Biological Oceanography and Ecology of Marine Plankton (LOBEPM) and the Villefranche component of the Laboratory of Marine Physics and Chemistry (LPCM). Due to its dual origin, the LOV is the descendant of prestigious marine laboratories.

The three main missions of the LOV (research/knowledge production, training and dissemination) are part of the study of the world ocean, its response and its role in global change and with the aim of predicting its future evolution.

This concerns offshore and coastal areas, even littoral ones, and exchanges at the air/sea/land/ice floe interfaces, and, in the sea, the entire water column and the seabed. The variables studied belong to the disciplines of ecology, biology, chemistry and physics (optics and hydrodynamics). The two keywords of our unit are «biogeochemistry» and «biodiversity».

The **CHOC** (CHemistry-Ocean-Climate) team: this team brings together scientists who study the impact of climate and a number of external factors such as continental, atmospheric, hydrothermal or anthropogenic inputs on biogeochemical cycles and marine organisms.

The projects concern very diverse spatial scales, from Mediterranean coastal environments to the Arctic Ocean or even the global scale. The time scales are also multiple, from seasonal or multi-annual events to much older variations in these cycles. The methods used are essentially chemical and isotopic: from the extremely precise measurement of pH and carbonate chemistry to the concentrations of ultra-trace elements and the use of carbon, nitrogen and other so-called "unconventional" isotopes.

Most projects include transdisciplinary collaborations, in particular with biologists and ecologists, in order to propose detailed models of the processes studied and their temporal evolution.



The **COMPLEX** team (Computational Plankton Ecology): this team is mainly interested in the ecology of marine plankton.

The studies focused on: (i) the biogeography of plankton communities at the global level, (ii) their influence on the cycles of matter and in particular that of carbon, (iii) the biotic and abiotic factors that determine the spatio-temporal distribution of populations at the sub-basin or annual scale, (iv) the physiology and individual behavior of certain target species to elucidate the mechanisms behind the patterns detected at larger scales.

The team uses digital tools (modeling, statistics), quantitative imaging and metagenomics tools for the observation and identification of planktonic organisms and experimental approaches for studies at the individual level. As a result, it ensures the daily rejuvenation and maintenance of the computing and storage park hosted at IMEV.

It also ensures the maintenance, development and scientific direction of the quantitative imaging platform (PIQV) and the planktonic collection center (CCPV) that its members created and which were transferred to IMEV as part of the European Marine Biological Resources Center (EMBRC).



The **OMTAB** team (Marine Optics and Remote Sensing - Application to Biogeochemistry): the research carried out by this team is framed in the general problem of the role of the ocean in global biogeochemical cycles, the carbon cycle in particular.

They are based on satellite and in situ observation of optical and biogeochemical properties, as a tool for understanding the biogeochemical functioning of the ocean. This team is particularly specialized in the development and use of autonomous in situ platforms (submarine gliders and profiling floats) which not only validate satellite observations, but also provide data on the entire water column, i.e. below the surface layer inaccessible to satellites.

This team relies on a strong component of technological developments and numerical analyses. The main study areas are the Global Ocean as well as the Mediterranean Sea, the Atlantic Ocean, the Arctic Ocean and the Southern Ocean. Processes at the coast-offshore interface are also studied in various sensitive regions, such as the Mediterranean or the Arctic.



# OUR ORGANISATION

## THE DIRECTION TEAM

### DIRECTION



### TEAM LEADERS



## THE ADMINISTRATION TEAM

### ADMINISTRATIVE MANAGEMENT



### FINANCIAL MANAGEMENT



The full organizational chart of LOV can be found [here](#).



## OUR LOCALISATION

The LOV is located on the Côte d'Azur between Nice and Monaco, on the edge of the Villefranche-sur-Mer bay, an exceptional site for conducting research in many areas of marine biology and oceanography.

Sheltered from the prevailing winds, it is a natural extension of the laboratory that can be used daily for the needs of plankton fishing, the implementation of autonomous vehicles, the deployment of experimental enclosures placed on the seabed or in open water. Located on the passage of the Ligurian-Provençal current and due to the absence of a continental shelf, it is naturally rich in pelagic organisms transported from the open sea.

The possibility of rapid access to deep waters, whose characteristics are still largely unknown, is also a considerable asset, unique in the Mediterranean and in Europe.

Finally, in addition to the coastal observation sites located in the harbor (low frequency: Point B; high frequency: EOL), there is a relatively easy-to-access offshore station (DYFAMED), located 28 nautical miles offshore in a mild region of the Mediterranean.

Villefranche-sur-Mer, one of the municipalities of the metropole Côte d'Azur (MNCA) has two harbours, including the "port de la Darse" where the five buildings of the marine station are located: Corderie, Vieille Forge, Bâtiment des Galériens, Jean Maetz and Jules Barrois.

Click on the map for more information.



## 2. UPON ARRIVAL

### FIRST STEP

When you arrive at LOV, your first step is to visit the administrative manager, Isabelle Thomin ([email](#)), in the Galériens building to sign your contract or internship agreement. Your personal badge access will then be automatically requested, as well as your IMEV credentials that you will receive on your personal email address. If your stay exceeds six months, an institutional email address will be automatically created. Your personal or institutional email address will be automatically added to the relevant mailing lists, such as the two general mailing lists of IMEV ([info-station@listes.imev-mer.fr](mailto:info-station@listes.imev-mer.fr); [imev@listes.imev-mer.fr](mailto:imev@listes.imev-mer.fr)) and the one for LOV ([lov@listes.imev-mer.fr](mailto:lov@listes.imev-mer.fr)).

If you encounter any issues with:  
your email address or Wi-Fi access, please contact the IT Service (Service Informatique et Réseau) at [sir@imev-mer.fr](mailto:sir@imev-mer.fr)  
your badge (e.g., room access and/or opening hours), please contact the Hébergement & Logistique service:  
[helo@imev-mer.fr](mailto:helo@imev-mer.fr)

### PARKING ACCESS

If you have a car and need to bring it to the laboratory, you can either park it in the upper outdoor parking lot La Palmeraie (ask the code to your supervisor) or in the Jules Barrois parking lot (indoor). To have access to these parkings, you need to fill in this [form](#) and send it to the Hébergement & Logistique service: [helo@imev-mer.fr](mailto:helo@imev-mer.fr)

There are also EV charging stations at the parking lot in front of the Corderie/Port de la Darse.

## RESTAURANT REGISTRATION, ACCESS, AND PAYMENT

As a student or staff member of IMEV, you have the possibility to have lunch at the AASMV administrative restaurant.

As AASMV is an association, there is therefore a mandatory annual membership of 5 €.

