



EUROPEAN MEDICINES AGENCY
SCIENCE MEDICINES HEALTH

Relocating to Amsterdam

Information for EMA trainees

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1. Your first days and weeks

On your first day at 9:00, please report to the main reception (on the ground floor), where a member of the Talent Acquisition Team will be waiting for you. They will provide you with a comprehensive briefing within your first day at the Agency. They will also advise you on some very important administrative formalities which you must complete within your first couple days.

The first days will no doubt be daunting, given the wealth of new information you will have to absorb. To help you settle, in the afternoon, you will also be introduced to your mentor who will take you to your desk, show you around the building and guide you through your traineeship at the Agency.

Please do not forget to bring the originals of the documents you submitted online (i.e. passport or ID and proof of your graduation/studies) so the copies previously provided can be validated. Without a valid ID, you will not be allowed to access the building.

1.1. About EMA

The European Medicines Agency (EMA) is a decentralised agency of the European Union (EU) responsible for the scientific evaluation, supervision and safety monitoring of medicines in the EU. To find out more information about EMA, please visit our corporate website:

<https://www.ema.europa.eu/en/about-us/who-we-are>

1.2. About your new workplace – EMA building

The EMA building provides tailor-made, state-of-the-art working spaces, with carefully-planned design and generous spaces that invite you to exchange ideas and work together in many different ways – in meeting rooms and collaboration spaces, or over a cup of coffee in our amazing coffee bar, in the Sky Lounge or even the roof terrace. To help you get familiar with your new working environment, we have put together the EMA building: Orientation guide for staff that includes key information on facilities, IT, security, and fire, health and safety. The guide form one of the attachments in which you also received this document.

1.3. Working hours, flexitime system and teleworking

The Agency has a working week of 40 hours with a flexitime system, where business hours are from 8:30 to 18:00, Monday to Friday. The available for interaction times - when you must be available for work interaction - are Monday to Friday, 10:00 to 12:00 and 14:00 to 16:00, and 14:00 to 15:00 on Friday afternoons, unless differently arranged with your mentor.

When engaging with the Agency, you have chosen between the following patterns:

- Full-time (40 hours per week);
- Part-time 80% (32 hours) combined with university studies;
- Part-time 50% (20 hours) combined with university studies.

Make sure you discuss with your mentor when s/he expects you to be in the office.

You must be present at the Agency's premises in Amsterdam.

Trainees are allowed to work remotely:

- a) from their residence in the Netherlands up to 40% of working time (applied weekly) under the condition trainees have appropriate working environment and necessary equipment to perform

their tasks, and that such remote working is compatible and aligned with the schedule and the needs of the team;

b) from outside The Netherlands up 10 days during the traineeship period, with an understanding that travel costs will be covered by trainees themselves and in alignment with the above mentioned conditions/agreements. EMA is a caring employer, committed to promoting a healthy workplace culture through raising awareness about wellbeing and a healthy work-life balance.

Moving to a foreign country can be daunting and challenging, make sure that you share any problems you have with your mentor and/or Traineeship Coordinator. Also, try to make effort to get to know your team, as well as other trainees.

To facilitate this, the EMA Talent Acquisition service will put incoming trainees in contact. You will be asked whether you would like to join a Whatsapp group with other trainees starting at the same time as you as well as former trainees.

1.4. Once you arrive at EMA, you will have access to Viva Engage, an internal forum for EMA staff to communication on non-work-related matters. Sport and Leisure Club (SLC)

The Sport and Leisure Club organises and provides information about a wide range of sporting, social and cultural activities carried out at the Agency. You will be able to access their intranet microsite once you join the Agency.

2. Travel Allowance

A 'travel in' allowance is paid to trainees as a compensation for your travel expenses and is based on a flat-rate per kilometre of linear distance between your place of recruitment to your place of your traineeship (i.e. Amsterdam). This flat rate is paid at the beginning of the traineeship as a one time payment and no payment will be made at the end of the traineeship. There is no flat rate for a distance below 50 km.

