

HANDBOOK FOR JFTC PERSONNEL



“Transformation Through Training”



JOINT FORCE TRAINING CENTRE

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2017

Welcome to the Joint Force Training Centre,

JFTC is undoubtedly the premiere NATO training centre for joint tactical headquarters, and I am confident this will prove to be an exciting assignment for you and your family. We have new facilities and cutting-edge technology to support NATO Command Structure and Force Structure exercises from brigade through corps level, and we have a great team in a great location.

The JFTC team consists of 160 professionals from 18 different alliance and partner nations. This diverse staff draws support from a close relationship with Polish units as well as the city of Bydgoszcz and local businesses. We have built on these relationships since our establishment in 2004 as the first NATO installation in Poland, and the result is our tremendous ability to deliver dynamic training while remaining a family-oriented institution.

This is the 10th edition of the Handbook and it provides pre-arrival overview of useful information and internal procedures, especially for new staff members and their families. If you need more information on legal issues or in-processing, please contact JFTC Legal Office, the Host Nation Support Unit In-Processing Office, or one of the National Support Elements (French, German, Slovak, or US). Please check the JFTC webpage under the 'Contacts' tab for phone numbers or email addresses.

This Handbook is very much a living document, and we welcome your comments to improve it. I appreciate any feedback regarding moving to, settling in, or living in Bydgoszcz. The assistance you provide will help future families make the transition. Please contact the Legal Office with suggestions.

Again, welcome to the JFTC. I wish you and your families all the best during your time here. I am proud to serve with you here at the Joint Force Training Centre in Bydgoszcz.

WILHELM GRÜN
Major General, German Army
Commander

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Chapter 1 - Introduction

1. This Handbook intends to provide answers and guidance prior to your arrival in Bydgoszcz and during your stay here. The information is for staff members and their families. There may be differences between local procedures in Poland and your home country. You can avoid misunderstandings by making preparations in advance or asking for assistance.
2. The JFTC and the Host Nation Support Unit review the Handbook once a year or when required due to changing regulations. The JFTC, JFTC Support Unit, and the National Support Elements at the JFTC do their best to keep it updated. The JFTC has good working relations with the local Police as to make sure that the changes to Polish regulations are reflected in the Handbook.
3. However, it may occur that the information and regulations reflected in the Handbook are overruled by new legislation or are interpreted differently by local authorities. Neither the JFTC nor the Host Nation Support Unit or the National Support Elements can be held accountable or liable for any information provided herein or the use made of the information provided.
4. Please inform the Headquarters Support Division, Human Resources Management Branch or the Legal Office if your personal experience deviates substantially from the information provided herein.
5. The Host Nation Support Unit or your National Support Element (if there is one) will help you get settled and navigate in the local community. The Support Unit holds contact information of - preferably English speaking - institutions and some points of contact in private companies. The choice of an institution or a company rests with you. The JFTC and the Host Nation Support Unit are not associated with nor do they recommend any specific, private companies or public institutions, and cannot be held accountable or liable for the quality of services or actions that you may receive.
6. Specific and detailed information on more issues, for example Consumer Protection in Poland, Housing Services for Staff Members, or other practical guides, is provided to staff members on JFTC L-drive: "Legal Office and In-processing" (JFTC Unclassified LAN) or on Legal Library at SharePoint (JFTC NATO SECRET LAN). The L-drive is managed by the JFTC Legal Office and is provided in assistance to staff members. Any suggestions to add or improve the information on the L-drive should be forwarded to the Legal Office.
7. More information will also be provided during the JFTC Familiarisation briefings. The following JFTC Points of Contact are referred to in the Handbook:
 - a. JFTC Public Affairs Officer: +48.695.427.425 (e-mail: pao@jftc.nato.int)

- b. JFTC Human Resources Management Branch: +48.261.411.490 (e-mail: human.resources@jftc.nato.int).
- c. JFTC Support Unit, In-processing: +48.261.419.796 or +48.261.419.782 (e-mail: suinprocessing@ron.mil.pl).
- d. JFTC Legal Advisor: +48.261.411.409 (e-mail: legad@jftc.nato.int).
- e. German Support Element: +48.261.412.416 (e-mail: ddodtajftcbydgoszcz-zentralerposteingang@bundeswehr.org).
- f. US National Support Element: +48.261.412.421 or +48.261.412.420 (e-mail: shaundreka.m.lowery.mil@mail.mil).
- g. French National Support Element: +48.261.419.740 or +48.261.419.741 (e-mail olivier.tresserre@intradef.gouv.fr; paul.barwik@intradef.gouv.fr; frenchnse.adl@gmail.com).
- h. Slovak National Support Element: +48.261.419.745, fax +48.261.419.746 (e-mail: igor.polacek@mil.sk).

Chapter 2 - Hot Issues

1. Before your arrival at the JFTC, please consider the following issues.
 - a. Please refer to page 9 for information regarding documents you need upon crossing the borders.
 - b. Please refer to pages 7-8 for information regarding required documents in order to obtain temporary residency in Poland.
 - c. Please refer to pages 12-13 for information regarding technical standards your private vehicle should meet to be registered in Poland.
 - d. Please refer to page 17 for information regarding specific requirements concerning private accommodation.
 - e. Please refer to pages 26 for information regarding health insurance documents you should bring from your country.
 - f. Interesting websites. For information concerning Poland, go to: www.poland.gov.pl, information about Bydgoszcz is available at: www.bydgoszcz.pl.

Chapter 3 - Emergency Information

1. Please find emergency phone numbers in the table below. The person answering an emergency call – except 112 operator - may not speak any other language than Polish. During the in-processing at the JFTC you are provided with a status certificate. In the pocket version of the certificate you will find a mobile phone number to the JFTC Community Service Point of Contact who stands ready to help you in emergency situations.

General Emergency Number free of charge from any telephone	112
Ambulance	999
Police	997
Fire Brigade	998
Emergency Electrical Service	991
Emergency Gas Service	992
Emergency Water-Supply Service	994
Emergency Road Service	981
Municipal Police (e.g. tickets for parking, speeding, public order violation)	986

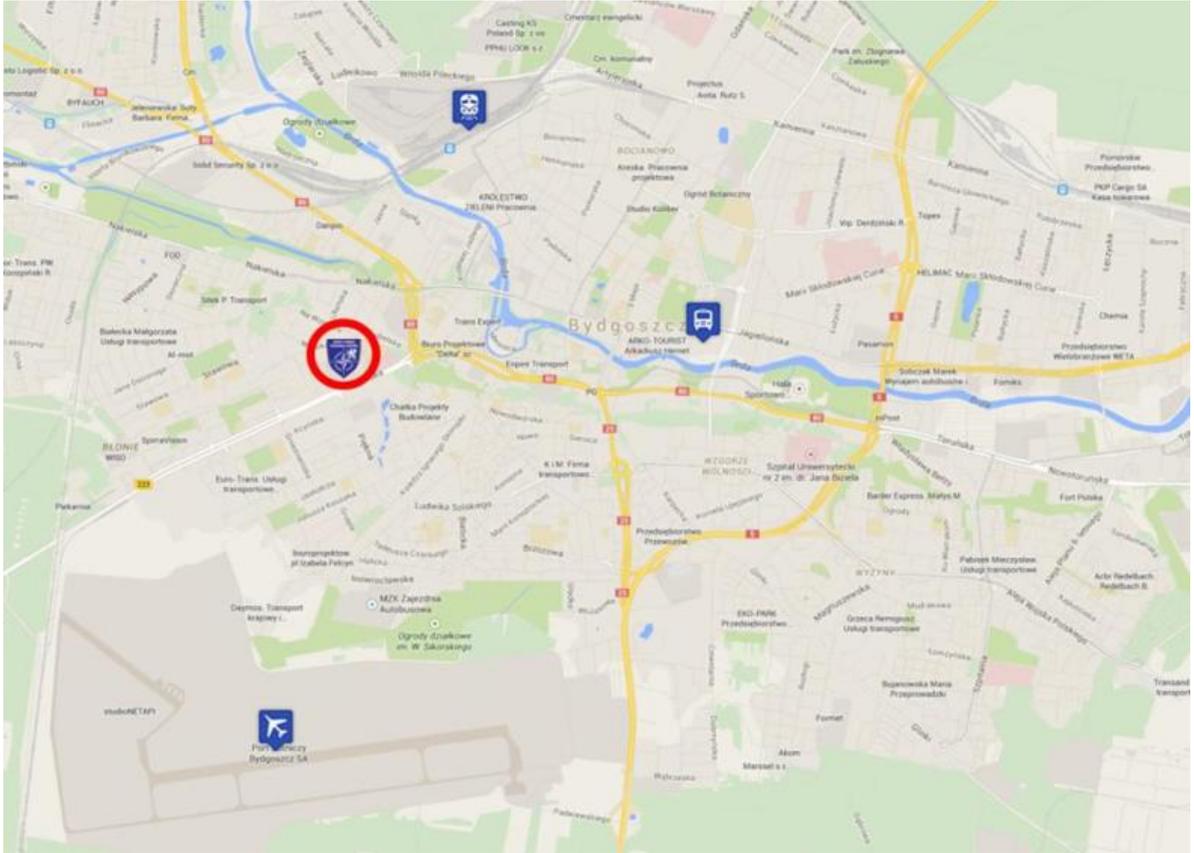
Chapter 4 - JFTC Location and Organisation

1. The JFTC is located in Bydgoszcz. According to the Peacetime Establishment (PE), the Joint Force Training Centre is organized with a Command Group and three principal Divisions: Training Division, Training Support Division and Headquarters Support Division. These divisions are subdivided into branches. The Joint Force Training Centre's mission is supported by the NATO Communications and Information Agency CIS Support Unit Bydgoszcz, a Host Nation Support Unit and four National Support Elements.

