

Guide For Research Fellows

IMPRESSUM

Forschungsverbund Berlin

Rudower Chaussee 17 in 12489 Berlin

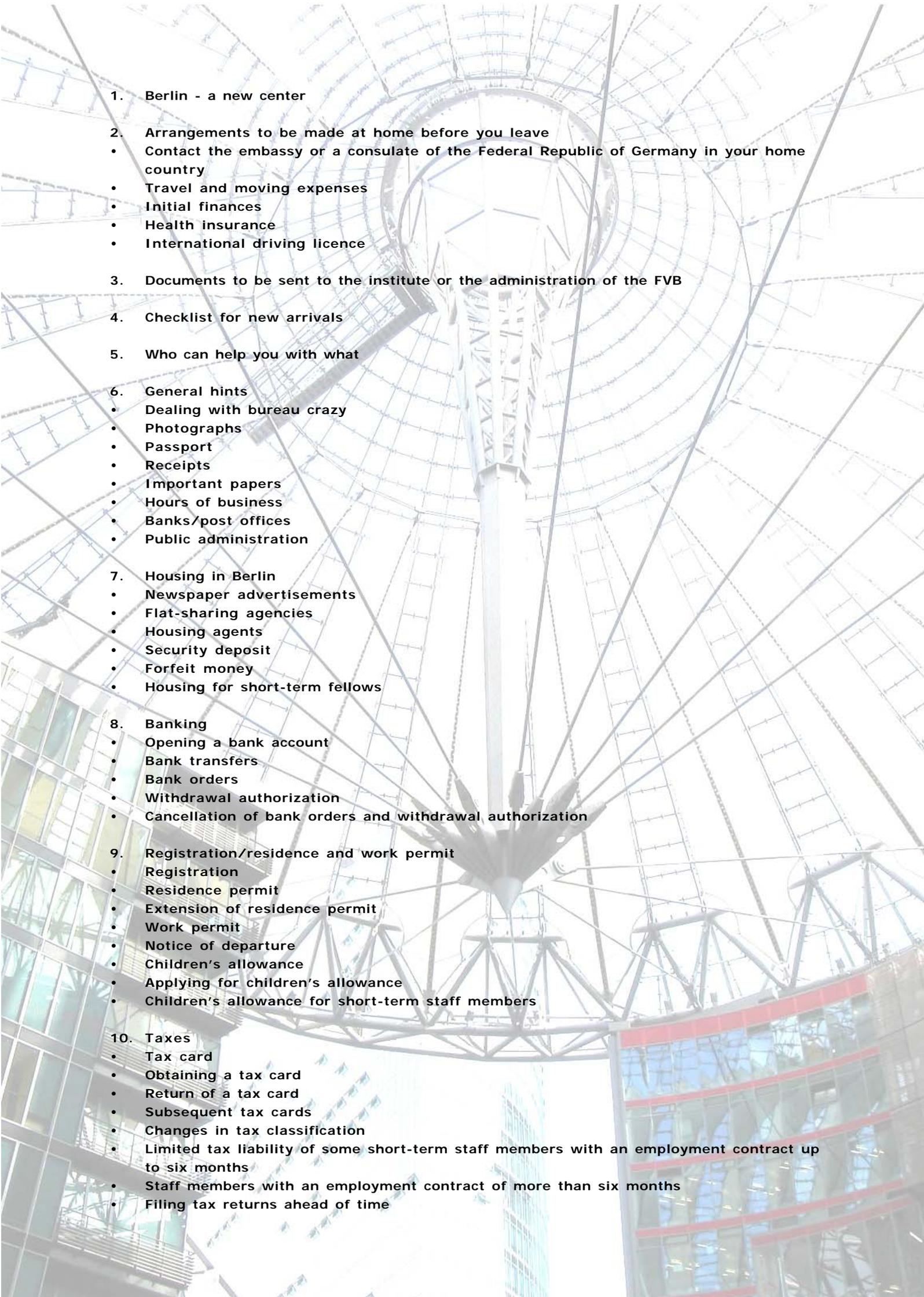
Vorstandssprecher: Prof. Dr. Jürgen Sprekels

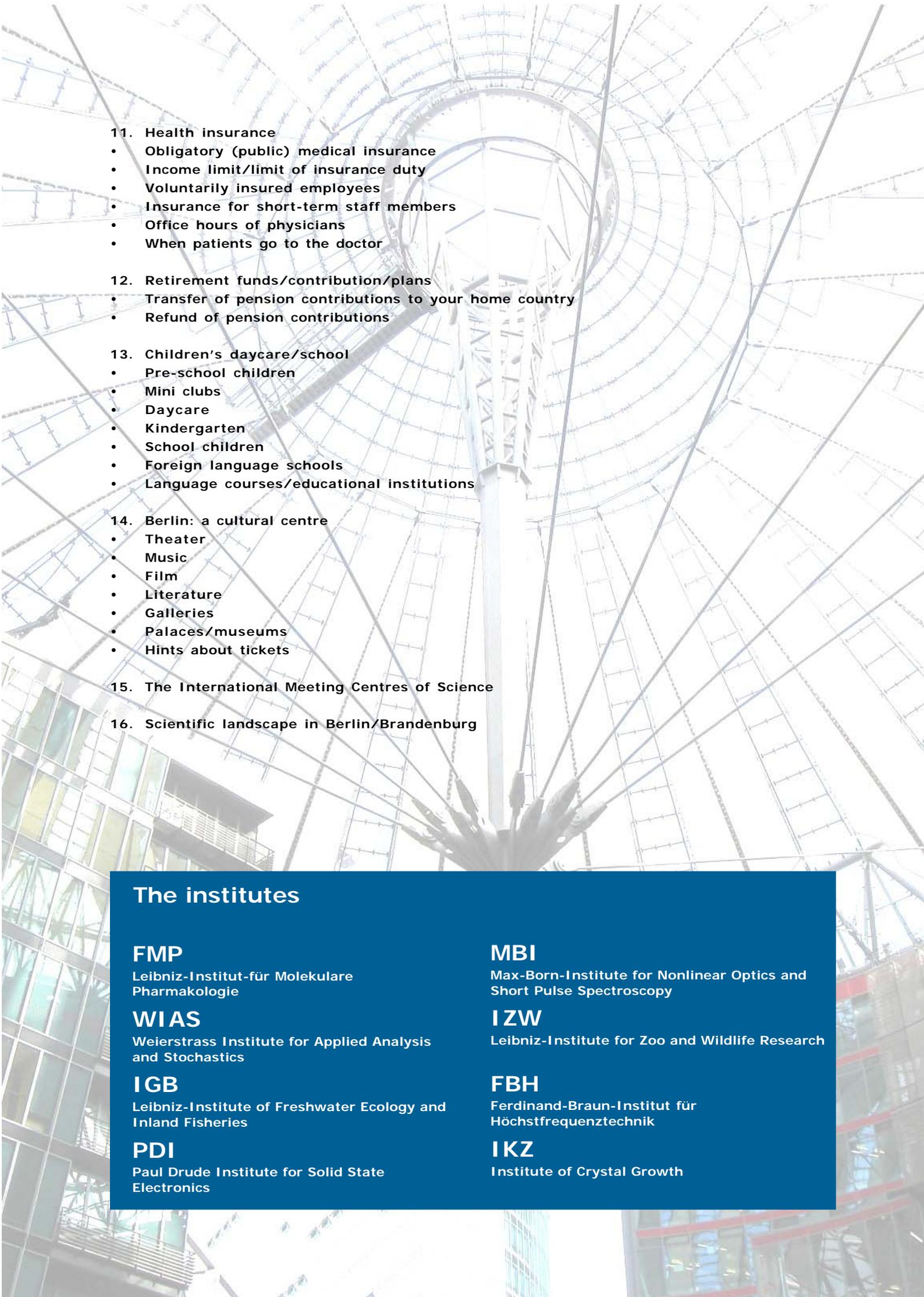
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The institutes

FMP

Leibniz-Institut-für Molekulare
Pharmakologie

WIAS

Weierstrass Institute for Applied Analysis
and Stochastics

IGB

Leibniz-Institute of Freshwater Ecology and
Inland Fisheries

PDI

Paul Drude Institute for Solid State
Electronics

MBI

Max-Born-Institute for Nonlinear Optics and
Short Pulse Spectroscopy

IZW

Leibniz-Institute for Zoo and Wildlife Research

FBH

Ferdinand-Braun-Institut für
Höchstfrequenztechnik

IKZ

Institute of Crystal Growth

Editorial

For the eight institutes of the Forschungsverbund Berlin e.V. international contacts and scientific cooperation are of equally high significance. Science and research cannot do without the free exchange of opinions and ideas; in their development they are particularly dependent on cooperation beyond national borders and with different cultures. By presenting this information to you, we would like to support your preparations for your stay here in Berlin, to provide you with information essential for coping with the problems of everyday life, and to help you find your bearings in the city. There is no reason why every guest scientist must go through the same experiences others have made before. Therefore we would be very grateful if you let us know your suggestions for improvement and your comments. We would kindly ask you to address these to our Joint Administration. We wish you an interesting and productive cooperation and a pleasant stay in the city. Welcome to Berlin. Please



do not hesitate to accept our support. We all stand to gain from this.