3. Housing

3.1. Where to live the Netherlands?

Although most of the trainees tend to prefer living in Amsterdam to avoid time and cost of inter-city trains and to facilitate spending their free time together, the EMA building is located close to the Amsterdam RAI station (approx. 6 minutes). The Amsterdam Zuid station is approximately 15 minutes' walk from the EMA building. Both stations have connections to the metro, tram and national railways

Almost half of EMA staff live in Amsterdam, but many have chosen to live in other cities such as Alkmaar, Haarlem, Hilversum, Utrecht, Leiden and The Hague.

The City of Amsterdam has a useful tool allowing you to calculate the travel distance from one point to another – this is the [MapItOut](#) tool. To use the tool, users select a living location by entering desired travel times to different locations. After entering their place of work or other address, preferred travelling time and mode of transport (public transport, cycling, driving, etc), the tool will show them the overlapping area, including potential living areas that meet their desired travel-time criteria.

Please note that finding housing in the Netherlands can be difficult, so it is a good idea to **start looking soon after you accept your official traineeship offer**. Don't hesitate to team up with other trainees to look for accommodation. You can look on LinkedIn or ask your mentor for contact information to previous trainees, who might be able to give you additional advice.

Note on data sources

The information on the following pages should be considered as overview information intended to help newcomers with their preliminary research into housing options in the Netherlands. In particular, the data on housing rental prices and on commute times/costs should be treated as indicative; included here to give newcomers a rough idea of these variables and how they compare across the various Dutch cities and Amsterdam districts covered. No guarantee is given that the data is 100% reliable.

Where to look for accommodation:

- [KamerNet](#): Rooms for rent in shared apartments. Creating an account and viewing advertisements is free, but there is a monthly fee for responding to advertisements.
- [Funda](#): A website mainly with apartments and houses. Keep in mind that landlords may forbid sharing and require salaries several times higher than the rent.
- [Dam Coliving](#): [Dam Coliving - A new way of living](#)
- [Facebook](#): There are Facebook groups where people post rooms that they are renting out, but be aware of scammers! You can also check out groups for people from your own country who live in Amsterdam, such as "French in Amsterdam".

Temporary accommodation:

- [Hotel Jansen](#)
- [StayOkay](#)
- [Booking.com](#)
- [Hostelworld](#)
- [Staygenerator](#)
- [Live Zoku](#)
- [Cityden](#)
- [The social hub](#)
- [Htelapartments](#)
- [HousingAnywhere](#)
- [Directwonen](#)
- [Only Expats](#)
- [Pararius](#)
- [Hubstudios](#)
- [Sayhaey](#)
- [The Cohesion](#)
- [Spot a home](#)

Useful information:

- [I amsterdam](#)
- [Tips on avoiding housing scams in Amsterdam](#)
- [rent and tenancy agreement | Overview of housing rights in the Amsterdam Area](#)
- [Housing and living environment - City of Amsterdam](#)

Amsterdam

Amsterdam is a city of many [neighbourhoods](#) with something for everyone. From its humble beginnings as a 13th-century fishing village, Amsterdam has always been a bustling hub of commerce that welcomes other cultures with open arms. With picturesque homes, a fascinating history and tolerant culture, residents have a wealth of reasons to want to live in the city. Each area of Amsterdam offers its own individual character and charm, and a unique mix of shops, restaurants, cafés and attractions to explore. Amsterdam's cosmopolitan spirit and large international community also makes it easy for [newcomers](#) to settle in.

Related information: [Housing I amsterdam](#) | [City of Amsterdam](#)

Alkmaar

Although famous for its cheese market, Alkmaar offers much more to its residents. As well as a historic centre, beautiful architecture and picturesque canals, there are plenty of opportunities for shopping and it's only a short journey to the beach. Another thing you will notice as you explore Alkmaar's narrow streets is the international atmosphere, with restaurants offering everything from French to Japanese cuisine. Residents can use its efficient public transport links to travel to Amsterdam in just 30 minutes, and housing is affordable.

Related information: [Alkmaar municipality website](#)

Haarlem

Located 40-50 minutes by train to Amsterdam Zuid, historic Haarlem has a lively cultural scene and high quality of life. Due to the relatively short commute, it is an immensely popular residential area for people working in Amsterdam or nearby business centres. Residents can choose from a broad range of housing, from grand historic houses and villas to modern apartments and even houseboats. The North Sea beaches, national parks and lakes are also right on the doorstep. Haarlem is officially the best shopping city in the Netherlands, and is also great for kids, with a diverse selection of primary and secondary schools.

