The journey into the UK on an **INTERNATIONAL ASSIGNMENT**

Identifying, applying and preparing for an international assignment.

INBOUND

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YOU'RE INTERESTED IN GOING ON AN INTERNATIONAL ASSIGNMENT - **WHAT DO YOU DO?**

Start learning English NOW!

1. Find out what opportunities are available:
2. OR, you're approached by the business for a role; this could come through your Career Manager or someone in your business network.
3. Due to Brexit, there are visa and immigration requirements - speak to your Career Manager.
4. Carefully consider the personal and professional implications.
5. You successfully interview and are offered the role; your French Line Manager and HR approval.
6. RH'One (EDF SA international mobility team) will explain the expat contractual terms and conditions, the package and tax position.
7. Connect with the expat network so you can start building contacts and asking practical questions about life and work there.

YOU'VE DECIDED TO ACCEPT THE ASSIGNMENT, YOU CONFIRM TO YOUR HRBP - **THEN WHAT?**

8. RH'One and the UK Host team advise the UK International Mobility (IM) team. The IM team authorise Graebel, the relocation provider.

   Graebel assign a personal consultant to support you throughout your assignment; they will explain all the processes and touchpoints.

   Your Graebel consultant will monitor all aspects of the process (including homesearch tenancy reference letter, bank account application letter, shipment etc) to ensure a successful and effective relocation and will be your main point of contact from this point onwards.

9. The Onboarding team will contact you for your security vetting and to gather your immigration documents. You will need to provide the documents requested when asked - this is critical to avoid delays and impact on your assignment start date.
10. You receive your Assignment Letter from the International Mobility Team (IM Team) via DocuSign; this includes forms to complete regarding the pension scheme and provision of bank details at a future point.
11. You sign and return the Assignment Letter as soon as possible.
12. The Immigration team will send you the Certificate of Sponsorship three months prior to your start date, at the earliest and also give you the link to the UK Visa & Immigration (UKVI) website to apply for your online work permit and visas for any accompanying dependants.
13. You receive your Convention de Detachement from RH'One to sign and return electronically.
14. Initiated by Graebel, their local destination support partners contact you regarding homesearch requirements and support to find a property.
15. Graebel will coordinate a pre-orientation visit to your host location, where you will have one day's support by the local partner to view pre-identified properties.
16. Initiated by Graebel, a selected shipping company contacts you regarding shipment of your belongings to the Host location.
17. If granted, the UKVI will send you confirmation of your visa. This will be an eVisa that UK Border Control will be able to view when they scan your passport on arrival. Please share your Unique Application Number with onboarding who will verify your right to work in the UK.
18. You liase with your Host line manager to discuss IT and access needs and prepare for the role.
19. The Expat Tax Manager contacts you to provide a detailed tax briefing.
20. As advised by Graebel, you organise your personal travel to the Host location. Please liaise with Graebel directly if you have any questions.
21. RH'One registers you (and dependants) with MSH International healthcare. MSH email you with login details for their portal, where you need to finalise the registration and add any dependants as appropriate.

AND **YOU'RE OFF!**

22. You arrive at your Host location and move into your new home or temporary accommodation.
23. Coordinated by Graebel and the shipping provider, your possessions arrive at your new home.
24. Graebel will advise you on how to open a UK bank account and provide appropriate reference documents. You need to open this account as soon as possible so that EDF in the UK can pay your salary and allowances to you.

DURING YOUR ASSIGNMENT

25. Your Host Line Manager provides an induction to the organisation and team; ensures you receive IT equipment, access pass, etc.
26. Graebel will send you a survey to provide feedback on your relocation support and the IM Team will ask you to provide feedback on the overall experience.
27. Your Host Line Manager will work with you to define objectives and agree touchpoints for performance management.
28. Ongoing support and contacts during your assignment:
29. Six months before your assignment ends, start speaking to your Home Career Manager, HR and Host Line Manager to explore your next role options after your assignment ends or possible extension.

YOUR ASSIGNMENT IS BEING **EXTENDED**

30. You receive your Avenant de Detachement from RH'One to sign and return electronically.
31. You receive your Assignment Extension Letter from the IM Team via DocuSign.
32. You sign and return the Assignment Extension Letter as soon as possible.
33. Your Graebel consultant will support you with extending your lease and other relevant processes.

YOUR ASSIGNMENT IS **ENDING**

34. The IM Team confirms your assignment end date to Graebel.
35. Your Graebel consultant explains the return process and supports you with check out / cleaning of the property and payroll.

    As the rent is paid one month in advance, you will have already paid your final month's rent and therefore will not receive rental allowance in your final month.
36. RH'One will contact you to support you with shipping and repatriation to your home country.

    Initiated by RH'One, a selected shipping company contacts you regarding shipment of your belongings to your Home location
37. The Expat Tax Manager will explain any tax administration related with the end of your assignment.

BACK **HOME**

38. RH'One will end your international healthcare cover following your assignment end.
39. Graebel asks you provide feedback on the repatriation support.
40. The IM Team asks you to provide feedback on the overall experience.