



HANDBOOK FOR JFTC PERSONNEL

“Transformation Through Training”



JOINT FORCE TRAINING CENTRE

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2024

Welcome to the Joint Force Training Centre

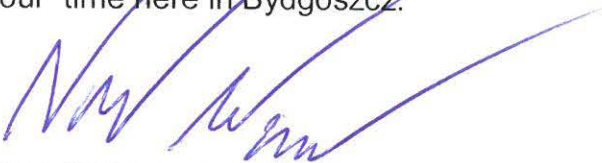
I am confident this will be an exciting assignment for you and your family. We have modern facilities and the latest technology to support NATO Command Structure and Force Structure exercises at the joint tactical level. Our facilities and technology are state of the art which has allowed us to be on the leading edge of NATO joint training and exercises in a multi-domain environment, as well as promoting interoperable warfare development initiatives.

The JFTC staff is a recognized and respected team of professionals centered in a very strategic geographical location. The JFTC team consists of around 181 professionals from 22 Alliance and Partner Nations, including military personnel, NATO civilians and Local Wage Rate Personnel. The staff draws support from its close relationship with Polish units as well as the city of Bydgoszcz and local businesses. These relationships have been forged over the last 20 years, as JFTC was the first NATO installation in Poland, and has been providing since 2004 critical training to NATO forces while remaining a family-oriented institution.

This is our 14th edition of the Handbook and I am confident that it will be a great resource to you and your family as you get settled in the great city of Bydgoszcz. 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, US, Slovak or Greek). Please check the JFTC webpage, 'Contacts' tab, for phone numbers or e-mail addresses.

We treat this Handbook as a living document, and your comments may help improve it. I would appreciate feedback on your experience of moving to, settling in, and living in Bydgoszcz. Your assistance will help future families make their transition better. Please contact the Legal Office if you have any suggestions or comments.

We are happy to have you at JFTC, the premiere NATO training centre for joint tactical training and the state-of-the-art venue for warfare development experimentation and innovation. I wish you and your family all the best during your time here in Bydgoszcz.



NORBERT WAGNER
Major General, German Army
Commander

Table of Contents

Chapter 1	Introduction.....	4
Chapter 2	Before you start.....	5
Chapter 3	Emergency Information and critical reportable incidents.....	5
Chapter 4	JFTC Organisation and Location.....	6
Chapter 5	Legal Status of the JFTC and its Personnel.....	7
	a. Entry, departure and stay	7
	b. Required Documents.....	8
	c. Customs and Border Crossing	8
	d. Translation of the Required Documents	9
	e. Insurance	9
	f. Privately Owned (Fire) Arms.....	9
	g. Driving License.....	10
	h. Vehicles.....	10
	i. Duties and VAT.....	14
	j. Taxation.....	15
	k. Legal Aid.....	15
Chapter 6	Housing.....	15
Chapter 7	Hotels.....	16
Chapter 8	School and Kindergarten.....	16
Chapter 9	Home Day-Care/ Housekeeping.....	17
Chapter 10	Traffic Regulations in Poland.....	17
Chapter 11	Bicycles/ Pedestrians.....	20
Chapter 12	Petrol Stations.....	22
Chapter 13	Garages and Break Down Service.....	23
Chapter 14	Parking.....	23
Chapter 15	Buses and Trams.....	23
Chapter 16	Taxis.....	24
Chapter 17	Medical Support.....	24
Chapter 18	Pharmacies.....	27
Chapter 19	Pets.....	27
Chapter 20	Banking/ Post Office.....	28
Chapter 21	Flight, Railway, Bus and Ferry Connections.....	29
Chapter 22	Language.....	30
Chapter 23	Churches.....	30
Chapter 24	Utilities and Services.....	30
Chapter 25	Spending Time Out.....	33
Chapter 26	For Kids.....	33
Chapter 27	JFTC Morale and Welfare Clubs and Activities.....	34

Chapter 1. Introduction

- a. This Handbook provides answers and guidance prior to your arrival in Bydgoszcz and during your stay here. The information included here is intended for staff members and their families. Bear in mind that 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.
- b. JFTC and the Host Nation Support Unit (HN SU) review the Handbook once a year or when required due to changing regulations. JFTC, HN SU, and the National Support Elements (NSEs) at JFTC do their best to keep it up-to-date.
- c. 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. JFTC, HN SU, or NSEs cannot be held accountable or liable for any information provided herein or the use made of the information provided.
- d. 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.
- e. HN SU or your NSE (if there is one) will help you get settled and navigate the local community. The SU 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. JFTC and HN SU 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 you may receive.
- f. 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.
- g. More information will also be provided during the JFTC Internal Training in early autumn. Each year JFTC experiences a significant turnover of personnel. People arrive with various levels of experience and skill sets so they need to undergo Internal Staff Training (IST) which introduces them to JFTC mission, policies and procedures. One day of the IST is also designed for new personnel's family members to make them familiar with the Centre and life in Poland.
- h. The following JFTC Points of Contact are referred to in the Handbook:
 - (1) JFTC Public Affairs Officer: +48.261.411.419 (pao@jftc.nato.int).
 - (2) JFTC Human Resources Management Branch: +48.261.411.490 or +48.261.411.475 (JFTC.HumanResources@jftc.nato.int).

- (3) Host Nation Support Unit, In-processing: +48.261.419.796 or +48.261.419.782 (suinprocessing@ron.mil.pl).
- (4) JFTC Legal Advisor: +48.261.411.409 (legad@jftc.nato.int).
- (5) German Support Element: +48.261.412.411 or +48.261.411.410 (ddodtajftcbydgoszcz-zentralerposteingang@bundeswehr.org).
- (6) US National Support Element: +48.261.412.421 or +48.261.412.420 (JFTC_NSE@army.mil).
- (7) French National Support Element: +48.261.419.740 or +48.261.419.741 (FrenchNSE.ADL@gmail.com).
- (8) Slovak National Support Element: +48.261.419.745, (daniel.korpala@mil.sk).
- (9) Greek National Support Element: +48.261.419.790, (i.t.karampouli@army.gr).
- (10) NATO Spouses Club Bydgoszcz: natospousesclub@gmail.com.

Chapter 2. Before you start

- a. This Handbook contains a handful of useful information. Before you arrive at JFTC, please find out about the following:
 - (1) At page 9: documents you need while crossing the borders.
 - (2) At pages 12-13: standards your private vehicle must meet to be registered in Poland.
 - (3) At page 16: accommodation.
 - (4) At page 25: health insurance documents.
 - (5) For information concerning Poland, go to: <https://poland.pl>, information about Bydgoszcz is available at: www.bydgoszcz.pl.

Chapter 3. Emergency Information and Critical Reportable Incidents

a. Below you will find a list of emergency phone numbers. A person answering an emergency call – except 112 operators - may not speak any other language than Polish. During the in-processing at JFTC you will receive a certificate of status and in its pocket version you will find a mobile phone number to the JFTC Community Service Point of Contact (+48.695.427.212) who stands ready to help you in emergency situations.

- (1) Emergency telephone number (general): 112
- (2) Ambulance 999
- (3) Police 997

(4) Fire and rescue	998
(5) Electricity	991
(6) Gas Service	992
(7) Water Supply Service	994
(8) Road Service	981
(9) Municipal Police (parking tickets, etc.)	986

b. A JFTC member involved in any of the below listed incidents must be reported to the JFTC Commander, through the NATO chain of command:

- (1) Arrest/detention;
- (2) Unexpected absence;
- (3) Traffic accident;
- (4) Found guilty of damage to public or private property.

