



# Traineeship Guide


Welcome!

Practical guide for working in EFSA and living in Parma

Prepared by trainees for (future) trainees

# Contents

<b>Contents</b>	<b>1</b>
<b>1. ESSENTIALS TO KNOW BEFORE ARRIVAL</b>	<b>2</b>
<b>2. WHERE WE ARE</b>	<b>3</b>
<b>3. How to reach Parma</b>	<b>4</b>
<b>4. LIFE IN EFSA</b>	<b>7</b>
<b>5. FIRST STEPS UPON ARRIVAL</b>	<b>9</b>
Permesso di Soggiorno.....	10
Residency Registration for EU Citizens.....	11
Codice fiscale.....	11
Italian language.....	12
<b>6. HOUSING IN PARMA</b>	<b>12</b>
Renting a room/apartment.....	13
Where to stay.....	14
Temporary accommodation.....	15
Rental contracts.....	16
Home services.....	16
Gas, electricity and water.....	16
Waste sorting.....	17
Garbage collection & recycling.....	17
Internet.....	17
<b>7. MEDICAL ASSISTANCE</b>	<b>18</b>
European Health Insurance Card.....	19
Private Health insurance.....	20
National Healthcare Service SSN.....	21
Italy's Healthcare System.....	22
Places providing medical assistance in Parma.....	23
Health relevant useful links.....	23
<b>8. MOVING AROUND</b>	<b>24</b>
How to arrive at EFSA.....	25
Car.....	25
Public Transportation.....	26
Bus.....	27
Train.....	27
<b>9. FACILITIES AND LEISURE ACTIVITIES</b>	<b>28</b>



Theatre.....	29
Museums and galleries.....	29
Cinema.....	30
Libraries in Parma.....	30
Public parks.....	31
The castles of the Duchy of Parma and Piacenza.....	32
Sport activities.....	32
<b>10. Food, Stores and Going Out in Parma</b>	<b>36</b>
Food, museums and festivals.....	36
Aperitivo culture.....	37
Arci Tessera.....	37
Live music.....	37
Retail.....	38
Websites to buy and sell used stuff.....	39
<b>ANNEX</b>	<b>39</b>
<b>Acknowledgments</b>	<b>40</b>

## Welcome Guide Structure


Welcome to EFSA and to Parma! This guide is here to help you settle into your new role and feel at home in your new city.

We encourage you to take some time to read through it—it's full of useful information that can make your start smoother. Keep it nearby, so you can easily check it whenever you have questions about practical matters.

## Disclaimer

This Practical Guide is for information purposes only and has no legal value. Bodies, Enterprises and Companies mentioned in this guide are in no manner endorsed by EFSA and are simply taken as example of actors having served EFSA's staff in the past without representing a specific sponsorship from the side of the Authority nor a discouragement to consider others.

The information provided is accurate and up to date as at the time of issue on 05/06/2025. Any corrections and proposals for improvements are welcome and may be addressed by e-mail to: [askthetrainees@efsa.europa.eu](mailto:askthetrainees@efsa.europa.eu)



## 1. ESSENTIALS TO KNOW BEFORE ARRIVAL

### Remember to bring with you:

ID and

Passport (even if you are a European citizen, you will be asked to show your passport for certain transactions such as getting your Italian SIM card with certain companies).

### To do list during your first days in Parma:

1. Get your Codice Fiscale (see page )
2. Find an apartment (see page )
3. Get an Italian phone number (optional)
4. Open an Italian bank account (optional): it may be an advantage if the currency of your bank account is not in euros as a fee may be charged for the transaction of your grant
5. Sign up for CPIA public Italian language lessons (optional, see page )
6. Get a general family doctor for your stay in Parma/join the Italian public health system (optional, see page )

### Tips:

If possible, arrive in Parma at least one week in advance to sort things out (housing demand in Parma is high and lodging can take some time)

Consider a temporary accommodation for the first days in Parma

Bear in mind when planning your travelling to Parma that bus frequency is reduced after 08:00 pm and is stopped at midnight. You can however rely on other modalities such as car sharing ([Allways](#)), scooters and bikes ([RideMovi](#)) or taxi ([Radio Taxi Parma \(+39 0521252562\)](#) )

### Contact persons:

For any further questions, you can refer to the

- [Facebook group](#)
- [WhatsApp group](#)
- [askthetrainees@efsa.europa.eu](mailto:askthetrainees@efsa.europa.eu)

## 2. WHERE WE ARE



EFSA's headquarters are in the city of **Parma**, in the region of Emilia Romagna. Parma has around 200,000 inhabitants spread across 260 km<sup>2</sup>. It has a rich cultural and historical heritage, and its food and wine traditions are well known worldwide – products such as prosciutto di Parma and Parmigiano-Reggiano cheese are just two of the typical flavours of the area. Parma is divided into two parts by a stream that takes its name from the city. The province of Parma is set in a varied landscape that stretches from the Po River valley to the peaks of the Apennines, with small villages all over the countryside rich in history and art. Parma has cold winters and hot, humid summers, with temperatures ranging from a minimum of 0°C to a maximum of 35°C.

In Parma you can move around by bicycle or by foot and enjoy all the benefits of a small town. However, who said that a small town can't be fun? Here you won't be short of things to do. You will find shops, museums, cinemas, theatres, restaurants and bars at any corner. If you feel like discovering something new, many amazing cities can be easily reached by train.

To get more information you can surf the [City's tourism website](#) or go to the tourist information point:

**Parma Point** (Strada Garibaldi, 18, 43121 Parma)

Phone: +39 0521931800 Fax: +39 0521931881 E-Mail: [info@parmapoint.it](mailto:info@parmapoint.it)



### 3. How to reach Parma



#### By plane

The closest airports to Parma are:

- **Bologna - "Marconi"** (ca 1.5 hours by car from Parma – ca 100 km)
- **Milano/Bergamo - Orio al Serio** hours by car from Parma – ca 160 km)
- **Milano - "Linate"** (ca 2 hours by car from Parma – ca 120 km)
- **Milano - "Malpensa"** (ca 2.5 hours by car from Parma – ca 170 km)
- **Verona** (ca 2 hours by car from Parma – 135 km)
- Parma international **"Giuseppe Verdi"-airport** (it has just a few destinations: Cagliari and Palermo, Italy, Malta, and Chisinau, Moldova). It is only a few kilometres from the city centre and can easily be reached by car and by bus.

