



5, Clos Doré – Impasse du Petit Caporal - 49400 SAUMUR

regulations reception centre for asylum seekers

The regulations aim at specifying the reception conditions for the people accommodated within the CADA. They are displayed within the centre.

article 1: admission

The asylum seekers are admitted at the reception centre for asylum seekers (CADA) of the ASEA in Saumur on the basis of the decision of admission taken by the Office Français de l'Immigration et de l'Intégration (OFII), *French Office for Immigration and Integration*. A residence contract is signed between the people accommodated and the manager or his/her representative.

article 2: staying at the centre

The asylum seekers are temporarily accommodated within the centre. Their presence is defined in the residence contract signed when they arrive. The length of the stay is strictly limited to the one of the examination of the asylum application by the Office Français de Protection des Réfugiés et Apatrides (OFPRA), *French Office for the Protection of Refugees and Stateless Persons*, then, possibly, by the Cour Nationale du Droit d'Asile (CNDA), *National Court Asylum*.

The residence contract is not a lease contract and does not give any right to occupy the premises beyond the date of the end of reception notified by the manager of the centre, or of the deadlines for occupancy within the centre on a temporary basis.

Changing the accommodation during the reception or the sharing of the accommodation in cohabitation with some other people can, if necessary, be decided by the manager of the centre.

article 3: premises / common areas

The offices are located at 5 Clos Doré – Impasse du Petit Caporal in Saumur.
The social workers can be contacted at ☎ 02.41.40.28.70
An answering machine is at your disposal outside the opening hours.

The CADA premises are opened to the public:

| | Morning | Afternoon |
|-----------|-------------|--------------|
| Monday | 9:00 -12:00 | 14:00 -17:00 |
| Tuesday | 9:00 -10:30 | 14:00 -17:00 |
| Wednesday | 9:00 -12:00 | 14:00 -17:00 |
| Thursday | 9:00 -12:00 | 14:00 -17:00 |
| Friday | 9:00 -12:00 | Closed |
| Saturday | Closed | Closed |
| Sunday | Closed | Closed |

An access to the mail and to a computer terminal is possible (authorization procedure with a member of the CADA team). The use of these spaces and equipments implies from the accommodated people the compliance with the rules enabling to maintain these places in a satisfactory clean condition and are conditioned to the social workers' judgment regarding the relevance of their use.

Deteriorations or gross negligence or failure to comply with the regulations of the premises can involve some deductions from the deposit made up with a view to leaving, or even the end of the reception and the exclusion from the centre.

article 4: premises for personal use

The CADA provides the accommodated people with some diffuse accommodations. The accommodations can also be assigned in cohabitation, the accommodated people having to share the use of some rooms.

- An inventory and a schedule of fixtures are carried out when the keys are handed over. There is one set of keys per adult.
- The person commits to keep in good condition and to return the equipment lent according to the inventory carried out when arriving. The missing or damaged equipment is charged when leaving the centre and it is deducted from the deposit.
- The accommodated people are responsible for the regular maintenance of the space reserved for them. In case of cohabitation, the users must pay special attention to the maintenance of the common portions of the apartment.
- The accommodated person commits to inform the association about any problem regarding the apartment (water leak, electrical problem, deterioration).
- The CADA staff can access to the bedrooms or apartments for reasons of security and hygiene.
- Any modification of the existing installations, as well as the use of electrical appliances or others, is subject to the prior agreement of the people in charge of the centre.
- The accommodated person commits to comply with the regulations in force in the building (Règlement de l'Office Public des H.L.M Saumur, *Regulations of the Office Public des HLM Saumur*, displayed in every accommodation).
- The normal gas, water and electricity consumptions are paid for by the centre. In case of excessive consumption, some restrictive measures are implemented and a partial repayment

can be required from the accommodated people.

article 5: benefit for asylum seeker (ada) and financial contribution to accommodation costs

The people accommodated within the CADA receive a benefit (ADA). The benefit is paid on a means-tested basis during the reception according to the family composition, according to the provisions set by the decree issued on the basis of Article L. 744-9 of the Code of Entry and Residence of Foreigners and Right of Asylum.

