

a secure way in shops, on the net or to withdrawal cash. This credit card is accepted in over 22 million places.

3. Multicard. The new payment card! Imagine: a card for the whole family, a card which you have 100% control over, a card which allows you to limit risks from theft or fraud... In collaboration with MasterCard, we've created one for you. It's called Multi Card.

- Paschi web

24 hours a day, 7 days a week: those are the only numbers you need to remember for PaschiWeb, the on-line bank which allows you to manage your finances wherever in the world you are via secure access. PaschiWeb = flexibility. Always at the right moment.

- Credit transfers

Paper or electronic, national, European and foreign payments, it is all possible.

- Savings

1. Deposit Account: For saving without charges, the savings account is the ideal solution and the natural complement to the current account. There is no need for keeping more money than you need in your current account. In addition to the standard interest rate, we offer a loyalty premium for any deposit which you put away either for 12 consecutive months or for 11 consecutive months of the same calendar year. It is just one way of making your savings count even more.

2. Paschi Tomorrow account: For young people from 0 to 21 years old, Paschi Tomorrow is the ideal complement to the Paschi-Flex account.

3. BMPBtop is the on-line savings account from Banca Monte Paschi Belgio which offers an annual base rate as high as 1,80% .

4. Fixed term bonds: If you wish to deposit your money for a fixed period, fixed term bonds are the method to choose. You entrust us with your money for a pre-determined period (1, 3 or 5 years) and we credit you with fixed revenue each year. The interest, depending on your preferences, can be transferred to your current account or capitalized. As the duration of the deposit and the amount of interest is determined in advance, this method is both simple and

risk-free.

5. High return deposits: to find out more about this subject, we suggest you make an appointment with one of our sales agents.

6. Term Account: The term account has many benefits. First of all, you decide the length yourself: 3 months, 6 months, 2 years,... It's up to you to decide when you think you will need this money. Then, even if its interest changes according to the duration and currency, it still delivers appreciably more than a current account. Finally, it is entirely free: there are no entry, management or closure fees to pay.

7. Term deposit "Paschi Premium": The innovative savings product to reward your fidelity with a very profitable return!

- Investments

Shares, Bonds, Mutual investment funds, retirement savings

- Loans

We offer all sorts of loans depending on your needs! For the purchase of a car, renovation of your house, to reduce you energy costs with an Eco Loan and many more.

- Bank-Insurance

Thanks to agreements with several national and international parties in the field of bank insurance, Banca Monte Paschi Belgio offers you a wide range of insurance products as investment. They combine features of both worlds: bank and insurance, and allow us to offer our clients investments even more fitting their requirements. As far as this kind of investment is concerned, our Bank decided to opt for an "Open Architecture" , you have the possibility to freely choose any product amongst the most competitive ones.

Above all we will assure you a personalized service based on the best performance.

Come in and let us convince you!



Belgian Postal Rates



- Where

Belgian post offices can be found in the Main Building (Bldg. 102).

- Letter Post

The cost of postage will depend on the size and weight of your letter. A standard letter, less than 50 grams, will cost €0.71 within Belgium. For letters sent outside Belgium there are two choices:

- Priority (first class): the letters go in the first airmail.
- and two zones:

Europe:

Basic Price Prior €1.03

Rest of the World:

Basic Price Priority €1.20

The cost varies according to the class, zone and weight. The weighing machine at the post office should let you know the correct postage (and also what size is considered 'regular' in Belgium) for your normal needs. Remember, you should not include bank notes (an offence in Belgium) or coins, or staples or paper clips, which may block the automatic sorting equipment.

You may mark your letter for special handling if you pay a supplement, in addition to the normal postage.

- Registered (Recommandé)

Receipt kept by the sender: €4.70 plus normal postage.

With a return receipt €1.20 + €4.70 plus normal postage = €5.90 .

To pre-pay your correspondent's reply, buy an international reply coupon for €2.00.

- Packages - Kilopost

Parcels up to 30 kilos may be sent within Belgium or to approximately 40 countries around the world. The cost depends on the weight, the format and the destination.

- EMS/Taxipost

Charges depend on the weight, the format and the destination. In urgent cases, the speed can make this service good value.

- Postpac

Postpac are boxes and strengthened envelopes that you can buy at post office counters. There are five box sizes and three envelope sizes. There is a discount when buying a minimum of ten items of the same size.

- Postograms

The Postogram is a greeting card, which is inexpensive and useful. Write your message and specify on the cover the date that you require it to be delivered (BEL). It can also be delivered on Saturdays, unlike normal mail. You may mail your Postogram weeks before the desired delivery date or allow two days for handling (one day may even be enough).

The cost is €4.45, which covers both the card and postage in Belgium (stamp it for foreign destinations).

- Change of Address, Mail Holding

If you move within Belgium, the post office will forward your mail for four months for a fee of €20.00. If you move outside Belgium, the charge is €70.00. While you are away on holiday, you may also have your mail held at your local branch post office for a fee of €20.00.

- Financial Services

Belgian post offices can offer the same services as a bank. If you do not have a postal account or bank account and wish to pay a bill or the rent very quickly, fill in a *bulletin de versement* form at any post office counter and the post office will transfer your payment for a small fee of €0.85 to €2.80, if the addressee has a postal account number; €2.80 to a bank account number. The stamp on your receipt is the legal proof of payment.

- The Savings Account

If you wish to receive interest, you may invest your money in a savings account or other investments.

- The Rental Guarantee Account

This is a savings account where you deposit a certain amount of money, which can then be used to guarantee the rent for your property.

SHAPE Recycling Centre

The SHAPE Recycling Centre, Bldg. 512, is located in the shopping facilities area, adjacent to the GB Shop (Bldg. 505).

The following materials may be disposed of at this location:

Cardboard and Paper

All paper and cardboard products should be placed in the compactors. There is no need to separate papers and cardboards e.g., newspapers, boxes, magazines, etc... (No. 7 & 8 on the attached map).

Glass Products

All types and colours of glass go into the same container. It is not necessary to remove labels and metal rings. Sorting of glass will be done at the processing centre (No. 5 on the attached map). Chinaware and ceramic items are not accepted.

Plastic Material

PET plastic goes into the container No. 3 and PEHD plastic goes into the container N° 4 on the attached map). It is not necessary to remove the caps or labels.

The following plastic items are non-recyclable and cannot be accepted:

All milk bottles; bottles or containers for syrup, butter or other grease or fat based products, cup type containers for yoghurt, custard, pudding, sour cream, preserves, cheese, meat, salad and other similar food products, plastic bags or other thin plastic wrapping, and Styrofoam trays or materials. These plastic products are not recyclable and are simply disposed of by burning at the plant. They should be disposed of in appropriate bags and collected at the time of the regular rubbish collection.

Metal

There are two metal containers, one for aluminium cans and other metal tins; labels do not have to be removed (No. 6 on the attached map), the other one is for scrap metal only (No. 1 on the attached map).

Batteries

Small batteries may be dropped in a small yellow metal box near the Container for household waste. Car batteries will be stored by the Recycling Centre staff in the 20m³ covered, special waste container (No. 2 on the attached map).

Toxic Waste

Any toxic material, such as cleaning fluids, paints and other toxic waste, should be left in their original containers and brought to the Recycling Centre where they will be stored in the special waste container (No. 2 on the attached map).

Used Car Oil

Will be poured by the Recycling Centre Staff into the 1,000 litre oil container near the 20m³ covered special waste container.

Unwanted Household Items

For example; old clothes, blankets, leather bags and shoes go into any of the three Caritas containers located in the compactor area (No. 9 on the attached map).

Not accepted

Bulky items such as mattresses and large pieces of furniture (sofas, easy chairs, bed frames, etc). Construction waste.



Shapians are kindly reminded that they should not:

- Leave their children unsupervised when using the Recycling Centre. Access ramps between containers are sometimes slippery and the paper compactor's hydraulic press, while in motion, may represent a serious potential hazard to unattended children.
- Use the Recycling Centre as a short-cut between the shopping facilities car park and Avenue de Copenhagen.
- Bring any grass clippings or tree trimmings.(for authorised dumpings sites have a look at Shape2Day website)

- Drop material off outside of the Recycling Centre outside of business hours. This may constitute a violation of Belgian law and subject you to significant fines. Items left may be searched to determine ownership and to locate the owner. For further information, call Custodial Services, PWL Logistics Branch, on ext. 4294 or 4253, or Recycling Centre staff (French speaking only) on ext. 5393.

Opening Hours

Monday to Thursday 1000 to 1250 hours
 1330 to 1750 hours
 Friday 1000 to 1250 hours
 1330 to 1650 hours

Saturday, Sunday, and SHAPE holidays Closed

Since 1995, the SHAPE Recycling Centre has had three Curitas yellow containers in operation. These containers accept:

- All old clothing (mens, womens, childrens).
- Linen and bedclothes.
- Old shoes, bags and other leather articles.

