

Photo:
© FTPH - C. Carpentier

Main Contents

• Welcome from the SACEUR	2	• The SHAPE Concessionaires Welcome You	38
• Welcome from the Belgian National Military Representative	3	• Opening Hours of SHAPE Facilities	44
• Welcome from the Commander HSG	4		
• Welcome from the 'Bourgmestre f.f. of Mons	5	<u>Morale Welfare and Recreation Facilities</u>	
<u>Arrival Facilities</u>		• SHAPE Club	40
• Arrival Procedures	6	• Silver Spoon - HQ Cafeteria	40
<u>Housing</u>		• Rendez vous	41
• Housing at SHAPE	8	• Continental Mess	41
• Insurance in Belgium	10	• SHAPE Inn	43
<u>Health Services</u>		• The Rationed Items Store	45
• Overview of the SHAPE Healthcare Facility	12	<u>Morale Welfare and Recreation Branch Activities</u>	
• University Hospital Ambroise Paré	14	• The Pizza Bowl	42
<u>Vehicle Matters</u>		• SHAPE Events Centre	43
• Your Vehicle in Belgium	15	• The SHAPE Alliance Auditorium	46
• SHAPE Directives 100-1	16	• SHAPE Performing Arts Centre	47
• Traffic Violation Codes	19	• SHAPE Trips and Tours	48
• Traffic Regulations in Belgium	20	• SHAPE International Library	49
• The Agreed Statement and Accident Report	22	• SHAPE Community Life Magazine	50
• Belgian Traffic Signs	23	• SHAPE Language Centre	51
• SHAPE Community Police	27	• SHAPE Arts and Crafts Centre	52
• Belgian Weather Signs (Road conditions)	27	• SHAPE Sport and Fitness Section	53
<u>Education</u>		<u>Other SHAPE Activities</u>	
• SHAPE International School	28	• The SHAPE Band	55
<u>Fiscal Privileges</u>		• SHAPE International Women's Club	56
• Purchases Exempt from VAT	29	• SHAPE Officers' Association	57
<u>Finances</u>		• Top Graders' Wives' Club	58
• Banking in Belgium	31	• The SHAPE HIVE	58
• Managing Your Account	32	• International Thrift Shop	59
<u>SHAPE Facilities</u>		<u>Useful information</u>	
• The Bank at SHAPE	33	• Translation of Both Dutch and French Names	59
• Belgian Postal Rates	35	• On the Road	60
• SHAPE Recycling Centre	36	• Bus Shuttle	60
		• Emergency Telephone Numbers	62
		• SHAPE International Schools	62
		• National Military Representatives in SHAPE	62
		• Conversions	63

The *Newcomers' Guide of SHAPE Community Life* is an authorized unofficial magazine published by Headquarters Support Group, 7010 SHAPE, Belgium. The views expressed in the *Newcomers' Guide* are the sole responsibility of the authors. No liability for the validity of articles, announcements, or advertising appearing in the *Newcomers' Guide*, or responsibility for errors or omissions which may occur during production is accepted.

Officer in Charge
Manager Editor
Pre-Press and Publishing Specialist
Layout and Design Newcomers' 2007
Printer

CPC Didier Parmentier HNLO (BEL N)
 Nadia Catalano
 Fabienne Leclercq
 Imprimerie Godet Graphic Sprl
 S1 Administration Branch, HSG

SUPREME HEADQUARTERS
ALLIED POWERS EUROPE
B-7010 SHAPE BELGIUM

GRAND QUARTIER GENERAL
DES PUISSANCES ALLIEES
B-7010 SHAPE BELGIUM

Dear SHAPE Newcomer,

Laura and I wish to extend a warm welcome to our international community at SHAPE. You and your family are now part of an exciting community who perform a vital mission for NATO's 28 member nations and our 22 partner nations. I think you will find your assignment to SHAPE both professionally and personally rewarding.

This is an exciting and challenging time for the NATO Alliance. This is a new NATO for a new century. You join our community as we transition to meet new and emerging security challenges in the 21st Century. Since the treaty establishing the NATO Alliance was signed in 1949, we have expanded to interact not only with our member nations, but also with a broad range of partners who also seek to preserve and enhance global security through a strong trans-Atlantic partnership.

The challenges facing the Alliance are significant. Currently, more than 100,000 NATO service members are serving in operations on three continents. Clearly, our largest challenge is assisting the Afghan people in their quest to provide security and governance to their embattled nation. Furthermore, NATO is in the process of reviewing its Strategic Concept. Once the review is completed by NATO Headquarters and approved by the nations, SHAPE will translate the overarching security concept into actionable military capability. Your work at SHAPE is critically important and I challenge you to come up with innovative ideas which contribute to the continued success of the most successful Alliance in history—an Alliance which has provided security for more than 60 years.

Because SHAPE is located in the heart of Europe, you have the opportunity to travel and experience the diverse cultures and history of our host country and its neighboring nations. For more than 40 years, members and families of the SHAPE community—whether military or civilian—have worked, played, and attended school with the people of Belgium and other NATO nations. You will certainly enjoy a warm welcome from the people of this proud and generous



nation. I encourage you to become active and make new friends with your co-workers and neighbors as you settle in to your new home. SHAPE friendships tend to last a lifetime!

Whether you are a veteran or new recruit, civilian employee, contractor or family member, you have a critical role to play at SHAPE. As national ambassadors from your respective nations, your interaction with the SHAPE international community enhances our Alliance through strong personal and professional relationships, increased cultural awareness, and a diversified understanding of the complex world in which we live. I look forward to working together with you to build upon the fundamental purpose of our great Alliance and strive to make it even stronger for future generations who follow.

Once again, Laura and I welcome you to SHAPE and wish you a productive and rewarding time with our special community.

Best,

JAMES G. STAVRIDIS
Admiral, United States Navy
Supreme Allied Commander, Europe



SHAPE REPRESENTATION MILITAIRE NATIONALE BELGE

WELCOME TO BELGIUM

Living in an international environment offers a unique and rewarding opportunity for contacts with other cultures and with other moral, social, intellectual and spiritual values, an experience I strongly encourage you to make the most of during your stay at SHAPE.

As Belgian National Military Representative I also invite you to discover the historical heritage, the culture and folklore of the Mons region and of Belgium, the SHAPE host nation. Sample the flavours of the local gastronomy, try our world-famous beers, chocolates and fries. Be a part of the local festivals and join in the wide range of sporting and artistic activities on offer. Go out and meet the Belgians, exchange ideas and become a part of your local community. All this will help you enjoy your host nation and its legendary hospitality all the more.

On behalf of the Belgian community, let me wish you and your families a very pleasant stay in Belgium.

Colonel
Jean-Luc PIRE

BIENVENUE EN BELGIQUE

Vivre en milieu international et être en contact avec d'autres cultures, d'autres valeurs morales, sociales, intellectuelles et spirituelles est une expérience extrêmement enrichissante que je vous invite à faire durant votre séjour au SHAPE.

En tant que Représentant Militaire National Belge, je vous invite en plus à découvrir le patrimoine historique, culturel et folklorique de la région de Mons et de la Belgique, nation hôte du SHAPE. Découvrez les saveurs de la gastronomie, goûtez les bières, les chocolats, les frites, ... qui font la réputation mondiale de ce pays. Participez aux fêtes villageoises, aux activités sportives et artistiques de tout genre. Rencontrez la population, échangez vos idées, intégrez vous dans les communautés locales. Vous apprécierez ainsi au mieux votre nation hôte et sa légendaire hospitalité.

Au nom de la communauté belge, je vous souhaite, ainsi qu'à votre famille, un très agréable séjour en Belgique.

SUPREME HEADQUARTERS
ALLIED POWERS EUROPE
B-7010 SHAPE BELGIUM

GRAND QUARTIER GENERAL
DES PUISSANCES ALLIEES
B-7010 SHAPE BELGIUM

Dear Newcomer,

It is my pleasure as Commander, Headquarters Support Group, to welcome you to our international community here at Supreme Headquarters Allied Powers Europe (SHAPE). Our mission is to support SHAPE and other NATO tenant units, their military and civilian communities and you! No matter what your status is, military or civilian, alone or with a family, you will find that SHAPE provides the opportunity to enjoy tremendous cultural diversity and to develop unique friendships. Your duties are sure to be equally rewarding and unique.

Your assignment here will be most enjoyable if you:

- *Get to know the people with whom you will be working and living, both professionally and socially. Personnel from NATO member nations, Partnership for Peace nations, as well as other nations that enjoy a special relationship with NATO, are represented here at SHAPE. The friendships you build today are sure to last a lifetime.*
- *Take advantage of the shopping, dining, recreation and athletic facilities provided at SHAPE. Our ability to offer diverse services and opportunities for the entire community is dependant on the support we receive from you. Your patronage is essential and the reason why we continually strive to meet your expectations. We are always interested in your feedback and your ideas - so please let us know.*
- *Participate in some of the roughly 30 groups organized and operated by community members with special interests in a broad spectrum of activities. Whether it is the visual or performing arts, SCUBA diving or sailing, travel or history, or something else, you are sure to find others in the community who share your interest!*



- Help make SHAPE an even better place to work and live by volunteering and by getting involved in your Morale and Welfare activities. Many activities are possible because we have an enthusiastic and talented community that offers their time and energy. They have fun while providing considerable opportunities for the community.

