



International Centre for Science and High Technology
United Nations Industrial Development Organization

Visitor's guide

Edited by the ICS Office of the Managing Director in March 2011

Table of Contents

Welcome	3
Before arrival	
Visa	4
Cash	4
Upon arrival	
Permit of stay	5
Tax number	6
ICS-UNIDO	
Location	7
ICS working hours	7
ICS holidays	7
Time off	7
Key	7
Library	7
Email	8
Telephones	8
Financial matters	8
Health insurance	8
Transport	
Bus to airport	8
Bus to AREA science park	9
Trains	10
Taxis	10
The AREA campus	
Bank	11
Bar and cafeteria	11
Other services	
Time zone	12
Tourist information	12
Weather	12
Shopping	12
Italian language courses	12
Smoking	12

Welcome

Welcome to ICS, the International Centre for Science and High Technology. Established in 1988, ICS operates under the aegis of UNIDO, to promote sustainable industrial development through the transfer of knowledge in the fields of science and technology. Target beneficiaries are developing countries and economies in transition.

ICS is located about 10 kilometres outside Trieste, at the AREA Science Park, Padriciano. Your experience at ICS will bring you into contact with fellows and consultants from all over the world, as well as the permanent staff at ICS in Trieste and colleagues from UNIDO's Headquarters in Vienna, Austria.

The aim of this document is to help you organize your visit to ICS.

See the ICS website <http://www.ics.trieste.it>

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Building B
AREA Science Park
Padriciano 99
Trieste 34149
Italy

Telephone +39 040 9228111
Fax +39 040 9228101
info@ics.trieste.it

See also the AREA Science Park website <http://www.area.trieste.it>

Before arrival

Visa

Upon receipt of the ICS Letter of Award (fellows) or the ICS contract (consultants) you should contact the nearest Italian embassy or consulate in your country of permanent residence and check whether you need a visa to enter Italy.

Applications for visas should be submitted at least 4 weeks before the departure date. A Schengen visa is issued if the period of stay is less than 90 days. If your stay is longer than 90 days, you will receive an Italian visa. To apply for a visa, the following documents are usually requested:

- a valid passport
- a document proving possession of sufficient means to live in Italy for the period applied for (the ICS Letter of Award for fellows and the contract for consultants). Please ensure that the Letter of Award is stamped and signed at the Italian embassy or consulate in your country and the original is returned to you. (It is required for your application for a Permit of Stay in Italy upon arrival)
- one or more recent passport-sized photographs¹
- return ticket
- proof of your Van Breda health insurance cover, offered by ICS-UNIDO (fellows) or a private health insurance stipulated in your own country (consultants)

N.B. Fellows coming to ICS should apply for a MULTIPLE ENTRY STUDY VISA (type D) and NOT a tourist or work visa. This will allow you to apply for a Permit of Stay.

Visitors who are already in possession of a valid Schengen visa issued by another member country of the Schengen Agreement (Austria, Belgium, France, Germany, Greece, Luxembourg, Portugal, Spain and the Netherlands) that covers the period of stay at ICS may enter Italy with that visa. Nevertheless, we recommend that you check with your local Italian embassy or consulate.

Visitors who are not nationals of but who are permanent residents in a Schengen Agreement country may enter Italy with a valid Permit of Stay issued by the authorities of the Schengen country in which they reside. However, it is important that visitors check this information with their local Italian embassy or consulate before entering Italy.

Should you encounter difficulties in obtaining a visa please contact ICS for assistance.

Cash

Bring some euros (including coins) with you, as the bank at the airport may be closed when you arrive.

¹ In all 5 or 6 passport photographs are required - you will need them for the Permit of Stay application upon arrival

Upon arrival

Permit of stay

Within eight days of arriving in Italy all non-Italian nationals whose stay at ICS exceeds 90 days must apply for a Permit of Stay (*Permesso di soggiorno*).

If the stay is for fewer than 90 days a Declaration of Presence (*Dichiarazione di presenza*) must be made at the Police Headquarters (*Questura*).

Forms will be provided and should be completed and presented at the Post Office (Permit of Stay) or at the Police Station (Declaration of Presence).