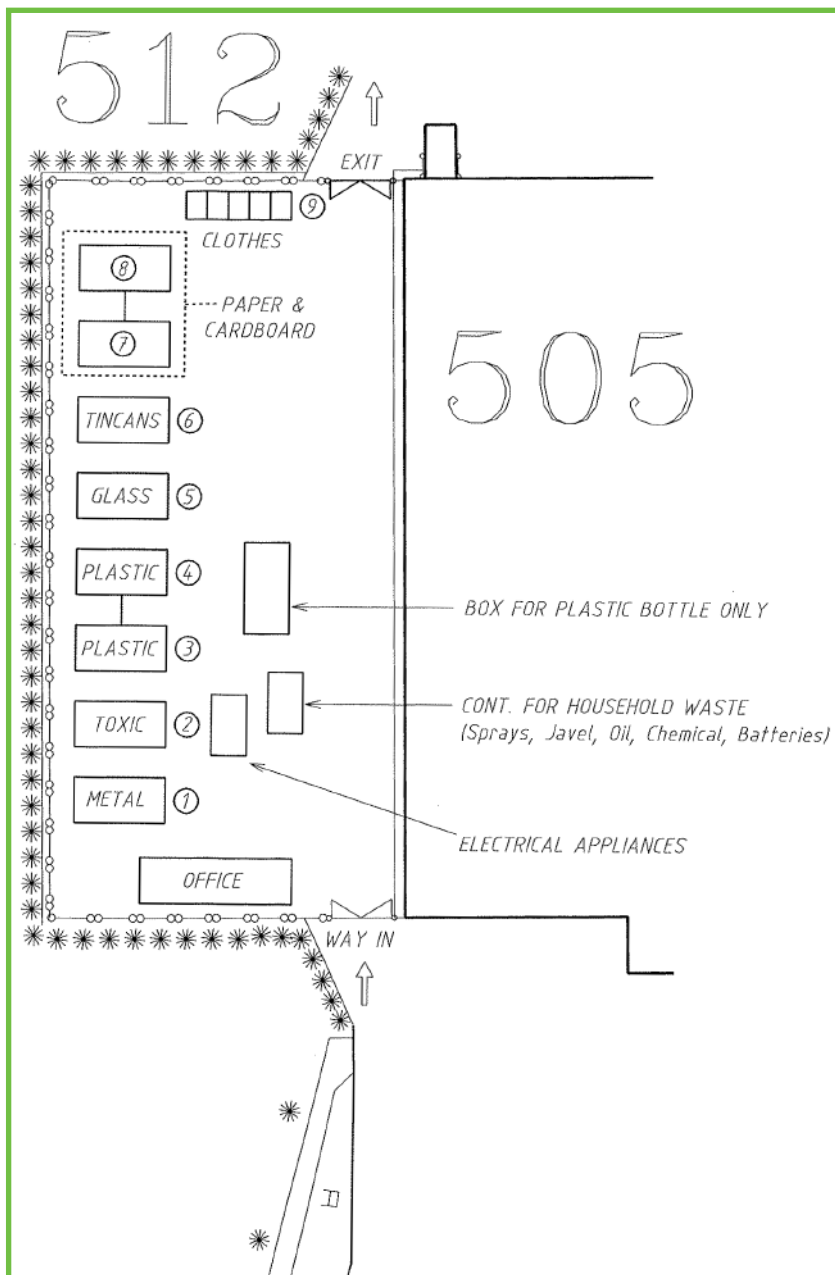
These items will be:

- Re-used in second-hand shops and in third-world and disaster-stricken areas.
- Transformed into rags or stuffing for mattresses and car seats.
- Re-used as fibres for insulation material.

Please make sure that items dropped into the containers are packed or tied up.

Recycling of old clothes and leather will protect the environment against further pollution caused if these products were to be burnt or thrown out. These containers are installed free of charge and all profits made from the recycling process are donated to the Oeuvre Belge du Cancer.

Nadine Derede



The SHAPE Concessionaires

As the responsible for administration and quality control of the concessionaires at SHAPE, Mr G. Spadaro would like to take this opportunity to welcome our newcomers and pass on some useful information about our commercial shops.

Please use our concessionaires! Not only do they provide close, convenient services needed by our community at lower prices than similar shops in the Mons area, but they also pay the SHAPE Community Services Fund a royalty derived from their business turnover. These royalties are used to support various SHAPE community activities, so not only do you benefit from lower costs in our shops, but also from lower fees for athletics, recreation and other community services, due to the contributions made by the concessionaires under the terms of their contracts. Shops outside the area do not make such contributions to lower the cost of living at SHAPE.

Concessionaire facilities are located in the Shopping Area, in the Main Building (Bldg. 102) and next to SHIPPS (Bldg. 210). The Shopping Centre is open from Monday to Saturday, with

Welcome You

tax-free shopping available at the Carrefour/GB SHAPE and FINA Service Station. The Dry Cleaners, Flower Shop, Beauty and Barber's Shops, Optical Shop and Bookstore all provide quality services at prices significantly lower than shops outside SHAPE. To make it even easier, the Shopping Centre bank facility offers a convenient way to obtain funds for your shopping via an automatic cash and exchange machine.

Additionally, the Carlson Wagonlit office, located on the second floor, provides a full range of travel services including official travel. There is also a second Bookstore and Barber's Shop, providing a convenient service for those personnel working in the Main Building complex. In the SHAPE Industrial Area, Bureau Meraini Insurance has an office in Bldg. 250, next to SHIPPS, where you



SHAPE FACILITIES

BARBER'S SHOP

Bldg. 102, SHAPE ext. 5498
Manager: Mr Claudio Venturi
Bldg. 504
& 065/36.45.69 or SHAPE ext. 2614

FLOWER SHOP

Owner: Mr Jean-Jacques Furio
Bldg. 504
& 065/31.15.16 or SHAPE ext. 5623

complete your in-processing. They are ideally situated to provide you with any vehicle, household and third party liability insurances you may need immediately upon your arrival in Belgium. As independent brokers, they also offer a full range of personal, life and holiday/leisure insurances at very competitive rates.

The SHAPE concessionaire managers are here to serve you. Remember, if at any time you need to talk to someone other than the sales assistant, for instance, if you would like to make a suggestion or perhaps you have a problem communicating with the sales staff or want to make a complaint, please contact the manager. Their names and telephone numbers are listed in this Newcomers' Guide and in the SHAPE phone book.

Although the majority of customer complaints are effectively resolved by the shop managers, there may be a time when a satisfactory response is not provided. Then the customer should submit a written summary of the problem to the HSG Concessionaire Quality Assurance Officer, Mr G. Spadaro in Bldg. 505, who will then try and seek an equitable solution to the problem. If a satisfactory solution cannot be obtained, then the matter will be elevated to the Contracting Officer who will then coordinate with the SHAPE Concessionaire Contract/ Customer Affairs Board (SCC/CAB) for final resolution of disputed customer claims.

Finally, there is an administrative authority, above the Contracting Officer, who is responsible for concessionaire affairs, of which all Shapians need to be made aware. The SHAPE Concessionaire Contract/ Customer Affairs Board is responsible for reviewing and awarding all concessionaire contracts, to ensure a consistently high standard of services for the SHAPE community. The board also acts as a forum, where representatives of the community may present and discuss questions, suggestions or other comments regarding the performance of the concessionaires.

The board is composed of a chairman, four voting members and several customer representatives. In addition, any pattern of unresolved complaints will be considered by the board during its annual review on whether to continue the current contract or seek new bidders for the concession involved. I hope this introduction to the SHAPE concessionaires will be helpful. Once again, 'Welcome to SHAPE!'

Giovanni Spadaro
SHAPE Contracting Officer,
Finance and Acquisition Directorate,
Ext. 5174.

MERAINI INSURANCE

Manager: Mr Luigi Testa
Bldg. 250
& 065/44.53.55 or SHAPE ext. 5355

BEAUTY SHOP

Beautician: Mme Rosi
Hair Dresser: Mr Claudio Venturi
Bldg. 504
& SHAPE ext. 5983

Lunch Time at SHAPE!

SHAPE Club

The SHAPE Club is a large facility which includes the Dining Room, the Blue Moon Pub and the Mons Bar.

We have a large number of Private Rooms which you can use for your special events, such as the Ballroom with the Limbourg Bar, Pathfinder Room, Mons Bar etc. We can partition the large ballroom to suit your needs, catering to events such as promotions, farewells, receptions, banquets, meetings and conferences.

The SHAPE Club is open to all SHAPE members and their families including guests, offering daily food and beverage services, we are located in Bldg. 903, just inside the Luxembourg gate.

The SHAPE Club also provides a large variety of weekly and nightly entertainment ranging from Blue Moon Pub to Formal Dining, Special Art Exhibitions in the Foyer, Brunches, Discso with changing themes in the Ball Room, Karaoke in the Mons Bar and much more.

The SHAPE Club's team is always available and willing to offer advice and assistance with private parties and large receptions.

More detailed information is available on the website at: www.shapeclub.be or on our Facebook page.



SHAPE Club Dining Room

For more information, please call:

SHAPE Club on ext. 4133
Headquarters' Cafeteria on ext. 5114
Continental Mess on ext. 4741



Silver Spoon - The Headquarters' Cafeteria

SHAPE Club Manager

W: 065/44.83.02

GSM: 0476 - 741 254

Fax: 065/31.85.46

Silver Spoon – HQ Cafeteria

General Information

Located within the SHAPE Headquarter building 102, the Silver Spoon Cafeteria facility provides excellent catering services to the SHAPE Community, official guests, and visitors. With the capacity to seat up to 350 customers, it's flexible and varied services serve to make the Silver Spoon an indispensable hub for its many valued customers.

Breakfast (0730 – 1000 hrs)

“A la carte” selection and a large Continental Buffet including freshly baked breads, pastries, and a cold cut selection.