Dr. Falk Fabich
Head of Administration

Forschungsverbund Berlin e.V.

(Berlin Research Association, Registered Society)

The Forschungsverbund Berlin e.V. represents eight Berlin research institutes active in the fields of the natural sciences, the life sciences and the environmental sciences. The institutes pursue common interests within the framework of a single legal identity while preserving their scientific autonomy. As research institutes of national scientific importance, they are jointly funded by the German federal and state governments in accordance with Article 91b of the German Constitution. The institutes share a common administrative infrastructure (Gemeinsame Verwaltung) and belong to the Leibniz Association (Leibniz Gemeinschaft). The Forschungsverbund Berlin has a staff of roughly

1,200 employees. The institutes receive half of their basic funding from the German government (BMBF; Federal Ministry of Education and Research) and the other half from the state of Berlin (Berlin Senate Administration for Science, Research and Culture). Additional funding is generated by grants from other sources such as research support institutions and the industrial sector. At the end of 2000 additional grants accounted for approximately 23,9% of total expenditure. On the 31.12.2006 about 269 FVB jobs were financed by income from such non-governmental sources, underlining that the institutes also play a significant role in terms of the labour-market situation in the Berlin area.

1. Berlin - a new center

As the 20th century drew to a close, Berlin once again established itself as a center of political, cultural, and scientific activity. The new German capital is home to people from more than 180 nations. The face of the city has undergone radical change since the Wall came down in 1989. Between the old centers of East and West Berlin, the redeveloped Potsdamer Platz boasts modern offices and residential space, a musical theatre, cinemas, restaurants, and hotels. The State Library, Philharmonie, and State Museums

are just next door. Just as important as this urban development is the technological progress which has made Berlin a center for logistics and communication. For example, the city has the largest fiber optic network in Europe and, in a period of just ten years, € 10.2 billion have been invested in the rail infrastructure. With a yearly total of 1.3 million conference participants, the capital also heads the list of German congress locations. 400 trade fairs and conferences alone are held on the banks of the river Spree each year.

Culture and relaxation

Germany's largest city (population: 3.4 million) provides a wealth of attractive and diverse cultural opportunities. In addition to the free and experimental arts scene, there are three large opera houses, 170 museums, 150 theaters, and eight symphony orchestras. Berlin is also a very green city: A quarter of the area is covered by parks and woodlands, and almost 200 kilometers of navigable waterways wind their way through the city. On top of this, there is a great choice of restaurants, pubs, and beer gardens. In Mitte, Prenzlauer Berg, and Kreuzberg, in particular, international cuisine with, for example, Russian, Indian, or Mexican specialties can be enjoyed. Numerous discos and music events attract young people to Berlin.

Politics and the media

The new political center of Germany is being built up around the Reichstag building, which has itself been given a new glass dome. The upper and lower houses of the German parliament and the federal government now sit in Berlin, as do the top-level trade associations and numerous other agencies. New embassy buildings were constructed in the city center and on the edges of the Tiergarten park. The German and international media are also based here.

Higher education

In addition to the growing service sector, new jobs are being created in the areas of traffic engineering, biotechnology, medical technology, media sciences, information and communications technology, and environmental engineering. Innovative companies benefit from the diverse scientific and research landscape; three universities, two university clinics, and 13 colleges of higher education with a total of about 135,000 students, as well as two academies and 250 research institutes characterize Berlin as a city of knowledge. The Technical, Free, and Humboldt Universities are of particular importance for the academic and scientific location of Berlin.

Berlin-Adlershof science center

By the year 2010, one of the most modern research and technology parks in Europe will be completed; the science and business center in Berlin-Adlershof. Formerly the base of German aviation, approximately 400 technology-based companies and 12 non-university research institutes with more than 6,200 employees are now located here. Research and development focus on

photonics, environmental engineering, information and communications technology, and production engineering. The centerpiece of the technology park in the south-east of the city is Bessy II, a high-intensity synchrotron beam source for vacuum-ultraviolet and low-energy X-ray research. Around 4,000 students and 800 staff from the Humboldt University's natural science faculties have also relocated to a new campus in Adlershof. The site concept is not restricted to research and education, however. The area will also provide residential space and opportunities for relaxation. In addition to the science park, MediaCity Adlershof has established itself as an important media location in the region. Many film and TV productions originate here.

Non-university research

Berlin is one of the most research-intensive regions in Europe. In 1997, roughly € 0.5 billion in funding was granted to Berlin's non-university research institutions by the federal and state governments. These include the institutes of the Leibniz Association. This association brings together the whole spectrum of the sciences, from the liberal arts to the natural sciences and engineering. With over 13,000 employees, 5,000 of whom are scientists, and a total budget of roughly € 0.6 billion, the Leibniz Association joins the Max Planck Society, the Helmholtz Association of National Research Centers, and the Fraunhofer Society as the fourth pillar of German non-university research which is jointly financed by the federal government and the individual states. The Leibniz Association currently has 83 research institutes and institutions providing services for research. Of these, 16 institutes (including external branches) are located in Berlin. The Forschungsverbund Berlin (Berlin Research Association) represents the eight Leibniz institutes which were newly founded in the former East Berlin in 1992. Berlin is also the location for a further 16 institutes/external branches of the Hermann von Helmholtz Association of National Research Centers



Solar plant in front of the Institute of Crystal Growth.

and five Max Planck Institutes, as well as the archive.

Collaborative research

Short-term collaborative interdisciplinary research projects funded by the Berlin state government serve to encourage cooperation between scientists and institutes of higher education. Research focuses on the areas of information technology, medicine/ biotechnology, traffic engineering, geosciences/ environmental sciences, material research, and the

arts and humanities.

Medical research

Berlin is also one of Germany's most important centers for medical research, not only because of the considerable potential of the Charité/Rudolf Virchow and Benjamin Franklin University Clinics, but also due to institutes such as the Max Delbrück Center (MDC), where basic research is conducted. Main areas of research include cardiovascular diseases, oncology, the neurosciences, cell biology, and medical genetics.

2. Arrangements to be made at home before you leave

Getting settled in Berlin doesn't have to be a complicated and time-consuming procedure if you take time in advance to inform yourself of what awaits you when you arrive. A certain amount of paperwork is, of course, unavoidable but you can save time and minimize confusion if you know what to do, where to go and what to bring with you. The following hints, facts and advice are intended to serve as a guide for new Research Fellows of the eight Leibniz Institutes of the Forschungsverbund Berlin e.V. (FVB) and their families. This staff manual does not pretend to give exhaustive information, nor can it offer solutions to all problems that may arise. Moreover, the relevance of all the information given below is dependent upon the terms of your own employment contract. Please note, for example, that the section on insurance is only a general description. Our experts in these fields will provide you with more detailed information. Please refer to the chapter „Who can help you with what“.

If you have any further inquiries, the FVB can be contacted at the following address:

Forschungsverbund Berlin e.V.

Gemeinsame Verwaltung, Rudower Chaussee 17, Geb. 12. 1., 12489 Berlin

Telephone: (030) 63 92 33 30

Telefax: (030) 63 92 33 33

Contact the embassy or a consulate of the Federal Republic of Germany in your home country

Nationals of foreign countries who wish to reside in Germany longer than three months need a residence permit. The procedure for obtaining this will depend upon your nationality. To avoid complications, contact the embassy or a consulate of the Federal Republic of Germany in your own country after you have signed your employment contract with the institute.

Travel and moving expenses

Depending upon the terms of your employment contract, you may be entitled to reimbursement for travel and moving expenses under special conditions. For details, consult the administration of the FVB.

Initial finances

You will receive your first salary payment on the last day of the first full month of employment at the FVB. You may, of course, need funds for the intervening period (two to six weeks). Therefore, arrange with your home bank to transfer funds to a bank in Berlin or bring enough travellers' checks with you to cover your expenses. You may also apply for a salary advance. Consult the administration for details.



Gemeinsame Verwaltung (Common Administration)

Health insurance

Before taking out German medical insurance, check with your own national health insurance authority whether your country has a reciprocal agreement with the Federal Republic of Germany. It might be to your advantage to make use of such an agreement rather than take out a health insurance policy in Germany. If you intend to take out medical insurance in Germany, refer to chapter 10.

International driving licence

If you plan to drive: Renew your national driver's licence. It will be valid in Germany one year from the date of arrival. Obtain a letter from your automobile insurance company (not insurance agent) stating your accident record over the past ten years. Such a letter may allow up to a 60% decrease in your insurance premium. You must take the German written test, but the practical test is waived (in lieu of the home country licence). You must also be able to show that you have attended a basic first aid course. If you plan to travel outside of Germany, you may find an international driver's permit useful.

3. Documents to be sent to the institute or administration of the FVB

Curriculum vitae (Lebenslauf) and copies of diplomas

Copy of residence permit (Aufenthaltsurlaubnis)

Tax card or

Declaration signed by foreign employees with a contract up to six months that they authorize the German revenue authorities to check whether their home country has a double-taxation agreement with the Federal Republic of Germany

Confirmation of medical insurance

Copies of birth certificates:

- your own

- your children's

Copy of marriage certificate or divorce certificate

Pension insurance booklet

All these documents should be sent to the administration of the institute or of the FVB (personnel department) before you take up work or as soon as possible afterwards.

