WELCOME TO THE EUROPEAN INSTITUTE FOR GENDER EQUALITY

Trainee Welcome Package| 2023

Trainee welcome package

Many trainees before you have all been through the challenges to move and adjust to Vilnius.

Welcome package outline

In this welcome package, you will find useful information about:

VILNIUS

1. Renting a flat
2. Transport in Vilnius
3. Practical information
4. Tips to navigate the city

EIGE

1. Traineeship grant and travel expenses reimbursement
2. Working time
3. Public holidays and annual leave
4. Healthcare, emergencies and vaccines
5. Who is who
6. EIGE staff activities

EIGE
European Institute for Gender Equality

VILNIUS

1. First things first… renting a flat!

In order to find an accommodation, you can use the following websites:

- http://www.aruodas.lt/, the most used by trainees.
- Facebook group 'Foreigners in Vilnius', asking for advice or offers. Most rooms advertised on Facebook seem to be for students and sometimes they are shared rooms rented out to individual people.
- Facebook group 'Erasmus Vilnius', especially if you prefer living with flatmates (most trainees rent a flat on their own).

And real-estate agencies, where an additional agency fee is to be considered while renting a flat:

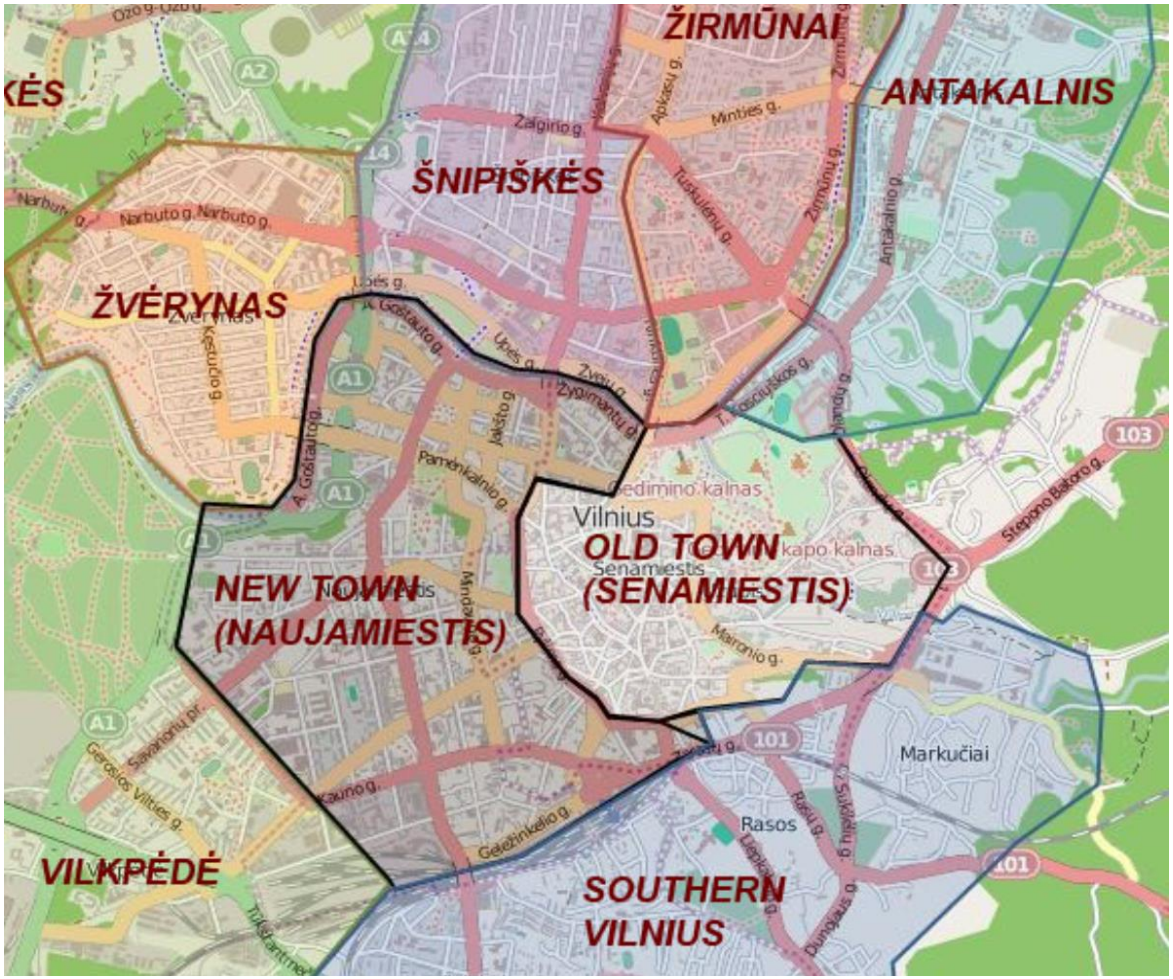
- http://www.ober-haus.lt/
- https://www.proreal.lt/
- http://www.remax.lt/
- http://domo.plius.lt/lt/rebaltic
- http://www.capital.lt/