Lunch (1130 - 1400 hrs)

A large selection of dining options: Hot Menu Bar, Daily Fresh Soup, Sandwich Bar, Salad Bar, Hot Vegetarian Buffet, Pizzeria, Fast Food Bar. All of those selection can be enjoyed in the Dining area or packed “to go”.

Coffee Bar: Mon – Thu (0900 – 1600 hrs)

Fri (0900 – 1530 hrs)

Our coffee bar provides a selection of teas and coffees, a selection of cold beverages during the day, and a variety of alcoholic beverages during permitted hours.

Rendez-Vous



The Rendez-Vous

The Rendez-Vous is located in the Shopping Centre next to the GB. At the Rendez-Vous you will find a wide variety of sandwiches made with different kind of breads from French baguette to brown bread sandwiches and ciabatta. A selection of hot food is also available such as panini with 10 different fillings, pasta (bolognese, 4 cheeses) and fresh soup . For those who prefer salads we provide 6 kinds of salads. We cannot forget to mention our selection of coffee, tea, hot chocolate. We have 2 self service coffee machine with choices such as hot chocolate, cappuccino, caffe latte, espresso...

We use an excellent brand of coffee called « Kimbo also available to go. In addition to regular drinks we serve regular Belgian beer and also some German and Dutch.

In the morning fresh croissants and pain au chocolat will be served and for a snack later in the day donuts, waffles, candy bars, frangipane can be purchased. In the Summer we have freezers full of different ice cream. For those who prefer to use their laptop the wifi is available to them inside the shop and in Summer also on the patio. For meetings, we have a nice lounge you can reserve for more privacy. In Summer the patio will have chairs, tables, umbrella set up to soak up the sun. For those who need to order sandwiches for meetings or conferences



Closed

we also take special orders.

Opening hours :

Monday to Friday: 0900 - 1800 hrs

Saturday: 1000 - 1700 hrs

Sunday & Shape Holidays:

Continental Mess

The continental mess is open for members of the Shape Community, but limits in access up to the degrees which are mentioned in the Shape regulations 5-15 :

ELIGIBILITY: All Ors, NATO B1 – B4 Grade Civilian, All LWS / LWR Personnel, Teachers & Staff Personnel of the SHAPE International School.

NON – ELIGIBILITY: All officers and NATO A grade civilians.

There is the possibility for breakfast and lunch from Monday up to Friday.

We ensure a varied day dish. The monthly menu will be on the web site, but is liable to changes.

The opening hours are breakfast from 0700 till 0900 hrs and lunch from 1130 till 1330 hrs from Monday to Friday.



The Continental Mess



Pizza Bowl

The Shape Pizza Bowl is an American Bowling Congress /Women's International Bowling Congress (ABC/WIBC) sanctioned 12 lanes bowling center. It consists of AMF synthetic lanes, pin decks and approaches, AMF 82-90 pinsetters with micro-processor chassis, AMF seating arrangements and Qubica automatic scoring.

The pizza bowl is open six days a week and provides services for eight leagues, consisting of ladies league, a youth league and adult evening league. In between the organized bowling there is ample time for open leisure bowling. Lockers are available to rent on a yearly basis. The Pro Shop offers many choices of bowling equipment and your bowling ball can be drilled on site. A state-of-the-art drill press for drilling balls is used.

Bowling birthday parties, complete with party favours, shoes and bumper bowling are perfect for the younger family members. Teenage of adult birthday party celebrations can also be catered for. Reservations for parties must be arranged through the manager's office, Monday to Friday, from 0800 to 1700 hours.

During the past years, we have added amusement machines of all types for your entertainment. We also have a 'Touch Tunes Jukebox' with over 150.000 songs available for your listening pleasure and enjoyment. The snack bar facility has modernized equipment, seating arrangements, posters, floral arrangements and windows that overlook our patio. The snack bar offers a variety of pizzas, chicken items, taco salads, various sandwiches, ice cream, milkshake and soft drinks. The bar area stocks a wide variety of beer, wine, alcohol and soft drinks. Bowling is a highly competitive sport for many youngsters and adults. It is also an enjoyable form of physical recreation and family entertainment enjoyed by the many different nationalities of the Shape community. Bowlers of all skill levels and ages will enjoy the Shape Pizza Bowl. Why not come and join in the fun ?

Snack Bar Hours:
Tuesday-Friday : 11.30-21.30

Saturday : 12.00 – 21.30

Sunday : 12.00 – 20.00

Bar Hours:
Tuesday-Thursday:
11.30-23.00

Friday - Saturday:
12.00-23.30

Sunday : 12.00 - 23.00

The SHAPE Inn



the area. Located in Bldgs. 902 and 904, with a total of 92 rooms, the

Inn is ideally placed, close to Headquarters, the SHAPE Club and the Shopping/Recreation areas.

Every morning, an Italian Welcome Coffee will be offer to the customers.

If you desire good accommodation at reasonable rates, reservations for newcomers or TDY personnel, then the Inn is at your service. For more information, please phone on ext. 4385 or 5323.

Opening Hours:

Monday to Thursday 0830 to 1300 hours and 1400 to 1700 hours

Friday 0830 to 1200 hours and 1300 to 1500 hours

Closed Saturday, Sunday and SHAPE Holidays

Since the arrival of SHAPE at Casteau, the SHAPE Inn, built in 1967 to house unaccompanied Allied Officers, has come a long way. Over the years, many improvements have been made to enable the Inn to meet the needs of the entire SHAPE Officers' community.

Military and Civilians equivalent, arriving and departing with their dependants or on temporary duty, are offered excellent accommodation, in a safe and pleasant environment, at the lowest rates available in

SHAPE Events Centre



The Morale, Welfare, and Recreation Branch is excited about the variety of activities we offer to the community in the Shape Events Centre.

Located in building 303, the Shape Events Centre is the perfect location to hold your events, private party, birthday party, promotion ceremony, hail and farewell, meetings.

Several rooms can be rented for these kind of events.

The "Stag Bar" is open every thursday and Saturday from 17.00 hrs till 23.00 hrs.

The ballroom is open every Friday night from 20.00 till 02.00 hrs for its dancing evening.

The Events Centre offers different activities during the year such as:

Art and taste of Belgium,

Beer and cheese festival,

Mons market,

live bands and international pavilion during the SHAPE fest.

Note: Access limited to 18 years old and above only.

For more information please contact
John Pirson
Manager Events Centre
ext:065/44 55 96



Opening Hours of SHAPE Facilities

FACILITY	OPENING HOURS	CLOSED	TELEPHONE
Banca Monte Paschi Belgio	Mon to Fri 0900 to 1600 (open during lunch time)		02/220 74 52
Barber Shop (Bldg. 102)	Mon to Thu 0900 to 1700, Fri 0900 to 1600	Sat and Sun	065/44.54.98
Barber Shop (Shopping Centre)	Tue to Fri 0900 to 1800, Sat 0900 to 1700	Sun	065/36.45.69
Beauty Shop (Shopping Centre)	Beautician: Tue to Sat 0900 to 1800	Sat/Sun and Mon	065/44.59.83
	Hairdresser: Tue to Fri 0900 to 1800, Sat 0900 to 1700	Sun and Mon	
Book Store (Bldg. 102)	Mon to Thu 0730 to 1700, Fri 0730 to 1600	Sat and Sun	065/31.10.02
Book Store (Shopping Centre)	Mon to Thu 0830 to 1800, Fri 0830 to 1830, Sat 1000 to 1300		065/31.17.74
Carlson Wagonlit	Mon to Thu 0900 to 1700, Fri 0900 to 1600	Sat and Sun	065/33.89.95
Carrefour / GB Main Store	Mon to Fri 0830 to 1900, Sat 0830 to 1730, Sun 0830 to 1230	Sun	065/32.85.50 or 065/32.85.51
Carrefour Home Centre	Mon to Fri 1015 to 1815, Sat 1015 to 1715	Sun	065/32.85.62
Fina SHAPE Petrol Station	Tue to Fri 0830 to 1800, Sat 0900 to 1300	Sun and Mon	065/32.83.00
	Automated fuel pumps - 24 hours/day		
Flower Shop	Tue to Fri 1000 to 1800, Sat 1000 to 1600	Sun and Mon	065/44.56.23 065/31.15.16
Insurance Meraini	Mon 1400 to 1630, Tue to Thu 0930 to 1300 and 1400 to 1630, Fri 0930 to 1300	Sat and Sun	065/44.53.55
Library	Mon to Fri 1000 to 1800, Sat 1000 to 1700		065/44.56.31
Main Gym	Mon to Fri 0605 to 2100, Sat, Sun and SHAPE holidays 1000 to 1600		065/44.53.25
Main Gym Annex	Mon to Fri 0605 to 2000, Sat, Sun, and SHAPE holidays 1000 to 1530		
Moderna Dry Cleaning/Tailor Shop	Tue to Fri 1000 to 1300 & 1330 to 1800 Sat 1000 to 1300 & 1330 to 1600	Sun and Mon	065/44.56.27
Optician (Shopping Centre)	Tue to Fri 1000 to 1800, Sat 1000 to 1700	Sun and Mon	065/44.56.21
Petrol Coupon Sales (Main Bldg.)	Mon, Wed and Fri, 1030 to 1300 and 1330 to 1500	Tue, Thu, Sat, Sun & Shape Holidays	065/44.33.55
Pizza Bowl Bar and Lanes	Tue to Thu 1130 to 2300 Fri and Sat 1130 to 2330 Sun 1200 to 2300	Monday	065/44.56.97
Post Office (Belgian, Main Bldg.)	Mon to Fri 0900 to 1230 and 1400 to 1700	Sat and Sun	065/44.55.26
Post Office (British, near GB)	Tue to Fri 0930 to 1230 and 1300 to 1630, Sat 1000 to 1200	Sun and Mon	065/44.56.20
Post Office (British, Main Bldg.)	Mon to Thu 0830 to 1200 and 1230 to 1600 Fri 0830 to 1200 and 1230 to 1500	Sat and Sun	065/44.35.26
Post Office (Canadian, Main Bldg.)	Mon to Thu 0830 to 1030, 1130 to 1300 and 1400 to 1630 Fri 0830 to 1030, 1130 to 1300 and 1400 to 1530	Sat and Sun	065/44.43.95
Post Office (USA, Bldg. 319)	Mon to Fri 0900 to 1600	Sat, Sun and US Federal holidays	065/44.51.64
Rationed Items Store	Tue to Fri 1100 to 1800, Sat 1000 to 1600	Sun and Mon	065/44.56.28
Recycling Centre	Mon to Thu 1000 to 1250 and 1330 to 1750, Fri 1000 to 1250 and 1330 to 1650	Sat and Sun & SHAPE Holidays	065/44.48.73
Rendez Vous	Mon to Fri 0900 to 1800, Sat 1000 to 1700	Sun	065/44.52.20