#### By train

Trains in Italy are generally good value, frequent but of mixed reliability. There are different train types:

- **High-speed trains ("Alta Velocità, AV")** operated by Trenitalia and Italo (Frecciarossa, Frecciargento, Frecciabianca, Italo treno). It's recommended to book in advance as they work with dynamic prices. Some of them leave from Reggio Emilia high speed train station, reachable by bus.
- **Intercity** are a bit slower but cheaper than the high-speed trains. Night trains can have beds. Also recommended to book in advance as they work with dynamic prices too.

- **Regional trains** (Regionali, Regionali Veloci) are the slowest and thus, the cheapest ones (and the only ones with fixed prices).
- **International trains** (Eurocity, Euronight) depart from and arrive in Austria, France, Germany, Spain and Switzerland.

## By car

Parma lays nearby the main Italian highway (A1) and the European Route E35 and can be easily reached by car:

- **A1, Autosole** / Milano-Napoli (E35) / Parma
- **A15, Autostrada della Cisa** / Parma - La Spezia (E31) / Parma Ovest Pontetaro

The [Italian Website](#) provides detailed information on the Italian roadways. In Italy, you must pay a toll based on the length of your trip and on the region, that you are travelling through.

To reach Parma by car, take the motorway (toll way) Autostrada del Sole (A1) from Milano direction "Bologna" or from Bologna direction "Milano". The A1 is connected by motorways to the other cities of Northern Italy.

To calculate the distance from a starting point to Parma it is possible to use the [Via Michelin website](#). This provides mapping coverage for 7 million kilometres of roads and streets across more than 42 European countries and is available in many languages. It also includes the possibility to calculate the toll fare.

Bear in mind that most city centres in Italy have a Zona a Traffico Limitato (ZTL), an area around the historical centre where cars are not allowed during certain periods of the day, unless previously authorised. Details on Parma ZTL's can be found here: [ZTL Zone Traffico Limitato a Parma](#). Parking in town can also be challenging as some areas are restricted to residents during the night.

To travel around Italy, you can try to carpool with the [BlaBlaCar](#) platform. [Uber](#) is not available in Parma but you can find it in several bigger cities.

## By bus

- **Eurolines** organises coaches leaving from the main European cities for Parma and vice versa and connects Parma to many European cities (e.g. London, Paris, Amsterdam, Brussels, Barcelona, Madrid, Warsaw, Krakow, Prague, Bratislava and Budapest). Coaches arrive at and leave from Parma, close to the railway station (P.le Dalla Chiesa) on alternate days.
- **Flixbus** and **Itabus** offer low-cost bus travels from/to several destinations in Europe and can also be useful for transportation to/from the airports surrounding Parma
- **Goopti** offers good deals from Parma train station straight to Milano/Bologna airport if booked in advance.

## 4. LIFE IN EFSA



### **Your first day at EFSA**

The first day as a trainee may be among the most memorable — and perhaps stressful — of your career. But don't worry, we are here to help you and give you some tips.

First, report to the reception (Via Carlo Magno 1/a - 43126 Parma) by 08.30 am. The reception opens at 8 am, so if you arrive earlier than expected you are welcome to enter the building. You will have the chance to meet all the other trainees who are starting on the same day and you will receive your badge which allows you to enter in all EFSA facilities and rooms (be prepared for a **picture**). Bring your ID CARD!

There will be a small tour of the building and an induction session where it will be explained how EFSA works and how your traineeship will look like. After that you will finally meet the colleagues of your team.

### ***What to wear?***


There is no strict dress code at EFSA. Staff is expected to dress in a tidy manner and appropriately for their work. It is normal for staff to dress more formally for meetings where there are external participants.

### ***Say hello***

You'll be introduced to people and there will be a welcome by colleagues from your unit.

### ***Ask Questions / Ask for Help***





The more you ask early on, the better it is. The traineeship is the best time to question anything you don't understand, and you'll look great if you manage to pick up a lot of it. Try to get organised about these and other things from the start.

### ***The lunch***

In EFSA, there is a canteen that offers you different dishes (vegetarian included) and you will find free distributor of water and a coffee bar. A member card is available to ease the daily payments and save some money. However, you can also bring your own food. On each floor you can find a kitchenette with microwave, fridge and water dispensers.

### ***TraCoP***

Tracop is the in-house Trainee representative body, a volunteering association by Trainees and for Trainees. It aims to make your stay in Parma more enjoyable by organizing out-of-work social events, trips and missions. In constant contact with the Human Capital unit (HuCap), they are the Trainee's voice within EFSA. If you want to join this additional experience, get in touch with the members you will find at your arrival.

## 5. FIRST STEPS UPON ARRIVAL

Your first steps will differ greatly depending on whether you have 1) Italian, 2) a European (+ EEA) or 3) a non-EU citizenship. For all immigration steps no matter if you are an EU or non-EU citizen you can contact any **Patronato office** (ACLI, CGLI, or CISL, UIL) to receive assistance - **for free!** You can also use EFSA's relocation service provided by **Vinelli & Scotto**.

### Permesso di Soggiorno

Non-EU citizens must submit the residence permit application at any post office where there is a "Sportello Amico" counter **within eight days of arrival**. Ask for the **"kit giallo"** (yellow kit) that includes:

- Application form (Modulo 1 and sometimes Modulo 2)
- Instructions
- Envelope for submission

Additionally, you will need to add:

- 2 photocopies of the page of your passport containing your personal data; 2 copies of the page of your visa for Italy; copies of the passport pages containing stamps/other visas
- photocopy of your *codice fiscale*
- Photocopy of the Traineeship Offer
- Proof of accommodation
- a € 16 duty stamp – you can buy it at the Tabacchi shop
- photocopy of the receipt of a Health insurance (WAI);

**N.B. the photocopies must be in A4 format!**

### ! Important: Proof of accommodation


You need to have the residency permit to rent a place – so to work around the proof of accommodation there are two options:

If you stay in a registered accommodation, like a hostel or hotel for as a short-term solution you can request a signed and stamped declaration (full name, stay dates, and address) from the manager showing your stay.

Hospitality Declaration ("dichiarazione di ospitalità"): A host (with legal residency in Italy) can declare they are hosting you at their residence. They must fill out and sign the hospitality form and usually submit it to the local Questura (police station) within 48 hours of your arrival.