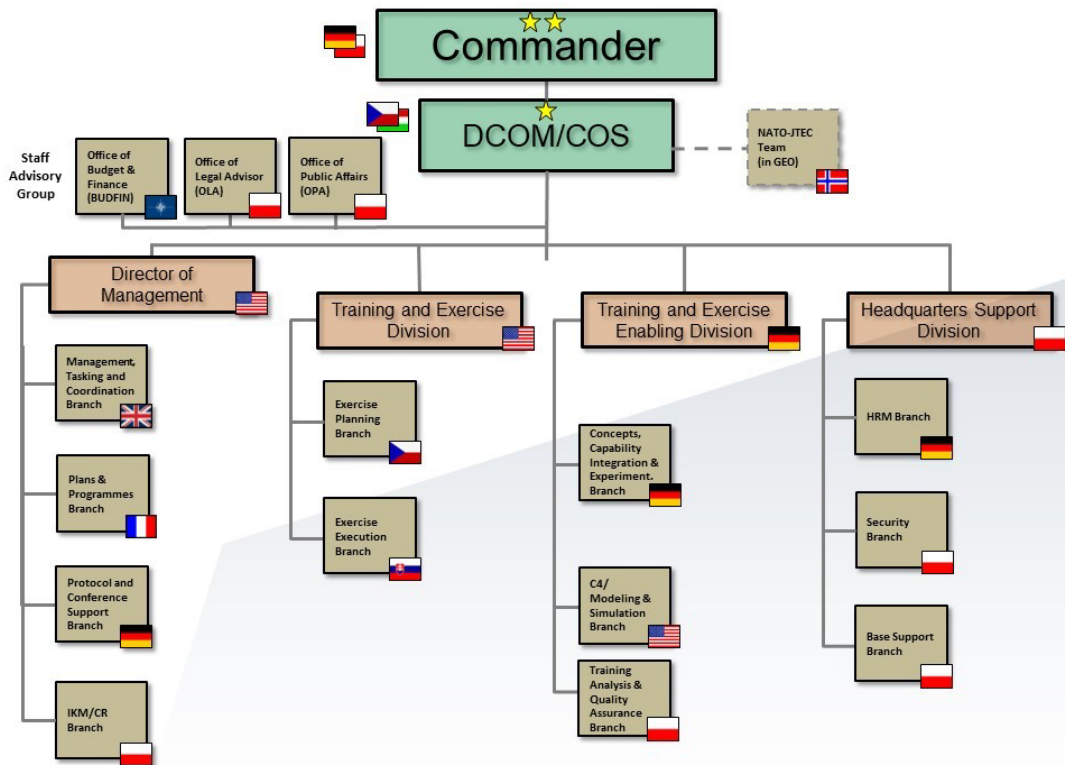
Chapter 4. JFTC - Organisation and Location

a. The Joint Force Training Centre is located in Bydgoszcz, Poland. According to the Peacetime Establishment (PE), JFTC consists of the Command Group and three principal Divisions: Training and Exercise Division, Training and Exercise Enabling Division and Headquarters Support Division. The Divisions are subdivided into branches. JFTC is supported by the NATO Communications and Information Agency CIS Support Unit Bydgoszcz, Host Nation Support Unit and five National Support Elements.

- (1) JFTC contact details:

Joint Force Training Centre
ul. Szubińska 2, 85-312 Bydgoszcz, Poland
e-mail: jftc@jftc.nato.int
website: www.jftc.nato.int

b. JFTC Organisational Structure. The Commander and Deputy Commander are rotational positions (COM: DEU-POL, DCOM/COS: CZE-HUN).



Chapter 5. Legal Status of JFTC and its Personnel

a. 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 Supreme Headquarters.

b. The status of personnel serving at the JFTC is defined by the NATO Status of Forces Agreement (NATO SOFA) and the Protocol on the Status of International Military Headquarters set up Pursuant to the North Atlantic Treaty (Paris Protocol). Poland also concluded a Supplementary Agreement (SA) to the Paris Protocol with the Headquarters Supreme Allied Command Transformation and the Supreme Headquarters Allied Powers Europe, signed on 9 July 2016, which elaborates on the status of all personnel assigned to NATO international military headquarters located in Poland. The SA has been implemented and is supplemented with the Garrison Support Arrangement and e.g. ordinances on taxes and duties exemptions.

c. Below you will find a number of topics, described based on the NATO SOFA, the Paris Protocol, and JFTC experience. If you have questions, please contact the Legal Advisor. All international agreements referred to are available on the L-Drive.

Chapter 5.a. Entry, departure and stay

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

- b. Under the Supplementary Agreement to the Paris Protocol, non-Polish civilian members of JFTC and their dependents will receive, prior to their first arrival, official visas without any unnecessary delay, when so required and requested at the Polish Embassy. Contact the Polish Embassy in your country, for more information related to the visa procedure.
- c. All non-Polish JFTC staff members (military and civilian) and their non-Polish dependents are exempt from Polish immigration and registration requirements. Instead, the Polish Ministry of Foreign Affairs issues identity cards upon arrival of such personnel and their dependents. The holders are entitled to stay in Poland and travel within the Schengen Area (stays in any Schengen country other than Poland should not exceed three months within a six-month period), for the period of their employment at JFTC. The above does not apply to contractor employees, who need to comply with standard Polish immigration rules and regulations.
- d. Non-Polish staff members may decide (depending on their individual healthcare plan, insurance policy etc.) to apply for a PESEL Number (Polish acronym for “Universal Electronic System for Registration of the Population”). In this case please contact HN SU or your respective NSE with a copy of your passport and Certificate of Status issued by JFTC HRM.
- e. While travelling outside the Schengen Area on post or official business, military staff members (NATO/ PfP) are exempt from passport and immigration (visa) requirements, providing they 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.
- f. Polish law requires dependents who seek employment in Poland to obtain a work permit as well as temporary residency. However, if dependents were to be hired by National Support Elements or by JFTC in supporting positions, a Polish work permit is not required (SA, Art. 10.3). The same applies to the JFTC contractors (SA, Art. 14.4).

Chapter 5.b. Documents

- a. For foreigners a passport is the most frequently accepted ID. You are required to present it to the law enforcement authorities on demand. You are recommended to:
- (1) Make sure that you and your family hold valid passports throughout your posting at the JFTC.
 - (2) Apply for Polish ID cards for you and your family members immediately after arrival.
 - (3) Carry your passport or the Polish ID Card at all times.

Chapter 5.c. Border Crossing and Customs

- a. Upon their first arrival (within the first six months), members of a force or of a civilian component are allowed to import (and re-export later) duty-free personal effects and furniture of theirs and their dependents. The arrival of a dependent does not have to be simultaneous with the arrival of the member of

the force or the civilian component. The privilege extends only for the term of the service of the member of the force or the civilian component.

- b. Staff members and their dependents are not exempt 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.
- c. Stay in touch with HN SU or your NSE to ensure smooth customs clearance concluded in Bydgoszcz.
- d. There are export and import limitations with regard to certain products such as alcohol, tobacco, food, antiques or wild-life products. For more information, contact the Legal Office.
- e. Pursuant to the currency law, you are allowed to bring into Poland foreign currency, gold, platinum, and other means of payment providing their value does not exceed 10,000 EUR. When the amount of currency you bring while entering Poland exceeds 10,000 EUR, it must be declared to the customs.

Chapter 5.d. Translation of the Required Documents

Whenever you are required to present personal documents to Polish institutions, original versions or a certified translation is required, please seek advice from your National Support Element or the Host Nation Support Unit In-processing Office.