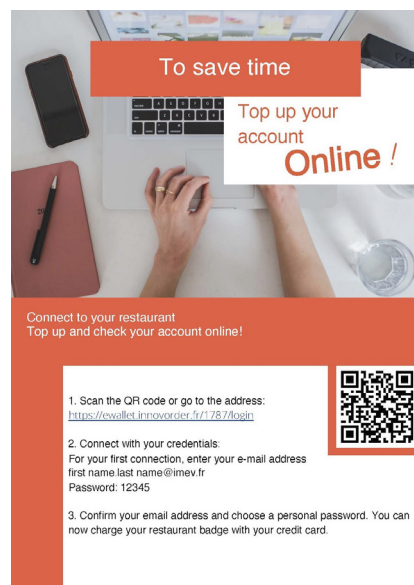
A meal includes a starter, a main course and a dessert. The price of the meal depends on your index (see pay slip). You have the possibility to buy a drink (1 €) or a coffee (0.70 €) in addition.

### PAYMENT

To buy meals, read the section below:

- For an amount greater than 60 €, connect to the link below to pay by credit card:  
<https://ewallet.innovorder.fr/1787/login>

This payment will be credited to your virtual wallet, which is directly linked to your physical badge used in the restaurant.



To save time

Top up your account  
**Online !**

Connect to your restaurant  
Top up and check your account online!

1. Scan the QR code or go to the address:  
<https://ewallet.innovorder.fr/1787/login>

2. Connect with your credentials:  
For your first connection, enter your e-mail address  
first name last name@imev.fr  
Password: 12345

3. Confirm your email address and choose a personal password. You can now charge your restaurant badge with your credit card.

- For any amount less than 60€, please bring your badge and pay by check or cash (no credit cards) directly at [Katia Testard's](#) office (photo below), open on Tuesdays and Thursdays from 11:45 to 12:45.



## REGISTRATION

To have lunch at the restaurant, it is imperative to register as early as possible to facilitate stock management: a week in advance when you can, at least the day before, otherwise before 9 am in the morning (last deadline). Here is the link to access the registration website

<https://aasmv.imev-mer.fr/>

You will need to enter your family name ("Nom") and first name ("Prénom"), then select IMEV from the category list. Next, click on "Montrer mes choix" ("Show my selection").

You will then be directed to a page displaying the available meals for the next two weeks. The restaurant offers several meal options to suit different diets: vegetarian meals, regular meals ("carnivorous"), and sandwiches. You can easily eat at the restaurant or take your meal to go—just remember to bring your own uppperware.

RESTAURANT OPENING HOURS  
SERVICE: FROM 12 P.M. TO 1 P.M.  
RESTAURANT CLOSING: 1:30 P.M

The restaurant is open every day from Monday to Friday, except on public holidays. It is also closed in August, at Christmas, and one week during each school holiday period.

### WARNING

The restaurant will not be able to reimburse you at the end of your contract. You must be careful that there is no money left in your account at the end of the contract (otherwise you will lose it!).



## 3. FOR FOREIGNERS

### VISA

Before arriving in France, you will need to receive a long-term visa ("visa long séjour"), specifically, a "passeport talent - chercheur." PhD students will also need to apply for this kind of visa instead of a student visa, as this visa gives more flexibility when renewing contracts; for example, with a "talent chercheur" visa, a PhD student can start a post-doc in France directly following their PhD without needing to apply for a new visa, as is the case with a student visa.

You will typically need to apply for a visa from your home country or country of residence. To do so, you will need a physical copy of your work contract, or "convention d'accueil," which will be issued and mailed to you by the Administrative Manager (Isabelle Thomin). You will also need to complete an online visa request via the official <https://france-visas.gouv.fr/> site, after which you can schedule an appointment with the French embassy, consulate, or designated

visa application center (like VFS Global) in your home country. You will need to come to your visa appointment with your completed visa request documents, the "convention d'accueil," the service fee, and any other documents listed after completing the online application. Make sure that your issued visa will also be delivered by courier to your home address so that you will not need to pick it up from the embassy or consulate.

Family members: if your spouse and/or children will be accompanying you, they can often apply for a "Passeport Talent - Famille" visa, simplifying their process as well. They will need proof of relationship and sufficient financial resources. Make sure to apply for the visa at least 2-3 months before your planned departure date, as there may be significant delays during the visa issuance process.

### TITRE DE SÉJOUR (FOR NON-EU CITIZENS)

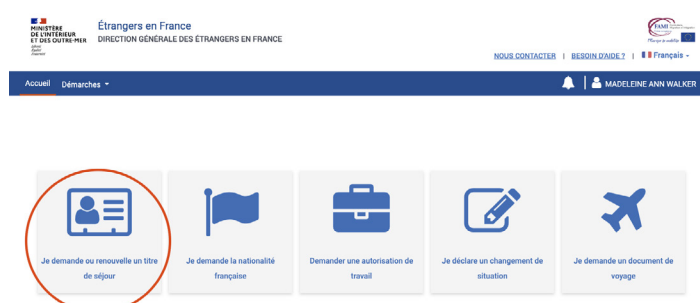
Visa before coming to France

To come to France, you should have already received a visa "talent chercheur". In order to receive your "titre de séjour," or residence permit, which must be done within three months after your arrival in France, connect to the prefecture site and create an account. The visa number is located on the top right of your visa (9 or 10 numbers and no letters).



To validate your Visa Long Séjour valant Titre de Séjour (VLS-TS), select the reference CESEDA R431-16 10°.

Once your account has been created, you can click on "Je demande ou renouvelle un titre de séjour."





You can request the titre de séjour with just the Convention d'Accueil previously used for the visa, but you will need an attestation for your current address. You can contact Grégory Belmonte ([helo@imev-mer.fr](mailto:helo@imev-mer.fr)) for an attestation if domiciled at Jules Barrois.

You will receive a text message or email when your titre de séjour has been issued and is available at the prefecture. You will need to pick it up in person (no appointment required), either Monday from 1:00 PM to 2:30 PM, or Tuesday through Friday (except Thursday) from 8:30 AM to 10:00 AM. Make sure to arrive 1-2 hours before opening hours to avoid excessive queuing (3+ hours). Make sure to bring your passport (or

another form of identification), your application receipt and/or the email notification that the titre de séjour was issued, your previous titre de séjour (except in the case of a first application), and a timbre fiscal (usually 250€, more instructions on how to purchase a timbre fiscal are included in the prefecture's notification message).

For CDDs, each titre de séjour is typically valid for one year and must be renewed 2-3 months before its expiration date. When traveling within the Schengen area, be sure to carry both your titre de séjour and your passport.