The Rationed Items Store

The Rationed Items Store (RIS) is a revenue-producing activity, whose net profits are distributed amongst various activities at SHAPE. The purpose is to provide the SHAPE community with spirits, wines, cigarettes and a wide range of perfumes and cosmetics.

These items are sold duty-free, meaning customers do not have to pay the customs duties or taxes, which are normally imposed on alcohol and tobacco products. As a result, the RIS prices are usually lower than the prices for similar items on the domestic market. The RIS is located in Bldg. 506 in the Shopping Centre. It includes a warehouse, administration/manager's office and a large store, offering the customer a wide range of goods.

Among the types of alcohol available, you can find not only brands of whisky from Scotland, the United States, Canada and Ireland, but also a wide variety of gin, genevers, aquavit, vodka, rum, eau-de-vie, cognac, brandy and liqueurs from the best origins. Besides the well-known French wines (Loire, Bordeaux, Bourgogne, Beaujolais, Côtes du Rhône, Muscadet, Provence, Alsace and Languedoc), we also offer excellent wines from Germany, Italy, Luxembourg, Spain, Greece, Turkey, Portugal, Chile, South Africa, Australia and the United States. The RIS offers an extra saving of 10% on sealed cases of wine.

In addition to alcohol, the cigarette range is unrivalled. You can find brands from almost all of the NATO nations. Prices are much lower than the prices of tax-free shops and other

organizations entitled to sell duty-free goods.

POL cards are sold at the cash and you may also purchase IDT telephone cards for the price of 9 euro. These cards have a face value of 10 euro. You can also purchase ORTEL starter SIM packs and top-up cards for GSM / Mobile phones.

Fuel Card Expiry : Please remember that each fuel card you buy has an expiry date, which is at least 9-10 months from the time of purchase. This date is clearly printed on the front of your card. If the card goes past the expiry date any remaining litres are lost. Expired cards cannot be reimbursed, exchanged or transferred.

The RIS means quality at reasonable prices. It is a modern organization, which is constantly evolving and has a team of competent and devoted staff, whose desire is to provide the SHAPE community with irreproachable, quality service. For additional information, please call on ext. 5628.



Opening Hours

Tuesday to Friday 1100 to 1800 hours

Saturday 1000 to 1600 hours

Closed Sunday, Monday and SHAPE holidays

SHAPE Alliance Auditorium

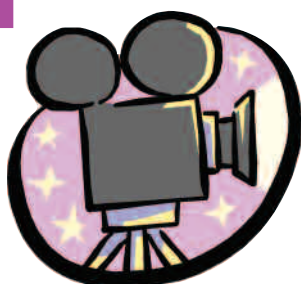
The Shape Alliance Auditorium, a 685 seat theatre, provides and shows current English language 35 mm films to members of the Shape community at a reasonable price. The auditorium is also used for live events such as large touring shows and concerts and change of command ceremonies and school assemblies.

Movies are shown throughout the year, usually with seven films scheduled each week, from Friday to Sunday. The current film schedule offers showings on Fridays at 1900 and 2130 hours, Saturday s at 1600,1900 and 2130 hours and Sundays at 1500 and 1700 hours.

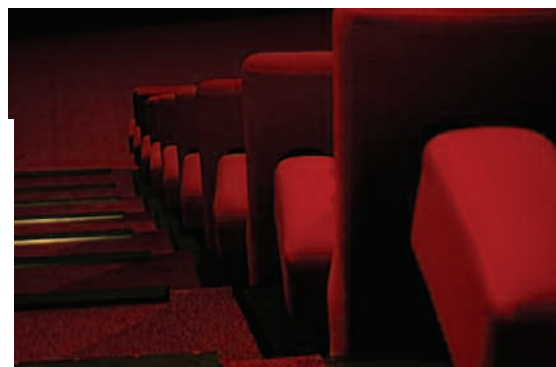
Highlights often include children's and family movies. The schedule of films and show dates is published a month in advance and can be found in Shape Community life magazine, Shape bulletin, Stars and Stripes,Shape2Day website and other publications. A telephone recording of the current week's schedule is also available on ext 5600.

Most films are provided to Shape by the Army and Air Force Exchange Service (AAFES) of the United States. AAFES also provides the projection and sound equipment for the films. At

the Shape auditorium, there are two 35 mm projectors using Zenon lamps and a Dolby sound system. Film titles



premiere at Shape at about the same time they become available to audiences at cinemas in Belgium, or six to eight weeks after their but in the United States. A refreshment stand is available for each performance. Fresh 'American style' salted popcorn, bagged 'European' sugared pop corn, soft drinks and a variety of top selling sweets for your enjoyment.



<http://3.bp.blogspot.com>

The cinema managers, projectionists, ushers and refreshment stand workers are Shape dependents and off duty military members, who can be recognized by their distinctive blue shirts. The staff makes every effort to ensure that the theatre goers enjoy their movie experience. They are in fact, often film fans themselves and are pleased to be able to provide the refreshments and strive to provide an excellent movie experience. An usher is usually present to assist with seating and any concerns you may have. We look forward to seeing you !



SHAPE PERFORMING ARTS CENTRE

The SHAPE Performing Arts Centre offers a variety of theatre programming to serve the diverse international communities on SHAPE. The SHAPE Players perform four productions annually, which always includes at least two musicals, a comedy and a drama. The SHAPE Players have been honored with numerous awards for their outstanding productions and were the recipients of the 2009 Irving Berlin Award for Outstanding Entertainment Excellence.

The SHAPE Performing Arts is located in building 207 a short distance from the Berlin Gate entrance. The facility was renovated during the summer of 2006, elevating the audience seating, painting the auditorium and refurbishing the seats for comfort. The theatre lobby has been completely redesigned in 2008. The facility also serves the NATO Community for training, conferences and special service events as well as special cultural presentations.

The SHAPE Performing Arts School is opened three times a year offering a five weeks theatre workshop where children from grades 4 to 12 are brought through every steps of a musical production, including acting, singing and dancing sessions.

It is the mission of the SHAPE Performing Arts Centre to present diverse theatre programming which stimulates, educates and entertains the SHAPE International Community.

SHAPE Performing Arts Centre

Entertainment Director: Mr Daniel LaMorte

Resident Designer and Technical Director: Mr Thomas Reich

Facility Manager and Administrative Assistant: Mr Olivier Galloo

Associate Directors: Anthony Del Rosso, Gwendolyn Whitney

Phone: 00 32 65 44 33 12 or SHAPE EXT.3312

www.shapeplayers.org

Belgian Address:

SHAPE Performing Arts Centre

MWR, HSG, BLDG. 207

B-7010 SHAPE

Unit 21420 box 9998

APO AE 09705





SHAPE Trips and Tours

Morale Welfare and Recreation Branch, Building 307
Community Activity Centre
Phone 065/44.38.84, Ext. 3884
Monday to Thursday; 0900 to 1700 hours
Friday: 0900 to 1530 hours



Email Address: shapetripsandtours@gmail.com, henriette.delair@eur.army.mil
We provide leisure travel for SHAPE and NATO ID cardholders and their guests.

If you want to visit new and exciting places without the hassles of driving and planning, then check out SHAPE Trips and Tours. We offer affordable family trips and tours (usually by coach) throughout Europe.

We vary our trips in order to meet the desires of the many different people here at SHAPE. Some of our trips are transportation only, where we drop you off and the time is yours to explore at your leisure. We also take excursions which include guided tours of castles, museums and factories etc., wine tasting trips and many more.

We visit popular places such as Paris, London, Amsterdam, and quaint places such as Valkenburg, Monschau, and Mont Saint Michel. We offer guided tours of many of the more popular destinations,

such as; Brugge, Luxembourg, Amsterdam and Paris. There are family excursions to Disneyland Paris, Leed's Castle with jousting, Medieval Dinners, and to many more to mention. We also take overnight and week-long excursions to areas such as Spain, London, Paris, and Egypt.