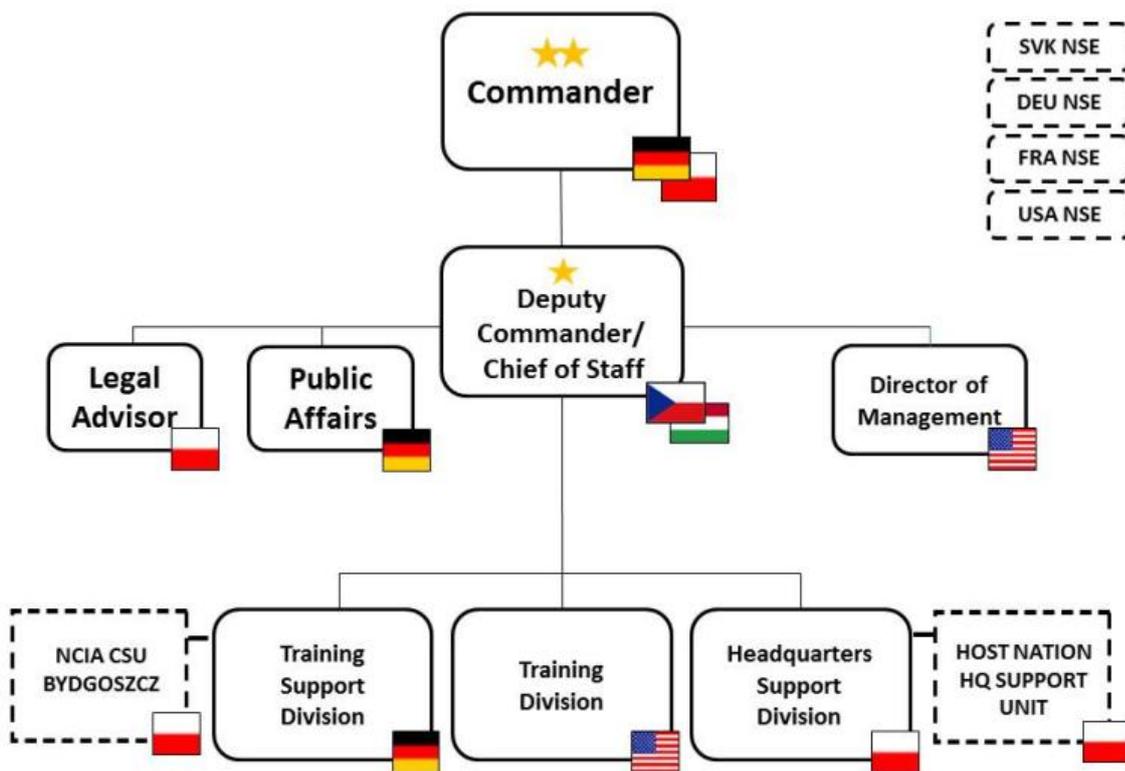
2. JFTC address, e-mail address and website:

ul. Szubińska 2, 85-915 Bydgoszcz 15, Poland.
fax: 0048.261.411.579
e-mail: jftc@jftc.nato.int
website: www.jftc.nato.int

3. Map.



4. JFTC Organizational Structure. Commander and Deputy Commander are rotational positions. Flags depicted below represent the national rotation.



Chapter 5 - Legal Status of the JFTC and its Personnel

1. The JFTC was established under the Paris Protocol on Status of Military Headquarters, Article 14. It is an international military organisation with the same status afforded to any international military headquarters below the level of Supreme Headquarters.

The status of the personnel serving at the JFTC is defined by the NATO Status of Forces Agreement (NATO SOFA) and the Paris Protocol. Poland concluded a supplementary agreement with Headquarters Supreme Allied Command Transformation on the status of the JFTC and its personnel (The Memorandum of Agreement between the Government of the Republic of Poland and Headquarters, Supreme Allied Commander Transformation (HQ SACT) regarding the establishment and support to the NATO Joint Force Training Centre (JFTC) on the territory of the Republic of Poland (JFTC MOA), signed on 13 April 2005 in Brussels and ratified by Poland on 27 September 2005) which elaborates on the status of the personnel and provides a similar status enjoyed at other NATO international military headquarters. The JFTC MOA has been implemented and is supplemented with the Garrison Support Arrangement and e.g. ordinances on taxes and duties exemptions. The new Supplementary Agreement to the Paris Protocol was signed on 9 July 2016 and will replace JFTC MOA once Polish ratification procedure is completed.

2. Below you will find a number of different legal issues, based on the NATO SOFA, the Paris Protocol, and the JFTC experience. If you have questions, please do not hesitate to contact the Legal Advisor. Thanks to regular coordination meetings and the L-Drive establishment, the JFTC makes every effort to provide information to staff members. All international agreements referred to are available on the L-Drive.

Chapter 5a - Visa, Temporary Residency, Registration

1. Under the NATO SOFA, members of a force are exempt from passport and visa regulations and from immigration inspection upon entering and leaving Poland on the condition that a travel order and a national military ID card is presented. This exemption extends to residency requirements.

2. Members of a civilian component and their dependants are not granted any visa/residency concessions under the NATO SOFA. This equally applies to contractor personnel not included in the NATO SOFA. In the MOA, Poland agreed to lift or waive the regulations for members of the civilian component, their dependants, military staff members, and for contractor personnel. However, this has not fully been implemented yet and in order to ensure if you or your family are to comply with certain requirements, please observe the rules below and contact the JFTC for more specific information prior to your arrival.

3. No formalities are required to be observed by NATO military staff posted to the JFTC. However, military staff members may choose to register with local authorities in order to obtain a Polish ID-number (PESEL).

4. Others (civilian personnel, dependants, contractor personnel) have to register with the City Hall of Bydgoszcz and apply for a temporary residency at the Voivodeship Office (in Polish “Urząd Wojewódzki”). Please remember that residency permit procedure must be initiated no later than on the last day of your valid visa/ visa-free arrival. In fact, non-EU citizens are strongly encouraged to start the residency procedures prior to their arrival to Poland by filling a residency permit application at the nearest Polish Consular Office in their country of residence. If you decide to initiate the procedure upon your arrival, please don't wait with legalisation of your stay until you find private accommodation in Bydgoszcz. You should use the JFTC address, the certificate of status or the confirmation of status, which will be provided to you by the JFTC, and a statement that you and your family are in temporary accommodation (e.g. hotel). Detailed information is available on the L-Drive (“Guide on Legalisation of Stay” in “residency” folder) and on request will be provided to new staff members prior to their arrival in Poland.

5. The Host Nation Support Unit In-processing Office or your National Support Element handle the procedure which provides translated samples of forms to be filled in and the documents to be collected. The guide and forms are also available on the L-Drive.

6. There is no fee associated with registration at the City Hall. As for temporary residency, the EU citizens have to expect that it usually takes 30 days to process the application and issue a registration certificate. For non-EU citizens the fee is 424 PLN per person and the time required for processing is at least 60 days.

7. The JFTC generally recommends using the JFTC official address as the formal address of registration of non-Polish members of the staff and their dependants. Do not use it however as your private mailing address.

8. The rules on residency differ, depending on your citizenship, and the documents to be provided from your home country in support of the application vary accordingly. For more information and advice, please contact your National Support Element, the Host Nation Support Unit In-processing Office, or look at the “Guide on Legalization of Stay in Poland” on the L-Drive.

9. Civilians, contractors, and dependants travelling while on post within the Schengen Area, are suggested to review visa requirements at: http://ec.europa.eu/dgs/home-affairs/what-we-do/policies/borders-and-visas/index_en.htm . This recommendation extends to military staff members travelling off duty.

10. As for travelling while on post or official business, military staff members (NATO/ PfP) are exempt from passport and immigration (visa) requirements, on the condition that they can present a valid NATO travel order and their national military ID-cards, as long as they travel within the areas to which the NATO SOFA or the PfP SOFA apply. Civilians, contractors, and dependants do not benefit from this visa and passport free

travels enjoyed by their military counterparts, as underlined above, and are required to prepare accordingly.

11. If dependants are seeking employment within Poland, they have to obtain a work permit as well as a temporary residency, as required by Polish law. However, if dependants are to be hired by National Support Elements or by the JFTC in supporting positions, they are not required to hold a Polish work permit (MOA, Section 5.9). The same exemption applies to the JFTC contractors (MOA, Section 5.11).

Chapter 5b - Required Documents

1. Military NATO personnel are not required to present a passport upon crossing borders to countries, which are parties to the NATO/ PfP SOFA (substituted by a valid travel order and a national military ID). It is highly recommended to hold a passport during the entire posting to Poland. It is the most frequently accepted and used ID. You are required to present it to the law enforcement authorities on demand. Thus, you are recommended to:

- a. Make sure that you and your family hold valid passports throughout your posting at the JFTC.
- b. Ensure to carry your passport or a certified copy of your passport at all times.
- c. Never hand in your original documents - have ready copies certified by a Polish notary public.

Chapter 5c - Customs and Border Crossing

1. Upon their first arrival, members of a force or of a civilian component are allowed to import (and re-export) duty-free personal effects and furniture. Upon his/ her first arrival, a dependant is allowed to duty-free import of personal effects and furniture. The arrival does not have to be simultaneous with the arrival of the member of the force or the civilian component. However, the privilege extends only for the term of the service of the member of the force or the civilian component.

2. Please remember that staff members and their dependants are not exempted from customs inspections. The fact that Poland is a party to the Schengen Agreement and that border control with other Schengen countries is abolished does not change the regulations on import and export of goods to other EU or non-EU countries.

3. If you want to ensure smooth customs clearance, you are recommended to stay in touch with the Host Nation Support Unit or your National Support Element and have the customs clearance concluded in Bydgoszcz. The Host Nation Support Unit provides assistance, including coordination with the local customs office and will be able to supply you with specifics regarding Polish customs regulations and requirements for documentation to ease the out-processing.

4. There are export and import limitations with regard to certain products such as alcohol, tobacco, food items, antiques or wild-life products. For more information contact the Legal Office.

5. According to the currency law, you are allowed to import to Poland foreign currency, gold, platinum, and other means of payment if its common value does not exceed 10000 EUR. When you enter Poland and carry currency in excess of 10000 EUR, you are obliged, in writing, to declare it to the customs. Upon border crossing and on demand from a representative of the customs or the border guard, you are also obliged to present imported currency.