Chapter 5.e. Insurance

- a. Personal insurance is not mandatory in Poland, but if you decide to take it out, you may arrange it with a Polish company or from a company in your home country.
- b. Before arriving in Poland please, make sure your insurance is valid after you have moved.
- c. Commercial companies provide a number of voluntary insurance options e.g. against theft and burglary, liability or for domestic animals.
- d. 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 before the policy expires.
- e. For vehicle insurance, see Chapter 5h.

Chapter 5.f. Privately Owned (Fire) Arms

- a. The Polish "Weapon and Ammunition Act" states principles of possession of weapons and ammunition by foreigners. The act does not apply to service/ integral weaponry of the Polish Armed Forces, or to service weapons and ammunition, which are held by foreign forces while in Poland. The Act does not prohibit the possession of e.g. pepper-spray for personal protection. However, 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.

b. If you intend to bring your private weapons with you to Poland, familiarise yourself with the regulations in force on import, export, storing and use of private weapons. The Legal Office may provide further information and there is a guide detailing regulations available on the L-Drive. Failure to comply with the regulations may result in criminal or civil proceedings.

Chapter 5.g. Driving Licence

a. The NATO SOFA requires Poland to recognise the driving licence of a member of a force or of a civilian component. The SA extends this privilege to dependents of the JFTC military or civilian staff members, JFTC contractors and their dependents. Dependents who attain driving age while in Poland, or who otherwise do not possess a valid driving licence or permit from their sending state, may obtain a Polish driving license after completing the necessary training and assessment.

b. If you are not covered either by NATO SOFA or by the SA (e.g. 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. For more information, please contact your National Support Element or the Host Nation Support Unit In-processing Office.

Chapter 5.h. Vehicles

a. 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. It does not apply to contractor personnel. Entitled staff members may purchase vehicles free of taxes in Poland; however, VAT and duties must be paid to the dealer and will later be reimbursed. Some car dealers may offer a diplomatic sales program for NATO personnel. For more information on tax free import and purchase of motor vehicles, see the JFTC Directive 60-03 on Tax and Fiscal Entitlements.

b. Dependents are not eligible to import private motor vehicles free of taxes and duty.

c. According to Polish law, the term “motor vehicle” applies to all engine-driven vehicles, except for a moped, a rail vehicle, a bicycle, a bicycle cart, an electric scooter, a personal transport device and a wheelchair.

d. Cars registered in Poland must be equipped with a warning triangle and a fire extinguisher. You are recommended to have a yellow/ orange safety vest and a first aid kit.

e. Although not mandatory in Poland, for your own safety use winter tires during the winter season and pay attention to local road signs and regulations, especially in the mountain areas.

f. 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 the local tax office within fourteen days from entering the area of Poland.

g. If you decide to register your car in Poland, please observe the following deadlines:

- (1) 14 days from the date of crossing the border you should report to the tax office (Excise duty exemption certificate).
- (2) 30 days from the date of crossing the border / date of purchase you should report to the City Hall (vehicle registration).

If you do not comply with those timelines, administrative penalties may be imposed by Polish authorities.

If you buy a new car abroad, in order to register it at the City Hall - apart from the invoice and Certificate of Conformity - you must obtain a special declaration called in Polish "*Oświadczenie zawierające dane i informacje o pojeździe niezbędne do rejestracji i ewidencji pojazdów*". If you are unable to do so, the car must be registered abroad before it can be registered in Poland.

h. Your vehicle may have to go through a technical inspection prior to the first registration and then in accordance with the below timelines:

- (1) A new vehicle will be inspected three years after the first registration.
- (2) Then two years later.
- (3) Five years after the first registration the vehicle is subject to a yearly technical inspection.

i. The Polish registration paper includes the date before which the vehicle needs to be inspected. It is the owner's responsibility to have it done, usually garages where the last inspection was done send an SMS reminder 7-14 days before the validity of inspection expires. If your vehicle inspection has expired, then in case of an accident your insurance company may refuse to pay damages. In accordance with Polish regulations the vehicle without a valid inspection is considered to be not roadworthy and therefore not allowed to be driven.

j. Competent members of the Host Nation Support Unit, or your National Support Element will help you register your vehicle.

k. To make sure the registration process goes smooth, follow these steps:

- (1) If applicable, the vehicle undergoes a technical inspection at an authorised garage to make sure it is roadworthy. If you arrive from an EU country, with a new vehicle holding an EU Certificate of Conformity or if the technical inspection from your home country is still valid, the technical inspection is not required upon first registration.

(2) The requirement to meet certain technical standards for imported vehicles is elaborated on in the Supplementary Agreement. 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 the Polish law, you need to apply for a special permission to register the vehicle. The permission shall be submitted through the Legal Office, via the Ministry of Defence, to the Ministry of Transportation. A procedure is established in this regard, but the exemption obtained for the JFTC non-Polish military or civilian staff members applies only during their assignment to the JFTC, and in case the assignment is extended, a new application is required.

(3) Hand in a copy of your passport as well as the original vehicle registration card and its certified translation. If you are importing 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 as well. If the registration certificate consists of Part I and Part II and the latter 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).

(4) Provide a copy of the invoice (the original needs to be presented) together with a certified translation (IRT new cars) or a statement in which you include the approximate value of the vehicle to the Tax Office.

l. Submit all the necessary papers to the Vehicle Registration Office and you will receive licence plates and a temporary registration document valid for 30 days. Within those 30 days (usually sooner), you will receive the permanent document that will need to be collected upon returning the temporary one. The registration cost is approximately 160 PLN.

m. The vehicle registration papers do not expire upon your reassignment from 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.

n. Please contact your National Support Element or the Host Nation Support Unit In-processing Office with regard to the out-processing, export and re-registration, and insurance reimbursement.

o. Be aware that your original vehicle registration card, which you are required to hand in during your car's registration procedure, will not be handed back to you upon departure from Poland.

p. While driving, have your driving license and identification document (passport, Polish ID card) on you. If you registered your vehicle in Poland, you are not required to carry your Polish registration paper and the vehicle's insurance policy while driving. Do not leave any documents in the car.

q. Insurance:

(1) Polish law requires drivers to have liability insurance for their vehicles. The general rule is that a vehicle must be insured in the country where it is registered, and where the insurance risk is mainly situated. If the car is registered in Poland, the liability insurance has to be taken out from 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.

(2) All Polish insurance companies offer extra insurance, i.e. collision insurance (in Polish “auto-casco”).

(3) It is possible to take out a short-term, third-party liability insurance in Poland covering vehicles registered outside of 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.

(4) Polish vehicle liability insurance is renewed automatically every year if not terminated at least one day before its expiry date. Make sure you terminate your Polish insurance during your out-processing.

(5) Before you go abroad, check whether your insurance provides coverage outside Poland, or if you must have an International Motor Insurance Card (Green Card). The Green Card is often provided by insurance companies on request.

(6) Ask the insurance company from whom you are planning to buy the insurance whether they accept a certificate of insurance history issued by your previous insurer, based on which they may offer lower rates.

(7) A certified translation of the certificate is required. When you leave Poland, you can request your Polish insurer to provide you with a similar certificate.

r. Electric cars

(1) Electric vehicles are becoming popular in Poland, and they are easily recognisable as they have green license plates. Zero-emission vehicle users are entitled to:

(a) Use designated lanes for buses.

(b) Free parking in paid parking zones and the city centre paid parking zone.

(c) Park in designated parking spaces at public charging stations for electric vehicles (only for the charging time, also applies to plug-in hybrid vehicles).