After filling out the application it must be handed in at any post office where there is a "Sportello Amico" counter. The postal expenses amount to € 30,00. You will have also to pay **€ 70.46** to obtain the **electronic residence** permit card – the total amount of the permit will be **€ 116.46**.

The *Poste Italiane* employer will check your passport (remember **not to seal the envelope of the kit!**) and will give you a **receipt containing** a USER ID and a PASSWORD. You always must bring with you the postal receipt or at least a copy



of it, together with your passport until you receive your electronic residence permit.

From the post office you will be given an appointment (day and time) for going to the **Questura Immigration Office** (POLIZIA DI STATO, Via Chiavari, 15, 43125 Parma PR) to be fingerprinted. On this appointment you will be required to bring 4 identical passport photos and the original documents, whose copies were enclosed in the application kit, including any document that could be missing in your application.

IT IS MANDATORY TO GO AND GET FINGERPRINTED ON THE DAY AND AT THE TIME INDICATED IN THE APPOINTMENT SHEET ISSUED BY THE POST OFFICE. THE IMMIGRATION OFFICE IS STOPPING ALL THE APPLICATIONS OF THOSE WHO MISSED THE APPOINTMENT.

Please consider that after the fingerprints appointment **it takes some months to collect the residence permit card** at the Immigration Office.

### Residency Registration for EU Citizens

For EU, EEA, and Swiss citizens, a residence permit is not necessary. However, if you intend to stay in Italy for more than 90 consecutive days, you are required to register your residence at the local municipal registry office, called the Ufficio Anagrafe. To do this, you must present:

- Valid EU passport or ID card
- Traineeship offer
- Health insurance coverage (EHIC, private insurance, or SSN), and
- Proof of accommodation like a rental contract.

The Ufficio Anagrafe (ANPR) allows for online registration changes, including updating your residence. This can be done through the official [Anagrafe Nazionale website](#). Registering your residence confirms your legal status in Italy and helps you avoid fines related to unregistered residence.

### Codice fiscale

The **codice fiscale** is a permanent Italian identification number and a crucial requirement for all national and local administrative procedures in Italy—from renting an apartment to opening a bank account, purchasing a mobile phone, setting up a landline, and more. You can obtain the codice fiscale:

1. through your local Italian embassy/consulate. Please contact the relevant office at the Italian embassy or Consulate and follow their instructions. When asked to **include your Italian address use either that of your apartment in Italy or the one of EFSA (Via Carlo Magno 1/A, 43126 Parma)**.
2. when coming to Parma, you need to go to the Italian Revenue Agency Office in Parma (Agenzia delle Entrate, Strada Quarta 6/1 A, 43123 Parma). Please refer to this [website](#) for further information. At the reception desk you will be asked to fill in an application form with your personal details, **including your Italian address – either that of**



**your apartment in Italy or the one of EFSA (Via Carlo Magno 1/A, 43126 Parma).**

Please note that obtaining the **codice fiscale** is particularly important for non-European citizens. In some cases, it may be possible to apply for it through an Italian consulate during the visa process; however, policies vary by consulate and have become increasingly restrictive in recent years. If you are unable to secure it during the visa process, it is essential to do so immediately upon arrival in Italy.

For all trainees, it is strongly recommended to obtain the **codice fiscale** before arriving in Parma. However, please be aware that waiting times can vary significantly—from a few days to several months—depending on the organizational efficiency of your country's embassy or consulate, even within the EU.

### **Italian language**

Learning a little Italian before arriving will ease your daily activities. For this reason, you may find some of the following web pages helpful:

- <http://www.oneworlditaliano.com/>
- <http://www.bbc.co.uk/languages/italian/>
- <https://www.duolingo.com/>
- <https://www.babbel.com/>

Once you arrive, you can take advantage of the Italian courses offered by the City of Parma for a term subscription of 15€. Ask HuCap for further information about how to subscribe.

### **CPIA: centro provinciale per l'istruzione degli adulti**

Via La Spezia, 110 - tel. 05211917221 – 05211917220 Web site:  
<http://cpiaparma.it/>

e-mail: [cpiaparma@gmail.com](mailto:cpiaparma@gmail.com)

In the past private tutors have also offered 1:1 and group classes outside and within the premises of EFSA. Reach out to past trainees for contact information.

## 6. HOUSING IN PARMA



### Renting a room/apartment

Finding housing is a challenge in Parma especially if you don't speak Italian and you must plan on distance. For this reason, preferably arrive in Parma a few days before the start of your traineeship and start scouting as soon as you receive EFSA's confirmation You can search in the following ways:

1. Informagiovani, a municipal entity that helps young people to find a cheap accommodation. You can also check the board at their office in Via Melloni, 1/B - 43121 Parma.
2. Online Portals for renting apartments/rooms:
  - [Subito.it](http://Subito.it)
  - [Bakeca.it](http://Bakeca.it)
  - [Kijiji.it](http://Kijiji.it)
  - [Immobiliare.it](http://Immobiliare.it)
  - [Erasmusplay.com](http://Erasmusplay.com)
  - [Casa.it](http://Casa.it)
3. Visit the Camplus Apartments (Residenza Universitaria Cocconi) and check for available studios and rooms all around Parma. The office is in Borgo Pietro Cocconi, 30, 43125 Parma
  - Main Building: Via Università, 12, 43121 Parma PR
  - Faculty of Economics: Via John Fitzgerald Kennedy, 71, 43125 Parma
  - Faculty of Philosophy: Viale Paolo Toschi, 1, 43121 Parma PR
  - Public Library: Vicolo S. Maria 5, 43121 Parma



4. Check the [boards for rooms](#) available at the University of Parma
5. Check the following Facebook groups:
  - [PARMA AFFITTI TRA PRIVATI](#)
  - [AFFITTI PARMA Camera-Monolocale-Bilocale-Trilocale - brevi&lunghi periodi](#)
  - [Case in affitto a parma](#)
  - [CAMERE IN AFFITTO A PARMA](#)
  - [CASE a PARMA.](#)
  - [Expats in Parma | Facebook](#)
6. Get in contact with Trainees leaving through the “European Food Safety Authority (EFSA) – Trainees” Facebook/WhatsApp group, or simply networking!
7. Contact one or several of the real estate agencies located in Parma. Find in the **Annex** an indicative list of such agencies for which current trainees have positive feedback to give.

