



ENGLISH FOREIGN LANGUAGE ASSISTANTSHIPS IN FRANCE 2005-2006

INFORMATION

For Québec university students

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[GENERAL INFORMATION](#)

The program respecting English foreign language assistantships in France is being implemented in 2002 following an agreement between the C.I.E.P. (Paris) and the Ministère de l'Éducation du Québec (MEQ). Québec university students have the opportunity to hold a English language assistantship position in French secondary schools.

To fill the positions available in 2005-2006, interviews will be held in Montréal in March 2005.

[WORKING CONDITIONS](#)

The assistants act as English tutors for groups of teenagers whose mother tongue is French. They work 12 hours a week. Their main role consists of enhancing the second-language program by leading activities that focus on **oral** skills.

Assistants do not replace teachers: instead, they **assist** teachers by fostering student learning. School and extracurricular activities organized by the assistant are usually supervised by the person in charge of the foreign language program at the educational institution.

Assistants stay in France for seven months, from October to April. Where a task is to be performed in several institutions, the school administration must provide appropriate transportation and, if need be, a flexible work schedule.

The gross amount of the monthly allowance is approximately 900 Euro. It is revised yearly. This salary is paid by the host school, which is the candidate's employer. Related expenses, such as the cost of plane, bus and train tickets, of participation in information activities before departure and upon arrival in France, and of insurance coverage (travel, health and liability), are borne by the successful candidates. **The MEQ reimburse up to \$1 500.00 the cost of transportation and participation to the information meeting in the fall of 2004 to every Québec student holding a position abroad as a participant in a program respecting language assistantships.**

University students have the responsibility to be informed of the reimbursement conditions of their student loans before leaving the country.

[ELIGIBILITY REQUIREMENTS](#)

Candidates must:

- be registered as full-time students in a Québec university (fall 2004 or winter 2005)
- be permanent residents of Québec
- be Canadian citizens
- be in excellent health
- be native English speakers or use English in their everyday language, and have received their education in English
- master both spoken and written English
- have a very good knowledge of French at the time of the interview
- not have been admitted to any other language assistantship or monitoring program
- have no criminal conviction

REQUIRED SUPPORTING DOCUMENTS (3 copies, including the original)

- application form (original form and 2 photocopies with photographs)
- first evaluation form (it must be an original copy obtained from a university professor or lecturer or a CEGEP teacher, be typed or handwritten in black ink, be signed, and be submitted in a sealed envelope; it is available in MS Word 2000 format and can be filled out directly on the computer; to access it, please click here: [EVALUATION FORM](#))
- second evaluation form (it must be an original copy obtained from a university professor or lecturer or a CEGEP teacher, be typed or handwritten in black ink, be signed, and be submitted in a sealed envelope; it is available in Microsoft Word 2000 format and can be filled out directly on the computer; to access it, please click here: [EVALUATION FORM](#))
- 400-word personal essay on the role and tasks of a teaching assistant

REQUIRED SUPPORTING DOCUMENTS (original only)

- official attestation of full-time status (issued by the university registrar's office)
- most recent official transcript (original copy is required; if need be, you may obtain a copy from the registrar's office)

REGISTRATION REQUIREMENTS

Québec university students interested in participating in the program (application form) should contact the person in charge of the program at the university they attend. This form is available in MS Word 2000 format at the MEQ's Web site. To access the form, please click here: [APPLICATION FORM](#).

The completed form and the required documents (complete file) must be sent before February 15, 2005. Please make sure to register your mail. The postmark serves as proof of the mailing date.

If your candidacy is chosen by the preliminary selection committee, you will be called to an interview in Montréal in March 2005.

ADDITIONAL INFORMATION

For information concerning this program, please contact the person in charge of the program at your [university](#).