Our trips are advertised on our website at <http://www.shape2day.com/shapetripsandtours.aspx> or by going to www.shape2day.com clicking on the Facility link on the right hand menu, then clicking on travel link, and finally on the Trips and Tours link which will take you to our page. Other good ways to find our upcoming trips are locally in the SHAPE Community Life magazine, Benelux Edge, on AFN television and radio and by means of posters and flyers in various locations throughout the base.

For more information, call on SHAPE ext. 423-3884 (or land line 065 44 3884), or come by our Trips and Tours office in the Community Activity Centre, Bldg. 307 (in with the SHAPE Library). Trips are open to all SHAPE/NATO ID cardholders and their authorized guests. For your convenience, we accept Visa, MasterCard, Bancontact, and Euro. Alternatively, you can also charge your reservations to your credit card over the telephone.

See more! Do more!
SHAPE Trips and Tours.



SHAPE International Library



Make your first stop in SHAPE the International Library. We offer a variety of materials in the NATO languages for leisure reading and for educational needs. We also have music CDs, audio cassettes, video cassettes in PAL and NTSC formats, talking books on CD and language tapes. So, if you want to relax with a novel, learn a new language, listen to music or watch a video, you will find something for all ages and tastes. Members may also browse through our daily international newspapers and selection of popular magazines from most countries. We also have a photocopier and a network printer. A unique feature is the Library Gallery, where local artists display their work. The displays generally rotate monthly and give you another reason to visit the library. These displays stimulate cultural exchange and enhance the ambiance of our facility. If you are an artist and wish to display your work, please contact us.

In the Reference Area, you will find a quiet place to study, as well as books on various subjects for your research needs. There are research computers with access to on-line periodical databases that provide full-text documents and citations to articles. For example, 'First Search' is a comprehensive reference service providing library users with a rich collection of databases and links to the World Wide Web. It supports research in a wide range of subject areas with well-known bibliographic and full-text databases in addition to ready-reference tools, such as

directories, almanacs and encyclopedias.

If you wish to work on your own laptop computer, there are study tables near electrical outlets. A reference librarian is available to assist you in locating resource materials for term papers and other assignments. We have a very strong inter-library loan programme for borrowing resources that are not available in our library. Reference assistance is currently available in English, French and Spanish. You may request a tour of the reference area, as well as briefings on reference services and how to do research on the Internet.

The computer room provides access to the Internet and web-based e-mail providers. It is necessary to register before using the computers, as they are assigned on a 'first-come-first-served basis'. A staff member is available to assist you with accessing the various computer applications and searching on the Internet.

There are also a number of regular, organized activities that take place in the library. Page Turners, the Library Book Discussion Group meets on the third Wednesday of each month at 1730 hours. Afterwards, join the group for social time and dinner at a local restaurant. Children's programmes include; Story Time, Lap Sit, Spring, Summer, Autumn and Winter Reading Programmes and the annual SHAPE Fest events.

As you can see, there are many reasons for you to visit us, so come and join the library now.

Membership entitles you to check out library materials, use the computer workstations and other library services. Membership is open to all SHAPE ID cardholders and their family members. The library staff is always available to help you find a particular book, provide reference assistance or give you a tour of the library.

The library is located in the Community Activity Centre, Bldg. 307 and can be contacted by phone on ext. 5631. Opening hours are; Monday to Wednesday from 1000 to 2000 hours, Thursday and Friday from 1000 to 1800 hours and Saturday from 1000 to 1700 hours.

The Corporate Communications Section of Headquarters Support Group (HSG)



The Corporate Communications Section of Headquarters Support Group (HSG) encompasses two media operations: The SHAPE Community Life magazine, and the www.shape2day.com SHAPE community website. Our mission is to keep the SHAPE community informed of events, happenings, and opportunities, both inside and outside of SHAPE.

SHAPE Community Life is an authorized unofficial magazine published every two weeks by HSG. There are 23 editions published per year, plus a Newcomer's Guide, all of which are distributed within the community free of charge. In addition, the current issue – as well as previous issues – can be found on the website www.shape2day.com.

At the office articles, small ads, and advertisements are accepted for publication. We encourage any and all Shapians – civilian or military – to bring in stories, announcements of upcoming events, anecdotes from your travels, or any items which you feel might be of interest to the community. Don't worry if you have trouble with English or if you've never written for a publication before! What's important is that you contribute! Articles and announcements are published free of charge and small ads for our "Classified" section are inserted for a very low fee. We can be reached at extension 4939 or at SCLMag@live.be.

The www.shape2day.com website is accessible from all internet-capable computers around the world. With a goal of informing both current Shapians and those on their way, SHAPE2Day

contains useful information intended to facilitate your integration in the SHAPE community, to include: in-processing, housing, healthcare, education, vehicle registration, and more.

Along with that shape2day also offers news about our SHAPE community and about the surrounding towns and cities. Our website ensures that you are up-to-date on events happening inside and outside of SHAPE, and goes so far as to offer you the opportunity to register online for many events.

shape2day is a community website, and as Shapians you have the opportunity to write stories and advertise your events. Your comments may be submitted even anonymously.

Contact us by e-mail shape2day@live.be or by phone at extension 4819.

Our goal at SHAPE Community Life and at shape2day is to provide Shapians with a rich source of official, cultural, and social information about SHAPE, Belgium, and our neighbours. In achieving our goal, we will facilitate your adjustment to life here in Belgium, and help you to make the most of your tour of duty at SHAPE. Please stop by our office – we're in Building 101, Room 204 – and we would love to meet you!



The SHAPE Language Centre: The Language School for the International Community

SHAPE, with its diversity of linguistic communities working and living together is a great place to learn languages. With this in mind and in accordance with its mission, the SHAPE Language Centre offers the entire international community a wide range of language programmes.

CONVENIENT LOCATION:

- o A stone's throw from your office and SHAPE housing area
- o Safe environment and parking
- o Bright, nicely furnished classrooms
- o Welcoming staff to advise you in English, French and a few other languages
- o A really international school attended by all nationalities, dependants (16+), military and civilian employees

WIDE-RANGING PROGRAMME:

- o Year-round language programme for adults
- o Four sessions (Spring – Summer 1 – Summer 2 - Autumn)
- o Morning, lunch time, afternoon and evening programmes to allow everyone to attend
- o Individual tuition when requested (according to teachers availability)
- o Special courses when requested
- o Intensive courses in the summer

TUITION:

- o Classes in English, French and a variety of other languages such as Dutch, German, Greek, Italian, Polish, Portuguese, Spanish, Turkish, Russian, etc at various levels
- o Preparation for Cambridge examinations
- o Teachers are qualified native speakers
- o Small international study groups (between 7 and 14 students)
- o Reasonable fee
- o Free NMR sponsored classes in Greek, Portuguese



- and Turkish
- o 50% discount for dependant newcomers on their 1st French or English complete beginner course

ADDITIONAL SERVICES:

- o Books used in class can be bought at the Centre
- o Tests for placement in the appropriate group
- o Entry tests for English examination classes
- o Library free of charge for SLC students
- o Small language lab
- o Free catch up classes for French beginners

SESSIONS:

- o SUMMER SESSION 1: July
- SUMMER SESSION 2: August
- Intensive classes in ENGLISH / FRENCH
- 3 hours every day for 3 weeks, Monday through Friday

FALL SESSION:

September to January (all languages)

SPRING SESSION:

February to June (all languages)

Re-Enrolments: 2 weeks before the session begins.

New Enrolments an placement tests (by appointment only): 1 week before the session starts

- o Opening hours for enrolments: Monday thru Thursday: 0900 to 1200 hrs and 1300 to 1530 hrs
- Friday: 0900 to 1200 hrs and 1300 to 1400 hrs - Cash (€) only

For more information : Bldg 211, ext.4971 or at www.shape2day.com



SHAPE Arts and Crafts Centre

THE KEY TO UNLOCKING YOUR CREATIVITY

MORALE, WELFARE & RECREATION BRANCH ACTIVITIES

The SHAPE Arts & Crafts facility is open for business at its new location (building 307 alongside the library). The facility offers the SHAPE community an assortment of activities that include art/craft classes, picture framing, engraving, and gift ideas. The community will find unique gifts at the Arts/Crafts facility such as engraved plaques, coins, mugs, shirts, jackets, balloons, candles, framed art, and pen sets.

Some of the Arts/craft classes offered include; quilting, bobbin lace, sewing, ceramics, mosaics, Swarovski jewelry making, Tiffany stained glass, watercolor painting, decoupage, scrapbooking, photo-shop, digital photography, and calligraphy. The frame shop offers custom picture framing and do-it-yourself framing classes. Framing classes can be scheduled Monday through Friday starting at 10:00 or 13:00 and Thursday evenings at 18:00.

Come by and visit or call +32(0) 65/44.71.75, +32(0)65/44.60.49, +32(0) 65444312. Or email us at shapeframeshop@yahoo.com.





SHAPE Sport and Fitness Section

Services Offered

The Sport and Fitness Section, which is part of Headquarters Spt Group, provides a variety of programmes and services, from aerobics to weight training facilities. To use the athletic facilities and programmes, you must have a valid SHAPE ID card authorizing access to SHAPE Sport and Fitness Facilities or all SHAPE Facilities. For information on all Sport and Fitness section services, facilities and reservations, contact the Reception on ext. 5325.

Main Gymnasium

Situated just inside the Berlin Gate, opposite Top SHAPE, the Main Gymnasium houses a sports hall, swimming pool, racketball (squash, etc.) courts, fitness suite, the aerobic/dance studio, wet and dry changing areas with single-sex saunas. The building is open from 0605 to 2100 hours on weekdays and 1000 to 1600 hours on weekends and SHAPE holidays.