As of July 2023, for a studio flat in the city centre the rent is usually €500- €550 plus €60-150 for bills.

Check the Vilnius neighbourhood map on the next page to see the most recommended areas!

Many flat owners are looking only for long term rents, and they will ask you to sign a one-year contract. **It is not infrequent for traineeships to be extended for 5 more months after the initial 6-months contract. Keep it in mind when planning!**

1. First things first… renting a flat!



When looking for a flat on Aruodas you can select several microdistricts.

We suggest considering: Senamiestis, Naujamiestis, Zverynas, Snipiskes, Zirmunai, Paupys and Uzupis.

EIGE staff usually live in:

- **Senamiestis (old town):** Very quiet and cute area, filled with good coffee, bars and restaurants. This is the area where the office is.
- **Naujamiestis (new town)**: situated within walking distance to the city centre.
- **Spyiškės:** An area characterized by remarkable contrasts between modernity and tradition.

2. Transport in Vilnius

Useful transport Apps:

- *TRAFI* is great for navigating your way around the city by bus. Using GPS, you can see different options to arrive at your chosen destination. Through the app you can also buy cheaper short-term bus/trolley tickets: €0.65/ticket (vs. €1 per ticket purchased on board from the driver).
- *BOLT* is an inexpensive way to order a taxi. You can enter your location and destination and it will give you an average price for your journey and order a taxi for you. Through the app you can also rent a Scooter and order food (*BOLT FOOD*). Makes life very easy. Plus, there's the *BOLT DRIVE* feature: you can register with your driving licence and drive though the city! It's cheaper than the taxi and very convenient!
- *CITYBEE* and *SPARK* (for electric cars) are great if you have a driving license, and you love to drive around the city or take trips to cities nearby.

Buses and Trolleys

The city is well connected with many trolleys and buses during the day. However, the service stops around 12 pm.

Here you can find useful information about ticket types and prices.

Public bikes

Cyclocity Vilnius allows you to rent a public bike in the city centre.

Here you can find useful information about subscription plans and bike stations.

3. Practical information

Registration of Temporary Residence Permit

Trainees, during the first 90 days period, will be informed by EIGE staff on the registration procedure at the Migration Department. Ask one of your fellow trainees for the exact steps on the website.

Banking

You will need to decide whether to open a bank account here in Vilnius or whether you would keep your existing bank account for receipt of the traineeship grants. EIGE staff can advise you on the easiest options to open a local account (this issue can be elaborated upon further as necessary). Some banks in Lithuania charge for withdrawing money, so it might be easier to keep your original account.

Getting a LT phone number

You can buy a sim card at the supermarket (at the Maxima close to the office, for example, you can get one for 1EUR!) and then buy the plan you prefer. Some trainees use/-d **PILDYK**, very convenient! (e.g. infinite min + infinite GB for 14.99EUR/month).