Permit of Stay required documents:

- Completed application form
- Letter from ICS addressed to the Immigration Office requesting the Permit of Stay
- Copy of the *Letter of Award* stamped at the Italian Embassy or Consulate in your own country (fellows only)
- a copy of your Terms of Reference (fellows only)
- a photocopy of every page of your passport
- a photocopy of your Vanbreda health insurance cover letter together with the Italian translation (fellows) or a photocopy of your private health insurance stipulated in your home country (consultants)
- a photocopy of your housing contract (*contratto d'affitto o cessione di fabbricato*). If you don't have one yet it can be presented when you collect the Permit of Stay
- a 14.62² euro duty stamp (*marca da bollo*) available from most tobacconists'
- 57.50* euro in cash, to cover the cost of processing the documents

You will be given an appointment to have your finger and palm prints taken at the Police Headquarters which are in via Tor Bandena, 6 (see map page 5), Room 134/5 on the second floor.

Take with you:

- 4 passport-sized photographs with a white background (signed on the back)
- your passport
- original Vanbreda health insurance cover letter (fellows) or photocopy of private health insurance (consultants)
- original ICS Letter of Award (fellows) or contract (consultants) stamped by the Italian Embassy or Consulate in your country

Once you have submitted your finger and palm prints, it will take approximately one month for the Permit of Stay to be issued. Check the status of your application at:

<http://questure.poliziadistato.it/Trieste/articolo-6-631-2853-4.htm>

Any change of address must be communicated to the Police Headquarters within 15 days.

A Permit of Stay is issued for the same purpose as that stated on the visa. that is, if you have a study visa then your Permit of Stay will be for study purposes.

You must carry your Permit of Stay (or the receipt of the application issued at the Post Office if the Permit of Stay has not yet been issued) or the Declaration of Presence with you at all times, and show it to the authorities on demand.

It is against the law to remain in Italy once your Permit of Stay has expired.

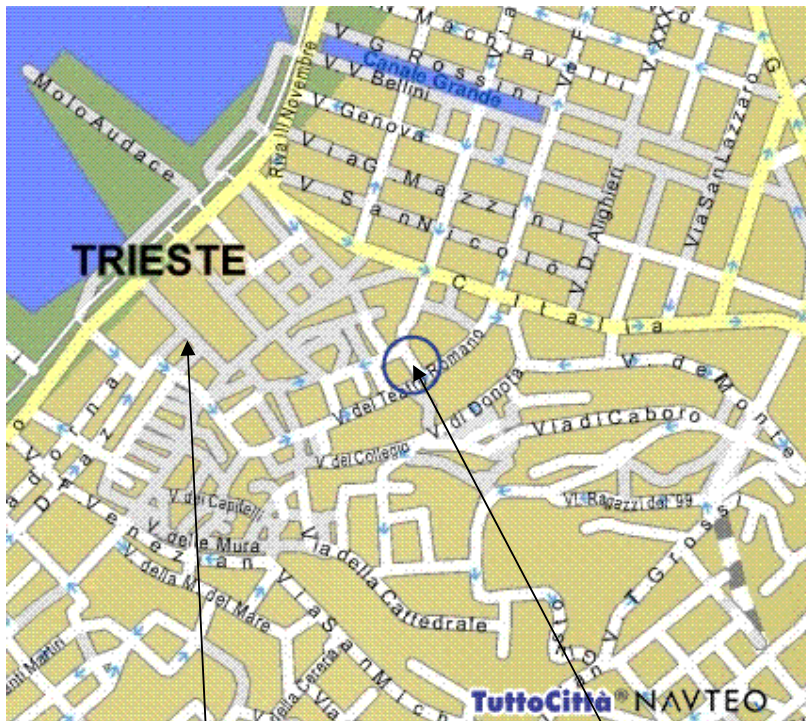
Opening hours of the Immigration Offices

Monday to Friday

09:00 – 12:00 for finger/palm prints

² Fellows will be reimbursed for these costs (please keep receipts)

15:00 - 17:00 for collecting the Permit of Stay, submitting the Declaration of Presence and general information.