To obtain a detailed description of a language assistant's tasks, you may check the following Web sites of three partners of Québec:

France: www.ciep.fr/echanges

United Kingdom: www.britcoun.org/languageassistants.htm

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1035, rue De La Chevrotière, Québec, Québec, G1R 5A5



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**ENGLISH FOREIGN LANGUAGE ASSISTANTSHIPS IN FRANCE
2005-2006**

EVALUATION FORM

PROFESSOR:

Surname: _____ Given names: _____ Sir Madam
University / CEGEP: _____ Faculty or department: _____
Subject field: _____ Phone: () - Ext.: _____

CANDIDATE INFORMATION:

Surname: _____ Given names: _____ Sir Madam
University: _____ Faculty or department: _____

SPECIAL ABILITIES OF CANDIDATE

GENERAL CULTURE: Excellent Good Adequate Don't know

Personal evaluation (please justify your choice):

PEDAGOGY: Excellent Good Adequate Don't know

Personal evaluation (please justify your choice):

PERSONAL QUALITIES: Excellent Good Adequate Don't know

Personal evaluation (please justify your choice):

ABILITY OF CANDIDATE TO FILL THE POSITION

ABILITY TO FILL THE POSITION:

Excellent

Good

Adequate

Don't know

Personal evaluation (please justify your choice):

DECLARATION

I hereby certify that the information provided in this form in support of the candidate's application is accurate, and that I consulted colleagues who know the candidate whenever I did not possess the requested information.

Signature of respondent

Date

Title or position

This evaluation form must be filled out by a professor or lecturer from the candidate's university. The content of the evaluation form is strictly confidential and may not be communicated to the candidate.

Please note that a serious candidate will not necessarily be helped if the answers in the evaluation form consist solely of "complacent" comments such as "will make an excellent candidate." Also, avoid ambiguous comments since they will be taken into consideration when evaluating the candidate's application.

The evaluation form must be **typed or be handwritten in a legible manner using a black pen**, and must be mailed on or before February 11 2005 to the address indicated below. Whether mailed directly or handed to the candidate, it must reach the Ministère de l'Éducation du Québec in **an official university envelope, signed and sealed**. It can also be faxed to: **(418) 644-0955**.

Thank you for your cooperation.

(Please note that the evaluation form may also be filled out by a CEGEP teacher.)

Evaluation forms for the program respecting English foreign language assistantships in France can be returned by mail to the following address:

Louise Doré
Bureau du sous-ministre
Direction des affaires internationales et canadiennes
Ministère de l'Éducation
Édifce Marie Guyart, 13^e étage
1035, rue De La Chevrotière
Québec (Québec) G1R-5A5
www.meq.gouv.qc.ca/daic

**ENGLISH FOREIGN LANGUAGE ASSISTANTSHIPS
IN FRANCE 2005-2006**

APPLICATION FORM

CANDIDATE INFORMATION

Surname: _____ Given names: _____
Date of birth: 19 - - Age: _____ years SIN: - - -
Sex: F M Status: single in a de facto union married
 with children:
Citizenship: Canadian Other:
Ease of diction in **French**: Nil Fair Good Very good Excellent
In another language : Fair Good Very good Excellent
Student loan to be reimbursed : Yes No

*Place a recent photograph
(taken within the last 6
months)
in this space
for each copy (2),
and a photograph for the
original.*

CANDIDATE RESIDENCE

Address during the 2005-2006 academic year:

Personal residence Student residence Parents' home Other residence
No.: _____ Street: _____ Apt.: _____ City: _____ Prov.: Québec
Postal code: - Phone: () - E-mail: _____

Permanent address in Québec (effective as of May 2005 and during your stay abroad in 2005-2006):

Personal residence Student residence Parents' home Other residence
No.: _____ Street: _____ Apt.: _____ City: _____ Prov.: Québec
Postal code: - Phone: () - E-mail: _____
Person to call in case of emergency: Surname: _____ Given names: _____ Phone: () -

SECONDARY SCHOOL AND COLLEGE STUDIES

Name of the last secondary school attended: _____
Municipality: _____ School year: -
Name of the last college attended: _____
Municipality: _____ School year: -

DECLARATION AND ACCEPTANCE OF THE CANDIDATE

I hereby certify that the information provided in this application form is accurate. I consent to the disclosure of the above information, for the purposes of the administration of the program respecting foreign language assistantships in France, to the competent government authority and the staff of participating educational institutions in the aforementioned country. I hereby agree to accept any position to which I am appointed and to respect the conditions of the program.