4. Tips to navigate the city

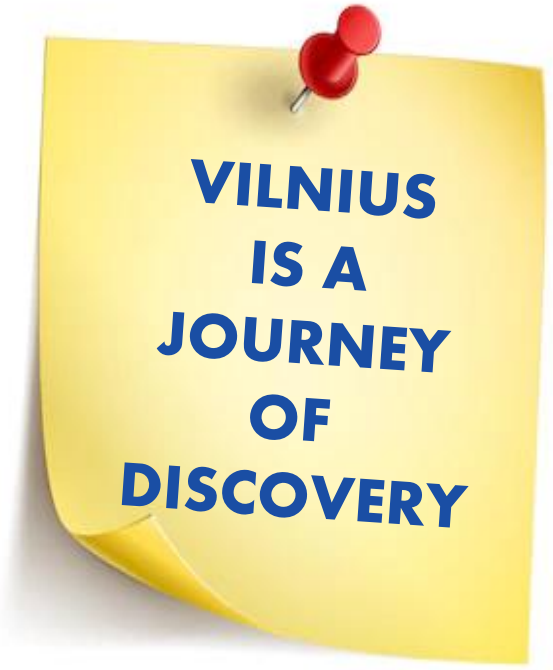
Main supermarkets spread all over the city, including in EIGE's surroundings:

- Lidl (very easy to get the discount card: just download the Lidl app)
- Maxima
- Rimi
- Iki (very easy to get the discount card: just download the IKI app)

Recommended restaurants:

- Rosehip, amazing vegan food
- Pizza Verde and Uzupio Picerija, best pizza in Vilnius
- Georgian House and Chačapuri Vilnius, amazing Georgian food
- Blue lotus, Indian/Thai food (great lunch spot next to EIGE)
- Saigon, Vietnamese food (great lunch spot next to EIGE)
- Numei, great sandwiches (great lunch spot next to EIGE)
- Beigelių krautuvėlė, Jewish bakery (great lunch spot next to EIGE)
- Undici Ventuno, Italian

… and many more!



Day trips:

- Trakai, amazing place to visit
- Green lakes are stunning, especially during spring and summer
- …and many more!

THE EUROPEAN INSTITUTE FOR GENDER EQUALITY (EIGE)

1. Traineeship grant and travel expenses reimbursement

The traineeship grant is paid monthly (in advance) before the 15th of the month. The amount of the grant is presented in the traineeship offer and can be confirmed by HR upon request.

EIGE will reimburse your travel ticket at the beginning and at the end of your traineeship, including a reimbursement of extra luggage up to 250 EUR each way.

2. Working time

EIGE has flexi-time working arrangements:

- Regular weekly working hours are equivalent to **40 hours.**
- Core time: **9:30 to 12:00** and from **14:30 to 16:00** (Monday to Friday).
- Flexible time: Monday to Friday from **08:00 to 9:30**, from **12:00 to 14:30** and from **16:00 to 20:00**.
- **Up to 60% of a working week may be teleworked**.

Trainees will be informed by EIGE's staff on the procedure for recording working time via SYSPER (HR Management system)

3. Public holidays and annual leave

EIGE draws up a list of public holidays each year.

Here you can find the list for 2023 and 2024.

Trainees can request 2 days of leave per month. Annual leave applies on pro rata basis.

4. Healthcare, emergency and vaccines

Health insurance

Trainees are not covered by EIGE's health insurance.

However, with the European Health Insurance Card (EHIC) you are entitled to receive necessary healthcare during a temporary stay in the European Union, in this case Lithuania, under the same conditions and at the same cost as people insured in the countries.

What to do when you need a doctor?

Hopefully, you will stay healthy during your stay in Vilnius, but in case you need medical help:

- You can visit a **family doctor**. This doctor's visit will be covered by your European Health Insurance. BUT you need a Lithuanian personal number to be able to register for this public service. Tip English speaking doctor: https://anteja.lt/ (they are a private clinic, but the consultations with family doctors are for free and they can give you a referral to a public doctor/clinic. Easiest to reach through e-mail.)
- You can also visit a **private doctor**, but it depends on your insurance if this will be covered. In case you need help before you have the personal number, you could go to the private hospital where we get the tick vaccine (more info in the next page): Medical Diagnostic and Treatment Center (medcentras.lt).