## HEALTH

The Carte Vitale is France's national health insurance card. It proves that you are registered with the French social security system and entitles you to reimbursement of medical expenses. You present it whenever you visit healthcare providers (doctors, pharmacists, etc.) to facilitate direct reimbursement of your medical costs. The amount reimbursed depends on the standard rates set by the system, and any remaining costs (co-pays) may be covered by a mutuelle (a supplementary health insurance plan), which you must subscribe to separately.

While your health insurance coverage begins as soon as you are officially employed and registered with the system, you will initially need to send paper forms and supporting documents by post to request reimbursements—at least until your Carte Vitale is issued (more details below).

## APPLY FOR THE CARTE VITALE

To apply for the carte vitale without a social security number, fill out this [document](#). If you have a visa "passeport talent", you will send the completed document to the Caisses Primaires d'Assurance Maladie (CPAM) in the Alpes Maritimes by post with the following supporting documents:

- ✓ a photocopy of your passport, titre de séjour or visa
- ✓ a copy of your official birth certificate (the Assurance Maladie will recontact you if this needs to be translated)
- ✓ your work contract
- ✓ your IBAN for health charge reimbursements
- ✓ your "PV d'installation" as well (or your first paycheck), so that the CPAM knows that you have started your contract

The address to send these documents to is:

Assurance Maladie  
CPAM des Alpes Maritimes  
06180 NICE Cedex 2



It may take several months for your insurance to be established. In the meantime, if you need to visit a doctor, you will pay out of pocket (usually about 30€ per visit) but you should keep all of the justifications of treatment (feuilles de soins); you can send them for full or partial reimbursement depending on the service once you receive your social security number and your health insurance is open. Please note that if your country of birth is different from your current citizenship or if your current legal name does not match the name listed on your birth certificate, you may be asked to provide additional documents from your embassy to confirm your identity.

The address to send your feuilles de soins for the visa passeport-talent is :

Assurance Maladie  
SRI/Talents  
75948 PARIS Cedex 19

You should receive an SMS or an email within a few weeks with a provisory social security number to create your account with Ameli to manage your insurance (<https://www.ameli.fr/alpes-maritimes/assure>). Note that the Carte Vitale can be requested without having the titre de séjour and these two processes should be executed in parallel.

If you are a student, it is possible to apply for social security online, but only if you have a student visa. All LOV PhD students should have a visa talent rather than a student visa, to facilitate any necessary contract extensions or post-PhD employment. To apply online, follow the instructions here:

<https://www.ameli.fr/alpes-maritimes/assure/droits-demarches/europe-international/protection-sociale-france/vous-venez-etudier-en-france>

## MUTUELLE

You can choose a co-pay for your health insurance to reduce your out-of-pocket expenses. Your employer (Sorbonne Université) reimburses up to 15€/month - you will need to fill in this [form](#).

SU offers three mutuelles with preferential rates: CNP, Intérieure, and MGEN. More information can be found on the SU Intranet, which you will be able to access once your contract starts.

## SCHEDULING MEDICAL APPOINTMENTS

You can book medical appointments using online medical platforms. The most widely used platform is [Doctolib](#).

Make sure to bring your Carte Vitale and mutuelle to all appointments.

## PROCEDURE FOR MEDICAL LEAVE

If you are unable to work because of a medical issue, you will first need to visit a medical provider to receive an “arrêt maladie,” or sick leave justification. Email the arrêt maladie to Isabelle Thomlin, and notify your supervisor of your absence. You will also need to send the arrêt maladie to the CPAM within 48 hours; most providers transmit the arrêt on your behalf, but if not you will need to send the document yourself by post.

## BANK ACCOUNT

If you need a French bank account (often required for rental contracts), you will need to schedule an appointment with a bank and bring your visa, work contract, and passport (possibly other documentation but should verify with the bank).

## MOBILE PHONE ACCOUNT

Picking a mobile phone carrier will depend on your needs (e.g., international coverage, price range, family plans, data allowances, etc.). Carriers include Orange, SFR, Bouygues Telecom, and Free Mobile, but there are many other options available.

Free Mobile has a customer service location near LOV at the Nice TNL Centre Commercial. They have English speaking staff who can help with getting a french SIM card and setting up an account. To get a SIM card, you will need to bring your passport and provide a French address.

## ACCESSING PAYSLIPS

Once you have your social security number (which you will receive after applying for the carte vitale), you can access paperless versions of your payslips via your “[Espace numérique sécurisé des agents publics de l'État](#)” (ENSAP) account. More information on how to create and access your account is available [here](#). If you have not yet received your social security number, you can request your payslips directly from your HR representative (Isabelle Thomin).

## FILING TAXES IN FRANCE

Every month, a fraction of your salary is automatically deducted to pay your income tax. However, you also need to declare your revenues each year; you may be reimbursed if the monthly deductions exceed your annual income. The deadline for filing taxes is usually in May or June. You should also continue to file taxes in your home country if you plan to return in the future. Many countries have agreements in place with France so that you do not pay taxes twice, below a certain income threshold.

For your first declaration of revenues (or if you do not have a fiscal number), you will need to establish your identity with the Centre des Finances Publiques by sending your civil status (last name, first name, date and place of birth,

nationality, and family situation—e.g., single, married, divorced, etc.), a postal address, and a copy of an identity document (titre de séjour and passport), either in person at the Centre or by post. There are several Centres in Nice and in the region, which can be found [here](https://www.data.economie.gouv.fr/pages/annuaire-des-services-dgfiip/?headless=true): <https://www.data.economie.gouv.fr/pages/annuaire-des-services-dgfiip/?headless=true>.

You will then receive a document with a fiscal number, with which you can create an account at [www.impots.gouv.fr](http://www.impots.gouv.fr). This same account and fiscal number will be used for all future declarations on the online portal. More information can be found on the site [impots.gouv.fr](http://impots.gouv.fr) <https://www.impots.gouv.fr/particulier/je-declare-pour-la-premiere-fois-je-declare-chaque-annee>.



You will fill out <https://www.impots.gouv.fr/formulaire/2042/declaration-des-revenus>.

Future revenue declarations can be done directly from your account on [impots.gouv.fr](https://www.impots.gouv.fr). Your declaration is automatically completed, but can be modified if any information from the previous year needs to be updated (e.g., change in address, additional sources of income, etc.). You should make sure to verify the amount automatically reported against your payslips to make sure there are no errors. The amount paid monthly is located on your payslip as “Impôt source TX Personnel” (it may also be called “Impôt sur le revenu prélevé à la source” or “prélèvement sur la source”), with the percentage and amount deducted from your salary. The total salary paid can be found on your December payslip (or last payslip of the contract; if there are multiple contracts in the tax period you will need to add the total salary from the last month of each individual contract), under “Net à déclarer.” If you have any specific doubts or questions regarding your situation when filling out your tax declaration, contact the tax Centre (by email or the post).