## Where to stay



Nice areas to live in include:

- Parma centro (north centro)
- Oltretorrente
- Cittadella
- South centro

- Montanara
- Crocetta

- Pablo

San Leonardo is probably the cheapest area in Parma, situated in the north of the centre, past the train station. It is close to EFSA and offers a wide range of ethnic shops and restaurants, reflecting its diverse, multicultural population. However, it's worth noting that San Leonardo has a reputation for being more urban and less polished than other parts of Parma. While many residents appreciate the area's vibrancy and affordability, those who prefer quieter or more homogeneous environments might find it less suitable.

A room costs between EUR 400-600, while studios are between EUR 600-800 (usually excluding bills /condominium fees).

### Temporary accommodation

Temporary accommodation can be a good option before choosing a longer-term solution or if you were not able to find a place before the start of your traineeship. Therefore consult the list of hotels, hostels and residences in and around Parma that you can find on the [Tourism website](#) or on the commonly known web pages like AirBnB or Wimdu. Also check online portals and facebook groups like [Expats in Parma](#) mentioned above for temporary accommodation.

### Rental contracts

When renting a property in Italy as a foreigner, there are several important factors to keep in mind. Italy has several contract type options, such as the 4+4 contract (standard long-term), the 3+2 contract (with regulated rent), transitory contracts for temporary stays, and short-term tourist rentals. Long-term contracts 4+4 and 3+2 are quite common, so you might actually “take over” the rental contract of the previous tenant. This usually happens with the so called *scrittura privata di cessazione contratto* (personal agreement), where the old tenant is terminating their contract and the next tenant is therefore entering, usually on the same conditions. Always read the **early termination clause** carefully, as it's common to have several months' notice (**between three and six**). Some contracts may include penalties for early departure, so it's important to know your obligations upfront. Check if utilities and building maintenance fees (**spese condominiali**) are included in your rent. Some rentals do, while others don't, so it's important to know what you're responsible for from the beginning. You should also be aware of security deposits and agency fees. A typical deposit is one to three months' rent, and if you use a real estate agency, they may charge a fee—often equivalent to one month's rent. Make sure all financial terms, including the deposit and how it will be returned, are clearly stated in the contract. Since contracts are usually written in Italian, it's crucial that you understand what you're signing. If you're not fluent, consider using a translator app or **legal advisor provided by EFSA's relocation services**, or ask for a bilingual version of the contract.

Also ensure the contract is legally registered with the **Agenzia delle Entrate** (Italian Revenue Agency). This must be done by the landlord within 30 days of signing. A registered contract protects your rights as a tenant; without it, the

agreement is not legally binding, and you could face problems with eviction or deposit recovery. Ask your landlord for a copy. If you don't get one you can ask about the registration at the Revenue Office yourself.

## Home services

### Gas, electricity and water

IREN is the main provider of gas, electricity, water and garbage services for Parma, even though there are more companies which you can address like Coop energia. In the following table, you will find the documents needed for requesting or changing a gas, electricity or water connection.

Gas & Electricity	Water
ID card	ID card
	EU citizens: certificate attesting
	Non-EU citizens: VISA-Permis de Sejour
	Permission of stay or certificate from the registry office
Codice Fiscale	Codice Fiscale
Mailing address	Mailing address
Phone contact	Phone contact
Current address	Current address
Email + Fax number (optional)	Email + Fax number (optional)
	Land registry details
Basic characteristics of the required supply (power, in-door, etc.)	Basic characteristics and details of the water-supply (on site)
	Previous bill(s) of the other services supply (e.g. telephone, etc.) referring to the same estate

### Waste sorting

Dedicated bins are in the common spaces of each building, and collection days are different depending on the areas. To check your collection days, use the following website. For batteries, you can find bins in some tobacco, electric and phone shops as well as at the reception of the EFSA building, while pharmaceuticals are collected in pharmacies throughout the city. More detailed information about how garbage is collected can be found through the following link.

### Garbage collection & recycling

A door-to-door separate waste collection takes place. All residents must pay a local garbage tax, the amount of which can vary according to the size of the accommodation and number of occupants (included in the condominium fees).

### How to get the different bins for refuse collection and recycling

Each household receives various bins for recycling different kinds of waste (organic, paper, glass, plastic). It is advisable to call Numero Verde Ambiente of IREN: 800 212 607 (free of charge) to get the different containers for collection. Following this, you can pick your bins at the reception desk of ENIA office in Strada Baganzola between 7.00 and 20.00 (Monday to Friday)

## Internet

Please note that availability may vary based on your specific location within Parma. It's advisable to check each provider's coverage tool using your exact address to ensure service availability.

### Wifi providers

Provider	Approx. Price (€/month)	Contract Length	Coverage Type	Notes
Iliad Fibra	€22.99	No binding	FTTH	Affordable, simple plan; check fiber availability in Parma area
Fastweb	€25–30	12 months	FTTH	Reliable fiber coverage in Parma; good speeds
TIM	€25–35	12 months	FTTH	Widest coverage; fiber widely available in Parma
Vodafone	€25–30	12 months	FTTH	Good service; fiber available in Parma
Linkem	€20–25	No or 12 months	Wireless	Wireless option; useful if fiber not available

### Prepaid & No-Contract Internet Options

Option	How It Works	Typical Costs
Mobile Data SIM + Hotspot TIM, Vodafone, WindTre, Iliad, Kena Mobile	prepaid SIM card + phone hotspot or a MiFi device, recharge via app, online or in-store.	€10–€15 for 150 GB/month €20–€30 for 200–1300 GB/month
Prepaid Home Internet (Wireless) Linkem	wireless modem with a SIM, payment monthly upfront, no contract + recharge via provider portal	€20–€30/month for 100–150 GB Unlimited options possible

## 7. MEDICAL ASSISTANCE

EFSA does not cover health insurance and thus each trainee should take care of his/her medical health insurance. A health insurance coverage is compulsory for the entire duration of your traineeship period. During the in-service training, a trainee is only personally insured against the risk of accidents.

**For EU citizens**, there are different options they can avail from:

1. European Health Insurance Card valid for the entire duration of traineeship
2. Private Health insurance for the entire duration of traineeship, e.g.: [WAI](#)
3. National Healthcare Service SSN which provides coverage for the calendar year (from January until December).