Moreover, certain cities introduce further privileges, such as the possibility of entering certain streets in limited traffic zones.

(2) Electricity used for charging electric vehicles is eligible for VAT reimbursement. For more details contact JFTC Legal Office.

s. Additional information:

(1) While driving a car with foreign number plates you are not the owner of, the Police will require a written authorisation for you to drive it, signed by the owner. The administrative fine for not holding a valid authorisation and being unable to present it on demand is 50 PLN. There is a suggested format for such authorization available on L-Drive.

(2) In case of an accident, you should always call the police in order to avoid any kind of uncertainties during the insurance procedure that will follow. Unless somebody is injured, move the vehicle to the side of the road (shortest distance possible from the place of impact) in order not to obstruct the traffic. For insurance purposes, it is 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 a Polish-English version of the form from <https://www.pbuk.pl/en/in-case-of-accident/accident-statement-form>. A hard copy of this form is also available in the Host Nation Support Unit In-processing Office and on the L-Drive. Carry it with you when you are driving.

(3) In case of purchase of a car 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 can also receive guarantee that the seller/manufacturer will fix your car in case any defects occur within the period of guarantee. You should remember that the guarantee is a voluntary commitment on the side of the seller. If you do not have a written guarantee declaration, you are only entitled to the warranty claims. For more information about guarantee in the European Union and Poland, visit https://europa.eu/youreurope/citizens/consumers/shopping/guarantees-returns/index_en.htm

Chapter 5.i. Duties and VAT

a. Under the NATO SOFA and Paris Protocol, members of the force or of the civilian component are not exempt from value added tax (VAT) on private purchases in Poland.

b. 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 the Supplementary Agreement and 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 bought in Poland VAT and excise duty free). For more information, see the JFTC Directive 60-03 Tax and Fiscal Entitlements.

c. There is a duty-free shop called Canteen at the JFTC compound where entitled personnel can buy tax-free products. The rules of operation are

described in the JFTC Canteen Directive. During the in-processing, you will be briefed on details regarding the canteen.

Chapter 5.j. Taxation

- a. **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 JFTC as a member of the 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 taxed by Poland. It also refers to your dependents, unless other agreements state otherwise (e.g. double taxation agreements).
- b. **Property.** You are also exempt from Polish taxation on your tangible, movable property brought into Poland due to your temporary assignment and service at JFTC. Your dependents are not. In case you receive a tax call on your personal property, please contact the JFTC Legal Advisor. 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 must be paid.
- c. **Taxation on dogs.** Local communities in Poland have the right to introduce certain local taxes e.g. an annual tax on dogs. Upon arriving in Poland with a dog, please contact the Host Nation Support Unit or your NSE to find out if the tax on dogs is payable in the place of your private residence. For more information about pets refer to Chapter 19.
- d. For further details regarding taxation please contact the Legal Office.

Chapter 5.k. Legal Aid

The JFTC Legal Office can help you find answers to problems related to your legal status in Poland. The In-processing Office (the Host Nation Support Unit (HN SU)) is ready to provide assistance and holds copies of required forms. 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

- a. The housing market in Bydgoszcz offers many opportunities. Housing standard is good and finding suitable accommodation should not be a problem. HN SU or your National Support Element will assist you in finding accommodation that will meet your expectations.
- b. HN SU can assist in searching for accommodation. Therefore, you are encouraged to fill out the accommodation questionnaire defining your specific requirements. The form is forwarded to you in advance by JFTC. Be mindful that the HN SU will do their best to meet your requirements; however, it may not always be possible. If you have any questions concerning the questionnaire, contact HN SU In-processing Office or your National Support Element directly. HN SU and NSEs will first offer accommodation from the housing list; however, if no adequate housing is found a real-estate agent will be contacted to continue the search. A real-estate agent finder's fee usually equals one-months rent.

- c. It is advised to make 1 year contracts with landlords that are new to renting to JFTC members.
- d. Cost of utilities may be included in the rent. In such case, your rental contract would oblige your landlord to provide and pay for utilities (e.g. waste, phone/ Internet connection, gas, electricity, etc.). Should your national regulations allow, you may also negotiate with your landlord the possibility to exclude utilities from the rental fee, allowing you to make direct payments to the service providers.
- e. Foreigners may purchase an apartment in Poland without limitations. If you decide to buy property in a form of land or a house, 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.
- f. 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 standards and a wide range of lodging offers available online (AirBNB, Booking.com and alike). For more information, please contact JFTC Protocol & Conference Support Office. To make a reservation please contact your National Support Element or your sponsor.

Chapter 8. School and Kindergarten

- a. JFTC staff members' children can attend Polish nurseries, kindergartens, schools, and universities. In most cases some fees apply, but it varies from place to place.
- b. Under the Polish school system, children between 7 to 15 years of age attend "szkoła podstawowa" (primary school), whereas teenagers between 15 and 19 attend a "liceum" (high school). In most public schools Polish is the language of instruction. However, IX Liceum (<https://ixlo.edu.bydgoszcz.pl>) conduct classes mainly in English (IBO accreditation since 2006).
- c. Private schools officially accredited also operate in Bydgoszcz. Fees vary depending on the school.
- d. 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 children of Joint Force Training Centre members. The Kazimierz Wielki University in Bydgoszcz is the founding body and has been its supervisor since 2009. The school meets standards of the International Baccalaureate Organization (IBO) PYP, MYP, DP. There are around two hundred and twenty students in the ISOB. Visit <http://www.isob.ukw.edu.pl/en> to find out more about the school. There are also other options available to include

Sokrates International School for example. They offer both primary and high school level studies and may be worth looking at as an option. Visit <https://ssib.pl>.

e. Before your child starts school, some vaccinations may be mandatory, contact the Host Nation Support Unit Medical Section for details.

Chapter 9. Home Day-Care/ Housekeeping

a. If you consider 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.

b. If you decide to manage the employment yourself, the following should be observed:

(1) Sign a contract of employment or a service contract (the latter may be easier to manage).

(2) Apply for a tax-identification number (NIP) from the Internal Revenue Service (NIP-3 form and a copy of your passport).

(3) Register your employee with the National Health Fund (NFZ – Narodowy Fundusz Zdrowia), using a ZFA form for you, and a ZUA for your employee.

(4) Monthly, you pay tax and NFZ fees. 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 calculate taxes and other payments.

c. If you decide to employ an au pair/ a housekeeper from abroad and before you take the above-mentioned steps, make sure that:

(1) The au pair holds a valid Polish visa (if required), a passport as well as a certification of her/ his professional qualifications together with translation into Polish.

(2) If the above is met, apply for a work permit for your au pair (if required) at the local voivodeship office. The administrative 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.

d. 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, following your requirements. Therefore, all administration burden of employment rests with the agency. You conclude a contract with an agency, and bear all costs of employment and additionally pay a service charge (around 15% of the costs of employment) to the agency. Under Polish law you are not allowed to hire the same babysitter/ housekeeper through an agency for longer than eighteen months.

Chapter 10. Traffic Regulations in Poland

a. While driving in Poland, you will notice that traffic is heavy and traffic jams are common in major cities. The standard of the road infrastructure is not always high, however the number of highways (A) and expressways (S) is still growing. Watch out for pedestrians and cyclists.

b. For your own safety, always call the police if you are involved in a traffic accident. Do not leave the place where the accident happened, as you put yourself at risk of being charged with escaping from the scene. For more tips on road safety in Poland, visit <https://pl.usembassy.gov/wp-content/uploads/sites/23/2016/07/roadsafety.pdf>

c. Polish law does not require a first-aid kit in the car. You are obliged, however, to give first aid, if you are involved in or are 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).

d. Main traffic rules:

(1) Maximum speed within heavily populated areas is 20 km/h. In a



residential area, marked with this sign: pedestrians have the right of way before vehicles, they may walk using the entire road and cross the road at any place.