On behalf of the Headquarters Support Group, please accept my best wishes for a most enjoyable tour.

Douglas L. Bentley, Jr
Colonel USA A
Commander HSG



Message de bienvenue à la communauté shapienne de la part d'Elio Di Rupo, Bourgmestre et de Nicolas Martin, Echevin du Développement économique de la Ville de Mons.

Bienvenue à tous dans notre Cité !

Vous le verrez, Mons est une ville accueillante et conviviale, au Patrimoine architectural unique.

Nous vous invitons d'ailleurs, dans vos moments de détente, à arpenter ses rues et ses parcs, à flâner dans ses commerces, à visiter ses infrastructures culturelles renouvelées tout récemment (telles que le BAM – Musée des Beaux arts de Mons ou les anciens abattoirs reconvertis en lieu d'expositions) ou encore de profiter de notre Grand-Place qui est l'une des plus belles de Belgique et où se déroule, chaque année, une fête importante pour les Montois : le Doudou (combat légendaire de Saint Georges contre le Dragon).

Sachez également que la Ville de Mons est « la Ville aux trois chefs d'œuvre » du patrimoine mondial de l'Unesco: son beffroi, ses minières néolithiques de Spiennes et sa fête du Doudou.

Au nom des autorités de la Ville et de l'ensemble des Montoises et des Montois, nous vous souhaitons un très agréable séjour.

*Nicolas Martin,
Echevin du Développement
économique,
du Tourisme et
de l'Agriculture*

*Elio Di Rupo
Bourgmestre,
Ministre d'Etat*



Welcome message to the SHAPE Community from Elio Di Rupo, Bourgmestre and Nicolas Martin, Alderman of Economic Development in the City of Mons.

We are pleased to welcome you to our city.

As you will see, Mons is an accessible, lively and sociable city, with a unique architectural heritage.

We invite you, in your free time, to stroll along our streets, parks and shops, visit our amenities, some of which have been recently renovated (such as the BAM, Mons' Museum of Fine Art or the ancient abattoir converted into an exhibition area) or enjoy our Grand Place (town square) which is one of most beautiful in Belgium and where each year the legendary battle of Saint George and the Dragon is re-enacted in our famous 'Doudou'.

You must know that the City of Mons is known as the 'Ville aux trois chefs d'œuvre' (city of the three masterpieces) for its belfry, its Neolithic mines at Spiennes and its Doudou, all recognized by UNESCO.

On behalf of the authorities of the City and the people of Mons, we wish you a very pleasant stay.

*Nicolas Martin,
Alderman of Economic
Development, Tourism
and Agriculture*

*Elio Di Rupo
Bourgmestre,
Minister of State*

Arrival Procedures



Welcome to the Central Processing Branch (CEP)! This is your one-stop location to register yourself, your family, your vehicle(s), manage V.A.T./T.V.A matters, customs and Belgian Federal Police matters. You can also receive your SHAPE drivers' license (USA and CAN personnel have to bring testing paper) within CEP.

Since you will be living here, you might want to find a house. Central Registration Branch is also the place you go to begin your search for your new residence.

Once you are departing, you will also want to ensure your transition is a smooth one. CEP will help guide you through your out-processing procedure.

Living in Belgium may be very different than that which you are accustomed. Make CEP the place where your stay in Belgium begins and ends. Stop in building 210 to receive all the information you need to help ease your transition.

IN-PROCESSING: PERSONNEL

It may take some time to in-process, but this is a necessary process which all SHAPE members, contractors and civilians must

complete.

FIRST: Check in at your National Military Representative's (NMR) office or with your National Support Unit (NSU) or your Divisional Security Office (DSO).

NEXT: Proceed to Central Processing Branch (CEP), bldg 210, and check in at rm 111, Status and Classification Section (STC).

LAST: Proceed down the corridor to rm 109-110, Registration Section (CEP-RGN).

WAIT! BEFORE YOU BEGIN, make sure you bring the following documents with you:

If You are **MILITARY**

Bring your:

1. National I.D. Card/Passport
2. Completed SHAPE Form 88, SHAPE Arrival

If you are **MILITARY DEPENDENT(S)**

Bring your:

1. National I.D. Card
2. Passport
3. Completed SHAPE Form 94, SHAPE I.D. Card Application

If You are **CIVILIAN or NATIONAL COMPONENT**

Bring your:

1. National I.D. Card
2. Passport
3. Completed SHAPE Form 88, SHAPE Arrivals In-Processing Part One



4. Completed SHAPE Form 94, SHAPE I.D. Card Application
5. Certificate of Assignment (which you should request from your employer before arriving at SHAPE)

IT IS VERY IMPORTANT THAT YOU BRING YOUR PASSPORT/Nat. I.D. (in some cases a VISA is needed). The Belgian I.D. office - SFPRS requires this document to register you within the commune; otherwise you cannot receive your SHAPE I.D. card.

Please make sure to get your NMR or NSU stamp and signature on the forms before you visit Rm 111, otherwise you will have to return to your NMR/NSU before you can check in at Rm 111.

***Central Processing Branch**

Opening Hours

Monday - Thursday
0845 - 1300 hrs
1400 - 1700 hrs
Friday
0845 - 1300 hrs

Status and Classification Section (STC)

065/44.79.16

Shape Federal Police Registration Section

*same Opening Hours
Contact Numbers SFPRS
Olivier Genlain (Belgium I.D.)
065/44.51.65
Richard Slivinski/
Herve Mascret (Police)
065/44.41.48

T.V.A./V.A.T. Office

Opening Hours
Tuesday and Wednesday
0900 - 1200 hrs
Thursday
0900 - 1300 hrs
Monday and Friday Closed

Customs Office

Opening Hours
Monday - Friday
0900 - 1300 hrs*
*Closed afternoons

Contact Numbers CEP-RGN

OIC RO

065/44.33.10
Supervisor
065/44.53.20
Chief Clerk
065/44.51.47
Clerk - 065/44.53.14
Clerk - 065/44.54.62
Clerk - 065/44.72.77



Housing at SHAPE

There are many housing possibilities for Shapians. Housing is an emotional and personal issue and every person and family are different. The IHO stands ready to do all that we can to meet your needs.

1. The International Housing Office (IHO)

a. Off base: *The IHO manages about 1400 private rental houses and apartments outside SHAPE. These properties have all passed the SHAPE safety and security standards and the landlords accept the SHAPE lease.*

SHAPE members use the IHO computer system to select and rent a house. The IHO negotiates the lease, does the 'in' and 'out' inspection and provides support during your stay.

The website at the end of this article contains all the details of IHO operations. You can see available residences on this website, but to apply for housing options you must come to our office.

b. SHAPE Village: *350 apartments and 250 houses located inside the fence at SHAPE. The Belgian government is the landlord. If eligible, you sign a lease and pay rent, the same as off post.*

The IHO manages the waiting list. Plan to wait from 3-15 months for a house; less than 1 month for apartments. Definitely DO NOT plan to move into a house with your family immediately upon arrival! ACO Directive 100-3 explains the details of eligibility.

2. National Housing Support

a. National quarters (USA and GBR):

These two nations, and perhaps some others, maintain homes for some of their members. Check with your national support element for more details.

b. Troop billets (USA, GBR, DEU, BEL, ITA, NOR, FRA, SVN, TUR, LTU, GRC):

These nations have rooms available in the SHAPE troop billets. Each nation manages these rooms according to their own national procedures. Check with your national support element for more details.

c. Liaison with IHO: *Most nations have someone in the support element who works closely with the IHO to interpret national housing regulations. Contact your national support element or sponsor for more information.*

3. On Your Own

a. SHAPE Inn. *You (or your national support element) can reserve a room at the SHAPE Inn, on base. Call 0032/65.44.43.85 or 0032/65.44.53.23 for information and reservations. These rooms are suitable for short term living. They do not have kitchens and are not very suitable for long-term family living while waiting for SHAPE Village accommodation. These rooms fill up very fast in the summertime.*

b. Off-base. *You are always able to sign a lease or reserve a hotel room off-base on your own. The IHO is not resourced and is not able to provide support in these cases. Be cautious if using this method; the*



standard Belgian lease is significantly different from the SHAPE lease used by the IHO. It could be a very expensive choice.

4. Guidance and Criteria

To avoid problems, we recommend you know the answers to these questions before you arrive. Your national support element can answer most of them.

- a. How much money are you willing to pay?
- b. How much time can you wait?
- c. What are my weighted, prioritized criteria?
- d. What items must I absolutely have and what can I live without?

Some questions you will have to answer:

rent price, school bus route, move-in date, location, distance from SHAPE, size of house, number of bedrooms and bathrooms, kitchen arrangement, storage, garage, fireplace, heating costs in winter, SHAPE Village clause or not, apartment or community rules, safety, ADSL availability, parking, pets, children, noise, size of garden, length of tour, age of house.