Chapter 5d - Translation of the Required Documents

1. Whenever you are required to present to Polish authorities personal documents originals or a certified translation by a sworn translator is required, please seek advice from your National Support Element or the Host Nation Support Unit In-processing Office.

Chapter 5e - Insurance

1. Insurance can be obtained either in Poland or in your home country. There is no rule of mandatory insurance except for vehicle owners. You are required by law to take out insurance against third-party liability with a Polish insurance company.

2. Before arriving in Poland please check if your insurance is valid when you move to Poland. Due to a lack of reinsurance agreement, some staff members at the JFTC had to take out insurance with a Polish company.

3. Commercial companies provide a number of voluntary insurance e.g. against theft and burglary, liability, and for domestic animals (e.g. third party liability insurance against damage done by an animal, animal treatment insurance, home assistance insurance including taking care of domestic animals).

4. If you buy a Polish insurance, be aware that the policy has to be renewed on a yearly basis and you may have to contact the insurance company yourself when the policy expires.

5. For vehicle insurance, see Chapter 5h Paragraph 17.

Chapter 5f - Privately Owned (Fire) Arms

1. The Polish "Weapon and Ammunition Act" states principles of possession of weapon and ammunition by foreigners. The Act does not apply to service/ integral weaponry of the Polish Armed Forces, or to weapons and ammunition, which are held by foreign forces while in Poland. The Act does not prohibit the possession of e.g.

pepper-sprays for personal protection - but you always need to remember that it can only be used in self-defense, and that the extent of the self-defense will be measured according to Polish law.

2. If you intend to bring your private weapons with you to Poland, please familiarize yourself with the regulations in force on import, export, storing and use of private weapons. You can obtain the information from the Legal Office. A guide detailing regulations is available on the L-Drive. Failure to comply with the regulations may result in criminal or civil proceedings.

Chapter 5g - Driving Licence

1. The NATO SOFA requests Poland to recognise the driving licence of a member of a force or of a civilian component. The MOA extends this privilege to dependants of the JFTC military or civilian staff members and the JFTC contractors.

2. If you are not covered either by NATO SOFA or by the JFTC MOA (e.g. contractors' dependants, au-pairs) your national driving licence, if issued by an EU member state, is valid in Poland within its validity period. Other (non-EU) national driving licences are valid in Poland within their validity period but no longer than six months after the arrival and on the condition that such documents comply with requirements set out in the International Road Traffic Conventions of 8 November 1968. After six months, you have to change, without any additional tests, your national driving licence to the Polish one. The administrative fee for obtaining a Polish driving licence is approximately 100 PLN. For more information, please contact your National Support Element or the Host Nation Support Unit In-processing Office.

Chapter 5h – Vehicles

1. Members of the force and of the civilian component are entitled to import (and re-export) private motor vehicles for their personal use free of duty. Please remember that it does not apply to the Host Nation nationals or to contractor personnel. There is a limit on the number of vehicles which the entitled staff members may import free of duty. This also applies to the purchase of vehicles free of taxes in Poland, however it should be noted that it is unlikely to buy vehicles with US specification in Poland. The VAT and duties are to be paid to the dealer and will then be reimbursed by the local authorities. For more information on tax free import and purchase of motor vehicles, see the JFTC Directive Tax and Fiscal Entitlements.

2. Dependants are entitled to drive the vehicles without triggering any VAT. However, they are not eligible to import private motor vehicles free of duty.

3. According to Polish law, the term “vehicle” defines all engine-driven vehicles, except for mopeds and railway engines. Therefore, the following information also applies to e.g. motorcycles.

4. According to Polish law, it is compulsory to have the following items in your car (regardless of its country of registration) :

a. A warning triangle.



b. A fire extinguisher.



5. It is additionally recommended to have:

a. A yellow/ orange safety vest.

b. A first aid kit.

6. For your own safety you should use winter tires when the temperature drops below seven degrees Celsius.

7. Registration of your private car in Poland is optional, unless your car does not meet minimum technical requirements set out in the Convention on International Road Traffic (1968). In any event, to start the car registration process, you need to report importation of your car to local customs office within fourteen days from crossing Polish border.

8. You have to go through technical inspections both prior to registering your vehicle (for exemptions – see below) and regularly:

a. A new vehicle has to be inspected three years after its first registration.

b. Again after another two years.

c. Five years after the first registration the vehicle is subject to a yearly technical inspection.

9. Your Polish registration papers will include the date of the next technical inspection. You will not be called for the next inspection – you have to remember to do it. Your motor insurance may – depending on your insurance policy – be terminated automatically if you fail to comply with the regular technical inspection.

10. The Host Nation Support Unit or your National Support Element will assist and help you fill in the forms and register your private vehicle in Poland.

11. To ensure smooth registration you need to observe the following rules:

a. First your vehicle has to undergo a technical inspection at an authorized garage to make sure that the car complies with Polish technical requirements. If the car is not new, you may have to supply the mechanics with additional information (e.g. production year). For your own sake: make sure that the engine and chassis numbers on the document from the inspection are identical to the numbers in the registration papers – a difference may result in you having to go back for a new inspection. The price for an inspection of a car is approximately 100 PLN. If you arrive from an EU country, with a new vehicle holding an EU Certificate of Conformity or if the validity period of a technical inspection

completed in another EU country has not expired yet, the technical inspection is not required upon first registration.

b. The requirement to meet certain technical standards for imported vehicles is elaborated on in the JFTC MOA. If your vehicle complies with the technical standards set in the Vienna Convention on Road Traffic of 8 November 1968, but not with the standards set out in Polish law, you need to apply for a special permission to register the vehicle. The permission is to be submitted through the Legal Office, via the Ministry of Defense, to the Ministry of Transportation. A procedure is established in this regard, but you are reminded that the exemption obtained for the JFTC non-Polish military and civilian staff members applies only during their assignment to the JFTC, and in case the assignment is extended, a renewed application is required.

c. You have to hand in a copy of your passport as well as the original vehicle registration card and a certified translation. If you import a car from another EU/ EEA country, Polish registration authorities require that you submit Part I of the previous registration certificate, and – if issued – Part II of the registration certificate. For an update on which countries issue registration certificates in Parts I and II, please visit the L-Drive. If the registration certificate consists of Part I and Part II and the latter one is missing, the Polish registration authorities may, in exceptional cases, decide to re-register the vehicle on condition that they obtain a confirmation (in writing or electronically) from the competent authorities in the state where the vehicle was previously registered stating that the person applying for the registration was entitled to re-register the vehicle in Poland (or any other EU/ EEA member State).

d. You have to provide a copy of the invoice (the original needs to be presented) together with a certified translation (IRT new cars) or submit a declaration to the VAT Office stating the approximate value of the car.

12. Once the paperwork is completed, you hand in the necessary form at the Vehicle Registration Office and the current registration papers (in original) of your car. Next, you receive a set of license plates and temporary Polish registration documents. The documents are valid for one month. Then, you pick up permanent registration papers and the vehicle owner's book (in Polish "Karta Pojazdu"). Upon receiving the above you have to show that you have a valid insurance for your car. The registration cost is approximately 260 PLN. Contact the Host Nation Support Unit or your National Support Element when the temporary registration documents expire and an insurance company if you wish to sign up with a specific insurance provider.

13. Your car registration documents are open-ended and do not expire upon your reassignment from the JFTC. Since Poland does not issue temporary registration plates for export of vehicles, you can take your vehicle(s) to your next destination. Please remember that although the vehicle is registered in Poland, your tax-exemptions are not

extended. Therefore, you may become liable to declare the vehicle to proper authorities if it remains in Poland.

14. With regard to the out-processing, export and re-registration, and re-payments of insurance, please contact your National Support Element or the Host Nation Support Unit In-processing Office for more information.

15. Be aware that until further arrangements are concluded with Poland, your original vehicle registration card, which you are required to hand in to Polish authorities during your car's registration procedure, will not be handed back to you upon departure from Poland.

16. Under Polish law, when you are driving, you are obliged to carry your driving license and a car registration document, your insurance policy or any other document certifying your car insurance validity. You are recommended not to leave documents in your car.

17. Vehicle Insurance.

a. Polish law requires mandatory third-party liability insurance in respect of the use of motor vehicles. The general rule is that a vehicle must be insured in the same place (country) where it is registered, and where the insurance risk is mainly situated. If the car is registered in Poland, third-party liability insurance has to be concluded with a Polish insurance company. In case your previous motor insurance is valid beyond your new Polish insurance contact your insurance agent and ask for reimbursement for the period covered by the new Polish insurance.

b. Additional insurance i.e. collision insurance (in Polish "auto casco") is available with all Polish insurance companies.

c. It is possible to take out a short-term, third-party liability insurance in Poland covering vehicles registered outside Poland. This is relevant to those staff members who import vehicles from outside the EU. The insurance is normally valid for thirty days which should be sufficient to conclude customs clearance and registration. Upon registration and receiving the temporary registration papers, you are required to take out a regular, third-party liability insurance.

d. Polish motor vehicle third-party liability insurance is renewed automatically every year if not terminated at least one day before the expiration date. Make sure you terminate your Polish insurance during your out-processing.

e. You are recommended to check before your insurance provides coverage outside Poland before going abroad, or if you are required to obtain an International Motor Insurance Card (Green Card). The Green Card is often provided by insurance companies on request, but not issued automatically.