Signature

Date

UNIVERSITY STUDIES

Highest level of completed university studies:

No university diploma Bachelor's Master's Doctorate **Subject:**

You received your diploma in:

Fall 2002 Winter 2003 Fall 2003 Winter 2004 Fall 2004 Other:

Name of the institution that awarded your degree:

Current university level:

Not attending university Bachelor's Master's Doctorate **Subject:**

You expect to receive your degree in:

Winter 2005 Fall 2005 Winter 2006 Fall 2006 Other:

Name of the institution that is to award your diploma:

Other university studies completed or underway: Level and subject:

You received or expect to receive your diploma in:

Winter 2005 Fall 2005 Winter 2006 Fall 2006 Other:

Name of the institution that awarded or is to award your diploma:

The last university term that you attended on a full-time basis:

Winter 2004 Winter 2005 Other:

CAREER PLANS

Describe your career plans and personal objectives:

EXPERIENCE IN PEDAGOGICAL OR PROFESSIONAL PRACTICUMS

Type, duration, location and personal evaluation:

ANIMATION ACTIVITIES WITH GROUPS OF CHILDREN AND/OR TEENAGERS DURING THE PAST THREE YEARS

Type, duration, location and acquired experience (do not include the children of family members or friends):

FAVOURITE ACTIVITIES DURING THE PAST THREE YEARS

Favourite hobbies and level of involvement; please comment:

Favourite cultural activities done on a regular basis; please comment:

Favourite physical activities and sports performed on a regular basis during the past 12 months; please comment:

If you were given the choice and the opportunity, which of the above activities would you like to organize and participate in with teenagers in a foreign school? Please comment:

OTHER STUDIES AND EXPERIENCES IN CANADA OR ABROAD

Prior experience as a English language assistant (ex : PMLO program in Canada):

Summer courses:

Describe any other trip in Canada and abroad:

MOTIVATION

Reasons for your candidacy :

How did you hear about this program?

PERSONAL ESSAY

Please include on a separate sheet of paper an original text composed by you that is at least 400 words long (word processed) and that deals with the following topic:

“In your view, what would be the role and tasks of an English language teacher’s assistant from Québec on assignment abroad?”

CHOICE OF ACADEMIES IN FRANCE, CORSICA AND OUTRE-MER

(Martinique, Guadeloupe, La Réunion, Guyane Française)

- Please note that the south of France (Nice, Cannes), Paris and outré-mer are the most popular first choice regions.
- The French government recently introduced English into the primary curriculum and it is likely that you will spend some hours each week working at primary level.
- Candidates who choose any of the areas mentioned below, should note the following : posts in Aix-Marseille, Montpellier, Toulouse, Bordeaux are often in small towns in rural areas where public transport may be limited.
- It is extremely difficult to find accommodation in Paris and schools are rarely able to assist.
- The cost of living outré-mer is higher than in metropolitan France. Candidates should put “France” as their first choice country and must also be prepared to accept posts in areas of metropolitan France.

CHOICE OF ACADEMIES	CHOICE OF CITY/TOWN	CHOICE OF LEVEL (CHECK MORE THAN ONE, IF NECESSARY)
Please refer to Annexe II to consult the map of France and outre mer: 1 st choice: 2 nd choice: 3 rd choice:	1 to 4 in order of preference: — LARGE URBAN AREA — LARGE CITY/TOWN — SMALL SIZED CITY/TOWN — RURAL AREA	See Annexe 1 for information <input type="checkbox"/> Primaire (6 à 10 ans) <input type="checkbox"/> Collège (11 à 15 ans) <input type="checkbox"/> Lycées (16 à 18 ans) <input type="checkbox"/> IUFM (Formation des maîtres 21 ans et plus)
<input type="checkbox"/> NO PREFERENCE	<input type="checkbox"/> NO PREFERENCE	<input type="checkbox"/> NO PREFERENCE

Comments:

ELIGIBILITY REQUIREMENTS

Deadline for applications: February 11, 2005

CANDIDATES MUST:

- be registered as full-time students in a Québec university (fall 2004 or winter 2005)
- be permanent residents of Québec
- be Canadian citizens
- be in excellent health
- be native English speakers or use English in their everyday language, and have received their education in English
- master both spoken and written English
- have a very good knowledge of French at the time of the interview
- not have been admitted to any other language assistantship or monitoring program
- have no criminal conviction