**For non-EU citizens**, the same options are valid except from the 1<sup>st</sup> option of the European Health Card.

### European Health Insurance Card

The European Health Insurance Card is a free card that gives you access to medically necessary, state-provided healthcare during a temporary stay in any of the 28 EU countries, Iceland, Lichtenstein, Norway and Switzerland, under the same conditions and at the same cost (free in some countries) as people insured in that country. Cards are issued by your national health insurance provider.

**! Important** – the European Health Insurance Card:

- is not an alternative to travel insurance,
- does not cover any private healthcare or costs such as a return flight to your home country or lost/stolen property,
- does not cover your costs if you are travelling for the express purpose of obtaining medical treatment,
- does not guarantee free services. National healthcare systems differ greatly within Europe. Services that cost nothing at home might not be free in another country.

Check with the health insurance provider or with the National Contact Point in your home country whether they will cover the costs of your healthcare abroad for the full duration of your stay. You can find general information about the card [here](#).

Some national health insurers will however only cover the costs of your healthcare in another country for a limited time; this is often the case for mature students (older than 28 or 30) and workers on training abroad. Read more on the rules [here](#).



## Private Health insurance

**For EU citizens:** who don't have EHIC or need supplementary health insurance.

**For non-EU citizens:** it is required for the entry visa and residence permit (permesso di soggiorno) for stays over 90 days in Italy.

### Welcome Association Italy

- Mainly covers emergencies – sudden illness or injury.
- Emergency medical care and hospitalization in Italy, Vatican City, and San Marino (Schengen coverage up to €30,000).
- Non-EU citizen: €91 for 6 months - €150 for 12 months,
- EU citizen: €71 for 6 months - €120 for 12 months
- But no routine healthcare (like GP visits, preventive care, chronic illnesses), no dental or vision and doesn't cover ongoing treatments.

Other options for private health insurance include INA Assitalia (Generali) – “Polizza Sanitaria per Stranieri” (accepted for permesso di soggiorno), Cigna Global and Allianz Care.

## National Healthcare Service SSN

The student visa allows you to subscribe to the Servizio Sanitario Nazionale – SSN in Italy. SSN will cover all the fees related to hospitalization, sickness and maternity services provided within Italian public hospitals. The yearly premium starts from 700€ and is proportionally increased by the amount of revenue you have declared in the past year. This specific coverage lasts one calendar year, therefore, only until 31st December. Take into consideration this time span when managing your healthcare insurance coverage.


### **You will need to send the following documents to the Local Health Bureau:**

- Modulo richiesta tessera sanitaria e scelta medico (subscription request and choice of General Practitioner form). You can choose your GP/Pediatrician from the list of available GPs. You can select up to 3 doctors, should your first choice not be able to accommodate new patients.
- Copy of your ID or Passport (VISA for non-EU nationals)
- Codice Fiscale number or a copy of the expired Tessera Sanitaria in case of renewal request
- EFSA Traineeship certificate provided before the beginning of your traineeship
- An address in Parma: either your residence or domicilio (you might be asked to send a copy of your rental agreement)

Here you can find further information on how to register.

### **! Important non-EU - Without a residence permit:**

- You're only entitled to emergency and urgent care (through the SSN's emergency services, like Pronto Soccorso).

- 
- You can't choose a family doctor (medico di base) or access full outpatient/specialist care.
  - Without a residence permit, your SSN registration might be incomplete or considered invalid for some services. You might be treated as a non-registered patient or tourist and charged higher fees or full costs.

## Italy's Healthcare System

### Doctors & General Care

The EHIC is accepted by doctors and facilities within the SSN, or by private providers who have agreements ("accreditamento"), however private doctors are not required to accept the EHIC. Keep in mind that you need to see a general practitioner first to be referred to a specialist. Also, patients usually pay a fee (called "ticket"), even for emergency care. Italy does not reimburse these costs directly; you must claim any refunds from your health provider at home. Emergency care may incur costs if you're not admitted to hospital, check with the local health authority for details.

### Dentists

Most dentists in Italy are private and do not accept the EHIC, so you will typically need to pay the full cost for dental care. For urgent dental care in SSN hospitals, the EHIC may be accepted, but expect to pay partial fees.

### Prescriptions

Some medicines are available over the counter without a prescription and without needing an EHIC – you can always ask in the pharmacy which one need prescription and which do not. Nevertheless, prescribed medications usually require partial or full payment. Show your EHIC when visiting SSN doctors or pharmacies to ensure any eligible insurance coverage.

### Emergency Services


118 is the direct number for medical emergencies and ambulances, but you can also call 112, the EU-wide emergency number. In some areas, language barriers can be a challenge, so knowing basic Italian medical terms or having a translation app is helpful.

### Using Private Health Insurance in Italy

Private doctors and clinics will usually accept private health insurance if they have agreements with the insurer (like "direct billing" arrangements). When booking an appointment, mention upfront that you want to use private insurance. Bring your insurance membership card or policy details (some apps have a digital version too!). Some places may ask you to pay upfront and then claim reimbursement from your insurance company yourself. Others have direct billing agreements, so they'll send the bill directly to your insurance provider.

## Places providing medical assistance in Parma

Both Italians and European health card holders can go to the **Casa della Salute** (Via Pintor Giaime, 1; tel: 0521 393637) to be assigned a general practitioner.



For health advice you can always go to the next pharmacy, indicated by a green cross. Outside their door, they display information about on-duty pharmacies ("farmacia di turno") for after-hours needs. Luckily, there is also the 24 pharmacy **BENU Farmacia Mille 24H** in Viale dei Mille, 52.

For health problems that arise at night or on holidays, when your GP is not on duty, and for which you cannot wait you can contact the Emergency Medical Service **Guardia Medica** in Pavilion 22, Ospedale Maggiore, entrance from via Abbeveratoia: Monday to Sunday from 08:00-20:00, Saturdays from 08:00-20:00, public holidays from 08:00-20:00, and pre-holidays from 10:00-20:00. Additionally, you can get medicine prescriptions and sick leave notices here.

For emergencies, refer to "Emergency room" - **Pronto soccorso** (dell'Ospedale). It is advisable always to bring your original ID and your (European) Health Card with you.