Send the paper tax form by the post (recommend to send with tracking), with the following documents

- ✓ Paper form
- ✓ IBAN
- ✓ Housing certificate (rental lease, etc.)
- ✓ Copy of valid passport
- ✓ Copy of the December pay slip
- ✓ Copy of your work contract
- ✓ Short letter explaining your situation (if necessary)

You will also need to fill out CERFA 3916 to declare all foreign bank accounts that you own (the CERFA does not need to know the balance, just that the account exists).

You may have more forms to fill in if you received income from abroad during the fiscal year. For researchers, professors, or students from certain countries, there may be bilateral conventions in place providing tax exemptions. You will need to check if such an agreement exists by checking on [www.impots.gouv.fr](https://www.impots.gouv.fr), and add the agreement, plus any documents proving your previous situation as a researcher, student, etc., and check the box “Revenus exonérés non retenus pour le calcul du taux effective” under 8FV.

Webinars on how to file taxes are also offered annually by SU. More information is provided by Isabelle Thomin when these webinars are broadcast.

[More information from the webinar available here.](#)

# FOR PEOPLE WITH CHILDREN

## SCHOOL

In France, education is compulsory from the age of three. Children begin their educational journey at école maternelle, a preschool that helps them adapt to learning in a group environment. This stage continues until age six, after which they move on to école élémentaire. At this level, the focus shifts to developing core academic skills such as reading, writing, math, and basic sciences.

Children attend école élémentaire until the age of eleven, followed by collège (middle school) from ages 11 to 15, and lycée (high school) from 15 to 18.

Public schooling is free, and parents typically only need to cover the cost of school lunches and occasional outings (e.g. trips to the library, cinema, or museums).

For children under the age of three, parents have

the option to enroll them in public or private crèches (daycares). Public crèches are often subsidized by the CAF (Caisse d'Allocations Familiales, see below) and offer care at income-based rates. However, because places in public crèches are limited, it's strongly recommended to apply early—sometimes even before the child is born. Private crèches and certified home-based caregivers (assistantes maternelles) are also widely used, and their fees may also be partially reimbursed by the CAF.

To register a child for school, you will typically need to provide the following documents:

- ✓ Extrait de l'acte de naissance (birth certificate)
- ✓ Carnet de santé (vaccination record)
- ✓ Justificatif de domicile (proof of address, e.g. utility bill or rental agreement)

## HEALTH CARE FOR CHILDREN

Children between the ages of 0 and 18 are automatically covered under their parents' health insurance through the Carte Vitale. In Nice, there is a dedicated hospital for children, [Lenval hôpital](#), located at 57 Avenue de la Californie, 06200, Nice.

## CAISSE D'ALLOCATIONS FAMILIALES

Family assistance is offered by the Caisse d'Allocations Familiales (CAF), as part of the French Social Security system. Assistance offered includes:

Financial support for families with dependent children  
Housing assistance for rent or mortgage costs  
Financial aid for low-income families  
Child care assistance

More information can be found on the [CAF website](#).

## FRENCH LANGUAGE COURSES

See the section Foreign Language Training for more information.



# 4. IT SYSTEMS

## GETTING STARTED WITH IMEV ONLINE TOOLS AND SERVICES

### UPDATING PROFILES ON THE LOV WEBSITE (IF YOUR STAY IS > 6 MONTHS)

Each team at the laboratory is responsible for ensuring that new members are added to the LOV website. For this, newcomers should provide the necessary information, such as full name, position (e.g., PhD student, postdoc, researcher, technician), a professional photo if required, their research project or focus area, and professional contact details (email address, and phone number if applicable). They also must create an idHAL to ensure that their publications are correctly linked to their profiles. To do this, visit

the [HAL platform](#), follow the instructions to set up an account, and activate your idHAL. Enter all this information in the dedicated [form](#).

After submitting the required information, inform the team responsible for website management to complete your integration into the system. If you encounter any issues or have questions about updating the website or creating an idHAL, please contact Thomas Jessin ([thomas.jessin@imev-mer.fr](mailto:thomas.jessin@imev-mer.fr)).

### IMEV CREDENTIALS FOR DIGITAL ACCESS

Upon your arrival, you should have received your IMEV credentials (please see section “Upon arrival”), which provide access to essential services such as the VPN, WIFI, and the LDAP directory. Your username follows the format of your first initial and last name (e.g., “Charles Dupont” will be “cdupont”). Your initial password should have been set up through the password management system at [password.imev-mer.fr](https://password.imev-mer.fr). This password is the same as the one used for your IMEV email account.

If you need to reset your password at any time, you can do so by visiting the password reset portal [here](#). Ensure that your new password complies with the security requirements specified on the portal.

For any issues with your credentials or access to IMEV services, please contact [the IT support team for assistance](#).

### IMEV RESOURCE MANAGEMENT AND RESERVATION SERVICE

The “Gestion et Réservation de Ressources” (GRR) service allows you to reserve meeting rooms and other equipment. To access the system, visit the [GRR portal](#) and log in using your IMEV credentials (see above). If you encounter any issues or need assistance with reservations, please contact the relevant support team for guidance.

### IT DOCUMENTATION

Comprehensive IT documentation is available [here](#) to assist with network setup, printer usage, and other technical resources within the laboratory. This includes detailed instructions for connecting to the network, configuring devices, and accessing shared printers. If you need guidance on printer usage, including how to install drivers or troubleshoot issues, refer to the provided printer documentation [here](#) or contact

the IT support team for assistance available [here](#). Documentation for the Tregouboff video projector is available to assist with setup and operation.

For any additional help or troubleshooting, please contact David Emani ([david.emani@imev-mer.fr](mailto:david.emani@imev-mer.fr)).

## ACCESSING THE IMEV INTRANET

The [IMEV intranet](#) is a centralized platform that provides essential resources, documents, and updates for laboratory members. To access the intranet, use your IMEV credentials, which consist of your username and the password associated with your IMEV email account.

If you experience difficulties logging in or require assistance navigating the intranet, please reach out to the IT support team ([sir@imev-mer.fr](mailto:sir@imev-mer.fr)) or your team coordinator for guidance.

## ACCESSING THE SORBONNE UNIVERSITÉ INTRANET

The Sorbonne Université (SU) intranet provides essential tools and resources, including HR information and timesheet management for personnel hired on European research projects. To log in, visit this [link](#).

You should have received an email at your personal address with details for your first login. If you have not received this email, verify your presence in the SU directory, as it may take a few weeks after the start of your contract for your account to be created. You can check the directory [here](#). If your last name is hyphenated or includes special characters, you may need to try different variations when searching.