5. What is housing like?

a. July and August are vacation months in Belgium, as with all of Europe. These are also the main arrival months for SHAPE members. Be prepared for delays and prepare to be patient.

b. If you do not speak any French, you can expect some difficulty communicating off-base. English is not as common as you might expect.

c. The IHO has dozens of apartments, ranging in price from E480 to E850 and in size from 70 to 120 m². There are also other high-end apartments in the E1000+ price range and the 120 + m² size. People who want an apartment usually do very well, are satisfied and move out of the hotel and into their home quickly.

d. The low-end cost for a house is E500. Mid to high range costs vary from E1000 to E1600. You can always spend as much as you want, but for houses over E1300, the IHO does not have a large selection. This is a function of the area where we live; there simply are not many large new houses available for rent. The average house is around E900, has about 150 square metres, a one-car garage, either an attic or basement or both (very few have neither), a decent-sized living room (30m²), a medium-to-small kitchen (10m²) with a small refrigerator, oven/stove, cabinetry and limited work space(5m²), 2 to 3 bedrooms of medium to small size (15 to 20m²), one full bathroom and one lavatory and a fair-sized backyard (250m²).

However, these are generalizations; you can find larger and smaller.

e. Pictures of houses can be found on the website. You can also do a Google search on "Belgian Real Estate" and browse through the results.

6. Our web site:

<http://www.shape2day.com/housing.aspx>

MAJ Jean-Pierre RAOUL (FRA)
SHAPE International Housing Officer0



Insurance in Belgium

The principle of insurance is universal, but the requirements and practices vary from country to country. The aim of this article is to point out what is required and practiced by your host country, Belgium.

The two main insurance areas of concern to SHAPE members are car and tenant's liability, but of course, a multitude of other risks can be covered to meet individual requirements.

o Car Insurance

For car insurance, the minimum requirement is third party liability (responsabilité civile), which covers damage caused by a driver to other road users including both injury and material damage. Belgian companies are required by law to provide unlimited coverage in this category.

In addition to the minimum coverage, the first option to consider is legal assistance (Défense et Recours or Contre Assurance Spéciale), which provides for the cost of legal representation in the courts of law, should you have the misfortune to be involved in an accident.

For two reasons, SHAPE members should regard this option as essential; firstly, as foreigners, there is a language difficulty, secondly a high proportion of accident cases are settled through the courts. The premium for legal assistance is usually very small and it would certainly be a false economy to try to do

without it.

Please note that legal assistance should not be confused with the legal advice service, which may be offered by your national support element at SHAPE. They can only give advice, therefore, you may then have to engage a local lawyer at your own expense.

After third party liability and legal assistance, any further automobile coverage is entirely a matter of choice; e.g. collision, fire, theft, glass breakage,



passenger insurance, or any combination of these. The choice is normally governed by the age of the vehicle, whether or not it is being financed and whether the owner considers the investments in the vehicle to be worth it. Since the rate of depreciation is high in Belgium, it is often uneconomical to carry coverage against all risks (omnium) on vehicles more than five years old. This is however, a matter for individual choice.

The above are the requirements and



options available. Now look at the practices of car insurance in Belgium. Belgian contracts are normally written for one year, with an option to cancel by sending a registered letter to the company three months prior to the expiry date. If a policy holder changes cars during the period of the insurance, he or she is obliged to stay with the same company. If a second car is bought, it does not have to be insured by the same company as the first. Contracts can of course be cancelled when leaving the country by giving written notice to the agent.

The premiums for third party liability insurance with Belgian companies are linked to the cost of living index. Premiums for all risks coverage are based on the value of the vehicle when new and are not reduced as the value decreases. You can however, take out an 'agreed value' for all risks cover. This means that you agree in advance with the company on the rate of depreciation and in the case of total loss, your settlement is based on the price you paid for the vehicle less the agreed rate of depreciation.

There are companies in the area which offer special SHAPE rates, military discounts and non-index linked premiums. These rates are available to those entitled to SHAPE plates and the policies offered conform in every respect to Belgian requirements.

o **Household Insurance**

Household insurance is the second main type of insurance required in Belgium. With the standard SHAPE Housing Office rental contracts, tenants are required to insure against fire (including explosion) and water damage to the rented premises. In Belgium, all rented properties must be insured by both the owner and the tenant. See the SHAPE Housing Office for more information when you sign your lease.

o **Family Liability**

Family liability or public liability is closely connected with the tenant's insurance. This insurance is designed to cover damage to the general public from you and your family, as a source and includes your pets.

o **Personal Property**

Personal property insurance is insurance on your belongings. It is not mandatory but is recommended.

There are many other types of insurance too numerous to cover in this article. The main point is that almost everything can be insured; some are required by law, other tangible or intangible items are by choice.

Talk to your insurance agent if you feel you have, or may foresee, more than the normal requirement.

Finding a Doctor or Dentist

On weekends, the names of doctors on call are listed on the front door/window of local chemists (pharmacies) as well as local newspapers.

Both doctors and dentists are listed separately by alphabet in the Yellow Pages (Pages d'Or) – or visit www.pagesdor.be.

Chemists/Pharmacies

Chemists are open Monday to Friday from 0900 to 1800 or 1900 hours, with quite a few also open on Saturday mornings. There will always be one or two in each district on emergency call after hours and during weekends. A list of "On Duty" chemists is prominently displayed outside their premises and often published in local papers. You can also Telephone 0900/10.500 or visit www.pharmacie.be.

Extracted from Living in Belgium 2006



SHAPE Healthcare Facility

Overview of the SHAPE Healthcare Facility

SHAPE Healthcare Facility (SHF) is a multinational clinic staffed by medical professionals from the United States, Canada, the Netherlands, Poland, Greece and Turkey. It offers a broad spectrum of primary and preventive health care services, all designed to provide the SHAPE community with the finest out-patient medical and dental care possible. The central appointments section can be contacted on ext. 5886.

The Belgian, German, Italian and United Kingdom clinics are also located in building 401. All have their own policies and operating procedures and regular patrons should enquire at their individual clinic for updated information. In-process through the Tricare Office, located in the main lobby, to start your eligibility for services.

SHAPE Dental Clinic is a multinational clinic staffed by dental professionals from the United States, Canada, United Kingdom, Germany, the Netherlands, Poland and Belgium who provide care primarily to active duty members. Care for family members and all others is offered on a space available basis. All clinics have their own policies and operating procedures and regular patrons should enquire at their individual clinics for information. The Dental Sections may be contacted on ext. 5806/5807.

Important: In an emergency, go to the nearest Belgian hospital emergency room.



Emergency Telephone Numbers

Ambulance100

This will be answered in French.

Ambulance3333*

This will be answered in English and is the number of the SHAPE Military Police who will then telephone 100 on your behalf.

Poison Center070/24.52.45

Suicide Centre02/648.40.14 (English) or

.....0800/32.123 (French)

Pharmacy ext. 5808/5981 or

..... fax 5889

Pre/post deployment health section ext. 5044 or 5952

* To call from a civilian line, dial 065/44 and the 4 digit extension number)

Patient Liaison:

Liaisons will provide you with a number of valuable services including translations, answers to billing questions and any other general information. Patient liaisons are available at the SHAPE HCF during normal duty hours.

They are also available at Ambroise Paré Hospital in Mons, from 0800 to 2400 hours on business days and from 1100 to 1900 hours on weekends and holidays. However, in case of emergencies, they can be reached anytime, day or night. To reach the SHAPE Patient Liaison, when at Ambroise Paré Hospital, simply ask for the liaison in the Emergency Room or at any information desk.

If you are at another hospital, please contact a liaison at the following numbers:

- 065/39.29.12 from 0800 to 2400 hours on weekdays and from 1100 to 1900 hours on weekends and holidays,
- 065/39.29.11 after hours or
- 065/44.59.00 / 5849 (Patient Liaison office in the SHAPE HCF) during normal duty hours.

Other hospitals in Mons

L'Espace Santé du Marché aux Herbes

Centre de prélèvements sanguins et d'informations du CHU Ambroise Paré

Téléphone : 065/39.39.40

Espace.sante@hap.be

Centre Hospitalier Régional St Joseph Mons-Warquignies.

<http://www.chr-afic.be/>

Téléphone: 065/38.58.88





University Hospital Ambroise Paré

The University Hospital Ambroise Paré is the general public hospital in the city of Mons. Owned by the city and four associated municipalities of the Borinage District (around Mons), Ambroise Paré has 360 beds for acute care of adults and children and has 125,000 out-patient visits each year. With its state-of-the-art medical equipment and its complete range of medical and surgery care, Ambroise Paré is definitely a centre for healthcare reference in the region.

The University Hospital Ambroise Paré is committed to ongoing improvement for the benefit of its patients. This mission is reflected in the partnerships it has developed with other key hospitals, both at national (Erasmus, Brussels and Tivoli, La Louvière) and international levels (Centre Hospitalier de Valenciennes, France). In addition, the massive investments it has made recently in both medical devices and in the extension of its infrastructure, both in-situ and outside, further confirm this commitment.