### Health relevant useful links

<http://www.ausl.pr.it/> (IT)

<http://www.salute.gov.it/> (IT)

[http://www.ausl.pr.it/come\\_fare/sportelli\\_unici/default.aspx](http://www.ausl.pr.it/come_fare/sportelli_unici/default.aspx) (IT)

[http://europa.eu/youreurope/citizens/work/social-security-forms/index\\_en.htm](http://europa.eu/youreurope/citizens/work/social-security-forms/index_en.htm)

[https://europa.eu/youreurope/index\\_en.htm?topic=health](https://europa.eu/youreurope/index_en.htm?topic=health)

<http://www.agenziafarmaco.gov.it/>

## 8. MOVING AROUND



In this section you will find all the information needed on how to arrive at EFSA and on how to move around in Parma in general - either by car, bicycle or public means of transport.

### How to arrive at EFSA

#### **By car**

There are 204 parking spaces at EFSA and parking is based on a first come, first serve basis. However, it is necessary to register your car or motorcycle before you can access the parking lot by sending the brand and model, fuel type and plate number of your vehicle to [servicedesk@efsa.europa.eu](mailto:servicedesk@efsa.europa.eu).

#### **By bicycle**

Within EFSA's premises there are in total 155 parking lots for bicycles – either in front of the building or in the underground parking. Going by bicycle is very popular in Parma. Throughout the city there are cycle-lanes which make it easy to move around. There are several shops offering also second hand-bicycles for a reasonable price. For those not having a bicycle of their own: there are also options of [bike sharing](#) "Ridemovi" or renting a bike from the [Cicleteria](#).

#### **By bus**

The bus stop "Viale Piacenza Stadio Rugby" is just next to EFSA. It is served by bus lines no. 6, 9 and 12. For more information on the respective ways of transport, have a look at the following sections.



## Car

### Driving

Within Parma there are traffic restrictions for the central areas, called Zone a Traffico Limitato (ZTLs). Access to the ZTLs is electronically monitored and these areas cannot be used freely during certain hours (7:30 – 19:30). As well as this, Parma have an initiative to reduce air pollution from traffic on certain days, so called “ecological Sundays”. More information on these and how to get a resident or temporary permit for the ZTLs can be found on the [infomobility website](#)

### Parking

When parking in Parma, you have two main options: parking your car on the road or in a car park. For parking on the road, there are certain colour codes for the lines marking the parking slot, which indicate who can park there and when:

Delimited by blue lines	Delimited by blue and white lines	Delimited by yellow lines
<b>payment parking:</b> usually from 8.30 to 19.30, Monday to Saturday. Free outside of these time-slots tickets to be purchased at the parkometers	<b>payment parking:</b> usually from 7.30 to 19.30, everyday. tickets to be purchased at the parkometers from <b>19.30 to 7.30: only for residents</b>	only with <b>explicit permission</b> , e.g. for disabled persons appropriate certificate (obtained from the Comune) has to be placed on the windscreen

Further restrictions might be in place for specific areas, therefore always consider the information indicated on the signs next to the parking slots. Further information on the permit options, costs and vending points can be retrieved from [here](#). There are several **paying car parks**, with most of them located around the central area of Parma, so you can easily reach the city centre on foot. Another option is to leave your car in one of the **exchange car parks** in the outskirts of Parma. They are for free and connected to the city centre through public means of transport. You can find an overview of the car parks in Parma [here](#).

### Car Sharing


In case you don't have a car, but temporarily need one, you can take advantage of the car sharing initiative in Parma. For further information on conditions of use, costs, etc. have a look on the [Infomobility website](#).

## Public Transportation

### Bus

The main operator of buses and coaches in Parma is **TEP**. On the [TEP website](#), you can find all the timetables for the buses circulating in Parma (line urbana) and for the ones connecting Parma to the towns in the province (line extra urbana). Tickets and passes are sold at the TEP points and at tobacconist shops or you simply download the [Teseo App](#) to get tickets (passes excluded). Information on prices and locations can be found on the [TEP website](#).





During the evening/night, night buses operate until 00:00 Monday to Thursday and until 01:30 Friday and Saturday. For further information, check the TEP website indicated above or send an email to [customerservice@tep.pr.it](mailto:customerservice@tep.pr.it) (English email correspondence possible).

## Train

**Trenitalia X-GO Program** is a free loyalty scheme for travelers using regional and Intercity trains. Members earn points for every euro spent on tickets, which can be redeemed for discounts on future travel. It also provides access to special offers such as the Carta**FRECCIA** Young, which allows you to receive a discount of 30% - 50% on your tickets for all the national trains. This offer is only valid if you are below 30 years old. You can purchase it in the ticket office, at the ticket machines or via the Call Center until two days in advance of your departure. For further information have a look on the [website](#).

**Italo** trains usually operate between the big cities of Italy. The closest station to Parma from which these trains depart is Reggio Emilia AV Mediopadana and there are buses connecting Parma with this station. Further information can be found on the [website](#).

- Italo Young Offer: Travelers aged 14 to 29 can enjoy discounts of up to -70% on their tickets.
- Italo Friends Offer: Groups of 3 to 10 travellers can enjoy discounts of up to 60% when traveling in Smart Class or Prima Business Class.

**Italia in Tour** allows unlimited travel on all Trenitalia regional and fast-regional trains (second class) across Italy.

The 3-day pass costs €35 and the 5-day pass €59 and run for consecutive days. They exclude high-speed or Intercity services and certain regional stretches (e.g., the Cinque Terre line), but you can change the start date free of charge up to 23:59 on the day before validity begins. Further information can be found on the [website](#).

## 9. FACILITIES AND LEISURE ACTIVITIES



An overview of the events taking place in Parma and the entire region of Emilia-Romagna can be found on the following websites:

- [Parma Cultura](#)
- [Tourist office Parma](#)
- [Emilia-Romagna Turismo](#)
- [Città d'arte Emilia Romagna](#)

Whatever cinema, museum or sports club you go to: Take your **EFSA badge** with you – you never know where you might get a discount.

### Theatre

There are four main theatres in Parma offering seasonal programmes. You can buy your tickets in the respective ticket shop or online. Check the websites for special discounts (e.g. offers for people under 25 or 30, discount with Conad Card, etc.).

- [Teatro Regio](#)
- [Teatro Due](#)
- [Teatro Pezzani](#)
- [Teatro delle Briciole](#)

One of the main cultural events in Parma takes place in October: the Verdi Festival. Throughout the entire month the city celebrates the heritage of Giuseppe Verdi, who was born in a town close to Parma (Roncole), with a lot of concerts and events.