To update your password using your personal email, visit the password reset portal [here](#).

Once your password is created, log in to the [SU intranet](#) using your last name (in lowercase) as it appears in the directory, or last name first initial lowercase (e.g., walkerm) along with the password you set. Alternatively, your username may be formatted as `firstname.lastname@sorbonne-universite.fr`.

For questions about timesheets or other intranet features, particularly if you are employed on a European research project, your manager will provide additional guidance.

## ACCESSING THE CNRS INTRANET

All personnel, including those employed by SU, have access to the CNRS intranet. To log in, you need to create a Janus account. Visit the [Sésame portal here](#) and create a Janus account, enter your @imev email address, and confirm that you are classified as “personnel d'une unité CNRS”.

The CNRS intranet includes access to several key tools:

**MAGELAN:** This is the central hub for CNRS resources, including your [CNRS Zoom account](#). Use your Janus credentials to log in.

**AGATE-TEMPO:** This tool is used for managing time off. All absences, including those for missions or remote work, must be recorded in Agate-Tempo. CNRS personnel working on European research projects are also required to complete their timesheets here. Log in using your Janus credentials.

If you encounter any issues with your Janus account or the CNRS intranet, contact the appropriate IT support team for assistance.



# 5. SAFETY AND SECURITY

## PREVENTION ASSISTANT AT LOV

- [Sophie Marro](#), engineer, COMPLEX team , galériens building, competent in matters of biological risks
- [Maryline Montanes](#), technician, CHOC team, Jean Maetz building, competent in matters of chemical risks

Mailing address to contact the prevention team : lov-ap@listes.imev-mer.fr

## E-LEARNING TRAINING NEO

Upon arrival, you will be required to complete the online safety training course, called NEO. An email titled "Formation obligatoire NEO" will be sent to you a few days after your arrival, and you will have a maximum of 15 days to complete it. This training includes four modules: one on prevention, one on fire safety, one on chemical risks, and one on biological risks.

Each module is mandatory and concludes with a test. You must obtain 70% of the correct answers to pass. A training certificate, signed by the LOV director, will be issued to you upon completion of the training.

## SAFETY AND SECURITY REGISTER

If you notice a dangerous situation or if you have an accident at work, you must record this observation or accident in the safety register available at the following address:

[https://lbdv.imev-mer.fr/accueil-fr/recherche/services-a-la-recherche/contact\\_rsst/](https://lbdv.imev-mer.fr/accueil-fr/recherche/services-a-la-recherche/contact_rsst/).

Furthermore, you must contact the administration office to guide you with the administrative procedure you will need to follow.

### DÉCLARATION SUR LE REGISTRE SANTÉ - SÉCURITÉ AU TRAVAIL.

Name \*

Unité concernée \*

Laboratory of your own

Email \*

Sujet \*

Lieu

Date

Message \*

Detailed description of the subject

ENVOYER

# FIRE ALERT



In case of emergency, if the fire alarm is triggered, you must evacuate the building within 5 minutes of the alarm (no running) and go to the **assembly point** closest to your situation. There are two assembly points at IMEV (see pictures below): one on the turning area in front of the Jean Maetz building and one on the port parking in front of the Corderie building.

If you are in an office, immediately stop all activities, close your windows and door (do not lock it) and go directly to the nearest assembly point, designated personnel are present to check the correct evacuation order ([Sheets available here](#)).

These personnel are:

- **File leader** (guide-file): direct people to the assembly point
- **File-closer** (serre-file): ensure that no one remains in the premises
- The evacuation coordinator: greets staff at the assembly point, makes the call and informs emergency services of any missing personnel.

If you are in a laboratory during an experiment, you have two options:

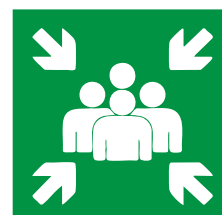
- you are handling samples/animals without any danger: immediately stop all activities, leave everything in place and proceed directly as before, closing the windows and door (without locking it), to the nearest assembly point.
- you are handling hazardous chemicals and/or biological elements: immediately stop all activities, leave your samples/animals under the fume hood, close the hood, and proceed directly as before, closing the windows and door (without locking it) to the nearest assembly point.



FILE-CLOSER



FILE-LEADER



ASSEMBLY  
POINT

# CHEMICAL AND BIOLOGICAL WASTE PROCEDURE

If you are required to work with chemicals or biological samples, you will receive special training from your supervisor upon arrival. You will also have at your disposal all the personal protective equipment (gloves, coat, glasses, etc.) and collective protection equipment (fume hoods, MSC, etc.) in order to work safely in the laboratory. If you have any questions or concerns, please do not hesitate to contact your APs regarding these procedures.

## BIOLOGICAL SAMPLES

LOV has a shared microalgae and other microorganism culture room, accessible to all, with prior training in best practices. This room is equipped with an inverted microscope, a seawater filtration system, and a Type II microbiological safety cabinet (MSC).

Culture waste from this room must be treated before disposal. For equipment or small-volume

cultures in flasks, simply place them in the appropriate bag and run an autoclave sterilization cycle before disposing of them with household waste.

For large-volume cultures, the culture must be placed in an appropriate waste container and then treated with bleach before being placed in the chemical waste hold.

## CHEMICAL SAMPLES

At IMEV, there are many fume hoods (all types of chemical products) or specific laminar flow hoods (different types of filters depending on the chemical product used) at your disposal to carry out your manipulations in complete safety. Waste from these manipulations must follow a special chemical waste treatment circuit. Each waste must be placed in a container (for liquid waste) or a bucket (for solid waste)

bearing a label classifying the product according to its chemical nature. This classification will be indicated to you by your supervisor (a list will be published soon).

These containers and buckets are then regularly taken, along with your APs, to the IMEV's central chemical waste storage area.



## 6. ADMINISTRATIVE PROCEDURES

### PURCHASES

[Using this form](#), you can ask your financial manager to order what you need. You will need to provide a quote and specify which budget the purchase should be taken from.

LOV wants to make efforts in terms of purchasing, so we ask you to check with your team to assess your needs and possibly combine your order with others.

To prevent theft, computers and monitors must be delivered to the IT department office.

### BUSINESS TRIPS

All business travel during working hours is considered a mission and must be declared. A mission order is an official document that provides you with coverage during your travel.



The procedure to declare your mission depends on both your employer and the budget funding your trip:

- **IF YOU ARE CNRS STAFF OR SU STAFF TRAVELING ON A CNRS BUDGET:**

Log in to [Etamine](#) using your Janus credentials. In the left-hand panel, click on “Déclarer une mission”, then select “Nouvelle”. Fill in the required information, including your means of transportation and the requested funding (CNRS or Sorbonne University + credit line).