Haarlem is one of the Netherlands' most beautiful old cities, offering a wealth of historic buildings and sights, and a lively community of 150,000 residents. Although it's the second-largest city in the Amsterdam Metropolitan Area, the capital of the province of Noord-Holland and has a real cosmopolitan feel about it, it is still a comfortably sized city.

Related information: [Living in Haarlem](#)

Hilversum

Hilversum is a city filled with possibilities, whether you live there, work there, or even if you're just visiting. It is a lively community of 86,000 residents and is brimming with creative companies, greenery and attractions.

Hilversum is situated just 20 kilometres southeast of Amsterdam and 20 kilometres north of Utrecht. By train you'll reach Amsterdam Zuid and Utrecht in around 40 minutes, and Schiphol airport is only 30 minutes away. It is surrounded by nature, which makes it an ideal place to live.

Hilversum is the media capital of the Netherlands. The majority of the main national broadcasters and major players in the entertainment industry – like music and gaming – have their head offices and studios in Hilversum.

Related information: [Hilversum municipality website](#) | [Expats living in Hilversum and Het Gooi](#)

Utrecht

Utrecht is one of the most attractive places to live in the Netherlands, offering big-city amenities, a medieval centre and proximity to the Dutch countryside. The heart of Utrecht is built around two main canals – Oudegracht and Nieuwegracht – which are usually filled with students and locals enjoying the numerous coffee shops, restaurants and unique stores nearby. Outside the centre, up-and-coming neighbourhoods attract young creatives, and visitors can explore impressive examples of modern architecture, like the Rietveld Schröder House.

Utrecht is undergoing the fastest development rate in its history, focused on transforming into a regional capital of European importance, complete with a bursting cultural agenda. It attracts international companies and expats alike, having the Netherlands' most highly educated workforce and second-best standard of living.

Related information: [ESN Utrecht](#)

Leiden

Leiden is a lively city with a historic city centre. In 1575, the first university in the Netherlands was founded in Leiden and, today, the city is known to have relatively well-educated residents. Leiden has approximately 123,800 residents and is situated in the Randstad, the largest urbanised area in the Netherlands.

Due to its strategic location between the Hague and Amsterdam, the city is easily accessed by road and public transport. Leiden is an approximately 30-minute drive from Amsterdam, and regular direct trains connect to Amsterdam Centre, RAI and the Zuidas of Amsterdam. You can catch a train to these stations every 15 or 30 minutes.

Related information: [Leiden](#)

The Hague

Though it's the Netherlands' third most populated city, the Hague (Den Haag) is a manageable size, giving residents a comfortable small-town feeling. It is also home to many international organisations, schools and embassies. As well as a rich history, nowadays it offers a diverse combination of new and old, with a multicultural atmosphere and plenty of neighbourhoods, each with their own character and style — perfect for those looking to live in lively urban areas or families seeking somewhere more serene. Within the city centre, there's a host of 19th-century apartments and townhouses, while north of the centre, quieter neighbourhoods like the Staten quartier, Duinoord, Benoordenhout and Archipelbuurt offer a range of housing options, as well as plenty of shops, cafés and school options. Nearby Scheveningen is one of the Netherlands' most famous beachside towns.

The Hague is a mixture of modern skylines with a historic city centre, and the scenery and activities are as diverse as its mix of residents.

Related information: [The Hague](#)

3.2. Renting

Gestoffeerd (semi-furnished). These lets will include soft furnishing, carpets, curtains and kitchen appliances.

Gemeubileerd (furnished). Furnished lets are described as gemeubileerd and should be ready to move straight in, although some landlords have eccentric ideas of what furniture is required to make a place habitable. Short-term house shares and rooms-for-rent are usually gemeubileerd.

Ongemeubileerd or Kaal (unfurnished). These properties are completely unfurnished, which means they usually don't have floor coverings (carpets or laminate floors etc.), light fittings, or any other furnishings. They will usually have basic fittings, such as a bathroom and a kitchen with fixed appliances like a sink and stove, but may not have other appliances like a fridge or washing machine. Making a kaal place habitable can add a significant amount to the cost of moving.