CHECKLIST – SUPPORTING DOCUMENTS REQUIRED FOR THE PRELIMINARY SELECTION PROCESS:

3 COPIES OF THE FOLLOWING DOCUMENTS MUST BE PROVIDED (INCLUDING THE ORIGINAL):

- application form (original form and 2 photocopies with photographs)
- first evaluation form (it must be an original copy obtained from a university professor or lecturer or a CEGEP teacher, be typed or handwritten in black ink, be signed, and be submitted in a sealed envelope)
- second evaluation form (it must be an original copy obtained from a university professor or lecturer or a CEGEP teacher, be typed or handwritten in black ink, be signed, and be submitted in a sealed envelope)
- 400-word personal essay on the role and tasks of a language assistant

THE ORIGINAL ONLY OF THE FOLLOWING DOCUMENTS MUST BE PROVIDED.

- official attestation of full-time status (issued by the university registrar's office)
- most recent official transcript (original copy is required; if need be, you may obtain a copy from the registrar's office)

The completed form and the required supporting documents (complete file**) must be sent on or before February 11, 2005. Please make sure to register your mail. The postmark serves as proof of the mailing date.**

If your candidacy is chosen by the preliminary selection committee, you will be called to an interview in Montréal in March 2005.

Application forms for the program respecting English foreign language assistantships in France can be returned by mail to the following address:

Louise Doré
Bureau du sous-ministre
Direction des affaires internationales et canadiennes
Ministère de l'Éducation du Québec
Édifce Marie-Guyart, 13^e étage
1035, rue De La Chevrotière
Québec (Québec) G1R-5A5
www.meq.gouv.qc.ca/daic

Comments: For information concerning this program, please contact the person in charge of the program at your university.

Candidates may request the age group that they would prefer to work with. The French authorities will try to take into consideration these wishes but CANNOT guarantee that preferences will be satisfied.

Primary School - 7 months

- Working with children aged 8/11.
- Experience of working with children.
- A good level of French.
- A seven-month contract.(01/10/2005 to 30/04/2006)

Primary School - 9 months

- Working with children aged 8/11
- Experience of teaching to children
- A good level of French
- The assistant is the only English teacher in school(s) in which he/she will be teaching and will be responsible for the English devising lesson plans.
- Ideal for candidates with, or aspiring to acquire, elementary and language teaching experience.
- A nine-month contract (01/10/2005 to 30/06/2006)

Secondary School

- Working with pupils aged 11/18
- No prior teaching experiences
- A seven-month contract (01/10/2005 to 30/04/2006)

IUFM (Institut universitaire de formation des maîtres)

- Working with student teachers (aged over 21)
- Prior teaching experience necessary.
- The IUFM is not a university.
- A six-month contract (01/10/2005 au 31/03/2006)

No preference

Annexe 2 PREFERRED GEOGRAPHICAL LOCATION

French schools are located in administrative regions called « académies » (Have a look at the map and the web site : www.education.gouv.fr/syst/acad.htm).

CANDIDATES MAY BE PLACED ANYWHERE IN THE « ACADÉMIE ». Only a few assistants are posted in the city that bears the same name as the académie or of the university town.

The académies of Aix-Marseille, Nice, Bordeaux, Montpellier, Toulouse and the DOM are frequently oversubscribed and postings in these areas may be in rural locations where public transportation is limited.

It is very difficult to find accommodation in Paris/Versailles/Créteil and schools are rarely able to assist.

Candidates may request three académies. They can only request ONE from EACH GROUP.

(Because of restricted numbers of positions available in each academy, French authorities cannot guarantee all candidates will be satisfied.)

Example 1 : Choice 1 : Besançon
Choice 2 : Corse
Choice 3 : Lille

You can also choose “no preference”.

Example 2 : Choice 1 : no preference
Choice 2 :
Choice 3 :

Example 3 : Choice 1 : Nancy-Metz
Choice 2 : no preference
Choice 3 :



Group A	Group B	Group C
Amiens	Aix-Marseille	Caen
Besançon	Bordeaux	Clermont-Ferrand
Grenoble	Corse	Lille
Limoges	Dijon	Nancy-Metz
Nantes	Lyon	Orléans-Tours
Reims	Montpellier	Poitiers
Rouen	Nice	Rennes
Strasbourg	Toulouse	
	Paris région (Paris/Créteil/Versailles)	
	Outre Mer (Guadeloupe, Martinique)	
	Outre Mer (Guyane)	
	Outre Mer (Réunion)	

À votre arrivée en France une documentation complète et toutes les informations utiles, tant au plan matériel que pédagogique vous seront données à l'occasion des stages d'accueil auxquels vous pourrez prendre part avant votre prise de fonctions.