4. Healthcare, emergency and vaccines

Public medical services

• Vilniaus universiteto ligonine - Santaros klinikos, Priemimo skyrius (Vilnius University Hospital - Santaros Clinic, Emergency aid reception)
Website: www.santa.lt
Address: Santariškių g. 2, 08661 Vilnius
Telephone: +370 5 2365110
Email: info@vmkl.lt
Working hours: 24/7 service

•Vilniaus miesto klinikine ligonine - Priemimo-skubios pagalbos skyrius (Vilnius city clinical hospital - Emergency aid reception)
Website: www.vmkl.lt
Address: Antakalnio g. 57, 10207 Vilnius
Telephone: +370 5 234 4487
Email: info@vmkl.lt
Working hours: 24/7 service

•Žalgirio klinika - Vilniaus universiteto ligoninės
(Public Institution Vilnius University Hospital, urgent dentistry assistance)
Website: www.zalgirioklinika.lt
Address: Žalgirio g. 117, 08217 Vilnius
Telephone: +370 5 272 7334
Email: info@zalgirioklinika.lt
Working hours: I-IV 07:30 - 16:00

Private medical services:

•Baltijos Amerikos Klinika (Baltic American clinic)
Website: www.bak.lt
Address: Nemenčinės pl. 54a, 10103 Vilnius
Telephone: + 370 5 234 2020 | + 370 698 52655 | + 370 682 14000
Working hours: 24/7 service.

•Hila Medicinos Diagnostikos ir Gydymo Centras (medical centre)
Website: www.hila.lt
Address: V. Grybo g. 32A, 10318 Vilnius
Telephone: +370 698 00 000
Email: labas@medcentras.lt
Working hours: I-IV 07:00 - 20:00 V 08:00 - 15:00

•VIC KLINIKA, Vilnius Implantology Center Clinic (odontology centre)
Website: www.vicklinika.lt
Address: A. Vivulskio g. 7, 03162 Vilnius
Telephone: +37060416118 | +370 5 276 0725
Email: info@vicklinika.lt
Working hours: I-IV 08:00 - 20:00 V 08:00 - 18:00

4. Healthcare, emergency and vaccines

Emergency number

112 is the number to call if urgent medical assistance is needed or in the event of sudden real threat to life, safety, environment or property.

You will be understood in English and emergency medical aid is for free to all persons regardless of insurance data, sex, age, nationality, etc.

In Lithuania, alongside 112, the following emergency numbers are available:

01 - fire brigade, 02 - police, 03 - ambulance.

Vaccination against the tick-borne encephalitis

The risk of contracting this disease in the territory of Lithuania is considered high. This is the reason why the vaccination against the tick-borne encephalitis is recommended. EIGE reimburses 85% of the Tick-borne encephalitis vaccination cost for all 3 shots. Ask HR or one of your trainee colleagues to book your vaccine appointment.

5. Who is who

You will get familiar with the organisational structure of EIGE, but here are already some 'good to know' connections:

- **The staff committee** represents the interests of the staff and have direct contact with the director and the management board. Note: officially trainees are not represented, but we are allowed to attend the meetings and discuss our concerns with the staff representatives.
- **The trainee representatives** represent the trainee group. Usually, a trainee meeting is organised once per month to discuss the developments in everyone's traineeships. Always feel free to reach out to them with any concerns or just for a nice chat. If there are any general problems, they will bring it up towards the staff committee/management board.
- **The buddy system** offers the opportunity to connect with someone outside your own team who can help you to get more familiar with EIGE and to socialise!
- **The HR team** is there to help you with anything regarding your contract, sick leave, reimbursement and much more.

6. EIGE staff activities

- **Pilates and Yoga sessions** are every Monday, Wednesday and Thursday at EIGE during lunchbreak. Free of charge for trainees.
- **Pub quiz** is every Tuesday evenings in Busi Trecias, together with EIGE colleagues. The bar also has board games there for any other night of the week.
- **Queer basketball team** is every Tuesday evenings.
- **International choir** is every Wednesday evenings.

As trainees we organise a lot of activities together. You won't get bored! Ask to be added to the WhatsApp group.

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And remember, you are always welcome to consult with other trainees or HR colleagues on any related matter.

See you soon in Vilnius!