Tourist Office, piazza Unità

Questura
via Tor Bandena, 6

Tax number

A tax number (*codice fiscale*) is required for most legal/financial operations in Italy, such as opening a bank account, renting a flat or obtaining a mobile phone contract.

Apply for the tax number at the *Agenzia delle Entrate*, via Stock, 4

Take a photocopy of the main page of your passport and your *Permesso di Soggiorno* (or the receipt of your application) with you.

The *Agenzia* is open:

09:00 – 13:00

Monday to Friday

15:00 – 17:00

Monday and Wednesday

Telephone 040 322 7211

Fax 040 322 7337

ul.trieste@agenziaentrate.it

ICS-UNIDO

Location

ICS-UNIDO is situated in Building B at the AREA Science Park, Padriciano (see map, page 11). The building is open from 7:30 to 19:00 Monday to Friday, closed on Saturday and Sunday.

ICS working hours

ICS working hours are Monday to Friday, 9:00 to 17:00
Fellows and consultants work the hours agreed with their supervisor.

ICS holidays

There are 10 official ICS holidays per year.

In 2011 they are:

6 January 25 April 2 May 2 June 15 August 1, 3 November 8, 23, 26 December
ICS holidays do not always coincide with Italian and local public holidays.

Italian public holidays

In 2011 they are:

6 January 17 March 25 April 2 June 15 August 1, 3 November 8, 26 December

Shops are often closed on public holidays and there are variations to bus timetables.
See, www.triestetrasporti.it (*orario festivo*).

The bar and cafeteria at AREA Science Park are closed on public holidays.

Time off

Time off for fellows should be authorized by their supervisor. It should not exceed one and a half working days per month. This is not an accumulative entitlement to be used to shorten the duration of the fellowship.

Key

At the beginning of your contract you will receive a key for the room where you will be work. This key is your responsibility. If you lose it, please inform Administration as soon as possible.

Each office is locked at night for security reasons. The last person to leave the room is responsible for locking it.

Library

The ICS library is located on the ground floor of Building B.

See <http://intranet.ics.trieste.it/ICSLibrary/Default.aspx> for the database of titles.
The Centre has subscriptions to Science and Nature.
ICS publications are available on our website where online requests can be made.
See, <http://www.ics.trieste.it/ics-activities/ics-publications/archive.aspx>

An e-journals delivery service, set up in cooperation with the Abdus Salam International Centre for Theoretical Physics (ICTP), located just outside Trieste at Miramare, is available to ICS fellows. The service offers free scientific publications to scientists from developing countries.

See, http://intranet.ics.trieste.it/ICSLibrary/eJDS_application_form.pdf

E-mail

All fellows, consultants and staff are allocated an e-mail address with the following format:
name.surname@ics.trieste.it

Telephones

To make internal calls listen for the dial tone (a continuous buzz), then dial the extension number. A long slow buzz indicates that the telephone is ringing. A series of short buzzes indicates that the line is busy.

To make calls to other organizations in the AREA Science Park, dial the last 4 digits of the number only.

To make local calls dial 0 for an outside line, then the number you require.

If you need to make a long-distance call for official or personal reasons, ask your supervisor. All private calls must be paid for.

International dialling code:

The prefix for calling Italy from abroad is +39 followed by the district and number you require.

Financial matters

Fellows receive their stipend at the end of each calendar month.

Please inform Administration whether you wish to be paid by cheque or bank transfer. If you wish to be paid by bank transfer, please provide the bank account details.

A Final Report should be presented at the end of the fellowship, summarizing the work carried out. It should be signed and approved by your supervisor and the Managing Director.

Consultants are paid according to their individual contracts. For more information contact Administration.

Health insurance

ICS provides fellows and national consultants with medical insurance. See Administration for details.

International consultants are not covered and should note that Italian law requires all foreigners to have valid health insurance cover. Failure to comply will result in the denial of a Permit of Stay.