Contracts up to 2 years are standards for fixed-term rental agreements in the Netherlands (very unlikely to have a six-month lease). It is also possible to choose an accommodation with an indefinite term rental contract, but the market is more competitive. 'Break clauses' do not exist in the Netherlands (apart from the possibility of a 'diplomatic clause', which only allows a contract to be broken on the basis of an official transfer of employment abroad).

Budget wise, It would approximately cost you between 600 and 1100 euros monthly for a room in a shared flat, and between 1200 and 2000 euros monthly for a studio.

4. Utility services

Once you've found accommodation in the Netherlands, you'll need to set up things like internet and TV, and potentially sort out a provider for your water, gas and electricity (if rent does not include it). To find out more about the options available to you and how to find the best deals for your new home (in the Amsterdam area), see [Home utilities in the Netherlands: Energy, Water & Internet \(iamexpat.nl\)](http://iamexpat.nl)

4.1. Gas and electricity

Stedin Netbeheer is the distribution network operator responsible for transporting the energy to your home. Energy is provided by a broad range of companies, among which you are free to choose your own provider. These are some of the gas and electrical energy companies that supply the Netherlands: Anode, Atoomstroom, BudgetEnergie, Delta Comfort, Dong Energy, Electrabel, E.ON, Eneco, Energiedirect.nl, Essent, Greenchoice, Huismerk Energie, Innova Energie, NLE, Nuon, Oxxio, UnitedConsumers, Vattenfall.

Compare all the energy companies in the Netherlands using www.energievergelijken.nl/en/landingspage/expats

4.2. Water

Most accommodations are already connected to the water supply for drinking water provider and can be used immediately. A water meter in the home measures consumption. You will be sent a form each year requesting the current meter reading.

In addition to the cost of water itself, the water supply company will also send a tax bill to everyone registered in the municipal register (bevolkingsregister). This bill includes a waste-water purification tax (zuiveringsheffing). The water companies also maintain the sewers and monitor dykes and the water level in the Netherlands. Municipality tax (gemeentebelasting) also contributes to the cost of this.

Related resources: www.waternet.nl (Amsterdam area) | www.dunea.nl (The Hague area) | www.evides.nl (Rotterdam area)

4.3. Telephone, internet and TV

Most homes in the Netherlands are already wired for telephones. There are many providers in the Netherlands offering internet via cable, ADSL/VDSL and fibre broadband. The type of connection that you can get might depend on where you live. Prices vary depending on provider and what package you go for, and some companies offer deals that combine internet, digital television and a telephone connection.

Websites for comparing prices and services for television, landline connections and internet:

<https://www.consumentenbond.nl/alles-in-1>

4.4. Household insurance

If you are a tenant renting a property, you should find out the details of your landlord's insurance policy before arranging your own cover. In general, your landlord's insurance will cover damage to the building itself, but it won't always cover your belongings.

[Home insurances - ABN AMRO](#) (in English) - [Aegon](#) - [OHRA](#) - [Centraal Beheer](#) - [Univé](#) - [Indeper](#) (compare insurances)

4.5. Contents insurance

Contents insurance (*inboedelverzekering*) is recommended for both homeowners and tenants. However, in some cases the landlord's insurance covers this. Consequently, you should check the situation when signing the lease if renting accommodation. This form of insurance covers furniture, glass breakage, and general contents such as computers and appliances. Costs depend on extent of coverage, but standard policies are around €10 a month. However, you may need a separate high-value contents policy (*kostbaarhedenverzekering*) for rare or expensive possessions.

[Home contents insurance- ABN AMRO](#) (in English) [PartnerPete](#) (in English)

4.6. Liability insurance – very important in the Netherlands!

Liability insurance will cover you in the event of accidents or injuries to third parties that occur inside or outside of your home, plus it will also cover you against any damage caused by your property (e.g. dislodged roof tiles hitting a neighbour's car) or by you (e.g. you knock over a cyclist who incurs injuries). Homeowners and tenants often receive this insurance as part of a combination package. Consequently, around 85-90% of the Dutch population has this insurance.