4. Checklist for new arrivals



What to do first

- 1) Arrange accommodation
- 2) Open a bank account with the bank of your choice
- 3) Register at the Meldestelle
- 4) Register with the Alien Registration Office (Ausländerbehörde)
- 5) Have a tax card issued
- 6) Take out a health insurance policy
- 7) Apply for children's allowance

5. Who can help you with what

If you have any questions concerning your residence in Berlin and the unavoidable red tape connected with it, first ask the secretary at your institute.

The secretary of the director of your institute:

FMP	Robert-Rössle-Straße 10, 13125 Berlin	030 - 9 47 93-100
WIAS	Mohrenstraße 39, 10117 Berlin	030 - 20 37-2587
IGB	Müggelseedamm 310, 12587 Berlin	030 - 6 41 81-602
PDI	Hausvogteiplatz 5-7, 10117 Berlin	030 - 20 03 77-352
MBI	Max-Born-Straße 2A, 12489 Berlin	030 - 6392 1505
IZW	Alfred-Kowalke-Straße 17, 10315 Berlin	030 - 51 68-0
FBH	Gustav-Kirchhoff-Str. 4, 12489 Berlin	030 - 6392 2603
IKZ	Max-Born-Straße 2, 12489 Berlin	030 - 6392 3001

He/she will help you as far as possible and tell you who to contact in the administration if you need more specific information.

If you have any questions concerning your employment contract, please contact the „Gemeinsame Verwaltung“ („Common Administration“) of the FVB.

The personnel department of the „Gemeinsame Verwaltung“ (FVB) is located in Rudower Chaussee 5, 12489 Berlin, Tel: (030) 63 92-33 41, Fax: 030/63 92-33 33

The „Gemeinsame Verwaltung“ of the FVB has several departments. These are:



Management department

Dr. Falk Fabich
Tel.: (030) 63 92-33 31

Public relations

Tel.: (030) 63 92-33 37 or 38

Personnel department

Tel.: (030) 63 92-33 41

Bookkeeping

Tel.: (030) 63 92-33 61

Purchasing/general service

Tel.: (030) 63 92-33 51

6. General hints

Dealing with bureau crazy

When you are speaking with someone on the telephone, always ask the name of the person you are talking to. You may have occasion to contact that person again. If you do not speak German (well), you should take someone along who can interpret for you.

Photographs

Obtain several (at least six) passport-sized photographs of yourself and all members of your family, as you will need them all along your way through the German bureaucracy. Have them made right after your arrival in Berlin.

Passport

Carry your passport and your registration receipt (*Anmeldebestätigung*) with you at all times. This also applies to all members of your family.

Receipts

Keep all receipts (*Quittungen*) and tickets relating to official business for possible reimbursement from the FVB and/or for tax purposes. You may deduct restaurant bills in connection with official business from your taxes if you have an official receipt from the restaurant.

Important papers

Keep all insurance papers, including your health insurance policy and certificates (*Bescheinigungen*) for pension. Do not ignore official-looking papers which you receive either by post or through your institute or the FVB, especially if you have signed them. If in doubt as to what they mean or what to do with them, ask your colleagues in the institute.

Hours of business:

STORES

Mondays - Fridays: 9 / 9:30 a.m. - 8:00 p.m.,
major stores open until 10 p.m.
Saturdays: 9 / 9:30 a.m. - 4:00 p.m., many stores
open until 8 p.m.

Various retail stores (for example bakeries, newstands) open earlier in the morning. At certain underground stations there are small shops working until late at night, though they offer products at increased prices. As for pharmacies, there is an emergency service in every district of Berlin, working in urgent cases around the clock. Please refer to pharmacies for a calendar showing which pharmacies are on duty. Your neighborhood pharmacy shares a rotating schedule with others in the area (weekend service). Look for the sign outside your nearest pharmacy.

BANKS/POST OFFICES

Banks

Mondays - Fridays: 8:30 a.m. - 1:00 p.m.
Tuesdays and Thursdays: 8:30 p.m. - 6:00 p.m.

Post offices

Mondays - Fridays: 8:00 a.m. - 6:00 p.m.
Saturdays: 8:00 a.m. - 12:00 a.m.

Public administration

Office hours at the various departments of public administration in Berlin vary widely. You have to inform yourself in each individual case. In general there is hardly anyone you can contact by telephone after 3:30 p.m. But many offices of the public administration offer special services for working people by extending office hours one day a week.

7. Housing in Berlin

Rental rates in Berlin can be quite high. They are generally based upon location, type of housing (old apartment houses „*Altbau*“ as opposed to new, more modern buildings „*Neubau*“), and utilities (gas, electricity, heating, water, etc.). Utility charges are usually not included in the monthly rent; this depends upon the rental contract. Read your rental contract carefully! When you are looking for living quarters, you should keep in mind that in Berlin, as in most large cities in the world, you can hardly

expect to find ideal living conditions. Generally speaking, the western half of the city has more of its old-style apartment buildings modernized, and therefore you can expect a higher standard and a higher rent there. The eastern half of the city, generally speaking, has fewer of its older apartment buildings modernized. Some landlords prefer to rent to Germans. Others, however, prefer to rent to a foreigner who is planning to stay only 1-3 years. This is because of the laws controlling rent increases. Not speaking German may lead to misunderstandings with reference to rental rates, contract stipulations, deposits, etc. Therefore, take an interpreter with you who can also clarify the contract conditions. If at all possible, we recommend that you come to Berlin yourself, look for housing, and when you have found suitable accommodation, then have your family join you. In this way, you may spare yourself trouble and save costs.



Newspaper advertisements

When looking for housing, you should read the advertisements in the Saturday or Sunday edition of the „*Berliner Morgenpost*“ and „*Der Tagesspiegel*“ or „*Berliner Zeitung*“. Please note that it might be useful to phone right away to make an appointment.

Flat-sharing agencies

There are several flat-sharing agencies in Berlin where you can find detailed information about offers and conditions. Please take the addresses from Berlin listings magazines like „*tip*“ or „*zitty*“ or from the telephone directory, under „*Mitwohonzentralen*“.

Housing agents

Besides newspaper advertisements, another alternative you should try is to register with a realtor (*Wohnungsmakler*). If an agent is successful, his or her fee amounts to 8-12% (somewhat less for furnished apartments) of the year's rent excluding heating expenses (*Kaltmiete*). But do not expect the agent to actively participate in looking for your housing. He/she simply provides you with a list of available apartments registered with the agency. The footwork and contract negotiations are left to you. To save time and trouble, provide the agent with specifics about the type of housing you want (number of rooms, central or stove heating, furnished or unfurnished, etc.) and the amount of rent you are willing to pay. The agent will give you addresses which correspond to your preferences. If you find housing by other means, inform the rental agencies where you are registered immediately, otherwise you may be made liable for expenses incurred by the agency.

Security deposit

The institute administration will do all they can to help you, but the housing situation is still difficult.

Some landlords, for example, demand a security deposit (*Kaution*) for furnished apartments, but sometimes for unfurnished ones as well, payable in advance. This payment can amount to up to three months' rent, which usually will be returned, depending upon the condition you leave the apartment in.

Forfeit money The tenant vacating an unfurnished apartment you want to rent may demand forfeit money (*Abstand*) for personal possessions he or she wishes to leave in the apartment. By law, the previous tenant may not ask for forfeit money concerning any construction, renovation or improvement he/she may have made in the apartment. If you have further questions please ask the FVB administration or German colleagues.

Housing for short-term fellows / exchanges with other scientists

Since it is rather difficult to get landlords to sign a rental contract for less than one year; many research fellows staying in Berlin for only a short time try to arrange in advance for incoming fellows to take over their apartment contracts when they depart. If you are a short-term fellow, write to your institute as soon as you know for certain when you will be arriving in Berlin. Maybe arrangements can be made for you to take over the apartment of a fellow who is going to leave Berlin at the same time. In this way, the FVB can ensure that the apartment will be rented for the contract period. Short-term research fellows (i.e. those staying one to three months) who only need a single furnished room will find such rooms readily available in Berlin.

In addition, the FVB is going to have an apartment house for short-term fellows in the near future. Please contact the institute administration for detailed information before you arrive in Berlin.

8. Banking

Opening a bank account

It might be helpful for you to open an account with a German bank that maintains business connections with your home bank. Your bank probably can provide you with a corresponding list. It is also helpful to open the account before arriving, so that funds may be transferred in advance. The FVB administration can possibly help you.

You will receive your salary on the last day of each month. Normally it is paid by bank transfer. Please open an account involving the „Berliner Bank“ in this case. This is a relatively simple procedure involving filling out a short form. Please give the number of your bank account to the FVB administration (personnel department) immediately so that your salary can be transferred right from the beginning. Payment cannot be made by check.