(2) Maximum speed within urban areas, the beginning and end of which are



marked with these signs: and respectively is **50 km/h**, regardless of the time of day. If you exceed the speed limit by more than 50 km/h or 31.1 mph in an urban area, you can lose your driving license for three months. The driving license is seized by the Police officer who stops you. In such a case, driving a vehicle before the expiration of the three-month period is considered a criminal offence, not a mere traffic violation.

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

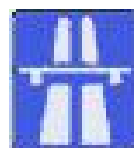
(4) Maximum speed for cars on:

(a) A dual carriage way (double lane, but no specific sign) and single-lane expressway - 100 km/h

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

(c) Motorways - 140 km/h

(d) Road signs:



Expressway

Motorway

(5) For trucks, lorries and cars with trailers the speed limit on the above roads is always 80 km/h.

(6) There are many roundabouts in Bydgoszcz, and as the rules on giving way differ, observe the signs and watch out for trams which pass through several roundabouts.

(7) 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 vehicles coming from the left, and to pedestrians.

e. Additionally:

(1) According to Polish Traffic Regulations, the permissible legal blood alcohol level is up to 0.2 per mille. A blood alcohol level between 0.2 and 0.5 per mille is an offence, above 0.5 per mille it is a crime. A police officer may breathalyse you or test for the presence of drugs which, under Polish law you cannot refuse. Note, in Poland, punishments for driving while under the influence of alcohol, either as an offence or a crime, can be significant and result in loss of licence, a large fine or even lengthy jail terms.

(2) It is forbidden to use a hand-held mobile phone while driving.

(3) Both the driver and all passengers must wear seat-belts while driving. Exceptions: pregnant women, taxi drivers, medical support service, individuals who possess an appropriate medical certificate that confirms they cannot wear seat belts due to medical reasons.

(4) Children shorter than 150 cm (4.92 feet) and travelling at the front seat of a car must travel in a booster seat. Children 135-150 cm tall, when in the backseat, may travel without a booster seat, if due to their weight (above 36 kg) or height an appropriate device cannot be provided. They, however, must wear seat belts.

(5) Using headlights at all times while driving is mandatory. Daytime running lights (DRLs) must not be used in conditions of limited visibility (rain, fog, smoke, tunnel, etc) or at night.

f. If stopped by the police, stop at the indicated place and wait for instructions. Stay in the car, keep your hands on the steering wheel. 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 stop signal with a red paddle. In conditions of insufficient visibility or after dusk, a uniformed police officer gives the stop 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 outside city limits only uniformed police officers can perform road checks.

The signal to stop may also be given from a moving police vehicle with flashing light and sound with varying tone.

- g. Police officers wear different uniforms, depending on their service, branch and function.
- h. Police can fine you up to 5000 PLN on the spot for a traffic offence. Fines shall be paid on the spot. Police officers performing road check may be equipped with card terminals which makes payment more convenient.
- i. Riding a motorcycle requires an A-license. A helmet is mandatory, but no additional protective gear is required by law.

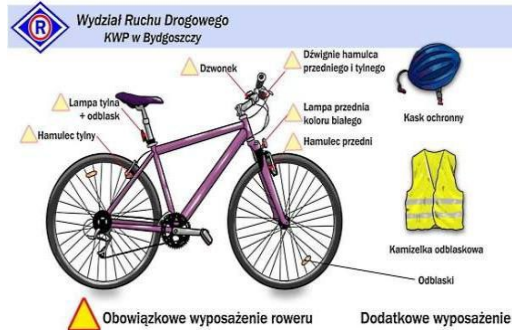
Chapter 11. Bicycles/ Pedestrians

a. Bicycles are becoming increasingly popular, and there are many bike lanes in and around Bydgoszcz. Below you will find a brief summary of what you need to know as a cyclist:

- (1) No driving permit is required to cycle on public roads if you are 18 or older. Children older than 10 years, unless accompanied by adults, are required to possess a document certifying the knowledge of traffic regulations ("karta rowerowa" – bicycle licence) issued by the school. Children up to 10 years of age may ride a bicycle provided that driving takes place on the sidewalk and they are under the care of an adult. An adult caring for a child can walk next to him on the sidewalk or ride a bicycle – also on the sidewalk.
- (2) You are obliged to use a bicycle lane if there is one next to the road.
- (3) If there is no bike path or a road lane designated for the bicycles, you use the road as other vehicles. Remember to stick to the right .
- (4) Cyclists must not:
 - (a) Use a mobile phone while cycling.
 - (b) Cling to vehicles.
 - (c) Ride on expressways and motorways.
- (5) You are allowed to ride a bicycle on a sidewalk if:
 - (a) You supervise a cyclist under the age of 10.
 - (b) The width of the sidewalk along the road with speed limit higher than 50 km/h, is greater than 2 m and there is no bikeway along the way.
 - (c) The weather conditions are dangerous for cyclists on the road (snow, strong wind, rain, sleet, fog). Pedestrians have the priority on a sidewalk.

(6) You are not allowed to ride across a zebra crossing, the bicycle must be walked across the zebra crossing, unless there is a designated bike path.

(7) Compulsory bike equipment is depicted in the picture below (courtesy of the Voivodeship Police Headquarters in Bydgoszcz). The triangle \triangle marks mandatory equipment on the bicycle:



- (a) front light
- (b) red tail light
- (c) red rear reflector
- (d) at least one efficient braking system
- (e) bell or another device used for sound warning

Both a helmet and fluorescent clothing are recommended, but are not mandatory.

(8) You are recommended to have your bicycle marked by the Police (engraving a number) in order to prevent theft. Under Polish law, you are not allowed to ride a bicycle if you have drunk alcohol (the same limitations as for drivers apply).

b. Electric scooters. With a growing popularity of electric scooters, you should become familiar with Polish regulations governing the use of such vehicles. The legislation treats electric scooters (also Segways, airwheels, hoverboards and alike) like bicycles.

- (1) Maximum speed on such vehicles will be limited to 20 km/h, the scooter must have an efficient braking system and lights;
- (2) Must be ridden on bicycle paths, if available;
- (3) An electric scooter can be ridden on a street only if the speed limit there is below 30 km/h (to include residential areas);
- (4) Riding on a sidewalk is permitted only if there is no bicycle path, nor is it possible to ride on a street; the user should ride slowly and with great caution;

- (5) Parking a scooter in place and in a manner obstructing traffic or endangering road safety is prohibited;
- (6) The use of electric scooters on public roads is prohibited for children younger than 10, except for residential areas, where children can use them while supervised by an adult; teenagers between 10 and 18 using such vehicles on public roads will need to have a bicycle licence;
- (7) Electric scooters do not require registration,
- (8) Using a helmet is recommended, but not mandatory.

c. Pedestrians are obliged to follow traffic regulations. On 1 June 2021 the following regulations pertaining to pedestrians were introduced:

- (1) Pedestrians entering a crossing have the right of way over a vehicle, unless it is a tram. Pedestrians have priority over the tram only when they are already at the pedestrian crossing.
- (2) The driver of the vehicle approaching a pedestrian crossing should drive carefully, reduce speed so as not to create danger to pedestrians on, or entering the crossing and give way to pedestrians on, or entering the crossing.
- (3) While crossing the street/ track pedestrians are not allowed to use a telephone or other electronic device in a way that reduces observation of the situation on the road, track or pedestrian crossing.

d. Pedestrians should always use a zebra crossing to cross a street. There are two exemptions:

- (1) You may cross the street in any other place, if the distance to the nearest zebra crossing is more than 100 metres; you are then required to cross the street at a 90° angle to the axis of the road;
- (2) In a residential area, all pedestrians have a right of way before vehicles and may cross the road at any place.