- f. An Accident-free Certificate from your previous insurance company is mostly accepted by Polish insurance companies and may provide you with a cheaper insurance rate. The Certificate is to be translated into Polish (a certified translation is required). When you leave Poland, you can request your Polish insurer to provide you with a Certificate to use in your next assigned country.
18. Additional information:
- a. If you are driving a car with foreign number plates in Poland, and you are not the owner of the car, the Police will require presenting a written authorization for you to drive the car, signed by the owner. The administrative fine for not holding a valid authorization and being unable to present it on demand is 50 PLN. There is a suggested format for such authorization available on the L-Drive.
- b. In case of an accident, you should always call the police in order to avoid any kind of uncertainties during the following insurance procedures. Unless somebody is injured, you are required by Polish law to pull over by the side of the road (shortest distance possible from the place of impact) in order not to obstruct further traffic. For insurance purposes, it is highly recommended to use a special form - the European Accident Statement - in order to collect all necessary data of both vehicles involved in the accident, as well as circumstances of the accident. You can easily download the Polish-English version of the form from www.pbuk.com.pl. A hard copy of this form is also available in the Host Nation Support Unit In-processing Office and on the L-Drive. Please carry it with you when you are driving.
- c. In case of private purchase of cars in Poland, Polish consumer law provides you with a two-year warranty period from the day of the purchase. However, in case of used cars, the parties to the contract may agree to shorten the warranty period to one year. You are also guaranteed that the seller will fix your car in case any defects occur within the period of time. You should remember that the guarantee is a voluntary commitment on the side of the seller. If you don't have a written guarantee declaration, you are only entitled to the warranty claims.

Chapter 5i - Duties and VAT

1. Under the NATO SOFA and Paris Protocol, members of the force or of the civilian component are not exempted from value added taxes on private purchases in Poland. Local purchases are to be paid in full. However, entitled staff members can claim reimbursement of VAT and excise duty, on conditions set out in Polish law. During the in-processing you will be briefed on limitations (e.g. limits on the number of privately owned vehicles, trailers, motor bikes, leisure boats etc, which can be brought to or

bought in Poland free of VAT and Customs). For more information, see the JFTC Directive Tax and Fiscal Entitlements.

2. The JFTC also offers a duty-free shop. It is located at the JFTC compound, where the entitled personnel can buy tax-free products. The rules of operation are described in the JFTC Shop Directive. During your in-processing, you will be briefed in details on ration items, ration cards, access to the shop etc.

Chapter 5j - Taxation

1. **Income.** Non-Polish staff members of the force or of the civilian component are not subject to taxation in Poland on their salary and income received in their capacity. If you are assigned to the JFTC as a member of Polish Armed Forces or of a civilian component assigned by Poland, you are not exempt from the income tax. Any other income generated in Poland due to off-duty activities (if so permitted by the rules of the Sending State, NATO, or Polish law) is taxable by Poland. It also refers to your dependants, unless other agreements provide differently (e.g. double taxation agreements).

2. **Property.** You are also exempt from Polish taxation on your tangible, movable property brought into Poland due to your temporary assignment and service at the JFTC. Your dependants are not. In case you receive a tax call on your personal property, please contact the JFTC Legal Advisor. Currently, it is also unclear if joint ownership (e.g. between a member of a force and his/ her spouse) will trigger taxes on moveable property. If non-Polish staff members decide to investigate and invest in Polish real estate, all taxes imposed on immovable property owned by foreigners or non-residents are to be met.

3. **Taxation on dogs.** Local communities in Poland have a right to introduce certain local taxes e.g. an annual tax on dogs. Upon arriving to Poland with a dog, please contact the Host Nation Support Unit or your NSE to find out if the tax on dogs is in force in the place of your private residence. For more information about pets refer to Chapter 19.

4. For further details please contact the Legal Office.

Chapter 5k - Legal Aid

1. The JFTC Legal Office can assist you in finding answers to problems related to your legal status in Poland. The In-processing Office (the Host Nation Support Unit) is ready to provide assistance and holds copies of required forms for residency. If you need legal assistance beyond questions pertaining to status or practical assistance to overcome settling down in Bydgoszcz, you may seek advice from a local lawyer.

Chapter 6 – Housing

Housing market in Bydgoszcz offers many opportunities. Housing standard is good and finding suitable accommodation should not be a problem. The Host Nation Support Unit or your National Support Element will assist you in finding accommodation that meets your expectations.

1. The Host Nation Support Unit allows time to search for accommodation. Therefore, you are encouraged to fill out the Accommodation Questionnaire defining your specific requirements with this regard. The form is forwarded to you in advance by the JFTC. Please, be mindful that the Host Nation Support Unit will do their best to meet your specific requirements, however, it may not always be possible. If you have any questions concerning the questionnaire, please contact the Host Nation Support Unit In-processing Office or your National Support Element directly. The Host Nation Support Unit and NSE's will assist in finding accommodation from the housing list, however if no adequate housing is found a real-estate agent will be contacted to continue the search.
2. It is advised to make 1 year contracts with landlords that are new to renting to JFTC members.
3. The rental cost of utilities is subject to negotiation, if your rental contract obliges your landlord to provide utilities (e.g. waste, phone/ Internet connection, gas, electricity, etc.). You may also discuss with your landlord possibility to exclude the cost from the rental contract and make your payments directly to the service provider.
4. Foreigners may purchase an apartment in Poland without limitations. If you decide to buy property in a form of land or houses, you may face more complicated legal aspects, so then you should consult a lawyer or a real estate agent. A letter from the Polish Ministry of Interior on the criteria to be met by foreigners at the JFTC upon purchasing real estate is posted on the L-Drive.
5. Guidance on housing services, rentals, and associated Polish regulations is available on the L-Drive or through the Host Nation Support Unit In-processing Office.

Chapter 7 - Hotels

There is generally no problem finding accommodation in hotels in Bydgoszcz. There are several hotels of different standard. For more information, please contact JFTC Protocol Office. To make a reservation please contact your National Support Element or your sponsor.

Chapter 8 - School and Kindergarten

1. Children of the JFTC staff members can attend Polish nurseries, kindergartens, public schools, and universities. There is a fee involved. In public schools approximately 50 PLN a year for the Parents' Council. In kindergarten there is a monthly fee. In public nurseries, children of JFTC staff members are not a priority. Priority for admission to certain degree depends on the household revenue. Only children, whose both parents work can be admitted to public nurseries.
2. Under the Polish school system, children between 7 to 12 years of age attend szkoła podstawowa (primary school), children between 13 to 16 years of age go to gimnazjum (junior high school), whereas teenagers between 16 and 19 years of age attend liceum (high school). In most public schools Polish is the language of instruction. However, 17th Gimnazjum and 9th Liceum (www.lo9gim17.pl) conduct classes mainly in English (IBO accreditation since 2006).
3. There are also private schools operating in Bydgoszcz and they all have official accreditation from the competent Polish authorities. Fees vary depending on the school.
4. The International School of Bydgoszcz (ISOB) was established by the Host Nation in implementation of the JFTC Memorandum of Agreement, and it provides quality educational opportunities for the children of Joint Force Training Centre members. The Kazimierz Wielki University in Bydgoszcz is the founding body and the supervisor of the school since 2 March 2009. The school teaches in accordance with the standards of the International Baccalaureate Organization (IBO) PYP, MYP, DP.; there are around two hundred twenty students in the ISOB.
5. For more updated information visit the International School of Bydgoszcz web page <http://www.isob.ukw.edu.pl/en>.
6. If your child is to attend a school, some vaccinations may be mandatory. Please contact the Host Nation Support Unit Medical Section for details.

Chapter 9 - Home Day-Care/ Housekeeping

1. If you consider an option of employing a babysitter, a nanny, or a housekeeper, you can either manage the recruitment and employment yourself, or you may choose to hire them through an agency. Offers can be found in daily newspapers or websites such as "Express Bydgoski" or "Anonse".
2. If you decide to manage the employment yourself, the following should be observed:
 - a. You must sign a contract of employment or a service contract (the latter may be easier to manage).

- b. Secondly, you have to apply for a tax-identification number (NIP) from the Internal Revenue Service (NIP-3 form and a copy of your passport).
 - c. Then, you have to register your employee with the National Health Fund (NFZ – Narodowy Fundusz Zdrowia), using a ZFA form for you, and a ZUA for your employee.
 - d. Monthly, you have to make tax payments and payments to the NFZ (three different payments). You, as the employer, have to provide the employee with an annual statement of payments made for taxes and for the NFZ. It is advisable to hire an accountancy company to help you with calculating, concluding taxes and other payments.
3. If you decide to employ an au pair/ a housekeeper from abroad and before you take the above-mentioned steps, please make sure that:
 - a. The au pair holds a valid Polish visa (if required), a passport as well as a certification of her/ his professional qualifications together with the Polish translation.
 - b. You apply for a work permit for your au pair (if required) at the local voivodeship office. The administration fee (currently 100 PLN for a work permit valid for a period longer than three months). The procedure of obtaining a work permit should take no more than one month.
4. If you consider hiring a babysitter or a housekeeper through an agency, remember that you buy the service from an agency, which employs the worker, according to your requirements. Therefore, all administration burden of employment rests with the agency. Instead, you would have to conclude a contract with an agency, and normally it means you would meet all costs of employment and additionally pay a service charge (around 15% of the costs of employment) to the agency. You should also remember that under the Polish law you are not allowed to hire the same babysitter/ housekeeper through an agency for longer than eighteen months.

Chapter 10 - Polish Traffic Rules

1. While driving in Poland, you will notice that traffic is heavy and the standard of the road infrastructure is not high. Regular traffic jams are common in major cities. Outside cities it is common to drive on roads with only one lane in each direction. There is also a narrow lane for slower driving vehicles on both sides. Be aware of pedestrians and cyclists who use it frequently.
2. For your own safety, always call the police if you are involved in a traffic accident. Make sure to return to the place of an accident if you have to leave the place to call for assistance. If you do not return, you put yourself at risk of being charged with escaping from the scene.

3. Under Polish law, it is not mandatory to have a first-aid kit in the car. You are obliged to give life-saving first aid, if you become involved in or aware of a traffic accident. It may be mandatory to have a first-aid kit in the car when transiting through other countries (e.g. Germany).