As part of its mission, Ambroise Paré is dedicated to serving its patients and visitors regardless of their nationality and the language they speak. Thanks to its close and unique connection with SHAPE's Health Facility, Ambroise Paré guarantees optimal welcome and assistance to SHAPE patients and visitors on a daily basis. Indeed, Ambroise Paré houses a team of four SHAPE liaison officers who are fully committed to making sure patients feel

comfortable and enjoy the best treatment as soon as they enter.

Closer to people

As of last December, the University Hospital Ambroise Paré established the 'Espace santé du Marché aux Herbes' in the city centre in order to meet most of citizens' expectations in terms of convenience and proximity. The 'Espace Santé' is a satellite of the hospitals' laboratory where you can have your blood tests done rapidly in a modern and cosy environment. This is also a place where you can make your appointments for the hospital and where you can receive any information about the hospital and its medical services. In the long term, the 'Espace Santé' will partly turn into an information centre where you will be able to get information relating to common diseases such as; stress, obesity, sleep disorders, etc.



Useful information and Numbers

President of the Board: Nicolas Martin (responsible for the economic development and tourism of the city of Mons.)

E-mail: Nicolas.martin@ville.mons.be

Emergencies: 065/39.26.00

Consultations: 065/39.39.39

(from Monday to Friday between 0730 and 1800 hours.)

General number: 065/39.21.11

SHAPE Liaison: 065/39.29.11/12

Espace santé du Marché aux Herbes:

(065/39.39.40 from Monday to Friday between 0700 and 1000 hours for blood tests.)



Your Vehicle in Belgium

The SHAPE vehicle/motorcycle registration system is a transit system which exempts entitled persons from certain requirements of the Belgian permanent vehicle registration system and issues permanent fuel ration cards and temporary fuel ration cards (rental cars). The granting of SHAPE vehicle registration depends upon the applicant's compliance with the required procedures. This means since you are only in Belgium temporarily, you do not have to pay import taxes on your first vehicle registered in Belgium (certain cases apply for stolen/crashed vehicles). Reference: SHAPE Directive 100-2, Vehicle Registration and Operation.

IMPORTANT: You must register all vehicles used or located in Belgium within 7 days of the vehicle being imported into Belgium, or procurement in Belgium. It's also mandatory by Belgium Law to de-register your vehicle upon your permanent departure from SHAPE.

Until your vehicle is registered, or while you are using a rental car, you may receive a temporary "vehicle entry" pass from the SHAPE Visitor's Office (bldg 108, Berlin Gate) or from the Central Processing Branch-Registration Section (CEP-RGN), bldg 210, rm 109-110, in order to enter SHAPE and begin the vehicle registration process; to include passing your vehicle Controle Technique (CT) inspection, collecting required equipment (fire extinguisher, safety vest and safety triangle) and then registering your vehicle. The CT is only to do for Car(s) not for Motorbike(s).

Ensure you take the necessary steps to avoid violating Belgium customs regulations and

risk paying fines/import taxes. Please respect the exemption agreement between SHAPE and Belgium.

If you have more than one vehicle, with one vehicle registered in Belgium and another vehicle registered in another country (ex. Germany, UK, etc.), you are violating the Belgium customs regulations. You must register all vehicles used/parked in Belgium with the CEP-RGN, bldg 210, rm 109-110.

If you have any questions or concerns, please visit the Central Processing Branch-Registration Section (CEP-RGN), bldg 210, rm 109-110, or by telephone at +32(0)65/44.33.10 or (SHAPE 3310, DSN 314-423-3310).

More information is available at your website:

<http://www.shape2day.com/centralprocessingcentre.aspx>

Fuel Ration Cards

While living in Belgium and assigned at SHAPE, entitled persons are authorized fuel rations as a privilege.

To receive your fuel ration card, you must register your vehicle/motorcycle on SHAPE through the Central Processing Branch-Registration Section (CPB-RGN), bldg 210, rm 109-110.

You will receive your ration card during the vehicle registration process.

While you await your vehicle being imported or registered in Belgium, sponsors are entitled to receive temporary fuel rations.

High visibility retroreflective jacket (safety jacket)

As of 01 February 2007, on the motorways and on the motor-vehicle roads, in case of breakdown, the driver immobilizing his/her vehicle in an area where waiting and parking are forbidden **MUST** wear a safety jacket as soon as he/she gets out of the vehicle.



SHAPE Directives 100-1

The extracts of SHAPE Directive 100-1 below should be read by all SHAPE personnel and members of their families who reside in SHAPE and in Belgium. This directive applies on the SHAPE base only.

Authorized Road Users.

Roads, excluding the tarmac perimeter track, on the SHAPE domain are to be used only by motorized vehicles and cyclists in accordance with mandatory road users regulations.

- (1) Roller skaters, roller blades, skateboarders, runners and pedestrians are to use pavements/grass verges and should not use roadways.
- (2) Formation or marching groups using roads must use the right hand side of the road and must have guides properly attired with reflective apparel both at the front and rear of the group or formations.

Pedestrians must use pavements and/or the parts of the public road which are reserved for them and marked with D9 sign or the passable pavement, and, by default, the passable pavements. Should footpath or passable pavements be not available, pedestrians might use the other part of the public road. When pedestrians use the bicycle track, they must give priority to the riders of bicycles and mopeds. When pedestrians use the road, they must walk/run as close as possible to the edge of the road, and, except special circumstances, circulate on the left side compared with their direction (against the traffic flow). When a pedestrian crossing within the approximately 30 meters does exist, the pedestrians have to use it.

Speed Limits

- a) All drivers must adjust their speed to take into consideration their surroundings and particularly, take into consideration; weather conditions, road

layout, traffic density, field of vision, state of road, the loading of your vehicle. The golden rule: Every driver must adapt his way of driving and in particular his speed, to the current traffic conditions. The speed limit is therefore not absolute, but relative to the current conditions.

- b) It is prohibited to incite or dare a driver to speed.
- c) It is prohibited to brake sharply without an acceptable reason.
- d) It is prohibited to drive abnormally slow; this can be just as dangerous as speeding.
- e) Any member of the SHAPE Community who drives a vehicle on the SHAPE Installation at a speed in excess of the posted speed limit is in violation of this regulation.
- f) Except where otherwise indicated by specific speed restriction signs (in kilometres per hour), the maximum speeds for vehicles within SHAPE are:

- 15 kph: In all parking areas.
- 30 kph: In housing areas (600 area and 800 area), GB shopping area (500 area), SHAPE school area (700 area), SHAPE Headquarters complex (100 area) and the Industrial complex (200 area).
- 50 kph: Elsewhere

Parking Regulations

- a) Personnel are only to park their vehicles in designated parking areas as shown by signs or road markings.

Vehicles are not to be parked:

- On grassy areas, with the exception of SHAPE Village Housing (600 area and 800 area) where occupants may park within 10 metres of their residence.
- On roads within SHAPE, except SHAPE Village Housing (600 area and 800 area, if vehicle is not impeding traffic flow) or when directed by SHAPE International Police (SIP).



- Within five metres of pedestrian crossings and junctions.
 - On footpaths/pavements.
 - In any position which would cause an obstruction to other traffic or road users.
 - On SHAPE Installation for long periods of time. Long term parking is only allowed if the owner of the vehicle displays a point of contact (Surname, name and phone number) where he/she can be contacted should the vehicle have to be relocated.
 - When the security Alert State is raised to BRAVO or above, a 25 Metre Parking Rule is introduced around selected buildings on the installation.
- b) When parking within the SHAPE Headquarters complex (100 area), vehicles may only be parked (as authorized by the Information office in main lobby-Bldg. 102) in designated parking areas. Vehicles are not to be parked in front of Bldg. 102. Waiting is permitted for short periods, for the collection of people provided the driver remains in the vehicle, or by using short time parking spaces (junction of Avenue de Ljubljana and Avenue de Londres).
- c) Illegally parked vehicles that pose a threat to the safety of others may be towed away at the owner's expense. Other violators will be ticketed and the vehicle may be secured with a wheel clamp.

Police Signals

It is a violation, when driving on the SHAPE installation, to fail to obey the hand signals of uniformed members of the SHAPE International Police (SIP), the SHAPE Federal Police or SIP personnel in plain clothes who identify themselves at the time of the intervention.

Wrecked or Inoperative Vehicles

Wrecked or otherwise inoperative privately owned vehicles are not to be parked on the SHAPE Installation without approval of the Provost Marshal (for information concerning the disposal of vehicles, see SD 5-23). An abandoned vehicle, which is found on the

SHAPE Installation, will be relocated to the SHAPE Impound lot at the owners expense and SHAPE will not be held responsible for any damage to it.

Caravan / Trailer / Motor Home Parking

The only authorized caravan, trailer or motor home parking area for those personnel living on the SHAPE domain, is an area within the International Motor Pool, unless the trailer is attached to the vehicle. A small number of slots within this area have been reserved for those personnel who live off base. These slots will be allocated on a 'first come, first served basis'. Applications for a caravan, trailer or motor home space at the International Motor Pool (IMP) are to be made through the Warrant Officer In Charge of the IMP (WO IC IMP) or his nominated deputy.