It may require several weeks to transfer funds from your home bank to a German one. In addition, your first monthly salary payment could be delayed. Please bring enough ready cash or travellers' checks with you to live on for one month. Foreign currency is exchanged for a fee independent of the amount you change. Therefore, plan to change large amounts infrequently rather than small amounts frequently.

Bank transfers

Bills are usually paid by bank transfer (*Überweisung*) and not by check. A bank transfer is a form that authorizes your bank to transfer a certain amount of money to a creditor's bank. Checks are also used in payment; they are then cashed in by the bank. Only when you mark the check as a „crossed check“ (by writing „nur zur Verrechnung“ between two lines in the top left-hand corner of the check) will the stated amount be transferred from account to account by your bank.

This check is not given back to you later, so you

should always obtain a receipt when paying by check. If you have established an open account with your bank you can make payments by Eurocheque card. Please make use of the cash machines you will find everywhere in Berlin. You can get cash there round the clock.

Bank orders

A bank order (*Dauerauftrag*) is a very practical and timesaving means of paying weekly or monthly bills, i.e. rent, electricity, gas, TV/radio, tax, etc. All you need to do is to fill out a form authorizing the bank where you keep your account to transfer payments on a weekly or monthly basis to a designated recipient's bank, i. e. your landlord's, the gas company's, etc. The transaction is carried out automatically, involving only your bank and the recipient's bank. You must, however, make sure that you have enough money in your bank account to cover all your transfers. Banks may charge a small fee for this service.

Withdrawal authorization

With a withdrawal authorization (*Einzugsermächtigung*) you may authorize the recipient's bank, i. e. your landlord's, gas company's etc. to withdraw your monthly or weekly payment directly from your bank account. There is no service charge, as your bank is not directly involved in this process. Ask your bank for the appropriate form. But please be extra careful that the right amount is being charged.

Cancellation of bank orders and withdrawal authorization

Before you leave Berlin don't forget to write to each recipient you have given a withdrawal authorization and recall this authorization and/or ask your bank to

9. Registration / residence and work permit

Registration

After you have found accommodation in Berlin the bureaucratic procedure begins with registration at your local *Meldestelle*. All residents of the Federal Republic of Germany are required by law to register within seven days of arrival, irrespective of nationality. You must buy the registration form (*Anmeldeformular*) at a stationer's shop. Fill it out (you also have to declare the names and dates of birth of your and your spouse's parents) and have it signed by your landlord. The completed registration

form should then be taken to the *Meldestelle* in your district, the address and opening hours of which you will find in the telephone directory (under *Landeseinwohneramt Berlin*). Besides the filled-in form you will need your passport. If your family is staying with you, you must also take their passports along, together with the birth certificates of your children and your marriage certificate. At the *Meldestelle* your registration form will be signed and stamped. The bottom part will be returned to you for safekeeping as a sort of receipt

(*Anmeldebestätigung*). Keep this receipt with your passport, as you will need it repeatedly for other bureaucratic procedures. If you should move to another apartment while living in Berlin, you have to go through the same procedure again.

Residence permit

All foreigners require a residence permit to stay in Germany longer than three months. Please contact the consulate of the Federal Republic of Germany in your home country to ask for more details. The administration of the institute will help you attain the residence permit. You will need to give the following documents to your institute's secretary:

- Passport
- Receipt of registration (*Anmeldebestätigung*)
- Two passport-sized photographs
- Copy of your employment contract or a declaration signed by the FVB that you are employed there
- The same for all members of your family

The administration of your institute will send your documents to a special department (*Firmenpasssstelle*) of the Alien Registration Office to apply for a residence permit. A few days later you will receive your residence permit and your documents back from the institute's secretary.

Extension of residence permit

The length of validity of your residence permit depends upon your nationality and, to some extent, your profession. If you intend to stay in Germany longer than your permit is valid, you should apply for an extension of the permit two to three months before your initial one expires. You have to apply for the extension permit in person. When you enter the Alien Registration Office building (address below) you will be given directions (in German) about which room to go to. It is advisable to arrive as early in the morning as possible, preferably before 7.30.

Take the following documents with you:

- Passport with residence permit (the initial one)
- Copy of your employment contract with the FVB

The Alien Registration Office is located at:

Friedrich-Krause-Ufer 24, 13353 Berlin

Opening hours:

Mondays, Tuesdays: 7:00 a.m. - 2:00 p.m.

Thursdays: 10:00 a.m. - 6:00 p.m.

Fridays and Wednesdays: closed

Work permit

Scientists do not need a work permit in Germany. If members of a scientist's family do need such a document, this will be quite a complicated procedure if they are not citizens of EFTA countries or the USA. Applications for a work permit are made at the Employment Office (*Arbeitsamt*) in the district where the employer or employing firm is located. The applicant should bring his or her job offer letter. Otherwise, you have to obtain the work permit from a German authority before entering Germany. Ask

the FVB administration (personnel department) for detailed information.

Notice of departure

When you are going to leave Berlin you also have to inform the local police of your departure (*Abmeldung*). You can obtain „*Abmelde*“ forms (which require the same information as the „*Anmelde*“ forms) from your institute's secretary or buy them at the stationer's shop. The completed form must be returned to your local police precinct.

Children's allowance

Employees who have children living in their household in Berlin are entitled to a children's allowance, regardless of how long they stay in Berlin. The allowance depends on the parents' income in a double respect: A lower amount for each second and further child is paid if the parents earn a higher income.

The children's allowance is not taxable, and it is paid by bank transfer by the Employment Office/Children's Allowance Division (*Arbeitsamt/Kindergeldkasse*) every second month.

Applying for children's allowance

You apply for the children's allowance by filling in an application form (*Antrag auf Kindergeld*). This form is available from the FVB administration (personnel department). You have to prove by filling in a form (*Haushaltsbescheinigung*) that your children are living in your household in Berlin, and you have to have this confirmed (stamp and signature) by the local police precinct.

Take the following documents with you to your local police precinct:

- Passport with residence permit
- Receipt of registration with the local police in Berlin

Once the Employment Office has received and approved the application, it will give you a number which indicates that your application for children's allowance has been processed and that you will receive the first payment in the near future. However, the actual transfer of payment may take some time. In any case, it will be paid retroactively from the date of your application. Staff members already working at the FVB who have not been informed about the children's allowance can apply for retroactive payment of the allowance from the date of their registration with the local police in Berlin. Along with their application for the allowance, they should send a short letter explaining why they did not apply for the allowance sooner, e. g. that their employer failed to inform them of this possibility

Children's allowance for short-term staff members

Short-term staff members are also entitled to children's allowance if their children reside with them in Berlin. However, since it takes the Employment

Office some time to process the application, short-term employees may not receive their allowance until after they have left Berlin. For this reason, they should keep a bank account in Berlin so that the

Employment Office can transfer their allowance to it. They can then arrange with their bank to transfer this to their home country or authorize a third party to receive the allowance in their name.

10. Taxes

Tax card

Employees working in Germany for more than six months must obtain a tax card (*Steuerkarte*), which indicates marital status, tax bracket (based upon marital status and employment status of spouse), number of dependents, and the church one belongs to, if any. (If you declare that you belong to either the Catholic or the Protestant Church, a church tax will be deducted from your monthly salary).

As long as you have not submitted your tax card to the FVB administration (personnel department), you must pay the highest tax rate. Therefore, have a tax card issued as quickly as possible after your arrival in Berlin. Research fellows employed on an honorarium basis do not need a tax card, but they do have to file an income-tax return.



Obtaining a tax card

Tax cards are issued by your local Resident Registration Office/Tax Division (*Einwohnermeldeamt/Lohnsteuerstelle*), generally located at the town hall (*Rathaus*, another term is *Bezirksamt*) in the district where you live and where you are registered.

- The office hours are subject to change; check them by phone before you go. Take the following documents with you:
Passport containing residence permit, together with spouse's passport and residence permit

- Registration receipt (*Anmeldebestätigung*)

In addition to submitting the above mentioned documents, you must complete a short form which you will be given at the tax division. Please send the tax card you receive to the FVB administration (personnel department) immediately.

Return of a tax card

The tax card is valid for one year maximum, beginning January 1st. At the end of the calendar year, the FVB will return your tax card to you with a confirmation of your total earnings for the year, taxes deducted etc., on the back of the card. Please take good care of this card, as you will need it to file with your annual income-tax return (*Lohnsteuer- or Einkommensteuererklärung*).

Subsequent tax cards

You have to apply for your first tax card at your local Resident Registration Office (*Einwohnermeldeamt*). The Resident Registration Office should send you subsequent tax cards automatically by mail, i. e., you should receive your new tax card for the following year in November or December.

If no card arrives, call or write to the Resident Registration Office and ask them to send you a new one. When you have received your tax card, check whether your marital status, tax brackets, number of dependents and church affiliation are correct (if they are not, have the Resident Registration Office change them) and send it to the FVB (personnel department) immediately.

Changes in tax classification

If your marital status changes during your stay in Berlin or any other factor influences your tax classification (such as birth of a child), notify your local tax office (*Finanzamt*), where you file your tax returns, not to be confused with the Resident Registration Office (*Einwohnermeldeamt* which issued the tax card), the address of which can be found in the telephone directory (under „*Finanzbehörden/Finanzämter*“). You have to apply in person for a change in tax classification (take your passport with you) and fill in a form, then the revenue office will issue you with a new tax card.