The manager of the centre asks the accommodated person for a deposit, according to the order issued by the Minister in charge of asylum on the basis of Article L. 744-5 of the Code of Entry and Residence of Foreigners and Right of Asylum. This deposit is given back to the interested person when he/she leaves the centre except if it is established that he/she is involved in the degradations of the premises of the centre or if he/she stays beyond the statutory deadlines. All or part of the deposit will then be deducted by the manager of the centre, according to the costs of rehabilitation brought about by these degradations.

article 6: community life

It is strictly forbidden to house in the apartments some people who are not recorded in the registers of presence of the centre.

The use of the premises and of the community facilities is reserved for the accommodated people. The manager of the centre must be informed about the visit of people external to the centre. In case of cohabitation of several people in the same place, these visits must not disturb the cohabitant.

The neighbourhood's tranquility must be respected through avoiding any noise between 10:00pm and 07:00am.

The CADA is a community where life is based on respect for others as well as on respect for cultural, political, religious and social differences; in so much as they remain in the private sphere. In order to protect everybody's quality of life, everyone must, at any time and anywhere, behave correctly and respectfully towards the others. No political or religious demonstration will be tolerated within the CADA premises.

article 7: Administrative procedures

The administrative procedures relating to the application for protection (Préfecture, OFPRA, CNDA) must be regularly dealt with together with the centre's team. The refusal to appear when summoned and to reply to requests for information can be a reason for exclusion from the centre.

article 8: absences

Short-term absences are allowed. However, the asylum seeker who wants to leave must inform the CADA's educational team. Any absence of more than one week must be permitted by the manager of the centre. Failing that, it will be considered as abandonment of the accommodation premises. The

closing of the room and the holding of the personal belongings will be carried out under the supervision of a bailiff.

The managers of the centres systematically report the abandonments of accommodation premises of over one week to the OFII's relevant territorial department

article 9: health / compulsory medical examinations

In partnership with the Centre Hospitalier, *hospital*, of Saumur, a medical examination is organized within the fifteen days following the entry into the CADA. The compulsory vaccinations for children will be carried out by the Maternal and Child Health Care Services or failing that by the attending physician.

article 10: injury accidents and damage

The CADA must provide all the accommodated people with civil liability insurance for damage to third parties.

During the stay, parents remain civilly and criminally liable for their children. The manager could not, in any case, be involved in the consequences of the accidents they would cause or suffer from the parents' lack of supervision.

article 11: sanctions / reminder

The exclusion from the CADA can be ordered by the management of the centre for the following reasons:

- serious breach of the regulations;
- acts of violence against the other residents or the centre's team;
- infractions (crime or offence) to the French legislation having led to judicial convictions;
- false statements about the identity or the personal status, particularly the ones relating to the criteria for access to the social assistance from the State;
- refusal of transfer to another centre or another apartment;
- refusal from a person who has obtained the refugee status or the benefit of the subsidiary protection of an accommodation or housing offer.

article 12: eviction procedure

Pursuant to Articles [L. 744-5](#) and [R. 744-12](#) of the Code of Entry and Residence of Foreigners and Right of Asylum, when, after a final decision, the time for reception allowed within the CADA ends, the manager implements the decision of leaving taken by the OFII and informs the Office and the Prefect of the department about it.

If a person stays after a final decision of rejection in the accommodation place, the manager of the CADA or the OFII can refer to the prefect of the department where the centre is established. This one requires this person to leave the place if:

- the person does not have a residence permit and has not asked for voluntary return assistance or has refused the offer of voluntary return assistance presented to him/her by the OFII;

- the person has a residence permit in France and has refused one or several offers for housing or accommodation which were done to him/her in order to vacate the occupied apartment.

If the requirement is unsuccessful, the prefect can, upon a reporting from the manager or the OFII, refer to the President of the Administrative Court on the basis of Article L. 521-3 of the Code of Administrative Justice to order this occupant to leave the place.

This procedure can also be implemented when a person has a violent behaviour or commits some serious breaches of the regulations of the accommodation place and when he/she has not left it after having been subject to a decision of exclusion from the CADA taken by the manager of the centre in pursuance of Article 11.

article 13: accommodated people's participation in the running of the cada

According to Article D. 311-21 of the Social Action and Family Code, the accommodated people take part in the running of the CADA according to the following terms: through establishing groups of expression implemented at the level of the service or of the reception place, once a quarter at least twice a year.

article 14: reviewing the regulations

These regulations are reviewed every year.

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Certified true English translation of the original French document.
11 April 2016.

Christiane Blet
Sworn translator