4. These are the main traffic rules:

a. Maximum speed within certain heavily populated areas marked with this sign is 20 km/ h.



b. Maximum speed within urban areas is 50km/ h from 05.00 to 23.00, 60km/ h from 23.00 to 05.00.



c. Maximum speed outside urban areas is 90km/ h, 70 km/ h for lorries/ trucks and cars with trailers.



d. Maximum speed for passenger cars on:

(1) Dual carriage ways (double lane, but no specific sign) and single-lane expressways – 100 km/h

(2) Dual-lane expressways - 120 km/ h

(3) Motorways -140 km/ h

(4) Pictures:



Expressway



Motorway

e. For trucks, lorries and cars with trailers the speed limit on the above ways is always 80 km/h.

- f. In case measurement is done by a speed camera, the legally allowable tolerance of a driver is set at 10 km/h.
 - g. There are many roundabouts in Bydgoszcz, and the rules on giving way differ. Be aware both of the square roundabouts (they come as a surprise for some) and of trams which pass through several roundabouts.
 - h. In most intersections controlled by traffic lights, you are allowed to turn right even though your traffic lane is red, providing there is a green arrow. Before turning, you have to stop and give way to traffic from the left and to pedestrians.
5. Additionally:
- a. According to Polish Traffic Regulations, the permissible legal blood alcohol level is up to 0.2 per mille. The blood alcohol level between 0.2 and 0.5 per mille is an act of offence. The blood alcohol level above 0.5 per mille is an act of crime. Please note that under Polish law you are required to submit to breathalyzer or saliva (for narcotics) testing.
 - b. It is forbidden to use a hand-held mobile phone while driving.
 - c. It is compulsory for both the driver and the passengers to wear seat-belts while driving. Exceptions: pregnant women, taxi drivers, medical support service, a health condition certified by a doctor, preventing from wearing seat-belts.
 - d. Children up to 12 years of age, and not taller than 150 centimeters (4.92 feet) must be carried in special booster seats adjusted to weight, height and technical conditions.
 - e. Headlights must be switched on at all times while driving; Remember! Daytime running lights must not be used in any condition in which visibility is compromised (e.g. rain, fog, smoke, tunnel) or at night.
6. If stopped by a police officer, drive up to the place indicated and wait for instructions. Stay in the car, keep your hands on the steering wheel and wait for further instructions. Passengers are required to remain in the car, unless otherwise instructed by the police officer. In the conditions of sufficient visibility, a uniformed police officer gives the stopping signal with a red paddle. In the conditions of insufficient visibility, after dusk, a uniformed police officer gives the stopping signal with a red-light flashlight or a reflective, red-light paddle. Police officers in plain clothes may stop you only in an urban area whereas in non-urban areas it can be done only by uniformed police officers. If you are suspicious that an individual pretending to be a police officer is trying to stop you (e.g. at night in the forest) you are allowed not to stop.
7. Polish Police Officers wear different uniforms, depending on their service, branch and function.

8. Police can fine you up to 500 PLN (up to 1000 PLN if your action or behaviour covers more than one minor offence) on the spot for a traffic offence. Fines are paid immediately (unless you are registered with the local authorities). If you do not have enough cash, you must deposit a personal document with the police officer, find the nearest bank or ATM and pay the fine. Polish police run a system of penalty points. However, in case of a traffic offence, when you drive on a foreign driving licence, you receive a regular fine and the penalty points will not be added to your driving licence.

9. When riding a motorcycle, you must have a driving license - category A. It is mandatory to wear a helmet, but no additional protective gear is required by law. If you are certain that you will not use your car at night, Bydgoszcz Traffic Police suggest that you put this  sticker in the rear window. If a police officer spots the sign on a car at night (from 11.00 p.m. to 5.00 a.m.), the car will routinely be stopped and checked.

Chapter 11 - Bicycles/ Pedestrians

1. Bicycles are becoming increasingly popular, and there are many paths around Bydgoszcz marked especially for bicycles. Here is the summary of bike rules in Poland:

a. No driving permit is required to cycle on public roads in Poland if you are 18 or older. Children older than 10 years, unless accompanied by adults, are required to carry a pass ("karta rowerowa") issued by the school to certify their knowledge of the traffic regulations.

b. You are obliged to use the bike path (if there is one next to the road) or a road lane designated for the bicycles.

c. If there is no bike path or a road lane designated for the bicycles, you use the road normally as other vehicles do. Just remember to stick to the right edge of the roadway.

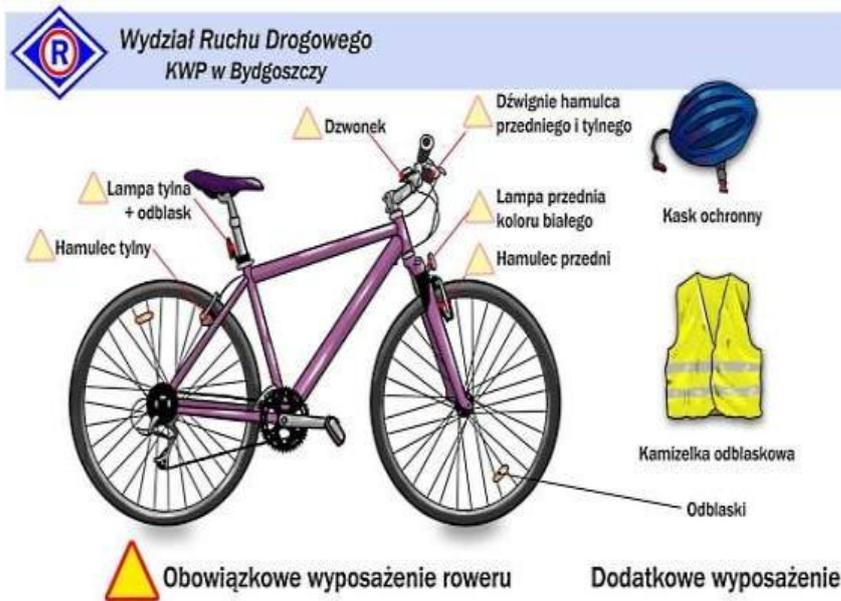
d. You are allowed to ride a bicycle on a sidewalk if:

(1) you take care of another rider under the age of 10,

(2) the width of the sidewalk along the road where vehicles can travel faster than 50 km/h is greater than 2 m and there is no road lane along the way,

(3) the weather conditions are hazardous on the road (snow, high winds, rain, sleet, heavy fog). Just keep in mind that pedestrians have priority on a sidewalk.

- e. You are not allowed to cross zebra crossing while riding a bike.
- f. Compulsory bike equipment is depicted in the picture below (courtesy of the Voivodeship Police Headquarters in Bydgoszcz).
2. Both a helmet and fluorescent clothing are recommended, but not mandatory in Poland.
3. The picture below marks with  mandatory safety equipment, such as:



- a. front light with a white or yellow color
- b. red tail light
- c. red rear reflector in a shape other than a triangle
- d. at least one efficient brake
- e. bell or another device used for sound warning

4. Local traffic police recommend having bicycles marked by the Police (engraving a number) in order to prevent thefts. Under Polish law, you are not allowed to ride a bicycle if you have been drinking alcohol (the same limitations as for driving a vehicle - see above).

5. Pedestrians are also obliged to follow traffic regulations. Use a zebra crossing when you want to cross a street. There are two exemptions:

- a. You are allowed to cross the street in any other place, if the distance to the nearest zebra crossing is more than 100 meters; you are then required to cross the street at a 90° angle to the axis of the road.

Chapter 12 - Petrol Stations

1. The constantly growing number of petrol stations in and around Bydgoszcz means that there are no problems with refuelling in the city. Many stations are open 24/7. Quality of petrol is as good as in other European countries both at petrol stations,

owned by Polish companies and stations owned by companies you know from your home country.

2. Petrol terms and symbols:

- a. Unleaded fuel - ~~Pb~~95 - ~~Pb~~ symbol with a red dash. Also known as “euro super” or just “super”. Pb95 V Power (engine cleaning petrol) or 100 V – Power racing. ~~Pb~~98 - ~~Pb~~ symbol with a red dash. Also known as “euro super+” or just “super+”.
- b. Diesel - ON - Usually marked with a black symbol.
- c. LPG – Liquefied Petroleum Gas.

Chapter 13 - Garages and Break Down Service

1. Certified garages for most car brands can be found in Bydgoszcz, but for some brands you may have to drive to Poznań or Gdańsk for regular check-ups.
2. Break down services are offered subject to private subscription or payment for requested services.
3. If you have an accident and towing is provided for by your insurance policy, the request for towing most likely has to be made through your insurance company to be eligible for refund or payment by the insurance company. The phone number to your insurance company can be found in insurance papers.

Chapter 14 - Parking

1. At the JFTC compound non-restricted parking slots are used on “first come first served” principle. For more specific information see the JFTC Directive on parking regulations.
2. When parking in the city, private entrepreneurs - due to the increased risk of theft - have set up a number of guarded car parks in Bydgoszcz. You can park your car there for a small fee. You can also arrange a long-term contract with them.
3. If you park along the streets within the city centre, you have to pay a parking fee in one of parking meters located throughout this area.
4. Parking meters do not give change. The allowed parking period is proportional to the amount of money paid. After paying the parking meter will print a ticket that you put in your car in a visible place. Payment for parking is obligatory in these areas from Monday to Friday (0800 – 1700 hours) and on Saturdays (0800 – 1400 hours). Now you

can also pay for parking in the paid parking zones by SMS. Contact your mobile phone operator to learn how to proceed with service activation.

5. Remember, never leave any valuables in your car!

Chapter 15 - Buses and Trams

1. Bydgoszcz has an extensive network of public transport. Full fare ticket for day lines and night lines within the city limits costs 3 PLN and can be bought at any newsagent's ("kiosk" in Polish). Children, students (presenting a student's card) and senior citizens pay a reduced (half) fare.
2. You must validate the ticket immediately after boarding a bus or tram. The ticket is only valid for one bus or tram ride, if you change the bus or tram, you have to validate a new ticket. The current timetable for buses and trams as well as ticket tariff can be found at <http://www.zdmikp.bydgoszcz.pl/index.php/en/timetable>.
3. You can also buy a long-term ticket (14, 30 or 90-days) encoded on a Bydgoszcz City Card. The Host Nation Support Unit can help you obtain the card. Visit <http://bydgoskakartamiejska.com.pl/en/index.html> to find location of ticket vending machines and other sale points.
4. During the spring/ summer season it is also possible to take a water tram as a means of public transport in Bydgoszcz. It runs on the Brda river from 1 May until mid-September. There are currently 3 routes to choose from. It is very popular with tourists and worth trying.
5. For further details on time-table and ticket prices, visit www.tramwajwodny.byd.pl.