Swimming Pool

The swimming pool is 25 metres in length, heated and located inside the Main Gymnasium, Bldg. 313. Children under 9 years of age must be accompanied by an adult of at least 18 years of age. There is no charge for use of the swimming pool. The Reception, on ext. 5325, can provide you with a copy of the opening times of the swimming pool.

Fitness Suite

Located inside the Main Gymnasium, the Fitness Suite is open Monday to Friday, from 0605 to 2045 hours and weekends and SHAPE holidays from 1000 to 1545 hours. There is a wide variety of aerobic and weight lifting equipment in this facility. Fitness Training routines and advice are available upon request. Contact the Check-Out Section on ext. 5325 to obtain information concerning scheduling a brief. Users must be 18 years and over (waivers can be granted, with medical approval, for 16 and 17 year olds).

Free-Weights

The free-weights and cardio equipment is located in the "Main Gym Annex" Bldg 301. Call on ext 5325 for additional information. Users must be



18 years and over (waivers can be granted with medical approval, for 16 and 17 year olds) The Main Gym Annex is open Monday to Friday from 0605 to 2100 hrs and weekends and SHAPE holidays from 1000 to 1600 hours

Circuit Training

Circuit training is an excellent way to improve mobility, strength and stamina. The circuit training format utilizes a group of anything from 16-30 strength exercises that are completed one exercise after another. Each exercise is performed for a prescribed time before moving on to the next exercise to allow all fitness levels to get the same benefit.

One circuit is conducted in the Main Gymnasium Court every Mon, Wed and Fri at 1230-1330. Circuit classes are limited to 40 personnel max. per class.

Circuits are conducted by the GBR and FRA Military Physical Trainers. The aim is to provide a balanced circuit to suite all abilities. It is a great way to exercise with the motivation and also meet new training buddies. If you require more information please contact ext 5325.

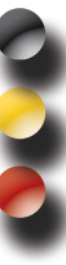
Aerobics

The Sport and Fitness Section currently offers several types of aerobic classes. There is a cost, depending on the number of classes you wish to take, details can be obtained from the Check-out on ext 5325. All classes are held in the aerobics room located in the Main Gymnasium (with the exception of the water aerobics classes, which are obviously held in the swimming pool). All aerobic instructors are cardiopulmonary resuscitation (CPR) certified and trained in safety instruction.

Freelance Instructors

Personal trainers and freelance instructors offer an ever changing choice of additional classes and services. The Check-out on ext. 5325, will provide you with further details and copies of flyers with contact information for all instructors. There is a variety of information, for both off base and SHAPE

sporting activities, displayed on bulletin boards throughout the Athletic Department Facilities.



Massage Therapy

It's a relaxing threatment that S & F offers to its customers. To know the cost and to arrange an appointment just dial 5325.

Tennis

There are 2 indoor tennis courts located in the Green Gym, Bldg. 404 and 4 outdoor tennis courts. Contact the Main Gym on ext. 5325 for information or to reserve a court.

Running Track/Outdoor Fields/Pavilions You can't fail to drive (hopefully walk or cycle!) past the enormous real estate of sports fields scattered throughout SHAPE, including the Sports Pavilion and an all-weather 400-metre outdoor, floodlit, running track. These facilities are used to host an enormous range of sports for both SHAPE representative and 'friendly' fixtures. The fields must be booked before use. For information on how to reserve a facility call the Check-out on ext. 5325.

Sauna

The Main Gymnasium currently has separate male and female sauna facilities. They are open Monday to Friday, from 0605 to 2030 hours and Saturday, Sunday and SHAPE holidays, from 1000 to 1530 hours. All displayed instructions must be followed. The minimum age for use of the sauna is 18 years. There is no charge for use of this facility.

SACEUR Sports

The SACEUR Trophy Competition has a truly International feel and is a genuine chance to represent your Country at any one of a number of different sports/activities. Open to all SHAPE Green ID card holders aged 18 year or older, the competition is made up of 10 different sports, which is competed for by 6 teams, 3 combined teams and the USA, UK and Germany. Get in touch with your nations SACEUR Sports representative for more information (details available from the Main Gym Reception).

Unit and Community Level Sport Programmes

Contact the S& F staff on ext. 3947 for information on qualifications to join the programmes. There are many competitions and tournaments throughout the year, including basketball, flag football, softball and volleyball.

International Basketball Tournament (IBT)

One of SHAPE's major events of the year is the IBT comprising teams from across NATO and International Partnership Nations. This week-long event, held every November/December, is the largest sporting event on the NATO calendar. Whether you are a basketball fan or not, this is a sporting spectacle not to be missed!

Make-A-Wish

In support of the international children's charity Make-A-Wish, which grants wishes to terminally ill children, SHAPE S& F hosts an annual 24 Hour 'Run for Wishes'. Words can not begin to describe this truly international event with runners of all ages, sizes and abilities doing their bit to help a dream come true! Further details and a more complete explanation can be obtained from the Check-out on ext 5325. This event, held on May, is growing every year and really should not be missed.

Lockers

The Main Gymnasium has half or full size lockers available for use on a daily or permanent basis. There is no charge to use a daily locker while you are working out. You must obtain a lock from the Check-out Section at the Main Gymnasium to use a daily locker (no personal locks allowed). A permanent locker can be rented by visiting the Main Gymnasium office and having your name placed on the waiting list. The choice of lockers are pool or sauna side changing facilities.



Photos by MICZ Stefanie Antosh (USA IV)

Main Gymnasium

Bldg. 313, Rue Galvin, 7010 SHAPE
Ext.: 5325
Civilian: 065/44.53.25
Fax: 065/84.41.69

Main Gym Annex

Bldg. 301, Rue Galvin, 7010 SHAPE
Ext.: 3326



SHAPE Band Performs International Mission



The SHAPE International BAND is a unique, inter-service and international military band that represents the SACEUR, SHAPE and NATO in concerts throughout Europe.



The band's primary mission is to act as a ceremonial band to honour the many distinguished visitors to SHAPE.

Originally founded in 1983 as a voluntary musical organization, the band was officially activated in 1986. These active duty, professional musicians represent Canada, Estonia, France, Italy and the United States. Although small for a musical unit (19 members), the band fields many diverse ensembles :

The NATO JAZZ ORCHESTRA, The NATO JAZZ ALLIANCE, The TASK FORCE 10 (ROCK BAND) The NATO JAZZ COMBO, The CEREMONIAL BAND, The BRASS QUINTET, The SAX QUARTET, The JAZZ TRIO, and also individual performances as needed.

Bandmaster USA Army First Sergeant Kenny HALL, a native of Louisville, Kentucky, leads the SHAPEBAND and is the only enlisted bandmaster in the USA Army. He has over 31 years experience directing, leading and participating in musical organizations.

Though we speak many languages here on SHAPE, the BAND speaks the universal language every nation understands... Music ! Whether it's Jazz, Pop or Big-band music, the SHAPE International BAND embodies the true spirit of SHAPE and the NATO alliance.



SHAPE International Wives' Club

Welcome to SHAPE. You will find there are many activities to pursue during your time here. The SHAPE International Wives' Club (SIWC) can help you learn about these activities while introducing you to some of the wonderful women in this community.

The SIWC was established in April 1967. The purpose of the Club then, as it is today, is to sponsor activities of interest to members and promote friendship and the exchange of ideas among the diverse group of ladies here at SHAPE.

The first SIWC function was held in what is now the Liège Room of the SHAPE Club, planned by a board of seven to eight ladies. Approximately 40 ladies attended the programme, which was a demonstration of Belgian cooking. Over the following months, attendance increased and by June 1967 (just four months later), the luncheon location was changed, requiring the use of the ballroom in the SHAPE Club.

Today, the SIWC functions are still held in the ballroom and can accommodate up to 350 ladies. To oversee the planning of all SIWC functions, the SIWC board has grown to include representatives from the member nations of the NATO Alliance and Partnership for Peace countries. The board partners with nations, clubs and activities to plan luncheons that give the ladies an opportunity to learn more about the diverse cultures and interests here at SHAPE. In addition to fabulous food, many of the events feature vendor sales, tombola prizes and entertainment. The SIWC presidency rotates annually amongst the NATO nations, and the wives of the SACEUR, DSACEUR and Chief of Staff serve as honorary members and provide valuable support.

In 2010-2011, we look forward to sponsoring a German Luncheon, a Christmas Luncheon hosted by the NMRs wives and luncheons



Luncheon of the SHAPE International Wives' Club.

featuring a variety of cultural celebrations, clubs and activities here at SHAPE.

SIWC functions are typically held on the third Monday of each month. These events are advertised in the SHAPE Community Life Magazine and on posters distributed around the community. It costs only €20 to join the SIWC and the benefits of membership include the opportunity to purchase tickets on the first day of ticket sales with a reduced ticket price of €25 versus €30 for non-members and guests. Tickets are sold to members in the SHAPE Club from 09:30 to 12:00 hours on the Tuesday and Wednesday preceding the function.

While SIWC members are traditionally required to be the wives or female relatives of SHAPE Officers (or civilian equivalents), all ladies of SHAPE are invited to attend the luncheons and may purchase tickets on the second day of sales in the SHAPE Club. Good luck as you learn more about the SHAPE community and we hope to see you at our events!

For details of welcome coffee dates and other club events look at the Shape Magazine or Shape2Day website.