## Museums and galleries

The city of Parma and its province offer a lot of museums, dedicated to art, music and to food (see section Food in and around Parma). The first Sunday of the month is always a good opportunity to go there: you can enter some of the museums, mainly the national ones, for free! Here an overview on some of the museums/galleries:

- National gallery (together with Teatro Farnese), Parma
- Chamber of Saint Paul and Saint Catherine's cell, Parma
- Birthplace and museum of Arturo Toscanini, Parma
- National museum of Giuseppe Verdi, Busseto
- Art collection of the labyrinth of Franco Maria Ricci, Fontanellato
- Magnani Rocca Foundation, Traversetolo

For a complete list of the museums/galleries in and around Parma, have a look at the tourist office's [website](#).

## Cinema

There are 5 cinemas in Parma, three of them cinema d'essais, whereas in "The Space" cinemas you can see rather the blockbuster movies (in Italian language).

- [Cinema D'Azeglio](#)
- [Cinema Astra](#)
- [Cinema Edison](#)
- [The Space – Barilla Center](#)
- [The Space - Campus](#)

*Cinema d'Azeglio* has an event in place called "The Original ones". On Tuesdays, movies are shown in their original version (with Italian subtitles). By showing your EFSA badge, you get a discount on your ticket. Or you go for a subscription, which is valid for a certain number of movies (e.g. €18 for 4 movies) and where you can always bring a second person – this is even cheaper.

*Cinema Edison* also puts on the screen movies in their original language, with Italian subtitles. You can do a subscription for 5 movies, paying €20. And on Fridays, people under 30 only must pay €3 for the ticket.

Also, in *Cinema Astra* you have the possibility to do a subscription (6 movies for €27) or to purchase the ticket for €3 only if you are under 30 (only applicable on Tuesdays).

In *The Space* cinemas you can take advantage of the "Happy Monday"/"Happy Tuesday", where you can see selected movies for only €3.50. Check the weekly program to know which movies will be on the screen as part of this special offer.

## Libraries in Parma

There are many libraries in Parma and the most important ones are:

- [Biblioteca Internazionale Ilaria Alpi](#)
- [Biblioteca Palatina](#)
- [Biblioteca Comunale Ugo Ganda](#)



The **library card** is available to all individuals, including residents and non-residents of Parma. To obtain it you need a valid photo ID (e.g., passport, national ID card) and your Codice Fiscale.

You can visit any public library in Parma and submit the required documents to receive your library card immediately or complete the online registration form available on the Comune di Parma's official [website](#). After processing, you will be notified when your card is ready for pickup at your chosen library.

With your library card, you can access the **EmiLIB** digital library, which offers:

- E-books and audiobooks.
- Digital magazines and newspapers.
- Streaming services for music and films.

To register for EmiLIB, fill out the form on the [EmiLIB registration page](#).

## Public parks



Across the town, a wide range of open spaces and public parks are the perfect landscapes for jogging and running.

**Parco Ducale:** Parco Ducale is one of the most important parks in Parma; it hosts the [Ducal Palace](#) and the [Palazzetto Eucherio Sanvitale](#). It is in the historical centre on the west side of the river, opposite to the Pilotta palace and it's the perfect destination for sports with its 3.2 km of roads. The park closes for the night (at 20:00 in winter and midnight in summer).

**Parco Cittadella:** In the past, it was a military fortress with a pentagonal shape; now Cittadella is a public park with children's games and space for outdoors sports. The park closes for the night.

## The castles of the Duchy of Parma and Piacenza

As a heritage of the former duchy of Parma and Piacenza, the area surrounding these two cities is rich of castles and fortresses. In fact, there are more than 20 of them to visit, amongst others: Torrechiara, Castell'Aquato, Colorno and Fontanellato. An overview of all the castles with a short description and history of the respective sites and useful information for visiting can be found [here](#).

## Sport activities

For more information and contact infos check the EFSA Intranet Portal (EFSA Beyond work)!

**In EFSA** you will find:

- Postural re-education
- EFSA Sailors
- EFSA Football club
- EFSA Basketball club

## Centro Universitario Sportivo Parma (CUS Parma)

- Official sports centre of the University of Parma, offering a wide range of fitness and sports activities for students, staff, and the public.
- Annual Membership Fee: €14.00
- Validity Period: From September 1st to August 31st of the following year
- You can register in Person by visiting the CUS Parma office at Parco Area delle Scienze, 105, 43124 Parma. For more information visit [cusparma.it](http://cusparma.it) or write an Email to [segreteria@cusparma.it](mailto:segreteria@cusparma.it)

## Fitness Centers/Gyms

- [GYM NCG Fitness Centre](#) (with your EFSA badge you get a discount)
- [McFit](#)
- [Mad Gym](#)
- [Palestre Italiane](#) (offer group classes)

## Running

- [Cittadella 1592](#)
- [Run 4 fun course](#)
- Events: [Cetilar run](#), (in May), [Parma half-marathon](#) (in September), [Parma marathon](#) (in October) and the [Tartufo trail](#) (in October).

## Swimming

- [Piscina Martino Pizzetti Parma](#): <1 km from EFSA
- [Level Rustici](#): 3 km from EFSA
- [Centro Sportivo Coopernuoto Piscine](#): 3 km from EFSA, indoor and outdoor pools
- [Sports Center Ercole Negri](#): 7 km from EFSA, indoor and outdoor pools
- Entry: €8–€10. Lessons and competitive training available by subscription.

## Cycling

- [Alpicella Bike Park](#) in Calestano
- [Filippelli Club](#)
- Bike shops: [Sessantallora](#) (road bike and MTB teams) and [DeiSante](#).



- Trenitalia allows bike transport; regional trains often free or €3–5, high-speed trains require reservation.

### **Climbing**

- Pareti Sport Center: Indoor climbing walls, 4 km from EFSA.
- Stone Temple Climb & Wellness: Bouldering, 6 km from EFSA.
- Entry ~€12, passes available; equipment rental and classes offered.
- Frequent climbers will need join FASI for insurance (can be done at the Climbing Gyms).