- **IF YOU ARE SU STAFF TRAVELING ON AN SU BUDGET:**

Please complete this [form](#)

To book your transportation and accommodation:

The procedure is different depending on the origin of your credits, CNRS or Sorbonne University.

- **FOR CNRS CREDITS:** Etamine will notify you by email when your mission has been approved by the director. You will then have access to [Notilus](#), where you can make your reservations. Once you have made your reservations, notify your financial manager by email so that she can approve them.

Video tutorials are available [here](#).

Please feel free to visit your financial manager at the office if you have any difficulty.

- **FOR SORBONNE UNIVERSITY CREDITS:** You will need to go to the [Eyoma booking platform](#). Before logging in for the first time, you will need to ask your financial manager to open an account for you in order to obtain your login details. Eyoma works like a traditional booking platform but requires validation by your financial manager.

As the validation period is sometimes very short, please ensure that your financial manager is available before booking (not on Friday afternoons or weekends).

## ABSENCES

[AGATE-TEMPO](#) is the administrative system where you can plan and report your absences (holidays, business trip, formation, home work etc.). You can also see the planning and absences of your colleagues.

## TIME-SHEET DECLARATION

If you are involved in a project which necessitates to declare your working hours (e.g. European project), you will need to fill in time sheets before the 7th of each month. This time sheet will need to be validated by the PI of the project before the 15th of each month and then by the director before the end of the month.

- If the project is managed by CNRS (unlikely for European projects, except ERC), this time declaration must be made on [AGATE-TEMPO](#).
- If the project is managed by Sorbonne Université, you will need to access this [page from SU](#).

## HOMEWORKING

Depending on your status (ask the administrative office), you might want (upon agreement of your supervisor) to request at max. 2 days of homeworking per week. For CNRS employees, you must fill the appropriate form on [Ariane](#). For SU employees, the form is accessible [here](#). Requesting homeworking days can be done after 3 months of contract. No homeworking is allowed before reception of the employer's approval.



## 7. TRAINING COURSES

Anne Silbermann ([anne.silbermann@imev-mer.fr](mailto:anne.silbermann@imev-mer.fr)) is the LOV contact for all training courses, and regularly forwards announcements to all LOV and IMEV personnel.

All trainings and workshops offered by the Unité Régionale de Formation à l'Information Scientifique et Technique (URFIST) can also be consulted via the website Sygefor (<https://sygefor.reseau-urfist.fr/#/program/nice>). You can sign up either through your Sésame credentials (Sorbonne Université) or Janus credentials (CNRS).

Training courses offered by Sorbonne Université can be consulted via the SU intranet, <https://intranet.sorbonne-universite.fr/fr/ressources-humaines/formation-des-personnels/catalogue-des-formations.html>.

## FOREIGN LANGUAGE TRAINING

For CNRS personnel only, foreign language training is offered during the summer via collective classes or around 1h30 over three months. Languages offered include English, FLE (Français Langue Etrangère), Spanish, and German. Inscriptions are open in April for classes beginning at the end of May. More information regarding the inscriptions is sent out annually.

For CNRS personnel only, e-learning courses are also offered via goFLUENT, for languages including German, English, Arabic, Korean, Spanish, French (FLE), Italian, Japanese, Dutch, Portuguese, and Russian.

For more information and to sign up, contact [dr20.formation@cnrs.fr](mailto:dr20.formation@cnrs.fr) and include your name, Janus email address, and chosen language(s).

For Sorbonne Université personnel, foreign language courses are also offered annually between October and May. Registration is open from May to June for the following academic year. More information about the courses and the application process is available on the [intranet](#).

Non-native French speakers can also contact their team leaders to request courses offered by the Alliance Française; these expenses can be covered by team budgets.

## 8. LIFE AT LOV



### LOV EVENTS

Different types of events take place throughout the year at the LOV, fostering stronger cohesion and offering many opportunities for newcomers to meet their colleagues.

Every three months or so, a breakfast is organized in the garden of the zoological station, or in the "salle des filets" on the rare occasions when it rains. Over coffee and pastries, you will be introduced by your team leaders and have plenty of time to chat with your new colleagues.





About three times a year, the LOV unit council is held, concluding with a buffet open to everyone in the “salle des filets.” Once a year, the LOV organizes two scientific days in a location near Villefranche (Nice, Monaco, etc.). These days are dedicated to presenting new projects, major recent publications, but also to playing games with your colleagues.

Finally, it is important for a laboratory to offer its members scientific (or less scientific) seminars, which provide the opportunity to attend a talk given by an expert in their research field while also opening up to different disciplines. These seminars are held every Thursday at 11 a.m., most often in the Tregouboff room. Attendance is mandatory for all LOV staff and helps demonstrate the dynamism of our laboratory, particularly to external speakers.



Together with our IMEV colleagues, we also organize every year, at the beginning of summer, an evening on the station's pier—another great opportunity to spend quality time with your colleagues!



Other events are also organized, particularly by the association, and you will be informed about them by email.

## NON-PROFESSIONAL EMAIL LISTS

Besides institutional email lists, there are two email lists that can be used whether:

- for selling or buying (or finding an apartment): [petite-annonce@listes.imev-mer.fr](mailto:petite-annonce@listes.imev-mer.fr)
- for social (or sport) activities: [activites-sociales@listes.imev-mer.fr](mailto:activites-sociales@listes.imev-mer.fr)

# AESMV ASSOCIATION: EVENTS AND OPPORTUNITIES

The AESMV (Association des Étudiants de la Station de Villefranche-sur-Mer) is a student-run association with the mission of organizing a variety of events throughout the year. These include seminars, research presentations from master-PhD students, as well as social events designed to bring students together in a friendly and informal atmosphere. You will be kept informed of all AESMV activities via email.

If you wish to get involved in the association's activities, feel free to reach out to the AESMV. Internally, the association is structured into several departments, all detailed in the provided organizational chart.





## DOING SPORT

The Comité Local d'Action Sociale (CAES) of Villefranche-sur-Mer offers a wide range of sports and leisure activities for staff members, all at reduced prices. Whether you're looking for a way to stay active during the workday or enjoy recreational benefits outside of work, CAES provides many opportunities throughout the year. During lunch breaks, various sports sessions are organized just ten minutes from the lab at the local gymnasium, including volleyball, badminton, yoga, football... CAES also collaborates with the Villefranche-sur-Mer sailing club to offer sailing activities on the saturday.