Limited tax liability of some short-term staff members with an employment contract up to six months

If your employment contract is for six months or less, you have a limited tax liability in Germany (*beschränkte Steuerpflicht*). This means that although income tax is deducted directly from your monthly salary (as with all other employment contracts), you cannot file an annual income-tax return in Germany. But you must file an annual income-tax return in your home country, making allowance for the taxes deducted from your salary in Germany. You can document these taxes paid in Germany by submitting the tax card to the FVB administration. It will be returned to you before you leave Germany. It might be important for you to clarify whether your home country has a double-taxation agreement with the Federal Republic of Germany. If you come from one of these countries, sign the declaration the secretary of your institute will give you together with your contract. It states that you authorize the FVB administration to obtain all the relevant information regarding your tax status on the basis of a double-taxation agreement from the revenue authorities in Germany.

Germany has double-taxation agreements (*Doppelbesteuerungsabkommen*) with the following countries:

Argentina, Australia, Austria, Belgium, Brazil, Canada, Ceylon, Cyprus, Denmark, Finland, France, Great Britain, Greece, Iceland, India, Iran, Iraq, Ireland, Israel, Japan, Liberia, Luxemburg, Malta, Morocco, Netherlands, Norway, Pakistan, Poland, Rumania, Singapore, South Africa, Spain, Sweden, Switzerland, Thailand, Trinidad, Tunisia, USA, Uruguay and Zambia.

Staff members with an employment contract of more than six months

If you expect the revenue authorities to refund some of your taxes, i.g. if you have considerable tax deductions, you may file an income-tax return. Tax forms are available from the FVB, from the secretary of your institute or from any tax office (*Finanzamt*) and can be collected either at the end of the calendar year for which you wish to file your tax return or at the beginning of the following year. Income-tax returns are generally filed at the beginning of the calendar year for the previous year.

The deadline for submission of tax returns is May 31st if you file an *Einkommensteuererklärung* and September 30th if you file a *Lohnsteuerjahresausgleich*. In order to fill in your tax form, you will need your tax card (*Steuerkarte*), which the FVB administration sends you at the end of the calendar year. Please turn to your local tax office for free counselling on completing your tax return. But you may also wish to consult a private tax accountant (*Steuerberater*) at a fee. When you file your income-tax return, note the following:

- Do not forget to sign your completed tax form. If you are married, your spouse must also sign regardless of whether he/she has an income of his/her own.
- The application must be submitted to the tax office located in the district where you were a resident as of December 31st.
- The tax office will notify you if your form has been completed incorrectly and/or will send you your tax refund by bank transfer.

Filing tax returns ahead of time

Short-term research fellows who are employed for longer than six months, but who are not employed by the FVB on an honorarium basis may file an income-tax return before the deadlines of May 31st/September 30th, if they are leaving Berlin before the end of the calendar year.

To file a tax return ahead of time, you must:

- request the return of your tax card (*Steuerkarte*) from the FVB administration (personnel department)
- obtain income-tax forms for the previous year from the FVB or any tax office and change the date of the form to the year in which you are filing your tax return.

After completing your tax form, send it to the tax office in the district where you have been living, along with your tax card and a letter explaining why you are filing it ahead of time. It may take the tax office some time to process your tax return. Your tax refund (if applicable) can be transferred to your bank account. Your bank can forward it to you in your home country or you can authorize a third party (i.e. colleague or friend) to receive the refund in your name and then transfer the money to you.

11. Health insurance

The cost of medical care in Germany is quite high. However, all employees of the FVB are entitled to membership of one of the many health plans offered by health insurance companies, both private and public. This arrangement reduces the individual costs for medical services significantly.

Obligatory (public) medical insurance

Obligatory health insurance policies can barely be distinguished in terms of the extent of medical coverage. Most of them are comprehensive (i. e. covering costs for medical and dental treatment as well as coverage for other family members). But there is a big difference in the membership rates (*Beitragsätze*) of the various medical insurance schemes according to the membership. You must inform yourself about what scheme is most favorable for you in order to save money. Monthly insurance rates are based upon income. The percentage you have to pay is quite high if the scheme you belong to mainly covers old, sick and low-income members. Often these are the so-called *Allgemeine Ortskrankenkassen* (AOK) with a high percentage of senior citizens. Altogether there are about 1200 obligatory health insurance companies (*gesetzliche Krankenkassen*) in



Germany covering medical assurance. The AOK as the main health insurance agency for both blue- and white-collar workers, for example, has about 16 million members in the former western part (*alte Bundesländer*) alone. It is the largest and most well known of the obligatory insurances. Besides this there are „company medical insurance schemes“ (*Betriebskrankenkassen*), „sea insurance schemes“ (*Seekrankenkassen*) and „guild insurance schemes“ (*Innungskrankenkassen*) as well as 19 „agricultural insurance schemes“ and a „state miners' guild“ (*Bundesknappschaft*). In addition 7 „private health insurances“ (*Ersatzkassen*) for blue-collar workers and 7 for white-collar

employees are in existence. The term „*Ersatzkasse*“, which has no English equivalent, refers to the fact that these insurance companies provide substitute, i. e. „*Ersatz*“ coverage on a similar basis as the AOK. The two largest and best known „*Ersatzkassen*“ are the Barmer Ersatzkasse (BEK) and the Techniker Krankenkasse (TK).

In the box below the 10 German private health insurances for white-collar employees (*Ersatzkassen für Angestellte*) and their average membership rates in 2007 are listed:

BARMER Ersatzkasse (BEK)	14.4
Deutsche Angestellten Krankenkasse (DAK)	14.5
Techniker Krankenkasse (TK)	13.5
Kaufmännische Krankenkasse - KKH	13.9
Hamburg Münchener Krankenkasse (HMK)	14.7
Hanseatische Krankenkasse (HEK)	13.9
Handelskrankenkasse (HKK)	13.2

Income limit (*Verdienstgrenze*) / limit of insurance duty (*Versicherungspflichtgrenze*)

If you are going to earn less than € 47,700 per annum or € 3.975 per month you are required by law to take out an insurance policy with one of the obligatory insurance companies mentioned above. One half of the monthly insurance premium must be paid by your employer (i.e., FVB), the other half by yourself. Normally the employee's monthly contribution is automatically deducted from his/her monthly salary. That is why the FVB administration will transfer the entire payment (both the employer's contribution and yours as an employee) directly to the health insurance company you select.

Voluntarily insured employees (*Freiwillig versicherte Angestellte*)

Workers and employees having a higher annual remuneration (including all annual earnings counted as income) are not obliged to insure themselves according to the above. They have the choice to insure themselves voluntarily at an obligatory medical insurance scheme or *Ersatzkasse*, to search for a private insurance company (*private Krankenkasse*) or to not insure themselves at all. In Germany about 6.7 million people are insured with private health schemes. Private health insurance companies include, for example:

- Vereinte Krankenversicherung AG or
- Deutsche Krankenversicherung AG (DKV)

If you are voluntarily insured, you do not have to pay a premium corresponding to your income or covering your whole family. You must insure yourself and each family member in accordance with your actual personal risk. That means that it might be more favorable for you to insure yourself voluntarily, if you are healthy and going to live alone for example, or if you are married and both

your spouse and you have a high annual income. In this case you and your spouse would have to pay quite high insurance premiums as members of an obligatory health insurance company. The voluntary insurance plans offered by *Ersatzkassen* like Barmer Ersatzkasse (BEK) for example provide the insured person with 100% reimbursement for all medical expenses. The employer makes no contribution to the direct medical costs, but pays half of the monthly premium by transferring it to your bank account together with your salary; you then pay the whole premium to the *Ersatzkasse* in question. In comparison, if you decide to take out a private insurance policy, you first have to cover all medical costs yourself. Then the FVB administration reimburses you for part of the costs, up to the extent the *Ersatzkassen* would be willing to pay for their voluntarily insured members.

Please take into account that it is quite difficult to return to obligatory medical insurance once you have decided to insure yourself voluntarily. That is why you must inform yourself about every detail concerning private health insurance. Often this is quite complicated because private insurance companies hold an information monopoly in this field. However, if you find it advantageous to insure yourself with a private health insurance scheme, please consult the administration of the institute for detailed information before you select a health insurance company.

Most private insurance companies, including the private health insurance plans offered by the *Ersatzkassen*, require the applicant and all family members to be covered in the insurance policy undergo a general health examination. A waiting period of up to six weeks follows before the policy becomes effective.

Insurance for short-term staff members

All *Ersatzkassen* require a minimum one-year contract, signed by the insured employee and confirmed by the employer. Staff members who

will be staying less than one year in Germany and who still wish to be insured may take advantage of the private insurance plans offered by the *Ersatzkassen*. The AOK for example is obliged to insure everyone who wishes to become a member. It also offers a private insurance plan for people staying less than one year in Germany which meets the legal requirements necessary for the FVB to pay one half of the monthly insurance premium.