### **Beach Volleyball**

- Parma Beach Arena: 3 km from EFSA. Open courts in the summer or closed in the winter with warmed sand.
- Playa Bonita: 8 km from EFSA. Indoor + warmed sand in winter.
- Courts available for rent; courses offered. Also beach tennis and footvolley.

### **Tennis & Table Tennis**

- CRAL amps: requires ARCI membership
- Blue Steel Parma: La Raquette and Match point sport centre
- Olimpica club: indoor courts, no subscription needed.
- Circolo Inzani: with indoor and outdoor courts.
- The university of Parma also offers courts at campus.
- Table tennis: Sports Center Ercole Negri (7 km from EFSA)

### **Dancing**

- Ballet/Contemporary: CID Accademia Danza e Spettacolo (near train station), and Jazz Dance Studio (city center).
- Latin dances: COHIBA Club (San Lazzaro), Ataca Dance (city center).
- Swing/Lindy Hop: Parma Lindy Hoppers

### **Martial Arts**

- Capoeira: LSC Capoeira Herança Italia, ASD Capoeira Gerais, Sankofa ASD Capoeira Angola
- Karate & others: Polisportiva COOP Parma 1964, Shin Ki Tai, SEN-NO-SEN Parma and CENTER PARMA.

### **Aerial Arts**

- Circolarmente
- Onyx Parma

## 10. Food, Stores and Going Out in Parma



### Food, museums and festivals

Throughout the world, Parma is mainly known for its food, especially the two most famous products Prosciutto di Parma and Parmigiano Reggiano. In the province of Parma there are museums dedicated to these and other typical products. And of course, you can not only learn something about the history and production of these food stuffs but also have a degustation.

#### Museums:

- Parmigiano Reggiano
- Prosciutto di Parma
- Salame di Felino
- Tomatoes
- Pasta

Another option to taste some typical products are the several **food festivals** that take place in and around Parma. September is the month of the Prosciutto di Parma festival: a lot of factories open their doors for visitors, give an insight on how the famous prosciutto is produced and sell their products. Two months later, it is time for "November porc" in the area north of Parma, with events dedicated to typical products like Culatello, Spalla *Cotta*, etc. Check the tourism office's website to find out more about the schedule of events in and around Parma.

## Aperitivo culture

The legendary 'Aperitivo Italiano' has become a ritual for people around the world when they want to start a great night out or simply rinse off stress after a hard-working day. Some of the most important places for aperitivo are: Panino D'artista, Pulcinella, Oltre Lab, Peter Pan, Barino, etc. If you are longing for a sandwich, you should go to Pepen or Frank Focaccia. You will find a good kebab or falafel at 'Carpe Diem' and a nice piadina at 'La Piadineria'. Also, there are lots of restaurants close to EFSA (Max, Tempi moderni) and in the city centre (Oste Magno, Ombre rosse, Trattoria del Tribunale, Trattoria dei Servi, etc.). Find a more exhaustive list in our [collaborative map](#).

## Arci Tessera

The **ARCI Tessera** is an annual membership card issued by the *Associazione Ricreativa e Culturale Italiana* (ARCI), a prominent non-profit organization in Italy dedicated to promoting cultural, social, and recreational activities. It grants access to ARCI-affiliated clubs (*circoli*) across Italy, which host events like concerts, workshops, film screenings, and community gatherings. It usually costs between 10 – 15 € and the easiest way to obtain is to visit an ARCI-affiliated club as many allow on-site registration before events.

## Live music

In case you want to enjoy live music in Parma, check out the programmes of the places mentioned below:

- [Campus Industry](#)
- [Shakespeare Cafe](#)
- [Arci Zerbini Food & Music](#)
- [Borgo Santa Brigida](#)


## Retail

Most major supermarket chains have stores in the city. In this area you will find Italian chains like Conad, Coop and Esselunga, but there are also discounter chains like Lidl, Aldi, Eurospin and Penny (Market). Not all grocery stores are open on Sunday. To check it, you can consult this [web page](#). In case you don't feel like cooking yourself, you can always order some food online on [just eat](#). There are also several **malls** in and around Parma where you find supermarkets, but also shops for clothes, kitchen ware, electronic devices, etc:

- |  |                                  |
|--|----------------------------------|
| • <a href="#">Eurotorri</a>            | • <a href="#">Helen Store</a>    |
| • <a href="#">Centrotorri</a>          | • <a href="#">Happy Casa</a>     |
| • <a href="#">Eurosia</a>              | • <a href="#">IKEA</a>           |
| • <a href="#">Barilla Center</a>       | • <a href="#">My Euro Island</a> |
| • <a href="#">Parmaretail Panorama</a> |                                  |

You can also find useful stores, sites and even applications with second-hand items:

- [Mercatopoli](#)
- [Mercatino dell'Usato](#)

- 
- [di mano in mano negozio vestiti usati](#) (only Clothing)
  - [Parma bacheca](#)
  - Mercatino di Nico
  - shpock app

For more information about second hand and zero waste stores, as well as **water fill station** in Parma check out the [Zero Waste Map IT](#). Recently, some shops and restaurants in Parma have started offering surprise bags of unsold food for a reduced price on [too good to go](#).

### Websites to buy and sell used stuff

Especially at the beginning of your stay in Parma you might need some things for your flat, a bicycle, etc. Therefore, have a look on the following web pages where people buy and sell used stuff:

- <https://www.subito.it/annunci-emilia-romagna/vendita/usato/parma/>
- <https://parma.bakeca.it/annunci/compro-vendo/>
- Facebook pages:
- Mercatino dell'usato di Parma – NEW
- Mercatino dell-usato Parma e provincial
- Mercatino dell-usato. Vendo/Compro a Parma
- Parma marketplace (Facebook default)

## ANNEX

Please find below a list with real estate agencies, for which there was positive feedback from the past trainees and a specification if they speak English as an additional asset.

Name of the real estate agency	Link to their website/Contact details	English
Grandi Agenzie	<a href="https://www.grandiagenzie.it/">https://www.grandiagenzie.it/</a>	Yes
Superchi	<a href="https://www.agenziasuperchi.it/">https://www.agenziasuperchi.it/</a>	Limited
Errezeta immobiliare	<a href="https://www.errezetaimmobiliare.com/">https://www.errezetaimmobiliare.com/</a>	Yes
Buro Immobiliare	<a href="http://www.buroimmobiliare.it/">http://www.buroimmobiliare.it/</a>	Written



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