Chapter 12. Petrol Stations

a. The number of petrol stations in and around Bydgoszcz is high, so refuelling is not a problem. Most stations are open 24/7. All fuels offered at Polish petrol stations meet international standards.

b. Petrol symbols in gas stations:

- (1) Unleaded fuel - Pb95 also known as “super”, and Pb98 “super+”, marked green.
- (2) Diesel - ON - Usually marked in black and premium diesel in blue.
- (3) LPG – Liquefied Petroleum Gas.

Chapter 13. Garages and Breakdown Service

- a. Most car brands have authorised garages in Bydgoszcz. Others, especially premium class brands are located in bigger cities (Poznań, Gdańsk, etc).
- b. Car breakdown services are offered by most insurance companies and require purchasing extra services to the existing insurance policy.
- c. In case of an accident your insurance will most likely cover the cost of towing. The request for a towing service must be made through your insurance company to be eligible for reimbursement.

Chapter 14. Parking

- a. The JFTC parking lot operates on a “first come first served” principle. For more specific information, see the JFTC Directive on parking regulations.
- b. There are a number of private guarded car parks in Bydgoszcz where you can park your car for a fee. You can also arrange a long-term contract with them.
- c. If you park along the streets within the city centre, use one of the nearby parking meters located throughout the area to pay for your parking.
- d. Parking meters do not give change. The allowed parking time is proportional to the amount of money paid. Put the ticket you received on the dashboard of your car in a visible manner. Parking fees apply from Monday to Friday (0800 – 1700 hours). Now you can also pay for parking using one of free apps on your smartphone (mPay, ePARK, skyCash, find the useful links under <http://www.zdmikp.bydgoszcz.pl/pl/strefa-platnego-parkowania/oplata-telefonem-komorkowym-za-parkowanie>).
- e. Remember, never leave any valuables in your car!

Chapter 15. Buses and Trams

- a. Bydgoszcz has an extensive network of public transport. Full fare regular ticket for day lines and night lines within the city limits costs 3,80 PLN and can be bought at any newsagent’s (“kiosk” in Polish) or through dedicated Apps (Mint Mobile Bydgoszcz, zBiletem). Children, students (presenting a student’s card) and senior citizens pay a reduced (half) fare.
- b. Validate the ticket immediately after boarding a bus or tram. A single ticket is only valid for one bus or tram ride, if you change the vehicle, you need another ticket. There are also other types of tickets available, valid for one hour or up to 24 hours counted from validation. During the ticket validity period you can change buses and trams without any restrictions.
- c. All Bydgoszcz public transportation vehicles are equipped with validation and payment terminals. It is possible to pay for the ride with a contactless payment card, which becomes the ticket. The system does not require printing a

ticket as a proof of payment. Instructions in English and German are also available. The payment can be made using a card or smartphone (equipped by HCE or NFC technology). Tickets are inspected with a mobile reader. The inspector's device can only check the validity of the ticket. No other information related to the card is available to the controller.

d. The current timetable for buses and trams as well as ticket tariffs can be found at <http://www.zdmikp.bydgoszcz.pl/index.php/en/timetable>.

e. You can also buy a long-term ticket (14, 30 or 90-days) encoded on the Bydgoszcz City Card. The Host Nation Support Unit can help you obtain the card. Visit <http://bydgoskakartamiejska.com.pl/en/> to find locations of ticket vending machines and other sale points.

f. During the spring/ summer season it is also possible to take a water tram as a means of public transport in Bydgoszcz. These run on the Brda River from 1 May until mid-September. There are currently three routes to choose from. It is very popular with tourists and worth trying.

Chapter 16. Taxis

a. 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 9 PLN and every extra kilometre approximately 4.50 PLN (on Sundays and official holidays marked in red in calendar the fare is up to 50 % higher). The cheapest and easiest way to order a taxi is by phone, by SMS or dedicated English Apps (like "Express Taxi Bydgoszcz"). For trips at night you will have to expect a 50% increase of the fare. Each taxi driver is obliged to provide a receipt for the service provided.

b. 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.

c. There are other Uber-like transportation services available in Bydgoszcz area. For more information, contact Host Nation Support Unit.

Chapter 17. Medical Support

a. Poland as the Host Nation provides medical and dental services to members of the force, members of the civilian component, and their dependents 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.

b. 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.

c. Citizens from the European Union (EU) benefit from the regulations for transfer of the member states' health insurance coverage within the EU, unless a sending state has other rules for health insurance coverage for personnel abroad.

d. In general, the EU-regulations require that JFTC personnel (EU citizens) must request competent authorities in their respective countries to issue an EU form called S1 stating the date of the beginning of the tour of duty and the date of its end. When filling in the S1 your national authorities are required to state your address in Poland. Use the JFTC as the formal address of registration for JFTC foreign staff members and their dependents (ul. Szubińska 2, 85-312 Bydgoszcz).

e. If your spouse and/ or children (EU citizens) stay in Poland with you, 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.

f. For 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.

g. Holders of a European Health Insurance Card (or its equivalent) are entitled to receive necessary services 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.) necessary 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 to obtain medical treatment.

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

i. JFTC personnel and their dependents (non EU-citizens) are currently required to carry 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.

j. To see the addresses of public outpatient care medical facilities located in Bydgoszcz opened at night, weekends and on public holidays, go to <http://nfz-bydgoszcz.pl/>.

k. 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):.....

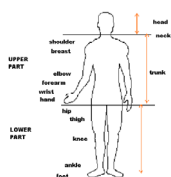
Imię (name):.....

Wiek (age):.....

Waga (weight):.....

PESEL:.....

Uczulenie na leki (allergy to medicines):.....



Objawy obejmują (Symptoms):

Gorączka (Fever)

Ból brzucha (Stomach ache)

Wysypka (Rash) **Obrzęk** (Hyperemia)

Ból przy oddawaniu moczu (pain while urinating)

Krwawienie (Bleeding)

Ból głowy (Headache)

Ból gardła (Sorethroat)

Nudności (Nausea)

Biegunka (Diarrhea)

Wymioty (Vomiting)

Ból (Pain)

Grypa (Flu)

Angina (Tonsillitis)

Katar (Catarrh)

Przeziębienie (Cold)

Zapalenie oskrzeli (Bronchitis)

Zapalenie krtani (Laryngitis)

Zapalenie spojówek(Conjunctivitis)

Zapalenie ucha (Otitis)

Zakażenie (Infection)

Kolka (Colic)

Wirus (Virus)

Bakteria (Bacteria)

Alergia (Allergy)

Astma (Asthma)

Egzema (Eczema)

Migrena (Migraine)

Choroba wrzodowa (Gastric ulcer)

Opryszczka (Herpes)

Kamica nerkowa (Nephrolithiasis)

Złamanie (Fracture)

Lumbago (Lumbago)

Przepuklina (Hernia)

Choroba wieku dziecięcego

(Childhood diseases)

Temperatura (Temperature) °C

Świąd	(Itch)	□
Zawroty głowy	(Dizziness)	□
Zmęczenie	(Fatigue)	□
Kaszel	(Cough)	□
Suchy kaszel	(Dry cough)	□
Omdlenia	(Fainting)	□
Odciski	(Clavus)	□
Oparzenia	(Burns)	□
Bóle	(Aches)	□

Chapter 18. Pharmacies

- a. Prescriptions in Poland are valid for 30 days since the date of issue, except prescriptions for antibiotics which are valid only for 7 days.
- b. Staff members registered with the Polish Health Insurance Fund (NFZ) need to present an original NFZ certificate while purchasing medicine on prescription.
- c. There are many pharmacies ("apteka" in Polish) in Bydgoszcz, and some of them operate as long as between 07.00 -23.00, to include Sundays and public holidays, e.g. Apteka Centralna, 27 Gdańska Street. Contact the Host Nation Support Unit to get a list of pharmacies, including ones, that provide delivery of medicine to your door.