Points System

SHAPE operates a points system for traffic offences and violations are reported to the appropriate national and international authorities.

Appeals Against Traffic Violations

A SHAPE member may appeal against the awarding of points by supplying details of his/her argument or a plea of mitigation, which is returned to the Provost Marshal Office within 2 weeks after being notified and interviewed by the appropriate national or international authority.

An accumulation of 12 points, starting from the date of the first violation and within a period of one year, will result in banning the offender from driving on the SHAPE installation for 14 days (1st driving ban, 30 days for 2nd, 60 days for 3rd and successive accumulation of points).

Appeals Against Forfeiture of Privileges

Any person on whom a ban is imposed will have the right to appeal. Appeals showing mitigating circumstances why the ban should not be imposed must first be made in writing through the NMR or international



authority concerned to Commander HSG. The Deputy Chief of Staff (DCOS) will make the final decision on any Appeal against Forfeiture of Privileges.

Vehicle Registration

SHAPE members must initiate vehicle registration within seven days of importing a private vehicle into Belgium or upon purchase of a new vehicle. Owners who fail to comply with this requirement may be fined.

Driving Under the Influence of Alcohol or Drugs

The SHAPE Federal Police (SFP) carry out all procedures with respect to impaired driving on SHAPE. The results of any subsequent breath or blood alcohol test or any refusal to provide a specimen will be reported to the Host Nation, who will take all necessary legal action(s). Appropriate national and international authorities will be notified.

Traffic Accidents

Anyone driving a private vehicle involved in a traffic accident must take all steps to ensure traffic safety (warning triangle, etc.) and should immediately inform the local police (dial 100 or 112) or the SHAPE Federal Police (065 44.33.34) when it occurs on the SHAPE area. Any SHAPE member driving a SHAPE plated vehicle or military vehicle involved in a traffic accident must report to the SHAPE Federal Police and to the SHAPE International Police Desk (ext. 3333). (See page 31.) In case of an accident off base, the SHAPE Federal Police may be requested to help you in your contact with the local police (contact 065/44.33.34 24 hours a day).

*Central Processing Branch

Opening Hours

Monday - Thursday

0845 - 1300 hrs

1400 - 1700 hrs

Friday

0845 - 1300 hrs

Status and Classification Section (STC)

065/44.79.16

Shape Federal Police Registration Section

*same Opening Hours

Contact Numbers SFPRS

Olivier Genlain (Belgium I.D.)

065/44.51.65

Richard Slivinski/

Herve Mascret (Police)

065/44.41.48

T.V.A./V.A.T. Office

Opening Hours

Tuesday and Wednesday

0900 - 1200 hrs

Thursday

0900 - 1300 hrs

Monday and Friday Closed

Customs Office

Opening Hours

Monday - Friday

0900 - 1300 hrs*

*Closed afternoons

Contact Numbers CEP-RGN

OIC RO

065/44.33.10

Supervisor

065/44.53.20

Chief Clerk

065/44.51.47

Clerk - 065/44.53.14

Clerk - 065/44.54.62

Clerk - 065/44.72.77



List of Traffic Violation Codes

Offence (within a 12 month period)	Points
Illegal Parking on SHAPE - 1st offence	2
Illegal Parking on SHAPE - 2nd offence	3
Illegal Parking on SHAPE - 3rd offence	4 and so on
Parking within five metres of pedestrian crossings and junctions	5
Unauthorized parking in disabled slots	5
Speeding - up to 10 kph over the limit	2
Speeding - up to 20 kph over the limit	4
Speeding - up to 30 kph over the limit	6
Speeding - exceeding 60 kph in a posted 30 kph area	AUT + 4*
Speeding - exceeding 80 kph in a posted 50 kph area	AUT + 4*
Leaving a vehicle unattended without switching off the engine	3
Failure to observe posted temporary or permanent traffic signs	2
Failure to produce valid vehicle documents within 24 hours	*A
Driving with defective tyres	*A
Driving with more than two defective tyres is a reckless driving offence	AUT + 4*
Driving with defective lights	*A
Failure to comply with directions of SIP	5
Failure to wear a seat belt	2
Dangerous/reckless driving in a manner that endangers other road users	AUT + 4*
Failure to give priority to a pedestrian on a pedestrian crossing	3
Failure to carry hazard warning triangle, first aid kit, or fire extinguisher in vehicle	2
Wearing headphones/earphones or using a GSM/mobile phone whilst driving a vehicle	3
Not wearing a crash helmet while driving a moped or motorcycle	4
Driving a vehicle on SHAPE while driving privileges are suspended	AUT + 4*

AUT + 4* = Automatic suspension and 4 points

*A = Driver is informed to report to Traffic Section within seven days to prove that documentation is in order; failure to do so will result in the Federal Police being informed and the traffic violation points will be awarded for not complying with directions of SIP.



Traffic Regulations in Belgium

The international road sign system is used in Belgium. There are general speed limits on all roads. Unless otherwise indicated, vehicles approaching from the right have the priority. This applies at all times including crossroads and T-junctions.

← Documentation

Under Belgian law, drivers must be in possession of their vehicle documents at all times whilst driving. You must carry:

- The pink registration document.
- A valid green insurance card.
- Your driving licence.
- Your SHAPE ID card.
- Your Belgian ID card, if applicable.

If you hold a national driving licence from a European Union (EU) member nation, that licence is valid for many countries. Your SHAPE driving licence is valid in Belgium only. Civilians and dependants are advised to obtain a Belgian driving licence and military personnel are advised to obtain an international driving licence (see the Registration Office [RO], Bldg. 210, Rm. 111, for more information).

← Speed Limits

The speed limits in Belgium are:

a Motorway (Autoroute) or dual carriageways, separated by a central reservation:

Maximum 120 kph and minimum 70 kph, except when otherwise indicated.

b Normal roads:

90 kph, except when otherwise indicated.

c Built up areas:

50 kph, except when otherwise indicated. The F1 and F3 traffic signs designate built up areas.

d Residential zones, school areas or 30 kph zones:

30 kph - see signs F4a, F12a and A23.

← Giving Way to the Right

When there are no signs or road markings in place, the rule of giving way to the right applies. This means that any vehicle approaching from the right hand side will have priority. Priority to the right also applies when you see the sign B17. Vehicles entering a roundabout (circle) must yield and give priority to any vehicles already on the roundabout.

← Traffic Offences

In order to reduce traffic accidents, Belgium has taken various measures to increase safety on the road. One of them is to set the fine in relation to the risk of accident. The given fines are always to be considered as a minimum. In some cases, various measures (i.e. banned from driving) might raise the fines. An immediate withdrawal of the driver's licence may occur in certain cases.

Offences are divided into four degrees:

- 1st degree: all offences non listed hereafter (do not include speeding violations, driving under influence or any offence to the law governing the driving licence).
- 2nd degree: offences endangering the safety of persons in an indirect way.
- 3rd degree: offences endangering the safety of persons in a direct way.
- 4th degree: all offences endangering the safety of persons and putting them irredeemably in a situation where they might be harmed or killed.

← Drinking and Driving

(see also SHAPE Directives 100-1)

Drinking and driving remains one of the major causes of serious traffic accidents. In





30% to 40% of fatal accidents, here in Belgium, alcohol is a factor.

Procedures pertaining to impaired driving on SHAPE will be dealt with by the SHAPE Federal Police. The results of any subsequent positive analysis, or refusal to give a sample, will be reported to the appropriate national and international authorities. On conviction by a Host Nation Court, the driver will be fined and/or suspended from driving.

The prescribed limit in Belgium is 0.22 milligrams of alcohol per litre of exhaled air (equivalent to 0.50 milligrams of alcohol per litre of blood).

Serious fines and a ban of driving are the measures in case you do not abide by that law.

← **Crash Helmets**

The wearing of crash helmets is compulsory when using a motorcycle or a moped.

← **ATGATT (All The Gear All The Time)**

Apart from wearing a helmet, bikers will need to be in compliance with ATGATT.

- Gloves
- Long sleeve outer garment
- Long pants / trousers
- Shoes / boots above the ankle

← **Bicycles**

For bicycles operated between dusk and dawn or whenever the visibility is less than 200 metres, riders must use, a white or yellow lamp on the front and a red light



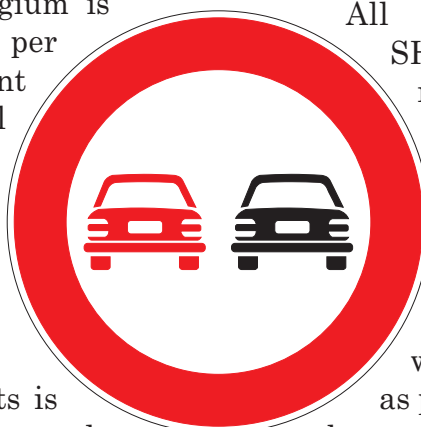
at the rear of the bicycle. They can be blinking lights. White or yellow reflectors must be fitted to the pedals and to the wheels. Bicycles must be equipped with a bell, capable of being heard at a distance of 20 metres. They must have sufficiently effective brakes. (For full details of technical and safety requirements, contact the RO.)