Dès maintenant, votre attention est néanmoins appelée sur les points suivants :

I. AVANT LE DÉPART

Dès réception de votre arrêté de nomination nous vous conseillons de **prendre contact par écrit** (ou par téléphone si les délais l'exigent) avec le responsable de l'établissement où vous êtes affecté(e). Présentez-vous brièvement. En règle générale, les assistants doivent chercher eux-mêmes un logement. Vous pouvez évoquer ce problème dans votre lettre au chef d'établissement.

Soyez attentif au fait que les lycées et collèges sont fermés entre le 15 juillet et le 20 août. En principe, n'attendez pas de réponse pendant cette période.

Le cas échéant, **n'oubliez pas de renvoyer**, aux différentes adresses indiquées, **votre accusé d'acceptation du poste et le bulletin réponse de participation au stage d'accueil de septembre.**

II. LE DÉPART

Si vous n'êtes pas ressortissant de l'Union Européenne (UE), vous ne devez, **en aucun cas**, vous mettre en route avant d'avoir reçu votre arrêté de nomination et accompli les démarches administratives nécessaires auprès du consulat de France le plus proche de votre domicile.

Le visa de type D long séjour, permettant la délivrance ultérieure de titre de séjour autorisant le travail ne peut être délivré **que dans votre propre pays.**

Le visa touristique, qui ne vous permet pas de travailler, ne peut être transformé en visa d'autre type après votre arrivée en France. Il vous faudrait, par conséquent, retourner dans votre pays d'origine pour régulariser votre situation.

III. À L'ARRIVÉE

Attention : Si vous avez un retard de plus de quinze jours non justifié par écrit auprès du chef d'établissement, votre poste sera attribué à un autre candidat sans préavis.

Vous serez couvert par le système français de sécurité sociale **dès votre prise de fonctions dans l'établissement.** Des informations complémentaires vous seront données dans le « Carnet de route de l'assistant », remis en même temps que votre arrêté d'affectation. Pour la période qui s'étend entre votre arrivée en France et votre prise de fonctions, nous vous conseillons de prendre une assurance individuelle couvrant les risques d'accident et de maladie.

Dès votre arrivée dans l'établissement d'affectation, vous devez entreprendre sans tarder les démarches administratives visant à votre inscription à la sécurité sociale et au paiement de vos salaires.

Attention : le délai administratif normal pour percevoir le premier salaire est de deux mois pour les nouveaux arrivants. Vous risquez donc de ne toucher que fin novembre les sommes correspondant aux mois d'octobre et novembre.

Lors de la prise de possession de votre logement, vous aurez à payer un mois de loyer d'avance, plus un mois ou deux de caution qui vous sera rendu au départ.

Nous vous conseillons donc d'arriver en France muni(e) d'une somme d'argent suffisante pour faire face aux premières dépenses.

Les inspecteurs pédagogiques régionaux (IPR), dont les adresses vous seront communiquées à votre arrivée, les responsables des établissements et vos futurs collègues ont reçu pour mission de vous aider dans votre installation et dans votre travail. N'hésitez pas à les contacter en cas de besoin.



Liste des responsables pour les programmes d'assistants ou de moniteurs de langues

Université du Québec en Abitibi-Témiscamingue

M^{me} Thérèse Dubreuil
Responsable de l'aide financière et logement
445, boulevard de l'Université
Rouyn-Noranda (Québec) J9X 5E4
Téléphone : (819) 762-0971, poste 2202
Télécopieur : (819) 797-4727
therese.dubreuil@uqat.ca

Université du Québec à Chicoutimi

M^{me} Madeleine Delisle
Responsable de l'aide financière
Services aux étudiants
555, boulevard de l'Université
Chicoutimi (Québec) G7H 2B1
Téléphone : (418) 545-5011, poste 2016
Télécopieur : (418) 545-5012
madeleine_delisle@uqac.ca