Chapter 19. Pets

- a. All pets must have a valid anti-rabies vaccination taken at least 21 days before they arrive in Poland.
- b. You are not allowed to bring pets younger than three months.
- c. There is no dog tax in Bydgoszcz.
- d. Entering Poland, your pet must:
 - (1) Have a microchip implanted for identification purposes.
 - (2) Have an EU pet passport certifying a valid anti-rabies vaccination.
 - (3) For more information, and special requirements for pets coming from non-EU countries, please go to https://food.ec.europa.eu/animals/movement-pets/eu-legislation/entry-union_en .
- e. There are veterinary clinics which operate 24 hours a day, please refer to the Host Nation Support Unit for details.
- f. 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, considered to be 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.
- g. The permission may be taken away if the dog is kept under conditions that may endanger people or animals.

h. If you walk your dog in a public place, it must be on a leash. If the dog is of an aggressive breed 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, make sure that your dog is on a leash. Remember to clean after your dog. Otherwise, you can face a fine up to 500 PLN.

Chapter 20. Banking/ Post Office

a. Polish zloty (PLN) is the official currency of Poland. It is divided into 100 grosz. You can check the current exchange rate at the Polish National Bank website (<https://nbp.pl/en/>). Cash can be exchanged in a bank or in an exchange office ("kantor" in Polish).

b. There are around thirty-eight banks 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 ATMs ("bankomat" in Polish) all over the city.

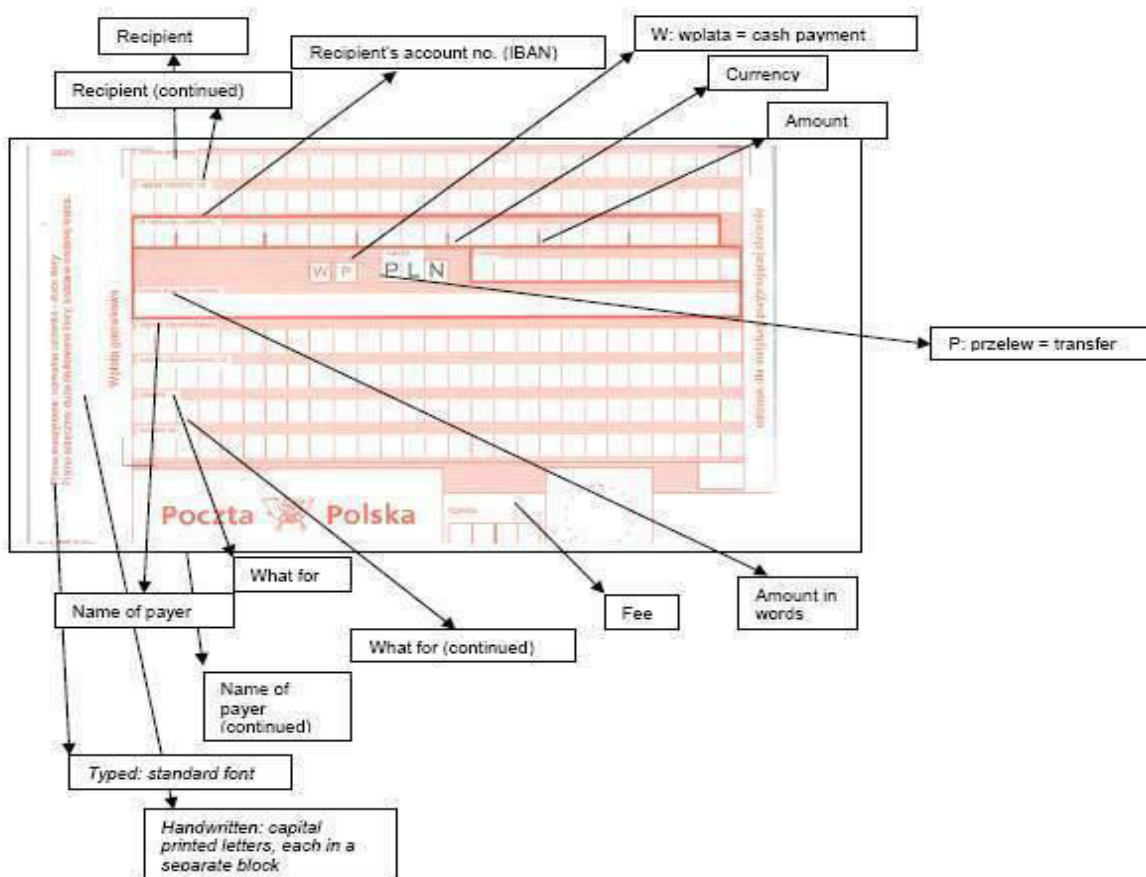
c. Most shops, restaurants and service providers accept credit cards, but in rural areas you may have to pay in cash.

d. In order to open a bank account, present your passport and the JFTC Certificate of Status/Polish ID card. Comprehensive service in English is not always available. 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.

e. When making money transfers from abroad to a Polish bank account, be aware that EU anti-money-laundering regulations require Polish financial institutions to check all transfers exceeding 15,000 EUR, and cash transfers exceeding 1,000 EUR.

f. Mailing services. There are several post offices ("poczta" in Polish) in Bydgoszcz.

g. You can pay your bills by postal payment using the form below, but be aware that the payment will be registered within three days. Below you will find useful expressions related to bank/ post operations.



Chapter 21. Flight, Railway, Bus and Ferry Connections

a. Flight Connections. Ryanair and LOT operate from the Bydgoszcz airport (BZG). The airport offers both domestic and international flights. The airport is situated 3 km south of the city centre. The bus line number 80 connects the airport and the main railway station. 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.

b. Other airports close to Bydgoszcz are in Poznań and Gdańsk.

(1) 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; <https://poznanairport.pl/en/homepage/>.

(2) 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.

c. Railway Connections. There are direct connections from Bydgoszcz to other cities. Polish Railways offer regional, express, and Intercity connections. Usually at weekends trains are more crowded so it is good to reserve a seat in advance. For more information see: www.pkp.pl or www.intercity.pl/en/. To see the train timetable (in English, German, French), visit the website: www.rozklad-pkp.pl.

- d. Bus Connections. Express buses connect larger Polish cities. There are many operators offering daily connections from Bydgoszcz to Warsaw, Cracow, Poznań, and other major cities (e.g. www.busbud.com or www.flixbus.pl). For further information on the operators, contact the Host Nation Support Unit.
- e. Polish port cities on the Baltic coast offer ferry connections to Scandinavian cities. For more information visit <https://www.aferry.com/pl-pl/poland/>

Chapter 22. Language

- a. Polish is considered to be one of the most difficult languages, but do not hesitate to use it even if you know only some basics. If you want to learn Polish, you can attend a course or to hire a teacher for private lessons. There are several language schools that offer classes for beginners, intermediate and advanced learners.
- b. It is possible to attend a course of basic Polish organised at JFTC. All charges are at participants' expenses. Ask JFTC DOM Office for further details.