← **Traffic Accidents**

(see also SHAPE Directives 100-1)

All traffic accidents involving SHAPE members are to be reported to the International Police (IP) desk and SHAPE Federal Police (SFP). If the accident happens within the confines of SHAPE, let the IP and SFP know immediately. If it happens outside SHAPE, we are required to know as soon as possible and certainly within 24 hours of your return to SHAPE.

Laws regarding traffic accidents can be complex and you are advised to request police assistance at the scene. Also, if in the SHAPE district, you should request the International Police to be present. If the traffic accident involves a military vehicle, then the driver must report it to the relevant transportation authority. If the vehicle you are driving belongs to the International Transportation Branch, then they will need to be informed and the necessary paperwork must be completed.



Directions for Use of the Agreed Statement and Accident Report

What to do in case of an accident

Whatever the circumstances, remain calm and courteous.

If there are injuries:

- If the severity of the injuries justifies it, **dial 112**, which alerts the hospital authorities and the police.
- Contact the police immediately (you are legally obligated to do so, even in those cases when it is not necessary to dial 112).
- Make a note of the name, address and telephone number of any injured persons before they leave the scene (on the inside cover of the report form).

If there is damage to vehicles only

- If you are impeding traffic, traffic regulations require you to remove your vehicle as soon as possible. However, take the precaution of marking on the ground the four corners of the vehicles with chalk. Make a note, if appropriate, of brake marks, mud or debris. Photographs are always useful.
- Call the police if you think it will be in your interest, for example, if the other driver refuses to give his version or to sign the report form.

How to fill in the accident statement

At the scene of the accident:

1. Use 1 copy of the Agreed Statement of Facts if 2 vehicles are involved (2 copies if 3 vehicles, etc). It does not matter who supplies it or who completes it. Preferably use a ballpoint pen and press hard; the carbon copy will be more legible.
2. Do not forget, when filling in the statement:
 - a) To refer to the following, before answering the questions:
 - (i) under items 6 and 8, refer to your insurance documents (certificate or green card),
 - (ii) under item 9, refer to your driver's licence.
 - b) To indicate precisely the point of initial impact (item 10).
 - c) To put a cross (X) in each of the spaces level with each of the items relevant to the circumstances (Nos 1 to 17) of the accident (item 12) and to

indicate the number of spaces so marked.

d) To make a plan of the accident (item 13).

3. If there were any witnesses to the accident, write down their names and addresses, particularly if you encounter difficulties with the other driver.
4. Sign the statement and get it signed by the other driver. Hand one of the copies to him and keep the other one.

When you get home

- Complete the details which your insurer requires, by filling in the accident report on the back of the form.
- Do not forget to state precisely where and when your vehicle will be available for inspection, in order that an assessor can inspect the damage as quickly as possible.
- Under no circumstances alter anything on the face of the form.
- Forward this document without delay to your insurer.

Special notes

- If the other driver also has a form approved by the European Insurance Committee, but in a different language, you can agree to use his form. It is identical to yours, and you can therefore follow the translation from item to item (they are numbered for this purpose) on your own form.
- The present form can also be used in the case of accidents where no third party injuries are involved, for example: own damage, theft, fire, etc.

Remember!

As soon as you receive a new form, put it in the glove compartment of your vehicle.

No unauthorised reproduction may be made without the prior written approval of the CEA, holder of the copyright.

Any alteration or amendment of the document without prior CEA authorisation may give rise to legal action.

Copyright 1972 by CEA
Edited by UPEA/BVVO

Belgian Traffic Sign Orientation

WARNING SIGNS

These signs usually appear 150 metres from the danger spot. If this is not the case (under special circumstances), the distance between the sign and the danger spot is indicated on an additional panel.



A1
Dangerous bend to right.



Dangerous bend to left.



Double bend or more than two bends in succession.



A3
Steep hill downwards.



A5
Steep hill upwards.



A7
Carriageway narrows.



A11
Road leads onto a quay or river bank.



A13
Uneven road.



A14
Hump(s) (sleeping policeman).



A15
Slippery road.



A17
Loose chippings.



A19
Falling rocks.



A21
Pedestrian crossing.



A23
Children crossing.



A27
Wild animals.



A25
Watch for cyclists.



A31
Road works.



A33
Traffic signals.



A35
Low-flying aircraft or sudden aircraft noise.



A37
Cross wind.



A39
Two-way traffic after a road section with one-way traffic.



A41
Level crossing with barrier or gate ahead.

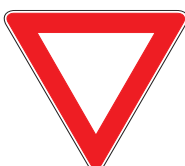


A49
Road shares space with one or more tracks.



A51
Danger not indicated by any special symbol.

PRIORITY SIGNS



B1
You MUST give way.



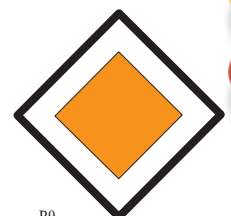
B3
Distance to B1 'Give way' sign ahead.



B5
You MUST stop and give way.



B7
Distance to B5 'Give way' sign ahead.



B9
Priority road.

PRIORITY SIGNS



B11
End of priority road.



B21.
Narrow passage.
Priority over oncoming traffic.



B13
Distance to B11 'End of priority road' sign ahead.



B15
Priority. The horizontal line may be altered to give a better idea of the layout of the roads.



B17
Junction where the priority from the right is applicable.



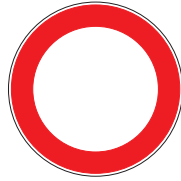
B19
Narrow passage. Give priority to vehicles from opposite direction.

PROHIBITION SIGNS

A prohibition sign may also be accompanied by a panel informing drivers how far ahead the prohibition starts.



C1
No entry for all drivers.



C3
Closed to all drivers in both directions.



C5
No entry for motor vehicles with more than two wheels.



C7
No entry for motorcycles.



C9
No mopeds.



C11
No entry for cycles.



C15
No horse riding.



C19
No pedestrians.



C21
No vehicles including load over weight.



C23
No entry for goods vehicles.



C24
No entry for vehicles carrying dangerous goods.



C25
No vehicle or combination of vehicles, including load, exceeding the width shown.



C27
No entry for vehicles of which the width, including load, is in excess of the width shown.



C29
No entry for vehicles of which the height, including load, is in excess of the height shown.



C31
No left turn.



C31
No right turn.



C33
From the traffic sign onwards to the next junction, no 'U' turns.



C35
From the traffic sign onwards to the junction, it is forbidden to overtake.



C37
End of restriction imposed by traffic sign C35.



C39
From the traffic sign onwards to next junction, it is forbidden for vehicles used for carrying goods, with a total maximum weight of 3.5 tonnes to overtake vehicles with more than two wheels.



C41
End of restriction imposed by traffic sign C39.



C48



C49

PROHIBITION SIGNS



C43
From the traffic sign onwards to the next junction it is forbidden to exceed the speed shown.



C45
End of restriction imposed by traffic sign C43.



C46
End of restriction imposed by vehicles Office.

MANDATORY SIGNS

The same advance warning as with the prohibition signs is possible.



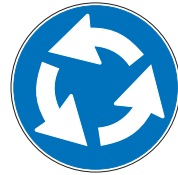
D1
Follow the direction indicated by the arrow.



D2
If the traffic sign with a straight arrow is placed near an obstacle, it means you must pass on the side indicated by the arrow.



D3
Follow one of the directions indicated by the arrows.



D5
Compulsory roundabout.



D7
Compulsory cycle path.



D9
Part of street reserved for cyclists and pedestrians (class A cyclists).



D10
Part of street reserved for cyclists and pedestrians.



D11
Mandatory way for pedestrians.



D13
Mandatory way for horses and riders.

STOPPING AND PARKING RESTRICTIONS



E1
No parking.



E3
Waiting and parking forbidden.



E5
Alternate parking: No parking from 1st to 15th of the month on this side of road.



E7
No parking from 16th to the end of the month on this side of the road.



E9a
Parking allowed.



E9b
Parking exclusively for private motorcars.



E9e
Parking on footpath or verge compulsory.



E9f
Parking partly on footpath or verge compulsory.



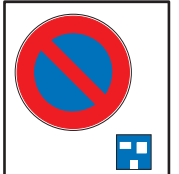
E9g
Parking on the road compulsory.



Additional panel with this symbol indicates that parking is reserved for vehicles used by disabled persons.



E11
Fortnightly alternate parking in the whole built-up area. This traffic sign is placed above sign F1.



E13
Beginning of a zone with limited parking time (blue zone).



E15
End of zone with limited parking time.

INFORMATION SIGNS



F1a
Beginning of built-up area.



F3a
End of built-up area.



F4a
Beginning of a zone with a speed limit of 30 kph.



F4b
End of a zone with a speed limit of 30 kph.



F5
Beginning of a motorway or slip road.



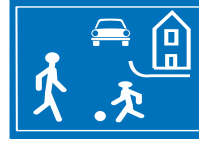
E7
End of a motorway.