Chapter 16 - Taxis

1. There are a lot of taxis in Bydgoszcz. In general, use taxis that clearly show a telephone number on a side. The price depends on the company. First kilometre costs approximately 6 PLN and every additional kilometre approximately 2.50 PLN. The cheapest and easiest way to order a taxi is by phone or by SMS. For trips at night you will have to expect a 50% increase of the fare. It is not mandatory to tip taxi drivers. Each taxi driver is obliged to provide a receipt for the service provided.
2. If you choose a "private" taxi (a taxi operating outside one of the taxi corporations), you may experience that the fare will be higher (check fare information on a taxi window). Keep an eye on the meter and if you believe the meter is counting too fast, ask the driver to stop, get out of the taxi and pay the fare before finding another taxi.

Chapter 17 - Medical Support

1. According to the NATO SOFA, Poland as a Host Nation is obliged to provide medical and dental services to members of the force, members of the civilian component, and their dependants under the same conditions as to Polish personnel. The Garrison Support Arrangement between Poland and Allied Command Transformation regarding base support to the JFTC further details and extends the medical support provided through the Medical Facility at the Host Nation Support Unit to contractor personnel.
2. The level of medical and dental services and the terms of providing emergency support and basic medical treatment are set out in the JFTC Directive 19-01 Healthcare, which also explains how to register to receive medical assistance from the 10th Military Hospital and the JFTC Medical Facility.
3. Citizens from the EU benefit from the regulations for transfer of the member states' health insurance coverage within the European Union, unless the Sending State has other rules for health insurance coverage for personnel abroad.
4. In general, the EU-regulations require that the JFTC personnel (EU citizens) must request relevant authorities in their respective countries to issue an EU form called S1 (in two originals) stating the date of the beginning of the tour of duty and the date of ending the tour of duty. When filling in the S1 your national authorities are required to state your address in Poland. Please use the JFTC as the formal address of registration for the JFTC foreign staff members and their dependants (ul. Szubińska 2, 85-915 Bydgoszcz).
5. If your spouse and/ or children (EU citizens) are staying in Poland with you, you should make sure to have them included in this form, as this is a requirement for the Polish authorities to include them in the health insurance coverage.
6. For the EU citizens, a European Health Insurance Card was introduced on 1 June 2004. Currently the European card replaces form E-111 only, which had to be obtained before every temporary stay in another Member State in order to obtain reimbursement of any health expenditures in the Member State of temporary stay. It also provides direct access, where necessary, to service providers in the Member State of temporary stay.
7. It should be noted that holders of a European Health Insurance Card or equivalent document are entitled to services which are necessary for medical reasons during their temporary stay, taking into account the duration of stay and the nature of the services. In practice, card holders (also those suffering from a chronic or existing illnesses) are entitled to all benefits in kind (healthcare, treatment etc.) needed in order to be able to continue their stay under safe medical conditions. In other words, they should not be obliged to interrupt their stay before the planned date in order to return to their country of residence for treatment. Healthcare, which goes beyond what is

medically necessary during a temporary stay is not covered by the card, e.g. when a person travels to another EU country for the purpose of obtaining medical treatment.

8. For more information about the European Health Insurance Card, please go to http://europa.eu/youreurope/citizens/health/index_en.htm

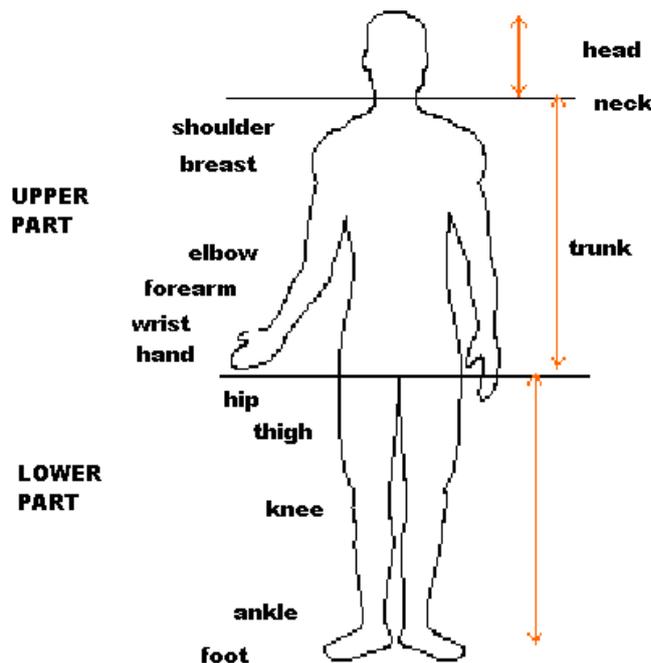
9. The JFTC personnel and their dependants (non EU-citizens) are currently required to meet the costs of medical and dental treatment (check your national rules on reimbursement or insurance), except for care which is provided within JFTC Medical Facility.

10. To see the addresses of public outpatient care medical facilities located in Bydgoszcz, which are opened at nights, weekends and public holidays, please go to <http://nfz-bydgoszcz.pl/artykul/54/1608/kujawsko-pomorski-oddzial-wojewodzki-narodowego-funduszu-zdrowia-w-bydgoszczy-informuje-iz-na-skutek-rozstrzygniecia-dnia-15-12-2015-roku-rokowan-w-sprawie-nocnej-i-swiatecznej-opieki-zdrowotnej-z-dniem-1-lutego-2016-roku-na-terenie-miasta-bydgoszczy-swadczenia-udzielane-sa-w-nastepujacych-miejscach-2016-02-01>

11. Below you will find useful expressions which can facilitate your medical interview.

Osoba, której dane znajdują się poniżej jest chora

(The person whose details are listed below, is ill)



Nazwisko (surname):

Imię (name) :

Wiek (age) :

Waga (weight) :

PESEL:

Uczulenie na leki (allergic to medicines):

Objawy obejmują (Symptoms) :

Gorączka (Fever)

Ból brzucha (Stomach ache)

Wysypka (Rash)

Wymioty (Vomiting)

Ból (Pain)

Grypa (Flu)

Angina (Tonsillitis)

Katar (Catarrh)

Przeziębienie (Cold)

Zapalenie oskrzeli (Bronchitis)

Obrzęk (Hyperemia)

Ból przy oddawaniu moczu (pain while urinating)

Krwawienie (Bleeding)

Ból głowy (Headache)

Ból gardła (Sorethroat)

Nudności (Nausea)

Biegunka (Diarrhea)

Zapalenie krtani	(Laryngitis)	<input type="checkbox"/>	Lumbago	(Lumbago)	<input type="checkbox"/>
Zapalenie spojówek	(Conjunctivitis)	<input type="checkbox"/>	Przepuklina	(Hernia)	<input type="checkbox"/>
Zapalenie ucha	(Otitis)	<input type="checkbox"/>	Choroba wieku dziecięcego		<input type="checkbox"/>
Zakażenie	(Infection)	<input type="checkbox"/>		(Childhood diseases)	
Kolka	(Colic)	<input type="checkbox"/>	Temperatura	(Temperature) °C	<input type="checkbox"/>
Wirus	(Virus)	<input type="checkbox"/>	Świąd	(Itch)	<input type="checkbox"/>
Bakteria	(Bacteria)	<input type="checkbox"/>	Zawroty głowy	(Dizziness)	<input type="checkbox"/>
Allergy	(Allergy)	<input type="checkbox"/>	Zmęczenie	(Fatigue)	<input type="checkbox"/>
Astma	(Asthma)	<input type="checkbox"/>	Kaszel	(Cough)	<input type="checkbox"/>
Egzema	(Eczema)	<input type="checkbox"/>	Suchy kaszel	(Dry cough)	<input type="checkbox"/>
Migrena	(Migraine)	<input type="checkbox"/>	Omdlenia	(Fainting)	<input type="checkbox"/>
Choroba wrzodowa	(Gastric ulcer)	<input type="checkbox"/>	Odciski	(Clavus)	<input type="checkbox"/>
Opryszczka	(Herpes)	<input type="checkbox"/>	Oparzenia	(Burns)	<input type="checkbox"/>
Kamica nerkowa	(Nephrolithiasis)	<input type="checkbox"/>	Bóle	(Aches)	<input type="checkbox"/>
Złamanie	(Fracture)	<input type="checkbox"/>			
Inne	(Other)	<input type="checkbox"/>			

Chapter 18 - Pharmacies

1. Please note that prescriptions in Poland are valid for 30 days since the date of issue, except prescriptions for antibiotics which are valid only for 7 days.
2. Staff members registered with the Polish Health Insurance Fund (NFZ) need to carry original NFZ certificate while purchasing medicine on prescription.
3. There are many pharmacies (“apteka” in Polish) in Bydgoszcz, and some of them operate 24 hours a day e.g. Apteka Centralna, 27 Gdańska Street. For a list of pharmacies, including pharmacies, which provide delivery of medicine to your door, please refer to the Host Nation Support Unit for details.

Chapter 19 – Pets

1. All pets must have a valid anti-rabies vaccination taken at least 21 days before they arrive in Poland.
2. Pets younger than three months are not allowed to enter Poland.
3. For taxation on dogs in Poland, see Chapter 5j of this Handbook.
4. Entering Poland, your pet must be:
 - a. Identified by an electronic microchip
 - b. Have an EU pet passport certifying a valid anti-rabies vaccination.
 - c. For more information, and special requirements for pets coming from non-EU countries, please go to <http://ec.europa.eu/>.