Chapter 23. Churches

Most Poles (95%) are Roman Catholics. There are Catholic churches in almost every district or village. Catholic Sunday liturgy in English is held during the school year (except holidays) each Sunday at 7.30 p.m. at the Virgin Mary of Częstochowa Church in Żmudzka Street in Bydgoszcz. Evangelical Christian Church holds an English speaking service every last Sunday evening of the month from 19:00 – 20:00, at Zduny 8 in Bydgoszcz. Service in French is offered once a month at 17:00 at the Holy Ghost Church, located in ul. Jana Pawła II 117. Once a month (first Sunday at 16:00) a mass in Latin is held in the cathedral, ul. Farna. If you are interested in services for other faiths, please contact the Host Nation Support Unit.

Chapter 24. Utilities and Services

- a. The Host Nation Support Unit will help you look up information you may need regarding utilities and services. However, the Support Unit is not responsible for the services that you will receive. On L-Drive you will find further information regarding consumer protection, general observations on private contracting for services and utilities, and standard forms, which may be used for termination of private contracts.
- b. 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. 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 in doubt in this regard, contact the Legal Office for further information.

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

(1) Embassies. Contact Host Nation Support Unit for information on embassies from NATO/ PfP countries in Warsaw, or look at the Polish Ministry of Foreign Affairs webpage: <https://www.gov.pl/web/dyplomacja>

(2) Heating. Depending on the technical set-up of your house or apartment, you may need to contact either:

(a) Gas Company (Polska Spółka Gazownictwa, 58.325.99.02 webpage: <https://www.psgaz.pl/> ;

(b) 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)

(3) Electricity. For matters concerning supply of electricity contact:

(a) ENEA Company, tel. 61.111.11.11 webpage: <https://www.enea.pl/pl/grupaenea/o-grupie/dane-kontaktowe>.

(b) 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.

d. Lost Property. The Lost Property Office is located at ul. Jezuicka 6a/2a Bydgoszcz, tel. 052 5858087. You may also find information at their website: <https://um.bydgoszcz.pl/sprawa/biuro-rzeczy-znalezionych/>

e. Public libraries. Public libraries can be used by 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://biblioteka.bydgoszcz.pl/>, tab: "Katalog on-line".

f. Public Polish Holidays. Refer to the JFTC Annual Plan for more information.

g. Radio/ Television. According to Polish law, it is necessary to pay a subscription fee for radio and TV, however, in accordance with the Supplementary Agreement, Art. 18.1.d, "entitled members of JFTC are exempted from stamp duties and licence fees on any personally owned radio, TV and other telecommunication devices".

h. 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.

i. Shopping. The 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. Most shops downtown 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. You should also visit FRYMARK Bydgoski – a market with products directly from farmers, ecological, regional, also with whole variety of handmade products. It is open every Sunday, between 10 a.m. and 2 p.m. at Gdańska 8 Street (Bydgoskie Centrum Finansowe). Moreover, there are many shopping malls in Bydgoszcz. They are open from Monday to Saturday and on selected Sundays. If you need further information on location and opening hours, contact the JFTC Support Unit.

j. 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:

(1) Telekomunikacja Polska/ Orange Polska: for internet and telephone 801.505.505 / for mobile phone 510.100.100 , webpage: <http://www.orange.pl/>

(2) Netia tel. 801.801.913, webpage: <https://www.netia.pl/>

(3) Play tel. 813.813.813, 730.300.400, webpage: <https://www.play.pl/>

Usually, if you choose a package subscription for the telephone and the Internet, the total fee is lower. The Host Nation Support Unit or your NSE will help you contact the providers, and compare current offers of subscription;

k. 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.

l. Waste Disposal. Bydgoszcz City Hall organises special collections of household hazardous waste such as batteries, expired medicines, chemicals and electronic devices. 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.

m. If you exchange a battery in your vehicle, the shop where you buy a new one will keep the old one as a hazardous material. If you do not return the old battery while buying a new one, you pay a deposit charge. You then have 30 days to deliver the used battery to the seller and you are reimbursed the paid deposit.

n. A company in your area will collect different categories of waste which is 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.

o. Water. In Bydgoszcz, water and sewage services are supplied by Miejskie Wodociągi i Kanalizacja, tel. 52.323.2200, webpage: <https://www.uslugi-mwik.bydgoszcz.pl>. 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

a. The city has much to offer to the Joint Force Training Centre staff and their families to include cultural events, world class sporting events, 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. Please keep in mind that consuming alcohol in public is not permitted.

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

- (1) <http://visitbydgoszcz.pl/>
- (2) <https://kujawsko-pomorskie.travel/en>
- (3) <http://www.filharmonia.bydgoszcz.pl/>
- (4) <http://www.opera.bydgoszcz.pl/>
- (5) <https://visittorun.com/en>
- (6) <http://www.inowroclaw.pl/>
- (7) <http://grudziadz.pl/>
- (8) <http://www.ciechocinek.pl>
- (9) <http://www.biskupin.pl/>
- (10) <http://www.gdansk.pl/>
- (11) <http://www.poznan.pl/mim/main/en/>

Chapter 26. For Kids

a. Myślęcinek Park offers walks, skiing, cycling or 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.

b. You may also look up cinemas or other fun-activities in the Bydgoszcz area (see for example <https://familypark.pl>, <http://juraparksolec.pl> (dinosaurs, history and exhibition; a water park is located nearby), <http://mlynwiedzy.org.pl> or <http://www.palac.bydgoszcz.pl>). Cinemas offer original language movies with Polish subtitles.

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

Chapter 27. JFTC Morale and Welfare Clubs and Activities

a. The clubs, activities and facilities indicated below are available for JFTC members, eligible members from other units in Bydgoszcz, and their dependents:

- (1) NATO Spouses Club Bydgoszcz (NSCB).
- (2) JFTC Sports Club (with different sections e.g. Tennis, Gym, Yoga, etc.).
- (3) JFTC Music Club (Band).
- (4) Library.
- (5) Polish and French language classes.
- (6) Weekend family trips.
- (7) JFTC Canteen (Duty Free Shop).
- (8) JFTC Cafeteria (DFAC).

b. "Get to know the NATO Spouses Club Bydgoszcz". The NATO Spouses Club Bydgoszcz (NSCB) is an international fellowship of spouses to members of the JFTC, 3NSB, NCIA CSU, ACCI, NFIU POL and MP COE as well as spouses to the NATO International Civilians and Local Wage Rates.

c. The club operates in Bydgoszcz to promote friendship among members, provide a communication platform for mutual cultural exchange, organise leisure and social activities for its members and to support selected local charities. Annual membership is currently 30 PLN. The NSCB meets once a month (except for July and August) during "Coffee Mornings". Date and location are announced to members in advance, e.g. via email. Moreover, NSCB offers monthly social activities, such as: day trips such as museum visits or factory tours, craft workshops, seminars, and many others events.

d. There are also special groups operating within the NSCB, e.g. Cooking Club, English Conversation, Book Club, Culture in Bydgoszcz, Kids Activities Group, and many more depending from the interest of the members. In addition, NSCB members have the opportunity to take part in joint English lessons at a reduced price in order to ensure better communication between spouses.

e. Join NSCB and welcome to Bydgoszcz! To join the NATO Spouses Club or for more information, please email us at: natospousesclub@gmail.com.