E9
Motor-vehicle road.



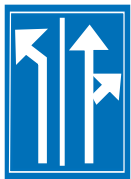
F11
End of motor-vehicle road.



F12a
Beginning of a residential area. You may NOT exceed 20 kph.



F12b
End of a residential area.



F13
Traffic sign indicating that ahead there are traffic arrows on the road and you must choose a traffic lane.



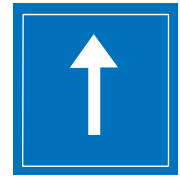
F14
Indicates zone for cyclists and motorcyclists.



F15
Traffic sign indicating you must choose a direction.



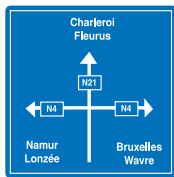
F17
Traffic lanes of which one is a bus lane.



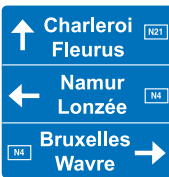
F19
Public highway with one-way traffic.



F23c
Number of an international road.



F25
Advance direction sign.



F27
Advance direction sign.



F39
Advance direction sign indicating there is a diversion ahead.



F41
Direction sign, diversion route.



F43
Local sign.



F45
No-through road.



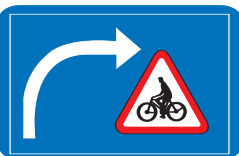
E47
End of roadworks.



E49
Pedestrian crossing.



F50
Cyclist and motorcyclist crossing.



Indicates change of direction. Cyclists and motorcyclists will follow same direction.



F51
Underpass or overhead crossing point for pedestrians.



F53
Hospital or clinic ahead.



F55
First aid point.



F59
Car park ahead.



F61
Telephone.



F63
Petrol station.



F65
Hotel or motel.



F67
Restaurant.



F69
Refreshments.



F71/F73
Camping or caravan site.



F79
Advance direction sign indicating a reduction in the number of traffic lanes.

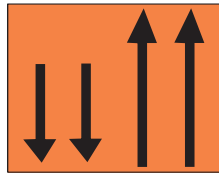


F81
Advance direction sign indicating there is a diversion ahead.

INFORMATION SIGNS



F83
Advance direction sign indicating a crossing of the central reservation ahead.



F85
Traffic allowed in both directions on a section of a one-way road.



F87
Hump (Sleeping policeman)



F99a
Beginning of a road reserved for pedestrians, cycles, and horseback riding.

SHAPE Community Police

We at the SHAPE Community Police Office would like to take this opportunity to welcome you to SHAPE. Working with all sections of the Provost Marshal's Office and maintaining close links with SHAPE Federal Police, the Community Police are responsible for building relationships and maintaining links with the SHAPE community, encouraging both to work together toward the common goals of improving security, law enforcement, crime reduction, and safety.

The SHAPE community has a right to have an input into its own well-being, and indeed, the solution to many security/crime related issues often comes from the community itself. By supporting the Police and providing information, the community becomes a partner in public safety.

The International Military Police are visible at SHAPE and are always accessible to the SHAPE Community. The Community Police are the link for the community to talk to the police, provide assistance to organisations or groups, or answer any questions you may have.

You can contact the Community Police at 065 44 5353 or visit the Community Police office located on the 500 Area shopping centre. You can also check out the official website at www.shape2day.com/PMO_Mission.aspx

Services the Community Police offer are Crime Reduction Surveys, coordinating the Home Watch Program and providing instructional classes to the children attending the SHAPE International Schools. This also includes visits to the SHAPE Fire Department, Crossing Guard training, and basic safety precautions.

For emergencies, you should always call the Joint Police Desk at 065 44 3333/3334

Again, we want to extend a warm welcome to you and wish you and your family a safe and fulfilling tour.

Your Community Police

VEHICLE MATTERS

Belgian Weather Signs

While watching Belgian TV weather forecasts, you may have noticed and wondered about the letters that appear on the Belgian map. Here is your answer. They are indicators of the road conditions which can be expected in the area marked by the letter.

Each letter has the following meaning:

- A Normal road conditions.
- B Winter conditions, with icy patches on some local roads.
- C1 Cold mornings with the risk of frost and icy patches or light snowfall.
- C2 Cold evenings or nights with the risk of frost and icy patches or light snowfall.
- D Risk of local obstruction due to heavy snowfall, patches of fog, black ice or slush.
- E Persistent winter conditions; heavy snow and bad weather in the general area causing severe problems for traffic.
- F Persistent winter conditions causing road closures and large areas to be isolated.
- G Emergency situation, stay at home!

VRO



SHAPE International School Ecole Internationale

The SHAPE International School (SIS) is an integral part of SHAPE and is located in the 700 area. It accommodates approximately 2,500 students from kindergarten to grade 12 and includes 250 staff and faculty members. Most are dependants of military members and civilian employees of NATO and PfP countries posted to SHAPE.

SIS is a federated complex, in which an integrated kindergarten and several national sections (ten elementary and three secondary) operate side by side under the coordination of an international General Services Unit. Its facilities include; classrooms, an infirmary with a qualified nurse, a cafeteria where hot meals and snacks are served at lunchtime, two fully-equipped gymnasiums, computer labs and science labs. Transportation is provided to and from homes within the radius defined by the SHAPE Transportation Branch.

The national sections select and hire their own teachers and offer their traditional curriculum, as well as a wide variety of extra-curricular courses or activities, including sports, field trips and more. Competition with other schools is provided in swimming, track and field, American football, baseball and basketball.

Accelerated courses in English and French are organized, even during the holidays, for non-English and non-French speaking students enrolled in the USA, GBR and Belgian sections. This helps the students to integrate quickly into the mainstream language of instruction.

According to the regulations in force, the children of the nations which have their own sections at SIS will normally be registered in those sections. The children of nations who do not have their own sections will normally be registered in the Belgian sections and the kindergarten, which are open to any

nationality. Nevertheless, students may be registered in the section of their choice, subject to the agreement of the principal concerned and space availability. French is the language used in the kindergarten and creates no difficulty at all for children of that age.

USA, GBR and German students may receive half-day instruction in English and German, from American, British and German teachers respectively, if required.

The two basic principles guiding the policies of SIS are:

1. When pupils leave Belgium to return to their own countries, they must be able to resume their studies without significant problems of re-adjustment.
2. Every opportunity should be used to acquaint SIS students with people of other nationalities and to study their cultures and understand their points of view.

For more information, please phone the SHAPE International School on the following numbers:

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
General Services	ext. 5726/5744

The extension numbers can also be dialled from an external phone by prefixing the extension number with 065/44, for example 065/44.57.26.

Director General, Benoît Davin



Purchases Exempt from VAT

Items Exempted from VAT

- Durable goods such as;
 - household furniture other than pieces of antique furniture (i.e. more than 100 years old).
 - functional electrical appliances; (washing machines, tumble driers, dishwashers, refrigerators, microwave ovens, cookers, vacuum cleaners, etc).
 - electric lights (with the exclusion of the bulbs).
 - garden furniture (tables, chairs and parasols).
 - lawn mowers (excluding all other tools).
 - curtains and hangings.
 - pianos.
 - tablecloths, crockery, household utensils and other than luxury items (i.e. gold, silver, gilded, silver plated and platinized services).
 - bed linens including those for children and babies.
 - radios, CD players (including those for the car), televisions, hi-fi and video equipment.
 - personal computers.

Items not exempted from VAT

- Non-durable goods such as; water, gas, electricity, fuel oil, foodstuffs, products containing alcohol, tobacco products and maintenance products.
- *Items which become fitted to the structure of a building such as:*
 - pieces of furniture or equipment for the kitchen (fitted).
 - pieces of furniture and accessories for the bathroom (i.e. taps, sink, shower etc.)
 - fitted carpets, laminate flooring, parquet flooring (even if they are not stuck or nailed in place).

- smoke detectors, alarms and safety systems.
- any fitted items within a residence.
- fitted ornamentation.
- *Goods intended for hobbies and/or leisure such as;*
 - sports articles, equipment and clothing (including bicycles).
 - cameras, telecommunication equipment (GSMs, modems, OPS), books, films, video cassettes, discs (CD, DVD, MP3) programmes and software bought separately from computers.
 - photographic equipment, cinematographic equipment, video equipment, projection screens, projectors, laboratory equipment, photocopiers.
 - musical instruments.
 - tools, equipment and materials for do-it-yourself.
 - relaxation equipment.
 - materials.
 - shelters for the garden, gates, stakes and fences.
 - niches, shelters for animals.
 - swimming pools.
 - children's toys.
 - fitness equipment.
 - computer parts.

Personal items, such as:

- jewels and furs.
- personal clothing.
- glasses.
- toothbrushes (electric or not)
- pieces of art (reproductions, tapestries, collectors items).