SHAPE Officers' Association

Historical Background

The SHAPE Officers' Association (SOA), was founded in 1961 by a group of officers at SHAPE in Paris. They not only established SOA which grew to a membership of 1000+ members worldwide, but began what has become a fine tradition; an annual reunion and dinner. The first such event occurred on 7 October 1961. It was attended by General Gruenther, a previous Supreme Allied Commander Europe (SACEUR), General Norstad (then SACEUR) and about 200 other officers from all NATO nations. General Gruenther became the first President, a post he held until 1975. He was followed by General Lemnitzer (1975-1987), General Rogers (1987-1997) and General Shalikashvili (1997-2004), all of whom were previous SACEURs. General Peter Carstens, DEU Army (Ret.), a former Chief of Staff, became the fifth President in 2004 and the current President is General George Joulwan, a former SACEUR.

What are the SOA objectives?

- To foster friendship among officers/civilians who serve or have served at SHAPE.
- To keep SOA members informed about SHAPE and the military situation in NATO.
- To enable its members to support, propagate and perpetuate the mission, ideals and objectives of NATO/SHAPE.

Who can join?

- Military officers of a NATO/PfP nation serving at SHAPE.
- Former SHAPE military/civilian equivalent officers.
- Officers of a Joint Force Command/Major Subordinate Command, NDC, etc.
- Officers of a military headquarters located at SHAPE.
- Civilians of NATO "A" or "L" grade.

What is the SOA doing?

- Briefings, conferences, luncheons and beer calls are held throughout the year. They feature distinguished political and or military leaders on current military or political topics.
- An Annual Symposium is held in the beginning of October, which includes a series of briefings on a selected theme, a presentation by senior SHAPE member, cultural visits, a golf tournament (The Robbins Cup), etc. The formal Annual Dinner features a leading political or military figure as the guest speaker.
- Select nations have local chapters.
- Newsletters are published advising of association news and events.

What can SOA do for you?

If you are just arriving at SHAPE: Membership can help you become acquainted with your surroundings, with staff members and with issues you will be working with.

If you are about to leave SHAPE: If you are not a member yet, membership will ensure you to stay in touch with SHAPE and with ex-colleagues. SOA will keep you informed on issues affecting NATO, but the prime reason to become an SOA member is the lasting friendships you will make among SOA members.

How do I join the SOA?

You'll have to complete a Membership Application Form and pay a small fee (10 Euros). The SOA Office is located in the Main Building, Room 232.

You can also download the form at:
<http://www.nato.int/shape/community/soa/apply.pdf>.

Public Affairs Office
SHAPE Officers' Association
Room 232, Bldg. 102
B- 7010 SHAPE, Belgium*
Tel: 065/44.3871
Fax: 065/44.35.44
Email: shapeoa@gmail.com



Top Graders' Wives' Club - An All Ranks, All Nationalities Club



If you are wondering who we are, the Top Graders Wives' Club is historically a very old club established in Paris in 1969 to provide the wives of Top Graders Officers with activities to involve themselves with the local community. Today, it is still an active social club though on a much smaller scale and is open to the spouses of all ranks (military, civilian and retired military) and nationalities who hold a valid Shape ID card.

The club extends a very warm welcome to those transitioning into the Shape community. You are cordially invited to join in the afternoon coffee meetings held on the first Monday of every month. Contact Vendela or Linda to confirm the location. These coffee meetings provide an excellent forum in which to introduce and acquaint yourself with other newcomers seeking a relaxed and fun multicultural group of women who seek to explore the local Belgian Community in the company of others.

Different activities are scheduled every 2nd and 4th Monday throughout each month and information and sign-up is provided at each coffee meeting. Day trips/tours and luncheons are organized on these designated Mondays. A typical day trip could be to a castle, farm, exhibition, museum, factory or even a shopping

trip in Tournai. On the otherhand, having a luncheon together to sample the local cuisine is always a hit amongst members. The board which consists of 7-8 members, meet every 3rd Monday of the month to plan forthcoming activities for the club. Two or three times a year, game/social days are held. They can consist of bowling, playing mini golf, bingo or bunco. Around Christmas time, someone from the community is invited to come and demonstrate a craft which members then make and bring home with them. Regardless of any of the club's activities, they are specifically designed such that everyone returns to Shape before school lets out for the day.

Every year, a sustained effort is made toward raising funds for a local charity or organization. This year, funds from a bake sale were directed to the orphanage "Le Pastel" in Nouvelles.

This club provides an excellent opportunity to help women integrate into the Shape community and cultivate long-lasting friendships outside of their own national group. Upon your arrival, we would love to share the rooster of planned activities with you and introduce you to our members. To make contact with us, call either Vendela (Danish, English, German and French speaker) on 065/73.08.26 or Linda (French, English and Italian) on 065.87.43.75.

SHAPE HIVE

The Hive is situated in Building 309 opposite the Brit Bar. Our normal opening hours are 0900 – 1500 Monday - Friday

The HIVE may be used by anyone holding a valid SHAPE ID card.

We aim to provide a professional information and referral service. We endeavour to answer all your questions and find the information you need, or point you in the right direction for the best possible help and support.

We hold information on a variety of subjects including; communications, travel and tourist information, customs and excise (Pet Travel Scheme), education, health and fitness, leisure activities, social security benefits and local places of interest

If you would like to catch up on any missed 'soaps' and a variety of other programmes, the HIVE holds BFBS DVDs which may be borrowed free of charge. We also sell handmade gift cards.

Please call in; Lizzie and Kelly, the HIVE Information Officers, look forward to seeing you.

Tel No: 065/44.39.84

E-mail: shape@hive-europe.co.uk

Website: www.shape@hive-europe.co.uk



International Thrift Shop

The International Thrift Shop at SHAPE follows the traditional format and is organized by a committee. All of those who work in the Thrift Shop are volunteers who give generously of their time and support and there is always a continual requirement for new helpers, (either Monday mornings or afternoons).

The Thrift Shop is located in Bldg. 303 at the SHAPE Events Centre. The purpose of the Thrift Shop is to provide a centre for members of SHAPE and their dependants to buy and sell second-hand goods, at a price usually decided by the staff. Ninety per cent of the price is then paid to the vendor and the remainder is retained by the Thrift Shop and distributed to various charities nominated by its committee, which meets twice a year and gives donations to local, national and international charities.

Any person holding a SHAPE ID card (SHAPE form 339A green or 340A orange) may sell items through the Thrift Shop. All items must be clean, serviceable and in good condition. A maximum of 15 articles of clothing, plus ten other items (i.e. household goods and toys) will be accepted once per week. This may be reduced at the discretion of the management when space is limited. Items remain on sale for four working weeks at their full price and are then reduced to half price for a further two working weeks. If they are not sold or collected by 1500 hours of the appropriate week, they will then be sold or donated to charity. There is a withdrawal fee of €0.25 per item. Items are left at the Thrift Shop entirely at the owner's risk.

The Thrift Shop is open on Mondays only, taking in articles from 0900 to 1200 hours and selling articles from 1300 to 1500 hours. The Thrift Shop closes during the main school summer holidays and all SHAPE holidays. Paying out days are generally every six weeks from 0915 to 1100 hours. Dates of operation are advertised in the SHAPE Community Life Magazine and at the Thrift Shop.

For further information, please call on ext. 5586 during opening hours.

Liette McCartney

Translation of both Dutch and French Names

<u>DUTCH</u>	<u>FRENCH</u>	<u>DUTCH</u>	<u>FRENCH</u>	<u>DUTCH</u>	<u>FRENCH</u>
's-Gravenhage	La Haye	Gent	Gand	Oostende	Ostende
's-Hertogenbosch	Bois-le-Duc	Geraardsbergen	Grammont	Oudenaarde	Audenarde
Aalst	Alost	Hoei	Huy	Parijs	Paris
Aat	Ath	Ieper	Ypres	Rijssel	Lille
Aken	Aachen	Kortrijk	Courtrai	Roeselare	Roulers
Aken	Aix-la-Chapelle	Lessen	Lessines	Ronse	Renaix
Antwerpen	Anvers	Leuven	Louvain	St Niklaas	St Nicolas
Bergen	Mons	Lier	Lierre	St Truiden	St Trond
Brugge	Bruges	Luik	Liège	Tielt	Thielt
Brussel	Bruxelles	Maastricht	Maestricht	Tienen	Tirlemont
De-Panne-Bad	La Panne	Mechelen	Malines	Tongeren	Tongres
Den Haag	La Haye	Menen	Menin	Veurne	Furnes
Den Bosch	Bois-le-Duc	Moeskroen	Mouscron	Vloesberg	Flobeck
Doornik	Tournai	Namen	Namur	Waver	Wavre
Edingen	Enghien	Nieuwpoort	Nieuport	Zinnik	Soignies
Eeklo	Ecklo	Nijvel	Nivelles		

USEFUL INFORMATION

On the road

In the Northern part of Belgium, all direction signs will be in Flemish whereas in the Southern part, the direction signs will be in French. The names of the cities will be listed in the respective language as well. Please see below the names of the main cities in French and Flemish:

French

Mons
Bruxelles
Anvers
Tournai

Flemish

Bergen
Brussel
Antwerpen
Doornik

French

Gand
Liège
Bastogne
Mouscron
Renaix
Coutrai
malines
Louvain
Nivelles
Namur

Flemish

Gent
Luik
Bastenaken
Moeskroen
Ronse
Kortrijk
Mechelen
Leuven
Nijvel
Namen

Shuttle Bus

The SHAPE Shuttle Bus Service is operated by HSG, PWL, and Transportation Operations Section in order to provide direct connection between SHAPE, NATO HQ in Brussels, BIA and NC3A. The SHAPE Shuttle Bus Service does not operate on weekends and SHAPE holidays.