[Liability insurance - ABN Amro](#) (in English) - [Liability Insurance](#) (compare insurances in English)

4.7. Legal aid insurance

This insurance (*rechtbijstandverzekering*) covers legal expenses in the event of a lawsuit or a legal dispute. Just under half of the Dutch population have some form of legal expenses insurance. As a result, they don't have to pay for expensive lawyers should a contentious situation arise. You can choose which type of situations to insure against, such as road accidents, employment disputes or family issues.

[Legal aid insurance – ABN Amro](#) (in English)

5. Healthcare

Health insurance is a legal requirement in the Netherlands. You may be able to use your European Health Insurance Card in some cases. Check below links for more information. Contrary to other Member States, such as Spain or Italy, there is no free at point of usage healthcare system in the Netherlands.

It is important to note that EMA traineeship does not qualify as an employment contract within the meaning of Section 7:610 of the Dutch Civil Code.

Having said this, we recommend that you conclude basic insurance with a Dutch provider.

Relevant information: [Frequently Asked Questions EHIC](#) | [European Health Insurance Card \(EHIC\) | English - Zorgverzekeringslijn](#) | [Compare health insurances](#)

5.1. Medical care

General practitioners

In the Netherlands, your general practitioner (*huisarts*) should always be your initial contact for all medical matters. The GP has access to many hospital facilities and can - at short notice, if necessary - refer you to medical specialists. The GP keeps your medical records up to date and prescribes your medication.

The Dutch Board of General Practitioners (NHG) has developed the NHG Practice Guidelines. These are guidelines for GPs, formulated by GPs. The GPs must abide by the NHG Practice Guidelines.

You may choose a GP and register with them yourself, and thereafter they will be your first point of contact for all medical matters. In case of illness, as well as for general consultations on less urgent matters, first phone your GP. A trained medical assistant will answer your call and note your complaints in order to properly schedule your appointment.

Typically, GPs have walk-in consultations in the mornings (check with your doctor), while the afternoons are reserved for more urgent matters. If you prefer, you can also phone and make an appointment. Appointments are scheduled to last 10 minutes, so if you think you'll need more time, or if you have more than one complaint, book a double appointment. Depending on the doctor, a double consultation may already be common practice.

Should you be unable to visit your GP due to a serious illness, you can phone the doctor's office in the morning and arrange for a home visit. Do keep in mind, however, that office facilities are better suited for an examination. Home visits will not be performed on the basis of having no transport. In these cases, transport should be provided by a family member, a colleague or taxi.

The GP is required to maintain confidentiality. Young people aged 16 years and older are legally considered to be adult patients. Everything you discuss with your doctor remains between the two of you. They will not make any information public, not even to family members.

Finding a GP

You can choose your GP yourself. There is no obligation to register within your postal code area or as a family. However, a GP will be more likely to accept your registration when you are located in the neighbourhood. Practices can be fully booked and will refuse new registrations if the patient is not located in the nearby neighbourhood. You can find a GP in your area by using the [Kiesuwhuisarts.nl](https://kiesuwhuisarts.nl) website. Enter your postal code and it will show the closest practices in your area.

Referrals to a medical specialist

In some cases, your GP might refer you to a specialist. They will give you a letter explaining your condition for you to pass on to the specialist. You can make an appointment at your convenience. In serious cases, like a bone fracture or heart attack, your GP's office will communicate directly with the specialist.

Medical emergencies

When outside of work, in life-threatening situations, call 112. The emergency call centre will answer your call and connect you to the police, the fire brigade or the ambulance service, depending on the situation you describe. In non-life-threatening situations, first call your own doctor. For first aid (open wounds, burns, bruising, etc.) your GP can help you immediately. If you phone beforehand, the doctor can prepare for your arrival.

For non-life-threatening emergencies outside of opening hours, phone your GP. The answering machine will provide options of where you can call.

Dentists

Many dentists speak English and other foreign languages. Go to the website www.tandarts.nl to search for a conveniently located dentist who is still accepting new patients. Of course, the best way to select a new dentist is through a recommendation.