*Gymnase des Glacis, 21 Avenue du Général - Villefranche-sur-Mer*



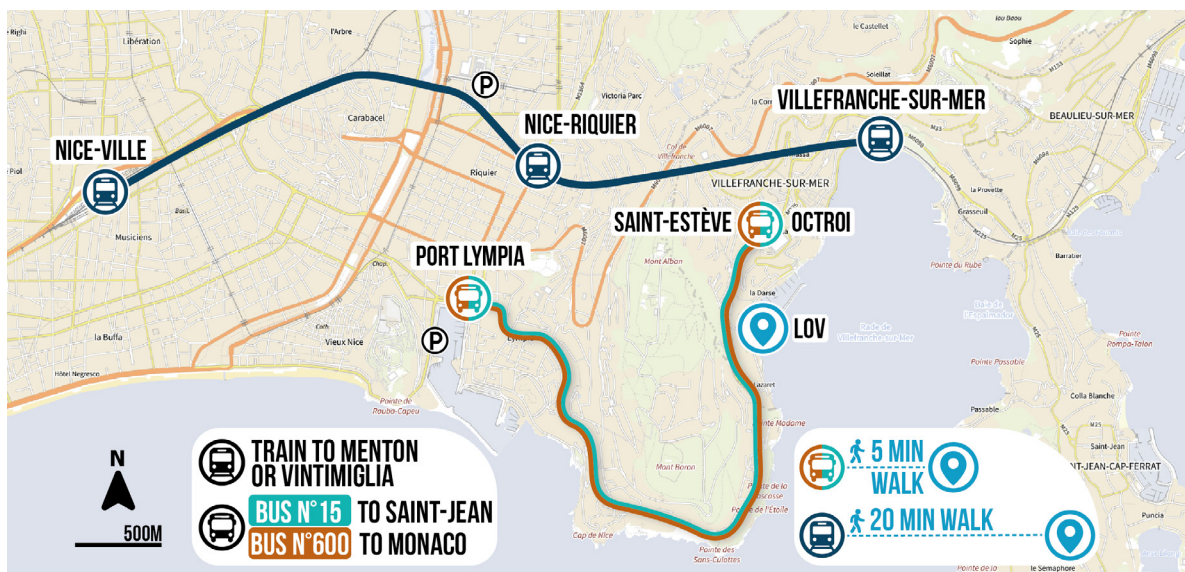
*Sailing Club, 6 Quai de la Corderie - Villefranche-sur-Mer*



*Isola 2000 Ski Station, 2 hours' drive from Villefranche-sur-Mer*

Beyond these regular sessions, CAES provides exclusive benefits for winter sports, such as discounts on ski passes, mountain accommodations, and snowshoe rentals. All offers and activities are regularly communicated by email from the CAES. For more details and to take full advantage of these benefits, please visit the list of [activities](#), [offers](#) and the [CAES website](#).

## 9. TRANSPORT



Info on accessing LOV: <https://www.imev-mer.fr/web/maps-and-directions/>



# TRAVELLING FROM NICE CITY CENTRE TO VILLEFRANCHE

## BY BUS (CLIGNE D'AZUR TICKET FOR LINE 15 / ZOU TICKET FOR LINE 600)

From the Port of NICE (Port Lympia stop) – take the line 600 direction Monaco, or line 15 direction Saint-Jean. Get off at the bus stop Saint Estève – Villefranche-sur-Mer. Turn around and take the stairs on the left following the Port de la Darse direction. Continue for approximately 300 m down to the Port de la Darse (on the right at the end of the stairs) to the IMEV building. Caution, watch for traffic, there is no sidewalk.



## BY TRAIN

Tickets and passes are available for purchase via the [SNCF Connect](#) site or directly at the train station (only Nice-Ville for passes). From the Nice Ville central train station, take the train in the direction of Menton or Ventimiglia (Vintimille). Get off at the Villefranche station (second stop). From the Villefranche train station walk through the town of Villefranche or follow the seafront along the Quai de l'Amiral Ponchardier in the direction of the Port de la Santé. At Place Wilson, take the seaside Citadel walkway towards the Port de la Darse to reach the IMEV building.



Public transport and reimbursements/discounts available. If you use public transportation or a public service for your commute, you can [request partial coverage of your transportation costs \(75%\)](#). You can also receive up to 300 € per year by using more environmentally friendly transportation methods for your home-work commute, including cycling or carpooling. More information on the procedure and eligible transportation can be found [here](#). The [form](#) (SU) will need to be completed in December, but you can start recording the days you travel by bike now. For CNRS personnel, the form is accessible on [Ariane](#): (your access to Ariane will be effective a few weeks after your arrival).

List for carpooling with LOV/IMEV colleagues: [https://lite.framacalc.org/covoiturage\\_imev-a5nm](https://lite.framacalc.org/covoiturage_imev-a5nm)  
Other carpooling apps: BlaBlaCar (<https://www.nicecotedazur.org/services/transport-et-mobilites/mobilite-durable/covoiturage/>)

E-bike subsidy? Note that there is currently no e-bike charging at the Station or in Villefranche, tbc  
<https://www.asp-public.fr/aides/aide-lachat-dun-cycle-ou-dun-cycle-pedalage-assiste-bonus-velo>

# 10. ACCOMMODATIONS

The housing market in the Nice-Villefranche region is fairly competitive, with rental properties particularly scarce during the summer season (May to September). It is advisable to start your search before beginning your contract, as it can take a month or longer to find suitable accommodations. However, IMEV offers some short-term housing options if needed, depending on availability.

## PRIOR TO YOUR ARRIVAL

Your supervisor (or you) can send an email on your behalf to [petite-annonce@listes.obs-vlfr.fr](mailto:petite-annonce@listes.obs-vlfr.fr) with your housing search criteria (location, size, price range, and any other requirements) to see if anyone at the laboratory has any leads or opportunities. Colleagues also occasionally post to this mailing list as properties become available.

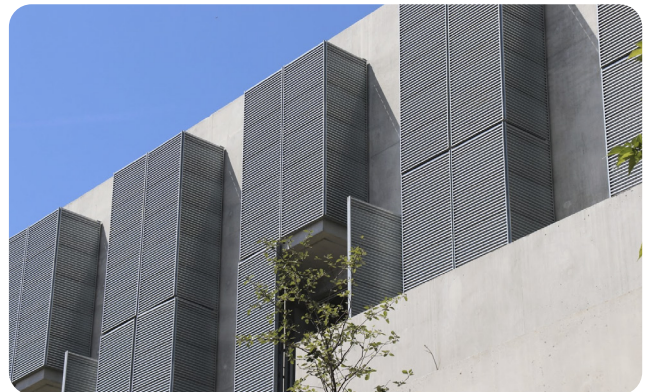
## ROOMS AT JULES BARROIS

IMEV can provide temporary accommodation at the Jules Barrois residence, depending on the time of year and availability (these rooms are usually used by students or visitors).