Some private insurance companies offer a special travel insurance (*Reiseversicherung*) for people staying in Europe for a short period of time. However, since travel insurance plans do not meet the legal requirements pertaining to insurance coverage for employees, the FVB cannot reimburse you for any part of the monthly premium. For further information regarding short-term insurance, ask the FVB administration (personnel department).

Office hours of physicians

Physicians in Berlin are free to determine their own consultation hours (*Sprechstunden*). Therefore, refer to the yellow pages of the telephone directory (see *Ärzte*) where some physicians list their office hours, or call the doctor's office for information and an appointment. Although some physicians prefer an individual appointment system, the majority operate on a „first come, first serve“ basis during office hours. However, do not expect to get to see the doctor immediately, as the waiting room is usually full and one must wait one's turn. Out-patient departments of clinics and hospitals (except in emergencies) and most dentists, on the other hand, prefer appointments to be made well in advance.

When patients go to the doctor

Members of the AOK or *Ersatzkassen* (both voluntarily and compulsorily insured) receive a plastic chip card which they are required to show to the physician's assistant when they begin treatment, and every time they return to the physician in a new quarter.

12. Retirement funds/contribution/plans

All employees in Germany are obliged by law to contribute to the state pension fund (*Gesetzliche Rentenversicherung*). The employer must also contribute proportionately (approximately one half of the total contribution) to the contribution paid to the Federal Insurance Institution for Employees (*Bundesversicherungsanstalt für Angestellte*). The employee's contribution is deducted from the monthly salary.

When you begin working at the FVB, the Federal Insurance Institution for Employees will send you a

Sozialversicherungsausweis (social security card).

When you receive this, take it to the personnel officer in your institute, who will make a copy of it. Keep it in a safe place, as it contains your insurance number. You must state your insurance number in all correspondence with the Federal Insurance Institution for Employees.

At the beginning of your period of employment at the FVB, after every calendar year and at the end of your employment, you will receive a printout of the data that your health insurance company has sent to the

Federal Insurance Institution for Employees. These printouts contain important data for the computation of your pension, and should be kept in a safe place.

Transfer of pension contributions to your home country

Depending upon the agreement between your home country and the Federal Republic of Germany regulating pension insurance, the payments deducted from your salary for your pension in Germany may be accredited to a pension plan in your home country. This applies to all Common Market countries (citizens of Common Market countries are treated like Germans) as well as to Austria, Canada, Israel, Spain, Switzerland, Turkey and USA.

Refund of pension contributions

You may be able to apply for a cash refund of your contributions to the German pension fund. This, however, depends upon the agreements existing between the Federal Republic of Germany and your home country. If your contribution can be refunded, you will receive it two years after your application for the refund.

For further information regarding the transfer or refund of your contributions to the German pension fund, consult the Federal Insurance Institution for Employees (*Bundesversicherungsanstalt für Angestellte*), the secretary of your institute or the FVB administration (personnel department).

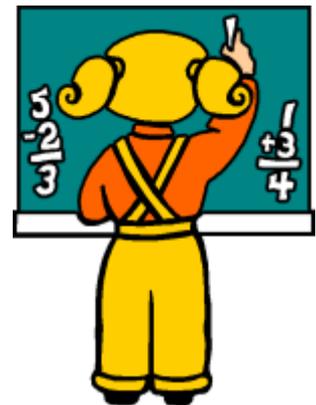
13. Children's daycare/school

School is compulsory in Germany from age 6-7. Most of the children of foreign guests attend German schools and both children and their teachers have found this completely satisfactory. However, if you are concerned that your child may lose a year, you should discuss this with your child's teacher before leaving your home country and perhaps bring along some private study materials to follow as homework. German schools are free of charge but Kindergarten and private institutions are not.

Pre-school children

There are three types of nursery schools for pre-school-aged children:

- Mini clubs: There are several play-groups often organized by the church congregations in the various districts of Berlin. Children from the age of two to five years may stay here for two to three hours a day or week. If you want private childcare (a babysitter by the hour or a child minder for half a day or a day) you have to organize it yourself by advertising in newspapers for example.
- Daycare: One alternative to the Kindergarten is a „Kinderladen“. Roughly translated, Kinderladen means „children's shop“, so called because the people who run them frequently rent rooms previously used as shops. These shops are privately organized, but subsidized by the Berliner Senat. They usually require parents to contribute to the expenses according to their income and to support with help (preparing meals for example).
- Kindergarten: In Berlin there are special groups for very young children (up to age 3), so-called *Kinderkrippen*, with qualified staff. Apart from that children aged from three to six are able to go to the Kindergarten. Usually the Kindergarten is open for the whole working day; lunch is included. Monthly fees are based on the parents' income.



You should apply for a place in a Kindergarten as early as possible.

There is a great demand for daycare in Berlin. The local District Office (*Bezirksamt*)/Department for Family, Youth and Sports handles your application, and a decision is made according to urgency.

- Local District Office/Department for Family, Youth and Sports
- Local District Offices (*Bezirksämter*) can be found in the telephone directory under Provincial Government (*Landesregierung*)

School children

If you want your child to be enrolled at a German school, please contact the local District Office (*Bezirksamt*)/ School Department for detailed information.

The start of a school year varies but it is usually between August and September. The school year ends in June or July. You need the following documents for your child's registration:

- birth certificate
- school records for the last year
- inoculation certificates

German schools work with children beginning with the age of five to six. Under Berlin law there is no

mandatory daycare for pre-school children in the afternoon. You have to look for someone to mind your child after 1:00 p.m. Some schools however offer daycare („Hortbetreuung“ or Ganztagschule) School registration is always in January/February, but you can, of course, do this later if you are not in Berlin at this point.

Foreign language schools:

- **State(-certified) Europe-Schools Berlin**

In Europe-Schools classes are consistently bilingual. Both German-speaking children and children with English, French or Russian as their mother tongue are taught together in special groups. Studies begin with the fifth grade and end with one of the usual school certificates. Please have your child registered directly at the school in question.

- **Bilingual Grammar School**

German grammar schools offer additional studies in two or three foreign languages, among them English, French, Spanish, Russian or Latin. Children go to grammar school beginning with the seventh but sometimes as early as the fifth grade. In upper classes (starting with the ninth grade) lessons are given in one of the foreign languages.

- **John F. Kennedy School**

John F. Kennedy School covers grades K-12, offering a preliminary class, a six-year primary course and secondary studies. Students may attend this school with the goal of receiving a US high school diploma or a European school-leaving exam and university-entrance qualification. The school staff includes German and American teachers and classes are conducted in both German and American.

- **French Grammar School**

At the Collège Français French is given as the first foreign language beginning with the fifth grade. Beginning with the seventh grade lessons are conducted in French. Students may take the baccalauréat or the German school-leaving examination.

- **Herder School**

In the eastern half of Berlin there is a traditional grammar school now named „Herder School“ giving additional studies in Russian or English beginning with the fifth grade, and in French beginning with the ninth grade. In upper classes lessons like history, political world studies and geography are taught in one of these languages. Students usually attain the German school-leaving certificate and university-entrance qualification.

You can refer to the booklets „Schools in Berlin“ and „National Europe-School in Berlin“ if you are interested in more details. Please inquire at the Senat administration/Department of Schools, Professional Training and Sports.

Language courses/educational institutions

It is, in principle, possible to work effectively at your institute without speaking a word of German. Essentially all of the scientists and many of the technicians speak English. In addition, a large proportion of the seminars are given in English. This situation, although helpful to your scientific activity, makes it more difficult to improve your German. Therefore, you may wish to attend German classes. We can recommend the private language courses given for example at the „Akademie für Fremdsprachen“, „Harnackschule“, „Inlingua“ or „Didactica Akademie für Wirtschaft und Sprachen“ etc. Various courses are offered, intensive or long-term programs, individual or group lessons. Please order yourself special material if you are interested in more information about fees, schedules (evening classes for example) and registration procedures, by contacting the institutions directly (see under „Sprachschulen“ in the Yellow Pages).

Besides private language institutes there are adult education centres (*Volkshochschulen*) supported by the local government in every district of Berlin. Various good-value courses are available according to language ability. Lessons are held once or twice per week either in the morning or in the evening, and occasionally on weekends.

If you want to apply for a two-semester course (February-July; September-January) you should attend the special consulting events taking place at the beginning of September. You can also take a diagnostic test.

Adult education schedules are available at local town halls and in various book shops. If you are interested in other forms of continuing education, there is quite a variety of individual courses offered by renowned educational institutes like „Lessing Hochschule“, „Institut für technische Weiterbildung (ITW)“ or „Bildungswerk der Wirtschaft in Berlin und Brandenburg (bbw)“. You can also take advantage also of events organized by the Urania Berlin e.V., where you can attend individual lectures. Please refer to the programs published every 2 months.

In addition, note that in Berlin there are several cultural institutions, such as the Amerika Haus, the British Council or the Institut Français, offering educational training. Furthermore there is the possibility to take advantage of the universities and technical colleges in Berlin. You may, for example, enroll as an auditor. Please ask the responsible authority for information.