6. Daily life

6.1. *Commuting and transport*

The Netherlands has excellent transport links, making it possible to consider living outside of Amsterdam and commuting daily. Amsterdam offers a comprehensive public transport system with a metro system, trams, buses and some free river ferries at fixed crossing points. The excellent cycle path network makes cycling commutes safe and practical. The EMA building offers free secure bicycle parking and changing/shower facilities.

The Netherlands has a well-connected, reliable and effective train network with a comprehensive range of routes and services into and out of Amsterdam.

Useful tools

- [Commuting in Amsterdam – MapItOut](#)
- [Getting around Amsterdam](#)
- [9292](#)

Amsterdam GVB and journey planner for trains, metros, buses, trams and ferries in Amsterdam.

Because fares are calculated based on distance, when taking public transportation in Amsterdam, and in the Netherlands overall, you always have to check in and then to check out, even in buses and trams! If you forget to check-out, you will get charged a flat rate no matter where you traveled to.

You can pay using your contactless bank card. Another option is to purchase an OV-Chipkaart and charge money on it - the price is the same, unless you have a personal OV-Chipkaart with a valid subscription for GVB or NS discounts on it.

[GVB website](#) | [GVB app \(for both iOS and Android devices\)](#) | [GVB flex](#) | [prices GVB](#)

Netherlands rail network map and journey planner: [NS website](#) | [NS Reisplanner Xtra \(app for both iOS and Android devices\)](#) | www.9292ov.nl | [NS flex](#)

Related information: [Train journey planner \(NS website\)](#) | [Amsterdam Travel Ticket](#)

Amsterdam Schiphol (airport code AMS) is a major airport and is an important hub for international flights. Every year, over 60 million passengers pass through it. 108 airlines operate direct flights from AMS to 322 destinations. With an approximate journey time by train of only 11 minutes to the Amsterdam RAI station near EMA's premises, Schiphol is also very conveniently located for the thousands of delegates travelling to the Agency for meetings every year.

Related information: [Schiphol Airport website](#)

7. Banking

For the purpose of getting your EMA traineeship stipend, you have to provide us with an Euro account which does not need to be from a Dutch bank.

For other banking purposes when you move to the Netherlands (for example, bills) there is a range of banks which have a reputation for providing good services to expats. The Agency has developed an informal understanding with the following banks and contact persons who can assist you with banking services in the Netherlands:

Rabobank: Janneke.Panday@rabobank.nl

ING: Mark.Heukels@ing.com or Guido.de.Groot@ing.com

ABN AMRO: ema@nl.abnamro.com.

Please note the above information and contacts are provided without any liability on the part of the Agency. You are of course free to look for other banking options.

Other feasible option accepted in The Netherlands: **Revolut:** [Revolut](#) | **Wise:** [Wise](#)

8. Bringing pets to the Netherlands

There are harmonised regulations regarding the non-commercial transport of dogs and cats within the EU, which apply equally to the Netherlands. Dogs and cats (and ferrets) from other EU Member States may enter the Netherlands through any border crossing, if they comply with the following requirements:

ID, pet passport and rabies vaccination for dogs, cats and ferrets

- The animal must first have an ID. This must be a microchip (or a readable tattoo applied before July 2011).
- The animal must have an EU pet passport, which must be issued by a veterinarian.
- All animals older than 3 months must have been vaccinated against rabies, as certified by a veterinarian in the EU pet passport. It is important that the identification date is prior to or the same as the first rabies vaccination, as entered the EU pet passport.

Veterinary services finder in the Netherlands: [Dierenarts.nl](https://dierenarts.nl)

In the case of emergency, you can call the *dierenambulance* on 0900 0245. This ambulance service for animals is run by specially trained volunteers. Some larger towns also run emergency walk-in clinics called *spoedklinieken*. Pet insurance is not obligatory in the Netherlands, but it is recommended, to avoid any unexpected costs. The cost of pet insurance for dogs and cats varies considerably according

to how much excess you are willing to pay and how extensive you want the cover to be. Most policies charge €15-€60 per month.

Related information: [Netherlands pet passport & import regulations \(PetTravel.com\)](#) | [An expat guide to bringing pets into the Netherlands \(ExpatFocus website\)](#) | [Bringing cats or dogs into the Netherlands \(Dutch government website\)](#) | [Airline pet policies \(searchable database of over 160 airlines\)](#)

Do I need to pay dog tax in the Netherlands?