The Shuttle Bus Service is to be used for travel (in accordance with SS to AD 60-50) to destinations that are identified on the timetable.

Legend:

SHAPE	Bus Stop N1:	Avenue de Rome
	Bus Stop N2:	Building 101
	Bus Stop N3:	SHAPE Inn
	Bus Stop N4:	Avenue de Oslo
	Bus Stop N5:	GBR Support Unit
BIA		Brussels International Airport
NATO HQ ME -		NATO Headquarters Main Entrance
NATO HQ SCE -		NATO Headquarters Staff Centre Entrance

Due to the fact that we don't have influence on the traffic (traffic jams, accidents, unexpected events), we are not able to guarantee the exact arrival time in all cases. Please, plan accordingly your TDYs if you will be using this free service

to get into airport.

In case of unexpected events all personnel should remain patient as it is impossible to control the volume of traffic in and around Brussels.

Please note:

- If the box is crossed out in the timetable it means that there is no stop for this shuttle
- On SHAPE the buses will stop to load passengers only (no waiting time at stops)
- Smoking is prohibited in the shuttles
- HSG, PWL, Transportation Operations will not be liable for any delays caused by traffic situation or circumstances beyond its control
- Advising or making any comments to the driver is allowed only in emergency cases

POC: HSG, PWL, TO, Dispatcher Centre ext.: 4736 (065-44-4736)

In case of recommendation, advice or complaints please make any comments in writing to the dispatch office in the first instance.



SHAPE Shuttle Bus Timetable (weekdays)

BUS STOP			SHUTTLE 1	SHUTTLE 2	SHUTTLE3
LOCATION		DIRECTION			
SHAPE	STOP1	DEPARTURE	07.00	11.30	16.10
	STOP2	DEPARTURE	07.02	11.32	16.12
	STOP3	DEPARTURE	07.04	11.34	16.14
	STOP4	DEPARTURE	07.05	11.35	16.15
	STOP5	DEPARTURE	07.06	11.36	16.16
BRUSSEL INTERNATIONAL AIRPORT	ARRIVAL		08.05	-	17.15
	DEPARTURE		08.20	-	17.30
NATO HQ MAIN ENTERANCE BRUSSELS	ARRIVAL		08.35	12.30	17.40
	DEPARTURE		08.40	12.35	17.55
NATO HQ (NC3A) STAFF CENTER ENTRERANCE	ARRIVAL		08.45	12.45	18.00
	DEPARTURE		08.50	12.50	18.05
BRUSSELS INTERNATIONAL AIRPORT	ARRIVAL		09.00	12.55	-
	DEPARTURE		09.15	13.10	-
SHAPE MAIN BUILDING STOP1	ARRIVAL		10.15	14.10	19.05

SCHOOL BUS CANCELLATIONS:

adverse weather or road conditions during the winter may make it necessary to cancel the school bus service. The decision to cancel this service is made on the very morning at 6 a.m. The information is then relayed to parents by AFN SHAPE (104.2 FM), BELGIAN RADIO RTBF Hainaut Vivacite (9203 FM or 101.8 FM) and BFBS radio (107.7 FM) starting at 6:45 a.m and repeated every 15 minutes until 8:45 a.m. The information is also provided on a Customer Help Line at 065/446033



USEFUL INFORMATION

TELEPHONE NUMBERS

Emergency Telephone Numbers

SHAPE MILITARY POLICE: 065/44.33.33

(This number is your first port of call for all emergencies regardless of service required and will be answered in English. It is the operator who will then telephone 100 on your behalf.)

Ambulance and Fire Brigade:100

European Emergency Call Number:
.....112

(You can dial Number 112 in the Countries Member of the European Union in case of accident, assault or in any other distress situation.)

Police:101

Anti-Poison Centre:070/24.52.45
or www.poisoncentre.be

Suicide Centre: 02/648.40.14 (English) or
0800/32.123 (French)

Serious Burns:071/44.80.00

Cancer Helpline:080/15.800

Alcoholics Anonymous: ...02/537.82.24

Aids Helpline:078/151 515

The Community Help Service asbl:
.....02/648 40 14
(24-hour English-speaking Help Line)

The German "Help line": ...02/768.21.21

Chemists:0900/10.500
or consult www.pharmacie.be

Doctor or Dentist : Pages (Pages d'Or) or
www.pagesdor.be

Hospitals in Mons

CHU Ambroise Paré:065/39.21.11
(Consultations)065/39.39.39
or www.hap.be

Espace Santé du Marché aux Herbes:
.....065/39.39.40
or Espace.sante@hap.be

**Centre Hospitalier Régional St Joseph
Mons-Warquignies:**065/38.58.88
or <http://www.chr-afic.be/>

Emergency Telephone numbers on SHAPE

Pharmacy:ext. 5808/5981
.....fax 5889

Pre/Post deployment health section:

.....ext 5044 or 5952
Gendarmerie: ext. 3334
SHAPE International Police: ..ext. 3333
British Duty Staff:ext. 4960
German Duty Staff:ext. 4846
USA Army Element Duty Officer:
.....ext. 5303/5422

SHAPE Medical Centre

Reception/Appointments/Urgent care:
.....ext. 5886
Belgian Clinic:ext. 5828
Dutch Clinic:ext. 5645 or 5879
German Clinic:ext. 5826
United Kingdom Clinic:ext. 5824
American Clinic:ext. 5886

SHAPE International Schools

General Services:ext. 5726/5744
Belgian Elementary:ext. 5707
Belgian Secondary:ext. 5708
Canadian:ext. 5985
German:ext. 5704
Greek: ext. 7675
Italian:ext. 5711
Kindergarten:ext. 5723
Norwegian:ext. 5713
Polish:ext. 4037
Turkish:ext. 6076
United Kingdom:ext. 5283
United States Elementary: ...ext. 5718
United States Secondary:ext. 5715

National Military Representatives (NMRs) at SHAPE

EACOS NMR:ext. 4002
Albania:ext. 3433
Belgium:ext. 4222
Bulgaria:ext. 6551
Canada:ext. 4021
Croatia:ext. 3405
Czech Republic:ext. 2471



Estonia:	ext. 6454
France :	ext. 7570
Denmark:	ext. 4022
Germany:	ext. 4127
Greece:	ext. 4255
Hungary:	ext. 4945
Iceland:	ext. 2057
Italy:	ext. 4033
Latvia:	ext. 6512
Lithuania:	ext. 6496
Luxembourg:	ext. 2952
Netherlands:	ext. 3588
Norway:	ext. 4028
Poland:	ext. 3086
Portugal:	ext. 3427
Romania:	ext.6470/6476/6477
Slovakia:	ext.6523/6525/6522
Slovenia:	ext. 6535/6536/6531
Spain:	ext. 4348
Turkey:	ext. 4771
United Kingdom:	ext. 4129/4229
United States:	ext. 4032/4132

Travel

Air

Brussels National Airport at Zaventem: 0900/70.000

Brussels South Charleroi: 071/25.12.11

Train

SNCB: www.b-rail.be

Bus

TEC : www.infotec.be

Mons Intramuros, circuit A (free shuttle from the Grands Prés to the Train station or the Centre): every 15 min. starting at 0700 to 2100 hours (for more info visit www.infotec.be)

Motorways

Interesting link to find information on traffic conditions:
<http://routes.wallonie.be>

Websites:

<http://www.shape2day.com>

<http://www.nato.int/cps/en/natolive/index.htm>

<http://www.aco.nato.int/>

CONVERSIONS

Celsius	Fahrenheit	Centimetres	Inches	Kilometres	Miles	Kilograms	Pounds
0.00	32.00	1.00	0.39	1.00	0.62	1	2.20
5.00	41.00	5.00	1.97	5.00	6.21	10	22.05
10.00	50.00	10.00	3.94	10.00	12.43	20	44.09
15.00	59.00	15.00	5.91	15.00	18.64	30	66.14
20.00	68.00	20.00	7.87	20.00	24.85	40	88.18
25.00	77.00	25.00	9.84	25.00	31.07	50	110.23
30.00	86.00	30.00	11.81	30.00	37.28	60	132.28
35.00	95.00	35.00	13.78	35.00	43.50	70	154.32
40.00	104.00	40.00	15.75	40.00	49.71	80	176.37
45.00	113.00	45.00	17.72	45.00	55.92	90	198.42
50.00	122.00	50.00	19.69	50.00	62.14	100	220.46
55.00	131.00	55.00	21.65	55.00	68.35	110	242.51
60.00	140.00	60.00	23.62	60.00	74.56	120	264.55
65.00	149.00	65.00	25.59	65.00	80.78	130	286.60
70.00	158.00	70.00	27.56	70.00	86.99	140	308.65
75.00	167.00	75.00	29.53	75.00	93.21	150	330.69
80.00	176.00	80.00	31.50	80.00	99.42	160	352.74
85.00	185.00	85.00	33.46	85.00	105.63	170	374.79
90.00	194.00	90.00	35.43	90.00	111.85	180	396.83
95.00	203.00	95.00	37.40	95.00	118.06	190	418.88
100.00	212.00	100.00	39.37	100.00	124.27	200	440.92