Transport

Airport bus

Trieste Airport (Ronchi Legionari) is about 50 minutes from the city centre (35 km)

APT buses run between the bus terminal in Trieste (piazza della Libertà) adjacent to the Railway Station) and the airport every 30 minutes except on Sundays, when they are less frequent. Tickets cost about 3 euros and are sold at the bus terminal, at the airport Post Office or from the automatic ticket machine in the airport arrivals hall. For up-to-date timetables call 0481 593555 or see www.apgorizia.it

There is also a service called *Science Bus* which provides transport to and from major local airports at competitive prices. See, www.science-bus.com

The website of the local airport is <http://www.aeroporto.fvg.it/en/home/index.htm>

The cost of a taxi from the airport to the centre of Trieste is approximately 50 euros.

There will be a surcharge for each piece of luggage.

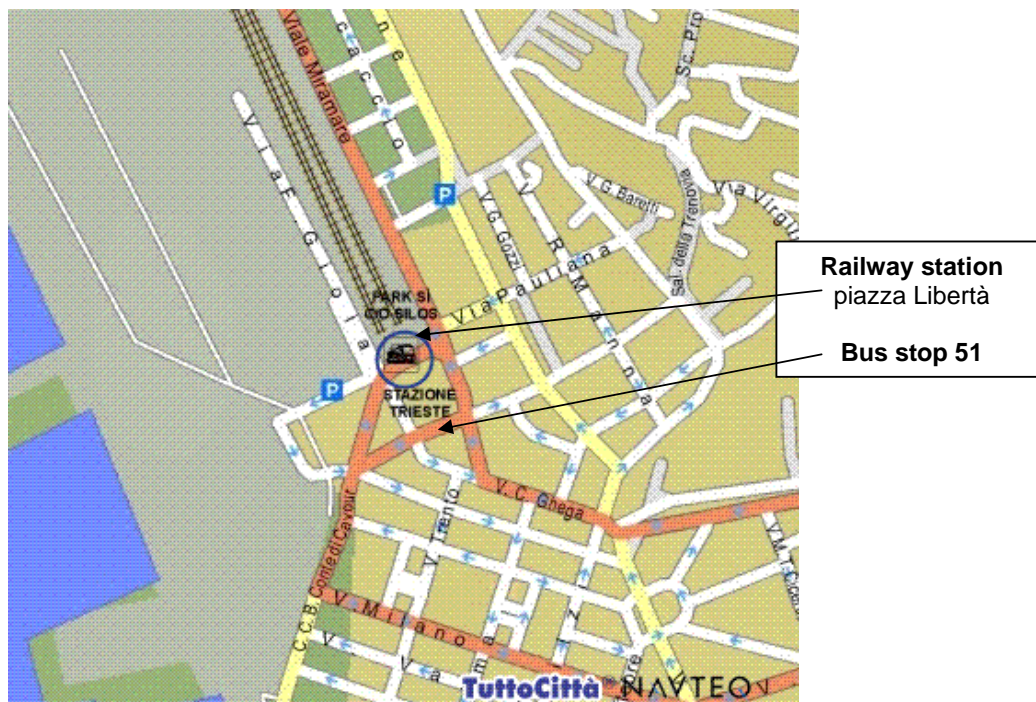
The taxis-stand is just outside the arrivals hall.

The airport taxi service telephone is 0481 778 000 (8.00 to 24.00) or 335 6914776 (24 hour service)

Bus to AREA Science Park

Bus 51 runs from piazza della Libertà, (in front of the Railway Station) to the AREA.

Do not get off at the AREA Science Park, Basovizza (Syncontrone) stop, but at the Padriciano stop.



The Monday to Friday timetable is:

from AREA to Station	p 8.15 9.05 9.25 10.35 11.50 13.05 14.30 15.40 17.05 a 8.45 9.35 9.55 11.05 12.20 13.35 15.00 16.10 17.35
from AREA to Station	p 18.10 18.50 19.50 a 18.40 19.20 20.20
from Station to AREA	p 7.35 8.10* 8.30* 8.50 10.00 11.15 12.30 13.55 15.10 a 8.05 8.30 9.00 9.20 10.30 11.45 13.00 14.25 15.40
from Station to AREA	p 16.25 17.40 18.15 a 16.55 18.10 18.45

* direct route to Padriciano

N.B. The bus that leaves the station at 13.40 does not go to the AREA.