5. There are veterinary clinics which operate 24 hours a day, e.g. "Kora", 5 Moniuszki Street, tel. 52.341.04.88.
6. Dogs. Under Polish legislation referring to animal protection, you are required to obtain permission from the local authority (City Hall) to keep or breed any of the following dogs, which are considered aggressive breeds: Akbash Dog, American Bulldog, American Pit-Bull Terrier, Anatolian Karabash, Argentinian Dog, Caucasian Shepherd, Perro de Presa Canario, Perro de Presa Mallorquin, Rottweiler, Tosa Inu, Moscow Long Hair Terrier.
7. Permission can be withdrawn if the dog is kept under conditions that may endanger people or animals.
8. Local law in Bydgoszcz prescribes that if you walk your dog in a public place, it must be on a leash. If the dog is aggressive or dangerous it must additionally wear a muzzle. When travelling by means of public transport, every dog has to be on a leash and wear a muzzle. Your dog can run without the leash while in fenced or in not much frequented places. However, if you are around a playground, please make sure that your dog is on a leash. Finally, remember to clean up after your dog. Otherwise, you can face a fine up to 100 PLN.

Chapter 20 - Banking/ Post Office

1. The Polish currency is złoty (PLN - zł), which is divided into 100 grosz. You can check the current exchange rate at the Polish National Bank website (www.nbp.pl/Kursy/RatesA.html). You can exchange your cash in a Polish bank or in an exchange office ("kantór" in Polish).
2. Approximately thirty-eight banks operate in Bydgoszcz. Many of them conduct retail-banking operations in both PLN and in foreign currencies. Banks are usually open from Monday to Friday, between 08.00 to 18.00 hours. You can withdraw cash with your banking card at most ATMs ("bankomat" in Polish) all over the city.
3. You can find a list of banks with their addresses at: [www.bydgoszcz.pl/informator/finanse i prawo/finanse/Banki.aspx](http://www.bydgoszcz.pl/informator/finanse_i_prawo/finanse/Banki.aspx).
4. Most shops, restaurants and service providers accept credit cards, but in rural areas you may have to pay in cash.
5. In order to open a bank account you must present your passport and the JFTC Certificate of Status. Comprehensive service in English is not always available. Therefore, it is useful to open an account with a bank that provides Internet banking. You are advised to familiarise yourself with banking fees. The fees would be set out in

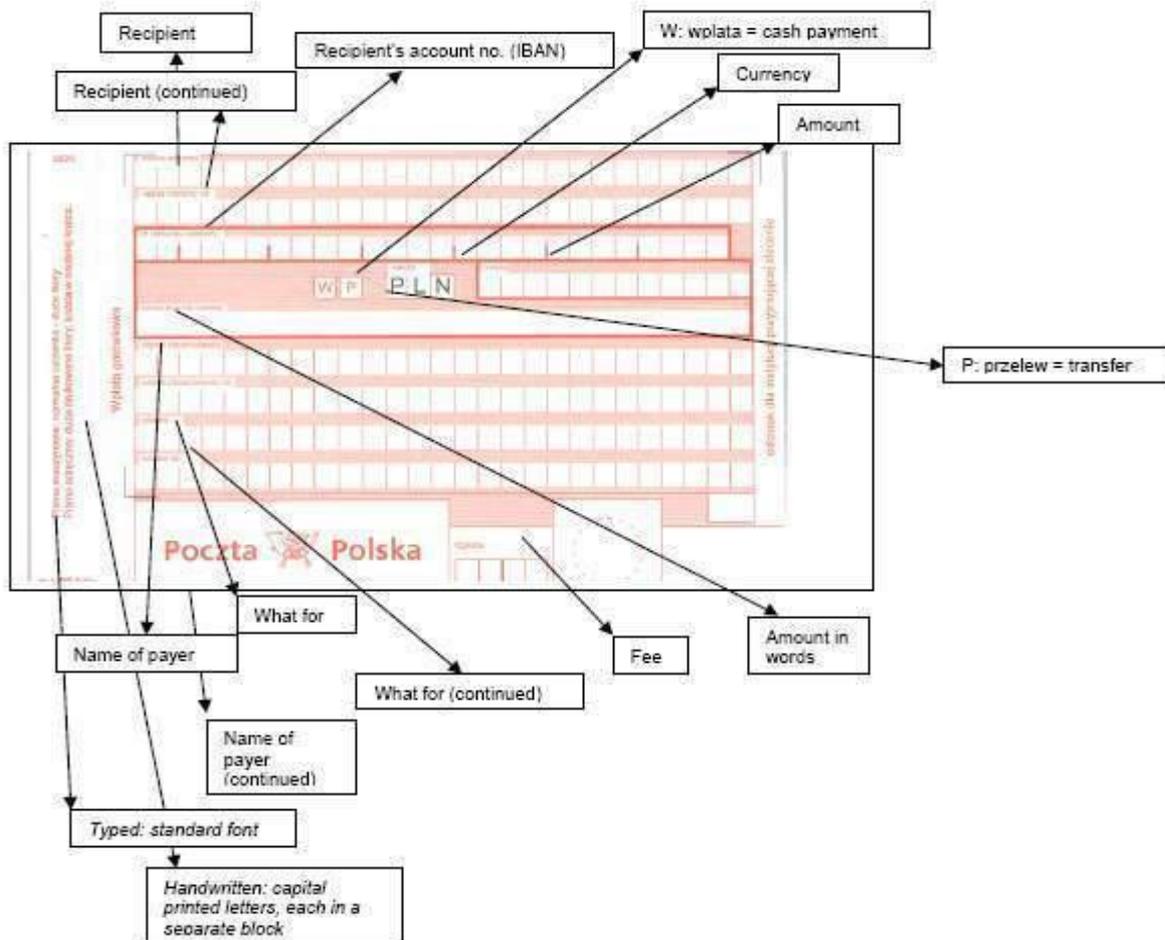
standard information or in your contract, and may be subject to negotiations, depending on the bank and the choice of an account.

6. When making money transfers from abroad to a Polish bank account, please be aware that EU anti-money-laundering regulations require Polish financial institutions to check all single transfers exceeding 15000 EURO, and cash transfers exceeding 1000 EURO. You may be a

7. Asked to show your ID/ passport and identify the beneficial owner of a transaction.

8. Mailing services. There are several post offices (“poczta” in Polish) in Bydgoszcz.

9. If you choose to pay your bills by postal payment using the form below, please be aware that the payment will be registered within three days. Make the payment at least three days before the scheduled payment date to be sure that the payment is made on time. Below you will find useful expressions related to bank/ post operations.



Chapter 21 – Flight, Railway, Bus and Ferry Connections

1. Flight Connections. Bydgoszcz has its own airport and Ryanair and Lufthansa operate from here. The airport offers both domestic and international flights. The airport is situated 3 km from the city centre. There is a connection with the airport by regular bus line 80. For further information see <http://plb.pl/en>.

Address: Bydgoszcz Airport, 158 Jana Pawła II Street, 85-151 Bydgoszcz, tel. 52.365.4620; fax 52.365.4619; infoline 52.365.4700.

2. The nearest airports are in Poznań and Gdańsk.

a. Poznań Airport (in Polish: Port Lotniczy Poznań-Ławica im. Henryka Wieniawskiego) 285 Bukowska Street, 60-189 Poznań, tel. 61.849.2343; fax 61.849.2317; <http://www.airport-poznan.com.pl/en/>.

b. Gdańsk Airport (in Polish: Port Lotniczy Gdańsk im. Lecha Wałęsy) 200 Słowackiego Street, 80-298 Gdańsk, tel. 58.348.1154; fax. 58.345.2283; infoline 58.348.1163; 080100280; www.airport.gdansk.pl.

3. Railway Connections. There are direct connections from Bydgoszcz to many cities. Polish Railways offer regional, express, and Intercity connections. It is recommended to travel by express or intercity as most trains have dining cars. For Fridays and Sundays, you are advised to make a seat reservation. A large number of travellers use railway services on these days. For more information see: www.pkp.pl or www.intercity.pl/en/

To see a train timetable (in English, German, French), visit the website: www.rozklad-pkp.pl.

4. Bus Connections. Express buses connect larger Polish cities. Two main operators offer daily connections from Bydgoszcz to Warsaw, Cracow, Poznań, and other major cities. For further information on the operators, contact the Host Nation Support Unit.

5. Regular ferry connections are operated from Polish port cities to other cities in the Baltic Rim, e.g. from Świnoujście to Ystad, and Trelleborg; from Gdańsk to Visby and Nynäshamn. Stena Line operates ferries from Gdynia to Karlskrona. For timetable visit their website www.stenaline.pl. Finnlines operates ferry routes from Gdynia to Helsinki and from Gdynia to Travemünde. For more information on ferries visit www.promy.pl.

Chapter 22 – Language

1. Not all staff members are likely to be fluent in Polish upon their arrival at the JFTC. You may always ask your Polish colleagues to help you. Even though you do not speak Polish fluently, do not hesitate to use it as residents will be pleased to notice that you try to communicate with them in their own language. If you want to improve your Polish language skills, it is possible to attend a course or simply to hire a teacher for private lessons. If you wish to attend a course of Polish, there are several language

schools offering lessons for beginners, intermediate and advanced learners. Keep yourself updated on the latest offers on the JFTC notice board.

2. Every year there is a possibility to take part in a course of basic Polish organized at the JFTC. All charges are at participants' own expense. Please ask JFTC DOM Office for further details.

3. International School of Bydgoszcz (ISOB) may also provide English and Polish courses to students' parents.

Chapter 23 - Churches

1. Majority of Poles (95%) are Roman Catholics. Every district in cities and villages has Catholic churches. The Host Nation Support Unit may provide you with a list of Catholic and non-Catholic churches that conduct services in English on request as well as an outline of other churches in Bydgoszcz. There is a possibility to attend a mass in French once a month at 17h00 at the Holy Ghost Church, located in ul. Jana Pawla II 117. English prayer service (Holy Mass) held in Bydgoszcz on Sundays at Our Lady of Perpetual Help on 16 Ugory Street at 2 PM. If you are interested in services for other faiths, please contact the JFTC Support Unit. Once a month (first Sunday at 1600) a mess in Latin is held in the cathedral, ul. Farna.