Dog owners must register their animals with the municipality and are normally required to pay *hondenbelasting*, an annual tax that varies depending on where you live. Expect to pay between €60 and €100 per year for most municipalities (note this increase if you have more than one dog). Some councils, including Amsterdam, have scrapped the tax. For a list of current rates for each municipality, see: [Hondenbelasting](#).

9. Your life in the Netherlands

9.1. Registration with the Dutch Ministry of Foreign Affairs (MFA)

Within the first few days of your traineeship at EMA, you will receive an email from the MFA e-portal directing you to register with the Dutch authorities. **Registration is mandatory and can only occur once your traineeship begins.** The MFA registration will automatically generate your burgerservicenummer (BSN). **Please ignore any other guidance found online about obtaining a BSN as this does not apply to you.**

If you cannot find accommodation that allows registration you are allowed to use the Agency's office address during your traineeship, but if you have an accommodation that allows registration, please use that address.

If you resign or decide to stay in the Netherlands after the traineeship, you will be deregistered from the MFA and need to register with your local municipality, even if you become an interim at EMA. You cannot use the EMA office address for this.

If you already have a BSN due to previous residence in the Netherlands, please ensure you declare this BSN in your MFA registration.

9.2. Municipal registration

Registering with a local municipality (gemeente) is not mandatory as a trainee (as you are already registered with the ministry of foreign affairs), but it is advisable to benefit from public services, e.g. car-parking permits, elections, obtaining an [DigiD](#) etc.

If you chose to register with your local municipality, you should only do so **after** you have been registered with the MFA. Note that you are not allowed to use the EMA address for municipality registrations.

Registering with the municipality will trigger post being sent to your house regarding your administrative obligations as a resident in the Netherlands, e.g. paying municipality taxes (e.g. for water management and waste collection) and proof of having Dutch health insurance.

Municipality registration is usually free but requires booking an appointment in advance. You can also register with local municipalities using the [IN Amsterdam office](#) or [The Hague International Centre](#) (possibly against a fee).

Note that municipalities only accept official documents in Dutch, English, French or German. For other languages you will need official translation or provide multiple lingual versions from your Member State competent authority.

[Amsterdam's page on registration](#) - [Utrecht's registration page](#) - [The Hague's registration page](#)

10. Your placement at the EMA

Throughout your traineeship, remember that your mentor is there for you to address any concerns you may have, and provide you with guidance. Don't hesitate to ask questions and seek clarifications of what is expected. Also give your mentor feedback, if you didn't understand something, or you believe things can be done differently.

10.1. First day

On the first day, you will attend the Induction training which will cover administrative aspects of the Traineeship Programme such as IT, working hours, structure of the traineeship programme etc. It will also be a good opportunity to meet other trainees.

After lunch, you will meet your mentor who will take you to your desk and introduce you to your team.

10.2. First week

In the first week, you mentor will discuss with you the training plan – learning objectives, project(s) you will be working on, including milestones and timelines, people you need to meet, meeting you need to attend, materials to read, etc. You will establish a regular schedule of bilateral meetings with your mentor.

You will also be invited to a mandatory Health and Safety training.

10.3. First month

By the end of your first month, you should have a clear picture of what you need to achieve during your traineeship. By now, you will also receive a few invitations from the Traineeship Coordinator to various meeting and events. They are designed to help you to understand European Medicines Agency better, and to give you the context of your traineeship placement. You are strongly encouraged to attend them.

10.4. Mid-term review

Halfway through the placement, you will be invited by Traineeship Coordinator to a mid-term review meeting. During this meeting, we will discuss your progress with learning objectives, feedback you may have related to the development programme, etc.

Of course, you are welcome to talk to the Traineeship Coordinator throughout your placement. Any concerns you may have do not have to wait until mid-term review.

You will also prepare a mid term presentation on your traineeship project, what you learned and what you will learn during the second part of your traineeship.

10.5. End of placement

In the last month of your traineeship, you will prepare a presentation on their activities and learning during the training period. This presentation will be delivered during an event open to all EMA staff.