For up-to-date information call 800 016675 or see www.triestetrasporti.it

For Sundays and public holidays consult the *orario festivo*.

Bus tickets are not available on the bus. They should be purchased before travelling and are available at most news stands and tobacconists. There are various bus tickets: time tickets (*biglietti orari*) which are valid for 60/75 minutes or monthly tickets (*abbonamento rete*) valid from the first to the last day of the calendar month. There is also a fifteen day ticket (*abbonamento quindicinale*). All bus tickets should be stamped in the machine on the bus. The 15 day and monthly tickets should have your name and the month clearly written on them. All tickets are to be produced upon request for inspection.

Trains

There are daily connections to all major Italian cities and many European capitals.

Tickets are sold at the Railway Station and at some travel agencies.

Remember to validate your ticket before travelling by stamping it in one of the yellow machines installed near the platforms.

See, www.trenitalia.com or <http://www.railwayeurope.com> or <http://bahn.hafas.de>

Taxis

In Italy it is not customary to hail taxis. Call 040 307730 or 040 39039

See, www.dft.ts.infn.it/TS/taxi.html for a list of taxi stands (*posteggi taxi*).

The AREA campus



Bank

A branch of the *UNICREDIT* bank is located on the ground floor of Building C at the AREA Science Park.

The bank is open in the mornings from 8:35 to 13:00, telephone 040 938 0105, fax 040 938 0109.

There is a cash dispenser next to the bar (Building C), accessible when the bar is open.

To open an account the following documents are required:

1. ICS Letter of Award/Contract
2. passport
3. tax number (*codice fiscale*)

If you open a current account you will be entitled to an ATM card and can have your salary credited directly.

Bar and cafeteria

The bar and cafeteria operate Monday to Friday and are located on the ground floor of Building C.

The bar is open from 8:00 to 20:00

The cafeteria is open from 12:00 to 14:30

The only method of payment, both in the bar and the cafeteria, is with a personalized, rechargeable magnetic card, which will be issued to you. There is a deposit of 5 euro payable for this card which will be refunded when you return the card.

The machine to recharge the card is located in the bar, on the right as you enter.

Insert a 5, 10, or 20 euro note in the slot above the number pad, place the rechargeable magnetic card on the magnetic reader to the right, press F2, then press ENTER.

A receipt will be issued showing the amount charged (*ricarica tessera*) and the new total (*residuo aggiornato*).

Check your receipt after recharging to be sure that the money has been credited.

Other services

Time zone

Italy is GMT plus one hour.

Europe is on Summer Time from the last Sunday in March to the last Sunday in October.

Tourist information

There is a tourist information centre in via dell'Orologio 1 (corner piazza Unità), open weekdays from 9.00 to 19.00 (18.00 from October to April), weekends from 9.00 to 13.

See <http://www.turismofvg.it> or call 040 3478312

Weather

The area around Trieste has a varied climate. The closeness of the sea makes it Mediterranean but during winter months the *Bora*, a wind which comes from the north-east, causes the temperature to drop to continental levels. This strong gusty wind blows up to 150 km/h. The climate is even more rigid on the Karst plateau where the AREA Science Park is located. Temperatures on the Karst plateau are on average 3°C colder than in the city.

Average temperatures in Trieste (°C)

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
min	-2	-3	1	5	8	13	17	15	12	7	2	-1
max	12	13	17	22	27	29	32	31	28	23	17	14

Shopping

Most shops are open Tuesday to Saturday, 8:30 to 13:00 and 15:00 to 19:00, closed on Monday except some grocery shops, bread shops and supermarkets, which are open in the morning but often closed on Monday and Wednesday afternoon. Some shops and supermarkets now stay open all day.

On Sunday shops are generally closed except the shopping centres, *Il Giulia* (via Giulia, 75) and *Torri d'Europa*, (via Svevo, 14) and some supermarkets including the one in the Railway Station.

Italian language courses

Italian courses are held for beginners and advanced students at:

ACLI, via San Francesco 4/1, Trieste, T 040 370408 and

Società Dante Alighieri, via Torrebianca 32, Trieste, T 040 362586

Smoking

Smoking is not allowed in public buildings in Italy.