Chapter 24 - Utilities and Services

1. The Host Nation Support Unit will help you look up information you may need. Your colleagues at the JFTC and at the Host Nation Support Unit can share experience with you. However, they are not responsible for the service that you will receive. The L-Drive offers further information on consumer protection, general observations on private contracting for services and utilities, and standard forms, which may be used for termination of private contracts.

2. With regard to private contracts and contract termination, see the L-Drive. Generally, please be aware that definite contracts (a "loyalty contract", concluded for a short-term period) can be terminated only against a fee. It is generally recommended to rely on indefinite (open-ended) contracts, which normally can be terminated by a three-month notice. Termination of contracts requires caution and attention. Many Polish service providers may automatically terminate your contract at the end of the month following the month in which they have received your termination notice, rather than upon a date stated in your termination notice. And, some service providers will forward you a letter, which may resemble a confirmation of termination, but which in fact is a renewal of the contract. If you have doubts in this regard, please contact the Legal Office for further information.

3. In order to make daily life function once you have found a place to live, the following information and services may be needed:

- a. Embassies. Please contact the Host Nation Support Unit for information on embassies from NATO/ PfP countries in Warsaw, or look at the Polish Ministry of Foreign Affairs webpage: www.msz.gov.pl.
 - b. Heating. Depending on the technical set-up of your house or apartment, you may need to contact either:
 - (1) Gas Company (Pomorska Spółka Gazownictwa, 58.325.99.02 webpage: www.psgaz.pl/kontakt/kontakt_bydgoszcz;
 - (2) City Heating Supplier (Komunalne Przedsiębiorstwo Energetyki Ciepłej, tel. 52.304.5400; 52.304.5280; 52.304.5236; fax: 52.304.5338, webpage: www.kpec.bydgoszcz.pl)
 - c. Electricity. For matters concerning supply of electricity contact:
 - (1) ENEA Company, tel. 61.111.11.11 webpage: <http://www.enea.pl/1/strona-glowna/dane-teleadresowe-598.html>.
 - (2) The voltage in Poland is 230V, therefore transformers are needed for 110V appliances. In case of emergencies involving gas, heating or electricity, please refer to the Emergency Information, Paragraph 1.
4. Lost Property. The Lost Property Office is located at ul. Przyrzecze Street 13 (2nd floor, room 213), Bydgoszcz, tel. 52.328.8368. You may also find information at their website: http://www.bydgoszcz.pl/miasto/urząd_samorząd/Punkt_przechowywania_rzeczy_znalezionych.aspx .
5. Public libraries. Public libraries can be used by the JFTC personnel and their family members. The main library is located at Stary Rynek 24 and also offers literature in foreign languages. You may also see their on-line catalogue at: <http://www.wimbp.man.bydgoszcz.pl/> , tab: "Katalog on-line".
6. Public Polish Holidays: see the JFTC Holidays Directive 19-02.
7. Radio/Television: according to Polish law, it is necessary to pay a subscription fee for radio and TV. Annual fee amounts to approximately 200 PLN.
8. You can choose to pay the fee annually or monthly (no later than 25th every month), unless you make other arrangements with your landlord.
9. Security. It is generally recommended that houses and apartments have alarm systems. There are many companies in Bydgoszcz, which install alarm and monitoring systems and offer associated services for your home and property security.

10. Shopping. Selection of goods available in Bydgoszcz is high. National specialties may not easily be found, but that is just another reason to try local products. Majority of shops in the central part of Bydgoszcz are found in Długa Street, Gdańska Street and Dworcowa Street. Open air food markets are located in most parts of the city. Additionally, there is a very big Sunday open air market at the Chemik Stadium (ul. Glinki) where you can buy everything from vegetables to furniture. In addition, Bydgoszcz has many large shopping malls. Shopping malls and larger supermarkets are open from Monday to Sunday (some operate 24/7). Regular shops are closed on Sundays. If you need further information on location and opening hours, please contact the JFTC Support Unit.

11. Telecommunication. Most houses for rent have telephone network connections. If not, ask your landlord to make the necessary arrangements. You can connect your phone through:

- a. Telekomunikacja Polska/ Orange Polska: for internet and telephone 801.505.505 / for mobile phone 510.100.100 , webpage: http://www.orange.pl/telefon_stacjonarna.phtml;
- b. Netia tel. 801.801.913, webpage: <http://www.netia.pl/oferta-dom.html>; Any office exists in Bydgoszcz.
- c. UPC tel. 801.949.500, 801.949.480, webpage: [http://www.upc.pl/telefon or other providers](http://www.upc.pl/telefon_or_other_providers);
- d. Usually, if you choose a package subscription for the telephone and the Internet, the fee is lower. The Host Nation Support Unit or your NSE will help you contact the providers, and compare current offers of subscription;
- e. If you need help to establish or enable connections, please contact the Host Nation Support Unit or your NSE.

In Poland there are no coin phones. You have to use telephone cards, which you can buy at post offices, petrol stations or in newsagents'.

12. To make international calls from Poland, you can use your private phone, phone cards (e.g. "telegrosik", "tele4u"), other operators (e.g. Onettelefon, Tele2), or the Internet.

13. Waste Disposal. For household hazardous waste such as batteries, expired medicines, chemicals, electronic devices, Bydgoszcz City Hall organises public collections. There are also special containers installed in public institutions/ pharmacies. You can check location of the nearest container or a local company that collects certain types of waste at the In-processing Office/ your National Support Element:

14. Used lead car batteries are taken back from clients by dealers upon purchase of a new battery. If you don't return the old battery while buying a new one, you will have to pay the deposit charge. Within 30 days from the sale date, the dealer is obliged to take the used battery from the client and return the deposit.

15. From 1 July 2013 new laws on waste collection and waste disposal came into force in Poland. Each municipality has an obligation to conclude a contract with selected company for waste collection within municipal administrative border. For more information please check the webpage www.czystabydgoszcz.pl or contact your NSE.

16. Company in your area will collect different categories of waste which are subject to waste separation and special handling or recycling. You will be provided with special plastic bags to separate the waste, but you have to familiarise yourself with the collection schedule. For special waste, you may also choose to use big coloured plastic containers located in your district.



17. Water. In Bydgoszcz, water and sewage services are supplied by Miejskie Wodociągi i Kanalizacja, tel. 52.323.2200, webpage: <http://www.mwik.bydgoszcz.pl/index.php/kontakt>. However, this company only signs contracts with property owners, so if you need a contract for a rented house or apartment, your landlord will have to co-sign it.

Chapter 25 - Spending Time Out

1. The city has much to offer to the Joint Force Training Centre staff and their families to include rich cultural events, world class sporting events, superior shopping opportunities, a vibrant night life and outdoor sporting activities. It offers a number of high standard restaurants which serve tasty dishes and a wide choice of drinks. Traditional Polish cuisine is well-worth tasting.

2. Bydgoszcz is well-known for its speedway team (Polonia Stadium) and for being a home to the Opera Nova, Polish Theatre and the Philharmonic Hall. For more information about the city, the region and cultural events please visit:

a. <http://visitbydgoszcz.pl/>

b. <http://www.visitkujawsko-pomorskie.pl>

- c. <http://www.kujawsko-pomorskie.pl/>
- d. <http://www.filharmonia.bydgoszcz.pl/en/>
- e. <http://www.opera.bydgoszcz.pl/>
- f. <http://sportowabydgoszcz.pl/http://www.infobydgoszcz.pl/>
- g. <http://rowerowabrzoza.pl/>
- h. <http://www.torun.pl/>
- i. <http://www.inowroclaw.pl/>
- j. <http://grudziadz.pl/>
- k. <http://www.ciechocinek.pl>
- l. <http://www.biskupin.pl/>
- m. <http://www.gdansk.pl/en/>
- n. <http://www.poznan.pl/mim/main/en/>

3. You can also take advantage of the cheap flights offered by LOT, RYANAIR, EUROLOT or WIZZ AIR operating from Bydgoszcz, Gdańsk or Poznań airports.

Chapter 26 - For Kids

1. "Myślęcinek" Park offers walks, skiing, cycling, mini-golf. You and your children can take a group or individual horse riding lessons for beginners or advanced. It is possible to go horse riding and ride a carriage all year long. Instructors speak English.
2. You may also look up cinemas or other fun-activities in the Bydgoszcz area (see for example www.familypark.pl, <http://www.juraparksolec.pl> (dinosaurs, history and exhibition; a water park is located nearby), <http://mlynwiedzy.org.pl> or <http://www.palac.bydgoszcz.pl>).

For addresses and contact information, please contact the Host Nation Support Unit.

Chapter 27 - JFTC Morale and Welfare Clubs and Activities

1. The clubs, activities and facilities indicated below are available for JFTC members and their dependents:
 - a. Sports Club

- b. Tennis court
- c. Spouses Club
- d. Fitness room
- e. Library
- f. Polish language classes
- g. JFTC Shop

2. "Get to know the NATO Spouses Club - Bydgoszcz". The NATO Spouses Club (NSCB) is an international fellowship of spouses to members of the JFTC, 3NSB, Customer Support Unit (CSU), as well as spouses to the NATO Civilians and International Contractors. The club operates in Bydgoszcz with its objectives being to encourage friendship among members, to provide a communication platform for mutual cultural exchange, to organize leisure and social activities for its members and to support selected local charities. Annual membership is currently 20 PLN per year. The NSCB meets once a month (except for July and August), for "Coffee Mornings". Date and location are announced to the members via email. Moreover, NSCB offers monthly social activities, such as: craft workshops, seminars, museums, factory visits and many others.

There are also Special Clubs operating within the NSCB, to name a few: Cooking Club, Craft Club, English and French Conversation Club.

3. To join the NATO Spouses Club or for more information, please email us at: natospousesclub@gmail.com

4. The NSCB invites you to join in and welcomes you to Bydgoszcz!