- Senate administration for School, Professional Training, Sports (Beuthstraße 6-8, 10117 Berlin)
- Berlin data bank for further education (Taentzienstr. 4)
- Booklets „Berlin Universities“ and „External Research“ (both sold by the Senate administration for Science and Research, www.berlin.de/sen/bwf)

14. Berlin: a cultural centre

To give you an idea of the cultural variety within Berlin: There are three opera houses, more than 150 theaters, over 130 cinemas, numerous galleries and exhibitionhalls and various events in the field of literature, music and so on. The reunited Berlin covering two cities and 12 districts is a fascinating multicultural centre. There is always emotion in cultural life, creative variety, improvisation and opposition and all that makes Berlin a central point between western and eastern European cultural influences. Please take yourself and a voyage of discovery. The following hints are given as a basic guide:

There are several libraries in Berlin, public libraries and specialized libraries as well. The biggest open-shelf library, the Amerika-Memorial Library, is located in Berlin-Kreuzberg and the biggest scientific universal library in Germany, the Staatsbibliothek, is situated in Berlin-Tiergarten and Berlin-Mitte. In addition, there is the Berlin municipal library, the senate library and the local educational film hire service.

Three of the most famous of Berlin's 17 university libraries and the more than 70 external research institution libraries are the libraries of the Free, Technical, and Humboldt Universities.

Besides these there are public libraries located in



Staatsbibliothek Berlin - Lesesaal

Quelle: <http://staatsbibliothek-berlin.de>

every district of Berlin open to everyone (or partly reserved for special target groups, such as children, young persons, etc.):

- booklet „Berlin public libraries“
- various booklets from Berlin libraries - for example on the Natural Sciences or Engineering Science Technology
- contact the Senate administration for cultural affairs



Staatsoper Berlin, Foyer

Quelle: <http://www.staatsoper-berlin.org>

Foto: Max Lautenschläger

Theater

Three big opera houses are located in Berlin: the „Deutsche Oper Berlin“, the „Staatsoper Unter den Linden“ and the „Komische Oper Berlin“. The „Theater des Westens“ is one of the most renowned European musical stages.

There is a wide spectrum of theater in Berlin with houses like „Berliner Ensemble“, the „Schaubühne“ located on Lehniner Platz, „Maxim Gorki-Theater“ and the „Volksbühne“ near Rosa-Luxemburg-Platz. You can enjoy excellent performances at all these venues. But you may also visit one of the approximately 400 free and experimental theater groups operating in Berlin. Among them you find medium-sized or small ones, as well as various children's, youth and puppet theatres. The „Grips-Theater“ located in Berlin-Tiergarten or „Theater unterm Dach“ accommodated at the area of „Thälmann-Park“ near Greifswalder Straße, for example, are two of the most well-known houses in this style. Over

and above this there are two variety shows existing in Berlin, „Wintergarten“ and „Chamäleon“ and well-known Cabaret shows like „Die



The Philharmonie in Berlin, main Entrance
Quelle: http://de.wikipedia.org/wiki/Philharmonie_Berlin, 2005 by Manfred Brückels

Wühlmäuse“, „BKA-Zelt“, „Bar jeder Vernunft“ or „Distel“. Last but not least the „Großes Revuethheater“ puts on a popular revue show (in the Friedrichstadtpalast).

Music

The Berlin Philharmonic Orchestra is the most famous of the nine German symphony orchestras. Roughly one hundred concerts are given by its members in one season. Excellent performances are also given by the Berlin Chamber Orchestras and the Berliner Barock Orchestra or the Carl Philipp Emanuel Bach Orchestra and the Haydn Orchestra. Concerning the genre of Rock or Pop there is a long tradition of live-music concerts in Berlin. No matter what season, if you want to listen to such a performance you can go to venues such as „Metropol“ (Rock), „Quasimodo“ and „Eierschale“ (Jazz) and „Alabama“ (Country). World famous concert venues in Berlin include the „ICC“ for example. In addition, open-air performances are given at the Waldbühne which, with its 20,000 seats, is the biggest amphitheatre in Germany.

Film

As one of the main cultural centers in Germany, Berlin has developed a varied range of film and studio-theatres to give this town a tremendous and lively movie atmosphere. You can see original versions of foreign films as well as retrospectives of world-famous producers. Once a year the „Berlinale“ takes place, a film festival that has received world-wide attention since the beginning of the 1980s.

Literature

Last but not least Berlin has become an intensive multi-cultural centre of literary life. Authors from

all over the world have been invited annually by an organization named „Das Berliner Künstlerprogramm“ to stay in residence for one year. Besides, there are associations like „Literarische Colloquium Berlin“ (LCB), „Neue Gesellschaft für Literatur“ (NGL) or „Haus der Kulturen der Welt“ working with special programs under the same objective. Other meeting places for readings, lectures, exhibitions etc. include the „Literaturforum“ in the Brecht-Haus, the „Literatur WERKSTATT“ Berlin, the „Literaturhaus“ Berlin and the Academy of Arts. Over and above this there are about 250 public libraries and a huge number of archives in Berlin. A few bookshops regularly invite well-known authors to give readings, the „Autorenbuchhandlung“ for example or „Wolffs Bücherei“, „Prinz Eisenherz“ and „Herder“. If you are interested in second-hand bookshops, you have a wide range of possibilities as well.

Galleries

The Berlin gallery scene is constantly changing with some facilities closing while new ones are opening. The best known galleries include „Mierendorf“, „Raab“, „Springer“, „Franck & Schulte“, „Berlin“ and „Kunst Werke Berlin“. A concentration of galleries in the area to the left and right of the Kurfürstendamm has developed in



Schloss Charlottenburg: south portal
<http://www.spsg.de/index.php?id=134>

the western half of the city. But in recent years, especially in the old city center of East Berlin near the synagogue and Auguststraße, a new landscape of an interesting mixture of galleries, pubs and art houses has developed.

Palaces/museums

When tourists come to Berlin they are given a long list of sights worth seeing: There are at least six palaces, Schloss Charlottenburg for example with Belvedere and the Mausoleum, Schinkel-Pavillion and Schlosspark, the Jagdschloss Grunewald or the Schloss Friedrichsfelde, and last but not least, the Pfaueninsel with its castle and gardens. But if you want to see more you can make a trip to Potsdam, a well-known „town of palaces“, where Schloss Sanssouci is located.

The same goes for all national museums in Berlin: the Pergamonmuseum with its „Antikensammlung“, the Ägyptisches Museum showing treasures of the Egyptian Pharaohs, the Museum für Völkerkunde and many other museums in every district of the city (for example the Museum für Verkehr und Technik, the Martin-Gropius-Bau and the Museum für Naturkunde of Humboldt University). In Berlin there are no less than 170 museums altogether.

The list given above is hardly complete. We only want to give you a rough idea of the colorful cultural life in Berlin. Every place is worth describing in more detail. We can only help you with a brief hint, but you then have to make your decision yourself.

Hints about tickets

You can buy theater and concert tickets directly from the box office or at ticket agencies. Concerning popular events, we recommend you to

order tickets in advance. Ticket agencies are spread around the whole city. You can find them in the Europa-Center, at the box office at Nollendorfplatz or at the Berliner Theaterkasse „Die Erste“ Unter den Linden. Detailed information about the monthly program can be found in the news sheet „Berlin Programm“, as well as the listings magazines „tip“ and „zitty“.



15. The International Meeting Centres of Science

A vital element in scientific life is the exchange of knowledge and ideas, and in particular the personal encounters between scientists. The International Meeting Centres of Science (IBZ) are funded by the Alexander von Humboldt Foundation. They see themselves as forums for dialogue. Two International Meeting Centres of Science, one in Adlershof and one in Köpenick, have been built as part of the IBZ East Renewal Programme, offering researchers from Adlershof the chance to intensify contacts and cooperation with fellow scientists from all over the world.

Guest scientists are not only provided with attractive accommodation, they also have ample opportunities to meet and communicate with other scientists. Since 1st January 1998, the association of non-university research institutes (*Initiativgemeinschaft Außeruniversitärer Forschungseinrichtungen in Berlin-Adlershof*) IGAFa has been responsible for running both Meeting Centres; this work is coordinated by IGAFa's Science Office.

The basic idea

- Working together
During their stay at the Meeting Centres of Science, scientists from around the world have the opportunity - at the regular seminars and lectures with subsequent discussions that are held there - to pass on their own personal experience and knowledge to other scientists, and not only to those working at the institutes in Adlershof. Business enterprises and interested members of

the public also have the chance here to join in the scientific discussion. These events are not, however, confined to specialized scientific lectures; the guest scientists also have the opportunity to report on the research situation in their home countries and the particular features of the scientific landscape there.

- Living together
Guest scientists and their families accommodated at the International Meeting Centres of Science in Adlershof and Köpenick can participate in everyday life in Germany and establish personal contacts with Adlershof scientists - contacts from which both sides stand to gain. Apartments at the International Meeting Centres of Science are rented out by the Science Office mainly to guest scientists working at the research institutions in Adlershof, but scientists working at other Berlin institutions are also welcome. The fully furnished apartments are designed for guest scientists and their families intending to stay in Germany for period of 3-24 months.
- Experiencing together
To make guest scientists and their families feel at home as well as catering to the needs of the Adlershof staff, IGAFa organizes a variety of cultural, social and sport activities at Adlershof. For example, the International Meeting Centre of Science at Adlershof offers artists living and working in Berlin the chance to present their work through exhibitions and art events. Regular social

events are also organized to encourage a lively cultural exchange, with discussions on the different ways of life in Germany and the guests' home countries.