Beds in shared rooms with a shared bath are 36.30€ per night, while individual rooms with a shared bath are 48.50€ per night. There is also a shared kitchen on the premises. Note that the residence is closed during the first three weeks of August for the summer holidays, and between Christmas and New Year for the winter holidays.

These time periods tend to be the most overbooked in terms of finding other housing (i.e. Airbnb or hotels), so it is highly recommended that you arrange alternatives well in advance of these periods. Some people have been able to organize short-term rental arrangements from others at LOV who are away on holiday.

To check availability at Jules Barrois and reserve a room, contact [helo@imev-mer.fr](mailto:helo@imev-mer.fr). Note that for internships (e.g., M1 and M2), the supervisor must send a request to G. Belmonte so that a joint decision based on room availability can be taken by the LBDV and LOV directions.



## RENTAL RESOURCES

Rental housing can be found via rental agents (Immobilier), online services, and through word of mouth at LOV. In addition to Nice and Villefranche-sur-Mer, consider expanding your search to other towns along the Côte d'Azur, as most are well connected to Villefranche by train. To the west of Villefranche: St-Laurent-du-Var, Cagnes-sur-Mer, and Antibes (about

1h10 one way by train); to the east: Beaulieu-sur-Mer, Èze, and Cap d'Ail (note that prices tend to increase as you get closer to Monaco). Colocation (housemates) is also a good option for those looking to find rental accommodation within a limited budget.

The following is a (non-exhaustive) list of relevant online sites for finding rental accommodations:

[Leboncoin](#) (both rentals and colocation; Leboncoin is a mix of eBay and Craigslist, and can also be used to find bicycles, cars, etc.)

[SeLogger](#) (rentals)

[LOCSERVICE](#) (paid service that connects potential renters directly with owners)

[Les Cartes des Colocs](#) (finding others that are interested in co-location)

[Studapart](#) (student housing)

[CAES site](#) (for both requests and offers)

## SETTING UP A LEASE

When inquiring about rentals or setting up a lease, most landlords will ask you to provide the following information prior to showing a place:

- ✓ Passport or Titre de Séjour
- ✓ Proof of Income (Postdocs and CDDs only):
  - ✓ Last three paychecks (if you haven't been paid yet, you can mention this in your inquiry and provide your convention d'accueil)
  - ✓ Tax return from the last two years (tax returns from other countries are accepted as long as they are in English or French)
- ✓ Copy of the Employment contract (for CDDs and postdocs) or Carte d'étudiant en cours or certificat de scolarité (for PhD students)
- ✓ Attestation d'hébergement (if you are staying at Jules Barrois, you can ask Gregory Belmonte at [helo@imev-mer.fr](mailto:helo@imev-mer.fr) to provide this)
- ✓ Garantie de logement (you can either ask a French resident that you know and provide their financial details or get a company like [Garantme](#) to serve as guarantor for you)

Some landlords will accept a "Cautio bancaire" instead of a Garantie de logement. A caution bancaire is a form of security deposit, typically equivalent to the sum of x amount of monthly rents covering

- ✓ the rental period. A caution bancaire is set up by opening a French bank account in which the required amount is deposited and effectively frozen by the bank until the rental lease expires. Fees for setting up a caution bancaire can differ between banks.

Depending on the landlord or Immobilier, you may also be asked to provide additional documents such as the "Attestation du bailleur du bon paiement des loyers" (lessor's certificate of proper rent payment or your last three rent payment receipts). In some cases, they will accept equivalent documents from other countries.

If you are successfully able to find housing, you will need (mandated by law) an "Assurance location" (rental insurance), also known as "Assurance résidence principale." If you are using a private guarantor service like Garantme, this

service is provided for an additional small fee. If you are using a brick and mortar bank (like LCL or BNP Paribas, etc.), you can ask if they provide any insurance options.

Depending on your rental contract, you may have to set up your own utilities (i.e., water, electricity, and gas accounts).

If you are renting using an Immobilier, they can set this up for you. If you are directly renting from a landlord, you can ask that they include these charges as part of your monthly rent or you can set up your own accounts.



To set up these accounts, you will need to provide your passport or identification, your contact information (email address, French phone number), address and proof of residence for the home you are moving into (like a rental contract), the name of the previous occupant, and your bank RIB. You will have to pay a small fee to set up each utility service (25–50 euros), depending on the service.

Please note that you have the option of using public or private utility providers, but most providers do not offer English-speaking customer service. EDF Particulier (<https://particulier.edf.fr/en/home.html>), a publicly owned utility company, offers English speaking customer service to set up your electricity and gas. You can set up a new contract from 6 weeks to up to 7 days (minimum period) before moving into your new home.

## FINANCIAL ASSISTANCE

Sorbonne University offers financial assistance (up to 1,500 €) for employees moving into a rental property, depending on their income. To request this assistance, fill out the [application form](#) and submit it along with the required supporting documents to the address mentioned at the end of the form. The applicant must have started a contract of at least six months and must have already begun their contract when the lease agreement was signed.

You can also contact [ssp-secretariat@sorbonne-universite.fr](mailto:ssp-secretariat@sorbonne-universite.fr) for further assistance.

Additional financial assistance is also available through the [Caisses d'Allocations Familiales \(Caf\)](#), depending on your situation. There is also an [Aide à l'Installation des Personnels \(AIP\)](#) that can help cover your first rent payment due to your status as a public employee. However, the AIP cannot be combined with the Sorbonne University assistance.

## 11. PHDS SECTION



### MENTORS (PHD “PARRAINS/MARRAINES”)

Each PhD student is assigned a mentor at the beginning of their thesis. Mentors are not scientific supervisors, but resource persons with whom you can discuss your doctoral journey, career plans, or the overall progress of your PhD. We recommend meeting them once or twice a year for open and informal discussions.

### TRAINING AND MOBILITY BUDGET

Each PhD student has an annual budget of €1,000 to attend training courses, summer schools, or conferences related to their thesis or professional project.

In addition, a dedicated budget of €1,000 is available for the PhD defense (organization, travel of jury members, etc.).

### REPRESENTATION AT THE LABORATORY COUNCIL

PhD students are represented at the laboratory council. Do not hesitate to contact the current representative for any question or remark you would like to be brought forward during lab council meetings.



**PLEASE DO NOT HESITATE TO CONTACT THE LOV  
DIRECTION TEAM**

**[LOV-DIR@IMEV-MER.FR](mailto:LOV-DIR@IMEV-MER.FR)**

**IN CASE OF WRONG INFORMATION OR ERRONEOUS/  
DEAD LINKS.**