Université du Québec en Outaouais

M^{me} Myriam Lagacé
Bureau du registraire et des services aux étudiants
Pavillon Lucien-Brault
101, rue Saint-Jean-Bosco, pièce B0170
Case postale 1250, succursale Hull
Gatineau (Québec) J8X 3X7
Téléphone : (819) 773-1685
Télécopieur : (819) 773-1900
myriam.lagace@uqo.ca

Université du Québec à Montréal

M. Mickaël Lévêque
Service à la vie étudiante
Section aide à la recherche d'emploi
Pavillon J.-A.-De Sève, local DS-2110
320, rue Sainte-Catherine Est
Montréal (Québec) H2X 1L7
Téléphone : (514) 987-3000 poste 4850
Télécopieur : (514) 987-6789
leveque.mickael@uqam.ca

Université du Québec à Rimouski

M. Régis Beaulieu et M^{me} Julie Bonenfant
Responsable du placement étudiant
300, Allée des Ursulines
Rimouski (Québec) G5L 3A1
Téléphone : (418) 724-1717
Télécopieur : (418) 724-1718
emploi@uqar.qc.ca

Université du Québec à Trois-Rivières

M. Louis Guilbert
Services aux étudiants
3351, boulevard des Forges
Case postale 500
Trois-Rivières (Québec) G9A 5H7
Téléphone : (819) 376-5194
Télécopieur : (819) 376-5199
louis_guilbert@uqtr.quebec.ca

Université Bishop's

M^{me} Sophie Boyer
rue Collège
Lennoxville (Québec) J1M 1Z7
Téléphone : (819) 822-9600, poste 2425
Télécopieur : (819) 822-9605
sboyer@ubishops.ca

Université Concordia

M. André Gagnon
Centre de placement et de carrière
1455, de Maisonneuve ouest, local 109
Montréal (Québec) H3G 2M8
Téléphone : (514) 848-2424, poste 7347
Télécopieur : (514) 848-2853
Site Internet : <http://caps.concordia.ca/>
andre.gagnon@concordia.ca

Université Laval

M^{me} Myriam Leblanc
Bureau international de l'Université Laval
Maison Eugène-Roberge
Cité universitaire
Sainte-Foy (Québec) G1K 7P4
Téléphone : (418) 656-3994
Télécopieur : (418) 656-2531
myriam.leblanc@bi.ulaval.ca

Université de Montréal

M^{me} Diane Blain
Conseillère
Bureau de l'aide financière
Case postale 6128, Succursale Centre-Ville
Montréal (Québec) H3C 3J7
Téléphone : (514) 343-6145
Télécopieur : (514) 343-6648
Site Internet : <http://www.baf.umontreal.ca>
diane.blain@umontreal.ca

Campus Universitaire de Lévis

UNIVERSITÉ DU QUÉBEC À RIMOUSKI
M. Sébastien Dubé
Coordonnateur - Service aux étudiants
55, rue du Mont-Marie
Lévis (Québec) G6V 8R9
Téléphone : (418) 833-8800, poste 269
Sans frais : 1-800-463-4712, poste 269
Télécopieur : (418) 833-1113
sebastien_dube@uqar.qc.ca

Université McGill

M^{me} Janice Tester
Centre de placement et de carrière
3600, rue McTavish, suite 2200
Montréal (Québec) H3A 1Y2
Téléphone : (514) 398-3304, poste 8581
Télécopieur : (514) 398-1831
careers.caps@mcgill.ca

Université de Sherbrooke

M. Serge Gagné
Responsable secteur placement
Service des stages et du placement
Pavillon Irenée-Pinard
2500, boulevard de l'Université, local B6-2005
Sherbrooke (Québec) J1K 2R1
Téléphone : (819) 821-8080
Télécopieur : (819) 821-8079
placement@usherbrooke.ca
serge.gagne@usherbrooke.ca

HEC Montréal

M^{me} Suzanne Gervais
Service aux étudiants
3000, chemin Côte Sainte-Catherine
Montréal (Québec) H3T 2A7
Téléphone : (514) 340-6167
Télécopieur : (514) 340-5636
suzanne.gervais@hec.ca

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