The International Meeting Centre of Science at Adlershof

The International Meeting Centre of Science at Adlershof consists of two modern residential complexes linked by a passage containing the events and meeting rooms. Here, in the immediate vicinity of the research institutes, 27 apartments for 1-4 persons have been built, construction being completed in 1997. The apartments are tastefully furnished and feature original works by Berlin artists. The sunny and spacious apartments are situated in an open green space. There is a large courtyard with garden furniture where guests can sit and relax. For scientific, social and cultural events, a library, a seminar room and a piano room are available. For sport and leisure, there is a table-tennis room, a children's playroom and a small playground set in an adjoining little wood.

The International Meeting Centre of Science at Köpenick

In 1997, a former boathouse, built in the 1930s and located close to the banks of the River Dahme, was lovingly restored and converted into the Köpenick International Meeting Centre of Science. The windows with their white glazing bars and the clinker-brick façade preserve the typical



Köpenick - River Dahme and river Spree go together.

Quelle: <http://www.koepenick.net/galerie-koepenick>
Fotograf: René Frost

charm of old-style Köpenick architecture. The 16 apartments - 8 one-room and 8 two-room accommodations - have modern interiors and are attractively laid out. Also at the guests' disposal is a seminar room for up to 40 people. The newly laid out garden on the banks of the River Dahme is, particularly in the summer months, an ideal setting for sport and leisure activities and for simply relaxing. Guests can also set out by boat, directly from the Meeting Centre of Science, to explore Berlin's numerous attractive inland waterways. The research institutions at Adlershof are easily reached by public transport, car or bicycle in 10-20 minutes.

16. Scientific landscape in Berlin/Brandenburg

Berlin belongs to the regions with the highest concentration of research institutes in Europe. In 2000 the budget for science and research amounted to 2 billion €. The state of Brandenburg, which encircles the capital geographically, is also developing to become a many-sided and attractive location for research activities. Both states are planning to merge to become one German *Land*.

Higher education institutions

Supporters of fundamental research are, first of all, the universities, in which 85,000 students are registered. In Berlin, there are the Free University (founded in 1948), the Technical University (founded in 1946), and the Humboldt University, (founded in 1810). Furthermore, three university hospitals with efficient research activities deserve to be mentioned. In the *Land* of Brandenburg there are universities in Potsdam, Frankfurt/Oder, and Cottbus. In addition, there exist numerous *Hochschulen* (higher education institutions). In the field of fine arts the following examples should be mentioned: the oldest German *Hochschule für Film und Fernsehen „Konrad Wolf“*

(film and television) in Potsdam-Babelsberg, the *Hochschule der Künste* (the fine arts), the *Hochschule für Musik „Hanns Eisler“* (music), and the *Hochschule für Schauspielkunst „Ernst Busch“* (acting).

Polytechnics

The *Fachhochschulen* (polytechnics) situated in the region can, because of their efficiency in applied research, complement and enrich the development of research in higher education institutions in an essential way. As examples the following institutions shall be mentioned: the *Fachhochschule für Wirtschaft* (economics), the

Technische Fachhochschule (engineering), both in Berlin, and the five polytechnics in the cities of Eberswalde, Senftenberg, Cottbus, Wildau, and Potsdam.

Helmholtz Association of German Research Centres



With its 15 research centres, 26,500 employees and an annual budget of more than 2 billion Euro the Helmholtz Association is Germany's largest research institution.

There are three Helmholtz institutions in Berlin and Brandenburg:

GeoForschungsZentrum Potsdam (GFZ) combines all solid earth science fields including geodesy, geology, geophysics, mineralogy and geochemistry, in a multidisciplinary research centre. GFZ employs more than 800 people and has an annual budget of 76 million Euro (2006). More Information: www.gfz-potsdam.de

Hahn-Meitner Institute (HMI), which soon will be combined with BESSY, researches new materials and complex engineering materials. Its work focuses on the connection between the technical properties and microscopic structure of a material. Solar energy research represents the institute's second core research area, especially the development of new solar cell materials. It has approx. 760 employees (annual budget: 69 million).

www.hmi.de

Max Delbrück Centre for Molecular Medicine (MDC) Berlin-Buch combines microbiological basic research with clinical research in order to develop new diagnosis and treatment methods for serious diseases. There are close co-operations with Leibniz-Institut für Molekulare Pharmakologie (FMP). The MDC has approximately 750 employees and a budget of around 50 million Euro annually which is significantly increased by extramural funding.

<http://www.mdc-berlin.de>

Other Helmholtz institutions maintain branches in Berlin and surroundings, such as the Alfred Wegener Institute for Polar and Marine Research (AWI), Deutsches Elektronen-Synchrotron (DESY) and the German Aerospace Center (DLR).

Leibniz-Gemeinschaft (WGL)



The Leibniz-Gemeinschaft (WGL) includes among others the institutes of the Forschungsverbund Berlin e.V., the German *Institut für Wirtschaftsförderung* (measures to spur the economy), the *Heinrich-Hertz-Institut für Nachrichtentechnik* (telecommunications engineering), located in Berlin; the *Astrophysikalische Institut* (astrophysics), and the institutes for semiconductor physics, for regional development and structural planning, and for climate research, situated in the *Land of*

Brandenburg. The federal government and the respective land each provide 50 % of the funding for these institutes.

Max-Planck-Gesellschaft

The *Max-Planck-Gesellschaft* has six institutes or branch institutes in the capital alone, dealing among other things with fundamental research in molecular genetics, plasma physics, and colloidal chemistry. In the Land of Brandenburg three Max Planck Institutes have been founded, with colloids and interfaces, molecular phytophysiology, and gravitation physics as their focal research fields. The *Max-Planck-Gesellschaft zur Förderung der Wissenschaften* (promotion of sciences) is a nonprofit research organization.



Fraunhofer Gesellschaft

The eight institutes or branches of the *Fraunhofer Gesellschaft* concentrate an aspect of applied research. Their main fields of activity are construction technique, silicon technology, software and systems development, image processing and process optimization. One institute and two branches are situated in the Land of Brandenburg. They concentrate a polymer and materials research as well as on environment chemistry and ecotoxicology. The Fraunhofer Institutes receive 90 % of their funding from the federal government.



Institutes funded by the Land

The *Landeseinrichtungen* (institutes funded by the Land) include the *Botanische Garten* (botanical gardens) and *Botanisches Museum*, the *Konrad-Zuse-Zentrum für Informationstechnik* (information technology), and the *Versuchsanstalt für Wasserbau und Schiffbau* (hydraulic engineering and ship-building). In the fields of humanities and interdisciplinary exchange the *Moses Mendelssohn Zentrum* for European-Jewish studies, the *Foundation Einstein Forum* (both in Potsdam), and the *Sorbisches Institut* (promotion of the Sorb culture in Bautzen) are very important.

Research institutes funded by the federal government

Nine big *Forschungseinrichtungen des Bundes* (research institutes funded by the federal government) have their seats in Berlin, e. g. the *Umweltbundesamt* (Federal Environment Office), the *Bundesgesundheitsamt* (Federal Health Office), and the *Bundesanstalt für Materialforschung und prüfung* (Federal Institute for Materials Research and Testing).

Berlin-Brandenburg Academy of Sciences

The *Länder* of Berlin and Brandenburg have by

convention created the preconditions for the Berlin-Brandenburgische Akademie der Wissenschaften (Berlin-Brandenburg Academy of Sciences). This Academy took up work on 23rd March, 1993, and is divided into five areas; arts/humanities, social sciences, mathematics/natural sciences, biosciences/medicine, and technology.

Technology parks

By the establishment of technology parks it is intended to promote the implementation of scientific knowledge by way of concentration and cooperation between institutes working in the fields of natural science and technology. One of the biggest investment projects in Berlin_ beside the move of the federal government from Bonn to Berlin_ is developing in the capital's south east, in Berlin-Adlershof. There, in an area of approx. 76 hectares, the Wissenschafts- und Wirtschaftsstandort (scientific and economic

location; WISTA) is being built, to form a location where science, economy and teaching are intertwined. 10,000 jobs will be created there as of the year 2003.

Three of the eight institutes and the joint administration of the Forschungsverbund Berlin e.V. are also located there. An important focal point for research orientated towards high technology is the construction of the high brilliance synchrotron ray generator (BESSY II) which became operational in 1998. In the northern part of the capital, in Berlin-Buch, a biomedical science park is under construction. Beside the above mentioned Max-Delbrück-Centrum for molecular medicine and the two clinics specialized in oncology and in cardiac diseases and metabolic disorders, the *Forschungsinstitut für Molekulare Pharmakologie* (molecular pharmacology), companies specialized in biotechnology and medical technique products, and an innovation centre were established in 2000.