- antique objects and pieces of antique furniture (i.e. more than 100 years old)
- gold, silver, silver plate and platinised utensils and cutlery.
- options bought, but that were not included in the original purchase order of a vehicle.
- maintenance of and spare parts for vehicles.
- unregistered trailers and quads
 - Provisions of services such as:
 - work carried out on the fabric of a building (i.e. the walls, roof, etc)..
 - supplies of food and drinks consumed on the spot (i.e. in hotels, restaurants, snack bars, cafes and coffee shops and other places arranged for this purpose).
 - hotel bills or any other establishment where paying guests are lodged.
 - connection of and telephone calls in the private residence of the people concerned; this exclusion is also applicable to connections of cable television, like all connections to a network and any service provided electronically.
 - services provided by travel agencies.
 - banking and financial operations.
 - provisions of services relating to non-exempted goods.

Procedure for Exemption

- When a member of SHAPE has carried out their purchase, they complete two original copies of the VAT form 15.10 (boxes 1, 3 and 5). They date and sign the request.
- Box 4 of the form 15.10 is to be signed by their NMR or by the authority entitled to sign these documents.
- The SHAPE member then goes to the VAT office (building 210 - room 103, open from Tuesday to Thursday from 0900 to 1300 hours) who will affix the necessary seals in box 6.

- A duly sealed copy of form 15.10 will then be given to the SHAPE member in order to obtain the restitution of the tax from the salesman.

Remarks

- The exemptions of taxes are not accepted during the last six months of the stay of a member of SHAPE in Belgium.
- The goods must be delivered and used in Belgium during the stay of the SHAPE member.
- The document of exemption will be validated only after the purchased goods were delivered to the residence in Belgium of the SHAPE member.
- No request for exemption will be validated without presentation of a valid invoice that must contain the name and address of the member, the delivery address, the number of the invoice, the identification number with the VAT of the firm, the description of the sold goods and the quantities, the prices net of tax and the rate of VAT.
- Sales slips are not adequate proof of purchase.

Opening hours of VAT Office

Tuesday and Wednesday

0900 - 1200

Thursday

0900 - 1300

Monday and Friday

Closed

Banking in Belgium is less complex than in many countries.

Most banks provide self banking facilities where customers have 24- hour access to facilities, either via ATM machines, by telephone or on-line. Belgium is a leader in electronic banking, cheques are rarely used and even paying with cash is becoming less and less common, as more and more people adopt using debit cards or the Belgian electronic purse card - Proton.

Making Payments

Payments in Belgium may be made by:

- a. Direct debit cards or Belgian bank cash cards (Bancontact/Mister Cash) can be used to pay for purchases immediately by keying in a PIN code. The amount is automatically debited from your bank account. The card can be used for cash withdrawals from a personal bank account on a 24-hour basis via street cash dispensers. The same card can be used as an electronic purse (Proton) for buying small purchases such as bread at the bakery. The Proton card can be loaded with any amount from €5 up to €125 at ATMs and public telephones where the Proton logo is displayed. The card also has a Maestro function enabling cash withdrawals to be made outside of Belgium, wherever the Maestro logo is displayed.
- b. Direct transfer bank transfers are a major means of payment in Belgium and have increasingly replaced checks, which are rarely used. Payment is made from the payer's bank account directly to that of the payee. Bills issued to clients will make note of the company's bank account number for direct payment. A bank transfer form with the amount to be paid, the company's name, address and bank account number is often included with a bill for convenience. The payer completes the form with his own bank information, signs and sends it to his bank for payment to the account number indicated on the form. The transfer can then be made either via an ATM using the keypad, via the telephone, through PC banking or at a branch.
- c. Automatic direct debit; by completing a request form in advance, bills may be paid automatically when they are due (e.g. telephone, gas, water, electricity). Bills are sent to the bank by the company for automatic payment and a copy is also sent to the client. The client is therefore assured that payment has been made on time.
- d. Standing order for non-variable payments paid on a regular basis, such as school fees and rent. A one-time instruction can be given to the bank authorizing a certain sum to be paid on a regular basis. The bank will send these payments automatically on a preselected date.
- e. Credit cards (Visa, Diners Club, AE, MasterCard, Eurocard, etc.) are all accepted worldwide. Payments made with this form of card are shown, automatically converted into Euros, on a monthly statement sent to the customer. It should be noted that the



outstanding balance shown on most credit cards issued in Belgium are normally paid at the end of the period.

f. Cheques are not frequently used for making payments in Belgium. The Eurocheque guarantee system was abolished in 2002 and hence, cheques are not often accepted. It is advisable to use an electronic form of payment. If possible, avoid using any foreign currency cheques as they can take considerable time to clear and the administrative costs are often expensive. The receiver's bank will charge for forwarding and collecting, in addition to the charges for payment and exchange.

International Transfers

To make an international transfer within the EU, you will require the International Bank Account Number (IBAN) of the foreign account as well as the Bank Identification Code (BIC) (also known as SWIFT code) of the foreign bank. Transfers can be arranged either at the bank, via telephone or through PC banking. Please note: Within the EU, some of the international transfer charges are now the same as domestic charges, however, it is important to supply all of the above information, is otherwise international fees will apply.

MANAGING YOUR ACCOUNT

You can manage your bank account 24 hours a day in Belgium via three different methods: ATM, Telephone Banking or PC Banking.

ATM

At an ATM you can:

- Withdraw money.
- Print statements.
- Transfer money between personal accounts and others.
- Pay bills.
- Load your Proton card.
- Consult account balances.

Telephone Banking

Using a secret code you can:

- Consult your accounts.
- Transfer money between personal accounts and others.
- Manage post-dated transactions.
- Request advice and information.

PC Banking

A password given by the bank enables the customer to view his account on his own computer and to make various transactions such as:

- Consult and print account statements (both current and historic).
- Transfer money between personal accounts and others.
- Pay bills.
- View credit card transactions.
- Manage post-dated transactions.

Belgian banks also provide loans, financing, a bank guarantee to underwrite a lease, foreign exchange and stock exchange transactions - in Belgium and abroad.



The Bank at SHAPE BANCA MONTE PASCHI BELGIO

This article is meant as a general reference for all newcomers and therefore, it is unfortunately unable to answer all of your questions about banking.

The bank at SHAPE may differ from banks in your country. When you change country, you change your way of living. Therefore, please do not hesitate to contact us if you have any question, doubt or.... just come and discover who we are!

• Banca Monte Paschi Belgio?

Banca Monte Paschi Belgio, has been present in Belgium since 1947, and is part of the prestigious Italian banking group Monte dei Paschi di Siena. It extends its worldwide network through 3.000 branches and more than 6.500.000 customers give confidence to its 30.000 employees.

Find out more about us at www.montepaschi.be, our website in four languages and let us convince you!

• Where can you find Banca Monte Paschi Belgio?

From September 2010 our SHAPE branch is in the main building Bldg. 102 at 1st floor room 202/203.

The ATM will be at your disposal in the shopping centre Bldg. 506 and in Bldg 102.

Do not hesitate to contact our branch staff on the following coordinates:

- ▷ **Mr. Michael Volpin**, Manager:
Tel.: 0032 -2/ 220.74. 51
Cell.: 0032 498 17 79 20
@:Michael.Volpin@montepaschi.be
- ▷ **Mr. Pierre Silvestri**, Assistant Manager :
Tel.: 0032- 2/220.74. 52
Cell.: 0032 498 17 79 04
@: Pierre.Silvestri@montepaschi.be
- ▷ **Mrs. Maria Alessi**, Sales Agent:
Tel.: 0032- 2/220.74.53
@: Maria.Alessi@montepaschi.be
- ▷ **Ms. Todesco Celine**, Sales Agent:
Tel.: 0032-2/220.74.54
@: Celine.Todesco@montepaschi.be
- ▷ **Mr. Nawfal Krim**, Sales Agent :
Tel.: 0032-2/220.74. 55

@:Nawfal.Krim@montepaschi.be

• Offered Services

- Current accounts

Opened in euro or another currency of your choice, this is the simplest tool for depositing cash - salary, rental income, etc – and for organizing your money with ease. You can withdraw money at any of our branches or at any ATM in Belgium or abroad with your bank card.

Direct debits, standing orders, transfers to other accounts and withdrawals could not be easier. You are notified of each movement by a statement – paper or virtual via PaschiWeb – which allows you to maintain control of your expenditure at any moment.

You can choose between five different types of accounts:

- Paschi Flex
- Paschi Easy
- Paschi Basic
- Paschi Gold
- Paschi Silver

- Bank cards

Bank cards mean freedom. Thanks to them, you can pay or withdraw money at a stroke where and when you want to.

1. Debit card. Access to your current account for all payments or cash withdrawals in Belgium (Bancontact/MisterCash) and abroad (Maestro). Total security thanks to a personal secret code which allows you to validate and control your spending to the last cent. Also available on your card is Proton, the electronic purse, which you can use for all your small purchases (newsagent, bakery, parking garage, etc.) in Belgium. No code, just press 'OK'. Capacity of 'purse': from ?2.50 to ?125.

2. Credit card. Buy now, pay later thanks to the credit cards offered by Banca Monte Paschi Belgio and which are accepted all around the world.

Visa: The easiest way for paying at the mall, in a restaurant, etc. Visa is accepted in more than 20 million places and in over 800,000 cash dispensers.

Mastercard offers you the possibility to pay in